



COMMUNITY SERVICES DISTRICT

GRCSD Board Meeting Minutes

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

May 14, 2019 Tuesday / 9:00 am

A. Roll call: President Jim Miller, Director John Reynolds, Director Mark Roberts, present. Director Alex Hickman present via phone line. Vice-President Vici Downing absent. A quorum was established.

B. Call to order: 9 am

C. Approval of minutes from last meeting(s): Director Reynolds moved to accept the March 19th 2019 minutes, Director Mark Roberts seconded the motion and the motion passed unanimously by roll call vote.

D. Public Comments: None

E. Review and discuss with Grizzly Ranch CSD, Plumas County's defaulted property process with guest, Plumas County Tax Collector Julie White:

Julie White explained the process for delinquent parcels to be as follows:

When a parcel remains delinquent for five consecutive years (or three with a Nuisance Abatement lien) the county will put the parcel up for auction at the price of the minimum taxes owed. If the property does not **sell** at the price of the minimum taxes owed, the county tax collector will cut the price to stimulate the sale of the parcel, auction the parcel off and pay any remaining taxes or fees owed on the parcel from a reserve the county has designated for compensating taxes remaining.

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. March and April 2019 Budget Reports:** March and April 2019 Budget Reports were presented and reviewed by General Manager Aaron Corr. General Manager Aaron Corr summarized for the board the reports highlighting the updated chart of accounts which accurately reflect the categories outlined in the 2017/18 audit. These updates to the chart of accounts will help to better understand the costs and streamline the 2018/19 audit of the district. General Manager Aaron Corr noted that the CSD remains on target with the FY 2018/19 Budget as of May.

Motion to approve the March and April 2019 budget reports as presented so moved by Director John Reynolds, seconded by Director Mark Roberts and passed unanimously by roll call vote.

G. General Business

1. **Bid approval for the purchase of the Pack-Bed Treatment Equipment for the Grizzly Ranch CSD Wastewater Treatment Project:**

Project Manager Daniel Smith reviewed the project equipment bid process and specifications listed on the Grizzly Ranch CSD website, for the Wastewater Treatment Project. The District only received one bid from Pace Supply (and a couple other inquiries) for \$307,251.00 which included a catwalk system. However, revision with engineers for the system without the catwalk included brings the bid down to \$257,8516.00.

Motion to adopt Resolution 2019-4 Accepting the Pack-Bed Treatment bid as submitted by Pace Supply, also authorizing General Manager Aaron Corr to sign the contract and allow the General Manager to spend up to 10% in any necessary overage to complete the project so moved by Director John Reynolds, seconded by Director Mark Roberts and passed unanimously by roll call vote.

2. **Wastewater project loan update:**

Project Manager Daniel Smith updated the board with the details of the Wastewater Project loan information. The total loan amount is \$625,000.00, \$25,000.00 allocated directly to BB&K for bonds services provided. The interest on the loan is set at 4.288 %. One-year construction period requires the District to make interest only payments of \$2,232.80 each month until June 20/2020.

Thereafter, monthly payments of \$5,559.56 for the remainder of the 12-year loan. Project Manager Daniel Smith requested the authorization for the \$25,000.00 to BB&K for the bonds service provided to be paid immediately.

Motion to authorize General Manager Aaron Corr to pay the bonds service fee to BB&K so moved by Director Mark Roberts, seconded by Director John Reynolds and passed unanimously by roll call vote.

3. **Wastewater project update:**

Project Manager Daniel Smith reviewed the engineering site plans for the GRCSO Water Reclamation Facility. There was a revision to the installation location of the two Ax-Max Treatment Units. The Units will be installed in the hillside located in front of the existing Wastewater Treatment Facility Building. There were many benefits to this relocation which included; cost savings for a catwalk system, easier accessibility for maintenance purposes, the majority of the plumbing/piping would be located underground, and the aesthetics aspect of only about 3ft of the units would be seen above ground as opposed to 7ft of the units fully exposed in the previous location.

4. **Consider FY 2019/20 annual CPI rate increase for Grizzly Ranch CSD connection fees and Grizzly Ranch CSD standby and connected tax assessments:**

General Manager Aaron Corr reminded the Board of the district's authority to increase the assessments to the annual CPI increase set by the Federal government. General Manager Aaron Corr recommended the Board increase the connection fee and the annual assessment for the 2019/20 fiscal year with the CPI of 4% resulting in the connection fee to be \$6,684.08 and the annual assessment fee to be \$1,477.54.

Motion to increase the assessment fee and the connection fee by the CPI of 4% so moved by Director Mark Roberts, seconded by Director John Reynolds and passed unanimously by roll call vote.

5. **Grizzly Ranch CSD FY 2019/20 tax assessment certification review and approval:**

General Manager Aaron Corr presented the 2019/2020 assessment certification for 302 charges for \$446,217.08 for the GRCSO Board's approval.

Motion to approve the 2019/2020 tax assessment certification so moved by Director John Reynolds, seconded by Director Mark Roberts and passed unanimously by roll call vote.

6. **Grizzly Ranch CSD FY 2019/20 proposed budget review:**

General Manager Aaron Corr presented the proposed budget documents for the FY19/20. General Manager Aaron Corr proposed an operating budget of \$412,704.36 for the FY 19/20. He explained the new Budget Worksheet which better categorizes CSD expense accounts in personnel, water, sewer and general line items. He discussed changes in budgeted line items from the previous FY which included 5% increases on certain items, a proposed training position budget and also estimated change on vault and haul costs due to the Wastewater project.

He projected vault and haul services to exist through October 2019 with an estimated cost of \$70,000.00. The Board recommended that the vault and haul budget be raised to \$100,000.00 as a contingency for potential project setbacks. General Manager Corr was asked why there were no proposals for personnel rate increases for FY 19/20. He explained that he researched each position and found that Grizzly Ranch CSD employees were compensated on the higher end of each position nationwide. He felt that due to the current financial position of the CSD and communication with the employees, salaries should be maintained for the FY 19/20. He also explained that such items as employee evaluations were going to be introduced moving forward.

Motion to adopt the Resolution 2109-6 Establishing appropriations limits for the 2019/2020 FY for Grizzly Ranch Community Services district with the sum of \$442,704.36 for total allocations so moved by Director John Reynolds, seconded by Director Mark Roberts and passed unanimously by roll call vote.

7. **Grizzly Ranch CSD proposed bylaws review for adoption:**

The GRCSO bylaws were presented by General Manager Aaron Corr, reviewed and discussed by the Board. Several edits were suggested before the adoption of the Bylaws.

Motion to edit the bylaws then to be presented with updates at the next 2019 Board Meeting for adoption so moved by Director Mark Roberts, seconded by Director John Reynolds and passed unanimously by roll call vote.

8. **Water Storage Tank recoating project review:**

General Manager Aaron Corr reviewed updated bids with accommodation to the District's specific needs. General Manager Aaron Corr recommended the Board adopt the Resolution 2019-7 accepting the scope of work and bid to recoat the Grizzly Ranch Water Storage Tank presented by Western Partitions Incorporated. The bid was in the amount of \$63,151.00 and General Manager Corr requested to allot \$70,000.00 to the recoating project as a contingency.

Motion to adopt Resolution 2019-7 as presented so moved by Director Reynolds, seconded by Director Mark Roberts and passed unanimously by roll call vote.

H. Update on water and wastewater operations

1. March and April 2019 Water Reports and Operations update:

General Manager Aaron Corr presented the March and April Water Reports. Valves were exercised at well heads and at the water treatment plant in both March and April. In April the fire hydrants on Fox Sparrow and Club house Dr were flushed and tested as part of the annual distribution exercising/flushing schedule. Well heads at Well 3P2 and 9M were painted to protect against corrosion. A valve was replaced in March on a chlorine injection pump.

The District remains in compliance.

I. Report Out on meetings attended by staff/board members

1. Financial Institutions options research – Director Mark Roberts:

Director Mark Roberts presented bank options with interest information for the board’s review. He researched saving account options to increase the interest earning potential. Director Mark Roberts recommended that a savings account be opened in a higher interest yielding bank.

The GRCSD Board requested General Manager Aaron Corr to look at legal mandates for the District and return with a recommendation for District funds.

J. Propose future agenda items:

1. Fire fuel treatment for the CSD parcel in conjunction with Beckwourth Fire Station #2.

2. Employee Evaluation Processes

K. Closed Session:

1. Discuss potential litigation regarding operations and maintenance contracts us by the GRCSD.

There were no reportable items during this time.