

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
April 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 and McKillop

Absent: Director Morgan

Others: Larry Barba, Michael Collins, Kim Gustafson and Jodi Lauther

SALUTE TO THE FLAG was led by Director McKillop.

B. APPROVAL OF THE AGENDA –Director Davidson made a motion to approve the agenda as presented. Director Humphreys 2nd the motion. There was no further discussion. A roll call vote was taken: Director Davidson – AYE, Director Humphreys – AYE and Director McKillop - AYE. The motion passed.

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 February 13, 2020.**
2. **Approval of the financial reports and spending for February 2020.**
3. **Review the GFCSD System Report for February 2020.**
4. **Receive and file the Action List for February 2020.**
5. **Receive and file Letter of Opposition for Assembly Bill 2093 (Gloria).**

Director Humphreys made a motion to approve the Consent Calendar as presented. Director Davidson 2nd the motion. There was no further discussion. A roll call vote was taken: Director Davidson – AYE, Director Humphreys – AYE and Director McKillop - AYE. The motion passed.

E. OPERATIONS & FINANCE / Jodi Lauther, General Manager

Monthly review of Office Operations

1. **Discuss COVID-19 pandemic impacts on the District’s operations including office closure, staffing levels, payment plans for customers, water treatment and safety of the public water supply** - Jodi Lauther referred the Board to page 24 of the packet for a summary of issues and actions taken in response to the COVID-19 pandemic. She noted that the District’s general counsel has been in contact to discuss pandemic related Human Resources (HR) law changes. Director Humphreys mentioned that Pacific Gas and Electric (PG&E) is offering a credit due to the shelter in place directive, and asked if the District can provide something similar to their customers if it is subsidized by the state. Jodi said she isn’t aware of any funding available to the District to offer discounts, but that she will continue to look for opportunities to pass savings onto customers.
2. **Review and approve the “Temporary Remote Work Agreement” as presented, which allows District staff designated by the General Manager to work from home during the COVID-19 pandemic if it becomes necessary** – Jodi Lauther referred the Board to page 28 of the packet, and requested that the Board approve the “Temporary Remote Work Agreement” so that the office staff can work from home if it becomes necessary. Director McKillop recommended that the first paragraph on page 29 be update to remove the word “Employee’s” from the last sentence.

Director Humphreys made a motion to approve the “Temporary Remote Work Agreement” as amended. Director Davidson 2nd the motion. There was no further discussion. A roll call vote was taken: Director

Davidson – AYE, Director Humphreys – AYE and Director McKillop - AYE. The motion passed.

3. **Present results from the recent Customer Survey, emailed to customers on March 2, 2020** - Kim Gustafson referred the Board to page 30 of the packet. She said that the survey was distributed to 423 of 613 customers, and that 193 responses (32%) were received. Overall, customer satisfaction with the District's water service, field responses and office assistance were high. This survey was originally created to canvass customer interest in watching Board meetings if they were video streamed. The responses for this item were that 98 respondents (51%) may participate in a meeting if it were televised, 57 respondents (30%) would not participate and 28 (14.5%) would participate. The remaining 9 (4.5%) respondents would not be able to participate due to the lack of equipment or internet. With the District currently holding meetings via teleconference, public can participate via telephone. This is similar to the benefit that the public would receive from a video streamed meeting, as they could participate remotely. It was decided that the Action List would be updated to remove Infrastructure Projects item "4. Expand the Office/Board Room." Kim went on to reference the customer comments received from the survey, and said that the three water quality comments were immediately addressed upon receipt.
4. **Customer request for a "Will Serve Letter" for water service for an undeveloped area within the District's boundaries** – Jodi Lauther mentioned that the undeveloped area is one 80 acre parcel which was previously going to be developed and called Breeden Estates. In 2009, Carlton Engineering came to the Board to request water service availability for this same lot. That was before the reservoir was lined so the District was going into emergency conservation stages each summer, and there were concerns about how much water was available. There was a brief discussion about the request. The Board did not feel that that they had enough information to make a decision.

Director Humphreys made a motion to not make a decision until the developer comes back with a clear proposal that they themselves paid for. Director Davidson 2nd the motion. There was no further discussion. A roll call vote was taken: Director Davidson – AYE, Director Humphreys – AYE and Director McKillop - AYE. The motion passed.

5. **Review and appoint members to the committees for the 2020 calendar year. Consider disbanding the "Drought Measures Infrastructure Project" (Prop 84) Ad Hoc Committee. Operations Committee and Budget & Finance Committee will need to meet within the next month** – Kim Gustafson referred the Board to page 41 of the packet for the current committee roster. She said that there were several committee vacancies which need to be filled, and that the Drought Measures Infrastructure Project committee is no longer needed. Following a brief discussion, Director McKillop made the following appointments: the "Budget & Finance" Committee membership was adjusted to include Jodi Lauther, Director Davidson and Director Morgan, the "Personnel & Policy Review Committee" membership was adjusted to include Jodi Lauther, Director Humphreys & Director McKillop, the "Water Operations Committee" membership was adjusted to include Jodi Lauther, Director Davidson & Director McKillop, and the "Capital Improvement Projects (CIP) Planning & Engineering Committee" membership was adjusted to include Jodi Lauther, Director Davidson & Director Humphreys.

Director Humphreys made a motion to disband the "Drought Measures Infrastructure Project" committee. Director Davidson 2nd the motion. There was no further discussion. A roll call vote was taken: Director Davidson – AYE, Director Humphreys – AYE and Director McKillop - AYE. The motion passed.

6. **Update on Board vacancy from El Dorado County's Election Department** – Kim Gustafson noted that Director Updike's resignation was reported to Kim Smith in the El Dorado County Election Department back in October 2019, and that Kim Smith was waiting for the District to make an appointment. Following the recent customer survey, five letters of interest/resumes were received for the vacancy. Kim Gustafson contacted the Elections Department to verify that the candidates qualify for the Board, and spoke to another elections officer who said that the District cannot make an appointment at this time. She said that the District can call a special election, or wait for the General Election which will take place in November 2020. Kim Gustafson will keep the Board candidate resumes on file in case of another vacancy, and will send them the information so that they can file with the Elections Department for the 2020 General Election.

Monthly review of Financial Operations

- 7. **Review and discuss Special District Risk Management Authority’s (SDRMA’s) letter proposing a 39% increase for property liability rates for 2020-21. Discuss if the District can lower its liability limits as noted in the letter** – Jodi Lauther referred the Board to page 42 of the packet and said that the District has maintained insurance through Special District Risk Management Authority for over 20 years. The District recently received a letter from SDRMA stating that they would need to increase the District’s Property Liability coverage by 39%. Jodi said that the District could save some money if the liability limits were reduced. There was a discussion about what the insurance covered, and implications if the limits were reduced. Jodi Lauther said that she would get additional quotes for insurance for the 2021/22 fiscal year budget.

Director Humphreys made a motion to maintain the current \$10,000,000 liability limits. Director Davidson 2nd the motion. There was no further discussion. A roll call vote was taken: Director Davidson – AYE, Director Humphreys – AYE and Director McKillop - AYE. The motion passed.

- 8. **Approve annual membership renewal for California Rural Water Association (CRWA)** – Jodi Lauther referred the Board to page 57 of the packet and said that she is requesting the Board’s approval to renew membership with California Rural Water Association. She went on to say that staff receives water treatment and distribution training opportunities, and grant writing assistance through this membership. The \$643 membership renewal cost is based on the number of service connections.

Director Humphreys made a motion to approve membership renewal for California Rural Water Association (CRWA) as presented. Director Davidson 2nd the motion. There was no further discussion. A roll call vote was taken: Director Davidson – AYE, Director Humphreys – AYE and Director McKillop - AYE. The motion passed.

GENERAL BUSINESS ITEMS

F. EL DORADO COUNTY WATER AGENCY (EDCWA)

- 1. **The April 8, 2020 El Dorado County Water Agency meeting was cancelled** – Jodi Lauther said that the April 8th meeting was cancelled, so she didn’t have any updates.

G. ANNOUNCEMENTS / DIRECTORS COMMENTS

Director Davidson recommended that staff create a policy for prioritization of what happens in a snow event and what is expected.

Director Humphreys recommended that the Board have a discussion during the May 14, 2020 regular meeting about distributing scanned agenda packets via e-mail instead of paper packets. He also recommended that the policy covering collateral employee duties be addressed to ensure that the General Manager has latitude to schedule employees to work together when necessary.

- H. ADJORNMENT- Director Davidson made a motion to adjourn. Director Humphreys 2nd the motion. The motion passed without objection. The meeting was adjourned at 7:48 PM.** The next regular meeting will be held via teleconference starting at 6:30 PM on Thursday, May 14, 2020.

Minutes submitted by:

Kim Gustafson, Board Secretary

Approved by:

Sherry McKillop, Board Chair

Date:
