

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
March 10, 2017**

A. CALL TO ORDER

The regular meeting of the Grizzly Flats CSD Board of Directors was called to order 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** – Jodi Lauther said that she would like to add a new item to the agenda, as she was notified of the need to go to bid for Operation and Maintenance services by legal counsel after the agenda was published. The new item will be J.3.b. “Request authorization to go out to bid for a Water System Operation & Maintenance agreement / Lauther (discussion/action)”.

Director Updike made a motion to approve the agenda as amended. 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.

- 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 10, 2017** – Mel Kelley referenced item E.2., and said that the District’s current generator cannot run the plant and office operations at the same time.
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 2017-18.**
3. **Receive and file Special District Risk Management Authority’s (SDRMA’s) letter confirming a 10% Property/Liability program rate increase for 2017-18.**
4. **Receive and file Special District Risk Management Authority’s (SDRMA’s) letter confirming no Worker’s Compensation program rate increase for 2017-18.**
5. **Receive and file “CSDA Board of Directors Call for Nominations, Seat C”.**

Director Updike made a motion to approve the Consent Calendar as presented. Director McLaughlin 2nd 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. **Reminder that Annual Statement of Economic Interests (Form 700) are due by April 1, 2017** – Kim Gustafson said that she is submitting the paper copies of the District’s Economic Interest Forms into Kim Smith at the county today, and that next year’s submissions will all be made online.
2. **Update on repair options for the District’s Ford Ranger** - Mel Kelley said that he is still waiting for some good weather so that he can check out the Ford Ranger.

3. **Review letter from El Dorado County Board of Supervisors dated February 22, 2017, regarding multiple requests from Special Districts to change their regular election date from odd years to even years** – Kim Gustafson said that the letter lists 21 districts which are attempting to change their regular election date from odd years to even years, including the Grizzly Flats CSD. She went on to say that the District’s election costs would have increased dramatically if the Board hadn’t decided to make this change.
4. **Event Reminder / Gustafson (discussion)**
 - a. **March 28, 2017 - Special District Risk Management Authority’s (SDRMA’s) Safety/Claims Education Day scheduled to take place in Sacramento** – Kim Gustafson said that the District earns discounted insurance rates for participating in this event, which is usually attended by two staff members and two Board members. Current registrants include Kim Gustafson, Jodi Lauther and Director Legrand. She asked if any additional Board members are available to participate. Director McLaughlin said he would check his schedule, as he thought he would be able to attend. If not, Director Sutton may be able to participate.

Monthly review of Financial Operations

5. **Present the financial reports and spending for February 2017** - Jodi Lauther referred the Board to page 14 of the packet, where the “Profit & Loss, O&M” sheet was. She said that there was a net income in February of \$4,156.48. Expenditures made in February included contract operations for January 2017, CPR/First Aid training, propane, the District’s annual website hosting fee, Polymer from EID, ECorp charges for December and January, an electrical hook-up for the new Ford F350 truck so that it can tow a dump trailer, hip boots and rain gear for Kenny Hooley, and lien release charges. The “Profit & Loss CIP” page 16 showed staff time for Kim Gustafson’s work to process the Proposition 84 grant quarterly report. Overall, there was a negative net CIP income in the amount of (\$6,302.79). Check details were listed on pages 18-19 of the packet. The “Balance Sheet” as of February 28, 2017 started on page 20, and noted that the balance of the District’s four active liens was \$7,853.80. The “Budget vs. Actual O&M” sheet on page 22 showed the District’s income at 68% and expenses at 63%, 67% through the fiscal year. It was mentioned that the old white Ford F350 should be surplus. Staff will add this item to the agenda for the April 14, 2017 regular meeting.

Director Sullivan made a motion to approve the financial reports and spending for February 2017 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.

F. OPERATIONS / Jodi Lauther, General Manager

Monthly review of plant and field operations

1. **Present the GFCSD System Report for February 2017** – Jodi Lauther said that the annual water rights’ reporting is due April 1, 2017. She then reported that both plants ran well last month, and that Treatment Plant 1 was taken offline on March 2nd and 3rd for a deep cleaning. She also said that the leak on Blue Mountain Drive was repaired on February 15, 2017. This leak was located in a black poly line where a previous leak repair was made using the District’s crimping tool. Due to the fact that there have been numerous issues where the crimping tool was used, staff will continue to install a clamp over all crimp sites to prevent similar issues in the future. The leak repair sites on Blue Mountain Drive and Tyler Drive currently have temporary patches which will be replaced with permanent ones and slurry seal once the temperatures increase. The daily production average was 85,782 gallons. It was noted that production was higher than normal for this time of year, and Kim Gustafson said that was due to the fact that there are 600 active customers now and the operations staff had recently performed some flushing within the distribution system. The Board indicated that they would like to see flushing information incorporated into the monthly system report going forward. Jodi went on to say that 19.65” of rain was received in February, bringing the rainfall total since July to 65.65”. She said that staff has had a hard time reaching the diversions during the recent storms, as the dirt roads were not passable at times, and the snow was too deep for our staff to drive or walk in. In result, staff was unable to get readings on the staff gage due to either an inability to access the diversions, or high waters levels in the creeks which made it impossible to reach the staff gage.

Bill Slightam of Western Hydrologic Systems was able to make it out to the diversions using snowmobiles and snowshoes on January 31, 2017. The diversion data Bill retrieved showed a problem with the Eagle Ditch gage just above the reservoir, which we believe was a battery issue. Bill trained Kenny Hooley on how to replace the battery so that it could be done every two weeks during the winter season, which will save District money as Bill won't have to come up twice a month. On February 13, 2017, District staff noticed a lack of water running in the creek near the church. Upon further investigation, it was discovered that the reservoir had stopped spilling. The reason for this is that the screens at North Canyon diversion were blocked with debris, and a large log was wedged in the V-notch weir. Kenny, Jeremy and John were able to remove the large log and clear the screens, which allowed water to once again flow down the pipe into the reservoir. At Big Canyon diversion, an exposed section of Eagle Ditch pipeline was broken when a hillside gave way. Once the weather clears, staff will get into the area with shovels to remove the debris and repair the pipe. Kim Gustafson then presented the administration report to the Board and said that 599 bills were mailed out in February, and that one lien was released and one more was filed, leaving only four active liens. There were a total of 96 penalties in February, 37 completed work orders, 74 online payments, and 80 customers are now signed up for e-billing.

GENERAL BUSINESS ITEMS

G. DROUGHT MEASURES INFRASTRUCTURE PROJECT – Jodi Lauther said there was nothing to report for this item.

H. WATER SUPPLY, DROUGHT AND CONSERVATION – Jodi Lauther said there was nothing to report for this item.

I. ACTION LIST

1. **Review the Action List** - Director Legrand reviewed the action list items. Below is a summary of the requested updates:

Operational Items

3.b. Identify immediate maintenance needs in and around the pipe and prioritize for action – the statement that “no major leaks or deficiencies have been found” should be removed from this item.

6. Generator Upgrades – Add “consider installing separate generators for the office and plant”.

Infrastructure Projects

8. Reservoir Erosion – It was mentioned that St. John's Wort may provide a suitable solution for erosion control.

9. Solar Power – Should be updated to read “investigate the option of installing a net aggregate metering solar power system for the various District facilities”.

J. COMMITTEE REPORTS

1. **Eagle Ditch Inspection & Maintenance Committee (Ball (Treasurer), McLaughlin & Sullivan)**
 - a. **Update from Eagle Ditch Inspection & Maintenance Committee meeting held on March 2, 2017** – Director McLaughlin said there are large trees across the ditch, and that there was more storm damage along the Eagle Ditch pipeline than originally anticipated. Robert Ball said that inspections should be performed on the pipeline every six months. He then mentioned that the Shingle Springs Band of Miwok Indians have volunteered to help clean-up along the ditch line, as long as we provide the fuel and oil for their equipment. Currently, the Eagle Ditch clean-up is scheduled to take place sometime in April or May, 2017. Robert Ball said that he would like to change the “Eagle Ditch Inspection & Maintenance Committee” from an Ad-Hoc committee to a standing committee. This item will be added to the agenda for the April 14, 2017 regular Board meeting.

Director Updike made a motion to approve the actions and move forward with the clean-up on Eagle Ditch. 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.

2. **Mountain Counties Water Resources Association (GFCSD Representative: Updike)**
- a. **Update from Mountain Counties Water Resources Association’s (MCWRA’s) Regional Water Symposium entitled “The New Trump Administration – A View from the Top”, which was held at the Ridge Golf Course & Event Center in Auburn, CA on February 24, 2017** – Director Updike said that the first half of the symposium related to the new Federal Administration, and what would be coming down the pipeline in the near future. He mentioned that there will be new rules for the Federal Environmental Protection Agency, and the United States Forest Service. He mentioned that the new administration plans to maintain and improve the water reclamation processes in place, increase water storage dam levels and add additional dams, as well as fast track and slim down environmental regulations. During the second half of the symposium, a panel discussed the Alder Dam project.

3. **Personnel & Policy Review Committee (Ball (Treasurer), Lauther, Legrand & Sullivan)**

- a. **Update from Personnel & Policy Review Committee meetings held on February 15, 2017 and March 8, 2017** – Jodi Lauther said that for the safety and protection of the District, the committee was leaning towards continuing contract operations. Due to the fact that the project will exceed \$25,000, the District will need to go to bid. A Request for Proposal (RFP) will be created to include normal daily operations and optional projects listed separately. The committee also discussed the possibility of hiring a part time or seasonal maintenance person to help if needed.
- b. **Request authorization to go out to bid for a Water System Operation & Maintenance agreement** – Jodi Lauther said that if approved, the bid schedule would be as follows: The Personnel & Policy Review committee would finalize the RFP at 10:00 AM on March 19, 2017, and then the same committee would review bids and form a recommendation as to which proposal the Board should consider accepting at 4:00 PM on April 4, 2017.

Director Updike made a motion to go to bid for contract services. Director McLaughlin 2nd the motion. There was no further discussion. Director Legrand called for a vote. The motion passed with all directors present voting aye.

4. **Water Operations Committee (Lauther, Legrand, Myers (H2O Urban Solutions) & Sutton)**

- a. **Update from Water Operations Committee meeting held on February 15, 2017, and announce the meeting scheduled for 9:00 AM on March 15, 2017** – Jodi Lauther said that the committee discussed the new fire sprinkler regulations and 1” meters. They are working on a cost and to investigate whether or not a dedicated line is needed to maintain pressure. Additionally, the committee discussed the Prop 1 grant, for which Scott will develop a planning contract.

K. EL DORADO COUNTY WATER AGENCY (EDCWA)

1. **Update from the El Dorado County Water Agency meeting which took place on March 8, 2017** – Director Updike said that he was unable to attend the March 8, 2017 meeting due to vehicle issues. Kim Gustafson said that she received a letter from the El Dorado County Water Agency, requesting that cost sharing projects for the 2017/2018 fiscal year be submitted by the end of March.

- L. ANNOUNCEMENTS / DIRECTORS COMMENTS** – Director Updike said that the Grizzly Flats Road Committee will be gathering signatures for a petition relative to the community’s strong desire to have the roads maintained. The petition will be available at the Grizzly Flats Post Office from Monday, March 13, 2017 through Thursday, March 16, 2017. Additionally, they are going to establish an “Adopt a culvert program”.

- M. ADJORNMENT- Director Sutton made a motion to adjourn. Director Sullivan 2nd the motion. Director Legrand called for a vote. The motion passed with all directors present voting aye. The meeting was adjourned at 11:38 AM.** The next regular meeting will be at 9:00 am on Friday, April 14, 2017 at The Grizzly Flats CSD office.

Minutes submitted by:

Kim Gustafson, Board Secretary

Approved by:

Andre' Legrand, Board Chair

Date:
