

Grizzly Ranch CSD Board Meeting

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

December 6, 2016 Tuesday / 9:00am

I. Call to order: 9am

I. 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.

II. Approval of minutes from last meeting: November 1, 2016: Approved.

III. Public Comments: None

IV. 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: Reviewed.

b) GRCSO Budget Review:

Budget reflected financial standing through October 2016. General Manager Smith reviewed the balance sheet showing the Grizzly Ranch CSD financials to be in good standing. Warrants were discussed noting future hires and projected costs. Possible obtainment of grants and financing also discussed as options to fund necessary projects.

V. New Business

a) Proposal to rent or purchase space in the cart barn from Grizzly Ranch Golf Course:

Reviewing the offer of the golf cart with the equipment and supplies owned by the GRCSO proved it unnecessary to acquire the use of the facility at this time.

b) GRI & GRGC Tax Assessment Update and Authorization:

Evaluation of the requested refund for various tax assessments provided clarification of standards for assessments agreed upon by the board.

Motion to refund GRI for tax assessments to all requested lots minus parcel number 028-010-032 so moved, seconded and passed as follows: President John Saefke, aye, Vice President Jim Miller, aye, Director Vici Downing, aye, Director Alex Hickman, aye, and Director John Reynolds, Recused.

c) Fire Station Lot transfer follow up:

Discussion of obtaining the 12-acre parcel offered to the GRCSO from GRI clarified mutual benefits to the GRCSO and GRI.

Motion to accept the transfer of lot 028-010-043 so moved, seconded and passed as follows: President John Saefke, aye, Vice President Jim Miller, aye, Director Vici Downing, aye, Director Alex Hickman, aye, and Director John Reynolds, Recused.

d) GRCSO Agenda and Manufacturer Contact Protocols:

General Manager Smith reviewed standard practices for special district operational protocol focusing on the creation of the agenda and contacting contractors and manufacturers. As the board is functionally one vote working together at public meetings, individual members cannot act independent from a majority vote; and only then is the board's function to direct the General manager to act and negotiate on the Districts behalf.

Vice President Jim Miller reviewed standard operations for board meetings going forward. He noted that one item the board needs to do is to adopt procedures for meetings. He presented options for adoption. Along with adopting procedures, naming and training a responsible person to guide the board is essential for maintaining compliance.

Vice President Jim Miller also presented the need to establish a policy for reimbursing members of the board of any personal expenses acquired on board business.

e) Update on wastewater treatment options for GRCSO, Engineering firms, Permit renewal, Regional Board contact:

General Manager Smith reviewed the ongoing progress of understanding what wastewater options work for our area's communities. He noted Shaw Engineering and Farr West Engineering have been referred as companies with whom others have had success. Those companies are willing to come to Grizzly Ranch for site visits at no charge. Interim options were also discussed at length along with the water treatment plant. A scope of work and possible engineering report will be presented to the board at the next GRCSO board meeting. General Manager Smith also reached out to the regulators to increase mutual understanding of our situation and gained their support for moving forward.

f) CSO Office Update: GM Smith

- Accounting Cost Comparisons/Memo of intent authorization:

Discussion of bringing accounting in house continued and directors requested further information from consulting options for consideration. It was also deemed prudent for available consultants to come in and meet the board as well.

- SDRMA Insurance / Workers Comp:

General Manager Smith informed the board that SDRMA Insurance is now covering our CSD starting December 1, 2016. Workers comp. for 2 full-time employees, 2 part-time and the 5 board members will be added to the liability as well.

Lastly, General Manager Smith shared that the Grizzly Ranch Community Services District received two credit cards from Plumas Bank.

g) Operations update on the Water and Wastewater Systems: GM Smith

- Tesco contract update: Final contract with Tesco will be sent back with official signatures. It was clarified that this project was a priority for Tesco. Delivery is estimated to be between 4-6 months out.

- WTP filter update:

The media of the water treatment plant filters is 11 years old and in need of replacement soon. Water test show that our secondary MCL is over the California regulatory laws. In the time between getting new filters and now the treatment system is being optimized at a lower flow.

- Tank video pictures:

Photos of the water tank R.O.V. Inspection were presented. The water tank is in good repair and the water is incredibly clear.

- Provide direction on CSD work vehicle:

GRCSO is in need of a work vehicle for the operators to drive on site. General Manager Smith has been looking at what is available. Affordability is a top priority along with 4-wheel drive. The board directed further investigation with leasing and options. General Manager Smith will report back next meeting on progress.

h) Water conservation Mandatory report 12-15-16:

General Manager Smith informed the board of the mandatory conservation report is due. 2013 is the base year for reducing water use by 25% of use in that year. He presented an example of a water conservation ordinance that we should pass as a CSD.

i) Report out on November closed session:

NCE contract was terminated.

j) Proposed future agenda items from board members:

Motion to add the adoption of a water conservation ordinance so moved, seconded and passed unanimously by roll call vote.

Motion to add the adoption of the rules of order so moved, seconded and passed unanimously by roll call vote.

Motion to add reimbursement procedures so moved, seconded and passed unanimously by roll call vote.

Motion to add high speed internet for the community so moved, seconded and passed unanimously by roll call vote.

k) Report out on meetings attended by Board Members:

Director John Reynolds reported on the Plumas County Special Districts Association meeting he attended. He outlined the overview and meeting items noting the benefits to our district. The Association provides a platform to share concerns and training opportunities for our members. A February training about best practices of governance would be beneficial for the Clerk of the Board along with the Directors to attend.

Closed Session

a.) Employee Recruitment Negotiations:

General Manager Smith updated the board on the progress of filling the two operating positions with the GRCSD.

Two hires are due to start early January after clear background checks and clean drug testing.

General Manager then reminded the board that he accepted the position of General Manager on a temporary basis. He requested that the board begin to look for his replacement immediately in anticipation of the time required to find and recruit a qualified replacement.

A committee will be formed ASAP to begin that process.