

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
July 8, 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 Davidson.

ROLL CALL OF THE BOARD

Present: Directors Chigazola, Davidson, Hannblom, and Malonson

Absent: Director McKillop

Others: Kim Gustafson, Mel Kelley, and Jodi Lauther

SALUTE TO THE FLAG was led by Director Davidson.

B. APPROVAL OF THE AGENDA – Director Malonson 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 - ABSENT. 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 June 10, 2021.**
2. **Approval of the financial reports and spending for June 2021 (*not the final year end reports*)** – Director Davidson referred to page 12 of the packet and asked why there was money left in the personnel budget. Jodi Lauther said there is money left because there are outstanding invoices from H2O Urban Solutions.
3. **Review the GFCSD System Report for June 2021.**
4. **Receive and file the Action List for July 2021** – Director Hannblom recommended that staff remove items from the Action List that are not current. Jodi Lauther said that the original intention behind the Action List was to document important projects so that they wouldn't fall through the cracks. Following a brief discussion, it was decided that staff would add an item to a future agenda to refine the items listed within this document.

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

E. OPERATIONS & FINANCE / Jodi Lauther, General Manager

Office Operations:

1. **Report from CSDA's General Manager Leadership Summit which took place from June 27 – 29, 2021 and consider approval of additional costs associated with the event** – Jodi Lauther said that she arrived at the General Manager Leadership Summit a day early so that she could attend a pre-conference workshop on Strategic Planning. Overall, she said that the event was very informational. There was a brief discussion about additional costs that Jodi had paid out of pocket.

Director Malonson made a motion to reimburse Jodi Lauther for the additional seminar and lodging fees in the amount of \$442.04. 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 - ABSENT. The motion passed.

2. **Update on Grizzly Pond valve replacement** – Jodi Lauther referred the Board to page 24 of the packet and said that staff has been researching possible solutions for the leaky valve in Grizzly Pond. Director Davidson said that he spoke with a local contractor who has experience with dam replacements and was told that the District will lose the dam completely if the bottom of the culvert corrodes. There was a brief discussion about repair options, and the need to cap off the valve in the pond instead of replacing it.

Director Hannblom made a motion to authorize staff to cap off the valve in Grizzly Pond for a total project cost not-to-exceed \$2,500. 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 - ABSENT. The motion passed.

3. **Discuss Governor Newsom’s Executive Order N-08-21 which does the following:**
 - a. **Sets September 30, 2021 as the sunset date for the moratorium on water service disconnections due to non-payment. The Board may take action to authorize staff to return to following the District’s “Disconnection Policy” as it was amended in February 2020.**
 - b. **Sets September 30, 2021 as the sunset date for the Brown Act exemptions that allowed public and board participation via teleconference.**

Jodi Lauther said that Governor Newsom issued Executive Order N-08-21 which sets September 30, 2021 as the expiration date for the shut-off moratorium and the sunset date for the Brown Act exemption which allows for meeting participation via teleconference. She recommended that the Board authorize staff to return to normal accounting procedures which means following the “Disconnection Policy” as amended and adopted in February 2020, and normal Board meeting procedures which includes inviting the public to attend meetings in person if they wish to participate.

Director Malonson made a motion to return to “normal” accounting procedures and Board meeting procedures effective September 30, 2021 as recommended. 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 - ABSENT. The motion passed.

Financial Operations:

4. **2021/2022 Budget – Reminder that a special meeting will be held on Wednesday, July 21st at 5:30 PM to discuss the proposed budget, the District’s Reserve Policy, and current account balances when all Board members can be present** – Jodi Lauther said that a special meeting was scheduled to discuss the budget and the District’s Reserve Policy at 5:30 PM on Wednesday, July 21, 2021.
5. **Review Security Alarm proposals** – Jodi Lauther referred the Board to page 40 of the packet and said that staff collected four quotes to upgrade the District’s fire and security system. Jodi Lauther said that Signal Service is the District’s current vendor, and that their quote was lower because they already have equipment installed at the District office. She also noted that due to new requirements, the monitoring fees will increase from \$44 per month to \$95 per month. Although they also offer a lease option, Jodi’s recommendation was to purchase the equipment. There was a brief discussion about the quotes.

Director Chigazola made a motion to select the quote from Signal Service and to authorize staff to proceed with replacing the current alarm system for a total project cost not-to-exceed \$1,158.60. 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 - ABSENT. The motion passed.

6. **Update on Request For Proposals for Audit Services** – Jodi Lauther said that the Audit Services Request for Proposals (RFP) was distributed to twelve accounting firms. Questions about the RFP will be received until July 15, 2021. Responses to questions will be distributed on July 16, 2021, and proposals are due on July 30, 2021. The proposals will be presented to the Budget & Finance Committee for review in August and will be brought to the Board for approval at the September 9, 2021 regular meeting.
7. **Approve annual membership renewal costs for Mountain Counties Water Resources Association (MCWRA), for the period of July 1, 2021 to June 30, 2022** - Jodi Lauther referred the Board to page 63 of the packet and requested the Board’s approval for Mountain Counties Water Resources Association’s annual membership renewal cost in the amount of \$1,297. She said 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 Chigazola 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 Chigazola – AYE, Director Davidson – AYE, Director Hannblom – AYE, Director Malonson – AYE, and Director McKillop - ABSENT. The motion passed.

GENERAL BUSINESS ITEMS

F. WATER SUPPLY AND CONSERVATION

1. **Review and discuss the District's Drought Plan, conservation stages and triggers, water rights, and customer outreach** – Jodi Lauther said that staff has been advising customers to use water wisely. She went on to say that conservation triggers are set by the water level in the reservoir. The reservoir is full and spilling when the level is 13.2 on the staff gage. If the reservoir level reaches 10.6, Jodi Lauther can call a Stage 1 Water Alert which encourages customers to voluntarily reduce water usage by 10-20%. If the level drops to 9.6, the Board can declare a Stage 2 Water Emergency which encourages customers to voluntarily reduce water usage by 20-30%. If the level drops to 6.75, the Board can call a Stage 3 Critical Water Emergency which requires customers to reduce water usage by 30-50%.
2. **Review and discuss memo and diversion gage data from Western Hydrologics** – Jodi Lauther said that Jeff Meyer of Western Hydrologics, LLP prepared a memorandum to provide an assessment of the District's water supply for 2021. She said that his assessment is based on water which flows through the diversion pipe, rather than what is contained in the stream bed. In summary, Jeff felt that the District will be able to continue to make full water deliveries in 2021.
3. **Review and discuss notifications from the State Water Resources Control Board dated June 15, 2021, "Notice of Water Unavailability for POST-1914 Water Rights Holders and Warning of Impending Water Unavailability for PRE-1914 and Riparian Claimants in the Sacramento-San Joaquin Delta Watershed."** – Jodi Lauther said that the State Water Resources Control Board sent the District letters for each of the District's Water Rights stating that the water supply in the Sacramento-San Joaquin Delta watershed is insufficient to support lawful diversion under any Post-1914 appropriative water right. She went on to say that the District's diversion right is Pre-1914, which is considered a senior water right and therefore should not be affected.

G. EL DORADO WATER AGENCY (EDWA)

1. **El Dorado Water Agency's next meeting is scheduled for July 14, 2021** – Jodi Lauther said the next meeting of the El Dorado Water Agency is scheduled for next week. Director Chigazola said he plans to call-in to that meeting.

H. ANNOUNCEMENTS / DIRECTORS COMMENTS

– Kim Gustafson said that staff received the election results from the El Dorado County Local Agency Formation Commission after the agenda was posted. The candidate elected to their 4 year seat was Brian Veerkamp, and the candidate elected to the 2 year seat was Tim Palmer.

Director Davidson expressed concerns about the schedule for the Maintenance Technicians. He said that two people ride together in one truck around town, and that he is concerned that there may not be enough work to keep them both busy.

I. ADJORNMENT- Director Chigazola made a motion to adjourn. Director Hannblom 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 - ABSENT. The motion passed and the meeting was adjourned at 7:57 PM.

The next regular meeting will be held via teleconference starting at 6:30 PM on Thursday, August 12, 2021.

Minutes submitted by:

Kim Gustafson, Board Secretary

Approved by:

Art Davidson, Vice Chair

Date:
