

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
July 13, 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, and Hannblom

Called-in: None

Absent: Director Malonson

Others: Kim Gustafson, Jessi Phillips, Mel Kelley and Scott Myers

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 Davidson 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 – Mel Kelley mentioned that he has never seen a closed session scheduled in the middle of a meeting. Kim Gustafson said that although closed sessions usually take place near the end of a meeting, one of the closed session items required discussion before the budget was approved.

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 minutes of the June 8, 2023, regular meeting.**
2. **Review monthly System Report for June (production data, rainfall information, operations unrelated to the Caldor Fire Recovery efforts).**
3. **Approval of the financial reports and spending for June, 2023.** – Director Davidson asked about the Underground Service Alert fee portion of the June financial report. Kim Gustafson said they recently changed the way they charge their fees, stating that there is a membership fee and a fee for every ticket. Director Hannblom requested that the Underground Service Alert charges be split between budget categories 65350 “Membership and Dues”, and 65100 “Agency Admin Fees”. Director Hannblom also requested that the “Profit & Loss O/M” sheet be updated to break down the budget categories by month and fiscal year to date.

Director Chigazola 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. CLOSED SESSION - Time Entered: 6:12 P.M.

1. **CONFERENCE WITH LABOR NEGOTIATORS Pursuant to § 54957.6.**
Agency designated representative: Kim Gustafson
Unrepresented employee: Maintenance Technician/Distribution Operator
2. **CONFERENCE WITH LEGAL COUNSEL Pursuant to § 54956.9(d)(4)**
Anticipated Litigation: Significant exposure to litigation: (1 case)

F. REPORT FROM CLOSED SESSION - Time Returned: 7:03 P.M.

1. **CONFERENCE WITH LABOR NEGOTIATORS Pursuant to § 54957.6** - Kim Gustafson mentioned that there was a discussion about the pay range for the District’s new Maintenance Technician/Distribution Operator position, a pay adjustment to fit the existing employee within that range, and the possibility of hiring on a temporary Maintenance Technician.

2. **CONFERENCE WITH LEGAL COUNSEL Pursuant to § 54956.9(d)(4)** - Kim Gustafson says that they gave some direction to the council, but there was nothing to report.

G. 2023/2024 BUDGET SESSION

1. **Review and consider adoption of the proposed budget for the 2023/2024 fiscal year for Operation and Maintenance (O&M), Asset Management and Capital Improvement Projects (CIP)** – Kim Gustafson gave the Board copies of the 2023/2024 Budget (3rd Draft) which included changes discussed in the closed session. Director Davidson noted that on page 8 of the budget packet, the 2022/2023 expenses were low. Scott Myers said that he had not submitted all of the billing for last fiscal year.

Director Chigazola made a motion to approve the 2023/2024 Budget 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.

H. OFFICE & FINANCE / Gustafson, General Manager

Office Operations:

1. **Report from CSDA's General Manager Leadership Summit which took place from June 25 – 27, 2023** - Kim Gustafson thanked the Board for the opportunity to attend the General Manager Leadership Summit. She said she learned a lot during her attendance at several breakout sessions including Managing the Never-Ending Crisis, Leadership with an Agile Mindset, and Managing a Hybrid Workplace.
2. **Board vacancy update** - Kim Gustafson thanked Director Hannblom for preparing the Board vacancy flier. She said that although it was posted on Facebook, the website, and within the June 2023 Newsletter, there has been no interest.
3. **Update on the Cost of Services Study** - Kim Gustafson says she is still submitting data for the study. The Public Relations representative is scheduled to come out to the District on July 20, 2023 to do a tour of the property in hopes of finding a potential spot to hold the public hearing.

I. CALDOR FIRE RECOVERY

1. **Review the most recent Caldor Fire Status Report** - Kim Gustafson said the Federal Emergency Management Association (FEMA) is requesting information on the Tyler and Winding Way tanks. They want to know how much conduit was burned and how much piping was lost. Scott Myers said he would get an estimate together for that request and produce a hazard mitigation plan. It was mentioned that the FEMA case manager for the Caldor fire has only attended one meeting in the last two months. Director Davidson suggested that staff contact our federal representative to help with the issue. Director Hannblom asked about the reservoir liner project and the status of the bids. Kim Gustafson said the District distributed the Request for Proposals, posted it in the Mountain Democrat, and sent out copies to the companies who have previously done work for the District to see if they are interested.
2. **Update on hazard tree marking for USDA grant to remove hazard trees along Eagle Ditch pipeline** - Kim Gustafson said she has a couple more documents she needs to submit per the Letter of Conditions. She said that Cort is digging into the data for the tree marking and preparing the project to go out to bid.
3. **Report on status of customer billing** - Kim Gustafson said that 585 customers were billed a total of \$42,678.25 in June 2023, and that 581 payments were received for a total of \$44,227.24 (104%).
4. **Authorize H2O Urban Solutions for Task Order 3 to conduct and prepare a Watershed Sanitary Survey and Drinking Water Source Assessment for compliance with SWRCB Division of Drinking Water** - Scott Myers said that he and Austin Peterson of the State Water Resources Control Board Division of Drinking Water spoke and agreed that a more thorough Watershed Sanitary Survey and Drinking Water Source Assessment should be completed following the Caldor Fire. Work would include modifying or evaluating the treatment process and collecting samples at both diversions for one year. **It was noted that this should be Task Order 4, not 3.**

Director Chigazola made a motion to authorize H2O Urban Solutions to proceed with Task Order 4 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.

- 5. **Authorize H2O Urban Solutions for Task Order 4 to prepare a detailed scope of work for the 3 ARPA funded projects needed for the agreements between EDWA and GFCSD by July 28, 2023** – Kim Gustafson requested that this item be removed from the agenda.
- 6. **Authorize H2O Urban Solutions for Task Order 5 to prepare a design build bid package and RFQ/RFP for the Clearwell, Water Treatment Plant Modifications, Pump Station improvements in association with the ARPA funding administered by EDWA** - Kim Gustafson requested that this item be removed from the agenda.

J. ANNOUNCEMENTS / DIRECTORS COMMENTS – Kim Gustafson said that she was recently informed that the District has been awarded the excellence in safety award by Special District Risk Management Authority for no Worker’s Compensation claims. SDRMA has offered to pay for travel to and from Monterey, one night lodging, and one day conference registration so that the award could be accepted in person during CSDA’s Annual Conference & Exhibitor Showcase.

K. ADJORNMENT- **Director Chigazola 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 8:15 P.M.** The next regular meeting will be held in Grizzly Flats starting at 6:00 PM on Thursday, August 10, 2023.

Minutes submitted by:

Kim Gustafson, Board Secretary

Approved by:

Lynn Hannblom, Board Chair

Date:
