

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
January 9, 2020**

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 McKillop.

ROLL CALL OF THE BOARD

Present: Directors Davidson, Humphreys, McKillop and Morgan

Absent: None

Others: Kim Gustafson, Jodi Lauther and Adam Silver

SALUTE TO THE FLAG was led by Director McKillop.

B. APPROVAL OF THE AGENDA –Director Humphreys made a motion to approve the agenda as presented. Director Morgan 2nd 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. **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 special meeting on December 19, 2019.**
3. **Approval of the financial reports and spending for December 2019.**
4. **Review the GFCSD System Report for December 2019.**
5. **Receive and file the Action List for December 2019** – Director Davidson referred to the Action List on page 22 of the packet, and asked for clarification about a hazard identified within Bruce Berger’s Compliance Inspection Report dated March 14, 2019. The hazard was labeled as an “A” hazard level, and pertained to water quality monitoring (annual testing) of nitrate, asbestos, perchlorate, inorganics and SOC’s. Jodi Lauther said that she would review the Compliance Inspection Report, and distribute details about the hazard to the Board via e-mail as a follow-up.

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

E. DISCUSS BOARD VACANCY

1. **The Board and staff will discuss the vacant position on the GFCSD Board of Directors** – Although Director McKillop found someone who may be interested in serving on the Board at a future date, he is not available at this current time. There was a brief discussion about advertising methods for the Board vacancy. Options discussed included post cards or door hangers. Staff will get additional information about marketing options, and present it to the Board during the February 13, 2020 regular meeting.

F. ANNUAL ORGANIZATIONAL MEETING

1. **Nominate and elect Board positions for the 2020 calendar year** – Kim Gustafson said that the Board should nominate and elect the Board Chair and Vice Chair positions by board motion and vote.

Director Humphreys made a motion to nominate Sherry McKillop for the Board Chair position. Director Davidson 2nd the motion. There were no further nominations. The vote was taken as follows: Director Davidson – AYE, Director Humphreys – AYE, Director McKillop – AYE and Director Morgan – AYE. The motion passed.

Director McKillop made a motion to nominate Dan Humphreys to the Vice Chair position. Director Morgan 2nd the motion. There were no further nominations. The vote was taken as follows: Director Davidson – AYE, Director Humphreys – AYE, Director McKillop – AYE and Director Morgan – 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 2020 calendar year** – Kim Gustafson said that staff’s recommendation was to defer this item until a fifth Board Director was appointed.

Director Humphreys made a motion to postpone this item until the new Director is appointed. Director Morgan 2nd the motion. There were no further nominations. Director McKillop called for a vote. The motion passed with all directors present voting aye.

3. **Adopt the “Schedule of Regular Board Meetings” for the 2020 calendar year** – Kim Gustafson referred the Board to page 24 of the packet, for the 2020 “Schedule of Regular Board Meetings”.

Director Humphreys made a motion to approve the dates for the 2020 Board meetings as presented. Director Morgan 2nd the motion. There was no further discussion. Director McKillop called for a vote. The motion passed with all directors present voting aye.

4. **Confirm the service of Kim Gustafson as Board Secretary, and Patti Jobe as District Treasurer for the 2020 calendar year** - Kim Gustafson said that no action is required for this item. She went on to say that this item is just a confirmation to the effect that she will continue to be Board Secretary and Patti Jobe will continue to be District Treasurer in 2020.

G. OPERATIONS & FINANCE / Jodi Lauther, General Manager

Monthly review of Operational Items

1. **Approve 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** – Director McKillop said that she will go through each policy with the Board, to discuss recommended changes.

Bylaws: The Board did not recommend any additional changes to this policy.

Ordinance 88-1: Director Humphreys recommended that on page 10, section 7-04 be updated to read “Public Nuisance, Abatement, or Substandard Conditions” (not Uninhabitable Conditions). Additionally, he recommended that the wording be revised to reference California Health and Safety Code section 17920.3, which indicates regulations of buildings used for human habitation. Jodi Lauther noted that she updated section 7-05, e. “Permanent Water Waste Prohibitions” to allow hosing off sidewalks, driveways and other hardscapes for health and safety purposes as allowed by the State of California. There was a brief discussion about possible guidelines for extending the District’s infrastructure if requested. It was decided that this item would be deferred to a future agenda, when there is not as much to discuss.

Ordinance 88-2: Director Humphreys recommended that staff update page 11, section B.1. to state “Backflow prevention devices shall be installed in a manner prescribed in Section 7603 of Title 17, as well as California Plumbing Code Title 24, part 5.”

District Emergency Procedures: The Board did not recommend any additional changes to this policy.

Water Quality Emergency Notification Plan: The Board did not recommend any additional changes to this policy.

Emergency Response Plan: The Board did not recommend any additional changes to this policy.

Board of Directors Handbook: The Board did not recommend any additional changes to this policy.

Director Morgan made a motion to approve the District’s Bylaws, Ordinance 88-1, Ordinance 88-2, District Emergency Procedures, Emergency Notification Plan, Emergency Response Plan and Board of Directors Handbook as amended. Director Humphreys 2nd the motion. There was no further discussion. Director

McKillop called for a vote. The motion passed with all directors present voting aye.

2. **Review proposed changes to the Employee Handbook. Changes will be proposed in writing and approval will be voted on at the next regular Board meeting in February. Discuss changes to the Accounting Policies and Procedures and Record Retention Policies that are still being modified** – There was a brief discussion about recommended changes. Director Davidson noted that the Salary Schedule on page 17 should be updated, and Jodi Lauther responded to let the Board know that a salary survey will be completed within the next six months.
3. **Discuss Senate Bill 998 “Water Shutoff Protection Act”, and how it will affect current District policies and procedures** - Jodi Lauther referred the Board to page 33 of the packet for staff comments and notes about new shut-off requirements that go into effect on April 1, 2020, and said that items listed in red are not part of the District’s current policies or procedures. Jodi stated that the District’s revised policy may need legal review prior to Board approval. The Board was in favor of legal review as long as the cost did not exceed the annual budget.
4. **Discuss the possibility of sharing cost with Georgetown Divide Public Utility District (GDPUD) for a grant writer** - Jodi Lauther said that Steve Palmer, General Manager, Georgetown Divide Public Utility District contacted her to see if the District would be interested in putting together a Request for Proposal (RFP) to work together with a grant writer. There was a brief discussion about the possibility. Director Humphreys recommended gathering additional information and bringing this item back for discussion during the February 13, 2020 regular meeting.

GENERAL BUSINESS ITEMS

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

I. EL DORADO COUNTY WATER AGENCY (EDCWA)

1. **Update from the January 8, 2020 meeting** – Jodi Lauther said that she was unable to attend this meeting due to a conflicting webinar.
2. **Resolution 2020-01 – Resolution to support the appointment of a Board member from Georgetown Divide Public Utility District (GDPUD) to the El Dorado County Water Agency and name a Board member from GFCSD that will serve as an alternate** – El Dorado County Water Agency’s (EDCWA’s) 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, Grizzly Flats CSD for two years and Georgetown Divide Public Utility District for two years. During the January 9, 2020 meeting, Jodi Lauther said the appointment for the shared seat is due. Steve Palmer, General Manager, Georgetown Divide Public Utility District contacted Jodi to discuss the shared seat and to let her know that GDPUD has Directors who are interested and available to serve now. Jodi referred the Board to page 37 of the packet, and said that the Board should adopt Resolution 2020-01 “To Support the Appointment of a Board Member from Georgetown Divide Public Utility District (GDPUD) to the El Dorado County Water Agency.” She went on to say that the Board should also choose an alternate from our District in case GDPUD cannot serve.

Director Humphreys made a motion to support the appointment of a GDPUD Director to the vacant seat on the El Dorado County Water Agency Board and to adopt Resolution 2020-01 as presented. Director Morgan 2nd the motion. There was no further discussion. Director McKillop called for a vote. The motion passed with all directors present voting aye.

3. **Nominate and elect a GFCSD Board member to serve as an alternate as described in Resolution 2020-01 on the El Dorado County Water Agency Board** – Jodi Lauther said that the Board should nominate and elect an

alternate to serve on the El Dorado County Water Agency Board effective February 1, 2020. The appointed alternate will only serve if Georgetown Divide Public Utility District is unable to do so.

Director Humphreys nominated Art Davidson to serve as an alternate on El Dorado County Water Agency's Board as described in Resolutions 2020-01. Director Morgan 2nd the motion. There were no further nominations. Director McKillop called for a vote. The motion passed with all directors present voting aye.

J. ANNOUNCEMENTS / DIRECTORS COMMENTS

1. **Announce California Special Districts Association's (CSDA's) Gold Country Chapter workshop, which is being held in San Andreas on January 22, 2020** – Jodi Lauther said that CSDA's Gold County Chapter is holding a workshop on January 22, 2020. This workshop will cover several topics such as parliamentary training, the Brown Act and reviewing bylaws, agendas and minutes. Director McKillop and Jodi Lauther are already registered, and are planning to carpool to the event.
2. **Announce Special District Risk Management Authority's (SDRMA's) Spring Education Day, which is scheduled to take place in Sacramento on March 24, 2020** – 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 Humphreys recommended that staff look into the cost of live-streaming videos of District meetings. Staff will look into possible options, and report back to the Board at the February 13, 2020 regular meeting.

There was a brief discussion about a water pressure issue at a residence on Tyler Drive. Staff had been contacted by a customer who reported high fluctuations in his water pressure. The customer has contacted a plumber to install a Pressure Regulating Valve (PRV) on his service, and staff will also be placing data loggers at fire hydrants near the residence to gather additional pressure information.

- K. ADJORNMENT- Director Humphreys made a motion to adjourn. Director Morgan 2nd the motion. Director McKillop called for a vote. The motion passed with all directors present voting aye. The meeting was adjourned at 7:58 PM.** The next regular meeting will be at 6:30 PM on Thursday, February 13, 2020 at The Grizzly Flats CSD office.

Minutes submitted by:

Kim Gustafson, Board Secretary

Approved by:

Sherry McKillop, Board Chair

Date:
