

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

A. CALL TO ORDER

The regular meeting of the Grizzly Flats CSD Board of Directors was called to order at 6:32 PM by Director Updike.

ROLL CALL OF THE BOARD

Present: Directors Davidson, Humphreys, McKillop, Morgan and Updike

Absent: None

Others: Larry Bain, Kim Gustafson 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 regular meeting on September 19, 2019.**
2. **Approval of the final audited financial reports and spending for the 2018-2019 fiscal year.**
3. **Approval of the financial reports, spending and purchase order for September 2019.**
4. **Review the GFCSD System Report for September 2019.**
5. **Receive and file the Action List for September 2019.**
6. **Receive and file Special District Risk Management Authority's (SDRMA's) letters dated September 20, 2019, relative to no paid Property/Liability or Workers' Compensation claims in 2018-19.**

Director McKillop made a motion to approve the Consent Calendar 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.

E. PRESENTATION – ANNUAL AUDIT, FOR THE YEAR ENDING JUNE 30, 2019. 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, 2019, and said that his firm has a clean opinion of the financial statements which were fairly presented. Larry referred to page 3 and said that the Balance Sheet is strong, and that there was \$172,357 in accrued expenses for the Drought Measures Infrastructure and CDAA Tree Mortality projects. He noted that the Income Statement was on page 4, showing a \$64,155 increase over expenditures. The Statement of Cash Flows on page 5 showed a \$48,655 net increase in cash. He said his notes were listed on pages 6 to 13. The Management Report did not list any major deficiencies or material weaknesses. Overall, Larry said that the day to day operations of the District is very efficient.

F. BOARD VACANCY – Announce Board Vacancy (effective October 11, 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 November 14, 2019 regular Board meeting - Jodi Lauther referred the Board to page 32 of the packet, and noted that Director Updike is resigning effective October 11, 2019. After a brief discussion, it was decided that the deadline to submit letters of interest would be pushed out to November 29, 2019, and the appointment would be added to the agenda for the December 12, 2019 regular meeting.

G. OPERATIONS & FINANCE / Jodi Lauther, General Manager

Monthly review of Operational Items

- 1. **Request approval to surplus the old water meters which were removed during the Drought Measures Infrastructure Project** - Jodi Lauther said that the Meter Replacement Project has been completed. She referred the Board to page 33 of the packet and said that staff would like to recycle the old water meters that are taking up too much space in the lower shop.

Director Humphreys made a motion to authorize staff to surplus the water meters as requested. 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.

GENERAL BUSINESS ITEMS

H. DROUGHT MEASURES INFRASTRUCTURE PROJECT (Prop 84 Grant)

- 1. **Report on project completion** – Jodi Lauther said that the Drought Measures Infrastructure Project was officially completed as of September 30, 2019. Staff is working on the project completion paperwork for submittal into the District’s project sponsor, Nevada Irrigation District.

I. WATER SUPPLY, DROUGHT AND CONSERVATION – Jodi Lauther said she did not have anything to report for this item.

J. EL DORADO COUNTY WATER AGENCY (EDCWA)

- 1. **Report from the October 9, 2019 El Dorado County Water Agency meeting** – Jodi Lauther said that she went down to the El Dorado County Board of Supervisor’s chamber to participate in this meeting, but the building was closed-down due to the PG&E Public Safety Power Shutoff (PSPS).

K. ANNOUNCEMENTS / DIRECTORS COMMENTS – Jodi Lauther stated that she is scheduled to have a meeting with Brian Mullens (Deputy Director, Department of Transportation) and Scott Myers (H2O Urban Solutions, Inc.) on Monday, October 14, 2019. The purpose of the meeting is to discuss remediation options for the District’s existing temporary patches.

Director Humphreys said that there is a liability risk when District staff installs pressure regulator valves (PRV’s) for customers. He went on to say that Valley Springs Water District has been installing PRV’s at customer meters as well, but are now being sued because a customer’s PRV failed. Even though the PRV is located on the “customer’s side” of the meter, their District is being sued because they installed it. He recommended having the customer or their contractor take responsibility to install the PRV themselves.

L. ADJORNMENT- Director McKillop made a motion to adjourn. Director Davidson 2nd the motion. Director Updike called for a vote. The motion passed with all directors present voting aye. The meeting was adjourned at 7:20 PM. The next regular meeting will be at 6:30 PM on Thursday, November 14, 2019 at The Grizzly Flats CSD office.

Minutes submitted by:

Kim Gustafson, Board Secretary

Approved by:

Sherry McKillop, Vice Chair

Date:
