



COMMUNITY SERVICES DISTRICT

GRCSD Board Meeting Minutes

March 16, 2021 Tuesday / 9:00 a.m.

In response to the COVID-19 crisis and as permitted by Executive Order N-29-20, The Grizzly Ranch Community Services District Regular Board of Directors Meeting scheduled on Tuesday, March 16, 2021 will be conducted remotely. The meeting of the Grizzly Ranch Community Services District Board of Directors will be accessible to the public via Zoom at:

<https://us02web.zoom.us/j/87021622059?pwd=OEJCU3lHOUZla2l1c1p5d2lodTdyZz09> or by telephone at: Phone Number 1-408-638-0968; Meeting ID: 870 2162 2059 Passcode: 841281

- A. Roll call:** President Jim Miller, Vice President Kathy Roberts, Director John Reynolds, Director John Saefke, and Director John Tange were present. A quorum was established. GRCSD Treasurer Bob Coler, General Manager Aaron 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): December 15, 2020 and Special Meeting December 17, 2020:** President Miller presented the minutes from December 15, 2020 Board of Director's meeting and having no comments or questions he called for a motion to approve the minutes as stated. Director Reynolds made the motion, Director Saefke seconded the motion and motion passed unanimously by a roll call vote. President Miller presented the minutes from the Special Board Meeting held on December 17, 2020 and having no questions or comments he called for a motion to approve the minutes as stated. Director Saefke made the motion. It was seconded by Director Reynolds and it passed unanimously by a 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. December 2020 - February 2021 Quarterly Budget Reports:** General Manager Aaron Corr discussed the Quarterly Budget Reports covering December 2020 through February 2021. Discussion was held about the safe storage of back up data files both for the GRCSD office and operations. President Miller asked Director Reynolds for technical assistance in reviewing current CSD data backup systems. This item would be proposed as a future agenda item. President Miller asked for comments or questions. No questions or comments. President Miller called for a motion to accept the December 2020- February 2021 Quarterly Reports be accepted as presented. Vice President Roberts made the motion. The motion was seconded by Director Reynolds and motion passed unanimously by a roll call vote.
- F. General Business**
 - 1. GRCSD Treasurer's Report:** GRCSD Treasurer Bob Coler reported on the Investment Report for the period ended on February 28, 2021. It indicates that GRCSD has \$396,000.00 in our investment accounts and another \$44,000 in our operating account at Plumas Bank with a total of \$439,000.00 in liquid assets. \$82,000.00 of which restricted accounts which consist of the \$31,000.00 remaining in the Wastewater Project Brokerage account and \$50,557.29 in Co-Bank

Required Compensating Balance. Of the approximately \$215,00 received from the February tax receipts, \$125,000 was invested in a 6month CD. There will likely be another investment transaction by early June 2021 with the second set of the tax receipts.

2. **GRCSD Finance Sub-Committee November, 10, 2020 and December 8, 2020 Special Meeting minutes submittal:** President Miller asked for questions or comments. Director Tange, Chair of the Finance Sub-Committee noted that the November 10, 2020 minutes was a catch-up and the reason for 2 sets of minutes. Since there were no other comments or questions the GRCSD Finance Sub-Committee minutes for November 10, 2020 and December 8, 2020 Special Meeting were accepted and filed.
3. **GRCSD Finance Sub-Committee report out.** Finance Sub-Committee Chair, Stephen Tange reported on Finance Sub-Committee Meeting on February 16, 2021. This meeting covered November-January 2021 Budget Reports, December 2021 Tax Apportionment Revenue, Investment account updates, Budget projections and the status of the Internal Rate Study.
4. **Review for approval FY 19/20 Audit performed by Johnson Accountancy:** General Manager Aaron Corr stated that amendments to the FY 19/20 audit would be performed in the FY 20/21 audit regarding the financial treatment of phase 2 of the Wastewater Project. Phase 2 includes the grinder pump to STEP system retrofit process. This change is well documented and the required reports to Co-Bank and the California State Controller's office are filed correctly for FY 2019-2020. President Miller asked for comments or questions. There were none. He then called for a motion to approve FY 19/20 Audit performed by Johnson Accountancy. He asked that the Audit be accepted as filed, amendment changes in next FY audit and post on the GRCSD website. Motion was made by Director John Reynolds and seconded by Director John Saefke. The motion passed unanimously by a roll call vote.
5. **Defaulted Assessments timeline update:** General Manager Aaron Corr reviewed a timeline of events based on communication with the Plumas County Tax Collector. He reviewed the majority of defaults incurred by a specific investment group. The actual date of default was recorded as June 30th, 2018. Taxes have to become 5 years in default before they become subject to sale by the Tax Collector. The Defaulted Taxes have to be paid in full or start a payment plan by June 30th, 2023. The Properties are subject to sale by July 1st 2023 if not paid in full or payment plan in place. Approximate Sale date would be May 2024. General Manager Corr explained that any possible revenue recovered upon sale including the majority of defaulted properties belonging to the investment group would not take place until 2024. The GRCSD Administration continues to follow defaulted accounts very closely. There were 2 GRI sales this last Quarter. There is activity on the sales side of owners trying to market and sell.
6. **GRCSD Conflict of Interest Policy #1020 review for amendment:** Office Administrator Carol Logan reported out indicating that the prior amended Policy #1020 Conflict of Interest needed to be updated to reflect the GRCSD Resolution that the Economic Interest form #700 be filed with this agency, the Grizzly Ranch Community Services District office for public inspection and not the Plumas County Clerk. President Miller called for a motion to amend the GRCSD Conflict of Interest Policy #1020. A motion was made by Director John Reynolds, seconded by Director John Saefke and was passed unanimously by a roll call vote.
7. **GRCSD Draft Performance Evaluation Policy #2525 review for adoption:** General Manager, Aaron Corr indicated that the Performance Evaluation Policy #2525 is being put in place for annual performance evaluations to be completed in time for any items that would need to be put on the FY 2021-2022 budget. Also, to be added as an agenda item for the next Board of Directors meeting in June 2021. All employee evaluations will be done by the General Manager and the annual evaluation for the General Manager will be done by the Board of Directors. He called for questions or comments. Since there were no questions or comments, President Miller called for a motion to adopt GRCSD Performance Evaluation Policy #2525. Director John Reynolds made the motion, Vice President Roberts seconded the motion and the motion was passed unanimously by a roll call vote.

G. Water and Wastewater operations

1. **December 2020, January, February 2021 Water Reports:** General Manager Aaron Corr reported on December through February 2021 Water Reports. In December GRCS D repaired and replaced a leaking meter pit on Redhawk, located on a vacant lot. It was repaired when the contractor was here doing a retrofit to save costs. GRCS D staff performed preventive maintenance on a chlorine injection line located in the Water Treatment Plant.
2. **Wastewater Operations Report:** General Manager Aaron Corr reported on one full year of operations. He noted that 1,142,270 gallons were recorded as treated with the new wastewater reclamation facility. The GRCS D is saving an estimated \$78,000/yr. with the new operations. He asked if the presentation of quarterly and annual reports would be sufficient for BOD meeting reporting. The Board agrees that quarterly and annual reports are adequate.
3. **Wastewater Project Update:** General Manager, Aaron Corr reported on the Wastewater project. He discussed upcoming improvements for installation of the STEP systems.
4. **Seasonal Utility Worker Discussion:** General Manager Aaron Corr lead a discussion on the Seasonal Utility Worker position. The Board of Directors agreed, approved, and gave guidance that it should be a new budget item for FY 2021-2022 and to move forward.

H. Rate Study Update: The ongoing usage rate study was discussed including an announcement in the upcoming Grizzly Ranch newsletter and the progress of the rate study work group.

I. Report Out on Meetings attended by Staff/Board Directors: The Internal Rate Study Working Group will continue to meet on Mondays, next meeting March 22, 2021 at 10:00 a.m.

J. Propose future agenda items:

- a. Backup, external drives and off-site storage
- b. Board of Directors meeting schedule for FY 2021-2022
- c. FY 2021-2020 Budget Proposal
- d. Revenue for Tax Submittal from May 2021

K. Move to Adjourn: President Miller called for a motion to adjourn. Director Stephen Tange made the motion, and it was seconded by Director John Reynolds and passed unanimously by a roll call vote. Meeting was adjourned at 11:04 a.m.