

**Grizzly Flats Community Services District  
Minutes of the Regular Meeting of the Board  
December 9, 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, Malonson, and McKillop

Called-in: Cort Abney and Scott Myers (H2Ou)

Absent: None

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 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.**

**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 November 18, 2021.**
2. **Review Monthly System Report for November (production data, rainfall information, operations unrelated to the Caldor Fire Recovery efforts)** – Director McKillop referred to page 4 of the packet and asked why the production numbers appear to be the same as normal now that the District has fewer customers. Jodi Lauther responded to say that there were four known leaks within the distribution system and that staff was doing a lot of flushing for water quality and sampling purposes.

**Director Chigazola made a motion to approve the Consent Calendar as presented. Director Hannblom 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.**

**E. CALDOR FIRE EMERGENCY RECOVERY / Lauther (discussion)**

1. **Review the most recent Caldor Fire Status Report and updated schedule** – Scott Myers of H2O Urban Solutions said that the sampling results at the Wildberry Court and Blue Mountain area showed lower levels of asbestos, while Storybook Court’s sampling indicated levels of asbestos exceeding the maximum contaminant level. Staff performed additional flushing and resampled this area. Staff also flushed and performed sampling for volatile organic chemicals (VOCs) on service lines in six different areas, all of which came back clear. Additional samples will be taken from service lines in damaged areas. Work has begun on restoring the pressure system and will continue next week during the forecasted inclement weather. Scott’s team has been running into supply issues with part orders. He mentioned that potable water has now been restored to all but two residences (one on South View Drive, and one on Blaze Trail). Additionally, work has begun to install the ductile iron piping at Big Canyon diversion. Leak detection work will continue in the pressure system once pressure has been restored to at least 30% of normal. Jodi Lauther mentioned that although the tank inspection and report will be covered by insurance, the tree removal at the diversions and arborist work may not be funded by FEMA. Director Malonson recommended that additional investigation such as x-rays be performed during the tank inspection to discover potential issues which may not be visible. Cort Abney responded to say that the insurance company will identify a tank inspector that has specialized equipment for a thorough inspection.

2. **Review Damage Inventory which is due for submittal into FEMA by December 18, 2021** – Jodi Lauther referred the Board to page 11 of a packet for a log of damaged inventory that will be submitted to FEMA. It was noted that Grizzly Pond signage should be added to the list.
3. **Report on status of customer billing and the work done related to the rates by EDWA** – Kim Gustafson said that the November billing was recently completed and will be distributed within the next few days along with the updated Caldor Fire Recovery Schedule. Although the District is still not billing for water usage, customer billing resumes on the date their residence was restored with potable water. She referred to a table listed on page 5 of the packet that listed the billing charges by area and date of potable water restoration. Some customers will receive a prorated bill, and others may have a little over one month's basic charge. There was a brief discussion about resuming charges for water consumption. The Board requested that an item be added to the January 13, 2022 regular meeting agenda to set a date for resetting water meter readings. Jodi Lauther went on to talk about El Dorado Water Agency's work related to the rates. She said that Ken Payne has contacted multiple firms to identify a consultant who is available to work on rates now. Jodi said the consultant will be knowledgeable about the various laws that need to be looked at and to make a recommendation on how to best proceed. Scott Myers said that the consultant will not only look at customers who are consuming the water but also those who have access to it for fire suppression.
4. **Present updated Financial reports (year-to-date reports), discuss any emergency actions performed in accordance with Resolution 2021-01, and approve associated expenses** – Jodi Lauther referred the Board to the current financial reports starting on page 45 of the packet. She said that Darlene Serpa was in on December 2, 2021 to get the books updated. Jodi noted that although fuel purchases have increased, some of those costs will be reimbursed through the mileage reimbursement by FEMA. There was a brief discussion about whether she should prepare budget versus actual sheets during the emergency. The Board felt it would be good to see that update six months after the Caldor Fire recovery began which would be in February 2022. Jodi noted that Caldor Fire recovery expenses were listed within the packet starting on page 54, and that the items in bold are the most recent updates which are broken down by category. Page 57 contained a statement of cash flows to show the Board how much money the District has in hand.

**Director Chigazola made a motion to approve the Financial Reports and emergency actions which were performed in accordance with Resolution 2021-01 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.**

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 January. 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.**

#### **F. OFFICE & FINANCE / Jodi Lauther, General Manager**

##### ***Office Operations:***

1. **Discuss moving the monthly board meeting to an "in-person" format or other options that may work for the public, staff and the Board** – Director McKillop stated that the reason the Board meetings were scheduled for evenings was to accommodate the schedules of Board members who were working full-time, and to engage more constituents. It was mentioned that staff should look into another speaker system that had additional microphones. Jodi Lauther said that she would prefer to move the meetings to regular business hours, if possible, which would make participation easier for the office staff. Following a brief discussion, it was decided that the regular Board meetings will continue to take place on the second Thursday of the month, but that the meetings will be moved to start at 9:00 AM.

2. **ADOPT RESOLUTION 2021-06 (if the Board sees the need to continue to hold remote meetings) - Adopt Resolution 2021-06, 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 December 20, 2021, to January 19, 2022 CONSISTENT WITH THE TERMS OF CA GOVT § 54953, SUBDIVISION (E), PARAGRAPH (1), SUBPARAGRAPH (B)** – Director McKillop said that in order to hold meetings remotely without the requirement of posting agendas at each location and allowing public access, another resolution must be adopted to authorize remote meetings from December 20, 2021 to January 19, 2022.

**Director Malonson made a motion to adopt Resolution 2021-06 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.**

3. **Announce receipt of State Water Resources Control Board Arrearages Program funding in the amount of \$12,238.46** – Kim Gustafson said that staff submitted an application to the State Water Resources Control Board and received a total of \$12,238.46 COVID-19 related arrearage funding. This funding will be applied to customer balances which qualified for reimbursement through the program.
4. **Announce receipt of Sierra Fund mini-grant funding in the amount of \$2,500.00** - Kim Gustafson referred the Board to page 80 of the packet and said that the District was awarded a \$2,500 mini-grant to assist the District with planning recovery efforts following the Caldor Fire.
5. **Announce award of the American Rescue Plan Act funding to address projects unrelated to the Caldor Fire (Clear well tank, treatment plant controls, and reservoir cleaning)** – Jodi Lauther referred the Board to an external handout consisting of two letters from Ken Payne of the El Dorado Water Agency that confirmed American Rescue Act funding awarded to the Grizzly Flats Community Services District. The first award of \$2,530,000 will be dedicated to replacing the Clearwell tank and treatment plant controls. The second award of \$300,000 will be dedicated for cleaning the reservoir liner. The funding cannot be utilized for any fire related projects.
6. **Instant Runoff Election of Regular Special District Representative to El Dorado LAFCO** – Director McKillop asked which candidate the Directors’ picked as their first choice. There was a brief discussion about the preferences.

**Director Hannblom made a motion to rank Monique Scobey as “1”, Tim White as “2”, and Michael Saunders as “3”. Director Chigazola 2<sup>nd</sup> the motion. There was no further discussion. A roll call vote was taken: Director Chigazola – AYE, Director Davidson – ABSTAIN, Director Hannblom – AYE, Director Malonson – ABSTAIN, and Director McKillop - AYE. The motion passed.**

#### **G. COMMITTEE MEETINGS**

1. **Report from the Personnel & Policy Review Committee meeting held on December 1, 2021 / Hannblom, Lauther & McKillop**
  - a. **Consider adoption of a new job description for Water Distribution Operator/Maintenance Technician and pay scale** – Jodi Lauther said Director Hannblom combined the Maintenance Technician and Water Operator duties into one job description for Andy Vicar’s new role and researched wages that different agencies offer for similar positions. There was a brief discussion about evaluating Andy after six months in the new role and considering a pay raise at that time. It was recommended that on page 85 under “Supervision”, “Water System Manager” be changed to “Chief Operator.”  
**Director Chigazola made a motion to adopt the job description as amended and the pay scale 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.**
2. **Operations Committee (Davidson, Malonson, Lauther) will be meeting on December 16th to discuss the following:**

- a. **Caldor Fire Recovery - discuss temporary water connection options for temporary housing (RVs, alternative structures), and standards and options for service line replacements due to the Caldor Fire, which includes up-sizing lines to meet fire sprinkler requirements (something not eligible for FEMA funding)** – Jodi Lauther indicated that this discussion should take place in depth with the Water Operations Committee before being brought to the Board so that they can dig into the details and recommend a process for all connections to the at a future meeting.

**H. ANNOUNCEMENTS / DIRECTORS COMMENTS** – Director Davidson mentioned the recent passing of former System Operator Tony Zepczyk, who was also a volunteer of the District.

Kim Gustafson mentioned that during the January 13, 2022 meeting, the Board will perform annual tasks such as approving the 2022 Board Meeting Schedule, reconfirming service of the District Treasurer and Board Secretary, vote to fill the Board Chair and Vice Chair positions, and review the committee roster to determine if any changes are needed.

**I. ADJORNMENT- Director Chigazola 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 8:24 PM.** The next regular meeting will be held via teleconference starting at 9:00 AM on Thursday, January 13, 2022.

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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