

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
January 9, 2025**

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, Forbey, and Hannblom

Called-in: None

Absent: Director Malonson

Others: Kim Gustafson, Jessi Phillips, and M. Kelley

SALUTE TO THE FLAG was led by Director Hannblom.

- B. APPROVAL OF THE AGENDA** – Kim Gustafson said that a time sensitive project came up after the agenda was posted, pertaining to the valve set-up at the top of Old Mine Road. She requested that item F. 3. “Review and approve quote from Pace Supply to improve the broken valve assembly at the top of Old Mine Road” be added to the agenda for discussion and action.

Director Chigazola made a motion to add item F.3. “Review and approve the quote from Pace Supply to improve the broken valve assembly at the top of Old Mine Road”, and to approve the agenda as amended. Director Forbey 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with all directors present voting aye.

- C. PUBLIC COMMENT** – M. Kelley mentioned the importance of having a certified backhoe operator for liability reasons. Kim Gustafson said she will find a resource to certify staff for backhoe operation, and that she will send the cost to the Board once it is identified.

- 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 12, 2024 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 2024.**
4. **Receive and file the annual report regarding GFCSD’s compliance with the Federal Trade Commission’s Red Flag Rules in accordance with District Policy.**

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

E. ANNUAL ORGANIZATION MEETING

1. **Nominate and elect Board positions for 2025 calendar year** - Kim Gustafson said that the Board should elect the Board Chair and Vice Chair for the 2025 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 Forbey 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with all directors present voting aye.

Director Forbey made a motion to nominate Bob Chigazola for the Vice Chair position. 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.

2. **Appoint members to the standing committees for the 2025 calendar year** - Kim Gustafson referred the Board to page 22 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 Forbey, Director Malonson and Kim Gustafson, and the “Capital Improvement Projects (CIP) Planning & Engineering Committee” included Director Chigazola, Director Forbey and Kim Gustafson, and the “Cost of Services Study Committee” included Director 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 2025 calendar year** - Kim Gustafson confirmed that she will continue to be the Board Secretary and Patti Jobe will continue to be the District Treasurer for now, but Patti would like to resign soon. Kim said she would start looking for a replacement Treasurer.
4. **Select agency representatives for the 2025 calendar year (El Dorado Water Agency, Mountain Counties Water Resources Association)** - Director Chigazola volunteered to be the representative for El Dorado Water Agency and Director Hannblom will be the representative for Mountain Counties Water Resources Association.

F. OFFICE & FINANCE

Office Operations:

1. **Authorize staff to dispose of equipment and materials stored in the “surplus shed” to make room for equipment that is stacked up against the Water Treatment Plants** – District policy requires the Board to approve surplus or disposal of items that are no longer needed. Kim Gustafson said that in preparation for the Water Treatment Plant Replacement project, she would like to dispose of items currently contained within the surplus shed to make room for equipment stored behind the Treatment Plants. The Board directed staff to sell items which still have monetary value.

Director Forbey made a motion to authorize staff to dispose of equipment and materials stored in the “surplus shed” as requested. 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.

Financial Operations:

2. **Revisit the current volumetric rate of \$3.87/hcf to determine if it must remain the same, or if it can be decreased** - After a discussion, the Board decided to table this item to the October 9, 2025 meeting so that they can analyze a full year’s worth of usage data prior to making a decision. In the meantime, staff will replace non-recording water meters to capture all customer water consumption.
3. **Review and approve quote from Pace Supply to improve the broken valve assembly at the top of Old Mine** - Kim Gustafson said the valve at the top of Old Mine Road is not fully closing and that a major leak in the area could dewater the distribution system. She referred the Board to the separate handout and asked the Board to approve the quote from Pace Supply to provide parts needed to improve the valve assembly prior to the snowy season since it was not budgeted.

Director Chigazola made a motion to approve the \$8,342.21 quote from Pace Supply to improve the broken valve assembly at the top of Old Mine Road. Director Forbey 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with all directors present voting aye.

G. AMERICAN RESCUE PLAN ACT (ARPA) PROJECTS

1. **Review the most recent Disaster Recovery Status Report** – Kim Gustafson said the Clearwell Tank crew should complete the interior coating by Wednesday of next week, and that they will coat the exterior during the required 7-day cure time. She said if the weather stays warmer, they can finish this month and not have to complete the project in spring.

H. DISATER RECOVERY

1. **Review the most recent Disaster Recovery Status Report** – Kim Gustafson said that there were no significant updates for disaster recovery.

I. ANNOUNCEMENTS/DIRECTORS COMMENTS

1. **Announce Special District Risk Management Authority’s Spring Education Day, which is scheduled to take place on Wednesday, March 26, 2025** – Kim Gustafson said that SDRMA’s Spring Education Day is coming up on March 26th, and that the District earns the maximum insurance premium discount if two Board members and two staff members participate. Following a brief discussion, Bob Chigazola and Lynn Hannblom said they would attend.
2. **Conflict of Interest Form 700 filings are due by 5:00 PM on April 2, 2025** – Kim Gustafson reminded the Board that annual 700 forms must be submitted to El Dorado County Elections Department prior to April 2nd.

J. ADJOURNMENT - Director Forbey made a motion to adjourn. 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 and the meeting was adjourned at 7:14 P.M. The next regular meeting will be held in Grizzly Flats at 6:00 PM on February 13, 2025.

Minutes submitted by:

Kim Gustafson, Board Secretary

Approved by:

Lynn Hannblom, Board Chair

Date:
