

**STONES-BENGARD COMMUNITY SERVICE DISTRICT**

**REGULAR BOARD MEETING**

509-695 Stones Road, District Office, Eagle Lake, Susanville, CA 96130

Phone (530) 825-3350

E-Mail [stonesb@frontiernet.net](mailto:stonesb@frontiernet.net)

**Regular Meeting: Monday, February 10, 2020 4:00 PM**

**MINUTES**

**CALL TO ORDER:**

President, Kay Oring called the meeting to order at 4:02pm

**ROLL CALL:**

Present were Board of Directors Kay Oring, Cyndi San Diego, Cheryl McCormack and Robert Larivee. One Vacancy. Also, present General Manager Martin Balding, Secretary Donna Round out sick.

**GUEST:** Rick Nicholas

**CONSENT CALENDAR:**

**APPROVAL OF FEBRUARY AGENDA**

**APPROVAL OF JANUARY MINUTES**

**APPROVAL OF JANUARY BILLS: Fire: \$5944.36 and Sewer \$2931.21**

**APPROVAL OF TREASURER'S REPORT:** Treasurer, Cyndi San Diego has submitted Treasurer Reports for December 2019 and January 2020 see attached.

A routine motion for Consent Calendar was made by Kay Oring. Hearing no objections, President Kay Oring declared the motion adopted.

**PRESIDENT'S REPORT:** President, Oring shared a book, Keeping Your Board Legal. When Bob Burns attended our meeting in January he said there is a section about how to use safe harbor language in a closed session and we should use it exactly how it is written. Bob Burns also recommends using an evaluation form for mid-probation and annual reviews. If there are no problems with an employee it should be the General Manager responsibility to conduct the review. If there are issues, then a closed session is recommended. Our By Laws should also have a clear chain of command.

**COMMITTEE REPORTS:** San Diego and McCormack discussed leaving the light on above the office door. GM Balding will replace light with a LED light and leave light on all the time.

**Fire Chief:** Position vacant. Fire Chief and Volunteers needed.

**GENERAL MANAGER: Martin Balding**

No "spill report" has been made for January. Martin Balding report attached.

**SECRETARY'S REPORT:** Donna was out sick.

**WEBSITE MANAGER:** It is up to date. Registration for domain will be due next month.

**Correspondence:** Department of Forestry Rental Engine Pre-season Inspection.

CSDA Board of Directors call for Nominations Seat C.

Labor Law poster.

**PUBLIC COMMENT:** None

**OLD BUSINESS:**

**DISCUSS:** Computer Maintenance.

**ACTION:** Larivee made a motion to accept Rick Nicholas recommendations and implement them, second by Oring, 3 in favor, 1 recused (conflict of interest).

Motion by Oring to purchase and install Microsoft 2019 for \$150.00, second by Larivee, 3 in favor, 1 recusal.

**DISCUSS:** Venue for Annual BBQ

**ACTION:** Oring motioned to table to next meeting, McCormack second, all in favor.

**NEW BUSINESS**

**DISCUSS:** Waste Water Operator Position

**ACTION:** Motioned by McCormack, second by San Diego to accept and approve advertisement with edits, motion carried all in favor.

**DISCUSS:** Unity of purpose Mission Statement

**ACTION:** No action taken

**DISCUSS:** Capital Budget Workshop

**ACTION:** McCormack motion to have workshop Saturday, March 14, 2020 at 10:00am, second by Larivee, all in favor, motioned carried.

**DISCUSS:** Tractor Liability Agreement

**ACTION:** Motioned by Oring and second by Larivee to approve with edits, all in favor, motion carried.

**ADJOURNMENT:**

The next meeting will be held on Monday, March 9, 2020 4:00pm.  
with no further business to conduct, the meeting was adjourned at 5:30pm.

Board Members Signing of Bills

Bills were signed.

Respectfully Submitted by, \_\_\_\_\_ Donna Round, Secretary