

**Grizzly Flats Community Services District  
Minutes of the Regular Meeting of the Board  
December 14, 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 Director Malonson

Called-in: T. Dollar-Mills joined at 6:10 P.M.

Absent: None

Others: Kim Gustafson, K. Forbey, C. Forbey, 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 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 November 9, 2023 regular meeting minutes.**
2. **Review monthly System Report for November (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 requested that Darlene Serpa include the year-to-date amount of customer payments that have been collected from customers on the Profit/Loss – O/M sheet going forward. Kim Gustafson said she will request that information from Darlene.

**Director Malonson made a motion to approve the consent calendar 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.**

**E. BOARD APPOINTMENT**

1. **Consider an appointment for the one vacant position on the GFCSD Board of Directors. If an appointment is made, the newly elected member will be sworn in at the next regular Board meeting scheduled for January 11, 2024 –** Director Hannblom noted that three candidates submitted letters of interest for the vacant seat on the Board of Directors. Kevin Forbey was one of the interested candidates, and he noted that he has experience in the technical field and knowledge of Programmable Logic Controllers (PLC's) which may benefit the District with the upcoming ARPA Water Treatment Plant Improvement project. Another interested candidate was Terri Dollar-Mills, who has experience in fundraising and grant writing. She offered to volunteer for the District if grant writing is needed in the future. The third candidate Matt Nunley was not in attendance. There was a brief discussion about the candidates and the current needs of the District.

**Director Davidson made a motion to appoint Kevin Forbey to fill the vacant seat on the Board of Directors. Director Chigazola 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. OFFICE & FINANCE**

***Office Operations:***

1. **Report from the Title 25 meeting held on November 13, 2023 –** Kim Gustafson said she and Director Davidson attended a meeting with Pioneer Fire Protection District, City of Placerville, and El Dorado County officials to discuss Title 25 (Limited Density Owner Built Rural Dwelling for Grizzly Flats). This ordinance would allow burnt-

out customers to rebuild to a less strict (temporary) standard until they can fully rebuild to Title 24 standards. Kim said that District staff had provided the El Dorado County Building Department with a list of the residents that were burned out and still own property in Grizzly Flats, as they would be able to utilize this new ordinance. She said that El Dorado County's legal team is drafting the Title 25 ordinance based off the feedback shared in the meeting.

2. **Update on the Cost of Services Study and Proposition 218 process** – Kim Gustafson said there were no major updates. Schaelene Rollins (Rollins PR Consulting) is drafting the presentation for the public workshop. The meeting for the public workshop is scheduled for February 26, 2024. The workshop will provide the public with information on the study and what is legally required for the District to charge to provide water to the community.
3. **Discuss scheduling a strategic Planning meeting** – Director Hannblom requested that this item be revisited in July 2024.
4. **Review and approve Task Order #6 from H2O Urban Solutions to assist with equipment selection and bid process for the Water Treatment Plant damage repairs being funded by FEMA** – Kim Gustafson said that the storm damage project has been obligated and closed out by FEMA, so it is now transferring to Cal OES. She said she has a meeting scheduled with Cal OES to see if the District can sole-source the equipment because it is already known what is needed and it is an emergency to get the PLC, and to expedite the equipment integration. She said there is an 8-week lead time to receive the equipment after purchase. The Board agreed there doesn't need to be much discussion on this Task Order, they said it should be done as soon as possible.

**Director Chigazola made a motion to approve Task Order #6 from H2O Urban Solutions to assist with equipment selection and bid process for the Water Treatment Plant damage. 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.**

5. **Adopt the "Schedule of Regular Board Meeting" for the 2024 calendar year** – The Board briefly reviewed the schedule and proceeded with the motion.

**Director Malson made a motion to adopt the regular board meetings 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.**

#### ***Financial Operations:***

6. **Review and select a quote to repair the District's heating and air condition systems** – Kim Gustafson said the District's heating system went out and the inspector from Capital Air System said both the heating system and the air conditioning system were in bad shape and should be replaced. Per policy, the District acquired three quotes for replacing or repairing the heater. Director Davidson asked Kim if she could ask the companies to provide quotes for installation of mini split systems with three registers instead. Director Hannblom authorized Kim Gustafson to move forward with the best option as long as it did not cost more than \$12,000.

**Director Hannblom made a motion to authorize the General Manager to proceed with work for a not-to-exceed cost of \$12,000. Director Chigazola 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.**

#### **G. AMERICAN RESCUE PLAN ACT (ARPA) PROJECTS**

1. **Review ARPA Project Manager Statements of Qualifications and authorize staff to contract with the most qualified submittal** – Kim Gustafson said last meeting the Board deferred the selecting a project manager for the ARPA projects because there was not enough time to advertise in the paper and wanted to make sure it was competitively bid. Kim said she placed it on several platforms and that no more bids were received. She also said the first proposal that was received came from Camille D'Ambrosio, who had glowing references. Scott and Cort (H2O Urban Solutions) have not worked with her directly but have heard good things about her performance.

Director Chigazola made a motion to authorize the General Manager to execute a contract with Camille D’Ambrosio for managing the District’s ARPA projects. 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.

**H. CALDOR FIRE RECOVERY**

1. **Review the most recent Caldor Fire Status Report** – Kim Gustafson said that the ARPA contract have been fully executed. The schedule was updated accordingly to select a Project Manager in December 2023, the firm for Engineering and Technical Professional Services in January 2024, and the Environmental Consultant in February 2024. Kim noted that although she’s been advertising the Request for Proposal’s on multiple platforms, there has only been one proposal submitted for each request. Kim said she met with FEMA and Cal OES via teleconference, and FEMA has transitioned the Caldor Fire projects to Mike Davis and Salvador Lopez Merced so that they can help get funding obligated. The Board reviewed the FEMA project funding status sheet that Director Hannblom asked Kim to create.
2. **Report on status of customer billing** – Kim Gustafson said she is pleased to report that as of today, all service connections have been restored with access and are now billable. She added that 620 customers were billed a total of \$44,413 in November 2023, and \$45,889 was received (103%).
2. **ANNOUNCEMENTS / DIRECTORS COMMENTS** – Director Hannblom said the next meeting will be to review the committee members, chair, and vice chair. Kim Gustafson said she believes they are a little behind in the classes they are required to keep up on. She said she would follow-up with the Directors about the status of their certifications.
3. **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 7:31 P.M.** The next regular meeting will be held in Grizzly Flats at 6:00 PM on January 11, 2024.

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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