



# COMMUNITY SERVICES DISTRICT

## GRCSD Board Meeting Minutes

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

September 4, 2018 Tuesday / 9:00 am

**REASONABLE ACCOMMODATIONS:** *In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Grizzly Ranch CSD Staff or Board Directors. Notification 72 hours prior to the meeting will enable us to make reasonable arrangements to ensure accessibility.*

Call in is available for this meeting:

| <u>User Name</u>  | <u>Participant Code</u> | <u>Toll Free Dial-In</u> | <u>Toll/Int Dial-in</u> |
|-------------------|-------------------------|--------------------------|-------------------------|
| Grizzly Ranch CSD | 8535951                 | 1-866-906-0040           | 1-857-288-2640          |

### **A. Call to Order 9am**

**B. Roll call:** President Jim Miller, Vice-President Vici Downing, Director Mark Roberts, Director John Reynolds, and Director Alex Hickman via conference call all present thus establishing a quorum. General Manager Aaron Corr and Office Administrator Brandy Allingham also in attendance.

**C. Approval of minutes from last meeting(s):** July 11, 2018 Board Meeting Minutes and August 27, 2018 Special Board Meeting Minutes:

Motion to accept the July 11, 2018 Board Meeting Minutes moved by Director John Reynolds, seconded by Vice-President Vici Downing and passed unanimously by roll call vote.

Motion to accept the August 27, 2018 Special Board Meeting Minutes moved by Director John Reynolds, seconded by Vice-President Vici Downing and passed unanimously by roll call vote.

### **D. Public Comments: None**

**E. 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. **July and August 2018 Budget Reports:** General Manager Aaron Corr introduced the budget report with an update from the final Property Tax Apportionment to the District for the FY 2017/18. He noted that the Grizzly Ranch CSD gained 1 GRI (Grizzly Ranch Investors) and 4 ½ other delinquent assessments on this final payment. The total delinquent assessment payments for the FY 2017/18 were now 63 GRI and 3 ½ others.

General Manager Aaron Corr then reviewed the presented budget reports. He noted that the first two months of the 2018/19 fiscal year had already had some effect on budgeted

Water Maintenance accounts. He explained that these were corrective maintenance issues that needed to be addressed and were crucial towards the Districts operations. He also informed the Board that the months of July and August will always result in high numbers relating to the District's Sewer Vault and Haul costs. The Vault and Haul costs are a result of high usage and proactive management of effluent pumping due to the high demand of Vault and Haul services during the fire season. These operational issues were addressed in both an efficient and economical manner. The operational costs are expected to decrease as the demands decrease with the summer season closing.

Motion to accept the budget as presented moved by Vice-President Vici Downing, seconded by Director Mark Roberts and passed unanimously by roll call vote.

Payroll and time-sheets were then reviewed by President Jim Miller with discussion from the Board resulting in the request of Payroll Class Reports to be presented at each Board Meeting in place of the time-sheets.

## **F. General Business**

1. **High speed internet / Plumas Sierra Telecommunications update:** Director Alex Hickman reviewed with the Board that the option of Plumas Sierra Telecommunications bringing fiber to the area is at this time cost prohibitive regardless of the many advantages. He will continue to research and communicate any information relevant to the board at the next Board meeting.
2. **Grizzly Ranch Fire Station parcel transfer update:** General Manager Aaron Corr updated the Board that the parcel transfer of the two lots from Grizzly Ranch Investors had been completed.  
Director John Reynolds reminded the Board of the previous verbal agreement for the Beckwourth Fire District to treat those lots for fire prevention as part of the training for the Beckwourth Fire District fire fighters and requested General Manager Aaron Corr to get written confirmation of that.
3. **Auto Reimbursement Policy:**  
The reimbursement amount vs the average mileage used by the operators with their personal vehicles policy was discussed; concluding with the decision that this policy should be revisited regularly and specifically at the next Board meeting for any necessary funding adjustments.  
It was also mandated by the Board that the reimbursements to the operators would be retroactive from the beginning of the 2018/19 fiscal year.  
Motion to adopt the Auto Reimbursement Policy with the 'valid California driver's license changed to 'valid driver's license' moved by Director John Reynolds, seconded by Vice-President Vici Downing and passed unanimously by roll call vote:
4. **Adopt Illness and Injury Policy:**  
Motion to adopt the Illness and Injury Policy with 'Grizzly Ranch Community Services District' inserted in place of 'The Organization' on the Employee Identification form of the policy moved by Vice-President Vici Downing, seconded by Director John Reynolds and passed unanimously by roll call vote.
5. **Adopt Internal Controls Policy:**  
Motion to adopt the Internal Controls Policy moved by Director John Reynolds, seconded by Vice-President Vici Downing and passed unanimously by roll call vote.
6. **Adopt Information, Computer and Business Security Policy:**

At this time President Jim Miller requested a document with all passwords for both the Grizzly Ranch CDS office computer and accounts be stored on an off-site location. This was not an addition to the policy but noted as general good governance.

Motion to adopt the Information, Computer and Business Security Policy moved by Director John Reynolds, seconded by Vice-President Vici Downing and passed unanimously by roll call vote.

7. **Adopt Expense Authorization Policy:**

Motion to adopt the Expense Authorization Policy moved by Vice-President Vici Downing, seconded by John Reynolds and passed unanimously by roll call vote.

8. **Adopt Accounts Payable/Check Processing Policy:**

Motion to adopt the Accounts Payable/Check Processing Policy moved by Director John Reynolds, seconded by Vice-President Vici Downing and passed unanimously by roll call vote

9. **Adopt Credit Card Expenditures Policy:**

Motion to adopt the Credit Card Expenditures Policy with the word ‘card’ added after ‘credit’ for clarification and the reference to the Internal Controls Policy updated to include the ‘7030’ policy number moved by Director John Reynolds, seconded by Vice-President Vici Downing and passed unanimously by roll call vote.

10. **Adopt Payroll Policy:**

Motion to table the Payroll Policy with additional information moved by Vice-President Vici Downing, seconded by Director John Reynolds and passed unanimously by roll call vote.

11. **Adopt Taxes and Other Deductions Policy:**

Motion to adopt the Taxes and Other Deductions Policy moved by Director John Reynolds, seconded by Vice-President Vici Downing and passed unanimously by roll call vote.

12. **2017/18 Fiscal Year Audit progress update:**

Office Administrator Brandy Allingham reviewed the preparation for the 2017/18 audit. General Manager Aaron Corr, Bookkeeper Janean Lohn and Office Administrator Allingham are currently reviewing office files and documents and creating a system to facilitate the Robert Johnson Accountancy firm in the audit.

**G. Update on water and wastewater operations**

**1. July and August 2018 Water Reports and Operations update:**

General Manager Aaron Corr reviewed operations for both July and August of 2018. He informed the Board that the Grizzly Ranch Community remained in compliance for both July and August. He informed the Board that there were a few operational corrective maintenance issues in both months. In July CSD staff replaced a broken air intake pipe at Booster Pump Station #2, replaced a leaking manway/hatch gasket on an iron and manganese treatment filtration vessel, and replaced a sodium hypochlorite injection line at the Water Treatment Plant. In August, the CSD staff assisted McGarr Excavation in repairing a leak on the well 3P transmission line, replaced another leaking manway/hatch gasket on another treatment filtration vessel, installed an additional chemical feed pump at the Treatment Plant for a more affective and reliable means of treating, performed some preventive and corrective maintenance on the well 3P power control panel, and rebuilt a damaged residential water service meter. The CSD staff also replaced one sewer grinder pump in he month of August.

**2. Project List Review:**

General Manager Aaron Corr reviewed the Grizzly Ranch CSD Project List. He noted that the Wastewater Treatment Project was updated to its most current projected cost of \$400,000.00. He also informed the Board that staff has started to address the portable generators on hand. Staff installed new batteries in each unit and were able to start the engines in each unit. Items still need to be addressed with the generators. The CSD will continue to address the project list conservatively until the budget allows for a more proactive approach to operations.

**3. Wastewater project update:**

General Manager Aaron Corr updated the Board that Project Manager Daniel Smith, Steve Brigman of Shaw Engineering, and he meet with both State and County Regulators to propose retrofitting the Wastewater Treatment Plant with the Advantex Ax-Max Treatment System. He explained that the meeting was productive and that the next step was for Grizzly Ranch CSD to produce a project description memorandum and submit it to Plumas County Officials for review. General Manager Corr presented the Board the memorandum from Shaw Engineering to Plumas County detailing the Wastewater Project for the Grizzly Ranch Community sewer systems. General Manager Corr then explained that Project Manager Daniel Smith was in the process of exploring financing opportunities. Daniel Smith has been in conversation with the California Department of Agriculture and Cobank which is a national cooperative bank. Project Manager Daniel Smith and General Manager Aaron Corr are currently working on the application process.

**H. Report Out on meetings attended by staff/board members:** None at this time.

**I. Propose future agenda items:**

Vice-President Vici Downing proposed the Auto Reimbursement Policy be added with a review of operator miles. Director Alex Hickman requested high speed internet added.

**Closed Session:**

**A. Discuss potential litigation regarding operations and maintenance contracts used by the GRCSO.**

There were no reportable actions from the Board of Directors during the closed session.

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GRCSO President Date

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GRCSO Clerk Date