



COMMUNITY SERVICES DISTRICT

GRCSD Board Meeting Minutes

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

January 8, 2019 Tuesday / 9:00 am

- A. Roll call:** President Jim Miller, Vice-President Vici Downing, Director Mark Roberts, Director John Reynolds, and Director Alex Hickman present, thus establishing a quorum. General Manager Aaron Corr and Office Administrator Brandy Allingham also in attendance.
- B. Call to order: 9:00 a.m.**
- C. Approval of minutes from last meeting(s):** Director John Reynolds moved to accept the minutes from the last meeting held on December 18, 2018, as presented, Director Mark Roberts seconded it and the motion passed unanimously by roll call vote.
- D. Public Comments: NA**
- 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. November and December 2018 Budget Reports:

General Manager Aaron Corr and Office Administrator Brandy Allingham reviewed budget reports for November and December 2018 with the Board. Office Administrator Brandy Allingham introduced a new format in which the Statement of Cash Flows would be presented detailing net income line items. She also reviewed the check register and introduced a new payroll class report which will be included in the budget reports. General Manager Aaron Corr reviewed the budget vs. actual reports stating December marked the halfway point in the 18/19 fiscal year. He stated that the CSD overall expenses were at 49% of the projected budget. He then reviewed key line items in the report indicating line items that were paid in full for the year, that personnel is at 48%, overall water maintenance is at 56%, and overall sewer maintenance is at 44%. General Manager Aaron Corr also pointed out that Vault and Haul costs were on track to be around \$30,000.00 under budget for the year, in its current state. He explained that CSD staff would continue to operate as diligently as possible to stay on course with the budget.

F. General Business

1. High-speed internet / Plumas Sierra Telecommunications update:

General Manager Aaron Corr asked for a brief description of how the High-Speed Internet Project was first introduced to the CSD Board. Director John Reynolds explained

that such services do fall under the CSD's latent powers of Telecommunications and provided a brief description of how the CSD involvement first occurred. This project has been discussed in past meetings, however, due to financial setbacks including defaulted properties in the District, and other developing projects directly involving water and wastewater issues, the CSD has halted their involvement with this project. The CSD Board and General Manager Aaron Corr agreed that this item should not be included on the CSD agenda until circumstances would allow.

2. Adopt Office Administrator Policy:

The Grizzly Ranch CSD Office Administrator Policy was presented for the Boards review and approval.

Motion to adopt the Office Administrator Policy, moved by Vice-President Vici Downing, seconded by Director John Reynolds and passed unanimously by roll call vote.

3. Annual Form 700 Reminder:

Office Administrator Brandy Allingham reminded the Board to file the annual Form 700 for the 2018 year as governmental law requires for board members.

4. Review contract from Johnson Accountancy Corporation for future audits.

General Manager Aaron Corr presented the three-year audit contract proposal by Robert W. Johnson Accountancy Corporation. This contract proposal would continue through June 30, 2021. He explained that Robert W. Johnson's service cost would raise in price \$150.00/yr, however, his rate would decrease .1% every year. He also explained that Robert W. Johnson's rate was still very reasonable considering he does not charge extra for the mandatory State Controllers Report nor any inquiries or communications requested at any time. General Manager Aaron Corr, Office Administrator Brandy Allingham and the Board discussed all the positive experiences they had in this previous audit conducted by Robert W. Johnson and agreed that he and his staff would be a good choice moving forward.

Motion to accept the proposed contract as presented moved by Director Mark Roberts, seconded by Vice-President Vici Downing and passed unanimously by roll call vote.

5. Revisit the Grizzly Ranch CSD auto policy:

The CSD Board and General Manager Aaron Corr discussed the newly adopted GRCSO Operator Mileage Reimbursement Policy. They reviewed the projected cost of this reimbursement for the CSD annually. General Manager Aaron Corr also presented an email conversation he had with representatives of BB&K Law and an email inquiry to SDRMA by Office Administrator Brandy Allingham regarding California Labor Code Section 2802. It was confirmed in both email discussions that all California employers, including Special Districts, are required to reimburse employees for use of personal vehicles if done so for job duties. Three methods of reimbursement were also explained: 1) mileage reimbursement at the IRS rate, 2) reimbursement of actual expenses, and 3) a lump sum negotiated as part of the employee's contract. General Manager Aaron Corr

explained that the CSD is in compliance with California Labor Code Section 2802 with the newly implemented GRCSO Operator Mileage Reimbursement Policy, which reimburses the CSD Operators for mileage logged at the current IRS rate. Both General Manager Aaron Corr and the Board agreed that finding a solution to acquire a vehicle for the CSD would be the ultimate goal. Unfortunately, due to financial constraints, this reimbursement would have to work as an interim solution. General Manager Aaron Corr also discussed the possibility of an employee voluntary waiver form which could be presented, for an employee to refuse the reimbursement. The possibility of a voluntary waiver form and affordable vehicle options will be further investigated and presented to the Board at a later time.

Motion to table the Auto Policy Reimbursement Waiver pending investigation of the legality of such waivers for employees who do not turn in mileage reimbursements moved by Director John Reynolds, seconded by Alex Hickman and passed unanimously by roll call vote.

G. Update on water and wastewater operations

1. November and December 2018 Water Reports and Operations update:

General Manager Aaron Corr explained that Grizzly Ranch remains in compliance through December 2018. He explained that the months of November and December have shown a significant decrease in water usage for the District. CSD staff were able to rebuild 3 inoperable residential service water meters, which are now fully functional and on standby. General Manager Aaron Corr also introduced the Board to a new report format which was used in the December water report. The new format includes a table that depicts treated water field samples taken on a weekly basis, along with Distribution and Well samples taken by laboratories for regulatory reporting and monitoring.

2. Project List Review:

General Manager Aaron Corr explained that the Water Storage Tank recoating project included on the list may need addressing sooner than 2020. He explained that staff has observed the exterior paint of the Tank fading away significantly since the wet season first started. The current exterior paint has turned chalky and is washing away exposing the underlying primer and even some slight surface rust. General Manager Aaron Corr then explained that he has already had two highly recommended contractors, that specialize in Water Storage Tank coatings, out for site visits already. One of the Contractors was the original installer of the Grizzly Ranch Water Storage Tank. He explained that this project could cost up to \$70,000.00. General Manager Aaron Corr will proceed to investigate the project and present contractor bids for the proposed project at the next scheduled GRCSO Board meeting.

3. Wastewater project update:

General Manager Aaron Corr explained that we are still awaiting responses regarding the loan terms submittal request for the Grizzly Ranch Wastewater Project. He also explained that Project Manager Daniel Smith and himself were working with Shaw Engineering in

preparing submittals for the final permitting requests for the project with the State Water Board Regulators.

H. Report Out on meetings attended by staff/board members: NA

I. Propose future agenda items:

Water Conservation Policy review and possible fine enforcement.

Grizzly Ranch CSD Board President

Date

Grizzly Ranch CSD Board Clerk

Date