

# **Grizzly Ranch CSD Board Meeting Minutes**

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

January 18, 2017 Wednesday / 9:00am

- I. Call to order: 9am
- II. Roll call: President John Saefke, Director Downing, Director Hickman, General Manager Daniel Smith, Clerk of the Board/Secretary Brandy Allingham present. Vice President Miller, Director Reynolds absent. A quorum of 3/5 established.
- III. Approval of minutes from last meeting: Special Meeting November 10, 2016 and December 6, 2016 were approved.
- IV. Public Comments: NA
- V. 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: General Manager Daniel Smith reviewed the Payroll.
  - b) GRCSO Budget Review: General Manager reviewed the budget expenditures.
- VI. New Business
  - a) CSD Office Update: GM Smith
    - Bring Accounting In-House: Meet Janean Lohn: Because of weather Janean Lohn was not able to attend the meeting. General Manager reviewed a spreadsheet showing the cost of bringing accounting in house; He duly noted that much of the cost will be the GRCSO regardless of moving our money from Plumas County or not. Preliminary steps such as bonding for the GRCSO and obtaining a treasurer will be further reviewed at the February 14, 2017 meeting, as the Board seeks to move diligently forward in the process of removing GRCSO funds from Plumas County.
    - Board Member, Operator, and Clerk of the Board Training opportunities: Clerk of the Board Brandy Allingham passed out Training options for the board to review. She will be attending training early February 2017. General Manager spoke on the District's training needs and requirements for Board Directors.

- b) Review quotation for Workers Compensation Insurance and considering authorizing resolution necessary to participate: NOTE ITEM WAS VOTED AND MOVED TO THE FIRST ITEM OF DISCUSSION DUE TO IMPORTANCE.

General Manager presented the quote for workers comp. now that the GRCSO now has two full-time employees, two part-time employees and all the directors of the board. The quote from SDRMA was reasonable in price. A notary was obtained and the resolution was reviewed.

Motion to approve the resolution for workman's comp through SDRMA and execute the application to the state so moved seconded and passed unanimously by roll call vote as follows: President Saefke, aye, Director Downing, aye, Director Hickman, aye. Vice President Miller, absent, Director Reynolds, absent.

- c) Adopt Water Conservation Ordinance: General Manager Daniel Smith presented the water ordinance. He noted the exemption of golf courses. Dialog of past and future excessive water use restrictions revealed the necessary education for the community.

Motion to adopt the Water Conservation Ordinance so moved, seconded and passed unanimously by roll call vote as follows: President Saefke, aye, Director Downing, aye, Director Hickman, aye. Vice President Miller, absent, Director Reynolds, absent.

- d) Adopt Expenditure Reimbursement Policy
- e) Adopt Purpose of the Board Policy
- f) Adopt Adoption/Amendment of Policy Policy
- g) Adopt Conflict of Interest Policy
- h) Adopt Public Complaints Policy
- i) Adopt Paid Time off Policy
- j) Adopt Rosenberg's Rules of Order

Motion to pass the above policies as a whole with the Paid Time Off being adjusted to reflect the specific use as vacation time. Motion so moved, seconded and passed unanimously by roll call vote as follows: President Saefke, aye, Director Downing, aye, Director Hickman, aye. Vice President Miller, absent, Director Reynolds, absent.

- k) Introduce High-speed Internet Options: High Speed internet was discussed with enthusiasm. Options were considered and it was noted that while it is an interest the process is a lengthy one with the first step being gaining the authority from LAFCO. It was noted that the funding could not be from the water and sewer funds.

- l) Approve Tax assessment refunds on 18 GR Association (HOA Parcels): General Manager Smith reviewed the assessment refund request from the HOA.

Motion to approve the refund for assessments so moved, seconded and passed unanimously by roll call vote as follows: President Saefke, aye, Director Downing, aye, Director Hickman, aye. Vice President Miller, absent, Director Reynolds, absent.

- m) Update on wastewater treatment options for GRCSO, Engineering firms, Permit renewal, Regional Board contact: General Manager Smith updated the board on the permit renewal for the waste water treatment plant.

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

- Tesco: Moving forward on project as planned for upgrading system as needed.
- WTP filter update: Bid from AdEdge was presented to the board for review. The water is now in compliance because of the operation system being adjusted as necessary; however the filters in the water treatment plant are due for media replacement at this time. General Manager Smith reviewed the bid received for replacing the media in the AD26 filter system. Smith recommended the Board approve him to sign the bid and proceed with the work. Motion made by President Saefke, seconded by Director Downing. Roll call vote was unanimous, President Saefke, aye. Director Downing aye. Director Hickman aye.
- CSD Work Vehicle: General Manager Smith presented the vehicle options available to the CSD. The difficulty of financing discussed along with finding a vehicle with all that the district needs at this time at a reasonable price.

Motion to Authorize General Manager Smith to investigate and authorize Smith to move forward with financing for a district vehicle so moved seconded and passed unanimously by roll call vote as follows: President Saefke, aye, Director Downing, aye, Director Hickman, aye. Vice President Miller, absent, Director Reynolds, absent.

- o) Report out on December closed session: General Manager discussed that the board decided to form a committee for the General Manager position.
- p) Proposed future agenda items from board members: Waste Water Treatment Plant Options, Memo of Intent, High Speed Internet.
- q) Report out on meetings attended by Board Members: NA

### **Closed Session**

Roll call: President John Saefke, Director Downing, Director Hickman, General Manager Daniel Smith, Clerk of the Board/Secretary Brandy Allingham present. Vice President Miller, Director Reynolds absent. A quorum of 3/5 established.

- a.) Employment Recruiting Committee Formation: Committee for Recruitment formed with Daniel Smith, Vici Downing and John Saefke. A meeting was scheduled for January 23, 2017 to begin the recruitment process.
- b.) Engineering recruitment and bid review