

Grizzly Ranch CSD Board Meeting Minutes

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

March 16, 2017 Thursday / 9:00am

- I. Call to order: 9:01 am
- II. Roll call: President Saefke, Director Reynolds, Director Downing established a quorum; General Manager Smith and Secretary/Clerk of the Board Allingham also present.
- III. Approval of minutes from last meeting: roll call vote unanimously approved February 2017 meeting minutes.
- IV. Public Comments: NA
- V. 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.*
 - a) Employee timesheet/payroll review: General Manager Smith reviewed timesheets of employees noting the improvement in job details listed. It was noted that General Manager Smith would be donating 26.5 hours to the GRCSO for his February pay sheet.
 - b) GRCSO budget review: General Manager Smith went over the budget details. He reviewed the monthly audit detail since August 2016 transfer from the County and discussed the issue of August and September payments reflect what seems to be a double deduction of expenses. He will be meeting with the County to discuss a resolution to this issue. He also reviewed the outstanding commitments to projects that have not yet been paid as of yet. That balance has been reduced by approximately \$20,000 due to processing payments for insurance, filter media project, and paving costs from the 2016 water leak. This has reduced outstanding project balance to approximately \$90,000 total currently.
- VI. New Business
 - a) Update on GRA parcel transfers: Parcels are nearing the end of the final processes to transfer from the Grizzly Ranch Associates to the Grizzly Ranch CSD.
 - b) CSD Office Update: GM Smith.
 - TMF assessment form update: The Technical, Managerial and Financial (TMF) report binder was presented for the boards review. It is to be a shared instrument for the edification of the board and staff as well as a living document providing current operation procedures and policies.

- Notification of up-coming public auction of Grizzly Ranch tax-defaulted property located at 391 Big Grizzly: The board reviewed GRCSO rights to a tax-defaulted property, pros and cons of various actions were discussed thoroughly; it was determined that no course of action was necessary or beneficial to the CSD regarding this property at this time.
- Progress report on McClintock and Lohn integration.: General Manager Smith informed the board of the intended meeting scheduled with McClintock, Lohn, and district staff to coordinate the setup of the financial processes to best lay the solid financial foundation for the GRCSO as we take the funds from the Plumas County Treasurer office.
- Approval of Treasurer job description and compensation decision: General Manager Smith presented a job description for the GRCSO treasurer. He also specified that all board members, volunteers, and employees are bonded through our insurance provider SDRMA, meeting the Plumas County requirement for named treasurer to be bonded. As the hours for the GRCSO Treasurer would be minimal, it was decided that at this time the position would be a volunteered position; still meeting all the basic requirements of the job descriptions listed.

Motion to accept a resolution to withdraw funds from the Plumas County Treasury, open checking account at the local branch of Plumas Bank, open a reserves account through the CSDA and name General Manager Daniel Smith as the interim Treasurer so moved, seconded and passed as follows: President Saefke, aye; Director Reynolds, aye; Director Downing, aye, Vice-President Miller, absent; Director Hickman, absent.

- c) Highspeed Internet follow-up: Director Reynolds presented the information he had gathered regarding the possibilities of internet options for the Grizzly Ranch community and the legal restrictions of the CSD's governance. He will continue to peruse information and requirements under the boards direction.
- d) Update on wastewater treatment / SHAW Engineering progress:
- WTP filter update: Working with the filter media company AdEdge has proven to be difficult, but we have finally seen some substantial progress. The replacement media is on site, the sample of the current media has been taken and delivered to the lab in Reno for analysis to ensure proper disposal.
 - Monthly water report: February water production is in compliance and staff has been able to reduce the amount of lost water by 50%. This water was leaking back through the filters and into the irrigation pond.
 - CSD work vehicle: The acquisition of a GRCSO work vehicle is still in progress.
- e) Report out on January closed session: None to report.

- f) Propose future agenda items: None but the standing at this time were proposed.
- g) Report out on meetings attended by Staff/Board members: President Saefke briefly reviewed the Special District meeting he attended remarking that our district is in decent financial and operational standing.

Closed Session

- a.) Employment Recruiting committee update: Discussion of the General Manager position recruitment process was reviewed and will continue over the next few weeks with interviews of qualified candidates.