



COMMUNITY SERVICES DISTRICT

GRCSO Board Meeting Minutes

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

June 21, 2022 Tuesday / 10:00 a.m.

- A. Roll call:** President Jim Miller, Vice President Kathy Roberts, Director John Reynolds, Director John Saefke and Director Stephen Tange were in attendance. A quorum was established after a roll call vote. GRCSO Treasurer Bill Desjardin, General Manager Larry Smith and Office Administrator Carol Logan were also in attendance.
- B. Call to order:** 10:00 a. m.
- C. Approval of GRCSO Current Agenda:** General Manager Larry Smith suggested that line-item F-1 be moved to F-4. It was agreed to and changed without any further corrections or changes.
- D. Approval of minutes from last meeting (s):** President Miller presented the GRCSO minutes from March 22, 2022. He then called for a motion to approve the GRCSO March 22, 2022 Minutes. The motion was made by Director Reynolds. It was seconded by Vice President Roberts and passed unanimously by a roll call vote.
- E. Public Comments:** NONE
- F. Closed Session:**
1. Public Employee Evaluation of Chief Operator.
 2. Public Employee Evaluation of Operator in Training
 3. Public Employee Evaluation of Office Administrator.
 4. Public Employee Evaluation of General Manager.
- G. Report out on Closed Session:** The GRCSO Board of Directors designated the General Manager Larry Smith to negotiate with the Chief Operator, Operator in Training, and the Office Administrator based on their performance evaluations. The GRCSO Board of Directors designated Vice President Roberts to negotiate with General Manager Larry Smith based on his performance evaluation
- H. 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. **March, April and May 2022 Budget Reports for approval:** General Manager Larry Smith reported on these reports. Discussion was held. No further questions or comments. President Miller called for a motion to approve the March, April, May FY 2022 Budget Reports. Director Tange made the motion. It was seconded by Director Reynolds and passed unanimously by a roll call vote.
- I. General Business:**
1. **GRCSO Finance Committee February 8, 2022 Meeting Minutes Submittal:** President Miller presented the GRCSO Finance Sub-Committee August 10, 2021 Meeting Minutes and called for questions and comments. Having no questions or comments the minutes were accepted and filed.
 2. **GRCSO Finance Committee Meeting May 17, 2022 report out.** Director Tange reported out on the GRCSO Finance Committee Meeting May 17, 2022

- GRCS D water meter customer past due account
 - GRCS D Finance Sub-Committee has changed their name to GRCS D Finance Committee
 - GRCS D Finance Committee changed the meeting dates to the 3rd. Tuesday from the 2nd. Tuesday in the months of August, November, February and May.
 - GRCS D RFP Award for upcoming Annual Audit to Johnson Accountancy
 - GRCS D RFP for Professional Rate Study
 - GRCS D RFP for Snow Removal
 - Yarrow Pond
3. **GRCS D Treasurer's Report:** GRCS D Treasurer Bill Desjardin reported on the Investment accounts. He reported on the balances of the Fidelity and Live Oak accounts, Cash Flows, routine and non-routine Expenses.
- President Miller called for a short recess.** GRCS D Board of Directors Meeting started back at 11:30 a.m.
4. **GRCS D Calendar of scheduled regular meetings for FY 2022-2023: GRCS D Resolution 2022.05 to be adopted:** President Miller called for a motion to adopt FY2022-2023 Calendar and GRCS D Resolution #2202.05 Establishing Regular GRCS D BOD meetings on the 3rd. Tuesday, 4 times a year in the months of September, December, March and June at 9:00 a.m. Director Reynolds made the motion. It was seconded by Director Saefke and passed unanimously by a roll call vote.
14. **President Miller allowed agenda item #14 Road Maintenance by 2024** as HOA President Mark Roberts arrived with his presentation of Road Maintenance 2024. Mr. Roberts reported road transition by years, 2022 through 2024 showing advantages and disadvantages and income projections.
5. **GRCS D FY 2022-2023 CPI Increase for Connection Fees and Tax Assessments:** General Manager Larry Smith reported out on this indicating the May 2022 CPI report was 8.6%. Director Reynolds commented that it needs to be the April Annual CPI Report. President Miller called for a motion to adopt the CPI Increase for Connection Fees and Tax Assessments at 4% per LAFCO formation documents. Director Reynolds made the motion. It was seconded by Director Saefke and passed unanimously by a roll call vote.
6. **GRCS D FY 2023 Water Volume / Base Rate Increase:** General Manager Larry Smith indicated that the annual water base rate and usage rate is due to be implemented at the beginning of the new Fiscal Year 2022-2023. He indicated that it was approved by vote at the Protest Hearing August 14, 2021. A 30-day notice will go out to all connected residents with implementation on the October, November and December of 2022 Billing cycle.
7. **GRCS D FY 2022-2023 District Special Assessment Certification with Resolution #2022.03 Requesting Collection of Charges on Tax Roll for adoption:**
President Miller called for a motion to adopt GRCS D Resolution #2022.03 Requesting Collection of Charges on a Tax Roll. Director Tange made the motion. It was seconded by Director Reynolds and passed unanimously by a roll call vote.
8. **GRCS D FY 2022-2023 Budget Proposal for Adoption:** General Manager Larry Smith reported out on the GRCS D FY2022-2023 Budget proposal. Discussion was held. There were no further comments or questions. President Miller called for a motion to adopt the GRCS D FY 2022-2023 Budget. Director Reynolds made the motion. It was seconded by Director Saefke and passed unanimously by a roll call vote.
9. **GRCS D Resolution 2022.04 Accepting the Bid to Provide Annual Financial Audits for 2022, 2023, 2024:** Discussion was held. President Miller called for a motion to adopt GRCS D Resolution #2022.04 Accepting the Bid to Provide Annual Financial Audits for FY 2022, 2023, 2024.

Robert W. Johnson Letter of Acceptance was approved by all of the GRCSB Board of Directors.

10. Delinquent Charge Water Customers

- a. Discussion of delinquent residents. Discussion was held and it was decided by the GRCSB Board of Directors to follow the GRCSB policies in place and start the 10-day notice process on delinquent customers and follow through with water shut off.
- b. **GRCSB Policy # 3170 Delinquent Charge Water Customers to be Amended:** There were no comments or questions. President Miller asked for a motion to amend GRCSB Policy #3170 as stated. The motion was made by Director Tange. It was seconded by Director Reynolds and passed unanimously by a roll call vote.

11. GRCSB Policy #2060 Employee Mileage Reimbursements to be Amended: There were no comments or questions. President Miller called for a motion to amend GRCSB Policy #2060 as stated. Director Reynolds made the motion. Director Saefke seconded the motion and it passed unanimously by a roll call vote.

12. GRCSB Policy #2901 Job Description Administrative Assistant/Clerk of the Board to be Adopted: Discussion was held. It was decided that the addition to prerequisite qualifications that intermediate working knowledge of Quickbooks needed to be added. Having no further comments or questions President Miller called for a motion to adopt GRCSB Policy #2901 Job Description Administrative Assistant/Clerk of the Board with stated changes. The motion was made by Director Reynolds. It was seconded by Director Saefke and passed unanimously by a roll call vote.

13. GRCSB Policy #2955 Job Description Business Manager to be Adopted: Discussion was held. One correction as the Finance Sub-Committee is now Finance Committee. GRCSB Board meeting attendance was discussed. No further questions or comments. President Miller called for a motion to adopt GRCSB Policy #2955 with stated correction. The motion was made by Director Tange. It was seconded by Director Saefke and passed unanimously by a roll call vote.

14. GRCSB/ HOA, Mark Roberts presentation for Road Maintenance 2024. President Miller moved this agenda item to after #4.

15. Snow Removal: General Manager Larry Smith reported out that GRCSB did not have the latent powers to be able to bid on the Grizzly Ranch RFP snow removal.

16. Ponds: General Manager Larry Smith reported out that Grizzly Ranch Golf will be taking over care of the pond.

J. Internal Rate/ Engineering Study Discussion: General Manager Larry Smith reported out on the status of the Internal Rate/Engineering Study. The Hanford report is only for a Financial Rate Study. He reached out to a total of 5 firms and only one meets the scope of work required. FG Solutions will be working with TKE Engineering out of Riverside California. As of the date of this meeting the quote had not been received. The GRCSB Board of directors decided to call a special board meeting after the quote was received to review, discuss timing and payment schedule.

President Miller asked to be excused and asked Vice President Roberts to continue to facilitate the remainder of the meeting.

K. Water and Waste Water Reports: General Manager Larry Smith reported out on Operations

- Personnel Status
- March- May 2022 Water Reports
- Wastewater Operations Reports
- GRCSB Completed Projects Update
- GRCSB Upcoming Projects

L. Propose future agenda items:

- Road Transition/LAFCO
- CoBank lease vs. purchase
- GRCSB Resolution Establishing Appropriations Limit for FY 2022-2023 Year

M. Adjournment: Vice President Roberts called for a motion to adjourn the meeting. The motion was made by Director Tange. It was seconded by Director Reynolds and passed unanimously by a roll call vote.

The meeting adjourned at 1:15 p.m.

Jamie Miller

GRCSD PRESIDENT OF THE BOARD AS APPROVED

9-20-2022
DATE

Carol Lagan

GRCSD CLERK OF THE BOARD AS SUBMITTED

9-20-2022
DATE