

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
June 9, 2017**

A. CALL TO ORDER

The regular meeting of the Grizzly Flats CSD Board of Directors was called to order at 9:03 AM by Director Legrand.

ROLL CALL OF THE BOARD

Present: Directors Legrand, McLaughlin, Sullivan and Updike

Absent: Director Sutton

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

SALUTE TO THE FLAG was led by Director Legrand.

- B. APPROVAL OF THE AGENDA** – Kim Gustafson said that she would like to defer item F.2. “Voting for California Special District Association’s (CSDA’s) 2017 Board Election” to the July 14, 2017 regular meeting, due to the fact that CSDA missed a nominee and will be revising the ballot. Mel Kelley asked if item G.3. “Update on repair options for the District’s Ford Ranger” could be moved up on the agenda, before item E.

Director Updike made a motion to approve the agenda as amended. Director Sullivan 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 May 12, 2017.**
2. **Review the financial reports and spending for May 2017** – Jodi Lauther referred the Board to page 4 of the packet, which referenced an invoice for the final billing under the emergency contract with H2O Urban Solutions. She provided the Board with the invoice as a separate handout, as it was mistakenly left out of the packet. She said that all work has now been completed under the emergency contract, and that there was still money left in the budget for item 51700 “Contract Operations” which was not utilized.
3. **Review and approve the annual Property/Liability Package Program and Worker’s Compensation Program invoices from Special District Risk Management Authority (SDRMA) for the 2017-2018 Program Year.**

Director Updike made a motion to approve the Consent Calendar as amended. 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.

- G. 3. Update on repair options for the District’s Ford Ranger** - Mel Kelley said that he had a chance to look at the District’s Ford Ranger, which can be repaired for under \$250. That cost covers the purchase of a new right-front axle, and a new battery. He has ordered the parts, and will install them himself. The result will be approximately \$10,000 in savings for the District, as it will eliminate the “2wd Light Duty Pickup Truck” item from page 2 of the CIP Budget Summary.

E. 2017/2018 BUDGET SESSION –

1. **Discuss the proposed budget for the 2017/2018 fiscal year for:**
 - a. **Operation and Maintenance (O&M)** – Director Legrand requested that page 11 be updated so that item 40110 “Water Chrgs – Volumetric Rate” shows the “Difference” as 11,318 (not zero), and the “% Change” at 42% (not zero).
 - b. **Asset Management Program**

- c. **Capital Improvement Projects (CIP)** – The Board requested that the “2wd Light Duty Pickup Truck” item be eliminated from page 2 of the CIP Budget Summary, as the Ford Ranger can be repaired for under \$250.

The proposed budget has been reviewed by the Budget and Finance Committee (Treasurer Ball, GM Jodi Lauther, Directors Legrand and Updike) who met in May give input into the budget. The Board will be asked to review the proposed budget and consider adopting it at our next regular meeting scheduled for July 14, 2017 – Mel Kelley mentioned that the Walt Tyler Elementary School is losing half of its grades (3-5) and one teacher, which may impact future home sales and residency in Grizzly Flats. It was recommended that the Board review the proposed budget during the next few weeks, and bring any recommended changes to the July 14, 2017 regular meeting for discussion.

F. OFFICE & FINANCE / Jodi Lauther, General Manager

Monthly review of Office Operations

1. **Update on California Disaster and Assistance Act (CDA) Tree Mortality project** – Kim Gustafson said that a contract was executed with Barry Callenberger’s company Wildland Rx, and that Tom Lowry (Registered Professional Forester) has begun to mark the beetle-killed trees threatening District infrastructure along the Eagle Ditch pipeline. So far, Tom has marked from the office to the place on the forest service where you drive in through the locked gate. She went on to say that they will be out two days next week to complete the marking activity along Eagle Ditch. Tom will let staff know when that area has been completed, so that the clean-up activities can be scheduled with the Shingle Springs Band of Miwok Indians. They plan to complete the report by June 15, 2017. Once the report is available, staff can use that to go to bid for a tree felling contractor.
2. ~~Voting for California Special District Association’s (CSDA’s) 2017 Board Election~~ – This item was deferred to the July 14, 2017 regular meeting.
3. **Voting for Special District Risk Management Authority’s (SDRMA’s) 2017 Board of Directors Election** – Following a brief discussion, it was recommended that the Board vote for Timothy Unruh and the three incumbents (Mike Scheafer, David Aranda and Jean Bracy).

Director Updike made a motion to vote for Timothy Unruh, Mike Scheafer, David Aranda and Jean Bracy, and to adopt Resolution 2017-03. Director Sullivan 2nd 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

1. **Approve annual membership renewal costs for Mountain Counties Water Resources Association (MCWRA), for the period of July 1, 2017 to June 30, 2018** - Jodi Lauther referred the Board to page 41 of the packet, and said that she is requesting the Board’s approval for the membership renewal costs for the period of July 1, 2017 through June 30, 2018. She pointed out that the cost did increase from \$1,000 to \$1,050.

Director Updike made a motion to approve the annual membership fees for Mountain Counties Water Resources Association’s (MCWRA’s) 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.

G. OPERATIONS / Jodi Lauther, General Manager

Monthly review of plant and field operations

1. **Present the GFCSO System Report for May 2017** - Jodi Lauther said that chlorine usage looked like it was substantially up in May; however it reflected a change in the treatment process recently made by the H2O Urban Solutions staff. Work had been done to change both treatment plants to feed 12.5% chlorine concentration, rather than the previously diluted 5%. The amount reported as “usage” is what is put into the storage tanks (also called day tanks) to be pulled by the chemical pumps for treatment of the raw water. When mixing chemicals, staff was putting 2 or 3 gallons of chlorine into the storage tanks once per week, and then adding 30+ gallons of water. Now we pour in 35 gallons of chlorine into the day tanks which we expect will last much longer. Smaller pumps and tubing were purchased, and this process will become easier and

will require less staff time as it goes electronic. There were no new leaks in May, but the leak repair sites on Blue Mountain Drive and Tyler Drive still have temporary patches which will be replaced with permanent ones and slurry seal once the temperatures increase. Jodi went on to say that one water quality complaint was received, and resolved with flushing. She then said that there were some issues at the Winding Way tank last month, in the form of new tree removal debris (including large 6' rounds) being placed in front of our outbuildings. Additionally, it appeared that a small tractor had been driving next to the tank and over the tank's influent/effluent potable water pipeline. If that pipe were to be damaged, it would have the potential to disrupt water service to many customers. Staff immediately began contacting agencies (US Forest Service, logging crews working off Capps Crossing Road, PG&E and ACRT) who were working in the area. After some investigation, it was discovered that the work was done by crews subcontracted by a company working for ACRT and PG&E. The wood was removed and the crew will return within the next few weeks to remove the bark located between the water tank and the pneumatic pump. To ensure that a similar situation doesn't occur in the future, the District's account has been updated so that staff will be contacted prior to any work being performed at the various sites. Jodi said that the District may want to consider security fencing to prevent issues such as this in the future. Following some discussion, the Board indicated that they would like H2O Urban Solutions or Kenny Hooley to look at the possibility of installing a 10' fence at the Winding Way and Forest View tank sites, and to gather information so that some bids can be obtained from local contractors. Jodi then mentioned an issue which occurred on Monday, May 29, 2017 when Jeremy Garrett was paged about an issue at the Tyler tank site where a deteriorated fitting was sheared off on the effluent side of the 10-HP centrifugal pump. The pump remained on, pumping water at a high velocity directly into the pump house and flooding out the entry way. The water was shut off and the repair was done on Tuesday, May 30, 2017. In May daily production was averaged at 94,455 gallons, 16,680 gallons of water was flushed and .44" of rain was received, bringing the rainfall total since July to 77.55". Jodi mentioned that there have been several incidents of vandalism at the diversions recently, including the screens that keep debris out of Eagle Ditch being removed and thrown into the streambed, smaller pipes which return water to the streams from our splitter boxes being broken, illegal tree cutting being performed along 9N47 (Big Canyon Loop Road) and four-wheel drive vehicles entering Eagle Ditch trail and tearing out the "No Access" signs along the roadway. Staff has contacted the US Forest Service to ask about installing a more permanent sign at a location near Big Canyon to block access so these vehicles cannot drive onto the Eagle Ditch Trail. The Board recommended game cameras as a possible solution. Jodi noted that Kenny Hooley has been working hard to keep the diversions clean and accessible. He built a new bridge at North Canyon, cleared debris from the illegal tree cutting and vandalism, and has kept the diversions neat and clear of debris. Robert Ball mentioned that the bridge at North Canyon could use a handrail on one side. Kim Gustafson then presented the administration report to the Board and said that 600 bills were mailed out in May, two liens still remained, a total of 100 penalties were assessed, 22 work orders were completed, 93 online payments were made, and 92 customers are now signed up for e-billing.

2. **Report from Eagle Ditch Job Walk which occurred on May 24, 2017, and discuss planned clean-up activities**
 - Robert Ball said that five crew members from the Shingle Springs Band of Miwok Indians participated in the second Eagle Ditch job walk on May 24, 2017. He said that the clean-up activity has not been scheduled yet, due to the fact that they are waiting for the CDAA Tree Mortality Project's Registered Professional Forester (Tom Lowry) to mark the beetle-killed trees first. He mentioned that the clean-up work will most likely occur within the next 30 days, over an extended period. Robert Ball had requested clarification from Jodi Lauther as to the definition of the District's easement along the Eagle Ditch pipeline. Jodi responded to say that the description of the easement is "a strip of land, of variable width, extending from the top of the existing cut above the ditch to the toe of the existing fill below the ditch". She said that the District has the right to perform whatever action is necessary to maintain the ditch within that easement including the removal of trees and shrubbery. Debris needs to stay within our easement until it can be removed. Any actions outside of that easement require advanced approval from the Placerville District Ranger or affected homeowners. Jodi went on to say that the District has advanced approval to take down the 103 dead/dying beetle-killed trees which were painted with white "X" marks by the Forest Service in January 2017. The USFS said that those marked trees "may be cut and left on National Forest land. The limbs and tops may be left in

piles for Forest Service to burn at a suitable time.” Any trees outside of our easement that were not marked with white paint cannot be removed at this time.

GENERAL BUSINESS ITEMS

H. DROUGHT MEASURES INFRASTRUCTURE PROJECT (PROP 84 GRANT) – Jodi Lauther said that there were no updates to report for this item.

I. WATER SUPPLY, DROUGHT AND CONSERVATION – Jodi Lauther said that there were no updates to report for this item.

J. ACTION LIST

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

Operational Items

2. Treatment Plant Corrosion Repairs – Jodi said that this work will take place after the grounds have been cleaned-up and the burn season is over.

3. a. Install access points at designated spots along the ditch and station markers – Jodi Lauther said that H2O Urban Solutions is putting pricing together to complete this as an optional item.

K. COMMITTEE REPORTS

1. **Additional Services Committee / (R. Ball (Treasurer), H. McLaughlin & D. Updike)**

- a. **Update from conversation with Local Agency Formation Commission (LAFCO)** – Robert Ball said that the committee met in May, and that he had a telephone conversation with Jose Henríquez at El Dorado County Local Agency Formation Commission (LAFCO), who said that running a fire department is very labor intensive, and that the committee should be careful not to intrude on Pioneer Fire Protection District’s area of responsibility. Additionally, it was discovered that it is not possible to have Emergency Medical Services (EMS) added on to the District. Jose’s recommendation was for Grizzly Flats residents to donate money for the direct purpose of achieving better local service response to the Grizzly Flats area. It was mentioned that Dave Pratt will be filling the last vacancy upon the Pioneer Fire Protection District Board, and that the hope is that Willow Station #31 will be reopened to solve the slow response time to the Grizzly Flats community. The committee agreed that they have fulfilled their purpose, and requested that an item be added to the July 14, 2017 regular meeting to officially disband this Ad-Hoc committee.

L. EL DORADO COUNTY WATER AGENCY (EDCWA)

1. **Report from the El Dorado County Water Agency meetings which took place on May 17, 2017 and May 30, 2017, and announce their upcoming meeting scheduled for June 14, 2017** – Director Updike said that he attended the May 17, 2017 regular meetings of the El Dorado County Water and Power Authority (EDWAPA) and El Dorado County Water Agency (EDCWA), and the May 30, 2017 special meeting of the El Dorado County Water Agency. During the May 17th EDWAPA meeting, Ken Payne gave a presentation about the supplemental water rights and a status update the about what’s going on with the general direction of the EDWAPA agency. Ken talked about the main objective of EDWAPA, which is to establish and make agreements with other agencies so that there can be cross-connections for the transfer of water to downstream users with the possibility of being paid by those users for the water in those places of origin. Potentially, water that goes downstream which is in excess can potentially be used and accounted for, and reimbursed sometime in the future to the various water purveyors. Essentially, the idea is to ensure that Northern California water districts receive compensation if Southern California takes their water. The downstream agencies which were integrated into this alliance includes Rio Linda, which is a key agency due to its connection from EID, through Folsom and Roseville, and into Rio Linda. That water then goes into potential groundwater which can be

reinserted by Sacramento Suburban Water District (which is also an alternative end user). Those are areas where we can put water into the system that could be used and put into a canal to go south. The idea is to find these connections and establish these alliances for future plans of a global water use notion. The second topic during the 5/17/17 EDWAPA meeting was their recommended budget. During the May 17, 2017 El Dorado County Water Agency, the main topic was the cost sharing program and their regular budget. It was noted that the Grizzly Flats Community Services District was approved to receive \$34,240 in cost sharing for the 2017/2018 fiscal year. Approved projects included the "Engineering Contract" for \$20,000 cost share, the "Reservoir Inspection" for \$4,800 cost share, the "Tank Inspection/Cleaning" for \$5,000 cost share, and the "Water Supply & Demand Update" for \$4,440 cost share. Jodi Lauther mentioned that the State Water Resources Control Board's Annual Small System Water Permit Fees were not approved for cost sharing this year, but that the SWRCB offered a discounted rate to disadvantaged communities for this item, which staff has requested. The District had paid \$3,450 to the SWRCB for the annual permit fees, and will be receiving a refund in the amount of \$2,400 from them. During the special meeting held by the El Dorado County Water Agency on May 30, 2017, they discussed whether or not they were going to take legal action against another entity. They approved the notion of taking that action. Additional details were not available, as they were presented in closed session.

M. ANNOUNCEMENTS / DIRECTORS COMMENTS

Jodi Lauther said that the State Water Resources Control Board is trying to put together a required low income assistance program. She said that she will bring more information to the Board for discussion during the July 14, 2017 regular meeting, in case they would like to submit comments on the item. Additionally, she let the Board know that Bruce Berger of the State Water Resources Control Board, Division of Drinking Water will be performing a compliance inspection of the District on July 6, 2017.

Robert Ball said that a meeting was held at the Grizzly Flats Church Lodge on Wednesday, June 7, 2017, to discuss green waste bins with El Dorado Disposal.

Doug Updike said that the first "Burger Night" will be occurring today at 5048 Woodridge Drive.

***Break from 11:00 AM to 11:10 AM**

N. CLOSED SESSION - The Board, GM Jodi Lauther and Treasurer Ball entered into closed session at 11:10 AM to discuss:

CONFERENCE WITH LABOR NEGOTIATORS Pursuant to Section 54957.6.

Agency designated representative: Jodi Lauther

Unrepresented employees: General Manager, Maintenance Technician and Office Facilitator.

O. REPORT FROM CLOSED SESSION - The Board returned to open session at 11:29 AM. Director Legrand reported the following: The General Manager and the Board discussed merit increases and Cost of Living Adjustments (COLA's), and there was nothing else to report.

P. ADJORNMENT- Director Updike 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 11:30 AM. The next regular meeting will be at 9:00 am on Friday, July 14, 2017 at The Grizzly Flats CSD office.

Minutes submitted by:

Kim Gustafson, Board Secretary

Approved by:

Andre' Legrand, Board Chair

Date:
