

# **Grizzly Ranch CSD Board Meeting Minutes**

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

August 16, 2016 Tuesday / 9:00am

- I. Call to order
- II. Roll call: President Saefke, Vice President Miller, Director Reynolds, Director Downing, Director Hickman, GM Daniel Smith and Secretary/Clerk of the Board Brandy Allingham present.
- III. Approval of minutes from last meeting: Minutes of August 1st, 3rd, and 5th, 2016 were approved
- IV. Public Comments: General appreciation was expressed for the GRCSO progress during the transition, as well as the evaluation and progress in maintenance of the water and wastewater system. Concerns and questions regarding the budget numbers from Plumas County were raised by homeowners in attendance. Cindy Nobles property owner raised concerns that the CSD was subsidizing water to the golf course. Ms. Nobles also wanted entered into the minutes her objection to the current water and sewer rate structure charging all customers the same monthly rate. Questions about the current contract with PERC water were asked and clarified by the CSD General Manager.

## V. Voting Issues

- a) Authorize resolution # 2016-2 for Plumas County to perform bookkeeping for the District: Alex Hickman presented the benefits of maintaining Plumas County as bookkeeper. Director Hickman then explained the budget and requested to authorize signing authority to the General Manager up to 10,000.00 (Item E). As part of this motion the GRCSO board also adopts the preliminary 2016-17 budget prepared by the Plumas County Public Works Department, and will provide the Treasurer's office with an updated approved budget prior to the County Deadline in September 2016. Motion so moved, seconded and passed unanimously by roll call vote.

President Saefke, Aye. Vice President Miller, Aye. Director Reynolds, Aye. Director Downing, Aye. Director Hickman, Aye.

- b) Authorize the General Manager to open a credit card account at Plumas Bank for operations purposes: GM Smith presented reasoning and benefits for obtaining a credit card for GRCSO utilization. Motion to authorize GM to open an account at Plumas Bank for a credit card with a limit of \$5,000 per transaction was so moved, seconded and was passed unanimously by roll call vote.

President Saefke, Aye. Vice President Miller, Aye. Director Reynolds, Aye. Director Downing, Aye. Director Hickman, Aye.

- c) Authorize the General Manager to request petty cash in the amount of \$500 with Plumas County for operations expenses per County rules: GM Smith presented the benefits of obtaining a petty cash account for the GRCSD and Motion to authorize having a petty cash was so moved, seconded and passed unanimously by roll call vote.

President Saefke, Aye. Vice President Miller, Aye. Director Reynolds, Aye. Director Downing, Aye. Director Hickman, Aye.

- d) Approve bills of July 2016: GM Smith presented two bills to be approved and sent to Plumas County for processing.

California Special District Association membership dues for 2016 and 2017 Invoice #36169 for \$1,609.00.

Plumas County Invoice for special election held 6-26-2016 in the amount of \$1,426.52

July bills were approved by roll call vote.

President Saefke, Aye. Vice President Miller, Aye. Director Reynolds, Aye. Director Downing, Aye. Director Hickman, Aye.

- e) Authorize resolution 2016-2 of delegating signing authority for General Manager up to \$10,000: Item was discussed in conjunction with Item A.

## VI. New Business

- a) Status update on the Water and Wastewater Systems: GM Smith,

The district SCADA computer was repaired by Tesco Controls and returned for installation. The computer is up and running and we are now starting work on the sensors that provide information to the system.

Well #9 installation is now completed and operational, we are currently flushing the well and disinfecting it before using it for drinking water. We have submitted bacteriological samples to the lab for analysis as well. We are modifying the chlorine system to handle the additional flow from the new pump and motor. We did discover that the well was not installed per plans or per the well log from the original well drilling company. The well casing stops at 236 feet rather than the 355 feet designated in the plan. The casing was never finished and left as an open hole

from that depth down. In consultation with the well company it was decided to return after the Summer season to complete the well as it was originally planned.

It was suggested that Well #3P be inspected and repaired/updated prior to doing additional work on Well #9.

b) CSD Office setup: GM Smith

The District office setup continues, including the seven new boxes of files and plans received from the County at the transition meeting.

c) Review of County Meeting on Transition held August 10, 2016: GM Smith

On August 10, 2016 Director Miller, Director Hickman, General Manger Smith, and Clerk Allingham attended a transition meeting at Plumas County Public Works in Quincy. The County Public Works Department, County Counsel, Elections office, Auditors office, Treasurers office, and Environmental office were all present. Board member Swafford was also in attendance from the County Board of Supervisors.

Public Works discussion centered around contract issues and regulatory reporting requirements mostly. It was decided that August 1, 2016 was the official transfer of responsibility from the County to the new GRCS D Board of Directors. Any further contract negotiations or direction to contractors would now come from the newly elected board. All reporting required for State and Local reports are now done by the new CSD management. Data files and “as built” plans were transferred to us at the end of the meeting,

There was a discussion about over charges and overpayments on contracts, Bob Perreault from Public Works will follow up on those pending charges.

The County has two portable generators at its Beckwourth yard that belong to the GRCS D.

Discussion from the Treasurer’s office was centered around the County providing bookkeeping services for the CSD. Services such as paying bills, managing the petty cash fund and providing withholdings of taxes for payroll of District employees would be provided. The CSD will follow up with a Board resolution authorizing the County to provide those services at its meeting on August 16, 2016.

We had further discussions with the County Counsel and the elections office regarding procedures if a board member resigns and the protocols to replace them. We also discussed the need for the District Board to adopt a conflict of interest code, and other various items.

County Health provided us with the paperwork to apply for a permit for the water system under the new boards jurisdiction, along with additional required paperwork they need from us.

- d) Authorize Staff to set up necessary employer information with the County and State, and Federal government for payroll withholding system: GM Smith, President Safeke agreed to do the online form to attain and EIN # for the GRCSO.
- e) Provide direction on insurance required for District, i.e., Workers comp, Liability, etc. CSDA inquiry may give direction.

Director Reynolds will contact CSDA to inquire about insurance for the District.

- f) GRCSO Mission Statement: John Saefke presented his draft mission statement for the GRCSO. Motion to finalize Mission Statement so moved, seconded and passed unanimously by roll call vote.

President Saefke, Aye. Vice President Miller, Aye. Director Reynolds, Aye.  
Director Downing, Aye. Director Hickman, Aye.

- g) Ethics training options and deadlines: Vice President Miller presented Chapter 700, Article 2.4 Ethics Training and explained that all GRCSO Board members, along with the General Manager and Secretary would be taking the provided ethics training before the deadline of August 1, 2017, a reminder to all required to take the training would be sent out by the Clerk on February 1 2017.

## VII. Closed Session Report

- a) Report out on closed session on August 1, 2016:

Salaries negotiation results: GRCSO General Manager wage set at \$100.00 per hour. Secretary/Clerk of the Board wage set at \$20.00 per hour.

Contract review results no decisions were made regarding this item at this time.

Adjournment at 10:52 am