



# **Community Services District**

## **Board Meeting Minutes**

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

March 20, 2018 Tuesday / 9:00 am

**A. Call to Order: 9:00am**

**B. ROLL CALL:** President Miller, Vice-President Downing, Director Reynolds, Director Roberts present, Director Hickman in attendance via conference call; quorum thus established. General Manager Corr and Office Admin/Clerk of the Board Allingham also present.

**C. APPROVAL OF MINUTES FROM LAST MEETING:** Adoption of the January 9, 2018 Board Meeting minutes moved, seconded and passed unanimously by roll call vote.

**D. PUBLIC COMMENTS:** General Manager Corr introduced an email from a Mr. Dunhouse regarding the current CSD assessment fee. He proposed decreasing the cost for non-connected properties to the water and sewer system and/or reducing fees for owners with more than one parcel. General Manager Corr will communicate with Mr. Dunhouse the position and progress of the CSD Board and the goals and progress to lower the cost of operation and progress of the repair and evaluation of the utilities system since taking control of the CSD from Plumas County. The Board continues to make progress in addition to the significant reductions so far, to reduce the high vault and haul costs with the goal to eventually reduce the overall assessment fees to benefit the entire Grizzly Ranch Community.

**E. SPECIAL:**

1. McClintock Accountancy 2016/17 audit presentation: McClintock Accountancy reviewed the first financial audit of the Grizzly Ranch Community Services District since separation from Plumas County. The first audit was very successful and sets the foundation for the Board moving forward to meet financial goals and compliance with State requirements for Special Districts. The audit was performed and the auditors reported no instances of non-compliance with Government Auditing Standards. This is the first audit of financials since the formation of the Grizzly Ranch CSD that will be available publicly to the community on our website in April 2018.

**F. 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.*



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1. January and February 2018 Budget Report: The budget for January and February 2018 expenditures were reviewed. The expenditures were within 10% of the projected cost.
2. Grizzly Ranch CSD Project List: General Manager Corr explained that the CSD project list is on hold due to the number of property assessments defaults the District is currently experiencing. The CSD will continue to maintain operations and address immediate issues during this time. The Board will review routinely the situation and adjust project goals with the General Manager as necessary moving forward.

## **G. GENERAL BUSINESS**

1. Adopt GRCSO policies: Illness and Injury Prevention and Sexual Harassment: The Board reviewed the Illness and Injury Prevention policy, discussion by the Board led to a request for additional information and clarification within the Code of Safe Practices. Staff will research and edit the policy and introduce it to the Board at a future meeting.

The Sexual Harassment policy was reviewed, a motion to adopt was made and seconded, the vote was unanimous to adopt by roll call vote.

2. Reserve Fund(s) review: General Manger Corr reviewed Resolution No. 2018.3 A Resolution Adopting the Reserve Funding Budget for the Fiscal Year 2017/18 which would authorize the funding of the non-restricted Working Capital Reserve Fund in the amount of \$25,000.00 in 2018. The Reserve Funds will be reviewed next fiscal year during the budget process for further appropriate funding.

A motion to adopt Resolution No. 2018.3 was moved, seconded and passed unanimously by roll call vote.

3. GRCSO Office lease update: General Manager Corr informed the Board of an agreement between the CSD and Grizzly Ranch Investors. Grizzly Ranch Investors would decrease the CSD office lease amount while GRI remained in default on property assessments.
4. SDRMA 2018/2019 rate update: SDRMA insurance rates were adjusted for the 2018-19 year as follows: Property/Liability increased 6 %. Workers Compensation decreased 8%.
5. Snow removal contract review: General Manager Corr acknowledged receiving a copy of the current snow removal contract from the Home Owners Association. General Manager Corr will continue to work with the HOA and GRGC to insure contract requirements are completed to the CSD satisfaction or renegotiating the scope of work so the HOA receives all services that are paid for.



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6. Grizzly Ranch parcel # 028-110-018-000 up for bid in Internet public auction due to tax-defaults: The purchase or prevention of the sale regarding this parcel would not benefit the CSD at this time. The CSD would receive all past assessments from the County once the sale is complete.

## **H. UPDATE ON WATER AND WASTEWATER OPERATIONS**

1. January and February 2018 Water Reports: General Manager Corr explained that the Grizzly Ranch CSD was in compliance for both January and February of 2018. He informed the Board of a new quarterly sample for 1-2-3 Trichloropropane (TCP) which is now required by the State of California. He also explained that the CSD operators are continuing to maintain well flushing and valve exercising within the district.
2. Water Operations update: General Manager Corr explained that there was a hydrant leak in the district in January. This leak needed to be addressed because the district was losing water and because there are three homes in the district reliant on this particular hydrant in the event of a fire emergency. The CSD was able to resourcefully address and fix the leaking hydrant. It is now fully operational. There is a distribution air relief valve which is need of repair in the district as well. The valve is temporarily isolated. The CSD is scheduled to address the issue in house once the snow clears on the site.
3. Shaw Engineering update/Leach Field project update: General Manager Corr explained that the Grizzly Ranch CSD and the Senior State Water Resource Control Engineer were in discussions about the possibility of dropping a wastewater discharge and treatment permit. This idea was presented because the Wastewater Facility has never been operated and the absence of this permit would save money. However, both the CSD and State Regulator agree that this permit would be very hard to obtain once forfeited. Therefore, the CSD will continue to obtain this permit until our future Leach Field project has a more certain direction.

In relation to the Leach Field project, it is put on hold due to financial constraints at this time. There are also some new planning issues pertaining to the proposed Leach Field site and GRI requests for building permits in relation to this site. The CSD will continue to meet with County regulators and the Planning Department to resolve any current issues and to work towards future progress. General Manager Corr also explained that the CSD is working with County Regulators to create and approve building specs for the installation of Step-systems in new build properties in the District.

## **I. REPORT OUT ON MEETINGS ATTENDED BY STAFF/BOARD MEMBERS**

- J. **PROPOSE FUTURE AGENDA ITEMS:** Vehicle Allowance for CSD Water Operators was introduced for future discussion by Vice President Downing. The Board agreed unanimously and directed the General Manager to review other agencies vehicle allowances and return with a recommendation.



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**CLOSED SESSION:**

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

**K. REPORT OUT ON CLOSED SESSION:** There were no reportable actions from the Board during the closed session at this time.