

**Grizzly Flats Community Services District  
Minutes of the Regular Meeting of the Board  
December 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 9:02 AM by Director Legrand.

**ROLL CALL OF THE BOARD**

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

Absent: None

Others: Robert Ball, Kim Gustafson, Mel Kelley and Jodi Lauther

**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 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.**

**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 November 18, 2016.**
2. **Receive and file the US Bank/Cal Card Quarterly Incentive Payment dated November 23, 2016.**

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

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

***Monthly review of Office Operations***

1. **Update on moving the Board member election date to November of even-numbered years** - Kim Gustafson said that during the November 18, 2016 regular meeting, the Board adopted a resolution to move the District's election date to November of even-numbered years. The resolution was forwarded into Linda Webster's attention at the County Registrar's office and will be submitted to the El Dorado County Board of Supervisors during their February, 2017 meeting.

***Monthly review of Financial Operations***

2. **Update on white service truck replacement** - Mel Kelley said that he has been working on the replacement vehicle specifications with staff, and that he and Robert Ball will be searching for a replacement truck to suit the District's needs.
3. **Present the financial reports and spending for November 2016** – Jodi Lauther referred the Board to page 7 of the packet for a year to date comparison of income under the District's new rate structure. On page 8 of the packet, the November 2016 "Profit and Loss – O&M" sheet noted that expenses included two payrolls, the first invoice from H2O Urban Solutions, Inc. for contract operations services in October, quarterly computer maintenance, a transmission repair on the Ford Ranger when it stopped driving in reverse, annual water rights fees for July 2016/2017, CSDA's annual membership renewal, online job postings from September and October, and legal work performed on the Operations contract with H2O Urban Solutions. Overall, there was a net income in the amount of \$2,619.22. Check details were listed on pages 10 and 11 of the packet. Jodi then went over the "Balance Sheet" as of November 30, 2016 on page 12. For the "Profit & Loss Budget vs. Actual – O&M" sheet on page 14, Jodi said that income was at 43% and spending was at 38%, 42% through the fiscal year.

**Director Sutton made a motion to approve the financial reports and spending for November 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 / Jodi Lauther, General Manager**

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

- 1. Present the GFCSD System Report for November 2016** – Jodi Lauther summarized the November 2016 system report for the Board. She said that when the District’s operations staff resigned, operators from El Dorado Irrigation District came up to review the District’s daily operations in preparation of providing emergency support. While they were here, they instructed Nick Chapman that he did not need to read the full range on the circle charts which record turbidity within the plants. She went on to say that the H2O Urban Solutions team was recently in contact with Bruce Berger at the State Water Resources Control Board Division of Drinking Water, who said that the operations staff does indeed need to read the full range upon the circle charts so that turbidity readings can be accurately recorded. Jodi mentioned that reading circle charts is done with estimations and takes considerable time to complete, and said that staff may bring a request to the Board to purchase a chart recorder and data logger. It was also discovered that there should be an automatic analyzer at the Clearwell tank for turbidity readings. The purchase of this equipment is contained within the five year plan, and staff has increased their manual readings of turbidity within the Clearwell tank from once to twice a day until the equipment is procured. Two leaks were discovered within the distribution system in November. The first leak was located on Tyler Drive where a large root created a service line leak. It was repaired and the road was temporarily patched. Another service line leak was reported on Blue Mountain Drive, surfacing out of an old road patch. This leak will be repaired as weather permits. Jodi then stated that daily production in November was at 74,763 gallons, and 5.08” of rain was received in November, bringing the water year total to 17.29”. Kim Gustafson then noted that there were 599 active customers during the November billing cycle, and that penalties were near average levels. She also said that one more lien was released, bringing the active lien total to just four.
- 2. Update on South View Drive and Winding Way tank tree mortality issues** – Kim Gustafson provided an update on the California Disaster Assistance Act (CDAA) Tree Mortality Funding application process and said that the next step for staff is to perform an informal survey of the various District sites so that a cost estimate can be prepared for the project. The rest of the application paperwork has been drafted, and will be submitted as soon as the project summary can be completed.
- 3. Update on hand rails and grading for the new reservoir stairs** - Robert Ball said that he and Mel Kelley met and prepared a plan and material list for the new hand rails at the top of the reservoir stairs. Mel Kelley said that he ordered some rectangular tubing which is scheduled for delivery on Monday, December 12, 2016. Bolts and plates will also need to be purchased, as well as some yellow safety paint to match the new rails to the existing stairway. It was decided that the old stairway should be chained off as soon as possible, and that signage should be put up to deter public access.

**GENERAL BUSINESS ITEMS**

**G. DROUGHT MEASURES INFRASTRUCTURE PROJECT** – Jodi said there were no updates for this item.

**H. WATER SUPPLY, DROUGHT AND CONSERVATION**

- 1. Mandatory conservation reporting due December 15, 2016 to State Water Resources Control Board** – Jodi Lauther said that staff will prepare and submit the annual conservation report for the State Water Resources Control Board by December 15, 2016.

**I. ACTION LIST**

- 1. Review the Action List** - Director Legrand reviewed the “Action Item List”. Below is a summary of the requested changes:

**Operational Items**

Add item 8 "Reservoir cleaning options". Jodi Lauther will talk to Scott Myers to vet various cleaning methods including diving, equipment similar to an automatic pool cleaner, and other recommended alternatives.

**J. COMMITTEE REPORTS** – It was mentioned that the Personnel & Policy Review Committee should meet sometime in January 2017 to discuss the plan for future Operations staffing. Kim Gustafson will add this topic to the District's "Current Committee Items" list.

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

1. **Next El Dorado County Water Agency Meeting is scheduled for December 14, 2016** – Director Updike said that he plans to attend the next El Dorado County Water Agency meeting which is scheduled to take place on December 14, 2016.

**L. ANNOUNCEMENTS / DIRECTORS COMMENTS**

1. **Upcoming agenda item: January's meeting is the "Annual Organizational Meeting" – we will be selecting board positions for the year (Chair, Vice Chair), reviewing/changing committee memberships, confirming Board representatives for outside organizations (EDCWA, MCWRA), adopting board meeting schedule for the year and confirming service of Treasurer and Board Secretary** – Jodi Lauther said that the Board positions will be selected during the next regular Board meeting scheduled for January 13, 2017. She requested that the Board members consider which committees they would like to serve on, as the committee assignments will be discussed and changed if needed. She wrapped up by saying that the service of the Treasurer and Board Secretary will also be confirmed at the next meeting.

**M. 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 10:25 AM.** The next regular meeting will be at 9:00 am on Friday, January 13, 2017 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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