
LOMA RICA / BROWNS VALLEY COMMUNITY SERVICES DISTRICT

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MINUTES FEBRUARY 15, 2021

1. MEETING CALL TO ORDER:

Present:: Biggs, High, Kattuah, Kinkle, Yarborough

2. PUBLIC COMMUNICATION: None

3. APPROVE MINUTES:

A. January 18, 2021 Regular Meeting: Motion to approve the Minutes as written High.

Second by Biggs

Biggs, High, Kattuah —AYE Abstain: Kinkle, Yarborough

Motion carried

4. ACCOUNTING:

A. Finance: it was noted that the annual fee to the JPA was allocated to Dues and Publications. GM Shields to discuss with accountant for correction. Also, the Miscellaneous Income questioned at the January meeting was to clear out the account from fuel in FY 2015/2016.

B. Warrants: no discussion

5. CHIEF'S REPORT (DC Jim Mathias and BC Rob Bartsch):

A. Chief Mathias stated the personnel who wished to receive the COVID-19 vaccine have done so.

B. Chief Mathias stated their Predictive Services group says we are in a La Nina cycle, with cold but dry weather predicted. Current snowpack is 50% of normal, with water content only 30% of normal.

C. Personnel received training on the extrication equipment last weekend.

D. Engine #61 was diagnosed with a warped head and taken to the dealer in Sparks to determine if any of the parts were under warranty or covered by recall.

E. Chief Bartsch reported there were 37 calls last month: 25 medical aid, 3 vegetation fires, 6 accidents. The remaining calls were false alarms (unable to locate).

6. DISCUSS AND APPROVE AUDITS: Motion was made by Kinkle to accept the Letter of Engagement from Jensen Smith Certified Public Accountants to complete the Fiscal Year 2019 and 2020 audits at a cost of \$6,000 for both years; Second by High

Roll Call Voice Vote: Biggs, High, Kattuah, Kinkle, Yarborough – Aye

Motion carried

7. DISCUSS AND APPROVE AUTOMATIC AID AGREEMENT WITH DISTRICT 10 / HALLWOOD:

Motion made by Kinkle to accept the Automatic Aid Agreement with District 10 / Hallwood Community Services District with no changes as to intent of the agreement by the other agency; Second by Yarborough.

Motion carried

8. DISCUSS AND APPROVE NEW LOGO: Chief Mathias stated the logo was submitted to Supervisor Randy Fletcher for approval to use the County seal—the Board of Supervisors will need to agendaize this for discussion and approval at a future BOS meeting. Tabled for special meeting with Agenda Item #12.

9. **DISCUSS AND APPROVE Purchase of Extrication Equipment:** A motion was made by Yarborough to approve the purchase of the Hurst Combi-Tool (utilizing the balance of the OTS grant funds) at a cost to the District not to exceed \$1,155.02; Second by High
Roll Call Voice Vote: Biggs, High, Kattuah, Kinkle, Yarborough – Aye
Motion carried
10. **GENERAL MANAGER’S REPORT:** GM Shields stated there was no additional info to report
11. **DISCUSS AND APPROVE PETTY CASH BALANCE:** A motion was made by Kinkle to amend the Procedures Manual to increase the Petty Cash balance from \$2,000 to \$3,000; Second by High
Roll Call Voice Vote: Biggs, High, Kattuah, Kinkle, Yarborough – Aye
Motion carried
12. **DISCUSS PURCHASE OF NEW ENGINE:** Chair Kattuah confirmed with legal counsel that the District can “piggyback” on to the order with CalFire without going out to bid, as long as the specifications are exactly what the District requires in an engine. Tabled for Special Meeting, to be held March 1, 2021.
13. **DISCUSS PURCHASE AND INSTALLATION OF WATER STORAGE TANK AT STATION #61**
- A. GM Shields confirmed with legal counsel that if the project is over \$25,000, it must go out to bid, regardless if grant funds are used, and specifications must be approved by an engineer.
 - B. As the property at Station #61 is owned by the State, approval from the Department of General Services is required for any modifications to state property. Chief Mathis stated he has already started the process with Tech Services. Also, the lease agreement would need to be modified.
 - C. Chief Bartsch stated the Yuba Water Agency offers community improvement grants— applications are only accepted in the months of March and October. A competed bid and supporting documentation are required for submission for the grant.
 - D. Possibly consider another location for tank placement>
14. **BOARD AND STAFF MEMBERS’ REPORTS: none**

MEETING ADJOURNED 8:41pm

Respectfully submitted
Kim Biggs—Vice Chair