

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
March 9, 2023**

A. CALL TO ORDER

The regular meeting of the Grizzly Flats CSD Board of Directors was called to order at 6:05 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 and Mel Kelley

SALUTE TO THE FLAG was led by Director Hannblom.

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. 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 February 9, 2023, regular meeting.**
2. **Review monthly System Report for February (production data, rainfall information, operations unrelated to the Caldor Fire Recovery efforts).**

Director Chigazola made a motion to approve the consent calendar 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.

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

Office Operations:

1. **Board vacancy update** – Kim Gustafson indicated that no letters of interest had been received. The Board recommended revisiting this item in April or May.
2. **Update from the District’s Attorney on the procurement issue** – Kim Gustafson referred the Board to page 7 of the packet for legal counsel’s opinion on projects that H2O Urban Solutions can assist with. She went on to say that the ARPA project will be broken into three pieces. Since the cost of Phase 1A of the ARPA project for the emergency Programmable Logic Controller (PLC) and chemical feed pump replacements within the treatment plant will not exceed \$250,000, Scott Myers will be assisting to prepare a scope and distributing it to potential vendors to get that work completed. Phase 1B will include the remaining Treatment Plant upgrades, a new Clearwell tank, and pumps. Phase 2 will cover the reservoir cleaning.
3. **Review Cost of Services Study Request for Proposals and authorize the Interim General Manager to distribute it for bids** – Kim Gustafson referred the Board to page 8 of the packet for the Cost of Services Study Request for Proposals. She said she currently has a list of about ten consultants who perform rate studies, and will attempt to locate additional consultants by searching California Special Districts Association’s (CSDA’s) ListServ. She said that once approved by the Board, she will distribute the RFP to her vendor list, post a copy on the CSDA website, and upload a copy to the District’s website.

Director Chigazola made a motion to approve the RFP as presented and authorize the Interim General Manager to distribute it. 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.

Financial Operations:

4. **Update from meeting with Dane Wadle (CSDA) and Lauren Hernandez (District Director, Senate District 4, Office of Senator Marie Alvarado-Gil) on March 3, 2023** – Kim Gustafson said that she, Scott Myers, and Dane Wadlé (CSDA) met with Senator Alvarado-Gil's District Director Lauren Hernandez on March 3, 2023. The purpose of the meeting was to discuss potential funding options for the District through Appropriations. There was a discussion about Senator Alex Padilla's work to improve ongoing FEMA issues, as their policies were written to respond to hurricanes, not fires. Kim went on to say that Senator Alvarado-Gil's team will be coming up to tour Grizzly Flats on April 3, 2023. Director Hannblom expressed interest in participating.
5. **Annual membership renewal fee for California Rural Water Association** – Kim Gustafson referred the Board to page 17 of the packet and said that Board approval is required for all membership renewals. She said that California Rural Water Association (CRWA) is an agency that offers water treatment training and other assistance such as grant writing.

Director Malonson made a motion to approve the annual membership renewal fee as presented. Director Davidson 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with all directors present voting aye.

F. CALDOR FIRE RECOVERY

1. **Review the most recent Caldor Fire Status Report** – Kim Gustafson said there weren't many updates to report, although H2Ou is working to obtain a quote for permitting work at Big Canyon and North Canyon diversions.
2. **Review El Dorado Water Agency's Public Assistance Weekly Status Report** – Kim Gustafson referred the Board to page 21 of the packet and said that there weren't many updates although permanent project extension requests are being drafted by Stantec and should be available by March 3rd.
3. **Report on status of customer billing** – Kim Gustafson said that 563 bills were distributed in February 2023 for a total of \$42,367.98, and that 489 payments were received totaling \$32,992.64.
4. **Review and approve change order request from Forester's Co-Op to complete the hazard tree marking project on private parcels along Eagle Ditch pipeline** - Kim Gustafson referred the Board to page 34 of the packet and said that the amount of work collecting and preparing documentation for FEMA was underestimated by Tom Amesbury at Forester's Co-Op. She said that they have requested a change order so that there is enough funding to complete the project. Their change order is requesting an additional \$9,400.

Director Chigazola made a motion to approve the change order from Forester's Co-Op as presented. Director Davidson 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with all directors present voting aye.

G. COMMITTEE MEETINGS

1. **Update from the Personnel & Policy Review committee meeting that took place on March 6, 2023** – Kim Gustafson said that she, Director Chigazola and Director Hannblom met to discuss the District's Reserve Policy, the General Manager Job Description, revisions to Ordinance 88-1, and changes to the New Water Service Connections Policy. The committee recommends that the Reserve Policy be sent to the Budget & Finance Committee during the 2023/2024 FY Budget preparation process so that the target amounts can be reviewed. The General Manager Job Description was updated to not require water treatment and distribution licensing as the other examples didn't require it. The committee would like Ordinance 88-1 to be revised to allow new service installation fees to be refunded at the Board's discretion. Additionally, the committee recommends that the New Water Service Connections Policy be updated to require that all new installations have a 1" service connection back to the water main. She said that it was recommended that customers get and install new 1" dedicated water lines with new materials, saddles, and taps. Their contractor would handle the actual installation and road remediation. Someone from the District would review the installation plan and inspect the installation before it was buried. A new charge would need to be set to reimburse the District for this work.

There was a discussion about how this puts a burden on customers and the need to discuss this policy further. It was recommended that it be sent to the Water Operations Committee for further discussion.

H. CLOSED SESSION - PUBLIC EMPLOYEE APPOINTMENT Pursuant to section 54957 - The Board and Kim Gustafson entered into closed session at 7:56 PM to discuss:

Title: General Manager

I. REPORT FROM CLOSED SESSION – The Board returned to open session at 8:53 PM. Kim Gustafson said that the Board changed my position from Interim General Manager to General Manager.

J. ANNOUNCEMENTS / DIRECTORS COMMENTS – Kim Gustafson gave a reminder about the upcoming SDRMA Spring Education Day on March 22, 2023. Additionally, she said that 700 forms are due in El Dorado County Elections Department prior to April 1, 2023.

K. ADJORNMENT- Director Malonson made a motion to adjourn. 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 and the meeting was adjourned at 9:00 P.M. The next regular meeting will be held in Grizzly Flats and via teleconference starting at 6:00 PM on Thursday, April 13, 2023.

Minutes submitted by:

Kim Gustafson, Board Secretary

Approved by:

Lynn Hannblom, Board Chair

Date:
