

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
February 8, 2024**

A. CALL TO ORDER

The regular meeting of the Grizzly Flats CSD Board of Directors was called to order at 6:01 P.M. by Director Hannblom.

ROLL CALL OF THE BOARD

Present: Directors Chigazola, Davidson, Forbey, Hannblom, and Malonson

Called-in: Zoom – Katherine Hansford, Schaelene Rollins, and Jessi Phillips

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 January 11, 2023 regular meeting minutes.**
2. **Review monthly System Report for January (production data, rainfall information, operations unrelated to the Caldor Fire Recovery efforts).**
3. **Approval of the financial reports and spending for January 2024** – The Board of Directors and Kim Gustafson are concerned about not receiving the invoices from H2O Urban Solutions, which is needed for the financial audit and for FEMA’s DR-4683 Storm Damage project. Director Hannblom offered to write a letter to H2O Urban Solutions expressing the importance of the District receiving the invoices.
4. **Receive and file the Quarterly Interest Report from the Local Agency Investment Fund (LAIF)**

Director Malonson made a motion to approve the consent calendar 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.

E. COST OF SERVICES STUDY

1. **Reminder about the February 26, 2024 public workshop** – Kim Gustafson said the public workshop will be held at 6:00 PM on February 26, 2024 at the community center at Pioneer Park in Somerset.
2. **Acceptance of the final rate study report from Hansford Consulting LLC-** Catherine Hansford (Hansford Economic Consulting LLC) presented the water rate study to the Board. After discussing the presentation, the Board of Directors, Hansford, and Gustafson agreed on a couple of changes to be made to the presentation to prepare for the public workshop. Director Davidson would like the community to know that for years there were no rate increases and the District did not keep up with inflation. Director Hannblom added that the District did not resume billing until 8 months after the fire. Schaelene Rollins (Rollins PR Consulting) said upon receiving Board approval, she will proceed with the Proposition 218 Notice mailing to notify the public about the public workshop, and to meet the 45 days noticing requirement before the public hearing.

Director Chigazola made a motion to accept the final rate study as amended. 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. **Direct staff to proceed with mailing the Proposition 218 notice at the fee levels recommended within the final rate study report.**

Director Chigazola made a motion to authorize staff to proceed with the Proposition 218 Notice mailing at the fee levels recommended within the final rate study report. 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

Office Operations:

1. **Discuss maintenance options for the District's equipment** – Mel Kelley said he noticed the District's Ford Ranger broken down on the side of the Sciaroni Road, and that it was left there for a couple of days. He said the equipment needs maintenance regularly and suggested a company to come out and maintenance the Districts equipment on site. He spoke with a company that is willing to start a program with the District to maintain the equipment at a discounted price, and requested Board authorization to have them make a visit to establish a baseline cost for the work. Director Hannblom thanked Mel for his participation in repairing the truck and for the recommendation.

Director Chigazola made a motion to authorize staff to proceed with the maintenance plan for the District's equipment. Director Forbey 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with all directors present voting aye.

Financial Operations:

2. **Update on Operations and Maintenance funding from the State of California** – Kim Gustafson spoke with Lauren Hernandez, District Director for Senator Alvarado-Gil. Kim informed Lauren Hernandez that the District has not yet received the \$450,000 check from the State of California. Lauren explained that the state is currently holding some of the approved checks due to a budget deficit. If the District has not received the check by now, it is likely it will arrive in June.
3. **Approve increase of the District's safety footwear maximum annual reimbursement amount from \$160 to \$300** – Kim Gustafson said the last increase for boot allowance was in 2011, and that staff is not being fully reimbursed for safety footwear purchases due to the increased costs.

Director Forbey made a motion to authorize an Employee Handbook policy update to reimburse up to a maximum of \$300 per year for safety footwear. 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

Office Operations:

1. **Update from the February 6, 2024 CIP Committee meeting held to discuss concerns about the District's ARPA projects and schedules** – Kim Gustafson said she met with Directors Davidson and Forbey, Scott Myers and Cort Abney of H2O Urban Solutions to discuss ARPA schedule concerns that arose after the kickoff meeting with Kier+Wright.
2. **Update on the District's ARPA projects** – Kim Gustafson said they had the first Engineering update today and it went well. Cort Abney and Scott Myers (H2O Urban Solutions) and Camille D'Ambrosio (project manager) were also on the meeting call. Kim Gustafson said that Camille has the minutes available from the meeting. Everything is moving forward with the Water Treatment Plant Improvement Project. There was a phone conference today with MISCO Water to see if there would be a discount in the event that two treatment plants were purchased and shipped at the same time. Director Chigazola expressed concerns about productivity with the projects and Kim explained that the District just entered into three contracts for the ARPA (American Rescue Plan Act) projects, that there was a site walk with the engineering team, and now they are working on the preliminary design report which will need to be approved by the El Dorado Water Agency. Kim also mentioned they are getting ready to send out an RFP for the Reservoir Debris Survey.

- 3. **Verify Board authorization to solicit for services related to the ARPA projects** – Kim Gustafson said that the District’s Accounting Policies and Procedures Manual requires Board approval prior to soliciting bids. Kim requested blanket approval from the Board to solicit for ARPA related work according to the approved schedule and the work plan.

Director Chigazola made a motion to authorize the General Manager to solicit bids as needed to the American Rescue Act Projects. 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. DISASTER RECOVERY

- 1. **Review the most recent Disaster Recovery Status Report** – Kim Gustafson mentioned the newly assigned PDMG for FEMA DR-4619 Caldor Fire Disaster is very competent and has been moving the District’s projects through the approval process. Kim said she received a request to approve the Damage Description and Dimensions (DDD) for the hazard tree project. Kim said one of the more difficult tasks requested by FEMA will be the gathering of certain documents, such as before and after photos of the distribution lines.

- 2. **Report on Status of customer billing-** Kim Gustafson said that 623 customers were billed a total of \$44,084.36 in January 2024, and \$43,487.98 was received (99%).

- I. **ANNOUNCEMENTS / DIRECTORS COMMENTS** – Kim Gustafson said that SDRMA’s Spring Education Day is coming up on Tuesday March 26, 2024. Kim said she and Andy Vicars (Maintenance Technician) will be attending, and that to get a maximum discount on the Districts insurance, there must be participation from two Board members and two staff members. Director Hannblom asked Kim if she has heard anything about the Eagle Scout project at Grizzly Pond, and Kim indicated that she has not received any updates from Anthony Benavidez. Director Hannblom asked if staff has begun recruiting for a part-time Maintenance Technician. Kim stated that the position advertisement was placed on hold during winter, and that she would check with Andy to verify that he still needs additional assistance.

ADJORNMENT- Director Chigazola made a motion to adjourn. 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 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 March 14, 2024.

Minutes submitted by: _____
Kim Gustafson, Board Secretary

Approved by: _____
Lynn Hannblom, Board Chair

Date: _____