



COMMUNITY SERVICES DISTRICT

GRCS D Board Meeting Minutes

June 22, 2021 Tuesday / 9:00 a.m.

As permitted by Executive Order N-29-20, proclaiming a State of Emergency in the State of California, there will not be public access to the Grizzly Ranch CSD Special Board Meeting on June 22, 2021 held at The Outpost 300 Clubhouse Dr., Portola CA 96122. We encourage the Public to participate in the meeting via Zoom.

- A. Roll call:** President Jim Miller, Vice President Kathy Roberts, Director John Reynolds, Director John Saefke and Director Stephen Tange were present. A quorum was established. GRCS D Treasurer, Bob Coler, General Manager Larry Smith and Office Administrator Carol Logan were also in attendance. A quorum was established.
- B. Call to order:** 9:08 a.m.
- C. Approval of GRCS D Current Agenda:** No additions or corrections
- D. Approval of minutes from last meeting(s):**
 - June 1, 2021 GRCS D Special Meeting:** President Miller presented the minutes from the June 1, 2021 GRCS D Board of Directors special meeting and having no comments or questions he called for a motion to approve the minutes as stated. Director Tange made the motion and it was seconded by Director Saefke and it passed unanimously by a roll call vote.
 - June 10, 2021 GRCS D Special Meeting:** President Miller presented the minutes from the June 10, 2021 GRCS D Board of Directors special meeting and having no comments or questions he called for a motion to approve the minutes as stated. Director Tange made the motion and it was seconded by Director Saefke and it passed unanimously by a roll call vote.
- E. Public Comments: NONE**
- 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. **March, April and May 2021 Budget Reports for approval:** General Manager Larry Smith reported out on the March, April and May 2021 Budget Reports. He noted that total income from March through May 2021 was \$462,746.37 including water sewer connected and standby revenue, penalties & interest, dividend income, and connection fees. GRCS D is at 83% of annual budget through May 2021. He noted that there was one paving project for \$3,575.00 processed through the Waste Water Project Fidelity checking account for repairs in phase 1.
- G. General Business:**
 - 1. **GRCS D Finance Sub-Committee February 16, 2021 meeting minutes submittal:** President Miller presented the GRCS D Finance Sub-Committee February 16, 2021 meeting minutes and called for questions and comments. Having no questions or comments the minutes were accepted and filed.

2. **GRCSD Finance Sub-Committee Meeting May 18, 2021 report out:** Director Tange reported out on the Finance Sub-committee meeting May 18, 2021.
 - a. The approval of the February through April Budget Reports
 - b. April 2021 Tax apportionment revenue received for \$122,552.54
 - c. Investment update by GRCSD Treasurer Bob Coler.
 - d. The GRCSD Finance Sub-Committee unanimously agreed that the DRAFT FY2021-2022 Budget was acceptable as stated and would be presented at a special Board of Directors meeting on June 1, 2021. The regular GRCSD Board meeting will still be held on June 22, 2021
 - e. The new CPI report was reported out by General Manager Aaron Corr for an increase of 3.8%. This will be reflected in the FY 2021-2022 Tax Assessment and Connection fees.
 - f. GRCSD treasurer Bob Coler reported out on the Rate Study update providing his GRCSD business model. It was decided to incorporate the GRCSD business model format and for this data to be presented at the next regular scheduled GRCSD board meeting on June 22, 2021.
3. **GRCSD Treasurer's report:** GRCSD Treasurer Bob Coler reported out on the GRCSD Treasurer Investment report. He indicated total investment value through May 2021 was \$405,758.58. There will be a decision on action to be taken on the CD that is about to mature. In future GRCSD may look at T-bills as the low interest rate is slowing moving back up.
4. **GRCSD Calendar of scheduled Regular Meetings for FY 2021-2022 for approval.** President Miller presented the FY 2021-2022 GRCSD Board of Directors and GRCSD Finance Sub-Committee calendar and having no comments or questions he called for a motion to approve the FY 2021 Board of Directors and GRCSD Finance Sub-Committee calendar. Director Tange made the motion and it was seconded by Director Saefke and it passed unanimously by a roll call vote.
5. **MOU for GRGC and GRCSD Well 1P MOU agreement for Adoption:** President Miller recused himself from the meeting and voting and turned meeting over to GRCSD Vice President Roberts. Discussion was held. After no further comments or questions, she asked General Manager Larry Smith to present this MOU to the Grizzly Ranch Golf Course for their signatures and the final MOU will then be signed by GRCSD Vice President Kathy Roberts. She called for a motion to approve the GRCSD & GRGC Well 1P MOU Agreement. Director Stephen Tange made the motion and Director Saefke seconded and the motion was passed unanimously by a roll call vote.
6. **GRCSD Policy #7020 Expense Authorization Amendment for approval:** President Miller presented the GRCSD Internal Control Policy #7020 Expense Authorization to be amended. There being no questions or comments he called for a motion to amend the GRCSD Internal Control Policy #7020 Expense Authorization. Director Tange made the motion and it was seconded by Director Saefke and it passed unanimously by a roll call vote
7. **GRCSD Policy #2050 Expenditure Reimbursement Amendment for approval:** President Miller presented the GRCSD Internal Control Policy #2050 Expenditure Reimbursement to be amended. Having no questions or comments he called for a motion to amend the GRCSD Internal Control Policy #7020 Expense Authorization. Director Tange made the motion and it was seconded by Director Saefke and it passed unanimously by a roll call vote
8. **GRCSD COVID-19 Preparedness, Prevention (CPP) and Response Plan for approval:** Office Administrator Carol Logan reported out on this compliance plan from State of California Cal/Osha which requires all employers to have on file a COVID-19 Preparedness, Prevention (CPP) and Response Plan. Discussion was held. Corrections and changes were noted and GRCSD Board of Directors approved GRCSD CPP with stated corrections and additions. GRCSD would add any new COVID-19 updates to the GRCSD CPP and distribute to all employees.

9. **GRCS D Personnel Policy #2700 Internet Ethics for Approval (per recommendation from SDRMA):** Office Administrator Carol Logan reported out on this and indicated that during the annual renewal questionnaire for SDRMA liability policy, GRCS D was asked about having a policy on Internet Ethics for our risk assessment. Having this policy in place helps lower our annual premium for liability insurance. Discussion was held. Changes and corrections noted. President Miller called for a motion to adopt the GRCS D Personnel Policy 2700 Internet Ethics with corrections as stated. Director Tange made the motion and it was seconded by Director Saefke and it passed unanimously by a roll call vote.
10. **Backup, external drives and off-site storage:** Director Reynolds reported out on this and indicated that his recommendation would be for an external (cloud based) back-up storage to be added for the field laptop and the General Manager's laptop. He also stated that GRCS D was in compliance with GRCS D Policy #7010 Information, Computer and Business Security. GRCS D General Manager Larry Smith indicated that Carbonite, which we currently use is offering a discount for adding more devices.

H. Water and Wastewater operations: General Manager, Larry Smith Reported out;

1. **GRCS D 2020 CC&R update:** GRCS D 2020 CC&R uploaded to website and submitted to Plumas County on 4/23/2021 with all areas in compliance.
2. **March, April and May 2021 Water Reports:** Total water produced during period 2,110,000. Treated water 1,055,540 and Golf irrigation 245,900 gallons.
3. **Wastewater Operations Report:** March through May total 210,210 gallons treated waste water sent to irrigation pond. Progressively higher volume leading up to summer.
4. **Wastewater Project update:** Paving project at WRF to cover exposed gravel, costing \$3575.00 from wastewater project fund checking account. Approximately \$31,000 balance in this account. STEP system to be installed at 36 Blacktail Point, permit in hand.
5. **GRCS D Project List Review:** Air relief valve failure from well 3 to WTP completed. Well 3 cooling fan installed and is working at this time.

I. Internal Rate Study Presentation:

1. **Review Notice of Proposed Usage Rate and Protest Hearing.** Director Reynolds reported out and discussion was held. The edits to the Notice to be mailed out to all connected residents are:
 1. Modify the effective date to be September 1, 2021 and July 1st. of each following year with the GRCS D office phone number.
 2. The letter to go out June 25, 2021
 3. Attach a copy of the Rate Study Executive Summary including background, proposition 218, system findings, proposed System rates and water system findings.
 4. To include 3000 free gallons each quarter as a flat rate.
 President Miller called for a motion to adopt the GRCS D Notice of Proposed Usage Rates with the stated edits. The motion was made by Director Reynolds and seconded by Director Saefke and passed unanimously by a roll call vote.
2. **Schedule Protest Hearing and workshop.** The GRCS D Board of Directors set the Protest Hearing date to be August, 14, 2021 at 10:00 a. m. at the Outpost, 300 Clubhouse Drive, Portola, CA 96122. A workshop may follow.

J. Report Out on Meetings attended by Staff/Board Directors

1. Director Saefke reported on the Grizzly Ranch High Speed Internet Project. HOA representatives Bill Desjardin, Mark Roberts, George Papa and Marty Greenstein, via phone also attended. He indicated that the PST COO and PST Grant Support Specialist discussed another high-speed internet proposal for Grizzly Ranch. The subject of financing was discussed. PST will come back with a new proposal.
2. President Miller reported out on the Plumas County Vulnerability Assessment Focus Group regarding the SB 379 Climate Change Vulnerability. Information is being gathered regarding people, buildings and infrastructure, economic assets, ecosystems and key community services of critical vulnerabilities. Grizzly Ranch Golf Course was mentioned as being a valuable economy vulnerable to climate change.

K. Propose future agenda items: None

L. Adjournment: President Miller called for a motion to adjourn. The motion was made by Director Saefke, seconded by Director Tange and passed unanimously by a roll call vote.
The meeting adjourned at 11:11 a.m.

James Miller

9/20/21

GRCSD PRESIDENT AS APPROVED

DATE

Carol Logan

9/21/21

GRCSD CLERK OF THE BOARD AS SUBMITTED

DATE