



# COMMUNITY SERVICES DISTRICT

## GRCSD Board Meeting Minutes

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

November 15, 2018 Thursday / 9:00 am

**REASONABLE ACCOMMODATIONS:** *In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Grizzly Ranch CSD Staff or Board Directors. Notification 72 hours prior to the meeting will enable us to make reasonable arrangements to ensure accessibility.*

Call in is available for this meeting:

<u>User Name</u>	<u>Participant Code</u>	<u>Toll Free Dial-In</u>	<u>Toll/Int Dial-in</u>
Grizzly Ranch CSD	8535951	1-866-906-0040	1-857-288-2640

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

**B. Roll call:** President Jim Miller, Vice-President Vici Downing, Director John Reynolds and Director Mark Roberts present establishing a quorum. Director Alex Hickman absent. General Manager Aaron Corr and Office Administrator Brandy Allingham in attendance.

**C. Approval of minutes from last meeting(s):** Motion to accept the September 4, 2018 minutes as presented moved by Director John Reynolds, seconded by Vice-President Vici Downing, and 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. September and October 2018 Budget Reports:** General Manager Aaron Corr presented the September and October 2018 Budget Reports. He explained that total expenses equaled about 35% of the projected FY18/19 Budget to date. He addressed the personnel line items. Administration hours were high in September and October due to annual Audit preparation. He explained that Operator hours would be reduced by going to a 4-day work schedule starting in November. Some of the Electrician hours were back logged from the previous year and the Electrician would be laid off during the winter months. He concluded by stating that CSD operations will continue to be conservative regarding financial management.

Motion to approve the Financial Reports as presented by Vice- President Vici Downing, seconded by Director John Reynolds and passed unanimously by roll call vote.

## **F. General Business**

1. **High speed internet / Plumas Sierra Telecommunications update: N/A**
2. **Review Mileage and the Auto Reimbursement Policy:** General Manager Aaron Corr presented Resolution No. 2018-7 A Resolution to annul the previously adopted Grizzly Ranch CSD Auto Allowance Reimbursement Policy. This policy was reviewed by CPA Robert W. Johnson for definitive guidance. Robert W. Johnson explained that this policy, as written, did not meet current Federal regulations.

Motion to adopt the Resolution No. 2018-7 A Resolution to annul the previously adopted Grizzly Ranch CSD Auto Allowance Reimbursement Policy so moved by Director John Reynolds, seconded by Director Mark Roberts and passed unanimously by roll call vote.

General Manager Aaron Corr then presented a draft Operator Mileage Reimbursement Policy that meets all governmental regulations for the Board's review. Under this policy, Operators would be reimbursed for mileage logged and turned in at the end of each pay period. The reimbursement would be set at the rate specified in the Internal Revenue Guidelines in effect at the time of said usage. He also suggested to the Board that as an alternative, the CSD Operators could continue to personally acquire the reimbursement through their own tax deductions. This option would save the CSD the reimbursement expense. Discussion proceeded weighing between the two options.

Motion to adopt the Operator Mileage Reimbursement Policy so moved in favor by Director John Reynolds, seconded by Director Mark Roberts and passed by roll call vote of the following:

Ayes: Vice-President Vici Downing, Director John Reynolds, Director Mark Roberts

Opposed: None

Abstained: President Jim Miller

Absent: Director Alex Hickman

3. **Adopt Payroll Policy:** President Jim Miller presented the Grizzly Ranch CSD Payroll Policy with the following updates:
  - a. The definition of the work week beginning Sunday at 12:00 a.m. and ending two weeks following on Saturday at 11:59 p.m.
  - b. Stipulation that all overtime must be approved by the General Manager unless an emergency situation exists.
  - c. He then reviewed for the Board of Directors the governmental guidelines for overtime and presented two options for the Board's consideration:
    - Option 1: Any hours worked over 8 hours daily  
Any hours worked over 40 hours in a work week  
Any 7th day of consecutive work
    - Option 2: Any hours worked over 40 hours in a work week

Motion to adopt the Payroll Policy as presented with option #2 so moved by Director John Reynolds, seconded by Vice-President Vici Downing, and passed unanimously by roll call vote.

4. **SDRMA annual Payroll Reconciliation increase of workers compensation update:** General Manager Aaron Corr reviewed the invoice from SDRMA for 2017/2018 Workers Compensation resulting from the annual payroll reconciliation. He then informed the Board of Directors of the various avenues the Grizzly Ranch CSD staff is taking to reduce workers compensation costs which include training options and policy implementation that credit the District's invoice.
5. **Update on Beckwourth Fire District communications:** General Manager Aaron Corr updated the Board that the CSD and staff at Beckwourth Fire Station #2 have been in communication with each other regarding possible Memorandums of Understandings. He stated that both parties agreed to meet for discussion and clarity once the fire season ends.

#### **G. Update on water and wastewater operations**

1. **September and October 2018 Water Reports and Operations update:** General Manager Aaron Corr explained that Grizzly Ranch remained in regulatory compliance for the months of September and October. He updated the Board that CSD staff had performed corrective maintenance which included SCADA and power issues at the Water Storage Tank and Well 9M locations. There was an upgrade to the chlorine injection port at the Water Treatment Plant and the sounding tube at Well 3P2 had been cleared of an inoperable transducer. This procedure would now allow for the ability to record and track water levels at that well.
  2. **Project List Review:** General Manager Aaron Corr reviewed the standing project list explaining that the CSD is still maintaining a conservative approach to the list due to financial constraints. He stated that the two items on the list which have been addressed are the portable emergency generators and the wastewater treatment project. CSD staff had replaced the tires on the 2 portable emergency generators allowing for safe mobilization.
  3. **Wastewater project update:** General Manager Aaron Corr updated the Board that both he and Project Manager Daniel Smith have prepared and sent the loan package for the Grizzly Ranch Wastewater Plant upgrade project to CoBank Rural Water Financing Division. He explained that the loan request was for \$600,000.00 which would include cost estimates for the Treatment Plant project renovation, a first phase in replacing existing grinder pumps with STEP tank systems, and contingencies. He also explained that he and Daniel Smith were working with Shaw Engineering and the State Water Resources Control Board to prepare and finalize the proper permitting needed for this project.
- H. Report Out on meetings attended by staff/board members:** Director John Reynolds reviewed the CSDA meeting he attended. Highlighted at the meeting was new legislation that may require Sexual Harassment Prevention Training for employees beginning in 2020 and two new water conservation bills signed last May: AB-1668 and SB-606.
- I. Propose future agenda items:** Review possible contract for Robert W. Johnson Accountancy for future annual audits.

**J. Motion to Adjourn meeting and reconvene at 7p.m. for Audit Presentation of the FY17/18 by Robert W. Johnson Accountancy.**

**K. Reconvene at 7p.m. at The Outpost, 300 Club House Dr., Portola CA 96122**

**L. Audit Presentation by Robert W. Johnson Accountancy:** Robert W. Johnson introduced himself to the Board of Directors and proceeded to outline and review the Grizzly Ranch CSD FY17/18 Audit report, which he prepared. Robert W. Johnson, the Board of Directors, General Manager Aaron Corr, and Office Administrator Brandy Allingham discussed key topics and line items in the report. Robert W. Johnson explained suggested managerial and recording procedures given to General Manager Aaron Corr and Office Administrator Brandy Allingham to aid in moving forward. Robert W. Johnson also emphasized the importance of the supervisory role of the Board of Directors in the future path of the CSD. All parties agreed that the CSD is operating at a deficit due to deficient assessments and the annual costs of the current sewer treatment process which is vault and haul. The CSD is working towards a sewer treatment resolution and will continue to operate as conservatively as possible while deficient assessments exist.

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GRCS D Board President

Date

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GRCS D Board Clerk

Date