

**Grizzly Flats Community Services District  
Minutes of the Regular Meeting of the Board  
December 10, 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 Chigazola, Davidson, Hannblom, Malonson and McKillop

Absent: Director

Others: Kim Gustafson and 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 Davidson 2<sup>nd</sup> the motion. There was no further discussion. A roll call vote was taken: Director Chigazola – AYE, Director Davidson – AYE, Director Hannblom – AYE, Director Malonson – AYE, and Director McKillop - AYE. The motion passed.**

**C. WELCOME BOARD OF DIRECTORS – Welcome new and returning Board members, confirm the Oath of Office has been taken and signed by all and review some District protocols – Kim Gustafson confirmed that all five Directors were sworn-in and completed their Oath of Office forms prior to the meeting. Director McKillop briefly described the role of the Board and basic meeting protocols.**

**D. PUBLIC COMMENT – There was no public comment.**

**E. 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 November 12, 2020.**

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

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

***Office Operations:***

**1. Adopt the “Schedule of Regular Board Meetings” for the 2021 calendar year – Kim Gustafson referred the Board to page 3 of the packet for the proposed 2021 meeting dates. She noted that Veteran’s Day falls on the second Thursday of November, so that meeting would be pushed out a week to take place on November 18, 2021.**

Director Hannblom made a motion to adopt the Schedule of Regular Board Meetings as presented. Director Chigazola 2<sup>nd</sup> the motion. There was no further discussion. A roll call vote was taken: Director Chigazola – AYE, Director Davidson – AYE, Director Hannblom – AYE, Director Malonson – AYE, and Director McKillop - AYE. The motion passed.

**2. Discuss and review the GFCSD System Report for November 2020 – Jodi Lauther referred the Board to the November 2020 System Report on page 4 of the packet. She said this document is normally presented to the Board as part of the consent calendar, but that she wanted to explain it in greater detail for the new Directors. She highlighted the various information summarized in the report and noted some specific items of concern. One issue she mentioned was Old Mine Road where the water lines are now only located 4-6 inches below the eroding roadway in a high pressure zone. There was a brief discussion about potential solutions such as**

installing additional Pressure Reducing Valves (PRV's) or relocating the water line. Jodi also said the District's stream gages that measure the flow of water through the diversions and into the reservoir are having issues due to debris clogging up the equipment. She will be meeting with Jeff Meyer (Western Hydrologics, LLP) and Bill Slightam (Western Hydrologic Systems) to discuss possible alternatives or solutions.

3. **Review the Action List for November 2020** – Jodi Lauther asked the Board to turn to page 12 of the packet for the Action List. She said that this document lists projects that are ongoing or on hold waiting for possible grant funding. This document is usually contained within the consent calendar as well.
4. **Discuss the possibility of allowing GFCSO employees to use the leak detection equipment owned by the District to find leaks on the customer side of the water delivery system, and an associated fee for that service** – Director McKillop said that this item was added to the agenda after a recent event where a customer requested assistance locating a leak on his side of the meter via social media. Jodi Lauther said that the District's responsibility ends at the meter, and that staff does not perform any work on the customer's side of the meter due to potential liability issues. Director Davidson recommended that locating work should be referred to a leak detection company.
5. **Discuss Covid-19 response by District to any new "Stay at Home" orders issued by the Governor, and the new Cal/OSHA Covid-19 Emergency Temporary Standards that went into effect on November 30, 2020 which includes a requirement for all employers to adopt a "Covid-19 Prevention Program"** – Jodi Lauther said that due to the Governor's December 11, 2020 Stay-At-Home order, the District office will once again be closing to the public. Additionally, she noted that the new Cal/OSHA standards require all businesses with more than one employee to develop a Covid-19 Prevention Plan. Staff will work on drafting a plan for approval by the Board during the January 14, 2021 regular meeting.

#### ***Financial Operations:***

6. **Discuss and approve the financial reports for November 2020** – Jodi Lauther referenced the financial reports starting on page 22 of the packet and said that these documents are normally approved as part of the consent calendar. This month, she added additional notes to the Profit & Loss pages for the new Directors. She noted item 62700 and said that \$958.74 was paid to El Dorado County Department of Transportation (DOT) for inspection work completed in the last year. She said that the District was invoiced for additional charges which were disputed and not paid. Disputed charges pertained to office discussions by their staff which we were not part of, creating files for paperwork, inspection visits on days where no work was being completed within the roadway by GFCSO staff, and more. The billing issue with their department has been going on for more than two years now, and the District is still being charged for tasks that their department head Rafael Martinez said would be wiped out. This item will be added to the Action List so that it can be taken to the new District 2 Board of Supervisors representative. Jodi then went through the financials and noted that the Budget vs. Actual – O&M sheet on page 33 showed that at 42% through the fiscal year the District's expenses were at 34%, and income was at 44%. She also noted that the November bill had not been received from H2O Urban Solutions, which would make the expenses closer to 39%.

**Director Hannblom made a motion to approve the financial reports and spending for November 2020 as presented. Director Malonson 2<sup>nd</sup> the motion. There was no further discussion. A roll call vote was taken: Director Chigazola – AYE, Director Davidson – AYE, Director Hannblom – AYE, Director Malonson – AYE, and Director McKillop - AYE. The motion passed.**

7. **Discuss and review quotes for annual generator maintenance** – Jodi Lauther said that due to winter storms and the PG&E Public Safety Power Shutoffs, the District has been more frequently relying on the generators at Tyler tank and the office site to keep operations going. Jodi indicated that neither generator had been serviced since installation, and that she would like to get them set-up on an annual maintenance plan. The goal is to schedule a maintenance plan with one vendor to establish a relationship where they are familiar with the equipment and can help repair them if needed. She said that staff contacted multiple generator maintenance companies but were only able to receive three quotes. The quotes were included in the meeting packet starting on page 35, and the lowest bid was submitted by Holley Generator & Equipment, for a total cost of \$1,220.17.

Director Davidson made a motion to accept the quote and establish an annual schedule for generator maintenance with Holley Generator & Equipment. Director Chigazola 2<sup>nd</sup> the motion. There was no further discussion. A roll call vote was taken: Director Chigazola – AYE, Director Davidson – AYE, Director Hannblom – AYE, Director Malonson – AYE, and Director McKillop - AYE. The motion passed.

8. **Review the current financial standing of the District and determine if the 2<sup>nd</sup> 1.45% Cost of Living Adjustment (COLA) will be awarded to GFCSD employees as discussed during the Budget Session in July 2020** – Jodi Lauther referred the Board to page 51 of the packet and said that the Board awarded staff a 1.45% Cost of Living Adjustment (COLA) in July 2020, with the plan to re-evaluate the District’s financial position in December 2020. The Board said that they would consider awarding staff a second 1.45% COLA for the remainder of the 2020/2021 fiscal year if spending was under 50% of the budget at that time. As noted by Jodi during the financial report review, the budget expenses as of December 2020 were approximately 39%. There was a brief discussion about the existing employee pay scales and the plan to complete another salary survey. Jodi said that if approved, the additional 1.45% COLA would go into effect on the next payroll cycle.

Director Hannblom made a motion to award the additional 1.45% Cost of Living Adjustment for the remainder of the 2020/2021 fiscal year. Director Davidson 2<sup>nd</sup> the motion. There was no further discussion. A roll call vote was taken: Director Chigazola – AYE, Director Davidson – AYE, Director Hannblom – AYE, Director Malonson – AYE, and Director McKillop - AYE. The motion passed.

#### GENERAL BUSINESS ITEMS

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

1. **El Dorado Water Agency’s December 9, 2020 meeting was cancelled** – Jodi Lauther said that the December 9, 2020 El Dorado Water Agency meeting was cancelled, and she had nothing to report for this item.

##### H. ANNOUNCEMENTS / DIRECTORS COMMENTS

1. **Upcoming agenda item: January’s meeting is the “Annual Organizational Meeting” – we will be selecting board positions for the year (Chair, Vice Chair), reviewing/changing committee memberships, confirming Board representatives for outside organizations (EDCWA, MCWRA), and confirming service of Treasurer and Board Secretary** – Jodi Lauther referred the Board to page 57 of the packet for the current committee roster, and said that she wanted to give the Board a chance to review it before memberships are changed during the January 14, 2021 regular meeting.

- I. **ADJORNMENT- Director Davidson made a motion to adjourn. Director Malonson 2<sup>nd</sup> the motion. There was no further discussion. A roll call vote was taken: Director Chigazola – AYE, Director Davidson – AYE, Director Hannblom – AYE, Director Malonson – AYE, and Director McKillop - AYE. The motion passed and the meeting was adjourned at 7:40 PM.** The next regular meeting will be held via teleconference starting at 6:30 PM on Thursday, January 14, 2021.

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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