

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

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, Forbey, Hannblom, and Director Malonson

Called-in: None

Absent: Director Chigazola

Others: Kim Gustafson, Mel Kelley (arrived at 6:10 PM), and Jessi Phillips

SALUTE TO THE FLAG was led by Director Hannblom.

B. APPROVAL OF THE AGENDA – Director Forbey 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 February 26, 2024 Public Workshop minutes and the March 14, 2024 regular meeting minutes-** Kim Gustafson indicated that she would like to update item G.1 on page 3 of the minutes to read “Update on the District’s ARPA projects” (rather than “Update from the February 6, 2024 CIP Committee meeting held to discuss concerns about the District’s ARPA projects and schedules”).
2. **Review monthly System Report for March (production data, rainfall information, operations unrelated to the Caldor Fire Recovery efforts).**
3. **Approval of the financial reports and spending for March 2024.**
4. **Receive and file California Special Districts Risk Management Authority’s (SDRMA’s) Notice of Director Vacancy.**

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

E. CUSTOMER APPEAL TO THE BOARD

1. **J. McFadden – Late fee reversal request** - After a brief discussion the Board agreed to stand by the district’s existing policy which does not allow reversal of the late fees. Kim Gustafson said she will relay the Board’s decision to the customer.

Director Malonson made a motion to stand by the district’s existing policy and not take any different action on this item. 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.

F. COST OF SERVICES STUDY

1. **Reminder about the April 13, 2024 public hearing** – Kim Gustafson reminded the Board that the Public Hearing for the Cost of Services Study will take place at 10 AM on Saturday, April 13, 2024 at the Pioneer Park Community Center in Somerset. She said the district received a request for the meeting to be available through online video to accommodate a customer who is hearing impaired. Director Hannblom asked Kim Gustafson to provide information to the public to make them aware that protest can only be handed in during the meeting, and not accepted online.

2. **2024 Notice of Elective Offices** – Kim Gustafson said she received notice from the county that there are three seats up for election this year.
 - a. Review the Board positions up for election this year and deadlines to file for those positions- Kim Gustafson said that the Board would need to let the Elections office know who would cover the costs if a candidate statement were to be prepared. Kim then verified with the Board that they would have to pay for their statement if one is prepared.
 - b. Review and approve “Notice of Elective Offices to be filled.”
 - c. Review and approve Resolutions 2024-01 “Declaring an Election Be Held in its Jurisdiction, Consolidation with other District’s, Requesting Election Services.”- After a brief discussion Kim Gustafson asked the Board for approval to move forward.

Director Davidson made a motion to approve the “Notice of Elective offices to be Filled” and Resolution 2024-01 “Declaring an Election Be Held in its Jurisdiction, Consolidation with other District’s, Requesting Election Services”. 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.

G. OFFICE & FINANCE

Office Operations:

1. **Update on maintenance visit for the district’s equipment** – Kim Gustafson said that staff needed the Terex for a leak repair, so the equipment maintenance visit was rescheduled to Friday April 12, 2024.
2. **Update from Special District Risk Management Authority’s (SDRMA’s) Spring Education Day** – Kim Gustafson said that she, Director Forbey, Director Hannblom, and Andy Vicars (Maintenance Technician/Water Distribution Operator) attended SDRMA’s Spring Education Day. They gave a brief update on recent legal and safety changes.

Financial Operations:

3. **Discuss the affect lot merges have on the district’s debt service** – Kim Gustafson said that she contacted the district’s attorney Barbara Brenner about whether or not standby charges can be assessed on two parcels if they are merged together by the property owner. Barbara indicated that the district cannot charge both lots if merged as the combined parcel would only be able to have one home on it.

H. AMERICAN RESCUE PLAN ACT (ARPA) PROJECTS

1. **Update on District’s ARPA projects** – Kim Gustafson said ARPA projects are moving along smoothly and on schedule. She said the test pit was dug out for geotechnical company to come and take soil samples. She said the engineering team for the project, Keir+Wright completed and submitted the Preliminary Design Report and that it was submitted to the El Dorado Water Agency in hopes that they would approve the PDR. Kim said she received a call from Rebecca Guo indicating that as long as the project milestones are met, funding will be received as EDWA does not need to approve the details for the district’s ARPA projects. Kim then said that the Debris Survey RFP was distributed for bids, and that one response was received.
2. **Approve filling of a California Quality Act (CEQA) Notice of Exemption for ARPA work** – Kim Gustafson said Charlie Simpson (BaseCamp Environmental) came out to the district and met with Cort Abney (H2O Urban Solutions) and walked the property to investigate the reservoir project, the water treatment plant, and Clearwell work. Charlie’s conclusion was that the district would qualify for a California Environmental Quality Act (CEQA) exemption. He said the only thing the district needs to do is file a Notice of Exemption with the county Recorder-Clerk’s office and send out letters to the local tribes that have expressed interest in knowing about the district’s projects.

Director Davidson made a motion to authorize the General Manager to file a CEQA Notice of Exemption for the ARPA 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.

3. **Review proposals for the Reservoir Lining Rehabilitation Project’s Debris Survey and authorize staff to Contract with the most qualified firm** – Kim Gustafson mentioned that it’s extremely difficult it is to find a Civil Engineering firm right now. She said the district has received one proposal from Kier+Wright, who plans to work with Inland Potable Services for the diving inspection. She said the Debris Survey work is planned to commence next week to ensure that the report will be available by the May 15, 2024 deadline. The Board authorized Kim to move forward.

Director Davidson made a motion to authorize the General Manager to execute a contract with Kier+Wright to perform the Debris Survey work for a not-to-exceed cost of \$39,664.45. 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.

I. DISASTER RECOVERY

1. **Review the most recent Disaster Recovery Status Report** - Kim Gustafson said the district is still waiting for the Forest service to confirm that the Eagle Ditch Tree Removal RFP is ready for distribution. She said the Tyler and Winding Way tanks have been costed out by FEMA, and the estimates were provided to the insurance company for review. She went on to say that Cort Abney’s and Scott Myers’ (H2O Urban Solutions) estimate was close to FEMA’s numbers, while the insurance estimate was very low. She mentioned they are now working with the insurance company to bring their numbers up.
2. **Report on status of customer billing** - Director Hannblom indicated that staff does not need to report on this item each month as it is listed in the system report for review. Kim Gustafson will remove this from future agendas.

- J. ANNOUNCEMENTS / DIRECTORS COMMENTS** – Director Hannblom asked Kim Gustafson how many letters of protest had been received for the Cost of Services Study. Kim indicated that 12 letters of protest have been received.

- K. ADJORNMENT- Director Malonson made a motion to adjourn. 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 and the meeting was adjourned at 7:12 P.M.**

Minutes submitted by:

Kim Gustafson, Board Secretary

Approved by:

Lynn Hannblom, Board Chair

Date:
