

# **Grizzly Ranch CSD Board Meeting Minutes**

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

August 1, 2016 / 9:00am

- I. Call to order at 9:00am
- II. Roll call: Directors: John Reynolds, John Saefke, Vici Downing, Alex Hickman, Jim Miller; GM Daniel Smith and Secretary/Clerk of the Board Brandy Allingham.
- III. Approval of minutes from last meeting: NA
- IV. Public Comments: none
- V. Voting Issues
  - a) Elect Officers

Director Reynolds nominated John Saefke for president. Motion so moved, seconded and was passed by roll call vote unanimously.

Director Downing nominated Jim Miller for Vice President. Motion so moved, seconded and was passed by roll call vote unanimously.
  - b) Hire a Secretary and Clerk of the Board

Director Reynolds motioned to hire Brandy Allingham as Clerk of the Board and Secretary for the GRCSA. Motion so moved, seconded and was passed by roll call vote unanimously.
  - c) Hire a General Manager

Director Reynolds motioned to hire Daniel Smith as the General Manager. Motion so moved, seconded and was passed by roll call vote unanimously.
  - d) Join California Special Districts Association (CSDA)

Director Reynolds briefly described the benefits of joining the CSDA. Director Reynolds then motioned that the GRCSA join the CSDA. Motion so moved, seconded and was passed by roll call vote unanimously.
- VI. New Business
  - a) Status update on the Water and Wastewater Systems

General Manager Daniel Smith reported that the Outpost parking lot leaks have been completed and cleanup work is underway. Paving and final concrete work will be completed in the next couple of weeks.

The SCADA computer server has been fixed by Tesco and will be delivered back to us on Monday August 8<sup>th</sup>.

GM Smith reported that the golf course water emergency with the Grizzly Creek valve and pipe have been fixed, but we will continue to provide them what water we can until they catch up with their supplies.

The emergency replacement of Well 9 is continuing and the new estimate was discussed for upsizing the pump and replacing the 3inch galvanized pipe that is in bad shape. The new pump and motor is scheduled for installation next week.

Further discussion on groundwater monitoring and reports were passed out and covered by GM Smith to frame the responsibilities of the board as required by the State to properly manage and monitor the groundwater basin.

We have an electrician scheduled for this week to troubleshoot the treatment building panel automation repair. This electrician has done work at the site before and is familiar with the system.

GM Smith met with Nate Owen Vice President and COO of PERC Water and Rich Cohen from PERC to discuss the contract with the County for water and Wastewater operations. The contract is old and has never been revised to match the needs of the system. PERC had requested on numerous occasions to revise the contract with the County but the County never responded. GM Smith proposed to PERC as of August 1, 2016 that he would recommend to the board that we go to a straight time and materials billing from PERC for work that was performed. This would last for 30 to 90 days while the CSD has a chance to develop a new scope of work for contract operations that are needed. PERC agreed that they would be willing to work with us on a T&M basis.

GM Smith recommended that the board approve a temporary T&M billing with PERC during this transition. Director Reynolds then motioned that we approve T&M billing with PERC Water, motion so moved, seconded and was passed by roll call vote unanimously.

GM Smith gave a brief update on the review of a wastewater package plant that was sized for the lower flows at Grizzly Ranch that were provided by Chair Saefke. There is further evaluation necessary and GM Smith will return with further information at a future board meeting.

b) CSD Office

Director Reynolds presented information on essential equipment needed at the new GRCSO office. He then motioned to commission GM Smith with the establishment of the office. Motion so moved, seconded and was passed by roll call vote unanimously.

Director Downing motioned that GM Smith would negotiate a contract with GRI for the office space needed for the GRCSO. Motion so moved, seconded and passed as follows:

President Saefke: Yes

Vice President Miller Yes

Director Reynolds Recused due to conflict of interests

Director Downing Yes

Director Hickman Yes

GM Smith will bring the results of that negotiation to a future Board Meeting for approval.

c) Operating Budget: Setup and Protocols

The current budget was discussed with emphases put on the need to gain an accurate understanding of the available assets along with proof of funds/bank statements.

Director Reynolds motioned authorizing GM Smith to investigate the budget further and to negotiate with Plumas County a transitional plan. Motion was amended to include Director Hickman to accompany GM Smith in this investigation. Motion so moved, seconded and was passed by roll call vote unanimously.

Director Reynolds motioned to authorize GM Smith with a \$10,000 spending limit before requiring board approval. Motion so moved, seconded and was passed by roll call vote unanimously.

Director Reynolds motioned to authorize GM Smith to negotiate annual As Needed Contracts for the efficiency of completing the variety of projects. Motion so moved, seconded and was passed by roll call vote unanimously.

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August 1, 2016 / 10:00am (CLOSED SESSION)

### VII. Closed Session

#### a) Review Employee Wage Rates

Wages for the Secretary/Clerk of the Board and the General Manager were set.

#### b) Discuss Contracts

GM Smith, Director Hickman will meet with Plumas County to assess existing contracts and evaluate the transition process for the GRCSO.

Adjournment 10:36am