

# **Grizzly Ranch CSD Board Meeting Minutes**

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

October 4, 2016 Tuesday / 9:00am

- I. Call to order 9:00 am
- II. Roll call: President John Saefke, Vice President Jim Miller, Director John Reynolds, Director Vici Downing, Director Alex Hickman, General Manager Daniel Smith and Clerk of the Board Brandy Allingham present.
- III. Approval of minutes from last meeting: September 6, 2016 minutes were approved.
- IV. Public Comments: It was requested and then confirmed that the CSD will be contributing to the Grizzly Ranch HOA Newsletter.
- V. CONSENT CALENDAR – *NONE*
- VI. New Business
  - a) Update on wastewater treatment options for GRCSO: President Saefke continued to gather and share information regarding options for waste water treatment. It was determined that additional information would be needed as options are being considered. Continued efforts toward obtaining a study of Grizzly Ranch recently done along with further evaluations of systems used in the Plumas County area will also be considered.
  - b) Possible hiring of a consultant to write an RFP for the district: President Saefke presented consultant options and will continue to evaluate information until further direction from the board.
  - c) Signing of timesheets for employees: All employee timesheets will be presented at each board meeting. The General Manager's timesheet will be signed by a board member and turned into to Plumas County payroll at that time. Other employee timesheets will be signed by the General Manager and turned into payroll biweekly.
  - d) CSD Office Update: GM Smith overviewed the progress made in the organization of the files inherited from Plumas County, noting that there is still substantial amounts to be done in that area.

A request for quote from SDRMA insurance has been filed for. Photos of the generators were needed for SDRMA insurance which provided an opportunity to assess them. They show signs of abandon and neglect and it is yet to be determined if they will be able to be used or what repair will be necessary.

Acquiring a credit card for the CSD has proven to be excessively difficult and without success thus far; however, Plumas Bank has been providing continued direction and assistance towards credit card obtainment.

The budget was accepted as presented from the last Board Meeting, however because of timing the GRCSO will still be within the Plumas County budget.

It has been determined that the GRCSO will be benefited by bringing the accounting in house as soon as possible.

General Manager Smith presented the monthly cost of \$400.00 quoted from Grizzly Ranch Investors for the office rent with the pros and cons of the facility mutually discussed.

Motion for General Manager Smith to negotiate rent and utilities up to \$400.00 so moved seconded and passed by roll call vote as follows: John Saefke, Aye, Jim Miller Aye, John Reynolds recused, Vici Downing Aye, Alex Hickman Aye.

e) Operations update on the Water and Wastewater Systems:

Director Reynolds reviewed the fire safety treatment at the water treatment plant, waste water plant and the booster station. Work completed was within the quoted amount and done satisfactory. Upkeep maintenance may be done twice a year in the future.

The SCADA system repair continues to progress slowly but progressively.

Well # 3 and Well # 9 are being alternated to facilitate the community's water. Work on Well # 3 will continue as weather permits.

Wastewater treatment plant filters have been backwashed manually, however the filter media will need to be replaced relatively soon. It is also imperative that the flow meters be repaired ASAP

General Manager presented the option of considering a voluntary suspension of the permit on Well #1 due to arsenic level and a potential long term lease of it to the golf course.

Motion to begin the steps of removing Well #1 from the GRCSO system as well as the procurement of Well #2 and any additional wells if possible so moved, seconded and passed unanimously by roll call vote.

f) Owner Directory: Still in progress of obtaining contact information to fulfill the legal requirements of contacting owners in cases of water emergencies.

g) Consider accepting approximate 12-acre parcel from Grizzly Ranch Investors as potential corporation yard for CSD: General Manager Smith reviewed information of the 12-acre parcel available for the possible Corp. yard for the GRCSO.

Motion to accept the transfer of the parcel to the GRCSO so moved, seconded and passed unanimously by roll call vote.

h) Provide direction on potential acquiring the Well #1 parcel from Grizzly Ranch HOA: Director Reynolds explained the benefits of obtaining the parcel that Well #1 additionally the parcel that the water treatment plant is on just adjacent to the well 1 site, as well as the 6-acre wastewater overflow pond parcel would be beneficial to acquire for the use of the CSD.

Motion to petition the HOA for the parcel that Well #1, the water treatment plant sits on and the 6-acre wastewater pond lot so moved, seconded and passed unanimously by roll call vote.

- i) Provide direction regarding the payment to Williams Construction invoice for the water leak repair at the Outpost facility: Bob Perreault Plumas County Director of Public Works is denying the entire payment and referring the matter to the new GRCSD board: General Manager Smith reviewed the correspondence and situation resulting in the request from Plumas County for the payment to Williams Construction for work done before our Board took control of the CSD. Discussion of advantages and disadvantages of paying for work done under the jurisdiction of the previous board and PERC were deliberated and moved to closed session.

**Closed Session**

- a.) Contracts with PERC and NCE