

REGULAR BOARD MEETING AGENDA
January 17, 2011

1. MEETING CALL TO ORDER

- A) Roll Call: Battaglia, Biggs, Kattuah,
- B) Excused absence: Stipp, Birney
- C) Pledge of Allegiance

2. PUBLIC COMMUNICATIONS

Any person may speak on any subject or matter of concern, provided the subject or matter is within the jurisdiction of the Board of Directors for Loma Rica/Browns Valley CSD and is not already on the agenda. Those wishing to speak must state their name and place of residence to be heard. The Board limits testimony on such matters to 5 minutes per person but not more than 15 minutes total on a particular topic. The entire Public Communications section shall be limited to a total of 20 minutes unless the Chairman, subject to Board approval, sets different time limits.

Note: No Board action can be taken on comments made under this heading.

3. MINUTES

- A) Approve Regular Meeting Minutes of December 20, 2010

4. ACCOUNTING

- A) Warrants
- B) Financials

5. ELECTIONS ACCOUNT

- Discussion to move \$10,802.00 from Elections account 6410 to Engine Reserves account 6225
- Initiate board action as deemed necessary-motions; Monetary value= voice vote
-

6. CHIEF'S REPORT-Chief Williges

7. KIBBE ROAD STATION

A) Continuing discussion

B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

8 VOLUNTEERS REPORT-David Lopez

9. GENERAL MANAGERS REPORT- Sue Cerf

Correspondence

March Vacation

10. OFFICE COMPUTER REPAIR

A) Discuss Office Computer issues

B) Motion and voice vote on repairs and adding memory.

11. FIRE STATION 63

A) Continuing discussion regarding the building of Station 63

B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

12. BOARD AND STAFF MEMBERS' REPORTS

This time is provided to allow Board and staff members to report on activities or to raise issues for placement on future agendas

A segment of time will be open during each Agenda Item for Public Comment / Testimony

Regular Meeting: January 17, 2011

MINUTES

Item 1) Meeting Call To Order:

A) Roll Call: Present – Battaglia, Biggs, Kattuah;
Excused Absence – Birney, Stipp

Item 2) Public Discussion: None

Item 3) Minutes

A) Minutes For Regular Meeting of December 20, 2010

Motion to Approve: Battaglia Second: Biggs Passed unanimous voice vote

Item 4) Accounting

A) Warrants – No discussion

B) Financials – None

Item 5) Elections Account – Discussion to transfer unused \$10,802 from Elections account 6410 to Engine Reserves account 6225.

Motion to Approve: Battaglia; Second: Biggs

Vote: Battaglia, Biggs, Kattuah – Aye; Absent: Birney, Stipp

Item 6) Chief's Report—Chief Williges provided the 2010 Resource Activity Report showing the number and types of calls for the 2010 calendar year

Item 7) Kibbe Road Station – working to obtain additional business information from the property owner

Item 8) Volunteer Report – David Lopez
No report at this time

Item 9) General Manager's Report – Sue Cerf

A) No current correspondence

B) General Manager will be leaving on vacation March 12th and will return by April 1st – and therefore will not be attending the March regular board meeting.

Item 10) Office Computer Repair

A) Have an estimate from Syscon to repair computer and add additional memory (\$75 and \$84 respectively)

B) Motion to Approve computer repairs by Syscon: Biggs; Second: Battaglia

Vote: Battaglia, Biggs, Kattuah – Aye; Absent: Birney, Stipp

Item 11) Fire Station 63
No new discussion

Item 12) Board and Staff Member Reports
None

Adjourned 7:50 pm.

Respectfully Submitted:

Kim Biggs- District Vice-Chairperson

REGULAR BOARD MEETING AGENDA
February 21, 2011

1. MEETING CALL TO ORDER

- A) Roll Call: Battaglia, Biggs, Birney, Kattuah, Stipp
- B) Pledge of Allegiance

2. PUBLIC COMMUNICATIONS

Any person may speak on any subject or matter of concern, provided the subject or matter is within the jurisdiction of the Board of Directors for Loma Rica/Browns Valley CSD and is not already on the agenda. Those wishing to speak must state their name and place of residence to be heard. The Board limits testimony on such matters to 5 minutes per person but not more than 15 minutes total on a particular topic. The entire Public Communications section shall be limited to a total of 20 minutes unless the Chairman, subject to Board approval, sets different time limits.

Note: No Board action can be taken on comments made under this heading.

3. MINUTES

- A) Approve Regular Meeting Minutes of January 17, 2010

4. ACCOUNTING

- A) Warrants
County New procedure
- B) Financials

5 CHIEF'S REPORT-Chief Williges

6. KIBBE ROAD STATION

- A) Continuing discussion
- B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

7. AMADOR CONTRACT-Tentative

- A) Discussion Schedule A
- B) Resolution Authorizing Chairperson to Execute Cooperative Fire Protection Agreement
- C) Initiate board action as deemed necessary-motions; Monetary value= voice vote

8. VOLUNTEERS REPORT-David Lopez

9. GENERAL MANAGERS REPORT- Sue Cerf
Correspondence
Conflict of Interest Form 700-yearly submittal
State-High Sierra Audit GIS/GPS

10. 5 YEAR PLAN-2011-2015

- A) Discuss draft of new 5 year plan
- B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

11. FIRE STATION 63

- A) Continuing discussion regarding the building of Station 63
- B) Discuss revised design
- C) Initiate board action as deemed necessary-motions; Monetary value= voice vote

12. CLOSED SESSION-pursuant to Section 54957

- A) Project Manager
- B) Discuss position
- C) Initiate board action as deemed necessary-motions; Monetary value= voice vote

13. BOARD AND STAFF MEMBERS' REPORTS

This time is provided to allow Board and staff members to report on activities or to raise issues for placement on future agendas

A segment of time will be open during each Agenda Item for Public Comment / Testimony

Regular Meeting: February 21, 2011

MINUTES

Item 1) Meeting Call To Order:

A) Roll Call: Present: Biggs, Birney, Kattuah, Stipp
Absent: Battaglia

Item 2) Public Communications: None

Item 3) Approve Minutes:

A) Minutes For Regular Meeting of January 17, 2011

Motion to Approve: Stipp Second: Birney

Passed unanimous voice vote

Item 4) Accounting:

A) Warrants: Discussed new county requirements; GM working to modify our Warrant program; Changes must be manually made until such time as program modifications are completed.

B) Financials: No discussion at this time.

Item 5) Chief's Report

A) Captain Davis will start basic wildland fire training Thursday evenings

B) Per Matt Furtado, reimbursement is forthcoming on the rescue equipment purchase

Item 6) Kibbee Road Station – still working with Eschemann (property owner)

Item 7) Amador Contract – State has changed process and will have a new contract—carryover to next regular meeting

Item 8) Volunteer's Report

Volunteer Lopez forwarded a request from the local Little League asking if their Board of Directors could use the training room for their meetings (1 Tuesday evening per month). Agreed, so long as they observe limited public parking (carpool?) and leave the room clean

Item 9) General Manager's Report – Sue Cerf

A) Correspondence: GM Cerf presented a flyer about the Jobs Economic Development and Sustainable Communities seminar to be held March 2, 2011 at the community center in Oregon House for anyone interested

B) GM Cerf reminded all board members that their annual Conflict of Interest Form 700 is due to the county by April 1st

Item 10) 5 Year Plan 2011-2015 – held over to the April regular meeting

Item 11) Fire Station 63 – held over to the March regular meeting for GRA representative to attend

Item 12) Closed session – held over to April regular meeting

Item 13) Board and Staff Member Reports – none

Adjourned 8:45 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR BOARD MEETING AGENDA
March 21, 2011

1. MEETING CALL TO ORDER

- A) Roll Call: Battaglia, Biggs, Birney, Kattuah, Stipp
- B) Pledge of Allegiance

2. PUBLIC COMMUNICATIONS

Any person may speak on any subject or matter of concern, provided the subject or matter is within the jurisdiction of the Board of Directors for Loma Rica/Browns Valley CSD and is not already on the agenda. Those wishing to speak must state their name and place of residence to be heard. The Board limits testimony on such matters to 5 minutes per person but not more than 15 minutes total on a particular topic. The entire Public Communications section shall be limited to a total of 20 minutes unless the Chairman, subject to Board approval, sets different time limits.

Note: No Board action can be taken on comments made under this heading.

3. MINUTES

- A) Approve Regular Meeting Minutes of February 21, 2010

4. ACCOUNTING

- A) Warrants
- B) Financials

5. FIRE STATION 63

- A) Continuing discussion regarding the building of Station 63
- B) Discuss revised design
- C) Initiate board action as deemed necessary-motions; Monetary value= voice vote

6 CHIEF'S REPORT-Chief Williges

7. KIBBE ROAD STATION

- A) Continuing discussion
- B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

8. AMADOR CONTRACT

- A) Discussion Schedule A
- B) Adopt Resolution 2011-01 Authorizing Chairperson to Execute 3 Year Cooperative Fire Protection Agreement
- C) Initiate board action as deemed necessary-motions; Monetary value= voice vote

9. VOLUNTEERS REPORT-David Lopez

10. GENERAL MANAGERS REPORT- Sue Cerf

11. HEALTH AND NUTRITION FAIR

- A) Discuss participation in the Health and Nutrition Fair at Browns Valley Elementary School May 10, 2011.
- B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

12. BOARD AND STAFF MEMBERS' REPORTS

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Regular Meeting: March 21, 2011

MINUTES

Item 1) Meeting Call To Order:

A) Roll Call: Present: Battaglia, Biggs, Birney, Kattuah, Stipp

Item 2) Public Communications: None

Item 3) Approve Minutes:

A) Minutes For Regular Meeting of February 21, 2011

Motion to Approve: Birney Second: Stipp

Passed unanimous voice vote

Item 4) Accounting:

A) Warrants: No discussion at this time

B) Financials: Not available

Item 5) Fire Station 63:

A) Reviewed revised plans provided by GRA – Mike to check on plumbing requirements (Schedule 40 vs flex; clay vs ABS for septic, etc) for least expensive alternative

B) Awaiting revised cost estimate to determine if project can proceed – GRA to forward information as soon as possible

Item 6) Chief's Report: No discussion

Item 7) Kibbee Road Station: No discussion (property owner reviewing draft documents)

Item 8) Amador Contract:

Motion to adopt Resolution 2011-01 Authorizing General Manager to execute 2010/2011 Cooperative Cal Fire Protection Agreement not to exceed \$153,909:

Motion: Stipp Second: Biggs

Vote: Battaglia, Biggs, Birney, Kattuah, Stipp-aye

Item 9) Volunteer's Report:

A) Chief Williges requested that the station be fitted with an electronic door lock so that station can be left secure when crews are out on calls yet still available for volunteers to have access. Estimated cost \$400. This item to be placed on the April agenda for further discussion.

B) New volunteer added to roster with two potential volunteers in training

Item 10) General Manager's Report – No discussion

Item 11) Health and Nutrition Fair – Station personnel to discuss

Item 12) Board and Staff Members Report – Chairperson Kattuah advised that the District was notified by the Yuba County Board of Supervisors that the meeting to discuss the redistricting process based on the 2010 census figures will be held at their next meeting April 12, 2011.

Adjourned 8:33 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR BOARD MEETING AGENDA
April 18, 2011

1. MEETING CALL TO ORDER

- A) Roll Call: Battaglia, Biggs, Birney, Kattuah, Stipp
- B) Pledge of Allegiance

2. PUBLIC COMMUNICATIONS

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3. MINUTES

- A) Approve Regular Meeting Minutes of March 21, 2011

4. ACCOUNTING

- A) Warrants
- B) Financials

5 CHIEF'S REPORT-Chief Williges

6. YUBA COUNTY OES RESOLUTION/MOU

- Discuss and adopt Resolution 2011-02 Authorizing the Battalion Chief to sign and execute the implementation of the National Incident Management System (NIMS) and MOU between Yuba County and The Eligible Recipients of State Homeland Security Grant Program Funds through the County of Yuba.

-
- Letter to OES regarding correspondence to Loma Rica / Browns Valley
-

7. ELECTRONIC DOOR LOCK FOR STATION 61

A) Motion and Discussion to purchase an electronic door lock to secure Station 61 when station is unmanned so volunteers/staff can access building.
Cost approx. \$400

8. KIBBE ROAD STATION

A) Continuing discussion
B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

9. VOLUNTEERS REPORT

- Update on current volunteer program
- Discuss Committee implementation to further explore program
-

10 GENERAL MANAGERS REPORT- Sue Cerf

- Correspondence
- 5 year plan
-

11. FIRE STATION 63 - Continuing discussion regarding the building of Station 63

A) Discuss building design options 1 (original) 2 (new design)
B) Projected Schedule
C) Authorize Project Manager/General Manager to start bidding process
D) Discussion of other items that might arise
B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

12. BOARD AND STAFF MEMBERS' REPORTS

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Regular Meeting: April 18, 2011

MINUTES

Item 1) Meeting Call To Order:

A) Roll Call: Present: Battaglia, Biggs, Birney, Kattuah, Stipp

Item 2) Public Communications:

A) Supervisor Hal Stocker informed the board that Camptonville Fire Department is installing a 10,000 gallon water storage tank.

Item 3) Approve Minutes:

B) Minutes For Regular Meeting of March 21, 2011

Motion to Approve: Biggs Second: Birney

Passed unanimous voice vote

Item 4) Accounting:

A) Warrants: No discussion at this time

B) Financials: Reviewed February financials, March not yet available; no discussion

Item 5) Chief's Report: No discussion

Item 6) Yuba County Office of Emergency Services Resolution:

A) Discussed Resolution, determined not necessary; not adopted

B) General Manager to send letter to Yuba County OES requesting all correspondence be sent to the LR/BV CSD and Cal Fire

Item 7) Electronic Door Lock for Station 61

A) Motion to purchase an electronic door lock to secure station 61 when station is unmanned at cost of approximately \$400

Motion: Stipp Second: Battaglia

Vote: Battaglia, Biggs, Birney, Kattuah, Stipp-aye

Item 8) Kibbee Road Station: Director Stipp to pursue with Chief Williges to approach the property owner
and finalize the agreement

Item 9) Volunteer's Report:

A) General Manager Cerf advised the Board that two volunteers are out of compliance due to training issues and letters have been sent to the said volunteers advising them they are unable to respond to calls until the training matters have been resolved (sent 4/12/2011).

Item 10) General Manager's Report

A) Correspondence: None

B) Five Year Plan: on hold—waiting for additional information from Chief Williges, and to determine status of Station 63

Item 11) Fire Station 63

Motion to proceed with building design option 1 (original—apparatus bays with shell for office facilities)

Motion: Birney Second: Stipp

Vote: Battaglia, Biggs, Birney, Kattuah, Stipp-aye

Item 12) Board and Staff Member Reports – None

Adjourned 8:40 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR BOARD MEETING AGENDA
May 16, 2011

1. MEETING CALL TO ORDER

- A) Roll Call: Battaglia, Biggs, Birney, Kattuah, Stipp
- B) Pledge of Allegiance

2. PUBLIC COMMUNICATIONS

Any person may speak on any subject or matter of concern, provided the subject or matter is within the jurisdiction of the Board of Directors for Loma Rica/Browns Valley CSD and is not already on the agenda. Those wishing to speak must state their name and place of residence to be heard. The Board limits testimony on such matters to 5 minutes per person but not more than 15 minutes total on a particular topic. The entire Public Communications section shall be limited to a total of 20 minutes unless the Chairman, subject to Board approval, sets different time limits.

Note: No Board action can be taken on comments made under this heading.

3. MINUTES

- A) Approve Regular Meeting Minutes of April 18, 2011

4. ACCOUNTING

- A) Warrants
- B) Financials

5. CHIEF'S REPORT-Chief Williges

6. KIBBE ROAD STATION

- A) Continuing discussion
- B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

7. AMADOR CONTRACT Fiscal Year

- A) Discussion Schedule A FY 2011/2012 \$157,555.00
- B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

8. WATER TENDER

- A) Discuss donation to LRBVCSD of Water Tender from Beal AFB
- B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

9. VOLUNTEERS

- Discuss current volunteer program
- Signs coming into town on Marysville and Loma Rica roads
-

10 GENERAL MANAGERS REPORT- Sue Cerf

- Correspondence
- CSDA- Look into program
-

11. FIRE STATION 63 - Continuing discussion regarding the building of Station 63

- A) Discuss Notice Inviting bids
- B) Special Meeting bid opening
- C) Schedule
- D) Discussion of other items that might arise
- B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

12 BOARD AND STAFF MEMBERS' REPORTS

This time is provided to allow Board and staff members to report on activities or to raise issues for placement on future agendas

A segment of time will be open during each Agenda Item for Public Comment / Testimony

Regular Meeting: May 16, 2011

MINUTES

Item 1) Meeting Call To Order:

A) Roll Call: Present: Battaglia, Biggs, Birney, Kattuah, Stipp

Item 2) Public Communications--none

Item 3) Approve Minutes:

A) Minutes For Regular Meeting of April 18, 2011

Motion to Approve: Birney Second: Battaglia

Passed unanimous voice vote

Item 4) Accounting:

A) Warrants: No discussion at this time

B) Financials: Chief Williges clarified fund source for equipment purchase was from a grant not directly to the District, therefore the equipment does not belong to the District and will not be reflected on our balance sheets/financial statements

Item 5) Chief's Report:

A) Chief Williges informed the Board that the electronic door lock has been installed

B) Cal Fire is currently interviewing station personnel

C) Advised Board of necessary equipment maintenance required in the near future (oil changes/air dryer rebuilds on engines)

Item 6) Kibbe Road Station: No update

Item 7) Amador Contract Fiscal Year 2011/2012:

A) A three-year contract was previously approved March 21, 2011; State of California determined the contract price for 2011/2012 in the amount of \$157,555

Item 8) Water Tender: no specification information has been provided; remove from Agenda until information has been obtained.

Item 9) Volunteer's Report:

A) Chief Williges stated there are currently five volunteers plus one unable to respond to medical calls while updating certification; and six new volunteers in training

B) Discussed condition of signage on Marysville and Loma Rica Roads—General Manager to obtain estimates to update and repaint signs. Director Birney to approach contacts at CalTrans to determine if it is possible to install signage on Highway 20.

Item 10) General Manager's Report

A) Correspondence: None

Item 11) Fire Station 63

Motion to proceed with building design option 1 (original—apparatus bays with shell for office facilities)

Motion: Birney

Second: Stipp

Vote: Battaglia, Biggs, Birney, Kattuah, Stipp-aye

Item 12) Board and Staff Member Reports – None

Adjourned 8:45 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR BOARD MEETING AGENDA
June 20, 2011

1. MEETING CALL TO ORDER

- A) Roll Call: Battaglia, Biggs, Birney, Kattuah, Stipp
- B) Pledge of Allegiance

2. PUBLIC COMMUNICATIONS

Any person may speak on any subject or matter of concern, provided the subject or matter is within the jurisdiction of the Board of Directors for Loma Rica/Browns Valley CSD and is not already on the agenda. Those wishing to speak must state their name and place of residence to be heard. The Board limits testimony on such matters to 5 minutes per person but not more than 15 minutes total on a particular topic. The entire Public Communications section shall be limited to a total of 20 minutes unless the Chairman, subject to Board approval, sets different time limits.

Note: No Board action can be taken on comments made under this heading.

3. MINUTES

- Approve Regular Meeting Minutes of May 16, 2011
- Approve Special Meeting Minutes of June 13, 2011
-

4. ACCOUNTING

- A) Warrants
- B) Financials
- C) Audit -update

5. FISCAL YEAR 2011 / 2012 OPERATIONS BUDGET – FIRST DRAFT

- A) Discuss
- B) Amend As Necessary
- C) Authorize Public Notice
- D) Continue To July Meeting For Public Hearing and Adoption

5 CHIEF'S REPORT-Chief Williges

6. KIBBE ROAD STATION

A) Continuing discussion

B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

7. RESOLUTION 2011-02, FEDERAL EXCESS PERSONAL PROPERTY

A) The Loma Rica / Browns Valley CSD authorizing application for FEPP for the loan of the Air Trailer.

B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

9. VOLUNTEERS

- Auxiliary
-

10 GENERAL MANAGERS REPORT- Sue Cerf

- Correspondence
- CSDA- representative is available to meet at July meeting to answer questions
- Newsletter
-

11. PROPERTY-6729 Marysville Road

A) Motion to reject bid by Taylor Excavating for Septic System installation

B) Motion to approve \$300.00 to mow property

C) Building Permits

D) Next steps with regards to Station 63/property

E) Discuss other items that might come up

F) Initiate board action as deemed necessary-motions; Monetary value= voice vote

12. SIGNS

- A) Discuss billboard signs coming into town
- B) Purchase address sign for property 6729 Marysville Road
- C) Initiate board action as deemed necessary-motions; Monetary value= voice vote

13. BOARD AND STAFF MEMBERS' REPORTS

This time is provided to allow Board and staff members to report on activities or to raise issues for placement on future agendas

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Minutes Regular Meeting: June 20, 2011

1. MEETING CALL TO ORDER

Roll Call: Battaglia, Kattuah, Stipp
Excused: Biggs, Birney

2. PUBLIC COMMUNICATIONS- None

3. MINUTES

- A) Approve Regular Meeting Minutes of May 16, 2011
Approved with changes to Item #5 B
- B) Approve Special Meeting Minutes of June 13, 2011
Approved

4. ACCOUNTING

A) Warrants-none

B) Financials- Place a section of time on July agenda for Accountant Brooks to go over financial statements and revisit the different reports

C) Audit – Jensen/Smith is currently working on our 2009/2010 audit

5. FISCAL YEAR 2011 / 2012 OPERATIONS BUDGET – FIRST DRAFT

A) Discuss- No major changes from last year, District is still in a non-growth period and no new revenues are expected

B) Amend as Necessary-no amendments at this time

C) Authorize Public Notice- Motion made by Director Stipp to authorize General Manager to advertise in Appeal Democrat, second Director Battaglia, voice vote all: aye's

D) Continue To July Meeting For Public Hearing and Adoption

5 CHIEF'S REPORT-Chief Williges- No report Chief on vacation

6. KIBBE ROAD STATION

A) Continuing discussion- discussion ensued regarding continuing to pursue the use of Escheman's property and barn or to abandon it all together.

7. RESOLUTION 2011-02, FEDERAL EXCESS PERSONAL PROPERTY

A) The Loma Rica / Browns Valley CSD authorizing application for FEPP for the loan of the Air Trailer. – Discussion of the air trailer and its need to the Foothill District's. Air trailer is on loan from Cal Fire, rebuilt by a grant secured from the Fire Safe Council, with all Fire Districts to learn how to operate and utilize the trailer. At the time of this grant, LRBV had taken on the responsibility of storing and insuring trailer. Trailer has been called for in the subsequent years but with no one to come and pick it up and no training ever occurring it is not being used. The Board will revisit at the July meeting to decide if we will keep paying the costs or give back to Cal Fire.

9. VOLUNTEERS

A) Auxiliary-No report

10 GENERAL MANAGERS REPORT- Sue Cerf

A) Correspondence- None

B) CSDA- representative is available to meet at July meeting to answer questions. The board has extended an invitation to a CSDA representative to come and explain who they are, what they do, and what they provide. Board members are encouraged to ask questions

C) Newsletter- Board decided to see if Mr. Mistler would be open to letting us write articles for the Territorial Dispatch occasionally to let our residents know what is going on. General Manager Cerf to call Mr. Mistler

11. PROPERTY-6729 Marysville Road

A) Motion to reject bid by Taylor Excavating for Septic System installation
Motion made by Director Stipp to reject bid by Taylor Excavating for the installation of a septic system at 6729 Marysville Road, Station 63, Second Director Battaglia. Voice vote all aye's

B) Motion to approve \$300.00 to mow property
Motion made by Director Battaglia to approve Henry Estrada to mow the property located at 6729 Marysville Road, at a cost of \$300.00. Second Director Stipp, voice vote all aye's. It was also decided that Henry Estrada would be put on our vendors list and every spring he is to mow the property right before it starts to turn.

C) Building Permits- We will not be able to recoup any monies from the permits per the Yuba County Building Department, Martin Griffins.

D) Next steps with regards to Station 63/property- It was decided we would wait and see what the market does before trying to build station 63 again or selling the property

12. SIGNS

A) Discuss billboard signs coming into town-Billboard signs are in need of repair, wood needs to be power washed and a clear coat applied, large signs need to be repaired and updated. It was decided to obtain three (3) bids for repairs.

B) Purchase address sign for property 6729 Marysville Road- Approved to purchase address sign for 6729 Marysville Road from the LRBV Aux

Meeting Adjourned at : 8:15pm

Respectfully submitted by,

Susan L. Cerf
General Manager

REGULAR BOARD MEETING AGENDA
July 18, 2011

1. MEETING CALL TO ORDER

- A) Roll Call: Battaglia, Biggs, Birney, Kattuah, Stipp
- B) Pledge of Allegiance

2. PUBLIC COMMUNICATIONS

Any person may speak on any subject or matter of concern, provided the subject or matter is within the jurisdiction of the Board of Directors for Loma Rica/Browns Valley CSD and is not already on the agenda. Those wishing to speak must state their name and place of residence to be heard. The Board limits testimony on such matters to 5 minutes per person but not more than 15 minutes total on a particular topic. The entire Public Communications section shall be limited to a total of 20 minutes unless the Chairman, subject to Board approval, sets different time limits.

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3. CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA)

- A) Catherine Lemaire to give overview of program
- B) Q & A
- C) Initiate board action as deemed necessary-motions; Monetary value= voice vote

4. MINUTES

- Approve Regular Meeting Minutes of June 20, 2011
-

5. ACCOUNTING

- B) Financials-Deborah to give refresher of financial statement
- A) Warrants

6. AUDIT 2009/2010

- A) Discussion and make any changes
- B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

7. FISCAL YEAR 2011 / 2012 OPERATIONS BUDGET – SECOND DRAFT/ADOPTION

- A) Discuss
- B) Amend As Necessary
- C) Public Hearing Discussion
- D) Amend As Necessary
- D) Motion to Adopt

8 CHIEF’S REPORT-Chief Williges

9. KIBBE ROAD STATION

- A) Continuing discussion
- B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

10. RESOLUTION 2011-02, FEDERAL EXCESS PERSONAL PROPERTY cont. from 6/20 meeting

- A) The Loma Rica / Browns Valley CSD authorizing application for FEPP for the loan of the Air Trailer.
- B) Place agenda item to Yuba County Chiefs Association Meeting
- C) Initiate board action as deemed necessary-motions; Monetary value= voice vote

11. RESOLUTION TO COLLECT BENEFIT ASSESSMENT FOR FY 2011/12

- A) Motion to adopt resolution to collect benefit assessment
- B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

12. VOLUNTEERS

13 GENERAL MANAGERS REPORT- Sue Cerf

- Correspondence
- Territorial Dispatch
-

14. SIGNS

A) Discuss bids

C) Initiate board action as deemed necessary-motions; Monetary value= voice vote

15. WATER TENDER

A) Discuss purchase of new/used Water Tender

B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

16. CLOSED SESSION-PERSONNEL-Salary

- Personnel Matters- in pursuant to Government Code §54957.6
-

17. BOARD AND STAFF MEMBERS' REPORTS

This time is provided to allow Board and staff members to report on activities or to raise issues for placement on future agendas

A segment of time will be open during each Agenda Item for Public Comment / Testimony

Regular Meeting: July 18, 2011

MINUTES

Item 1) Meeting Call To Order:

A) Roll Call: Present: Battaglia, Biggs, Birney, Kattuah, Stipp

Item 2) Public Communications--none

Item 3) California Special Districts Association (CSDA)

A) Presentation made by Catherine Lemaire of CSDA regarding benefits of membership; no action taken – item held over for August meeting

Item 4) Approve Minutes:

A) Minutes For Regular Meeting of June 20, 2011

Motion to Approve: Stipp Second: Battaglia

Passed unanimous voice vote

Item 5) Accounting:

A) Financials: Not provided by County—item held over for August meeting

B) Warrants: No discussion

Item 6) Audit 2009/2010:

A) General Manager to change information on Page 6 as there is no new fire station at this time

Item 7) Fiscal Year 2011/2012 Operations Budget – Second Draft/Adoption

A) Draft amended to add \$900 to line item expense for Dues in the event the District decides to join CSDA

Motion to Approve: Birney Second: Battaglia

Vote: Battaglia, Biggs, Birney, Kattuah, Stipp-Aye

Item 8) Chief's Report:

A) Chief Williges requested the Board review the current water tender operator/driver reimbursement policy to be in line with the State's hourly reimbursement fee. This change would require an amendment to the District's bylaws and administrative manual. Station 61's septic failed; repair involved a large digging project at the station

C) Two new volunteers have been recruited; however two volunteers quit during training. In light of this continuing issue, Chief Williges recommended that volunteers complete the minimum training requirements prior to their physical evaluation.

Item 9) Kibbe Road Station – no discussion

Item 10) Resolution 2011-02 Federal Excess Personal Property

A) Loma Rica/Browns Valley CSD authorizes Chairperson Kattuah to accept the agreement between the State of California Department of Forestry for the loan of the Air Trailer

Motion to Approve: Stipp Second: Birney

Vote: Battaglia, Biggs, Birney, Kattuah, Stipp-Aye

Item 11) Resolution to Collect Benefit Assessment for Fiscal Year 2011/2012

A) Director Stipp asked the Board to look into suspending collection of the benefit assessment as he feels the District has sufficient operating funds—discussion held over for August meeting

Motion to Approve collection of Benefit Assessment for FY 2011/2012: Birney
Second: Biggs

Vote: Battaglia, Biggs, Birney, Kattuah-Aye Stipp-No

Item 12) Volunteers

A) Chief Williges reported that there are currently five volunteers responding to calls; with four volunteers in various stages of training

Item 13) General Managers Report – Sue Cerf

A) GM Cerf reported that The Territorial Dispatch is willing to accept articles written by the Board regarding business updates; she will check also check with the Rabbit Creek Journal

Item 14) Signs

A) Bids received were not as requested; GM Cerf to request revised bids and also contact ZAPP for a bid for repair as they manufactured the original signs

Item 15) Water Tender

A) Chief Williges provided specifications for a new water tender for the Board to review

Item 16) Closed Session – Personnel Salary

A) Close session – Chairperson Kattuah closed the meeting at 8:50pm

B) Directors discussed request for salary raise by Sue Cerf for General Manager position; Board recommended salary increase of \$200 per month and also to remind General Manager that she can be reimbursed for mileage incurred while on District business

Motion to Approve: Birney Second: Stipp

Vote: Battaglia, Biggs, Birney, Kattuah, Stipp-Aye

C) Open session – Chairperson Kattuah opened the meeting at 9:01pm and announced the Board had voted to increase the GM salary by \$200 per month.

Item 17) Board and Staff Members Report -- none

Adjourned 9:10 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR BOARD MEETING AGENDA
August 15, 2011

1. MEETING CALL TO ORDER

- A) Roll Call: Battaglia, Biggs, Birney, Kattuah, Stipp
- B) Pledge of Allegiance

2. PUBLIC COMMUNICATIONS

Any person may speak on any subject or matter of concern, provided the subject or matter is within the jurisdiction of the Board of Directors for Loma Rica/Browns Valley CSD and is not already on the agenda. Those wishing to speak must state their name and place of residence to be heard. The Board limits testimony on such matters to 5 minutes per person but not more than 15 minutes total on a particular topic. The entire Public Communications section shall be limited to a total of 20 minutes unless the Chairman, subject to Board approval, sets different time limits.

Note: No Board action can be taken on comments made under this heading.

3. MINUTES

Approve Regular Meeting Minutes of July 18, 2011

4. ACCOUNTING

- A) Financials
- B) Warrants

5. GANN/APPROPRIATION LIMITS

- A) Discuss Appropriation limits and expenditures
- B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

6. 5 YEAR PLAN

- A) Discussion regarding updating our Five Year Plan
- B) Committee
- C) Initiate board action as deemed necessary-motions; Monetary value= voice vote

7. CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA)

- A) Discuss membership with CSDA
- B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

8. CHIEF'S REPORT-Chief Williges

9. VFA AGREEMENT 7FG11028

- A) Motion to adopt Resolution 2011-04 approving the Agreement #7FG11028 with California Department of Forestry and Fire Protection in the amount of \$9,200.00.

10. WATER TENDER

- A) Continuing discussion regarding purchase of new/used Water Tender
- B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

11. VOLUNTEERS

12 GENERAL MANAGERS REPORT- Sue Cerf

- Correspondence
-

13. SIGNS

- A) Discuss adding the Bi County Sign to the Billboard signs
- B) Discuss any changes needed to signs
- C) Initiate board action as deemed necessary-motions; Monetary value= voice vote

14. BOARD AND STAFF MEMBERS' REPORTS

This time is provided to allow Board and staff members to report on

activities or to raise issues for placement on future agendas

A segment of time will be open during each Agenda Item for Public Comment / Testimony

Regular Meeting: August 15, 2011

MINUTES

Item 1) Meeting Call To Order:

A) Roll Call: Present: Battaglia, Biggs, Birney, Kattuah, Stipp

Item 2) Public Communications--none

Item 3) Approve Minutes:

A) Minutes For Regular Meeting of July 18, 2011, with correction made to Item 8A (septic repair was for Cal Fire Station 61)

Motion to Approve: Birney

Second: Battaglia

Passed unanimous voice vote

Item 4) Accounting:

A) Financials: Accountant Deborah Brooks on vacation; updated spreadsheets from County just received but not reviewed; hold over to next regular meeting

B) Warrants: The Board questioned the \$71.92 penalty to the US Treasury for late quarterly taxes as Accountant Brooks was asked several times to ensure these were paid in a timely manner. A motion was made to withhold \$71.92 from payment to Brooks Accounting

Motion to Approve: Birney

Second: Battaglia

Passed unanimous voice vote

Item 5) Gann/Appropriation Limits:

A) 2011/2012 Gann limit \$321,978.94; projected District income for this period \$289,000—within limits

Item 6) Five Year Plan

A) Committee (Chief Williges, Director Birney, General Manager Cerf and Volunteer representative to have draft for October 2011 meeting

Item 7) California Special Districts Association (CSDA) membership

C) Decision for the District to join this Association

Motion to Approve: Birney Second: Battaglia

Vote: Battaglia, Biggs, Birney, Kattuah – Aye; Stipp - No

Item 8) Chief's Report:

A) Chief Williges reported that the air trailer documentation has been submitted

B) The Volunteer Fire Assistance (VFA) Grant in the amount of \$9,200 has been received for replacement of safety gear; requires 100% matching funds

Item 9) VFA Agreement 7FG11028

A) Motion to adopt Resolution 2011-04 approving Agreement 7FG11028 with California Department of Forestry and Fire Protection Agreement in the amount of \$9,200

Motion to Approve: Battaglia Second: Birney

Vote: Battaglia, Biggs, Birney, Kattuah, Stipp – Aye

Item 10) Water Tender

A) Chief Williges still trying to find a used water tender; nothing currently available that fits our specifications. Will contact used apparatus vendors to see what they have available. Director Stipp suggested that if a used water tender was not found by the October meeting, then consideration should be given to purchasing a new apparatus.

Item 11) Volunteers

A) Volunteer Representative Lopez reported that there are volunteers still going through training

Item 12) General Managers Report – Sue Cerf—no correspondence

Item 13) Signs

A) Motion to add Bi-Agency sign to the two Billboard signs for repair estimate

Motion to Approve: Battaglia Second: Biggs

Vote: Battaglia, Biggs, Birney, Kattuah, Stipp – Aye

Item 14) Board and Staff Members Reports

A) It was requested that a list of deferred maintenance items be provided for discussion at the next regular meeting

Adjourned 8:35 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR BOARD MEETING AGENDA
September 19, 2011

DUE TO LACK OF QUORUM
THE SEPTEMBER 19, 2011
REGULAR DISTRICT BOARD MEETING
HAS BEEN CANCELLED

NEXT REGULAR DISTRICT BOARD MEETING WILL BE HELD OCTOBER 17, 2011

REGULAR BOARD MEETING AGENDA
October 17, 2011

1. MEETING CALL TO ORDER

- A) Roll Call: Battaglia, Biggs, Birney, Kattuah
- B) Pledge of Allegiance

2. PUBLIC COMMUNICATIONS

Any person may speak on any subject or matter of concern, provided the subject or matter is within the jurisdiction of the Board of Directors for Loma Rica/Browns Valley CSD and is not already on the agenda. Those wishing to speak must state their name and place of residence to be heard. The Board limits testimony on such matters to 5 minutes per person but not more than 15 minutes total on a particular topic. The entire Public Communications section shall be limited to a total of 20 minutes unless the Chairman, subject to Board approval, sets different time limits.

Note: No Board action can be taken on comments made under this heading.

3. MINUTES

Approve Regular Meeting Minutes of August 15, 2011
No minutes for September-Meeting Cancelled

4. RESIGNATION OF BOARD MEMBER

- A) Discuss resignation letter of Director David Stipp
- B) Motion to accept and adopt resignation letter of District Director David Stipp
- C) Set position posting time line
- D) Special Meeting
- E) Initiate board action as deemed necessary

5. ACCOUNTING

- A) Financials – Refresher report reading
- B) Warrants
- C) Deposits

6. FISCAL YEAR 2010-2011-END OF YEAR CLOSE OUT

A) Discussion regarding revenue and expenditure for FY 2010-11

B) Initiate board action as deemed necessary

7. CHIEF'S REPORT-Capt. Robinson/G.M. Cerf

8. WATER TENDER

A) Continuing discussion regarding purchase of new/used Water Tender

B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

9. STATION 62-MAINTENANCE

A) Discussion regarding Station 62 and overdue maintenance.

B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

10. VOLUNTEERS

11. GENERAL MANAGERS REPORT- Sue Cerf

A) Correspondence/CSDA & FDAC E-mails and snail mails

B) Director and Staff Roster

C) New Warrant Program

D) By-laws-bring current

E) Nominations for Board Chair and Vice Chair in November

F) Initiate board action as deemed necessary-motions; Monetary value= voice vote

12. PURCHASE OF NEW DISTRICT OFFICE ITEMS

A) New Computer-Laptop? / Windows 7 and Microsoft 2010 software

B) New tract light system over desk

C) New desk scanner

D) Initiate board action as deemed necessary-motions; Monetary value= voice vote

13. 5 YEAR PLAN-Committee

A) Discussion progress of updating our Five Year Plan

B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

14. SIGNS

A) Discussion

B) Selection of Sign Company from bids received

B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

15. CLOSED SESSION-PERSONNEL

- Resignation of General Manager- in pursuant to Government Code §54957
- Discussion of Job Description
- Set salary of position
- Posting of Job description
- Initiate board action as deemed necessary-motion; Monetary value= voice vote
-

16 BOARD AND STAFF MEMBERS' REPORTS

This time is provided to allow Board and staff members to report on activities or to raise issues for placement on future agendas

A segment of time will be open during each Agenda Item for Public Comment / Testimony

Regular Meeting: October 17, 2011

MINUTES

Item 1) Meeting Call To Order:

A) Roll Call: Present: Battaglia, Biggs, Birney, Kattuah

Item 2) Public Communications--none

Item 3) Approve Minutes:

A) Minutes For Regular Meeting of August 15, 2011

Motion to Approve: Birney Second: Battaglia

Passed unanimous voice vote

Item 4) Resignation of Director David Stipp:

A) Motion to Accept and Adopt Resignation Letter of District Director David Stipp

Motion to Approve: Battaglia Second: Birney

Passed unanimous voice vote

B) Board directed General Manager to post the open position

C) Motion to schedule a Special Meeting on November 7, 2011 to review application(s) for open position

Motion to Approve: Birney Second: Biggs

Passed unanimous voice vote

Item 5) Accounting:

A) Accountant Brooks reviewed financial statements with the Board

Item 6) Fiscal Year 2010-2011 End of Year Close Out

A) After discussion of revenue and expenditures for fiscal year 2010-2011, the Board elected to move \$40,000 into reserve for a water tender

Motion to Approve: Biggs Second: Birney

Vote: Battaglia, Biggs, Birney, Kattuah – Aye

Item 7) Chief's Report

A) Captain Robinson reported that the Amador Contract will start October 31, 2011, and that the State closed all non-Amador stations effective today

Item 8) Water Tender

A) The search for a used water tender has not been successful; Chief Williges will have specifications for a new water tender by the January meeting, at the latest

Item 9) Station 62 Maintenance

A) Captain Robinson provided a list of repair/maintenance items needed for Station 62. The Board approved garage door maintenance and purchase of a hose tester, purchase not to exceed \$3,000.

Motion to Approve: Birney Second: Battaglia

Vote: Battaglia, Biggs, Birney, Kattuah – Aye

Item 10) Volunteers

A) Two new prospects took applications in the past month, but they have not returned; other volunteers are still in training

Item 11) General Managers Report – Sue Cerf

A) Update to By-Laws:

Article II, Section 5 to be amended that General Manager shall receive a Board Member's written letter of resignation and place such notice on the next regular Agenda;

Article II, Section 6—General Manager to discuss with Attorney to determine when a Board Member can be removed for excess absences

Motion to Approve: Biggs Second: Birney

Passed unanimous voice vote

Item 12) Purchase of New District Office Items

A) General Manager requested purchase of new tract lighting over the desk area and a new desk scanner—price of both items not to exceed \$500

Motion to Approve: Birney Second: Biggs

Vote: Battaglia, Biggs, Birney, Kattuah – Aye

Item 13) Five Year Plan Committee

A) As Chief Williges was not available, discussion was tabled to the next regular meeting; however it was brought up as a reminder that Mitigation Funds must be used or earmarked within five years of receipt

Item 14) Signs

A) Bids were received, reviewed and discussed, with a motion made to accept the bid from HUPP Neon, subject to final approval of wording (CDF vs Cal Fire) from Chief Williges

Motion to Approve: Birney Second: Biggs

Vote: Battaglia, Biggs, Birney, Kattuah – Aye

Item 15) Closed Session – Personnel

A) Chairperson Kattuah closed the session at 8:50pm to discuss the resignation of General Manager Sue Cerf

B) Chairperson Kattuah to check the CSDA (California Special Districts Association) website for information regarding written job description for position, to be discussed at the Special Meeting on November 7, 2011

Motion to Accept Resignation of General Manager Sue Cerf

Motion to Approve: Biggs Second: Battaglia

Passed unanimous voice vote

C) Chairperson Kattuah reopened the session at 9:05pm

Item 16) Board and Staff Member Reports

A) Director Biggs reported that the next JPA meeting will be held Wednesday, December 14, 2011 at 7pm at Foothill Fire (Brownsville)

Adjourned 9:12 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR BOARD MEETING AGENDA
November 28, 2011

1. MEETING CALL TO ORDER

- A) Roll Call: Biggs, Birney, Kattuah, Gravelle
- B) Pledge of Allegiance

2. PUBLIC COMMUNICATIONS

Any person may speak on any subject or matter of concern, provided the subject or matter is within the jurisdiction of the Board of Directors for Loma Rica/Browns Valley CSD and is not already on the agenda. Those wishing to speak must state their name and place of residence to be heard. The Board limits testimony on such matters to 5 minutes per person but not more than 15 minutes total on a particular topic. The entire Public Communications section shall be limited to a total of 20 minutes unless the Chairman, subject to Board approval, sets different time limits.

Note: No Board action can be taken on comments made under this heading.

3. MINUTES

Approve Regular Meeting Minutes of October 17, 2011
Approve Special Meeting Minutes of November 7, 2011

4. ACCOUNTING

- A) Financials
- B) Warrants

5. CHIEF'S REPORT

6 WATER TENDER

- A) Continuing discussion regarding purchase of new/used Water Tender
- B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

7 STATION 62-MAINTENANCE

- A) Discussion regarding Station 62 and overdue maintenance.
- B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

8 OPERATIONS MANUAL

- A) Discuss operations manual
- B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

9. VOLUNTEERS

10. GENERAL MANAGERS REPORT- Sue Cerf

Signs-update

11. 5 YEAR PLAN-Committee

- A) Discussion progress of updating our Five Year Plan
- B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

12. BOARD MEMBER POSITIONS/JPA POSITIONS

- A) Nomination/motion/vote of Chairman and Vice Chairman for 2012
- B).Nomination/motion/vote of JPA member and alternate for 2012

13. BOARD AND STAFF MEMBERS' REPORTS

This time is provided to allow Board and staff members to report on activities or to raise issues for placement on future agendas

A segment of time will be open during each Agenda Item for Public Comment /
Testimony

REGULAR BOARD MEETING AGENDA
December 5, 2011

1. MEETING CALL TO ORDER

- A) Roll Call: Battaglia, Biggs, Birney, Kattuah, Gravelle
- B) Pledge of Allegiance

2. PUBLIC COMMUNICATIONS

Any person may speak on any subject or matter of concern, provided the subject or matter is within the jurisdiction of the Board of Directors for Loma Rica/Browns Valley CSD and is not already on the agenda. Those wishing to speak must state their name and place of residence to be heard. The Board limits testimony on such matters to 5 minutes per person but not more than 15 minutes total on a particular topic. The entire Public Communications section shall be limited to a total of 20 minutes unless the Chairman, subject to Board approval, sets different time limits.

Note: No Board action can be taken on comments made under this heading.

3. MINUTES

- Approve Regular Meeting Minutes of October 17, 2011
- Approve Special Meeting Minutes of November 7, 2011

4. ACCOUNTING

- A) Financials
- B) Warrants

5. CHIEF'S REPORT

6 WATER TENDER

- A) Continuing discussion regarding purchase of new/used Water Tender
- B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

7 OPERATIONS MANUAL

A) Discuss operations manual

8. VOLUNTEERS

9. CLOSED SESSION-PERSONNEL-pursuant to Government Code §54957

- Discussion of Job Description for General Manager
- Set salary of position
- Interview(s)
- Initiate board action as deemed necessary-motion; Monetary value= voice vote
-

10. 5 YEAR PLAN

A) Discuss progress of updating our Five Year Plan

B) Initiate board action as deemed necessary-motions; Monetary value= voice vote

11. BOARD MEMBER POSITIONS/JPA POSITIONS

A) Nomination/motion/vote of Chairman and Vice Chairman for 2012

B).Nomination/motion/vote of JPA member and alternate for 2012

12. BOARD AND STAFF MEMBERS' REPORTS

This time is provided to allow Board and staff members to report on activities or to raise issues for placement on future agendas

A segment of time will be open during each Agenda Item for Public Comment / Testimony

Regular Meeting: December 5, 2011

MINUTES

Item 1) Meeting Call To Order:

A) Roll Call: Present: Biggs, Birney, Gravelle, Kattuah; Absent: Battaglia

Item 2) Public Communications:

A) Chairperson Kattuah announced that General Manager Sue Cerf had accepted a new job position out of state as of November 30th and resigned her position effective as of that date

Item 3) Approve Minutes:

A) Minutes For Regular Meeting of October 17, 2011

Motion to Approve: Birney Second: Gravelle

Passed unanimous voice vote

B) Minutes for Special Meeting of November 7, 2011

Motion to Approve: Birney Second: Gravelle

Passed unanimous voice vote

Item 4) Accounting:

A) Accountant Brooks not available for meeting; tabled for discussion at January 2012 meeting

Item 5) Chief's Report

A) Chief Williges informed the Board that the Fire Safe Council has readdressed the issue of water storage tanks throughout the foothills—there are still tanks to be built at four locations

B) Chief Williges informed the Board that BVID has placed the discussion of using their tractor equipment for repair of the drafting hydrant at Station 62 on their December 14th agenda

C) The new signs have been installed

D) Six new SCBA tanks have been purchased using the state grant/match for safety gear and submitted to the county for reimbursement

Item 6) Water Tender

A) The original price increased by \$500 due to an increase in price for a 2012 chassis that meets new safety requirements; the \$198,500 price quoted includes standard lettering, but does not include tax, transportation, inspection, potential change orders. A payment in the amount of \$87,000 for the chassis is required to guarantee the price and start the production process.

A Motion was made to authorize Chief Williges to enter into a contract with Midwest Fire, total price not to exceed \$210,000 including any and all change orders, plus applicable tax and license fees, with any travel expenses for delivery of water tender to be approved at a later date

Motion to Approve: Birney Second: Gravelle

Vote: Biggs, Birney, Gravelle, Kattuah – Aye; Absent: Battaglia

Item 7) Operations Manual

A) Discussion tabled; to be discussed at a future meeting

Item 8) Volunteers Report – David Lopez

A) There are a total of six current volunteers and 10 active residents and two recent applicants

Item 9) Closed Session – Personnel

A) Chairperson Kattuah closed the session at 8:19pm to discuss the open position of General Manager for the District

B) Job description and salary were tabled until the regular January meeting to discuss adding the assessment clerk description to the job duties of General Manager

C) Chairperson Kattuah to contact our attorney to prepare a contract for the chosen applicant

D) Chairperson Kattuah reopened the session at 8:57pm to announce the Board's decision to hire Jacqueline Poggi for the position of General Manager

Item 10) Five Year Plan Committee

A) General Manager Poggi to work with Chief Williges, Director Birney and Volunteer Lopez on updating the five year plan—each to review the previous two plans and then they will schedule a committee meeting--to be held over until the February meeting

Item 11) Board Member Positions/JPA Positions

A) Nomination/motion/vote of Chairman and Vice Chairman for 2012
Vice Chairperson Biggs nominated and motioned Cathy Kattuah for Chairperson
Second: Gravelle
Chairperson Kattuah nominated and motioned Kim Biggs for Vice Chairperson
Second: Gravelle
Passed unanimous voice vote

B) Nomination/motion/vote of JPA member and alternate for 2012
Nomination Chairperson Kattuah nominated and motioned Kim Biggs for JPA
member
Second: Birney

Vice Chairperson Biggs nominated and motioned Justin for JPA alternate
Second: Gravelle
Passed unanimous voice vote

Item 12) Board and Staff Member Reports--none

Adjourned 9:06 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

SPECIAL BOARD MEETING AGENDA
June 13, 2011

1. MEETING CALL TO ORDER

A) Roll Call: Battaglia, Biggs, Birney, Kattuah, Stipp

2. PUBLIC COMMUNICATIONS

Any person may speak on any subject or matter of concern, provided the subject or matter is within the jurisdiction of the Board of Directors for Loma Rica/Browns Valley CSD and is not already on the agenda. Those wishing to speak must state their name and place of residence to be heard. The Board limits testimony on such matters to 5 minutes per person but not more than 15 minutes total on a particular topic. The entire Public Communications section shall be limited to a total of 20 minutes unless the Chairman, subject to Board approval, sets different time limits.

Note: No Board action can be taken on comments made under this heading.

3. FIRE STATION 63

- A) Bid opening
- B) Read into minutes
- C) Discussion
- D) Accept/Award or reject
- E) Next steps
- F) Any further discussion regarding Station 63
- G) Initiate board action as deemed necessary-motions; Monetary value= voice vote

4. FINANCIAL

A) PG& E Permit

A segment of time will be open during each Agenda Item for Public Comment /
Testimony

SPECIAL MEETING AGENDA
November 7, 2011

1. MEETING CALL TO ORDER

A) Roll Call: Battaglia, Biggs, Birney, Kattuah

2. PUBLIC COMMUNICATIONS

Any person may speak on any subject or matter of concern, provided the subject or matter is within the jurisdiction of the Board of Directors for Loma Rica/Browns Valley CSD and is not already on the agenda. Those wishing to speak must state their name and place of residence to be heard. The Board limits testimony on such matters to 5 minutes per person but not more than 15 minutes total on a particular topic. The entire Public Communications section shall be limited to a total of 20 minutes unless the Chairman, subject to Board approval, sets different time limits.

Note: No Board action can be taken on comments made under this heading.

THE FOLLOWING ITEMS #3 AND #4 WILL BE HELD IN CLOSED SESSION. ONCE ITEMS HAVE BEEN CONCLUDED THE PUBLIC SESSION WILL REOPEN FOR BOARD ANNOUNCEMENT AND COMMENCEMENT OF THE REST OF THE MEETING.

3. DISTRICT DIRECTOR POSITION-CLOSED SESSION

A) Close Session

B) Directors to interview and consider the following applicants for the position of

Director: Les Kinkle

Grace Mull

Eric Gravelle

4. CLOSED SESSION-PERSONNEL-pursuant to Government Code §54957

- Discussion of Job Description for General Manager
- Set salary of position
- Posting of Job description
- Initiate board action as deemed necessary-motion; Monetary value= voice vote

5. SIGNS

- A) Approve proof of Highway signs
- B) Initiate board action as deemed necessary-motion; Monetary value= voice vote

6. STATION 62-MAINTENANCE

- A) Discussion of costs associated with Hydrant repair and trenching
- B) Discussion of other item regarding station 62
- C). Initiate board action as deemed necessary-motion; Monetary value= voice vote

6. CORRESPONDENCE / BOARD AND STAFF MEMBERS' REPORTS

This time is provided to allow Board and staff members to report on activities or to raise issues for placement on future agendas

A segment of time will be open during each Agenda Item for Public Comment / Testimony

Loma Rica / Browns Valley Community Services District
Special Meeting: June 13, 2011

MINUTES

Item 1) Meeting Call To Order:

A) Roll Call: Present: Battaglia, Biggs, Birney, Kattuah, Stipp

Item 2) Public Communications--none

Item 3) Fire Station 63

A) Bids opened by Chairperson Kattuah

B) Bids as follows: United Building Contractors \$710,000; Hilbers Construction \$712,900; DG Granade \$740,000; Slater & Sons \$741,152 and Frank Webb Construction \$746,777.

C) All bids over amount budgeted by Board

D) Motion made to Reject all bids:

Motion: Stipp

Second: Birney

Vote: Battaglia, Biggs, Birney, Kattuah, Stipp-aye

E) Parcel needs to be mowed; General Manager to contact company used previously to obtain an estimate for work

Item 4) Financial:

A) Construction bids rejected; therefore permit from PG&E not required at this time; no action taken

Adjourned 8:10 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

Loma Rica / Browns Valley Community Services District
Special Meeting: November 7, 2011

MINUTES

Item 1) Meeting Call To Order:

A) Roll Call: Present: Battaglia, Biggs, Birney, Kattuah

Item 2) Public Communications—none

Item 3) Closed Session – District Director Position

A) Chairperson Kattuah closed the session at 7:33pm to review the applications submitted for the vacant position and to interview applicants individually

B) Chairperson Kattuah reopened the session at 8:02pm and announced that Eric Gravelle had been selected to fill the vacant District Director position

Item 4) Closed Session -- Personnel

A) Chairperson Kattuah closed the session at 8:04pm to discuss the job description and salary for a new General Manager and possibly change By-Laws to reflect the job title as Administrative Assistant—no action taken

B) Chairperson Kattuah reopened the session at 8:19pm with this item to be taken up at the next meeting

Item 5) Signs

A) Proposal from HUPP Neon was approved with the following changes/clarification after review by Chief Williges: “Station 61” lettering to be solid black reflective material

Motion to Approve with changes: Biggs Second: Birney

Vote: Battaglia, Biggs, Birney, Kattuah – Aye

Item 6) Station 62 Maintenance

A) Chief Williges provided an estimate for the drafting hydrant repairs at a maximum cost of \$1,294. A motion was made to approve the repairs not to exceed this estimate

Motion to Approve: Birney Second: Battaglia

Vote: Battaglia, Biggs, Birney, Kattuah – Aye

Item 7) Correspondence / Board and Staff Members' Reports - None

Adjourned 8:30 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson