

**Grizzly Flats Community Services District  
Minutes of the Regular Meeting of the Board  
May 11, 2023**

**A. CALL TO ORDER**

The regular meeting of the Grizzly Flats CSD Board of Directors was called to order at 6:02 P.M. by Director Hannblom.

**ROLL CALL OF THE BOARD**

Present: Directors Chigazola, Davidson, Hannblom, and Malonson

Called-in: Grant Leonard

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 Davidson 2<sup>nd</sup> 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 April 13, 2023, regular meeting.**
2. **Review monthly System Report for April (production data, rainfall information, operations unrelated to the Caldor Fire Recovery efforts).**
3. **Approval of the financial reports, spending, and purchase order for April, 2023.**
4. **Approval of the WSIP loan payment to USDA-Rural Development on April 1, 2023.**
5. **Receive and file the Quarterly Interest Report from the Local Agency Investment Fund (LAIF) –** There was a brief discussion about the quarterly interest for District funds held in the LAIF account. Director Davidson indicated that he felt the amount was low. Kim Gustafson said that she will look into other investment options.

**Director Chigazola made a motion to approve the consent calendar as presented. Director Malonson 2<sup>nd</sup> 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 said that there were no updates for this item.
2. **Update from District's attorney about Grizzly Pond options** – Kim Gustafson said that she reached out to Barbara Brenner to see if the District could donate the Grizzly Pond property to the South County Alliance and was informed that the District cannot donate an asset. The attorney mentioned that it may be easier to rent them a portion of the land but recommended that the District retain the water rights for future use. If the District would like to dispose of the property, they would need to declare the land surplus and offer it to other persons of interest. Kim Gustafson mentioned that staff investigated the possibility of selling Grizzly Pond before, and she will review information stored in the file.
3. **Report from El Dorado County Drought and Water Shortage Task Force Meeting** – Kim Gustafson said that she attended the El Dorado County Drought and Water Shortage Task Force Meeting on April 27, 2023. This task force was created in response to SB 552 which requires small water suppliers to add drought planning elements to its emergency notification or response plan. El Dorado Water Agency hired Stantec to perform a Risk

Assessment of all small water systems in the county, and to develop emergency response and long-term mitigation actions.

4. **Update on the Cost of Services Study** – Kim Gustafson said that staff has been sending Catherine Hansford data so that she can begin work on the Cost of Services Study. A Zoom meeting is scheduled to take place on May 19<sup>th</sup> to go over some of the information. Director Davidson asked how a customer would be billed if they were to merge two lots that each have a water meter. Kim said that she would refer this question to the consultant for inclusion in her work.
  
5. **Issue H2O Urban Solutions a Task Order for Engineering Services – Preparation of a Preliminary Engineering Report (PER) – Grizzly Flats CSD Recovery from the Caldor Fire** – Kim Gustafson said that she contacted Barbara Brenner to confirm that H2O Urban Solutions is clear to proceed with all of the grant projects and was told that the El Dorado Water Agency’s attorney Dee Anne and her did not go through the list of projects but when they spoke about the various scenarios Dee Anne agreed that anything they are doing that would be done by an in-house engineer is good and preparing the bid packet as well as construction management fit within that type of role. Barbara indicated that projects which require special engineering expertise such as extensive engineering design would need to go out to bid. She said that based on her conversations with Dee Anne, she feels comfortable with H2Ou proceeding. If they have hesitation about a specific project, Barbara is happy to discuss that with H2Ou. Kim Gustafson then referred the Board to page 25 of the packet and said that Scott Myers is requesting approval for Task Order #3 under their engineering contract to prepare a Caldor Fire Preliminary Engineering Report (PER), Design, Construction Management and Inspection, Startup and Commissioning. She said that a PER was previously recommended by Kyle Erickson for the ARPA project. The scope of work for this task is to provide planning, engineering, and technical professional services for water infrastructure restoration improvements, including but not limited to Tyler and Winding Way restoration/replacement, surface water metering station restoration/replacement, and surface water treatment system upgrades. The estimated cost for preparing the PER is \$45,000.

**Director Chigazola made a motion to authorize H2O Urban Solutions to prepare a Preliminary Engineering Report (PER) as presented for a not-to-exceed cost of \$45,000. Director Malonson 2<sup>nd</sup> 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 that the El Dorado Water Agency is no longer providing Caldor Fire recovery support to the District, and that there were no significant updates for this item. Scott Myers will present the Board with the Reservoir Liner Repair Request for Proposals so that they can review and approve it at the next regular meeting scheduled to take place on June 8, 2023.
  
2. **Update on hazard tree marking for private parcels along Eagle Ditch pipeline** - Kim Gustafson said that contracts have been executed with Forester’s Co-Op to mark remaining private parcels and U.S. Forest Service lands to USFS standards. Work is expected to commence within a few weeks.
  
3. **Report on status of customer billing** – Kim Gustafson said that 574 customers were billed \$42,610.63 in May 2023, and that 539 payments were received for \$39,694.43.

**G. ANNOUNCEMENTS / DIRECTORS COMMENTS** – Kim Gustafson said that as recommended by Director Hannblom at the April 13<sup>th</sup> meeting, she applied for a scholarship through the Special District Leadership Foundation and was approved funding to attend the General Manager Leadership Summit at Olympic Village from June 25<sup>th</sup> to June 27<sup>th</sup>. She indicated that there is adequate funding remaining in the current budget to cover costs for lodging and the \$100 pre-conference workshop “So, You Want to Be a General Manager?” The Board indicated their approval for her to attend the event.

**H. ADJORNMENT- Director Chigazola made a motion to adjourn. Director Malonson 2<sup>nd</sup> 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 6:50 P.M.** The next regular meeting will be held in Grizzly Flats and via teleconference starting at 6:00 PM on Thursday, June 8, 2023.

Minutes submitted by:

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*Kim Gustafson, Board Secretary*

Approved by:

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*Lynn Hannblom, Board Chair*

Date:

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