

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
July 18, 2024**

A. CALL TO ORDER

The regular meeting of the Grizzly Flats CSD Board of Directors was called to order at 6:00 P.M. by Director Hannblom.

ROLL CALL OF THE BOARD

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

Called-in: None

Absent: None

Others: 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 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with all directors present voting aye.

C. PUBLIC COMMENT – There were no public comments.

D. CONSENT CALENDAR- These items are expected to be routine business not normally requiring discussion. Action by the Board was taken at one time with one motion.

1. **Approval of the June 13, 2024 regular meeting minutes.**
2. **Review monthly System Report for June (production data, rainfall information, operations unrelated to the Caldor Fire Recovery efforts).**
3. **Approval of the financial reports and spending for June 2024.**

Director Malonson made a motion to approve the consent calendar as presented. Director Chigazola 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with all directors present voting aye.

E. OFFICE & FINANCE

Office Operations:

1. **Voting for California Special District Association's (CSDA's) 2024 Board Election –** There was a brief discussion about the candidates.

Director Davidson made a motion to vote for Nicholas Schneider for Seat A on CSDA's Board of Directors. Director Forbey 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with four directors present voting aye.

2. **Review and approve the contract extension with H2O Urban Solutions, Inc for Operations and Maintenance Services during the 2024/2025 fiscal year –** There was a brief discussion and the Board recommended that staff go out to bid in the next year or two for Operations and Maintenance services.

Director Chigazola made a motion to approve the contract extension with H2O Urban Solutions, Inc. Director Malonson 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with four directors present voting aye.

3. **Review and approve the contract extension with Western Hydrologics L.L.P. for annual water rights reporting** - Kim Gustafson said that Jeff Meyer of Western Hydrologics L.L.P. files the District's annual water rights, and that their contract recently expired. She requested that the Board authorize a contract extension. Director Davidson said it is important that the water gets put to beneficial use and that it is documented to secure water rights.

Director Davidson made a motion to approve the contract extension with Western Hydrologics, L.L.P. for annual water rights reporting. Director Malonson 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with four directors present voting aye.

Financial Operations:

4. **Update on transferring outstanding charges for collections through the El Dorado County tax roll** - Kim Gustafson said a new tax code must be created prior to transferring lien balances to the tax roll. She said that creating a new tax code will take some time and the transfer will likely not happen this year.
5. **Approve annual membership with Mountain Counties Water Resources Association (MCWRA), for the period of July 1, 2024 to June 30, 2025** - Kim Gustafson said the District has been with MCWRA for about 9 years. She explained how the MCWRA brings important water rights related information to smaller District's and helps to protect the water rights of the headwaters.

Director Chigazola made a motion to approve MCWRA's annual membership invoice in the amount of \$1,412 as presented. Director Forbey 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with four directors present voting aye.

F. AMERICAN RESCUE PLAN ACT

1. **Update on the District's ARPA projects**- Kim Gustafson said the District is requesting approval for the Clearwell Tank Replacement Project tonight and that the bid amounts came in much higher than anticipated. In result, staff is evaluating how much project funding will remain for the Water Treatment Plants. Scott Myers (H2O Urban Solutions) joined the meeting via phone. He said with the higher bids, the plans for the projects would need to be adjusted. He mentions the District could purchase two treatment modules and only have one installed and running until further funding is available. He mentioned a glass infused bolted tank instead of a welded steel tank could save on costs.
2. **Receive the Geotechnical report for the Clearwell Replacement Project from Geocon Consultants, Inc.**- Kim Gustafson presented the Board of Directors with a copy of the report from the geotechnical investigation which was conducted where the new clearwell tank will be located.
3. **Review proposals for the Clearwell Replacement and authorize staff to contract with the most qualified team** - Pacific Tank and Construction Inc. was awarded the contract, bid totaling \$1,353,503.00 Kim Gustafson and the Directors spoke briefly of the clearwell tank replacement. They all agreed that the project needs to get started as soon as possible. The Clearwell tank is the only tank remaining since the Caldor Fire and is in poor condition.

Director Chigazola made a motion to award the Clearwell Replacement project to Pacific Tank and Construction, Inc. for a not-to-exceed cost of \$1,353,503. Director Malonson 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with all directors present voting aye.

4. **Review proposals for Water Treatment Module Pre-Selection and authorize staff to contract with the most qualified firm** – Kim Gustafson said that she would like to remove this item from consideration for the time being.

G. DISASTER RECOVERY

1. **Review the most recent Disaster Recovery Status Report-** Kim Gustafson hopes the United States Department of Agriculture (USDA) funding can be spread out to cover some of the pipeline repairs on Eagle Ditch, North Canyon, and Big Canyon. She said she has submitted the invoices from H2O Urban Solutions through May to FEMA for reimbursement through the storm project since the District will no longer be replacing the PLC with that funding. For the reservoir debris removal project, she said the District will have the RFP out in the next week or so, she isn't sure if there will be enough time to get responses for the next regular board meeting. Director Hannblom said to schedule a special meeting if needed to get the project going.
2. **Update on hazard tree marking for USDA grant to move hazard trees along Eagle Ditch pipeline -** Kim Gustafson said Nate's tree service began tree felling activities for Phase 1 (units C, D, E, and F) along Eagle Ditch. As of July 3, 2024, they had about 35% of the work completed.

H. PERSONNEL & POLICY REVIEW COMMITTEE

1. **Update from Personnel & Policy Review Committee Meeting held on July 3, 2024 -** The Personnel and Policy committee consist of Kim Gustafson, Director Hannblom, and Director Malonson met on July 3, 2024 to discuss several policy changes.
2. **Approve proposed changes to the District's accounting policies and procedures manual, employee handbook, and the schedule of charges as appended to ordinance 88-1 -** Kim Gustafson said that Barbara Brenner's office recommended that Federal Procurement Requirements be added to the Accounting Policies and Procedures manual to better protect the District. Other policy changes recommended by the committee included a new Workplace Violence Prevention Plan, eliminating the need for the Board to receive performance reviews for employees who report to the General Manager, removing wording from the Employee Handbook that prohibited recreational marijuana use, adopting a fee for water theft from fire hydrants, and adjusting the employee pay ranges to be more in-line with industry standards.

Director Forbey made a motion to approve the revisions to the District's Accounting Policies and Procedure Manual, Employee Handbook, and the Schedule of Charges as appended to Ordinance 88-1 as presented. Director Chigazola 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with all directors present voting aye.

I. CLOSED SESSION – The Board of Directors entered closed session at 7:58 PM to discuss the following items:

1. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
2. **CONFERENCE WITH LABOR NEGOTIATORS**

J. REPORT ON CLOSED SESSION – The Board of Directors and Kim Gustafson came out of closed session at 10:05 PM and said that the Board discussed the General Manager performance review and salary changes based on the new salary schedule as a result of the recent salary survey performed for the District's employees.

K. 2024/2025 BUDGET SESSION-

1. **Receive the proposed budget for the 2024/2025 fiscal year for Operation and Maintenance (O&M), Asset Management and Capital Improvement Projects (CIP). The Board will be asked to adopt the Budget during the August 8, 2024 regular meeting -** The Board was given a copy of the budget to review, but it will change following the closed session discussion. The revised budget will be distributed to all Directors for review prior to the regular August meeting.

L. ANNOUNCEMENTS/DIRECTORS COMMENTS

1. **Reminder about Declaration of Candidacy -** Kim Gustafson reminded the Board about the Declaration of Candidacy forms. Director Davidson asked Kim if anyone in the community has shown any interest, and she said there were two community members who previously expressed interest. Although she notified them of the upcoming election, she has not heard back from either of them.

2. **Discuss scheduling the strategic planning session** - Kim Gustafson asked the Board if they were ready to schedule the strategic planning session. It was recommended that the topic be revisited in another 6 months.

M. ADJORNMENT- Director Chigazola made a motion to adjourn. Director Malonson 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with all directors present voting aye and the meeting was adjourned at 10:17 P.M.

Minutes submitted by:

Kim Gustafson, Board Secretary

Approved by:

Lynn Hannblom, Board Chair

Date:
