

## Grizzly Ranch CSD Board Meeting Minutes

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

October 10, 2017 Tuesday / 9:00 am

### I. BOARD MEETING INTRO:

a) Call to order: 9:01 a.m.

b) Roll call President Miller, Vice President Downing, Director Reynolds, Director Roberts established a quorum; General Manager Smith, Assistant General Manager Aaron Corr, and Secretary/Clerk of the Board Allingham also present.

c) Approval of minutes from last meeting: Director Reynolds motioned to approve the minutes for the Grizzly Ranch Community Services District September 5, 2017 Board Meeting. Motion was seconded by Vice-President Downing and passed unanimously by roll call vote.

d) Public Comments (for items not on this agenda): None

II. 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 Budget/payroll review: Office Administrator Brandy Allingham reviewed first September 2017's Check Register, noting specific checks that would be discussed in detail as part of the General Business update. Payroll review highlighted the fact that one Water Operator will be working 4 days a week as of October through the winter season due to operational requirements decreasing. An electrician was hired on an "as needed" basis to facilitate the variety of needs the District demands at times. The Budget Report detailing the expenditures of September 2017 reflected the continued fiscal stability of the District.

b) Project List: Assistant General Manager Aaron Corr reviewed the Project List, noting that the details therein were rough estimates of anticipated cost. Completion percentages of projects also being estimates due to the nature of adjusting projects as various factors are discovered. This list provides the Board perspective of the several large projects that are being prioritized for the District.

### III. GENERAL BUSINESS:

a) Rules of order review: President Miller reviewed the rules of order that are to govern the Board and public during meetings. Going forward those rules will be enforced stringently to allow for an environment that is efficient and productive for all in attendance while abiding under the general laws dictated by State of California.

b) Special Assessment for lots on Fox Sparrow, 200 Fox Sparrow and 238 Fox Sparrow update.: Assistant General Manager Aaron Corr reviewed the letter sent to the owner of said properties

addressing the errors of assessing for only one lot on past tax assessments. There has been no response in regard to the letter.

c) Reserve fund account beginning levels proposed for the CSD.: Assistant General Manager Aaron Corr presented the Resolution Adopting the Reserve Funding Budget for the Fiscal Year 2017/18 which would allocate moneys to the four reserve funds listed in the Reserve Fund policy adopted by the Board at September's meeting. Transfers of funds of \$100,000.00 would fund the Working Capital Reserve Fund at 53% with \$40,000.00 of the desired \$75,000.00; The Emergency Reserve Fund would be funded at 40% with \$20,000.00 of the desired \$50,000.00; The Capital Replacement/System Improvement Fund would be funded at 20% with \$20,000.00 of the desired \$100,000.00 and the Rate Stabilization Reserve Fund would be 100% funded at \$20,000.00.

Requirements to access monies from Non-restricted vs Restricted funds were reviewed and discussed as well as reviewing the GRCSD Budget and projected operational cost vs revenue for the next year.

Vice-President Downing motioned to adopt the Resolution as presented, motion was seconded by Director Roberts and passed unanimously by roll call vote.

d) GRI request for refund and removal of assessment of parcel #028-010-038: Director Reynolds recused himself. Assistant General Manager Aaron Corr then presented the request from GRI to refund 2016/17 assessment and remove parcel from future assessments.

Vice-President Downing motioned to:

1. *not to issue a refund for past assessments.*

2. Moving forward to exempt parcel #028-010-038-000 from future CSD assessments as we do not provide services to this parcel.

Motion seconded by Director Roberts and passed unanimously by roll call vote. Director Reynolds Recused.

e) Review and final approval of Gator operations vehicle purchase for operations.: Assistant General Manager Aaron Corr reviewed the final specifications of the Gator vehicle for the CSD Operators along with the quoted cost of \$21,645.33

Motion to purchase the John Deere Gator, seconded and passed unanimously by roll call vote.

IV. CSD OFFICE UPDATE: It was noted again that an electrician was hired. Audit of the District is scheduled for the last two weeks of October 2017.

V. UPDATE ON WATER AND WASTEWATER OPERATIONS:

a) Water Treatment Plant filter update and groundwater well renovation projects: Assistant General Manager Aaron Corr Explained that The Water Treatment Plant currently has a failed PLC which operates the filter plant vessels. A Technician was called out. The Technician reconfigured the Plant to be operated in a manual manner temporarily. There is a new PLC in route. The Technician is schedule to install the new PLC and reconfigure the Plant back to

normal operations. Unfortunately, this is a time-consuming process which has put a temporary halt to previously scheduled Water Treatment Plant and Well renovation projects.

b) Water booster station projects, pumps, controllers, generators: Assistant General Manager Aaron Corr explained that a technician was brought in to service a nonoperational pressure relief valve in Booster station 1. The pressure relief valve was reconfigured to operate hydraulically instead of electronically. This is a more reliable and efficient way to operate this valve. Booster Station 1 is now able to run in an automatic standby mode, instead of being operated manually in an as needed basis. This should also help resolve previous pressure issues in the system which include periodic issues with an air relief valve located near the intersection of Blacktail Ridge and Peppergrass Lane. Assistant General Manager Aaron Corr also explained that we had a nonoperational pump at Booster 2 due to a nonoperational VFD controller. We ordered two VFD controllers to put pump 1 back in operation and to update the 2<sup>nd</sup> pump at Booster 2. Our Electrician has started the installation process. Once both VFD controllers are installed and functioning, there will be a technician scheduled to service the standby generator at Booster 2. Once the generator is serviced, it will be put back in standby operation for Booster 2.

c) Water Reclamation Facility asphalt repair update: Assistant General Manager Aaron Corr explained that Mike Hauso Engineering completed the asphalt repair project at the Water Reclamation Facility. Assistant General Manager Aaron Corr also explained that General Manager Smith and he added additional work to be done on this project. Instead of only having half of the Water Reclamation Facility driveway entry excavated and paved, they authorized Mike Hauso to excavate and pave the entire entry. This work was needed and Mike Hauso only charged the CSD for materials only. This authorization would save the CSD time and money.

d) Update on wastewater project / SHAW Engineering. General Manager Smith reviewed the progress on the wastewater retrofit project. He reviewed the percolation study report for the three sites that were tested for a potential leach field location. One on the West side of Grizzly Rd and two on the East side below the wastewater plant. There was also discussion of an additional site at the Golf Course driving range and the board agreed that once some additional leg work is complete we may move forward with additional perc testing at that site.

GM Smith recommended a follow up discussion with the Plumas County Environmental Health Department to discuss the results of the first perc tests and the suitability of the wastewater plant site to act as a septic settling site for the wastewater. GM Smith recommended we propose to the County to file for a permit on the West side location to design a leach field and retrofit all houses with a STEP style tank replacing the current grinder systems. The board agreed and direct the GM and staff to meet with Shaw Engineering and the County to discuss further progress on the project.

e) Review and authorize the General Manager to execute new Plumas Sanitation Vault and Haul contract. GM Smith reviewed a new contract negotiation for vault and haul services that reduces the cost from .17 cents a gallon to .13 cents a gallon which will save the CSD approximately \$51,000 a year in vault and haul costs going forward. Director Reynolds made a

motion to authorize the GM to execute the new contract. The motion was seconded by Vice President Downing. The motion was approved unanimously by the board.

f) Monthly water reports: Assistant General Manager Aaron Corr explained that the Grizzly Ranch CSD was operating in compliance for the month of September. All aquifers were consistent throughout the month. There were a few callouts regarding residential irrigation leaks. Each callout was addressed and each leak was secured. There were a few ongoing projects through the month of September in relation to repair and maintenance throughout the system. There was also a safety tailgate meeting held by the CSD employees in September.

This meeting was the last official meeting for GM Smith who is retiring as of October 31, 2017. Assistant GM Aaron Corr will be taking over as GM effective November 1, 2017.

VI. REPORT OUT ON MEETINGS ATTENDED BY STAFF/BOARD MEMBERS: None.

VII. CLOSED SESSION:

- a) Review potential litigation regarding O&M contracts with Pacific Environmental Resources Corporation  
Closed session report out, the Board decided to form a committee to look into the situation further and report back to the board. The committee so far includes President Miller, Director Reynolds, Volunteer Daniel Smith as of now, further members may join in the future.

VIII. PROPOSE FUTURE AGENDA ITEMS: