

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
April 10, 2025**

A. CALL TO ORDER

The regular meeting of the Grizzly Flats CSD Board of Directors was called to order at 6:04 P.M. by Director Hannblom.

ROLL CALL OF THE BOARD

Present: Directors, Chigazola, 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 Malonson made a motion to approve the agenda 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.

C. PUBLIC COMMENT – No public comment.

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 February 13, 2025 regular meeting minutes.**
2. **Review monthly System Report for February and March (production data, rainfall information, operations unrelated to the Caldor Fire Recovery efforts)** – Director Hannblom pointed out that the lien totals did not match up on the February and March report. Staff will look into the discrepancy for a resolution.
3. **Approval of the financial reports and spending for February and March** – Director Forbey asked Kim Gustafson to investigate consolidated billing for the CalNet and AT&T bills. Director Hannblom and Director Chigazola requested information on “Agency Admin Fee” under the financials. Kim said she would have information for the next meeting on what that category entails. Director Hannblom and Kim spoke about creating another code for “Other” under Professional Services for transparency.
4. **Receive and file the letter about Nominations for Special District Risk Management Authority’s Board of Directors.**
5. **Review and approve purchase of ParcelQuest data for the 2024/2025 tax roll**- Kim Gustafson told the Board that this software is vital to processing the annual tax roll and for maintaining accurate customer records. Kim asked the Board for purchase approval.

Director Forbey made a motion to approve the consent calendar as presented and to approve the purchase of ParcelQuest 2024/2025 tax roll. 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. **Update from Special District Risk Management Authority’s (SDRMA’s) Spring Education Day which took place on March 26, 2025** - Kim Gustafson said Director Hannblom (Board Chair), Jessi Phillips (Office Facilitator), and Andy Vicars (Maintenance Technician/Water Distribution Operator) attended the SDRMA’s Spring Education day. Director Hannblom and Phillips spoke briefly about the sessions they attended.

F. AMERICAN RESCUE PLAN ACT (ARPA) PROJECTS

1. **Review and approve WesTech Engineering's Change Order #1 for \$1,660.00 to cover costs for additional control panel components on the Water Treatment Modules** – Kim Gustafson said the WesTech change order includes a credit of \$10,719.00 for the chlorine analyzer since the District can use the existing Prominent equipment with the new water treatment modules, and an additional cost of \$12,379.00 for added control panel components, labor, and programming to operate the chemical feed pumps. Kim asked the Board to approve the change order amount of \$1,660.00.

Director Chigazola made a motion to approve Change Order #1 for \$1,660.00 to cover costs for additional control panel components on the Water Treatment Modules. 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.

- G. DISASTER RECOVERY-** Kim Gustafson said the new Clearwell tank has been online since April 2, 2025. She also said that the District has begun receiving parts for the new treatment plant installation which appears to be scheduled for August of this year. Since the WTM deliveries are anticipated in August, the reservoir cleaning project will likely be pushed out to September or October of this year. Kim mentioned that Cal OES is still working to obligate projects for the District.

- H. ANNOUNCEMENTS / DIRECTORS** - Director Malonson asked Kim Gustafson if she had any leads on community members that may be interested in the open Board Director position, she let him know she has not and would advertise again. Director Forbey asked Kim Gustafson to investigate the autopay on the Customer Web Portal, as he would like to see if there is an option to pay only once convenience fee for his two parcels. Director Chigazola commented on the incredible work the District employees are doing.

- I. ADJOURNMENT-** **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 6:56 P.M.**

Minutes submitted by:

Kim Gustafson, Board Secretary

Approved by:

Lynn Hannblom, Board Chair

Date:
