

# **Grizzly Ranch CSD Board Meeting Minutes**

The Outpost, 300 Club House Dr., Portola CA 96122

February 14, 2017 Tuesday / 8:00am

- I. Call to order: 9am
- II. Roll call: President Saefke, Vice President Miller, Director Reynolds, Director Downing, Director Hickman, General Manager Daniel Smith and Secretary/Clerk of the Board Brandy Allingham present.
- III. Approval of minutes from last meeting: January 2017 minutes were approved.
- IV. Public comments: None
- V. CONSENT CALENDAR – *Items listed on the consent calendar are considered routine in nature and may be enacted by one motion. If discussion is required, that particular item will be removed from the consent calendar and will be considered separately.*
  - a) Employee timesheet/payroll review: General Manager Smith reviewed payroll noting that enrolling one of our Water Operators in the Alliance for Workforce Development program will save the CSD a total of \$7,938.00.
  - b) GRCSO Budget Review: General Manager Smith reviewed the budget informing the board of the unfortunate mistake of the recent tax assessments and interest being posted to the wrong fund. General Manager Smith is working diligently with the tax assessment officer for Plumas County to allocate those funds which are approximately \$250,000 to the Grizzly Ranch CSD fund immediately. General Manager Smith stated it is necessary to review the budget in depth from August 2016 to January 2017 to make sure all the CSD funds are accounted for.

General Manager Smith then reviewed upcoming projects and the expenses that are committed to these projects: SCADA system, \$50,000; Filter Media replacement, 18,000.00; Liability Insurance and Workers Comp annual premium, \$10,000; Paving repairs in the Outpost parking lot, 3,300; Wastewater Treatment Engineering options, \$15,000-25,000; estimated total for all, \$97,000-\$107,000 that the CSD has already committed to spending in this budget cycle.

General Manager Smith discussed with board the need for passing a Reserve policy and a plan for funding of GRCSO Reserves going forward. This information is part of the current TMF report Smith is preparing for submittal and is due to the County by March 1, 2017. This information on reserves is an estimate in the report until the Board passes a reserve policy. The Technical, Managerial and Financial (TMF) report is required anytime a CSD is under new ownership or management. The TMF includes a financial statement with a five-year projected water system only

budget. The balance of the report details the plan to operate the utility system, including an emergency response plan, an operations plan, training plan, system description, source capacity, and other detail on policies and plans.

- c) Second reading of the Water Ordinance: There was no discussion or comments from the public. The ordinance is now passed and in effect.

#### New Business

- a) Update on GRA parcel transfers: The parcel that Well #1 sits on, the parcel that the Water Treatment Plant is on and the 6 acres next to the overflow pond will be transferred from the HOA to the CSD upon the completion of the paperwork.

- b) CSD Office Update: GM Smith notified the board of his up-coming vacation and suggested the next board meeting date be adjusted to March 16, 2017 at 9am. He informed the board that Skyler Allingham will oversee the operators on duty during his absence.

- Update reference checks for outsourced accounting needs: General Manager updated the board on the reference checks for Janean Lohn. Of those he was able to contact on her statement of qualifications, they all provided an above average recommendation for Ms. Lohn.
- The Board also decided on an auditing firm McClintock Accounting Corporation.
- Update on bookkeeping services and a treasurer appointment

Motion to hire Janean Lohn as the bookkeeper and contract McClintock Accounting Corporation as Auditor so moved, seconded and passed unanimously by roll call vote.

Motion to name the General Manager as the GRCS D Treasurer for up to 90 days so moved, seconded and passed unanimously by roll call vote.

- c) Adopt Sick Leave policy:

Motion to adopt the sick leave policy so moved, seconded and passed unanimously by roll call vote.

- d) Highspeed internet follow up:

Director Reynolds will seek legal counsel for guidance moving forward on obtaining High Speed Internet for the community. The board agreed it would be prudent for him to do so. General Manager Smith requested Director Reynolds to inquire about the requirements to notify customers of a cost of living increase for the CSD fees.

- e) Update on wastewater treatment options for GRCS D and engineering firms

General Manager Smith reviewed the two engineering firms that have submitted proposals to study improvement on the water treatment facility and options for vault and haul until there is sufficient flow to operate the wastewater facility. Both firms are highly qualified and have provided comprehensive proposals. Shaw Engineering was selected, they also provided the best price for the scope of work requested.

f) Operations update on the water and wastewater systems:

- WTP filter update

AdEdge is scheduled to be on site March 14, 2017 to replace the Iron and Manganese media in the water treatment filter.

- Monthly water report: General Manager Smith reviewed the monthly report that is turned in to Plumas County Health on the performance of the GRCSO water system performance. All parameters are in compliance for January 2017. Smith also pointed out additional information now on the monthly report which now includes monthly well monitoring data. This will be helpful in managing the groundwater basin.
- CSD work vehicle: General Manager Smith reviewed the obstacles in financing the purchase of a work vehicle for the GRCSO. The major obstacle is a lack of audited financial statements for GRCSO while the County was managing the system.

Motion to authorize General Manager Smith to purchase a work truck for the CSD for up to \$25,000 from CSD reserves was proposed, so moved, seconded and passed unanimously by roll call vote.

- Public water system inspection results: General Manager Smith reviewed the results of the annual system inspection noting the commendations and the repairs requested. While most already been resolved, there are still some pending issues including certain flow meter replacements that are in process.

Adjourned:

g) Report out on December closed session: None

h) Propose future agenda items: None

i) Report out on meetings attended by Staff/Board Members: None

**Closed Session**

a.) Employment Recruiting Committee Update

b.) Engineering recruitment and bid review