

**Grizzly Flats Community Services District  
Minutes of the Special Meeting of the Board  
December 19, 2019**

**A. CALL TO ORDER**

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

**ROLL CALL OF THE BOARD**

Present: Directors Davidson, Humphreys, McKillop and Morgan

Absent: None

Others: Patti Jobe, Mel Kelley and Jodi Lauther

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

- B. APPROVAL OF THE AGENDA** – Director McKillop noted that item E.2. should be updated so that the policy changes will be approved in January, not December. Director Humphreys made a motion to approve the agenda as amended. Director Davidson 2<sup>nd</sup> the motion. There was no further discussion. Director McKillop 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 October 10, 2019.**
2. **Approval of the financial reports and spending for October and November 2019.**
3. **Review the GFCSD System Reports for October and November 2019.**
4. **Receive and file the Action List for November 2019.**
5. **Receive and file the Quarterly Interest Report from the Local Agency Investment Fund (LAIF).**

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

**E. OPERATIONS & FINANCE / Jodi Lauther, General Manager**

***Monthly review of Operational Items***

1. **Nominate and elect a Board Chair and Vice Chair for the remaining calendar year** - Jodi Lauther said that a Board Chair and Vice Chair should be nominated and elected for the remainder of the 2019 calendar year.

Director Davidson made a motion to nominate Sherry McKillop for the Board Chair position and Dan Humphreys for the Vice Chair position. Director Morgan 2<sup>nd</sup> the motion. There were no further nominations. Director McKillop called for a vote. The motion passed with all directors present voting aye.

2. **Review proposed changes to the District's Bylaws, Ordinance 88-1, Ordinance 88-2, District Emergency Procedures, Emergency Notification Plan, Emergency Response Plan and Board of Directors Handbook. Changes will be proposed in writing and approval will be voted on at the next regular Board meeting in December** – Jodi Lauther said that the revised policies including the District's Bylaws, Ordinance 88-1, Ordinance 88-2, District Emergency Procedures, Emergency Notification Plan, Emergency Response Plan and Board of Directors Handbook are being presented to the Board for review. She requested that Directors contact her with any questions and/or recommended changes. The policies will be brought back to the Board for approval during the January 9, 2020 regular meeting. There was a brief discussion about the "Permanent Water Prohibitions" listed on page 11 of Ordinance 88-1. Jodi said that she would look into the State conservation regulations to see if the requirements can be lessened. Director Humphreys recommended that

Ordinance 88-2 be updated on page 11, item “B” to state that the District will follow the California Plumbing code as opposed to the Uniform Plumbing code.

3. **Discuss concerns about installing Pressure Reducing Valves (PRV’s) at customer locations and discuss possible change to District procedures in regard to PRV’s** – Jodi Lauther said that Director Humphreys requested that this item be brought for Board discussion, due to some concerns about whether or not the District should be installing Pressure Reducing Valves (PRV’s) when installing a new customer meter. There was a brief discussion about potential liability issues. After a brief discussion, it was decided that the District will stop installing PRV’s. Staff will create a document that will be part of the new meter application, notifying customers they may need a PRV and should discuss it with their contractor or engineer, but we will no longer install anything other than a gate valve after the meter.
4. **Report from meeting with Brian Mullens, Deputy Director, EDC Department of Transportation, held on October 14, 2019** – Jodi Lauther referred the Board to page 41 of the packet and said that she has been working with El Dorado County Department of Transportation to reach some sort of consensus for permanent patch requirements. Brian Mullen’s crew needs the District to pave six of temporary patches so that they can complete a resurfacing project in the area. In the spring of 2020, staff will get these six patches paved with a 1’ pave (not 10’) using the sand slurry backfill. Since DOT will be paving over the patches, the District will not be required to slurry seal these locations. We have an additional fourteen patches which still need to be resolved. The paving process will be changing and District staff will not be able to prep the patch sites as done in the past. This may result in the need to borrow or purchase additional steel plates to cover the temporary patch sites.
5. **Report from meeting with Sierra Business Council held on October 17, 2019, discussing the District’s Draft Energy Action Plan. This report documents the results of the Grizzly Flats Community Services District’s (GFCSD) District-operations greenhouse gas (GHG) emissions inventories** - Jodi Lauther said that Sierra Business Council has been working with the District through a Pacific Gas & Electric (PG&E) grant to research the District’s power and propane use at the various sites so that they can come up with some alternatives to reduce the greenhouse gas emissions.
6. **Report from CSDA Gold Country Chapter Workshop and Board Meeting held in El Dorado Hills on October 23, 2019** – Jodi Lauther referred the Board to page 42 of the packet and said that she attended the CSDA Gold Country Chapter Workshop in El Dorado Hills on October 23, 2019. She said it was a good class about grant writing, and trying to prepare Districts to be ready for grants. As a side note, Jodi said that she was voted in as President for the Gold Country Chapter.
7. **Report on CDAA Tree Mortality Project completion and reimbursements** – Jodi referred the Board to pages 43 to 51 of the packet, for Kim Gustafson’s summary on the CDAA Tree Mortality Project completion and reimbursements. She said that the project is officially complete now that reimbursements have been received from Cal OES and Cal Fire.

### ***Monthly Review of Financial Items***

8. **Discuss California Special Districts Association’s (CSDA’s) annual renewal** – Jodi Lauther said that Special District Risk Management Authority (SDRMA) requires membership with CSDA for the District’s liability insurance. She went on to say that the District receives numerous educational benefits through this membership, and that it allows staff to participate in their “ListServ” which is an online forum which allows them to connect with other Districts for advice.

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

9. **Review and approve transfer from Local Agency Investment Fund (LAIF) in the amount of \$30,000** – Jodi Lauther referred the Board to page 53 of the packet and said that any transfers made from the District’s LAIF account must be presented to the Board for approval at the next meeting.

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

### GENERAL BUSINESS ITEMS

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

G. **MOUNTAIN COUNTIES WATER RESOURCES ASSOCIATION (MCWRA)**

1. **Report from Mountain Counties Water Resources Association’s (MCWRA’s) Water Symposium, which was held in Auburn, CA on November 8, 2019** – Jodi Lauther said that this is another forum she attended. They talked about the French Meadows Restoration Project and how multiple agencies came together to help make that happen by collaborating with the United States Department of Agriculture Forest Service.

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

1. **El Dorado County Water Agency’s November 13, 2019 and December 11, 2019 meetings were both cancelled** - Jodi Lauther said that the November and December 2019 El Dorado County Water Agency meetings were cancelled. She also said that the EDCWA Board is made up of members of the El Dorado County Board of Supervisors, representatives from El Dorado Irrigation District (EID), and one seat is shared between multiple agencies. This shared seat is held by EID for four years, the Grizzly Flats CSD for two years and Georgetown Divide Public Utility District for two years. Jodi went on to say that Grizzly Flats CSD’s turn is coming up, so a Board representative may need to be identified for that position if available.

I. **ANNOUNCEMENTS / DIRECTORS COMMENTS**

1. **Upcoming agenda item: January’s meeting is the “Annual Organizational Meeting” – we will be selecting board positions for the year (Chair, Vice Chair), reviewing/changing committee memberships, confirming Board representatives for outside organizations (EDCWA, MCWRA), adopting a board meeting schedule for the year and confirming service of Treasurer and Board Secretary** – Jodi said that the annual organizational meeting will be coming up, but that staff will walk the Board through the process during the January 9, 2019 regular meeting.

Director McKillop said that she has a potential candidate to fill the vacant Board position. She said that he was unable to make the December meeting, but is hoping to come next month. She noted that he is a new resident to the area.

- J. **ADJORNMENT- Director Humphreys made a motion to adjourn. Director Morgan 2<sup>nd</sup> the motion. Director McKillop called for a vote. The motion passed with all directors present voting aye. The meeting was adjourned at 7:33 PM.** The next regular meeting will be at 6:30 PM on Thursday, January 9, 2020 at The Grizzly Flats CSD office.

Minutes submitted by:

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*Kim Gustafson, Board Secretary*

Approved by:

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*Sherry McKillop, Board Chair*

Date:

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