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| Board of Directors  Cheryl Brennan  John Grasso  James Reynolds  Richard Short | **Graeagle Community Services District**  P.O. Box 1414  Graeagle, CA 96103 | Administrative Secretary  Penny Rasmussen  Email:  [gcsd96103@yahoo.com](mailto:gcsd96103@yahoo.com)  Phone: 775-233-2729 |

**Minutes for Monthly Meeting**

**March 29, 2021**

1. Called to order at 10:05 AM by Dick Short.
2. Roll Call of Board Members – John Grasso, Jim Reynolds, Dick Short, Cheryl Brennan are present. Also present: Administrative Secretary Penny Rasmussen. Visitors to the meeting: Dink Rife, Steven Hagen and Annie Fisher.

Dick Short greeted and introduced the visitors.

1. Approval of the Minutes: Motion made to approve the minutes by John Grasso with a 2nd by Cheryl Brennan the March 11, 2021 minutes. All in favor, motion carried.
2. Correspondence: E-mail received from Tom Balestri stated it is good news that the bridge is progressing well, but he wanted to remind the Board that complete bids from fully bondable contractors is very important and the Board needs to obtain 100% labor and material performance bonds from the bidding contractor. He also stated a contractor who has done projects involving tax payer funds and knows how to do certified payrolls. He stated this will protect all board members from a multitude of problems. Dick Short stated he would reach out to Tom.

5. Project Reports:

a) Donated Parcel: John Grasso reported that now that the weather is getting nicer it should only be a month or two that Graeagle Land and Water starts the tree removal off the parcel. Once the lot is cleared, they will deed the parcel over to GCSD.

b) Downtown Park Lighting: Jim Reynolds advised that the lighting project has been put on hold as Caltrans is planning on working on the downtown roads and that could cause lights to have to be changed or moved, and we are also waiting for the foot bridge project to be completed..

c) Foot Bridge Project: Dick Short did a review of the bridge project for the meeting guests and the process on how he adapt the bridge location, length and width to make it come into our budget. Dick drew a map on a flip chart so those in attendance were able to see where the location of the bridge will go. There was a discussion on the width of the bridge and whether or not to allow golf carts and bicycles. Dick stated that GCSD will be getting community feedback on their thoughts. There was also a discussion if a sign should be posted at the bridge advising bikes to be walked across the bridge and whether or not golf carts are allowed. This will be a discussion further into the process.

Jim Reynolds updated the group on a zoom meeting he attended with CalTrans on their project adding a four (4) foot walking path on the side of the street for bikes and pedestrians. It is to go from the south end at Highway 70 & Highway 89 through Graeagle to Yonkalla and then down the north side along the dirt path and over the walking bridge.

It was suggested that maybe a blinking light be put in at the crossing at Yonkalla.

6. Discussion and Possible Action on Mohawk Community Resource Center Ongoing Activities:

Dick Short advised that the LAFCO paperwork is slowly moving forward. Dick handed out the application for the Board to sign.

(11:30 a.m. Jim Reynolds had to leave the meeting.)

Dick discussed incorporating the Mohawk Community Resource Center as a non-profit under the Graeagle Community Service District. Dick will look into whether we can incorporate them under us or not.

Penny Rasmussen went over paperwork she handed out outlining her efforts to get answers by telephone conversations with the California Special District Association, District Attorney’s Office, County Counsel, Jeff Engel, Board of Supervisor and Blain Bowden, Auditor for GCSD.

It was advised by all those contacted that the questions dealing with incorporating, fundraisers, donations to non-profits, tax deductions all be taken to our private attorney for answers.

Blain Bowden, Auditor, and his supervisor advised that a separate account under GCSD be set up for the MCRC so that everything is kept clearly separate. This would also allow GCSD to move funds over to MCRC as a grant/loan, or a forgiven gift. They also strongly advised that the MCRC not have a petty cash fund as this is where most of the problems will originate.

A motion was made by John Grasso and seconded by Cheryl Brennan to move forward on the incorporation. Motion carried.

A motion was made by John Grasso and seconded by Cheryl Brennan to go to our attorney to get the answers to the list of questions on Penny’s handout. (See attached handout). Motion carried.

Dick Short asked that Cheryl Brennan have Holly Johnson, Administrative Secretary for the MCRC give an hourly itemized list of her work time and what she does. She was also asked to find out if there was a job description for Holly’s position.

7. Secretary’s Report:

a) Budget: The monthly budget was handed out and gone over by the Board.

b) Vendor Claims: Penny Rasmussen, Labor 3-12-21 through 3-29-21, $200.00. Holly Johnson, Labor 3-1-21 through 3-31-21, $1242.00. Holly Johnson, Nextiva phone service refund, $40.89. Holly Johnson, face masks refund, $12.84. Holly Johnson, Printer transfer belt refund, $117.96. Mark Cowan, Office 2019 Professional Plus, $57.40. Mark Cowan, Office 2019 Professional Plus, $57.40.

Motion made by John Grasso and seconded by Cheryl Brennan to approve vendor claims. All in favor. Motion Carried.

c) Administrative Issues: Penny Rasmussen asked if there was anyone checking the battery on the AED (Defibrillator) that was purchased a couple of years ago and is hanging at the tennis court. Visitor Dink Rife said she would check the battery.

8. New Business:

Closed Session – Discussion on a possible new board member, Steve Hagen.

A motion was made by Cheryl Brennan and seconded by John Grasso to appoint Steve Hagen to fill the vacancy on the Board. Motion carried.

Steve Hagen was administered the Oath and placed on the Board.

9. Next meeting date: April 12, 2021 at 9:00 AM at the Mohawk Community Resource Center.

10. Adjournment: Motion to adjourn meeting at 12:00 p.m. by Johm Grasso and seconded by Cheryl

Brennan..All in favor, motion carried.

**ACTION ITEMS:**

Dick Short to provide update from attorney on list of questions on the MCRC.

Dick Short to reach out to his contact at the telecommunication company on behalf of the MCRC.

Cheryl Brennan to provide itemized time report on Holly Johnson.

Cheryl Brennan to report on job description for Holly Johnson.

ATTEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Richard Short, Director**

ATTEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Penny Rasmussen, GCSD Administrative Secretary**