

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
October 13, 2022**

A. CALL TO ORDER

The regular meeting of the Grizzly Flats CSD Board of Directors was called to order at 6:00 P.M. by Director Hannblom.

ROLL CALL OF THE BOARD

Present: Directors Chigazola, Davidson, Hannblom, Malonson and McKillop

Called-in: Rick Hall, Mark Almer

Absent: None

Others: Scott Myers, Kim Gustafson, and Jessi Phillips

SALUTE TO THE FLAG was led by Director Hannblom.

- B. APPROVAL OF THE AGENDA** – Kim Gustafson said that cost estimates were not received for item F.1. before the meeting so she requested that item be deferred to the November 10th meeting.

Director McKillop made a motion to approve the agenda as amended. 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 were no public comments.

- 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 September 8, 2022, regular meeting** – Rick Hall states he still feels singled out by the district due to no water access. Director Davidson recommended that Ken Payne be informed that asbestos was detected in the distribution system following PG&E damage.
2. **Review monthly System Report for September (production data, rainfall information, operations unrelated to the Caldor Fire Recovery efforts).**
3. **Approval of the financial reports and spending for August and September 2022** – Director McKillop referred to page 31 of the packet and asked why budget 62600 Parts & Equipment was 277.05%. Kim Gustafson followed-up after the meeting and said that the recent Grundfos pump purchased after the temporary pump failed was unexpected and the cause behind the budget overage.

Director McKillop 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. CALDOR FIRE RECOVERY

1. **Update on USDA-RD grant application for funding to remove hazard trees along Eagle Ditch** – Kim Gustafson said that the District’s USDA-RD grant application was approved, and that staff is working to complete the required paperwork so that work can begin. She also noted that a Request for Proposals (RFP) will be prepared by Cort Abney to identify a qualified Arborist or Registered Professional Forester to mark the hazard trees.
2. **Report on status of customer billing** – Kim Gustafson referred the Board to page 6 of the packet and said that 545 bills were distributed in September 2022, for a total of \$40,236.08, and 502 customer payments were received for a total of \$33,442.22.

3. **Adopt Resolution 2022-12, Designation of Applicant's Agent Resolution for Non-State Agencies** – Kim Gustafson said that the Board had previously been informed of the Administrative Services Agreement that was established with the El Dorado Water Agency for assistance with recovery efforts. This item is a follow-up item for that agreement, and would allow designated persons (Ken Payne and Kyle Ericson) to assist the General Manager with task approval and information updates within the FEMA Grants Portal. This will help expedite disbursements to the District.

Director Chigazola made a motion to adopt Resolution 2022-12, Designation of Applicant's Agent Resolution for Non-State Agencies as presented. Director McKillop 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. OFFICE & FINANCE / Kim Gustafson, Interim General Manager

Financial Operations:

1. **Review and approve costs to purchase and install a replacement chlorine analyzer on Treatment Plant 2 and the raw water turbidimeter for both plants** – This item was deferred to the November 10, 2022 regular meeting.

G. COMMITTEE MEETINGS

1. **Report from the Water Operations Committee that met on September 28, 2022 / Gustafson, Directors Davidson and Malonson, Cort Abney & Scott Myers (H2Ou)** – Scott Myers said that the Water Operations Committee met with Ken Payne of the El Dorado Water Agency on September 28, 2022 to discuss various topics such as the District's cash flow issues, Operations and Maintenance funding options, PG&E issues, attempting to have FEMA replace customer service lines, ARPA funding, and developing service line standards. The committee discussed the need to initiate the Proposition 218 process in the future but felt that it should be put off for a little to allow time for identifying possible funding assistance to cover the Cost of Services Study. Additionally, the committee did not recommend implementing a fire recovery charge as it may impact the Proposition 218 efforts. Finally, there was mention of a \$1,000,000 grant opportunity available through USDA to construct a COVID testing facility at the District office site. Staff will begin the grant application process as soon as possible. Director Davidson said that he will reach out to his drafting service to request a quote for drawing preliminary plans for the facility.
 - a. **Update and review of support from El Dorado Water Agency.**
 - b. **Discuss the District's financial shortfall and potential funding options.**
 - c. **Update on the American Recovery Plan Act (ARPA) project.**
 - d. **Discuss H2O Urban Solutions Operations and Maintenance contract renewal** – Scott Myers said that the District is currently being billed on a month-to-month basis, and that historically, they have always kept costs under budget and discounted for the District. Lately, his team has been helping with more tasks such as gathering information for FEMA, restorations, lots of USA markings, increased sampling, and more. Scott prepared quotes for two staffing options for comparison. The proposals are for one full-time operator and one part-time operator, or for two full time operators which is what Scott recommends due to the workload. He indicated that Brian Fuentes accepted a new job and would be gone after October 24, 2022. Scott also noted that recently, a quarterly sample was missed and that the District needs more operations assistance as opposed to maintenance. It was recommended that a Budget & Finance Committee meeting be scheduled to discuss the budget and proposals before a decision is made. Kim Gustafson said she will schedule that meeting to take place soon.
 - e. **Discuss the upcoming Proposition 218 process.**
 - f. **Status of issues with PG&E.**
 - g. **Consider implementing a Fire Recovery Charge.**
 - h. **Discuss adopting El Dorado Irrigation District's standards for water service line installations.**
 - i. **Announce COVID related grant opportunity to construct a building at the District's main property.**

H. ANNOUNCEMENTS / DIRECTORS COMMENTS – There were no announcements or director comments.

- I. **ADJORNMENT- Director Chigazola made a motion to adjourn. Director McKillop 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with all directors present voting aye and the meeting was adjourned at 8:04 P.M.** The next regular meeting will be held in Grizzly Flats and via teleconference starting at 6:00 PM on Thursday, November 10, 2022.

Minutes submitted by:

Kim Gustafson, Board Secretary

Approved by:

Lynn Hannblom, Board Chair

Date:
