

Grizzly Ranch CSD Board Meeting Minutes

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

June 6, 2017 Tuesday / 9:00 am

- I. Call to order
- II. Roll call
- III. Approval of minutes from last meeting: Motion to approve the minutes from April 2017 so moved, seconded, and passed unanimously by roll call vote.
- IV. Public Comments: NA
- V. 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.*
 - a) Employee timesheet/payroll review: General Manager Smith reviewed the evolution of the water operators time-sheet with improved tracking for time and money expenditures therein. He also introduced our new Assistant General Manager Aaron Corr who is training under General Manager Smith to fill his position upon his retirement at the end of October.
 - b) Adopt the Grizzly Ranch CSD Board Meeting Minutes policy: Motion to adopt the policy as presented so moved, seconded, and passed unanimously by roll call vote.
- VI. New Business
 - a) Discuss highspeed internet project details / prioritizing the local community's interest in attaining highspeed internet: Director Reynolds gave an overview of the broadband project under consideration by the Grizzly Ranch CSD. In partnership with Plumas-Sierra Telecommunications, broadband (50mbps download) would be provided to every home site and business at Grizzly Ranch. To do so, the district must activate its latent power by applying to the Local Area Formation Commission (LAFCo) for approval to provide this service. LAFCo will survey with Grizzly Ranch parcel owners and determine if this service would conflict with other agencies or private companies. The District would develop the infrastructure and cover the installation cost which is estimated at \$448,300.00. This would be accomplished by obtaining low cost financing from a government agency that specializes in infrastructure loan and depending on the loans structure, the cost per parcel is estimated to be between \$100.00 and \$250.00 per year per parcel. Followed by this review of the project parcel owners had a variety of questions and dialogue with the board. The board did vote to proceed to the next step to apply to LAFCO to activate the latent power to provide this service. LAFCO will advise parcel owners

of this requested change, potentially hold public hearings and determine if the service would conflict with other agencies or companies.

- b) Consider Harry and Allison Jones' request for utility services clarification: Mr. Jones approached the Board for clarification on how he would be able to hook up to the water system on his lot due to his parcel having two stub locations that could accommodate a meter set. His lot was two lots merged into one. The Board agreed with the General Manager that either stub could be used to set the meter. The Board was willing to work with him depending on the needs of the Plumas County Code requirements for a potential sprinkler system if needed, along with the Grizzly Ranch DRC and CC&R when he begins construction. The Board did agree that if an additional hookup was required for sprinkler fire protection that an additional fee would be due to the CSD for that service.
- c) Accept Director Saefke's resignation and consider short-term appointment of a director to fulfill the position until the November election. Motion to accept President Saefke's resignation so moved, seconded, and passed unanimously by roll call vote. It was recommended by the General Manager to nominate a new President and Vice President due to the resignation of President Saefke from the Board. Director Miller was nominated for President, so moved seconded and passed by roll call vote. Director Vici Downing nominated for Vice-President, so moved seconded and passed unanimously by roll call vote.
- d) Consider adoption of 2017 consumer price index cost of living increase for Grizzly Ranch CSD. General Manager Smith explained the definition of the CPI which is the Consumer Price Index. The U.S. Bureau of Labor Statistics gathers data yearly and analyzes the percentage change. Accordingly, it is prudent for businesses to adjust budgets to accurately reflect the cost changes. This year the CPI is a 3.8% increase. General Manager Smith noted that the original charter of the Grizzly Ranch CSD allowed for the CPI index to be adopted every year. With this adoption, each owner will be paying a total of \$52.00 more a year. Water and sewer charges combined monthly would be \$118.00. This would bring the annual CSD assessment to \$1,423.21

Motion to adopt the CPI adjustment of 3.8% for the Grizzly Ranch CSD for the standby assessment so moved, seconded, and passed unanimously by roll call vote.
- e) Consider adoption of CPI adjustment for utility hook up cost for water and sewer service from \$6,000 to \$6,228.00 effective fiscal year 17 – 18. Dialog from Item d) continued to for the Grizzly Ranch Connection Fee to be included in the annual consideration of the CPI adjustment.

Motion to adopt to CPI of 3.8% for the Grizzly Ranch CSD connection fee so moved, seconded, and passed unanimously by roll call vote.
- f) GRCS D budget review. General Manager Smith reviewed the budget summaries provided from Plumas County and reminded the board of the \$70,000 that had been allocated toward projects already that Plumas County budget did not show. He then overviewed reports provided for the

board which detailed the visa bills, noting the consistent ongoing cost of grinders. He also relayed frustrations with the slow process of the Plumas County bill payment system resulting in some interest fees which he and staff are working diligently to prevent in the future. The budget of 17/18 had to be prepared both in Plumas County form and the form for our own CSD as we have not yet removed our funds from the Plumas County Treasury. However, the new budget for our own GRCSD is much more accurate and detailed than we have had in the past and will provide the Board the fiscal data necessary to plan GRCSD operations with confidence.

g) Consider approval of 17/18 budget in the amount of \$470,800. Motion to adopt the budget so moved, seconded, and passed unanimously by roll call vote.

h) CSD Office Update

- Update on funds removal from Plumas County Treasury: General Manager Smith communicated the variety of issues of delayed to no communication from the Plumas County Treasury/Auditors Office after our initial meeting wherein our CSD presented every document requested to remove our funds from the treasury. It was decided that President Jim Miller would contact Michael Sanchez directly in hopes of rectifying any further delay. If there is no immediate action toward movement of our funds from the Plumas County Treasury, legal action could be pursued.
- Motion for President Jim Miller to contact Michael Sanchez, the Plumas County Board of Supervisor's Chair and for General Manager Smith to seek legal counsel on a course of action, so moved, seconded, and passed unanimously by roll call vote.
- The Grizzly Ranch CSD is now renting the office that connects to their first office at the Information Center, providing a work space for the General and Assistant General Manager. This office space was attained at a reasonable price due to the door joining the two offices and market timing. President Jim Miller created a beautiful CSD sign, which is now posted above both office entry doors.

i) Update on water and wastewater operations:

- SCADA system update: General Manager Smith reviewed the upgrade on the SCADA hardware. This has been completed successfully and has been advantageous already. Night calls generated by SCADA that are a potential emergency have already been made to our water operator staff. Efficient trouble shooting, rounds, and better reports are some of the immediate benefits. Monitoring ground water is another huge benefit with this upgrade for our CSD.
- Water Treatment Plant filter update: Water is now within state guidelines. Regarding the ongoing process, the media update was the priority of many steps of repairs needed.

Valves are due to be repaired next and the supplies have arrived on site to accomplish this project.

- Update on wastewater project / SHAW Engineering: General Manager Smith and Assistant General Manager Corr met with the Plumas County Director of Environmental Health Jerry Sipe and with Doug Barber from the State Water Quality Control Board to discuss and gain permission for a potential leach field system, saving the District \$150,000.00 annually. The meeting was productive and permission to proceed with a plan and a course of action was approved.
 - Monthly water report: General Manager Smith reviewed the May 2017 monthly water report, the system was in compliance. Total treated water verses metered water proved that we are only losing 20% of the water the CSD is producing, down from 50%. General Manager Smith noted evidence that some residences are not complying to the Water Conservation Ordinance. Plans to first educate the community on adequate watering use, leak detection and prevention, as well as the general cost of water service, are the first step in addressing compliance.
 - Discuss potential automatic meter reading system: General Manager Smith reviewed data showing some potential problems with automatic meter reading system. Assistant General Manager Corr will be further researching such meter systems with emphases on our environment. He will be contacting Districts around the local area to gain thorough understanding automatic meter operations under our climate and will bring back to the Board that data for evaluation.
 - CSD work vehicle: Due to the ongoing issues with the Plumas County Treasury and funds, the purchase of a GRCS D work vehicle, will be tabled until those more immediate issues are resolved.
- j) Report out on April closed session: Assistant General Manager Aaron Corr was again introduced as the April closed session was where it was decided that the GRCS D hire him to be our future General Manager.
- k) Propose future agenda items. NA
- l) Report out on meetings attended by Staff/Board members: Director Reynolds overviewed the Plumas County Special Districts meeting he attended. He noted that our District has two open seats up in November 2017. He communicated that LAFCo is evaluating the Plumas County Flood Control and Water Conservation that controls the Lake Davis flow; it would be prudent for our CSD to be aware of the progress of that evaluation as it provides 2/3rds of the water for the Grizzly Ranch golf course. Director Reynolds then requested ADA compliance be listed on the GRCS D website.