

**Grizzly Flats Community Services District  
Minutes of the Regular Meeting of the Board  
August 24, 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 Malonson, Davidson, and Hannblom

Called-in: None

Absent: Director Chigazola

Others: Kim Gustafson, Jessi Phillips, and Scott Myers

**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 July 13, 2023, regular meeting.**
2. **Review monthly System Report for July (production data, rainfall information, operations unrelated to the Caldor Fire Recovery efforts).**
3. **Approval of the recent purchase orders, financial reports and spending for July 2023.**
4. **Receive and review the El Dorado Grand Jury report dated June 30, 2023 –** Director Hannblom stated that her response to the Grand Jury report would be submitted on August 25, 2023.
5. **Receive and file the 2023/24 Direct Charge confirmation from El Dorado County.**
6. **Receive and file the Quarterly Interest Report from the Local Agency Investment Fund (LAIF).**

**Director Davidson 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 / Gustafson, General Manager**

**Office Operations:**

1. **Update from the District's audit for fiscal year ending June 30, 2023, which took place from August 3, 2023, and August 4, 2023 –** Kim Gustafson says the auditors were here for about a day and a half and the audit ran smoothly. She says they were digging through the grant, and that the hardest part with this year's audit was trying to reconcile what is waiting for reimbursement versus what we have received. She mentioned she went through item by item after they left to verify which ones were reimbursed and which ones were not.
2. **Update on the cost of services study -** Kim Gustafson said that the meeting to review the Cost of Services Study is scheduled for Thursday, September 7, 2023, at 5:30 p.m. Catherine Hansford and her Public Relations Associate Schaelene Rollins will be in attendance to go over the progress of the study. Schaelene came up to tour the District a few weeks ago in hopes of identifying a venue for the public hearing. It was decided that the carport will be the best place, so that customers can be taken on a tour of the main office site after the presentation is made. This will give customers a first-hand look at the aged and failing equipment and offer a visual for the improvements needed to provide safe quality water to the community. Director Hannblom asked if those who no longer live in the area will be able to participate, and Kim Gustafson let her know that the meeting will be available by zoom.

3. **Annual disclosure of Board member or employee reimbursements for individual charges over \$100 for Services or products** - Kim Gustafson referred the Board to page 40 of the packet and said that there were three reimbursements to staff exceeding \$100. The first reimbursement was made to Jodi Lauther for purchasing a Verizon hotspot for use at the office until internet service is restored. The second was made to Jodi Lauther as reimbursement for the pressure system pump she purchased with her personal credit card to expedite shipping. The third one was a reimbursement to Andy Vicars for purchasing work boots. She mentioned the District's policy allows up to \$160 reimbursement for purchasing qualified work boots. There was some confusion when the reimbursement was issued, as the Bookkeeper reimbursed the full boot purchase price of \$255.79. Since Andy had only received one boot allowance in the last couple years, and since the reimbursement limit is so low, the Board agreed that the District should absorb the overpayment. Director Hannblom requested that the Safety Footwear Policy be revisited next time the Policy and Review Committee meets.
4. **Announce FEMA's approval of the District's California Disaster Loan in the amount of \$146,301** – Kim Gustafson said that the District's California Disaster Loan application was approved by FEMA. She mentioned that the Board had previously felt uncomfortable taking on new debt even though there is a good chance the loan will be forgiven. She asked the Board how they felt about accepting the loan and hoped that it is forgiven or paying it off right away to avoid interest charges with the \$450,00 that is coming from the State. Director Malonson suggested that the District get the loan and hold onto the payoff amount until news of the loan is being forgiven or not.

**Director Davidson made a motion to authorize the General Manager to finalize the loan. 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 the District is still having issues with FEMA and Cal OES not participating in meetings relative to the Caldor fire disaster. She said she has reached out to a few alternate contacts at Cal OES and is hoping they can help get the projects moving. Director Hannblom recommended that staff contact Lauren Hernandez, District Director, CA Senate District 4 Office of Senator Marie Alvarado-Gil, and Congressman Kiley about this issue. Kim Gustafson said the storm damage FEMA project is moving along quickly and the case worker is excellent. However, FEMA wants the District to submit the water treatment plant project under insurance. She says that the project amount is in the \$30,000 range and the deductible through insurance is \$500,000 because it was a federally declared disaster.
2. **Update on hazard tree marking for USDA grant to remove hazard trees along Eagle Ditch pipeline** – Kim Gustafson said the tree removal project is still waiting on three property owners to submit the waiver, she mentioned Tom Amesbury is having a difficult time getting those waivers back. She said she did email USDA to find out if anything else is needed prior to soliciting bids for tree removal. She is waiting to hear back from them.
3. **Report on status of customer billing** – Kim Gustafson said that 589 customers were billed a total of \$43,519.16 in July 2023, and that 570 payments were received for a total of \$43,227.34 (99%).

#### **G. CLOSED SESSION TIME ENTERED: 6:42 P.M.**

1. **CONFERENCE WITH LEGAL COUNSEL Pursuant to § 54956.9(d)(4)**  
**Anticipated Litigation: 2 Significant exposure to litigation: (1 case)**

#### **H. REPORT FROM CLOSED SESSION TIME RETURNED: 7:43 P.M.**

1. The Board gave staff some direction and there is nothing more to report out.

#### **I. ANNOUNCEMENTS / DIRECTORS COMMENTS** – There were no comments.

J. **ADJORNMENT- Director Malonson made a motion to adjourn. Director Anderson 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 7:44 P.M.** The next regular meeting will be held in Grizzly Flats starting at 6:00 PM on Thursday, September 14, 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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