

Board of Directors
Cheryl Brennan
John Grasso
James Reynolds
Jane Roix
Richard Short

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

Administrative Secretary
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Minutes for Monthly Meeting October 26, 2020

1. Called to order at 9:13 AM by Kathleen Graham, Administrative Secretary.
2. Roll Call of Board Members – John Grasso, Jim Reynolds, Jane Roix, and Dick Short present, Cheryl Brennan absent. Also present: Administrative Secretary Kathleen Graham, Penny Rasmussen and Mike Flanigan with Flanigan-Leavitt Insurance.
3. Minutes Approval: Motion made to approve by John Grasso with a 2nd by Jane Roix the October 26, 2020 minutes. All Board members in favor.
4. A presentation was given by Mike Flanigan with Flanigan-Leavitt Insurance on the overview of our policy which included three main areas – property, general liability and directors/officers and employee coverage. Kathleen Graham gave a quick overview of GCS D taking over the Mohawk Community Resource Center (MCRC) and will provide Mike with estimated annual salaries for employees along with the employer EIN for Workers’ Comp Insurance. Mike also requested that he be advised when the Quit Claim Deed has been filed with Plumas County on the park parcel to be donated to GCS D from Graeagle Land & Water (GLW). GCS D insurance policy is adequate based on the current needs.
5. Discussion and Possible Action on 2019-2023 (5-Year) Strategic Plan:
 - a) Donated Parcel – Dick advised that clearing of trees by GLW is to begin shortly and will work with them when clearing is complete to finalize quit claim deed transferring property to GCS D.
 - b) Downtown Park Lighting – Dick advised the electrical/installation, to include lighting fixtures, bid requests will be going out shortly, with project to be finalized in the spring.
 - c) Foot Bridge – Dick advised that the contract recently sent to Bastian Engineering should be returned shortly. It was discussed that GLW should own the bridge once installed and maintain it. The Memorandum of Understanding (MOU) on who owns the bridge and who will be doing snow removal and maintenance on the bridge needs to be incorporated into the language of the MOU. Suggested changes will be provided to the secretary, who will make any corrections and/or changes to the MOU. It was asked to put the MOU on the next agenda.
6. Discussion on Mohawk Community Resource Center (MCRC): Dick informed the board he was setting up a retreat with MCRC Advisory Board members to discuss fundraising efforts, potential improvements and writing of their bylaws. In addition to the Advisory Board, Dick invited GCS D Board members to attend and selected members of the public on Zoom to share their suggested future fundraising and activities. Kathleen Graham reminded the Board that a bank account needs to be opened for the MCRC. A letter from GCS D to include our EIN number and names of designated signers on the checks/account. GCS D Board decided their preference for signers to include a Board member from GCS D and MCRC. John Grasso volunteered to be the signer for GCS D. Holly Johnson will be ask for a volunteer from the MCRC Advisory Board. All vendor claims from MCRC are required to include an invoice. Dick advised MCRC requested to purchase two computers as the

one in the office is completely down and the other one is so old that it does not support Microsoft programs. Penny Rasmussen is going to check with into seeing if we could purchase them through the Plumas County purchasing program. John Grasso made a motion to purchase two (2) computers for the resource center after costs have been researched and presented back to the GCSD Board. Motion was 2nd by Jim Reynolds. All in favor. Dick also provided information that the MCRC would also like to have the GCSD purchase an air purifier for the resource center. This item has been tabled at this time.

7. New Business:

- a) Directors Reports: No new reports at this time.
- b) Secretary's Report

- 1. Director's Report – There was an updated GCSD Board of Director's membership list passed out and MCRC Advisory Board member list emailed to GCSD board.
- 2. 2020/2021 Financials – Current budget presented and adjustments to 2019-2020 Final Report.
- 3. Vendor Claims: California Special District Association \$191.00, Holly Johnson (MCRC) Labor \$540.00, Kathleen Graham Supplies/Mileage \$113.74, Labor \$495.00. Motion to approve vendor claims made by John Grasso with 2nd by Jim Reynolds. All in Favor.
- 4. Next meeting date: Monday, November 9th, 2020 at 10:00 AM at the Mohawk Community Resource Center.

7. Closed Meeting – Salary discussion of new Administrative Secretary for the Graeagle Community Services District and discussion of hire.

8. Motion to adjourn meeting at 11:38 PM by Jim Reynolds with 2nd by John Grasso. All in favor.

ACTION ITEMS:

John Grasso – Obtain park parcel physical address if there is one for insurance company

Dick Short – Obtain Quit Claim Deed for GLW to complete and finalize donation of park parcel

Dick Short – Obtain vendor bids for trenching, concrete, electrical installation to include park lighting fixtures

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

Dick Short – Obtain updated consulting agreement on bridge with Bastian Engineering

Penny Rasmussen – Contact Plumas County about purchase of computers through their contacts

Penny Rasmussen – Contact Insurance Agent when Quit Claim has been completed

Kathleen Graham – Contact Plumas Sanitation to remove portable toilets from the park

Kathleen Graham – Provide Insurance Company with estimated annual salaries of employees

ATTEST: _____
Richard Short, Director

ATTEST: _____
Penny Rasmussen, GCSD Administrative Secretary