

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
Phone (530) 284-7224, Fax (530) 284-0894
indianvalleycsd.com Email: ivcsd@frontiernet.net

Board of Directors

Philip Shannon
Mina Admire
Wayne Dannemiller
Lee Anne Schramel
Robert Heard

AGENDA

REGULAR MEETING OF THE BOARD OF DIRECTORS

June 13, 2018 6:30 P.M.

Greenville Town Hall

120 Bidwell St., Greenville, CA 95934

1. Call to Order/Roll Call:
2. Pledge of Allegiance:
3. Agenda Approval: Discussion/Action
4. Public Comment: The public may address the Board on any item **NOT** on the agenda. Pursuant to state law, the Board may not discuss or take action on non-agenda items except under special circumstances. Speakers should limit their remarks to **five** minutes or as decided upon by the Chairperson.
5. Approval of Meeting Minutes of Special Meeting of **March 24, 2018**, Adjourned Meeting **April 25, 2018**, Regular Meeting **May 9, 2018**.
6. Finance Report:
 - a. Review list of May 2018 Checks & April Profit and Loss Financial Report. Discussion;
7. Directors Reports: For Discussion of Conferences, Workshops, and Meetings Attended. Correspondence and Other IVCSD Related Activities
8. Committee Reports:
 - a. Personnel and Planning:
 - b. Finance:
 - c. Public Relations:
 - d. Ordinance:
 - e. IVASA: July 10, 2018 Meeting 5:30pm
 - f. Ad Hoc Park Committee – May 2018
 - g. Ad Hoc Fire Committee - May 2018
9. Fire Department Frequency Report; Calls for Service:
10. New Business:
 - a. Budget Review 2018-2019; Discussion
 - b. Approval of the Community Facilities Grant Agreement with USDA for the Purchase of a Fire Engine; Discussion/Approval
 - c. Approve Three Year Engagement Letter with Singleton/Auman; Discussion/Approval
 - d. Approve Policy 3270 – Fire Compensation; Discussion/Approval
11. Old Business:
 - a. Committee Review; Discussion/Approval
 - b. Update on FEMA Funding for Wolf Creek Project; Discussion
 - c. Water/Wastewater Work Order Report December; Discussion
 - d. Town Hall; Discussion
 - e. Other business from the floor. Discussion
12. General Manager's Report March & April. Discussion
13. General Manager's Report. Discussion Closed Session:
 - a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code section 54957) Title: General Manager
 - b. PUBLIC EMPLOYMENT (Government Code section 54957) Title: General Manager

14. Report out of Closed Session

15. Adjournment: Next Regular Meeting July 11, 2018 6:30 p.m. at the Greenville Town Hall

Standing Committees:

Public Relations – Directors Schramel & Admire: 5:30 p.m., Thursday a week prior to Board Meeting

Personnel & Planning –Directors Holcomb & Schramel, 5:30 p.m., Wednesday a week prior to Board Meeting

Ordinance – Directors Heard & Shannon: 6:30 p.m., Quarterly - Wednesday a week prior to Board Meeting

Finance – Directors Shannon & Admire: 4:30 p.m., Thursday a week prior to Board Meeting

IVASA – JPA Board- Directors Heard & Holcomb: January, July, Bi-annually.

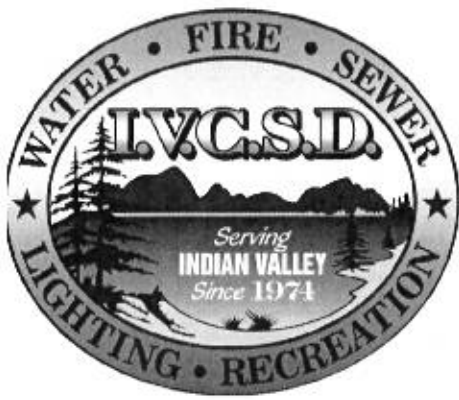
Ad-Hoc Park Committee – meet as arranged

Ad-Hoc Fire Committee – meet as arranged

REASONABLE ACCOMMODATION: *In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board at 530-284-7224. Notification 72 hours prior to the meeting will enable the IVCSD to make reasonable arrangements to ensure accessibility.*

FUTURE MEETING AGENDA ITEMS;

UPCOMING TRAINING SESSIONS; 6/24/2018	<u>2018 General Manager Leadership Summit</u>	Olympic Valley
7/8/2018	<u>2018 Special District Leadership Academy Napa</u>	Napa
7/18/2018	<u>Sexual Harassment Prevention Training</u>	Riverside
7/24/2018	<u>Webinar: Making Connections in CSDA's Online Communities</u>	
7/25/2018	<u>Sexual Harassment Prevention Training</u>	Avila Beach
8/6/2018	<u>Sexual Harassment Prevention Training</u>	McKinleyville
8/8/2018	<u>Sexual Harassment Prevention Training</u>	Bakersfield
8/10/2018	<u>Webinar: Save Money, Time & Effort with Value-Added Benefits</u>	
8/14/2018	<u>Sexual Harassment Prevention Training</u>	Tahoe City
8/21/2018	<u>Developing and Motivating Productive Teams</u>	Martinez



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Board of Directors

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Robert Heard
Mina Admire

Minutes

IVCSD Special Meeting of the Board

March 24, 2018 at 10:00 a.m.

IVCSD Office, Greenville, California 95947

1. Call to Order/Roll Call:

- **Directors:** Chairman Shannon, Director Heard, Director Schramel, Director Dannemiller. Vice Chair Admire was absent.
- **Staff:** G.M. Gallagher, Chief Operator Silva, Board Clerk/Secretary Titcomb. Chief Balbiani was absent.

2. Pledge of Allegiance:

- Chairman Shannon led the group in the pledge.

3. Adoption of Agenda:

- A motion to approve the agenda as presented was made by Director Heard and Director Dannemiller. This passes with a 4-Yes, 1-Absent (Director Admire).

4. Public Comment:

- No comments were offered at this time.

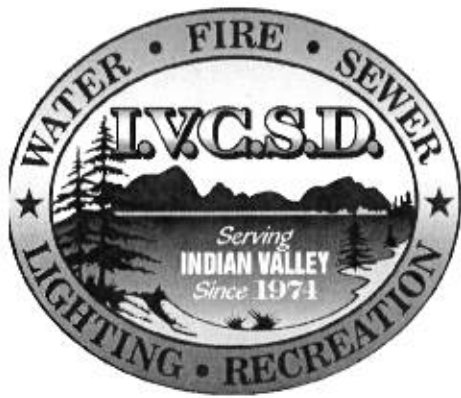
5. New Business:

- **Discuss Goals and Objectives for the Next Fiscal Year:**
- **Review Preliminary Strategic Plan and Make Updates:**

This item of discussion goes back to a strategic planning meeting held in February of 2017 where California Rural Water Association sent Angela Wendele to assist us in planning and prioritizing items for the coming budget year. This is a review of the last meeting for planning and a meeting to discuss current planning for the next fiscal year. It's been organized that the general manager's review process will begin in April, ahead of the fiscal year, and that goal setting for the coming FY is a part of that process. It was decided that during the regular meeting of the board over the next year there will be an agenda item listed for planning, goal setting, and infrastructure discussion, and up to 30 minutes set aside for this purpose. Some months the discussion may be brief and others it might take all of the allotted time. It was agreed upon that a long-term plan needs some discussion. There was discussion of a Capital Improvement Program and possible committee to discuss the funding for replacing major equipment pieces for the district. Discussion about the committees, their objectives, and planning.

6. Adjournment:

- A motion to adjourn was made and seconded. This motion passes with 4-Yes, 1-Absent (Director Admire). The next regular meeting will be April 11, 2018 and that meeting will be adjourned until April 25, 2018 to accommodate the schedules of staff.



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Minutes

Adjourned Meeting of April 25, 2018

Greenville Community Town Hall

120 Bidwell Street, Greenville, California, 95947 at 6:30 p.m.

1. Call To Order/Roll Call:

- Members and Present: Chairman Shannon, Vice Chair Admire, Director Schramel, Director Dannemiller. Absent: Director Heard.
- Staff: G.M. Gallagher, Fire Chief Balbiani, Board Clerk/Secretary Titcomb.

2. Approve Agenda:

- A discussion took place to remove item #10 a. Public Hearing from the agenda. A motion was made to approve the agenda as amended by Director Admire and seconded by Director Shannon. There were 4- Yes and 0- No votes, 1- Absent(Director Heard). Motion passes with a majority vote.

3. Pledge of Allegiance:

- Chairman Shannon led the group in the pledge.

4. Public Comment:

- A constituent gave comment concerning the fire fighter volunteers not being paid yet for their days spent on the Minerva Fire in Quincy during the summer of 2017. She mentioned that the volunteers should just be paid and the district should work out issues with the paperwork and contracts.
- A constituent gave comment concerning the issue of paying the fire fighter volunteers for the Minerva Fire.
- A constituent gave comment on a road easement shared with the district to the sewer ponds. She gave a short report on the history of the relationship with the district and various staff members, and what she would like to have the district do in accordance with road repairs and what she deems as rude behavior from district staff.

5. Information Consent Agenda:

- A motion to approve the item,(Minutes of Feb. 14, 2018) on the consent agenda was made by Director Schramel and seconded by Director Shannon. This passes with a majority vote, 4- Yes, and 0- No, 1- Absent,(Director Heard).

6. Director's Reports: Director Dannemiller reported that he attended and received a certificate for Ethics Training and that he attended the Advanced Course Board Member Conference in Monterrey, in place of Director Admire, and he reports on the training courses he attended while at the conference. Director Dannemiller and G.M. Gallagher attended the FASIS board meeting to present information for the IVCSD to be considered for workers compensation insurance.

7. Fire Frequency Report: The board packet listed the calls for service/frequency information. Fire Chief Balbiani reported that he attended classes on high performance CPR, air operations, and hazmat first responders. He is scheduled to go to a leadership conference in Baltimore, Maryland in May. He reported on shirts and other uniforms already ordered and a status update on the Genesee Fire event, and possible reimbursement from the USFS. It was discussed that the Personnel & Planning Committee meet

with Chief Balbiani to review contracts and be assured that volunteers can be compensated as there are specific state and federal laws concerning this. More information and meeting dates were discussed.

8. **Committee Reports:**

- **Personnel & Planning:** This committee did meet and the topics of discussion were: A quarterly points system for fire volunteers reimbursement, possible strategic planning meeting in May 2018, possible grant projects with the Upper Feather River Watershed IRWM and to move forward with a meeting scheduled for June 22, 2018, and a closed session for public employee performance evaluation.
- **Finance:** Accountant John Breaux came from Quincy and Office Manager Titcomb were both present. The board members were not present for the meeting. The financial documents were available and forwarded to the board packet.
- **Public Relations:** This committee did meet and reviewed complaints in the office binder, updated, signed, and mailed a letter concerning an ongoing issue at 712 Main Street, identified potential media topics, and scheduled
- **Ordinance:** This committee did meet and items of discussion: Chapters 6 & 7 concerning weed, rubbish, debris abatement, defensible space, alarm systems, water system rules, and customer liability.
- **IVASA:** Next meeting scheduled for July 10, 2018.
- **Ad-Hoc Parks Committee:** Meetings scheduled for May 1st at the Greenville Park and another scheduled for May 3rd after the Public Relations meeting.

9. **New Business:**

- a. **District Signage:** Nothing new to report, Director Admire and Director Schramel will take a drive around the valley to the district facilities to take pictures and measurements for proper signage.
- b. **Parks Commercial Fees:** A motion was made to table this item until a parks committee meeting can be held with the G.M. to review the fees for the parks use by Director Schramel and seconded by Director Shannon. This motion passes with 4- Yes and 0- No votes, 1- Absent, (Director Heard).

10. **Old Business:**

- a. **Public Hearing:** This item was removed as the agenda was amended.
- b. **Committee Discussion and Appointments:** It was recommended to add a Capital Improvement Program Committee, (CIP Committee). No decision was made at this time.
- c. **Update on FEMA Funding for Wolf Creek Project:** Small portion of the funds have been paid towards the project. More reimbursement checks are coming.
- d. **Town Hall:** Nothing new from the County concerning the town hall except a mention of a title search. Nothing definitive at this time.
- e. **Other Business From the Floor:** Nothing was presented at this time.

11. **Closed Session; Public Employee Evaluation, G.M. (Gov. Code 54957):** The board went into closed session.

12. **Report Out of Closed Session:** No action was taken.

13. **Adjournment:** Adjournment was motioned and properly seconded. The meeting adjourned at 9:30 p.m.



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Board of Directors

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Minutes

May 9, 2018

Regular Meeting of the Board of Directors

6:30 p.m. at the Greenville Community Town Hall
120 Bidwell Street, Greenville, California 95947

1. Call to Order/Roll Call:

- **Directors:** Director Schramel present, Director Heard present, Director Dannemiller present, Director Shannon absent, Director Admire absent.
- **Staff:** G.M. Gallagher, Acting Board Clerk/Secretary Towers, and Fire Chief Tony Balbiani.

2. Pledge of Allegiance: The Pledge of Allegiance was led by Director Heard.

3. Agenda Approval:

- Director Schramel made a motion to move items 13 and 14 until all board members are present. Directors Schramel, Heard, and Dannemiller voted yes. Directors Shannon and Admire were absent. 3 yes, 0 no, 2 Absent, (Director Admire, Director Shannon)
- A motion was made by Director Heard to approve the agenda. There were 3 yes votes, and 0 no, 2 Absent, (Director Admire, Director Shannon).

4. Public Comment:

- A constituent shared with the board photos of the Greenville park. She noticed that there were children bicycling around electrical wires that were not marked as high voltage. She was also commenting that there was a pump left out as well as gloves and other equipment. Garcia was wanting to call these issues to the attention of the board. Director Schramel did respond at this time by saying that the board was aware of some of the problems at the park and that there are steps being taken to remedy these situations. Schramel also reassured the constituent that some of these problems have already been taken care of as well urging her to speak to GM Gallagher at a later time so that he may be able to offer further clarification on the matter.

5. Finance Report:

- GM Gallagher discussed profit and loss budget. He suggests that they start up a beginning budget session to get ready for July when the fiscal year ends and a new fiscal year begins. Certain areas of the current budget are a bit over, such as supplies GM Gallagher reports although other areas were under budget. GM Gallagher anticipates that the budget will match up almost to the penny by the end of the fiscal year. Gallagher goes through some of the checks that were sent out for April 2018 and explains some of the purchases. Directors did not need any further clarification of the list of checks for April 2018.

6. Other IVCSD Related Activities: Director Schramel brought to the attention of board attendees that May is Wildfire Awareness Month. Director Schramel thanked Indian Valley Fire Chief, Tony Balbiani for attending. She informed attendees that there is a community chipping program available for Plumas County residents in the State Responsibility Area. Program funding has been made available from a

CAL FIRE SRA Fire Prevention Fund grant. The Plumas County Fire Safe Council will conduct up to two chipping routes per year in each community and each parcel owner can participate free of charge. Balbiani stated that the program has already been posted on the Indian Valley Fire and Rescue Facebook page.

7. Committee Reports:

- **Personnel & Planning:** Wednesday, May 2, 2018 the committee convened at 5:30 p.m. at the IVCSO office building where they adopted the agenda. Board Members talked about reimbursing Volunteer Fire Department members. Schramel went over the notes found in the packet for personnel and planning. Payments to fire volunteers are taxable Schramel points out. GM Gallagher wants to develop a policy for reimbursing volunteers.
- **Finance:** Thursday, May 10, 2018 Director Admire and GM Gallagher looked at the checks and balances for the 2017/2018 budget. They talked about the riding lawn mower the district is looking at purchasing for the park. They assessed the costs of renting a mower for short term maintenance of the park and buying a mower. They concluded it would be more frugal to buy a mower as oppose to continuing to rent one.
- **Ordinance:** Ordinance did not meet. Schramel wanted to bring to the attention of attendees that she believes Board Members should always call ahead if they can't make a committee meeting.
- **IVASA:** Tuesday, July 10, 2018 is the next scheduled meeting at 5:30 p.m. in the IVCSO office.
- **Ad-Hoc Parks:** Ad-Hoc park committee met Tuesday, May 1, 2018 at 5:30 p.m. at the Greenville Community Park. Agenda was adopted. At this meeting Directors Schramel, Director Dannemiller, Laura Kerns, and Josie Litchfield reviewed the condition of the playground equipment. They discussed getting the lumps out of the bark and leveling it out. Director Schramel reported that the park's equipment was actually not in too bad of shape. There is an opportunity to possibly get some replacement modules as oppose to replacing larger portions of playground equipment. Possibly replacing the climbing chains was addressed as well as possibly purchasing benches as oppose to having picnic tables alone. There was talk about grant options for funding for such projects. They also looked into pricing for powder coats for the playground equipment and possibly separating the equipment into more age appropriate areas. The Ad-hoc committee adjourned at 7:00 p.m. and predict they will meet again in a couple of weeks as they plan to assess the costs of these changes and possible purchases in the 2018/2019 budget. Director Schramel requested that GM Gallagher and the IVCSO Staff do an update as to what has been done at the park.
- **Ad-Hoc Fire:** Fire Committee did not meet. Director Heard will be coming in to set up a date for the next Ad-Hoc Fire Committee.

8. **Fire Dept. Report:** Fire Chief Balbiani went over fire rescue and activity list. The Chief reported that he has been receiving very positive feedback from the community and that more and more people have been showing up to Fire calls. GM Gallagher congratulated Balbiani for working toward getting a grant to cover most of the costs for him to go to the National Fire Chief's Conference. Director Schramel inquired as to who would be acting Chief in Balbiani's upcoming absence. Balbiani reported that he believed Denny Wright would be acting as Chief during that time. Gallagher will follow up on this matter and let the board know exactly who will be acting in the Chief's absence. Balbiani also talked about billing customers whose Fire Dept. assists are outside of our Fire Districts. There were no further questions about the Fire Dept. Report.

9. New Business:

- a. **Public Hearing-** Addition to Chapter 6 Adding Weed Abatement, and Modification of Chapter 7, Water Code, to Add Impact Fees, Backflow Regulations and Other Changes, Open the Public Hearing, take input, waive the Reading and Adopt Resolution 2018-005. Discussion/Approval.
- b. **Strategic Plan Discussion-** This is a carry over from the last couple of meetings. Einhorn has looked over and revised the resolution. GM recommendation is that they adopt resolution w/ ordinances to take place 30 days after approval by the board. They reviewed all of the language in the resolution in the committees and made necessary changes. He wants to open the public hearing and take comments about it.

19:17 floor is opened for public comment. No public comment. Wayne moves to adopt resolution seconded by Schramel. Heard asks for a roll call vote. The vote is as follows: Direct Schramel- Yes, Director Heard- Yes, Director Dannemiller- Yes, 2- Absent, (Director Shannon, Director Admire).

- c. **Park Commercial Fees; Discussion/Approval-** Park committee developed fees for park use and garbage fees. GM goes over items on page 63 of the Board Packet regarding park commercial fees and details therein. GM recommends that they adopt the fee recommendations. Large groups pay the Chamber of Commerce to be under their insurance. If there are large events, we want to require people to order porta-potties. If the district must do this, we would charge a fee. Heard asks for public comment. No public comment. Dannemiller moves to adopt the fees. Schramel seconds it. All in favor. 3 Yes 0 No, 2 Absent, (Director Shannon, Director Admire).
- d. **Adopt Resolution 2018-006 adopting the final "Upper Feather River Integrated Regional Water Management Plan Update 2016":** Schramel made a motion to adopt the resolution, which was seconded by Director Dannemiller. All in favor. 3 Yes, 0 No, 2 Absent, (Director Shannon, Director Admire).
- e. **Adopt Resolution 2018-007 approving the corporate borrowing with Umpqua Bank.** Dannemiller moves to adopt resolution. Heard seconds the motion. Public comment. There are no public comments. 3 yes, 0 no, 2 Absent, (Director Shannon, Director Admire).
- f. **Consider purchase/financing of a new Lawn Mower for the Park. Discussion/Approval:** The finance committee has reviewed this issue and are in favor of approving this purchase. Schramel wants to make sure we buy locally if at all possible. Dannemiller moves to approve seconded by Schramel. No public comment. 3 yes, 0 no, 2 Absent, (Director Shannon, Director Admire).

10. Old Business:

- a. **Committee Review; Discussion/Approval:** The Ad-hoc committee was added to their line-up. Nothing to report. There was a CIP committee discussed. Director Schramel says that they want to further the discussion about the CIP committee at the Personnel & Planning Committee.
 - b. **Update on FEMA Funding for Wolf Creek Project; Discussion:** GM Gallagher let the board know that himself and Water/Wastewater Operator Don Silva met with an engineer last week. They are thinking about drilling under the creek as opposed to over the creek. They are going to explore some estimates on this matter. We haven't heard from FEMA however in terms of funding for this project. No public comment
 - c. **Water/Wastewater Work Order Report December; Discussion:** No Discussion.
 - d. **Town Hall; Discussion** Gallagher hasn't heard anything about the district taking over the town hall from the county.
 - e. **Other business from the floor. Discussion:** Schramel wants to have the live scan discussion at the next ordinance committee. There was a comment in last month's finance notes requesting that the cost of live scan be discussed by Planning and Personnel. There is an upcoming special meeting where the Board will be going over the General Manager's evaluation and discuss next year's budget.
11. **General Manager's Report March & April. Discussion:** GM goes over the General Manager's Report. Director Schramel brings to the attention of the board that they have already gone over March's General Manager's Report.
12. **General Manager's Report. Discussion Closed Session: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code section 54957) Title: General Manager:** Tabled
13. **Report out of Closed Session:** Tabled
15. **Adjournment:** Next Regular Meeting June 13, 2018, 6:30 p.m. at the Greenville Town Hall Meeting adjourned at 8:01 p.m.

The board packet and copies of the agenda are readily available on the website:

- www.indianvallevesd.com
- Physical copies can be made for you at the office for a small fee.
- Copies are available at the monthly meeting and any special meeting of the board.

Call the Board Clerk/Secretary if you require documents to be mailed to your physical/ mailing address.

Signed Board Acting Chair Heard _____

Signed Acting Board Clerk Towers _____

DRAFT

IVCSD
Check Detail
May 2018

Type	Num	Date	Name	Account	Original Amount
Check	11710	05/22/2018	AT&T Mobility	10005 - Plumas Bank 9449	-253.01
Check	11694	05/10/2018	Basic Lab	10005 - Plumas Bank 9449	-1,388.75
Check	11695	05/15/2018	CA Water Boards	10005 - Plumas Bank 9449	-1,046.00
Check	11678	05/10/2018	CarQuest	10005 - Plumas Bank 9449	-88.87
Check	11674	05/03/2018	Crescent Tow and Repair	10005 - Plumas Bank 9449	-68.95
Check	11702	05/15/2018	Curtis Tools for Heroes	10005 - Plumas Bank 9449	-115.67
Check	11713	05/31/2018	Dall	10005 - Plumas Bank 9449	-1,495.75 Water Plant Computer
Check	11697	05/15/2018	Don Silva	10005 - Plumas Bank 9449	-226.44 Reimburse
Check	11696	05/16/2018	Evergreen Market	10005 - Plumas Bank 9449	-76.79
Check	11683	05/01/2018	Feather Publishing	10005 - Plumas Bank 9449	-94.25
Check	11699	05/15/2018	Feather Publishing	10005 - Plumas Bank 9449	-30.00
Check	11714	05/31/2018	Feather Publishing	10005 - Plumas Bank 9449	-60.60
Check	11658	05/01/2018	Feather River Solar Electric	10005 - Plumas Bank 9449	-77.64
Check	11690	05/10/2018	Ferrellgas	10005 - Plumas Bank 9449	-135.55
Check	11698	05/15/2018	Fire Agencies Self Insurance System	10005 - Plumas Bank 9449	-4,417.00 Workers Comp
Check	11694	05/10/2018	Frontier Communications	10005 - Plumas Bank 9449	-950.04
Check	11685	05/10/2018	HACH	10005 - Plumas Bank 9449	-205.02 Chlorine
Check	11660	05/01/2018	Harris Computer Systems	10005 - Plumas Bank 9449	-1,248.00 Annual Fee
Check	11704	05/22/2018	Hunter Hardware	10005 - Plumas Bank 9449	-383.12
Check	11659	05/01/2018	Joan Johns	10005 - Plumas Bank 9449	-750.00
Check	11683	05/10/2018	Jeff Titcomb	10005 - Plumas Bank 9449	-92.02 Reimburse
Check	11667	05/03/2018	Jennifer Martin	10005 - Plumas Bank 9449	-200.00
Check	11690	05/10/2018	Law Office of Gregory Einhorn	10005 - Plumas Bank 9449	-220.00
Check	11700	05/15/2018	McMaster-Carr	10005 - Plumas Bank 9449	-175.38
Check	11701	05/15/2018	McMaster-Carr	10005 - Plumas Bank 9449	-317.70
Check	11688	05/10/2018	Mohawk Trading Co.	10005 - Plumas Bank 9449	-20.16
Check	11682	05/01/2018	Mountain Building	10005 - Plumas Bank 9449	-37.02
Check	11679	05/10/2018	Napa	10005 - Plumas Bank 9449	-127.95
Check	11670	05/03/2018	Network Innovation	10005 - Plumas Bank 9449	-400.00 Annual Fee
Check	11672	05/03/2018	Network Innovation	10005 - Plumas Bank 9449	-150.00
Check	11602	05/10/2018	Network Innovation	10005 - Plumas Bank 9449	-25.75
Check	11687	05/10/2018	Papa Machinery	10005 - Plumas Bank 9449	-50.16
Check	11707	05/22/2018	PG&E	10005 - Plumas Bank 9449	-3,519.16
Check	11708	05/22/2018	PG&E	10005 - Plumas Bank 9449	-782.87
Check	11709	05/22/2018	PG&E	10005 - Plumas Bank 9449	-174.02
Check	11675	05/03/2018	Plumas County Environmental Health	10005 - Plumas Bank 9449	-210.00 Pool Permit
Check	11689	05/10/2018	Plumas District Hospital	10005 - Plumas Bank 9449	-130.00 Pre employment
Check	11671	05/03/2018	Rental Guys	10005 - Plumas Bank 9449	-278.90 Mower Rental
Check	11691	05/10/2018	Sauers Engineering, Inc.	10005 - Plumas Bank 9449	-450.00
Check	11692	05/10/2018	Sauers Engineering, Inc.	10005 - Plumas Bank 9449	-3,415.00 FEMA project
Check	11681	05/10/2018	Scott Tanner Business Equipment	10005 - Plumas Bank 9449	-73.33
Check	11715	05/31/2018	Sierra Cascade Aggregate	10005 - Plumas Bank 9449	-325.33
Check	11676	05/03/2018	SST Oil Cardlock	10005 - Plumas Bank 9449	-502.31
Check	11711	05/22/2018	SST Oil Cardlock	10005 - Plumas Bank 9449	-375.02
Check	11668	05/03/2018	Tashlauna Towers.	10005 - Plumas Bank 9449	-73.53 Reimburse
Check	11706	05/22/2018	Thatcher Company of CA	10005 - Plumas Bank 9449	-371.44
Check	11673	05/03/2018	The Breaux Group	10005 - Plumas Bank 9449	-850.00
Check	11677	05/10/2018	The Collins Pines Co.	10005 - Plumas Bank 9449	-23.58
Check	11703	05/18/2018	Tractor Supply	10005 - Plumas Bank 9449	-4,826.24 Mower
Check	11666	05/01/2018	US Bank	10005 - Plumas Bank 9449	-1,307.61 Credit Card
Check	11705	05/22/2018	USA BlueBook	10005 - Plumas Bank 9449	-256.53
Check	11693	05/10/2018	Waste Management	10005 - Plumas Bank 9449	-15.70
Check	11689	05/03/2018	Wayne Dannemiller	10005 - Plumas Bank 9449	-390.03 Reimburse
Check	11661	05/01/2018	Wells Fargo	10005 - Plumas Bank 9449	-102.32
Check	11716	05/31/2018	Wells Fargo	10005 - Plumas Bank 9449	-102.32
Check	11664	05/01/2018	Western Nevada Supply	10005 - Plumas Bank 9449	-458.90
Check	11680	05/10/2018	Wild Hare Sign Co.	10005 - Plumas Bank 9449	-203.78
Check	11665	05/01/2018	Your H2O Pro	10005 - Plumas Bank 9449	-1,000.00 Park Pump
					-35,154.21
Payroll					
Liability Check		05/03/2018	QuickBooks Payroll Service	10005 - Plumas Bank 9449	-9,214.40
Liability Check		05/17/2018	QuickBooks Payroll Service	10005 - Plumas Bank 9449	-9,292.93
Liability Check	EFT	05/04/2018	EFT - 941	10005 - Plumas Bank 9449	-2,909.75
Liability Check	EFT	05/04/2018	EFT - EDD	10005 - Plumas Bank 9449	-617.42
Liability Check	EFT	05/18/2018	EFT - 941	10005 - Plumas Bank 9449	-3,000.36
Liability Check	EFT	05/18/2018	EFT - EDD	10005 - Plumas Bank 9449	-625.79
Check	11712	05/22/2018	Blue Shield of CA	10005 - Plumas Bank 9449	-2,309.24
					-27,969.90

IVCSD
Profit & Loss Budget vs. Actual
July 1, 2017 through June 6, 2018

Ordinary Income/Expense	TOTAL			
	Jul 1, '17 - Jun 6, 18	Budget	\$ Over Budget	% of Budget
Income				
30304 - Service Charge Sewer	169,556.82	191,939.00	-22,382.18	88.30%
30314 - Service Charges Water	309,882.32	339,501.00	-30,628.68	91.28%
30315 - Water Use	147,332.37	169,500.00	-22,167.63	86.92%
30316 - Penalties Water	6,881.88	0.00	6,881.88	100.0%
31321 - Tax Revenue	232,887.12	250,570.00	-17,682.88	94.54%
31326 - Interest Revenue	479.55	500.00	-20.45	95.90%
31327 - Grant Revenue	28,491.17	270,333.00	-241,841.83	10.54%
31330 - Misc. Revenue	0.00	380.26	-380.26	0.0%
31331 - Transfer In	252,393.31	252,256.00	137.31	100.05%
Total Income	1,147,144.84	1,454,709.20	-307,624.42	78.86%
Expense				
40010 - Salaries and Wages - ST	313,995.51	330,221.00	-16,225.49	95.0%
40011 - Salaries and Wages - OT	7,494.97	8,050.00	-1,085.03	92.51%
40012 - Pager Duty	3,951.82	4,000.00	-48.18	98.8%
40015 - EE Benefits	19,653.37	24,500.00	-5,006.63	79.74%
40016 - Workers Compensation	48,581.97	58,204.00	-9,822.03	83.47%
40017 - Mapping & CAD & GIS & Software	0.00	600.00	-600.00	0.0%
40018 - Advertising/Legal Notices	509.10	1,000.00	-490.90	50.91%
40023 - Insurance	22,728.70	25,000.00	-2,271.30	91.0%
40024 - Communication	13,127.80	15,672.00	-2,544.20	83.77%
40025 - Office Expense	10,220.62	9,800.00	420.62	104.25%
40026 - Rent/Lease	9,814.14	11,218.00	-1,403.86	87.48%
40027 - Memberships	4,318.51	3,055.00	1,263.51	141.30%
40031 - Professional Service	43,094.50	32,500.00	10,594.50	132.6%
40033 - Customer Payments	161.65	0.00	161.65	100.0%
40035 - Travel, Education and Training	13,918.26	16,500.00	-4,581.74	75.23%
40040 - Vehicle Expenses				
40041 - Fuel	15,267.20	11,500.00	3,767.20	106.67%
40042 - Repairs	15,246.35	17,000.00	-2,246.35	113.23%
40043 - Mileage Reimbursement	83.25	0.00	83.25	100.0%
Total 40040 - Vehicle Expenses	31,596.80	28,500.00	3,096.80	110.87%
40050 - Utilities				
40051 - Electric	62,582.73	64,517.00	-1,934.27	97.18%
40052 - Garbage	640.62	1,836.00	-1,195.38	54.88%
40053 - Propane/Oil	5,446.56	7,700.00	-2,253.44	70.74%
40050 - Utilities - Other	162.87	0.00	162.87	100.0%
Total 40050 - Utilities	68,232.78	73,053.00	-4,820.22	92.16%
40056 - Supplies	45,360.36	35,000.00	10,360.36	129.58%
40057 - Postage	3,768.72	4,500.00	-731.28	83.74%
40061 - Repairs and Maintenance	18,077.88	15,000.00	3,077.88	123.85%
40062 - State Required Eng. Reports	31,622.65	30,000.00	1,622.65	104.08%
40068 - Permits and Inspections	37,422.00	44,774.00	-7,352.00	83.56%
40070 - Training	0.00	0.00	0.00	0.0%
40075 - Safety	2,567.61	6,207.00	-3,639.39	41.37%
40078 - Property Tax	305.54	300.00	5.54	99.66%
40100 - Administration Expense	17.03	0.00	17.03	100.0%
40110 - Transfer Out	252,393.31	252,256.00	137.31	100.05%
60001 - Payroll Expenses	3,631.45	0.00	3,631.45	100.0%
Total Expense	1,072,256.86	1,025,476.00	-46,780.86	95.71%
Net Ordinary Income	74,887.98	429,233.20	-354,345.22	31.42%
Other Income/Expense				
Other Income				
39000 - Other Income	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Other Expense				
Other Miscellaneous Expense	0.00	0.00	0.00	0.0%
50500 - USDA Debt Service Payments	65,705.83	220,870.00	-155,164.17	31.51%
50501 - USDA Reserve Requirement 10%prnt	0.00	1,571.00	-1,571.00	0.0%
50506 - Capital Improvements	25,961.70	164,827.00	-138,865.30	15.75%
50507 - Long Term Asset Reserve	0.00	91,000.00	-91,000.00	0.0%
50508 - RCAC/Plumas Co. Debt Serv/SPF	2,271.14	4,540.00	-2,268.86	50.0%
Total Other Expense	93,938.67	482,810.00	-388,871.33	20.28%
Net Other Income	93,938.67	-482,810.00	388,871.33	20.28%
Net Income	37,099.31	-53,516.74	90,616.05	-69.25%

May 2018 Indian Valley Fire & Rescue Activity

ER #	Date	Call Time	OS Time	On Scene	Type	#	Description	Area	Location
18-5-1	5/3/2018	2:17	2:21	2:35	Med	1	Medical Assist	Greenville	Private
18-5-2	5/3/2018	11:39	11:43	11:43	Med	2	Medical Assist	Greenville	Private
18-5-3	5/5/2018	8:41	8:44	8:45	Med	3	Medical Assist / Choking Toddler	Greenville	Private
18-5-4	5/7/2018	19:14	19:19	19:23	Med	3	Medical Assist	Greenville	Private
18-5-5	5/9/2018	10:00	10:00	10:06	MVA	2	Traffic Control	Greenville	Stampfli Lane
18-5-6	5/13/2018	16:01	16:05	16:08	Med	3	Lift Assist / Pre-Amb Care	Greenville	Private
18-5-7	5/17/2018	16:50	16:55	16:59	Med	3	Lift Assist / Pre-Amb Care/ LZ Setup	Greenville	Private
18-5-8	5/17/2018	21:20	21:22	21:25	Med	3	Lift Assist / Pre-Amb Care	Taylorville	Private
18-5-9	5/18/2018	16:25	16:30	16:45	Med	2	Lift Assist / Pre-Amb Care	Greenville	Private
18-5-10	5/19/2018	11:02	11:05	11:10	Med	3	Lift Assist / Pre-Amb Care/ LZ Setup	CM	Private
18-5-11	5/19/2018	14:20	14:36	14:40	Med	2	Medical Assist / High BP	Greenville	Private
18-5-12	5/20/2018	12:24	12:29	12:35	Med	2	Medical Assist / Low BP	Greenville	Private
18-5-13	5/23/2018	13:07	13:07	13:27	Med	1	Pre-Amb Care	Greenville	Private
18-5-14	5/25/2018	17:35	17:40	17:43	Med	3	Lift Assist	Greenville	Private
18-5-15	5/26/2018	11:41	11:45	11:46	Med	3	Medical Assist	Greenville	Private
18-5-16	5/26/2018	13:48	13:52	14:05	Med	1	Medical Assist / Assault Victim	Greenville	Private
18-5-17	5/27/2018	8:50	8:56	9:03	Med	3	Pre-Amb Care/ Setup LZ	Greenville	Private
18-5-18	5/28/2018	14:23	14:25	14:30	Med	2	Lift Assist / Pre-Amb Care	Greenville	Private
18-5-19	5/29/2018	6:14	6:15	6:18	Med	2	Medical Assist	Greenville	Private

= Number of Personnel responding

Total Calls = 19

Medical = 18

MVA = 1

Training, Drills & Activities

- > Conducted annual safety inspection of all trucks
- > with C.H.P.
- > Trained volunteers on rescue procedures and use of
- > the Hurst tool (Jaws of life).
- > Replaced supply hose on several engines and
- > trained volunteers on hose loads and rolls.

Indian Valley Community Service District Staff Report

To: Phil Shannon, Board Chairperson
From: Chris Gallagher, General Manager
Topic: Review and Comments on Proposed 2018-2019 Budget
Date: June 13, 2018

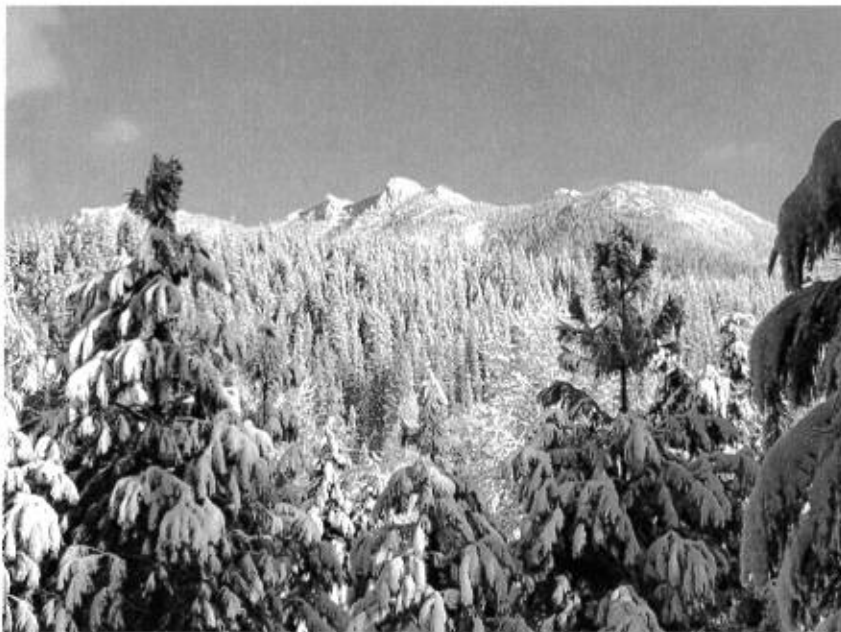
Summary:

Attached is the work that has been done on the budget that will be proposed at the July 11 meeting. The finance committee has discussed and is satisfied with the budget. The difference between the 2017-2018 Adjusted Budget and the proposed **2018-2019** budget is about \$233,000 (\$1,482,951). Otherwise, the budget has remained fairly consistent over the past three years (**2015-2016** \$1,189,203, **2016-2017** \$1,086,616 **2017-2018** \$1,249,570).

The entire budget document has been included for review (20 pages).

Recommendation:

Recommend that the board review the budget, make recommendations and have it prepared and ready for adoption on July 11, 2018.



**FY 2018-
2019**

**Indian Valley Community Services
District Budget**



**This is a working or living document. It will be updated on an as-needed basis throughout the year.*

INDIAN VALLEY COMMUNITY SERVICES DISTRICT*

District History:

- November 26, 1974 Plumas County Board of Supervisors adopted Resolution 74-2670 ordering the combination of the Greenville Sanitary District, Greenville Lighting District and the Greenville Fire Protection District to become the Greenville Community Services District (CSD) without election and designated the initial Board of Directors.
- September 9, 1993 Taylorsville Fire Department was brought under the umbrella of the Greenville CSD and renamed the Indian Valley Community Services District (IVCSD or the District).
- April 14, 1999 Sorsoli Water Company was purchased by the District and became Crescent Mills Water as part of the IVCSD.
- July 25, 2002 Bidwell Water Company was purchased by the District and became Greenville Water as part of the IVCSD.

Service Area: The Indian Valley Community Services District supplies water and/or sewer services to the communities of *Greenville*, *Taylorsville* and *Crescent Mills* and fire protection services to *Greenville*, *Taylorsville*, *Genesee* and *North Arm* in the beautiful Indian Valley area of Plumas County, California. The District has approximately 800 water and wastewater customers. According to the 2010 census, there were 2,479 residents within the District. The average household income is slightly more than \$30,000 annually.

Departments: There are five distinct functional areas (here after referred to as "departments") managed by the District including: water, wastewater, fire, parks and street lighting.

Water Department: Funding for the water systems is collected through user fees. All water users have meters, which were installed in the 1980's. All water in the District is chlorinated. The District has two distinct water systems.

In the *Greenville* system, there are two water tanks: 720,000 and 92,000 gallons. The well produces 270 gallons per minute or approximately 1,000,000 gallons per day. The District owns the water rights to Round Valley Reservoir, a 487 acre lake with 5200 acre feet of water which is retained as a backup. The reservoir dam was built in 1865. There are 582 customers with 26 miles of pipe on this system.

The *Crescent Mills* system has one tank that is 231,000 gallons and is filled by the spring in the Green Mountain Mine. There is also a well that produces approximately 30 gallons per minute. The water is treated for Iron and Manganese with a Greensand Filter Plant. Sodium Hypochlorite and Potassium Permanganate are added prior to the filtration process. This system serves 83 customers by gravity feed. The District also owns the water right to North Creek and Buckeye Springs. There are 82 customers with 3 miles of pipe on this system.

Wastewater Department: Funding for the wastewater systems is collected through user fees. *NOTE: Greenville has a separate assessment for an expansion.* The Wastewater system also consists of two distinct systems:

In the *Greenville* system, there are 575 users, 11 miles of pipe, five pump stations and 29 acres of ponds (5 total). This system handles 67,000 gallons of wastewater each day.

In the *Taylorville* system, there are 95 users, 5 miles of pipe, one lift station and an 81,000 gallon septic tank. This system handles 11,500 gallons of wastewater each day.

Indian Valley Fire Department: Funding for the fire department is collected by Plumas County Tax Collector through property taxes/assessments and allocated annually to the District. The department includes four fire stations: *Greenville, Taylorville, North Arm* and *Genesee*. Each station has its own equipment and volunteer fire personnel who respond from nearby residences. The July 2015 ISO rating was determined to be 04/4Y.

Parks Department: Funding for the parks department is collected by Plumas County Tax Collector through property taxes/assessments and allocated annually to the District. This department includes three parks: *Greenville Community Park* (7.5 acres north of Greenville off Hot Springs Road), *Triangle Park* (.02 acres in Greenville), and *Chuck Clay Park* (.3 acres in Taylorville). *NOTE: The pool next to the Chuck Clay Park in Taylorville is operated by the Indian Valley Recreation and Parks District (IVRPD).*

Street Lighting Department: Funding for this department is collected by the Plumas County Tax Collector through property taxes/assessments and allocated annually to the District. The Lighting District is consists of 75 street lights located throughout Greenville and Taylorville.

Board of Directors: The District is administered by an elected Board of Directors. The Board consists of 5 directors who elect a Chair and Vice-Chair annually. Each director serves a four-year term with no term limit. The next regular election will be held in November 2017 for 2 director positions. Directors must be registered voters of Plumas County and live within the area served by the District (Government Code 25041 & 61040 (b)). Any openings on the Board must be filled by the Board within 60 days of a vacancy. The Board of Supervisors may appoint a Director from the 61st day through the 90th day. If no appointment is made, a special election must be held to fill any and all vacancies.

Employees: The District maintains eight (8) employees: five (5) full-time (Chief Plant Operator, Office Manager, two Water/Wastewater Operators and a Receptionist/Meter Reader) and three (3) less than full-time (General Manager, Fire Chief, and Park Maintenance). The Indian Valley Fire Department currently has 20 volunteers. The District additionally contracts personnel for engineering, legal and bookkeeping services.

Funding: The District acquires funding from three (3) separate sources: Property taxes/assessments, service charges and grants.

Property taxes/assessments: Funding for the District's fire, parks and lighting departments collected by Plumas County Tax Collector through property taxes/assessments and allocated annually to the District. As a result of CA Proposition 218 & 26 legislation, taxes cannot be raised without approval of the voters within the District.

Service Charges: Rates collected directly by the District from customers for having the ability to connect to the water and/or sewer system(s). Via the Prop 218 process, a rate 5 year increase was evaluated in FY 2014/15, adopted and is reflected in this budget.

Grants: Grants are critical to the overall program of work and grant development is part of the ongoing District workload.

IVCSD MISSION STATEMENT

In order to have a functional and valued budget, the District must have a clear Mission to abide by. The Indian Valley Community Service District's mission is to:

“Provide and manage the necessary services for our community’s health, safety, well-being, and prosperity.”

GENERAL MANAGER’S MESSAGE

I, Chris Gallagher, am in my fourth year with the District. The staff continue to look for ways to streamline our processes and keep costs down. This past year, with the approval of the Board, the District: purchased a new computer system for the office, four new (gently used) engines for the fire department to replace aging units, improved the use and functionality of the North Arm Fire Station, placed a fire unit back in the Genesee Station and replaced water laterals throughout the Greenville area. We will continue to improve our water/wastewater systems by applying for planning grants offered by Department of Water Resources for both the Greenville and Crescent Mills systems.

The most advantageous accomplishment for the District was the successful refinancing of our water debt that went into effect at the beginning of this last year. This change shorten the length of our debt by approximately 10 years. And, by lowering the interest rates from 4-4.5% down to 2.85% we saved approximately \$560,000 in interest alone. Refinancing will allow the District to become debt free around 2030!

This year, wastewater is going from a part-time employee to full-time. In the past, we have split this position between wastewater and parks. However, with the anticipated workload in the upcoming years with the planning grants, we need a full time employee in this position.

We again applied to CalFire for the Volunteer Fire Assistance Grant for much needed equipment. The request is for the maximum allowed amount of \$18,827. The grant requires we pay half (\$9,413.50). We need to continue applying for this annual grant to ensure we have the proper equipment for the volunteers fighting fire in our community. We are planning to standardize the fire department signs and make them consistent around the District. Our new Fire Chief will continue with training and recruiting of staff in this fiscal year!

The District was successful in obtaining a Planning Grant from the Department of Water Resources and we will be working on locating leaks and mapping our current infrastructure in preparation for repairs in the coming year. This is a project that is long overdue and will assist the District in saving money in the long run through the use of less resources to pump water.

The largest project in the upcoming year will be the repair of the Greenville sewer pipe crossing Wolf Creek. We are working with FEMA and Cal OES to secure funding to repair the break caused by the February 2017 storm. This is a large project that will consume our time!

IVCSD GOALS – Fiscal Year 2018/19

1. Maintain and Improve District Infrastructure.

- a. Replace Greenville Park playground and/or other facility upgrades by combining available grants and Capital Improvement funds
- b. Begin Work on the Greenville Planning Project
- c. Install IVCSD facility signage at the parks, fire stations & pool
- d. Complete the Wolf Creek Crossing Project
- e. Paint the exterior of the Taylorsville Fire Station

2. Improve District Fiscal Resources

- a. Continue to collect outstanding debts through the use of reconciliation agreements and other tools
- b. Sell all property and vehicles designated as surplus (continued from 16/17)
- c. Continue to seek additional grants for District projects including IRWM, Fire and Park grants (DWR, Prop1, State Parks etc.), shovel ready projects, etc.
- d. Make Facility Improvements that allow for collection of additional operating fundsd

3. Provide for Greater Departmental Efficiencies and Safety

- a. Develop firefighter's certified training and new volunteer orientation. Supply safety and communication equipment to all registered volunteers
- b. Ensure all vehicles pass inspection through annual maintenance checkups with certified mechanic. Complete monthly review of weekly maintenance records.
- c. Continue to apply for Cal Fire equipment grants and other grants annually.
- d. Review and implement source water protection plan

BUDGET LINE ITEM TERM DEFINITIONS

REVENUE:

- 30314 Service Charges:** A monthly fee established through a rate study and a vote of the District charged to customers for having the ability to connect to the water and/or sewer system(s).
- 30315 Water Use Revenue:** Established rate charged for each (1) unit (748 gallons) use per month.
- 31321 Property Tax Revenue:** Parcel tax levied by Plumas County and collected by the Plumas County Tax Collector on properties within the District for general fund departments including: Fire, Parks and Lighting. *NOTE: Tax liens the District issues on properties are funded back to water or sewer as related.*
- 31326 Interest Revenue:** Interest accrued on some bank accounts containing Reserves or other funds.
- 31327 Grant Revenue:** Funds that are actively pursued from various sources each year, but not budgeted unless funds will be secured in the applicable Fiscal Year.
- 31330 Misc. Revenue:** Monthly fees charged for the 10% Debt. Reserve (\$2.44 monthly in Greenville and \$1.54 monthly Crescent Mills), and the Plumas County loan for the USDA expansion covering the Greenville Water System (\$3.00 monthly). Other unclassified funds are recorded here.
- 31331 Transfer In:** Funding collected from other department funds to pay for administrative costs based on income to each department.

EXPENSES: Salaries and Benefits

- 40010 Salaries & Wages:** Wages paid to employees including all mandatory payroll taxes including, but not limited to, vacation pay and sick leave.
- 40011 Overtime Wages:** Funds paid to employees for time worked in excess of 8 hours per day or 40 hours per week. Limited to unexpected or ongoing excessive project demands.
- 40012 Pager Duty:** \$100 per week paid to a designated employee to be locally available to respond to emergency calls.
- 40015 Health Benefits:** The District provides medical, dental and vision insurance for regular, non-probationary, full-time employees.
- 40016 Workers Comp:** This is insurance paid by the District for on the job, work related injuries.

EXPENSES: Services and Supplies

- 40017 Mapping, CAD, GIS & Software:** All computer non-hardware computer related items.
- 40018 Advertisement/Legal Notices:** The District is required to make certain notices public by placing ads in the newspaper.
- 40023 Insurance – Liability:** To differentiate from Workers Comp Insurance, this is our liability insurance that is not included in Employee Benefits.
- 40024 Communications:** Covers phone services, lines for the lift stations and computer lines.
- 40025 Office Expense/Billing Stock, Supplies:** Any and all expenses having to do with office operations, office equipment, supplies for regular business in other departments and daily operational items.
- 40026 Rent & Lease:** Office rental, copier rental and anything else that is rented.
- 40027 Memberships:** The District pays for professional memberships into District related organizations including CSDA, CRWA, Chamber of Commerce, etc.
- 40031 Professional Services:** We utilize professionals such as Attorneys, Bookkeeping Services, Auditor, and other business related professionals.
- 40035 Travel, Meetings & Training:** This account is used to pay all expenses for job related meetings and training.
- 40041 Vehicle Expenses: Fuel:** Cost for fuel for all vehicles (i.e. fire trucks, maintenance vehicles, etc.)
- 40042 Vehicle Expenses: Repairs:** Any and all repairs on District owned vehicles. NOTE: We have separated fuel and repairs in an attempt to keep track of total vehicle costs.
- 40051 Utilities: Electric:** Costs paid to PG&E for power for the office, lift stations, water plants, etc.
- 40052 Utilities: Garbage:** Costs for garbage removal from the office, parks, water plant, etc.
- 40053 Utilities: Propane/Oil:** Heating and generator fuel products.
- 40055 Small Tools:** Tools used regularly that do not amount to capital items.
- 40056 Supplies:** Items that are required for repairs on systems, other supplies not including office items, and any other small equipment.
- 40057 Postage:** The amount required to send out billing or other parcels by mail.
- 40061 Repairs and Maintenance:** This account is used to pay for more pricey items that fail throughout the year and are in need of immediate replacement.
- 40062 State Required Engineering/Testing Reports:** Any use of Engineering Services and all Water and Wastewater testing is charged to this account.
- 40068 Permits and Inspections:** The District pays Penn Credit, Plumas County Permits and State Water, Wastewater Fees, & Dam Fees.

EXPENSES: Services and Supplies (continued)

- 40075 Safety:** These are items needed to provide for safe operations by our employees.
- 40078 Property Tax:** Typically Districts are not required to pay property taxes. However, we have one parcel that did lay outside the District's sphere of influence, causing us to have to pay the tax.
- 40110 Transfer Out:** The amount, based on a set percentage of income, each department pays toward the funding of the Admin account for administrative costs to support each department.

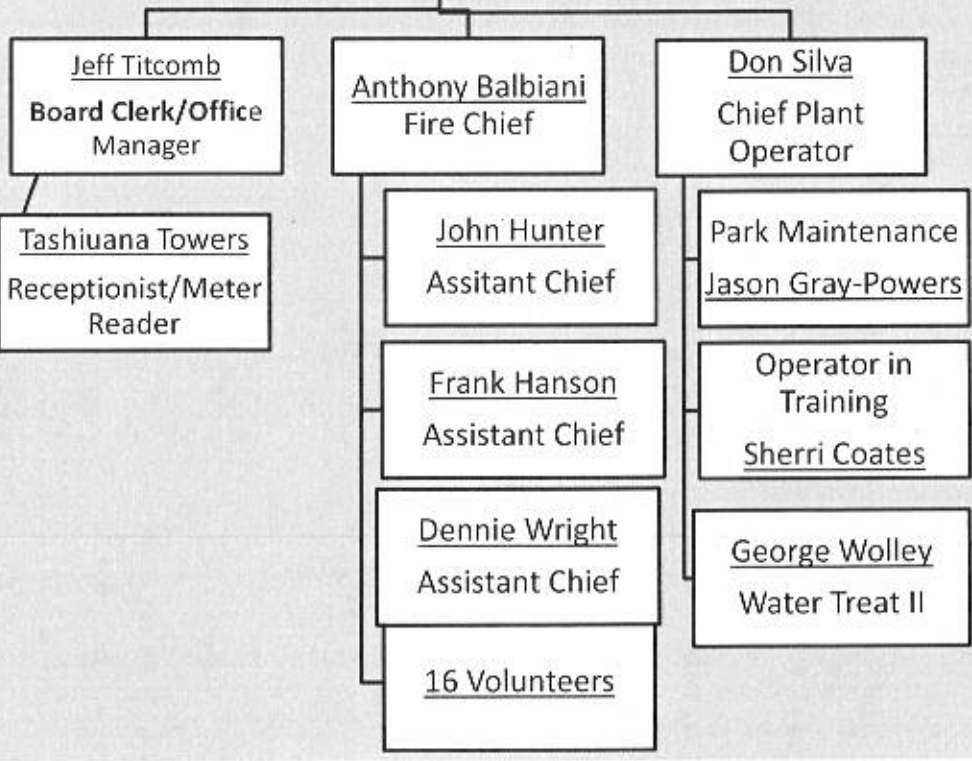
EXPENSES: Debt and Reserves

- 50500 USDA Debt Service:** Loans made to the Department's specific funds are repaid by each fund once annually until the loan is repaid.
- 50501 USDA Reserve Requirement 10%:** USDA loans require an annual 10% reserve payment until the loan is repaid.
- 50505 Operating Reserve:** This is the funding put aside in case the amount budgeted does not cover for the total expenses for the year.
- 50506 Capital Improvements:** Funds available for capital purchase of single items over \$5,000 and projects that exceed \$5,000.
- 50507 Long Term Asset Reserve:** An attempt is made by the District each year to put into reserves 10% of its income into reserve.
- 50508 SRF:** These are other Debts the District has outstanding that require an annual payment until repaid.
- USDA Loan 4.5%** - The loan obtained to expand sewer services to other residents that were initially outside the District Boundaries.
- USDA Loan 4.25%** - The loan obtained to purchase the Greenville Rescue Engine.
- UMPQUA Bank Loan 2.85%** - The loan that consolidated all of the previous Water debt (Greenville Water System Purchase, Greenville Water System, Crescent Mills Water System Improvements, and Greenville Water Pipe Replacement). This loan had a present value savings of over \$500,000 and cut the length of payments from 25 years to 15 years.
- State Revolving Fund (SRF)** – The loan that paid for the drilling of the Crescent Mills Well.
- State Water Control Board** – This is a debt that went to collections during the embezzlement. We pay \$500/month with no interest out of the water budget.
- Plumas County Community Development Grant** – This grant is only paid back to Plumas County Community Development when a new customer activates a hookup in the District.

COMMUNITY

Board of Directors
Phil Shannon, Lee Anne Schramel,
Robert Heard,
Mina Admire, Wayne Dannemiller

Chris Gallagher
General Manager



**Indian Valley Community Services District
Budget Comparison**

6/7/18 3:51 PM

Total Enterprise

	15/16 Actual 6/30/2016	16/17 Actual 6/30/2017	17/18 Actual 5/30/2018	Fiscal Year 18/19 Budget
Revenues				
Service Charges	\$517,868	\$516,311	\$478,519	\$565,363
Water Use Revenue	\$169,504	\$137,748	\$147,332	\$171,000
Grant Revenue	\$158,867	\$119,754	\$28,491	\$447,634
Misc Revenue	\$15,174	\$0	\$7,441	\$55,397
Property Taxes & Co Loan & USDA Reserves	\$290,310	\$212,374	\$232,967	\$245,779
Transfer In	\$247,629	\$264,611	\$252,393	\$240,339
Total Revenue	\$1,151,742	\$1,250,798	\$1,147,145	\$1,725,512
Expenses				
SALARIES AND BENEFITS				
Salaries & Wages	\$226,267	\$297,300	\$313,696	\$341,748
Overtime Wages	\$22,665	\$7,498	\$7,485	\$9,404
Pager Duty	\$2,100	\$4,800	\$3,880	\$4,000
Health Benefit	\$15,642	\$22,765	\$19,846	\$27,732
Workers Comp	\$26,582	\$27,464	\$48,582	\$27,669
Total Personnel Expense	\$293,256	\$359,827	\$393,489	\$410,553
SERVICES AND SUPPLIES				
Mapping & CAD & GIS & Software	\$0	\$0	\$0	\$4,200
Advertising/Legal Notices	\$0	\$922	\$682	\$1,000
Insurance - Liability	\$60,227	\$36,790	\$22,529	\$22,000
Communications	\$13,579	\$17,451	\$13,128	\$13,214
Food and Household	\$0			\$1,700
Office Expense/Billing Stock, Supplies	\$15,794	\$12,686	\$10,220	\$11,800
Rent & Lease	\$11,016	\$13,911	\$9,814	\$12,943
Memberships	\$735	\$3,582	\$4,319	\$3,030
Professional Services	\$32,314	\$44,828	\$43,095	\$27,500
Travel, Meetings & Training	\$8,188	\$5,451	\$13,918	\$19,250
Vehicle Expense				
Fuel	\$9,716	\$10,595	\$12,683	\$11,000
Repairs	\$7,892	\$18,277	\$19,248	\$16,150
Utilities				
Utility - Electrical	\$54,203	\$56,437	\$52,982	\$58,686
Utility - Garbage	\$1,881	\$1,408	\$641	\$1,925
Utility - Propane/oil	\$5,770	\$7,682	\$5,447	\$6,450
Small Tools			\$0	\$3,200
Supplies	\$13,606	\$24,117	\$49,413	\$33,388
Postage	\$3,473	\$3,189	\$3,768	\$2,876
Repairs & Maintenance	\$16,319	\$19,859	\$20,096	\$14,300
State Required Eng./Testing Reports	\$9,622	\$6,837	\$31,823	\$15,000
Permits and Inspections	\$50,051	\$47,687	\$37,422	\$36,724
Safety	\$128	\$3,475	\$2,988	\$7,307
Property Tax	\$287	\$612	\$306	\$300
Transfer Out	\$247,629	\$264,611	\$252,393	\$239,589
Total Services and Supplies	\$562,431	\$600,407	\$606,913	\$563,532
USDA Debt Service	\$181,551	\$148,441	\$67,325	\$223,865
USDA Reserve Requirement - 10% prmts/yr	\$17,767	\$0	\$1,571	\$1,571
Operating Reserve	\$0	\$0	\$0	\$0
Capital Improvements	\$6,889	\$165,791	\$25,962	\$483,327
Long Term Asset Reserve	\$72,616	\$707	\$91,000	\$36,950
RCAC/ Plumas County Debt Service/SRF	\$13,200	\$23,089	\$4,542	\$4,542
Total Debt & Reserve	\$292,023	\$338,028	\$190,400	\$750,256
Total Expenses	\$1,147,711	\$1,298,262	\$1,190,801	\$1,724,341

Indian Valley Community Services District

FY 18/19 Budget

6/7/18 3:51 PM

Total Budget - Summary		Aggregate of Departments						
		Wastewater 2	Water 1	Fire	Park 3	Lighting	Total	Admin
Revenues		22.7%	56.4%	15.2%	4.2%	1.5%		
30314	Service Charges	\$204,156	\$361,206	\$0	\$0	\$0	\$565,363	\$0
30315	Water Use Revenue	\$0	\$171,000	\$0	\$0	\$0	\$171,000	
31321	Property Taxes & Co Loan & Reserves	\$16,844	\$43,085	\$130,000	\$43,000	\$12,850	\$245,779	
31326	Interest Revenue							\$200
31327	Grant Revenue	\$120,000	\$280,000	\$47,434	\$0	\$0	\$447,434	\$0
31330	Misc Revenue	\$14,104	\$9,030	\$27,500	\$400	\$2,863	\$53,897	\$1,500
31331	Transfer In							\$239,589
Total Revenue		\$355,105	\$864,321	\$204,934	\$43,400	\$15,713	\$1,483,473	\$241,289
Expenses								
SALARIES AND BENEFITS								
40010	Salaries & Wages	\$68,335	\$99,626	\$25,410	\$8,085	\$0	\$201,455	\$140,293
40011	Overtime Wages	\$3,500	\$3,500	\$0	\$404	\$0	\$7,404	\$2,000
40012	Pager Duty	\$2,000	\$2,000	\$0	\$0	\$0	\$4,000	\$0
40015	Health Benefit	\$10,200	\$8,940	\$0	\$0	\$0	\$19,140	\$8,592
40016	Workers Comp	\$3,478	\$5,071	\$9,948	\$412	\$0	\$18,909	\$8,760
Total Personnel Expense		\$87,513	\$119,136	\$35,358	\$8,901	\$0	\$250,908	\$159,645
% WC		13%	18%	36%	1%			32%
SERVICES AND SUPPLIES								
40017	Mapping & CAD & GIS & Software	\$0	\$0	\$0	\$0	\$0	\$0	\$4,200
40018	Advertising/Legal Notices	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
40023	Insurance - Liability	\$0	\$0	\$5,000	\$0	\$0	\$5,000	\$17,000
40024	Communications	\$1,803	\$1,689	\$649	\$0	\$0	\$4,142	\$9,072
	Food and Household Items	\$250	\$250	\$400	\$500	\$0	\$1,400	\$300
40025	Office Expense/Billing Stock, Supplies	\$3,000	\$3,500	\$250	\$50	\$0	\$6,800	\$5,000
40026	Rent & Lease	\$1,000	\$1,000	\$0	\$0	\$0	\$2,000	\$10,943
40027	Memberships	\$500	\$500	\$250	\$0	\$0	\$1,250	\$1,780
40031	Professional Services	\$2,000	\$5,000	\$500	\$0	\$0	\$7,500	\$20,000
40035	Travel, Meetings & Training	\$1,000	\$1,000	\$12,250	\$0	\$0	\$14,250	\$5,000
	Vehicle Expense							
40041	Fuel	\$3,000	\$3,000	\$4,500	\$500	\$0	\$11,000	
40042	Repairs	\$2,000	\$4,150	\$10,000	\$0	\$0	\$16,150	\$0
	Utilities							
40051	Utility - Electrical	\$9,936	\$32,388	\$2,500	\$662	\$11,450	\$56,936	\$1,750
40052	Utility - Garbage	\$0	\$25	\$0	\$1,900	\$0	\$1,925	\$0
40053	Utility - Propane/oil	\$1,950	\$1,900	\$1,700	\$200	\$0	\$5,750	\$700
40055	Small Tools	\$800	\$1,000	\$1,200	\$200	\$0	\$3,200	\$0
40056	Supplies	\$5,000	\$20,000	\$2,588	\$3,800	\$0	\$31,388	\$2,000
40057	Postage	\$1,188	\$1,188	\$0	\$0	\$0	\$2,376	\$500
40061	Repairs & Maintenance	\$4,000	\$4,500	\$2,300	\$1,500	\$0	\$12,300	\$2,000
40062	State Required Eng./Testing Reports	\$5,000	\$10,000	\$0	\$0	\$0	\$15,000	\$0
40068	Permits and Inspections	\$21,193	\$15,231	\$0	\$300	\$0	\$36,724	\$0
40075	Safety	\$2,000	\$2,000	\$2,500	\$307	\$0	\$6,807	\$500
40078	Property Tax	\$300	\$0	\$0	\$0	\$0	\$300	\$0
40110	Transfer Out	\$54,369	\$135,127	\$36,423	\$10,036	\$3,634	\$239,589	\$0
Total Services and Supplies		\$120,290	\$243,448	\$83,010	\$19,955	\$15,084	\$481,787	\$81,745
50500	Debt Service	\$16,544	\$191,609	\$15,712	\$0	\$0	\$223,865	\$0
50501	USDA Reserve Requirement - 10% pmts/yr	\$0	\$0	\$1,571	\$0	\$0	\$1,571	\$0
50505	Operating Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0
50506	Capital Improvements	\$120,000	\$280,000	\$88,827	\$14,500	\$0	\$483,327	\$0
50507	Long Term Asset Reserve	\$10,900	\$25,500	\$0	\$0	\$550	\$36,950	\$0
50508	RCAC/ Plumas County Debt Service/SRF	\$0	\$4,542	\$0	\$0	\$0	\$4,542	\$0
Total Expenses		\$355,247	\$864,236	\$204,478	\$43,356	\$15,634	\$1,482,951	\$241,389
Operating Income		(\$142)	\$85	\$456	\$44	\$79	\$521	-
								Spread Costs

Indian Valley Community Services District

FY 17/18 Budget

Adjusted

Mid-Year Budget

Total Budget - Summary

Aggregate of Departments

	Wastewater 2	Water 1	Fire	Park 3	Lighting	Total	Admin
<i>Lesser \$ Amount</i>							
<i>Greater \$ Amount</i>							
Revenues	23.0%	57.8%	14.8%	2.7%	1.6%		
30314 Service Charges	\$191,939	\$339,591	\$0	\$0	\$0	\$531,529	\$0
30315 Water Use Revenue	\$0	\$169,500	\$0	\$0	\$0	\$169,500	
31321 Property Taxes & Co Loan & Reserves	\$17,715	\$43,085	\$131,220	\$25,700	\$12,850	\$230,570	
31326 Interest Revenue							\$200
31327 Grant Revenue	\$148,869	\$112,000	\$9,464	\$0	\$0	\$270,333	\$0
31330 Misc Revenue	\$13,798	\$8,490	\$12,500	\$400	\$2,838	\$38,026	\$1,500
31331 Transfer In							\$243,588
Total Revenue	\$372,321	\$672,665	\$153,184	\$26,100	\$15,688	\$1,239,958	\$245,288
<i>* Initial Revenue Totals</i>	<i>\$719,321</i>	<i>\$570,665</i>	<i>\$143,184</i>	<i>\$26,100</i>	<i>\$15,688</i>	<i>\$1,474,358</i>	<i>\$253,706</i>
Expenses							
SALARIES AND BENEFITS							
40010 Salaries & Wages	\$76,052	\$90,237	\$25,080	\$6,992	\$0	\$198,360	\$131,861
40011 Overtime Wages	\$3,500	\$3,500	\$0	\$350	\$0	\$7,350	\$1,500
40012 Pager Duty	\$2,000	\$2,000	\$0	\$0	\$0	\$4,000	\$0
40015 Health Benefit	\$9,015	\$7,945	\$0	\$0	\$0	\$16,960	\$8,000
40016 Workers Comp	\$7,506	\$8,906	\$26,070	\$690	\$0	\$43,172	\$15,032
Total Personnel Expense	\$98,074	\$112,588	\$51,150	\$8,031	\$0	\$269,842	\$156,393
<i>* Initial Salaries & Benefit Total</i>	<i>\$97,375</i>	<i>\$111,891</i>	<i>\$52,661</i>	<i>\$8,031</i>		<i>\$269,958</i>	<i>\$170,891</i>
% WC	13%	15%	45%	1%			26%
SERVICES AND SUPPLIES							
40017 Mapping & CAD & GIS & Software	\$0	\$0	\$0	\$0	\$0	\$0	\$600
40018 Advertising/Legal Notices	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
40023 Insurance - Liability	\$0	\$0	\$3,000	\$0	\$0	\$3,000	\$22,600
40024 Communications	\$2,400	\$2,600	\$1,600	\$0	\$0	\$6,600	\$9,072
40025 Office Expense/Billing Stock, Supplies	\$1,500	\$3,000	\$250	\$50	\$0	\$4,800	\$5,000
40026 Rent & Lease	\$0	\$0	\$0	\$275	\$0	\$275	\$10,943
40027 Memberships	\$500	\$500	\$275	\$0	\$0	\$1,275	\$1,780
40031 Professional Services	\$2,000	\$5,000	\$500	\$0	\$0	\$7,500	\$25,000
40035 Travel, Meetings & Training	\$1,000	\$1,500	\$10,000	\$0	\$0	\$12,500	\$6,000
Vehicle Expense							
40041 Fuel	\$4,000	\$3,000	\$4,000	\$500	\$0	\$11,500	
40042 Repairs	\$4,000	\$4,500	\$8,500	\$0	\$0	\$17,000	\$0
Utilities							
40051 Utility - Electrical	\$7,715	\$31,400	\$2,200	\$350	\$11,352	\$53,017	\$1,500
40052 Utility - Garbage	\$0	\$25	\$0	\$1,811	\$0	\$1,836	\$0
40053 Utility - Propane/oil	\$1,000	\$2,000	\$2,000	\$1,000	\$0	\$6,000	\$1,700
40055 Small Tools	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40056 Supplies	\$5,000	\$20,000	\$5,000	\$3,900	\$0	\$33,900	\$2,000
40057 Postage	\$1,500	\$2,500	\$0	\$0	\$0	\$4,000	\$500
40061 Repairs & Maintenance	\$4,000	\$6,000	\$3,000	\$1,500	\$0	\$14,500	\$500
40062 Engineering/Testing Reports	\$20,000	\$10,000	\$0	\$0	\$0	\$30,000	\$0
40068 Permits and Inspections	\$21,443	\$19,131	\$0	\$200	\$0	\$40,774	\$0
40075 Safety	\$1,000	\$2,000	\$2,500	\$307	\$0	\$5,807	\$500
40078 Property Tax	\$306	\$0	\$0	\$0	\$0	\$306	\$0
40110 Transfer Out	\$56,135	\$140,850	\$36,105	\$6,557	\$3,941	\$243,588	\$0
Total Services and Supplies	\$133,500	\$254,006	\$78,930	\$16,450	\$15,293	\$498,178	\$88,695
<i>* Initial Services & Supplies Budget Totals</i>	<i>\$116,919</i>	<i>\$235,980</i>	<i>\$68,382</i>	<i>\$17,130</i>	<i>\$15,472</i>	<i>\$452,683</i>	<i>\$82,615</i>
50500 Debt Service	\$17,715	\$187,444	\$15,711	\$0	\$0	\$220,870	\$0
50501 USDA Reserve Requirement - 10% pmts/yr	\$0	\$0	\$1,571	\$0	\$0	\$1,571	\$0
50505 Operating Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0
50506 Capital Improvements	\$123,000	\$23,000	\$18,827	\$0	\$0	\$164,827	\$0
50507 Long Term Asset Reserve	\$0	\$91,000	\$0	\$0	\$0	\$91,000	\$0
50508 State Revolving Fund Debt (SRF)	\$0	\$4,542	\$0	\$0	\$0	\$4,542	\$0
Total Expenses	\$372,288	\$672,580	\$166,189	\$24,481	\$15,293	\$1,250,831	\$245,088
<i>* Initial Total</i>	<i>733,169</i>	<i>562,457</i>	<i>157,153</i>	<i>25,761</i>	<i>15,472</i>	<i>1,493,952</i>	<i>253,506</i>
Operating Income	\$33	\$85	(\$13,005)	\$1,619	\$395	(\$10,873)	-

INDIAN VALLEY COMMUNITY SERVICES DISTRICT - FY 2018/19 DEBT SERVICE

6/7/2018 15:55

As of 6/2018

FY18-19

Loan Originator	Original Date	Term	Loan	Original Loan	Payment Date	Interest Due	Principal Due	Total Payment	Loan Balance	Loan Purpose
USDA LOANS - 4.50%	7/8/1998	7/2/2037	92-01	\$352,561		\$7,675	\$7,200	\$14,875	\$211,250	Greenville Sewer - 2 payments
USDA LOANS - 4.25%	3/25/2003	3/25/2023	97-06	\$200,000		\$3,251	\$12,461	\$15,712	\$68,449	Fire Truck - Annual Payment
UMQUA BANK LOANS - 2.85%	7/19/2017	8/1/2033		\$2,307,623		\$62,444	\$124,623	\$187,067	\$2,306,000	Greenville Water System Purchase
STATE REVOLVING FUND (SRF) SWRCB Contract #2000C411 Plumas Co Comm Dev Com	1/13/2004	7/1/2030	0%	\$113,557		\$4,542		\$4,542	\$56,778	Crescent Mills Well - 2 Payments
	6/30/2013			\$36,881					\$36,881	Greenville Sewer Expansion Overrun
				\$3,010,622				\$222,196	\$2,679,358	
					7/1/2018			\$2,271		
					9/2/2018			\$11,953	\$2.07	
					1/1/2019			\$2,271		
					2/1/2019			\$31,222	\$24.19	
					3/2/2019			\$4,591		
					3/25/2019			\$15,712		
					7/1/2019			\$155,845		
TOTAL DEBT				\$3,010,622			TOTAL	\$223,865	\$2,679,358	\$18,655 Transfer/Month

WATER PER UNIT 748 gallons

2003 Rates 2015 Rates Oct. 2015 Oct. 2016 Oct. 2017 Oct. 2018 Oct. 2019

WATER	2003 Rates		2015 Rates		Oct. 2015		Oct. 2016		Oct. 2017		Oct. 2018		Oct. 2019	
	2003	2015	25.00%	4.00%	5.00%	5.00%	5.50%	6.00%						
5/8" METER *	\$12.50	\$32.09	\$40.11	\$41.71	\$43.80	\$46.21	\$48.98	\$2.47						
3/4" METER		\$45.70	\$60.17	\$62.58	\$65.71	\$68.99	\$73.13							
1" METER		\$75.24	\$90.26	\$93.87	\$98.56	\$106.94	\$117.01							
1 1/2" METER		\$150.57	\$153.44	\$159.57	\$165.00	\$174.08	\$184.52							
2" METER		\$298.58	\$291.54	\$303.18	\$306.00	\$322.83	\$342.20							
3" METER		\$298.58	\$437.31	\$454.78	\$459.00	\$484.25	\$513.30							
SEWER	\$10.00	\$18.00	\$22.50	\$23.40	\$24.57	\$25.92	\$27.48							
Total	\$22.50	\$50.09	\$62.61	\$65.11	\$68.37	\$72.13	\$76.46							
Mo. Increase			\$12.52	\$2.50	\$3.26	\$3.76	\$4.33							

* A majority of the water meters are 5/8" meters
 *2003 Total Rate Adjusted for Inflation \$30.94
 *2003 Total Rate Adjusted for Inflation + Debt Service \$57.20
 *The sewer rate listed is for a residence. Different businesses have additional charges, based on type, or in the case of some, how many people can be seated, or how many rooms are available. These rates can be found in the IVCSD Ordinances 1.04.020.

FINAL RATES APPROVED

9/9/2015

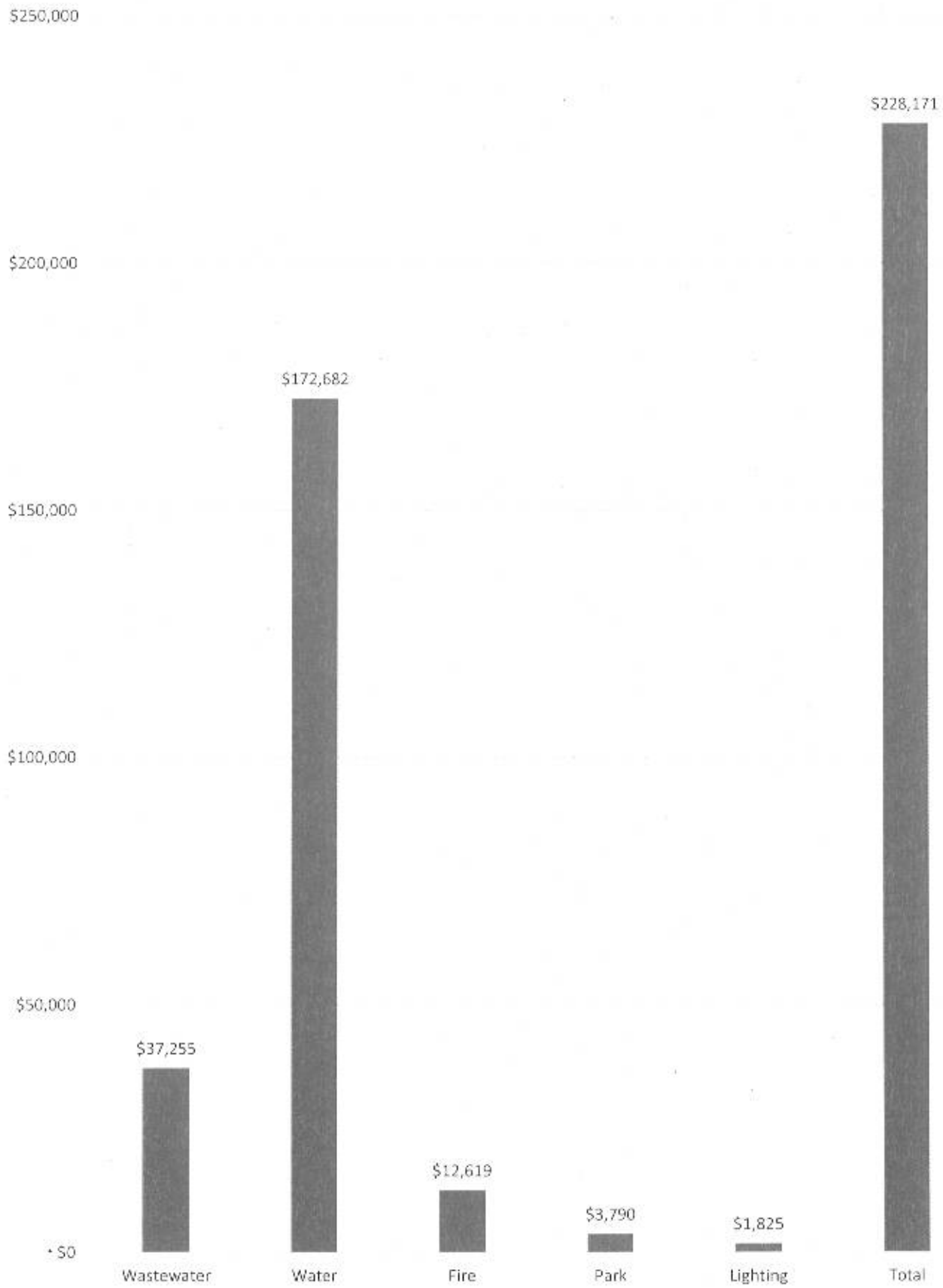
EMPLOYEE PAY SCALE, BOARD INFORMATION & DISTRICT FEES		Final Adopted				
POSITION (per month)	1st Six Months	1st thru 2nd Year	3rd Year	4th Year	5th Year	Hrs. per week
General Manager	\$4,240.00	\$4,452.00	\$4,674.60	\$4,908.33	\$5,153.75	27
Office Manager	\$2,672.00	\$2,805.60	\$2,945.88	\$3,136.48	\$3,293.30	40
Receptionist/Meter Reader	\$2,201.00	\$2,311.05	\$2,426.60	\$2,547.93	\$2,675.33	40
Chief Plant Operator (salary)	\$5,300.00	\$5,565.00	\$5,843.25	\$6,135.41	\$6,442.18	40
Water/Wastewater Operator I	\$3,035.00	\$3,186.75	\$3,346.09	\$3,513.39	\$3,689.06	40
Water/Wastewater Trainee	\$2,600.00	\$2,730.00	\$2,866.50	\$3,009.83	\$3,160.32	40
Park Maintenance	\$1,000.00	\$1,050.00	\$1,102.50	\$1,157.63	\$1,215.51	22
Fire Chief	\$1,925.00	\$2,021.25	\$2,122.31	\$2,228.43	\$2,339.85	24
Assistant Chief	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
BOARD MEMBERS		POSITION	TERM EXPIRES	APPOINTED	ELECTED	ETHICS
Lee Anne Schramel	Member		12/5/2021		12/5/2017	3/30/2018
Mina Admire	Vice Chairperson		12/5/2021		12/5/2017	8/23/2016
Wayne Dannemiller	Member		12/5/2021		12/5/2017	4/9/2018
Philip Shannon	Chairperson		12/5/2019		12/7/2015	6/21/2015
Robert Heard	Member		12/5/2019		12/7/2015	2/17/2017
SCHEDULE OF FEES FOR SERVICE		AMOUNT	UNIT			
Sewer O&M Fee Annual Grnvil	\$280	each	Fire Emerg Response	\$72.25	per hour	per unit
Sewer O&M Fee Monthly Grnvil	\$24.57	each	Fire Personnel Fee			
Sewer O&M Fee Annual Tlrsvil	\$25	each	Chief	\$24.94	per hour	
Sewer O&M Fee Monthly Tlrsvil	\$24.57	each	Officer	\$20.69	per hour	
Water O&M Fee Annual Grnvil	\$499	each	EMT	\$20.69	per hour	
Water O&M Fee Monthly Grnvil	\$43.80	each	Firefighter	\$20.69	per hour	
Water O&M Fee Annually CrsMil	\$43.80	each	Base Operator	\$20.69	per hour	
Water O&M Fee Monthly CrsMil	\$43.80	each	Volunteer Fire Reimbursement	\$10	per point	
Water/748 gallons of use	\$2.47	each	Return Check Fee	\$35	each	
Late Fee	10%	current charge	Copy per Page	\$0.25	each	
Balance Late Fee	1%	monthly	Fax Fee per Page	\$0.50	each	
Shutoff Fee	\$100.00	each	Grnvil S&W Annual w/tax	\$844	each	
Reconnect Fee	\$100.00	each	Sewer Connection Charge	\$1,512	each	
72 hour notice	\$10.00	each	Water Connection Charge	\$4,890	each	
Termination Notice	\$10.00	each	Failed Inspection Charge	\$30	each	
New Service Deposit Fee	\$200.00	each	Refundable after one year of good payment history			
Park Pavilion Rental Per 25 people	\$12.50	per hour	Potable Water	\$0.0330	gallon	
Park Reservation Fee (Per Field)	\$100.00	per day	NonPotable Water	\$0.0033	gallon	
Park Reservation Deposit (Trash)	\$150.00	per day	Service Transfer Fee	\$35		
Porta-Potty Arrangement Deposit	\$300.00					

IVCSD

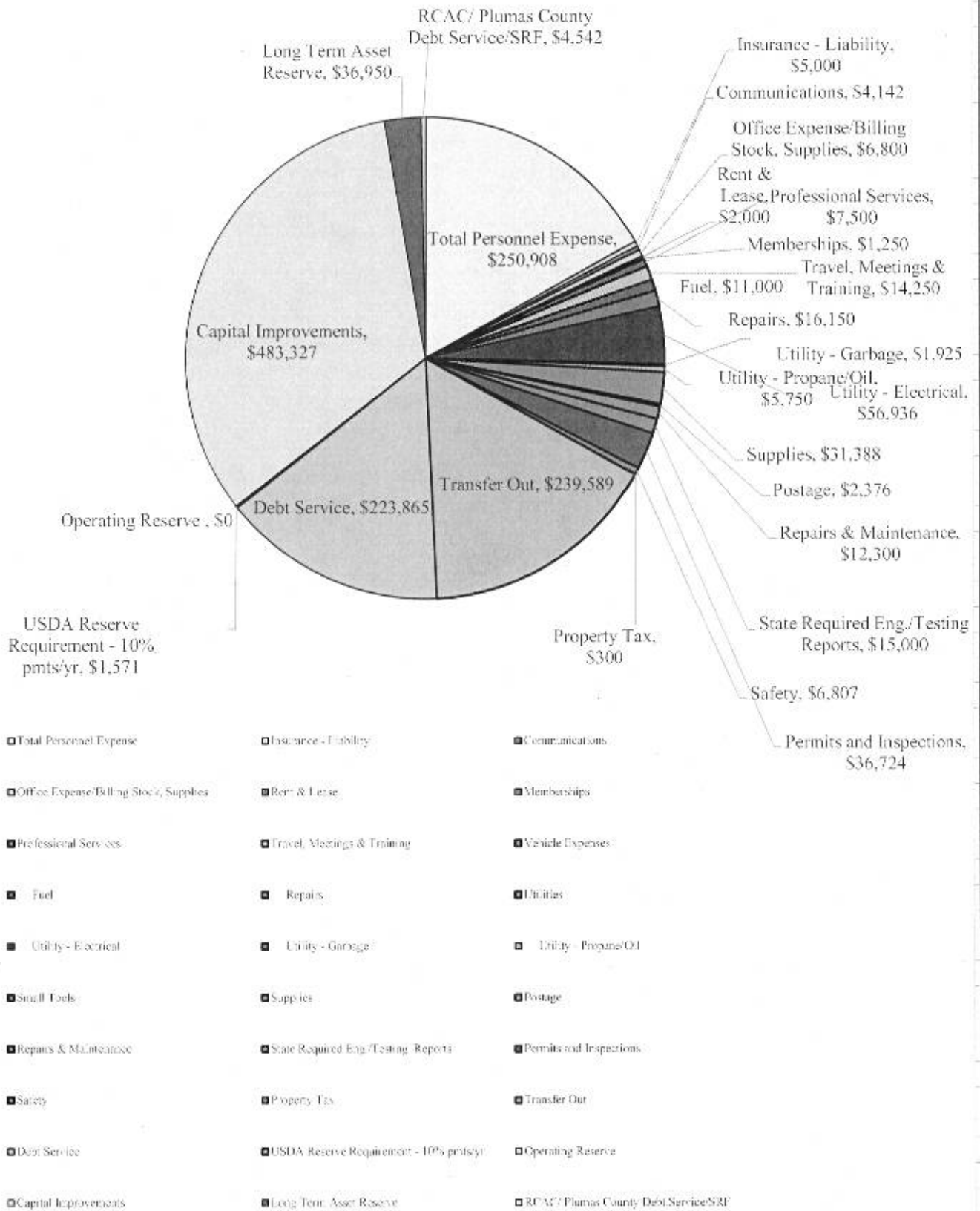
5 Year Projected Enterprise Income and Expenses

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2020-2021
Water						
Income	\$544,315.77	\$584,321.41	\$616,459.09	\$653,446.63	\$673,050.03	\$693,241.53
Salaries and Benefits	\$115,694.49	\$119,136.47	\$122,710.56	\$126,391.88	\$130,183.63	\$134,089.14
Services and Supplies	\$245,204.82	\$243,448.35	\$248,317.32	\$253,283.66	\$258,349.34	\$263,516.32
Salaries and Services Total	\$360,899.31	\$362,584.82	\$371,027.88	\$379,675.54	\$388,532.97	\$397,605.47
Net Revenue	\$183,416.46	\$221,736.59	\$245,431.21	\$273,771.09	\$284,517.06	\$295,636.07
Debt	\$163,938.00	\$176,362.00	\$176,362.00	\$176,362.00	\$176,362.00	\$176,362.00
Debt Service Coverage	1.12	1.26	1.39	1.55	1.61	1.68
Sewer						
Income	\$209,136.91	\$235,104.59	\$248,035.34	\$262,917.46	\$276,063.34	\$289,866.50
Salaries and Benefits	\$74,734.02	\$87,512.96	\$90,138.35	\$92,842.50	\$95,627.78	\$98,496.61
Services and Supplies	\$117,661.84	\$120,289.56	\$122,695.35	\$125,149.26	\$127,652.25	\$130,205.29
Salaries and Services Total	\$192,395.86	\$207,802.53	\$212,833.71	\$217,991.76	\$223,280.02	\$228,701.90
Net Revenue	\$16,741.05	\$27,302.06	\$35,201.64	\$44,925.70	\$52,783.31	\$61,164.60
Debt	\$14,875.32	\$14,875.32	\$14,875.32	\$14,875.32	\$14,875.32	\$14,875.32
Debt Service Coverage	1.13	1.84	2.37	3.02	3.55	4.11
Enterprise						
Income	\$753,452.68	\$819,426.00	\$864,494.43	\$916,364.10	\$949,113.37	\$983,108.04
Salaries and Benefits	\$190,428.52	\$206,649.43	\$212,848.91	\$219,234.38	\$225,811.41	\$232,585.76
Services and Supplies	\$362,866.66	\$363,737.91	\$371,012.67	\$378,432.92	\$386,001.58	\$393,721.61
Net Revenue	\$200,157.51	\$249,038.66	\$280,632.85	\$318,696.79	\$337,300.37	\$356,800.67
Debt	\$178,813.32	\$191,237.32	\$191,237.32	\$191,237.32	\$191,237.32	\$191,237.32
Debt Service Coverage	1.12	1.30	1.47	1.67	1.76	1.87

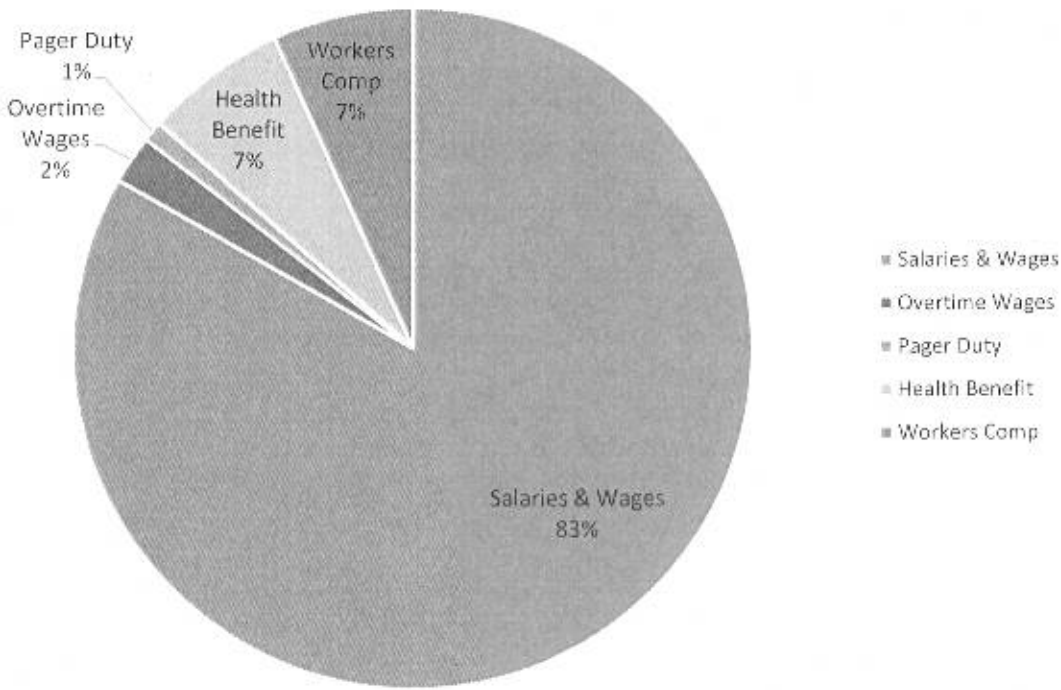
Long Term Asset Reserve (2015-2018)



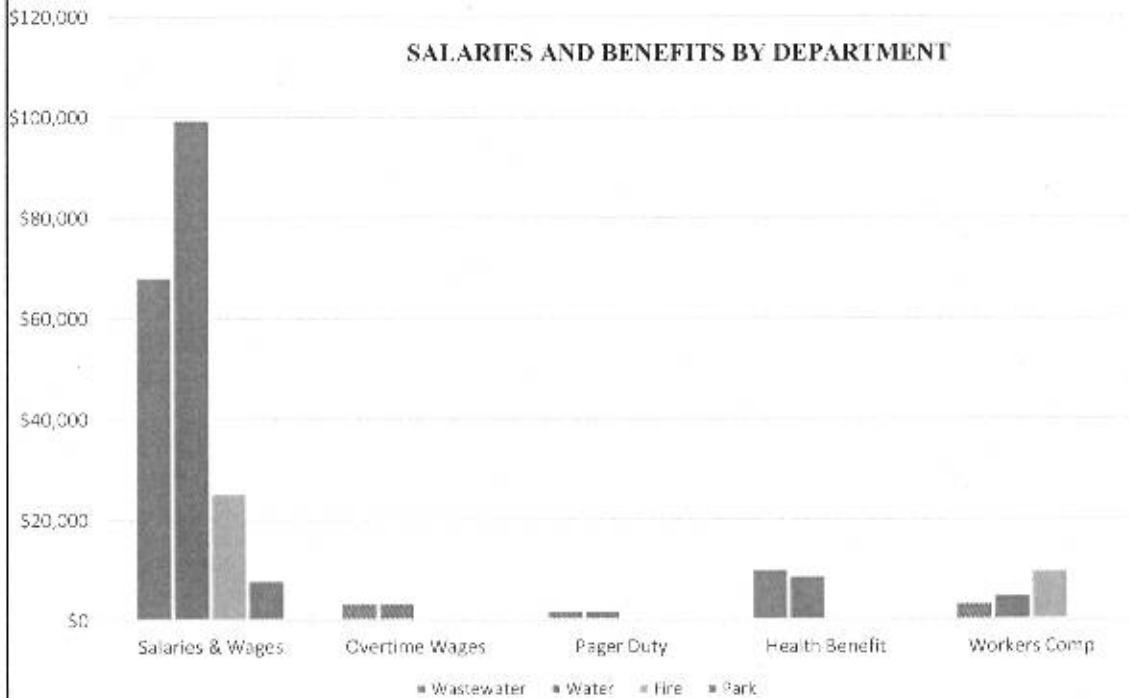
Indian Valley Community Services District



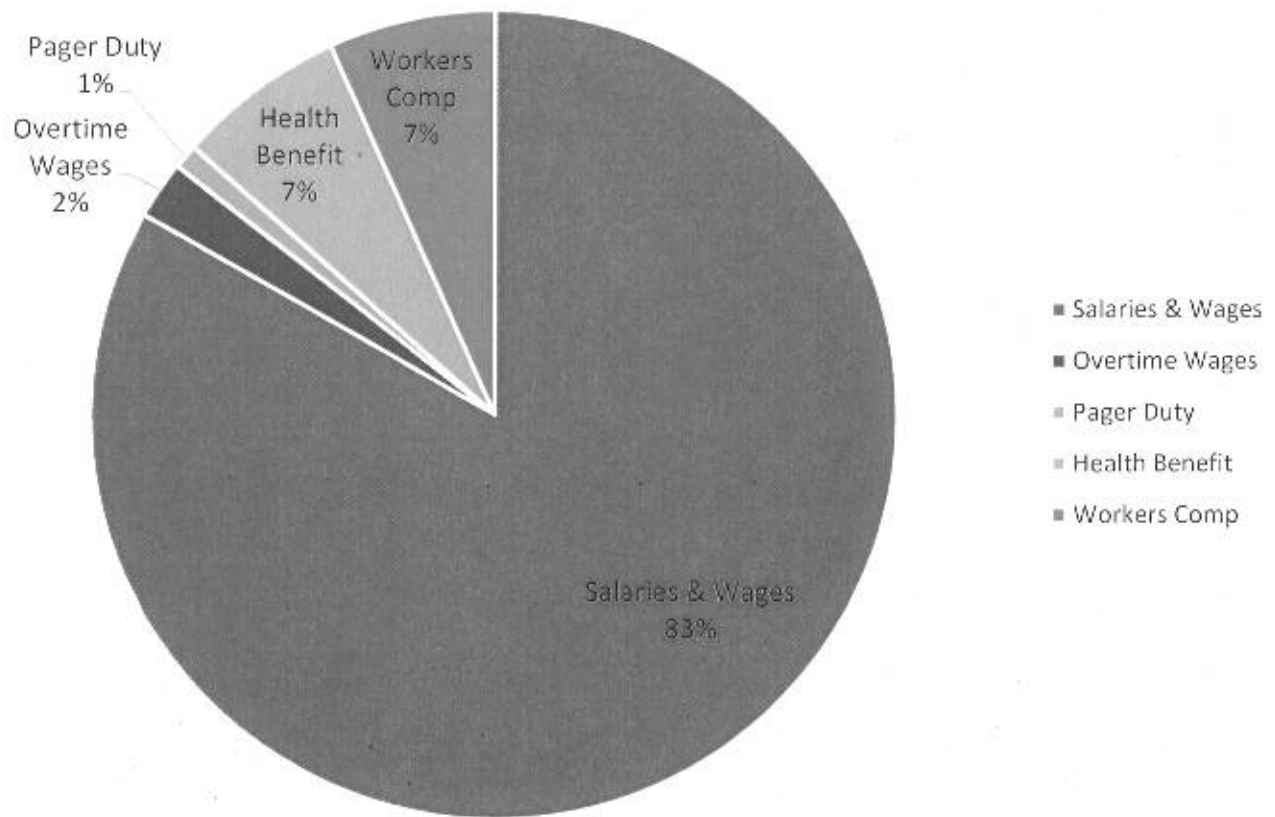
SALARIES AND BENEFITS



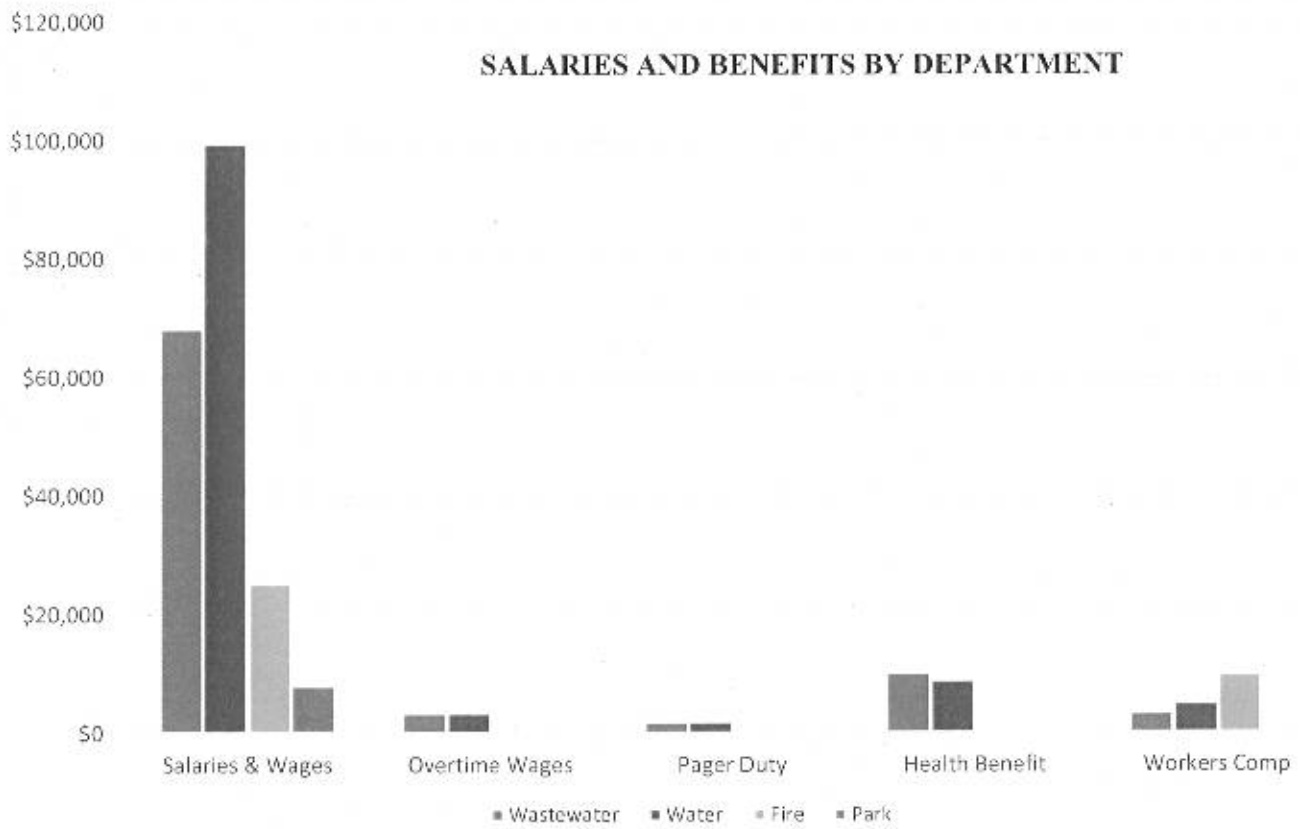
SALARIES AND BENEFITS BY DEPARTMENT



SALARIES AND BENEFITS



SALARIES AND BENEFITS BY DEPARTMENT



FIRE AGENCIES SELF INSURANCE SYSTEM

Worksheet for Calculation of Preliminary 2018/2019 Premium

District: Indian Valley Community Services District

Completed by: Vicky Quintrall

Classification	Code	Estimated PR/ #of Volunteers	Estimated Payroll 7-1-18 to 6-30-19	2018/19 FASIS Rates	Deposit Premium
<i>Safety Personnel</i>					
Volunteer Payroll*	7707	17	\$ 85,000	9.010	\$ 7,659
Career Fire Fighter Payroll	7706		\$ 26,523	9.010	2,390
<i>Non-safety Personnel</i>					
Clerical & Other Payroll	8810		\$ 323,201	5.090	16,451
Non-Fire Volunteer Payroll**		5	\$ 5,000	5.090	255

Sub-Total \$ 26,754
Experience Modification*** 0.977
Subtotal \$ 26,138

Mid-layer Pool Funding	Mid-Layer Rate	Premium
Safety Personnel	0.489	545
Non-safety Personnel	0.276	906

Mid-layer Pool Funding Total 1,451

Total FY 2018/19 Annual Deposit Premium * \$ 27,589**

2018/19 Quarterly Deposit Premium \$6,897

Notes

- 1 Primary Layer of coverage is from \$0-\$500,000
- 2 2017/2018 payroll was used for these calculations.
- 3 2017/2018 volunteer count was used for these calculations.
- 4 Clerical & Others includes Water Operation (Class Code 7520), Sanitation (7580), Maintenance (9420), Municipal (9410) and Inspectors' payroll.
- 5 Non Fire Volunteers include Volunteers for Manual Labor, Clerical, Non-paid Directors, Cadets, Explorers and Other Volunteers.
- 6 Cadets and Explorers requires a special resolution to be on file with FASIS.
- 7 On April 20, 2017, the Board of Directors approved implementation of a Mid-layer pool with coverage from \$500,000 to \$750,000 using a portion of dividends available for release effective 2017-2018 program year. New members are required to fund the Mid-layer pool over a five-year period. The actuary provides for funding using a combined rate and factors for separating between safety and non-safety payroll.

* Fire Volunteer Payroll is calculated by multiplying # of Volunteers by \$5,000, irrespective of actual payment made to volunteers

** Non Fire Volunteer Payroll is calculated by multiplying # of Volunteers by \$1,000, irrespective of actual payment made to volunteers

Indian Valley Community Service District Staff Report

To: Phil Shannon, Board Chairperson
From: Chris Gallagher, General Manager
**Topic: Approve Community Facilities Grant Agreement with
USDA for the Purchase of a Fire Engine**
Date: June 13, 2018

Summary:

We were notified on May 29, 2018 (see attached letter) that we had been accepted for the Community Facilities Program Grant from the USDA. In order to move forward with this grant, the Board must approve and the Chair sign the Community Facilities Grant Agreement that is attached.

This grant will provide for 75% of \$50,000 (IVCSD has a \$12,500 match) to purchase a Type I engine to be used by the IVCSD Fire Department in order to replace one of the older engines. As the Board is aware, we have spent extensive amounts of money repairing engines such as the one in Taylorsville. This grant will allow us to replace such units with a newer model engine that will not cost so much to maintain.

The \$12,500 match has been budgeted in the 2018-2019 Budget.

Recommendation:

Recommend that the board approve the agreement (attached) with USDA and have the Board Chair sign the agreement.

**United States Department of Agriculture
Rural Housing Service**

COMMUNITY FACILITIES GRANT AGREEMENT

THIS GRANT AGREEMENT (Agreement) dated _____, is a contract for receipt of grant funds under the Community Facility Grant program (7 C.F.R. part 3570, subpart B). These requirements do not supersede the applicable requirements for receipt of Federal funds stated in 7 C.F.R. parts 3015, "Uniform Federal Assistance Regulations," 3016 "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments," or 3019, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations." Further, 7 C.F.R. part 3570, subpart B, and all relevant regulatory requirements apply to applicants whether contained in here or not.

BETWEEN _____ Indian Valley CSD _____

a public body, nonprofit corporation, or Indian tribe (Grantee) and the United States of America acting through the Rural Housing Service (RHS), Department of Agriculture, (Grantor)

WITNESSETH:

All references herein to "Project" refer to a community facility to serve a rural community generally known as Fire Engine Type I. The principal amount of the grant is \$ 37,500.00 (Grant Funds) which is 75.0000 percent of Project costs.

WHEREAS

Grantee has determined to undertake the acquisition, construction, enlargement, capital improvement, or purchase of equipment for a project with a total estimated cost of \$ 50,000.00. Grantee is able to finance and has committed \$ 12,500.00 of Project costs.

The Grantor has agreed to give the Grantee the Grant Funds, subject to the terms and conditions established by the Grantor. Provided, however, that any Grant Funds actually advanced and not needed for grant purposes shall be returned immediately to the Grantor. The Grantor may terminate the grant in whole, or in part, at any time before the date of completion, whenever it is determined that the Grantee has failed to comply with the conditions of this Agreement or the applicable regulation.

As a condition of this Agreement, the Grantee assures and certifies that it is in compliance with and will comply in the course of the Agreement with all applicable laws, regulations, Executive Orders, and other generally applicable requirements, including those contained in 7 C.F.R. § 3015.205(b), which are incorporated into this agreement by reference, and such other statutory provisions as are specifically contained herein.

NOW, THEREFORE, in consideration of said grant;

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0173. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Grantee agrees that Grantee will:

A. Cause said Project to be constructed within the total sums available to it, including Grant Funds, in accordance with any architectural or engineering reports, and any necessary modifications, prepared by Grantee and approved by Grantor;

B. Provide periodic reports as required by Grantor and permit periodic inspection of the Project by a representative of the Grantor. For grant-only Projects, Form SF-269, "Financial Status Report," and a project performance report will be required on a quarterly basis (due 15 working days after each of each calendar quarter). A final project performance report will be required with the last "Financial Status Report." The final report may serve as the last quarterly report. Grantees shall constantly monitor performance to ensure that time schedules are being met, projected work by time periods is being accomplished, and other performance objectives are being achieved. The project performance reports shall include, but not limited to, the following:

1. A comparison of actual accomplishments to the objectives established for that period;
2. Reasons why established objectives were not met;
3. Problems, delays, or adverse conditions which will affect attainment of overall project objectives, prevent meeting time schedules or objectives, or preclude the attainment of particular project work elements during established time periods. This disclosure shall be accomplished by a statement of the action taken or planned to resolve the situation; and
4. Objectives and timetables established for the next reporting period.

C. Manage, operate, and maintain the facility, including this Project if less than the whole of said facility, continuously in an efficient and economical manner;

D. Not use grant funds to replace any financial support previously provided or assured from any other source. The Grantee agrees that the Grantee's level of expenditure for the Project shall be maintained and not reduced as a result of Grant Funds;

E. Make the public facility or services available to all persons in Grantee's service area without discrimination as to race, color, religion, sex, national origin, age, marital status, or physical or mental disability at reasonable rates, including assessments, taxes, or fees. Grantee may make modifications as long as they are reasonable and nondiscriminatory;

F. To execute any agreements required by Grantor which Grantee is legally authorized to execute. If any such agreement has been executed by Grantee as a result of a loan being made to Grantee by Grantor contemporaneously with the making of this grant, that agreement applies equally to the grant and another identical agreement need not be executed in connection with this grant;

G. Upon any default under its representations or agreements contained in this instrument, Grantee, at the option and demand of Grantor, will immediately repay to Grantor the Grant Funds with any legally permitted interest from the date of the default. Default by the Grantee will constitute termination of the grant thereby causing cancellation of Federal assistance under the grant. The provisions of this Agreement may be enforced by Grantor, at its option and without regard to prior waivers of previous defaults by Grantee, by judicial proceedings to require specific performance of the terms of this Agreement or by such other proceedings in law or equity, in either Federal or State courts, as may be deemed necessary by Grantor to assure compliance with the provisions of this Agreement and the laws and regulations under which this grant is made;

H. Use the real property including land, improvements, structures, and appurtenances thereto, for authorized purposes of the grant as long as needed;

1. Title to real property shall vest in the Grantee subject to the condition that the Grantee shall use the real property for the authorized purpose of the original grant as long as needed.

2. The Grantee shall obtain Grantor's approval to use the real property in other projects when the Grantee determines that the property is no longer needed for the original grant purposes. Use in other projects shall be limited to those under other Federal grant programs or programs that have purposes consistent with those authorized for support by the Grantor.

3. When the real property is no longer needed, as provided in paragraphs 1 and 2 above, the Grantee shall request disposition instructions from the Grantor. The Grantor will observe the following rules in the disposition instructions:

(a) The Grantee may be permitted to retain title after it compensates the Federal government in an amount computed by applying the Federal percentage of participation in the cost of the original Project to the fair market value of the property;

(b) The Grantee may be directed to sell the property under guidelines provided by the Grantor and pay the Federal government an amount computed by applying the Federal percentage of participation in the cost of the original Project to the proceeds from sale (after deducting actual and reasonable selling and fix-up expenses, if any, from the sales proceeds). When the Grantee is authorized or required to sell the property, proper sales procedures shall be established that provide for competition to the extent practicable and result in the highest possible return;

(c) The Grantee may be directed to transfer title to the property to the Federal government provided that in such cases the Grantee shall be entitled to compensation computed by applying the Grantee's percentage of participation in the cost of the program or Project to the current fair market value of the property;

This Grant Agreement covers the following described real property (use continuation sheets as necessary).

NOT APPLICABLE

I. Abide by the following conditions pertaining to equipment which is furnished by the Grantor or acquired wholly or in part with Grant Funds. Equipment means tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. A Grantee may use its own definition of equipment provided that such definition would at least include all equipment as defined below:

1. Use of equipment.

(a) The Grantee shall use the equipment in the Project for which it was acquired as long as needed. When no longer needed for the original project, the Grantee shall use the equipment in connection with its other federally sponsored activities, if any, in the following order of priority:

(i) Activities sponsored by the Grantor.

(ii) Activities sponsored by other Federal agencies.

(b) During the time that equipment is held for use on the project for which it was acquired, the Grantee shall make it available for use on other projects if such other use will not interfere with the work on the project for which the property was originally acquired. First preference for such other use shall be given to Grantor sponsored projects. Second preference will be given to other federally sponsored projects.

2. Disposition of equipment. When the Grantee no longer needs the property as provided in paragraph 1 (a) and (b) above, the equipment may be sold or used for other activities in accordance with the following standards:

(a) Equipment with a current fair market value of less than \$5,000. The Grantee may use the property for other activities without reimbursement to the Federal government or sell the property and retain the proceeds.

(b) Equipment with a current fair market value of \$5,000 or more. The Grantee may retain the property for other uses provided that compensation is made to the Grantor. The amount of compensation shall be computed by applying the percentage of Federal participation in the cost of the original Project to the current fair market value of the property. If the Grantee has no need for the equipment and the equipment has further use value, the Grantee shall request disposition instructions from the Grantor.

(c) The Grantor shall determine whether the equipment can be used to meet RHS or its successor agency's requirements. If no such requirements exist, the availability of the property shall be reported, in accordance with the guidelines of the Federal Property Management Regulations (FPMR), to the General Services Administration by the Grantor to determine whether a requirement for the equipment exists in other Federal agencies. The Grantor shall issue instructions to the Grantee no later than 120 days after the Grantee's request and the following procedures shall govern:

(i) If so instructed or if disposition instructions are not issued within 120 calendar days after the Grantee's request, the Grantee shall sell the equipment and reimburse the Grantor an amount computed by applying to the sales proceeds the percentage of Federal participation in the cost of the original project or program. However, the Grantee shall be permitted to deduct and retain from the Federal share 10 percent of the proceeds or \$500, whichever is less, for the Grantee's selling and handling expenses.

(ii) If the Grantee is instructed to ship the property elsewhere, the Grantee shall be reimbursed by the benefiting Federal agency with an amount which is computed by applying the percentage of the Grantee participation in the cost of the original grant Project or program to the current fair market value of the equipment plus any reasonable shipping or interim storage costs incurred.

(iii) If the Grantee is instructed to otherwise dispose of the equipment, the Grantee shall be reimbursed by the Grantor for such costs incurred in its disposition.

3. The Grantee's property management standards for equipment shall include:

(a) Property records which accurately provide for: a description of the equipment; manufacturer's serial number or other identification number; acquisition date and cost; source of the equipment; percentage (at the end of budget year) of Federal participation in the cost of the Project for which the equipment was acquired; location, use, and condition of the equipment and the date the information was reported; and ultimate disposition data including sales price or the method used to determine current fair market value if the Grantee reimburses the Grantor for its share.

(b) A physical inventory of equipment shall be taken and the results reconciled with the equipment records at least once every two years to verify the existence, current utilization, and continued need for the equipment.

(c) A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft of the equipment. Any loss, damage, or theft of equipment shall be investigated and fully documented.

(d) Adequate maintenance procedures shall be implemented to keep the equipment in good condition.

(e) Proper sales procedures shall be established for unneeded equipment which would provide for competition to the extent practicable and result in the highest possible return;

This Grant Agreement covers the following described equipment (use continuation sheets as necessary).

1977 3-D Type 1 Fire Engine along with any and all equipment and/or accessories acquired with USDA grant funds.

J. Provide Financial Management Systems which will include:

1. Accurate, current, and complete disclosure of the financial results of each grant. Financial reporting will be on an accrual basis.
2. Records which identify adequately the source and application of funds for grant-supported activities. Those records shall contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays, and income.
3. Effective control over and accountability for all funds, property, and other assets. Grantees shall adequately safeguard all such assets and shall ensure that they are used solely for authorized purposes.
4. Accounting records supported by source documentation.

K. Retain financial records, supporting documents, statistical records, and all other records pertinent to the grant for a period of at least three years after grant closing except that the records shall be retained beyond the three-year period if audit findings have not been resolved. Microfilm or photo copies or similar methods may be substituted in lieu of original records. The Grantor and the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Grantee's which are pertinent to the specific grant program for the purpose of making audits, examinations, excerpts, and transcripts;

L. Provide either an audit report, annual financial statements, or other documentation prepared in accordance with Grantor regulations to allow the Grantor to determine that funds have been used in compliance with the proposal, any applicable laws and regulations, and this Agreement;

M. Agree to account for and to return to Grantor interest earned on grant funds pending their disbursement for program purposes when the Grantee is a unit of local government. States and agencies or an instrumentality of a State shall not be held accountable for interest earned on Grant Funds pending their disbursement;

N. Not encumber, transfer or dispose of the property or any part thereof, furnished by the Grantor or acquired wholly or in part with Grantor funds without the written consent of the Grantor except as provided in item H and I; and

O. Not duplicate other Project purposes for which monies have been received, are committed, or are applied to from other sources (public or private).

Grantor Agrees That It:

A. Will make available to Grantee for the purpose of this Agreement not to exceed \$37,500.00 which it will advance to Grantee to meet not to exceed 75.0000 percent of the Project development costs in accordance with the actual needs of Grantee as determined by Grantor.

B. Will assist Grantee, within available appropriations, with such technical assistance as Grantor deems appropriate in planning the Project and coordinating the plan with local official comprehensive plans for essential community facilities and with any State or area plans for the area in which the project is located.

C. At its sole discretion and at any time may give any consent, deferment, subordination, release, satisfaction, or termination of any or all of Grantee's grant obligations, with or without valuable consideration, upon such terms and conditions as Grantor may determine to be (1) advisable to further the purpose of the grant or to protect Grantor's financial interest therein and (2) consistent with both the statutory purposes of the grant and the limitations of the statutory authority under which it is made.

Termination of This Agreement

This Agreement may be terminated for cause in the event of default on the part of the Grantee or for convenience of the Grantor and Grantee prior to the date of completion of the grant purpose. Termination for convenience will occur when both the Grantee and Grantor agree that the continuation of the Project will not produce beneficial results commensurate with the further expenditure of funds.

IN WITNESS WHEREOF, Grantee has this day authorized and caused this Agreement to be executed

By

Chairperson of the Board of Directors

and attested with its corporate seal affixed (if applicable) by

Attest:

By

(Title)

UNITED STATES OF AMERICA
RURAL HOUSING SERVICE

By

J. Michael Colbert

(Name)

Community Programs Specialist

(Title)



Rural Development

May 29, 2018

221 W. 8th Street
Alturas, CA
96101

Voice 530.233.4137
Fax 844.206.6796

Mr. Chris Gallagher
General Manager
Indian Valley Community Services District
127 Crescent Street, Suite 1
Greenville, CA 95947

Subject: Letter of Conditions for a Community Facilities Program Grant for the Purchase of a Used Type I Fire Engine

Dear Mr. Gallagher:

This letter, with attachments, establishes conditions that must be understood and agreed to by the applicant before further consideration may be given to their application. Any changes in project cost, source of funds, scope of services, or any other significant changes (this includes significant changes in the applicant's financial condition, operation, organizational structure or executive leadership) in the project or applicant must be reported to and approved by USDA Rural Development by written amendment to this letter. Any change not approved by USDA Rural Development will be cause for discontinuing processing of the application.

This letter is not to be considered as grant approval or as representation to the availability of funds. The application can be processed on the basis of a USDA Rural Development grant not to exceed \$37,500. Funds for this project are provided by the Rural Housing Service (RHS).

Please complete and return the attached Form RD 1942-46, "Letter of Intent to Meet Conditions," and Form RD 1940-1, "Request for Obligation of Funds," within the next ten (10) days, if you desire that we give further consideration to your application. The execution of these and all other documents required by USDA Rural Development must be authorized by appropriate resolutions of the applicant's governing body.

The grant will be considered approved on the date Form RD 1940-1, "Request for Obligation of Funds," is mailed by USDA Rural Development.

Project Budget—Based on Standard Form 424, "Application for Federal Assistance," the project cost and funding will be as follows:

a.	<u>Project Cost</u>	<u>Total</u>	<u>USDA Grant</u>	<u>Other</u>
	Used Type I Engine	\$50,000	\$37,500	\$12,500
b.	<u>Source of Funds</u>			
	USDA Loan	\$0.00		
	USDA Grant	\$37,500		
	District	<u>\$12,500</u>		
	TOTAL:	\$50,000		

Any changes in funding sources following obligation of Agency funds must be reported to the processing official. Project feasibility and funding will be reassessed if there is a significant change in project costs after bids are received. If actual project costs exceed the project cost estimates, an additional contribution by the borrower may be necessary.

Section I of the attached conditions (Items 1—7) must be satisfied prior to grant closing not later than six (6) months from the date of this letter. **In the event the project has not advanced to the point of grant closing within six (6) months, USDA Rural Development reserves the right to discontinue the processing of the application.**

If you have any questions, feel free to contact this office.

Sincerely,

J. Michael Colbert
Community Programs Specialist

cc: Anita Lopez, Community Facilities Program Director, USDA Rural Development, Davis



United States Department of Agriculture

Rural Development

Alturas Field Office

221 W. 8th Street
Alturas, CA
96101-3211

Voice 530.233.4137
Fax 844.208.6796

June 8, 2018

Mr. Chris Gallagher, General Manager
Indian Valley Community Services District
PO Box 899
Greenville, CA 95947

Dear Mr. Gallagher:

We are pleased to provide you with a copy of Form RD 1940-1, "Request for Obligation of Funds." This form indicates that a Rural Development grant in the total amount of \$37,500 has been obligated for the Indian Valley Community Services District. The grant funds are to be used for the purchase of a used Type I Fire Engine.

You are required to comply with the Letter of Conditions dated May 29, 2018 and any amendments thereafter. All of the requested material should be submitted to the USDA Rural Development Sub-Area Office located at:

USDA Rural Development
221 W. 8th Street
Alturas, CA 96101
Phone (530) 233-4137 ext 112

Please advise us if you have questions or need clarification on the Letter of Conditions.

Sincerely,

J. Michael Colbert
Community Programs Specialist

Attachment

cc: Anita Lopez, Community Facilities Programs Director, Rural Development, Davis, CA

USDA is an equal opportunity provider, employer and lender.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

REQUEST FOR OBLIGATION OF FUNDS

INSTRUCTIONS-TYPE IN CAPITALIZED ELITE TYPE IN SPACES MARKED ()			
Complete Items 1 through 29 and applicable Items 30 through 34. See FMI.			
1. CASE NUMBER ST CO BORROWER ID 04-032-****0091		LOAN NUMBER	FISCAL YEAR
2. BORROWER NAME Indian Valley CBD		3. NUMBER NAME FIELDS (1, 2, or 3 from Item 2)	
		4. STATE NAME California	
		5. COUNTY NAME Plumas	
GENERAL BORROWER/LOAN INFORMATION			
6. RACE/ETHNIC CLASSIFICATION 1 - WHITE 2 - BLACK 3 - ASIAN 4 - HISPANIC 5 - API	7. TYPE OF APPLICANT 1 - INDIVIDUAL 2 - PARTNERSHIP 3 - CORPORATION 4 - PUBLIC BODY 5 - ASSOC. OF FARMERS 6 - CEO OF FARMERS 7 - NONPROFIT-SECULAR 8 - NONPROFIT-FAITH BASED 9 - INDIAN TRIBE 10 - PUBLIC COLLEGE/UNIVERSITY 11 - OTHER		8. COLLATERAL CODE 1 - REAL ESTATE SECURED 2 - REAL ESTATE AND CHATTEL 3 - NONE ONLY OR CHATTEL ONLY 4 - MORTGAGE ONLY 5 - LIVESTOCK ONLY 6 - CROPS ONLY 7 - SECURED BY BONDS 8 - UNPAID
9. EMPLOYEE RELATIONSHIP CODE 1 - EMPLOYEE 2 - MEMBER OF FAMILY 3 - CLOSE RELATIVE 4 - ASOC.	10. SEX CODE 1 - MALE 2 - FEMALE 3 - FAMILY UNIT 4 - DISCAP. MALE OWNED 5 - DISCAP. FEMALE OWNED 6 - PUBLIC BODY	11. MARITAL STATUS 1 - MARRIED 2 - SEPARATED 3 - UNMARRIED (INCLUDES WIDOWED/DIVORCED)	12. VETERAN CODE 1 - YES 2 - NO
13. CREDIT REPORT 1 - YES 2 - NO	14. DIRECT PAYMENT (See FMI)	15. TYPE OF PAYMENT 1 - MONTHLY 2 - ANNUALLY 3 - SEMI-ANNUALLY 4 - QUARTERLY	16. FEE INSPECTION 1 - YES 2 - NO
17. COMMUNITY SIZE 1 - 10 OR LESS (FOR SFH AND 2 - OVER 10,000 (FP ONLY)	18. USE OF FUNDS CODE (See FMI)		
COMPLETE FOR OBLIGATION OF FUNDS			
19. TYPE OF ASSISTANCE 3 D3 (See FMI)	20. PURPOSE CODE 8	21. SOURCE OF FUNDS	22. TYPE OF ACTION 1 - OBLIGATION ONLY 2 - OBLIGATION CHECK REQUEST 3 - CORRECTION OF OBLIGATION
23. TYPE OF SUBMISSION 1 - INITIAL 2 - SUBSEQUENT 1	24. AMOUNT OF LOAN		25. AMOUNT OF GRANT \$37,500.00
26. AMOUNT OF IMMEDIATE ADVANCE	27. DATE OF APPROVAL MO DAY YR 05 30 18	28. INTEREST RATE 0 %	29. REPAYMENT TERMS
COMPLETE FOR COMMUNITY PROGRAM AND CERTAIN MULTIPLE-FAMILY HOUSING LOANS			
30. PROFIT TYPE 1 - FULL PROFIT 2 - LIMITED PROFIT 3 - NONPROFIT			
COMPLETE FOR EM LOANS ONLY		COMPLETE FOR CREDIT SALE-ASSUMPTION	
31. DISASTER DESIGNATION NUMBER (See FMI)	32. TYPE OF SALE 1 - CREDIT SALE ONLY 2 - ASSUMPTION ONLY 3 - CREDIT SALE WITH SUBSEQUENT LOAN 4 - ASSUMPTION WITH SUBSEQUENT LOAN		
FINANCE OFFICE USE ONLY		COMPLETE FOR FP LOANS ONLY	
33. OBLIGATION DATE MO DA YR	34. BEGINNING FARMER/RANCHER (See FMI)		

If the decision considered above in this form results in denial, reduction or cancellation of USDA assistance, you may appeal this decision and have a hearing or you may request a review in lieu of a hearing. Please see the forms here included for this purpose.

Position 2

ORIGINAL - Borrower's Case Folder COPY 1 - Finance Office COPY 2 - Applicant/Lender COPY 3 - State Office

According to the Paperwork Reduction Act of 1995, no agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0750-0067. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

CERTIFICATION APPROVAL

For All Farmers Programs

EM, OL, FO, and SW Loans

This loan is approved subject to the availability of funds. If this loan does not close for any reason within 90 days from the date of approval on this document, the approval official will request updated eligibility information. The undersigned loan applicant agrees that the approval official will have 14 working days to review any updated information prior to submitting this document for obligation of funds. If there have been significant changes that may affect eligibility, a decision as to eligibility and feasibility will be made within 30 days from the time the applicant provides the necessary information.

If this is a loan approval for which a lien and/or title search is necessary, the undersigned applicant agrees that the 15-working-day loan closing requirement may be exceeded for the purposes of the applicant's legal representative completing title work and completing loan closing.

35. COMMENTS AND REQUIREMENTS OF CERTIFYING OFFICIAL

Grant approval is subject to the availability of funds and the Letter of Conditions dated May 29, 2018, and any amendments issued thereafter.

36. I HEREBY CERTIFY that I am unable to obtain sufficient credit elsewhere to finance my actual needs at reasonable rates and terms, taking into consideration prevailing private and cooperative rates and terms in or near my community for loans for similar purposes and periods of time. I agree to use the sum specified herein, subject to and in accordance with regulations applicable to the type of assistance indicated above, and request payment of such sum. I agree to report to USDA any material adverse changes, financial or otherwise, that occur prior to loan closing. I certify that no part of the sum specified herein has been received. I have reviewed the loan approval requirements and comments associated with this loan request and agree to comply with these provisions.

(For FP loans at eligible terms only) If this loan is approved, I elect the interest rate to be charged on my loan to be the lower of the interest rate in effect at the time of loan approval or loan closing. If I check "NO", the interest rate charged on my loan will be the rate specified in Item 2B of this form. YES NO

WARNING: Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both."

Date 5/30/18, 20

[Signature]
Indian Valley Community Services District
(Signature of Applicant)

Date _____, 20 _____

(Signature of Co-Applicant)

37. I HEREBY CERTIFY that all of the committee and administrative determinations and certifications required by regulations prerequisite to providing assistance of the type indicated above have been made and that evidence thereof is in the docket, and that all requirements of pertinent regulations have been complied with. I hereby approve the above-described assistance in the amount set forth above, and by this document, subject to the availability of funds, the Government agrees to advance such amount to the applicant for the purpose of and subject to the availability prescribed by regulations applicable to this type of assistance.

[Signature]
(Signature of Approving Official)

Typed or Printed Name: Anita Lopez

Date Approved: 5-30-18

Title: Community Facilities Director

38. TO THE APPLICANT: As of this date 5-31-18, this is notice that your application for financial assistance from the USDA has been approved, as indicated above, subject to the availability of funds and other conditions required by the USDA. If you have any questions contact the appropriate USDA Servicing Office.

ATTACHMENT TO LETTER OF CONDITIONS

SECTION I. CONDITIONS TO BE SATISFIED PRIOR TO GRANT CLOSING

1. Disbursement of Funds

- a. The applicant will provide evidence that funds from other sources will be made available for the project cost in the amount of \$12,500. This evidence should include a copy of the loan/grant award that addresses how funds will be disbursed, if applicable.
- b. The applicant's contribution of funds toward the project cost shall be considered the first funds expended and must be deposited in its project account before construction is started.
- c. Agency funds will not be used to pre-finance funds committed to the project from other sources

2. Security Requirements

- a. The applicant will be required to complete and execute Form RD 3570-03, "Community Facilities Grant Agreement" prior to grant closing.
- b. The grantee understands that any property acquired or improved with Federal grant funds may have use and disposition conditions which apply to the property as provided by 2 CFR part 200 in effect at this time and as may be subsequently modified.
- c. The grantee understands that any sale or transfer of property is subject to the interest of the United States Government in the market value in proportion to its participation in the project as provided by 2 CFR part 200 in effect at this time and as may be subsequently modified.

3. Insurance and Bonding Requirements—The applicant must provide evidence of adequate insurance and fidelity bond coverage by grant closing or start of construction, whichever occurs first. Adequate coverage, in accordance with USDA Rural Development's regulations, must then be maintained for the life of the grant. It is the responsibility of the applicant and not that of USDA Rural Development to assure that adequate insurance and fidelity bond coverage is maintained. Applicants are encouraged to review coverage amounts and deductible provisions with their attorney, consulting engineer, and/or insurance provider(s).

- a. **Property Insurance**—Fire and extended coverage will be required on all above-ground structures, including applicant-owned equipment and machinery housed therein. Provide USDA Rural Development with proof of coverage.
- b. **Workers' Compensation Insurance**—The applicant will be required to carry workers' compensation insurance for all employees in accordance with California law. Provide USDA Rural Development with proof of coverage.

- c. General liability and vehicular coverage must be maintained—Provide USDA Rural Development with proof of coverage.
4. **Civil Rights & Equal Opportunity**— The grantee has received an award of Federal funding and is required to comply with U.S. statutory and public policy requirements, including but not limited to:
 - a. **Section 504 of the Rehabilitation Act of 1973** – Under Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), no handicapped individual in the United States shall, solely by reason of their handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Agency financial assistance. The Standard for compliance is the Architectural Barriers Act Accessibility Standards (ABAAS).
 - b. **Civil Rights Act of 1964** – All recipients are subject to, and facilities must be operated in accordance with, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) and 7 CFR 1901, Subpart E, particularly as it relates to conducting and reporting of compliance reviews. Instruments of conveyance for loans and/or grants subject to the Act must contain the covenant required by Paragraph 1901.202(e) of this Title.
 - c. **The Americans with Disabilities Act (ADA) of 1990** – This Act (42 U.S.C. 12101 et seq.) prohibits discrimination on the basis of disability in employment, State and local government services, public transportation, public accommodations, facilities, and telecommunications.
 - d. **Age Discrimination Act of 1975** – This Act (42 U.S.C. 6101 et seq.) provides that no person in the United States shall on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
 - e. **Limited English Proficiency (LEP) under Executive Order 13166** - LEP statutes and authorities prohibit exclusion from participation in, denial of benefits of, and discrimination under Federally-assisted and/or conducted programs on the ground of race, color, or national origin. Title VI of the Civil Rights Act of 1964 covers program access for LEP persons. LEP persons are individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. These individuals may be entitled to language assistance, free of charge. The recipient must take reasonable steps to ensure that LEP persons receive the language assistance necessary to have meaningful access to USDA programs, services, and information the recipient provides. These protections are pursuant to Executive Order 13166 entitled, "Improving Access to Services by Persons with Limited English Proficiency" and further affirmed in the USDA Departmental Regulation 4330-005, "Prohibition Against National Origin Discrimination Affecting Persons with Limited English Proficiency in Programs and Activities Conducted by USDA."

Agency financial programs must be extended without regard to race, color, religion, sex, national origin, marital status, age, or physical or mental handicap. The recipient must display posters (provided by the Agency) informing users of these requirements, and the

Agency will monitor the recipient's compliance with these requirements during regular compliance reviews.

The applicant is subject to a pre-loan closing civil rights compliance review by USDA Rural Development. Please see the attached Civil Rights Compliance Instructions and complete the enclosed Table A.

As a recipient of Rural Development funding, you are required to post a copy of the Non-Discrimination Statement listed below in your office and include in full, on all materials produced for public information, public education, and public distribution both print and non-print.

Non-Discrimination Statement

"This institution is an equal opportunity provider and employer."

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov."

If the material is too small to permit the full statement to be included, the material at a minimum includes the statement in print size no smaller than the text that "This institution is an equal opportunity provider and employer."

5. **Environmental Reviews**— The project as proposed has been evaluated to be consistent with the National Environmental Policy Act. Other Federal, State, tribal, and local laws, regulations and or permits may apply or be required. During any stage of project development, including construction, should environmental issues develop which require mitigation measures, USDA Rural Development applicants are required to notify USDA Rural Development and comply with such mitigation measures. Failure by an applicant to implement mitigation measures may disqualify the project from Agency funding. Mitigation measures identified or prepared as part of the CEQA and NEPA environmental process must be implemented. If the project or any project element deviates from or is modified from the originally-approved project, additional environmental review may be required. No mitigation measures are required.
6. **Electronic Funds Transfer**—All grant funds will be transferred to grantees via Electronic Funds Transfer/Automated Clearinghouse Systems (EFT/ACH). Normal transfers will be ACH, with money being placed in the grantees account two business days after the USDA processing office approves the pay request. The applicant must submit the Electronic Funds Transfer Form containing the banking (ACH) information to the USDA Servicing Office at least 45 days prior to the date of loan closing. Failure to do so could delay grant closing.

7. **System for Award Management**. The recipient will be required to maintain a Dun and Bradstreet Data Universal Numbering System (DUNS) number and maintain an active registration in the System for Award Management (SAM) database. Renewal can be done on-line at: <http://sam.gov>. This registration must be renewed and revalidated every twelve (12) months for as long as there are Agency funds to be expended.

To ensure the information is current, accurate and complete, and to prevent the SAM account expiration, the review and updates must be performed within 365 days of the activation date, commonly referred to as the expiration date. The registration process may take up to 10 business days. (See 2 CFR Part 25 and the "Help" section at <http://sam.gov>).

SECTION II. GRANT CONDITIONS TO BE SATISFIED DURING CONSTRUCTION

1. **Disbursement of Grant Funds**—USDA Rural Development funds will be advanced as they are needed in the amount(s) necessary to cover the Rural Development proportionate share of obligation due and payable to the Grantee. Interest earned on grant funds in excess of \$250 for Nonprofits and \$100 for Public Bodies per year will be submitted to Rural Development at least quarterly, as required in 2 CFR part 200 as applicable.
2. **Final Inspection**—A final inspection will be made by USDA Rural Development on the component USDA is financing before final payment is made.
3. **Excess Funds**—Any remaining funds must be utilized for approved purposes within 60 days following the final inspection or the funds will be canceled without further notification from USDA Rural Development.

SECTION III. GRANT CONDITIONS TO BE SATISFIED AFTER PROJECT COMPLETION

1. **Financial Statements**—To be submitted on an annual basis in accordance with the following:
 - a. A borrower that expends \$750,000 or more in federal financial assistance per fiscal year shall submit an audit performed in accordance with the requirements of OMB Circular A-133. As described above, the total federal funds expended from all sources shall be used to determine federal financial assistance expended. For Community Facility Projects in years after the funds are expended, principal and interest balances are not considered as federal funds. Projects financed with interim financing are considered federal expenditures. OMB Circular A-133 audits shall be submitted no later than 9 months after the end of the fiscal year.
 - b. For local governments and Indian tribes, an audit in accordance with State or local law or regulation or regulatory agency requirements must be submitted when you expend less than \$750,000 in Federal financial assistance per fiscal year. These audits shall be submitted to USDA no later than 150 days after the end of the borrower's fiscal year.

- c. All borrowers exempt from USDA audit requirements and who do not otherwise have annual audits, will within 60 days following the end of the borrower's fiscal year furnish USDA with annual financial statements, consisting of a verification of the organization's balance sheet and statement of income and expenses. The recipient may use Form RD 442-2, "Statement of Budget, Income and Equity," and 442-3, "Balance Sheet," or similar format to provide the financial information.
2. **Audit agreement**—If you are required to obtain the services of a licensed Certified Public Accountant (CPA), you must enter into a written audit agreement with the auditor. The audit agreement may include terms and conditions that you and auditor deem appropriate.

APPLICANT'S FEASIBILITY REPORT

1. Existing Facility. Briefly describe what facilities you currently have or how service is currently provided.

E530941 1968 Ford Engine C85LUC73483 18,071 GV Pire 7621
E768501 1980 FORD Engine C7UKVJG6016 17,101 TV FIRE 7626
E778212 1981 INTL TR 1HTQR18B3BHB22366 11,101 GV Pire 7625
E458710 1964 GMC Tender WA6508F1068X 80,503 NA FIRE 7633

As you can see from the list above, we have a number of pieces of equipment that are quite old and in need of updating. We do not have adequate funding to purchase new engines or tankers. Our funding has not increased in 30 years. Our District relies on grants to purchase used equipment that is newer than the equipment that we currently have. We were able to get some newer engines and tankers last year that allowed us to replace most of the 1960's engines that we did have. This grant would allow us to upgrade to a newer type I engine that we would like to be able to find to improve our firefighting equipment.

2. Proposed Facility. Describe what you want to purchase or construct. Indicate what the facility will be used for, approximate size, and expected method of procurement. For buildings indicate location, basic materials or type of construction, and attach a sketch or working drawings. For items of major equipment, indicate new or used, existing or custom-built, and any special features.

We would like to purchase a used type I fire engine with a 1000 gallon water tank, and a 1250 gpm pump. This engine should have an automatic transmission, a model in the late 90's or early 2000's, with low miles and a diesel engine. There are two such engines that we have located and the price range is from \$45,000 to \$64,000. It is our thought that we could purchase such a vehicle for less than \$50,000.

3. Need for the Facility. Indicate why the proposed facility is needed.

The majority of our equipment is quite old. Most is 30 - 40 years old.

4. Service Area. Indicate what area the proposed facility will serve and, if known, the population or number of families served.

Our service area is 27 square miles and we serve a population of about 2000 in Indian Valley. This area is severely economically depressed which makes it difficult for us to increase fees in any way.

5. Cost Estimate.

Development and construction.....	\$ _____
Land and rights.....	_____
Legal fees.....	_____
Architect and Engineer.....	_____
Equipment.....	50,000.00
Refinancing.....	_____
Other (describe)	_____
Total.....	50,000.00

6. Income. List the sources and estimate the amount of expected revenue for a typical year.

Our only source of income is property tax which is about \$130,000 per year.

7. Other Funds. List the sources and amount of funds that may be available other than from USDA, to fund part of the project (such as applicant's contributions, commercial loans, or loans or grants from other government agencies).

We are in the process of developing fundraising events and soliciting donations. These funds could be used to fund a portion of this vehicle purchase.

8. Operating History. If you have operated a similar facility, attach audits, financial statements, or lists of income and expenses for the past five years.

9. Signature and Title of Applicant Official  General Manager	Date 2-12-18
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SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

OMB No. 1890-0014 EXP. 02/28/09

Purpose: The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

Instructions for Submitting the Survey: If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

Applicant's (Organization) Name: INDIAN VALLEY COMMUNITY SERVICES DISTRICT
Applicant's DUNS Number: 030202779
Federal Program: COMMUNITY FACILITIES GRANT CFDA Number: _____

1. Has the applicant ever received a grant or contract from the Federal government?

Yes No

2. Is the applicant a faith-based organization?

Yes No

3. Is the applicant a secular organization?

Yes No

4. Does the applicant have 501(c)(3) status?

Yes No

5. Is the applicant a local affiliate of a national organization?

Yes No

6. How many full-time equivalent employees does the applicant have? (Check only one box).

3 or Fewer 15-50
 4-5 51-100
 6-14 over 100

7. What is the size of the applicant's annual budget? (Check only one box.)

Less Than \$150,000
 \$150,000 - \$299,999
 \$300,000 - \$499,999
 \$500,000 - \$999,999
 \$1,000,000 - \$4,999,999
 \$5,000,000 or more



COMMUNITY FACILITIES GRANT CERTIFICATION

The undersigned certifies that:

1. The organization is aware of and in compliance with other Federal statute requirements including but not limited to:
 - a. Section 504 of the Rehabilitation Act of 1973.
 - b. Civil Rights Act of 1964.
 - c. The Americans with Disabilities Act (ADA) of 1990.
 - d. Age Discrimination Act of 1975.
2. The organization is unable to finance the proposed project from its own resources or through commercial credit at reasonable rates and terms.
3. The organization has no known relatives or close associates that are current USDA Rural Development employees.
4. Prior to USDA Rural Development approval, you will not take action (e.g., initiation of construction) or incur obligations which would limit the range of alternatives to be considered or which would have an adverse effect on the environment.

INDIAN VALLEY COMMUNITY SERVICES DISTRICT
Name of Organization

[Signature]
Signature of Authorized Official

2-12-18
Date

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.


PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE GENERAL MANAGER
APPLICANT ORGANIZATION INDIAN VALLEY COMMUNITY SERVICES DISTRICT	DATE SUBMITTED 02/16/2018

Standard Form 424B (Rev. 7-97) Back

Indian Valley Community Service District Staff Report

To: Phil Shannon, Board Chairperson

From: Chris Gallagher, General Manager

Topic: Approve Three Year Agreement with Singleton/Auman

Date: June 13, 2018

Summary:

On November 10, 2015, the Board approved a three year contract with Singleton/Auman for FY 2014-2015, 2015-2016 & 2016-2017. The District will be in need of an Audit for FY 2017-2018 at the end of this current fiscal year.

Singleton/Auman has suggested a three year Agreement to complete the 2017-2018, 2018-2019 and 2019-2020 fiscal years. The cost of each Audit will be \$11,300, \$11,500 and \$11,700.

Recommendation:

Recommend that the board approve the Singleton/Auman three year agreement and allow the General Manager to sign required documents.

ENGAGEMENT LETTER

February 27, 2018

To the Board of Trustees
Indian Valley Community Services District
PO Box 899
Greenville, CA 95947

Dear Board Members,

We are pleased to confirm our understanding of the Service we are to provide Indian Valley Community Services District for the year ended June 30, 2018, 2019 and 2020.

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Indian Valley Community Services District as of and for the years ended June 30, 2018, 2019 and 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Indian Valley Community Services District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Indian Valley Community Services District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Required Supplementary information under GASB 34.
- 3) Supplementary schedules required by the California State Comptroller
- 4) Other supplementary information

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principlesⁿ and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Indian Valley Community Services District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Indian Valley Community Services District's financial statements. Our report will be addressed to the Board of Trustees of Indian Valley Community Services District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you

Susanville:

1740 Main Street, Suite A, Susanville, CA 96130
530.257.1040 Fax: 530.257.8876

sa@sa-cpas.com
www.sa-cpas.com

Chester:

PO Box 795, Chester, CA 96020
530.258.2272 Fax: 530.258.2282

in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Indian Valley Community Services District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures.^y Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Indian Valley Community Services District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will prepare the Districts annual Financial Transactions Report for the California State Controller's Office (billed separately) for years ended June 30, 2018, 2019 and 2020 based on information provided by you. We will assist in preparing the financial statements and related notes of the Organization in conformity with U.S. generally accepted accounting principles based on information provided by you. We will also assist in maintaining the District's Depreciation Schedule. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of

the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of SingletonAuman PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to cognizant or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of SingletonAuman PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the cognizant agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately July 1st and to issue our reports no later than December 31. Clay Singleton, Principal is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our professional fees are based on the time spent on an engagement at our standard hourly rates. Our hourly rates are established in relation to the level of experience of the individual assigned to the audit. We believe that our services, approach and technique provide the capability to achieve cost savings while maintaining the highest quality standards. Our proposed fee includes all related expenses including travel costs and 15 copies of the audit report. We will not charge for out-of-pocket expenses such as mileage or per diem associated with this engagement.

The proposed fees for the audits of the Indian Valley Community Services District for the years ending June 30, 2018, 2019 and 2020 are as follows:

Indian Valley Community Services District

<u>For the Year Ended</u>	<u>Audit Fee</u>
June 30, 2018	\$11,300
June 30, 2019	\$11,500
June 30, 2020	\$11,700

Our audit proposal is based on the expectation that your books will be closed, balanced and in auditable condition for the audit period. If during the course of the project the nature or scope of our work should change, we would discuss such matters with you and any effects of our fee estimates. The estimated fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary for any reason, we will discuss it with you and arrive at a new estimate before we incur any additional cost.

However, should our fee exceed the contract amount, we will notify the District. Our standard hourly rates are as follows:

Principal	\$275.00
Professional Staff	\$110.00 to \$210.00
Clerical Staff	\$50.00

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

Government Auditing Standards require that we provide you with a copy of our most recent quality control review report. Our 2014 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Indian Valley Community Services District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Clay Singleton

SINGLETONAUMAN PC

RESPONSE:

This letter correctly sets forth the understanding of Indian Valley Community Services District.

Management signature: _____

Title: _____

Date: _____

Indian Valley Community Service District Staff Report

To: Phil Shannon, Board Chairperson

From: Chris Gallagher, General Manager

Topic: Approve Policy 3270 – Fire Compensation

Date: June 13, 2018

Summary:

The Fire Committee, Ordinance Committee and Finance Committee have been discussing the reimbursement of fire volunteers for several months now, and as a result, the attached policy has been created. An example policy that assisted us in coming up with the current version can from McCloud CSD.

The finance committee has included \$12,500 in the training portion of the fire budget for the upcoming year to reimburse volunteers for their responses. As you can see in the policy, volunteers will be given points based on their responses to calls and attending training or other fire related events. At \$10 per point, the estimate for policy related costs for this year, minus any CFAA related fires, is \$10,000.

Recommendation:

Recommend that the board approve Policy 3270 – Fire Compensation.

Indian Valley Community Services District

POLICY HANDBOOK

POLICY TITLE: Compensation for Fire

POLICY NUMBER: 3270

3270.10 Volunteer members of the Indian Valley Fire Department shall be reimbursed on a point system for wear and tear of clothing and equipment, use of private vehicles and other personal expenses incurred in rendering protection to lives and property in and surrounding the community of Indian Valley.

3270.11 Points shall be accumulated for each attendance at an authorized Fire Department activity to include emergency calls, meetings, drills and other activities as may be prescribed by the Fire Chief or his/her authorized representative.

3270.12 Attendance shall be indicated by documentation provided by the Fire Chief or his/her authorized representative.

3270.13 Points shall be awarded for attendance based upon the following activity schedule:

3270.131 Points Paid to Firefighters: One (1) point shall be awarded for attendance at each emergency fire call, weekly meeting, and/or for unusual activities as authorized by the Fire Chief.

3270.132 Extended Fire Responses: One (2) points shall be awarded for each quarter shift worked by a volunteer.

3270.20 The Fire Chief or his/her authorized representative shall be responsible for the accounting of points accumulated by members and shall prepare a summary of such points at the end of each quarter. Volunteers shall be paid on a quarterly basis or as directed by the General Manager.

3270.21 A point accumulation summary shall be provided to the Finance Committee by the Fire Chief or his/her authorized representative for fire-fighters and EMTs.

3270.22 The value of each point shall be established by the Board of Directors and appear in the fee schedule.

3270.30 Firefighters who respond to fires that fall within the CFAA agreement will be reimbursed a flat fee of \$250 per day while they are on the fire. Partial days will be at the same rate. Payment will be made as directed by the General Manager.

Calls for Service FY 2015 - 2016													32025 FDID		Average/Month		Annual
	July	August	September	October	November	December	January	February	March	April	May	June	Total	Average			
Medical	20	16	21	15	16	11	29	20	14	15	11	12	200	16.67	Medical	14.40	173
Fire	1	3	4	3	4	4	0	0	2	3	3	2	29	2.42	Fire	2.46	29
MVA	3	4	3	0	0	0	1	0	1	0	1	2	15	1.25	MVA	1.40	17
Total	24	23	28	18	20	15	30	20	17	18	15	16	244	20.33	Total	17.75	213

Calls for Service FY 2016 - 2017													32025 FDID		Average/Month		Annual
	July	August	September	October	November	December	January	February	March	April	May	June	Total	Average			
Medical	18	19	11	17	14	16	16	12	14	13	4	11	165	13.75	Medical	14.40	173
Fire	3	4	2	1	0	0	1	1	0	2	5	4	23	1.92	Fire	2.46	29
MVA	4	0	1	0	4	1	0	0	1	1	0	1	13	1.08	MVA	1.40	17
Total	25	23	14	18	18	17	17	13	15	16	9	16	201	16.75	Total	17.75	213

Calls for Service FY 2017 - 2018													32025 FDID		Average/Month		Annual
	July	August	September	October	November	December	January	February	March	April	May	June	Total	Average			
Medical	14	11	9	13	15	11	4	14	13	17	18	0	194	12.64	Medical	14.40	173
Fire	5	2	5	1	2	4	2	6	5	2	0	0	30	3.09	Fire	2.46	29
MVA	2	7	2	1	2	3	1	0	0	2	1	1	19	1.91	MVA	1.40	17
Total	21	20	16	15	19	18	7	20	18	21	19	0	194	16.17	Total	17.75	213

\$3,360.00 Training
 \$6,390.00 Call Respons
 \$9,750.00

Indian Valley Community Services District			
FY 17/18 Budget			
6/4/18 3:46 PM			
Fire	15.2%		
	Fiscal Year 16/17	Fiscal Year 17/18	Fiscal Year 18/19
Revenues			
Service Charges	\$0	\$0	\$0
Misc Revenue	\$1,850	\$2,500	\$27,500
Grant Revenue	\$3,340	\$23,340	\$47,434
Interest Revenue	\$0		
Property Taxes	\$121,000	\$130,420	\$130,000
	\$0		
Total Revenue	\$126,190	\$156,260	\$204,934
Expenses			
Salaries & Wages	\$31,604	\$34,319	\$25,410
Overtime Wages	\$0		
Pager Duty	\$0		
Health Benefit	\$0		
Workers Comp(Fire Only, Volunteers)	\$10,500	\$18,118	\$9,948
Total Personnel Expense	\$42,104	\$52,437	\$35,358
Mapping & CAD & GIS & Software			
Advertising/Legal Notices			
Insurance		\$8,000	\$5,000
Food and Household Items			\$400
Communications			\$649
Office Expense/Billing Stock, Postage, Supplies	\$250	\$250	\$250
Rent & Lease			
Memberships	\$500	\$500	\$250
Professional Services	\$500	\$500	\$500
Travel, Meetings & Training	\$5,000	\$1,500	\$12,250
Vehicle Expenses			
Fuel	\$4,000	\$3,775	\$4,500
Repairs		\$5,000	\$10,000
Utilities			
Utility - Electrical	\$1,600	\$2,067	\$2,067
Utilities - Garbage			
Utility - Propane and Other	\$3,950	\$3,200	\$2,475
Small Tools			\$1,200
Supplies	\$1,500	\$1,500	\$2,588
Postage			
Repair & Maintenance	\$9,750	\$2,300	\$2,300
State Required Eng./Testing Reports			
Permits and Inspections	\$0		
Safety	\$0	\$2,500	\$2,500
Property Tax			
Administrative	\$41,274	\$37,862	\$36,537
Total Services and Supplies	\$68,324	\$68,954	\$83,466
USDA Debt Service	\$15,712	\$15,711	\$15,712
USDA Reserve Requirement - 10% pmts/yr	\$1,571	\$1,571	\$1,571
Operating Reserve - 6 Months	\$6,310		
Capital Improvement	\$7,680	\$43,000	\$68,827
LT Asset Reserve	\$12,619	\$0	\$0
RCAC/ County Debt Service			
Total Expenses	\$154,320	\$181,673	\$204,934

Response Fees, Outside Fires
Cal Fire and USDA Grant

Points

TV	GEN
\$728	\$169

name tags & misc items

Truck

Cal Fire Grant and USDA Grant

Executive Summary

IVCSD; May 1, 2018

Indian Valley Community Services District

Asset Analysis

Address: PO Box 899 ,
Greenville, CA 95947

Country: United States

Phone: 5302847224

Fax: 5302840894

Locations: 1

Servers	Workstations	Network Devices
3	3	10
Servers	Windows	Other
Workstations	3	0
	3	0

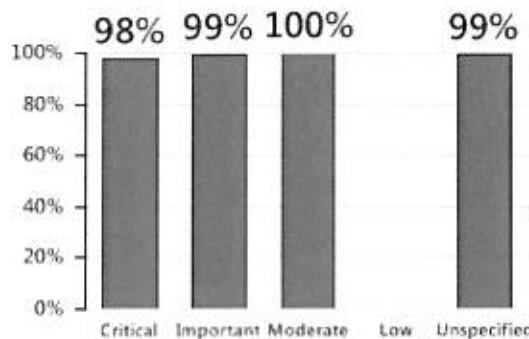
Patch Compliance

99.23%

Patch Compliance Calculation
645 Installed / 650 Approved

Total Managed Windows Assets
3 Servers / 3 Workstations

Compliance by Severity



Client Antivirus Health

Healthy

Total Managed Assets
6

Total Assets at Risk
0

Server Assets

Server Type/Name	Current Status/Duration	CPU Usage	RAM Usage	HDD Usage	
Location	OS	Local IP			
Manufacturer/Model		Server Roles			
IVCSD-FS Main office Microsoft Corporation Virtual Machine	Server 2012 R2 x64	192.168.254.3	2.4 GHz 0%	7.8 GB 42%	119 GB / 626 GB 19%
Domain Controller, File, DNS, DHCP, Windows Terminal, Windows Auto Service					
IVCSD-TS Main office Microsoft Corporation Virtual Machine	Server 2012 R2 x64	192.168.254.4	2.4 GHz 0%	7.8 GB 56%	62 GB / 126 GB 49%
MSSQL, File, IIS, Windows Terminal					
IVCSD-HOST Main office Dell PowerEdge T430	Server 2012 R2 x64	192.168.254.2	2.4 GHz 0%	31.9 GB 61%	588 GB / 4.55 TB 13%
File, Hyper-V, Windows Terminal					

Chris Gallagher

From: Larsen, Robert@CalOES <Robert.Larsen@CalOES.ca.gov>
Sent: Wednesday, May 30, 2018 10:17 AM
To: Chris Gallagher
Subject: RE: PW 1045 and Workflow History

I checked again, and the project is still in environmental review. I cannot speed up the process with EHP, especially when we are working around water.

The mitigation has been approved, so that will not be taken away.

From: Chris Gallagher [mailto:chrisgallagher@frontier.com]
Sent: Wednesday, May 30, 2018 10:02 AM
To: Larsen, Robert@CalOES
Subject: RE: PW 1045 and Workflow History

Robert,

After you sent the info I forwarded to you, have you heard any further about our project from FEMA? We really need to get this done over the summer. As I told you, someone notified the press that we still have the temporary fix going over the river. We don't want it to go another winter. If it means we give up the \$15,000 for the mitigation, I would go for that! We just need to move forward! Thanks!

Chris Gallagher
General Manager
Indian Valley CSD

From: Larsen, Robert@CalOES [mailto:Robert.Larsen@CalOES.ca.gov]
Sent: Monday, May 21, 2018 2:08 PM
To: chrisgallagher@frontier.com
Subject: PW 1045 and Workflow History

Here you go

Robert Larsen
Program Manager I
California Governor's Office of Emergency Services, Cal OES
3650 Schriever Ave.
Mather CA 95655-4203
916-845-8162 Desk
www.caloes.ca.gov



PA-09-CA-4308-PW-01045(0) <small>P</small>	
Applicant Name:	Application Title:
INDIAN VALLEY COMMUNITY SERVICES DISTRICT	PUIVF01 - Sewer Pipe [Wolf Creek]
Period of Performance Start:	Period of Performance End:
04-01-2017	10-01-2018

Bundle Reference # (Amendment #)	Date Awarded
----------------------------------	--------------

Subgrant Application - FEMA Form 90-91

Note: The Effective Cost Share for this application is 75%

FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET

DISASTER	PROJECT NO.	PA ID NO.	DATE	CATEGORY
FEMA 4308 - DR -CA	PUIVF01	083- U1718-00	11-01-2017	F
APPLICANT: INDIAN VALLEY COMMUNITY SERVICES DISTRICT		WORK COMPLETE AS OF: 10-27-2017 : 8 %		
Site 1 of 1				
DAMAGED FACILITY:		COUNTY: Plumas		
Indian Valley Community Service District - Wolf Creek Sewer Pipe Crossing				
LOCATION:		LATITUDE:	LONGITUDE:	
Current Version: The eligible facility is located in the Indian Valley Community Service District (IVCSD), Plumas County, CA (Applicant). Coordinates at Wolf Creek sewer pipe crossing are the following: start (40.13920, -120.93143) and end (40.139414, -120.9313).		40.1392 40.139414	-120.93143 -120.9313	
DAMAGE DESCRIPTION AND DIMENSIONS:				
Current Version: This Project Worksheet (PW) addresses LOP 1 for DR-4308-CA. The Applicant is legally responsible for the following emergency work repairs.				
During the declared incident period, February 1 through 23, 2017, Plumas County, CA, experienced severe rainstorms and flooding. As a direct result of the incident, the IVCSD Wolf Creek sewer pipe crossing was damaged by high water levels and fallen trees. The sewer pipe and installations, including the outer steel casing and inner 6-inch PVC pipe were completely damaged (10 to 20 feet portions of the steel casing are buried approximately 6 feet below existing grade).				
All cables were damaged. A set of two (2) 3/4-inch cables were used to support the steel casing and anchor on each side of the creek. Attached to the cables were three (3) 1/2-inch vertical cables which looped around the steel casing for support.				
Two (2) steel gates, one on each side of the creek, were damaged. The steel gates are used to prevent access to the pipe across the creek.				
Damages include: <ul style="list-style-type: none"> • 12-in. steel outer casing (L = 130 ft.) • 6-in. PVC pipe (L = 130 ft.) • Two (2) 3/4-in. diameter steel cables (L = 2 cables x 130 ft. [each cable] = 260 ft.) • Three (3) 1/2-in. vertical support steel cables (L = 3 cables x 8 ft. [each cable] = 24 ft.) • Two (2) damaged pipe access steel gates (welded 1-in. square tubing, approximate total length L = 40 ft. per gate x 2 gates = 80 ft.; cut and welded at 5 ft. and 6 ft. sections per gate) 				
SCOPE OF WORK:				

Current Version:
WORK COMPLETED
 A temporary reduced 2-in. PVC sewer pipe was installed for a cost of \$7,826.75 by IVCSO as a repair to continue providing sewer service to the community.
 • Force Account (FA) labor: District FA employees worked a total of 26 hours straight time and 26 hours overtime (1.5X) for a total cost of \$2,512.50.
 • FA equipment: FA labor used a FA backhoe loader, for a total of 25 hours, at a cost of \$747.25 (Caltrans code 2490 rate of \$29.89/hour).
 • Materials (LOP 13): The Applicant purchased materials totaling \$4,567.07.

WORK TO BE COMPLETED
 To return the IVCSO Wolf Creek utility crossing to its pre-disaster condition, the Applicant will replace the damaged 6-in. PVC sewer pipe, 12-in. outer casing, and support cables. The Applicant's estimated project cost of \$123,000 will replace the damaged facility in kind. See attached 'PUIVF01 LOP1 Applicant Cost Estimate.pdf' for itemized project costs.

The Applicant supplied backup documentation that is reasonable to support costs of FA overtime labor, FA equipment, and material purchases for temporary repair during the declared incident. One hundred percent of documentation was reviewed.

Hazard Mitigation Proposal attached = \$15,000.00.

As per FEMA Management guidance, the project specialist has estimated the Direct Administrative Costs (DAC) for this PW based on an assumed level of effort. The Applicant's administrative staff at IVCSO projects such that \$50 x 8 = \$400.

Does the Scope of Work change the pre-disaster conditions at the site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Special Considerations included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hazard Mitigation proposal included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is there insurance coverage on this facility? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

PROJECT COST					
ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
		*** Version 0 ***			
		Work Completed			
1	9007	Labor	1/LS	\$ 2,512.50	\$ 2,512.50
2	9008	Equipment	1/LS	\$ 747.25	\$ 747.25
3	9009	Material	1/LS	\$ 4,567.07	\$ 4,567.07
		Work To Be Completed			
4	9999	Sewer Pipe Utility Crossing - Permanent Repair	1/LS	\$ 123,000.00	\$ 123,000.00
		Direct Subgrantee Admin Cost			
5	9901	Direct Administrative Costs (Subgrantee)	1/LS	\$ 400.00	\$ 400.00
6	0909	Hazard Mitigation Proposal	1/LS	\$ 15,000.00	\$ 15,000.00
				TOTAL COST	\$ 146,226.82

PREPARED BY David Muntean	TITLE PDMG	SIGNATURE
APPLICANT REP. Chris Gallagher	TITLE General Manager	SIGNATURE

[View Application](#)

Current Project Status: **Eligibility Review In Progress**

Subgrant Application Workflow History

INDIAN VALLEY COMMUNITY SERVICES DISTRICT: PA-09-CA-4308-PW-01045 P

Program:	PUBLIC ASSISTANCE	Contact Name:	Chris Gallagher	Total Project Cost:	\$146,226.82
Disaster Number:	4308	Contact Phone:	530-284-7224	Federal Share:	\$109,670.12
Applicant ID :	063-U1718-00	Applicant Name :	INDIAN VALLEY COMMUNITY SERVICES DISTRICT	Awarded Federal Share:	
Applicant Type:	Special District Government	Standard Project Number/Name:	699 - Public Utilities	Balance Federal Share:	
Subdivision Name :		Damage Category:	F	County Name:	Plumas

No.	Queue	User	Date/Time	Reason	Reviewer Comments
29	Insurance Review	BEASLEY ARNOLD	05-16-2018 11:57 PM GMT	Insurance Reviewer recommended the application to be eligible	<p>12-1-17: No Insurance Review undertaken at this time due to lack of complete insurance documentation. E-mail sent to CTR David Muntean requesting he obtain a copy from Applicant for review. PW to be re-worked to Insurance Review queue prior to Final Review. Craig A. Smith, PA Insurance Specialist, CIC-Sacramento JFO</p> <p>1-24-18: Awaiting insurance documents previously requested. Follow up e-mail sent to Applicant. Craig A. Smith, PA Insurance Specialist, CIC-Sacramento JFO</p> <p>2-12-18: Project remains on hold pending receipt of requested copy of their property/flood policy. Second follow up e-mail sent to Applicant. Craig A. Smith, Insurance Specialist, CIC-Sacramento JFO</p> <p>05/16/2018, PW-01045(0), DR-4308 – Indian Valley Community Services District has not provided their complete insurance policy to FEMA. The scope of work captured in this project may be excluded under their insurance policy.</p> <p>The total cost for this project before any insurance reductions is \$146,226.82. DAC is being requested in the amount of \$400.00.</p> <p>FEMA requires the Applicant to take reasonable efforts to pursue claims to recover insurance</p>

No.	Queue	User	Date/Time	Reason	Reviewer Comments
					<p>proceeds that it is entitled to receive from its insurer(s). In the event that any insurance proceeds are received for these expenses, those proceeds must be reduced from FEMA Public Assistance funding to ensure no duplication of benefits has occurred.</p> <p>No duplication of benefits from insurance is anticipated for the work described in this application. In the event any part or all costs are paid by an insurance policy, a duplication of benefits from insurance will occur. Applicant must notify grantee and FEMA of such recoveries and the Sub-Grant amount must be reduced by actual insurance proceeds.</p> <p>This project is a CAT F – Public Utilities. Flooding caused damage to a raised water line over a creek at the Indian Valley Services District. This project is being considered eligible at this time.</p> <p>Arnold Beasley, PA Insurance Specialist, CIC-Sacramento JFO</p>
28	Insurance Review	BEASLEY ARNOLD	05-16-2018 10:57 PM GMT	Insurance Reviewer checked-out the application	<p>12-1-17: No Insurance Review undertaken at this time due to lack of complete insurance documentation. E-mail sent to CTR David Muntean requesting he obtain a copy from Applicant for review. PW to be re-worked to Insurance Review queue prior to Final Review. Craig A. Smith, PA Insurance Specialist, CIC-Sacramento JFO</p> <p>1-24-18: Awaiting insurance documents previously requested. Follow up e-mail sent to Applicant. Craig A. Smith, PA Insurance Specialist, CIC-Sacramento JFO</p>
27	Insurance Review	JORDAN JOANNE	03-21-2018 03:59 PM GMT	Insurance Reviewer checked-in the application	<p>2-12-18: Project remains on hold pending receipt of requested copy of their property/flood policy. Second follow up e-mail sent to Applicant. Craig A. Smith, Insurance Specialist, CIC-Sacramento JFO</p> <p>12-1-17: No Insurance Review undertaken at this time due to lack of complete insurance documentation. E-mail sent to CTR David Muntean requesting he obtain a copy from Applicant for review. PW to be re-worked to Insurance Review queue prior to Final Review. Craig A. Smith, PA Insurance Specialist, CIC-Sacramento JFO</p> <p>1-24-18: Awaiting insurance documents previously requested. Follow up e-mail sent to</p>

No.	Queue	User	Date/Time	Reason	Reviewer Comments
					Applicant. Craig A. Smith, PA Insurance Specialist, CIC-Sacramento JFO
					2-12-18: Project remains on hold pending receipt of requested copy of their property/flood policy. Second follow up e-mail sent to Applicant. Craig A. Smith, Insurance Specialist, CIC-Sacramento JFO
					12-1-17: No Insurance Review undertaken at this time due to lack of complete insurance documentation. E-mail sent to CTR David Muntean requesting he obtain a copy from Applicant for review. PW to be re-worked to Insurance Review queue prior to Final Review. Craig A. Smith, PA Insurance Specialist, CIC-Sacramento JFO
26	Insurance Review	JORDAN JOANNE	03-21-2018 03:38 PM GMT	Task is reassigned from CRAIG SMITH to JOANNE JORDAN	1-24-18: Awaiting insurance documents previously requested. Follow up e-mail sent to Applicant. Craig A. Smith, PA Insurance Specialist, CIC-Sacramento JFO
					2-12-18: Project remains on hold pending receipt of requested copy of their property/flood policy. Second follow up e-mail sent to Applicant. Craig A. Smith, Insurance Specialist, CIC-Sacramento JFO
25	Mitigation Review	ROBERTSON JAMES	11-28-2017 04:42 PM GMT	Mitigation Reviewer recommended the application to be eligible	Proposed mitigation is technically feasible and cost effective per Public Assistance Program and Policy Guide FP-104-009-2, April 2017 15% rule. James Robertson HM 406
24	Mitigation Review	ROBERTSON JAMES	11-27-2017 09:19 PM GMT	Mitigation Reviewer checked-out the application	PW addresses repairs back to pre-disaster conditions only. No technically feasible cost effective mitigation opportunities were presented. James Robertson HM 406
23	Insurance Review	SMITH CRAIG	11-27-2017 08:37 PM GMT	Insurance Reviewer checked-out the application	No Insurance Review undertaken at this time due to lack of complete insurance documentation. E-mail sent to CTR David Muntean requesting he obtain a copy from Applicant for review. PW to be re-worked to Insurance Review queue prior to Final Review. Craig A. Smith, PA Insurance Specialist, CIC-Sacramento JFO
22	Initial Review (EHP Rework)	STONE THADD	11-27-2017 07:36 PM GMT	Initial (EHP Rework) Reviewer approved (eligible) the application	11/27/2017: PW revised.
21	Application	STONE THADD	11-27-2017	Initial (EHP Rework) Reviewer	

No.	Queue	User	Date/Time	Reason	Reviewer Comments
			07:36 PM GMT	reviewed the application	
20	Application	STONE THADD	11-27-2017 07:34 PM GMT	Initial (EHP Rework) Reviewer reviewed the application	
19	<u>Initial Review (EHP Rework)</u>	STONE THADD	11-27-2017 07:34 PM GMT	Task is reassigned from DAVID MUNTEAN to THADD STONE	
18	Application	STONE THADD	11-21-2017 04:06 PM GMT	Initial (EHP Rework) Reviewer reviewed the application	
17	<u>Initial Review (EHP Rework)</u>	STONE THADD	11-21-2017 04:06 PM GMT	Task is reassigned from BRIAN RENTSCHLER to DAVID MUNTEAN	
16	EHP Review	HIRSCHKORN JOSHUA	11-21-2017 03:55 PM GMT	EHP Reviewer recommended the application to be reworked	
15	<u>Insurance Review</u>	SMITH CRAIG	11-17-2017 10:43 PM GMT	Insurance Reviewer recommended the application to be eligible	No Insurance Review undertaken at this time due to lack of complete insurance documentation. E-mail sent to CTR David Muntean requesting he obtain a copy from Applicant for review. PW to be re-worked to Insurance Review queue prior to Final Review. Craig A. Smith, PA Insurance Specialist, CIC-Sacramento JFO
14	<u>Insurance Review</u>	MASSAQUOI BENNEH	11-17-2017 10:24 PM GMT	Task is reassigned from DAVID MUNTEAN to CRAIG SMITH	
13	<u>Insurance Review</u>	MUNTEAN DAVID	11-16-2017 09:11 PM GMT	Insurance Reviewer checked-out the application	
12	<u>Insurance Review</u>	SMITH CRAIG	11-16-2017 06:22 PM GMT	Insurance Reviewer checked-in the application	
11	<u>Insurance Review</u>	MASSAQUOI BENNEH	11-16-2017	Task is reassigned from DAVID	

No.	Queue	User	Date/Time	Reason	Reviewer Comments
			06:13 PM GMT	MUNTEAN to CRAIG SMITH	
10	Insurance Review	BRIGHT AYESHA	11-16- 2017 04:26 PM GMT	Task is reassigned from AYESHA BRIGHT to DAVID MUNTEAN	
9	Insurance Review	BRIGHT AYESHA	11-16- 2017 04:05 PM GMT	Task is reassigned from DAVID FINNEY to AYESHA BRIGHT	
8	Insurance Review	BRIGHT AYESHA	11-16- 2017 03:29 PM GMT	Task is reassigned from CRAIG SMITH to DAVID FINNEY	
7	Mitigation Review	ROBERTSON JAMES	11-07- 2017 05:02 PM GMT	Mitigation Reviewer recommended the application to be eligible	PW addresses repairs back to pre-disaster conditions only. No technically feasible cost effective mitigation opportunities were presented. James Robertson HM 406
6	Insurance Review	SMITH CRAIG	11-07- 2017 04:09 PM GMT	Insurance Reviewer checked-out the application	
5	Mitigation Review	ROBERTSON JAMES	11-07- 2017 12:14 AM GMT	Mitigation Reviewer checked-out the application	
4	Initial Review	RENTSCHLER BRIAN	11-06- 2017 09:52 PM GMT	Initial Reviewer approved (eligible) the application	
3	Initial Review	RENTSCHLER BRIAN	11-06- 2017 09:51 PM GMT	Task is reassigned from DAVID FINNEY to BRIAN RENTSCHLER	
2	Initial Review	MASSAQUOI BENNEH	11-02- 2017 06:02 PM GMT	Task is reassigned from BRIAN RENTSCHLER to DAVID FINNEY	
1	Application	AVERITT RICHARD	11-01- 2017	FEMA submitted the	

IVCSD

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Greenville

6/8/2018

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<u>Start Date</u>	<u>Account #</u>	<u>Coded Name</u>	<u>WO #</u>	<u>Description</u>	<u>Price</u>	<u>Completion Date</u>
5/1/2018	00000454	IVCSD	3,635	Possible leak water not coming to surface need to find and repair	\$86.96	5/8/2018
5/3/2018	00000454	IVCSD	3,638	T.T. USA DIG	\$59.38	
5/4/2018	00003939		3,639	Turn On	\$59.38	5/8/2018
5/7/2018	00777525		3,640	T.T. Deliver Notice 72	\$59.38	5/8/2018
5/7/2018	00081222		3,641	T.T. Deliver Notice 72	\$59.38	5/8/2018
5/7/2018	00777178		3,642	T.T. Deliver Notice 72	\$59.38	5/8/2018
5/7/2018	00000570		3,643	T.T. Deliver Notice 72	\$59.38	5/8/2018
5/7/2018	00777121		3,644	Check meter for possible leak	\$59.38	5/7/2018
5/3/2018	00001125		3,636	T.T. Turn On	\$59.38	5/8/2018
5/3/2018	00000454	IVCSD	3,637	T.T. USA DIG	\$59.38	
5/7/2018	00001161		3,645	Check meter for possible leak	\$59.38	5/7/2018
5/7/2018	00777121		3,646	Check meter for possible leak	\$59.38	
5/7/2018	00777121		3,647	T.T. Deliver Notice 72	\$59.38	5/8/2018
5/7/2018	00001161		3,648	T.T. Deliver Notice 72	\$59.38	5/8/2018
5/7/2018	00777113		3,649	T.T. Deliver Notice 72	\$59.38	5/8/2018
5/7/2018	00777185		3,650	T.T. Deliver Notice 72	\$59.38	5/8/2018
5/7/2018	07771766		3,651	T.T. Deliver Notice 72	\$59.38	5/8/2018
5/7/2018	00000378		3,652	T.T. Deliver Notice 72	\$59.38	5/8/2018
5/7/2018	00777042		3,653	T.T. Deliver Notice 72	\$59.38	5/8/2018
5/7/2018	00000475		3,654	T.T. Check meter for possible leak. Customer says that they turned the water on and that the box filled up with water. Please investigate.	\$59.38	
5/7/2018	00000475		3,655	T.T. Investigation Assist Please check to see if there are any other water hook ups for this apn number.	\$59.38	5/8/2018
5/8/2018	00000454	IVCSD	3,656	T.T. Water leak Two wet spots in the grass at 317 Kinder.	\$59.38	5/8/2018
5/8/2018	90081002		3,657	T.T. Deliver Notice 72	\$80.97	5/24/2018
5/9/2018	00000202		3,658	T.T. Trim bushes	\$59.38	
5/9/2018	91777338		3,659	T.T. Re-Read Meter	\$59.38	5/24/2018
5/9/2018	00777509		3,660	T.T. Other Please replace meter lid.	\$59.38	
5/9/2018	00000870		3,661	T.T. Other Please move meter	\$59.38	
5/9/2018	00001071		3,662	T.T. Other Please replace meter lid	\$59.38	
5/9/2018	00000916		3,663	T.T. Re-Read Meter	\$15.60	
5/10/2018	00001430		3,664	T.T. Check meter for possible leak	\$59.38	
5/14/2018	90081002		3,665	T.T. Other Final Read	\$59.38	5/24/2018
5/15/2018	00000378		3,666	T.T. Turn Off and lock. (Termination)	\$59.38	5/24/2018
5/16/2018	00001180		3,667	T.T. Sewer Problem	\$59.38	5/24/2018
5/17/2018	00000454	IVCSD	3,668	T.T. USA DIG	\$59.38	5/24/2018
5/17/2018	00000454	IVCSD	3,669	T.T. USA DIG	\$59.38	5/24/2018

IVCSD

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<u>Start Date</u>	<u>Account #</u>	<u>Coded Name</u>	<u>WO #</u>	<u>Description</u>	<u>Price</u>	<u>Completion Date</u>
5/17/2018	00000475		3,670	T.T. Other Please mark sewer lateral.	\$59.38	
5/21/2018	00777178		3,671	T.T. Deliver Notice 72	\$59.38	5/24/2018
5/21/2018	00008580		3,672	T.T. Deliver Notice 72	\$59.38	5/24/2018
5/21/2018	00000146		3,673	T.T. Deliver Notice 72	\$59.38	5/24/2018
5/22/2018	00000685		3,674	Possible leak John called water is coming up by meter	\$43.78	5/24/2018
5/23/2018	00001355		3,675	T.T. Turn On for season	\$59.38	5/24/2018
5/31/2018	00000532		3,678	T.T. Deliver Notice 72	\$59.38	
5/31/2018	00000163		3,679	T.T. Deliver Notice 72	\$59.38	
5/31/2018	00000532		3,680	T.T. Replace meter. It is not working properly.	\$118.76	
6/1/2018	00001039		3,681	T.T. Deliver Notice 72	\$59.38	
6/1/2018	00001120		3,682	T.T. Deliver Notice 72	\$59.38	
5/30/2018	00000199		3,676	USA DIG. See attached for details. JLT	\$21.59	
5/30/2018	00000099		3,677	T.T. Water leak on our side. It is getting worse.	\$59.38	
Total:					\$2,861.62	

Indian Valley CSD

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Crescent Mills

<u>Start Date</u>	<u>Account #</u>	<u>Coded Name</u>	<u>WO #</u>	<u>Description</u>	<u>Price</u>	<u>Completion Date</u>
5/9/2018	00000009		413	T.T. Investigation assist Please replace meter box lid.	\$59.38	
Total:					\$59.38	

GENERAL MANAGER'S REPORT

June 13, 2018

The following is a list of some of items that I am currently working on;

1. Work has begun on the Greenville Planning Grant. Maps are being created.
2. We continue to wait for word on the town hall building.
3. Fire Department trainings continue to be well attended.
4. We now have Workers Comp insurance with FASIS. Their fees were attached to the end of the proposed budget. Saving lots of money!
5. We received the USDA Communities Facility Grant for \$50,000 and we would be responsible for \$12,500.
6. The work we did with John Wendele on Source Water Plan last year has been handed off to Debra Skelton. She will be compiling the documents and getting back to us soon with the plan in two parts; Ground Water & Surface Water
7. We submitted the final documents for the IRWM for the three water/wastewater projects. The final decision on projects was postponed until the June 22nd meeting.
8. Taylorsville Pool is ready for use. We will be installing a new on demand hot water heater this week.
9. We purchased the new lawn mower for the Greenville Park. The park lawns are looking very good.
10. The Water/Wastewater trainee position was hired through Alliance for Workforce Development. 75% of the salary will be paid for by Alliance for Workforce Development until the end of December. This is a one year position.
11. The draft budget was completed and ready for presentation to the Board.
12. Research is being done on ways to lower our health insurance costs by using the Covered California system.
13. As of the end of the month, the total funding we had in the three banks that the CSD uses was about \$400,000. We will have to make our annual debt payment for water debt on July 1 for \$155,845.
14. We continue to work with OES to obtain the funding for the Wolf Creek project. Work will begin on that project in July.
15. Drawings are being worked up on the hydro-electric system at the Greenville Water Plant. We expect to be able to apply to PG&E this summer for use.