

**Grizzly Flats Community Services District**  
**Notice of a Regular Meeting of the Board**

Date: Thursday, December 14, 2023

Time: 6:00 PM

Location: The Grizzly Flats CSD Office (4765 Sciaroni Rd., Grizzly Flats, CA)

**For remote access, call 1-(978)-990-5230 and enter access code 840700#**



**AGENDA**

**A. CALL TO ORDER, ROLL CALL OF THE BOARD MEMBERS and SALUTE TO THE FLAG**

**B. APPROVAL OF THE AGENDA**

**C. PUBLIC COMMENT: Items not on the agenda** - *This is an opportunity to express your views on any topic within the jurisdiction of the District in order to inform the Board. Once recognized by the Chair, you will have 3 minutes to speak. No discussion or action can be taken at this time. The Board may refer the matter to staff or determine whether the matter should be included on a future agenda.*

**D. CONSENT CALENDAR / Board Chair**

*These items are expected to be routine business, not normally requiring much discussion.*

1. Approval of the November 9, 2023 regular meeting minutes. {pk 1-3}
2. Review monthly System Report for November (production data, rainfall information, operations unrelated to the Caldor Fire Recovery efforts). {pk 4-6}
3. Approval of the financial reports and spending for November 2023. {pk 7-20}

***Recommended Motion/Action: Approve the consent calendar as presented.***

**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 / Gustafson (discussion/action) {pk 21-31}

***Recommended Action: The Board may appoint one person to fill the vacancy on the Board of Directors.***

**F. OFFICE & FINANCE / Gustafson, General Manager**

***Office Operations:***

1. Report from the Title 25 meeting held on November 13, 2023 / Davidson & Gustafson (discussion)
2. Update on the Cost of Services Study and Proposition 218 process / Gustafson (discussion)
3. Discuss scheduling a Strategic Planning meeting / Gustafson (discussion/action)

***Recommended Motion/Action: Decide if a Strategic Planning meeting should be scheduled now or deferred to the future.***

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 / Gustafson (discussion/action) {pk 32}

***Recommended Motion/Action: Approve Task Order #6 from H2O Urban Solutions as presented.***

5. Adopt the "Schedule of Regular Board Meetings" for the 2024 calendar year / Gustafson (discussion/action) {pk 33}

**Recommended Action:** *Adopt the schedule of regular board meetings as presented.*

**Financial Operations:**

6. Review and select a quote to repair or replace the District's heating and air conditioning systems / Gustafson (discussion/action) {pk 34-50}

**Recommended Motion/Action:** *Select a quote and authorize the General Manager to proceed with work as proposed.*

**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 / Gustafson (discussion/action) {pk 51-64}

**Recommended Motion/Action:** *Authorize the General Manager to execute a contract with the most qualified candidate for managing the District's ARPA projects.*

**H. CALDOR FIRE RECOVERY**

1. Review the most recent Caldor Fire Status Report / Gustafson (discussion) {pk 65-69}
2. Report on status of customer billing / Gustafson (discussion)

**I. ANNOUNCEMENTS / DIRECTORS COMMENTS**

1. Upcoming agenda item: January's meeting is the "Annual Organizational Meeting" – we will be selecting board positions for the year (Chair, Vice Chair), reviewing/changing committee memberships, confirming Board representatives for outside organizations (EDCWA, MCWRA), and confirming service of Treasurer and Board Secretary.

**J. ADJOURN**

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- *In compliance with the Americans with Disabilities Act, contact Kim Gustafson at [gfwater@sbcglobal.net](mailto:gfwater@sbcglobal.net) or (530) 622-9626 if you need special assistance to participate in this meeting. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (28FR35.102-35.104 ADA Title 11).*
  - *Our next regular Board meeting will be held in person and by teleconference on **Thursday, January 11, 2024, at 6:00 PM.***

*This institution is an equal opportunity provider and employer.*

**Grizzly Flats Community Services District  
Minutes of the Regular Meeting of the Board  
November 9, 2023**

**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 Chigazola, Davidson, Hannblom, and Director Malonson

Called-in: None

Absent: None

Others: Daniel Widemann, Kim Gustafson, 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 October 12, 2023 regular meeting minutes.**
2. **Review monthly System Report for October (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 suggested that the Profit/Loss – O/M sheet on page 9 be updated to remove the Capital Expenses. Kim Gustafson said she will request the District's bookkeeper Darlene Serpa list the Operations and Capital expenses separately.
4. **Receive and file Special District Risk Management Authority's (SDRMA's) letter dated September 26, 2023, relative to no paid Workers Compensation claims in 2022-23.**

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

**E. COMMITTEE MEETINGS**

1. **Cost of Services Study Review Committee -** Directors Davidson and Malonson, Kim Gustafson, Patti Jobe (District Treasurer), and Mel Kelley
  - a. **Report from the committee meetings held on October 20, 2023 and October 31, 2023 –** Director Malonson said that the committee met a few times and worked hard to reduce the proposed rates. The committee requested that the volumetric charge be revised so that customers who are using the water pay for staff time to run the plants and check the diversions. Also, although Catherine Hansford (Hansford Economic Consulting LLC) estimated that the District would need \$150,000 each year to repair the system, the committee requested that number reduced to \$75,000 per year as most of the District's infrastructure will be upgraded or replaced through the ARPA project or FEMA recovery efforts.
  - b. **Discuss revisions applied to the draft rate structure scenario and next steps –** Kim Gustafson said the next step is to schedule a public workshop. Schaelene Rollins (Hansford Economic Consulting, LLC) will draft the Proposition 218 presentation and the notices that will go out to customers. Kim mentioned that the District would like to have the new rate implemented by the 2024/2025 fiscal year, which gives the District ample time to distribute notices and inform the public about the proposed rate changes so that they can submit questions or provide feedback. Director Hannblom is concerned about presenting the example bill, but Kim

said that it is required as part of the Proposition 218 process and that staff is happy to help answer any questions the customers may have. Daniel Widemann asked the Board about the numbers and asked if the rate is going to go up by about \$19? Kim Gustafson explained that the District was due for a rate study in 2021, but it was delayed due to the Caldor fire. Director Chigazola noted that customers and the El Dorado County Grand Jury requested the District perform another rate study after the fire. Daniel said he does believe that number is a big jump. The Board agreed to move forward with the recommended rate changes.

**2. Emergency Contingency Plan Committee / Directors Chigazola and Hannblom, and Kim Gustafson**

- a. **Report from the committee meeting held on October 24, 2023 and request Board approval for the District's Emergency Contingency Plan** – Kim Gustafson said the Grand Jury recommended the District adopt an Emergency Contingency Plan by the end of the year. She said the committee met and she reviewed a draft of the plan and had some recommendations that were implemented. She said she spoke with Pioneer Fire Protection District's Chief Whitt and confirmed that an Memorandum Of Understanding (MOU) was not needed, although he did recommend that the policy indicate that mutual aid will be requested if the emergency situation exceeds District staff's capability. Kim said she incorporated his recommendation into the plan, and she added contact information for the various partner agencies.

**Director Chigazola made a motion to approve the Emergency Contingency Plan 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.**

**F. OFFICE & FINANCE / Kim Gustafson, Interim General Manager**

***Office Operations:***

1. **Report from the Fall 2023 Countywide Plenary for Water which was hosted by the El Dorado Water Agency on October 19, 2023** – Kim Gustafson got a call from Rebecca Guo (El Dorado Water Agency General Manager) stating that Senator Alvarado-Gil would be attending the Fall 2023 Countywide Plenary for Water and planned to present a big check to the District for the Operations and Maintenance funding they were able to secure. Kim attended the plenary and spoke with Senator Alvarado-Gil's District Director Lauren Hernandez who indicated that the actual funding will probably be available to the District in February or March of 2024.
2. **Discuss California Special Districts Association's (CSDA's) annual renewal** – Kim Gustafson and Director Hannblom talked briefly about the importance of this membership and all agreed to the renewal.

**Director Malonson made a motion to approve the annual CSDA membership renewal fee for 2024. 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. **Approval of the District's American Rescue Plan Act Project Agreements** – Kim Gustafson said some revisions are needed before the ARPA contracts can be signed. She also indicated that there was not enough time after the Scopes of Work were approved to solicit for a Project Manager in the Mountain Democrat. Although she had drafted a resolution waiving the standard procurement requirements as a precaution, she was able to get approval from Rebecca Guo at the El Dorado Water Agency to push out the Project Manager selection to the December 14, 2023 meeting. This will allow staff to competitively bid a Project Manager in accordance with District policy.

**Director Chigazola made a motion to authorize the General Manager to execute subrecipient agreements with El Dorado Water Agency for SLFRF Projects ARPA-GFCSD-01 Clearwell and Water Treatment Plant Improvements Project, and ARPA-GFCSD-02 Reservoir Lining Rehabilitation Project as updated. 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.**

2. **Adopt Resolution 2023-24 Declaring an Emergency for Procurement of an American Rescue Plan Act Project Manager** – Kim Gustafson said that this item is no longer needed due to the schedule adjustment for selecting a Project Manager.
3. **Review ARPA Project Manager Statements of Qualifications and authorize staff to contract with the most qualified submittal** – Kim Gustafson asked that this item be deferred to the December, 14, 2023 regular meeting.

**H. CALDOR FIRE RECOVERY**

1. **Review the most recent Caldor Fire Status Report** – Kim Gustafson said that staff was unable to meet with representatives from Cal OES & FEMA as scheduled for the Caldor fire recovery project, as they did not join the conference call. She will contact Sarah Stranahan and Charlotte Lin to confirm they have the right meeting participation information on their calendars. Kim also mentioned that she and Scott Myers spoke with Phil Hamilton about the plant equipment that was damaged during the brown-out, and that Scott requested that the project scope and cost be revised to include a temporary PLC for use during the impending winter and an additional PLC be included for redundancy. Kim expressed concern because the project was approved for \$260,000, and the changes would delay the project without guarantee of approval for the additional costs. Additionally, FEMA would require submittal of a Certified Engineering Report for the proposed changes, which is estimated to cost an additional \$15,000 to \$20,000. Director Chigazola suggested that the District proceed to purchase a new Programmable Logic Controller (PLC) as soon as possible to run the water treatment plant with the hope that the District can be reimbursed by FEMA. The Board requested that Kim contact Scott to get a hard number for the equipment cost and confirm the lead time for delivery so that it can be brought back to the Board at a special meeting.
2. **Report on status of customer billing** – Kim Gustafson said 613 customers were billed a total of \$43,633.04 in October 2023, and that 575 payments were received for a total of \$42,692.82 (98%). She went on to say that eleven more customers were restored, and that staff appears to be on schedule to have all 620 customer service connections billable by the end of the calendar year.

**I. ANNOUNCEMENTS / DIRECTORS COMMENTS** – Daniel Widemann said that the District staff and Board are very impressive, and that he enjoyed participating in the meeting.

**J. ADJORNMENT- Director Malonson made a motion to adjourn. 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 and the meeting was adjourned at 7:31 P.M.** The next regular meeting will be held December 14, 2023 in Grizzly Flats starting at 6:00 P.M.

Minutes submitted by:

\_\_\_\_\_  
*Kim Gustafson, Board Secretary*

Approved by:

\_\_\_\_\_  
*Lynn Hannblom, Board Chair*

Date:

\_\_\_\_\_



# Grizzly Flats Community Services District System Report

## November 2023

*Kim Gustafson, General Manager*  
*Andy Vicars (D2) GFCSD Maintenance Technician,*  
*Ethan Markes and Michelle Derryberry, H2Ou Water System Operators*

The purpose of this System Report is to share production data and statistics with the Board of Directors for an update on our Operations and Maintenance activities as we recover from the Caldor Fire.

### Water Production Report

#### Current Year

2023	Total Gallons	Daily Average (gallons per day)	Monthly Flushing
January	2,638,810	85,123	
February	2,102,184	75,078	
March	3,036,700	97,958	
April	2,803,200	93,440	
May	2,857,600	92,181	306,768
June	2,460,000	82,000	40,000
July	3,638,600	117,374	146,000
August	3,648,700	117,700	178,000
September	3,061,284	102,043	201,344
October	2,853,300	92,042	114,500
November	2,539,240	84,641	216,760

\*November's flushing total represents water flushed for water quality purposes (113,760 gallons), and water loss due to leaks on Pioneer Drive, String Canyon Road, and Wooded Glen Road (103,000 gallons).

#### Prior Years

2022	Total Gallons	Daily Average
January	2,386,600	76,987
February	2,568,200	91,721
March	2,668,600	86,084
April	2,817,200	93,907
May	3,574,600	115,310
June	4,251,500	141,717
July	4,529,800	146,123
August	3,443,000	111,065
September	2,932,100	97,737
October	2,727,200	87,974
November	2,027,000	67,567
December	2,925,100	94,358

2021	Total Gallons	Daily Average
January	2,752,292	88,784
February	2,375,165	84,827
March	2,838,177	91,554
April	3,306,829	110,228
May	5,310,587	171,309
June	4,824,882	160,829
July	5,951,427	191,981
August*	4,587,625	147,988
September*	2,434,469	81,149
October	4,776,800	154,090
November	3,218,100	107,270
December	2,330,600	75,181

\*Due to the Caldor Fire's interruption of operations, August and September data in the above chart was estimated.

## Water Treatment

- Due to a change in water quality attributed to colder water temperatures, the Sterling 8809 coagulant was not as effective as the new NorthStar Chemical N-1770 polymer. In result, both Treatment Plants were transitioned over to run on the new coagulant for the winter months.

## Rainfall

This Year (July 1 – June 30)	Amount (in inches)
July	0.00
August	0.93
September	1.05
October	0.70
November	2.70
December	
January	
February	
March	
April	
May	
June	

Prior Years (July 1 – June 30)	Amount (in inches)
2012 – 2013	29.85
2013 – 2014	31.25
2014 – 2015	32.76
2015 – 2016	52.70
2016 – 2017	78.03
2017 – 2018	38.46
2018 – 2019	65.43
2019 – 2020	33.84
2020 – 2021	18.42
2021 – 2022	37.65
2022 – 2023	39.64
<b>2023 – 2024 Total</b>	<b>5.38</b>

## Administration Report

Billing Information	Number this Month
Bills Mailed Out	615
Active Connections (on/billed each month)	619
Connections on hold (connections damaged by fire)	1
Inactive Connections (locked off/liened with no bill)	7
Current Liens	53
Liens Filed	3
Liens Released	2
New Service Installations	0
Fire Flow Letter Requests	1
1 <sup>st</sup> Tier Late Charges	85
2 <sup>nd</sup> Tier Late Charges	96

*“Connections on hold” were damaged by the Caldor Fire or recovery crews and are not being billed. Four more service connections were restored before the November 2023 billing period.*

*Staff transferred services at seven locations in November, all of which were vacant lots with water service connections.*

## Billing Summary

2023	# of Bills Sent	# Payments Received	Amount Billed	Amount Received
January	557	552	38,395.60	42,946.92 (112%)
February	563	489	42,367.98	32,992.64 (78%)
March	562	565	38,391.27	46,081.30 (120%)
April	574	539	42,610.63	39,694.43 (93%)
May	583	554	41,661.73	46,155.20 (110%)
June	585	581	42,678.25	44,227.24 (104%)
July	589	570	43,519.16	43,227.34 (99%)
August	591	599	45,650.85	42,936.14 (94%)
September	602	568	43,574.75	37,800.10 (87%)
October	613	575	43,633.04	42,692.82 (98%)
November	620	612	44,413.81	45,889.96 (103%)

2022	# of Bills Sent	# Payments Received	Amount Billed	Amount Received
January	222	206 (93%)	15,281.45	19,851.86
February	225	180 (80%)	16,473.35	15,320.98
March	234	216 (92%)	17,073.98	19,909.26
April	479	238 (50%)	30,324.68	18,922.53
May	517	329 (64%)	37,100.11	23,733.14
June	527	379 (72%)	38,350.24	35,010.72
July	531	397 (75%)	38,467.34	37,813.68
August	545	528 (97%)	39,578.18	39,827.01
September	545	502 (92%)	40,236.08	33,442.22
October	552	498 (90%)	39,615.53	36,302.27
November	556	551 (99%)	39,685.78	40,177.77
December	558	505 (91%)	45,658.22	29,758.29

pk6



**Grizzly Flats Community Services District  
Profit/Loss - O/M  
November 2023**

	<u>Nov 2023</u>	<u>Year-to-Date</u>	
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>40000 · O &amp; M Income</b>			
<b>40100 · Water Charges - Basic Rate</b>	44,617.63	214,178.51	
<b>40110 · Water Charges - Volumetric Rate</b>	2,034.03	12,561.93	
<b>40200 · Water User Penalties</b>	581.56	2,789.63	
<b>40210 · Water User Lien Fees</b>	230.00	3,220.00	
<b>40300 · Miscellaneous Revenue</b>	0.00	755.32	
<b>40400 · Pooled Interest</b>	40.26	1,185.39	
<b>40600 · New Service Installation</b>	0.00	0.00	
			Amount billed
<b>Total 40000 · O &amp; M Income</b>	<u>47,503.48</u>	<u>234,690.78</u>	(not all collected)
<b>Expense</b>			
<b>50000 · Personnel Costs</b>			
<b>51000 · Salaries Expense</b>			
<b>51100 · Field Staff</b>	2,758.08	17,804.71	
<b>51200 · Admin Staff</b>	8,723.51	41,661.96	
<b>51300 · Overtime</b>	0.00	121.60	
<b>51400 · Standby Pay</b>	0.00	0.00	
<b>51600 · Holiday Pay</b>	642.40	1,910.80	
<b>Total 51000 · Salaries Expense</b>	<u>12,123.99</u>	<u>61,499.07</u>	
<b>52000 · Payroll Expense</b>			
<b>52100 · Payroll Tax</b>	925.91	7,576.94	
<b>52300 · Workers' Comp</b>	308.55	1,343.69	
<b>Total 52000 · Payroll Expense</b>	<u>1,234.46</u>	<u>8,920.63</u>	
<b>53000 · Benefits Expense</b>			
<b>53100 · Deferred Comp</b>	0.00	0.00	
<b>53200 · HRA Medical</b>	2,949.99	11,896.95	
<b>53300 · Life Insurance</b>	69.90	139.80	
<b>Total 53000 · Benefits Expense</b>	<u>3,019.89</u>	<u>12,036.75</u>	
<b>54000 · Contract Operation</b>	25,000.00	92,000.00	H2O Urban Solutions (3-months)
<b>Total 50000 · Personnel Costs</b>	<u>41,378.34</u>	<u>174,456.45</u>	
<b>60000 · Operations &amp; Utilities Exp</b>			
<b>60100 · Alarm Service</b>	0.00	243.00	
<b>60200 · Communication</b>	359.55	1,148.20	
<b>60400 · Fire &amp; Safety Supplies</b>	55.90	280.54	
<b>60600 · PG&amp;E</b>	34.96	160.84	
<b>60700 · Propane</b>	224.00	224.00	
<b>60800 · Trash Disposal</b>	0.00	284.26	
<b>30900 · Website</b>	0.00	74.00	
<b>Total 60000 · Operations &amp; Utilities Exp</b>	<u>674.41</u>	<u>2,414.84</u>	
<b>61000 · Water Treatment</b>			
<b>61100 · Chemicals</b>	193.95	717.90	
<b>61200 · Equipment &amp; Supplies</b>	0.00	99.04	
<b>61300 · Testing &amp; Lab Reports</b>	1,310.00	4,718.00	
<b>Total 61000 · Water Treatment</b>	<u>1,503.95</u>	<u>5,534.94</u>	

**Grizzly Flats Community Services District  
Profit/Loss - O/M  
November 2023**

	<u>Nov 2023</u>	<u>Year-to-Date</u>	
<b>62000 - Maintenance Exp</b>			
<b>62100 - Building</b>	129.00	370.43	
<b>62200 - Customer Meters</b>	0.00	0.00	
			Reclassified to prior year by
<b>62300 - Distribution System</b>	0.00	2,781.91	CPA
<b>62400 - Grounds</b>	0.00	0.00	
<b>62410 - Grizzly Pond Expenses</b>	0.00	0.00	
<b>62450 - Eagle Ditch</b>	1,979.80	1,979.80	
<b>62500 - Office Equipment</b>	0.00	0.00	
<b>62600 - Parts &amp; Equip.</b>	0.00	157.22	
<b>62700 - Road Repairs</b>	0.00	-46.25	
			Inland - Copies - read meter after Internet activated - high bill for past months not billed
<b>62800 - Service Contracts</b>	263.35	2,350.92	
<b>62900 - Treatment Plant I &amp; II</b>	0.00	2,332.24	
<b>Total 62000 - Maintenance Exp</b>	<u>2,372.15</u>	<u>9,926.27</u>	
<b>63000 - Vehicle Exp.</b>			
<b>63100 - Oil/Grease</b>	0.00	56.16	
<b>63200 - Parts &amp; Repairs</b>	0.00	641.51	
<b>63300 - Tires &amp; Snow Chains</b>	0.00	0.00	
<b>63400 - Tractor Maintenance &amp; Repairs</b>	0.00	0.00	
<b>63500 - Fuel Purchases</b>	0.00	1,473.05	
<b>Total 63000 - Vehicle Exp.</b>	<u>0.00</u>	<u>2,170.72</u>	
<b>64000 - Employee Exp.</b>			
<b>64100 - Clothing</b>	0.00	0.00	
<b>64200 - Education &amp; Certification</b>	0.00	399.99	
<b>64400 - Transportation and Travel</b>	0.00	241.18	
<b>Total 64000 - Employee Exp.</b>	<u>0.00</u>	<u>641.17</u>	
<b>65000 - Admin Exp.</b>			
<b>65100 - Agency Admin. Fee</b>	602.29	1,699.57	
<b>65150 - Bank Fees &amp; Supplies</b>	31.30	280.73	
<b>65200 - Election Cost</b>	0.00	0.00	
<b>65250 - Janitorial &amp; Supplies</b>	0.00	161.01	
			Underground Service Alert & CA Special District
<b>65350 - Membership &amp; Dues</b>	2,204.00	2,797.93	
<b>65400 - Office Supplies</b>	0.00	1,590.67	
<b>65450 - Postage</b>	0.00	2,157.00	
<b>65500 - Public &amp; Legal Notices</b>	448.10	813.02	
			Water Accts Receivable - Annual Fee
<b>65550 - Software</b>	0.00	1,869.99	
<b>Total 65000 - Admin Exp.</b>	<u>3,285.69</u>	<u>11,369.92</u>	
<b>66000 - Professional Services</b>			
<b>66100 - Audit &amp; Accounting</b>	740.00	3,700.00	
<b>66200 - Legal</b>	752.40	2,850.00	
<b>66400 - Liability Insurance</b>	1,726.25	8,631.25	
<b>66900 - Liability Other</b>	2,680.00	14,308.45	Hansford Economic Consulting
<b>Total 6600 - Professional Services</b>	<u>5,898.65</u>	<u>29,489.70</u>	
<b>67100 - Asset Management Program</b>	0.00	0.00	
<b>Total Expense</b>	<u>55,113.19</u>	<u>236,004.01</u>	
<b>Net Income</b>	<u>-7,609.71</u>	<u>-1,313.23</u>	

**Grizzly Flat Community Services District**  
**Profit/Loss - CIP**  
**November 2023**

	Nov 2023	Year-to-Date
<b>CIP Income/Expense</b>		
<b>Income</b>		
<b>45000 - Capital Income</b>		
45100 - Standby Charges	12,928.63	16,360.63
45200 - Penalties on Standby Fees	90.60	489.60
45300 - Capital Connection Fee	0.00	0.00
45600 - Pooled Interest	3.56	2,443.16
<b>Total 45000 - Capital Income</b>	13,022.79	19,293.39
<b>70000 - Capital Expense</b>		
70300 - Interest on Long Term Debt	0.00	11,775.00
70800 - Depreciation	7,641.42	38,207.10
<b>Total 70000 - Capital Expense</b>	7,641.42	49,982.10
<b>Net Income</b>	5,381.37	-30,688.71

pk9

**Grizzly Flats Community Services District**  
**Check Detail**  
November 8, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	4878	11/08/2023	Andrew Vicars.	10100 · WF-O&M Checking		-281.88
Bill	11/2/2023	11/02/2023		22200 · Accrued HRA Medical	-281.88	281.88
					-281.88	281.88
Bill Pmt -Check	4879	11/08/2023	CALNET	10100 · WF-O&M Checking		-137.29
Bill	20770909	11/02/2023		60200 · Communication	-137.29	137.29
					-137.29	137.29
Bill Pmt -Check	4880	11/08/2023	Darlene Serpa Accounting Sup	10100 · WF-O&M Checking		-740.00
Bill	Oct-23	10/31/2023		66100 · Audit & Accounting	-740.00	740.00
					-740.00	740.00
Bill Pmt -Check	4881	11/08/2023	El Dorado Irrigation District	10100 · WF-O&M Checking		-193.95
Bill	11072023	11/07/2023		61100 · Chemicals	-193.95	193.95
					-193.95	193.95
Bill Pmt -Check	4882	11/08/2023	Eurofins Eaton Analytical, Inc.	10100 · WF-O&M Checking		-375.00
Bill	3800036271	11/02/2023		61300 · Testing & Lab Reports	-300.00	300.00
Bill	3800036715	11/06/2023		61300 · Testing & Lab Reports	-75.00	75.00
					-375.00	375.00
Bill Pmt -Check	4883	11/08/2023	Hansford Economic Consulting	10100 · WF-O&M Checking		-1,735.00
Bill	620	11/06/2023		66900 · Other	-1,735.00	1,735.00
					-1,735.00	1,735.00
Bill Pmt -Check	4884	11/08/2023	Inland Business Systems	10100 · WF-O&M Checking		-127.28
Bill	3772354	10/26/2023		62800 · Service Contracts	-127.28	127.28
					-127.28	127.28
Bill Pmt -Check	4885	11/08/2023	Joe Vicini, Inc.	10100 · WF-O&M Checking		-5,858.00
Bill	29438	10/25/2023		62300 · Distribution System	-1,630.00	1,630.00
Bill	29439	10/25/2023		62300 · Distribution System	-4,228.00	4,228.00
					-5,858.00	5,858.00
Bill Pmt -Check	4886	11/08/2023	Koby Pest Control	10100 · WF-O&M Checking		-70.00
Bill	247840	10/20/2023		62100 · Building	-70.00	70.00
					-70.00	70.00
Bill Pmt -Check	4887	11/08/2023	ODP Business Solutions, LLC	10100 · WF-O&M Checking		-185.90
Bill	339208458001	10/26/2023		65400 · Office Supplies	-185.90	185.90
					-185.90	185.90

**Grizzly Flats Community Services District**

**Check Detail**

November 8, 2023

<b>Bill Pmt -Check</b>	<b>4888</b>	<b>11/08/2023</b>	<b>Water Environmental Testing Lab</b>	<b>10100 · WF-O&amp;M Checking</b>		<b>-365.00</b>
Bill	23-10-GF	11/01/2023		61300 · Testing & Lab Reports	-365.00	365.00
					-365.00	365.00 ✓
<b>Bill Pmt -Check</b>	<b>4889</b>	<b>11/08/2023</b>	<b>Western Hydrologics</b>	<b>10100 · WF-O&amp;M Checking</b>		<b>-945.00</b>
Bill	2267	11/01/2023		66900 · Other	-945.00	945.00 ✓
					-945.00	945.00 ✓
<b>Bill Pmt -Check</b>	<b>4890</b>	<b>11/08/2023</b>	<b>White Benner, LLP</b>	<b>10100 · WF-O&amp;M Checking</b>		<b>-273.60</b>
Bill	48734	10/18/2023		66200 · Legal	-273.60	273.60 ✓
					-273.60	273.60 ✓
<b>Bill Pmt -Check</b>	<b>4891</b>	<b>11/08/2023</b>	<b>H2O Urban Solutions, Inc.</b>	<b>10100 · WF-O&amp;M Checking</b>		<b>-60,531.25</b>
Bill	4200.010.01	10/31/2023		14800 · Caldor Fire Expenses	-15,405.00	15,405.00
Bill	4200.006.01	10/31/2023		17010 · WIP - Reservoir Liner Repairs	-22,310.00	22,310.00
Bill	4200.012.01	10/31/2023		17015 · WIP - DFA Grant - Improve (3)	-2,975.00	2,975.00
Bill	4200.007.02	10/31/2023		17020 · WIP - USDA Grant - Tree Felling	-19,841.25	19,841.25
					-60,531.25	60,531.25 ✓
<b>Bill Pmt -Check</b>	<b>4892</b>	<b>11/08/2023</b>	<b>PACE Supply Corp.</b>	<b>10100 · WF-O&amp;M Checking</b>		<b>-3,103.79</b>
Bill	068553475.2-1	10/17/2023		14800 · Caldor Fire Expenses	-777.67	777.67
Bill	069030525	11/01/2023		14800 · Caldor Fire Expenses	-2,326.12	2,326.12
					-3,103.79	3,103.79 ✓
<b>Bill Pmt -Check</b>	<b>4893</b>	<b>11/08/2023</b>	<b>US Bank Corporate Payments</b>	<b>10100 · WF-O&amp;M Checking</b>		<b>-1,705.99</b>
Bill	10/16/2023	10/16/2023		65500 · Public & Legal Notices	-22.50	22.50
				62600 · Parts & Equip.	-37.55	37.55
				63200 · Parts & Repairs	-37.15	37.15
				60200 · Communication	-96.30	96.30
				65100 · Agency Admin. Fee <sup>2</sup>	-203.74	203.74
				61200 · Equipment & Supplies	-15.00	15.00
				62600 · Parts & Equip.	-15.86	15.86
				62300 · Distribution System	-95.55	95.55
				62600 · Parts & Equip.	-53.51	53.51
				60200 · Communication	-106.29	106.29
				65450 · Postage	-660.00	660.00
				61200 · Equipment & Supplies	-65.10	65.10
				60200 · Communication	-126.15	126.15
				14800 · Caldor Fire Expenses	-11.68	11.68
				61200 · Equipment & Supplies	-18.94	18.94
				62600 · Parts & Equip.	-40.68	40.68
				65550 · Software	-99.99	99.99
					-1,705.99	1,705.99 ✓

*Jim Gustafson 11/8/23*

*John 11/9/23*

**Grizzly Flats Community Services District**  
**Check Detail**  
 November 22, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	4894	11/22/2023	ACI Payments, Inc.	10100 · WF-O&M Checking		-5.95
Bill	1000100681	11/01/2023		65150 · Bank Fees & Supplies	-5.95	5.95
					-5.95	5.95
Bill Pmt -Check	4895	11/22/2023	Andrew Vicars.	10100 · WF-O&M Checking		-581.44
Bill	11/21/2023	11/21/2023		22200 · Accrued HRA Medical	-581.44	581.44
					-581.44	581.44
Bill Pmt -Check	4896	11/22/2023	California Special District Assoc.	10100 · WF-O&M Checking		-2,204.00
Bill	2024	11/01/2023		65350 · Membership & Dues	-2,204.00	2,204.00
					-2,204.00	2,204.00
Bill Pmt -Check	4897	11/22/2023	CDTFA	10100 · WF-O&M Checking		-602.29
Bill	L0023463122	11/16/2023		65100 · Agency Admin. Fee	-602.29	602.29
					-602.29	602.29
Bill Pmt -Check	4898	11/22/2023	Eurofins Eaton Analytical, Inc.	10100 · WF-O&M Checking		-160.00
Bill	3800036873	11/08/2023		61300 · Testing & Lab Reports	-85.00	85.00
Bill	3800037341	11/14/2023		61300 · Testing & Lab Reports	-75.00	75.00
					-160.00	160.00
Bill Pmt -Check	4899	11/22/2023	Jessica Phillips.	10100 · WF-O&M Checking		-203.00
Bill	1121/2023	11/21/2023		22200 · Accrued HRA Medical	-203.00	203.00
					-203.00	203.00
Bill Pmt -Check	4900	11/22/2023	P G & E	10100 · WF-O&M Checking		-34.96
Bill	Nov-23	11/15/2023		60600 · PG&E	-34.96	34.96
					-34.96	34.96
Bill Pmt -Check	4901	11/22/2023	PACE Supply Corp.	10100 · WF-O&M Checking		-4,658.94
Bill	069075276	11/20/2023		14800 · Caldor Fire Expenses	-4,658.94	4,658.94
					-4,658.94	4,658.94
Bill Pmt -Check	4902	11/22/2023	White Benner, LLP	10100 · WF-O&M Checking		-752.40
Bill	48818	11/14/2023		66200 · Legal	-752.40	752.40
					-752.40	752.40

*Kim Gustafson 11/22/23*

*John 11/22/23*

**Grizzly Flats Community Services District**

**Balance Sheet**

As of November 30, 2023

November 30, 2023

**ASSETS**

**Current Assets**

**Checking/Savings**

<b>10000 · Cash In Banks</b>	
10100 · WF-O&M Checking	647,640.67
10200 · WF- Payroll Checking	1,137.15
10400 · WF- USDA Loan Reserve	45,366.91
<b>Total 10000 · Cash In Banks</b>	<u>694,144.73</u>
<b>11000 · LAIF Investments</b>	
<b>11100 · O&amp;M Funds</b>	
11110 · O & M Reserve Acct	94,644.78
<b>Total 11100 · O&amp;M Funds</b>	<u>94,644.78</u>
<b>11800 · CIP Funds</b>	
11210 · CIP Dedicated Reserve	26,428.48
11220 · CIP Restricted Reserve	250,000.00
11240 · Hydrant Repair and Replacement	15,000.00
<b>Total 11800 · CIP Funds</b>	<u>291,428.48</u>
<b>Total 11000 · LAIF Investments</b>	<u>386,073.26</u>
<b>12000 · Cash in County Treasury</b>	
12200 · CIP Funds	8,013.60
<b>Total 12000 · Cash in County Treasury</b>	<u>8,013.60</u>
<b>13000 · Petty Cash Fund</b>	<u>100.00</u>
<b>Total Checking/Savings</b>	<u>1,088,331.59</u>

**Other Current Assets**

<b>14500 · Other Receivable</b>	0.00	
		USDA & BaseCamp
		Enviro - Tree Removal
		Storm Damage & ARPA
<b>14700 · Grant Reimbursable</b>	119,665.86	Pump Upgrades
<b>14800 · Caldor Fire Expenses</b>	165,412.38	Offset by acct 25000
		Amount owed by
		customers. Includes
		regular monthly billing
<b>14900 · A/R- Water User Fees</b>	131,329.67	of \$45,765
<b>15000 · Prepaid Expenses</b>		
15100 · Insurance	12,083.76	
15200 · Worker's Comp	1,542.79	
<b>Total 15000 · Prepaid Expenses</b>	<u>13,626.55</u>	
<b>Total Other Current Assets</b>	<u>430,034.46</u>	
<b>Total Current Assets</b>	<u>1,518,366.05</u>	

**Fixed Assets**

<b>16000 · Capital Assets</b>	
16100 · Land	237,405.00
16200 · Water Plant	3,546,527.91
16300 · Vehicles	68,275.01
16400 · Equipment	269,188.21
16900 · Accumulated Depreciation	-1,972,582.10
<b>Total 16000 · Capital Assets</b>	<u>2,148,814.03</u>
<b>17000 · Work In Progress</b>	
17010 - WIP - Reservoir Liner Repairs	22,485.00
17015 - WIP - DFA Grant - Improve (3)	3,025.00
17020 - WIP - USDA Grant - Tree Felling	19,841.25
17700 · Water Master Plan (H2Ou)	29,135.00
<b>Total 17000 · Work In Progress</b>	<u>74,486.25</u>
<b>Total Fixed Assets</b>	<u>2,223,300.28</u>

**Grizzly Flats Community Services District**

**Balance Sheet**

As of November 30, 2023

	<u>November 30, 2023</u>
<b>TOTAL ASSETS</b>	<b><u>3,741,666.33</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	5,778.54
<b>Total Accounts Payable</b>	<u>5,778.54</u>
<b>Other Current Liabilities</b>	
21400 - Other Payables or Expense	0.00
<b>22000 · Personnel Payables</b>	
22100 · Federal & State Payroll Taxes	0.00
22200 · Accrued HRA Medical	55,689.96
22300 · Accrued Vacation	2,512.67
<b>Total 22000 · Personnel Payables</b>	<u>58,202.63</u>
23500 - Other Liability	162,000.00
	H2O Urban Solutions
	Funds received - projects on
	going - per CPA
25000 - Deferred Revenue Advance	531,489.92
<b>Total Other Current Liabilities</b>	<u>751,692.55</u>
<b>Total Current Liabilities</b>	<u>757,471.09</u>
<b>Long Term Liabilities</b>	
20200 · USDA Loan	766,500.00
<b>Total Long Term Liabilities</b>	<u>766,500.00</u>
<b>Total Liabilities</b>	<u>1,523,971.09</u>
<b>Equity</b>	
167 · Retained Earnings - Old Acct	409,818.21
30000 · Reserves-Retained Earnings	1,176,447.01
30100 · Reserves- CIP Restricted	540,875.62
30300 · Reserves - Asset Managment	80,548.45
30400 · Reserves - USDA Loan Reserve	42,007.89
Net Income	-32,001.94
<b>Total Equity</b>	<u>2,217,695.24</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>3,741,666.33</u></b>



**Grizzly Flats Community Services District**  
**O/M Budget vs. Actual**  
**November 2023**

	<u>Jul-23 to Nov-23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
<b>40000 · O &amp; M Income</b>				
40100 · Water Charges - Basic Rate	214,178.51	484,000.00	-269,821.49	44.25%
40110 · Water Charges - Volumetric Rate	12,561.93	19,000.00	-6,438.07	66.12%
40200 · Water User Penalties	2,789.63	6,000.00	-3,210.37	46.49%
40210 · Water User Lein Fees	3,220.00	0.00	3,220.00	100.0%
40300 · Miscellaneous Revenue	755.32	4,000.00	-3,244.68	18.88%
40400 · Pooled Interest	1,185.39	1,000.00	185.39	118.54%
40600 · New Service Installation	0.00	2,000.00	-2,000.00	0.0%
<b>Total 40000 · O &amp; M Income</b>	<b>234,690.78</b>	<b>516,000.00</b>	<b>-281,309.22</b>	<b>45.48%</b>
<b>Expense</b>				
<b>50000 · Personnel Costs</b>				
<b>51000 · Salaries Expense</b>				
51100 · Field Staff	17,804.71	68,016.00	-50,211.29	26.18%
51200 · Admin Staff	41,661.96	101,194.00	-59,532.04	41.17%
51300 · Overtime	121.60	0.00	121.60	100.0%
51400 · Standby Pay	0.00	0.00	0.00	0.0%
51600 · Holiday Pay	1,910.80	8,030.00	-6,119.20	23.8%
<b>Total 51000 · Salaries Expense</b>	<b>61,499.07</b>	<b>177,240.00</b>	<b>-115,740.93</b>	<b>34.7%</b>
<b>52000 · Payroll Expense</b>				
52100 · Payroll Tax	7,576.94	16,500.00	-8,923.06	45.92%
52300 · Workers' Comp	1,343.69	3,607.00	-2,263.31	37.25%
<b>Total 52000 · Payroll Expense</b>	<b>8,920.63</b>	<b>20,107.00</b>	<b>-11,186.37</b>	<b>44.37%</b>
<b>53000 · Benefits Expense</b>				
53100 · Deferred Comp	0.00	2,509.00	-2,509.00	0.0%
53200 · HRA Medical	11,896.95	35,400.00	-23,503.05	33.61%
53300 · Life Insurance	139.80	500.00	-360.20	27.96%
<b>Total 53000 · Benefits Expense</b>	<b>12,036.75</b>	<b>38,409.00</b>	<b>-26,372.25</b>	<b>31.34%</b>
54000 · Contract Operations	92,000.00	200,000.00	-108,000.00	46.0%
<b>Total 50000 · Personnel Costs</b>	<b>174,456.45</b>	<b>435,756.00</b>	<b>-261,299.55</b>	<b>156.40%</b>

**Grizzly Flats Community Services District**  
**O/M Budget vs. Actual**  
**November 2023**

	<u>Jul-23 to Nov-23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>60000 · Operations &amp; Utilities Exp</b>				
60100 · Alarm Service	243.00	1,200.00	-957.00	20.25%
60200 · Communication	1,148.20	6,000.00	-4,851.80	19.14%
60400 · Fire and Safety Supplies	280.54	1,000.00	-719.46	28.05%
60600 · PG&E	160.84	500.00	-339.16	32.17%
60700 · Propane	224.00	4,000.00	-3,776.00	5.6%
60800 · Trash Disposal	284.26	650.00	-365.74	43.73%
60900 · Website	74.00	250.00	-176.00	29.6%
<b>Total 60000 · Operations &amp; Utilities Exp</b>	<b>2,414.84</b>	<b>13,600.00</b>	<b>-11,185.16</b>	<b>17.76%</b>
<b>61000 · Water Treatment</b>				
61100 · Chemicals	717.90	3,100.00	-2,382.10	23.16%
61200 · Equipment & Supplies	99.04	2,000.00	-1,900.96	4.95%
61300 · Testing & Lab Reports	4,718.00	6,000.00	-1,282.00	78.63%
<b>Total 61000 · Water Treatment</b>	<b>5,534.94</b>	<b>11,100.00</b>	<b>-5,565.06</b>	<b>49.86%</b>
<b>62000 · Maintenance Exp</b>				
62100 · Building	370.43	500.00	-129.57	74.09%
62200 · Customer Meters	0.00	6,000.00	-6,000.00	0.0%
62300 · Distribution System	2,781.91	10,000.00	-7,218.09	27.82%
62400 · Grounds	0.00	1,500.00	-1,500.00	0.0%
62410 · Grizzly Pond Expenses	0.00	700.00	-700.00	0.0%
62450 · Eagle Ditch	1,979.80	2,000.00	-20.20	98.99%
62500 · Office Equip.	0.00	500.00	-500.00	0.0%
62600 · Parts & Equip.	157.22	1,500.00	-1,342.78	10.48%
62700 · Road Repairs	-46.25	10,000.00	-10,046.25	-0.46%
62800 · Service Contracts	2,350.92	3,000.00	-649.08	78.36%
62900 · Treatment Plant I & II	2,332.24	1,500.00	832.24	155.48%
<b>Total 62000 · Maintenance Exp</b>	<b>9,926.27</b>	<b>37,200.00</b>	<b>-27,273.73</b>	<b>26.68%</b>
<b>63000 · Vehicle Exp.</b>				
63100 · Oil/Grease	56.16	500.00	-443.84	11.23%
63200 · Parts & Repairs	641.51	2,000.00	-1,358.49	32.08%
63300 · Tires & Snow Chains	0.00	2,000.00	-2,000.00	0.0%
63400 · Tractor Maintenance & Repairs	0.00	2,800.00	-2,800.00	0.0%
63500 · Fuel Purchases	1,473.05	5,500.00	-4,026.95	26.78%
<b>Total 63000 · Vehicle Exp.</b>	<b>2,170.72</b>	<b>12,800.00</b>	<b>-10,629.28</b>	<b>16.96%</b>

**Grizzly Flats Community Services District**  
**O/M Budget vs. Actual**  
**November 2023**

	<u>Jul-23 to Nov-23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>64000 · Employee Exp.</b>				
64100 · Clothing	0.00	500.00	-500.00	0.0%
64200 · Education & Certifications	399.99	500.00	-100.01	80.0%
64300 · Employee - Auto Mileage	0.00	200.00	-200.00	0.0%
64400 · Transportation and Travel	241.18	500.00	-258.82	48.24%
<b>Total 64000 · Employee Exp.</b>	<b>641.17</b>	<b>1,700.00</b>	<b>-1,058.83</b>	<b>37.72%</b>
<b>65000 · Admin Exp.</b>				
65100 · Agency Admin. Fee	1,699.57	5,350.00	-3,650.43	31.77%
65150 · Bank Fees & Supplies	280.73	2,500.00	-2,219.27	11.23%
65200 · Election Costs	0.00	50.00	-50.00	0.0%
65250 · Janitorial & Supplies	161.01	650.00	-488.99	24.77%
65300 · Meeting Expenses	0.00	500.00	-500.00	0.0%
65350 · Membership & Dues	2,797.93	8,650.00	-5,852.07	32.35%
65400 · Office Supplies	1,590.67	3,000.00	-1,409.33	53.02%
65450 · Postage	2,157.00	4,800.00	-2,643.00	44.94%
65500 · Public & Legal Notices	813.02	0.00	813.02	100.0%
65550 · Software	1,869.99	2,500.00	-630.01	74.8%
<b>Total 65000 · Admin Exp.</b>	<b>11,369.92</b>	<b>28,000.00</b>	<b>-16,630.08</b>	<b>40.61%</b>
<b>66000 · Professional Services</b>				
66100 · Audit & Accounting	3,700.00	16,500.00	-12,800.00	22.42%
66200 · Legal	2,850.00	8,000.00	-5,150.00	35.63%
66400 · Liability Insurance	8,631.25	20,988.00	-12,356.75	41.13%
66900 · Other	14,308.45	31,000.00	-16,691.55	46.16%
<b>Total 66000 · Professional Services</b>	<b>29,489.70</b>	<b>76,488.00</b>	<b>-46,998.30</b>	<b>38.56%</b>
<b>67100 - Asset Management</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total · O &amp; M Expenses</b>	<b>236,004.01</b>	<b>616,644.00</b>	<b>(380,639.99)</b>	<b>38.27%</b>
<b>Net Income</b>	<b>(1,313.23)</b>	<b>(100,644.00)</b>	<b>99,330.77</b>	<b>1.30%</b>

**Grizzly Flats Community Services District**  
**CIP Budget vs. Actual**  
**November 2023**

	<u>Jul-23 - Nov-23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
<b>45000 · Capital Income</b>				
<b>45100 · Standby Charges</b>	16,360.63	58,464.00	-42,103.37	27.98%
<b>45200 · Penalties On Standby Fees</b>	489.60	1,500.00	-1,010.40	32.64%
<b>45300 · Capital Connection Fee</b>	0.00	12,060.00	-12,060.00	0.0%
<b>45600 · Pooled Interest</b>	2,443.16	5,300.00	-2,856.84	46.1%
<b>Total 45000 · Capital Income</b>	<u>19,293.39</u>	<u>77,324.00</u>	<u>-58,030.61</u>	<u>24.95%</u>
<b>70000 · Capital Exp.</b>				
<b>70100 · Compliance</b>	0.00	1,095.00	-1,095.00	0.0%
<b>70210 - Loan/Grant Expense</b>	0.00	16,500.00	-16,500.00	0.0%
<b>70300 · Interest On Long Term Debt</b>	11,775.00	25,000.00	-13,225.00	47.1%
<b>70800 · Depreciation</b>	38,207.10	100,943.00	-62,735.90	37.85%
<b>Total 70000 · Capital Exp.</b>	<u>49,982.10</u>	<u>143,538.00</u>	<u>-93,555.90</u>	<u>34.82%</u>
<b>Net Income</b>	<u><b>(30,688.71)</b></u>	<u><b>(66,214.00)</b></u>	<u><b>35,525.29</b></u>	<u><b>46.35%</b></u>

# Grizzly Flats Community Services District Transactions by Account As of November 30, 2023

2:31 PM  
12/05/23  
Accrual Basis

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
14800 - Caldor Fire Expenses								111,676.04
General Jo...	07/01/2023	115R		Reverse of GJE 115 -- CPA - Record Grant Accrued A/P...		2500...	-3,270.00	108,406.04
Bill	07/10/2023	18608	El Dorado County A...			2000...	75.75	108,481.79
Bill	07/13/2023	29312	Joe Vicini, Inc.			2000...	3,270.00	111,751.79
Bill	08/01/2023	06875...	PACE Supply Corp.			2000...	10,222.91	121,974.70
Bill	08/01/2023	06879...	PACE Supply Corp.			2000...	675.68	122,650.38
Credit	08/01/2023	06824...	PACE Supply Corp.			2000...	-166.11	122,484.27
Credit	08/01/2023	CM06...	PACE Supply Corp.			2000...	-314.76	122,169.51
Bill	08/02/2023	06875...	PACE Supply Corp.			2000...	1,295.10	123,464.61
Bill	08/03/2023	06879...	PACE Supply Corp.			2000...	1,292.45	124,757.06
Bill	08/24/2023	19885...	PACE Supply Corp.			2000...	296.88	125,053.94
Bill	08/24/2023	06862...	PACE Supply Corp.			2000...	510.68	125,564.62
Bill	08/24/2023	06879...	PACE Supply Corp.			2000...	446.48	126,011.10
Bill	08/25/2023	06855...	PACE Supply Corp.			2000...	6,634.49	132,645.59
Bill	08/28/2023	19886...	PACE Supply Corp.			2000...	1,022.31	133,667.90
Bill	09/15/2023	06875...	PACE Supply Corp.			2000...	94.16	133,762.06
Bill	09/15/2023	9/15/2...	PACE Supply Corp.			2000...	205.05	133,967.11
Bill	09/15/2023	06893...	US Bank Corporate ...	Verizon - Cell Phone		2000...	11.68	133,978.79
Bill	09/25/2023	06893...	PACE Supply Corp.			2000...	1,496.68	135,475.47
Bill	09/27/2023	06893...	PACE Supply Corp.			2000...	1,460.15	136,935.62
Bill	10/09/2023	06855...	PACE Supply Corp.			2000...	4,122.84	141,058.46
Bill	10/16/2023	10/16/...	US Bank Corporate ...	Verizon - Communications		2000...	11.68	141,070.14
Bill	10/17/2023	06855...	PACE Supply Corp.			2000...	777.67	141,847.81
Bill	10/31/2023	4200...	H2O Urban Solution...	Thru 10/31/2023 FEMA/Insurance Design, Inspection, S...		2000...	15,405.00	157,252.81
Bill	11/01/2023	06903...	PACE Supply Corp.			2000...	2,326.12	159,578.93
Bill	11/20/2023	06907...	PACE Supply Corp.			2000...	4,658.94	164,237.87
Credit	11/27/2023	CM06...	PACE Supply Corp.			2000...	-1,521.79	162,716.08
Bill	11/30/2023	69095...	PACE Supply Corp.			2000...	2,696.30	165,412.38
Total 14800 - Caldor Fire Expenses								53,736.34
<b>TOTAL</b>								<b>165,412.38</b>

PK19

**Grizzly Flats Community Services District  
Transactions by Account  
As of November 30, 2023**

2:34 PM  
12/05/23  
Accrual Basis

Type	Date	Nurm	Name	Memo	Cir	Split	Amount	Balance
25000 · Deferred Revenue Advance								0.00
General Jou...	06/30/2023	119		CPA - Reclassify Advance received from insurance co for Reservoir lin...		24800 ...	410,086.44	410,086.44
General Jou...	06/30/2023	120		Record Advance for pond liner - FEMA & OES		24800 ...	124,673.48	534,759.92
General Jou...	07/01/2023	115R		Reverse of GJE 115 -- CPA - Record Grant Accrued A/P Joe Vicini		14800 ...	-3,270.00	531,489.92
Total 25000 · Deferred Revenue Advance							531,489.92	531,489.92
<b>TOTAL</b>							<b>531,489.92</b>	<b>531,489.92</b>

pk20

Dear Members of the Grizzly Flats Community Services District,

I hope this letter finds you in good health and high spirits. My name is Terri Dollar-Mills, and I am writing to express my sincere interest in serving on the Grizzly Flats Community Services District Board.

Having relocated to Grizzly Flats in 2020, I have quickly grown to love and appreciate the unique charm and sense of community that this area has to offer. In my previous residence, I was actively involved in the Concord Chamber of Commerce, where I was recognized as Volunteer of the Year in 2018. I also served as a Concord Chamber Ambassador, further deepening my commitment to community engagement and service.

My professional background is rooted in the non-profit sector, where I currently work as a fundraising professional and event coordinator. Over the years, I have honed my skills in fostering partnerships, organizing successful events, and mobilizing resources for worthy causes. These experiences have instilled in me a strong sense of dedication to community betterment and a passion for positively impacting the lives of those around me.

Given my background in community service and my experience in both volunteer and professional capacities, I am confident in my ability to contribute meaningfully to the Grizzly Flats Community Services District. I am eager to bring my skills in fundraising, event coordination, and community outreach to support the district's goals and initiatives.

My involvement in the Concord Chamber of Commerce and the recognition as Volunteer of the Year underscores my commitment to community service and my ability to work collaboratively with diverse groups of individuals. If granted the privilege of serving on the Grizzly Flats Community Services District, I am dedicated to working diligently and passionately to contribute to the continued success and well-being of our community.

Thank you for considering my application. I am more than willing to discuss how my skills and experiences align with the needs of the Grizzly Flats Community Services District in further detail. I am excited about the opportunity to contribute to the growth and prosperity of our community, and I look forward to the possibility of serving in this capacity.

Sincerely,

Terri Dollar-Mills

pk21



*Terri Dollar-Mills*

## CONTACT

✉ tldconsulting391@gmail.com

☎ 1-925-876-7206

📍 5415 Blue Mountain Dr  
Grizzly Flats, CA 95636

## EXPERTISE

- Communications
- Marketing and Public Relations
- Profit and Loss Statements
- ROI Calculations
- Fundraising Events
- Grant Research
- Community Outreach
- Donor Engagement

www.tld-business.events.com

# TERRI DOLLAR-MILLS

## Donor Engagement/Event Consultant

Currently, I am working as a consultant for the Contra Costa Family Justice Center. I work directly with the Executive Director along with the Board to engage the community, create fundraising opportunities, plan events, and find both financial and in-kind donations. I also worked with the Friends Of Camp Concord in writing an Outdoor Equity Grant totaling approximately 1.2 million. From 2005-to 2020 I was a founding partner in Liberty Gymnastics where I also ran fundraising events earning profits of \$20,000 and up.

## WORK EXPERIENCE

### DONOR AND EVENT CONSULTANT 2020-Current

- Creating innovative fundraisers online and in-person
- Procure Corporate Donations
- Create Social Media Posts
- Researching available grant funding
- Lead on Fundraising Events
- Working within budgeting needs
- Tracking expenses
- Working with diverse individuals in event planning
- Engage community members and organizations

### CONCORD CHAMBER OF COMMERCE 2018 - 2019

- Concord Chamber of Commerce Volunteer of the Year
- Concord Chamber of Commerce Ambassador
- Concord Chamber of Commerce Board of Directors
- USA Gymnastics Professional Member

### SPECIAL ORGANIZATIONS INVOLVEMENT 2016 - 2018

- Facilitator for Stewards of Children Darkness to Light
- Lobbyist for the Port Chicago Naval Weapons Station Project
- Moderator for the NorCal Gymnastics COVID19 Reopening
- Sanctioned Meet Director for USA Gymnastics

## EDUCATION

Sanford Institute of Philanthropy

2019

pk 22



26 November, 2023

Grizzly Flat CSD Board of Directors.

I would like to formally express my interest for joining the CSD board of directors. I have lived in Grizzly since May 2021 and want to be a part of my community.

My volunteer experience consists of technical infrastructure management, technical work, and parent volunteer for various levels of K -12 schools. Those items may not make me a great candidate for a water board position, but I am willing to learn.

What I can provide is an honest assessment of what we can do to make sure the CSD will continue operate for future generations. I also provide an engineering background that can most likely add some technical experience to the board.

I am attaching a truncated resume of my volunteer and work resume.

Regards,  
Kevin Forbey  
6935 Tyler Dr.  
Grizzly Flat, CA 95636

pk 23

Kevin V. Forbey  
P.O. Box 195  
Grizzly Flats, CA 95636-0195  
Cell: 408-202-7740  
E-mail: kforbey@gmail.com

**Volunteer experience:**

May, 2010 – September 2018 Laguna Seca Raceway, Monterey, CA  
IT Department Volunteer  
Performed annual wireless infrastructure, evaluation, update, and management along with adding new RJ45 drops for new network connections. Provided onsite support for all IT related issues including P.O.S. connections.

September, 2000 – June, 2017 Various Elementary, Middle, and High School, San Jose, Campbell, Santa Clara, CA  
Parent volunteer for various school functions from setup, design, and service.

**Professional experience:**

September, 2020 – Present Satelles, Inc. Folsom, CA  
Hardware Applications Engineer

May, 2018 – August, 2020 Shoof Technologies Inc. Sunnyvale, CA  
RF Hardware Engineer

January, 2017 – May, 2018 Wonder Workshop, Inc. San Mateo, CA  
Hardware Engineer

August, 2015 – January, 2017 Ubiquiti Networks, Inc. San Jose, CA  
Hardware Engineer

July, 2013 – August, 2015 Mimosa Networks, Inc. Campbell, CA  
RF Hardware Engineer

July, 2008 – June, 2013 Silver Spring Networks, Inc. Redwood City, CA  
Sr. RF Design Technician/Engineer

December, 2005 – July, 2008 W5networks, Inc. Fremont, CA  
Sr. Electronics Technician/Engineer

March, 2001 – December, 2005 Arcwave, Inc. & Advanced Radio Cells, Inc. Campbell, CA  
Associate RF Engineer

Sept., 1996 – March, 2001 Metricom, Inc. (Ricochet) San Jose, CA  
Sr. RF Hardware Engineering Technician

May, 1994 – Aug., 1996 Pana-Pacific, Corp. Campbell, CA  
Sr. Cellular Technician

Jan., 1993 – May, 1994 Sta-Communications, Inc. Mountain View, CA

April, 2021 CDL Class A California

**Summary of qualifications**

Over 25 years' experience in RF technology and theory. 20 years of RF and Digital PCB layout. 2 year design debug of 5.15GHz UNII-1, 5.3GHz UNII-2, and 5.8GHz UNII-3 802.11ac Point to Point and Point to Multipoint products. Component evaluation of 10GHz and 24GHz chipsets. 4 years of design changes in the 900MHz ISM and 2.4GHz ISM. 2.5 years design and sustaining of W5networks proprietary protocol in the 5.6GHz UNII and 4.26GHz UWB. Over 4 years of design and repair in the 5.3GHz UNII and 5.8GHz ISM bands for Arcwave's broadband wireless internet utilizing the cable modem DOCSIS standard. 4 years of repair and design of Ricochet's 128Kbps RF hardware in the 900MHz, 2.3GHz (WCS) 2.4GHz(ISM) bands. Experience in FCC/IC/CE/JAPAN certification testing. Full understanding of S-Parameters S11, S12, S21, and S22. Experience in using Network Analyzers, Spectrum Analyzers, Noise Figure Analyzers, Signal Generators, Power Meters, Oscilloscopes, Vector Signal Analyzers, LitePoint IQxel, and Environmental Chambers. Software experience on Altium v24, OrCad v16.3, Mentor Graphics

pk24

PowerPCB v2010, Visio 2000, Adobe Acrobat v8.0, MSOffice, Agile, Arena, Oracle, and 6 months of C\C++ computer programming, Python. Attended numerous one to two day seminars on wireless design. 4 years working in the cellular and paging industry.

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**Matthew Nunley**

4743 Sciaroni Rd  
Grizzly Flats, CA 95636  
(530) 313-3307  
flyingnunley@gmail.com

26th November 2023

**GFCSD Board of Directors**

Directors,

My name is Matt Nunley. Attached is my resume for your consideration for the open seat on the GFCSD Board. As you can see I have 35 years experience in Software Engineering. Although Software Engineering is quite different from a role on the board of directors, I consider it 35 years of complex problem solving and that would be relevant to the board of directors.

I have been a resident of Grizzly Flats for over 7 years and have gotten to know many people in the community. Since the Caldor Fire I have been volunteering my time to help many residents that have been disadvantaged by the fire. I would like to have the opportunity to help the community out more by becoming a member of the board.

Thank you for your consideration and I hope to hear from you soon.

Sincerely,

**Matt Nunley**

pk26

## **Matthew Nunley**

4743 Sciaroni Rd.  
Grizzly Flats CA, 95636  
(530) 313-3307  
flyingnunley@gmail.com

### **Computer Skills:**

#### Languages & Technologies and Skills:

Python, Java, C, C++, C#, Visual Basic, .NET, COM, ASP, SQL, Assembly Language,  
.NET Web Services, Amazon Web Services, Project Management, Product Management.

#### Operating Systems:

Windows XP/7/10/Server 2003/Server 2008, Linux.

### **Experience:**

30+ years industry experience. Worked in all phases of development from design, coding, testing to final release. Also worked on a wide variety of applications including casino gaming, military, medical, accounting, information security, telecommunications, internet, e-commerce and enterprise manageability. Most recent experience is in cyber intelligence.

### **Work History:**

Currently retired. Purchased a sawmill after the Caldor Fire in order to utilize the trees that were killed by the fire and use the timber to help the community rebuild by designing and building timber framed structures. Volunteer with Food Bank food distribution, and Burger Night. Member of the Grizzly Flats Fire Safe Council.

#### ***April 2000 – July 2022***

#### **Senior Application Developer/Data Modeler, Intel Corporation**

Most recent assignment was in Cyber Intelligence with a focus on information security. Data collection using Kafka. Data modeling using Splunk.

#### Previous roles:

Member of the Information Protection and Encryption Services group. Responsible for systems management of encryption products including PGP Whole Disk Encryption and Enterprise Rights Management. Development of several tools using Visual Studio .Net and C#.

Manageability and Service Monitoring Engineering (MSME). Responsible for development of several custom server management components and applications. Responsible for engineering of manageability components to enhance the capabilities of the out of the box Business Impact Management and Service Impact Management products from BMC corporation. External components developed include notification (email/paging), Incident Management (Remedy) interface, Microsoft Operations Manager connector, and several custom management applications. Developed several .Net Web Services including a Web Service connector for BMC Impact Manager and a notification Web Service. Project Manager for several projects including product upgrades and new business group interfaces. Product Manager for BMC Impact Manager product. Responsible for development of the web user interface for configuration of Operations Manager management packs.

***March 2000 – April 2000***

**Contract Software Engineer, Hewlett Packard**

Worked on an upgrade of “HP Optimize”, a Windows NT program that collects performance data that is sent to HP customer service engineers. The data is then used to suggest performance upgrades. The program was written as an NT service in Visual C++. Also responsible for design of a program to access several databases and compile data into reports for use by customer support engineers. This program was written in Visual Basic and accesses databases through ADO connections.

***February 1999 – March 2000***

**Contract Software Engineer, Output Technology Solutions**

Responsible for design and coding of several programs to link the OTS Oracle database with TransPoint bill presentation and payment system. The programs are used to process new consumer registration, consumer acceptance, and bill payment. Also responsible for design and creation of ASP pages using Visual Interdev, presented on the TransPoint system for bill presentation and payment. Programs are written in Visual C++ in a Windows NT environment. The system makes use of COM objects for error logging, access to flat files on UNIX system, and biller specific functions. All COM objects use ATL.

***June 1998 – February 1999***

**Contract Software Engineer, C & K Systems**

Update of a set of Windows compatible executables and DLLs used to monitor and program electronic security systems. Program uses MFC along with legacy SDK code. Responsible for user interface as well as some internal and database processes. Extensive use of ObjectTrieve database.

***October 1997 – June 1998***

**Contract Software Engineer, Philips Consumer Communications**

Part of a team developing embedded software for a cellular phone. Phone is based on the 7499 series microprocessor. Software is written in C. Specific responsibilities include user interface and menuing system.

***April 1997 – October 1997***

**Contract Software Engineer, SkyTel**

Development of Windows CE inbox mail transport to interface hand held computer with SkyTel two way pager. Used beta version of Visual C++ for Windows CE. Also responsible for development of two Java applets that were used on the SkyTel web site. The applets were used to simulate the functionality of two of the SkyTel pager products, the SkyWriter 2-way and the SkyWord plus. These applets implemented all of the functionality of the pagers within a Java applet

***February 1997 – March 1997***

**Contract Software Engineer, Satcom**

Developed a Netscape plugin for a new software communications product. Responsible for coding of the plugin DLL and a Java/HTML interface.

***November 1995 – October 1996***

**Contract Software Engineer, Siemens Rolm Corporation**

Member of a software maintenance team to support a tool called "Data Collection Tool". This tool was developed under Windows. The tool is used for configuration of telephone switches. Extensive GUI development using Visual C++ and various off the shelf and custom controls. Extensive use of the Raima Data Manager database engine.

PK 29

***November 1994 – November 1995***

**Contract Software Engineer, Tiburon Systems**

Responsible for development and maintenance of an image management system for real time video capture on an embedded PC on a VME bus running Windows 3.1. This system was developed entirely in Visual C++. Also responsible for development of a Virtual Device Driver (VXD) for a new communications board for a system to transmit graphic images using a synchronous data port. The driver was written in Assembly Language.

***August 1994 – November 1994***

**Contract Software Engineer, Atwork Inc.**

Part of a team responsible for porting a medical database and scheduling program from DOS to Windows 3.1. Specific responsibilities included several database conversion programs written in C++ using Xtrieve based database engine.

***November 1989 – January 1995***

**Software Engineer, Gamma International Ltd.**

Responsible for design, coding, and testing of software for the gambling industry. Specifically a computerized Keno point of sale system. This system included all support software to run the game including accounting packages, random number generation, and reports generator for generating reports to various regulatory agencies. The system was written in C and C++ and included a proprietary GUI based on a touch screen. Also responsible for the interface to several serial devices including a bar code reader, mag-stripe reader, optical mark sense reader, and a customer display.

***June 1985 – November 1989***

**Programmer, Kaiser Aerospace and Electronics**

Responsible for creation and maintenance of applications software in C and Pascal for the manufacturing engineering organization. Primarily responsible for management information type software for scheduling, statistics and material requirements.



**Education:**

***September 1982 – June 1985***

**West Valley College**

Major: Computer Science

Two years programming courses including Pascal, C and IBM 370 Assembly Language.

**Grizzly Flats CSD**

**Task Order #6 - Engineering Services for Water Treatment Plant Controller Repairs**

**Professional Services Scope of Work**

During the winter of 2022-2023, extreme weather conditions caused a failure of the Grizzly Flats CSD water treatment plant controller. The weather conditions were identified by El Dorado County to qualify for federal emergency funding. Subsequent discussions with FEMA resulted in financial assistance for replacement of the controller, reimbursement of operations costs due to the controller problem, and other incidentals.

**Scope of Work**

Replacement of the controller and appurtenances (“Work”) will require preparation of engineered plans and specifications so qualified contractors can provide competitive bids in accordance with FEMA requirements. The plans and specifications will include, but is not limited to, describing the water treatment process and control systems, preparing a process and instrumentation plan, identifying specific components to be replaced and specifications for their replacements, plans and/or specifications to identify changes to any control systems, a list of general performance requirements, detailed instructions to the contractor for working on and around a functioning water treatment plant, and other pertinent information necessary to bid the project and perform the Work.

H2O Urban Solutions will provide engineering and technical services necessary to develop the Work contract documents, assist with advertising the Work for bidding, conduct a pre-bid meeting with contractors, prepare responses and addenda to bidder questions, review bids, provide a recommendation letter for award of Work, provide construction management and inspection services (prepare change orders and progress payments, review submittals, address RFIs, inspect work, coordinate contractor activities with operations, etc.) and other services as needed to manage and assist with completion of the Work.

**Compensation**

The following table provides an estimate of time and associated costs to perform the task items defined above.

<b>Task</b>	<b>Hours</b>	<b>Cost</b>
1. Plans and Specifications	100	\$ 17,500
2. Bidding Services	10	1,750
3. CM/Inspection	80	14,000
Subtotal		\$ 33,250
Expenses	\$2,500	\$2,500
Total		\$35,750

pk32

**Grizzly Flats Community Services District**

4765 Sciaroni Road / P.O. Box 250

Grizzly Flats, CA 95636

Ph: 530/622-9626 Fax: 530/622-4806

[www.grizzlyflatscsd.com](http://www.grizzlyflatscsd.com)



# 2024 Board Meetings

(Meetings take place on the 2nd Thursday of each month @ 6:00 PM)

January 11, 2024

February 8, 2024

March 14, 2024

April 11, 2024

May 9, 2024

June 13, 2024

July 11, 2024

August 8, 2024

September 12, 2024

October 10, 2024

November 14, 2024

December 12, 2024



ESTIMATE	#2887
ESTIMATE DATE	Nov 13, 2023
EXPIRATION DATE	Nov 27, 2023
<b>TOTAL</b>	<b>\$10,500.00</b>

## Capital Aire Systems

Grizzly Flat CSD  
 Grizzly Flat CSD  
 4765 Sciaroni Rd  
 Grizzly Flats, CA 95636

☎ (530) 622-9626  
 ✉ gfcscdjessi@gmail.com

### CONTACT US

3948 Durock Road  
 Shingle Springs , CA 95682

☎ (530) 626-0948  
 ✉ info@cassolar.com

Service completed by: Darryl Miller

## ESTIMATE

Services	amount
----------	--------

Proposals - HVAC Change Out - Rheem 2.5 ton Condenser   92% Furnace	\$10,500.00
---	-------------

WE PROPOSE To furnish, install and service under warranty (stated below) products or related equipment for your home or business in accordance with the conditions and specifications set forth in this proposal:

### EQUIPMENT-CONDENSER

DESCRIPTION: Rheem RA14AZ30AJ1NA - Endeavor™ Line RA14AZ 2 1/2 Ton 14.3 SEER2 Condenser, 208-230/1/60  
 MODEL#: RA14AZ30AJ1NA  
 EFFICIENCY: 14.3 SEER 2  
 SIZE: 2.5 TON

### EQUIPMENT-FURNACE

DESCRIPTION: Rheem R921T0603A17M4SNAS - Classic 92% Gas Furnace Single Stage, 60K BTU, 17.5" W, 4-Way Multiposition, Standard NOx, 115/1/60  
 MODEL#: R921T0603A17M4SNAS  
 EFFICIENCY: 92%

EVAPORATOR COIL (RHEEM RCFZ or similar)

### ALSO INCLUDED:

- \* Programmable Thermostat
- \* New supply and return plenums
- \* Drain pan
- \* Furnace stands

- \* Conversion kits: horizontal & LP
- \* New flue, gas flex whip & disconnect
- \* County Permits

**SERVICE PLAN:**

- \* 1 year CAS Club Membership for Heating and Air Conditioning System

**WARRANTIES:**

- \* 2 years CAS labor warranty
- \* 10 years manufacturer warranty on parts

**THE CAS PROMISE:**

- \* Stringent Code Compliance
- \* Superior Installation Quality
- \* Sealing of all accessible air duct connections
- \* All work to be performed in a neat and professional manner by journeyman class technicians. Protective tarps will be used in home. Vacuuming will be accomplished at the conclusion of each day's work. All debris removed from premises at the conclusion of job.

---

**PAYMENT TERMS: CASH/CHECK (CREDIT/DEBIT ADD 3.5% SURCHARGE)**

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**ACCEPTANCE OF PROPOSAL**

The prices, specifications and conditions as outlined on both sides of this Proposal are satisfactory and are hereby accepted. Capital Aire System is hereby authorized to do the work as specified. Payment will be made as outlined. Buyer acknowledges that before signing this agreement, Buyer received and read a legible copy signed by the Seller, the Notice to the Owner on the reverse and was orally informed of Buyers Right to cancel on reverse side.

Late fees, legal fees and collecting expenses will be added if required for collection. A service charge of 1 1/2% per month (18% per annum) will be imposed on amount due past 30 days. All agreements are contingent on not discovering and the need for additional work before the described work can start and the necessary access to the property in a timely manner. Any alteration or deviation from the listed specifications involving extra cost will be executed only upon written orders and any additional work will become an extra charge over and above the above estimate. This proposal may be withdrawn if not accepted within 30 days.

I am in receipt of the Title 16 Notice To Owner and other notices attached. The listed price, specifications and conditions are satisfactory and are hereby accepted. I (we) attest to the fact that the name and address of the property owner(s) is (are) as stated above, Payment will be made as outlined, entirely to Capital Aire Systems.

IF YOU'D LIKE TO ACCEPT THIS PROPOSAL PLEASE CLICK "APPROVE".

OUR OFFICE WILL CALL TO DISCUSS THE NEXT STEPS FOR YOUR INSTALL

---

Services subtotal: \$10,500.00

Subtotal \$10,500.00

---

Tax (CC FEE 3.5%) \$0.00

---

**Total \$10,500.00**

Thank you for choosing Capital Aire Systems for all of your HVAC and Solar needs!

CL/License

#824635

Our mailing address is:

3948 Durock Rd.

Shingle Springs, CA 95682

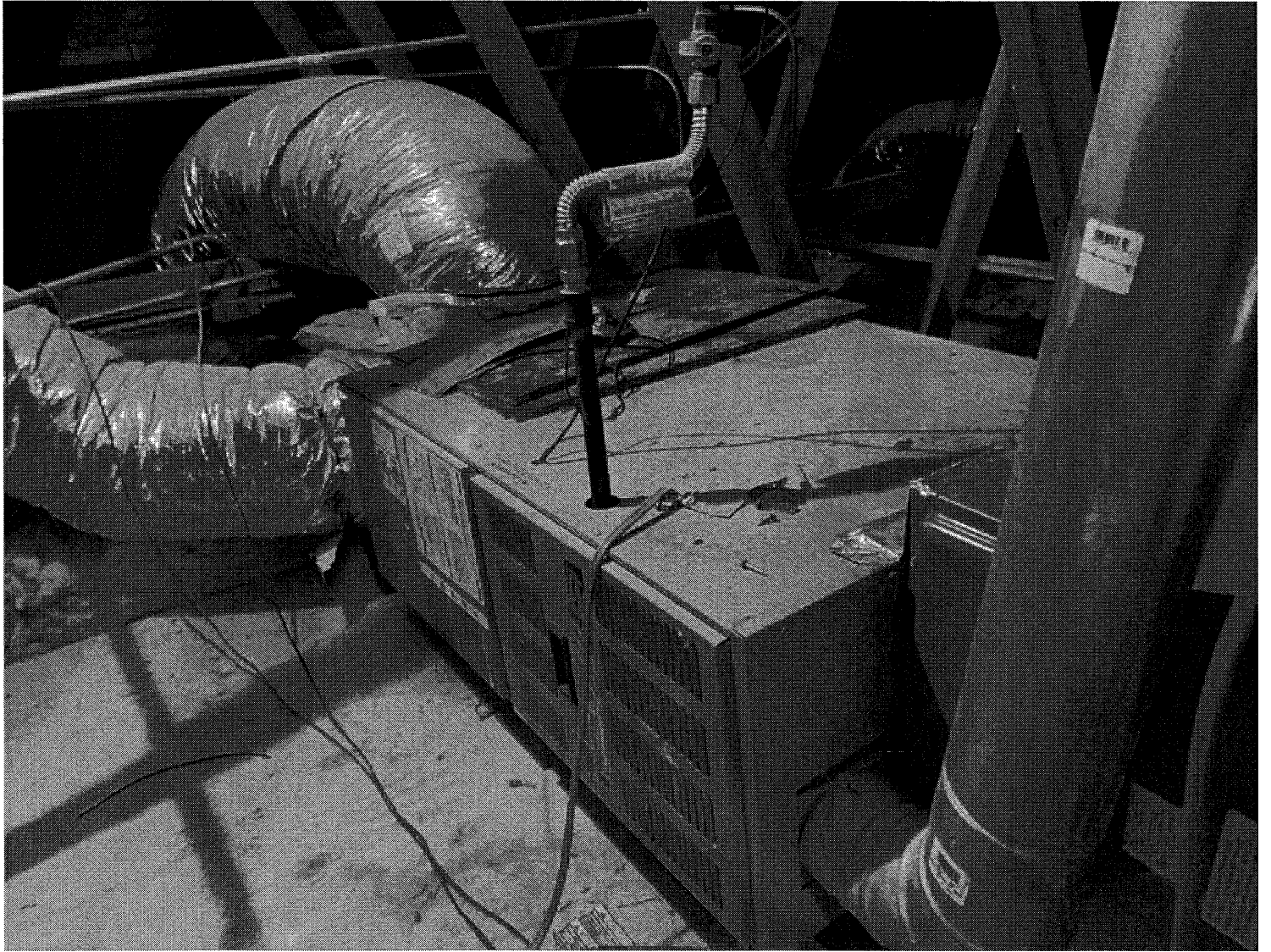
Phone: (530) 626-0948

Website: [www.cassolar.com](http://www.cassolar.com)

Support Email: [info@cassolar.com](mailto:info@cassolar.com)

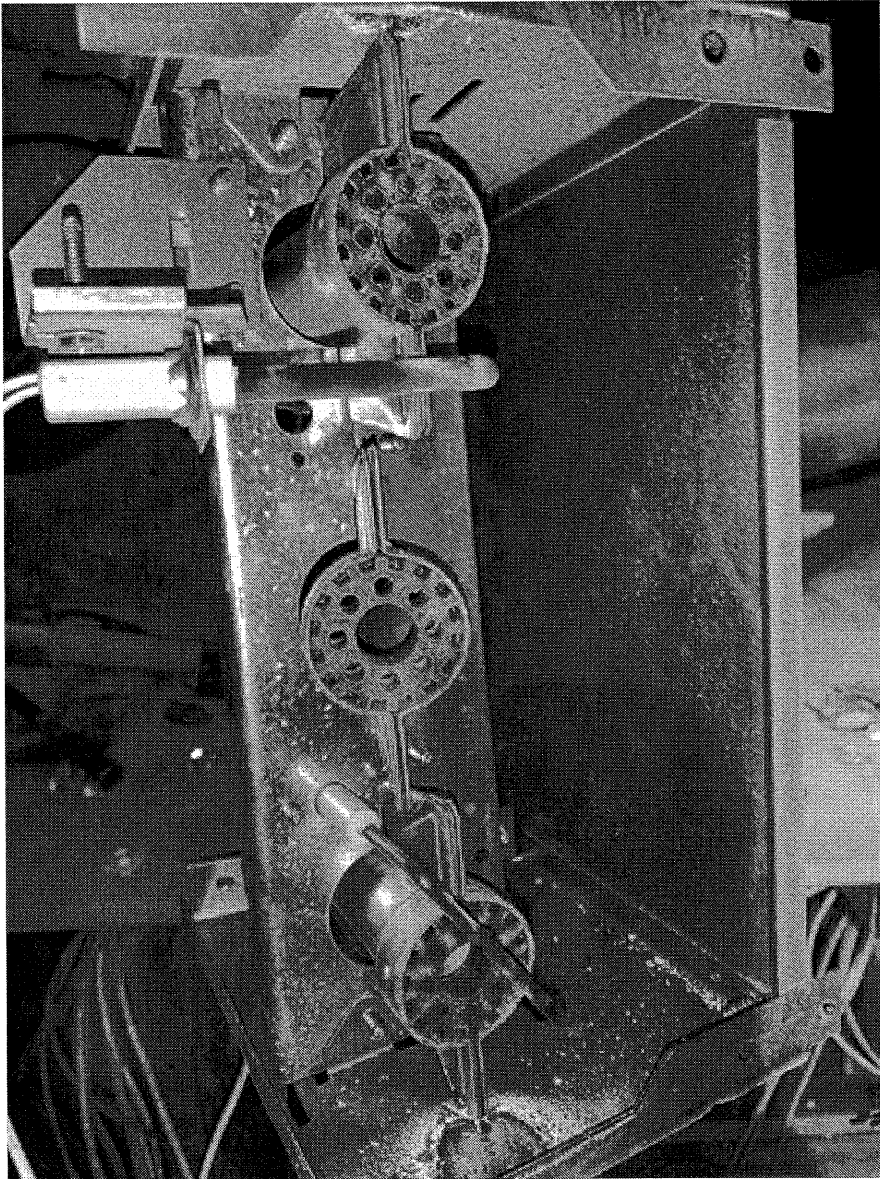
Like us on Facebook: [www.facebook.com/capitalairesystems/](http://www.facebook.com/capitalairesystems/)

ALL ESTIMATES FOR REPLACEMENT AND REPAIR ARE GOOD FOR 14 DAYS.

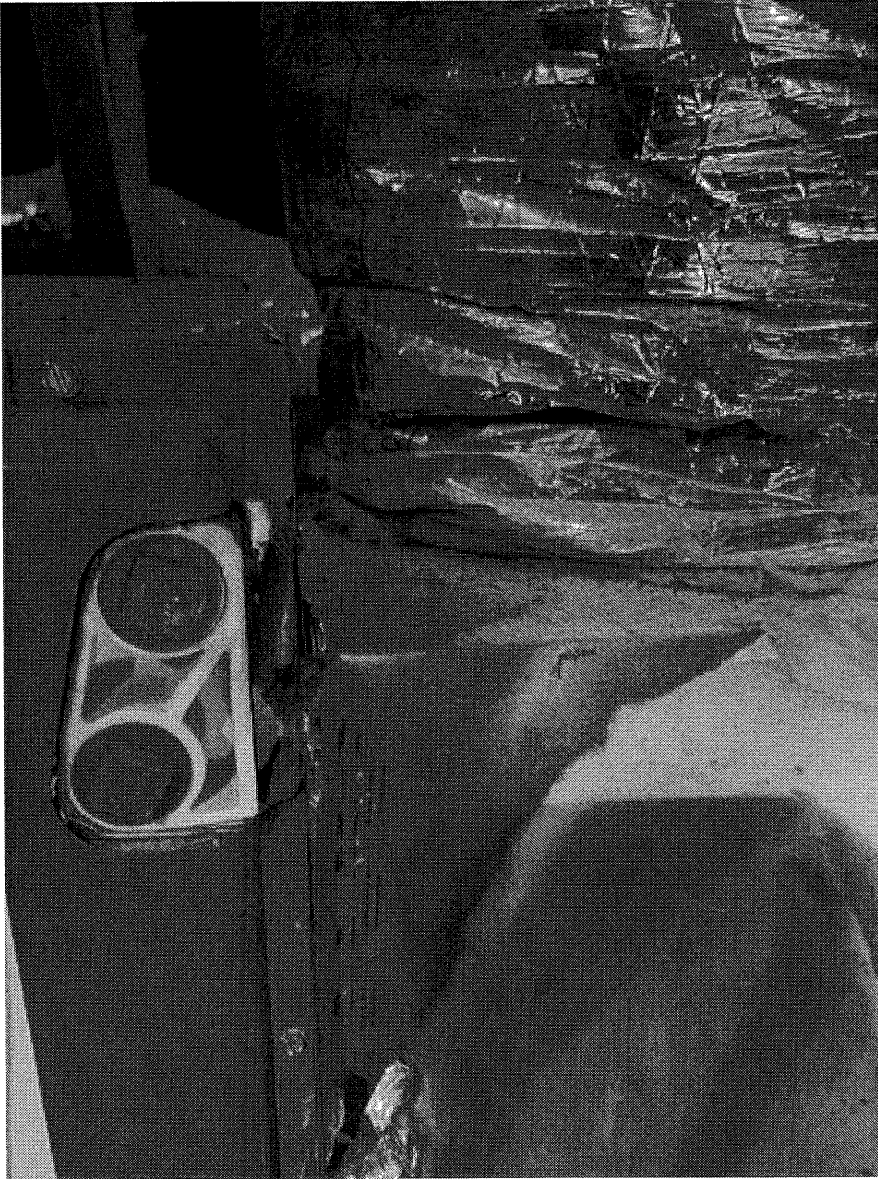


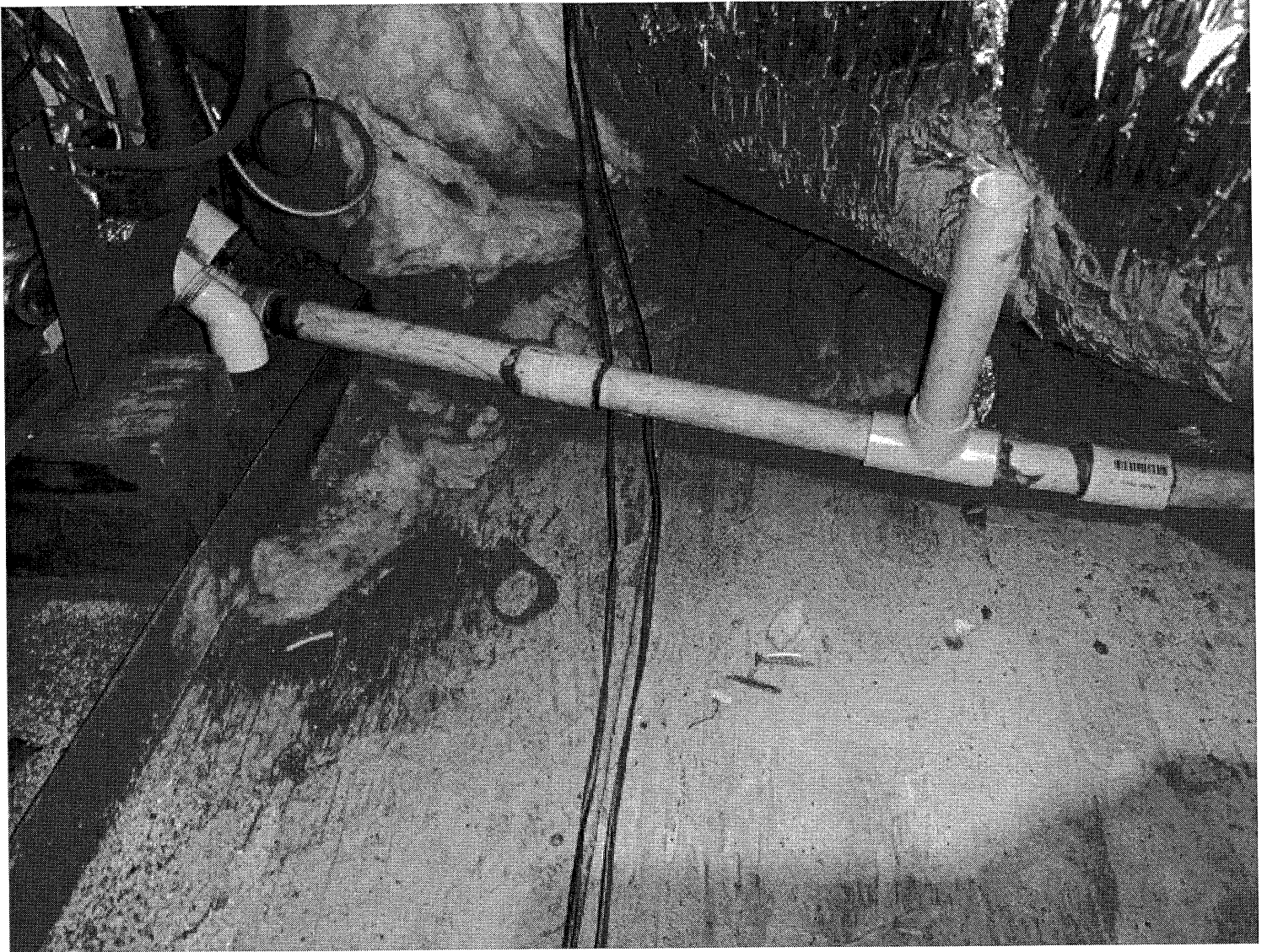


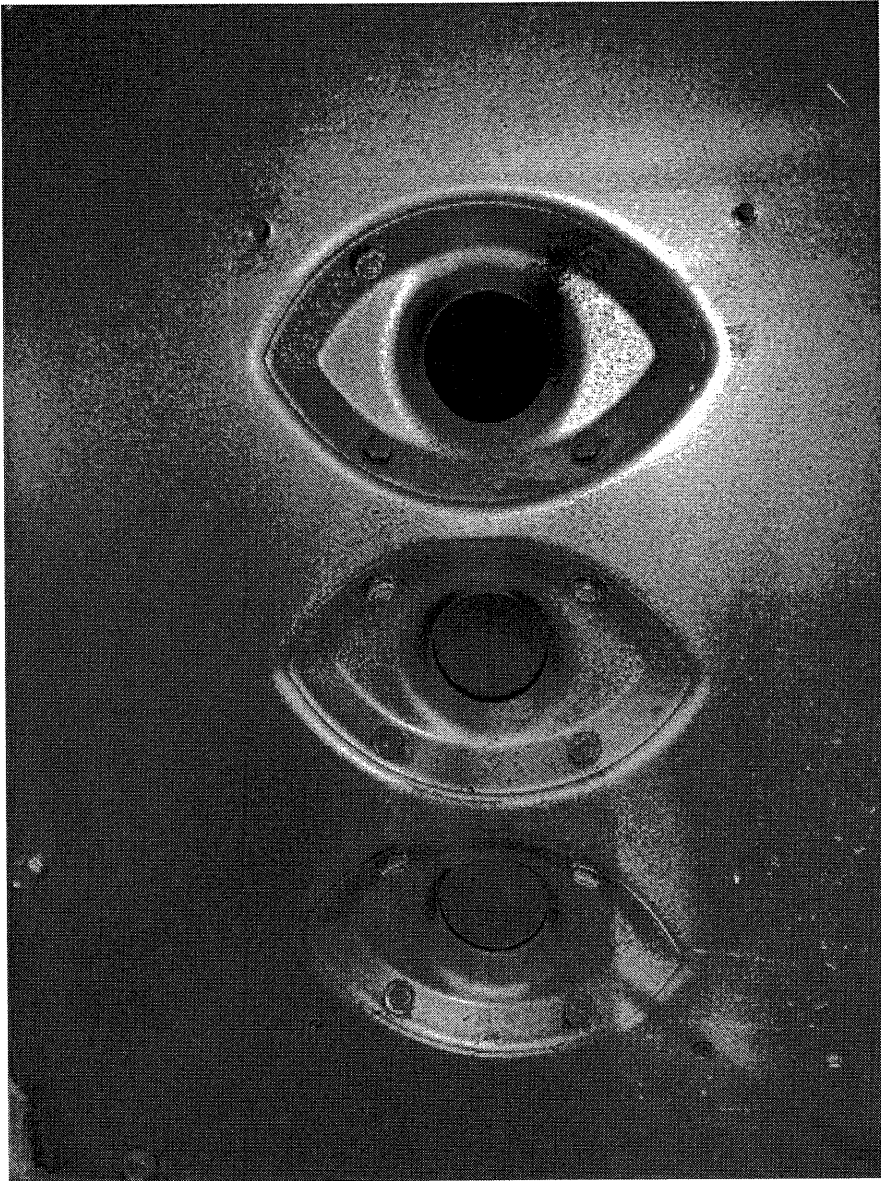












# COMFORT CONTROL

HEATING & AIR CONDITIONING  
SOLAR & ELECTRICAL

"Controlling Your Comfort Needs"

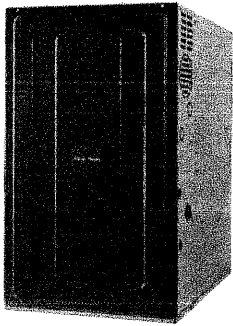
6115 Enterprise Dr. Ste. C | Diamond Springs | CA | 95619



Name: <b>Grizzly Flat Community Services</b>	Proposal#: <b>R311212023035837-2</b>	Date: <b>11/21/2023</b>
Site Address: <b>4765 Sciaroni Rd</b>	Billing Address: <b>4765 Sciaroni Rd</b>	Consultant: <b>Cecil Sims</b>
City: <b>Grizzly Flats</b>	City: <b>Grizzly Flats</b>	Email: <b>ccair@comfortcontrolair.com</b>
State: <b>CA</b>	State: <b>CA</b>	Cell Phone: <b>(530) 748-9175</b>
Phone: <b>(530) 622-9626</b> Zip Code: <b>95636</b>	Homeowner Email: <b>gfcsdjessi@gmail.com</b>	

### Zone 1

AMS S8X1 Gas Furnace



### System Investment

Term: 120	Rate: 5.75%	<b>Est Payment: \$64.35</b>
Investment Type :Finance (With Approved Credit)		Go Green Financing
Base System		<b>\$6170.97</b>
Optional Items Total		<b>\$0.00</b>
Instant Rebate Total(Before & After Tax Rebates Applied)		<b>&lt;\$308.55&gt;</b>
System Total		<b>\$5862.42</b>
Initial Investment		<b>\$0</b>
Balance		<b>\$5862.42</b>
Net Investment After Credits & Rebate		<b>\$5862.42</b>

### Rebates

**\$308.55**

1ST QUOTE FOR REPLACEMENT FURNACE

By signing this agreement I acknowledge that I have read and understand each page, including the terms and conditions.		Representative:	Date:
Customer:	Date:	Approved By:	Date:

PK44

# COMFORT CONTROL

HEATING & AIR CONDITIONING  
SOLAR & ELECTRICAL

"Controlling Your Comfort Needs"

6115 Enterprise Dr. Ste. C | Diamond Springs | CA | 95619



Name:	<b>Grizzly Flat Community Services</b>	Proposal#:	<b>R311212023035837-2</b>	Date:	<b>11/21/2023</b>
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Component In Base System Investment			Inclusions
Qty	Model #	Description	
1	S8X1B060M4PTCA	American Standard S8X1 Upflow Horizontal Single Stage Furnace With Ecm Motor 17.5 Inches	<ul style="list-style-type: none"> <li>• HERS verification and State Filing.</li> <li>• 20 year heat exchange warranty</li> <li>• Complete duct sealing exceeding T24 threshold.</li> <li>• Noise reduction device.</li> <li>• Our exclusive 10 year Workmanship warranty.</li> <li>• Flush refrigerant lines with R11 Solvent.</li> <li>• Includes Permits.</li> <li>• Installation to meet or exceed the Prevailing Codes.</li> <li>• Seal current ducting exceeding T24 threshold.</li> <li>• Complete start up and operations testing.</li> <li>• Remove and dispose used equipment</li> <li>• Gas piping to furnace.</li> <li>• Clean up work area before leaving worksite daily.</li> <li>• Backed by 10 year parts and 2 year labor warranty.</li> <li>• Sheet Metal transitions &amp; Modifications.</li> <li>• Reconnect and Seal Ducting</li> </ul>
1	VENTCONN-B	Vent Connector B-VENT to B-VENT	
1	GP-RECON	Reconnect Gas Pipe at Unit	
1	TRANSITION	Transition	
1	DUCT PRESSURE TESTING - HERS	PRESSURIZE DUCTING SYSTEM DETERMINING LEAKAGE PERCENTAGE T24 REQUIREMENT	
1	EL DORADO COUNTY	EL DORADO COUNTY PERMIT	
1	FURN1	Remove/Replace Furnace, level 1	

**Installation Instructions**

Removal and disposal of old equipment. Install new furnace re connecting and adapting to gas lines, electrical and flue pipe system. Convert new furnace to L.P and fine tune. County permit and T24 HERS verification / State filing. Complete start up and operations testing. 10 year parts and 2 year labor warranty.

By signing this agreement I acknowledge that I have read and understand each page, including the terms and conditions.		Representative:	Date:
Customer:	Date:	Approved By:	Date:

*PK45*

# COMFORT CONTROL

HEATING & AIR CONDITIONING  
SOLAR & ELECTRICAL

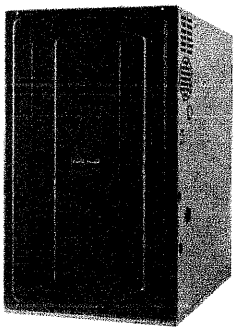

"Controlling Your Comfort Needs"

6115 Enterprise Dr. Ste. C | Diamond Springs | CA | 95619



Name: <b>Grizzly Flat Community Services</b>	Proposal#: <b>R311212023034423-1</b>	Date: <b>11/21/2023</b>
Site Address: <b>4765 Sclaroni Rd</b>	Billing Address: <b>4765 Sclaroni Rd</b>	Consultant: <b>Cecil Sims</b>
City: <b>Grizzly Flats</b>	City: <b>Grizzly Flats</b>	Email: <b>ccair@comfortcontrolair.com</b>
State: <b>CA</b>	State: <b>CA</b>	Cell Phone: <b>(530) 748-9175</b>
Phone: <b>(530) 622-9626</b> Zip Code: <b>95636</b>	Homeowner Email: <b>gfcsdjessi@gmail.com</b>	

**Zone 1**

AMS S8X1 Gas Furnace	AMS Silver Series 14 SEER Air Conditioner	System Investment		
		Term: 60	Rate: 6.99%	
		<b>Est Payment: \$267.09</b>		
		Investment Type :Finance (With Approved Credit)		Service Finance
		Base System		<b>\$14199.41</b>
		Optional Items Total		<b>\$0.00</b>
		Instant Rebate Total(Before & After Tax Rebates Applied)		<b>&lt;\$709.97&gt;</b>
		System Total		<b>\$13489.44</b>
		Initial Investment		<b>\$0</b>
		Balance		<b>\$13489.44</b>
		Net Investment After Credits & Rebate		<b>\$13489.44</b>
<b>Rebates</b>			<b>\$709.97</b>	

2ND QUOTE FOR REPLACEMENT FURNACE AND AIR CONDITIONER.

By signing this agreement I acknowledge that I have read and understand each page, including the terms and conditions.		Representative:	Date:
Customer:	Date:	Approved By:	Date:

pk46



# COMFORT CONTROL

HEATING & AIR CONDITIONING  
SOLAR & ELECTRICAL

"Controlling Your Comfort Needs"

6115 Enterprise Dr. Ste. C | Diamond Springs | CA | 95619



Name:	<b>Grizzly Flat Community Services</b>	Proposal#:	<b>R311212023034423-1</b>	Date:	<b>11/21/2023</b>
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Component In Base System Investment			Inclusions
Qty	Model #	Description	
1	4A7A4030N1000A	2.5 Ton American Standard Silver 14 Series Condenser	<ul style="list-style-type: none"> <li>• Install filter refrigerant purifier / filter drier.</li> <li>• Electrical safety switch for outdoor unit</li> <li>• HERS verification and State Filing.</li> <li>• 20 year heat exchange warranty</li> <li>• Complete duct sealing exceeding T24 threshold.</li> <li>• Includes ceiling saver condensate drain pan.</li> <li>• Noise reduction device.</li> <li>• Our exclusive 10 year Workmanship warranty.</li> <li>• Flush refrigerant lines with R11 Solvent.</li> <li>• Includes Permits.</li> <li>• Installation to meet or exceed the Prevailing Codes.</li> <li>• Seal current ducting exceeding T24 threshold.</li> <li>• Complete start up and operations testing.</li> <li>• Remove and dispose used equipment</li> <li>• Evacuate refrigerant system, removes air and water</li> <li>• Gas piping to furnace.</li> </ul>
1	S8X1B060M4PTCA	American Standard S8X1 Upflow Horizontal Single Stage Furnace With Ecm Motor 17.5 Inches	
1	4MXCA003AC6HCA	2-3 Ton American Standard Aluminum Convertible Cased Coil - 14.5 Inches Wide	
1	Safety Pan	Safety pan for condensing furnaces and coils.	
1	Elec-Recon-OD1	Existing disconnect.	
1	VENTCONN-B	Vent Connector B-VENT to B-VENT	
4	CON-ADD	Condensate tubing, additional footage	
1	GP-RECON	Reconnect Gas Pipe at Unit	
1	TRANSITION	Transition	
1	DUCT PRESSURE TESTING - HERS	PRESSURIZE DUCTING SYSTEM DETERMINING LEAKAGE PERCENTAGE T24 REQUIREMENT	
1	EL DORADO COUNTY	EL DORADO COUNTY PERMIT	
1	AC1	Coil & Outdoor unit, level 1 w/furnace	
1	FURN1	Remove/Replace Furnace, level 1	

**Installation Instructions**

Removal and disposal of old equipment. Flush refrigerant lines with solvent and install liquid line filter drier. Center new A/C coil over safety pan in attic and re connect drains. Install new furnace re connecting and adapting to gas lines, electrical and flue pipe system. Convert new furnace to L.P and fine tune. Install new A/C condenser in same location as existing bolting down to new pad. County permit and T24 HERS verification / State filing. Complete start up and operations testing. 10 year parts and 2 year labor warranty.

By signing this agreement I acknowledge that I have read and understand each page, including the terms and conditions.		Representative:	Date:
Customer:	Date:	Approved By:	Date:

PK47



CA License #339581

PO Box 1054 El Dorado, CA 95623. Tel: (530) 626 – 4010 Fax: (530) 626 – 8831

[www.skiair.com](http://www.skiair.com)

11/21/2023

**Contract & Proposal**

Page 1 of 2

<b>Contractor</b>	Grizzly Flats Community Services District Attn: Jesse
<b>Address</b>	PO Box 250
<b>City, State, Zip</b>	Grizzly Flats, CA 95636
<b>Contact Info</b>	530-622-9626 <a href="mailto:gfwater@sbcglobal.net">gfwater@sbcglobal.net</a>
<b>Job Location/Name</b>	2.5 Ton Split System Change Out-4765 Sciaroni Rd. Grizzly Flats, CA 95636

We hereby propose to furnish all the materials and perform all the labor necessary for the completion of the following:

**Scope of Work**

As Described in detail per attached "Exhibit A"

Equipment:

Carrier  Other:

Design Build  Controls  Utilities  Air Distribution  Venting

Sheet Metal  Sub Contract  Prevailing Wage

*\*R-22 to be obsolete in the year 2010*

**Exclusions:**

Permit\*  Electrical  Gas Piping  LP Tank  Condensate Drains  Mounting Pad Leveling  
 Water Piping  Cutting and Patching  Prevailing Wage  Roofing  Architectural Sheet Metal

**Features and Accessories**

SEER	AFUE	ECONOMIZER	AIR PURIFIER
15 SEER	80% AFUE	N/A	N/A

**Additions/Deductions**

Add Alternatives	Cost
Deduction Alternatives	Cost

**Total Price: Twelve Thousand One Hundred Eighty Dollars & 00/100**

**\$12,180.00**

*Payments will be billed by percentage as work progresses.*

*Full Payment will be due upon completion.*

"Total Price" does not include Add Alternative/Deduction Alternative Prices

Initial: \_\_\_\_\_

*PK48*

Permit	
<i>California State Law requires the Owner of the Property to obtain a Permit before work begins.</i>	
<input checked="" type="checkbox"/>	I understand it is my responsibility as the Property Owner/General Contractor to Obtain a permit before work begins. Initial: _____
<input type="checkbox"/>	I request that Ski Air Inc. obtain a permit before work begins for an additional cost as listed in "Exhibit A". Initial: _____

Warranty	Total Years
Labor	One Year
Parts	One Year
Compressor Only (No Labor)	Five Years
Heat Exchanger	Ten Years

**Payment Conditions**

Balance in full is due upon completion. A 2% service charge per month to be added to all accounts which exceed 30 days past due from invoice date. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance upon above work. Worker's Compensation and Public Liability insurance on above work to be taken out by Ski Air Inc.

**"Notice to Owner"**

**(Section 7019-Contractors License Law)**

Under the Mechanic's Lien Law, any contractor, sub-contractor, laborer, materialman, or other person who helps improve your property and is not paid for his labor, services or material has a right to enforce his claim against your property. Under the law, you may protect yourself against such claims by filing, before commencing such work of improvement or modification thereof, in the office of the county recorder of the county where the property is situated and requiring that a contractor's payment bond by recorder in such office. Said bond shall be in an amount not less than fifty percent (50%) of the contract price and shall, in addition to any conditions for the performance of the contract, be conditioned for payment in full of the claims of all persons furnishing labor, services, equipment, or materials for the work described in said contract.

Respectfully Submitted by: **BEAU VISINTIN**  
SKI AIR INCORPORATED LIC#339581



11/21/2023

Please sign the acceptance of proposal and attached, **Exhibit A**

**Acceptance of Proposal**

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

**Accepted By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Contractors are required by law to be licensed and regulated by the Contractor's State Board. Any questions concerning a contractor may be referred to the register of the board whose address is: Contractor's State License Board 1020 N. Street. Sacramento, CA 95814

Initial: \_\_\_\_\_

*PK 119*

Purchased Materials and Equipment	
Description	Quantity

EXHIBIT A	
-----------	--

CARRIER 80% MULTI-POISE 58SB1A045E1412	1
120V PIGTAIL & CONNECTOR	1
L.P KIT #AGAGC9NPS01B	1
B-VENT FLUE- 10FT MINIMUM	3

CARRIER ADP C36H175P459 HORIZ. 2-3 TON	1
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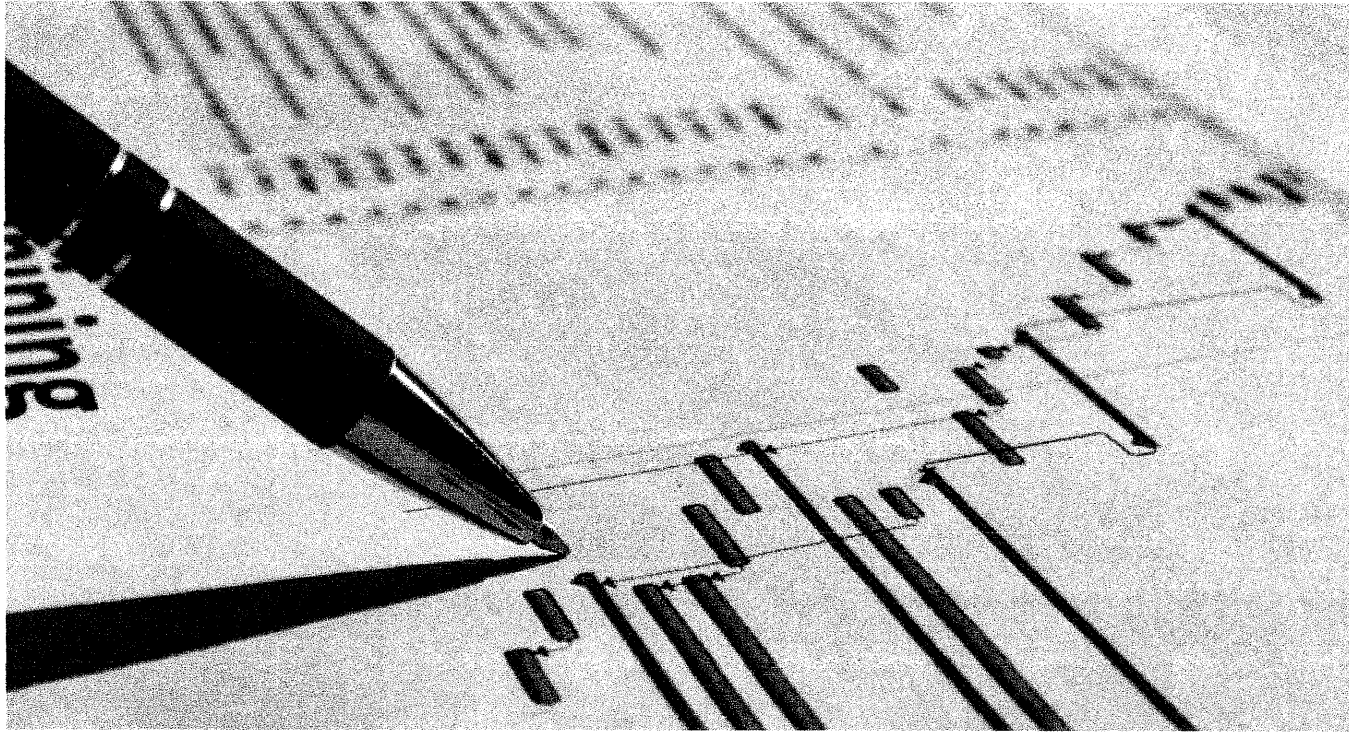
CARRIER 15 SEER COMFORT 24SCA530W003 A/C	1
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7-DAY PROGRAMMABLE T-STAT W/ WIRE	1
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MOUNT/SUSPEND INDOOR UNIT	1
ELECTRICAL PER FT	4
EXPOSED GAS PIPE PER FT	3
CONDENSATE PIPING PER FT	6
R-LINES 1/4L-5/8S PER FT	5
REMOVAL OF EXISTING EQUIPMENT	1
DISPOSAL OF EQUIPMENT	1
ADAPT TO EXISTING DUCTWORK	1
MISC. SEALANTS & ACCESSORIES	1

PREVAILING WAGE	1
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PK50



## Response to Request for Qualifications

# AMERICAN RESCUE PLAN ACT PROJECT MANAGER

**PREPARED FOR:**

Grizzly Flats Community Services District  
4765 Sciaroni Road  
P.O. Box 250  
Grizzly Flats, CA 95636-0250  
Attention: Kim Gustafson

**FROM:**

Camille D'Ambrosio, AICP  
10465 Miracle Waters Ct.  
Spring Valley, CA 91977  
(619) 992-3217

**SUBMITTAL DUE DATE: NOVEMBER 1, 2023**

PK51

Camille D'Ambrosio, AICP

10465 Miracle Waters Ct.  
Spring Valley, CA 91977  
(619) 992-3217



October 26, 2023

Kim Gustafson  
General Manager  
**Grizzly Flats Community Services District**  
4765 Sciaroni Road  
P.O. Box 250  
Grizzly Flats, CA 95636-0250

**SUBJECT:** Response to Request for Qualifications for the American Rescue Plan Act (ARPA) Project Manager Position

Dear Ms. Gustafson,

I am pleased to provide this response to your request for qualifications for the Grizzly Flats Community Services District American Rescue Plan Act (ARPA) Project Manager position. It is my understanding that the purpose of this work is to assist with the implementation of the water infrastructure projects necessary to address the system deficiencies in your community utilizing ARPA grant funds.

As evidenced by my following resume and work experience, I have the necessary skills to fulfill this role. In the span of my 18 year career as a city planning consultant, I have successfully completed numerous complex projects where I served as the overall project manager of a multidisciplinary team. I have managed general plan updates, specific plans, housing element updates, zoning ordinance updates, and complicated, often controversial development projects. These projects have required coordination with a variety of engineering, economic, transportation, and environmental consultants as well as community groups, developers, and public agency staff. I am known for being responsive, taking detailed meeting notes, and keeping comprehensive records of project issues and resolutions. Preparing proposals, organizing meetings, and tracking scopes of work, budgets, and schedules is also part of my repertoire. I have earned a distinguished reputation for consistently providing high quality services and work products on schedule and within budget.

pk52

An important component of my public sector work has been strategically placing cities in a competitive position to apply for grant funding by aligning local goals and policies with regional growth strategies. For example, an objective of the National City General Plan Update was to optimize the ability to pursue grant funding from SANDAG and other sources to implement various infrastructure improvements. In addition, I was involved in the development of a Comprehensive Active Transportation Strategy (CATS) for the City of Solana Beach which was funded by a grant from SANDAG. The approved plan places Solana Beach in a position to obtain grant funding from the State of California and SANDAG for active transportation projects. Therefore, I am familiar with the need to meet various contract requirements specific to government grant funding.

In recent years, I have been working as an independent contractor on an as-needed basis for Latitude 33 Planning and Engineering. This has allowed me the flexibility to work around my children's school schedule. My last project through that firm is wrapping up, so this is good timing for taking on a new position.

Thank you for your consideration of my qualifications. I greatly appreciate the opportunity to work with you on this important project for the Grizzly Flats community. If you have any questions or comments, please feel free to contact me at (619) 992-3217 or via email at [camilledauthor@outlook.com](mailto:camilledauthor@outlook.com).

Sincerely,



Camille D'Ambrosio, AICP

P.S. My previous last name was Passon and many of my professional contacts still know me by that name.

Attachments:

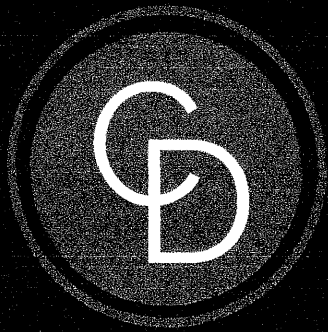
1. Resume
2. Examples of Similar Work Experience
3. References
4. Billing Rate

pk53

# ATTACHMENT 1:

## Resume





# CAMILLE D'AMBROSIO, AICP

PROJECT MANAGER

## PROFILE

I have 18 years of experience managing a wide range of entitlement projects with multiple subconsultants. I am skilled at demonstrating a project's compliance with land use codes and policies, presenting to the public and decision-makers, and working collaboratively with developers, engineers, agency staff, environmental consultants, and community members. I am regarded as a highly efficient project manager that keeps projects on schedule and on budget.

## EXPERIENCE

### INDEPENDENT CONTRACTOR/PLANNING MANAGER

#### Latitude 33 Planning and Engineering, San Diego, CA (2020-Present)

- Prepare and process applications for a variety of discretionary projects including site development/planned development permits, specific plans, general plan amendments, zone changes, conditional use permits, tentative maps, and substantial conformance reviews (SCRs).
- Write policy documents, submit applications, respond to reviewer comments, and work with agency staff to prepare findings, permit resolutions, and staff reports.
- Project management activities including preparing proposals, taking detailed meeting notes, following up on the status of action items, preparing schedules, consultant and agency coordination, and invoicing.
- Significant projects: University District Specific Plan Amendment (San Marcos, CA), Merge 56 Mixed-Use Planned Development (San Diego, CA), Salk Institute SCR (La Jolla, CA), UCSD Hillcrest Community Plan Amendment/Street Vacations (San Diego, CA).

### SENIOR PLANNER

#### Project Design Consultants, San Diego, CA (2005-2019)

- Served as project manager for general plan updates, specific plans, and zoning ordinance updates and was the primary author of the policy documents.
- Prepared and processed complex discretionary applications (site development/planned development permits, general plan amendments, specific plans, zone changes, conditional use permits, and tentative maps).
- Organized and facilitated public workshops and other outreach efforts.
- Served as extension of planning staff for San Diego County.
- Significant projects: National City General Plan Update, Solana Beach General Plan Update, East Otay Mesa Specific Plan Amendment (County of SD), Harmony Grove Village South Specific Plan (County of SD), Campus Park West Specific Plan (County of SD).

## CONTACT

- ☎ (619) 992-3217
- ✉ [camilledauthor@outlook.com](mailto:camilledauthor@outlook.com)
- 📍 10465 Miracle Waters Ct.  
Spring Valley, CA 91977
- ➔ [www.linkedin.com/in/camille-dambrosio](http://www.linkedin.com/in/camille-dambrosio)

## EDUCATION

### BA COMMUNICATIONS & CULTURAL ANTHROPOLOGY

University of California, Santa Barbara

### MASTER OF CITY AND REGIONAL PLANNING (MCRP)

California Polytechnic State University,  
San Luis Obispo

## PROFESSIONAL CERTIFICATION

American Institute of Certified  
Planners (AICP) No.022747

## PUBLICATION

Implications of Adolescents' Perceptions  
and Values for Planning and Design. *Journal  
of Planning Education and Research*, Vol. 28,  
No. 1, Fall 2008

## SKILLS

- Microsoft Office Suite
- Microsoft Project
- Adobe Photoshop
- Adobe InDesign

PK 55

## ATTACHMENT 2:

# Examples of Similar Work Experience


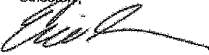
# COUNTY OF SAN DIEGO EXTENSION OF STAFF

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While working at Project Design Consultants (PDC), I served as a Project Manager for the County of San Diego through an extension of staff contract with the Department of Planning and Land Use. This entailed managing various discretionary applications such as general plan amendments, zone changes, tentative maps, tentative parcel maps, site plans, major use permits, and administrative permits. I coordinated with project reviewers in other departments to obtain their comments, developed project issue letters, communicated with applicants, scheduled project issue resolution meetings, and participated in Planning Director briefings. I was also responsible for putting together various California Environmental Quality Act (CEQA) documents including initial studies, mitigated negative declarations, negative declarations, and notices of determination. In addition, my duties involved the preparation of staff reports, findings, and permit resolutions as well as making presentations to the Planning Commission and/or Board of Supervisors.

I was responsible for closing out projects that had been languishing in the system for some time and my productivity was recognized and appreciated by upper management.

Under this extension of staff contract, I provided other services to the Department as well including the preparation of their Residential Subdivision Design Guidelines and managing a Housing Element Update.

<p><b>ERIC GIBSON</b> INTERIM DIRECTOR</p>	 <p><b>County of San Diego</b> DEPARTMENT OF PLANNING AND LAND USE 8301 RUFFIN ROAD, SUITE B, SAN DIEGO, CALIFORNIA 92123-1600 INFORMATION (619) 594-0200 TOLL FREE (800) 411-0017</p>
<p>September 26, 2007</p>	
<p>Camille Passon, Consultant Project Design Consultants 107 "B" Street, Ste. 800 San Diego, CA 92101</p>	
<p><b>LETTER OF APPRECIATION</b></p>	
<p>Dear Ms. Passon:</p>	
<p>It is with great pleasure that I am writing to recognize you for the work you have done for the Department of Planning and Land Use, County of San Diego. This letter is in recognition of your work as a Project Manager, which has been extremely valuable and helped Regulatory Planning address backlog and the amount of past due hours associated with discretionary projects. Over the last four weeks Regulatory Planning was able to reduce it's total number of "Open Activities More Than Three Weeks Late" by 87% and during this time you maintained a high level of productivity, which peaked at 198%. Your contribution is very much appreciated.</p>	
<p>Thank you for your hard work and dedication to the Department and the County.</p>	
<p>Sincerely,</p> 	
<p>ERIC GIBSON, Interim Director Department of Planning and Land Use</p>	
<p>cc: Chris Morrow, Project Design Consultants Jason Giffen, Chief of Regulatory Planning Traci N. Mitchell, Departmental Personnel Officer</p>	

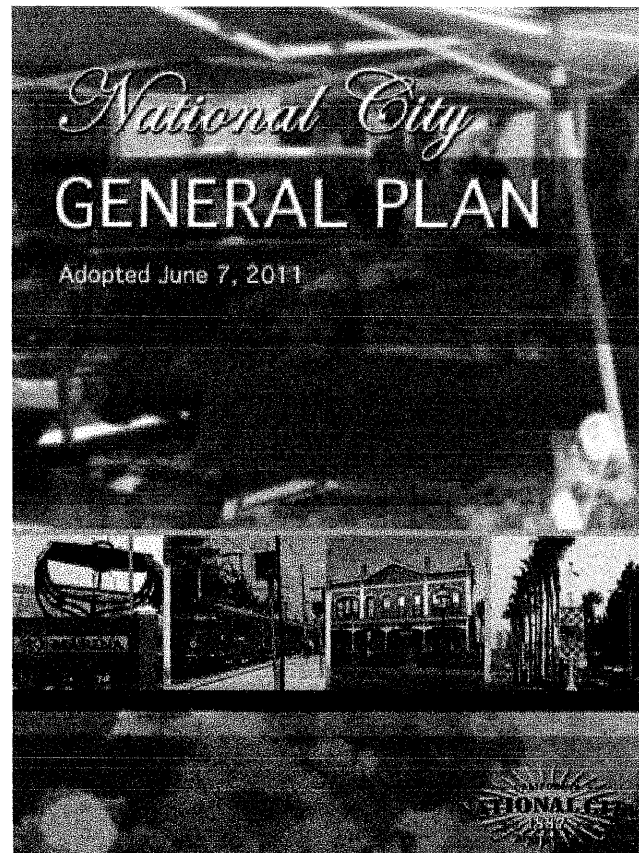
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# CITY OF NATIONAL CITY GENERAL PLAN UPDATE

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While employed at PDC, I worked on the comprehensive General Plan Update and Land Use Code Update for the City of National City and successfully managed the subconsultant team that prepared the Environmental Impact Report (EIR) and Climate Action Plan (CAP). I coordinated with SANDAG to ensure compatibility of the General Plan Update with the Regional Transportation Plan and Sustainable Communities Strategy and developed goals and policies intended to implement SB375 and other climate change initiatives. These efforts placed the City of National City in a competitive position to apply for and obtain grant funding for various active transportation infrastructure projects. National City was also the first city in California to include a Health and Environmental Justice Element in their General Plan.

Project management tasks included maintaining a schedule, organizing meetings with the consultants, City staff, and Ad Hoc Committee, distributing meeting notes and following up on action items, organizing and facilitating public workshops and online questionnaires, creating assignments to engage children and youth in the process, and overseeing a group of college fellows that were involved in the initial background research and existing conditions report. I was also the primary author and editor of the General Plan, prepared submittals to City staff, responded to staff comments, held joint Planning Commission/City Council update meetings, and participated in presenting the final documents to the decision-makers for approval.



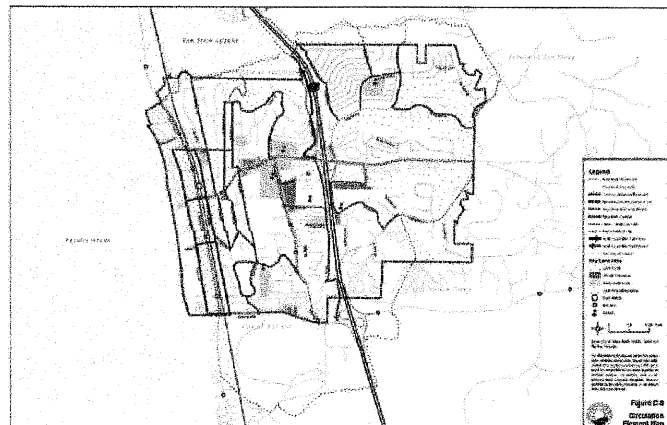
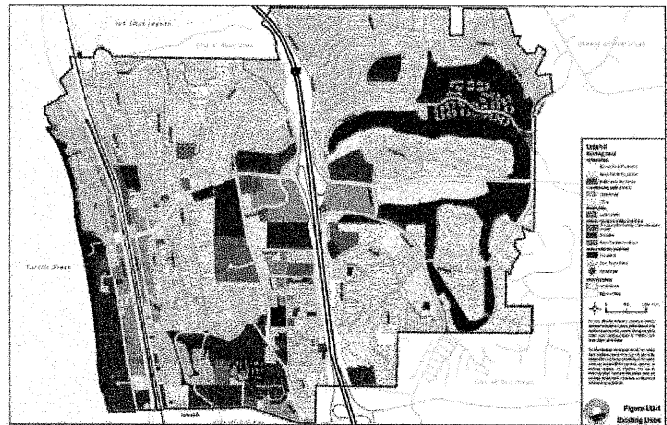
PK58

# CITY OF SOLANA BEACH GENERAL PLAN UPDATE

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During my time at PDC, I prepared Phase I of Solana Beach's General Plan Update, which included the Land Use Element, Circulation Element, and Housing Element. This update also focused on the incorporation of policies related to sustainability, complete streets, climate change, and implementation of SB743. Goals and policies within the General Plan were aligned with SANDAG's regional smart growth policies, placing the City in a competitive position to obtain grant funding for future active transportation infrastructure projects. The project required close coordination with the transportation consulting firm, Chen Ryan Associates, and the environmental consulting firm, RECON Environmental.

Project management tasks included maintaining the project schedule, organizing regular meetings with the consultants and City staff, keeping detailed meeting notes, and following up on action items. To maximize public input, I developed innovative community participation techniques including a role playing exercise which asked workshop attendees to take on the perspective of people in different stages of life (e.g. children, parents, senior citizens, disabled persons, etc.). I also developed an online questionnaire. Again, I served as the primary author and editor of the General Plan, prepared submittals to City staff, responded to comments, and participated in the adoption hearings. A significant achievement was the approval of the Housing Element, which was accepted by the California Department of Housing and Community Development (HCD) after a single review and adopted by the City well in advance of the State's deadline.



pk59

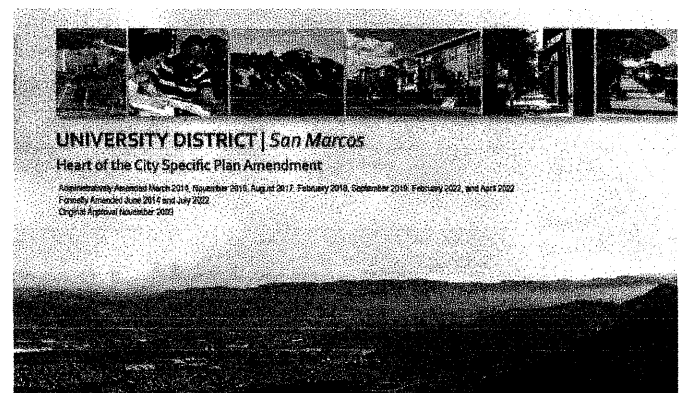
# UNIVERSITY DISTRICT SPECIFIC PLAN AMENDMENT

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As a contract employee for Latitude 33 Planning and Engineering, I prepared an amendment to the University District Specific Plan in San Marcos. The amendment included an expansion to the Specific Plan boundary, increased building heights to provide for larger public plazas and other outdoor community gathering spaces, revised design standards to allow for greater flexibility, the conversion of a roadway into a pedestrian paseo, and the removal of bridges that are no longer needed. The application also required concurrent processing of a General Plan Amendment, Site Development Plan, and Tentative Subdivision Map. The Specific Plan is located next to Cal State San Marcos and is intended to be the “downtown” for San Marcos. It sits in an area where higher densities makes sense adjacent to a commuter rail stop. What has been built so far is a vibrant center where people can live, work, and play.

The Specific Plan Amendment was on a highly expedited schedule and received unanimous approval by the City Council less than one year from the initial submittal despite community opposition to the increased building heights.

Project management tasks included weekly team meetings and close coordination with the client (Sea Breeze Properties), San Marcos City staff, the architect (Safdie Rabines Architects), the civil engineer (Stevens Cresto Engineering), the traffic consultant (Urban Systems Associates), and the environmental consultant (Sophia Mitchell & Associates). I coordinated the submittals and responses to comments, served as the main point of contact to the City's project manager, participated in public meetings, prepared summary reports, and was in charge of the policy documents.



pk60

# ATTACHMENT 3:

## References

# REFERENCES

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## ***Sea Breeze Properties***

Contact: Gary Levitt, Principal (858) 361-8555; gary@seabreezeproperties.com or  
Darren Levitt, Vice President (858) 342-2441; darren@seabreezeproperties.com

Sea Breeze Properties was the client for the University District Specific Plan Amendment as well as another project, Merge 56, where I processed an amendment to the Planned Development Permit.

## ***Stephanie Morgan-Whitmore***

(928) 853-1792; stephamorgan@yahoo.com

Stephanie and I worked together at PDC on the National City General Plan Update and also collaborated on multiple projects when she went to work at RECON Environmental. She was part of the team that prepared the EIR for the Solana Beach General Plan Update.

## ***Catherine Lorbeer***

(623) 333-4018; clorbeer@avondaleaz.gov

Catherine was the principal planner at the City of Solana Beach overseeing the development of Phase I of the General Plan Update.

pk62



# ATTACHMENT 4:

## Billing Rate

# BILLING RATE

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My current billing rate is \$95/hour.

Reimbursable expenses for printing, travel and mileage, delivery expenses, and other direct charges incurred on behalf of the client will be billed at cost.

Invoices will be provided on a monthly basis and shall be paid within 30 days of the invoice date.

If selected, the details of the contract agreement may be further negotiated and refined.

PK64



# GRIZZLY FLATS CSD CALDOR FIRE EVENT & STORM DAMAGE



## STATUS REPORT

Date: December 14, 2023

**General:** The purpose of Status Reporting is to provide current information to District staff, administration, and elected officials of ongoing progress on water service and infrastructure restoration. The Status Report will be updated on a regular basis and as information critical to restoration of the water system becomes available.

CURRENT STATUS	
<b>Situation Summary</b>	<ul style="list-style-type: none"> <li>Forester’s Co-Op completed marking and document hazard trees to be felled on one remaining private parcel and U.S. Forest Service property adjacent to Eagle Ditch Pipeline. This project will be bid out in winter when the Request for Proposals document is finalized. Work is expected to start in Spring 2024.</li> <li>Insurance and FEMA funding for the reservoir liner repair project has been received by GFCSD. Staff extended the deadline to submit proposals, but have not yet received any submissions.</li> <li>Acuren’s final “Fit for Service” reports for Tyler and Winding Tanks were submitted to FEMA, but no updates have been received in response. As requested by staff, this project has been flagged for FEMA’s 428 process which would allow funding based on fixed estimates and simplify the implementation process.</li> <li><b>District staff, FEMA, and Cal OES met via teleconference on December 8, 2023. FEMA has transitioned the Caldor Fire projects to Mike Davis and Salvador Lopez Merced so that they can help get funding obligated.</b></li> <li>District staff continue regular bi-weekly meetings with Insurance Co.</li> <li>Staff provided FEMA an assessment of equipment damages resulting from the severe storms of December 2022. Damages were documented and the projects have been fast tracked within the FEMA system – <b>FEMA has obligated funding to the District for these damages and a Recovery Transition Meeting was held on December 12, 2023. Staff will continue to work with Cal OES for project completion.</b></li> </ul>

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# GRIZZLY FLATS CSD CALDOR FIRE EVENT & STORM DAMAGE



<b>Water System Assessment</b>	<ul style="list-style-type: none"><li>• District staff is complete with all assessments of the water system and is responding to FEMA's requests for information (RFI) and reviewing damage and recovery costs to support emergency funding applications as they become available.<ul style="list-style-type: none"><li>- H2Ou prepared a justification memo for replacing entire service line from the water main to the meter for services damaged in the Caldor Fire, but a response hasn't been received from FEMA.</li><li>- Voids from burned tree stumps along Eagle Ditch pipeline are not currently included in the damage description for the project, so an amendment may be needed when construction begins.</li></ul></li></ul>
<b>Actions and Activities</b>	<ul style="list-style-type: none"><li>• Finalizing documentation requested by FEMA to support damages.</li><li>• Maintaining Water Treatment and Distribution Operations with fire and storm related water quality impacts and equipment failures from regular power outages and aging equipment – <b>H2Ou staff is working to procure a new PLC and to confirm the lead time for planning purposes. The goal is to have new equipment installed before the snow season.</b></li></ul>
<b>Future Actions</b>	<ul style="list-style-type: none"><li>• Review damage determination by FEMA and prepare cost estimates of damages. Compare to FEMA and insurance cost estimates.</li><li>• Retain contractor to repair reservoir liner.</li><li>• Retain contractor(s) for felling hazard trees for both FEMA and USDA funding.</li><li>• Retain contractor to replace surface water metering station.</li><li>• Planning and design of replacement facilities for Tyler and Winding Way, and the surface water metering station.</li><li>• Use ARPA funding for non-fire related improvements is much needed to begin making progress and address challenges with current water treatment production, monitoring processes, tank levels, system pressures, etc. during power outages and remotely. <b>Project agreements have been executed and proposals have been solicited for a Project Manager, Engineering and Technical Professional Services, and Environmental Consultant Services.</b></li></ul>

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DR 4619 - Caldor Fire												
Project #	FEMA Category	Project Title	FEMA Category Type	FEMA Process Status	Activity Completion Deadline	# Damages	Estimated Project Cost	Amount Received	Retention	Amount Spent	\$ Left	Notes
437331	B - Emergency Protective Measures	Temporary Road Access-Self Cert (Big Canyon)	Work Completed / Fully Documented	Obligated	3/12/2022	1	\$33,600.00	\$ 33,600.00	\$-	\$ 33,600.00	\$0.00	Project Completed
437364	B - Emergency Protective Measures	Emergency Protective Measures & Temporary Repairs	Work Completed / Fully Documented	Obligated	3/12/2022	1	\$348,860.41	\$ 342,755.35	\$ 6,105.06	\$ 348,860.41	\$0.00	Project Completed
546167	F - Utilities	Clearwell Water Tank	Work Completed / Fully Documented	Obligated	3/12/2023	1	\$6,450.00	\$ 6,450.00	\$-	\$ 6,450.00	\$0.00	Project Completed
548122	D - Water Control Facilities	HDPE Reservoir	Specialized	Obligated	3/12/2023	1	\$127,870.23	\$ 124,673.48	\$ 3,196.75	\$ 22,485.00	\$ 105,385.23	Unsuccessful Bid
657294	G - Parks, Recreational Facilities, and Other Items	Miscellaneous Facility Damages (Display Case, Containment Area, Box to Overflow, Access Point Locks, Security Cam)	Standard	Obligated	3/12/2023	5	\$23,777.58	\$ 23,183.13	\$ 2,377.76	\$ -	\$23,777.58	Project Ready
659585	F - Utilities	Miscellaneous Utility Damages (Forest View, Grizzly Pond, WQ Sample Stns, Stream Gages, Old Mine PRV, Hydrant Flow Meter)	Standard	Obligated	3/12/2023	6	\$152,264.89	\$ -	\$ -	\$ 940.83	\$151,324.06	Obligated on 12/12/23
660345	B - Emergency Protective Measures	2022 Emergency Protective Measures	Work Completed / Fully Documented	Obligated	3/12/2022	1	\$178,435.94	\$ 173,975.05	\$ 4,460.89	\$ 178,435.94	\$0.00	Project Completed
437365	F - Utilities	Fire Hydrants	Standard	Pending Applicant Project Review	3/12/2023	1	\$367,082.00	\$ -	\$ -	\$ -	\$367,082.00	Adding Isolation Valves
547435	F - Utilities	Big Canyon Water Diversion and Retaining Wall	Standard	Pending EHP Review	3/12/2023	1	\$88,023.03	\$ -	\$ -	\$ -	\$88,023.03	Waiting on FEMA
548682	F - Utilities	North Canyon Creek Diversion	Standard	Pending EHP Review	3/12/2023	1	\$122,725.64	\$ -	\$ -	\$ -	\$122,725.64	Waiting on FEMA
548687	F - Utilities	Metering and Diversion Station	Standard	Pending EHP Review	3/12/2023	1	\$133,098.29	\$ -	\$ -	\$ -	\$133,098.29	Waiting on FEMA
659587	F - Utilities	Eagle Ditch Pipeline	Standard	Pending Final FEMA Review	3/12/2023	1	\$158,452.26	\$ -	\$ -	\$ -	\$158,452.26	Waiting on FEMA
705086	Z - Mgmt Costs	Management Costs	Management Costs	Formulation Completion	9/12/2025	1	\$27,027.91	\$ -	\$ -	\$ -	\$27,027.91	Waiting on FEMA
437312	B - Emergency Work Donated Resources	Donated Resources	Emergency Work Donated Resources	Pending Initial Project Development	3/12/2022	1	\$-	\$ -	\$ -	\$ -	\$0.00	Waiting on FEMA
437322	A - Debris Removal	Hazardous Tree Removal	Standard	Pending Initial Project Development	3/12/2022	1	\$2,000,000.00	\$ -	\$ -	\$ -	\$2,000,000.00	Waiting on FEMA
437326	F - Utilities	Water Lines and Meters	Standard	Pending Initial Project Development	3/12/2023	1	\$3,866,875.00	\$ -	\$ -	\$ -	\$3,866,875.00	Waiting on FEMA

PR 167

DR 4619 - Caldor Fire												
Project #	FEMA Category	Project Title	FEMA Category Type	FEMA Process Status	Activity Completion Deadline	# Damages	Estimated Project Cost	Amount Received	Retention	Amount Spent	\$ Left	Notes
683606	F - Utilities	Distribution Lines	Specialized	Pending Initial Project	3/12/2023	1	\$200,000.00	\$ -	\$ -	\$ -	\$200,000.00	Waiting on FEMA
437355	F - Utilities	Tanks and Booster Facilities	Standard	Pending PDMG Scope & Cost Routing	3/12/2023	2	\$ -	\$ -	\$ -	\$ -	\$0.00	Waiting on FEMA
547264	G - Parks, Recreational Facilities, and Other Items	Fencing, Signage, and Retaining Walls	Standard	Pending PDMG Scope & Cost Routing	3/12/2023	2	\$60,000.00	\$ -	\$ -	\$ -	\$60,000.00	Waiting on FEMA
							<b>Estimated Total Project</b>	<b>\$7,894,543.18</b>				

PK68

DR 4683 - Winter Storm Damage												
Project #	FEMA Category	Project Title	FEMA Category Type	FEMA Process Status	Activity Completion Deadline	# Damages	Estimated Project Cost	Amount Received	Retention	Amount Spent	\$ Left	Notes
713836	F - Utilities	Grizzly Flats Community Services District Water treatment plant	Standard	Obligated	7/14/2024	1	\$260,528.81	\$-	\$-	\$-	\$260,528.81	Obligated 12/12/23
740206	Z - Management	Grizzly Flats Community Services / Management Costs	Management Costs	Pending Recipient Final Review	1/14/2027	1	\$13,403.95	\$-	\$-	\$-	\$ 13,403.95	Staff Signed Off 12/12/23
725136	A - Debris Removal	Grizzly Flats Community Services District Debris Removal 422	Standard	Obligated	7/14/2023	1	\$7,550.00	\$-	\$-	\$-	\$ 7,550.00	Obligated 12/12/23
<b>Estimated Total Project</b>							<b>\$281,482.76</b>					

pk69