

**Grizzly Flats Community Services District  
Minutes of the Regular Meeting of the Board  
May 8, 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

Absent: Director Malonson

Others: M. Kelley, 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 Forbey 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** – M. Kelly asked if it was legal for someone to move into a trailer on an unapproved lot. Kim Gustafson said that her understanding is that the property owner would need to have a Temporary RV Permit, as well as access to water, power, and septic. Director Hannblom mentioned that the District will not move forward with a new water connection unless there is an approved building permit from El Dorado County.

**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 April 10, 2025 regular meeting minutes.**
2. **Review monthly System Report for April (production data, rainfall information, operations unrelated to the Caldor Fire Recovery efforts).**
3. **Approval of the financial reports and spending for April 2025** - During the April meeting the Board wanted information on the Agency Amin Fee on the financial report. Kim clarified this covers El Dorado county permit fees, LAFCO fees, inspection fees, water right fees, fees to the state (environmental management), tax forms, and USA (Underground Service Alert) fees.
4. **Approval of the WSIP loan payment to USDA-Rural Development on April 1, 2025.**

**Director Forbey 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. OFFICE & FINANCE**

***Financial Operations:***

1. **Approve annual membership renewal of California Rural Water Association (CRWA) for \$782** - Director Hannblom and Kim Gustafson spoke about the benefits California Rural Water Association offers. The Board recommended that staff utilize the perks of their membership more often.

**Director Chigazola made a motion to approve the CRWA membership renewal. Director Forbey 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. AMERICAN RESCUE PLAN ACT (ARPA) PROJECTS

1. **Discuss the Clearwell Replacement Project and authorize the issuance of the “Notice of Completion” to Pacific Tank and Construction, Inc.** – Kim Gustafson said all work related to the Clearwell Tank Installation project is complete, and the final retention payment is ready for distribution. She requested that the Board authorize her to file the official Notice of Completion with El Dorado County’s Recorder-Clerk Office so that the project can be closed out.

**Director Chigazola made a motion to authorize the issuance of the Notice of Completion. Director Forbey 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 quotes for construction work to remove and replace the Treatment Plant wall during the Water Treatment Module replacement project and authorize staff to proceed with the lowest responsible bidder** – Kim Gustafson said the District hoped to collect three bids for the treatment plant wall removal and replacement, but only two were received from Bolen Construction and H2O Urban Solutions, Inc. Between the two proposals, only Bolen Construction possessed a valid construction contractor’s license. M. Kelley recommended that the District repaint the entire Water Treatment Plant Room interior during construction, but the scope of what Drew Bolen would paint was not clear. The Board requested that staff verify whether the quote from Bolen Construction included costs to paint the whole room interior, or just the gable wall. Staff will follow up with Drew Bolen and email a response to the Board about what he proposed for painting prior to project initiation.

**Director Chigazola made a motion to authorize the General Manager to proceed with the quote from Bolen Construction after clarifying the area he proposed for painting. Director Forbey 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. DISASTER RECOVERY

1. **Review the most recent Disaster Recovery Status Report** – Kim Gustafson said that staff received approval to spend the remaining USDA Eagle Ditch Tree Felling grant funding to purchase a skid-steer for maintaining debris along Eagle Ditch pipeline. Once the equipment’s delivered, she will submit a revised and complete reimbursement request.

## H. UNITED STATES DEPARTMENT OF AGRICULTURE EAGLE DITCH TREE FELLING PROJECT

1. **Approve Change Order #1 to reallocate the remaining USDA grant funds of \$110,259.02 to purchase a skid-steer for maintaining brush along Eagle Ditch pipeline and authorize the General Manager to spend \$6,394.11 of funding to cover the remaining tax and shipping charges from the Capital Improvement Project Fixed Asset – Equipment account** - Kim Gustafson said there was \$110,259.02 left in the budget for the USDA Eagle Ditch Tree Felling grant. She submitted a change order request and USDA authorized her to repurpose the money to purchase a skid-steer which will help maintain vegetation along Eagle Ditch pipeline. Director Chigazola asked if staff has certification to operate the equipment, and Kim let him know that she is budgeting to have certification training done in July 2025. Director Hannblom requested that Kim lock up the skid-steer keys until the equipment certification. Kim said that the grant did not cover the tax and shipping costs and requested that the Board authorize spending \$6,994.11 to cover tax and freight charges from the District’s CIP Fixed Asset-Equipment account. She said she did receive preliminary approval from Director Hannblom prior to purchase but will need full Board approval since it was an unbudgeted expense.

**Director Chigazola made a motion to approve Change Order #1 and authorize the unbudgeted expenditure of \$6,994.11 of funding to cover the remaining tax and shipping costs. Director Forbey 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.**

I. **ANNOUNCEMENTS-** Director Hannblom encouraged Kim Gustafson to continue advertising for the open Board position.

Kim Gustafson said she is drafting the annual budget for the 2025/2026 fiscal year and would like to schedule a Budget & Finance Committee meeting with Directors Hannblom and Malonson for the last week of May.

M. Kelley would like to volunteer his time to advise the District on items such as equipment negotiations, vehicle repairs, etc.

Now that the weather is clear, Director Forbey would like to complete a District tour. Kim said she would get that scheduled, and that Jessi Phillips should also participate.

J. **ADJOURN - Director Chigazola made a motion to adjourn. Director Forbey 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 adjourned at 7:00 P.M.**

Minutes submitted by:

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*Kim Gustafson, Board Secretary*

Approved by:

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*Lynn Hannblom, Board Chair*

Date:

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