

Board of Directors
Cheryl Brennan
David Nelson
Jane Roix
Sally Rose
Richard Short

Graeagle Community Services District
P.O. Box 1414
Graeagle, CA 96103

Administrative Secretary
Kathleen Graham
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Minutes for Monthly Meeting July 27, 2020

1. Called to order at 11:14 PM by Director Dick Short.
2. Roll Call of Board Members – Cheryl Brennan, David Nelson, Jane Roix, and Dick Short present. Also present: Dave Rife, Dink Rife, and Administrative Secretary Kathleen Graham.
3. Minutes Approval: Motion made by Jane Roix with a 2nd by Cheryl Brennan to approval the July 13, 2020 minutes. All Board members in favor.
4. Discussion and Possible Action on 2019-2023 (5-Year) Strategic Plan:
 - a) Donated Parcel – Dick has met with Jack Bridge to determine progress on an updated high level design of park to include office/maintenance building. Graeagle Land and Water (GLW) has advised that tree removal on parcel is scheduled to take place either late fall or early winter. Overall Board discussion on projects.
 - b) Downtown Lighting – Dick met with vendor and has determined lighting fabrication timing and cost for 15 lights to include green strapping and light fixtures will take approximately 3-4 months to produce with the cost coming in at \$85,537.00. An invoice was provided to Dick. Next step will be to present a Vendor Claim to the Board at the August 10, 2020 meeting. Dick will pursue estimate on trenching, concrete, and electrical installation costs.
 - c) Tennis/Pickleball Court Maintenance/Repair – David has agreed to join Dave and Dink Rife of the Tennis Club in discussions with Graeagle Land & Water (GLW) on potential cost sharing for repairs needed to the courts. Previous discussion on repair estimate from Color-Crafters ran from \$2,500.00 to \$3,000.00.
 - d) Foot Bridge – Dick contacted Bastian Engineering to discuss prior work on bridge. Suggested Board needed a consulting agreement for future work. He reported that he also wrote a memo to GLW with fourteen points for understanding.
5. Discussion and Possible Action on Temporary Restroom Facilities: Dick updated the Board that members of the Merchants Association had mentioned the need for restroom facilities in the downtown area. Dick then looked into the what the cost would be for a two-station restroom that would include a washing station and twice weekly cleaning. Estimate was \$800.00+ per month. Board felt the need for restroom facilities for the summer months should be brought to GLW's attention. Dick will share his findings with GLW.
6. New Business:
 - a) Directors Reports: None at this time.

b) Secretary's Report

1. Board Opening Notice – Secretary will post Director open position on Graeagle Park bulletin board and Post Office. Kathleen Graham, currently Administrative Secretary, has notified board of her pending resignation after nine+ years of service. Will assist with developing questions and interview process for applicants to fill Administrative Secretary position.
2. 2020 Conflict of Interest – Obtain final signatures from Dick on Local Agency Biennial Notice on Resolution 2020-003 Resolution Adopting the Conflict of Interest Code for GCSD.
3. 2019-2020 and 2020/2021 – Financials reviewed.
4. Vendor Claims: Kathleen Graham Mileage and Supplies \$86.11, Labor \$435.00. Motion to approve vendor claims made by David Nelson with 2nd by Jane Roix. All in Favor.
5. Next meeting date: Monday, August 10, 2020 at 11:00 AM Graeagle Park.

Motion to adjourn meeting at 12:46 PM by Jane Roix with 2nd by David Nelson. All in favor.

ACTION ITEMS:

Dick Short – Obtain land transfer cost estimate from law firm

Dave Nelson – Pursue further refinement of park design with Jack Bridge

Dick Short – Obtain cost estimate for trenching, concrete and electrical installation for park lighting

Dick Short – Obtain 14-point memorandum written to GLW by Dick on bridge project for file

Dick Short – Obtain Consulting Agreement on bridge with Bastian Engineering

Kathleen Graham – Develop interview questions for Administrative Secretary position

ATTEST: _____
Richard Short, Director

ATTEST: _____
Kathleen Graham, GCSD Administrative Secretary