



COMMUNITY SERVICES DISTRICT

GRCSD Board Meeting Minutes

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

November 5, 2019 Tuesday / 9:00 am

- A. Roll call:** President Jim Miller, Director John Saefke, Director Stephen Tange present and Director John Reynolds present via conference call, establishing a quorum. General Manager Aaron Corr and Office Administrator Brandy Allingham also in attendance.
- B. Call to order: 9:01 am**
- C. Approval of minutes from last meeting(s):** August 13, 2019 Director John Saefke motioned to accept the minutes as presented, Director Stephen Tange seconded the motion. The motion was passed unanimously by roll call vote.
- D. Public Comments:** There were no public comments.
- E. Accept the resignation of Vice-President Vici Downing.** President Jim Miller presented the resignation letter of Vice-President Vici Downing. Director John Saefke motioned to accept the resignation, Director Stephen Tange seconded the motion and the motion passed unanimously by roll call vote.

Office Administrator Brandy Allingham acting as the Clerk of the Board, administered the oath of office to Kathy Roberts officially swearing her in to serve on the Grizzly Ranch Community Services District Board of Directors.

F. Appoint Board Director to fill the vacant Board seat.

President Miller presented Kathy Roberts as interested in filling the vacant Board seat of Vice-President Vici Downing. President Miller noted one other community member also expressed interest in filling the vacancy, however, did not come forward with verification of being a registered voter in the community.

Director Stephen Tange motioned to accept President Miller's proposal to appoint Kathy Roberts to fill the vacant seat of Vice-President Vici Downing, Director John Saefke seconded the motion and the motion passed unanimously by roll call vote.

G. Board Director elections update.

Office Administrator Brandy Allingham reviewed the GRCSD Board elected officials and the terms of service.

- H. 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. 2018/2019 Financial Summary Report.

General Manager Aaron Corr reviewed the final revenues and expenses for the 2018/2019 Fiscal Year. The GRCS D actual revenue from annual assessments was \$324,793.32 which accounts for \$104,258.08 of unpaid assessments. The final expenses for the year was \$391,186.90 which was \$27,635.10 under the budgeted \$418,822.00 amount for FY 18/19. The GRCS D staff continues to address operations economically without jeopardizing the quality of service.

2. August, September and October 2019 Budget Reports.

General Manager Aaron Corr presented the budget reports for August, September and October of 2019. Director Stephen Tange motioned to accept the budget reports as presented, Director John Saefke seconded the motion and the motion passed unanimously by roll call vote.

I. General Business

1. 2018/2019 GRCS D audit review.

General Manager Aaron Corr updated the GRCS D Board that the annual audit was completed. The audit report should be complete for the Board's review by the next regular scheduled board meeting.

2. GRCS D Office Lease update.

General Manager Aaron Corr updated the GRCS D Board that the Grizzly Ranch HOA will be overseeing the office lease and contract for the GRCS D Office located at the Grizzly Ranch Information Center. A representative of GRI was overseeing the lease/contract prior to October 2019. Communication between the GRCS D and the HOA continues regarding the lease/contract for the GRCS D office.

3. Financial Committee and banking investment option update. Director Tange spoke on the Federal rates being cut recently, suggesting that the GRCS D progress toward placing funds where they will maximize earnings.

4. Update on Memorandum of Understanding between the Beckwourth Fire District and the Grizzly Ranch CSD regarding access to GRCS D water supply during an emergency.

General Manager Aaron Corr reviewed the ongoing communications between the GRCS D and the Beckwourth Fire District regarding the Memorandum of Understanding for emergency usage of the Grizzly Ranch Community fire hydrants. General Manager Aaron Corr has met with the Chief of the Beckwourth Fire Department and both parties will work together in creating a draft MOU to be presented to the Grizzly Ranch CSD Board of Directors. Upon approval, the draft MOU will be submitted to legal counsel for finalization of the document.

J. Update on water and wastewater operations

1. August, September and October 2019 Water Reports and Operations update.

General Manager Aaron Corr presented Water Reports for the months of August, September and October 2019. The District remained in compliance all three months. Staff replaced a soft starter at Well #9M in August. Staff also addressed the portable generator for well locations and portable generator for Booster Station #1 along with standby generators at Booster Station #2 and the Wastewater Reclamation Facility in the months

of September and October. Staff also installed a generator disconnect/hookup at the Water Treatment Plant as well. The District is now fully capable of operating during an emergency event where power loss is present during an extended period of time.

2. Wastewater project and operations update.

General Manager Aaron Corr updated the Board on the wastewater project. He explained that as of October 2019, the Wastewater Reclamation Facility was in full operation. He then addressed the question of retrofitting homes with septic tanks. He reviewed with the Board that he will be evaluating retrofits annually prioritizing each location based off annual use. He noted that to date he estimates about 8 to 10 retrofits would be possible for the Spring/Summer of 2020 based of remaining funds in the project fund. General Manager Corr explained that he will be coordinating sites and logistics over the winter months in preparation to begin the retrofitting project as soon as weather permits in Spring/Summer 2020. He concluded with explaining that after the loan money expires, retrofits will be assessed annually based on available funds for each fiscal year.

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

There were no meetings reported.

L. Propose future agenda items:

President Jim Miller proposed to add a line item for the Ad Hoc Financial Committee

President Jim Miller proposed to add a line item for the appointment of Vice-President

Director John Saefke proposed to add a line item for information of funds from the sale of foreclosed properties within the Grizzly Ranch District.

There was a motion to move the closed session, line item N. before line item M. Grizzly Ranch CSD tour of facilities. There would be a brief recess to conduct the closed session, then the meeting would reconvene after the closed session to include the Grizzly Ranch tour of facilities open to the Board members and to the public. The motion was so moved by Director John Reynolds, motion seconded by Director John Saefke and motion passed unanimously by roll call vote.

M. Grizzly Ranch CSD tour of facilities open to the Board of Directors and to the public.

General Manager Aaron Corr provided a tour of the Grizzly Ranch CSD facilities which included well 9m, Booster Station #1, the Water Treatment Plant and the newly renovated Wastewater Reclamation Facility. President Jim Miller, Directors Kathy Roberts, John Saefke and Stephen Tange attended the tour along with public member and Grizzly Ranch Resident Gay Miller.

Meeting Adjourned at 11:47 am

N. Closed Session:

1. Settlement update regarding operations and maintenance contracts used by the GRCSO.
2. Grizzly Ranch CSD Board of Directors employee evaluation of General Manager.

GRCSO Board President

Date

GRCSO Clerk of the Board

Date