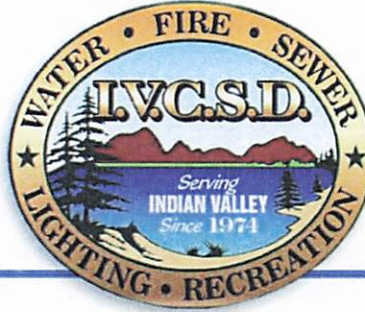


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Board of Directors
Mina Admire
Wayne Dannemiller
Robert Heard
Bob Orange
Lee Anne Schramel
www.indianvalleycsd.com

AGENDA

Special Meeting of the Board of Directors

Wednesday, March 17, 2021 at 6:00 pm
Town Hall, 120 Bidwell Street, Greenville, CA 95947

*In alignment with State of California and Plumas County COVID-19 regulations, **MASKS ARE MANDATORY** at this meeting. Sitting will be spaced 6' apart to ensure social distancing.*

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Agenda Approval
4. **Public Comment:** *The public may address the Board **ONLY** on items on the agenda. Pursuant to state law, the Board may not discuss nor take action on non-agenda items except under special circumstances. Speakers should limit their remarks to **five minutes** or as decided by the Chairperson.*
5. **Board of Directors:** (15 mins)
 - a. **Review January Financial Statements** Discussion/Action
 1. Checklist (page 2)
 2. Profit & Loss Statement (page 3)
 3. Cash Allocation by Fund (page 5)
 4. Deposit Analysis (page 6)
 - b. **Approve Minutes** Discussion/Action
 1. March 4, 2021 – Special Meeting (page 7)
6. **CLOSED SESSION:**
Public Employment (Gov't Code § 54957) Title: General Manager and **Public Employment** (Gov't Code § 54957) Title: Fire Chief.
7. Report Out of Closed Session
8. **Adjournment**

REASONABLE ACCOMMODATIONS: *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 District staff to make reasonable arrangements to ensure accessibility [28 CFR § 35.102.35.104 ADA Title II].*

UPCOMING MEETINGS at 6:00 pm at the Town Hall, 120 Bidwell St., Greenville, CA 95947
Wednesday, April 14, 2021 **Regular Meeting**

January 2021 Checks List IVCS

Check Number	Pay To The Order Of	Amount	Purpose of Expense
13080	Basic Lab	\$ 1,517.40	Water Testing
13081	CA. Disbursement Unit	\$ 528.50	
13082	Car Quest	\$ 25.03	Truck Part
13083	CRWRMA	\$ 3,818.00	Liability Insurance
13084	Feather Publishing	\$ 135.00	Advertisement Website
13085	Flanigan-Leavitt	\$ 1,652.00	Insurance
13086	HACH	\$ 233.10	Chemicals-Water Dept.
13087	Hunt & Sons	\$ 591.61	Oil Fuel-Water Dept.
13088	Hunter Hardware	\$ 35.68	Parts-Water-Wastewater
13089	Keith Nelson	\$ 200.00	Deposit Refund.
13090	Mandy McGarva	\$ 1,025.00	Accounting.
13091	McMaster-Carr	\$ 191.06	Supplies-Water-Wastewater
13092	VOIDED CHECK	\$ -	VOIDED CHECK
13093	Wells Fargo Finance	\$ 102.31	Copier Payment
13094	Western Nevada Supply	\$ 1,553.86	Supplies-Water Dept.
13095	Greenville Post Office	\$ 500.00	Permit Postage Refill
13096	VOIDED CHECK		VOIDED CHECK
13097	Frontier Communications	\$ 999.75	Phone-Internet-Multiple
13098	Law Office of Greg Einhorn	\$ 1,100.00	Legal Counsel
13099	Mina Admire	\$ 139.46	Deposit Refund
13100	Network Innovation	\$ 57.50	IT Services
13101	Scott Tanner Business Equipment	\$ 74.88	Sharp Copier Service Contract
13102	SWRCB	\$ 1,267.20	Water System Annual Fees
13103	T-Mobile Communications	\$ 34.76	GV Park Camera-Security

IVCSD

Profit & Loss Budget vs. Actual

July 2020 through January 2021

02/16/21

Accrual Basis

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
30304 · Service Charge Sewer	142,215.84	214,318.00	-72,102.16	66.4%
30314 · Service Charges Water	229,969.57	382,057.00	-152,087.43	60.2%
30314.1 · USDA Reserve Revenue	10,028.89	29,000.00	-18,971.11	34.6%
30315 · Water Use	120,441.01	175,000.00	-54,558.99	68.8%
30316 · Penalties Water	6,572.71	17,000.00	-10,427.29	38.7%
30318 · Penalties Sewer	2,905.00	4,565.00	-1,660.00	63.6%
30320 · Administrative Service Income	153,262.50	262,950.00	-109,687.50	58.3%
31321 · Tax Revenue	19,283.86	230,300.00	-211,016.14	8.4%
31326 · Interest Revenue	6,605.61	7,500.00	-894.39	88.1%
31327 · Grant Revenue	41,303.22	438,000.00	-396,696.78	9.4%
31330 · Misc. Revenue	10,035.49	72,500.00	-62,464.51	13.8%
Total Income	742,623.70	1,833,190.00	-1,090,566.30	40.5%
Gross Profit	742,623.70	1,833,190.00	-1,090,566.30	40.5%
Expense				
40010 · Salaries and Wages - ST	151,975.39	378,273.00	-226,297.61	40.2%
40011 · Salaries and Wages - OT	7,484.02	10,252.00	-2,767.98	73.0%
40012 · Pager Duty	3,049.50	5,200.00	-2,150.50	58.6%
40015 · EE Benefits	35,073.40	68,617.00	-33,543.60	51.1%
40016 · Workers Compensation	12,796.00	21,712.00	-8,916.00	58.9%
40017 · Mapping & CAD & GIS & Software	4,123.84	9,000.00	-4,876.16	45.8%
40018 · Advertising/Legal Notices	825.00	1,650.00	-825.00	50.0%
40023 · Insurance	16,828.00	23,706.00	-6,878.00	71.0%
40024 · Communication	8,299.67	14,557.00	-6,257.33	57.0%
40025 · Office Expense	3,380.48	11,700.00	-8,319.52	28.9%
40026 · Rent/Lease	6,017.77	20,100.00	-14,082.23	29.9%
40027 · Memberships	4,192.35	5,300.00	-1,107.65	79.1%
40028 · Food & Household Items	387.19	2,100.00	-1,712.81	18.4%
40030 · Bank Fees	1,034.08	3,500.00	-2,465.92	29.5%
40031 · Professional Service	17,387.93	60,750.00	-43,362.07	28.6%
40035 · Travel, Education and Training	38,432.02	32,000.00	6,432.02	120.1%
40040 · Vehicle Expenses	9,336.63	30,000.00	-20,663.37	31.1%
40050 · Utilities	47,785.67	69,815.00	-22,029.33	68.4%
40055 · Small Tools	515.93	5,200.00	-4,684.07	9.9%
40056 · Supplies	22,958.85	30,500.00	-7,541.15	75.3%
40057 · Postage	2,043.15	2,860.00	-816.85	71.4%
40061 · Repairs and Maintenance	17,521.38	57,250.00	-39,728.62	30.6%
40062 · State Required Eng. Reports	9,154.42	21,000.00	-11,845.58	43.6%
40068 · Permits and Inspections	29,610.60	63,635.00	-34,024.40	46.5%
40075 · Safety	1,601.23	9,057.00	-7,455.77	17.7%
40078 · Property Tax	316.37	300.00	16.37	105.5%
40100 · Administration Expense	153,262.50	262,949.00	-109,686.50	58.3%
66001 · *Payroll Expenses	0.00			
Total Expense	605,393.37	1,220,983.00	-615,589.63	49.6%
Net Ordinary Income	137,230.33	612,207.00	-474,976.67	22.4%
Other Income/Expense				
Other Income				
31331 · Transfer In	0.00	0.00	0.00	0.0%
40110 · Transfer Out	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%

IVCSD

Profit & Loss Budget vs. Actual
July 2020 through January 2021

02/16/21

Accrual Basis

	<u>Jul '20 - Jan 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Expense				
50500 · USDA/ UMPQUA Debt Service Pmts	186,736.73	233,322.00	-46,585.27	80.0%
50501 · USDA Reserve Requirement 10%pmt	0.00	1,571.00	-1,571.00	0.0%
50506 · Capital Improvements	25,112.00	591,736.00	-566,624.00	4.2%
50507 · Long Term Asset Reserve	0.00	0.00	0.00	0.0%
50508 · RCAC/Plumas Co. Debt Serv/SRF	0.00	4,542.00	-4,542.00	0.0%
Total Other Expense	211,848.73	831,171.00	-619,322.27	25.5%
Net Other Income	-211,848.73	-831,171.00	619,322.27	25.5%
Net Income	-74,618.40	-218,964.00	144,345.60	34.1%

INDIAN VALLEY CSD
 CASH ALLOCATION BY FUND
 January 31, 2021

Special Meeting

	Balance 1/31/2021	Balance 12/31/2020
Plumas 9449	19,785.68	34,230.08
Umpqua 6454	20,387.16	10,912.31
Umpqua 8878	30,008.01	30,006.74
LAIF	331,249.16	330,726.22
	<u>401,430.01</u>	<u>405,875.35</u>

	<u>Admin</u>	<u>Park</u>	<u>Fire</u>	<u>Lighting</u>	<u>Total General</u>	<u>Water</u>	<u>Wastewater</u>	<u>Total</u>
Cash Balances at 12/31/20	\$ 62,023.48	\$ 40,396.19	\$ 38,386.23	\$ 19,782.82	\$ 160,588.72	\$ 30,932.24	\$ 214,354.39	\$ 405,875.35
Net change to Cash January 2021	(393.97)	(1,499.26)	(9,668.18)	(12,843.71)	(24,405.12)	7,032.74	12,927.05	(4,445.34)
Cash Balances at 1/31/21	<u>\$ 61,629.51</u>	<u>\$ 38,896.93</u>	<u>\$ 28,718.05</u>	<u>\$ 6,939.11</u>	<u>\$ 136,183.60</u>	<u>\$ 37,964.98</u>	<u>\$ 227,281.43</u>	<u>\$ 401,430.01</u>

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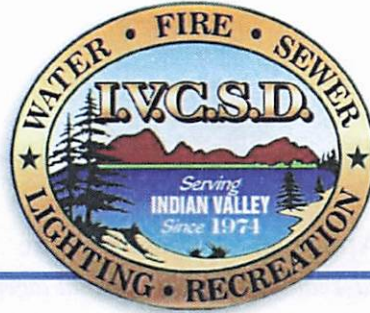
March 17, 2021

IVCSD

Deposit analysis-January 2021

	Original
Water Collections per spreadsheet	45,777.67
Wastewater Collections per spreadsheet	<u>16,103.50</u>
Total collections per spreadsheets	<u><u>61,881.17</u></u>
Plumas checking deposits	52,064.89
Umpqua Merchant Processing deposits	<u>12,757.85</u>
Total received-Banks	64,822.74
Less other deposits from daily deposit spreadsheet:	
Stoy installment payment	500.00
Escrow Payments	635.49
Restitution	200.00
net change to customer deposits	-
payroll check DD return	1,389.91
	<u>-</u>
Total other known deposits	<u>2,725.40</u>
Remaining should be = collections	62,097.34
Difference	<u><u>(216.17)</u></u>

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MINUTES

Special Meeting of the Board of Directors

Thursday, March 4, 2021 at 6:00 pm
Town Hall, 120 Bidwell Street, Greenville, CA 95947

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

1. Call to Order and Roll Call:

Vice-Chair Schramel called the meeting to order at **6:06 pm**. Board Clerk Titcomb did the roll call.
Directors Schramel, Admire, and Heard were present.
Chair Orange and Director Dannemiller were absent.
Members of the Public were present.

2. Pledge of Allegiance:

Vice-Chair Schramel led the pledge of allegiance.

3. Agenda Approval:

➤ MOTION:

Director Heard made a motion to approve the agenda.

Director Admire seconded the motion.

➤ VOTE:

The vote was 3-Yes, 0-No, and 2-Absent (*Chair Orange & Director Dannemiller*).

The motion passed with a unanimous "Yes" vote.

4. Public Comment:

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

Two members of the public were in attendance to ask questions about the Fire Safety Address Signs, an item which was not on the agenda as a current topic but, had been included on a list of topics to be considered for scheduling at a future meeting. Vice-Chair Schramel thanked them for coming and for their dedication and service to the community and invited them to return when the item was agendized. The Board will keep them updated on this topic as it is addressed at future meetings.

The difference between Public Comment at Special vs Regular Meetings was briefly explained.



5. Board of Directors:

a. Mid-year Adjusted Budget Approval – Director Admire Discussion/Action

- 2020/2021 Fiscal Budget Mid-Year Adjustments – Final (agenda packet page 4)

Director Admire recapped the direction given at the Special Meeting on February 24, 2021. Per Board direction, the spreadsheet was condensed and reformatted in the District’s standard format. All numbers and formulas were double checked to ensure accuracy. Vice-Chair Schramel reminded the Board they had previously discussed doing a quarterly review to be better prepared for the Year-end Final Budget Adjustments.

➤ **MOTION:**

Director Heard made a motion to approve the Mid-Year Adjusted Budget.

Vice-Chair Schramel seconded the motion.

➤ **VOTE:**

The vote was 3-Yes, 0-No, and 2-Absent (Chair Orange & Director Dannemiller).

The motion passed with a unanimous “Yes” vote.

b. Approve Minutes Discussion/Action

- January 5, 2021 – Special Meeting (agenda packet page 8)
- February 24, 2021 – Special Meeting (agenda packet page 10)

Director Heard asked about the “chain of command” if the Chair was unavailable for an extended period of time. Vice-Chair Schramel indicated that if that were ever the case, that minutes would be signed by the presiding director, such as the Vice-Chair, and resolutions would need to be recrafted with the Board authorizing a new signatory.

➤ **MOTION:**

Director Admire made a motion to approve the January 5 and February 24, 2021 Minutes.

Director Heard seconded the motion.

➤ **VOTE:**

The vote was 3-Yes, 0-No, and 2-Absent (Chair Orange & Director Dannemiller).

The motion passed with a unanimous “Yes” vote.

c. Distribution of Approved/Signed Minutes Discussion/Action

- Provide written direction for signatures and distribution of minutes upon approval. (agenda packet page 17)

Director Admire read the memo regarding Distribution of Approved/Signed Minutes.

➤ **MOTION:**

Vice-Chair Schramel made a motion to approve temporary direction to direct *Director Admire* to have final copies of the Minutes prepared and ready for the signatures of the Chair and Board Clerk when they are presented on the agenda for approval. If the minutes require changes, she is to edit them and have them ready for signatures at the next scheduled Board meeting. Once Minutes are approved and signed, she will scan and email them to the Board Clerk the following day.

The motion provides further direction for *Board Clerk Titcomb* to upload the Minutes to the District’s website no later than close of business on the day following receipt.

Director Heard seconded the motion.



➤ **VOTE:**

The vote was 3-Yes, 0-No, and 2-Absent (*Chair Orange & Director Dannemiller*).
The motion passed with a unanimous “Yes” vote.

- d. **Approve Resolution #2021-004 Audit Signatory** *Discussion/Action*
- *Appoint Chair Orange as District Signatory for the Audit. (agenda packet page 19)*
- Vice-Chair Schramel read Resolution #2021-004 regarding the Audit Signatory.

➤ **MOTION:**

Director Admire made a motion to adopt Resolution #2021-004 authorizing and designating the District’s Board Chair, **Bob A. Orange**, to sign all documents of and concerning the 2019-2020 District Audit on behalf of the District with a correction of the resolution’s date to March 4, 2021.
Director Heard seconded the motion.

➤ **VOTE:**

The vote was 3-Yes, 0-No, and 2-Absent (*Chair Orange & Director Dannemiller*).
The motion passed with a unanimous “Yes” vote.

6. **District Office:**

- a. **General Liability Insurance – Office Manager Titcomb** *Discussion/Action*
- *Review and amend renewal questionnaire. (agenda packet page 21)*

The Board discovered updates had been made to the renewal questionnaire that were not reflected in the related materials included in the Board agenda packet. The Board tabled the item and requested **Office Manager Titcomb** provide the updated renewal questionnaire to be included in the agenda packet for the Regular Meeting scheduled for March 10, 2021.

7. **Water Department:**

- a. **PALL System – Director Heard & IT Consultant Fisher** *Discussion/Action*
- *Review estimate for renting computer system for upcoming Greenville Water Plant inspection. (agenda packet page 41)*

The Board reviewed the summary proposal Pall provided. Director Heard indicated the District would need to move forward with renting the hardware in the summary proposal. IT Consultant Fisher agreed to help coordinate the ordering, shipping, and installation as well as any other issued that may need to be addressed prior to PALL performing the Greenville Plant Health Check.

➤ **MOTION:**

Director Heard made a motion to approve the contract \$3,300 for renting the computer system with the provision that **Chief Plant Operator Silva** and **IT Consultant Fisher** will coordinate information with PALL regarding the ordering, shipping, installing, etc., and coordinate with **Office Manager Titcomb** for payment to be issued.
Director Admire seconded the motion.

➤ **VOTE:**

The vote was 3-Yes, 0-No, and 2-Absent (*Chair Orange & Director Dannemiller*).
The motion passed with a unanimous “Yes” vote.



b. Approve Resolution #2021-005

Community/Emergency Water Tank Signatory Discussion/Action

- *Appoint Chair Orange as District Signatory for the Greenville Water Tank Project with Plumas County. (agenda packet page 57)*

Director Admire read Resolution #2021-005 regarding the Community/Emergency Water Tank Signatory. Vice-Chair Schramel shared Plumas County will be managing the project and will be meeting with SPUD and IVCSD to discuss monies that will be needed upfront. She also requested an e-filing system be provided for office staff to use to manage all related paperwork.

➤ **MOTION:**

Director Admire made a motion to adopt Resolution #2021-005 authorizing and designating the District’s Board Chair, **Bob A. Orange**, to sign all documents of and concerning the Local Project Sponsorship Agreement, including advanced payment and reimbursement requests, with Plumas County for the Community/Emergency Water Storage Plan, on behalf of the District with a correction of the resolution date to March 4, 2021.

Director Heard seconded the motion.

➤ **VOTE:**

The vote was 3-Yes, 0-No, and 2-Absent (*Chair Orange & Director Dannemiller*).

The motion passed with a unanimous “Yes” vote.

8. Wastewater Department:

a. FEMA Grant Close Out – Chair Orange & Office Manager Titcomb Discussion

- *Update on progress.*

Office Manager Titcomb indicated he has submitted all required paperwork to the OES contractor and had not heard back from them as of this Board meeting.

b. Approve Resolution #2021-006 – Vice-Chair Schramel Discussion/Action

- *Appoint Chair Orange as District Signatory for any procedures related to the FEMA Grant Closeout. (agenda packet page 59)*

Vice-Chair Schramel read Resolution #2021-006 regarding the FEMA Grant Closeout Signatory.

➤ **MOTION:**

Director Admire made a motion to approve Resolution #2021-006 authorizing and designating the District’s Board Chair, **Bob A. Orange**, to sign all documents of and concerning closing project DR 4308 with the California Office of Emergency Services for the Wolf Creek Sewer Line Replacement on behalf of the District with a correction of the resolution date to March 4, 2021.

Director Heard seconded the motion.

➤ **VOTE:**

The vote was 3-Yes, 0-No, and 2-Absent (*Chair Orange & Director Dannemiller*).

The motion passed with a unanimous “Yes” vote.

9. Parks Department:

a. Taylorsville Pool MOU – Vice-Chair Schramel Discussion/Action

- *Introduce the MOU created by Indian Valley Recreation & Parks. (agenda packet page 61)*

The Pool Committee of the Indian Valley Recreation and Park District (*IVRPD*) provided MOU verbiage for the IVCSD Board to consider. The Board discussed the need to follow-up with Chief



Plant Operator Silva and find out if any items needed to be changed or readdressed prior to the next pool season.

The Board also discussed the park adjacent to the pool and the issue of the annual stipend, which has not been forthcoming, that was agreed to in the transfer to the IVCSD for its continued upkeep and maintenance.

> DIRECTION GIVEN:

Direction was given to *Vice-Chair Schramel* to ask if *Chair Orange* and *Director Dannemiller* would work with *Chief Plant Operator Silva* and *Office Manager Titcomb* to determine changes that may be needed in relation to the Taylorsville Pool MOU with IVRPD.

b. Riley’s Greenville Park Proposal – Vice-Chair Schramel Discussion/Action

- Review partnering opportunity to replace basketball standards and hoops at the Greenville Park. (agenda packet page 70)

Vice-Chair Schramel read the memo related to the AAU Basketball Greenville Park Proposal. This is an offer for the group’s volunteers to finance and replace the basketball standards and hoops on the court at the Greenville Park, in addition to other possible repairs. It was noted the District does not have a Volunteer/Partnering Agreement and would need to develop one. There is also an issue with the basketball court crossing over a private property line. The Board also discussed the future need to have an “also insured” clause to protect the District from possible liability if the group then proceeds with organized recreational activities.

> DIRECTION GIVEN:

Direction was given to *Vice-Chair Schramel* to continue communicating with Mr. Bentz, work on the Volunteer/Partnering Agreement, define insurance coverage (*volunteer vs recreational activities*), and reach out to Garry and Ginger Vance to open a dialog regarding a possible property line issue with the Greenville Park basketball court.

10. Topics for Future Board Meetings Discussion/Action

The Board reviewed and discussed the *proposed* topics for *future meetings* listed in the agenda packet. It was determined the following items should be included on the agenda for the Regular Meeting scheduled for Wednesday, March 10, 2021:

a. Board of Directors:

- Updating/Revising Volunteer/Partnering Agreement
- Closed Session: General Manager
- ~~CAL OES Disaster Authorized Representative (part of FEMA closing package).~~
- Review and Approve necessary DRAFT Audit Journal Entry adjustments
- Review monthly financial documents: January & February check list, Profit & Loss Statement, Cash Balance Statement, etc.

Office Manager Titcomb to provide February financial documents by close of business on Friday, March 6, 2021.

- ~~PRA (Public Request Act) Update – future meeting~~

b. District Office:

- ~~Continuing Operations Plan – future meeting~~



- Review and act on, as necessary, documents sent by the SWRCB (*State Water Resource Control Board*) and/or DWR (*Dept of Water Resources*).

Chair Orange to check with Office Manager Titcomb and review content to determine further action. Can be added as an emergency item if needed.

- Review potential need to transfer monies to cover upcoming vehicle payments, etc.

Chair Orange to work with Office Manager Titcomb and review. Can be added as an emergency item if needed.

c. Water Department:

- SWBRCB EAR Application & Process – future meeting
- Greenville Water Plant Health Assessment – Update on Scheduling

d. Wastewater Department:

- *No topics were identified for this department at this time.*

e. Fire Department:

- **Fire Safety Address Signs –**

The Board will revisit this topic at a future meeting but will require additional information about the program from Chief Balbiani. (See February 24, 2021 Special Meeting Minutes for further information.)

- Emergency Siren System – future meeting

f. Parks Department:

- Revised Taylorsville Pool MOU -future meeting
- Season Opening for Parks

g. Lighting Department:

- *No topics were identified for this department at this time.*

11. Adjournment

➤ MOTION:

Vice-Chair Schramel made a motion to adjourn the meeting at **8:12 pm**.

Director Admire seconded the motion.

➤ VOTE:

The vote was 3-Yes, 0-No, and 2-Absent (*Chair Orange & Director Dannemiller*).

The motion passed with a unanimous “Yes” vote.

To the next Regular Meeting, March 10, 2021 at 6:00 pm at the Town Hall, 120 Bidwell St., Greenville, CA 95947.

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

Wednesday, March 10, 2021 Regular Meeting



These Minutes were duly approved by the IVCSD Board of Directors at the Special Meeting on **March 17, 2021** and attested to by:

Bob A. Orange
Board Chair

Signature

Jeff Titcomb
Board Clerk

Signature

DRAFT