



COMMUNITY SERVICES DISTRICT

GRCSD Board Meeting Minutes

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

July 11, 2018 Wednesday / 9:00 am

A. Call to Order: 9:03 a.m.

B. Roll call: President Jim Miller, Vice-President Vici Downing, Director Mark Roberts, Director John Reynolds, Director Alex Hickman present; quorum thus established. General Manager Aaron Corr and Office Administrator Brandy Allingham also present.

C. Approval of minutes from last meeting(s): Director John Reynolds motioned to approve the June 7, 2018 Special Meeting Minutes, Vice-President Vici Downing seconded the motion as stated and the motion passed unanimously by roll call vote.

D. Public Comments: None

E. 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.*

1. May and June 2018 Budget Reports:

Director John Reynolds motioned to approve the May and June 2018 Budget Reports, Vice-President Vici Downing seconded the motion and the motion passed unanimously by roll call vote.

2. 2017/2018 vs 2016/2017 Profit and Loss Report:

Office Administrator Brandy Allingham presented the 2017/2018 vs 2016/2017 Profit and Loss Report, clarifying that the report presented was an incomplete draft as the year has not yet been finalized. The final Profit Loss Report will be presented upon the completion of 2017/2018 FY audit. President Jim Miller requested detail and was presented with reports which clarified allocations within budgeted line items including employee salaries, waste water pumping and depreciation.

F. General Business

1. **Auto Reimbursement Policy:**

Vice-President Vici Downing presented a motion to table this policy until the next scheduled CSD Board meeting. The Auto policy would be made retroactive for July 1, 2018.

Motion was seconded by Director John Reynolds and passed unanimously by roll call vote.

2. **High speed internet / Plumas Sierra Telecommunications update:**

Director Alex Hickman reported on his meeting with Plumas Sierra Telecommunication regarding high speed internet service to the Grizzly Ranch Community. Plumas Sierra Telecommunications has a project manager assessing the cost and options available to the community. Director Alex Hickman will update the Board with information obtained from Plumas Sierra Telecommunications at the next scheduled CSD Board meeting in September.

3. 2018/19 Audit Proposals:

General Manager Aaron Corr presented McClintock Accountancy Corporation and Robert W. Johnson Accountancy Corporation as two options for the 2017/18 Grizzly Ranch Community Services District annual audit.

His research showed both Accountancy Corporations as qualified and experienced in working with Special Districts. However, Robert W. Johnson Accountancy Corporation provided the audit at 60% of the cost of McClintock and included services such as the State Controllers Report and consultation as needed at no additional cost. General Manager Corr recommended that the Grizzly Ranch CSD should hire Robert W. Johnson Accountancy Corporation for the 2017/18 audit.

Vice- President Vici Downing motioned to contract Robert W. Johnson Accountancy for the 2017/18 Grizzly Ranch Community Services District annual audit, Director Mark Roberts seconded the motion and the motion was passed unanimously by roll call vote.

G. Update on water and wastewater operations

1. May and June 2018 Water Reports and Operations update:

General Manager Aaron Corr reviewed the May and June Water and Operational reports noting that the District remains in compliance in all areas. He stated that the CSD facilities and the District's fire hydrants have been maintained to prevent over vegetation and help with fire prevention. The District's annual hydrant testing and flushing is 90% complete and was completed by the CSD Operators this year; ensuring low cost and no inconvenience to the community.

The CSD staff were able to successfully repair a damaged air relief valve in the District's distribution system in May. They were also able to diagnose and replace a blown fuse in the control panel located at Booster Pump Station #2, which controls the emergency fire pump for fire hydrants in unit 5 of the Grizzly Ranch community. This repair was able to increase the flow and status in those fire hydrants.

General Manager Aaron Corr also informed the Board that he received his grade 1 Water Treatment Operator License in May.

2. Project List Review:

General Manager Aaron Corr reviewed the Grizzly Ranch CSD Project List Report noting updates on estimated completion dates. Projects will continue to be prioritized and addressed as fiscal ability allows.

3. Waste water project update:

General Manager Aaron Corr and Project Manager Daniel Smith reported the approval from Plumas County Environmental Health on submitted packages for the Jensen Precast

and Roth Poly Step Septic Tanks which include the Orenco pump system. Residential and commercial properties in the Grizzly Ranch community are now officially approved to install Step Septic Tanks with the Orenco pump package.

A site visit with Plumas County Health Regulators and State Board Regulators to propose the new Advantax Treatment System for the Grizzly Ranch wastewater treatment process is scheduled for August 2018.

A cost analysis was received from PACE Supply for annual operations and maintenance, electrical usage and the average life cycle/replacement of parts for the Advantax Treatment System. The combined cost for the entire Waste Water Plant conversion along with the ability to continue satisfying effluent standards for the Grizzly Ranch CSD discharge permit will continue to be researched; as well as General Manager Aaron Corr assessing the logistics for the initial installation, operations, and maintenance for the Advantax Treatment System.

Financing options, including lease and loans from various lenders were reviewed by Project Manager Daniel Smith. He also introduced the idea of approaching the Grizzly Ranch Home Owners Association as a possible lender because of their established reserves. This option would need to be approached with an official letter from the GRCSO Board.

Motion authorizing President Jim Miller to write a letter to the Grizzly Ranch Community Home Owners Association (HOA) regarding a possible 3-year loan so moved;

Discussion of costs and possible loan details ensued.

President Jim Miller called for an amended motion authorizing President Jim Miller to write a letter to the Grizzly Ranch Community HOA regarding a possible 3-year loan for the cost of the equipment portion of the Waste Water Treatment Project totaling \$254,000.00; with a clause stipulating the Grizzly Ranch HOA could call upon the GRCSO to call for prepayment on the loan in the event of an emergency.

Motion so moved by Director John Reynolds, seconded by Vice-President Vici Downing and passed unanimously by roll call vote.

H. Report Out on meetings attended by staff/board members:

1. Grizzly Ranch CSD Water Operator Distribution Training Event:

General Manager Aaron Corr reported that GRCSO water operator Justus Lundy and he attended a training event held by Western Nevada Supply and Mueller Company in Reno, NV. This was a free event which covered training on distribution valves and fire hydrants. General Manager Corr and Operator Lundy were able to obtain 6 credits towards their State of California Water operating licenses by attending this training event.

2. May PCSDA Meeting:

President Jim Miller reported on the Plumas County Special Districts Meeting he was able to attend. The meeting was informative concerning the upcoming standards for indoor water consumption.

Bill SB 606 and AB 1668 require water districts to set targets for water use by 2022. The targets will include a daily allowance of 55 gallons per person for indoor water use.

Indoor allowance will be further restricted in 2027 and again in 2030 with fines applied if not observed. The monitoring and enforcement of these standards has yet to be resolved.

I. Propose future agenda items:

None

Motion to adjourn at 10:44 a.m.

Closed Session:

A. Discuss potential litigation regarding operations and maintenance contracts used by the GRCSD.

There were no reportable actions from the Board of Directors during the closed session.