



COMMUNITY SERVICES DISTRICT

GRCSD Board Meeting Minutes

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

August 13, 2019 Tuesday / 9:00 am

REASONABLE ACCOMMODATIONS: *In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Grizzly Ranch CSD Staff or Board Directors. Notification 72 hours prior to the meeting will enable us to make reasonable arrangements to ensure accessibility.*

Call in is available for this meeting:

<u>User Name</u>	<u>Participant Code</u>	<u>Toll Free Dial-In</u>	<u>Toll/Int Dial-in</u>
Grizzly Ranch CSD	8535951	1-866-906-0040	1-857-288-2640

A. Roll call: President Jim Miller, Vice-President Vici Downing, Director John Reynolds present establishing a quorum. General Manager Aaron Corr and Office Administrator Brandy Allingham also present.

B. Call to order: 9:02 a.m.

C. Approval of minutes from last meeting(s): May 14, 2019:

Director John Reynolds motioned to approve the minutes as presented, Vice-President Vici Downing seconded; motion passed unanimously by roll call vote.

D. Public Comments: Appreciation to the Board for the excellent governance of the district was stated.

E. Accept the resignations of Director Mark Roberts and Director Alex Hickman:

The letters of resignation from Director Mark Roberts and Director Alex Hickman were acknowledged.

Vice-President Vici Downing motioned to accept the resignation of both Directors, Director John Reynolds seconded the motion; motion passed unanimously by roll call vote.

F. Appoint Board Directors to fill the two vacant Board seats.

President Jim Miller introduced Stephen Tange and John Saefke who graciously accepted the opportunity to fill the vacant Board Director seats.

Director John Reynolds motioned to accept the appointment of Stephen Tange and John Saefke to the Grizzly Ranch Community Services District Board; Vice-President Vici Downing seconded the motion; motion passed unanimously by roll call vote.

1. Swearing of Oaths for appointed GRCSD Board Directors:

Office Administrator Brandy Allingham swore in Stephen Tange and John Saefke as Board Directors.

G. 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. May, June and July 2019 Budget Reports.

General Manager Aaron Corr first reviewed the May and June budget reports which end the 2018/2019 fiscal year. He then explained that the final apportionment check from Plumas County was expected by the end of August and a few minor bills such as the electric bill for June would adjust final revenue and expenditures percentages, but minimally. The end of the year expenditures shown on the budget report reflect the district is at 90% of the FY 18/19 budget. He also explained that including existing assessment defaults in the District, the CSD was able to cut the FY 18/19 deficit to roughly \$40,000.00 which was about half of the previous fiscal year end deficit.

General Manager Aaron Corr then reviewed the July 2019 budget report, explaining that the annual workers compensation was paid in full for the year and that the budgeted amount was slightly less than the actual amount due to the change of classification of water operation to sewer operation. The Special District Risk Management Association who provides the district with insurance requires operators who work any amount in sewer to be classified as such, thus increasing the cost of coverage.

Director John Reynolds motioned to accept the budget reports as presented, Director John Saefke seconded the motion and the motion passed unanimously by roll call vote.

H. General Business

1. Review vacancy and election procedures:

Office Administrator reviewed the elected terms for the current Board members to be as follows:

<u>Position</u>	<u>Name</u>	<u>Term</u>	<u>Begin Date</u>	<u>End Date</u>
President	Jim Miller	4 Year	2020	2024
Vice President	Vici Downing	4 Year	2018	2022
Director	John Reynolds	4 Year	2020	2024
Director	John Saefke	2 Year	2020	2022
Director	Steve Tange	4 Year	2020	2024

2. Discuss the options and legislation for any committee created for the GRCS D:

President Jim Miller reviewed the option of Grizzly Ranch Community Services District to form committees to aid in guiding the governance of the district. He specifically spoke about the option of a financial committee to assist the CSD in financial areas. He suggested the Grizzly Ranch Community Services District consider an ad hoc Financial Advisory Committee that would consist of a Board Director, the General Manager and a Grizzly Ranch Community member.

3. Review for adoption the Grizzly Ranch Community Services District Bylaws:

Office Administrator presented the Grizzly Ranch Community Services District Bylaws presented in the previous Board meeting held in May 2019 with suggested edits to the Bylaws proposed by the Board of Directors during that meeting. The Board reviewed and discussed the Bylaws as presented.

Director John Reynolds motioned to adopt the Bylaws; Vice-President Vici Downing seconded the motion; the motion passed unanimously by roll call vote.

4. **Review Grizzly Ranch Community Services District Employee Evaluation Processes:**
General Manager Aaron Corr presented the Grizzly Ranch CSD Employee review and evaluation process. He indicated that the employees would be given a self- evaluation form which would be submitted to the General Manager for review. The General Manager would then complete his own employee evaluation per each employee and discuss the review individually. This process is intended to help evaluate each employee areas of performance, address any areas of concern and aid in helping management and employees reach their desired goals.

I. Update on water and wastewater operations

1. May, June and July 2019 Water Reports and Operations update:

General Manager Aaron Corr reviewed the May, June and July 2019 water reports noting that the district remained in compliance for all three months. He reviewed the water use data he is recording and the communication of the data to the community to better understand the usage standards. This data will be used to regulate the conservation efforts of the district.

President Jim Miller noted the June 2025 water conservation legislation dictating usage with heavy fines implemented by the state of California for exceeding mandated usage limits. General Manager Aaron Corr explained that the process of collecting the usage data will help the district understand the water usage of the community, thus helping to comply with future limits set by the state.

Water operations of May and June 2019 included one quarter of the district's fire hydrants being tested and flushed with the remaining fire hydrants to be tested and flushed during the fall season, when the districts water usage will subside in June the CSD staff completed the required commercial backflow device testing and also replaced a failed circuit breaker located in the control panel for well 3p2.

In July, CSD staff were able to diagnose a failed soft starter located in the control panel for well 9m. The components are on order. The well is currently inoperable until the required components arrive. CSD staff is prepared to facilitate the repair.

General Manager Aaron Corr also explained that Generator Technicians are scheduled to perform maintenance and load test the portable generators and standby generators in the District. He also explained that the CSD has purchased a standby generator and connection panel for the Water Treatment Plant. The District will soon be fully capable of operating the complete water system in an emergency power outage situation such as fire. General Manager Aaron Corr also explained that he is composing a complete project list which will lay out proposed projects along with timelines and costs.

2. Water Storage Tank recoating project update.

General Manager Aaron Corr reviewed the successful completion of the Water Storage Tank Recoating project. He explained that the project did not exceed the proposal bid amount \$63,151.00 and therefore was completed under the budgeted amount of \$70,000.00 allotted for the project.

3. Wastewater project update:

Construction has started at the Wastewater Treatment Facility. The New Control panel for the AxMax Treatment system has been installed, components have been ordered and delivered and excavation for the AxMax Treatment units has been completed. He explained that the AxMax Treatment units are to be delivered and installed on Wednesday, August 14th. He also explained that a crane was needed to assist in the delivery of the AxMax units due to their size and weights. CSD staff was able to operate some existing pumps at the Wastewater Facility which will save in costs for the project. To date, the project remains on target and on budget. General Manager Aaron Corr stated that there is currently one STEP septic tank onsite and standing by for the first grinder pump/ STEP septic tank retrofit in the District. General Manager Aaron Corr and Project Manager Daniel Smith will review the Wastewater Project budget and order more tanks for retrofitting accordingly.

President Jim Miller volunteered for the first grinder pump to STEP Tank retro fit for the wastewater project at his home. General Manager Aaron Corr explained that each site location for the retrofitting project will be unique and vary based upon current grinder pump locations. The CSD will work to accommodate each homeowner and commercial site during onsite retrofitting.

J. Report Out on meetings attended by staff/board members

None at this time

K. Propose future agenda items

Setting of next meeting to be November 5th 2019.

Vice-President Vici Downing motioned to adjourn the meeting; Director John Saefke seconded the motion; motion passed unanimously by roll call vote.

Time: 10:17 a.m.

L. Closed Session:

1. Discuss potential litigation regarding operations and maintenance contracts us by the GRCSO.

There were no reportable items during the closed session.

GRCSO Board President

Date

Clerk of the Board

Date