

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
May 13, 2021**

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: None

Others: Kim Gustafson and Jodi Lauther

SALUTE TO THE FLAG was led by Director McKillop.

B. APPROVAL OF THE AGENDA – Director Hannblom made a motion to approve the agenda as presented. Director Chigazola 2nd 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. 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 March 11, 2021.**
2. **Approval of the financial reports and spending for March and April 2021.**
3. **Review the GFCSD System Report for March and April 2021 –** Director Chigazola said that in addition to the missing Grizzly Pond rules sign noted in the April 2021 system report, a second rules sign was defaced. Jodi Lauther said both signs will be replaced.
4. **Receive and file the Action List for April 2021.**
5. **Approval of the WSIP loan payment to USDA-Rural Development on April 1, 2021.**
6. **Receive and file the Quarterly Interest Report from the Local Agency Investment Fund (LAIF).**
7. **Review and file Local Agency Formation Commission’s (LAFCO’s) Proposed Budget for FY 2021-22.**

Director Malonson 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 Chigazola – AYE, Director Davidson – AYE, Director Hannblom – AYE, Director Malonson – AYE, and Director McKillop – AYE. The motion passed.

E. OPERATIONS & FINANCE / Jodi Lauther, General Manager

Office Operations:

1. **Instant Runoff Election of Regular and Alternate Special District Representative to El Dorado LAFCO -** Kim Gustafson referred the Board to page 38 of the packet and asked how the Board would like to rank the nominees. There was a brief discussion.

Director Hannblom made a motion to rank Robert Chigazola as “1” and to submit him as the Board’s only candidate. Director Davidson 2nd 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. **Review insurance quotes, and authorize staff to secure Property/Liability and Workers’ Compensation insurance from one or more of the responders –** Jodi Lauther referred the Board to the separate handout containing insurance quotes. There was a brief discussion about the various premiums and discounts, and the current state of the insurance market. Jodi mentioned that most insurance agencies use the same re-insurers, which limits the number of agencies who can provide competitive quotes. She went on to say that the District

could obtain a lower premium with Special District Risk Management Authority if the Board decides to lower the liability limit. SDRMA currently offers 2.5M, 5M, and 10M liability limits. She said that there is no aggregate for liability claims, and that having lower liability would likely reduce the dollar amount of potential lawsuits.

Director Chigazola made a motion to rescind the Notice of Withdraw letter sent to Special District Risk Management Authority, and to proceed with the District's insurance renewal process with them after adjusting the liability limit to \$5,000,000. Director Malonson 2nd 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.

3. **Approve annual membership renewal of California Rural Water Association (CRWA) for \$643** – Jodi Lauther said that in the past, California Rural Water Association has provided grant application assistance and training for the District's Operators. She went on to say that the renewal rate of \$643 did not increase from last year, and that she thinks the District should renew membership with CRWA.

Director Chigazola made a motion to approve the District's membership renewal with California Rural Water Association as presented. Director Davidson 2nd 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.

4. **Discuss temporarily amending the procedure for collection of past due accounts due to the State's Executive Orders that do not allow service disconnection for non-payment due to the Covid-19 pandemic** - Jodi Lauther referred the Board to page 51 of the packet and said that the District has not been able to disconnect water service for non-payment since March 2020 due to the State's Executive Order N-42-20. She mentioned that the District is linked to parcels and not individual people, and the only way the District can collect revenue from delinquent accounts is by filing a lien against the property. Jodi indicated that the total cost to notarize, file and release a lien is \$70. Staff will distribute a notification letter to customers at risk of service lien and will distribute a newsletter with the May 31, 2021 billing to notify customers of the temporary procedural change of filing a lien in lieu of service disconnection.

Director Hannblom made a motion to amend the current procedure and allow staff to file a lien against any parcel that would be eligible for shutoff due to non-payment and apply the \$70 cost to the customer's past due balance. Director Chigazola 2nd 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.

5. **Discuss approving Jodi's attendance at CSDA's General Manager Summit in Olympic Valley, CA from June 27 – 29, 2021** - Jodi Lauther said she was awarded a scholarship by the Special District Leadership Foundation (SDLF) in the amount of \$700 to cover registration costs for her to attend California Special District Association's General Manager Summit in Olympic Valley from June 27 to June 29, 2021. She noted that there is \$700 available for travel expenses in the current budget, and that lodging during the event is estimated at \$434.08 and travel costs will be approximately \$140.00, for a total of \$574.08.

Director Chigazola made a motion to approve the lodging and travel expenses for the CSDA General Manager Summit as requested. Director Davidson 2nd 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.

6. **Discuss O&M Services Contract with H2O Urban Solutions, Inc., which is set to expire on June 30, 2021 and hear report/recommendation from Water Operations Committee who held a meeting on April 23, 2021 to discuss this item** – Jodi Lauther referred the Board to page 58 of the packet and said that the Water Operations Committee (Director Davidson, Director Malonson and Jodi Lauther) met on April 23, 2021 to discuss the status of the O&M Services Contract with H2O Urban Solutions, Inc. which is set to expire on June 30, 2021. The committee discussed the work H2Ou is currently performing, the length of the bid process, and H2Ou's cost for year 5 of the Operations & Maintenance contract. Jodi said that the committee recommendation was to extend the contract for one more

year and to go out to bid for Operations & Maintenance services in November 2021. Director Malonson recommended that staff bring contract renewal discussions to the Board earlier in the year, so there is adequate time to go to bid if needed.

Director Malonson made a motion to authorize Jodi Lauther to extend the current H2O Urban Solutions contract for Operations & Maintenance services one additional year for an amount not to exceed \$183,576. Director Davidson 2nd 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

F. EL DORADO WATER AGENCY (EDWA)

1. **The El Dorado Water Agency meeting scheduled for April 14, 2021 was canceled. Report from the May 12, 2021 meeting** - Director Chigazola said he was out of town and did not have anything to report.

G. ANNOUNCEMENTS / DIRECTORS COMMENTS

1. **Discuss El Dorado County’s “Temporary Recreational Vehicle Ordinance Code 5136” which allows RVs to be placed on vacant lots and how this impacts the GFCSO** – Jodi Lauther said that staff had been receiving calls from landowners requesting water meter connections so that they can live in a Temporary Recreational Vehicle (TRV) on their vacant lot. In December 2020, El Dorado County Planning Department adopted Ordinance 5136 which allows homeowners to live on their property in an TRV for a limited time so long as certain requirements are met including having access to water, power, and septic. Current District policy requires an approved building permit prior to water service installation as the meter connection is based on the conditions approved within the engineered plans for the home’s water system. Following a brief discussion, the Board agreed that staff should continue to follow the existing District policy for water service installations.
2. **Discuss annual budget process and estimated timeline** – Jodi Lauther referred the Board to page 90 of the packet and said that the 2021/2022 Budget Adoption Process notice will be posted two weeks before the budget is presented to the Board for review at the June 10, 2021 regular meeting. The Budget & Finance Committee will be meeting on May 21 or May 22, 2021 to review the first draft of the budget. She went on to say that the Board may adopt the final budget at their regular meeting scheduled for Thursday, July 8, 2021 or at any special meeting properly noticed and held prior to September 1, 2021.

Director Davidson asked staff when new Grizzly Pond shirts will be ordered. It was recommended that new shirts be made in forest green, maroon, and gray. Jodi Lauther said that staff will be placing an order soon.

Jodi Lauther said that the State may be relaxing the COVID-19 mask mandate effective June 15, 2021 and asked if the Board would prefer to hold the monthly meetings in the District’s Board Room, or keep meeting at the Grizzly Flats Community Church (GFCC) Lodge. The Board preferred meeting at the GFCC Lodge for now.

Director McKillop thanked staff and Wendi Barba for the work everyone did to gather the information for the insurance quote review.

- H. ADJORNMENT- Director Chigazola made a motion to adjourn. Director Malonson 2nd 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 7:38 PM.** The next regular meeting will be held via teleconference starting at 6:30 PM on Thursday, June 10, 2021.

Minutes submitted by:

Kim Gustafson, Board Secretary

Approved by:

Sherry McKillop, Board Chair

Date:
