



COMMUNITY SERVICES DISTRICT

GRCSD Board Meeting Minutes

September 15, 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 Finance Regular Board meeting scheduled on September 15, 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

- A. Roll call:** President Jim Miller, Vice-President Kathy Roberts, Director John Reynolds, Director Stephen Tange, Director John Saefke in attendance via teleconference establishing a quorum. General Manager Arron Corr and Office Administrator Carol Logan were also in attendance.
- B. Call to order:** 9:01 a.m.
- C. Approval of minutes from last meeting(s):** President Jim Miller presented the minutes from the last meeting, June 9, 2020 noting changes from Vice President Roberts and invited questions or comments. Director Tange motioned to accept the minutes with noted changes, Director Reynolds seconded the motion and the motion 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. June, July and August 2020 Budget Reports:

General Manager Aaron Corr reviewed the budget reports for JUNE: He noted that the revenue increased by \$26,170.85 in Tax Assessments including penalties and interest. Before Audit totals revenue \$347,659.00 less expenses \$406,454.00, provided a net of -\$58,795.00 at end of fiscal year 2019-2020. The negative net position was due in large part to an estimated \$98,558.00 loss in revenue due to defaulted tax assessments.

JULY-AUGUST 2020: General Manager Aaron Corr reviewed the budget reports for July and August of the FY20/21. He reminded the Board that these two months are usually high in operational expenses due to peak season operations and annual payouts for insurance and permitting.

President Miller called for a motion to accept the budget reports as presented. Director Kathy Roberts made the motion, Director John Saefke seconded the motion and the motion passed

unanimously by roll call vote.

F. General Business:

1. GRCS D Finance Sub-Committee report out:

Finance Sub-Committee Chair Stephen Tange reviewed the meeting for the Board noting;

- A. New Office Administrator, Carol Logan
- B. The Finance Sub Committee Mission Statement was re-tabled for discussion at the next Finance Sub-Committee meeting to allow members to propose recommendations to General Manager Aaron Corr by September 30, 2020.
- C. General Manager Arron Corr working with Bob Coler, Treasurer, regarding FY2019-2020 closing budget status and to recover our defaulted revenue status.
- D. Discussion of working group research to get a better understanding of a 12-month cash flow projection for operations.
- E. CD's and Fidelity accounts, given the financial landscape, not gaining a lot due to financial climate impacts, however ROIs have improved from GRCS D prior years.
- F. Rate Study Discussion
- G. Future agenda item proposed for the Finance Sub Committee is Board of Director Training through RCAC and Target Solutions for information for the Board to expand our skill set.

Discussion was held regarding GRCS D Fidelity investment accounts. General Manager Aaron Corr explained that the Fidelity Investment accounts were established in efforts to gain more interest on the accounts opposed to historic low interest rates in a single operations bank account. He explained that the Fidelity Investment accounts are setup as a projects account and as an operations reserve account. The CSD also maintains an operations bank account which is maintained to satisfy 2 months operations in efforts to gain more interest in the Fidelity operations reserve account. The Fidelity Operations Reserve account indicates losses due to transfers that maintain the operations bank account. The Fidelity Projects Account holds the wastewater project loan funds which depletes as funds are utilized on the wastewater project.

2. GRCS D Finance Sub-Committee reporting out on minutes process:

President Jim Miller explained the minutes from prior meetings will be reviewed and approved by the CSD Finance Subcommittee at their next meeting (whether scheduled or special). Once approved the Finance Sub-Committee minutes will be put on the agenda of the next CSD Board Meeting as "accept and file". They will be included in the Board meeting packets for the full Board to review.

3. GRCS D Treasurer's report: Treasurer Bob Coler was absent from the meeting. No questions

4. Beckwourth Fire Department and Grizzly Ranch CSD M.O.U. review for approval:

Discussion was held on the proposed Memorandum of Understanding where Grizzly Ranch CSD allows the Beckwourth Fire District access to the GRCS D water supply in the event of a fire emergency within the Beckwourth District. Grammatical corrections were proposed by the GRCS D Board.

No further questions, President Jim Miller called for a motion to approve the Beckwourth Fire Department and Grizzly Ranch CSD MOU. Director John Reynolds made the motion, Director John Saefke seconded the motion and it passed by a unanimous vote.

President Jim Miller motioned for a five-minute break which was seconded and passed by unanimous roll call vote.

President Miller took roll call: Vice-President Kathy Roberts, Director John Reynolds, Director Stephen Tange, Director John Saefke. General Manager Arron Corr and Office

Administrator Carol Logan were also in attendance.

5. **GR Parcel updates:** General Manager Aaron Corr indicated that GRCSO is tracking any movement of new owners/contact information as Plumas County can change APN numbers for mapping purposes without notification. There were 6 parcel APN numbers changed. GRCSO will be checking annually on any changes being made by Plumas County Assessor's Office.
6. **Community Hazardous Fuels Recycling:** Discussion was held on the possibility of the GRCSO Parcel S being a possible option for the District's green waste recycling location. Director John Reynolds provided information from County Air Quality and Environmental Impact. President Jim Miller agreed that this was not a critical item at this time and was tabled.
7. **GRCSO Regular Meetings Calendar:** General Manger Aaron Corr discussed the new dates for BOD meetings; December and March meetings scheduled in the 3rd Tuesday of each month and the meeting in June 2021, being the 4th Tuesday of the month. This would give GRCSO more time to solidify more accurate budget reports and the last BOD meeting in June would give enough time to solidify and approve the new FY budget. President Miller called for a motion to accept the BOD Regular Meeting Calendar as presented. Director John Reynolds made the motion, Director John Saefke seconded the motion and the motion passed unanimously by roll call vote.

G. Water and Wastewater operations:

1. **June, July and August 2020 Water Reports:** JUNE: General Manager Aaron Corr indicated that the summer irrigation season still provides very high-water usage and demand in the district. JULY-AUGUST: Continued high flows in irrigation usage and overall water demand. GRCSO is adapting to issues including fire and power outages. Emergency generators are up and running, tested and in standby mode. August has not been a good month for electronics. GRCSO had a computer crash on the main office computer which has been resolved. There was also a computer crash issue on the main SCADA Server which is ongoing. Working with Tesco for resolution. There was a failure with the air compressor located at the water treatment plant, The compressor is covered under an extended protection plan and will be replaced at no cost under the plan. Irrigation systems shut down recommendation has been lifted, still asking everyone to comply with ordinance for 2 days or minimal use as possible, 1) during fire season, 2) during SCADA issue. Lead and copper sampling in July-August were negative, GRCSO is still in good standing.
2. **Wastewater Operations Report:** General Manger Aaron Corr reported on plant compliance. He also stated that staff is investigating utilizing a vacant vault located at the wastewater reclamation facility to assist in more favorable operations and chlorine contact time.
3. **Wastewater Project update:** GRCSO has performed four successful retrofits as part of the wastewater project. Four grinder pumps have been replaced with STEP septic tank systems. The project continues to be on track with a possibility of four more retrofits on schedule for this fall. The goal is to retrofit high users in first phase.
4. **GRCSO Project List Review:** General Manager Aaron Corr indicated that the Project List is still on hold and is on as needed basis. Preventive items are done as needed but most items on a reactive basis in order to be as financially responsible as possible. Discussion was held. General Manager Aaron Corr will present project list items on a more detailed timeline in future presentations.

H. Report Out on Meetings attended by staff/Board Directors: No reports

I. Propose future agenda items: None

Adjournment into closed session.

President Miller called for a motion to adjourn the regular meeting. Director John Reynolds made the motion, Director Stephen Tange seconded the motion and the motion passed unanimously by roll call vote.

Regular meeting adjourned 10:21 a.m.

J. Closed Sessions:

President Jim Miller, Vice-President Kathy Roberts, Director John Reynolds, Director Stephen Tange, Director John Saefke in attendance via teleconference establishing a quorum. General Manager Aaron Corr and Office Administrator Carol Logan were also in attendance.

Review and discussion of memorandum from legal counsel sent under attorney-client privilege re: rates, charges and taxes: There are no reportable actions at this time.

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

Adjourned time: 11:07 a.m.