

# **Grizzly Ranch CSD Board Meeting Minutes**

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

November 1, 2016 Tuesday / 12pm

CALL IN AVAILABLE: 605-475-4000 ACCESS CODE: 972538#

- I. Call to order: 12pm
- II. Roll call: President John Saefke, Vice President Jim Miller, Director John Reynolds, Director Vici Downing, Director Alex Hickman, General Manager Daniel Smith and Clerk/Secretary of the Board Brandy Allingham present.
- III. Approval of minutes from last meeting: Minutes for October 4, 2016 approved.
- IV. Public Comments: Gratitude was shared for the hard work and progress thus far.
- 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.*
  1. Payroll authorization and payroll overview: General Manager Smith overviewed the timesheets and payroll from August – October 2016. Payroll was authorized.
- VI. New Business
  - a) Wastewater treatment options for GRCSD: Angie McDaniel presented options for wastewater treatment using small package plant systems. Angie also discussed grant opportunities through the State Water Revolving fund that has Prop 1 bond money for wastewater treatment projects.
  - b) Consider authorizing Memo of Intent for Removing Funds from the County Treasury:

General Manager Smith reiterated the difficulties experienced thus far having the Plumas County Auditor manage the GRCSD accounting and presented the Memo of Intent as the first step in the process of bringing the accounting in house. Item f) McClintock Accountancy Presentation was then moved to this discussion for the benefit of evaluating the advantages of removing funds from the Plumas County Treasury along with options available for outsourcing specific accounting tasks as desired. McClintock reviewed a list of tasks with the board. It was decided to produce a list of tasks needed for the district along with bids, and his item will be discussed further at the December 2016 meeting.
  - c) SDRMA liability insurance quote review: General Manager Smith reviewed documents SDRMA provided with their Property/Liability Package Program quotation along with the Sixth Amended Joint Powers Agreement related to the Special District Risk Management Authority, the Bylaws of Special District Risk Management Authority and the list of Actions required to gain membership in the program. It was agreed that it would be beneficial for the Board to take some time to thoroughly read through the documents before deciding on the course of action to take.

d) CSD Office Update: GM Smith

- Website: Director Alex Hickman and Brandy Allingham reviewed creation of the GRCSD website, it is functional and will continue to be refined as needed.
- Employee Recruiting: Director Alex Hickman reviewed progress on recruitment of the two positions available. Ziprecruiter.com and an ad in the local paper gained the attention of 19 applicants. The Board and General Manager Smith selected dates for interviews. General Manager Smith then presented the question of whether the Board thought the credit history was necessary along with the general background check and drug testing that will be required for employees. Dates for a pre-interview meeting and interviews were scheduled.

Motion moved to accept required background check consent form for future employees updated to exclude the inclusion of the credit score of future employees so moved, seconded and passed unanimously by roll call vote.

- Credit Card Authorization Resolution: General Manager Smith presented Resolution No. 2016-4 A Resolution Authorizing a Grizzly Ranch Community Services District Credit Card. Consideration of the credit card's necessity for facilitating business, along with the limits and prohibitions were duly noted.

Motion to pass the resolution as presented so moved, seconded and passed unanimously by roll call vote.

e) Operations update on the Water and Wastewater Systems:

- Tesco SCADA Proposal: General Manager Smith presented the SCADA documents and cost proposal. The Board will review and consider approval at their next meeting.
- Water Tank ROV Inspection Report: Allingham Water videoed the water storage tank on October 26<sup>th</sup>. The tank was in very good condition with only a very small amount of rust, and very little sediment in the tank with about 1/8 of an inch of sediment.
- Well 3 and 9 proposal updates: Steve's Pumps had to cancel the scheduled visit on two occasions due to emergencies at other sites. We will continue to get a bid for updating well 3 and finishing well 9 in the spring of 2017.
- Grinder pump system updates: Creekside Cabin grinder is finally fixed by replacing the power supply cable to the pump. 701 Blacktail Ridge is in service but there is still a high level false alarm coming from the pump, we will continue to work with the factory to resolve the issue.
- Suspension of the permit on Well #1 update: The samples from well 2 were positive for arsenic. This rules out swapping wells with the golf course.
- 12- acre parcel obtainment update: GRI has asked us to stake out the parcel for what we think is necessary for use by the CSD. On November 5<sup>th</sup>, we did stake the property as requested.

- HOA parcels transfer update: The HOA approved transferring the 3 parcels the board requested.

f) McClintock Accountancy Presentation: See Item b.

g) Report out from last closed session

- Terminating time and materials operations functions with PERC
- No reportable information about NCE at this time

#### CLOSED SESSION

A. NCE Contract update