

**Grizzly Flats Community Services District  
Minutes of the Regular Meeting of the Board  
January 10, 2019**

**A. CALL TO ORDER**

The regular meeting of the Grizzly Flats CSD Board of Directors was called to order at 6:30 PM by Director Updike.

**ROLL CALL OF THE BOARD**

Present: Directors McKillop, Morgan, Sutton and Updike

Absent: None

Others: Larry Bain, CPA (Larry Bain, An Accounting Corporation), Kim Gustafson, Mel Kelley and Jodi Lauther

**SALUTE TO THE FLAG** was led by Director Updike.

**B. APPROVAL OF THE AGENDA - Director Sutton made a motion to approve the agenda as presented. Director McKillop 2<sup>nd</sup> the motion. There was no further discussion. Director Updike called for a vote. The motion passed with all directors present voting aye.**

**C. PUBLIC COMMENT –** Mel Kelley mentioned that the District should install additional outdoor lighting now that the regular monthly meetings are being held in the evening.

**D. CONSENT CALENDAR-** These items are expected to be routine business not normally requiring discussion. Action by the Board was taken at one time with one motion.

1. **Receive and file the Annual report regarding GFCSD's compliance with the Federal Trade Commission's Red Flag Rules in accordance with GFCSD policy.**
2. **Approval of the minutes of the regular meeting on December 13, 2018.**
3. **Approval of the financial reports and spending for December 2018.**
4. **Receive and file the GFCSD System Report for December 2018.**
5. **Receive and file Local Agency Formation Commission's (LAFCO's) "Election of Special District Representative to El Dorado LAFCO, Nominations for Special District Commissioner" notice.**

**Director McKillop made a motion to approve the Consent Calendar as presented. Director Morgan 2<sup>nd</sup> the motion. There was no further discussion. Director Updike called for a vote. The motion passed with all directors present voting aye.**

**E. PRESENTATION – ANNUAL AUDIT, FOR THE YEAR ENDING JUNE 30, 2018.** Larry Bain from Larry Bain, CPA, An Accounting Corporation will present the District's annual audit to the Board - Larry Bain referred the Board to page 1 of the Financial Statements for the year ending June 30, 2018, and said that his firm has a clean opinion of the financial statements which were fairly presented. He noted that on page 4, the Profit and Loss sheet listed a decrease in net position by \$8,097 and \$94,318 depreciation. The Statement of Cash Flows on page 5 listed the additions to capital assets as \$68,293, and \$18,151 decrease in cash. He said his notes were listed on pages 6 to 13, and that this year, he made a change to present the Management Report as a separate document to the Board as it is not meant to be distributed to the general public. The Management Report did not list any major deficiencies or material weaknesses. Overall, Larry said that the Grizzly Flats Community Services District is very well run, and that staff pays great attention to detail.

**F. BOARD VACANCY - The Board and General Manager will discuss the policies and procedures for filling a vacant Board member seat. Individuals, who are interested in serving as a Board member, are invited to attend and ask any questions they may have about the position. Attendance is not required to be appointed. The appointment to fill this vacancy will be made during the February 14, 2019 regular Board meeting –** Jodi Lauther said that letters of interest and/or resumes will be accepted through January 31, 2019, and that the appointment will be on the February 14, 2019 regular meeting agenda. Kim Gustafson said that one new resident indicated that he submitted a letter of interest, although it had not yet been received.

## G. ANNUAL ORGANIZATIONAL MEETING

1. **Nominate and elect Board positions for the 2019 calendar year** – Jodi Lauther said that the Board should nominate and elect the Board Chair and Vice Chair positions by board motion and vote.

**Director Sutton made a motion to nominate Doug Updike for the Board Chair position. Director McKillop 2<sup>nd</sup> the motion. There were no further nominations. The vote was taken as follows: Director McKillop - AYE, Director Morgan – AYE, Director Sutton – AYE and Director Updike - AYE. The motion passed.**

**Director McKillop made a motion to nominate Don Sutton to the Vice Chair position. Director Morgan 2<sup>nd</sup> the motion. There were no further nominations. The vote was taken as follows: Director McKillop - AYE, Director Morgan – AYE, Director Sutton – AYE and Director Updike - AYE. The motion passed.**

2. **Review Standing Committees and Ad-hoc Committees to determine if any changes are needed and appoint members to the committees for the 2019 calendar year**– Jodi Lauther referred the Board to page 26 of the packet for the 2019 “Committee Review” sheet, and asked if the Board would like to make changes to the various committees and/or their membership. Following a brief discussion, it was decided that the Finance & Budget Committee membership will be adjusted to include Jodi Lauther, Director Sutton and Director Updike. The “Personnel & Policy Review Committee” membership will continue to include Jodi Lauther, Director McKillop & Director Sutton. The “Water Operations Committee” members will be adjusted to include Jodi Lauther, Director McKillop and Director Updike. The “Capital Improvement Projects (CIP) Planning & Engineering Committee” membership will continue to have a vacancy and the membership will include Jodi Lauther and Director Updike. The “Drought Measures Infrastructure Project Committee” will be adjusted to include Jodi Lauther, Director McKillop and Director Sutton.

**Director Morgan made a motion to approve the committee changes as recommended. Director Sutton 2<sup>nd</sup> the motion. There was no further discussion. Director Updike called for a vote. The motion passed with all directors present voting aye.**

3. **Adopt the “Schedule of Regular Board Meetings” for the 2019 calendar year** – Kim Gustafson referred the Board to page 27 of the packet, for the 2019 “Schedule of Regular Board Meetings”.

**Director McKillop made a motion to approve the dates for the 2019 Board meetings as presented. Director Morgan 2<sup>nd</sup> the motion. There was no further discussion. Director Updike called for a vote. The motion passed with all directors present voting aye.**

4. **Confirm the service of the District Treasurer and Kim Gustafson as Board Secretary for the 2019 calendar year** – Jodi Lauther said that she will continue to be the District’s Treasurer until a replacement can be found, and that Kim Gustafson will continue to be Board Secretary for the District.

## H. OFFICE & FINANCE / Jodi Lauther, General Manager

### *Monthly review of Office Operations*

1. **Progress update on Phase 2 of the California Disaster and Assistance Act (CDAA) Tree Mortality project** - Kim Gustafson said that Brian Oneto (Oneto Tree Service) started work on December 13, 2018, and that he has already mitigated 100 (76%) out of 131 trees. With the exception of the “nasty” tree which is nearly seven feet in diameter, he has completed dropping all trees located around the Big Canyon diversion intake and the District’s diversion gage solar panels. The majority of the remaining trees are located on private property or at North Canyon diversion.
2. **Announce Special District Risk Management Authority’s (SDRMA’s) Spring Education Day, which is scheduled to take place in Sacramento on March 26, 2019** – Kim Gustafson said that this is a free event which is provided by the District’s insurance carrier Special District Risk Management Authority (SDRMA). Attendance at this event yields discounted Property & Liability and Worker’s Compensation insurance rates for the District. The maximum discount is achieved with attendance of two Board members and two personnel.

Director McKillop expressed interest in attending, and Director Updike said that he will also participate in the event that Director Sutton is unable to go.

### GENERAL BUSINESS ITEMS

**I. WATER SUPPLY, DROUGHT AND CONSERVATION** – Jodi Lauther said that the Eagle Ditch diversion gage was offline for a few days in December 2018, while a leak was repaired at the service saddle inside the strainer building.

**J. ACTION LIST**

**Review the Action List** - Director Updike reviewed the action list items, and there were no significant updates.

**K. EL DORADO COUNTY WATER AGENCY (EDCWA)**

- 1. Report from the January 9, 2019 El Dorado County Water Agency meeting** – Director Updike said that he attended the El Dorado County Water Agency meeting on January 9, 2019, wherein he discovered that the El Dorado County Board of Supervisors pulled out of the El Dorado Water and Power Authority’s (EDWPA’s) Joint Powers Authority (JPA) on Tuesday, January 8, 2019. The meeting then continued, and the El Dorado County Water Agency passed a motion to also withdraw their agency out of EDWPA’s JPA. In result, only El Dorado Irrigation District remains within the JPA, and since they can’t spend public money, the agency is unable to operate. Director Updike went on to say that the meeting proceeded with some policy language clean-up.
- 2. Report from the December 17, 2018 Advisory Group Meeting relative to updating EDCWA’s 2007 Water Resources Development and Management Plan (WRDMP)** – Jodi Lauther said that the Advisory Group is reaching out to agencies for feedback on the 2007 Water Resources Development and Management Plan revision. During the first meeting, they went over the initial plan. The next meeting is scheduled to take place on January 25, 2019. Jodi said that there will be one meeting per month for six months, to solidify the county-wide plan as a whole.

**L. ANNOUNCEMENTS / DIRECTORS COMMENTS** – Kim Gustafson said that Nick Batteate of Cal Safety will be coming to the District office at 9:00 AM on Monday, February 4, 2019 to recertify staff and interested Board members on CPR and First Aid. Directors McKillop and Updike expressed interest in attending. Kim said that she would send out a follow-up e-mail to confirm who would like to participate.

**M. ADJORNMENT- Director McKillop made a motion to adjourn. Director Morgan 2<sup>nd</sup> the motion. Director Updike called for a vote. The motion passed with all directors present voting aye. The meeting was adjourned at 7:45 PM.** The next regular meeting will be at 6:30 PM on Thursday, February 14, 2019 at The Grizzly Flats CSD office.

Minutes submitted by:

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*Kim Gustafson, Board Secretary*

Approved by:

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*Doug Updike, Board Chair*

Date:

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