

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

**Date: Thursday, February 8, 2024**

**Time: 6:00 PM**

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



This meeting will be held in person at the District office and electronically to invite the public to listen, observe, and provide comments during the meeting by either method provided herein. By participating in this meeting, you acknowledge that you are being recorded. Meeting materials are available no less than 24 hours prior to the meeting on the District's website at [www.grizzlyflatscsd.com](http://www.grizzlyflatscsd.com) or can be requested by email from [gfwater@sbcglobal.net](mailto:gfwater@sbcglobal.net) during normal business hours (Monday through Friday, from 9:00 AM – 2:00 PM.)

**Meeting number: 843 6913 0047**

**Password: 860329**

If the public wishes to participate in the meeting on a desktop computer, please click on the following link and click "join meeting" to watch the meeting in real time:

### Join Zoom Meeting

<https://us02web.zoom.us/j/81301607435?pwd=dnZwRWZINVIrNzN3d2FENXBGbzR5UT09>

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Meeting ID: 245 571 045 584

Passcode: r5vaaQ

# 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 January 11, 2024 regular meeting minutes. {pk 1-3}
2. Review monthly System Report for January (production data, rainfall information, operations unrelated to the Caldor Fire Recovery efforts). {pk 4-6}
3. Approval of the financial reports, spending, and purchase orders for January 2024. {pk 7-20}
4. Receive and file the Quarterly Interest Report from the Local Agency Investment Fund (LAIF). {pk 21}

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

## E. COST OF SERVICES STUDY

1. Reminder about the February 26, 2024 public workshop / Gustafson (discussion)
2. Accept of the final rate study report from Hansford Consulting LLC / Gustafson (discussion/action) {pk 22-38}

***Recommended Motion/Action: Accept the final rate study report as presented.***

3. Direct staff to proceed with mailing the Proposition 218 notice at the fee levels recommended within the final rate study report / Gustafson (discussion/action)

***Recommended Motion/Action: Authorize staff to proceed with the Proposition 218 notice mailing at the fee levels recommended within the final rate study report.***

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

### ***Office Operations:***

1. Discuss maintenance options for the District's equipment / Mel Kelley (discussion/action)

### ***Financial Operations:***

2. Update on Operations and Maintenance funding from the State of California / Gustafson (discussion)
3. Approve increase of the District's safety footwear maximum annual reimbursement amount from \$160 to \$300 / Gustafson (discussion/action) {pk 39}

***Recommended Motion/Action: Authorize an Employee Handbook policy update to reimburse up to a maximum of \$300 per year for safety footwear.***

## G. AMERICAN RESCUE PLAN ACT (ARPA) PROJECTS

1. Update from the February 6, 2024 CIP Committee meeting held to discuss concerns about the District's ARPA projects and schedules / Gustafson (discussion)
2. Update on the District's ARPA projects / Gustafson (discussion)
3. Verify Board authorization to solicit for services related to the ARPA projects / (discussion/action)

***Recommended Motion/Action: Authorize the General Manager to solicit bids as needed for the American Rescue Plan Act projects.***

## H. DISASTER RECOVERY

1. Review the most recent Disaster Recovery Status Report / Gustafson (discussion) {pk 40-41}
2. Report on status of customer billing / Gustafson (discussion)

## **I. ANNOUNCEMENTS / DIRECTORS COMMENTS**

1. Announce Special District Risk Management's 2024 Spring Education Day which is scheduled to take place on Tuesday, March 26, 2024 / Gustafson (discussion)

## **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 on Thursday, March 14, 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  
January 11, 2024**

**A. CALL TO ORDER**

The regular meeting of the Grizzly Flats CSD Board of Directors was called to order at 6:02 P.M. by Director Hannblom.

**ROLL CALL OF THE BOARD**

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

Called-in: None

Absent: None

Others: Kim Gustafson and Mel Kelley

**SALUTE TO THE FLAG** was led by Director Hannblom.

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

Director Malonson made a motion to approve the consent calendar as presented. Director Chigazola 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. ANNUAL ORGANIZATION MEETING**

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

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

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

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



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

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

## F. OFFICE & FINANCE

### *Office Operations:*

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

### *Financial Operations:*

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

## G. AMERICAN RESCUE PLAN ACT (ARPA) PROJECTS

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

Director Chigazola made a motion to authorize the General Manager to execute a contract with BaseCamp Environmental for ARPA Environmental Services for a not-to-exceed cost of \$12,500. Director Davidson 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. **Review proposals for ARPA Engineering and Technical Professional Services and authorize staff to contract with the most qualified firm** – Kim Gustafson said that only one proposal was received for the ARPA Engineering and Technical Professional Services Request for Proposal after advertising for bids.

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

**H. CALDOR FIRE RECOVERY**

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

Minutes submitted by:

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

Approved by:

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

Date:

\_\_\_\_\_



# Grizzly Flats Community Services District System Report

## January 2024

*Kim Gustafson, General Manager  
 Andy Vicars (D2) GFCSD Maintenance Technician,  
 Ethan Markes, Cody Moore, 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

2024	Total Gallons	Daily Average (gallons per day)	Monthly Flushing
January	2,607,400	84,110	179,865
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

\*January's flushing total represents water flushed for water quality purposes (124,865 gallons), and water lost due to the leak on Grizzly Flat Road (55,000 gallons).

#### Prior Years

2023	Total Gallons	Daily Average
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
June	2,460,000	82,000
July	3,638,600	117,374
August	3,648,700	117,700
September	3,061,284	102,043
October	2,853,300	92,042
November	2,539,240	84,641
December	2,344,516	75,630

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

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

pk 4

## Water Treatment

- Both Water Treatment plants operated well in January 2024. Upon investigation, staff discovered several breaks in the Eagle Ditch pipeline that were located near Big Canyon diversion. To prevent sediment from diverting into the reservoir during the storms, staff closed the reservoir intake valve. When weather improves, staff will attempt to repair the leaks using repair bands.

## Distribution System

- Staff repaired a brittle thin wall PVC customer service line that broke during a fire flow investigation on Grizzly Flat Road.

## 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	4.05
January	7.25
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>16.68</b>

## Administration Report

Billing Information	Number this Month
Bills Mailed Out	618
Active Connections (on/billed each month)	619
Connections on hold (connections damaged by fire)	0
Inactive Connections (locked off/liened with no bill)	7
Current Liens	52
Liens Filed	0
Liens Released	0
New Service Installations	0
Fire Flow Letter Requests	3
1 <sup>st</sup> Tier Late Charges	72
2 <sup>nd</sup> Tier Late Charges	101

Staff transferred services at seven locations in January, six of which were vacant lots with water service connections.

## Billing Summary

2024	# of Bills Sent	# Payments Received	Amount Billed	Amount Received
January	623	580	44,084.36	43,487.98 (99%)
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

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%)
December	622	552	43,978.74	39,059.12 (89%)

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  
January 2024**

	Jan 2024	Year-to-Date	
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>40000 · O &amp; M Income</b>			
40100 · Water Charges - Basic Rate	44,414.28	302,842.53	
40110 · Water Charges - Volumetric Rate	1,513.77	15,424.07	
40200 · Water User Penalties	627.39	4,079.85	
40210 · Water User Lien Fees	0.00	3,220.00	
40300 · Miscellaneous Revenue	0.00	846.07	
40400 · Pooled Interest	992.34	2,219.35	
			Year-to-date Collection from customers \$295,030
<b>Total 40000 · O &amp; M Income</b>	<b>47,547.78</b>	<b>328,631.87</b>	Month of January \$43,559
<b>Expense</b>			
<b>50000 · Personnel Costs</b>			
<b>51000 · Salaries Expense</b>			
51100 · Field Staff	3,636.88	25,024.39	
51200 · Admin Staff	7,744.42	57,275.48	
51300 · Overtime	0.00	121.60	
51400 · Standby Pay	0.00	0.00	
51600 · Holiday Pay	2,353.28	5,974.96	
<b>Total 51000 · Salaries Expense</b>	<b>13,734.58</b>	<b>88,396.43</b>	
<b>52000 · Payroll Expense</b>			
52100 · Payroll Tax	976.45	7,890.97	
52300 · Workers' Comp	308.55	1,960.79	
<b>Total 52000 · Payroll Expense</b>	<b>1,285.00</b>	<b>9,851.76</b>	
<b>53000 · Benefits Expense</b>			
53100 · Deferred Comp	0.00	0.00	
53200 · HRA Medical	2,949.99	17,796.93	
53300 · Life Insurance	0.00	139.80	
<b>Total 53000 · Benefits Expense</b>	<b>2,949.99</b>	<b>17,936.73</b>	
<b>54000 · Contract Operation</b>	<b>25,000.00</b>	<b>142,000.00</b>	H2O Urban Solutions (7-months)
<b>Total 50000 · Personnel Costs</b>	<b>42,969.57</b>	<b>258,184.92</b>	
<b>60000 · Operations &amp; Utilities Exp</b>			
60100 · Alarm Service	0.00	486.00	
60200 · Communication	139.04	1,781.90	
60400 · Fire & Safety Supplies	0.00	280.54	
60600 · PG&E	35.24	235.99	
60700 · Propane	522.36	746.36	
60800 · Trash Disposal	142.13	426.39	
30900 · Website	0.00	74.00	
<b>Total 60000 · Operations &amp; Utilities Exp</b>	<b>838.77</b>	<b>4,031.18</b>	
<b>61000 · Water Treatment</b>			
61100 · Chemicals	208.40	926.30	
61200 · Equipment & Supplies	35.67	210.14	
61300 · Testing & Lab Reports	2,860.00	8,050.00	
<b>Total 61000 · Water Treatment</b>	<b>3,104.07</b>	<b>9,186.44</b>	
<b>62000 · Maintenance Exp</b>			
62100 · Building	0.00	370.43	
62200 · Customer Meters	0.00	0.00	

**Grizzly Flats Community Services District**  
**Profit/Loss - O/M**  
**January 2024**

	<u>Jan 2024</u>	<u>Year-to-Date</u>	
<b>62300 - Distribution System</b>	18.26	5,500.17	
<b>62400 - Grounds</b>	0.00	0.00	
<b>62410 - Grizzly Pond Expenses</b>	0.00	0.00	
<b>62450 - Eagle Ditch</b>	0.00	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>	118.36	2,469.28	
<b>62900 - Treatment Plant I &amp; II</b>	0.00	2,332.24	
<b>Total 62000 - Maintenance Exp</b>	<u>136.62</u>	<u>12,762.89</u>	
<b>63000 - Vehicle Exp.</b>			
<b>63100 - Oil/Grease</b>	0.00	56.16	
<b>63200 - Parts &amp; Repairs</b>	171.98	813.49	
<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	2,382.07	
<b>Total 63000 - Vehicle Exp.</b>	<u>171.98</u>	<u>3,251.72</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>			
			Month of January - El Dorado County \$1,093, SWRCB \$2,048 - Annual Fee
<b>65100 - Agency Admin. Fee</b>	3,141.25	4,840.82	
<b>65150 - Bank Fees &amp; Supplies</b>	23.85	335.09	
<b>65200 - Election Cost</b>	0.00	0.00	
<b>65250 - Janitorial &amp; Supplies</b>	43.55	296.38	
<b>65300 - Meeting Expense</b>	247.00	247.00	
			Underground Service Alert & CA Special District
<b>65350 - Membership &amp; Dues</b>	0.00	2,797.93	
<b>65400 - Office Supplies</b>	0.00	1,601.17	
<b>65450 - Postage</b>	132.00	3,279.00	
<b>65500 - Public &amp; Legal Notices</b>	0.00	605.52	
			Water Accts Receivable - Quickbooks Payroll - Annual Service Fee
<b>65550 - Software</b>	1,400.00	3,269.99	
<b>Total 65000 - Admin Exp.</b>	<u>4,987.65</u>	<u>17,272.90</u>	
<b>66000 - Professional Services</b>			
<b>66100 - Audit &amp; Accounting</b>	740.00	5,180.00	
<b>66200 - Legal</b>	0.00	3,442.80	
<b>66400 - Liability Insurance</b>	1,726.25	12,083.75	
<b>66900 - Liability Other</b>	167.50	15,378.45	Hansford Economic Consulting
<b>Total 6600 - Professional Services</b>	<u>2,633.75</u>	<u>36,085.00</u>	
<b>67100 - Asset Management Program</b>	0.00	0.00	
<b>Total Expense</b>	<u>54,842.41</u>	<u>341,416.22</u>	
<b>Net Income (Loss)</b>	<u>-7,294.63</u>	<u>-12,784.35</u>	

**Grizzly Flat Community Services District**  
**Profit/Loss - CIP**  
**January 2024**

	Jan 2024	Year-to-Date
<b>CIP Income/Expense</b>		
<b>Income</b>		
<b>45000 - Capital Income</b>		
45100 - Standby Charges	20,160.00	46,368.32
45200 - Penalties on Standby Fees	3,191.97	3,772.29
45300 - Capital Connection Fee	0.00	0.00
45600 - Pooled Interest	126.91	2,587.64
<b>Total 45000 - Capital Income</b>	23,478.88	52,728.25
<b>70000 - Capital Expense</b>		
70000 - Capital Purchases	10,500.00	10,500.00
70300 - Interest on Long Term Debt	0.00	11,775.00
70800 - Depreciation	7,641.42	53,489.94
<b>Total 70000 - Capital Expense</b>	18,141.42	75,764.94
<b>Net Income (Loss)</b>	5,337.46	-23,036.69

Admin Office HVAC  
System

pk 9



**Grizzly Flats Community Services District**  
**Check Detail**  
 January 3, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>4925</b>	<b>01/03/2024</b>	<b>Andrew Vicars.</b>	<b>10100 · WF-O&amp;M Checking</b>		<b>-271.88</b>
Bill	12/31/23	12/31/2023		22200 · Accrued HRA Medical	-271.88	271.88
					-271.88	271.88
<b>Bill Pmt -Check</b>	<b>4926</b>	<b>01/03/2024</b>	<b>Darlene Serpa Accounting</b>	<b>10100 · WF-O&amp;M Checking</b>		<b>-740.00</b>
Bill	Dec-23	12/31/2023		66100 · Audit & Accounting	-740.00	740.00
					-740.00	740.00
<b>Bill Pmt -Check</b>	<b>4927</b>	<b>01/03/2024</b>	<b>Ethan Marks</b>	<b>10100 · WF-O&amp;M Checking</b>		<b>-61.37</b>
Bill	12/28/23	12/28/2023		61200 · Equipment & Supplies	-61.37	61.37
					-61.37	61.37
<b>Bill Pmt -Check</b>	<b>4928</b>	<b>01/03/2024</b>	<b>Kim Gustafson.</b>	<b>10100 · WF-O&amp;M Checking</b>		<b>-1,200.76</b>
Bill	12/29/23	12/29/2023		22200 · Accrued HRA Medical	-1,200.76	1,200.76
					-1,200.76	1,200.76
<b>Bill Pmt -Check</b>	<b>4929</b>	<b>01/03/2024</b>	<b>Signal Service Inc.</b>	<b>10100 · WF-O&amp;M Checking</b>		<b>-243.00</b>
Bill	380120	12/17/2023		60100 · Alarm Service	-243.00	243.00
					-243.00	243.00
<b>Bill Pmt -Check</b>	<b>4930</b>	<b>01/03/2024</b>	<b>Verizon Wireless</b>	<b>10100 · WF-O&amp;M Checking</b>		<b>-138.08</b>
Bill	9640506973	12/15/2023		60200 · Communication	-126.36	126.36
				14800 · Caldor Fire Expenses	-11.72	11.72
					-138.08	138.08
<b>Bill Pmt -Check</b>	<b>4931</b>	<b>01/03/2024</b>	<b>White Benner, LLP</b>	<b>10100 · WF-O&amp;M Checking</b>		<b>-592.80</b>
Bill	49087	12/21/2023		66200 · Legal	-592.80	592.80
					-592.80	592.80
<b>Bill Pmt -Check</b>	<b>4932</b>	<b>01/03/2024</b>	<b>US Bank Corporate Payments</b>	<b>10100 · WF-O&amp;M Checking</b>		<b>-1,378.22</b>
Bill	12/15/23	12/15/2023		65250 · Janitorial & Supplies	-33.05	33.05
				65400 · Office Supplies	-10.50	10.50
				60200 · Communication	-96.30	96.30
				65450 · Postage	-990.00	990.00
				61200 · Equipment & Supplies	-9.50	9.50
				14800 · Caldor Fire Expenses	-11.72	11.72
				60200 · Communication	-126.32	126.32
				61200 · Equipment & Supplies	-4.56	4.56
				65250 · Janitorial & Supplies	-58.77	58.77
				65500 · Public & Legal Notices	-15.00	15.00
				65500 · Public & Legal Notices	-22.50	22.50
					-1,378.22	1,378.22

*Kim Gustafson 1/3/24*      *Lynette Hamble 1/3/2024*      *PK 10*

# Grizzly Flats Community Services District

## Check Detail

January 24, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	4933	01/24/2024	Andrew Vicars.	10100 · WF-O&M Checking		-615.42
Bill	1/23/24	01/23/2024		22200 · Accrued HRA Medical	-615.42	615.42
					-615.42	615.42
Bill Pmt -Check	4934	01/24/2024	CALNET	10100 · WF-O&M Checking		-139.04
Bill	21057787	01/02/2024		60200 · Communication	-139.04	139.04
					-139.04	139.04
Bill Pmt -Check	4935	01/24/2024	El Dorado Disposal	10100 · WF-O&M Checking		-142.13
Bill	175527301u030	01/01/2024		60800 · Trash Disposal	-142.13	142.13
					-142.13	142.13
Bill Pmt -Check	4936	01/24/2024	El Dorado Irrigation District	10100 · WF-O&M Checking		-208.40
Bill	1042024	01/04/2024		61100 · Chemicals	-208.40	208.40
					-208.40	208.40
Bill Pmt -Check	4937	01/24/2024	Eurofins Eaton Analytical, Inc.	10100 · WF-O&M Checking		-85.00
Bill	3800041533	01/02/2024		61300 · Testing & Lab Reports	-85.00	85.00
					-85.00	85.00
Bill Pmt -Check	4938	01/24/2024	Hansford Economic Consulting	10100 · WF-O&M Checking		-167.50
Bill	640	01/03/2024		66900 · Other	-167.50	167.50
					-167.50	167.50
Bill Pmt -Check	4939	01/24/2024	Inland Business Systems	10100 · WF-O&M Checking		-118.36
Bill	3889323	01/01/2024		62800 · Service Contracts	-118.36	118.36
					-118.36	118.36
Bill Pmt -Check	4940	01/24/2024	P G & E	10100 · WF-O&M Checking		-35.24
Bill	6689265524-Jan	01/17/2024		60600 · PG&E	-35.24	35.24
					-35.24	35.24
Bill Pmt -Check	4941	01/24/2024	SWRCB Accounting Office	10100 · WF-O&M Checking		-2,047.82
Bill	SM-1042720	01/01/2024		65100 · Agency Admin. Fee	-2,047.82	2,047.82
					-2,047.82	2,047.82

*Jim Gustafson* 1/24/24

*John* 1/24/24 PK11

**Grizzly Flats Community Services District**

**Balance Sheet**

As of January 31, 2024

January 31, 2024

**ASSETS**

**Current Assets**

**Checking/Savings**

**10000 · Cash In Banks**

    10100 · WF-O&M Checking 750,501.50

    10200 · WF- Payroll Checking 12,747.52

    10400 · WF- USDA Loan Reserve 45,401.64

**Total 10000 · Cash In Banks 808,650.66**

**11000 · LAIF Investments**

**11100 · O&M Funds**

    11110 · O & M Reserve Acct 95,595.60

**Total 11100 · O&M Funds 95,595.60**

**11800 · CIP Funds**

    11210 · CIP Dedicated Reserve 29,356.21

    11220 · CIP Restricted Reserve 250,000.00

    11240 · Hydrant Repair and Replacemen 15,000.00

**Total 11800 · CIP Funds 294,356.21**

**Total 11000 · LAIF Investments 389,951.81**

**12000 · Cash in County Treasury**

**12200 · CIP Funds**

Rec Check \$37,427 from  
County

0.00

**Total 12000 · Cash in County Treasury 0.00**

**13000 · Petty Cash Fund 100.00**

**Total Checking/Savings 1,198,702.47**

**Other Current Assets**

**14500 · Other Receivable**

0.00

Tree Removal Storm  
Damage & ARPA Pump

**14700 · Grant Reimbursable 119,665.86**

Upgrades

**14800 · Caldor Fire Expenses 181,533.74**

Offset by acct 25000  
Amount owed by customers.  
Includes regular monthly

**14900 · A/R- Water User Fees 141,841.10**

billing of \$46,555

**15000 · Prepaid Expenses**

    15100 · Insurance 8,631.26

    15200 · Worker's Comp 925.69

**Total 15000 · Prepaid Expenses 9,556.95**

**Total Other Current Assets 452,597.65**

**Total Current Assets 1,651,300.12**

**Fixed Assets**

**16000 · Capital Assets**

    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 -1,987,864.94

**Total 16000 · Capital Assets 2,133,531.19**

**Grizzly Flats Community Services District**

**Balance Sheet**

As of January 31, 2024

	<u>January 31, 2024</u>
<b>17000 · Work In Progress</b>	
17010 - WIP - Reservoir Liner Repairs	22,485.00
17015 - WIP - DFA Grant - Improve (3)	3,025.00
17016 - WIP - ARPA - Other	962.50
17017 - WIP - ARPA	926.25
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>76,375.00</u>
<b>Total Fixed Assets</b>	<u>2,209,906.19</u>
<b>TOTAL ASSETS</b>	<u><u>3,861,206.31</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	27,288.69
<b>Total Accounts Payable</b>	<u>27,288.69</u>
<b>Other Current Liabilities</b>	
21400 - Other Payables or Expense	0.00
22000 · Personnel Payables	
22100 · Federal & State Payroll Taxes	0.00
22200 · Accrued HRA Medical	57,486.55
22300 · Accrued Vacation	3,798.01
<b>Total 22000 · Personnel Payables</b>	<u>61,284.56</u>
23500 - Other Liability	212,000.00
H2O Urban Solutions	
24100 - Loan - CA Disaster Loan	48,767.00
25000 - Deferred Revenue Advance	531,489.92
Funds received - projects on going - per CPA	
<b>Total Other Current Liabilities</b>	<u>853,541.48</u>
<b>Total Current Liabilities</b>	<u>880,830.17</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>1,647,330.17</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 Management	80,548.45
30400 · Reserves - USDA Loan Reserve	42,007.89
Net Income	-35,821.04
<b>Total Equity</b>	<u>2,213,876.14</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>3,861,206.31</u></u>

**Grizzly Flats Community Services District**  
**O/M Budget vs. Actual**  
**January 2024**

	<u>Jul-23 to Jan-24</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	302,842.53	484,000.00	-181,157.47	62.57%
40110 · Water Charges - Volumetric Rate	15,424.07	19,000.00	-3,575.93	81.18%
40200 · Water User Penalties	4,079.85	6,000.00	-1,920.15	68.0%
40210 · Water User Lein Fees	3,220.00	0.00	3,220.00	100.0%
40300 · Miscellaneous Revenue	846.07	4,000.00	-3,153.93	21.15%
40400 · Pooled Interest	2,219.35	1,000.00	1,219.35	221.94%
40600 · New Service Installation	0.00	2,000.00	-2,000.00	0.0%
<b>Total 40000 · O &amp; M Income</b>	<b>328,631.87</b>	<b>516,000.00</b>	<b>-187,368.13</b>	<b>63.69%</b>
<b>Expense</b>				
<b>50000 · Personnel Costs</b>				
<b>51000 · Salaries Expense</b>				
51100 · Field Staff	25,024.39	68,016.00	-42,991.61	36.79%
51200 · Admin Staff	57,275.48	101,194.00	-43,918.52	56.6%
51300 · Overtime	121.60	0.00	121.60	100.0%
51400 · Standby Pay	0.00	0.00	0.00	0.0%
51600 · Holiday Pay	5,974.96	8,030.00	-2,055.04	74.41%
<b>Total 51000 · Salaries Expense</b>	<b>88,396.43</b>	<b>177,240.00</b>	<b>-88,843.57</b>	<b>49.87%</b>
<b>52000 · Payroll Expense</b>				
52100 · Payroll Tax	7,890.97	16,500.00	-8,609.03	47.82%
52300 · Workers' Comp	1,960.79	3,607.00	-1,646.21	54.36%
<b>Total 52000 · Payroll Expense</b>	<b>9,851.76</b>	<b>20,107.00</b>	<b>-10,255.24</b>	<b>49.0%</b>
<b>53000 · Benefits Expense</b>				
53100 · Deferred Comp	0.00	2,509.00	-2,509.00	0.0%
53200 · HRA Medical	17,796.93	35,400.00	-17,603.07	50.27%
53300 · Life Insurance	139.80	500.00	-360.20	27.96%
<b>Total 53000 · Benefits Expense</b>	<b>17,936.73</b>	<b>38,409.00</b>	<b>-20,472.27</b>	<b>46.7%</b>
54000 · Contract Operations	142,000.00	200,000.00	-58,000.00	71.0%
<b>Total 50000 · Personnel Costs</b>	<b>258,184.92</b>	<b>435,756.00</b>	<b>-177,571.08</b>	<b>59.25%</b>

**Grizzly Flats Community Services District  
O/M Budget vs. Actual  
January 2024**

	<u>Jul-23 to Jan-24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>60000 · Operations &amp; Utilities Exp</b>				
60100 · Alarm Service	486.00	1,200.00	-714.00	40.5%
60200 · Communication	1,781.90	6,000.00	-4,218.10	29.7%
60400 · Fire and Safety Supplies	280.54	1,000.00	-719.46	28.05%
60600 · PG&E	235.99	500.00	-264.01	47.2%
60700 · Propane	746.36	4,000.00	-3,253.64	18.66%
60800 · Trash Disposal	426.39	650.00	-223.61	65.6%
60900 · Website	74.00	250.00	-176.00	29.6%
<b>Total 60000 · Operations &amp; Utilities Exp</b>	<b>4,031.18</b>	<b>13,600.00</b>	<b>-9,568.82</b>	<b>29.64%</b>
<b>61000 · Water Treatment</b>				
61100 · Chemicals	926.30	3,100.00	-2,173.70	29.88%
61200 · Equipment & Supplies	210.14	2,000.00	-1,789.86	10.51%
61300 · Testing & Lab Reports	8,050.00	6,000.00	2,050.00	134.17%
<b>Total 61000 · Water Treatment</b>	<b>9,186.44</b>	<b>11,100.00</b>	<b>-1,913.56</b>	<b>82.76%</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	5,500.17	10,000.00	-4,499.83	55.0%
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	2,469.28	3,000.00	-530.72	82.31%
62900 · Treatment Plant I & II	2,332.24	1,500.00	832.24	155.48%
<b>Total 62000 · Maintenance Exp</b>	<b>12,762.89</b>	<b>37,200.00</b>	<b>-24,437.11</b>	<b>34.31%</b>
<b>63000 · Vehicle Exp.</b>				
63100 · Oil/Grease	56.16	500.00	-443.84	11.23%
63200 · Parts & Repairs	813.49	2,000.00	-1,186.51	40.68%
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	2,382.07	5,500.00	-3,117.93	43.31%
<b>Total 63000 · Vehicle Exp.</b>	<b>3,251.72</b>	<b>12,800.00</b>	<b>-9,548.28</b>	<b>25.4%</b>

**Grizzly Flats Community Services District  
O/M Budget vs. Actual  
January 2024**

	<u>Jul-23 to Jan-24</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	4,840.82	5,350.00	-509.18	90.48%
65150 · Bank Fees & Supplies	335.09	2,500.00	-2,164.91	13.4%
65200 · Election Costs	0.00	50.00	-50.00	0.0%
65250 · Janitorial & Supplies	296.38	650.00	-353.62	45.6%
65300 · Meeting Expenses	247.00	500.00	-253.00	49.4%
65350 · Membership & Dues	2,797.93	8,650.00	-5,852.07	32.35%
65400 · Office Supplies	1,601.17	3,000.00	-1,398.83	53.37%
65450 · Postage	3,279.00	4,800.00	-1,521.00	68.31%
65500 · Public & Legal Notices	605.52	0.00	605.52	100.0%
65550 · Software	3,269.99	2,500.00	769.99	130.8%
<b>Total 65000 · Admin Exp.</b>	<b>17,272.90</b>	<b>28,000.00</b>	<b>-10,727.10</b>	<b>61.69%</b>
<b>66000 · Professional Services</b>				
66100 · Audit & Accounting	5,180.00	16,500.00	-11,320.00	31.39%
66200 · Legal	3,442.80	8,000.00	-4,557.20	43.04%
66400 · Liability Insurance	12,083.75	20,988.00	-8,904.25	57.58%
66900 · Other	15,378.45	31,000.00	-15,621.55	49.61%
<b>Total 66000 · Professional Services</b>	<b>36,085.00</b>	<b>76,488.00</b>	<b>-40,403.00</b>	<b>47.18%</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>341,416.22</b>	<b>616,644.00</b>	<b>(275,227.78)</b>	<b>55.37%</b>
<b>Net Income</b>	<b>(12,784.35)</b>	<b>(100,644.00)</b>	<b>87,859.65</b>	<b>12.70%</b>

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

	<u>Jul-23 - Jan-24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
<b>45000 - Capital Income</b>				
45100 - Standby Charges	46,368.32	58,464.00	-12,095.68	79.31%
45200 - Penalties On Standby Fees	3,772.29	1,500.00	2,272.29	251.49%
45300 - Capital Connection Fee	0.00	12,060.00	-12,060.00	0.0%
45600 - Pooled Interest	2,587.64	5,300.00	-2,712.36	48.82%
<b>Total 45000 - Capital Income</b>	<b>52,728.25</b>	<b>77,324.00</b>	<b>-24,595.75</b>	<b>68.19%</b>
<b>70000 - Capital Exp.</b>				
70000 - Capital Purchase	10,500.00	0.00	10,500.00	0.0%
70100 - Compliance	0.00	1,095.00	-1,095.00	0.0%
70210 - Loan/Grant Expense	0.00	16,500.00	-16,500.00	0.0%
70300 - Interest On Long Term Debt	11,775.00	25,000.00	-13,225.00	47.1%
70800 - Depreciation	53,489.94	100,943.00	-47,453.06	52.99%
<b>Total 70000 - Capital Exp.</b>	<b>75,764.94</b>	<b>143,538.00</b>	<b>-67,773.06</b>	<b>52.78%</b>
<b>Net Income</b>	<b>(23,036.69)</b>	<b>(66,214.00)</b>	<b>43,177.31</b>	<b>34.79%</b>



**Grizzly Flats Community Services District  
Transactions by Account  
As of January 31, 2024**

2:59 PM  
02/06/24  
Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>14800 - Caldor Fire Expenses</b>								
General Journal	07/01/2023	115R						111,676.04
Bill	07/10/2023	18608	El Dorado County A...	Reverse of GJE 115 - CPA - R...		25000...	-3,270.00	108,406.04
Bill	07/13/2023	29312	Joe Vicini, Inc.			20000...	75.75	108,481.79
Bill	08/01/2023	06875...	PACE Supply Corp.			20000...	3,270.00	111,751.79
Bill	08/01/2023	06879...	PACE Supply Corp.			20000...	10,222.91	121,974.70
Bill	08/01/2023	06824...	PACE Supply Corp.			20000...	675.68	122,650.38
Credit	08/01/2023	CM06...	PACE Supply Corp.			20000...	-166.11	122,484.27
Credit	08/01/2023	06875...	PACE Supply Corp.			20000...	-314.76	122,169.51
Bill	08/02/2023	06879...	PACE Supply Corp.			20000...	1,295.10	123,464.61
Bill	08/03/2023	06879...	PACE Supply Corp.			20000...	1,292.45	124,757.06
Bill	08/24/2023	19885...	PACE Supply Corp.			20000...	296.88	125,053.94
Bill	08/24/2023	06862...	PACE Supply Corp.			20000...	510.68	125,564.62
Bill	08/24/2023	06879...	PACE Supply Corp.			20000...	446.48	126,011.10
Bill	08/25/2023	06855...	PACE Supply Corp.			20000...	6,634.49	132,645.59
Bill	08/28/2023	19886...	PACE Supply Corp.			20000...	1,022.31	133,667.90
Bill	09/15/2023	06875...	PACE Supply Corp.			20000...	94.16	133,762.06
Bill	09/15/2023	9/15/2...	PACE Supply Corp.			20000...	205.05	133,967.11
Bill	09/15/2023	09/15/23	US Bank Corporate ...	Verizon - Cell Phone		20000...	11.68	133,978.79
Bill	09/25/2023	06893...	PACE Supply Corp.			20000...	1,496.68	135,475.47
Bill	09/27/2023	06893...	PACE Supply Corp.			20000...	1,460.15	136,935.62
Bill	10/09/2023	06855...	PACE Supply Corp.			20000...	4,122.84	141,058.46
Bill	10/16/2023	10/16/...	US Bank Corporate ...	Verizon - Communications		20000...	11.68	141,070.14
Bill	10/17/2023	06855...	PACE Supply Corp.			20000...	777.67	141,847.81
Bill	10/31/2023	4200...	H2O Urban Solution...	Thru 10/31/2023 FEMA/Insura...		20000...	15,405.00	157,252.81
Bill	11/01/2023	06903...	PACE Supply Corp.			20000...	2,326.12	159,578.93
Bill	11/20/2023	06907...	PACE Supply Corp.			20000...	4,658.94	164,237.87
Credit	11/27/2023	CM06...	PACE Supply Corp.			20000...	-1,521.79	162,716.08
Bill	11/30/2023	69095...	PACE Supply Corp.			20000...	2,696.30	165,412.38
Bill	12/07/2023	06911...	PACE Supply Corp.			20000...	216.41	165,628.79
Bill	12/15/2023	12/15/...	US Bank Corporate ...	Verizon - Communications		20000...	11.72	165,640.51
Bill	12/15/2023	96405...	Verizon Wireless			20000...	11.72	165,652.23
Bill	12/20/2023	06915...	PACE Supply Corp.			20000...	5,702.28	171,354.51
Bill	12/20/2023	06915...	PACE Supply Corp.			20000...	402.61	171,757.12
Bill	01/01/2024	29521	Joe Vicini, Inc.			20000...	4,792.00	176,549.12
Bill	01/03/2024	06915...	PACE Supply Corp.			20000...	43.96	176,593.08
Bill	01/26/2024	06923...	PACE Supply Corp.			20000...	1,013.14	177,606.22
Bill	01/29/2024	06915...	PACE Supply Corp.			20000...	3,457.38	181,063.60
Bill	01/29/2024	06923...	PACE Supply Corp.			20000...	418.28	181,481.88
Bill	01/30/2024	06923...	PACE Supply Corp.			20000...	51.86	181,533.74
Total 14800 - Caldor Fire Expenses							69,857.70	181,533.74
<b>TOTAL</b>							<b>69,857.70</b>	<b>181,533.74</b>

PK18

3:01 PM  
02/06/24  
Accrual Basis

## Grizzly Flats Community Services District Transactions by Account As of January 31, 2024

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

DK19



**Grizzly Flats Community Services District**

PO Box 250  
Grizzly Flats, CA 95636-0250

Phone # (408) 674-2914      gfwater@sbcglobal.net  
Fax # (530) 622-4806      www.grizzlyflatscsd.com

# Purchase Order

Date	P.O. No.
1/29/2024	215382

Vendor
Capital Aire Systems 3948 Durock Road Shingle Springs, CA 95682

Ship To
Grizzly Flats Community Services Distric PO Box 250 / 4765 Sciaroni Rd. Grizzly Flats, CA 95636-02501

Item	Description	Qty	Rate	Amount
Parts	Rheem RA14AZ30AJ1NA Endeavor Line RA14AZ 2 1/2 Ton 14.3 Seer2 Condenser, 208-230/1/60, Model #: RA14AZ30AJ1NA	1	0.00	0.00
Parts	Rheem R921T0603A17M4SNAS - Classic 92% Gas Furnace Single Stage, 60K BTU, 17.5" W, 4-Way Multiposition, Standard NOx, 115/1/60, Model #: R921T0603A17M4SNAS	1	0.00	0.00
Parts	Evaporator Coil (Rheem RCFZ or similar)	1	0.00	0.00
Parts	Programmable Thermostat, New supply and return plenums, Drain pan, Furnace stands, Conversion kits: Horizontal & LP, New flue, gas flex whip & disconnect, County permits	1	0.00	0.00
Labor	Furnish, install and service under warranty (1 year service), 2 year CAS labor warranty, 10 years manufacturer warranty on parts.	1	10,500.00	10,500.00

<b>Total</b>	<b>\$10,500.00</b>
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*pk 20*

California State Treasurer  
**Fiona Ma, CPA**



Local Agency Investment Fund  
 P.O. Box 942809  
 Sacramento, CA 94209-0001  
 (916) 653-3001

February 02, 2024

LAIF Home  
PMIA Average Monthly Yields

GRIZZLY FLATS COMMUNITY SERVICES  
 DISTRICT  
 OFFICE MANAGER  
 P.O. BOX 250  
 GRIZZLY FLATS, CA 95636

Tran Type Definitions

Account Number: 16-09-002

January 2024 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
1/12/2024	1/11/2024	QRD	1745087	N/A	SYSTEM	3,878.55

Account Summary

Total Deposit:	3,878.55	Beginning Balance:	386,073.26
Total Withdrawal:	0.00	Ending Balance:	389,951.81 ✓

Grizzly Flats Community Services District  
 LAIF  
 As of January 31, 2024

	Jan 31, 24	
	Debit	Credit
11110 - O & M Reserve Acct	95,595.60	
11210 - CIP Dedicated Reserve	29,356.21	
11220 - CIP Restricted Reserve	250,000.00	
11240 - Hydrant Repair and Replacement	15,000.00	
	<u>389,951.81</u>	

*Interest Earned*  
 40400 O+M #950.82  
 45200 CIP #2927.73

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# **Water Rate Study**

February 8<sup>th</sup>, 2024

Board Meeting

## **GRIZZLY FLATS CSD**

**HANSFORD**  
ECONOMIC CONSULTING

PK22

# Reasons for a Water Rate Study

- Proposition 218 cost of service demonstration
- Last rate study was performed in 2016
- Caldor Fire in 2021 depleted District reserves
- Water service cost continually increases
- Capital Improvement projects needed



**Best Practice**

**Grizzly Flats CSD**

**Rate study every 3 to 5 years**

Last rate study conducted in 2016. Two-year delay in the 5-year cycle due to the Caldor Fire.

**Collect for system rehabilitation (for upkeep of existing infrastructure) in rates**

Rehabilitation is included in the rates, but it needs to increase to keep pace with inflationary cost pressures.

**Regular customer communications to educate on the utility systems and value of service**

The District uses bill inserts and a quarterly newsletter to communicate with customers.

**Meet bond covenants**

The District has had a loan with USDA since 2011; it is currently deficient in its debt service reserve fund and falling short of the debt service coverage requirement

**Self-sufficient enterprise fund**

Since the Caldor Fire, the District has struggled to fund operating costs (the fiscal year 2024 budget does not cover operating costs); in addition, many infrastructure repairs are still needed that will be grant-funded but on a reimbursement basis, requiring the District to have greater cash reserves than it currently has (or has as a target).

**Meet target cash balance**

The District met its target cash balances in fiscal year 2022 except for the debt service reserve, but will be short of its target cash balance without rate increases.

# Types of Fees

## Property-related Fees --- Monthly Fees (Rates)

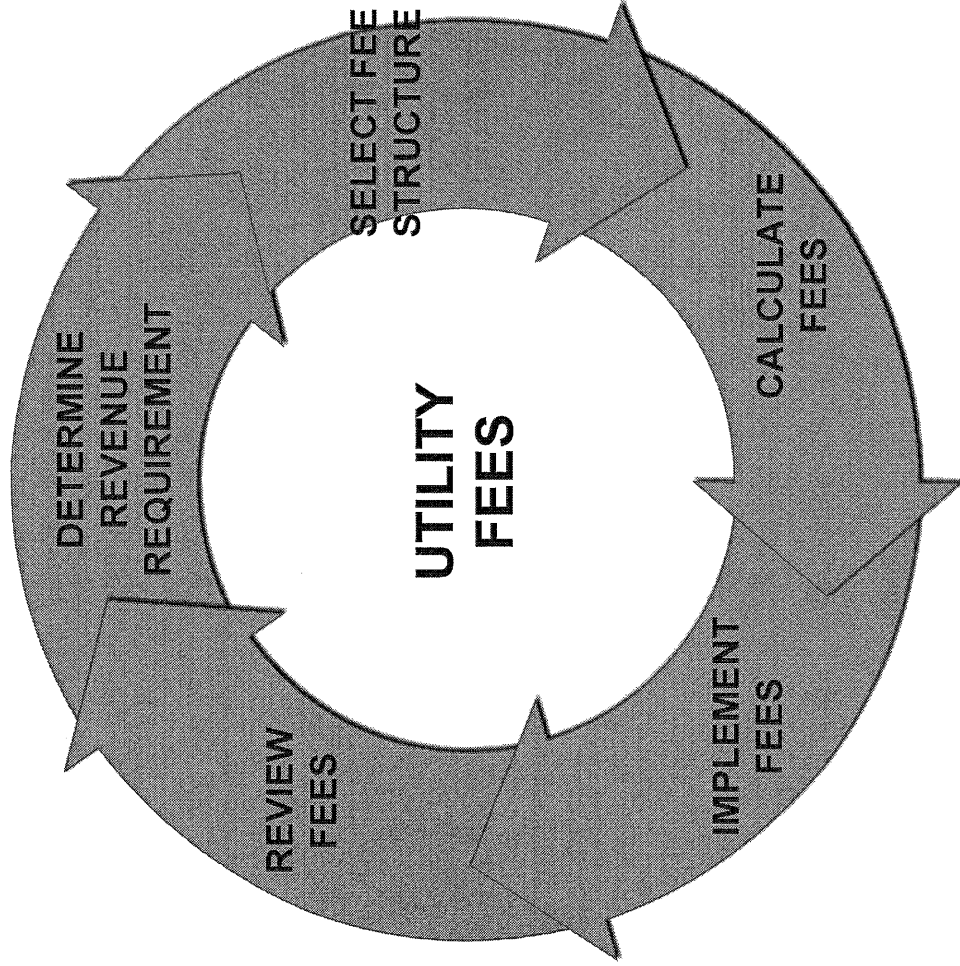
- Adopted pursuant to Proposition 218 Article XIII C

## Development Fees --- One Time Fees

- Adopted pursuant to the Mitigation Fee Act (CA Code 66013)

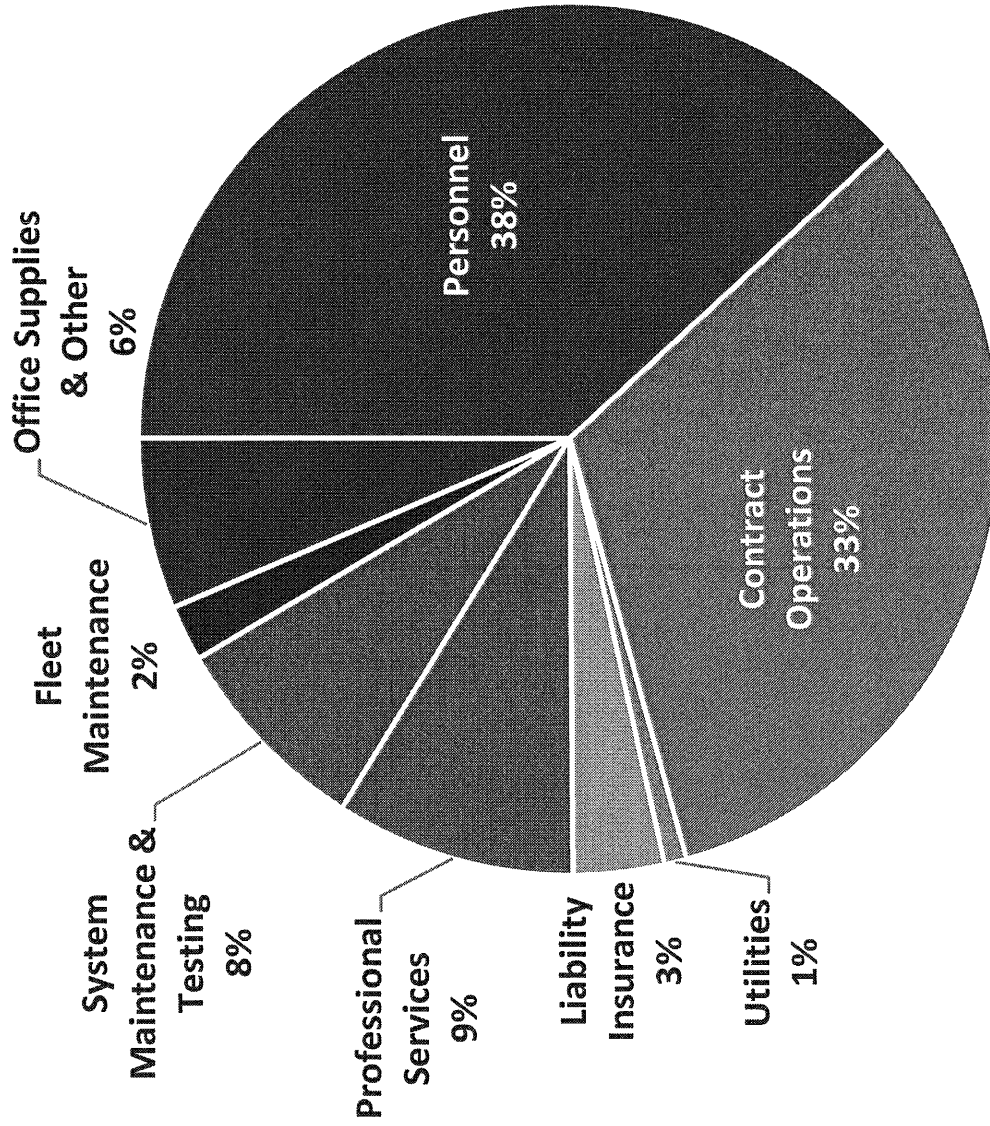


# Property-Related Fees Fee-Setting Process: Every 3-5 Years



- Revenues from the fee shall not exceed funds required to provide the service.
- Revenues from the fee shall not be used for any purpose other than that for which it was imposed.
- The amount of the fee imposed as an incident of property ownership shall not exceed the proportional cost of service to the parcel.

# What are Monthly Fees Spent On?



# Revenue Requirement

Determines amount to be collected in monthly fees

- **Operating Costs**
  - Staff, fuel, electric, equipment, supplies, insurance
- **USDA Debt Service**
- **Capital Outlay**
  - Replace facilities destroyed by the Caldor Fire, aging pipes, older meters
- **Less Credits**
  - Interest income, service installations, water user penalties, other

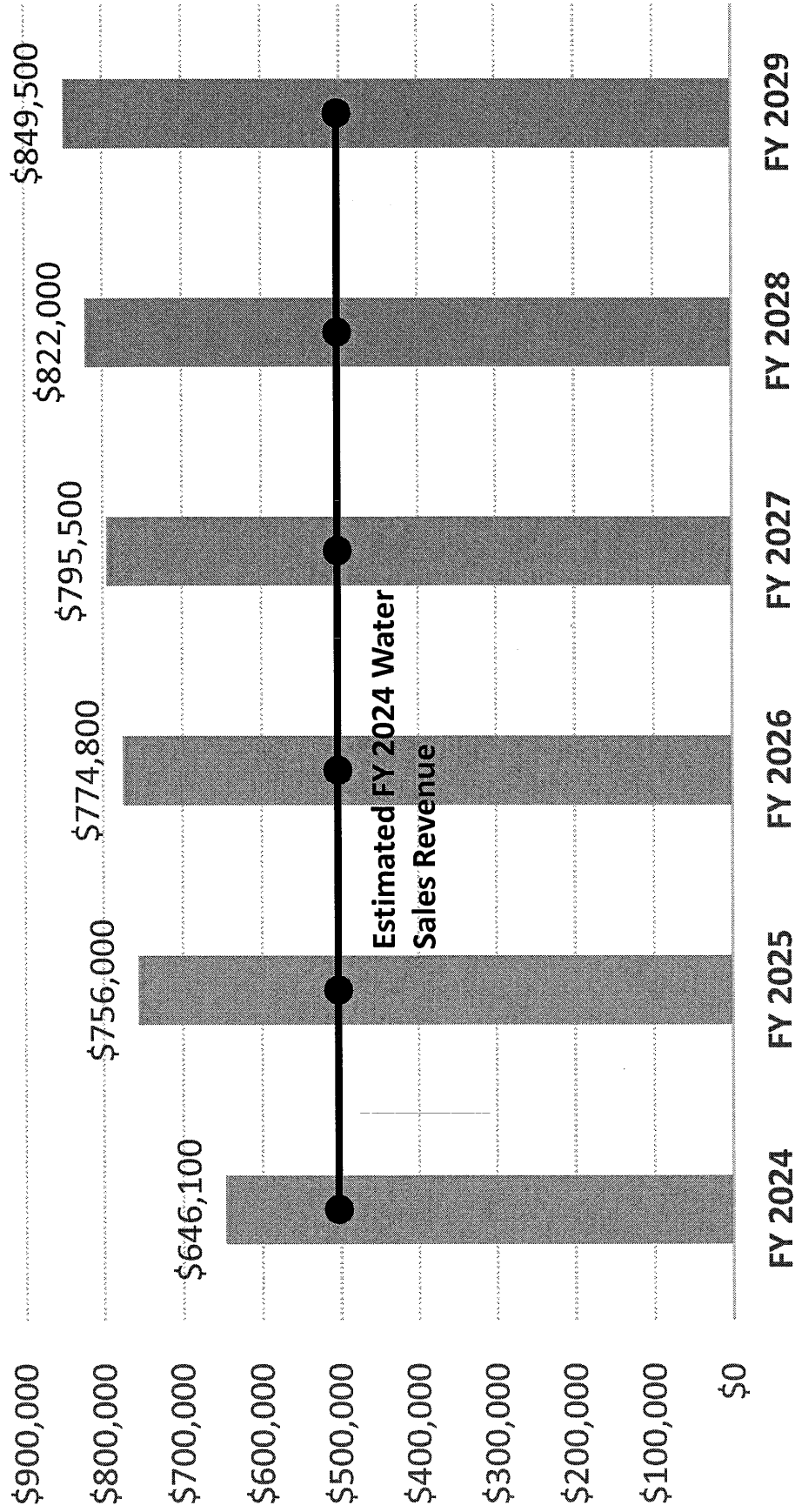
# CIP Funding in 2023/24 Dollars

System Rebuild & Improvements	Total
Completion of Fire Damage Repairs	\$300,000
Clearwell & Booster Pump Station Reliability*	\$2,530,000
Hazard Tree Removal Eagle Ditch*	\$998,250
Intake Diversions Watershed Restoration*	\$209,850
<b>TOTAL</b>	<b>\$4,038,100</b>

(\*expected to be grant-funded)

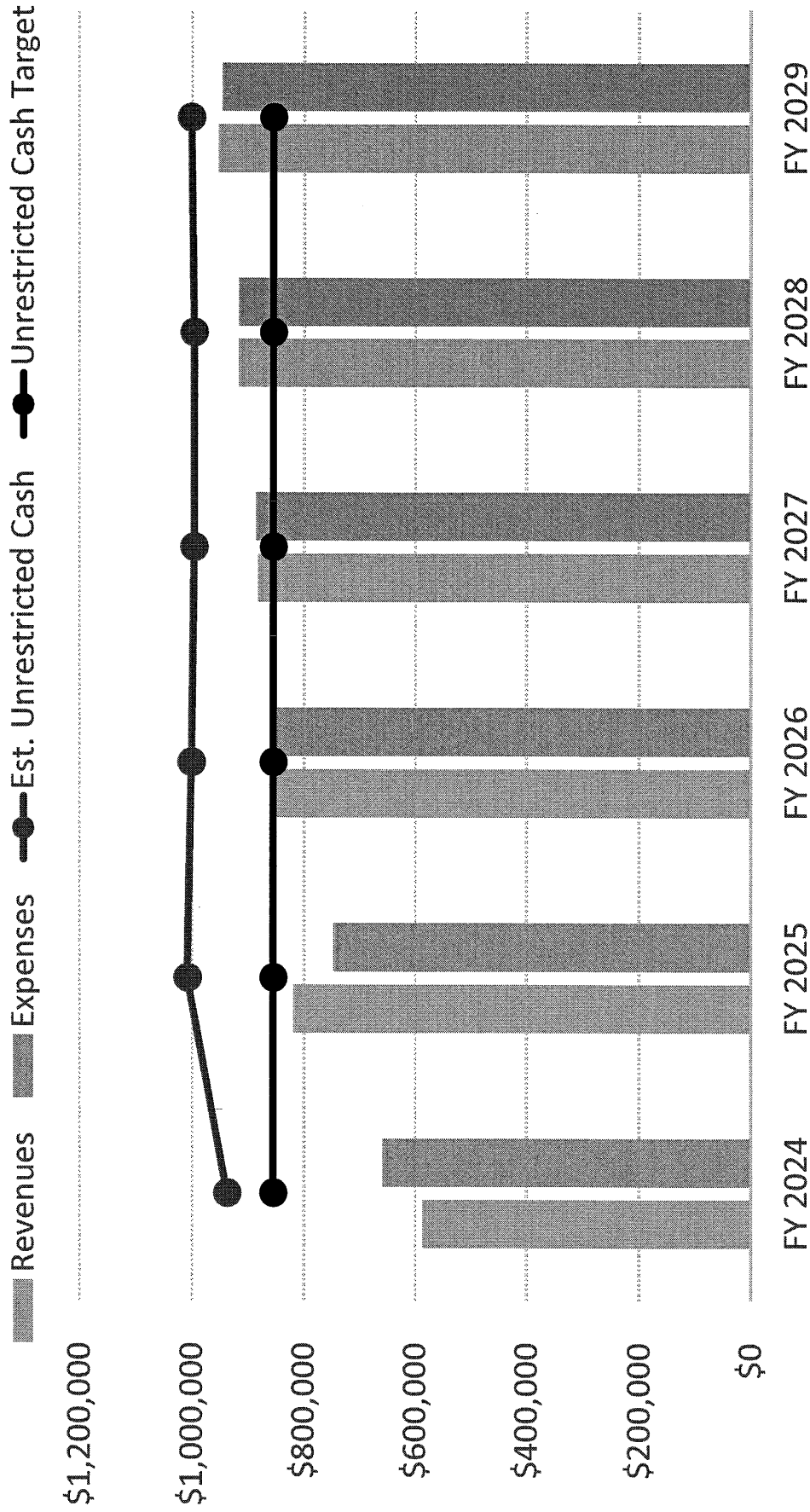
Additionally, annual routine repair costs of \$75,000 per year starting FY2026 inflated each year 3.5%

# Revenue Requirement





# Projected Cash Balances



# Major Findings

## Monthly Rates

- Continue to collect monthly base rates from all water connections
- Increase the base monthly charge and water use rate:
  - Operating revenues projected to be insufficient to cover operating expenses
  - District is not in compliance with debt covenants
  - Need to build reserve funds to complete restoration of the water system

## Cost of Service

- Customers with larger water meters greater capacity to use the water system; recommended rate structure charges the base monthly water rate by meter size

# Calculated New Fees Schedule

Charge Implementation -->	FY 2025 1-Jul-24	FY 2026 1-Jul-25	FY 2027 1-Jul-26	FY 2028 1-Jul-27	FY 2029 1-Jul-28
<b>Base Charge per Month</b>					
1-inch or smaller	\$87.53	\$89.42	\$91.52	\$94.27	\$97.11
1.5-inch	\$175.06	\$178.84	\$183.03	\$188.53	\$194.23
2-inch	\$280.09	\$286.14	\$292.85	\$301.65	\$310.76
3-inch	\$560.18	\$572.28	\$585.71	\$603.30	\$621.52
4-inch	\$875.28	\$894.19	\$915.17	\$942.66	\$971.13
6-inch	\$1,750.56	\$1,788.38	\$1,830.33	\$1,885.32	\$1,942.25
<b>Use Charge, per HCF [1]</b>	<b>\$3.87</b>	<b>\$3.97</b>	<b>\$4.07</b>	<b>\$4.21</b>	<b>\$4.35</b>

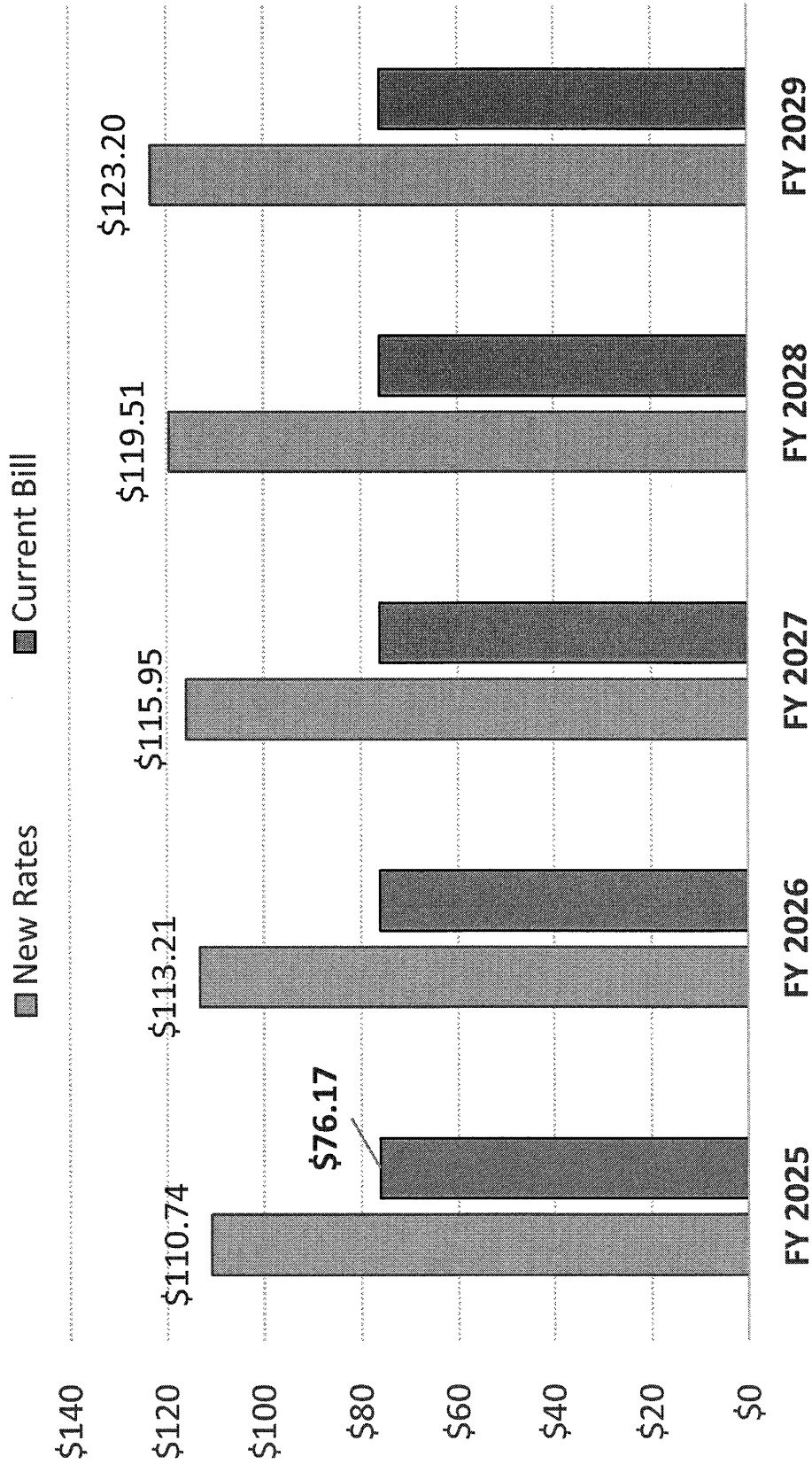
Source: HEC rate study, October 2023.

calc

[1] Rate also applies to construction water. District staff assign a fire hydrant and install a hydrant flow meter (for a call-out fee) for temporary use.

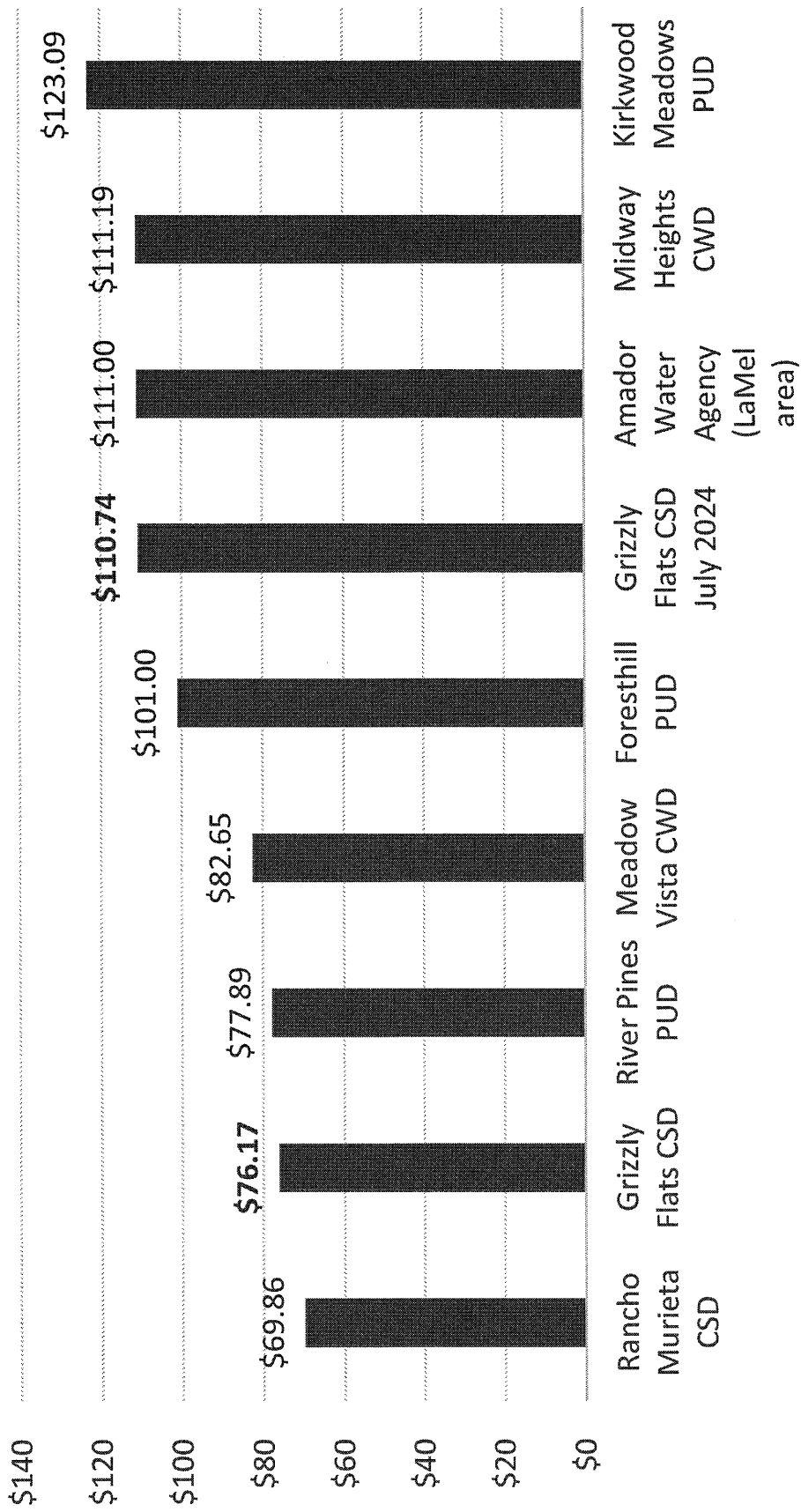


# Projected Monthly Water Cost @ 6 HCF



# Comparison Water Bills

3/4-inch meter using 6 HCF



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ECONOMIC CONSULTING

PK35

# Development Fees

Government Code 66013 allows the District to collect connection fees and capacity fees

- **Connection fee pays for service installations**
  - District requires contractor to install new facilities / District staff inspects
  - Recommend District update its code to describe hook-up/service installation fees as reimbursement of materials costs – charged on a case-by-case basis
- **Capacity Buy-In Fee**
  - Based on cost of the assets – recommend using replacement cost of assets less depreciation
  - Outstanding debt principal deducted
  - Unrestricted cash reserves added
  - Administration costs added
  - Divided by total ERUs estimated to be served at buildout

# Calculated Water Capacity Fees

## Recommendations:

- Charge all Residential per Building Square Foot to meet recent changes in California law, including how to charge Accessory Dwelling Units
- Implement the fee as soon as possible
- Update the capacity fee every January 1 using the San Francisco ENR CCI for the previous 12 months November to November period

New Development Use Type	Jan 2024 Capacity Fee
<b>Residential (per building sq. ft.)</b>	<b>\$5.32</b>
<b>Non-Residential (by meter size)</b>	
1-inch or smaller	\$8,485
1.5-inch	\$16,971
2-inch	\$27,153
3-inch	\$54,306
4-inch	\$84,854
6-inch	\$169,707

## Implementation of New Rates

- Proposition 218 requires notice to all property owners
- 45-day waiting period from mailing of the notice
- Public hearing; absent protests from 50%+1 the Board can adopt rates up the amount presented in the notice
- Public Hearing date ***Saturday April 13, 2024***

## Implementation of Water Capacity Fee

- Notice of public hearing in newspaper of general circulation 10 days prior to public hearing
- Board can adopt the fees upon close of the hearing

## 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)



February 8, 2024

### **Item F.3. Approve increase of the District's safety footwear maximum annual reimbursement amount from \$160 to \$300**

**Current Policy:** This policy is meant to prevent or reduce the incidence of foot injuries by employees whose jobs require working in and around potential hazardous conditions, and to comply with the intent of the State of California General Safety Orders, Title 8, Section 3385, Foot Protection.

Appropriate protective footwear shall be worn by employees who, through the normal course of their work, may be exposed to potential foot injuries from either hot, corrosive, or poisonous substances, falling objects, crushing or penetrating actions or abnormally wet situations. To reduce financial hardship on employees who must purchase and wear safety footwear to perform their job duties, the District shall pay up to \$160.00 per purchase or repair of safety footwear annually.

**Background:** Maintenance staff is required to wear protective footwear during working hours. The current policy was adopted in June 2011, and the amount of the annual safety footwear reimbursement has not been adjusted for inflation since that time. During the January 11, 2024 regular meeting, the Board requested that the amount of the annual reimbursement be increased.

#### **Action Options:**

1. Increase the annual safety footwear allowance from \$160 to \$300 per year.
2. Leave the annual safety footwear allowance at \$160 per year.

PK-39



# GRIZZLY FLATS CSD DISASTER STATUS REPORT



Date: February 8, 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 January 24, 2024 and February 7, 2024. Staff is working to ensure that FEMA has all information needed to get the various projects 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. FEMA has obligated funding to the District for these damages. <b>Scott Myers indicated that he may attempt to use the funding for the new PLC to supplement budget shortfalls in the ARPA project to replace both treatment plants instead of just one. The new PLC unit would then be included as part of the treatment plant package.</b></li> </ul>

PK40



# GRIZZLY FLATS CSD DISASTER STATUS REPORT



<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. H2Ou staff is working to procure a new PLC and to confirm the lead time for planning purposes.</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>Contracts have been executed with Camille D'Ambrosio for Project Manager services, Kier+Wright for Engineering and Technical Professional Services, and BaseCamp Environmental for Environmental Consultant Services. Kick-off meetings have been held with Camille D'Ambrosio and Kier+Wright.</b></li></ul>

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