

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
December 12, 2014**

A. CALL TO ORDER

The regular meeting of the Grizzly Flats CSD Board of Directors was called to order at 9:00 AM by Director Legrand.

ROLL CALL OF THE BOARD

Present: Directors Ball, Legrand, MacDonald, Sullivan and Updike

Absent: None

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

SALUTE TO THE FLAG was led by Director Legrand.

- B. APPROVAL OF THE AGENDA-** Jodi Lauther said that item E, the District's Annual Audit Presentation, has been cancelled due to the fact that Mary Cummings cannot travel up here during inclement weather. Kim Gustafson pointed out a formatting error on page 2 of the agenda, and requested that the lettering be corrected so that the "El Dorado County Water Agency (EDCWA)" item is changed to "K", that the "Announcements/Directors Comments" be changed to "L", and that the "Adjourn" item be changed to "M". Director Updike made a motion to approve the agenda as amended. Director Sullivan 2nd the motion. There was no further discussion. Director Legrand called for a vote. 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 November 14, 2014.**

Director Ball made a motion to approve the Consent Calendar as presented. Director Updike 2nd the motion. There was no further discussion. Director Legrand called for a vote. The motion passed with all directors present voting aye.

- E. PRESENTATION – ANNUAL AUDIT, FOR THE YEAR ENDING JUNE 30, 2014.** ~~Mary Cummings from Robert W. Johnson, An Accounting Corporation will present the District's annual audit to the Board. This item was cancelled.~~

F. OFFICE & FINANCE / Jodi Lauther, General Manager

Monthly review of Office Operations

1. **Update on the Environmental Impact Statement for the United States Department of Agriculture (USDA) Forest Service's Trestle Forest Health Project** – Kim Gustafson told the Board that the United States Department of Agriculture (USDA) Forest Service will be releasing the Environmental Impact Study (EIS) for the Trestle Forest Health Fuel Reduction Project sometime in December. The District and the Grizzly Flats Fire Safe Council will both be asked to review the 100-200 page technical document and provide official comments. Director Updike offered his assistance with regards to reviewing the report on behalf of the District, upon its release.
2. **Update on stand-by fee breakdown from El Dorado County** - Jodi Lauther directed the Board to pages 7-8 of the packet, which explain the difference between what we collect and charge in the way of stand-by fees. Staff asked for the County's clarification to a few questions, and included their direct response in the packet for the Board's review.
3. **General Counsel partial retirement in 2015 – discuss developing an RFP for Legal Services** - Jodi Lauther told the Board that William Wright will be moving towards retirement, and that staff will need to do an request for proposal (RFP) for legal counsel in 2015.

4. **Reminder about upcoming CPR/First Aid Certification class scheduled for December 15, 2014** – Jodi Lauther reminded the Board about the upcoming CPR/First Aid Certification class which is scheduled for 9:00 AM on Monday, December 15, 2014.
5. **Discuss California Special District Association (CSDA) annual renewal** – Jodi Lauther presented the annual renewal notice from California Special District Association (CSDA) to the Board, and said that our membership with this agency is required by our insurance agency Special District Risk Management Authority (SDRMA). She said that CSDA bases the annual membership dues off the District's total operating revenue, and that last year they had outdated information listed for our District. Following a recent update to their files, our annual membership fee with CSDA increased from \$834 to \$1,296.

Director MacDonald made a motion to approve the annual membership renewal fee for California Special District Association (CSDA) as presented. Director Sutton 2nd the motion. There was no further discussion. Director Legrand called for a vote. The motion passed with all directors present voting aye.

Monthly review of Financial Operations

6. **Present the financial reports, spending and purchase orders issued for November 2014** – Jodi Lauther presented the Profit and Loss sheet for the Operations and Maintenance account to the Board. In November, the white truck was in the repair shop, and staff purchased new seats for the Ford Ranger truck. Additionally, the District received the Special District Risk Management Authority (SDRMA) reimbursement for Jodi's recent attendance at the California Special District Association's (CSDA's) Annual Conference in Palm Springs, CA. Jodi also said that the District's net income for November 2014 was \$6,716.47. She then went on to present the Profit and Loss sheet for the Capital Improvement Project (CIP) account, and said that depreciation was the only loss for November 2014, and that the District received some standby charge revenue from the County. The Balance Sheet on page 16 of the packet lists the District's lien balance at \$12,046.56. Jodi then went on to the Budget vs. Actual for the Operations and Maintenance account listed on page 18, where it shows that the District has spent 33% of the budget, and is 42% into the fiscal year.

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

G. OPERATIONS / Leo Rainwater, Water System Manager

Monthly review of plant and field operations

1. **Present the GFCSD System Report for November 2014** – Leo Rainwater said that due to the cooler temperatures, chemical usage was down to 40.65 gallons of 12.32% average concentration Sodium Hypochlorite and approximately 3.5 gallons of 8809 last month. Eaton Analytical Lab told staff that the one of the sample bottles they gave us, which we used for our November Total Organic Carbon (TOC) sample, didn't have preservative within it. In result, the District had to resample the TOC for November. Additionally, Leo said that North Canyon diversion rebounded from 9" to 9.75" going into the pipe, and that Big Canyon was up from 2" to 2.375" now going into the pipe. He informed the Board of the fact that staff choked the reservoir back to one notch, and the reservoir continues to spill. Leo stated that both Treatment Plants ran well last month, and that backwash remained at 50 hours. Staff began the Plant 1 Filter Rehabilitation Project this week, changing from a bi-media filter to a tri-media one which includes crushed garnets. There were four leaks in the distribution system last month. One leak was located on the customers' side of the meter. The three leaks on the District's side of the meter were located within black poly lines on Golden Aspen Drive, Pine Ridge Drive, and Pine Ridge Court. The leak on Pine Ridge Drive was located underneath two 18" diameter pine trees. John Randall of Pacific Coast Tree Service donated his time and equipment to top both trees. Currently, the leak on Pine Ridge Court is plated and coned-off. The Sandman patched the street following October's leak on Pine Ridge Drive. Leo went on to say that that staff cleaned 150 valve boxes and painted the lids blue last month. Additionally, Nick and Kenny put in several retaining walls at meters where the dirt continually sloughs down onto the meter boxes. Staff continues to check the Grizzly Pond site two to three times a week. A total of 3.8" of rain was received in November, bringing our fiscal year total to 6.04". The daily production average for November was 90,573 gallons, which was a 17% increase over last year's production. Leo then presented October's diversion data and said that the gages did

not record any water coming from Big Canyon, that 22 acre-feet went through the meter at North Canyon, and 18 acre-feet went into the reservoir, leaving 4 acre-feet unaccounted for. Kim Gustafson then presented the administration report to the Board. She mentioned that 588 bills were mailed out in November, and that 93 penalties were assessed, with no shut-offs. The operations staff was once again busy completing work orders, and 30 payments were made through the Official Payments system last month.

2. **Update on District's response to the State Water Resources Control Board (SWRCB), Division of Drinking Water's Inspection Report and Findings** – Jodi Lauther said that the inspection report lists several items with due dates in December 2014, and that staff will be wrapping everything into one package for submittal into the State Water Resources Control Board (SWRCB), Division of Drinking Water by the end of the month.
3. **Maintenance issue – jack stands for working on vehicles in-house** - Mel Kelley said that staff needs proper equipment when working on District vehicles. He worked with Leo Rainwater to obtain pricing for jacks and jack stands which will be purchased within the next week. Additionally, Mel said that he gave the District a thirteen ton bottle jack to carry around in the white service truck.

GENERAL BUSINESS ITEMS

H. PROPOSITION 84 DROUGHT GRANT FROM THE DEPARTMENT OF WATER RESOURCES (DWR)

1. **Update on the progress of the grant** – Jodi Lauther said that this item will be a standard agenda item during the duration of the grant process. She then said that the El Dorado County Water Agency (EDCWA) has hired a company named EN2 Resources, Inc. to help District staff submit the necessary paperwork into Cosumnes, American, Bear and Yuba (CABY) and the Department of Water Resources (DWR). She said that there will be a push to complete everything in time, and that staff just discovered that today is the deadline for submitting documentation. Bids for the Cathodic Protection, Backwash Tank, and Supervisory Control and Data Acquisition (SCADA) projects need to be awarded prior to April 1, 2015. Additionally, the design for the Backwash Tanks and SCADA system need to be updated, so staff has contacted a few engineering firms to request quotes for their assistance with regard to updating designs and preparing these projects for bid. To date, staff has only received confirmation that Domenichelli and Associates, Inc. would be interested. Jodi then said that it may be necessary to call a Special Meeting in late December so that the Board can accept a proposal for engineering assistance.

I. WATER SUPPLY, DROUGHT AND CONSERVATION

1. **Discuss condition of the District's water supply, water demand, drought conditions and related communications** – Jodi Lauther said that the District's usage in November 2014 was up 17% over last year, and that the combined average conservation from July to November totaled 15%. She then directed the Board to page 27 of the packet, where a chart prepared by ECorp, Inc. plots the District's diversion data for the majority of the last water year.

J. COMMITTEE REPORTS

1. **Alternative Energy Committee / (Ball/Updike/Rainwater)**
 - a. **Update on the U.S. Department of the Interior, Bureau of Reclamation's WaterSMART: Water and Energy Efficiency Grant** – Director Updike said that the Alternative Energy committee met on November 17, 2014, to look into whether or not the District would qualify for the WaterSMART grant opportunity which is 50% grant and 50% match, and if so, to prepare a project list for submission. They talked to a grant writer named Janet Cohen, who was recommended by the El Dorado County Water Agency (EDCWA). Janet said that she did not think that our District would qualify for the grant due to the fact that although we previously fit into the "Disadvantaged Community" classification for other grants, the Bureau of Reclamation recalculated the formula so we no longer qualify as a "Disadvantaged Community".
 - b. **Discuss the possibility of hiring a grant writer** – Director Updike said that the alternative energy committee will keep Janet Cohen's contact information on file; so that they can contact her if any additional grant opportunities should arise in the future.

2. Operations Committee / (Legrand/Updike/Rainwater)

- a. **Reports from the Operations Committee meetings held on December 5 and 9, 2014** – Leo Rainwater said that the Water Operations Committee met on December 5 and 9, 2014, to review and discuss the two design bids received for the Cathodic Protection project, and to discuss the design firms. It was mentioned that as a community services district, we are prohibited from participating in the design/build process. The committee recommended that the Board move forward with David Kashifi of Corrosion Protection Solutions, Inc. with a not to exceed contract amount of \$9,200. Director Legrand said that the committee is also working on the scopes of work for the Backwash Tank and Supervisory Control and Data Acquisition (SCADA) projects.
- b. **The Committee will present their recommendation for a vendor for the design of the Cathodic Protection Systems and ask the Board to take action on selecting a quote for the project** – Director Ball recommended that David Kashifi’s proposal be revised to list a not to exceed contract amount of \$9,200 with no reference to the amount of additional hours which may be included in that amount.

Director Ball made a motion to proceed with Corrosion Protection Solutions for the design portion of the Cathodic Protection project once David Kashifi revises his quote so that it does not to exceed \$9,200. Director Sullivan 2nd the motion. There was no further discussion. Director Legrand called for a vote. The motion passed with all directors present voting aye.

K. EL DORADO COUNTY WATER AGENCY (EDCWA)

- 1. **Discuss the regular meeting of the El Dorado County Water Agency held on December 10, 2014** – Jodi Lauther said that there has been some changeover on the El Dorado County Board of Supervisors, as a result of Norma Santiago from Lake Tahoe terming out. There should be a new Board for the El Dorado County Water Agency in January, 2015. Currently, the agency is working on a cloud seeding project, to potentially fill Caples Lake and Silver Lake. Additionally, the current staff of three employees has their hands full, and is actively recruiting for a new General Manager.

L. ANNOUNCEMENTS / DIRECTORS COMMENTS

- 1. **District 2 Supervisor Shiva Frentzen to attend the District’s regular Board meeting scheduled to occur on Friday, January 9, 2014** – Kim Gustafson said that Supervisor Frentzen will be here on January 9, 2014, to tour the facility at 8:00 AM, and participate in our regular Board meeting starting at 9:00 AM. Mel Kelley recommended that the District investigate the possibility of installing a Pelton wheel into the stream to generate enough power to keep the District’s stream gage batteries charged. Director Legrand then recommended that staff investigate the possibility of relocating the solar panels higher up into the trees to receive better sunlight prior to investigating the Pelton wheel option.

M. ADJORNMENT- Director Updike 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 10:49 AM.

The next regular meeting will be at 9:00 am on Friday, January 9, 2015 at The Grizzly Flats CSD office.

Minutes submitted by:

Kim Gustafson, Board Secretary

Approved by:

GFCSO Board Chair

Date:
