

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
August 8, 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 Humphreys, McKillop, Morgan and Updike

Absent: None

Others: Art Davidson, Kim Gustafson, Patricia Jobe, Mel Kelley and Jodi Lauther

SALUTE TO THE FLAG was led by Director Updike.

B. APPROVAL OF THE AGENDA - Director McKillop made a motion to approve the agenda as presented. Director Humphreys 2nd 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 – There were no public comments.

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. **Approval of the minutes of the special meeting on July 3, 2019.**
2. **Approval of the minutes of the regular meeting on July 11, 2019.**
3. **Approval of the financial reports and spending for July 2019** – Director McKillop referred to page 7 of the packet and asked why the Profit & Loss – O&M sheet showed a \$9,834.09 loss. Jodi Lauther responded to say that July's financial reports will change after the annual audit which is scheduled to take place on September 9th and 10th. She also noted that two months' worth of payments had been issued to H2O Urban Solutions in July, as well as a number of annual renewals. Jodi also had not yet received the June 2019 or July 2019 reports from El Dorado County either, which summarize stand-by charges received on behalf of the District.
4. **Review the GFCSD System Report for July 2019.**
5. **Receive and file the Action List for July 2019.**
6. **Receive and file the Quarterly Interest Report from the Local Agency Investment Fund (LAIF).**

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

E. BOARD VACANCY – Announce Board Vacancy (effective July 31, 2019). 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 may be made during the September 12, 2019 regular Board meeting – Jodi Lauther referred the Board to page 24 of the packet, and said that staff is planning to post a Board Vacancy Notice on the District's website and at the Grizzly Flats Post Office on Friday, August 9, 2019. The notice needs to be posted for 15 days before an appointment can be made. The deadline to receive letters of interest will be August 31, 2019, and if there are any candidates, an appointment may be made during the September 12, 2019 regular meeting.

F. OFFICE & FINANCE / Jodi Lauther, General Manager

Monthly review of Office Operations

1. **Progress update on Phase 2 (Eagle Ditch) of the California Disaster and Assistance Act (CDAA) Hazardous Tree Removal Project** – Kim Gustafson said that payment was issued to Brian Oneto, and that Brian submitted a payment to the District for charges relative to the repair of Eagle Ditch pipeline after it was damaged by a

fallen tree. Kim also said that she is working on a project summary report for submittal into Cal OES. Once reimbursement has been received from Cal OES, staff can submit a request for reimbursement to CAL FIRE for the District's 25% match through their LATM grant. There was some discussion about slash piles which are located on or near Eagle Ditch pipeline. Kim will contact the USDA Forest Service to request that they are relocated prior to burning.

2. **Nominate and elect a Vice Chair for the remaining calendar year** – Kim Gustafson said that the Board should nominate and elect a new Vice Chair for the remainder of the calendar year. The role of the Vice Chair is to temporarily fill in and facilitate meetings if the Board Chair is absent.

Director Humphreys made a motion to nominate Sherry McKillop for the Vice Chair position. Director Morgan 2nd the motion. There was no further discussion. Director Updike called for a vote. The motion passed with three directors voting aye - Humphreys, Morgan and Updike. Director McKillop abstained from the vote.

Monthly review of Financial Operations

3. **Approve the \$2,628.93 repair cost for the District's 2009 Ford F-350 truck** – Jodi Lauther referred the Board to page 25 of the packet and said that the rear differential went out on the District's Ford F-350 truck. Staff contacted Mel Kelley, and he recommended that it be towed to a repair shop called J&C Automotive. Jodi e-mailed Director Updike for approval prior to having the work completed, and is now bringing it to the full Board for approval of the \$2,628.93 repair cost. Mel Kelley said that notes on the invoice recommend a brake inspection on the vehicle. Jodi Lauther responded to say that it would be done, and that an update would be brought to the Board during the September 12, 2019 regular meeting.

Director McKillop made a motion to approve the repair costs for the Ford F-350 truck as presented. Director Morgan 2nd the motion. There was no further discussion. Director Updike called for a vote. The motion passed with all directors present voting aye.

4. **Review and approve transfer from Local Agency Investment Fund (LAIF) in the amount of \$169,000** – Jodi Lauther referred the Board to page 26 of the packet, and said that she is requesting Board approval for a LAIF transfer which was made on July 26, 2019 in the amount of \$169,000. This transfer was made to cover the cost of Brian Oneto's charges for the Hazard Tree Removal Project, and work performed by H2O Urban Solutions in May 2019 and June 2019.

Director McKillop made a motion to approve the LAIF transfer as presented. Director Humphreys 2nd the motion. There was no further discussion. Director Updike called for a vote. The motion passed with all directors present voting aye.

5. **Annual disclosure of Board member or employee reimbursements for individual charges over \$100 for services or products** – Jodi Lauther said that there were no Board member or employee reimbursements over \$100 issued from July 1, 2018 to June 30, 2019.

GENERAL BUSINESS ITEMS

G. DROUGHT MEASURES INFRASTRUCTURE PROJECT (Prop 84 Grant)

1. **Report on Meter Replacements and Leak Detection Program** – Jodi Lauther said that there are 31 meters left to be replaced, all of which have issues such as leaks or wrong parts. She went on to say that the leak detection survey was completed, and that the final report from Rob Meston of Hydrevolution will be forthcoming.

- #### **H. WATER SUPPLY, DROUGHT AND CONSERVATION**
- Jodi Lauther said she did not have anything to report for this item other than the fact that the reservoir is full and spilling.

I. COMMITTEE REPORTS

1. **Personnel & Policy Review Committee (Humphreys, Lauther & Sutton) – Update from the meetings held on July 3, 2019, July 11, 2019 and July 25, 2019 to review the District’s Policy Handbook dated January 2014** – Jodi Lauther said that the Personnel & Policy Review Committee held three meetings to review the District’s Policy Handbook dated January 2014, and that staff is working to draft policy revisions which will be brought to the Board for approval at a future meeting.

J. EL DORADO COUNTY WATER AGENCY (EDCWA)

1. **The August 14, 2019 meeting of the El Dorado County Water Agency will be held in Lake Tahoe** – Director Updike said that the next El Dorado County Water Agency will be held on August 14, 2019 in Lake Tahoe. He has attended meetings in Lake Tahoe before, wherein they primarily focus is on issues related to Tahoe. In result, he is not planning to attend the August 14th meeting.
2. **Report from the July 24, 2019 Advisory Group Meeting** - Jodi Lauther said that they are working to wrap up the document and there is not a lot to report.

K. ANNOUNCEMENTS / DIRECTORS COMMENTS – Director Updike said that he will not be attending the September 12, 2019 regular meeting.

There was a brief discussion about the ongoing issues with El Dorado County’s new paving requirements and the District’s billing disputes.

L. ADJORNMENT- Director McKillop made a motion to adjourn. Director Humphreys 2nd the motion. Director Updike called for a vote. The motion passed with all directors present voting aye. The meeting was adjourned at 7:21 PM. The next regular meeting will be at 6:30 PM on Thursday, September 12, 2019 at The Grizzly Flats CSD office.

Minutes submitted by:

Kim Gustafson, Board Secretary

Approved by:

Doug Updike, Board Chair

Date:
