

REGULAR BOARD MEETING AGENDA
January 16, 2012

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

- A) Approve Regular Meeting Minutes of December 5, 2011

4. RESIGNATION OF BOARD MEMBER

- Discuss resignation of District Director Sheila Battaglia
- Motion to accept and resignation of District Director Sheila Battaglia
- Set time line for posting of position and selection of new Director
- Initiate board action as deemed necessary
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5. ACCOUNTING

- A) Financials
- B) Warrants

6. CHIEF'S REPORT

7. WATER TENDER

- A) Discuss purchase of new Water Tender
- B) Determine designation of purchase; New Addition to Fleet or Replacement for Water Tender “ #62
- C) Determine cost breakdown – Mitigation Funding and / or General Funding
- D) Initiate board action as deemed necessary

8. OPERATIONS MANUAL

- A) Update Committee progress

- VOLUNTEERS

- A) Report

10. GENERAL MANAGER REPORT

- A) New I.R.S. mileage reimbursement amounts

11. 5 YEAR PLAN

- A) Discuss

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 agenda.

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

Regular Meeting: January 16, 2012

Minu

Item 1) Meeting Call To Order:

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

Item 2) Public Communications: None

Item 3) Approve Minutes:

A) Minutes For Regular Meeting of December 5, 2011

Motion to Approve: Birney Second: Gravelle

Passed unanimous voice vote

Item 4) Resignation of Board Member:

A) Tabled as a written resignation has not yet been received from Board Member Battaglia

Item 5) Accounting

- Financials—waiting for November financials which were e-mailed to General Manager. General Manager to contact county about status of "green sheets" which reflect property tax receipts
- Accountant Brooks stated that the check which was marked "VOID" in the checkbook will require her to make a journal entry
- Warrants—no discussion
- General Manager Poggi informed the Board that Umpqua Bank accounts still reflect the previous GM as authorized to use the account, while GM Poggi is not authorized. Umpqua Bank informed GM Poggi that in order to add her to the account, the Board must agendaize the topic and provide a letter removing GM Sue Cerf and adding GM Jacqueline Poggi as an authorized user.
- Motion to Approve: Biggs Second: Birney
Passed unanimous voice vote

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Item 6) Chief's Report--Chief Williges discussed the age of the district's equipment and deferred equipment maintenance that has been authorized:

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- Pump seal is out on the attack engine
- #62 water tender has an electrical issue
- #63 has a light switch problem
- #61 lamp stick (traffic warning device) is not working—waiting for bid for repair cost

Item 7) Water Tender

- Chief Williges reported the new water tender has been ordered and is under construction, and should be ready for inspection at the end of April or early May
- The Board determined that it is acceptable to use monies from the General Fund to pay for the acquisition. The vendor, Midwest Fire, to be paid in full at the time the water tender is picked up; then pay state sales tax and license fees once the vehicle is in California.

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- Item 8) Operations Manual—tabled until February meeting
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- Item 9) Volunteers Report—no discussion
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- Item 10) General Manager's Report
 - A) General Manager informed the Board of the IRS standard mileage rates (unchanged from July 2011 for business miles driven)
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- Item 11) Five Year Plan
 - A) Chief Williges and General Manager Poggi to review existing plan and use as a template to update
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- Item 12) Board and Staff Member Reports
 - A) Board Member Biggs informed the Board that the next JPA meeting will be held Wednesday, March 28, 2012 in the Loma Rica/Browns Valley Station at 7pm
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- Adjourned 8:13 p.m.
Respectfully Submitted:
Kim Biggs — District Vice-Chairperson

REGULAR BOARD MEETING AGENDA
February 20, 2012

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

- A) Approve Regular Meeting Minutes of January 16, 2012

4. RESIGNATION OF BOARD MEMBER

- Discuss resignation of District Director Sheila Battaglia
- Motion to accept resignation of District Director Sheila Battaglia
- Set time line for posting of position and selection of new District Director
- Initiate board action as deemed necessary

5. ACCOUNTING

- A) Financials
- B) Warrants

6. CHIEF'S REPORT

7. WATER TENDER

8. OPERATIONS MANUAL

A) Update Committee progress

· VOLUNTEERS A) Report

10. GENERAL MANAGER REPORT

A) New computer system for office

B) Form 700 Conflict of Interest

11. 5 YEAR PLAN

A) Discuss

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 agenda.

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

Regular Meeting: February 20, 2012

MINUTES

Item 1) Meeting Call To Order:

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

Item 2) Public Communications: None

Item 3) Approve Minutes:

A) Minutes For Regular Meeting of January 16, 2012

Motion to Approve: Birney Second: Gravelle

Passed unanimous voice vote

Item 4) Resignation of Board Member:

A) Director Sheila Battaglia tendered her written resignation effective February 13, 2012

B) Motion was made to accept said resignation

Motion to Approve: Birney Second: Gravelle

Passed unanimous voice vote

C) General Manager to notify County of this resignation on Wednesday, February 22nd and on the following day post the notice for the open board position at the Gold Eagle Market, the Loma Rica Store, the Browns Valley Post Office and to be published in The Territorial Dispatch. Applicant's letter of intent must be received by end of business Thursday, March 15, 2012 with interviews at the regular meeting of March 19, 2012.

Item 5) Accounting

A) Financials—Accountant Brooks not present; no discussion

B) Warrants—no discussion

Item 6) Chief's Report

A) Chief Williges provided the Board with the Resource Activity Report for the years 2006-2011 reflecting calls that originated within the district broken down by incident type

B) Chief Williges informed the Board on the progress of equipment maintenance and the hydrant repair at Station 63—parts are in and the repair should be complete by the March meeting date

C) The district is preparing for a Homeland Security/OES audit for the purchases made from grants (SCBA tanks, etc.)

Item 7) Water Tender

A) Chief Williges reported the new water tender is nearly complete. Midwest Fire has offered to pay half the cost of shipping to send it out on a flatbed if we agree to take delivery in March. Chief Williges to work with Midwest Fire to determine actual cost of shipping and round-trip flight for acceptance inspection vs. cost to drive water tender back to California.

B) Chief Williges reminded the Board that final payment will be due upon acceptance (before delivery), and that the District will need to obtain insurance for the WT before it can be driven back.

Item 8) Operations Manual—tabled until Five Year Plan has been completed

Item 9) Volunteers Report—no discussion

Item 10) General Manager's Report

A) General Manager Poggi asked the Board to consider purchasing a new computer system for the office; Director Gravelle said he would inspect computer to determine if current computer can be optimized by deleting unneeded software (such as instant messaging) and clearing up the hard drive.

B) GM Poggi distributed Form 700 2011/2012 Statement of Economic Interests (Conflict of Interest) to all Board Members and reminded them it must be completed and filed with the County no later than April 2nd.

C) GM Poggi reported that Director Gravelle has taken over maintenance of the District's website.

Item 11) Five Year Plan—no discussion

Item 12) Board and Staff Member Reports

A) Director Biggs asked about the status of the job description and employment contract for the General Manager's position. Chairperson Kattuah stated the attorney has completed the contract however it needs to have the job description inserted. Item to be added to Agenda for March 19th meeting for review and discussion by the Board.

Adjourned 8:06 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR BOARD MEETING AGENDA
March 19, 2012

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

- A) Approve Regular Meeting Minutes of February 20, 2012

4. CLOSED SESSION - DISTRICT DIRECTOR POSITION

- Close session Personnel Matters
- Directors to interview and consider the applicant(s) for the position of Director
- Choose director

5. CLOSED SESSION – PERSONNEL – Pursuant to Government Code §54957

- A) Reassess salary and adjust as necessary

6. ACCOUNTING

- A) Financials

B) Warrants

7. CHIEF'S REPORT

8. WATER TENDER

(A) Discuss transportation of new Water Tender

(B) Initiate board action as deemed necessary – motion, monetary value
– voice vote

9. WILDLAND RISK ASSESSMENT (PPE Personal Protective Equipment)

(A) Discuss new wildlife clothing requirements

(B) Authorize purchase of new wildlife clothing

10. STRUCTURE RISK ASSESSMENT

(A) Discuss Structure risk Assessment

(B) Initiate board action as deemed necessary – motion, monetary value
– voice vote

11. GRANT FOR STRUCTURE AND WILDLAND RISK ASSESSMENT

(A) Discuss study for possible Grant for PPE replacement

12. VOLUNTEERS REPORT

13. CPA Contract

(A) Discuss CPA Contract

(B) Authorize Request for Bids

14. GENERAL MANAGER REPORT

Reassess General Manager job description

Donation of Office computer

15. CURRENT COMPUTER

- (A) Determine disposition of current computer

16. 5 YEAR PLAN

- A) Discuss

17. DISTRICT MEETING START TIME

- A) Discuss
- (B) Vote to amend district starting time

13. BOARD AND STAFF MEMBERS' REPORTS

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Regular Meeting: March 19, 2012
Loma Rica / Browns Valley Community Services District

MINUTES

Item 1) Meeting Call To Order:

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

Item 2) Public Communications: None

Item 3) Approve Minutes:

A) Minutes For Regular Meeting of February 20, 2012

Motion to Approve: Gravelle Second: Birney

Passed unanimous voice vote

Item 4) Closed Session – District Director Position

- A) Chairperson Kattuah closed the session at 7:34pm to review the application submitted for the vacant position
- B) Chairperson Kattuah reopened the session at 7:36pm and announced that Leslie (Les) Kinkle had been selected to fill the vacant District Director position

Item 5) Accounting

- A) Financials—Not received in time to distribute for meeting; GM Poggi to forward to Board Members for review; to be discussed at April meeting
- B) Warrants—Chief Williges clarified the billing invoices for the Amador Contract

Item 6) Chief's Report

- A) Chief Williges reported that a leak at the toilet of Station 62 inundated the leach field, but it has since drained off and they are monitoring the situation
- B) Chief Williges informed the Board that the hose washer previously authorized has been ordered
- C) Chief Williges is working to purchase safety gear with the grant funds previously awarded

Item 7) Water Tender

- A) Chief Williges reported the new water tender is now complete. He provided the Board with a schedule for the inspection and travel itinerary and potential costs to fly to Luverne, MN to pick up the water tender and drive it back to California.
- B) A motion was made to authorize funding for said travel itinerary not to exceed \$4,300 for Chief Williges and Captain Robinson to make the trip

Motion to Approve Travel Itinerary/Funding: Birney Second: Gravelle

Vote: Biggs, Birney, Gravelle, Kattuah – Aye

Item 8) Wildland Risk Assessment / 9 Structure Risk Assessment / 10 Grant for Structure and Wildland Risk Assessment

- A) Chief Williges informed the Board that the State has adopted new standards for turnouts and that volunteers must have the same safety equipment as State employees

B) The District will use matching grant funds to purchase ten new turnouts/PPEs

Item 11) Five Year Plan—GM Poggi is using the previous Five Year Plan as a template and updating the information for review with Chief Williges at a future date

Item 12) Certified Public Accountant Contract

A) GM Poggi to prepare a Request for Proposal for audit

Motion to Approve: Biggs Second: Birney

Passed unanimous voice vote

Item 13) Monthly District Meeting Start Time

A) A motion was made to change the start time of the District meetings from 7:30pm to 7:00pm

Motion to Approve: Birney Second: Gravelle

Passed unanimous voice vote

Item 14) Reassess General Manager Job Description

A) The Board determined that the title of Assessment Clerk will be added to GM Poggi's job title

Item 15) Closed Session—Personnel

A) Chairperson Kattuah closed the session at 8:10pm to reassess the compensation paid to the General Manager/Assessment Clerk based on GM Poggi's evaluation of the number of hours worked

B) A motion was made to reduce the GM/Assessment Clerk salary from \$20,000 per year to \$12,600 annually and to reassess the salary in six months

Motion to Approve : Gravel Second: Birney

Vote: Biggs, Birney, Gravelle, Kattuah – Aye

C) Chairperson Kattuah reopened the session at 8:25pm

Item 16) New District Office Computer

A) GM/AC Poggi to donate a computer to the District; disposition of old system to be determined at a later date

Item 17) Volunteer's Report—none

Item 18) General Manager's Report

A) GM/AC Poggi informed the Board that the draft for the annual budget needs to be done in April to be adopted in May and published in June

B) GM Poggi has adopted an "open door" policy

C) GM Poggi will put the Volunteer Awards back on display

D) GM Poggi brought it to the Board's attention that the annual Volunteer Awards have not be awarded in the last few years. The award program should be reinstated when due next February.

Items 19) Board and Staff Members Reports—none

Adjourned 8:43 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR BOARD MEETING AGENDA
April 15, 2012

1. MEETING CALL TO ORDER

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

2. PUBLIC COMMUNICATIONS

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

3. MINUTES

- A) Approve Regular Meeting Minutes of March 19, 2012

4. ACCOUNTING

- A) Financials
- B) Warrants

5. CHIEF'S REPORT

6. WATER TENDER

- (A) Discuss transportation of new Water Tender
- (B) Authorize funding and account to be funded

- 5 YEAR PLAN

- (A) Discuss

- VOLUNTEERS REPORT
-

- GENERAL MANAGER REPORT
- - (A) Computer
 - (B) Election Year
 - (C) RFP CPA

10. BOARD AND STAFF MEMBERS' REPORTS

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

Loma Rica / Browns Valley Community Services District
 Regular Meeting: April 16, 2012

MINUTES

Item 1) Meeting Call To Order:

A) Roll Call: Present: Biggs, Gravelle, Kattuah, Kinkle; Excused Absence: Birney

Item 2) Public Communications: None

Item 3) Approve Minutes:

A) Minutes For Regular Meeting of March 19, 2012

Motion to Approve: Biggs Second: Gravelle

Passed unanimous voice vote

Item 4) Accounting

- A) Financials—Accountant Brooks not available due to tax preparation season
- B) Warrants—GM to provide a summary sheet to the Board prior to the meeting in order that Directors may review the warrants before the meeting

Item 5) Chief's Report

- A) Chief Williges reported the District is working with the County OES to certify personnel and volunteers are certified and up-to-date on NIMS (National Incident Management System) training
- B) Travel arrangements have been finalized to pick up the water tender, including State travel approval. Chief Williges and Captain Robinson are departing Monday, April 30th and anticipate they will be back late Thursday or early Friday with the new water tender

Item 6) Water Tender

- A) See Item 5 B) above
- B) GM/AC Poggi recommended that the Board use some mitigation funds to pay for a portion of the water tender that would be considered new equipment and not subject to general funds requirements (eg. ABS brakes, ROPS—rollover protection system), NFPA (National Fire Protection Association) reflective striping, LED lighting, current emissions standards) totaling \$20,000.

Item 7) Five Year Plan—Tabled until May meeting

Item 8) Volunteer's Report—none

Item 9) General Manager's Report

- A) GM/AC Poggi informed the Board that the new computer has been installed
- B) There are four openings this year for offices of the district. The Notice of Elective Offices to be filled must be completed and returned to the County Clerk Recorder by July 5th.
- C) The RFP for a CPA to perform the annual audit will be published in the Appeal-Democrat this Tuesday through Thursday, April 17-19 and in the Sacramento Bee on Monday, April 23. The RFP was also sent to previous companies that expressed interest in the past and the current CPA.

Items 10) Board and Staff Members Reports—none

Adjourned 7:30 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR BOARD MEETING AGENDA
May 21, 2012

1. MEETING CALL TO ORDER

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

2. PUBLIC COMMUNICATIONS

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

3. MINUTES

- A) Approve Regular Meeting Minutes of April 16, 2012

4. ACCOUNTING

- A) Financials
- B) Warrants

5. CHIEF'S REPORT

6. WATER TENDER

- (A) Update

- 5 YEAR PLAN

-

- Update

-

- VOLUNTEERS REPORT

-

- Budget for 2012 / 2013

-

- Discuss

- Amend as Necessary

- Authorize Public Notice

- Continue June for Public hearing & adoption

-

- RFP for Auditor

-

- Review bids

- Choose CPA auditing firm for 3 year term (2012-2013-2014)

-

- Yuba County Hazard Mitigation Plan

-

- Discuss

- Select District Representative

- Initiate board action as deemed necessary

-

12. GENERAL MANAGER REPORT

- (A) Election Year

- (B) Audit Confirmation Letter

- (C) Authorize Assessment Refund

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 agenda.

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Regular Meeting: May 21, 2012

MINUTES

Item 1) Meeting Call To Order:

A) Roll Call: Present: Biggs, Birney, Gravelle, Kattuah, Kinkle

Item 2) Public Communications: None

Item 3) Approve Minutes:

A) Director Kinkle noted that he should not have been included in the call to order for the April 16, 2012 meeting as he had not been sworn in. Therefore the Roll Call needs to be corrected.

Motion to Approve Regular Minutes of April 16, 2012 with
Corrections: Kinkle Second: Gravelle

Passed unanimous voice vote

Item 4) Accounting

A) Financials—Accountant Brooks to delete cash/petty cash reports as they are provided by the GM. At the June Regular Meeting, the Board needs to determine where to allocate the funds left over from the purchase of the Water Tender (est. \$75,000-\$80,000).

B) Warrants—No discussion

Item 5) Chief's Report

A) The Water Tender is on site and should be in service by the June meeting.

B) Fire Season will begin May 28, 2012, with State level staffing effective May 14th.

C) Chief Williges is working with Scott Bryan at Yuba County OES to certify personnel and volunteers are certified and up-to-date on NIMS (National Incident Management System) training—anticipating this will be completed by the middle of June

D) Chief Williges has been working with GM Poggi on the proposed budget

E) The District is purchasing PPE's (Personal Protection Equipment) with grant funds

F) Chief Williges informed the Board that the hydrant repairs have been completed at Station 62 and suggested the Board send a thank you letter to BVID for the use of their excavator, jack hammer and labor for the repairs. GM Poggi to draft letter.

Item 6) Water Tender

A) The Board was given a tour of the new Water Tender and its features. The new tender is longer, and has a lower center of gravity.

Item 7) Five Year Plan—Chief Williges and GM Poggi working on updated draft

Item 8) Volunteer's Report—none

Item 9) Budget for 2012/2013—continued to June 2012 Regular Meeting

A) The Board discussed the proposed budget for Fiscal Year 2012/13 and made minor changes; Accountant Brooks to provide the actual payroll tax expense at the June Regular Meeting

Item 10) RFP for Auditor

A) The Board reviewed the qualified Bid Proposals received from three accountancy firms; the lowest bid was from Jensen Smith CPA (incumbent firm).

A Motion was made to contract with Jensen Smith for the three-year term for \$9,900: Kinkle Second: Birney

Vote: Biggs, Birney, Gravelle, Kattuah, Kinkle – Aye

Item 11) Yuba County Hazard Mitigation Plan

A) The County of Yuba Office of Emergency Services sent a letter asking if the District wishes to be an active participant in the Mitigation Plan Update

Motion to be an active participant in the Mitigation Plan Update: Birney
Second: Gravelle

Passed unanimous voice vote

B) Director Kinkle to be the representative for Loma Rica/Browns Valley Community Services District

Item 12) General Manager's Report

A) Election: Four Directors seats are up for re-election this year: Birney (2 year term), Gravelle (4 year term), Kattuah (4 year term) and Kinkle (2 year term).

B) Audit Confirmation Letter—Accountant Brooks to provide the final information required

C) Assessment Refund—a homeowner within the District has requested a refund of \$27.14 for overpayment of assessment

A Motion was made to refund the homeowner \$27.14: Birney Second: Gravelle

Vote: Biggs, Birney, Gravelle, Kattuah, Kinkle – Aye

Item 13) Board and Staff Member's Reports--none

Adjourned 8:25 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR BOARD MEETING AGENDA
June 18, 2012

1. MEETING CALL TO ORDER

- A) Roll Call: Biggs, Birney, Gravelle, Kattuah, Kinkle
- 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 May 21, 2012

4. ACCOUNTING

- A) Financials = Discuss where to allocate the funds left over from the purchase of the Water tender of \$83,310.00.
- B) Initiate board action as deemed necessary – motion, voice vote.
- C) Warrants

5. CHIEF'S REPORT

6. 5 YEAR PLAN

- Partial plan forwarded for review

-

7. VOLUNTEERS REPORT

- Budget for 2012 / 2013
-
- Discuss
- Amend as Necessary
- Authorize Public Notice
- Continue June for Public hearing & adoption
-

9. GENERAL MANAGER REPORT

- New Copier/Printer/Fax/Scanner Machine
- Discuss Resolution 2012-01 Discuss authorization for the County of Yuba to collect LR/BV CSD benefit assessment for fiscal year 2012-2013
- Initiate board action as deemed necessary – motion, voice vote.
-

10. BOARD AND STAFF MEMBERS' REPORTS

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Loma Rica / Browns Valley Community Services District
Regular Meeting: June 18, 2012

MINUTES

(amended)

Item 1) Meeting Call To Order:

A) Roll Call: Present: Gravelle, Kattuah, Kinkle; Excused Absence: Biggs, Birney

Item 2) Public Communications: None

Item 3) Approve Minutes:

A) Minutes For Regular Meeting of May 21, 2012

Motion to Approve: Kinkle Second: Gravelle

Passed unanimous voice vote

Item 4) Accounting

A) Financials - Travel expenses for the new water tender were moved to equipment purchases. Transfer balance of Water tender purchase from account 1005 to 1004:

Motion to Approve: Gravelle Second: Kinkle

Ayes: Kattuah, Gravelle Kinkle

Absent: Biggs, Birney

Noes: 0

Item 5) Chief's Report - None

Item 6) Five Year Plan

A) 5 pages of the plan were reviewed by board members and discussed.

Item 7) Volunteer's Report - None

Item 8) General Manager's Report

A) 2012 – 2013 draft budget

Motion to authorize Public Notice: Kinkle Second: Gravelle

Passed unanimous voice vote

B) Discussed purchase of new networked, multi function copier

Carry over to July meeting

C) Resolution 2012-01, authorization for the County of Yuba to collect LR/BV
CSD benefit assessment for fiscal year 2012-2013:

Motion to approve as written: Kinkle Second: Gravelle

Passed unanimous voice vote

Items 9) Board and Staff Members Reports—none

Adjourned 7:45 p.m.

Respectfully Submitted:

Jackie Poggi – General Manager

REGULAR BOARD MEETING AGENDA
July 16, 2012

1. MEETING CALL TO ORDER

- A) Roll Call: Biggs, Birney, Gravelle, Kattuah, Kinkle
- 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 June 18, 2012

- Budget for 2012 / 2013
- Open to Public for comment
- Amend as Necessary
- Initiate board action to adopt – motion, voice vote.

5. ACCOUNTING

- Financials
- Warrants

6. CHIEF'S REPORT

- Flat Screen television for presentation purposes, Motion, voice vote

7. 5 YEAR PLAN

- Plan for review, motion, voice vote.

8. VOLUNTEERS REPORT

9. GENERAL MANAGER REPORT

(A) Letter of appreciation to BVID sent

- Business Card Order
- Reminder: election applications due to Yuba County Clerk/Recorder between July 16th and August 10th.(D) New Networked Copier/Printer/Fax/Scanner Machine
- (E) Discuss non renewal of CSDA (California Special District Association). Motion, voice vote.
- (F) Letter to oppose AB 2451. Motion, voice vote.
- (G) Letter of support for the Community Wildlife Protection Plan. Motion, voice vote.

10. 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 agenda.

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

Regular Meeting: July 16, 2012

MINUTES

Item 1) Meeting Call To Order:

A) Roll Call: Present: Biggs, Birney, Gravelle, Kattuah, Kinkle

Item 2) Public Communications: None

Item 3) Approve Minutes:

A) Minutes For Regular Meeting of June 18, 2012

It was noted that the Minutes needed to reflect the roll call vote for Item 4) Travel Expenses for Water Tender

Motion to Approve with correction: Birney Second: Kinkle

Passed unanimous voice vote

Item 4) Budget for 2012/2013

A) Public comment: Chairperson Kattuah opened the session for comments from the public at 7:06pm; however there was no one from the public in attendance and the session was closed at 7:07pm

Motion to Adopt the 2012/2013 Budget made
by: Kinkle Second: Gravelle

Passed unanimous voice vote

Item 5) Accounting

A) Financials—The Green Sheet for the end of the fiscal year will not be available from the county until August, therefore financial reports were not available

B) Warrants—clarified reimbursement to Capt. Steve Robinson for slide trays for new water tender; GM's paycheck needs to be issued for this pay period so that employment tax reports are correct.

Item 6) Chief's Report—None—Chief Williges out on duty

Item 7) Five Year Plan—Still in progress as Chief Williges was on vacation and currently out on duty. However "Appendix B, Mitigation Funds—5 Year Outlay" was available for review. It was determined that the 2012/2013 estimated cost for a utility pick up (1 ton) was too low and amended from \$20,000 to \$45,000

Motion to Approve Appendix B with amended cost for utility
truck: Kinkle Second: Birney

Vote: Biggs, Birney, Gravelle, Kattuah, Kinkle-aye

Item 8) Volunteer's Report—none

Item 9) General Manager's Report

A) GM/AC Poggi reminded the four board members who are up for re-election that their election applications must be turned in to the Yuba County Clerk/Recorder between July 16th and August 10th

B) New networked Copier/Printer/Fax/Scanner machine—discussion tabled until Chief Williges is available with information regarding possible equipment from an office that is being closed

C) Renewal of Membership to California Special Districts Association—since the Board has not utilized any of the benefits of this association, discussion was made to discontinue membership.

Motion to not to renew membership with
CSDA: Birney Second: Gravelle

Passed unanimous voice vote

D) Letter to Grant Manager in support of Community Wildfire Protection Plan for the Yuba Watershed Protection & Fire Safe Council's grant application

Motion to send letter in support of Plan: Birney Second: Kinkle

Passed unanimous voice vote

Item 10) Board and Staff Members Reports—none

Adjourned 7:51 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR BOARD MEETING AGENDA
August 20, 2012

1. MEETING CALL TO ORDER

- A) Roll Call: Biggs, Birney, Gravelle, Kattuah, Kinkle
- 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 16, 2012
-

4. FDAC (Fire District Association of California oppose SRA Fees. Discuss to adopt a resolution opposing fee. Motion, voice vote.

5. ACCOUNTING

- Financials
- Warrants
-

6. CHIEF'S REPORT

- Flat Screen television for presentation purposes, Motion, voice vote
- Copier out of Grass Valley
-

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7. 5 YEAR PLAN

- 5 Year General Plan for review, motion voice vote
-

8. VOLUNTEERS REPORT

9 GENERAL MANAGER REPORT

A) Yearly Assessment completed and turned in to the Yuba County Auditor-Controller's Office

10. 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 agenda.

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

Regular Meeting: August 20, 2012

MINUTES

Item 1) Meeting Call To Order:

A) Roll Call: Present: Biggs, Birney, Kattuah, Kinkle Excused Absence: Gravelle

Item 2) Public Communications: Several members of the public were present to voice their concern over the SRA fee; Chairperson Kattuah explained the topic would be covered in Item 4 on the Agenda.

Item 3) Approve Minutes:

A) Minutes For Regular Meeting of July 16, 2012

Motion to Approve: Kinkle

Second: Birney

Passed unanimous voice vote

Item 4) Fire District Association of California (FDAC) opposition to AB X1 29 (SRA fees)

A) General Manager Poggi explained to the Board and members of the public present that the SRA fire prevention fee was passed by government in November 2011 and was not imposed by the LR/BV CSD. Chief Williges provided a handout from Cal Fire to all present with a contact phone number and internet address for additional information about the fee.

B) A motion was made to adopt a resolution to oppose the SRA fee

Motion to Adopt Resolution: Biggs

Second: Birney

Passed unanimous voice vote

Item 5) Accounting

A) Financials—The Green Sheet for the end of the fiscal year has still not been issued, therefore financial reports were not available

B) Warrants—no comments.

Item 6) Chief's Report

A) A request was made for a 50" – 60" flat screen TV (and mounting brackets and cables) that would be used at least once a month at training meetings as the current TV does not have to necessary input/output jacks to support Power Point and other presentations

Motion to approve purchase of AV equipment (TV, mounting brackets, cables) not to exceed \$1,000: Kinkle

Second: Biggs

Voice Vote: Biggs, Birney, Kattuah, Kinkle – Aye

B) Copier out of Grass Valley: Chief Williges reported that the copier in previous discussions is not available. Chief Williges, GM Poggi and Chairperson Kattuah to each explore possibilities with their contacts and report back at the next meeting.

C) Chief Williges reported the radios have been programmed and installed in the new water tender. Still need to put mounts on the trays so they can be installed. Title, DMV registration and insurance have all been obtained. Once the new tender is being utilized, Chief Williges reminded the Board that the District will need to determine the disposition of tender #62.

Item 7) Five Year Plan—tabled as the copier broke during the meeting

Item 8) Volunteer's Report—none

Item 9) General Manager's Report

A) Yearly assessment completed: GM/AC Poggi reported to the Board that the assessment showed there are 2,025 habited structures in the District with assessments totaling \$290,050.36.

Item 10) Board and Staff Members Reports—none

Adjourned 7:44 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR BOARD MEETING AGENDA
September 17, 2012

1. MEETING CALL TO ORDER

- A) Roll Call: Biggs, Birney, Gravelle, Kattuah, Kinkle
- 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 20, 2012
-

4. ACCOUNTING

- Financials
- Warrants
-

5. CHIEF'S REPORT

- Update Flat Screen television
- Update Multi Function Copier

-

6. VOLUNTEER'S REPORT

(A) Approval for volunteers to purchase winter sweaters with logo.
motion, voice vote

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7. 5 YEAR PLAN

- 5 Year General Plan for review, motion voice vote
-

8. GENERAL MANAGER REPORT

A) Renewal Insurance Coverage, motion, voice vote

9. 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 agenda.

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

Regular Meeting: September 17, 2012

MINUTES

Item 1) Meeting Call To Order:

A) Roll Call: Present: Biggs, Birney, Gravelle, Kattuah, Kinkle

Item 2) Public Communications: None

Item 3) Approve Minutes:

A) Minutes For Regular Meeting of August 20, 2012

Motion to Approve: Birney

Second: Kinkle

Passed unanimous voice vote

Item 4) Accounting—reviewed, no discussion

Item 5) Chief's Report

A) Purchase of flat screen TV still in process

B) Chief Williges and GM Poggi are still working on getting bids for a new copier

C) Chief Williges informed the Board that the front line engines failed while rented out to the State: the steering box on Engine 61 failed, and the harmonic damper on Engine 63 failed.

Item 6) Volunteer's Report—David Lopez

A) The Volunteers would like sweatshirts with the district's logo and possibly their name, which the Board then offered to purchase. Item held over to October meeting so that David can provide the Board with the total number of sweatshirts, sizes requested, and cost estimate for the shirts and printing

Item 7) Five Year Plan

A) Reviewed the draft—there were mostly grammatical issues, so each Board member gave their corrections/notes to GM Poggi. Corrected Plan to be handed out at October meeting

Item 8) General Manager's Report

A) Insurance: The amount of coverage at each station was questioned and it was explained that the difference in insured values between the Loma Rica station and the Browns Valley station is because the District only owns the office and one bay at the Loma Rica station. At Director Kinkle's suggestion, GM Poggi to get additional quotes from insurance carrier for premiums with increased deductibles, to be presented at the October meeting.

Adjourned 8:24 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR BOARD MEETING AGENDA
October 15, 2012

1. MEETING CALL TO ORDER

- A) Roll Call: Biggs, Birney, Gravelle, Kattuah, Kinkle
- 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 September 17, 2012
-

4. ACCOUNTING

- Financials
- Warrants
-

5. CHIEF'S REPORT

- Update Flat Screen television, motion, voice vote
- Update Multi Function Copier, motion, voice vote

-

6. VOLUNTEER'S REPORT

(A) Update on purchase on winter sweaters with logo.

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7. 5 YEAR PLAN

- 5 Year General Plan for review, motion, voice vote
-

8. GENERAL MANAGER REPORT

- Renewal Insurance Coverage, motion, voice vote
- Burton's Fire Inc.
- Purchase of furniture
-

9. 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 agenda.

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

Regular Meeting: October 15, 2012

Amended MINUTES

Item 1) MEETING CALL TO ORDER

A) Roll Call: Present: Birney, Gravelle, Kattuah, Kinkle
Excused Absence: Biggs

Item 2) PUBLIC COMMUNICATIONS: None

REGULAR BOARD MEETING AGENDA
November 19, 2012

1. MEETING CALL TO ORDER

- A) Roll Call: Biggs, Birney, Gravelle, Kattuah, Kinkle
- 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 15, 2012
-

4. ACCOUNTING

- Financials
- Warrants
-

5. CHIEF'S REPORT

- Update Flat Screen television, motion, voice vote
- Update Multi Function Copier, motion, voice vote
- VFA Resolution, motion, voice vote

-

6. VOLUNTEER'S REPORT

(A) Update on purchase on winter sweaters with logo, motion, voice vote

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7. 5 YEAR PLAN

- 5 Year General Plan for review, motion, voice vote

-

- BOARD MEMBER POSITIONS/JPA POSITIONS

-

- Nomination / motion / voice vote of Chairman for 2012
- Nomination / motion / voice vote of Vice Chairman for 2012
- Nomination / motion / voice vote of JPA representative for 2012
- Nomination / motion / voice vote of JPA alternate representative for 2012

-

- GENERAL MANAGER REPORT

-

10. 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 agenda.

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

Regular Meeting: November 19, 2012

MINUTES

Item 1) Meeting Call To Order:

A) Roll Call: Present: Biggs, Birney, Gravelle, Kattuah, Kinkle

Item 2) Public Communications: None

Item 3) Approve Minutes:

A) Minutes For Regular Meeting of October 15, 2012—it was noted that the minutes should reflect an excused absence for board member Biggs

Motion to Approve with correction: Birney Second: Kinkle

Passed unanimous voice vote

Item 4) Accounting—reviewed, no discussion

Item 5) Chief's Report

A) Flat screen TV has been purchased and installed in the training room

B) The Board reviewed proposals from several vendors for copy machines and determined the Xerox Workcentre 5325 Inland Business Systems would be the best investment

Motion to approve purchase new Xerox copier: Kinkle Second: Gravelle

Voice Vote: Biggs, Birney, Gravelle, Kattuah, Kinkle – Aye

C) Chief Williges recommended the Board proceed with the VFA grant to purchase safety equipment since the State has new requirements for wildland fire ensembles

Motion to accept VFA grant: Birney Second: Kinkle

Voice Vote: Biggs, Birney, Gravelle, Kattuah, Kinkle – Aye

D) Chief Williges informed the Board that the old water tender is being repaired by a welder to fix the leak in the tank before it's presented to advertise for sale.

E) Chief Williges informed the Board the District that no permits are currently required for burning, but those wanting to burn must still call to confirm that it is a burn day and must still burn safely. Also. the Amador period has commenced and the District is in winter staffing mode.

Item 6) Volunteer's Report—David Lopez

A) Received a quote from TJ Norths for the purchase and embroidery of winter sweaters (zip job shirts)

Motion to accept quote from TJ Norths and purchase 10 zip job shirts: Birney Second: Kinkle

Voice Vote: Biggs, Birney, Gravelle, Kattuah, Kinkle – Aye

Item 7) Five Year Plan

Motion to Accept Five Year Plan: Gravelle Second: Birney

Passed unanimous voice vote

Item 8) Election of Board Member positions/JPA Positions for 2012/2013

A) Nomination/motion/vote of Chairman and Vice Chairman
Vice Chairperson Biggs nominated and motioned Cathy Kattuah for Chairperson
Second: Birney
Director Birney 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
Director Gravelle nominated and motioned Les Kinkle for JPA alternate
Second: Birney
Passed unanimous voice vote

Item 9) General Manager's Report—none

Item 10) Board and Staff Members' Reports

A) The Board determined that a meeting would not be held in December and that the next regular meeting would be January 21, 2013.

Adjourned 8:01 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR BOARD MEETING AGENDA
December 17, 2011

THE REGULAR BOARD MEETING FOR
MONDAY, DECEMBER 17, 2012

HAS BEEN CANCELLED

NEXT REGULAR DISTRICT BOARD
MEETING WILL BE

MONDAY, JANUARY, 21, 2013