

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
August 13, 2020**

A. CALL TO ORDER

The regular meeting of the Grizzly Flats CSD Board of Directors was called to order at 6:33 PM by Director McKillop.

ROLL CALL OF THE BOARD

Present: Directors Davidson, Humphreys, Malonson and McKillop

Absent: None

Others: Kim Gustafson & Jodi Lauther

SALUTE TO THE FLAG was led by Director McKillop.

B. APPROVAL OF THE AGENDA – Director Malonson 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, Director Malonson – AYE, and Director McKillop - AYE. The motion passed.

C. PUBLIC COMMENT – There was no public comment.

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 July 9, 2020** – Director Humphreys referred to page 2 of the packet and said that the second paragraph should be updated to note that a vote was taken on Director Malonson’s motion. He said that the vote tied, so the motion failed. Kim Gustafson said she would update the minutes as recommended.
2. **Approval of the financial reports and spending for July 2020.**
3. **Review the GFCSD System Report for July 2020.**
4. **Receive and file the Action List for July 2020.**
5. **Receive and file the Quarterly Interest Report from the Local Agency Investment Fund (LAIF)** – Jodi Lauther said that LAIF made a mistake on the Quarterly Interest Report, and that the District would be receiving an additional \$211.99 in interest.

Director Malonson made a motion to approve the Consent Calendar 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.

E. CUSTOMER REQUEST

1. **K. Koroush – Request for a new meter installation now, and the option to pay for the new meter installation and capital connection charges over a 12 month period** – The Board discussed Mr. Koroush’s request to have a new meter installed prior to paying the meter installation and capital connection charges. Director Humphreys asked if any other customers have received a new water meter before paying off the charges. Jodi Lauther said that this option has never been granted although it is often requested. There was a brief discussion about revising District policy to allow customers to slowly pre-pay the meter installation and capital connection charges to the District.

Director Humphreys made a motion to follow District policy and deny a new meter installation prior to receiving payment for the meter installation and capital connection charges. 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.

F. OPERATIONS & FINANCE / Jodi Lauther, General Manager

Office Operations:

1. **Report on the 2020 Election Candidate Filing Status for the District** - Kim Gustafson said that four candidates filed with the El Dorado County Elections Department to serve on Grizzly Flats Community Services District' Board. The candidates who filed were Art Davidson, Lynn Hannblom, Kent Malonson and Sherry McKillop. Since only four people filed for five available seats, the District's election won't need to be placed onto the ballot. Kim Smith of the El Dorado County Elections Department will be sending the District documentation about appointing a Director to the vacant seat.
2. **Discuss rescheduling the monthly board meetings** – Kim Gustafson said that the Grizzly Flats Community Church Pastor Bill Brown has temporarily cancelled their Thursday evening Youth Group meetings due to COVID-19, and that the District can continue to hold their monthly meetings in the Grizzly Flats Church Lodge for the next few months. There was a discussion about facility use charges, and the Board agreed that the church should be paid the standard use fee of \$35.00 per meeting.

Financial Operations:

3. **Review and approve costs for replacing the pump at Winding Way tank, and the additional cost for the NSF approved fire pump replacement at Tyler tank** – Jodi Lauther referred the Board to a separate handout containing a quote from H2O Urban Solutions. The quote provided their best estimate of project costs for the Winding Way pump replacement, based on experience. Additionally, they listed the cost for upgrading the Tyler Tank fire flow pump to one with NSF certification. There was a lengthy discussion, and the Board directed staff to obtain two additional bids for the project from companies that have similar experience, so that they can be compared to the bid from H2Ou. If possible, the Board would like to review the additional quotes during the October 8, 2020 regular meeting, or a special meeting can be scheduled if quotes come in sooner.
4. **Provide update on Tyler Pump replacement project** – Jodi Lauther said that Tyler Tank's new dual pump was ordered and received, and that George from Carnahan Electric was up to meet with staff on August 13th to review the equipment prior to installation. George will return to complete the dual pump installation with staff on Monday, August 17, 2020.
5. **Request approval to surplus the old 40 HP Berkeley pump from Tyler tank and one old Dresser fire hydrant** – Jodi Lauther referred the Board to page 25 of the packet, and said that she is requesting Board approval to surplus the 40 HP Berkeley engine and pump from Tyler Pump Station, and an old 1970 Dresser Fire Hydrant which was removed from String Canyon Road near Evergreen Drive in December 2018.

Director Humphreys made a motion to authorize staff to surplus the equipment as requested. 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.

6. **Announce the District's annual audit, which has been scheduled to take place on August 17th, and 18th, 2020** – Jodi Lauther said that Larry Bain's team will be up to complete the District's annual audit on Monday, August 17, 2020 and Tuesday, August 18, 2020.
7. **Annual disclosure of Board member or employee reimbursements for individual charges over \$100 for services or products** – Jodi Lauther referred the Board to page 27 of the packet and said that there were three employee reimbursements over \$100 during the 2019/2020 fiscal year. Andy Vicars and Kenny Hooley were each issued a \$160 reimbursement for purchasing work boots per GFCS Policy 5.12 (Safety Footwear Policy), and one \$167.53 reimbursement was issued to Andy Vicars for completion of his Water Distribution System Operation and Maintenance course in accordance with GFCS Policy 5.13 (Educational and Vocational Assistance).

8. **Review and approve transfer from Local Agency Investment Fund (LAIF) in the amount of \$30,000** – Jodi Lauther said that she is requesting Board approval for the \$30,000 transfer made on July 9, 2020 to cover the District’s annual property liability and Worker’s compensation contribution payment.

Director Humphreys made a motion to approve the Local Agency Investment Fund (LAIF) transfer as requested. 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 August 12, 2020 El Dorado County Water Agency meeting** – Jodi Lauther said that she was unable to attend the August 12, 2020 EDCWA meeting, but she did recently work with Tracey Eden-Bishop to put together a El Dorado County Water Agency cost sharing request. Projects available for cost share funding include the Water Master Plan Update (\$25,000), the Cost of Services Study (\$7,500), and updating the District’s Sanitary Survey (\$2,500). The project amounts were estimated by staff, and the actual costs may differ. The Cost of Services Study will be started in December 2020.

H. ANNOUNCEMENTS / DIRECTORS COMMENTS

– Jodi Lauther noted that as a public agency, the District is not subject to California Highway Patrol’s (CHP’s) Biennial Inspection of Terminals (BIT) Program.

I. ADJORNMENT- **Director Humphreys made a motion to adjourn. 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 meeting was adjourned at 8:13 PM.** The next regular meeting will be held via teleconference starting at 6:30 PM on Thursday, September 10, 2020.

Minutes submitted by:

Kim Gustafson, Board Secretary

Approved by:

Sherry McKillop, Board Chair

Date:
