

**Grizzly Flats Community Services District  
Minutes of the Regular Meeting of the Board  
March 13, 2015**

**A. CALL TO ORDER**

The regular meeting of the Grizzly Flats CSD Board of Directors was called to order at 9:05 AM by Director Legrand.

**ROLL CALL OF THE BOARD**

Present: Directors Legrand, MacDonald, Sullivan and Updike

Absent: Director Ball

Others: Kim Gustafson, Mel Kelley, Jodi Lauther (via Telephone) and Leo Rainwater

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

- B. APPROVAL OF THE AGENDA-** Mel Kelley said that he needed to leave the meeting early, and therefore requested that item E.9. "Discuss District Treasurer – recruitment and interest in position" be moved up on the agenda to occur after item E.1. Director Sullivan made a motion to approve the agenda as amended. Director MacDonald 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.

- C. PUBLIC COMMENT** – There were no public comments.

- 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 February 13, 2015.**
2. **Receive and file Special District Risk Management Authority's (SDRMA's) Longevity Distribution Credit Notices for the Property/Liability and Worker's Compensation programs for 2015-16.**
3. **Receive and file Special District Risk Management Authority's (SDRMA's) letter confirming no Property/Liability Program rate increases for 2015-16.**
4. **Receive and file "CSDA Board of Directors Call for Nominations, Seat A" and "CSDA Board of Directors Call for Nominations, Sierra Network, Seat C."**

Director Updike made a motion to approve the Consent Calendar as presented. Director MacDonald 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. OFFICE & FINANCE / Jodi Lauther, General Manager**

***Monthly review of Office Operations***

1. **Annual Statement of Economic Interests (Form 700) due by April 1, 2015** – Kim Gustafson presented the Board members and District Treasurer with 700 forms for their review and signature. She said that the forms must be submitted into the County by April 1, 2015 to avoid penalties.
2. **Announce upcoming fire extinguisher training with Hangtown Fire and see who's interested in participating** – Kim Gustafson said that the District's fire extinguishers are due to be serviced, and that staff will schedule for Hangtown Fire to come to the District office to recharge them and provide training on their proper use. Hangtown Fire charges \$75 to train up to ten people on the proper use for fire extinguishers, which Kim said can be submitted into Special District Risk Management Authority for a safety reimbursement. Directors MacDonald, Sullivan, and Updike expressed interest in participating in the fire extinguisher training.
3. **Update on the Environmental Impact Statement for the United States Department of Agriculture (USDA) Forest Service's Trestle Forest Health Project** – Kim Gustafson said that she has not heard any updates about the release of the Environmental Impact Statement for the Trestle Forest Health Project. The Board requested that staff distribute a letter to the United States Department of Agriculture (USDA) Forest Service to let them

know that we look forward to receiving and are anticipating the release of their Environmental Impact Statement for the project.

4. **Review letter from El Dorado County Board of Supervisors dated February 27, 2015 regarding El Dorado Irrigation District's request to change their regular election date from odd years to even years** – Kim Gustafson directed the Board to page 15 of the packet to review the letter received from the El Dorado County Board of Supervisors relative to El Dorado Irrigation District's (EID's) request to change their regular election date from odd years to even ones. Kim mentioned that election costs are based on the number of participating Districts, so having more Districts to share the cost yields a bigger discount upon our District's election costs. Therefore, if EID were to change their elections to even years, the District will end up paying more during our elections. The Board requested that staff submit a letter to the El Dorado County Board of Supervisors to comment about the budget impact such a change would have for our small District.
5. **Reminder about Special District Risk Management Authority's (SDRMA's) Safety/Claims Education Day scheduled to take place at the Hilton Sacramento Arden West Hotel on Tuesday, March 24, 2015** – Kim Gustafson reminded the Board about Special District Risk Management Authority's (SDRMA's) Safety/Claims Education Day scheduled for Tuesday, March 24, 2015. Director Legrand said he may be interested in participating, and wanted to know the deadline for registration. Kim responded to say that she would follow-up with Director Legrand after the meeting to let him know what the deadline was.
6. **Review and approve the District's RFP's for Audit and Legal Services** – Kim Gustafson said that the Personnel & Policy Review Committee has reviewed the RFP's, and that they recommend that the Board approve them as presented. Director MacDonald recommended a few changes for the Audit Request for Proposal. He recommended that the reference to Task 3 be removed from page 17, and that staff add an insurance requirement similar to the one contained within the Legal Services Request for Proposal.

**Director MacDonald made a motion to adopt the RFP's for Audit and Legal Services with the recommended changes. 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.**

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

7. **Present the financial reports, spending and purchase orders issued for February 2015** – Jodi Lauther asked if the Board had any questions about the financial reports starting on page 28 of the packet. Director Legrand asked if there were multiple purchases for postage, and Jodi responded to say that the credit card statements overlapped the stamp purchase dates, and that the purchases were for separate months. Director Legrand then asked if item 40600 "New Meter Installation Fee" on page 36 contained the District's new meter fees, and Jodi responded to say that it did not, as she forgot to manually remove that amount from item 40100 "Water User Fees" to show it under item 40600 as she normally does.

**Director MacDonald made a motion to approve the financial reports, spending and purchase orders issued for February 2015 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.**

8. **Review and approve the Water System Manager's "Educational and Vocational Assistance Application"** –Leo Rainwater said that he would like to take a few management courses through Sacramento State for a total of \$178. Director Legrand said that he has taken the same classes (which are really good), and that he brought in his books for Leo's use in an attempt to save the District some money.

**Director MacDonald made a motion to approve the Educational and Vocational Assistance Application as presented. 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.**

9. **Discuss District Treasurer – recruitment and interest in position** - Kim Gustafson said that staff received a letter of interest for the District Treasurer position from a new community member named Mervin VanDyck. The Board requested that she e-mail his letter of interest for their review, and invite him to attend the April

10, 2015 regular Board meeting to meet the Board and answer a few of their questions.

## **F. OPERATIONS / Leo Rainwater, Water System Manager**

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

1. **Present the GFCSD System Report for February 2015** – Leo Rainwater said that staff will be choking off the reservoir flow so that they can complete some maintenance on the Eagle Ditch line within the next few weeks. He then went on to say that due to the shorter month, chemical usage was down to 29.94 gallons of 14.4% average concentration Sodium Hypochlorite from 36.16 gallons of 14.09% in January, 2015, and up to approximately 2.5 gallons of 8809 from 2.0 gallons in January, 2015. The increase in 8809 is attributed to the large amount of rainfall which increased turbidity. Leo then said that North Canyon diversion's level started out at 7.25" of water going into the pipe, and that after the heavy rain event, the water level going into the pipe increased to 23.5" and then dropped back down to 7.8". Big Canyon's water level increased from 3.5" to 7" of water going into the pipe. The butterfly valve at the reservoir remains open at one notch, and the reservoir is continuing to spill. Leo said that Treatment Plant 2 ran well last month, and that backwash remained at 50 hours. Staff has officially completed the Treatment Plant 1 Rehabilitation Project, and both plants are back on-line. There was one leak in the distribution system last month, located on the District's side of the meter on Old Mine Road. The leak was discovered in a threaded PVC fitting, prior to the curb stop. Staff hand dug the leak site and repaired the leak with only a one hour shutdown to the affected customer. Staff checked the Grizzly Pond site two to three times a week in February, and cleaned up a little trash and a lot of debris from the spillway which was brought in during the heavy rains. A total of 8.54" of rain was received in February, bringing our fiscal year total to 25.51". The daily production average for February was 66,344 gallons, which was a 17% decrease over last year's production. Leo then went on to present the diversion data. He said that in January, 36 acre-feet was diverted, and 33 acre-feet went into the reservoir, leaving 3 acre-feet unaccounted for. Kim Gustafson then presented the administration report to the Board. She mentioned that 586 bills were mailed out in February, and that 81 penalties were assessed, with one shut-off. The Operations staff was busy completing 29 work orders in February, and a total of 41 payments were made through the Official Payments system.
2. **Update on battery charging options for the District's stream gages** – Kim Gustafson presented the signed Special Use Application Amendment to the Board, and said that the next step is for staff to identify a licensed tree feller to relocate the solar panels further up into the tree canopies.

## **GENERAL BUSINESS ITEMS**

## **G. DROUGHT MEASURES INFRASTRUCTURE PROJECT**

1. **Update on the progress of the grant and the project components**
  - a. **Update from the committee meeting on February 19, 2015** – Kim Gustafson reported that the Drought Measures Infrastructure Project Committee meeting went well, and that they met with Sara Rogers and Daryl Heigher of Domenichelli and Associates, Inc. to review the 90% plans and discuss the bid process and project schedule.
  - b. **Update on the bid process for the Backwash Tank Replacement and Cathodic Protection System Installation Projects** – Jodi Lauther said that both bid meetings happened this week, and that there were four interested contractors in attendance for the Backwash Tank Replacement Project and three interested parties in attendance for the Cathodic Protection System Installation Project.
  - c. **Review the tentative Project Schedule for the Backwash Tank Replacement and Cathodic Protection System Installation Projects** – Jodi Lauther referred the Board to the tentative project schedule listed on page 54 of the packet. She then said that a special meeting will need to be scheduled for the contract awards. It was decided that the special meeting would be scheduled to take place at the District office starting at 9:00 AM on March 31, 2015.
  - d. **SCADA, Meter replacements, ARVs, Leak Detection Program and Conservation Program** – Jodi Lauther said that these projects are still on hold, pending receipt of the Backwash Tank Replacement Project bids.
2. **Review Director MacDonald's updated grant summary spreadsheet** – Jodi Lauther referred the Board to the updated grant summary spreadsheet on page 55 of the packet.

**H. 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 February 2015 was down 17% over last year, and that the combined average conservation from July to February totaled 16%. The Board requested that Jodi change the titles on the "Water Use Comparison" from "2013" and "2014", to "Previous Year" and "Current".

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

1. **Report from the El Dorado County Water Agency meeting held on March 11, 2015** – Jodi Lauther said that she attended part of the meeting on March 11, 2015, and that the El Dorado Water Agency is in chaos. Currently, there are only two ladies employed by the agency, and there is nobody to sign payroll. The Municipal Consulting Group (MCG) will serve as the interim general manager for the El Dorado County Water Agency (EDCWA) and as executive director for the El Dorado Water & Power Authority (EDWPA). MCG is a consulting and management firm based in the City of Citrus Heights providing environmental planning and agency management support within Northern California. Mr. Ken Payne, P.E., a partner with MCG, has been designated to serve as Principal-in-Charge. Jodi went on to say that the cost share applications for the 2015/16 fiscal year are due prior to the end of the day, and that the District will be applying for cost share assistance relative to a water rate study.

**J. ANNOUNCEMENTS / DIRECTORS COMMENTS**

Director Updike said that the Grizzly Flats Firesafe Council applauded the recent newsletter distributed by Jodi Lauther regarding the District's water quality and treatment.

- K. ADJORNMENT- Director Updike made a motion to adjourn. Director MacDonald 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 10:18 AM.** The next regular meeting will be at 9:00 am on Friday, April 10, 2015 at The Grizzly Flats CSD office.

Minutes submitted by:

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*Kim Gustafson, Board Secretary*

Approved by:

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*GFCS D Board Chair*

Date:

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