

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
January 12, 2023**

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, and Malonson

Called-in: Scott Myers

Absent: None

Others: Kim Gustafson, Mel Kelley, and Rafe Palmer

SALUTE TO THE FLAG was led by Director Hannblom.

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. Director Hannblom called for a vote. The motion passed with all directors present voting aye.

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 November 30, 2022, special meeting, and the December 8, 2022, regular meeting.**
2. **Review monthly System Report for December (production data, rainfall information, operations unrelated to the Caldor Fire Recovery efforts)** – Scott Myers of H2O Urban Solutions said that the turbidity following the recent snowstorms was so bad that staff had to turn off the Treatment Plants. They deep cleaned the plants, increased the Chlorine level and stopped diverting water into the reservoir, but the situation is more desperate without the storage capacity of Tyler and Winding Way tanks and the low tank level alarm at Tyler. Scott also mentioned that the Programmable Logic Controller (PLC) failed so he had a Technician from Telstar come out to identify the issue. The Technician identified the issue as the input/output module and ordered a replacement part to be installed upon receipt. While the PLC is not working, staff has to run the Treatment Plants and perform backwashes manually. Scott went on to say that the chemical feed pump for the Sterling 8809 coagulant also died. He indicated that the PLC screen had been slowly degrading over time and the previous programmer Bob Gilmore of Rescue Engineers recently retired. If the District were to purchase a replacement PLC screen and have it programmed, it would cost approximately \$500.00. Scott said the American Rescue Plan Act (ARPA) grant will replace the controls (valves) and add SCADA for remote access, and that it may replace one of the Treatment Plants rather than repair it.
3. **Approval of the financial reports and spending for December 2022** – Since the financials were presented at the beginning of the meeting, approval of this item will be deferred to the February 9, 2023 meeting.
4. **Receive and file the annual report regarding GFCSD’s compliance with the Federal Trade Commission’s Red Flag Rules in accordance with GFCSD policy.**

Director Malonson made a motion to approve items 1, 2 and 4 on the consent calendar as presented. 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.

- E. **CUSTOMER REQUEST FOR REFUND OF EXCESS SERVICE INSTALLATION FEES** – Kim Gustafson referred the Board to page 11 of the packet and said that Rafe Palmer is requesting a refund for the overpaid installation charges in the amount of \$2,358.83. She said that staff usually places unused installation charges as a credit on the customer’s water account, but she is requesting the Board’s authorization to issue a refund instead. Director Hannblom said that Ordinance 88-1 should be revised to allow for refunds in such situations.

Director Chigazola made a motion to authorize the refund as requested. Director Malonson 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with all directors present voting aye.

- F. **BOARD VACANCY UPDATE** – Kim Gustafson said that staff has not yet received any letters of interest for the vacant Board position. She will repost the vacancy notice on Facebook and distribute a notice to customers via email.

G. ANNUAL ORGANIZATIONAL MEETING

1. **Nominate and elect Board positions for the 2023 calendar year** – Kim Gustafson said that the Board should elect the Board Chair and Vice Chair for the 2021 calendar year. She started with the Board Chair position and asked if there were any nominations.

Director Davidson made a motion to nominate Lynn Hannblom for the Board Chair position. Director Chigazola 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with all directors present voting aye.

Director Hannblom made a motion to nominate Art Davidson to the Vice Chair position. Director Chigazola 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with all directors present voting aye.

2. **Appoint members to the standing committees for the 2023 calendar year** – Kim Gustafson referred the Board to page 13 of the packet and asked if there were any specific committees that the Directors were interested in. Following a brief discussion, Director Hannblom adjusted the membership so that the “Budget & Finance Committee” included Director Hannblom, Director Malonson and Kim Gustafson, the “Personnel & Policy Review Committee” included Director Chigazola, Director Hannblom and Kim Gustafson, the “Water Operations Committee” included Director Davidson, Director Malonson and Kim Gustafson, and the “Capital Improvement Projects (CIP) Planning & Engineering Committee” included Director Chigazola, Director Davidson and Kim Gustafson.

3. **Confirm the service of Kim Gustafson as Board Secretary, and Patti Jobe as District Treasurer for the 2023 calendar year** – Kim Gustafson confirmed that she will continue to be Board Secretary, and Patti Jobe will continue to act as District Treasurer for the 2023 calendar year.

4. **Select agency representatives for the 2023 calendar year (El Dorado Water Agency, Mountain Counties Water Resources Association)** – Kim Gustafson referred the Board to pages 14 of the packet for a brief description about the El Dorado Water Agency (EDWA.) She said that the hope is to identify a Board representative to participate in the monthly EDWA meetings, so that they are familiar with the organization and ready to fill a seat on their Board since Grizzly Flats Community Services District shares a seat with El Dorado Irrigation District and Georgetown Divide Public Utility District. Director Chigazola volunteered to be the District’s representative to EDWA for the 2023 calendar year. Kim then referred the Board to page 15 of the packet and said Mountain Counties Water Resources Association (MCWRA) is an agency that the District maintains membership with that unites small local water agencies together to give them a stronger voice. MCWRA keeps the District updated on important issues such as water right challenges and new legislation. They are a great resource, and although they have not held any recent events due to the pandemic, the hope is to identify an agency representative to attend their events if things should change. Director Hannblom said that she would be willing to represent the District with the MCWRA.

H. CALDOR FIRE RECOVERY

1. **Review the most recent Caldor Fire Status Report** – Kim Gustafson referred the Board to page 16 of the packet and said that all Phase 2 FEMA projects are due into FEMA by January 31, 2023. The tree marking project on private parcels along Eagle Ditch likely will not be completed in time, but the project should still be funded if the arborist report is submitted within 60 days of the 1/31/23 deadline.
2. **Update on USDA-RD grant application for funding to remove hazard trees along Eagle Ditch** – Kim Gustafson referred the Board to page 17 of the packet and said that she was able to get four proposals to mark hazard trees on private parcels along Eagle Ditch pipeline.
 - a. **Review and select one of four proposals for hazard tree marking work on private parcels along Eagle Ditch pipeline** – There was a brief discussion about the four tree marking proposals.
Director Chigazola made a motion to select Forester’s Co-Op pending a spot reference check. Director Malonson 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with all directors present voting aye.
3. **Report on status of customer billing** – Kim Gustafson said that 558 bills were distributed in December for a total of \$45,658.22, and that 505 payments were received for a total of \$29,758.29.

I. OFFICE & FINANCE / Kim Gustafson, Interim General Manager

Office Operations:

1. **Discussion with contractor regarding procurement rules** – Director Hannblom told Scott Myers that although the District Board and staff would like to have H2O Urban Solutions assist with designing the FEMA and ARPA projects, the District’s attorney has indicated that they have been conflicted out from the work. The Board requested that Kim Gustafson schedule an in-person meeting with Barbara Brenner so that Scott can clarify the extent of engineering assistance he is able to provide the District.
2. **Adopt Resolution 2023-01 Accepting the Coronavirus State and Local Fiscal Recovery Funds Established Under the American Rescue Plan Act** – Kim Gustafson referred the Board to page 41 of the packet and requested that the Board adopt Resolution 2023-01 to officially accept the ARPA grant award.
Director Chigazola made a motion to adopt resolution 2023-01 Accepting the Coronavirus State and Local Fiscal Recovery Funds Established Under the American Rescue Plan Act as presented. Director Malonson 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with all directors present voting aye.
3. **Adopt Resolution 2023-02 Collateral Security Resolution for the Community Disaster Loan (CDL) Application** – Kim Gustafson referred the Board to page 44 of the packet and said that in order to apply for the California Disaster Loan the District must adopt a Collateral Security Resolution.
Director Chigazola made a motion to adopt Resolution 2023-02 Collateral Security Resolution for the Community Disaster Loan Application as presented. Director Malonson 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with all directors present voting aye.

J. CLOSED SESSION - The Board and Kim Gustafson entered into closed session at 8:29 PM to discuss:

CONFERENCE WITH LABOR NEGOTIATORS Pursuant to Section 54957.6

Agency designated representative: Kim Gustafson, Unrepresented employee: General Manager

K. REPORT FROM CLOSED SESSION – The Board returned to open session at 9:12 PM. Kim Gustafson said that the Board decided to offer a 90-day extension on the General Manager’s leave of absence, starting on January 13, 2023.

L. ANNOUNCEMENTS / DIRECTORS COMMENTS – Director Chigazola said that Andy Vicars is a great employee who always works hard and is friendly.

M. ADJORNMENT- Director Chigazola made a motion to adjourn. Director Malonson 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 9:15 P.M. The next regular meeting will be held in Grizzly Flats and via teleconference starting at 6:00 PM on Thursday, February 9, 2023.

Minutes submitted by:

Kim Gustafson, Board Secretary

Approved by:

Lynn Hannblom, Board Chair

Date:
