



## COMMUNITY SERVICES DISTRICT

### GRCSD Board Meeting Minutes

September 21, 2021 Tuesday / 9:00 a.m.

*In response to the COVID-19 crisis and as permitted by Executive Order N-15-21, The Grizzly Ranch Community Services District Board of Directors Meeting scheduled on Tuesday September 21, 2021 will be conducted remotely. The meeting of the Grizzly Ranch Community Services District Board of Directors will be accessible to the public via Zoom.*

- B. Roll call:** President Jim Miller, Vice President Kathy Roberts, Director John Reynolds, Director John Saefke and Director Stephen Tange were in attendance via telecom establishing a quorum after a roll call vote. Bill Desjardin, General Manager Larry Smith and Office Administrator Carol Logan were also in attendance.
- C. Call to order:** 9:00 a.m.
- D. Approval of GRCSD Current Agenda:** No additional additions or corrections
- E. Approval of minutes from last meeting(s):**
- a. June 22, 2021 Board of Directors Meeting Minutes:** President Miller presented the GRCSD Board of Directors June 22, 2021 minutes. One correction was made that the comment None should be stated after E. Public Comments. No further questions or comments. President Miller called for a motion to approve the minutes with stated correction. Director Reynolds made the motion and it was seconded by Director Saefke and it passed unanimously by a roll call vote.
  - b. August 14, 2021 Board of Directors Special Meeting Minutes:** President Miller presented the GRCSD Board of Directors special meeting August 14, 2021 minutes. One correction was made. Line E. should state 1.88 cents per gallon not 0.0188 cents. No further questions or comments. President Miller called for a motion to approve the minutes with stated correction. Vice President Roberts made the motion and it was seconded by Director Reynolds and it passed unanimously by a roll call vote.
- F. Public Comments: NONE**
- G. 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. June, July, August 2021 Budget Reports for approval:** General Manager, Larry Smith reported out on the June, July, August 2021 Budget Reports. He indicated that the Plumas County Assessment catch-up check was received on September 13, 2021 and it was \$145,732.08. This was an increase of \$118,766.96 which was past defaulted tax revenue. He indicated that GRCSD was working on the number of GRI sales that were included in this check. He noted that budget line item #9000-17 Personnel Training/Travel was over budget by 243.32% which included the CSDA Conference and would seek an increase in the budget for FY2022-2023. He indicated that line item #6000-14 was at 59.77% and that the Operator in Training resigned as he has a full-time job elsewhere. He indicated that the timing was good as GRCSD is entering its slow season. He also indicated Line item #7500-05 over budget by 112.13% for a purchase of a rebuilt & back-up 3/4" meter that was needed. There were no comments or questions. President Miller called for a motion to approve the Budget Reports for June, July, August 2021. The

motion was made by Director Reynolds and seconded by Director Saefke and passed unanimously by a roll call vote.

#### H. General Business:

1. **GRCSD Finance Sub-Committee May 18, 2021 meeting minutes submittal:** President Miller presented the GRCSD Finance Sub-Committee May 18, 2021 meeting minutes and called for questions and comments. Having no questions or comments the minutes were accepted and filed.
2. **GRCSD Finance Sub-Committee Meeting August 10, 2021 report out:** Stephen Tange, GRCSD's Finance Sub-committee Chair reported out on GRCSD Finance Sub-Committee Meeting August 10, 2021
  - May, June July 2021 Budget Reports
  - FY 2021-2022 Budget Overview
  - Change in Position of GRCSD'S Treasurer of Bill Desjardin as GRCSD new Treasurer.
  - Consideration of GM CSDA Conference meeting expense reimbursement.
  - GRCSD Policy #7035 Accounts Receivable.
  - Cash vs. credit card Recap
3. **Acceptance of Resignation of Bob Coler's Position as CSD Treasurer:** President Miller accepted the verbal resignation of Robert Coler. He called for a motion to accept the removal of Robert Coler as GRCSD Treasurer. The motion was made by Vice President Roberts and seconded by Director Saefke and passed unanimously by a roll call vote.
4. **Appointment of new GRCSD Treasurer, Bill Desjardin:** President Miller called for a motion to appoint Bill Desjardin as GRCSD Treasurer. The motion was made by Director Saefke and seconded by Director Reynolds and passed unanimously by a roll call vote.
5. **GRCSD Treasurer's Report:** GRCSD Treasurer Bill Desjardin reported out on the investment accounts. He noted a change of the increase of interest earned. The other change was the 6-month \$125K CD matured and was moved to Fidelity Operations. There was \$1.04 interest accrued and Bill Desjardin, GRCSD Treasurer asked the Office Administrator Carol Logan to identify which CD that should be attached to. She also indicated that, GRCSD would be putting all the documents together to remove Robert Coler and adding Bill Desjardin to the investment accounts. Wet signatures will be required of all the board members, Bill Desjardin and General Manager, Larry Smith. Discussion was held regarding moving some investment accounts to a savings account having higher interest rates. It was decided that the Finance Sub-Committee and the Treasurer could make those changes.
6. **GRCSD Covid-19 Preparedness, Prevention (CPP) Response Plan Revision/Receipt:** It was clarified that GRCSD Claim Administrator for Worker's Compensation is Sedwick, to whom GRCSD reports ANY worker's compensation claims. There were no further comments or questions. President Miller called for a motion to approve GRCSD Covid-19 Preparedness, Prevention (CPP) Response Plan Revision/Receipt. The motion was made by Director Reynolds and seconded by Director Saefke and passed unanimously by a roll call vote.
7. **GRCSD Policy #2420 Covid-19 Face Covering to be Adopted:** Office Administrator, Carol Logan indicated the addition to GRCSD Policy #2420 Covid-19 Face Covering is that GRCSD will be requesting vaccine status because the health and safety of all employees is GRCSD number one priority. The vaccine status is personal and confidential information and filed in a separate medical personnel file, locked in a file cabinet. General Manager and all Board of Directors thanked Lori Tange for her help and input. The required policy receipt was discussed. President Miller called for a motion to adopt the GRCSD Policy #2420 Covid-19 Face Covering. The motion was made by Director Reynolds and seconded by Director Saefke and passed unanimously by a roll call vote.
8. **GRCSD Policy #7070 Merged Lot Update/Discussion:** Discussion was held. President Miller went over the process for a ballot vote hearing. All of the Board of Directors agreed that there should be separate fees for each lot whether or not a merged lot. He then appointed Director

Saefke and himself to provide a proposal for assessment of a ballot vote hearing to present to a GRCSB BOD special meeting to include procedure, cost and timing.

9. **GRCSB Policy #2500 Paid Time Off to be Amended:** Vice President, Kathy Roberts reported out on this and thanked Lori Tange for all of her help and input. The amendment includes changes to a tier of years worked increasing PTO after completion of 5 years, 10 years and 11 years and beyond. Also, amendment changes the maximum paid time off that can be carried over annually is 40 hours and must be taken the following year that it was earned. Office Administrator, Carol Logan asked from a payroll standpoint what would be the date for this policy to go into effect for the employees. It was determined that once approved it would go into effect immediately at the beginning of the current pay period 9/19/2021. President Miller called for a motion to amend GRCSB Policy #2500 Paid Time Off. The motion was made by Director Reynolds and Seconded by Director Saefke and passed unanimously by a roll call vote.
10. **GRCSB Policy #2990 Compensation for Meetings and Travel to be Adopted:** A correction was made indicating the correct policy number was #2990 not #2900. Discussion was held. No further comments or questions. President Miller called for a motion to adopt the GRCSB Policy #2990 Compensation for Meetings and Travel. The motion was made by Director Reynolds and seconded by Director Tange and passed unanimously by a roll call vote.
11. **Approval of GM Expenses from CSDA Conference:** The Board of Directors unanimously approved the additional mileage reimbursement of \$397.04 for General Manager, Larry Smith even though it would be over budget this year as training is important.

**President Miller called for a 5-minute break at 10:25 a.m.**

**President Miller called meeting back in session at 10:33 a.m.**

12. **GRCSB Policy #7035 Accounts Receivable-Funds Received for Adoption:** Discussion was held. No questions or comments. President Miller called for a motion to adopt GRCSB Policy #7035 Accounts Receivable-Funds Received. The motion was made by Director Reynolds and seconded by Director Saefke and passed unanimously by a roll call vote.
- 13/14. **GRCSB Billing Timing for Water Usage Invoicing Discussion / GRCSB Approval of Quickbooks Merchant Account Program to be integrated with current GRCSB Quickbooks Accounting software.**

Office Administrator Carol Logan reported out and recapped the cost comparison of merchant credit card accounts and timing of billing. The Finance Sub-Committee decided that utilizing Quickbooks would be simpler as it is integrated. Discussion was held and invoices would go out by 5<sup>th</sup> of the month and they would be due in net 30 days. Statements could go out monthly only to accounts with outstanding balances.
15. **GRCSB Policy #3130 Customer Payment Arrangements for Adoption:** Discussion was held. No comments or questions. President Miller called for a motion to adopt GRCSB Policy #3130 Customer Payment Arrangements. The motion was made by Director Reynolds and seconded by Director Saefke and passed unanimously by a roll call vote.
16. **GRCSB Policy #3165 Water Customer Shut-Off for Adoption:** Discussion was held. No Comments or questions. President Miller called for a motion to adopt GRCSB Policy #3165 Water Customer Shut-Off. The motion was made by Vice President Roberts, seconded by Director Reynolds and passed unanimously by a roll call vote.
17. **GRCSB Policy #3170 Delinquent Charges Water Customers for Adoption:**

General Manager, Larry Smith indicated that testing was going to be done by a 3<sup>rd</sup>. party vendor and that the customer could be present to watch the testing process. He indicated that he would research the legality of that statement and review with President Miller regarding his findings. Discussion Was held. No further comments or questions. President Miller called for a motion to adopt GRCSB Policy #3170 Delinquent Charges Water Customers with changes omitting the sentence "That the customer could not be present to watch the testing process". The motion was made by Director Reynolds, seconded by Vice president Roberts and passed unanimously by a roll call vote.

## **18.GRCSD Policy #3175 Adjustments for Accidental Water Leaks for Adoption:**

Discussion was held. A necessary policy as some parcels includes part-time residents. The General Manager would approve the adjustments unless a conflict and the Board of Directors would then oversee. General Manager Larry Smith indicated that it is important to have this policy in place as it may have to be implemented now. The policy states that an adjustment will be in a form of a credit in an amount not exceed one half of the amount of water used in the most recent billing period, or one period prior, that is above the average consumption for the billing period at the customer's address. No further comments or questions. President Miller asked for a motion to adopt the GRCSD Policy #3175 Adjustments for Water Leaks as stated. The motion was made by Director Saefke and seconded by Director Reynolds and passed unanimously by a roll call vote.

### **General Manager Operations Reports:**

#### **General Manager Larry Smith discussed Monterey CSDA Conference Takeaways**

**1. June, July, August 2021 Water Reports:** Total produced water 10,268 gallons. Total treated water 2,082,858 gallons. Total metered water June through August 2021 2,746,456 gallons. March through May 2021 51,633 gallons, 30% less. Irrigation Golf June through August 2021 3,283,400 gallons. March through May 245,900 gallons. Irrigation/Golf total "waste" is from flushing wells, testing and filtration backwash operations.

**2. Wastewater Operations Report:** Ax-Max filtration units, Lift Stations 1,2, and effluent vault are all performing as designed-no issues. Changed timers to adjust for higher flows. June-August a total of 447,560. April-May 210,210 gallons of treated waste-to irrigation pond. Primary Vault 34" Sludge, LS1 15", LS2 13". Will Vault and Haul this Fall Season.

**3. Wastewater Project update:** \$29K remaining balance in account for WW Projects Assigned for: STEP system to be installed at 36 Blacktail Point with current Permit in-hand. On-hold until contractor available (before winter). Bypass project from AX-MAX to effluent vault during same time as STEP retro.

#### **4.GRCSD Project List Review:**

Leak on customer side of water on 452 Blacktail Ridge. Fixed by customer-oversight CSD. Well 3 cooling fan installed on power saver motor. Worked fine all summer-time to remove shade structure. This Winter with low demand on water infrastructure would be a good time to change out Wall Valves in basement of WTP. High risk and necessary portion of our infrastructure.

#### **5.Application for Fuels Reduction on Fire Station Parcel:**

Dixie Fire 963, 195 total acres burned, with 90% containment. Grizzly Ranch was under Evacuation Warning. GRCSD in communication with Daniel Smith with Beckwourth Fire, and Forest Service if water was needed, we could provide. Tank level kept at Maximum with water being treated daily. Some water used from District 2 Station, but nothing that substantially affected operations. Main issue was power outages. Function Test of Generators hooked up to Booster and Well needed. Fire Safe Council Application for Service on GRCSD 8 acres near fire station. Request for fuels reduction through cost-sharing

**6.Re-Election of Vice President and Director:** Vice president Roberts and Director Saefke term will be up December 1, 2021. Office Administrator, Carol Logan is communicating with Plumas County and the BOS will contact districts on how to proceed with elections.

**I. Report on Rate Increase Protest Hearing Special Meeting, August 14, 2021:** No comments or Questions

**J. Report Out on Meetings attended by Staff/Board Directors:** No comments or questions.

#### **K. Propose future agenda items:**

**1. Merged Lot Policy – President Miller and Director Saefke**

**2. GRCSD Purchase of a Company Vehicle Vote – Director Reynolds and GM Smith**

**3. Consideration for a Formal Engineered Rate Study – Director Reynolds and GM Smith**

**L. Adjournment:** President Miller called for a motion to adjourn. The motion was made by Director Saefke, seconded by Director Reynolds and passed unanimously by a roll call vote.  
**The meeting adjourned at 11:27 a.m.**

Rachyn Robust 12/21/21  
GRCS D VICE PRESIDENT AS APPROVED DATE

Carol Logan 12/21/21  
GRCS D CLERK OF THE BOARD AS SUBMITTED DATE