

Grizzly Ranch CSD Board Meeting Minutes

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

September 6, 2016 Tuesday / 9:00am

- I. Call to order
- II. Roll call: President Saefke, Vice President Miller, Director Reynolds, Director Downing, Director Hickman, General Manager Smith and Secretary Allingham all present.
- III. Approval of minutes from last meeting: August 16, 2016 minutes were approved with corrections.
- IV. Public Comments
- 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) Authorize the final invoice from Steve's Pumps & Well Drilling, Inc. in the amount of \$27,980.60 for well #9.

General Manager Smith reviewed the invoice received from Steve's Pumps and Well Drilling Inc. Noting and reviewing the services and materials invoiced therein.

Motion to accept and pay invoice so moved, seconded and passed unanimously by roll call vote.

VI. New Business

- a) Consider adoption of the final 16/17 budget.

General Manager Smith reviewed the revised budget detailing the adjustments outlined in the summary analysis provided to the board (attached). This budget will provide the board the flexibility to make adjustments going forward based on need and the status of current contracts such as with PERC Water and NCE.

Motion to adopt the 2016-17 revised GRCS D Budget was so moved, seconded and passed unanimously by roll call vote.

- b) Consider approval of joining the Plumas County Special Districts Association.

Director Reynolds presented the benefits of joining the Plumas County Special Districts Association, also passing out documents and reviewed their mission statement and resources available through them.

Motion to join the Plumas County Special Districts Association so moved, seconded and passed unanimously by roll call vote.

- c) Consider Approval of services agreement proposal with BEST BEST & KRIEGER LLP for CSD Counsel legal services.

Moved to closed session

- d) Approve resolution to adopt required conflict of interest code for GRCSO district.

General Manager Smith reviewed the Conflict of Interest Code and the GRCSO Resolution No.2016-3 adopting said code.

Motion to adopt resolution No. 2016-3 Adopting the conflict of Interest Code for GRCSO so moved, seconded and passed unanimously by roll call vote.

Reminder to members of the GRCSO board that a Form 700 was needed from each was duly noted.

- e) Update on alternates to vault and haul of wastewater for GRCSO.

President Saefke presented an overview of received services from Plumas Sanitation before detailing information gained from researching the issue.

Action to find the NCE report to help navigate the appropriate movement forward assigned to General Manager Smith and President Saefke.

- f) CSD Office Update

General Manger Smith summarized the ongoing efforts to build the GRCSO office. Item i) was addressed noting that the process of creating a directory of residents and property owners was a top priority.

- g) Operations update on the Water and Wastewater Systems.

General Manager Smith discussed the inspection performed by Plumas County Health on September 1, 2016 by Rob Robinette. The inspection went well and Mr. Robinette requested a number of improvements that had not been done from

previous inspections to the water wells and to booster station 1. Those improvements have been noted and will be completed by operations. The system is running well although it is in manual mode and very time consuming, we are continuing to repair as many automatic functions as possible.

h) Site Visit to Gold Mountain.

General Manager Smith attended a meet and greet with Skyler Allingham Lead Operator at Gold Mountain CSD. Skyler gave me a tour of their water and sewer facilities and we discussed their operations in detail. It was very informative and helpful to see how they have approached problems we also face. I was very impressed with their facilities and their ops and maintenance program. We agreed to collaborate and keep in touch going forward.

i) Discuss Board Meeting notifications to the interested public.

See Item f; along with the mention of obtaining a website for the GRCSD.

j) Consider Hazardous Fuels & Defensible Space Treatment

Director Reynolds reviewed the various areas that the CSD is responsible for maintaining at a fire safe level. A bid for \$8,500.00 was presented for the Water Treatment building, the water tank and the Sewer Plant to be cleared for defensible space.

Motion to accept bid so moved, seconded and passed unanimously by roll call vote.

VII. Closed Session

a.) Contracts with PERC and NCE

b.) Item c) Approval of services agreement proposal with Best Best & Krieger LLP for counsel and legal services.