

**Grizzly Flats Community Services District  
Minutes of the Regular Meeting of the Board  
February 13, 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, Patti Jobe, Jodi Lauther and Dane Wadlé

**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 Davidson 2<sup>nd</sup> the motion. The motion passed without objection.**

**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 January 9, 2020.**
2. **Approval of the financial reports and spending for January 2020.**
3. **Review the GFCSD System Report for January 2020.**
4. **Receive and file the Action List for January 2020.**
5. **Receive and file annual legal fee increase notification from Churchwell White LLP.**
6. **Receive and file the Local Agency Investment Fund’s (LAIF’s) investment report for the quarter ending 12/31/2019.**
7. **Receive and file “CSDA Board of Directors Call for Nominations, Seat C”.**

Director Humphreys made a motion to approve the Consent Calendar as presented. Director Davidson 2<sup>nd</sup> the motion. The motion passed without objection.

**E. PRESENTATION**

1. **Dane Wadlé, Senior Public Affairs Field Coordinator and Georgetown Divide Public Utility District (GDPUD) Board member, would like to provide a CSDA update and introduce himself as the new El Dorado County Water Agency representative from GDPUD** – Dane Wadlé gave a brief CSDA update and requested a letter of opposition from the District for AB 2093 (Gloria), which would impose a 2-Year Email Retention Mandate on Public Agencies.

**F. BOARD VACANCY**

1. **Discuss approving an unbudgeted expense of \$375 for the purchase of postcards, address labels and postage to advertise the vacant board position** – Jodi Lauther referred the Board to page 35 of the packet, which summarized the cost to produce and mail postcards about the District’s vacant Board position.

Director Humphreys made a motion to approve an amount not to exceed \$375 for postcards, address labels and postage to advertise for the vacant board position. Director Davidson 2<sup>nd</sup> the motion. The motion passed without objection.

## **G. OPERATIONS & FINANCE / Jodi Lauther, General Manager**

### ***Monthly review of Office Operations***

1. **Approve the proposed changes to the District's Employee Handbook that were presented to the Board at last month's meeting** – On page 65, Director Humphreys recommended updating section 7.03 Meals to replace the reimbursement amount table with wording stating that amounts for meal reimbursements shall follow current California Department of Human Resources (CalHR) guidelines.

**Director Humphreys made a motion to approve the Employee Handbook as revised. Director Morgan 2<sup>nd</sup> the motion. The motion passed without objection.**

2. **Review proposed changes to the Accounting Policies and Procedures Manual. Changes will be proposed in writing and approval will be voted on at the March 12, 2020 regular meeting** – There was a brief discussion about recommended changes.
3. **Discuss livestream video options to broadcast Board meetings in an effort to increase public participation** – Following a brief discussion, it was decided that staff would create and e-mail an online survey using Survey Monkey. The purpose of the survey is to gauge customer interest for watching District meetings via video broadcast.
4. **Report from CSDA Gold Country Chapter Parliamentary Procedures Workshop held on January 22, 2020, and discuss ideas on improving meeting management** - Jodi Lauther and Director McKillop attended this event, and gave a brief report to the Board.

## **GENERAL BUSINESS ITEMS**

### **H. WATER SUPPLY, DROUGHT AND CONSERVATION**

1. **Distribute the District's "Water Supply and Demand Update" from June 2017 for a future discussion on the District's water supply and ability to serve parcels within District boundaries** – Jodi Lauther requested that the Board review the District's "Water Supply and Demand Update," as it will be the topic of a future meeting discussion.
2. **Distribute and discuss the District's Leak Detection Survey Final Report from Hydrevolution, Inc.** – Jodi Lauther referred the Board to Hydrevolution's "Leak Detection Survey Final Report," which was still in draft form. She said that staff is keeping an eye on the identified leak sites, and scheduling them for repair as time and weather permit.

### **I. EL DORADO COUNTY WATER AGENCY (EDCWA)**

1. **Report from the February 12, 2020 regular Board meeting** – Dane Wadlé said that he attended this El Dorado County Water Agency meeting as the new representative from Georgetown Divide Public Utility District. There was nothing major to report.
2. **Discuss El Dorado Irrigation District's (EID's) efforts to expand the EDCWA Board to include permanent representation by EID** - Jodi Lauther said that El Dorado Irrigation District is attempting to expand the number of Directors on El Dorado County Water Agency's Board so that they can establish permanent representation for their agency.

### **J. ANNOUNCEMENTS / DIRECTORS COMMENTS**

1. **Annual Statement of Economic Interests (Form 700) due by April 1, 2020** – Kim Gustafson said that Director Davidson and Jodi Lauther need to complete their annual Statement of Economic Interests (Form 700) before April 1, 2020.

2. **Reminder about Special District Risk Management Authority's (SDRMA's) Spring Education Day, which is scheduled to take place in Sacramento on March 24, 2020** – Directors Humphreys and McKillop said they will attend this event on behalf of the Board.

**K. ADJORNMENT- Director Davidson made a motion to adjourn. Director Morgan 2<sup>nd</sup> the motion. The motion passed without objection. The meeting was adjourned at 7:40 PM.** The next regular meeting will be at 6:30 PM on Thursday, March 12, 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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