

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
January 11, 2024**

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, Forbey, Hannblom, and Director Malonson

Called-in: None

Absent: None

Others: Kim Gustafson and Mel Kelley

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 December 14, 2023 regular meeting minutes.**
2. **Review monthly System Report for December (production data, rainfall information, operations unrelated to the Caldor Fire Recovery efforts).**
3. **Approval of the financial reports and spending for December 2023 –** Kim Gustafson said she asked Darlene Serpa to include the year-to-date amount of customer payments that have been collected from customers on the Profit/Loss – O/M sheet starting next month.
4. **Receive and file the annual report regarding GFCSD’s compliance with the Federal Trade Commission’s Red Flag Rules in accordance with GFCSD policy.**

Director Malonson made a motion to approve the consent calendar as presented. 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.

E. ANNUAL ORGANIZATION MEETING

1. **Nominate and elect Board positions for the 2024 calendar year –** Kim Gustafson said that the Board should elect the Board Chair and Vice Chair for the 2024 calendar year. She started with the Board Chair position and asked if there were any nominations.

Director Chigazola made a motion to nominate Lynn Hannblom for the Board Chair position. 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.

Director Chigazola made a motion to nominate Art Davidson to the Vice Chair position. Director Forbey 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with four directors present voting aye: Chigazola, Forbey, Hannblom, and Malonson. Director Davidson abstained from the vote.

2. **Appoint members to the standing committees for the 2024 calendar year –** Kim Gustafson referred the Board to page 23 of the packet and asked if there were any specific committees that the Directors were interested in. Following a brief discussion, Director Hannblom adjusted the membership so that the “Budget & Finance Committee” included Director Hannblom, Director Malonson and Kim Gustafson, the “Personnel & Policy Review

Committee” included Director Chigazola, Director Hannblom and Kim Gustafson, the “Water Operations Committee” included Director Davidson, Director Malonson and Kim Gustafson, and the “Capital Improvement Projects (CIP) Planning & Engineering Committee” included Director Davidson, Director Forbey and Kim Gustafson, and the “Cost of Services Study Committee” included Directors Davidson and Malonson, Patti Jobe (Treasurer), Mel Kelley (Member of the Public), and Kim Gustafson.

3. **Confirm the service of Kim Gustafson as Board Secretary, and Patti Jobe as District Treasurer for the 2024 calendar year** – Kim Gustafson confirmed that she will continue to be Board Secretary, and Patti Jobe will continue to act as District Treasurer for the 2024 calendar year.
4. **Select agency representatives for the 2024 calendar year (El Dorado Water Agency, Mountain Counties Water Resources Association)** – After a brief discussion Direction Hannblom volunteered to represent the District for both agencies.

F. OFFICE & FINANCE

Office Operations:

1. **Update on cost of services study and proposition 218** – Kim Gustafson said she reached out to Catherine Hansford (Hansford Economic Consulting LLC) and Schaelene Rollins (Rollins PR Consulting) to check on the status of the draft presentation. The draft presentation will be presented to the Board on February 8, 2024, following which they will request Board approval to distribute the Proposition 218 notices on February 14, 2024. A public workshop will be scheduled to take place at Pioneer Park at 6:00 PM on Monday, February 26, 2024, and the public hearing will be scheduled to take place at Pioneer Park at 10:00 AM on Saturday, April 13, 2024. Kim also said she will post a notification for the public hearing in the Mountain Democrat newspaper. The public workshop will be held on February 26, 2024, the final presentation will be complete on March 30, 2024 for the public hearing and adoption of the resolution to change the rate on April 13, 2024. The Directors were concerned about holding the public workshop at the District due to the space, it was suggested by the Board that we look into Leoni or the community center and Pioneer park for the public workshop.

Financial Operations:

2. **Report on first draw from the District’s California Disaster Loan** – Kim Gustafson said the District made the first California Disaster Loan draw of \$48,767. She reached out to Leanne Anderson (FEMA) to see what the interest rate is and was told it is at 3.875%. The interest begins to accrue after the first draw, so the Board directed Kim to hold off on requesting more money from the loan.

G. AMERICAN RESCUE PLAN ACT (ARPA) PROJECTS

1. **Review proposals for ARPA Environmental Services and authorize staff to contract with the most qualified firm** – Kim Gustafson referred the Board to page 25 of the packet and said that after advertising on the District’s website, within the Mountain Democrat newspaper, and on California Special Districts Association’s website only one proposal was received for ARPA Environmental Services. The Board requested that she contact BaseCamp Environmental to request a breakdown of the \$12,500 proposal cost.

Director Chigazola made a motion to authorize the General Manager to execute a contract with BaseCamp Environmental for ARPA Environmental Services for a not-to-exceed cost of \$12,500. 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.

2. **Review proposals for ARPA Engineering and Technical Professional Services and authorize staff to contract with the most qualified firm** – Kim Gustafson said that only one proposal was received for the ARPA Engineering and Technical Professional Services Request for Proposal after advertising for bids.

Director Chigazola made a motion to authorize the General Manager to execute a contract with Kier+Wright for ARPA Engineering and Technical Professional Services for a not-to-exceed cost of \$156,308. 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.

H. CALDOR FIRE RECOVERY

1. **Review the most recent Caldor Fire Status Report** – Kim Gustafson said that going forward, she will call this item the Disaster Status Report since it doesn't only pertain to the Caldor fire. The Board requested that Scott Myers (H2O Urban Solutions) send in his outstanding invoices as soon as possible in the next couple of weeks. Scott indicated that the District will be able to purchase the new Programmable Logic Controller equipment so that it is expedited to the District, and that staff will then need to go to bid to identify an integrator for programming it. If staff were to order the equipment today, it would still be about 5 months before the equipment is installed and programmed.
2. **Report on status of customer billing** – Kim Gustafson said that 622 customers were billed a total of \$43,978.74 in December 2023, and \$39,059.12 was received (89%).
3. **ANNOUNCEMENTS / DIRECTORS COMMENTS** – Kim Gustafson mentioned that the annual 700 form filing is due by April 1, 2024. She also said that the full Board and herself are due to complete the required bi-annual ethics and sexual harassment training.
3. **ADJORNMENT- Director Malonson made a motion to adjourn. 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 and the meeting was adjourned at 7:45 P.M.** The next regular meeting will be held in Grizzly Flats at 6:00 PM on February 8, 2024.

Minutes submitted by:

Kim Gustafson, Board Secretary

Approved by:

Lynn Hannblom, Board Chair

Date:
