



In compliance with the Americans with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available. If you have a disability and need disability-related modifications or accommodations to participate in this meeting, please contact Jacqueline Poggi, General Manager, at (530) 741-0755.

**February 18, 2019**

- **A) Roll Call:** Biggs, High, Kattuah, Kinkle, Pogg
  
- **B) Pledge of Allegiance**
  
- **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.
  
- **APPROVE MINUTES:**
  
- - January 21, 2019
  - 
  - January 27, 2019
  
- **ACCOUNTING:**
  
- - Finances
  - 
  - Warrants
  - 
  -
  
- **CHIEFS REPORT:**
  
-

- **VOLUNTEER'S REPORT:**
- 
  
- **GENERAL MANAGER'S REPORT:**

**BOARD AND STAFF MEMBERS' REPORT:**

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

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**REGULAR BOARD MEETING  
MARCH 18, 2019  
HAS BEEN CANCELED  
DUE TO LACK OF A QUORUM**

**April 15, 2019**

- **A) Roll Call:** Biggs, Kattuah, Kinkle, Poggi, High
- **B) Pledge of Allegiance**

- **PUBLIC COMMUNICATIONS**
- 

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- **APPROVE MINUTES:**
  - February 18, 2019 Regular meeting
  - March 11, 2019 Special Meeting
  
- **ACCOUNTING:** Finances
  - Warrants
  
- **CHIEFS REPORT**
  -
  
- **VOLUNTEER'S REPORT:**
  -
  
- **GENERAL MANAGER'S REPORT:**
  -
  
- **STATION #63 UPDATE:**
  - 
  - DISCUSS AND APPROVE: Authorize General Manager to execute agreement with BVID to bring irrigation water to Station #63
  -
  
- **BOARD AND STAFF MEMBERS' REPORTS:**
  -

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**May 20, 2019**

- **A) Roll Call:** Biggs, Kattuah, Kinkle, Poggi, High

- **B) Pledge of Allegiance**

- **PUBLIC COMMUNICATIONS**

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- **APPROVE MINUTES:** April 15, 2019 Regular meeting

-

- **ACCOUNTING:**
- 
- A) Finances
- 
- B) Warrants
- 
- **CHIEFS REPORT**
- 
- **VOLUNTEER'S REPORT:**
- 
- **GENERAL MANAGER'S REPORT:**
- 
- **PROPOSED ANNUAL BUDGET FOR FISCAL YEAR 2019 / 2020**
- 
- A) Discuss
- 
- B) Amend as necessary
- 
- C) Approve for public posting and adoption at June 2019 meeting
- 
- **STATION #63:**
- 
- A) Select station color
- 
- B) Discuss and approve change order: Increase 10,000 gallon emergency water storage tank to 20,000 gallons
- 
- C) Review and approve Agreement For Construction Materials Testing Services as presented by Holdrege & Kull Consulting Engineers and Geologists, an NV5 Company in the amount of \$14,744
- 
- D) Update BVID project
- 
- E) Update P G & E project
- 
- **BOARD AND STAFF MEMBERS' REPORTS:**
- 

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- **DISCUSS AND APPROVE:**

- 

- Fiscal Year 2019 – 2020 Gann Limit

- 

- **DISCUSS AND APPROVE 2019 - 2020 OPERATING BUDGET:**

- 

- **A)** Board of Directors, additions and / or subtractions

- Open discussion to public

- Close discussion from public

- Approve final operating budget for fiscal year 2019 - 2020

- 

- **DISCUSS AND APPROVE THE FOLLOWING RESOLUTION:**

- 

**2019-01** Request and Authorization for the County of Yuba to Collect the Loma Rica / Browns Valley

Community Services District Benefit Assessment for fiscal year 2019 - 2020

**2019-02** Request and authorization for the County of Yuba to allow an annual automatic journal transfer

of fees from the Loma Rica / Browns Valley Community Services District to the Yuba County

Rural Fire Joint Powers Agency in the amount of \$2000.00

**CHIEF'S REPORT:**

**VOLUNTEER'S REPORT:**

**GENERAL MANAGER'S REPORT:**



## **BOARD AND STAFF MEMBERS' REPORTS:**

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**July 15, 2019**

- **A) Roll Call:** Biggs, High, Kattuah, Kinkle, Poggi
- **B) Pledge of Allegiance**

- **PUBLIC COMMUNICATIONS**

- 

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- **APPROVE MINUTES:** June 17, 2019

- 

- **ACCOUNTING**                      Finances
- Warrants

- **STATION #63 UPDATE**
- 

- **STATION #63 - DISCUSS AND APPROVE:**

- 
- Change order for upgrading 4 inch curb to strengthened 6 inch curb
- 
- Approve cost in an amount not to exceed \$8,800
- 

- **EQUIPMENT - DISCUSS AND APPROVE:**

- 
- Disposal of non-compliant self-contained breathing apparatus units
- 
- Approve transfer to Yuba College Fire Academy contingent on Fire Academy signing waiver of District liability
- 

- **CHIEF'S REPORT:**

- 

- **VOLUNTEER'S REPORT:**

- 

- **GENERAL MANAGER'S REPORT:**

- 

- **BOARD AND STAFF MEMBERS' REPORTS:**

- 

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**August 19, 2019**

- **A) Roll Call:** Biggs, High, Kattuah, Kinkle

- 

**B) Pledge of Allegiance**

- **PUBLIC COMMUNICATIONS**

- 

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- **APPROVE MINUTES: July 15, 2019**

**ACCOUNTING: Finances**

**Warrants**

**DISCUSS AND APPROVE INCREASE IN MONTHLY FEE FOR ACCOUNTING FROM \$240 TO \$360:**

**CHIEFS REPORT:**

**A:** Discuss and approve: a proclamation approving the acceptance of 2019-2020 VFA grant. Grant funding for \$15,000 to install the mobile radios for the engines.

**B:** Discuss and approve purchase of fire hose not to exceed \$12,000.

- **VOLUNTEER'S REPORT:**
- 

**STATION #63 UPDATE:**

- **DISCUSS AND APPROVE POSTING OF GENERAL MANAGER POSITION:**

**APPROVE POSTING OF OPEN BOARD POSITION**

- **BOARD AND STAFF MEMBERS' REPORT**
- 

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**September 16, 2019**

- **A) Roll Call:** Biggs, High, Kattuah, Kinkle,
- 
- **B) Pledge of Allegiance**

- **PUBLIC COMMUNICATIONS**
- 

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- **APPROVE MINUTES: August 19, 2019**
- 

- **54957.7 = DISTRICT DIRECTOR INTERIM POSITION/GENERAL MANAGER-CLOSED SESSION**
- 

- A) Close Session
- 

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

- Gary Yarborough  
Deborah Byrne

- C) Directors to interview and consider the following applicants for the position of General Manager:

Jamie Shields  
Linda Morello

D) Open Session: Announce Board decisions

- **ACCOUNTING:**

- 

- **Finances**

- 

- **Warrants**

- **CHIEFS REPORT:**

- 

- **VOLUNTEER'S REPORT:**

- 

- **APPROVE RESOLUTION 2019-01:**

- 

- Resolution 2019-03 authorizing Cathy Kattuah to sign and execute Department of Forestry Fire Protection VFA (Volunteer Fire Assistance) Agreement 2019-2020 Grant in the amount not to exceed \$15,000 on a 50/50 matching funds basis. This is to install the mobile radios for the engines.

- 

- **STATION #63 UPDATE:**

- 

- **DISCUSS AND APPROVE:**

- 

- **Use of JPA MedNet frequency for an emergency notification paging system by Yuba County OES.**

- 

- **BOARD AND STAFF MEMBERS' REPORT:**

-

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## **October 21, 2019**

- **A) Roll Call:** Biggs, High, Kattuah, Kinkle, Yarborough
- 
- **B) Pledge of Allegiance**

- **PUBLIC COMMUNICATIONS**
- 

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- **APPROVE MINUTES: September 16, 2019**

- 

- **ACCOUNTING: Finances**

- 

- **Warrants**

- 

- **DISCUSS AND APPROVE GETTING DEBIT CARD FOR PETTY CASH ACCOUNT:**

- 

- **DISCUSS AND APPROVE ESTABLISHING A PAYPAL ACCOUNT:**

- 

- **DISCUSS AND APPROVE USING ONLINE BILL PAY:**

- **CHIEFS REPORT:**

- 

- **VOLUNTEER'S REPORT:**

- 

- **STATION #63 UPDATE**

- 

- **DISCUSS AND APPROVE RENEWAL OF ISU INSURANCE SERVICES IN THE AMOUNT OF \$10,360.00:**

- 

- **BOARD AND STAFF MEMBERS' REPORT:**

- 

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**November 18, 2019**

- **A) Roll Call:** Biggs, High, Kattuah, Kinkle, Yarborough

- 

- **B) Pledge of Allegiance**

- **PUBLIC COMMUNICATIONS**

- 

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- **APPROVE MINUTES:**

- 

- **ACCOUNTING:                      Finances**

- 

**Warrants**

- **APPROVE ADDING JAMIE SHIELDS AS SIGNER TO UMPQUA PETTY CASH ACCOUNT.**

- 

- **CHIEFS REPORT:**

- 

- **VOLUNTEER'S REPORT:**

- 

- **APPROVE NOMINATIONS FOR 2019 BOARD POSITIONS:**

- 
- Chairperson
- 
- Vice Chairperson
- 
- JPA Representative
- 
- JPA Alternate Representative

- **DISCUSS AND APPROVE PERMANENTLY HIRING DAVE LABADIE OF D&L AG SPRAYING FOR WEED CONTROL FOR STATION 62 AND 63.**
- 

- **STATION #63 UPDATE:**
- 

- **DISCUSS AND APPROVE CANCELLING DECEMBER MEETING:**
- 

- **BOARD AND STAFF MEMBERS' REPORT:**
- 

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**December 16, 2019**

**The December meeting of the Loma Rica Browns Valley Community Service District will be cancelled.**

**January 27, 2019**

- **A) Roll Call:** Biggs, High, Kattuah, Kinkle, Poggi

- 

- **B) Pledge of Allegiance**

- 

- **PUBLIC COMMUNICATIONS**

- 

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- **STATION #63 CONSTRUCTION BIDS:**

- 

- Evaluate Submitted Bids
- 
- Select Successful Bid or Reject All Bids

- 

- **STATION #63 CONSTRUCTION:**

- 

- Discuss District Options
- 
- Vote to Move Forward

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March 11, 2019

- A) **Roll Call:** Biggs, High, Kattuah, Kinkle, Poggi
- 
- B) Pledge of Allegiance

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- **STATION #63**
- 
- A) Authorize Chairperson to sign Station #63 Construction Contract with Frank Webb Construction.
- 
- B) Discuss Project Management
- 
- C) Accept AEC Proposed for Project Management.
- 

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March 27, 2019

- **Roll Call:** Biggs, High, Kattuah, Kinkle, Poggi

- 

- **PUBLIC COMMUNICATIONS**

- 

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- **STATION #63**

- 

Pre-Construction Meeting with AEC Construction Management

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**APPROVED MINUTES JANUARY 27, 2019  
SPECIAL MEETING**

**1. Meeting Call To Order:**

Present: Biggs, High, Kattuah, Kinkle, Poggi

**2. PUBLIC COMMUNICATIONS:** None

**3. STATION #63 CONSTRUCTION BIDS:**

Evaluate submitted bids: two bids were submitted for construction of Station #63

Motion by Kinkle to accept the bid from Frank Webb Construction to build Station #63;

Second by Poggi

Roll call voice vote: Biggs, High, Kattuah, Kinkle, Poggi — AYE

**4. STATION #63 CONSTRUCTION:**

Chief Webb recommended the District have a formal groundbreaking ceremony, and invite the Appeal-Democrat, Territorial Dispatch, and local government officials.

Director Biggs suggested the Board consider applying for a grant from the Yuba Water Agency for a portion of the funds needed for construction of Station #63— must be placed on a future Agenda for discussion

**MEETING ADJOURNED 9:12AM**

Respectfully Submitted

Kim Biggs—District Vice Chair

**APPROVED MINUTES MARCH 11, 2019  
SPECIAL MEETING 7:00PM**

• **Meeting Call To Order:**

•

• Present: Biggs, High, Kattuah, Kinkle, Poggi

•

• **PUBLIC COMMUNICATIONS:** None

•

- **STATION #63**
- 
- Authorize Chairperson to sign Station #63 construction contract with Frank Webb Construction.
- 
- Motion made by Poggi to authorize Chairperson to sign Station #63 construction contract with Frank Webb Construction;
- Second by High
- 
- Roll call voice vote: Biggs, High, Kattuah, Kinkle, Poggi — Aye  
Motion carried
- 
- Discuss revised project management bid from AEC
- 
- Motion by High to accept the project management bid from AEC Construction Management for \$42,000;
- Second by Kinkle
- 
- Roll call voice vote: Biggs, High, Kattuah, Kinkle, Poggi — Aye  
Motion carried
- 
- 
- **MEETING ADJOURNED 7:12PM**
- 
- Respectfully Submitted  
Kim Biggs—District Vice Chair

**APPROVED MINUTES MARCH 27, 2019  
SPECIAL MEETING 10:00AM**

- 
- **Meeting Call To Order:**
- 
- Present: Biggs, High, Poggi    Absent: Kattuah, Kinkle
- 
- **PUBLIC COMMUNICATIONS: None**
- 
- **STATION #63 PRE-CONSTRUCTION MEETING—AEC CONSTRUCTION MANAGEMENT AND FRANK WEBB CONSTRUCTION** (also present: Paul Zaneck, AEC Construction; Dan Burns, Yuba County Building Supervisor; Mike Buschow, GRA Architects; Frank "Dean" Webb, Dino Webb, and Megan Garrick of Frank Webb Construction; and Jackie Poggi, General Manager, LRBV CSD)
-

- A. Contract and Schedule of Values (SOV)—including three Addenda in posting
- 
- B. CBC Metal building—should have design and drawings from CBC in 4 weeks (Frank Webb Construction is a CBC distributor and works with them on a daily basis). Dan Burns asked that the plans be submitted to him when available. Manufacturing time estimated at 10 weeks, and takes 10-14 days to erect.
- 
- C. Project Schedule—Six month tentative schedule; estimated start date May 1, 2019 1. Milestone identification and timeline
- 
- SWPPP staging—Yuba County Erosion Control measures—Dan Burns reminded all present to make sure the Stormwater Pollution Prevention Plan permit is in place.
- 
- It was stated there is a 3" BVID standpipe in place for dust control—LRBV CSD needs to establish service with BVID
- 
- Grading complete—Dan Burns has not yet reviewed the grading plan
- 
- Pad certified
- 
- Foundation complete
- 
- Building delivery
- 
- Erection complete
- 
- Paving
- 
- Final
- 
- D. Project Documentation
- 
- Submittals—metal building first, review hydroseed for SWPPP
- 
- Request for Information—form is in the contract, will go directly to Paul of AEC then to Mike at GRA, and an answer should be received within one week
- 
- Three week look-ahead
- 
- Certified payroll reporting—DIR # (Department of Industrial Relations number required for public works projects): Megan at



- Frank Webb Construction to obtain—contractor is responsible for reporting to the State of California, with copies sent to LRBV CSD
- 
- E. Geotechnical and Special Inspections—have not yet selected a firm for special inspections
- 
- Agency solicitation
- 
- Award
- 
- Scheduling inspections
- 
- F. PG&E Coordination (Addendum 2)
- 
- GRA electrical engineer has started the process—Mike at GRA to let GM Poggi know if any additional information is needed from the District
- 
- Paul of AEC said we need to coordinate the pole to panel location and get PG&E involved as soon as possible—the fees have been paid and the design has already been approved. Dino of Frank Webb Construction asked that all parties keep in communication on the status of PG&E
- 
- G. Additional Comments:
- 
- Director Poggi stated that the District wants to schedule a ground breaking ceremony
- 
- LRBV CSD needs to get the well reconnected (if wiring/pipes were damaged when tank overturned)
- 
- The lead time on the 10,000 gallon water tank needs to be determined
- 
- Mike of GRA will be on site twice a month
- 
- Mike of GRA reiterated that the square footage of the building MUST be under 2,000 sq ft in order to not have additional construction requirements.
- 
- If members of the Board wish to view progress at the site, they must check in with the contractor and follow all required safety protocols.
-

- Dan Burns, Yuba County Building Supervisor, stated he will be at the site daily or every other day once work commences.
- 
- Dan Burns also stated that while a special inspector is required for the project, the District does not need an inspector of record.
- 
- Mike of GRA asked to be copied on any correspondence with Genesis Engineering

- **MEETING ADJOURNED 10:32AM**

- Respectfully Submitted  
Kim Biggs—District Vice Chair