

**Grizzly Flats Community Services District  
Minutes of the Regular Meeting of the Board  
June 11, 2020**

**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 McKillop.

**ROLL CALL OF THE BOARD**

Present: Directors Davidson, Humphreys and McKillop

Absent: None

Others: Kim Gustafson, Lynn Hannblom, Patti Jobe, Jodi Lauther, Sean Lloret, Kent Malonson and Eric Rasbold

**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 2<sup>nd</sup> 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 May 14, 2020.**
2. **Approval of the financial reports and spending for May 2020.**
3. **Review the GFCSD System Report for May 2020.**
4. **Receive and file the Action List for May 2020** – Director Davidson requested that the PRV installation at Old Mine Road be added to the Action List. Jodi Lauther said that she will also add the Cross Connection Control program to the list.

Director Davidson made a motion to approve the Consent Calendar as amended. Director Humphreys 2<sup>nd</sup> 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. BOARD VACANCY – APPOINTMENT BY THE BOARD**

1. **The Board will consider making an appointment for one vacant position on the GFCSD Board of Directors. (\*Note: The Board will conduct informal interviews if deemed necessary, or else selection may be based on information submitted by the interested candidates)** – The Board heard brief introductions from four candidates. Director McKillop noted that all five director seats will be up for election on November 3, 2020, and that she hoped that candidates who are not selected will consider placing their name upon the ballot for the upcoming election.

Director Davidson made a motion to appoint Kent Malonson as the new Board member. Director Humphreys 2<sup>nd</sup> 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.

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

***Monthly review of Office Operations***

1. **Discuss the formation of a committee to investigate converting Grizzly Pond into a park** – Director Davidson said that the District has enough going on at the moment, and that he would like to table this item for now with the intention of revisiting it at a future date.

2. **2020 Notice of Elective Offices / Gustafson (discussion/action)**

- a. **Review the Board positions up for election this year and deadlines to file for those positions** – Kim Gustafson said that all five Board seats would be up for re-election in November 2020. In order to get on the ballot, directors and candidates would need to complete a Declaration of Candidacy form. This document will be available from the El Dorado County Elections Department from July 13<sup>th</sup> through 5:00 PM on August 7<sup>th</sup>.
- b. **Review and approve “Notice of Elective Offices to be Filled”** – Kim Gustafson then referred the Board to page 46 of the packet, and said that in the event of a run-off, the Board should decide whether the District or the candidate(s) should pay for the Candidate’s Statement. The Board collectively agreed that the candidate should cover the cost of any potential Candidate’s Statements.
- c. **Review and approve Resolution 2020-05 “Declaring an Election Be Held in its Jurisdiction, Consolidation with other Districts, Requesting Election Services”** – Kim Gustafson requested that the Board approve Resolution 2020-05 “Declaring an Election Be Held in its Jurisdiction, Consolidation with other Districts, Requesting Election Services.” She said that this resolution is required in order to share election costs with other Districts.

**Director Humphreys made a motion to adopt Resolution 2020-05 “Declaring an Election Be Held in its Jurisdiction, Consolidation with Other Districts, Requesting Election Services” and to approve the “Notice of Elective Offices to be Filled”. Director Davidson 2<sup>nd</sup> 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.**

***Financial Operations:***

3. **Discuss an extension of Resolution 2020-02 and Resolution 2020-03, actions taken by the District in March 2020 to assist customers experiencing financial hardships caused by the COVID-19 pandemic** – Jodi Lauther said that the Board adopted Resolutions 2020-02 and 2020-03 on March 27, 2020 to assist customers who may be financially impacted during the COVID-19 pandemic. These resolutions placed a temporary hold on late fees and service disconnections due to non-payment, and allowed customers to establish agreements to spread out water charge repayments for up to one year. Jodi said that both resolutions were set to expire on June 15, 2020, and that the Board should decide whether or not to extend their end date. There was a brief discussion about whether or not the deadline should be extended.

**Director Humphreys made a motion to let Resolution 2020-02 and Resolution 2020-03 expire on June 30, 2020. Director Davidson 2<sup>nd</sup> 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.**

**G. 2020/2021 BUDGET SESSION**

1. **Review and discuss the proposed budget for the 2020/2021 fiscal year for the Operation and Maintenance (O&M), Asset Management Program and Capital Improvement Projects (CIP)** - Jodi Lauther referred the Board to the separate budget handout and said that she had a few more corrections to make. Director Davidson said that he is concerned about the budget, and that he feels that the rates will need to be increased soon. He noted that H2O Urban Solutions contract for Operations and Maintenance had increased 33% over the past three years. Jodi noted that there were additional factors which increased the budget over the past few years such as leaks, insurance rate increases and additional testing requirements. There was a brief discussion about the need to perform another cost of services study.
2. **Discuss the Budget & Finance Committee Recommendations including:**
  - a. **Changing the allocation for GM’s salary (100% admin vs. split)** - As recommended by the Budget & Finance Committee, Jodi Lauther updated the budget to reflect all of the General Manager wages under budget category 51200 Admin Staff, rather than including a portion (25%) in category 51100 for Field Staff as was done in previous years. Patti Jobe (District Treasurer) recommended that Jodi also remove

the General Manager's wages from category 51100 in previous year budgets, so that they would be comparable with the current version.

- b. **Policy change to Cost of Living Adjustment (COLA) policy (Employee Handbook, 2.15), to reflect a 10 year average calculation to help stabilize the COLA swings that occur from year to year** - There was a brief discussion about Cost of Living Adjustments (COLA's). Director Humphreys requested a follow-up item to let the Board know how many COLA's had been given to staff over the past ten years.
- c. **Add a "Grizzly Pond" expense account to identify expenses directly related to the pond property** – Director Davidson said the Budget & Finance Committee recommended creating a Grizzly Pond expense account to track costs in case the District goes to the Local Agency Formation Commission (LAFCO) to develop it in the future. Jodi Lauther noted that she had a hard time breaking out the insurance costs for just the pond property.

**The proposed budget has been reviewed by the Budget & Finance Committee who met on June 2, 2020. The Board will be asked to consider adopting it at our next regular meeting scheduled for July 9, 2020.**

## GENERAL BUSINESS ITEMS

### H. COMMITTEE REPORTS

#### 1. Operations Committee (Lauther, Davidson, McKillop, & H2O Urban Solutions)

- a. **Report from Operations Committee meeting held on May 28, 2020** – During the Operations Committee meeting, Scott Myers of H2O Urban Solutions recommended that the District look into replacing both Treatment Plants for approximately \$600,000. Director Davidson noted that the District's treatment plants are 40 and 20 years old respectively, and that the company who produced them is no longer in business. Director Davidson recommended that the District reduce its debt so that it could qualify for a loan to replace both treatment plants.

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

- 1. **Report from the June 10, 2020 El Dorado County Water Agency meeting** – Jodi Lauther said that topics covered during the June 10<sup>th</sup> El Dorado County Water Agency meeting included their budget adoption and remaking their logo. Jodi went on to say that she spoke with their General Manager Ken Payne, who said that the agency is flexible with the \$15,000 cost share grant funding earmarked for Grizzly Flats Community Services District's Water Master Plan. Ken indicated that he is looking forward to completion of the Water Master Plan, as it could be used to help pool the District with other agencies for grant funding opportunities.

### J. ANNOUNCEMENTS / DIRECTORS COMMENTS

– Director Davidson said that the District does not have money for projects included within the Water Master Plan. Jodi Lauther said that the District could look at increasing the stand-by charge, which is currently \$48.00 per parcel per year. She said the District wouldn't change the existing charge, but would need to do a new assessment and get approval of the majority of the community prior to implementing it.

### K. ADJORNMENT- Director Humphreys made a motion to adjourn. Director Davidson 2<sup>nd</sup> the motion. The motion passed without objection. The meeting was adjourned at 8:16 PM. The next regular meeting will be held via teleconference starting at 6:30 PM on Thursday, July 9, 2020.

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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