



## COMMUNITY SERVICES DISTRICT

### GRCSD Board Meeting Minutes

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

May 15, 2018 Tuesday / 9:00 am

#### **A. Call to Order**

**B. Roll call:** President Jim Miller, Vice-President Vici Downing, Director Mark Roberts, Director Alex Hickman established a quorum. Director John Reynolds attended via conference call. General Manager Aaron Corr and Office Admin/Clerk of the Board Brandy Allingham were also present.

**C. Approval of minutes from last meeting(s):** Approval of March 20, 2018 Board Meeting as presented, was motioned and seconded and passed unanimously by roll call vote.

Approval of minutes from the Special Board meeting held April 12, 2018 are also up for approval. In reviewing the minutes, it was confirmed that only 2 board members were present, Vice President Downing and Director Roberts. President Miller called in via conference line to the meeting. In reviewing the Brown act to establish a quorum at least 3 Directors need to be present within the District boundaries to establish a proper quorum. This makes this a nonvalid meeting since one Director was outside the District by phone.

President Miller proposes to add that special item to this agenda which is allowed by the Brown act section 54954.2 section B this emergency item can be added with a unanimous vote of the Board. President Miller made a motion to add Ordinance 2018-4 to replace sewage grinders with STEP system septic tanks on new and existing properties. Motion was seconded and the vote was unanimous by all five Directors to add this item to the agenda.

**D. Public Comments:** Real Estate Agent Julie Thompson was in attendance on behalf of lot owner Mr. Dunhouse, who attended via conference call. Julie Thompson voiced the deterrence of purchasing an additional lot at Grizzly Ranch because of the Grizzly Ranch Community Services District annual assessment fee being the same for both developed and undeveloped properties. The Board expressed mutual concern, explaining that the standby fees have been a priority target and progress to the consideration of fee adjustments has been steady. Legally, the Grizzly Ranch CSD is first required to perform an engineering study of operational costs for water and sewer service and then create rates based on that study. The Board has been working towards that study by continually lower operation costs since they have taken over control from Plumas County. The Board feels within the next two years they will have reduced and confirmed stable costs to perform an engineering study.

**E. 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. **March and April 2018 Budget Report.** The March and April 2018 Budget Report was reviewed showing continued financial stability. April, the first month of the fourth fiscal quarter, brought the total expenses for the District to 85.75% of the annual budget.
2. **Reserve Account updates.** A savings account was opened at Plumas Bank by General Manager Aaron Corr as requested by the Board of Directors fulfilling Resolution 2018.3 to fund reserve accounts for the District. At this time \$25,000.00 was allotted to the Working Capital reserve fund; one of the four reserve funds the CSD plans to fund over time.

**F. General Business**

1. **The Beckwourth Fire District’s request of use of the Grizzly Ranch Community Services District’s water hydrants in the event of an emergency.** The Beckwourth Fire District’s Chief McCaffrey presented to the Board, a brief description of previous fire emergency events which the Fire District has encountered. He explained that in certain emergency situations, having access to the Grizzly Ranch Hydrant System, would be very beneficial to the community. Chief McCaffrey also provided information based on potential usage amounts during an emergency event and the different options that could be available to the Grizzly Ranch District regarding possible reimbursement for the use of their water system. Chief McCaffrey explained that he would prepare an MOU (Memorandum of understanding) for the Grizzly Ranch CSD Board to review for consideration.
2. **2018/2019 Proposal Budget review.** General Manager Aaron Corr reviewed the data of the 2017/2018 Fiscal year, which created a solid projection for the 2018/2019 Fiscal year. He explained that we would take in account that the 71 defaulted assessments from the 2017/18 Fiscal year would carry into the 2018/19 Fiscal year. This deficit is accounted for in the 2018/19 Budget Proposal. General Manager Corr also explained that the majority of line items presented in the Budget are fixed costs. He explained that the CSD would do its best to streamline and minimize costs in all areas in which he had flexibility. The CSD operational staff will continue to operate with a strict conservative approach.
  - a. Director Alex Hickman motioned to approve RESOLUTION 2018.6 ESTABLISHING APPROPRIATIONS LIMIT FOR THE 2018/19 FISCAL YEAR FOR GRIZZLY RANCH COMMUNITY SERVICES DISTRICT.  
  
Director Mark Roberts seconded the motion and it passed unanimously by roll call vote.
3. **Review and consider the 2018/2019 CPI (Consumer Price Index) increase for the Connection Fee of the Grizzly Ranch Community Services District.** General Manager Aaron Corr explained that the most current CPI rating was 3.2% as of May 2018. He proposed raising the current Grizzly Ranch CSD connection fee by 3.2%, from \$6,228.00 to \$6,427.00, which is an increase of \$199.00. This Connection Fee would remain

considerably lower than the connection fee of surrounding districts even with the 3.2% increase.

Director Alex Hickman motioned to accept the 3.2% CPI increase for the Grizzly Ranch Community Services District connection fee. Vice-President Downing seconded it and the motion then passed by roll call vote.

4. **REVIEW AND CONSIDER RESOLUTION 2018.5 REQUESTING COLLECTION OF GRIZZLY RANCH COMMUNITY SERVICES DISTRICT SPECIAL ASSESSMENT CHARGES ON THE 2018/2019 PLUMAS COUNTY TAX ROLL.** RESOLUTION 2018.5 was presented for the Board's review. Grizzly Ranch CSD will be submitting 302 lots from the District to the Special Assessment Enrollment for the 2018/19 fiscal year. The District amount would be \$1,423.20 per assessment which would total \$429,806.40. This includes the \$2.50 county admin charge per assessment which would total \$755.00.

Director Alex Hickman motioned to pass the resolution as presented, motion was seconded by Vice-President Vici Downing and passed unanimously by roll call vote.

5. **Grizzly Ranch CSD operator flat rate auto allowance.** The Grizzly Ranch CSD operator flat rate auto allowance was discussed and considered by the Board. More information is needed to clarify the options and legal obligations of the Grizzly Ranch CSD.

President Jim Miller requested that Vice-President Vici Downing work with staff in preparation of a resolution to compensate the District Operators for the use of personal vehicle during working hours. This Resolution would be presented at the next Grizzly Ranch CSD Board meeting.

## **G. Update on water and wastewater operations**

### **Item Added by President Jim Miller:**

President Jim Miller introduced for reconsideration RESOLUTION 2018.4, Review and consider the adoption of Resolution No. 2018-4: A Resolution of Grizzly Ranch CSD to replace sewage grinders with step system septic tanks on new and existing properties: General Manager Aaron Corr reviewed Resolution No. 2018-14 with the Board. He updated the Board on a recent meeting with Plumas County Environmental Health and Planning Departments, which project manager Daniel Smith and himself attended. General Manager Corr explained all parties in attendance of this meeting were in favor of the direction that Grizzly Ranch was heading regarding this project. He then stated that the County made some requests of the Grizzly Ranch CSD, before moving forward. One request was to present a Resolution to the Grizzly Ranch CSD Board of Directors, in which the CSD would replace sewage grinders with step system septic tanks on new and existing properties. Motion to adopt resolution as presented moved by Vice-President Vici Downing, seconded by Director Alex Hickman and passed unanimously by roll call vote.

1. **Ordinance No. 2017-1 Mandatory Water Conservation review.** General Manager Aaron Corr explained that irrigation season invites a lot water usage and potential water leaks within the District. He stated that each Grizzly Ranch resident should be made aware of the existing Grizzly Ranch Water Conservation Ordinance No. 2017-1 and that they should be more educated on the conservation efforts and irrigation issues in the District. General Manager Corr proposed that the CSD should conduct an education program which would better familiarize the Grizzly Ranch residents with these concerns.
2. **March and April 2018 Water Reports and Water Operations update.** General Manager Aaron Corr reviewed the March and April 2018 Water and Operational reports noting that the District remains in compliance in all areas. He explained that a UPS (Uninterruptable Power Supply) which powers up the SCADA relay device at Booster Station #1 and a faulty Air Relief Valve located on Black Tail Ridge, were both serviced and put back into operation by Grizzly Ranch CSD staff. General Manager Corr also explained that staff installed a higher capacity air compressor in the Water Treatment Plant. This air compressor is able to supply more stable backpressure to the pneumatic valves, which operate the treatment vessels in the plant.
3. **Project List review.** General Manager Aaron Corr reviewed the project list. He provided the Board with updated and accurate costs for the Grizzly Ranch grinders replacement retrofit project.
4. **Wastewater project update.** Wastewater Project Manager Daniel Smith presented the Board with the wastewater project update thus far. He explained that General Manager Aaron Corr and himself met with representatives from Orenco Systems to discuss alternative wastewater treatment options for the District. The CSD is looking towards alternative treatment options due to complexities with Leach Field locations and permitting alone in the District. He informed the Board that during the onsite meeting with Orenco Systems, the CSD was introduced to a very favorable alternative treatment solution. Orenco Systems manufactures a treatment system which could be retrofitted into the existing noncommissioned system already in place at the Grizzly Ranch wastewater facility. This system would be able to be phased into the Grizzly Ranch wastewater master plan. The first phase would allow for the existing grinder pump effluent material along with phased in septic step system effluent. The Treatment system would also be able to operate immediately, with current flows, and year around including winter months. He also informed the Board that the ROI (Return on Investment) for this system would be about 1.5 years. Project Manager Daniel Smith and General Manager Aaron Corr will continue to work on piecing together the logistical and financial details for this alternative solution.

#### **H. Report Out on meetings attended by staff/board members:**

1. **Upper Feather River small community/wastewater workshop.** General Manager Aaron Corr reviewed the Upper Feather River small community/wastewater workshop that he attended. The workshop was a gathering of all the small Districts, private and public water purveyors, and other stakeholders in the Upper Feather River region. Topics of discussion included challenges within each system, management needs, compliance issues, training needs, and available opportunities. General Manager Corr explained that

this workshop provided a lot of information and was also a great opportunity to network with neighboring Districts.

**I. Propose future agenda items:**

Director Alex Hickman motioned to add Internet Options to the upcoming Board Meeting, motion was seconded by Vice-President Vici Downing and passed unanimously by roll call vote.

**Closed Session:**

**A. Discuss potential litigation regarding operations and maintenance contracts used by the GRCSD.**

There were no reportable actions from the Board during the closed session.