**GRCSD Board Meeting** **Minutes**

June 9, 2020 Tuesday / 9:00 a.m.

*On March 4, 2020, Governor Newsome declared a state of emergency due to the threat of COVID -19. In light of the ongoing threat of COVID-19, on March 12, 2020, Governor Newsom issued an Executive Order N-25-20 to temporarily grant state and local agencies certain powers to aid in the implementation of social distancing measures recommended by state and local public health officials. In accordance with Executive Order N-25-20, the Grizzly Ranch Community Services District Regular Board meeting scheduled on June 9, 2020 will be conducted remotely. Please refer to the call-in availability information for participation access to this meeting.*

Call in is available for this meeting:

\_User Name Participant Code Toll Free Dial-In \_\_\_\_ Toll/Int Dial-in\_\_

Grizzly Ranch CSD 8535951 1-866-906-0040 1-857-288-2640

1. **Roll call**: President Jim Miller, Vice-President Kathy Roberts, Director John Reynolds, Director John Saefke, Director Stephen Tange in attendance via teleconference establishing a quorum. Treasurer Bob Coler, General Manager Aaron Corr and Office Administrator Brandy Allingham were also in attendance.
2. **Call to order:** 9:01 a.m.
3. **Approval of minutes from last meeting(s):** President Jim Miller presented the minutes from the last meeting held on March 10, 2020 and invited questions or comments.

Director John Reynolds motioned to accept the minutes as presented, Vice-President Kathy Roberts seconded the motion and the motion passed unanimously by roll call vote.

1. **Public Comments: None**
2. **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.*
3. **March, April and May 2020 Budget Reports:**

General Manager Aaron Corr reviewed the budget reports for March, April and May 2020. He noted that the FY 19/20 total expenses were about 83% of total budget amount heading into the last month of the FY. He stated that despite some challenges, such as distribution system repairs and unexpected changes in contract agreements, the CSD is on track to stay within the total expenses budgeted amount for the FY 19/20. Staff will continue to operate with caution due to existing defaulted payments as well as new challenges with the COVID-19 Pandemic.

President Miller called for a motion to accept the budget reports as presented, Director Stephen Tange made the motion, Director John Reynolds seconded the motion and the motion passed unanimously by roll call vote.

1. **General Business:**
	1. **GRCSD Finance Sub-Committee May 12, 2020 meeting minutes approval:**

Director John Reynolds motioned to approve the Finance Sub-Committee May 12, 2020 meeting minutes as presented, Director John Saefke seconded the motion and the motion passed unanimously by roll call vote.

It was determined that Finance Sub-Committee minutes would be presented and approved at the Finance Sub-Committee meetings not at Regular Board Meetings in the future.

* 1. **GRCSD Finance Sub-Committee report out:**

Finance Sub-Committee Chair Stephen Tange reviewed the meeting for the Board noting that the overall vision of the committee would evolve into all financial matters not only returns on investments. He explained that a mission statement would be presented at the next Finance Sub-Committee meeting for approval.

* 1. **GRCSD Treasurer’s report:**

GRCSD Treasurer Bob Coler reviewed the Investment Report for the three-month period ending May 29, 2020. He explained that the GRCSD currently has three investment accounts established. There is an Operations Account and a Projects Account established with Fidelity Investments. The CSD has also established a Debt Service Reserve $50k restricted CD at Live Oak Bank for a 2yr term with a 1.4% APR in accordance with the Financial Covenants included with the wastewater project loan issuance by CoBank. Treasurer Coler explained that the current return on Brokerage and Treasury accounts are low due market conditions. There is currently a proposal to establish two 6-month CDs at a rate of 1.1%. The Treasurer, General Manager and Financial Working Advisory Group would review a 6-month cash flow projection and make a transfer out of the two Fidelity Brokerage accounts to establish the proposed CDs.

* 1. **FY 20/21 budget review for approval:**

General Manager Aaron Corr submitted for the GRCSD Board’s adoption the 2020-2021 Fiscal Year Budget. The total proposed budgeted expense amount for FY 20/21 was $404,750.00. He reviewed the budget proposal line for line comparing it with the previous year’s budget. He explained reasons for proposed changes in each line item. General Manager Corr explained that the majority of the budget is fixed costs, however, staff may be able to adjust an operational work schedule in the winter months to alleviate expenses in the personnel line items. He also explained that he included some contingencies in maintenance line items as result of experiences in the previous fiscal year. The contingencies would cover an emergency event in the line item based on previously related costs.

Motion to adopt the budget as presented with the Finance Sub-Committee to review any contingencies so moved by Director Stephen Tange, seconded by Director John Saefke and passed unanimously by roll call vote.

* 1. **Amendment of policy #2975 Utilities System Operator in Training / Operator:**

General Manager Aaron Corr reviewed the proposed amendments of the Personnel Policy #2975 as follows:

1. Clarifying the position as a Utilities System Operator in Training / Operator
2. Requirements to be State of California Water Treatment Grade-1 and State of California Water Distribution Grade -1 certified or to obtain certification within 1-2 years of hire date.
3. Have a valid driver’s license and satisfactory driving record.
4. Hourly Compensation Range to be $20.00 per hour to $24.50
5. Essential Job Duties to include work in and around confined spaces and the maintenance and inspections of STEP systems.

Motion to adopt the policy as presented so moved by Vice-President Kathy Roberts, seconded by Director John Reynolds and passed unanimously by roll call vote.

* 1. **Adoption of policy #2980 Utility Worker and policy #2985 Utilities System Lead Operator:**

General Manager Aaron Corr presented for the Board’s review and adoption two new Personnel Policies. Policy #2980 creating a job position of Utility Worker would not require certifications but would allow the district to hire an employee to assist the district in operation or maintenance needs. Policy #2985 creating a job position of Utilities System Lead Operator which would require the employee to have a minimum of a State of California Water Treatment Grade 2 Certificate and a State of California Water Distribution Grade 1 Certificate.

Motion to adopt the policies as presented so moved by Director Stephen Tange, seconded by Director John Saefke and passed unanimously by roll call vote.

* 1. **FY 20/21 GRCSD CPI Increase for Connection Fees and Tax Assessments discussion:**

General Manager, Aaron Corr presented for the Board’s consideration the CPI increase of assessments and connection fees of 1.1% for the 2020/2021 fiscal year.

Motion to approve the 1.1% increase for the 2020/2021 fiscal year so moved by Director John Reynolds, seconded by Director Stephen Tange and passed unanimously by roll call vote.

* 1. **FY 20/21 Tax Assessment Resolution adoption and Certification approval:**

General Manager Aaron Corr presented the annual Tax Assessment Resolution No, 2020-02 required by Plumas County, requesting the County of Plumas to collect assessments, fees and/or charges imposed by the Grizzly Ranch CSD on the County tax rolls. He also presented the District Special Assessment Certification of the fiscal year 2020/2021 with the attachment of the list of parcels to be charged. The Special Assessment Certification for FY 20/21 included 300 parcels to be charged which totaled $450,381.30, which included a County admin charge of $747.50.

Motion to approve Resolution No. 2020-02 and the District Special Assessment Certification for Tax Year 2020 so moved by Director John Reynolds, seconded by Director Stephen Tange and passed unanimously by roll call vote.

* 1. **GRCSD Calendar of scheduled Regular Meetings for 2020-2021:**

Office Administrator Brandy Allingham presented for the Board’s approval the next years Regular Board Meeting dates to be: September 8, 2020; December 8th, 2020; March 9th, 2020 and June 8th, 2020.

Motion to set these dates so moved by Director John Reynolds, seconded by Director Stephen Tange and passed unanimously by roll call vote.

* 1. **GRCSD Board Members ethics training review:**

Office Administrator Brandy Allingham reviewed that all Board Members were current on their ethics training which is required to be done upon election to the Board and every two years still serving.

* 1. **GRCSD biennial review of the Conflict of Interest policy for adoption:**

Office Administrator Brandy Allingham reviewed the amended Conflict of Interest policy which added the GRCSD Treasurer to be included in those required to fill out a Form 700 upon election to the Board, then annually and upon leaving office. This Conflict of Interest policy is to be reviewed by the Board biennially, occurring every even year. Resolution No. 2020-03 A Resolution Adopting the Conflict of Interest Code for Grizzly Ranch CSD was presented for adoption.

Motion to approve Resolution No. 2020-03 was so moved by Director Stephen Tange, seconded by Director John Reynolds and passed unanimously by roll call vote.

* 1. **GRCSD office lease agreement update:**

General Manager Aaron Corr updated the Board officially that the office lease agreement between the GRCSD and GRA was finalized.

* 1. **FFCRA Act update:**

General Manager Aaron Corr reviewed the Families First Coronavirus Response Act requirement to employers.

* 1. **Beckwourth Fire Department M.O.U update:**

General Manager Aaron Corr explained he and the Beckwourth Fire Department were working towards a draft M.O.U, however due to recent events such as the Coronavirus pandemic, progress has been slowed.

* 1. **Rate Study update:**

General Manager Corr reviewed a previously submitted Memorandum provided by legal counsel, which indicated the District’s background and how a resolution was originally established to impose assessments and connection fees. It also discussed the differences between rates, fees, special taxes and assessments. It was discussed that the Finance Sub-Committee would be ideal to further research on the Rate Study subject matter as it involves many complicated procedures.

Motion to have the Rate Study delegated to the Finance Sub-Committee so moved by Director John Reynolds, seconded by Director Stephen Tange and passed unanimously by roll call vote.

1. **Water and Wastewater operations:**
	1. **GRCSD 2019 CC&R update:**

General Manager Aaron Corr reviewed that the CSD was able to issue the annual Consumer Confidence Report (CC&R) for 2019 required through email and the CSD website thereby assisting in efficiency and costs.

* 1. **March, April and May 2020 Water Reports:**

General Manager Aaron Corr reviewed the previous three months noting compliance in all, as well as the following maintenance details:

March 2020: Valves were exercised at well heads and the Water Treatment Plant. A portable ventilation fan for use in the Water Treatment Plant vault was purchased replacing the inoperable one currently installed ensuring safer operations in that confined space. The portable ventilation fan can also be utilized throughout the District’s confined spaces.

April 2020: Valves were exercised at well heads and the Water Treatment Plant. Fire hydrants located in commercial areas were flushed. A leak at a fire hydrant on Peppergrass Ln was excavated and tightened, resolving the issue.

May 2020: valves were exercised at well heads and at the Water Treatment Plant. Two fire hydrants were painted to prevent corrosion. Two broken residential water service meters were replaced and a leaky fitting on the chlorine injection system was replaced at the Water Treatment Plant.

* 1. **Wastewater Operations Report:**

General Manager Aaron Corr explained that staff has been learning to operate the new wastewater reclamation facility to accommodate flows and regulation compliance.

* 1. **Wastewater Project update:**

General Manager Aaron Corr explained that his goal is to retrofit 8-9 locations by fall 2020. The goal is to retrofit full time users as part of the first phase of retrofits. General Manager Corr explained that the current balance to date remaining in the Wastewater Project account is $179,455. He projected a cost of $118,470.00 which would include material, labor and permitting for the proposed 8-9 retrofits on schedule. He also explained that each retrofit would be unique regarding installation and costs.

 5**. GRCSD Project List Review:**

General Manager Aaron Corr reviewed the latest project list noting highlighted areas of highest priority to the district. He explained that due to budgetary constraints due to defaulted revenues, staff would prioritize the project list on an as needed basis.

1. **Report Out on Meetings attended by staff/Board Directors**
	1. **Fiber Internet discussion:**

Director John Reynolds updated the Board on his latest research into the possibility of the CSD latent powers of providing internet to the community. As the cost to the district would be upwards of $200,000 and the possibility of other internet options on the horizon it was agreed that the CSD would not look further into this option at this time.

1. **Propose future agenda items:**
	1. Community hazardous fuels pile

Motion to adjourn so moved by Director John Reynolds, seconded by Director John Saefke and passed unanimously by roll call vote.

Adjourned time: 11:55 a.m.

**Closed Session:**

* 1. **Public employee evaluation of Office Administrator / Bookkeeper Report out by General Manager.**

General Manager Aaron Corr reviewed for the Board the Employee Evaluation of the Office Administrator/Bookkeeper as well as his recommendation to increase the hourly rate for the position based on merit. It was determined that the Office Administrator/Bookkeeper shall receive an increase of .75cents/hr. which would raise the hourly rate to $21.75/hr.

* 1. **Public employee evaluation of System Operator report out by General Manager.**

General Manager Aaron Corr reviewed for the Board the Employee Evaluation of the GRCSD System Operator. General Manager Corr recommended promoting the System Operator to Lead System Operator which would include a rate increase from $22.05/hr to $25.50/hr. The promotion would provide the CSD with a qualified Operator to satisfy both the Water and Wastewater permit requirements. It was determined that the System Operator would be promoted to Lead System Operator at the rate of $25.50/hr.