

**Grizzly Flats Community Services District**  
**Minutes of the Regular Meeting of the Board**  
**August 12, 2016**

**A. CALL TO ORDER**

The regular meeting of the Grizzly Flats CSD Board of Directors was called to order at the Grizzly Flats CSD Office (4765 Sciaroni Rd., Grizzly Flats, CA) at 9:00 AM by Director Legrand.

**ROLL CALL OF THE BOARD**

Present: Directors Legrand, McLaughlin, Sullivan, Sutton and Updike

Absent: None

Others: Robert Ball, Shiva Frentzen, Kim Gustafson, Jodi Lauther and Leo Rainwater

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

- B. APPROVAL OF THE AGENDA** – Jodi Lauther said that she would like to add an item to the agenda under F.2. “Approve the purchase of a new backwash pump” for discussion and action. She said that this item came up after the original agenda was posted, and that the equipment is required for operational purposes. **Director Updike made a motion to approve the agenda as amended. Director Sutton 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** – Shiva Frentzen (District 2 Supervisor) said that the El Dorado County website and the next issue of the Pioneer Volunteer Fire Association’s (PVFA’s) newsletter will contain information about tree mortality resources. Additionally, she said that due to environmental issues, work on the Bucks Bar Bridge project has been delayed to 2019/2020. Shiva went on to say that the El Dorado County Sheriff’s Administration Office has been approved. Also, she said that work on Measure E has been keeping them busy, due to the lengthy process.

- 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 July 8, 2016.**
2. **Approval of the minutes of the Public Hearing on July 18, 2016.**
3. **Receive and file the Quarterly Interest Report from the Local Agency Investment Fund (LAIF).**

**Director Updike made a motion to approve the Consent Calendar 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.**

**E. OFFICE & FINANCE / Jodi Lauther, General Manager**

***Monthly review of Office Operations***

1. **Recommended changes to District Policy (Employee Handbook, page 18, section 2.15 “Employee Merit Wage/Salary and COLA Policy”)** – Jodi Lauther said that this was an item which came up during the recent budgeting process. The existing policy requires the Board to consider the Consumer Price Index (CPI) numbers from May of each year compared to May of the previous year. The issue is that the May figures are not usually available until mid-June, while we need them to review when the budget process in started in May.

**Director Sullivan made a motion to approve the changes to the District Policy (“Employee Handbook, page 18, section 2.15 “Employee Merit Wage/Salary and COLA Policy”) 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.**

2. **District’s Open House has been scheduled for Saturday, October 15, 2016** – Kim Gustafson said she confirmed that the Grizzly Flats Community Church and the Grizzly Flats Fire Safe Council have no conflicting events scheduled for October 15, 2016.

3. **Present the 2016/17 Direct Charge confirmation from El Dorado County** - Kim Gustafson reference page 10 of the packet, for the 2016/17 direct charge confirmation letter from the El Dorado County Auditor-Controller's office. She said that two customers merged lots, reducing the District's parcel count from 1,227 to 1,225 parcels. In result the direct charges levies totaled \$58,800.
4. **Discuss resurgence of the "Adopt a Hydrant" program** – Kim Gustafson said that the "Adopt a Hydrant" program is being revitalized, and that 21 of 150 hydrants have been adopted so far. Requests for "foster parents" have been sent out in the District's electronic newsletter "The Water Log", and in the August 2016 newsletter. Staff is currently preparing kits for distribution to the volunteers, so that the faded hydrants may be cleaned and repainted.

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

1. **Review and approve annual membership dues invoice for American Water Works Association (AWWA), for the period of October 1, 2016 to September 30, 2017** – Jodi Lauther said that membership dues with American Water Works Association (AWWA) were approved as part of the 2016/2017 budget, but that District policy requires that association memberships be agendized individually for the Board's approval. She also said that participation in this association provides the District operators with training benefits at a discounted cost.

**Director McLaughlin made a motion to approve American Water Works Association's (AWWA's) Annual Membership Dues Invoice as presented. Director Sutton 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.**

2. **Authorize the General Manager to execute the contract with AECOM for the Water Supply & Demand Update Study (proposal dated March 22, 2016). This will update the existing study from 2012 which was done prior to the reservoir being lined. We have also requested AECOM to provide updated information on when the District should declare Water Conservation/Emergency Stages per Ordinance 88-1. This study was approved as part of the budget for the fiscal year 2016/2017 and the El Dorado County Water Agency is providing 50% cost sharing** – Jodi Lauther said that the District's standard Professional Services Agreement form was submitted into AECOM, and is currently under review by their legal department. She said that we are requesting that Joe Barnes also provide us with updated information on when the District should declare Water Conservation/Emergency Stages per Ordinance 88-1, now that the reservoir has been lined.

**Director Updike made a motion to direct the General Manager to execute the District's "Professional Services Agreement" with AECOM for the Water Supply & Demand Update 2016 and additional work as stated. 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. **Provide the General Manager with approval to proceed with the Clearwell Water Storage Tank Inspection work contained within the proposal from CSI Services, Inc., dated March 20, 2016** – Jodi Lauther referred the Board to pages 28-35 of the packet, and said that she is seeking the Board's approval to proceed with the Clearwell Water Storage Tank Inspection work contained within the proposal from CSI Services, Inc. dated March 20, 2016. She said that the District has an existing contract from a previous inspection performed by CSI Services, Inc., so she is presenting an amendment for that contract to have them perform the tank inspection and metal thickness testing only (no tank cleaning at this time.)

**Director Sutton made a motion to direct the General Manager to look into whether or not the cleaning of the tank bottom is necessary, and to approve proceeding with the Clearwell Water Storage Tank Inspection work as proposed up to a cost of \$3,100. Director McLaughlin 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.**

4. **Request to approve cost for Continental Utility Solutions, Inc.'s (CUSI's) new bill form development** –Jodi Lauther said now that the new rate structure has been adopted, staff felt that it would be a good time to clean up the water statement that goes out to customers each month. She said that Continental Utility Services Inc. charges \$700 to design a new billing form, for four hours of their staff time at \$175 per hour for setup, testing, installation and confirmation that it works.

**Director Updike made a motion to approve costs associated with designing a new water statement as presented. Director McLaughlin 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.**

1. **Present the financial reports, purchase order and spending for July 2016** - Jodi Lauther referred the Board to page 38 of the packet, where the "Profit & Loss, O&M" sheet was. She said that July's financials are always a little off due to changes which will occur during the annual audit. She said that \$1,733 was received from the Grizzly Flats Fire Safe Council, which represented their 50% cost share for the drafting hydrant installation project. She said that expenses included two payrolls, quarterly payments, equipment for the new bathroom ventilation system, tree removal costs relative to a recent leak on Pine Ridge Drive, stream gage maintenance and reporting costs from ECORP Consulting, Inc., a master cylinder replacement for the white truck and annual fees. Overall, there was a net income for July in the amount of \$3,012.74. The "Profit & Loss CIP" sheet on page 40 noted pooled interest on the USDA Loan Reserve account in the amount of \$1.08. Jodi then referred the Board to the check details listed on pages 41 through 45. She said that a purchase order in the amount of \$25,422.68 was issued to Golden State Flow Measurement for the purchase of 294 Sensus meters and 6 Sensus IPERL meters for installation along the Eagle Ditch Pipeline as part of the meter replacement project under the Proposition 84 grant. She then went over the "Balance Sheet" on page 48 which noted that the District has seven active liens. She said that numbers listed on the Balance Sheet may change during the annual audit, which is scheduled to occur on August 15 and August 16, 2016.

**Director Sullivan made a motion to approve the financial reports, purchase order and spending for July 2016 as presented. Director Sutton 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.**

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

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

1. **Present the GFCSD System Report for July 2016** – Leo Rainwater said that Sodium Hypochlorite usage in July was up to 100.03 gallons of 13.01% average concentration from 58.66 gallons of 13.86% in June, 2016. 8809 usage was up to 6.75 gallons from 4.5 gallons in June, 2016. He then said that all sample results were normal, that backwash time was at 45 hours last month. The lower filter run time is due to the warmer temperatures which have resulted in algae growth and increased dissolved oxygen in the water. The combination of algae carrying over onto the filter and the increased dissolved oxygen build-up in the filter is causing increased head-loss. He said that both plants ran well last month. In July, there were two small leaks on the customers' side of the meter, and four remaining leaks within the distribution system. At Wood View Court, staff replaced the service line from the main to the meters, eliminating the old service. The leaks on Pine Ridge Drive and Blue Mountain Drive were patched. Leo said that the El Dorado County Community Development Agency, Transportation Division is now charging the District for inspections. For two visits, they charged the District just over \$200. Additionally, they are now going to require that all patches be surface treated with a slurry and chip coating. Shiva Frentzen recommended that Jodi Lauther contact her assistant Elaine Gelber to schedule a time for herself, Jodi, Directors Legrand and Updike to meet regarding the road conditions in Grizzly Flats. Leo went on to say that staff has been monitoring the small leak on Old Mine Road, which has not surfaced again. A special repair band designed for use on PVC cemented joints has been ordered to make the final repair. On July 29, 2016, Robert Ball and Leo Rainwater walked the Eagle Ditch line to check for debris. There were a few dead trees over the pipeline, a few areas where the pipe was shallow enough to see the curve of the pipe through the soil, and two small areas where the pipe was exposed. It was decided that an Eagle Ditch clean-up day would be scheduled to occur sometime this fall, after the District's Open House. This item will be added to the "Action List". The daily production average in July was 138,616 gallons and 214,531 gallons of water were returned to the reservoir from the backwash tank.

There was no measurable rainfall in July 2016, so the current water year rainfall total remains at zero. Water conservation was at 19% last month, yielding total conservation in the amount of 18% for this period. Leo then reported that 25.83 acre-feet of water was diverted in June 2016, and that 11.62 acre-feet went into the reservoir, leaving 14.21 acre-feet which went to ditch users, the stream or to other uses. In July, diversion flows at Big Canyon dropped .18" and North Canyon's flows dropped .04". The butterfly valve at the reservoir is still open to one notch. Kim Gustafson then presented the Administration Report and said 595 bills were mailed out in July, that the lien count increased to seven, there were a total of 92 penalties, the Operations staff completed 25 work orders, 68 payments were made online through the Official Payments system, and 69 customers (12%) are now signed up for e-billing.

2. **Approve the purchase of a new backwash pump** – Jodi Lauther said that this item came up after the agenda was posted. While completing quarterly maintenance on the backwash pump, Nick Chapman noted that it was getting really hot. A technician from Odell's Pump & Motor Service came up to check the pump, and flames blew out of the motor when they started it up. A wire nut inside was shorting out and fried the pump. Loss of this pump could greatly impact operations.

**Director Updike made a motion to approve the purchase of a new backwash pump motor from the District's Asset Management account. Director Sutton 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.**

## **GENERAL BUSINESS ITEMS**

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

1. **Discuss work done with Prop 84 grant funding – Quarterly Progress report submitted July 22, 2016 and meters purchased** – Jodi Lauther said that on July 22, 2016, staff submitted the fourth progress report into Neysa King at Nevada Irrigation District for the Drought Measures Infrastructure Project. Work summarized for this period occurred between April 1, 2016 and June 30, 2016. The reimbursement request totaled \$1,658.84. Jodi went on to report that the order was placed for 294 Sensus water meters and 6 Sensus IPERL meters. This equipment will be installed by staff later this year as part of the meter replacement project.

### **H. WATER SUPPLY, DROUGHT AND CONSERVATION** – Jodi Lauther said that the reservoir is still spilling.

### **I. ACTION LIST**

1. **Review the Action List on the wall** - Director Legrand reviewed updated items contained within the "Action Item List". He requested that staff add the Eagle Ditch Clean-up day as item 4.c. under "Operational Items". Director Legrand then requested that staff remove item 3 under "Operational Items" from the list, as Leo Rainwater confirmed that adding cathodic protection to the 12" ductile iron pipeline which runs from the Clearwell to the intersection of Winding Way and Tyler Drive will not be necessary. Robert Ball requested that an item be added, entitled "supplemental transfer switch for electrical to start up generators on their own."

### **J. COMMITTEE REPORTS** – Kim Gustafson referred the Board to page 57 of the packet, for a reminder of the various items currently assigned to the various standing and Ad-Hoc committees.

1. **Proposition 218 Committee (Kelley & MacDonald, Lauther, Sullivan & Updike)**
  - a. **Discuss disbandment of this committee** – Kim Gustafson said that the Board should decide whether or not to disband the Proposition 218 Committee, now that the Proposition 218 process is complete.

**Director Updike made a motion to disband the Proposition 218 Committee. Director Sutton 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.**

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

1. **Update from the August 10, 2016 El Dorado County Water Agency meeting** - Director Updike said that he was unable to attend the August 10, 2016 El Dorado County Water Agency Meeting. Shiva Frentzen said that she was in attendance, and that they approved a simulation of the American River for \$135,000.

**L. ANNOUNCEMENTS / DIRECTORS COMMENTS**

Robert Ball asked if anyone was planning to attend the Association of California Water Agencies (ACWA) Region 3 Program on "Impacts of Long-Term Conservation" which is being hosted by Mountain Counties Water Resources Association and is scheduled to take place at El Dorado Irrigation District on September 9, 2016. He feels that the District should have representation at this event, although it is scheduled for the same day as the Board's next regular meeting. He then asked that an item be added for discussion during the September 9, 2016 regular Board meeting relative to the rights the District has for diverting water into the raw water reservoir.

**M. ADJORNMENT- 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 11:14 AM.** The next regular meeting will be at 9:00 am on Friday, September 9, 2016 at The Grizzly Flats CSD office.

Minutes submitted by:

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*Kim Gustafson, Board Secretary*

Approved by:

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*Andre' Legrand, Board Chair*

Date:

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