



Community Services District

Board Meeting Minutes

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

November 7, 2017 Tuesday / 9:00 am

A. CALL TO ORDER: 9:00 A.M.

B. ROLL CALL: President Miller, Vice-President Downing, Director Reynolds all present, Director Hickman participated via conference call. Quorum established. General Manager Corr and Clerk of the Board/Office Administrator Allingham also present.

C. APPROVAL OF MINUTES FROM LAST MEETING: Motion to approve the October 26, 2017 Board Meeting Minutes by Director Reynolds, seconded by Vice-President Downing and 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. Check Register, Payroll and Budget review: Clerk Allingham reviewed the financial reports noting that the district is within the budgeted allowances.
2. Project Report: General Manager Corr reviewed progress thus far on the following two projects:

First, Booster Station #2 was successfully upgraded with two new VFD controllers that allow the operation of both water distribution pumps. Further diagnosis is necessary to proceed putting backup generator at Booster Station #2 in operation. Various possible alternative options for emergency needs of the community will be explored by General Manager Corr to insure the service of water during power outages.

Second, the two portable generators that have been housed in Beckwourth have been transported on site and are now stationed at the Waste Water Treatment Plant.



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F. GENERAL BUSINESS

1. Grizzly Ranch CSD assessment collection process follow up: Clerk Allingham reviewed the process of collecting unpaid parcel assessments. Delinquent fees are added to initial assessment annually. Residential parcels are allowed up to 5 years, commercial parcels up to 3 years, before the county proceeds with a tax sale. The property is returned to a revenue-generating status and funds from the sale of that property are collected for all unpaid taxes to be satisfied.
2. Revised cash flow as of July 1, 2019 with the reduced assessment calculations: General Manager Corr reviewed the report on the districts anticipated cash flow observing that as the district continues to be prudent in operations the budget will remain stable and service to the community will not be impaired.

G. OFFICE UPDATE

1. Upcoming polices for the GRCSD: Clerk Allingham stated that the Grizzly Ranch Community Services District policies will continue to be added to and refined as the district's need evolves.
2. Audit Update: Clerk Allingham reviewed the meeting portion of McClintock's ongoing audit process. McClintock representatives will present their report to the Board at the January Board Meeting. Consideration of bringing the State Controllers Report to GRCSD staff is being evaluated.

H. UPDATE ON WATER AND WASTEWATER OPERATIONS

1. Water Treatment Plant filter update: General Manager Corr explained that there continues to be no resolve for the nonoperational HMI and PLC interfaces which control the vessel valve operations. After in depth analysis, both the technician and General Manager Corr agree to move forward with a permanent manual control system. The Water Treatment Plant logic control system is dated and it would be costly to overhaul it. The manual control system is a direct way of operating the vessels and would eliminate the potential of interface failure.



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2. Booster Pump #2 update: General Manager Corr clarified that there are two Distribution pumps and one Fire Flow Booster pump in Booster Station #2. Installation of 2 VFD controllers on each Distribution pump, has put both pumps in service. The next task is to get Booster Station #2 online and in communication with its standby generator.
3. Shaw Engineering update: General Manager Corr explained that there is not an immediate update on the Leach Field project. General Manager Corr and Daniel Smith have an upcoming meeting with Shaw Engineering to discuss moving forward. General Manager Corr also announced that Daniel Smith has agreed to assume the role of project manager, moving forward with the Leach Field project.
4. Monthly/October 2017 Water Reports: General Manager Corr explained that Grizzly Ranch remains in compliance for the month of October. He explained that a coliform bacteria analysis was performed on wells and distribution. The results came back absent. A distribution inorganic chemical analysis was done, which also came back absent. The CSD is making improvements on safety issues, such as the addition of fire extinguishers on each site, and updating safety policies.

I. REPORT OUT ON MEETINGS ATTENDED BY STAFF/BOARD MEMBERS: NONE

J. REPORT OUT ON CLOSED SESSION: NONE

K. PROPOSE FUTURE AGENDA ITEMS:

- Board Form Requirements
- Fire hydrant snow clearance