



COMMUNITY SERVICES DISTRICT

GRCS D Board Meeting Minutes

March 21, 2023 9:00 a.m.

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

- A. Roll call:** Vice President Kathy Roberts, Director John Reynolds, and Director Stephen Tange were in attendance. President Jim Miller, attended remotely via Zoom as public. Director Saefke was absent. A quorum was established after a roll call vote. GRCS D Treasurer Bill Desjardin, General Manager Larry Smith and Business Manager Carol Logan were also in attendance.
- B. Call to order: 9:02 am**
- C. Approval of GRCS D Current Agenda:** A correction was made and the omission of the Yarrow Pond Update was added and approved by the Board of Directors
- D. Approval of minutes from last meeting (s):** Vice President Roberts presented the GRCS D BOD minutes from December 20, 2022. She called for comments and questions. There were none. She called for a motion to approve the December 20, 2022 GRCS D BOD minutes. The motion was made by Director Reynolds and seconded by Director Tange. The motion passed unanimously.
- E. Public Comments:** Mark Roberts from Grizzly Ranch HOA had the following comments:
1. He asked the BOD if they would consider changing the term of the Lease Agreement between HOA and Grizzly Ranch CSD and be moved to 4/1/2023 through 3/31/2023.
 2. He gave an update on the Road Maintenance Project 2024. He indicated the Browning Study would have new refresher projection numbers annually. He discussed some of the upcoming issues with the roads in Grizzly Ranch. GRCS D would consider a second opinion.
- F. 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. December 2022, January, February 2023 Financial Reports for approval. Business Manager Carol Logan indicated that GRCS D was going to be stream lining the financial reports to better provide needed information to the BOD in order for them to continue their role in governance. Discussion was held regarding rounding up, less columns and more summary information on revenue, personnel, operations and Capital Equipment information would be helpful. She called for questions and comments. Vice President Roberts called for a motion to approve the December 2022, January, February 2023 Financial Reports. Director Reynolds made the motion and it was seconded by Director Tange and passed unanimously
- G. General Business:**
1. GRCS D Finance Committee November 15, 2022 Meeting Minutes Submittal

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2. **GRCSD Finance Committee Meeting February 21, 2022 report out:** Director Tange reported out on these items:
 - Plumas County check not received and GRCSD is holding off on any further investments for now.
 - Dowl Engineering Study update.
 - 5-year Budget Projection adding 4% inflation and GRCSD defaults to the report
 - Annual water meter rate increases to be done annually in January of each year.
 - Discussion regarding the \$75,000 budget item for a vehicle being moved to purchase 6 STEP systems
 - CAMCO HOA Lease agreement
 - Discussion held on Asset/Connection accounting
 3. **GRCSD Treasurer's Report:** GRCSD Treasurer Bill Desjardin reported on the investment accounts. He reported on the balances of the Fidelity account and Cash Flows. He indicated that he reached out to the GRCSD auditors to discuss account #1152-02 HTM Unrealized Gain/Loss adjustment. They agreed to disagree.
 4. **GRCSD Connection Fees/Asset Update Johnson Accountancy/Legal Council:** Business Manager Carol Logan reported out on this and clarified the second recommendation from Johnson Accountancy on the FY 2022 Audit regarding establishing an equity account for the spread sheet that she uses to track revenue and expenses for new connection fees. There would be an annual journal entry at the time of the audit where the information on the spreadsheet would be entered and reported on the Balance Sheet for transparency. General Manager Larry Smith reported that he spoke with our legal team and that funds needed to be designated to the new connections and could only be spent on designated tools within the system, like meter readers. Discussion was held.
 5. **GRCSD CAMCO Lease Agreement January 1, 2023 through December 31, 2026:** Per information given by Mark Roberts, the BOD unanimously voted to accept the change in the term date for the CAMCO lease to 4/1/2023-3/31/2026.
 6. **GRCSD Administrative Tool for Brown Act/Public Records compliance with Agendas/Minutes:** General Manager Larry Smith report out on this indicating it was a good tool for agendas and minutes. Discussion was held and the GRCSD BOD agreed that GRCSD could use the tool and it was noted to be put on the FY budget for 2024.
 7. **GRCSD 5-year Budget Projection:** Business Manager Carol Logan reported out on this indicating that it would be easier and more efficient to create this report out of QuickBooks and asked the GRCSD BOD what they need to see on this report like less line items, more summary detail. Discussion was held. This is work in progress and can be refined moving forward for the BOD to have the information they need to see to make decisions for GRCSD.
 8. **GRCSD Policy # 3180 Disposal of Surplus Property Update:** General Manager Larry Smith recommended that GRCSD sell the filter vessel package for minimum of \$4500.00. Retail for this is \$57,000.00. Discussion was held. The GRCSD BOD agreed unanimously to have him sell this surplus item.
 9. **GRCSD STEP Tank Quote and Discussion/Allocation from vehicle Budget item.** General Manager Larry Smith recommended GRCSD that the budgeted amount for the vehicle, \$75,000 could be better used to buy 6 STEP systems. He was given a volume quote for 6 systems. Storage was discussed and the GRCSD BOD accepted the Quote from McGarr Excavation, Inc. for these 6 STEP systems.
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H. Professional Rate/Engineering Study update: General Manager Larry Smith gave an update on the Dowl Engineering Study. He showed the GRCS D BOD the latest report he received from Dowl. The GRCCSD BOD recommended a special BOD meeting to be set for April 10, 2023 to finalize this study in order to get it timely out to the public election. Larry will set up this meeting and reach out to Dowl for their final presentation.

I. Administration, Water & Waste Water Reports:

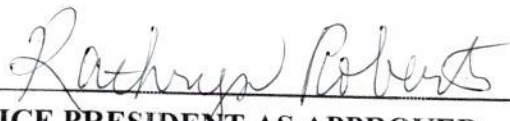
- Personnel; 4 current employees 1 seasonal in summer, Justus Lundy resignation, posting of part time administrative assistant and full time OIT positions.
- Water Reports
- Sub-Surface Well Soundings
- Wastewater Operations Report; ordered 3 phase HP pumps at \$1059.00 each; 2 extreme high flow events; 306 Arrowleaf new build wrong Jensen precast installed. GRCS D working with owner getting the correct equipment installed.
- Completed projects; internet upgrade Gen 8; ordered new transducer; snow removal
- GRCS D Upcoming projects List: Complete Engineering Rate Study; Fire hydrant/connection repair; troubleshooting lower flow GPM new pump to be installed; Licenses for L1 and T2 licenses; E.A.R. Report due 5/13/2023; CCR due 7/10/2023

J. Report out on Meetings Attended by Staff/Board Members; Business Manager Carol Logan showed the GRCS D BOD 2 Presidents Special Acknowledgement Awards, one for Workers Compensation Policy and one for Property/Liability Policy for having no claims in 5 consecutive years. GRCS D had the most CIPS,(safety classes), per capita of all of the CSD;s in California.

K. Propose future agenda items:

- GRCS D Policy on BOD Telecommuting for BOD meetings
- BOD Vacancy/Letter
- FY 2023-2023 Budget
- Engineering Rate Study/ Finalize to public election
- Resolution for New Connection Rate Fee schedule for FY 2023-2024
- Yarrow Pond MOU with Grizzly Ranch Golf Course
- Submittal and filing of FC Minutes 11/15/2022 and 2/21/2023

L. Adjournment: Vice President Roberts called for motion to adjourn the meeting. The motion was made by Director Reynolds. It was seconded by Director Tange and passed unanimously.
The meeting adjourned at 11:44 a. m.



VICE PRESIDENT AS APPROVED

5-16-23

DATE



CLERK OF THE BOARD AS SUBMITTED

5/16/23

DATE