

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
May 10, 2013**

A. CALL TO ORDER

The regular meeting of the Grizzly Flats CSD Board of Directors was called to order at 9:03 AM by Director Legrand.

ROLL CALL OF THE BOARD

Present: Directors Legrand, Ball, Davidson, Englefield, and Strauss

Absent: None

Others: Jodi Lauther, Kim Gustafson, Mel Kelley, Leo Rainwater, and Lyle Tomlin

SALUTE TO THE FLAG was led by Director Legrand.

B. APPROVAL OF THE AGENDA- Director Englefield made a motion to approve the agenda as presented. Director Davidson 2nd the motion. There was no discussion. The motion passed with all Directors present voting aye.

C. PUBLIC COMMENT- There was 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 Minutes of the regular meeting on March 8, 2013.
Kim Gustafson stated that the following corrections had been made to the minutes of April 12, 2013:
Item A – Put “none” after absent.
Item J.1. –Added wording from that discussion to reflect why an alternate had to be picked for the El Dorado County Water Agency.
Item K. – Changed to read “The Board decided to make Ken Hooley a permanent, full-time employee and to augment his work hours, which will not exceed 35 hours per week.”
Item N. Changed the next meeting to May 10, 2013.
Outline numbering fixed for items K, L, & M.
2. Receive and file the GFCSD System Report for March 2013.
3. Receive and file invoice 69966 from ECORP for work on Water Rights Compliance Evaluation.
4. Review and file “South Tahoe Public Utility District Election Consolidation” notice.
5. Receive and file the annual membership renewal for California Rural Water Association (CRWA).
6. Receive and file the Annual report regarding GFCSD’s compliance with the Federal Trade Commission’s Red Flag Rules in accordance with GFCSD policy.
7. Receive and file California Rural Water Association’s “2013 Annual Meeting (and Election)” notice.

Director Englefield made a motion to approve the Consent Calendar as amended. Director Ball 2nd the motion. Director Legrand called for a vote. The motion passed with all directors present voting aye.

E. OFFICE & FINANCE / Jodi Lauther, General Manager

Monthly review of Office Operations

1. **Update on tank ladders** – Leo Rainwater reported that the lower half of the ladders had been installed at the Forest View and Winding Way tanks, that the Clearwell ladder was fully installed, and that he was waiting for replacement brackets (the ones we received were incorrectly manufactured) prior to working at the Tyler Tank. Two welders are waiting for the tank ladders to be installed before coming to inspect and bid the landing and rail installations, one of which would bring his own materials, and the other one would expect us to supply our own materials.
2. **Update on Forest View Well refurbishment** - Leo Rainwater said that he is attempting to schedule a meeting with Mr. Hinrichs of the California Department of Public Health (CDPH) within the next month, to discuss possible options for the Forest View Well refurbishment.

3. **Review revisions to Ordinance 88-2 (Cross-Connection Control Program) and discuss customer surveys and progress of implementing the program** – Director Legrand and Leo Rainwater presented their revisions to Ordinance 88-2 for the Board’s review, and requested that any recommended changes be submitted to Leo’s attention by June 1, 2013. Mel Kelley asked if the schedule of fees would be incorporated into the ordinance, and Leo informed him that it would not. Mel Kelley asked if it would be a conflict of interest to have Leo Rainwater perform the device testing, and Director Legrand said that it would. Leo informed the Board that a follow-up letter will be distributed to the customers who had not yet submitted a survey.

F. CLOSED SESSION - The Board entered closed session at 9:30 AM to discuss:

1. **Conference with Legal Counsel – Anticipated Litigation; significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9 (one case) in connection to the District’s Pre-1914 water rights. *Ryan Bezerra (Bartkiewicz, Kronick & Shanahan Law Firm) will be on the phone to discuss this matter with the Board of Directors.**

G. REPORT FROM CLOSED SESSION - The Board returned to open session at 10:03 AM. Director Legrand reported the following:

1. No action was taken.

H. CONSERVATION

1. **Review and approve Resolution 2013-3, District’s Intent to Retain Control of Conserved Water** – Jodi Lauther presented Ryan Bezerra’s amended Resolution 2013-3 “District’s Intent to Retain Control of Conserved Water” to the Board. Director Ball asked if there was any way for us to claim beneficial use of the water spilling out of the reservoir which we don’t retain. Director Legrand thought that this matter would come into play upon working with Jeff Meyer at ECORP. Director Englefield said that we’ll need to move on that once the gages have been installed.

Director Englefield made a motion to approve to approve Resolution 2013-3 as amended. Director Ball 2nd the motion. Director Legrand called for a vote. The motion passed with all directors present voting aye.

I. WATER RIGHTS COMPLIANCE EVALUATION (ECORP)

1. **Review changes to “Water Rights Compliance Evaluation” gage proposal and Task 4** – Jodi Lauther stated that originally, the “Water Rights Compliance Evaluation” listed two gages to be installed to measure the stream flow before the diversions, and two to be installed within the pipes before the splitter boxes. In addition, we would like to add another gage directly before the reservoir, and will install a staff gage inside the reservoir to measure the height once a week. The Board requested that Jodi give Jeff Meyer direction to wrap up the “Water Rights Compliance Evaluation” report.

Additionally, Director Englefield would like to add two additional gages in the stream (for a total cost of \$14,500) to measure the flow. He stated that the El Dorado County Water Agency (EDCWA) may share 70% of the maintenance, monitoring, and reporting costs for the first year, as that could be considered a “study.” Jeff Meyer of ECORP felt that the additional gages would yield good information, but said that there’s no requirement to have those gages installed to measure the stream. Director Englefield said that installing the meters would be beneficial in proving the U.S. Forest Service’s conservation success following completion of the “Tim’s Project.” Director Strauss supported the idea of the additional meters. Director Davidson also supported the idea, as it may firm up our “Firm & Safe Yield” numbers. Pricing for the annual maintenance is \$10,000 for two gages, \$12,000 for four gages, and \$14,000 for six gages. The Board requested that District staff contact the Forest Service to see if they would be willing to install the gages, if we were to maintain them. Although the staff gage and v-notch at North Canyon provide us with accurate measurements, we have no v-notch and thus no way to measure flow at Big Canyon. Installing the two additional gages in the stream above the diversions would provide us with the means of measuring flow at Big Canyon. Upon further discussion, the Board decided to leave the additional two stream gages as an optional item to revisit in the future.

For the record Director Englefield noted that at North Canyon, the drainage coming in from Lincoln Hill ("Unnamed Tributary" on the map) that runs up to Bendorff Springs brings in more water during drier times than the spring does.

Break from 10:43 AM – 10:59 AM.

J. OFFICE & FINANCE / Jodi Lauther, General Manager

Monthly review of Office Operations

1. **Review "Action List"** – Jodi Lauther presented the current "Action List" to the Board.
2. **2013 Election / Lauther**
 - a. **Review Candidate Statement Costs and approve "Notice of Elective Offices to be Filed"** – Kim Gustafson noted that depending on the number of Districts, the typical cost for an election is \$2,000. Additionally, it costs \$215 per candidate statement, which is the minimum cost possible. Costs may vary if they change to a new printer. Following a brief discussion, the Board decided to have the candidate's pay for their own statements.

Director Englefield stated that he will be resigning from the Grizzly Flats CSD Board, as he is planning to run for El Dorado Irrigation's (EID's) District 2 seat. In result, he is unsure if he will participate in next month's Board meeting. Additionally, he will need to step off the El Dorado County Water Agency (EDCWA) Board of Directors, as he will no longer be able to represent our District.

- b. **Review and approve election notice posting** – Jodi Lauther presented the election notice posting to the Board for review.

Director Englefield made a motion to approve to approve "Notice of Elective Offices to be Filed" and the election notice posting. Director Ball 2nd the motion. Director Legrand called for a vote. The motion passed with all directors present voting aye.

3. **Report on California Rural Water Association Expo, April 22–25th** – Leo Rainwater reported that he gleaned a lot of valuable information during the expo, including the fact that tank gaskets are supposed to be replaced every 5 to 7 years. Additionally, he received a tank coating update and new math equations which will assist in his daily operations. Finally, Leo mentioned that he heard about some hexagonal plates (available for half the cost of the black ball option) which would alleviate algae issues and eliminate 85-90% of evaporation from the raw water reservoir for a total estimated cost of \$280,000.
4. **Trestle Forest Health Project #28654 (formally known as the Tony Project) – review letter to U.S. Forest Service and discuss possible impact to our watershed and possible mitigation measures** – Jodi Lauther presented the Board with a letter she had sent to Tim Howard of the U.S. Forest Service. Tim responded to Jodi's correspondence by welcoming any potential mitigation plans. He stated that they have already flagged the area where they will be crossing over Eagle Ditch pipeline to ensure that it is not damaged during their work. Additionally, Jodi mentioned that there may be additional lab costs to ensure that no water contamination results from this project.

Monthly review of Financial Operations

5. **Receive and approve financial reports and spending for April 2013** – Jodi Lauther stated that on page 50, the Forest View Well breakdown was incorrect and that it should be revised to list \$11,241.63 for D&A billing thru 12/31/12, and \$4,087 for prior testing, PGE bills, lab testing, etc. Additionally, she mentioned that the tank ladders were purchased for \$12,723.20 as listed under item 70600 on page 54. Mel Kelley noted that on page 54, the tank Improvement percentage of 118.8% was incorrect and should be revised.

Director Englefield made a motion to approve to approve the financial and spending reports for April 2013 as amended. Director Davidson 2nd the motion. Director Legrand called for a vote. The motion passed with all directors present voting aye.

K. COMMITTEE REPORTS

- 1. Emergency Plan Committee – Report on Grizzly Flats Fire Safe Council’s “Wildfire Table-Top Exercise” held on April 19, 2013** – Director Ball reported that the table-top exercise went really well. It was decided that District staff would create step by step instructions so that in case of an emergency, anyone can turn on our generators. Additionally, a meeting will be scheduled to provide the Pioneer Fire Protection District with basic training for our facility.

Prior to the exercise, the fire crews did not understand the importance of protecting the Tyler tank and booster pump station. In case of a real emergency, Pioneer Fire Protection District will ensure that the Tyler tank and booster pump station are protected to ensure flow to the hydrants. Additionally, deficiencies were noted at the Tyler pump. The 30 horsepower pump for fire suppression cannot operate off our current generator. A redesign is planned for the pump, or if all else fails, a replacement pump may need to be purchased for \$6,500.

It was mentioned that District staff needs to obtain ID badges, and to contact the U.S. Forest Service dispatch in Camino and the Pioneer Fire Protection District to provide them with District staff names and phone numbers, to assist California Highway Patrol (CHP) with authorizing staff’s entry through fire lines in the event of an emergency.

Lunch from 12:00 PM – 12:35 PM.

- 2. Grizzly Pond Committee**
 - a. Review draft survey for Grizzly Pond improvements** – Jodi Lauther presented the Board with the draft survey for Grizzly Pond improvements. Director Legrand said that he felt the fencing of property boundaries should be removed from the survey, as the fence should be installed either way. Director Ball requested that a “nature/fitness trail” option be added to the survey. The last sentence of the first item on the survey will be revised under “Keep it as is” to read “This would not cause any financial change to the current operations of the District, but would prevent the District from allowing organized activities on the property by community groups and local residents.” The revised survey will be mailed out with the May, 2013 billing.
 - b. Discuss whether or not to hold a clean-up activity at Grizzly Pond in May, 2013** – Director Ball stated that the Pond needed to be cleaned-up again, and requested that District staff contact the California Conservation Corps (CCC) to determine their price to clean-up the lot. Director Ball and Director Legrand will handle the tree thinning together.
 - c. Discuss Grizzly Pond t-shirt inventory and current bank account balance** – Director Ball said that we will wait until we have an organized event to re-order Grizzly Pond t-shirts and/or promotional items.
- 3. Policy Review Committee**
 - a. Review revisions to Purchasing Policy (GFCSD’s Accounting Policies and Procedures Manual)** – Jodi Lauther presented the Board with a revised copy of the District’s “Purchasing Policy” from GFCSD’s Accounting Policies and Procedures Manual for review. Additionally, she provided them with a copy of a purchase order which is available in QuickBooks (the District’s current accounting software program.)

Director Ball made a motion to approve the revised Purchasing Policy as presented. Director Englefield 2nd the motion. Director Legrand called for a vote. The motion passed with all directors present voting aye.

- b. Review revision to Maintenance Technician job description** – Jodi Lauther presented the revised Maintenance Technician job description to the Board for review. She noted that the job description was revised to remove the line stating “This position is classified as part time.”

Director Ball made a motion to approve to revised Maintenance Technician job description as presented. Director Englefield 2nd the motion. Director Legrand called for a vote. The motion passed with all directors present voting aye.

4. Solar Committee

- a. **Update on Sierra Business Council’s rebates for light fixture replacements** – Leo Rainwater reported that Ian Nimmo of the Sierra Business Council said that they would cover 100% of the cost to replace our office fixtures and the bulbs and ballasts within the treatment plant. They said that we should purchase and install all of the equipment, and that they would reimburse us those costs and part of our staff time after the work has been completed.
- b. **WaterSMART grant funding update** – Director Ball said that a decision on the WaterSMART grant funding will be made in the month of May, 2013.

5. Mountain Counties Water Resources Association

- a. **Sierra Business Council study on potential for energy and cost savings at water agencies/districts** – Kim Gustafson reported that she had received a message from John Kingsbury of the Mountain Counties Water Resources Association, asking if we would be interested in participating in the “Sierra Nevada Energy Watch” program, wherein the Sierra Business Council would check the efficiency of our existing pumps and motors and the return on interest (ROI) to upgrade them to energy efficient equipment, check the accuracy of our existing distribution (master) water meters, and assess our system for potential for energy savings from leak repair. Kim said that she confirmed the District’s interest to participate in this program, and had already been contacted by the Sierra Business Council to schedule a visit from their representative(s).
- b. **Announce next Mountain Water Resources Association meeting scheduled for Wednesday, June 19, 2013 in Auburn** – Kim Gustafson mentioned that the Mountain Counties Water Resources Association (MCWRA) and Association of California Water Agencies (ACWA) Region 3 meeting was scheduled to occur at the Ridge Golf Course and Events Center in Auburn on Wednesday, June 19, 2013. Director Ball expressed interest in attending this meeting.

L. EL DORADO COUNTY WATER AGENCY (EDCWA) / Richard Englefield, Board member

- 1. Director Englefield reported that the El Dorado County Water Agency approved a budget of 3.7 million dollars for the 2013/2014 fiscal year, and that 100% of all cost share requests were approved.

M. ANNOUNCEMENTS / DIRECTORS COMMENTS

Director Ball asked if we had received any additional information from Carlton. Jodi Lauther informed him that Carlton would not need to survey our site again, as they had found the previous drafts of our topography maps. According to Knowlton (Carlton’s attorney,) they were ahead of schedule for which the deadline is Saturday, May 11, 2013. Jodi also said that the United States Department of Agriculture (USDA) will reimburse the District for the full cost of the settlement agreement. The Board decided that an emergency meeting would be scheduled on Monday, May 13, 2013 if Carlton fails to meet their deadline.

N. ADJORNMENT- Director Davidson made a motion to adjourn. Director Ball 2nd the motion. Director Legrand called for a vote. The motion passed with all directors present voting aye. The meeting was adjourned at 1:33 PM. The next regular meeting will be at 9:00 am on Friday, June 14, 2013 at The Grizzly Flats CSD office.

Minutes submitted by: _____
Kim Gustafson, Board Secretary

Approved by: _____
GFCS D Board Chair

Date: _____