

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

Called-in: None

Absent: Director Chigazola

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 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 September 7, 2023 special meeting and September 14, 2023 regular meeting minutes.**
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 September 2023.**
4. **Approval of the WSIP loan payment to USDA-Rural Development on October 1, 2023.**
5. **Receive and file Special District Risk Management Authority’s (SDRMA’s) letter dated September 21, 2023, relative to no paid Property/Liability claims in 2022-23** – Director Hannblom requested that a response be sent to SDRMA. Kim Gustafson will let them know that District staff strives to be safety conscious and to lock up the premises each day before leaving.

Director Davidson 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. COMMITTEE MEETINGS

1. **Cost of Services Study Review Committee** - Directors Davidson and Malonson, Kim Gustafson, Patti Jobe (District Treasurer), and Mel Kelley
 - a. **Report from the committee meeting held on September 26, 2023** – Kim Gustafson said the meeting went well and that although the District’s expenses and recommended rates started off looking a little high, they made more sense after digging into the numbers and considering H2O’s rate increase and other operational expense changes. The committee requested that the consultant clarify a few questions and apply some minor modifications to the rate model. Kim Gustafson said Hansford re-ran the numbers and they look closer to what the District anticipated with the basic rate at \$86.10, and volumetric charge at \$3.81/hundred cubic feet (hcf). With the volumetric charge increase, it will put more onus on the customers that use the water. Kim mentioned that she will schedule a follow-up committee meeting to review the updated Cost of Services Study. She added that she would like to have the draft recommendation to the board for approval at the November 9th meeting if possible.

- b. **Schedule a follow-up committee meeting to review the updated Cost of Services Study** – Kim Gustafson said she will reach out to the committee to schedule a follow-up meeting.

2. Emergency Contingency Plan Committee - Directors Chigazola and Hannblom, and Kim Gustafson

- a. **Schedule an Emergency Contingency Plan Committee meeting to begin work on the new policy** – Kim Gustafson said she has been gathering information for the Emergency Contingency Plan. She will schedule a committee meeting to take place during the week of November 20th.

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

Office Operations:

1. **Report from the September 27, 2023, Local Agency Formation Commission meeting** – Kim Gustafson said she participated in the meeting and that they indicated concern about the District’s funding and potential insolvency. She provided them with updated financials and clarification on the grant reimbursable section. She said they talked about the progress the District has made since the fire and the information that was presented. LAFCO’s Commission noted that there is currently no need for monthly check-ins and that they will follow-up with the District next year to make sure things are still on track.
2. **Discuss the contract renewal options for Operations and Maintenance services with H2O Urban Solutions, Inc., and decide if a one-year extension should be implemented** – After a brief discussion the Board requested an update on the status of Scott Myers billing. Kim Gustafson said that she has not received any invoices since January, 2023. The Board requested that Scott submit all past due invoices before November 1, 2023, and that he do so monthly thereafter. Kim Gustafson will prepare a Request for Proposal so that it can be considered for distribution prior to the beginning of fiscal year 2023-24.

Director Malonson made a motion to authorize a one-year Operations & Maintenance contract extension with H2O Urban Solutions for a cost not to exceed \$272,224, effective July 1, 2023. 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.

3. **Review and approve H2O Urban Solution’s Engineering Contract Task Order #5 to assist with the ARPA project** – Kim Gustafson said that Cort Abney (Shoreline Engineering) and Scott Myers (H2O Urban Solutions) were working on a couple of concerns that Kyle Erickson (El Dorado Water Agency) has about the ARPA Scopes of Work. She said they are making progress and plan to have the scopes and ARPA contracts ready for the Board’s approval at the next regular meeting scheduled for November 9th. Members of the Board did express concern about the ARPA scopes being properly prepared to meet the requirements of EDWA.

Director Malonson made a motion to approve H2O Urban Solution’s Engineering Contract Task Order #5 for a cost not-to-exceed \$50,000 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 and the meeting was adjourned at 6:50 P.M.

G. CALDOR FIRE RECOVERY

1. **Review the most recent Caldor Fire Status Report** – Kim Gustafson said the last time she was scheduled to have a meeting with FEMA and Cal OES that they participated in the scheduled call. She indicated that a lot of the projects are waiting on inspections. One of the representatives said she would reach out to the team to see when it can get done and express the District’s urgency.
2. **Update on hazard tree marking for USDA grant to remove hazard trees along Eagle Ditch Pipeline** – Kim Gustafson mentioned that although staff was hoping to distribute the tree removal project for bids so that the work could begin before winter, she discovered that the Request for Proposals was not completed in time. In result, bids will be solicited over winter with the intention of beginning work in spring of 2024. Kim also indicated that staff has concerns about the trees falling on the pipeline and have parts on hand in case of line breaks.

3. **Report on status of customer billing** - Kim Gustafson said that 602 customers were billed a total of \$43,574.75 in September, and that 568 payments were received for \$37,800.10 (87%).

H. **ANNOUNCEMENTS / DIRECTORS COMMENTS** – Director Davidson suggested all service connection repairs be made with 1” meters now since they will be required for the new sprinkler flow regulations. He also mentioned a customer reached out to him about having the Resource Conservation District fall and remove the trees on their property which had been marked as a part of the District’s United States Department of Agriculture grant. Kim Gustafson said that the trees can be removed by the RCD before winter without impacting the District’s tree project.

I. **ADJORNMENT- Director Malonson made a motion to adjourn. 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 and the meeting was adjourned at 7:57 P.M.** The next regular meeting will be held December 14, 2023 in Grizzly Flats starting at 6:00 P.M.

Minutes submitted by:

Kim Gustafson, Board Secretary

Approved by:

Lynn Hannblom, Board Chair

Date:
