

**Grizzly Flats Community Services District  
Minutes of the Regular Meeting of the Board  
September 9, 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, Rich Englefield, Kim Gustafson, Jodi Lauther and Leo Rainwater

**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 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** – 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 August 12, 2016.**

Director Sutton made a motion to approve the Consent Calendar 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.

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

***Monthly review of Office Operations***

1. **Discuss the letter from El Dorado County dated August 8, 2016, relative to moving the District's Board member election date to November of even-numbered years** – Kim Gustafson referred the Board to page 6 of the packet for a letter which was received from the El Dorado County Elections Department. She said that five large county-wide Districts have recently changed their elections from odd-numbered to even-numbered years, and that the result of the changes will impact the District's budget during future elections. The Board requested that more information be brought back for discussion during the next regular Board meeting scheduled for October 14, 2016.
2. **Recap process to implement new rate structure and billing design for water bills that went out on August 31, 2016** - Jodi Lauther said that the new rates were input into the billing system, and that the new bill form was developed just in time for the August 31, 2016 billing.
3. **Open House – scheduled for Saturday, October 15, 2016, 10:00 AM to 2:00 PM** – Jodi Lauther reminded the Board that the next open house has been scheduled to take place on Saturday, October 15, 2016 from 10:00 AM to 2:00 PM.

***Monthly review of Financial Operations***

4. **Update on the annual audit and announce Larry Bain's presentation of their audit findings to the Board during the regular meeting scheduled for October 14, 2016** - Jodi Lauther said that the annual audit has been completed, and that Larry Bain will present his findings to the Board during the October 14, 2016 regular Board meeting. She said that overall, the audit went well.
5. **Present the revised financial reports for June, July, and the financial reports, spending and purchase orders for August 2016** – Jodi Lauther referred the Board to page 9 of the packet for the "Profit & Loss –

O&M” sheet for July 2015 through June 2016. She said that some of July’s numbers changed. Overall, there was a net income in the amount of \$27,597.01. She then referred the Board to page 11 of the packet, for the “Profit & Loss – CIP” sheet for July 2015 through June 2016. She mentioned that approximately \$20,000 was spent from the Capital Improvement Project account on equipment this past year, and that any purchases over \$5,000 are put into the depreciation schedule. Overall, there was a net income in the amount of \$171,615, which was mostly Proposition 84 grant funding. She then referred the Board to page 13 of the packet for the final “Balance Sheet” as of June 30, 2016. She said that the District’s reserves are doing well, and are getting close to their targets. Additionally, the District has approximately \$2,898.66 invested with the El Dorado County treasury. She then noted that the revised “Profit & Loss – O&M” sheet for July 2016 was on page 15, and that the revised “Profit & Loss – CIP” sheet was on page 17. She went on to say that the “Profit & Loss – O&M” sheet for August 2016 started on page 18 of the packet. She noted that expenses included two payrolls, communication charges including two cell phone bills, a new power supply for the radio, samples (annual, quarterly & monthly), road repairs, two months of copier charges, the annual billing software fee, ranger truck repairs, dump trailer jack repair, new bill template design and the final legal charge related to Proposition 218 work. Page 20 showed that a new backwash pump motor was purchased from the Asset Management account for \$3,512.58. The “Profit & Loss – CIP” sheet for August 2016 on page 21 showed that the El Dorado County reports had not yet been received for August, and that \$11,840.61 was received from the El Dorado County Water Agency, representing their 50% cost share of the Cost of Services Study. The August 2016 check details were listed on pages 22 through 25. Pages 26 and 27 showed two purchase orders. The first purchase order was issued to Odell’s Pump & Motor Service for \$3,512.58, relative to the backwash pump replacement. The second purchase order was issued to Golden State Flow Measurement for \$1,715.47, relative to the portable meter test station. The “Balance Sheet” as of August 31, 2016 started on page 28, and showed the cash balances held in the bank accounts. Billing with the new water rate in August 2016 was approximately \$2,000 more than was billed in July 2016 under the old rate structure. The “Budget vs. Actual – O&M” sheet for July 2016 to August 2016 showed that at 17% through the fiscal year, income was at 17.1% and expenses were at 15.7%.

**Director Updike made a motion to approve the revised financial reports for June and July 2016 and the financial reports and spending for August 2016 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.**

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

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

- 1. Present the GFCSD System Report for August 2016** – Leo Rainwater said that Sodium Hypochlorite usage in August was down to 75.63 gallons of 12.45% average concentration from 100.03 gallons of 13.01% in July, 2016. 8809 usage was down to 5 gallons from 6.75 gallons in July, 2016. He then said that all sample results were normal, that backwash time was at 45 hours last month. He said that over the past six weeks, there was a gradual increase to the finished water turbidity in Plant 1. Staff reviewed historical data and performed multiple jar tests to refine the chemical dose. After running the jar tests, they then tested the filterability and settled turbidity of each jar, determined an optimum dose and did a test run in the Plant. The new dose reduced the finished water turbidity, so staff reset the dose in Plant 2 to match. Both plants are now running at a lower average turbidity. In August, there were two small leaks on the District’s side of the meter. One leak occurred due to a missing meter gasket, which staff replaced to repair the leak. The second leak was a small split in a service line just outside a meter box which was discovered during meter reads when staff noted that there was moisture within the meter box. Staff hand dug this service line and found that a root pushed up on the pipe and caused a small hairline split. A stainless steel repair clamp was used to make the repair. Although the asphalt patch was completed on Wood View Court, it has not yet been surface treated due to the fact that Leo Rainwater was waiting for a quote from the Sandman so that he can have further discussions with the County Inspector about possible alternatives. The verbal quote received for the surface treatments was that the cost would be between \$600 and \$800 per location, putting the total cost for the three sites between \$1,800 and \$2,400. District staff continues to monitor the leak on Old Mine Road, which has not resurfaced since the temporary repair was made. The stepped repair band was received, and the final leak repair work is scheduled to take place in September. Leo went on to say that staff began using the new valve exerciser, and that they were able to work 25 valves in just four

hours with the new equipment. Director Legrand recommended that staff document the valve turn counts when exercising, so that they will know when movement decreases in the future. Additionally, he recommended that going forward, the meter reader's watch for fresh dirt and/or other signs which may indicate potential meter tampering. Leo then said that the new 4.5" to 4" drafting hydrant adapter was received, and that earlier this week, staff from Pioneer Fire Protection District were successful in drawing water from the reservoir through the new equipment. One minor adjustment is required for the floats, so that the hose will not hit the reservoir's liner when water is drafted. Once the floats have been adjusted, staff will contact the Forest Service and Community Development Agency, Transportation Division to schedule another test run using their vehicles to draft water from the reservoir. Pioneer Fire Protection District Chief Grant Ingram requested that the District purchase a "Knox Box" which can safeguard the keys which would be needed in an emergency. Leo then notified the Board of approximately 20 more dead trees located on District property off South View Drive. The trees are small enough that staff and/or volunteers can remove them without having to hire a tree feller. The Board was then informed of the fact that CSI Services performed the Clearwell Tank Inspection on August 17, 2016. Unfortunately, when the dive team attempted to perform the Ultrasonic Testing (UT) of the tank, their test unit filled up with water and broke. In result, they had to test the metal thickness with a specially designed pit gage that told them the depth of the pits in the metal caused by oxidation. After the thickness tests were completed, the diver covered all of the test spots with Aquatapox to keep rust from attacking the bare metal. The report of their findings will be presented to the Board upon receipt. Leo then noted that the Odell Pump crew came up and replaced the Backwash pump motor on August 15, 2016. In August, the daily production average was 121,887 gallons and 208,483 gallons of water were returned to the reservoir from the backwash tank. There was .01" rainfall in July 2016, increasing the current water year rainfall total to .01". Water conservation was at 10% last month, yielding total conservation in the amount of 18% for this period. As of August 16, 2016, the butterfly valve at the reservoir is still open to two notches. Kim Gustafson then presented the Administration Report and said 596 bills were mailed out in August, that the lien count decreased to six, there were a total of 90 penalties, the Operations staff completed 40 work orders, 69 payments were made online through the Official Payments system, and 71 customers (12%) are now signed up for e-billing.

2. **Update on Clearwell Inspection, done on August 17, 2016** – Leo Rainwater discussed this item during the system report presentation.
3. **Discuss tour with Ernie Lory (Grizzly Flats Fire Safe Council) to assess possible grant opportunities for fire clearance at GFCSD facility sites** – Leo Rainwater said that on August 16, 2016, Nick Chapman gave Ernest Lory (Grizzly Flats Fire Safe Council) a tour of the GFCSD facility sites so that he could gain information for use drafting a lower priority grant funding request as part of their revised Community Wildfire Protection Plan (CWPP). It was noted that the United States Department of Agriculture Forest Service has dead trees located on their parcel which is located directly behind the Winding Way tank site. It was mentioned that Pacific Gas & Electric (PG&E) Company may remove the trees even if they are not a risk to power lines.

## **GENERAL BUSINESS ITEMS**

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

1. **Review Budget vs. Actual spreadsheet** – Jodi Lauther said that there have not been a lot of changes to the Budget vs. Actual spreadsheet for the Drought Measures Infrastructure Project (DMIP). She said that three reimbursements remain outstanding, and that the next quarterly progress report will be due at the end of October.

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

1. **Discuss the District's right to divert water to the reservoir and statements made in the Water Log, dated July 15, 2016** - Robert Ball said that he requested that this item be added to the agenda for informational purposes to discuss when we can divert water. Jodi Lauther said that from June 15<sup>th</sup> through November 1<sup>st</sup>, no water can be diverted to storage. She noted that we are not "diverting" to the reservoir if it is full or spilling. It was mentioned that the wording contained within the "Water Log" dated July 15, 2016 was

confusing, and Director Ball requested that staff revise the wording which is used when informing the public about our reservoir diversion process to avoid future confusion.

**I. ACTION LIST**

1. **Review the Action List on the wall** - Director Legrand reviewed updated items contained within the "Action Item List". Relative to the Eagle Ditch Clean-up day (item 4.c. under "Operational Items"), Robert Ball requested that staff include a notice in the next newsletter to request volunteers. Director Legrand then noted that there was some wording missing from item 3 under "Studies & Planning". Jodi said that she would replace the missing verbiage by the October 14, 2016 regular Board meeting.

**J. COMMITTEE REPORTS** – There were no committee reports.

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

1. **Update from the September 14, 2016 El Dorado County Water Agency meeting** - Director Updike said that the meeting is scheduled to take place next week, and that he'll provide an update at the next regular Board meeting.

**L. ANNOUNCEMENTS / DIRECTORS COMMENTS**

1. **Neighborhood watch signage** - Robert Ball said that the local "Neighborhood Watch Program" was being re-established.

Director Updike recommended that staff coordinate a clean-up day at Grizzly Pond while the water level is low. He also said that the door was raised at Pioneer Fire Protection District's Station 35 on Sciaroni Road, to accommodate a fire truck which will now be located here in Grizzly Flats. Director Updike then said that Chris Pappas of Leoni Meadows will be available to use the truck when responding to local emergencies. Finally, he mentioned that the Board of Supervisor's agenda lists an item requesting \$100,000 to maintain emergency staff at Pioneer Fire Protection District's Station 31 (Willow).

**\*Break from 10:52 AM to 11:05 AM**

**M. CLOSED SESSION** - The Board and GM Jodi Lauther entered into closed session at 11:05 AM to discuss: **Personnel Session as allowed by the Brown Act, Section 54957. The Board will review the performance evaluations of the following positions: Water System Manager & Water System Operator 2.**

**N. REPORT FROM CLOSED SESSION** - The Board returned to open session at 12:05 PM. Director Legrand reported the following: The General Manager and the Board discussed the reviews of the Water System Manager and the Water System Operator 2, and there was nothing else to report.

**O. ADJORNMENT- Director Updike made a motion to adjourn. Director Sutton 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 12:05 PM.** The next regular meeting will be at 9:00 am on Friday, October 14, 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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