

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
July 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, Malonson and McKillop

Absent: None

Others: Kim Gustafson, Patti Jobe, Kevin Koroush & 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 Malonson 2nd the motion. There was no further discussion. A roll call vote was taken: Director Davidson – AYE, Director Humphreys – AYE, Director Malonson – AYE, and Director McKillop - AYE. The motion passed.

C. PUBLIC COMMENT – Kevin Koroush introduced himself as a Motor Carrier Specialist I for the Valley Division of the California Highway Patrol. He gave Jodi Lauther some paperwork and said that the District is required to enroll in the Biennial Inspection of Terminals (BIT) Program if any of the District vehicles have a gross vehicle weight exceeding 10,001 pounds.

Kevin Koroush then addressed the Board as a private citizen and said that he is building a new residence, and would like to have access to water. He noted that he’s been unable to secure a loan as an owner/builder, and requested that the Board allow him to get a new water meter installed now, with the option to pay for the new meter installation and capital connection charges over a twelve month period with his monthly water charges. Director McKillop said that this request would be added to the August 13, 2020 regular meeting agenda for discussion and consideration.

*Kevin Koroush left the meeting.

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 June 11, 2020.**
2. **Approval of the financial reports and spending for June 2020 (*not the final year end reports*)** – Director Humphreys asked if staff has placed an order for t-shirts and license plate covers as discussed using funds from the former Grizzly Pond account. Jodi Lauther said that order is temporarily on hold due to sales tax issues.
3. **Review the GFCSD System Report for June 2020.**
4. **Receive and file the Action List for June 2020.**

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

E. 2020/2021 BUDGET SESSION –

1. **Discuss and consider approval of a cost of living adjustment (COLA) for employees, and review contract operation costs included in the budget** – Jodi Lauther referenced page 20 of the budget packet and said that she did extensive research on Cost of Living Adjustments (COLAs) in 2016. To avoid large variances in the calculation, the Budget and Finance Committee proposed that the District use a 10 year average to calculate the COLA. There was a lengthy discussion about the state of the economy and the value of the District’s employees.

Director Humphreys made a motion to not approve a Cost of Living Adjustment for the 2020/2021 fiscal year. There was no 2nd. The motion failed.

Director Malonson made a motion to approve a Cost of Living Adjustment in the amount of 2.9% for the 2020/2021 fiscal year. Director Davidson 2nd the motion. A roll call vote was taken: Director Davidson – Yes, Director Humphreys – No, Director Malonson – Yes, Director McKillop – No. The motion failed.

The Board discussed approving a 1.45% Cost of Living Adjustment for the whole year, with the plan to revisit this matter in December. If less than 50% of the budget has been spent by December 2020, the Board will consider raising the COLA to 2.9% for the remainder of the 2020/2021 fiscal year.

Director Humphreys made a motion to approve a Cost of Living Adjustment for employees in the amount of 1.45% for the 2020/2021 fiscal year. Director Malonson 2nd the motion. There was no further discussion. A roll call vote was taken: Director Davidson – AYE, Director Humphreys – AYE, Director Malonson – AYE, and Director McKillop - AYE. The motion passed.

The Board indicated that they had already reviewed the contract operation costs included in the budget, and that they did not have any further questions.

2. **Review and consider adoption of the proposed budget for the 2020/2021 fiscal year for Operation and Maintenance (O&M), Asset Management and Capital Improvement Projects (CIP) –** Jodi Lauther said that the proposed budget estimates a loss because the budgeted income is less than the budgeted expenses. It is strongly suggested that the District consider conducting a Cost of Services Study within the next year or so. This study would evaluate the District’s rates and propose a plan to keep income at a sufficient level to cover the operating expenses and fund the reserve accounts to the levels set by the Reserve Policy. Jodi also said that she will update the budget to reflect the 1.45% COLA.

Director Malonson made a motion to approve the budget for the 2020/2021 fiscal for Operation and Maintenance (O&M), Asset Management and Capital Improvement Projects (CIP) as amended. Director Davidson 2nd the motion. There was no further discussion. A roll call vote was taken: Director Davidson – AYE, Director Humphreys – AYE, Director Malonson – AYE, and Director McKillop - AYE. The motion passed.

F. OPERATIONS & FINANCE / Jodi Lauther, General Manager

Monthly review of Office Operations

1. **Review the District’s “Conflict of Interest Code” and “Appendix” as required by El Dorado County Elections Department –** Kim Gustafson said that this is a procedural item, as the El Dorado County Elections Department requires that the Board review the Conflict of Interest Code and Appendix every two years. The last update was submitted when the disclosure category was amended on March 14, 2019. Jodi Lauther noted that this document designates who needs to file a Statement of Economic Interests Form 700 with the El Dorado County Elections Department.

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

2. **Review and appoint members to the committees for the 2020 calendar year –** Director McKillop said that this item was added to the agenda so that Director Malonson can be appointed to one or more committees. Director Malonson expressed interest in participating on the Water Operations Committee, so Director McKillop said that she would step off that Committee to make room. Director McKillop made the following appointments: the “Budget & Finance” Committee membership was adjusted to include Jodi Lauther, Director Davidson and Director McKillop, the “Personnel & Policy Review Committee” membership will continue to include Jodi Lauther, Director Humphreys & Director McKillop, the “Water Operations Committee” membership was adjusted to include Jodi Lauther, Director Davidson & Director Malonson, and the “Capital

Improvement Projects (CIP) Planning & Engineering Committee” membership will continue to include Jodi Lauther, Director Davidson & Director Humphreys.

3. **Voting for California Special District Association’s (CSDA’s) 2020 Board Election** – Director McKillop said that one candidate should be chosen to fill Seat C on the CSDA Board of Directors. She then asked who the Directors’ preferred out of the three candidates. Directors Davidson, Malonson and Humphreys preferred Pete Kampa. Director McKillop preferred Patrick Larkin.

Director Malonson made a motion to select Pete Kampa for Seat C on CSDA’s Board of Directors. Director Davidson 2nd the motion. There was no further discussion. A roll call vote was taken: Director Davidson – AYE, Director Humphreys – AYE, Director Malonson – AYE, and Director McKillop - AYE. The motion passed.

Financial Operations:

4. **Approve annual membership renewal costs for Mountain Counties Water Resources Association (MCWRA), for the period of July 1, 2020 to June 30, 2021** – Jodi Lauther referred the Board to page 36 of the packet and requested the Board’s approval for Mountain Counties Water Resources Association’s annual membership cost renewal in the amount of \$1,297. Director Davidson asked what benefits the District receives by this membership. Jodi responded to say that MCWRA unites the District with other Mountain County agencies to give us a stronger voice and position on legislative issues. Additionally, members are invited to participate in their symposiums, which are held to discuss major water issues with top level speakers.

Director Davidson made a motion to approve Mountain Counties Water Resources Association’s annual membership dues as presented. Director Malonson 2nd the motion. There was no further discussion. A roll call vote was taken: Director Davidson – AYE, Director Humphreys – AYE, Director Malonson – AYE, and Director McKillop - AYE. The motion passed.

5. **Approve Jodi Lauther’s Notary Public Commission Renewal** – Jodi Lauther referred the Board to page 38 of the agenda packet, and said that she is requesting approval to renew her Notary Public Commission. The District benefits from this service when filing and releasing liens, and customers benefit by having a local source for notary service. The District receives revenue from customer notaries, which totaled about \$2,200 during the last commission period. She estimates that the renewal costs will be approximately \$605.

Director Davidson made a motion to approve the renewal cost for Jodi Lauther’s Notary Public Commission. Director Malonson 2nd the motion. There was no further discussion. A roll call vote was taken: Director Davidson – AYE, Director Humphreys – AYE, Director Malonson – AYE, and Director McKillop - AYE. The motion passed.

GENERAL BUSINESS ITEMS

G. EL DORADO COUNTY WATER AGENCY (EDCWA)

1. **Report from the July 8, 2020 El Dorado County Water Agency meeting** – Jodi Lauther said that during the meeting, the El Dorado County Water Agency Board approved \$50,000 in funding for El Dorado County to finish updating their General Plan. Jodi said that after the meeting, she received a call from Tracey Eden-Bishop who previously worked for EDCWA. Tracey mentioned that additional cost share funding may be available to the District for items such as the Tyler Pump redesign, the Master Plan, updating the District’s Sanitary Survey, and completing a Cost of Services Study.

- H. **ANNOUNCEMENTS / DIRECTORS COMMENTS** – Director Davidson referred to page 18 of the budget packet and asked if the \$10,661 cost for the June 2018 hydrant replacements was for labor only. Jodi Lauther said that the District ordered the replacement equipment directly, so that cost was just for labor which included having H2Ou’s Lead Operator Tony Ouellette there for training purposes since it was the District’s first round of hydrant replacements. It was noted that Andy Vicars (GFCSD Maintenance Technician) is pursuing his D2 distribution license, which may save the District money in the future. Director Davidson asked if grant funding can be procured for hydrant replacements. Jodi Lauther said that may be an option, and that she would look for grant opportunities. Director Humphreys asked if the District’s fire hydrants could be donated to Pioneer Fire Protection District. Jodi

and Director Davidson thought it was doubtful as PFPD has a very limited budget and fire hydrants are usually maintained by the local water utility as they are part of the water system.

Director Humphreys referred to the Action List item 2. Pump replacements, on page 23 of the packet. He said that the new fire flow pump quoted by H2O Urban Solutions was not National Sanitation Foundation (NSF) approved, and that a replacement pump may come at an additional cost to the District. He brought this up because he was unhappy with the outcome.

- I. **ADJORNMENT- Director McKillop adjourned the meeting at 8:10 PM with no objections.** The next regular meeting will be held via teleconference starting at 6:30 PM on Thursday, August 13, 2020.

Minutes submitted by: _____
Kim Gustafson, Board Secretary

Approved by: _____
Sherry McKillop, Board Chair

Date: _____