

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
November 9, 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 Director Malonson

Called-in: None

Absent: None

Others: Daniel Widemann, Kim Gustafson, and Jessi Phillips

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 October 12, 2023 regular meeting minutes.**
2. **Review monthly System Report for October (production data, rainfall information, operations unrelated to the Caldor Fire Recovery efforts).**
3. **Approval of the financial reports and spending for October 2023** – Director Hannblom suggested that the Profit/Loss – O/M sheet on page 9 be updated to remove the Capital Expenses. Kim Gustafson said she will request the District’s bookkeeper Darlene Serpa list the Operations and Capital expenses separately.
4. **Receive and file Special District Risk Management Authority’s (SDRMA’s) letter dated September 26, 2023, relative to no paid Workers Compensation claims in 2022-23.**

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. 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 meetings held on October 20, 2023 and October 31, 2023** – Director Malonson said that the committee met a few times and worked hard to reduce the proposed rates. The committee requested that the volumetric charge be revised so that customers who are using the water pay for staff time to run the plants and check the diversions. Also, although Catherine Hansford (Hansford Economic Consulting LLC) estimated that the District would need \$150,000 each year to repair the system, the committee requested that number reduced to \$75,000 per year as most of the District’s infrastructure will be upgraded or replaced through the ARPA project or FEMA recovery efforts.
 - b. **Discuss revisions applied to the draft rate structure scenario and next steps** – Kim Gustafson said the next step is to schedule a public workshop. Schaelene Rollins (Hansford Economic Consulting, LLC) will draft the Proposition 218 presentation and the notices that will go out to customers. Kim mentioned that the District would like to have the new rate implemented by the 2024/2025 fiscal year, which gives the District ample time to distribute notices and inform the public about the proposed rate changes so that they can submit questions or provide feedback. Director Hannblom is concerned about presenting the example bill, but Kim

said that it is required as part of the Proposition 218 process and that staff is happy to help answer any questions the customers may have. Daniel Widemann asked the Board about the numbers and asked if the rate is going to go up by about \$19? Kim Gustafson explained that the District was due for a rate study in 2021, but it was delayed due to the Caldor fire. Director Chigazola noted that customers and the El Dorado County Grand Jury requested the District perform another rate study after the fire. Daniel said he does believe that number is a big jump. The Board agreed to move forward with the recommended rate changes.

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

- a. **Report from the committee meeting held on October 24, 2023 and request Board approval for the District's Emergency Contingency Plan** – Kim Gustafson said the Grand Jury recommended the District adopt an Emergency Contingency Plan by the end of the year. She said the committee met and she reviewed a draft of the plan and had some recommendations that were implemented. She said she spoke with Pioneer Fire Protection District's Chief Whitt and confirmed that an Memorandum Of Understanding (MOU) was not needed, although he did recommend that the policy indicate that mutual aid will be requested if the emergency situation exceeds District staff's capability. Kim said she incorporated his recommendation into the plan, and she added contact information for the various partner agencies.

Director Chigazola made a motion to approve the Emergency Contingency Plan 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.

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

Office Operations:

1. **Report from the Fall 2023 Countywide Plenary for Water which was hosted by the El Dorado Water Agency on October 19, 2023** – Kim Gustafson got a call from Rebecca Guo (El Dorado Water Agency General Manager) stating that Senator Alvarado-Gil would be attending the Fall 2023 Countywide Plenary for Water and planned to present a big check to the District for the Operations and Maintenance funding they were able to secure. Kim attended the plenary and spoke with Senator Alvarado-Gil's District Director Lauren Hernandez who indicated that the actual funding will probably be available to the District in February or March of 2024.
2. **Discuss California Special Districts Association's (CSDA's) annual renewal** – Kim Gustafson and Director Hannblom talked briefly about the importance of this membership and all agreed to the renewal.

Director Malonson made a motion to approve the annual CSDA membership renewal fee for 2024. 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.

G. AMERICAN RESCUE PLAN ACT (ARPA) PROJECTS

1. **Approval of the District's American Rescue Plan Act Project Agreements** – Kim Gustafson said some revisions are needed before the ARPA contracts can be signed. She also indicated that there was not enough time after the Scopes of Work were approved to solicit for a Project Manager in the Mountain Democrat. Although she had drafted a resolution waiving the standard procurement requirements as a precaution, she was able to get approval from Rebecca Guo at the El Dorado Water Agency to push out the Project Manager selection to the December 14, 2023 meeting. This will allow staff to competitively bid a Project Manager in accordance with District policy.

Director Chigazola made a motion to authorize the General Manager to execute subrecipient agreements with El Dorado Water Agency for SLFRF Projects ARPA-GFCSD-01 Clearwell and Water Treatment Plant Improvements Project, and ARPA-GFCSD-02 Reservoir Lining Rehabilitation Project as updated. 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.

2. **Adopt Resolution 2023-24 Declaring an Emergency for Procurement of an American Rescue Plan Act Project Manager** – Kim Gustafson said that this item is no longer needed due to the schedule adjustment for selecting a Project Manager.
3. **Review ARPA Project Manager Statements of Qualifications and authorize staff to contract with the most qualified submittal** – Kim Gustafson asked that this item be deferred to the December, 14, 2023 regular meeting.

H. CALDOR FIRE RECOVERY

1. **Review the most recent Caldor Fire Status Report** – Kim Gustafson said that staff was unable to meet with representatives from Cal OES & FEMA as scheduled for the Caldor fire recovery project, as they did not join the conference call. She will contact Sarah Stranahan and Charlotte Lin to confirm they have the right meeting participation information on their calendars. Kim also mentioned that she and Scott Myers spoke with Phil Hamilton about the plant equipment that was damaged during the brown-out, and that Scott requested that the project scope and cost be revised to include a temporary PLC for use during the impending winter and an additional PLC be included for redundancy. Kim expressed concern because the project was approved for \$260,000, and the changes would delay the project without guarantee of approval for the additional costs. Additionally, FEMA would require submittal of a Certified Engineering Report for the proposed changes, which is estimated to cost an additional \$15,000 to \$20,000. Director Chigazola suggested that the District proceed to purchase a new Programmable Logic Controller (PLC) as soon as possible to run the water treatment plant with the hope that the District can be reimbursed by FEMA. The Board requested that Kim contact Scott to get a hard number for the equipment cost and confirm the lead time for delivery so that it can be brought back to the Board at a special meeting.
2. **Report on status of customer billing** – Kim Gustafson said 613 customers were billed a total of \$43,633.04 in October 2023, and that 575 payments were received for a total of \$42,692.82 (98%). She went on to say that eleven more customers were restored, and that staff appears to be on schedule to have all 620 customer service connections billable by the end of the calendar year.

I. ANNOUNCEMENTS / DIRECTORS COMMENTS – Daniel Widemann said that the District staff and Board are very impressive, and that he enjoyed participating in the meeting.

J. 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 7:31 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:
