



COMMUNITY SERVICES DISTRICT

GRCSD Board Meeting Minutes

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

March 10, 2020 Tuesday / 9:00 a.m.

A. Roll call: President Jim Miller, Vice-President Kathy Roberts, Director John Reynolds, Director Steven Tange, Director John Saefke present establishing a quorum. GRCSD Treasurer Bob Coler, General Manager Aaron Corr and Office Administrator Brandy Allingham also in attendance.

B. Call to order: 9 a.m.

C. Approval of minutes from last meeting(s): January 16, 2020.

President Jim Miller called for the approval of the minutes. Director Steven Tange motioned to accept the minutes as presented, Director John Saefke seconded the motion and the motion passed unanimously by roll call vote.

D. Public Comments

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. December 2019, January and February 2020 Budget Reports.

General Manager Aaron Corr walked through the budget reports presented overviewing the revenue received and the expenses of the last 3 months. He noted future expenses that will affect the line items. However, he is confident that the district will remain within the budget for the total annual expenses.

President Jim Miller called for a motion to accept the budget reports as presented, Director Steven Tange made the motion, Director John Saefke seconded the motion and the motion passed unanimously by roll call vote.

F. General Business:

1. Fidelity Investment business accounts update.

Grizzly Ranch CSD Treasurer Bob Coler reviewed the progress of the Fidelity accounts that were opened in February of 2020 noting that every GRCSD Board Member has signing authority on the accounts.

General Manager Aaron Corr noted that the interest accrued in Plumas Bank was significantly less than those accrued in the Fidelity accounts.

2. Review for adoption the proposed GRCSD operation of the investment program policy #3125.

President Jim Miller reviewed the policy and called for a motion to adopt it as presented after clarifying the difference between the Investment Advisory Group that will be appointed by General Manager Aaron Corr to advise as needed and the Finance Sub Committee who will oversee the finances to the district and report to the Board.

Director John Reynolds motioned to adopt Policy #3125, The Investment Program Policy, Director Steven Tange seconded the motion and the motion passed unanimously by roll call vote.

3. Treasurer Bob Coler report/update.

Treasurer Bob Coler presented the Investment Ledger Account Report detailing interest earned up to February 29, 2020.

4. GRCSO finance committee status update.

The Ad Hoc Sub Committee was established by President Jim Miller for the sole purpose of establishing an investment process and having served that purpose it is dissolved by President Jim Miller.

President Jim Miller then suggested that the Board establish a Finance Sub Committee to oversee the GRCSO District funds and report to the Board at regular meetings. The Finance Sub Committee would consist of a minimum of three people one of which would be a person who is serving in the Investment Advisory Group to General Manager Aaron Corr.

President Jim Miller then called for a motion to establish a GRCSO Finance Sub Committee, composed of three members appointed by the GRCSO Board President; Director John Reynolds motioned to establish the committee, Director John Saefke seconded the motion and the motion passed unanimously by roll call vote.

5. Review proposed Commercial Lease Agreement between Grizzly Ranch CSD and Grizzly Ranch HOA for approval.

Bob Coler reviewed the lease he wrote as an GRHOA representative. Reviewing the lease determined the following necessary edits:

1. The communal areas of the rental property to be specified to be the kitchen and the bathroom.
2. Clarify the rent owed in the case of needed repair to be 30 days.
3. Specificity regarding wording to be 'additionally insured' vs 'lost payee'.

Director Kathy Roberts was directed by President Jim Miller to work with Bob Coler to make necessary edits.

President Jim Miller called for a motion to approve the lease agreement with the noted edits, Director John Reynold so moved, Director John Saefke seconded the motion and the motion passed unanimously by roll call vote.

6. Review for adoption the amended Internal Controls Policy #7030 Accounts Payable/check Processing.

General Manager reviewed the amendments of the Internal Control Policy #7030 inserting a designate Board Director as an alternative authorized issuer of payments in the case of an emergency. It was determined that the one edit, changing 'can' to 'will' in the final paragraph was necessary.

President Jim Miller called for a motion to amend the Internal Controls Policy #7030 with the stated edit, Director Steven Tange so moved, Director John Reynolds seconded and the motion passed unanimously by roll call vote.

7. Review for adoption the amended Internal Controls Policy #7050 Payroll.

General Manager reviewed the amendments of the Internal Controls Policy #7050 Payroll inserting a designate Board Director as an alternative authorized issuer of payments in the case of an emergency. It was determined that the edited paragraph from policy #7030 should be added at the end of this policy

President Jim Miller called for a motion to amend the Internal Controls Policy #7050 with the stated edit, Director John Reynolds so moved, Director John Saefke seconded and the motion passed unanimously by roll call vote.

8. Review for adoption Personnel Policy #2925 Job Classification Seasonal.

General Manager Aaron Corr reviewed Policy #2925 classifying seasonal employees noting the District has employed seasonal workers and will continue to do so.

President Jim Miller called for a motion to adopt the policy as presented, Director John Reynolds so moved, Director John Saefke seconded the motion and the motion passed unanimously by roll call vote.

9. Review for adoption the amended Personnel Policy # 2520 Sick Leave.

General Manager Aaron Corr reviewed the amendments of the GRCSD Personnel Policy #2520 noting that seasonal employees would accrue one sick hour for every 30 hours worked.

President Jim Miller called for a motion to adopt the amended policy, Director Steven Tange so moved, Director John Reynolds seconded the motion and the motion passed unanimously by roll call vote.

10. Grizzly Ranch Community Services District annual newsletter review.

Office Administrator reviewed the annual newsletter. It was determined that the final paragraph was in need of some minor edits.

President Jim Miller directed Board Members to send suggested edits to the Office Administrator and those drafts to be reviewed by the Board before sending it to the community.

G. Water and Wastewater operations:

1. December 2019, January and February 2020 Water Reports

General Manager Aaron Corr reviewed December 2019 Water Report stating the staff addressed an inoperable mercooid switch in Booster Station #2 resulting in the operation of the switch after maintenance. The Booster Station #2 emergency fire pump was put back into automatic standby operation.

On December 30th the district issued a boil water notice after a leak was found located on the 8" water main which served Creek Rd and Big Grizzly Rd. The district lifted the boil water notice after 16 hours of maintenance wherein the leak isolated, repaired and treated.

In January 2020 staff exercised valves at well heads and the Water Treatment Plant and fire hydrants were cleared of snow.

In February 2020 valves were exercised at well heads and at the Water Treatment Plant. The chlorine injection port valves and chlorine line at was replaced at the Water Treatment Plant.

Staff chlorinated and flushed the inlet line of the filter system out to the golf irrigation pond as is the standard procedure of maintenance and disinfection.

2. Wastewater Project update

General Manager Aaron Corr reviewed the Monitoring Report Form for the wastewater required by the state quarterly.

3. Project List Review

General Manager reviewed the updated project list he presented to the Board with the various ongoing projects for the Board's consideration. It was determined that of the projects the rate study would be prioritized and President Jim Miller Directed General Manager Aaron Corr to research and return with the following: examples of rate study options, references for providers of rate studies, and the state legal requirements of rate studies for Special Districts.

H. Report Out on Meetings attended by staff/Board Directors

NA

I. Propose future agenda items

1. Finance Sub Committee Report
2. Treasurer's Report
3. Rate Study update
4. M.O.U. Beckwourth Fire and GRCSO

Motion to adjourn: 11: 15 am