

**Grizzly Flats Community Services District  
Minutes of the Regular Meeting of the Board  
October 17, 2014**

**A. CALL TO ORDER**

The regular meeting of the Grizzly Flats CSD Board of Directors was called to order at 9:02 AM by Director Legrand.

**ROLL CALL OF THE BOARD**

Present: Directors Ball, Legrand, Sullivan and Updike

Absent: None

Others: Kim Gustafson, Mel Kelley, Jodi Lauther, Douglas Mac Donald, Kent Malonson, Leo Rainwater and Don Sutton

**SALUTE TO THE FLAG** was led by Director Legrand.

**B. APPROVAL OF THE AGENDA-** Director Updike made a motion to approve the agenda as presented. Director Sullivan 2<sup>nd</sup> 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 September 12, 2014.
2. Receive and file Local Agency Formation Commission's (LAFCO's) "Election of Special District Representative to El Dorado LAFCO, Nominations for Special District Commissioner" notice.
3. Receive and file the Quarterly Interest Report from the Local Agency Investment Fund (LAIF).

Jodi Lauther said that she would like to defer item 3 on the consent calendar to the next regular Board meeting scheduled for Friday, November 14, 2014, as the quarterly interest report had not yet been received from the Local Agency Investment Fund (LAIF). Director Ball made a motion to approve the Consent Calendar as amended. Director Sullivan 2<sup>nd</sup> the motion. There was no further discussion. Director Legrand called for a vote. The motion passed with all directors present voting aye.

**E. BOARD VACANCY-** The Board will interview interested candidates for the vacant position. An appointment shall be made at the next regular meeting scheduled for November 14, 2014, and shall be effective immediately - There were a total of four perspective members for the vacant position. The Board interviewed Kent Malonson, Douglas Mac Donald, and Don Sutton who were in attendance. Richard Englefield was the last interested candidate, but he was unable to make the meeting due to illness.

\*Break from 9:54 AM to 10:03 AM

**F. ORGANIZATIONAL MEETING**

1. Nominate and elect the Vice Chair position for the remainder of the 2014 calendar year – Kim Gustafson said that the Board should nominate and elect a Board member to fill the Vice Chair position for the remainder of the 2014 calendar year.

Director Updike made a motion to nominate Director Ball to fill the Vice Chair position for the remainder of the 2014 calendar year. Director Sullivan 2nd the motion. There was no further discussion. The motion passed with three Directors present voting aye (Director Legrand, Director Sullivan and Director Updike). Director Ball abstained from the vote.

## **G. OFFICE & FINANCE / Jodi Lauther, General Manager**

### ***Monthly review of Office Operations***

- 1. Update on the letter to CAL FIRE, Pioneer Fire Protection District (PFPD) and the United States Department of Agriculture (USDA) Forest Service relative to not dipping in our raw water reservoir during fire emergencies** - Jodi Lauther said that she sent letters to CAL FIRE, Pioneer Fire Protection District (PFPD) and the United States Department of Agriculture (USDA) Forest Service, reminding them not to dip from our raw water reservoir with helicopters when fighting wildfires. She also mentioned that the Grizzly Flats Fire Safe Council will be having another emergency tabletop exercise in April 2015, wherein they will incorporate the need to locate an alternate site than our reservoir for the helicopter to dip from. Director Ball recommended that staff follow-up with the agencies listed above in three weeks to invite them to visit our reservoir and treatment plant site to see our facility first hand. Mel Kelley then recommended that we contact Shiva Frentzen, the new El Dorado County Supervisor for District 2, to invite her to visit the District in the future.
- 2. Discuss the audit presentation, scheduled for the regular meeting on December 12, 2014** – Jodi Lauther informed the Board of the fact that Mary Cummings will be presenting the audit to the Board during our regular meeting scheduled for December 12, 2014.
- 3. Update from the California Special District Association's (CSDA's) Annual Conference** – Jodi Lauther said that a total of four awards were issued by the Special District Risk Management Authority (SDRMA), one to a large District and one to a small District for the Worker's Compensation program, and one to a large District and one to a small District for the Property/Liability program. Director Legrand recommended that staff put an article in the "Turnout" and "Mountain Democrat" announcing our receipt of the "Earl F. Sayre Excellence in Safety Award". Additionally, Director Legrand recommended (and the whole Board and Mel Kelley approved) that Jodi reimburse herself the \$120 in meal charges for her trip to attend the CSDA conference, which she had waived in an effort to save the District money.
- 4. Request from El Dorado County Elections Department to use our facility as a polling place for the November 4, 2014 Consolidated General Election** – Jodi Lauther said that she sat down with Barbara Dockter and Linda from the Elections Department to discuss the many issues which occurred during the election on September 9, 2014, and told them that they will not be able to use our facility as a polling place in the future. During the meeting, she discovered that the County had already spent several thousands of dollars preparing materials listing our name for the upcoming November 4, 2014 election. In result, the District will authorize the El Dorado County Elections Department to use our location one last time as a polling place on November 4, 2014. The Board requested that staff send a letter to them confirming that we will only let them use our facility this one last time. Directors Ball, Sullivan, and Updike offered to help cover the office during a portion of the November 4, 2014 election.
- 5. Discuss the U.S. Department of Agriculture's Compliance Review, dated August 13, 2014** – Jodi Lauther presented the U.S. Department of Agriculture's (USDA's) Compliance Review which started on page 18 of the Board packet.

### ***Monthly review of Financial Operations***

- 6. Discuss authorizing an extension for the contract with ECORP Consulting, Inc. for gage maintenance, monitoring and reporting, and annual reporting to the SWRCB** – Jodi Lauther said that the contract with ECORP Consulting, Inc. follows the water year, which is a different schedule which spans from October 1 through September 30. For this next year's contract, ECORP is requesting \$9,500 for batteries and extra staff to visit the gages during winter storms for safety purposes, and \$800 for task 2 which is the water rights reporting into the State Water Resources Control Board (SWRCB). The contract amount will go over budget, due to the fact that there will be an overlap between the fiscal year and water year. Director Ball recommended that we do a "Time and Materials" contract with a not to exceed clause to save the District money. Jodi said that she tracks the time they spend reading our gages and preparing our data against the contracted budget.

**Director Ball made a motion to approve the contract with ECORP Consulting, Inc. with certain limits by including wording in the second to last paragraph to the effect that the contract is a time and materials not to exceed cost and that the contractor will supply necessary documentation (time sheets, and material paperwork, etc.) to validate their costs. Director Updike 2<sup>nd</sup> the motion. There was no further discussion. Director Legrand called for a vote. The motion passed with all directors present voting aye.**

7. **Discuss increasing the District's Capital Improvement Projects (CIP) Dedicated Reserve Balance** – Jodi Lauther recommended that the Board increase the District's Capital Improvement Projects (CIP) Dedicated Reserve target from \$70,000 to match the total project amount currently listed at \$232,900 on the 5 year plan. Director Updike recommended increasing the District's target balance by \$35,000 per year for a total of five years, in order to achieve the total target reserve balance of \$232,900.

**Director Updike made a motion to increase the Capital Improvement Projects (CIP) Dedicated Reserve Balance to \$105,000 this year, and by \$35,000 each year incrementally until the total target balance of \$232,900 is achieved. Going forward, the target reserve amount will be adjusted to match any changes made to the 5 year plan. Director Sullivan 2<sup>nd</sup> the motion. There was no further discussion. Director Legrand called for a vote. The motion passed with all directors present voting aye.**

8. **Present the financial reports, spending and purchase orders issued for September 2014** – Jodi Lauther said that the financial reports start on page 29 of the packet, and show that she made several quarterly payments in September. There were some expenses resulting from the Ranger accident such as the vehicle tow, which Special District Risk Management Authority (SDRMA) will reimburse. However, we had to pay a \$500 deductible for the incident. If SDRMA is able to collect money from the individual who was responsible for the accident, we will receive our \$500 deductible back. Additionally, SDRMA will be reimbursing the District for the costs associated with Jodi Lauther's attendance at the California Special District Association's (CSDA's) conference. Overall, the District's net income for September was \$1,389.79. Jodi then directed the Board to page 31 where the net income for the District's CIP account was listed as negative -\$3,001.07. The Balance Sheet on page 36 denotes that the active lien balance is down to \$11,693, and the Budget vs. Actuals on page 38 confirm that the District's spending is on target with the current budget.

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

## H. OPERATIONS / Leo Rainwater, Water System Manager

### *Monthly review of plant and field operations*

1. **Present the GFCSO System Report for September 2014** - Leo Rainwater said that 61.99 gallons of 11.88% average concentration Sodium Hypochlorite and approximately 3.5 gallons of 8809 were used last month. The decreased chemical usage was due to water quality changes. Additionally, he said that North Canyon diversion rebounded from 6.5" to 7" going into the pipe, and that Big Canyon was up from 1" to 1.875" now going into the pipe. He informed the Board of the fact that the reservoir has now been choked back to three notches, and continues to spill. Leo stated that both Treatment Plants ran well last month, and that backwash remained at 50 hours. There were nine leaks in the distribution system last month of which six were located on the customers' side, two were meter "O" rings which the District staff replaced, and one was a leak on Pine Ridge Drive where there was a small split and a pin hole in a black poly line. Leo said that he contacted the Community Development Agency, Transportation Division (formerly DOT) and got the requirements for repairing the leak in accordance with our encroachment permit. The staff worked 2.5 hours of overtime when repairing the leak due to the fact that couldn't use the District's trench plates and therefore had to backfill the excavated area. In order to use the trench plates, they will need a no slip surface and will need to be pinned with railroad ties. Leo was told that the Inspector will only be up one time during the process, which will be during compaction. Mel Kelley said that he has railroad spikes and a removal tool at his residence. Leo told the Board that the District's Operations staff was busy working on projects last month, and that they were able to complete all projects at the Winding Way Tank site, except painting. Leo then told the Board that staff had to call the Sheriff's office after a customer issued threats against the District staff on September 18, 2014. The Grizzly Pond workday on September 24, 2014 went well, and they were able to cobble the dam. He said that staff continues to check the Grizzly Pond site two to three times a week, and that one volunteer and staff removed some cattails last month. Leo went on to say that a total of 1.3" of rain was received in September, bringing our fiscal year total of 1.33". The daily production average for September was 111,240 gallons. Leo then presented the diversion data and said that the gages did not record any water coming from Big Canyon, and that 16 acre-feet went through the meter at North Canyon, and 14 acre-feet went into the reservoir, leaving 2 acre-feet unaccounted for.

Kim Gustafson then presented the administration report to the Board. She directed Mel Kelley to page 46 of the packet where the lien lengths were listed for his review. She then mentioned that there were a total of 90 penalties in September, and that the Operations staff had been busy, completing a total of 42 work orders last month. She said that there were a total of 34 payments made through the Official Payments Corporation during the month of September.

2. **Review and approve the District Emergency Procedures (formerly called the Emergency Action Plan)** - Leo Rainwater said that staff updated the Emergency Procedures. Director Ball indicated that he took an exception to item 5 on page 54. He feels that it should be reworded so that it reads that staff and all personnel should be trained on the proper use of fire extinguishers. Director Legrand recommended wording to the effect that unless the fire is a size that's controllable with a fire extinguisher, call 911. Don't put yourself in harm's way.

**Director Updike made a motion to approve the District Emergency Procedures as amended. Director Sullivan 2<sup>nd</sup> the motion. There was no further discussion. Director Legrand called for a vote. The motion passed with all directors present voting aye.**

3. **Update on design services for Cathodic Protection Systems for Winding Way, Forest View and the Clearwell tanks** – Leo Rainwater said that he had received one quote for the cathodic protection design, but that he wanted to collect two more so that he could bring all three quotes to the Operations committee for review, and their recommendation to the Board during the November 14, 2014 meeting. Director Legrand asked if it would be feasible to look for a contractor to remove the lead paint at the Tyler tank, and Jodi Lauther responded to say that it would be best to remove Tyler tank from the cathodic protection project due to the fact that it's in good shape. Mel Kelley commented that as long as the paint is not flaking, it can be painted over.

\*Lunch from 12:02 PM to 12:41 PM

## GENERAL BUSINESS ITEMS

### G. WATER SUPPLY, DROUGHT AND CONSERVATION

1. **Discuss condition of the District's water supply, water demand, drought conditions and related communications** – Jodi Lauther referred the Board to page 77 of the packet to see the water use comparison. In September, customer usage was down 18% over last year. The combined average conservation from July to September totaled 21%. Jodi then referenced a letter from the State Water Resources Control Board (SWRCB) on page 78, wherein they discuss lifting curtailments for upcoming storm events. Curtailment lifting notifications will be made via e-mail. Finally, Jodi referenced an article from KCRA News starting on page 80 relative to wells drying out in Porterville, and that although the State is applying for grants to aid residents, they are not providing any other relief at this time.
2. **Discuss the grant application through Department of Water Resources (DWR) and review projects that have been recommended for funding** – Jodi Lauther informed the Board of the fact that the District's grant projects submitted through CABY have been recommended for funding. She said that completing the submitted projects with grant funding may free up Capital Improvement Project (CIP) funds for other future projects. If the total grant amount of \$507,911 is received, the District is liable to match \$15,860, which can be done with in-kind labor.
3. **Update on emergency water options if the District's water supply is not adequate for Health and Safety purposes, and related grant options** – Jodi Lauther said that we can change our permit if we need to refill the reservoir before the curtailments are lifted. Another option would be to truck in water. She referred the Board to page 89 where it lists a few local water truck vendors and pricing.
4. **Update on developing a long term Water Plan for the District including investigating additional sources of water** – Leo Rainwater said that he has looked into the District's well information, but that he not had a chance to really investigate additional water sources this past month due to other ongoing projects which occupied his time.
5. **Follow-up from last meeting's discussion about developing a grant project list and grant opportunities** – Jodi Lauther said that she is currently in the process of creating a grant project list, and that she will bring it to the Board for review during the November 14, 2014 meeting.

Director Ball recommended that staff look at the Proposition 1 list and pull grant projects from the categories listed therein.

6. **Follow-up from last meeting – clarification on connections to Eagle Ditch, other water rights holders, and agreements in place with those owners** – Jodi Lauther mentioned that there six property owners who have rights to pull water from Eagle Ditch. Upon further investigation, she believes that the property Mel Kelley mentioned during the last meeting belongs to the Strobel's. El Dorado County has active permits on file for that parcel for building demolition and replacement, and there is a new wellhead on the property which may explain the large quantities of pipe that Director Legrand saw being trucked in on Capps Crossing Road a few months ago. This parcel has an existing connection to Eagle Ditch, and a right to draw 6,300 gallons of water per month. This is also the parcel which the District had previously considered purchasing for the purpose of constructing a new water reservoir, referred to as "Spring Flat". Director Legrand said that Neptune makes a displacement chamber meter, which if installed with a strainer screen before it, would be able to track water pulled from the Eagle Ditch customers without getting clogged up. He requested that Leo Rainwater look into the pricing for the Neptune meters, the strainer screens and bigger boxes (if needed), and bring that information back to the Board for their review when time allows.

## **H. COMMITTEE REPORTS**

1. **Mountain Counties Water Resources Association**
  - a. **Update from the "Innovative Water Technologies for California" event which took place at the Lake Natoma Inn in Folsom, CA on Wednesday, October 15, 2014** – Director Updike said that during this event, they discussed groundwater management (water banking), desalination, small hydro, conjunctive water management (sharing water), erosion control, aquifer management, and forest management (best way to recharge the aquifer). He said he was in contact with a gentleman named Matthew Swindle from a small hydro company called Inline Energy. This company may be able to design a few pieces of pipe to replace on the Eagle Ditch line which may provide enough energy to run the office and treat water for the District. Director Updike passed on the contact information for Inline Energy to Leo Rainwater, and requested that Leo contact them to provide any information they may need such as flow rates and pipe sizing.

## **I. EL DORADO COUNTY WATER AGENCY (EDCWA)**

1. **Discuss the regular meeting of the El Dorado County Water Agency held on October 8, 2014** – Jodi Lauther said that the El Dorado County Water Agency discussed the Water Management Plan for El Dorado Irrigation District, Georgetown Public Utilities District, and the Grizzly Flats Community Services District. This document identifies how much water will be needed at maximum build-out, and identifies the need for additional storage and water. The El Dorado County Water Agency will be submitting this plan to the Board of Supervisors after finalized at the next meeting scheduled for November 12, 2014. During the meeting on October 8, they also tried to pass a resolution in support of Proposition 1, but failed to do so.

## **J. ANNOUNCEMENTS / DIRECTORS COMMENTS** – Jodi Lauther said that she will be scheduling a CPR recertification class, as the staff's certification expires in November, 2014. She asked if any Board members would be interested in attending, and confirmed that Directors Ball, Legrand, Sullivan and Updike would all like to participate.

## **K. CLOSED SESSION** – The Board invited Mel Kelley to stay and entered closed session at 1:35 PM to discuss: Personnel Session as allowed by the Brown Act, Section 54957. The Board will review the performance evaluation of the following position: Water System Operator 2.

## **L. REPORT FROM CLOSED SESSION**- The Board returned to open session at 2:08 PM. Director Legrand reported the following: Jodi Lauther shared Nick Chapman's evaluation.

**M. ADJOURNMENT-** Director Updike made a motion to adjourn. Director Sullivan 2<sup>nd</sup> the motion. Director Legrand called for a vote. The motion passed with all directors present voting aye. The meeting was adjourned at 2:09 PM. The next regular meeting will be at 9:00 am on Friday, November 14, 2014 at The Grizzly Flats CSD office.

Minutes submitted by: \_\_\_\_\_  
*Kim Gustafson, Board Secretary*

Approved by: \_\_\_\_\_  
*GFCSD Board Chair*

Date: \_\_\_\_\_