

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
November 18, 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, Hannblom, Davidson and Malonson

Called-in: Director McKillop

Absent: None

Others: Kim Gustafson, Jodi Lauther, and Scott Myers (H2Ou)

SALUTE TO THE FLAG was led by Director McKillop.

B. APPROVAL OF THE AGENDA – Director Chigazola 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 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 October 14, 2021.

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 – AYE. The motion passed.

E. ADOPT RESOLUTION 2021-05

1. Adopt Resolution 2021-05, Proclaiming a Local Emergency Persists, Re-Ratifying the Proclamation of a State of Emergency for the Caldor Fire by Governor Gavin Newsom on September 1, 2021, and Re-authorizing Remote Teleconference Meetings of the Legislative Bodies of Grizzly Flats Community Services District for the Period of November 19, 2021, to December 19, 2021 CONSISTENT WITH THE TERMS OF CA GOVT § 54953, SUBDIVISION (E), PARAGRAPH (1), SUBPARAGRAPH (B) – Kim Gustafson said this resolution must be adopted if the Board wants to continue holding remote teleconference meetings during the Caldor fire emergency. The resolution extends the remote meeting period through December 19, 2021.

Director Malonson made a motion to adopt Resolution 2021-05 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.

F. CALDOR FIRE EMERGENCY RESPONSE / Lauther (discussion)

1. Review the most recent Caldor Fire Status Reports – Scott Myers of H2O Urban Solutions said that he and Jodi Lauther have been participating in meetings with Cal OES and FEMA. The operations team has started construction to extend the pressure main to the office using a fire pump and an existing service pump. Additionally, the operators have been marking a lot of Underground Service Alerts (USA's) for the District's utilities and have been receiving up to 100 requests each day. Staff is continuing work to identify and fix leaks and to flush and submit water quality samples. Scott mentioned that almost all remaining structures have been restored with potable water. Staff will begin testing service lines in damaged areas early next week. He noted that Big Canyon diversion is once again working, and that a leak was found in the North Canyon diversion line. Staff plans to install ductile iron pipe and cement supports which have been approved by the U.S. Forest Service. Staff from El Dorado Irrigation District will assist with some minor leak repairs. Jodi Lauther said that she, Director Chigazola and Director Hannblom recently completed a site visit with three FEMA personnel and one person from Cal OES.

They inspected all damaged sites in preparation for the December 18, 2021 deadline to document all damages related to the Caldor fire. Details needed include GPS coordinates for all damage locations. Additionally, she has been working on a funding strategy. She recently met with Ryan Burras (OES Deputy Director) who has not been hearing that Grizzly Flats residents need assistance. She mentioned that FEMA funding was denied for individuals, and that the appeal was denied as well. Staff has begun submitting emergency work (categories A & B) invoices for reimbursement. Permanent work will be reimbursed as a separate project. FEMA funding will reimburse 75% of approved project costs, Cal OES will cover 18.75% and the District will be responsible to cover the remaining 6.25% with in-kind labor/funds. She mentioned that Section 428 is a funding mechanism that takes a look at system repair work as one whole project, in which the District would need to prepare an estimate of how much money is needed to repair the system, and then one lump payment would be issued. Pros to this option include getting the money up front, but we would not be able to request additional funding if the original estimate was not sufficient. Another option is to break up the funding reimbursements for individual projects. This would require submitting invoicing as expenses are accrued. Jodi also mentioned that FEMA may not approve funding to test service lines for contamination or to replace them. They will only cover the cost of service line replacement if sample results reveal contaminants. If the District tests a service line and the sample results are clear the cost will not be reimbursable. Staff has been receiving calls from customers who have completed the debris removal process and are ready to return to temporarily live in a Recreational Vehicle on their lots. H2Ou is working with Jodi Lauther to develop a plan for supplying temporary water to residents who plan to live in RV's while rebuilding.

2. **Discuss Water Quality Testing Program – status of water quality testing** – Jodi Lauther indicated that there are only three residences that have not yet been restored with potable water. One is located on South View Drive and needs the pressure system repaired before water can be pushed up to that elevation. Another home on Sugar Pine Drive doesn't have access to water due to a melted meter, and one customer on Blaze Trail doesn't have water due to debris caused by heavy traffic that crushed the water main. Staff is working to resolve the issues at these locations. Scott Myers (H2Ou) indicated that all Bac-T and VOC samples came back non-detect. However, staff is still working with the State Water Resources Control Board, Division of Drinking Water to complete additional testing for asbestos due to elevated levels detected at Wildberry Court and Merrywood Court near Parkside Drive. Director Hannblom asked if the District will be required to follow the standard water quality sampling schedule next year, or if additional testing will be required. Scott said that the District will need to do some extra testing due to lower than normal chlorine residuals where homes were destroyed, and the water is not being used.
3. **Report on status of customer billing and payments** – Kim Gustafson said that out of the 615 bills distributed on August 17, 2021, 325 had been paid and 290 had not yet been paid. She also mentioned that approximately 100 customer bills had been returned to the office and needed to be redistributed due to address changes.
4. **Update on emergency actions performed in accordance with Resolution 2021-01, and approve associated expenses.**
 - a. **Review emergency work authorized or completed, invoices and reports if applicable from work authorized under Resolution 2021-01** – Jodi Lauther said that the District's Bookkeeper Darlene Serpa normally only assists the District with audit preparation one day a year but will now be coming out once a month to assist her with vendor payments and reconciling the District's bank accounts. This expense will be reimbursed by FEMA. Jodi referred the Board to page 14 of the packet and said that the income is what had been billed to customers before the fire. After processing the standard expenses, the net income is (38,291.86) in the red. She then moved on to review the Profit & Loss sheet for the Capital Improvement Project (CIP) summary and said that funding for this account comes from customer tax payments which are due each year in December and April. The amount of the District's direct charge did not change following the reassessments, and each parcel within the District boundary continues to be charged \$48.00 per year. Jodi then went on to page 20 of the packet for the reserve account balances. She said of the remaining reserves, the Budget & Finance Committee would like \$250,000 reserved for O & M shortfalls, and around \$372,000 for the highest priority projects including repairing the pressure system and installing the ductile iron pipe at Big Canyon. She requested the Board's approval for two recent Local Agency Investment Fund (LAIF) transfers of \$50,000 and \$152,000, which were made due to lack of funding to cover O & M expenses. She said that the United States Department of Agriculture

(USDA) loan payment was made in October 2021, and that pages 22 and 23 summarized receivables including Caldor Fire recovery costs at \$121,906.24 as of October 22, 2021.

Director Malonson made a motion to approve expenses for emergency actions which were performed in accordance with Resolution 2021-01 as presented, including the \$50,000 and \$152,000 LAIF transfers. 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 Resolution 2021–01, Resolution of GFCSD, Declaring an emergency for the Caldor Fire, adopted on August 27, 2021, and confirm an emergency still exists in the District as described in the resolution – Jodi Lauther requested that the Board declare if an emergency still exists due to the Caldor Fire, and if she should continue to operate under the conditions of Resolution 2021-01.**

Director Hannblom made a motion to confirm an emergency still exists and all terms of Resolution 2021-01 remain in place until reassessed at the next regular Board meeting in December. 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.

G. COMMITTEE MEETINGS

1. **Update from the Personnel & Policy Review Committee meeting held on October 27, 2021 / Hannblom, Lauther & McKillop –** Jodi Lauther said that she met with Directors Hannblom and McKillop to discuss a few personnel related issues on October 27, 2021. Items discussed included reviewing salary surveys for the Maintenance Technician and Office Facilitator positions. If the committee recommends revisions to employee wages, they will be submitted to the Budget & Finance Committee, and then to the Board for approval. Additionally, the committee discussed creating a new job description to include both the Maintenance Technician and Distribution Operator 2 duties. Finally, the committee discussed the Office Facilitator’s workload and a new approach to responding to customers during the recovery.
2. **Update from the Budget & Finance Committee meeting held on November 3, 2021 / Davidson, Hannblom, Jobe & Lauther –** Jodi Lauther said that she met with Director Davidson, Director Hannblom and Patti Jobe on November 3, 2021 to discuss the financial reports which were reviewed earlier in the meeting.

H. ANNOUNCEMENTS / DIRECTORS COMMENTS

Director Malonson said that he has been receiving numerous complaints about the dump truck drivers going too fast up and down the hill. Jodi told him that the majority of the trucks are contracted by Cal OES.

Director McKillop said that she is very grateful that we were approved for a huge amount of funding (\$2,800,000) through the American Rescue Plan Act for upgrades not related to fire damage. Additionally, she said it was remarkable that potable water was restored to all but 3 residences so quickly. Finally, she mentioned that it is extremely hard to hear all of the meeting participants when they gather together and call in through the District’s teleconference speaker. Her recommendation was to either change to video meetings or to have each Director call in from a dedicated phone line.

- I. **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 8:02 PM.** The next regular meeting will be held via teleconference starting at 6:30 PM on Thursday, December 9, 2021.

Minutes submitted by:

Kim Gustafson, Board Secretary

Approved by:

Sherry McKillop, Board Chair

Date:
