



# Community Services District

## Board Meeting Minutes

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

January 9, 2018 Tuesday / 9:00 am

- A. **CALL TO ORDER:** 9:05 A.M.
- B. **ROLL CALL:** Vice President Downing, Director Roberts, Director Hickman, Director Reynolds established a quorum; General Manager Corr and Office Admin/Clerk of the Board Allingham also present.
- C. **APPROVAL OF MINUTES FROM LAST MEETING:** November 7, 2017; Director Reynolds motioned to approve the minutes, Director Hickman seconded; the motion passed unanimously by roll call vote.
- D. **PUBLIC COMMENTS:** NA
- 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. Check Register, Payroll and Budget review for November and December 2017: Office Administrator Allingham reviewed budget reports presented. The CSD will continue to be conservative in all areas of spending to maintain fiscal stability. Continued diligence of the CSD staff and Board Directors will insure the 71 GRCSO community parcels defaulting on the first half of the special assessments will not be detrimental to general operations. The budget remains within 10% of projected annual cost and no budgetary reforecasting is necessary at this time.
  2. Grizzly Ranch CSD Project List: General Manager Aaron Corr updated the Board on the GRCSO Project List reviewing the progress made on the following:
    - Leach Field Project has progressed in its exploratory stages.
    - Water Treatment Plant has been retrofitted with a manual pneumatic valve operating control system
    - The generator at Booster Station #2 has been serviced. It is now fully functional and in standby operation.



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General Manager Corr explained that the CSD will continue to take a conservative approach in moving forward with the Project List due to the financial effect of the delinquent tax assessments in the District. Only items which have an immediate impact on operations will be addressed during this time.

3. Adopt GRCSO policies: Illness and Injury Prevention and Sexual Harassment:

Office Administrator reviewed the policies for the Board. The Board requested information regarding the legal obligation of the Third Offense being as stated in the policy ‘employee is given a one working day suspension with pay’. Policies will be reviewed again at the March 20<sup>th</sup> Board Meeting for adoption.

4. Biennial review of GRCSO’s Conflict of Interest Code, due every even-numbered year.

Office Administrator reviewed the Conflict of Interest Code first adopted in 2016.

Director Reynolds motioned to adopt the Resolution 2018-2, A Resolution Adoption the Conflict of Interest Code amended to include the following additional (#7) statement: ‘No employee shall accept any cash, check or gift equaling \$50.00 or more. Motion seconded by Director Hickman and passed unanimously by roll call vote.

## F. GENERAL BUSINESS

1. Grizzly Ranch CSD Board Director Swearing in of Mark Roberts, Vici Downing, and Alex Hickman:

Vici Downing, as Vice – President, Mark Roberts as Director, and Alex Hickman as Director all rose to a standing position, raised their right hand and took the oath accepting their duties to the United and California Governments; they then signed the oath and turned it in to be kept on record at the Grizzly Ranch CSD Office.

2. Grizzly Ranch CSD Board Director requirement review: The requirements of the Board were reviewed with direction on where to obtain the necessary trainings (Ethics) and forms (Form 700) necessary for all Board Members upon election and various renewal deadlines.

3. Fire hydrants:

- a. Snow clearing requirements and jurisdiction: Clearing of fire hydrants is regulated at a 3-foot circumference. The Grizzly Ranch HOA has contracted the snow removal area for the Grizzly Ranch Community. Director Reynolds requested General Manager Corr to obtain said contract to gain a stronger understanding of the details regarding fire hydrants.



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- b. Maintenance and testing now managed by the GRCSO: General Manager Corr reviewed the process and cost of the maintenance and testing completed annually on the District's fire hydrants by the Beckwourth Fire District. The Grizzly Ranch CSD water operators are fully qualified to perform the same tasks, with the added benefits of convenience for our residences, elimination of the cost and better detail of testing results. General Manager Corr is working with the Beckwourth Fire District Chief to facilitate a transition to bringing said tests in house.
4. LAFCO update: LAFCO information is updated every five years. The Board was given the results of the latest update showing the GRCSO has had no change in its position.
5. SDRMA volunteer coverage option/resolution: SDRMA issued a resolution requiring Special Districts to formalize coverage of Board Members and volunteers.

Motion to adopt Resolution 2018-2 moved by Director Reynolds, seconded by Director Hickman and passed unanimously by roll call vote.

6. SDRMA bylaw revision: The Board reviewed the bylaws revised by SDRMA. It was noted that these updates were clarifications within the bylaw wording.
7. SDRMA TargetSolutions training program: General Manager Corr briefly reminded the Board of the opportunities for free training and education for our District's Board and employees made available through SDRMA TargetSolutions.

## G. OFFICE UPDATE

1. Audit Update: General Manager Corr explained that the audit is still being processed, resulting in the McClintock audit presentation being moved to the next scheduled Board Meeting in March. McClintock Accountancy will also compose the State Controllers Report due to time constraints.

## H. UPDATE ON WATER AND WASTEWATER OPERATIONS

1. Water Treatment Plant filter update: The Water Treatment Plant's Pneumatic valve operating system has been retrofitted. The faulty computerized operating system has been replaced with a more reliable and direct manual operating system.
2. Booster Station #2 update: The standby generator located at Booster Station #2 has been serviced and put back into operation.
3. Shaw Engineering update: The Shaw Engineering contract was originally approved for up to \$28,000. To date, there is only about \$475.00 remaining in the Shaw Engineering budget.



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Grizzly Ranch has progressed in laying down the foundation to move forward with this project. To date initial investigations were conducted, sites were determined, percolation tests were completed, and County and State regulators have been updated and are on board. There are still required steps ahead which include engineered modeling and retrofitting investigations. The CSD was also able to renegotiate their Vault and Haul contract with Plumas Sanitation and terminate a Waste Water discharge permit with the state. These accomplishments will be very beneficial to the District financially. General Manager Corr and Project Manager Smith will continue to follow the proper steps in moving forward with this project. However, progression may be slowed due to financial constraints.

4. November and December 2017 Water Reports: Grizzly Ranch CSD has continued to operate in compliance for the months of November and December. There were two distribution Coliform Bacteria analysis performed in these months. Both analysis results were absent. There was also an inorganic metals (arsenic, iron, manganese) analysis performed on the Water Treatment Plant outlet. This analysis was non-detect. The CSD also serviced four non-registering, residential water service meters in the district. All water service meters in the District are now fully functional. This is beneficial in keeping track of flows and leaks in the district.

## **I. REPORT OUT ON MEETINGS ATTENDED BY STAFF/BOARD MEMBERS**

1. Director John Reynolds reviewed information from the Plumas County Special Districts Association meeting he attended on November 15, 2017; he noted an upcoming Ethics training in Susanville with other training opportunities in 2018 being announced at the January meeting.

Plumas County Elections Department discussed election requirements. LAFCo update revealed that Quincy and East Quincy Community Service District will be merged into one district. CSDA Coordinator then spoke on debt transparency reporting and a possible Water Tax that is expected to resurface.

## **J. PROPOSE FUTURE AGENDA ITEMS**

### **CLOSED SESSION:**

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

## **K. REPORT OUT ON CLOSED SESSION**

There were no reportable actions from the Board during the closed session at this time.