



## COMMUNITY SERVICES DISTRICT

### GRCSD Board Meeting Minutes

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

December 11, 2019 Wednesday / 9:00 am

- A. Roll call:** President Jim Miller, Director John Reynolds, Director John Saefke, Director Kathy Roberts, Director Stephen Tange all present establishing a quorum. General Manager Aaron Corr and Office Administrator Brandy Allingham also in attendance.
- B. Call to order: 9 a.m.**
- C. Approval of minutes from last meeting(s):** The minutes from the board meeting held on November 5, 2019 were presented for approval. President Jim Miller called for comments or edits then motioned to strike the closed session item #2 details. Director John Reynolds seconded the motion and the minutes were accepted with the said deletion.
- D. Public Comments: None**
- E. Board Director Term Updates:**
- 1. Swearing in of Directors for New Terms:** Clerk of the Board Brandy Allingham swore in John Reynolds, Jim Miller, John Saefke and Stephen Tange to the Grizzly Ranch Community Services District Board. Director John Saefke has a 2- year term ending in 2021; Director Stephen Tange has a 4 – year term ending in 2023; President Jim Miller has a 4- year term ending in 2023; Director John Reynolds has a 4-year term ending in 2023.
  - 2. Nominations/Appointment of Vice-President of the Board:**

President Jim Miller called for a motion to add the nomination for President of the Board to the agenda. Director John Reynolds motioned to add the nomination and appointment of Board President, Director John Saefke seconded the motion and the motion passed unanimously by roll call vote.

President Jim Miller called for nominations for the Board President, Director John Saefke motioned to nominate President Jim Miller to serve his next term as President of the GRCSD Board, Director John Reynolds seconded the motion, President Jim Miller asked if there were any other nominations. As no other nominations were stated President Jim Miller accepted the nomination and the motion passed unanimously by roll call vote.

President Jim Miller then summarized the duties of the GRCSD Vice-President to be to act as Board President in his absence, he then invited nominations for the GRCSD Board Vice-President position. Director John Reynolds motioned to nominate Director Kathy Roberts, Director John Saefke seconded the motion, Director Kathy Roberts accepted the nomination and the motion passed unanimously by roll call vote.

**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. November 2019 Budget Reports:**

General Manager Aaron Corr reviewed the November 2019 Budget Reports. Noting that while the district is a little over 50% of the annual budget, many line items have been paid in full for the fiscal year. The district remains on target for all budgeted line items.

President Jim Miller called for a motion to accept the budget reports as presented.

Director John Reynolds motioned to accept the budget reports as presented, Director John Saefke seconded the motion and the motion passed unanimously by roll call vote.

**G. General Business**

**1. Ad hoc Financial Subcommittee update:**

**a. Plumas Bank meeting follow up presented by Stephen Tange:** Director Stephen Tange reviewed the meeting that he and General Manager Aaron Corr had with Plumas Bank regarding interest and returns for the Grizzly Ranch Community Services district funds currently held there. Director Stephen Tange provided Plumas Bank investment rates and Treasury Direct investment rates for the Board to review and consider.

**b. Review Investment of District Funds Policy #3120:**

President Jim Miller then presented line item G.1.b. and introduced Bob Coler, Grizzly Ranch resident who was in attendance via conference call who has experience investing as Treasurer for HOAs. Bob Coler has been brought on to assist the Ad hoc Financial subcommittee.

President Jim Miller reviewed the Investment of District Funds Policy #3120 highlighting the main controls the policy would provide to be reserving the principle capital and allowing liquidity of funds for district. He also noted that the delegation of authority for investments would be the GRCS D Treasurer, under the direction of the GRCS D Ad Hoc Finance Committee, under the direction of the GRCS D Board.

President Miller called for a motion to adopt the GRCS D Investment of District Funds Policy #3120.

Director Stephen Tange motioned to adopt the Investment of District Funds Policy #3120 as presented, Director John Reynolds seconded the motion and the motion passed unanimously by roll call vote.

**c. Investment plan proposal presented by Bob Coler:**

Bob Coler gave his proposal for investments of district funds. He suggested the district open an account with Treasury Direct as the initial step towards investing district funds to gain returns.

**d. Review proposed Treasurer personnel policy #2960:**

President Jim Miller presented the Treasurer policy #2960 for the Board's review and called for a motion to adopt it. Vice-President Kathy Roberts suggested inserting the Ad Hoc Financial Committee to the policy wherever the Board of Directors is mentioned as the Treasurer would be working with both the Board of Directors and the Ad Hoc Financial Committee.

Director John Reynolds motioned to adopt the Treasurer Policy #2960 with the insertion, Director John Saefke seconded the motion and the motion passed unanimously by roll call vote.

**2. Review for adoption the resolution establishing time and place of regular meetings #2019-9:**

The Board discussed the resolution establishing the regular meetings to be held on the second Tuesday of June, September, December and March. This ensures that the Board will be meeting quarterly as is the legal requirement. The schedule also accommodates for fiscal year subjects such as budget approvals and CSD tax assessment authorization. President Jim Miller called for a motion to adopt the resolution as presented. Director John Reynolds motioned to adopt the resolution, Director John Saefke seconded the motion and the motion passed unanimously by roll call vote.

**3. Review for approval the 2018-19 GRCSO annual audit by Bob Johnson CPA Accounting:**

The annual audit of the GRCSO district funds performed by Robert Johnson CPA was reviewed. President Jim Miller called for a motion to accept the audit as presented. Vice-President Kathy Roberts motioned to accept the annual audit, Director Stephen Tange seconded the motion and the motion passed unanimously by roll call vote.

**4. Grizzly Ranch defaulted properties update:**

General Manager Aaron Corr updated the Board that the Grizzly Ranch HOA took action on 10 defaulted properties in the district which also fall under CSD defaulted properties as well, thus far. He explained that the CSD will continue to communicate with both the HOA and Plumas County in efforts to ensure CSD fees are paid upon transaction.

**H. Update on water and wastewater operations**

**1. November 2019 Water Reports and Operations update:** General Manager Aaron Corr informed the board that staff had diagnosed an issue with the Well 9m flow meter. Staff successfully replaced an internal control board. This repair saved the CSD the expense of having to replace the unit/piping as a whole. Staff also flushed hydrants located at dead end locations in the district as part of a flushing and water quality program in preparation for the lower usage winter months.

**2. Wastewater project and operations update:** General Manager Aaron Corr informed the board that Grizzly Ranch CSD is working with California State Water Boards in preparing Monitoring Reports and other regulatory requirements. Grizzly Ranch is maintaining regulatory compliance.

**SDRMA Insurance update:** General Manager Aaron Corr explained that the CSD adjusted their property liability insurance coverage to include the new items installed at the Wastewater Reclamation Facility as part of the Wastewater project.

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

General Manager Aaron Corr reported that he completed the required continued education units needed for his renewal of his water distribution license.

**J. Propose future agenda items:**

Project list – Director John Reynolds

Rate Study – Director John Reynolds

**K. Closed Session:** There was not a closed session held during this meeting.