

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
April 11, 2014**

A. CALL TO ORDER

The regular meeting of the Grizzly Flats CSD Board of Directors was called to order at 9:01 AM by Director Davidson.

ROLL CALL OF THE BOARD

Present: Directors Ball, Davidson, Sullivan, and Updike

Absent: Director Legrand

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

SALUTE TO THE FLAG was led by Director Davidson.

B. APPROVAL OF THE AGENDA- Director Ball made a motion to approve the agenda as presented. Director Sullivan 2nd the motion. There was no further 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 14, 2014.**
2. **Receive and file the Annual report regarding GFCSD's compliance with the Federal Trade Commission's Red Flag Rules in accordance with GFCSD policy.**
3. **Receive and file the annual membership renewal for California Rural Water Association (CRWA).**

Director Updike made a motion to approve the Consent Calendar as presented. Director Sullivan 2nd the motion. There was no further discussion. Director Davidson 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. **Report from Special District Risk Management Authority (SDRMA) Claims Education Day / March 18, 2014 / Lauther, Legrand, Rainwater & Updike** – Jodi Lauther reported that we earned the equivalent of \$800 in discounts due to their recent attendance at the SDRMA Claims Education Day. Leo Rainwater said that he attended their safety training, wherein he discovered that the Material Safety Data Sheets (MSDS) were going to be changed to International Safety Data Sheets (SDS). Leo mentioned that the District had some hazardous materials which we have been unable to dispose of. Mel Kelley recommended that staff look into disposing the controlled substances at the County, where they provide free waste disposal on Fridays and Saturdays. Director Updike said that he attended the general training, and that he did not have any comments for the Board.
2. **Special District Leadership Foundation (SDLF)'s Transparency Certificate of Excellence – progress toward earning this certificate** – Kim Gustafson reported that District staff is attempting to obtain a transparency certificate from the Special District Leadership Foundation (SDLF) (who work in conjunction with the California Special District Association (CSDA)). In order to receive the certificate, the District's website had to be updated with such information as our previous audits, the current budget, a link to access the District employee's compensation information, etc. Kim reported that she is waiting for one more piece of documentation prior to submitting the rest of the required information.
3. **Annual disclosure of Board member or employee reimbursements for individual charges over \$100 for services or products** - Jodi Lauther said that this is the last piece of paperwork required for our transparency certificate as she presented the document on page 12 to the Board. She informed them of the fact that going forward, this annual disclosure will be presented during the January meetings. There were four charges last

year that exceeded \$100. One was for Mel Kelley (District Treasurer) to reimburse him for material charges for Grizzly Pond. The three remaining charges were for mileage when Jodi Lauther used her own vehicle to drop samples off in town, prior to the District's purchase of the Toyota truck.

4. **Report from District counsel on how to handle the Grizzly Pond funds remaining at El Dorado Savings Bank, following disbandment of the Grizzly Pond Committee** – Jodi Lauther said that the District's counsel (Bill Wright) recommended that the Board authorize spending the remaining funds within the Grizzly Pond account so that it may be closed out.
5. **Discuss Grizzly Pond t-shirts – Price per shirt and how funds will be accounted for** – Jodi Lauther reported that an income and an expense item will be included in the financials to keep track of the Grizzly Pond t-shirt funds. The Board then went on to discuss the pricing for the t-shirts. It was decided that the small, medium, large, and extra-large short sleeve t-shirts will be sold for \$14 each, that the extra extra-large t-shirts will be sold for \$16 each, that the long sleeve small, medium, large and extra-large shirts will be sold for \$18 each, and that the extra extra-large long sleeve shirts will be sold for \$20 each.
6. **Request from El Dorado County Elections Department to use our facility as a polling place for the June 3, 2014 election** – Jodi Lauther reported that the El Dorado County Elections department has requested to use our District office as their new polling location within Grizzly Flats. They expect 60-80 voters to participate in the June 3, 2014 election, for which the office will need to be open from 6:00 AM to 9:30 PM. Jodi volunteered to cover the extra hours the office will need to be open in order to avoid any overtime expenses. Director Ball also offered to cover some of that time if needed. During the election, one way traffic will be in effect for the voters. The District qualifies to receive a \$30 facility use fee from the Elections Department for letting them use our location. Currently, the County is completing a facility use agreement which will help protect the District from liability, and the Elections Department will provide us with a copy of their insurance which will cover the activities at our site during the election.

Monthly review of Financial Operations

7. **Present the financial reports, spending and purchase orders issued for March 2014** – Jodi Lauther reported that our net income for March 2014 (on page 16) was \$5,240.53. She said that we received standby fees from El Dorado County, and that they charged us \$47.98 to collect those fees from Grizzly Flats residents. It was noted that our reserve funds (page 23) are steady, and that our lien fees have gone up. Overall, it was said that we are doing well overall, and that we are currently at 67.5% of spending.

Director Updike made a motion to approve the financial reports, spending and purchase orders issued for March 2014 as presented. Director Sullivan 2nd the motion. There was no further discussion. Director Davidson called for a vote. The motion passed with all directors present voting aye.

F. OPERATIONS / Leo Rainwater, Water System Manager

Monthly review of plant and field operations

1. **Present the GFCSD System Report for March 2014** –Leo Rainwater reported that the District had some minor water quality changes and dosing issues last month. Staff used more chemicals than normal to bring Plant #1 back on-line, following the rehabilitation project. In result of the lower production last month, staff postponed topping chemicals off from the end of February to the beginning of March. It was also mentioned that staff is currently in the process of looking at other labs due to the fact that there have been some recent issues with Sierra Foothill Lab. Leo said that the Big Canyon diversion flows are up, while North Canyon diversion flows have dropped. Additionally, he mentioned that the elbow was recently put back into the reservoir so that it could be raised back up to full capacity, that we have the full flow coming into the reservoir with all valves open wide, and that the splitter boxes returning 25% of the flow to the stream to ensure that the boxes aren't overfilled. Leo went on to say that Plant #1 is now dialed in, and that staff is attempting to return the run time to 60 hours. He also heard that Sterling Chemical has a new water treatment chemical available, which he plans to test on our water.

Mel Kelley asked if we could use the grant money from the Department of Water Resources to purchase

reservoir balls to prevent evaporation. Staff said that they would add that item to the list of potential projects for funding.

2. **Update on Air Quality Management District's site visit policy** – Leo Rainwater reported that Candice Thomas called and arranged a time to revisit our facility. Their policy is to make a surprise visit the first time, and then call before any following visits. During her return visit, she confirmed that we are now in compliance with the new tank installation and that no permits will be required.

GENERAL BUSINESS ITEMS

G. WATER SUPPLY, DROUGHT AND CONSERVATION

1. **Discuss condition of the District's water supply, drought conditions and customer communications** – Jodi Lauther reported that the reservoir is in the process of returning to its normal height. Leo Rainwater said that although he's never been able to make it out to Bendorff Springs (which feeds North Canyon) during this time of year, he recently drove out and discovered that the water level was at the lowest point he's ever seen. Jodi Lauther mentioned that El Dorado Irrigation District (EID) was still in a Stage 1 water conservation mode, and that the water level in Sly Park is now at 75% of capacity. She also said that Georgetown Public Utility District has entered a 25% mandatory restriction phase for their agricultural customers, although their residential customers are still in a voluntary conservation stage.

H. COMMITTEE REPORTS

1. Mountain Counties Water Resources Association (GFCSD Representative: R. Ball)

- a. **Report from the Special Department of Water Resources Briefing – Grant Funding at El Dorado Irrigation District in Placerville on April 4, 2014** – Jodi Lauther said that the Department of Water Resources (DWR) wants water purveyors to go through their local Integrated Regional Water Management Plans (IRWMP's) for funding. Director Updike asked if we could put in a horizontal well at Bendorff Spring's aquifer to tap into more water. Leo Rainwater responded to say that he didn't think that would work, as it is 12" below the pipe. It was mentioned that this item would be added to the list for potential grant funding. Jodi then said that the El Dorado County Water Agency (EDCWA) is trying to free up some money to assist with project planning, which would also extend to cover reliability projects. She mentioned that any grants received would require a 25% agency funding match, although that percentage may be flexible. She then said that wish lists need to be submitted by June 2014.
- b. **Report on upcoming events: California Water Commission public workshop in Auburn on May 21, 2014, and a Special Event with Mountain Counties Water Resources Association (MCWRA) and the Association of California Water Agencies (ACWA), Region 3 meeting at Wedgewood Sequoia Mansion in Placerville on June 6, 2014** – Jodi Lauther announced these two upcoming Mountain Counties Water Resources Association (MCWRA) events to the Board.

2. Alternative Energy Committee (Updike, Ball and Rainwater) – There was nothing to report on this item.

3. Water Operations Committee (Legrand, Updike, Rainwater)

- a. **Update from committee** – Leo Rainwater said that he has received more quotes for the Forest View bypass project and some changes to the quotes for the cathodic protection project. The committee plans to meet to discuss these items next Thursday, April 17, 2014 at 2:00 PM.

4. Finance & Budget Committee (Ball, Davidson, Kelley, Lauther & Legrand)

- a. **First meeting for the 2014/2015 budget scheduled for April 24, 2014** – Jodi Lauther reported that she is working on the first draft of the budget to present to the committee at 10:00 AM on Thursday, April 24, 2014.

5. Ad-Hoc Committee / Procedure to apply for emergency relief (Legrand, Ball & Lauther)

- a. **Report from meeting on March 20, 2014 / Legrand, Ball & Lauther** – Jodi Lauther said that the committee reviewed the policies from Westhaven CSD and El Dorado Irrigation District. She is

currently in the process of developing a draft policy for our District, which will probably be submitted for the committee's review in late April or early May.

I. EL DORADO COUNTY WATER AGENCY (EDCWA)

- 1. Report from the regular meeting of the El Dorado County Water Agency held on April 9, 2014** – Jodi Lauther attended this meeting in Director Ball's place and said that the El Dorado County Water & Power Authority met for their first scoping meeting, and that they are putting their plan out to local agencies. Currently, there are two directors on the Board which are not excited about the water rights project. Counsel advised them to draft their Environmental Impact Report (EIR) prior to filing with the State Water Resources Control Board (SWRCB). Jodi then went on to summarize the events of the El Dorado County Water Agency meeting, in which John Zentner of the El Dorado County Farm Bureau expressed some concerns relative to nitrates. Jodi mentioned that the El Dorado County Water Agency is currently putting their draft budget together, and that if they have reserve funds, they will use them to help agencies go after grant funds.

J. ANNOUNCEMENTS / DIRECTORS COMMENTS

- 1. Discuss the poor condition of interior roads within the community and identify the areas that need the most attention so that Don Spear (Deputy Director, Community Development Agency, Transportation Division) can submit them for repair** – Director Ball said that he and Director Updike had a conversation with Don Spear following the recent Grizzly Flats Fire Safe Council meeting, in which he recommended that the District draft a letter to identify key areas where the road requires chip seal repair within our community, so that he can submit it to his supervisor at a budget meeting scheduled for Tuesday, April 29, 2014. It was decided that a letter would be drafted and submitted for review by Mark Almer (Grizzly Flats Firesafe Council Chairman) prior to submission into Don Spear's attention. Additionally, the Board decided that pictures should be submitted with the letter, showing areas of severe deterioration in our local roadways.

Director Updike made a motion to authorize the General Manager to write a letter on their behalf, identifying key areas where the road requires repair within our community. Director Sullivan 2nd the motion. There was no further discussion. Director Davidson called for a vote. The motion passed with all directors present voting aye.

Director Updike offered Jodi Lauther kudos for the way she presented our District's water supply and spilling reservoir in a recent Mountain Democrat article.

Jodi Lauther reported that the District will be holding its 2nd annual Open House from 10:00 AM to 2:00 PM on Saturday, June 7, 2014. She also said that Amanda Platt (California Association of Resources Conservation Districts) will hold a grey water workshop during the event.

- K. ADJORNMENT- Director Ball made a motion to adjourn. Director Sullivan 2nd the motion. Director Davidson called for a vote. The motion passed with all directors present voting aye. The meeting was adjourned at 10:59 AM.** The next regular meeting will be at 9:00 am on Friday, May 9, 2014 at The Grizzly Flats CSD office.

Minutes submitted by:

Kim Gustafson, Board Secretary

Approved by:

GFCSO Board Chair

Date:
