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| Board of DirectorsCheryl BrennanJohn GrassoJames ReynoldsRichard Short |  **Graeagle Community Services District**P.O. Box 1414Graeagle, CA 96103 | Administrative SecretaryPenny RasmussenEmail: gcsd96103@yahoo.comPhone: 775-233-2729 |

**Minutes for Monthly Meeting**

**February 22, 2021**

1. Called to order at 10:06 AM by Dick Short.
2. Roll Call of Board Members – John Grasso, Jim Reynolds, Dick Short and Cheryl Brennan are present. Also present: Administrative Secretary Penny Rasmussen.
3. Approval of the Minutes: Correction to add an “s” to the word member in section 6c. Also to include under section 6f, the board approved purchasing two computers plus an air filter for the MCRC. Motion made to approve the minutes with the above stated corrections by Jim Reynolds with a 2nd by John Grasso the February 08, 2021 minutes. All in favor, motion carried.

4. Correspondence: None.

5. Project Reports:

a) Donated Parcel: No report..

b) Downtown Park Lighting: Jim Reynolds went and looked at sample lights along Sparks Blvd. and Pyramind Highway in Sparks that were thought to be similar to what we were looking at for the park. They actually were very large commercial grade and much larger than we require, therefore no further research was done.

c) Foot Bridge Project: Dick Short advised that based on the location of the bridge and the alignment of the bride that it would be 190 feet. Dick is going to talk with Dan Bastian to see if we can cut back on the length as it could add an additional $200,000.00 to the cost.

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

Dick Short put together a flow sheet on a purchase order system to be used for purchases by the MCRC. A ledger system would also be used for items that cannot be purchased through a purchase order. Cheryl Brennan will talk to the MCRC Board to let them know when they purchase items for reimbursement that they will still have to be prior approved by the GCSD Board. The MCRC’s request should go through Cheryl Brannan or Penny Rasmussen for approval. All reimbursements

will be tracked on a ledger sheet.

A conversation on policies for the resource center was discussed on such items as political endorsements, etc. Penny Rasmussen will check with the California Special District Association to see if they have samples for the board to use.

Penny Rasmussen brought up that a list of questions was sent to our personal auditor to go over and advise us on how to have the county set up our accounts. The auditor will review the questions and then either set up a conference call or meet with us in person when he is in Portola for an audit. Penny Rasmussen also advised some of the questions will have to go before an attorney and informed the board that through CSDA we have one free hour with their attorney and she will also check and see what their hourly rates are.

Dick Short handed out an Attachment B – Statement of Justification that will be included in the LAFCO paperwork. He also talked about a Resolution that was written to be included in the LAFCO paperwork. He will bring a copy at the next board meeting.

7. Secretary’s Report:

 a) Budget: The monthly budget was reviewed and a motion was made by John Grasso and

 seconded by Cheryl Brannon to accept the budget as received. All in favor, motion carried.

 b) Vendor Claims: Penny Rasmussen labor $300.00; Holly Johnson reimbursement for phone bill

 $40.89.

 c) Administrative Issues: Penny Rasmussen went over an Elected Appointed Official’s Form.

8. New Business:

1. Directors Reports: Dick Short talked about the board’s membership with the CSDA and how he attended one of their conferences in the past and suggested we might want to send one of our board members to the next conference Dick went over the steps needed for LAFCO and when we are ready to submit our report he will meet with the LAFCO Director to look over our paperwork to make sure it is complete. Jim Reynold’s asked if Holly’s position with the MCRC needs to be defined in the MCRC’s Bylaws. It was also brought up if it is required for the GCSD’s Board to attend sexual harassment and ethics training. Penny Rasmussen will check with the CSDA.

Dick Short will present Brian Hansen’s contract at the next board meeting. Dick stated his contract needs to be completed before we can look at financing. John Grasso stated he is not in favor of taking out a loan if we don’t have the money in the GCSD’s account to pay it off It was mentioned that the CSDA’s website has a great section on financing and help they will provide.

9. Next meeting date: February 8, 2021 at 10:15 AM at the Mohawk Community Resource Center.

10. Adjournment: Motion to adjourn meeting at 11:33 a.m. by Johm Grasso and seconded by Cheryl

 Brannan. All in favor, motion carried.

**ACTION ITEMS:**

Dick Short: Provide board with LAFCO Form, Resolution and copy of Brian Hanson’s contract.

Penny Rasmussen: Check with CSDA about policies, sexual harassment and ethic’s training and attorney’s hourly fees.

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

 **Richard Short, Director**

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

  **Penny Rasmussen, GCSD Administrative Secretary**