

Grizzly Ranch CSD Board Meeting Minutes

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

July 11, 2017 Tuesday / 9:00 am

- I. Call to order: 9:01 a.m.
- II. Roll call: President Miller, Vice President Downing, Director Reynolds, established a quorum; General Manager Smith, Assistant General Manager Aaron Corr, and Secretary/Clerk of the Board Allingham also present.
- III. Approval of minutes from last meeting: Motion to approve June 6, 2017 meeting minutes so moved, seconded, and passed unanimously by roll call vote.
- IV. Public Comments: Homeowner Dan Davis inquired about the Water Conservation Ordinance adopted January 18, 2017 stipulations. General Manager Smith explained that the high volume of precipitation of last winter does not eliminate the necessity for continued prudence in with our water resources. General Manager Smith explained the Best Practices mandated within the ordinance, provided some education plant root systems and offered some alternative methods of watering that will sustain the landscapes while complying with the ordinance.
- 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 and budget review: General Manager Smith reviewed the employee timesheets.

General Manager Smith reviewed the 2016/2017 budget status, balances and expenditures noting we were under budget for the fiscal year.
- VI. General Business
 - a) Upcoming elections: General Manager Smith gave instructions for the upcoming Grizzly Ranch CSD Board elections. Currently three seats are up for renewal; Election packets available July 17, 2017 and information was both mailed and emailed to homeowners as well as being posted on the GRCSO website.
 - b) Authorize resolution and certification for tax assessment for 2017 by Plumas County: General Manager Smith presented for the GRCSO Board’s review the 2017 Special Assessment for billing \$431,229.60/303 GRCSO parcels. Motion authorizing resolution so moved, seconded; discussed briefly by General Manager Smith noting the improvement from last year’s assessment in accuracy; passed unanimously by roll call vote.

c) CSD Office Update:

- Update on funds removal from Plumas County Treasury: General Manager Smith updated the Board on the hard progress made with the removal of the funds being on the Plumas County Agenda wherein the vote to transfer will take place. Other progress noted is that a checking account at Plumas Bank was opened with about \$4,000.00 from reimbursements from Workforce Alliance and shared electrical cost from the Grizzly Ranch Golf Course. The account is insured up to 2 million, per government law. The GRCSD will also have a Reserve Account which is required to be deposited into a state approved fund.

August 2, 2017 update: Funds removed from the Plumas County Treasury and deposited into the local branch of Plumas Ba

d) Update on water and wastewater operations:

- Water Treatment Plant filter update: Assistant General Manager Corr reviewed the progress on the filter valves and seal replacements thus far. The full replacement for all the valves will take less than a week. Concentration will then be placed on the leaks in the flow meters. At that point, the Water Treatment Plant will be updated to general budgeted task list.
- Tri-Annual Lead and Copper Testing: Assistant General Manager Corr informed the board of the lead and copper testing done on 4 residents and 1 commercial building, which is a tri-annual test required on the water system.
- Review bids for Water Reclamation Facility asphalt repair: Assistant General Manager Smith reviewed the two bids received for the asphalt repair.

Motion to accept the bid from Hauso Engineering so moved, seconded, and passed unanimously by roll call vote.

- Update on wastewater project / SHAW Engineering: General Manager Smith reviewed the progress thus far on GRCSD leech field project. The Water Treatment Plant has recently received maintenance and updates with success. General Manager Smith presented the benefits of focusing previously allocated Water Treatment Plant funds toward the Wastewater Step System and Leech Field project.
- Monthly water report. General Manager Smith reviewed the May 2017 monthly water report, the system was in compliance.
- Review water conservation efforts to date.

e) Propose future agenda items. NA

f) Report out on meetings attended by Staff/Board members.