

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
July 14, 2017**

A. CALL TO ORDER

The regular meeting of the Grizzly Flats CSD Board of Directors was called to order 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, Kim Gustafson, Mel Kelley Jodi Lauther, Tony Ouellette (H2O Urban Solutions, Inc.), Melissa Lee and Dan Rich (NEXGEN Utility Management, Inc.)

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 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 June 9, 2017.**
2. **Review the financial reports, spending and purchase order for June 2017.**
3. **Approval of the District’s updated Water Quality Emergency Notification Plan.**
4. **Review the GFCSD System Report for June 2017** – Director Updike said he likes the idea of including the system report within the consent calendar. The Board agreed that it should continue to go on the consent calendar going forward, as they can always pull the item for further discussion if needed.

Director Updike made a motion to approve the Consent Calendar 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.

E. PRESENTATION BY Nexgen Utility Management, Inc. / Water Supply and Demand Update

1. **Dan Rich and Melissa Lee will present key points from the draft Water Supply and Demand Update to the Board** – Melissa Lee highlighted key updates which were made to the report. Following some discussion, Director Legrand created a “Water Supply and Demand Review” Ad-Hoc committee to discuss this draft report in further detail. Committee members include Directors Legrand and Updike, Jodi Lauther (GM) and Dan Rich (NEXGEN Utility Management).

F. COMMITTEE REPORTS

1. **Additional Services Committee / (R. Ball (Treasurer), H. McLaughlin & D. Updike)**
 - a. **Discuss whether or not this Ad-Hoc committee should be disbanded** – Jodi Lauther said that during the June 9, 2017 regular Board meeting, Robert Ball said that the “Additional Services Committee” had fulfilled their purpose, and that he felt the committee could be disbanded.

Director Updike made a motion to disband the “Additional Services Committee”. 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.

2. **Finance and Budget Committee / (J. Lauther (GM), A. Legrand & D. Updike)**

- a. **Update from the July 6, 2017 meeting with Scott Myers to discuss optional items** – Jodi Lauther said that the Finance and Budget Committee met with H2O Urban Solutions to discuss items outside the Operations & Maintenance contract on July 6, 2017. Tasks discussed included developing standard operating procedures (SOPs), the leak detection program, and performing the water meter replacements. The proposed total for these tasks is \$52,000, and all but \$10,000 will be eligible for grant funding. The remaining \$10,000 which won't be covered by grant funding will not impact the District's budget, as it will be covered by re-allocating the money which was originally earmarked for the new truck which is longer needed. She went on to say that Scott Myers is working on a quote for fire hydrant replacements, which will require installation of concrete pads and bollards. Additionally, Scott's team is working on a plan for the Air Release Valve (ARV) installations, which will not be so easy to complete.

Director Sutton made a motion to approve the additional tasks for the Operations and Maintenance contract with H2O Urban Solutions as presented. 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.

- G. **2017/2018 BUDGET SESSION – Review and consider adoption of the proposed budget for the 2017/2018 fiscal year for Operation and Maintenance (O&M), Asset Management and Capital Improvement Projects (CIP)** – Jodi Lauther said that when the Board adopted the five year rate increase plan on July 18, 2016, they agreed to evaluate the budget each year to see if the step increases are still needed. She said that the plan includes an increase each year until our net income reaches the \$21,600, which will be used to fund the Asset Management Account. In her opinion, the scheduled increase for 2017/2018 is necessary. This increase would change the basic monthly charge from \$59.30 to \$61.58, and the volumetric charge from \$1.15/hcf to \$1.16/hcf. Jodi went on to say that the District is budgeting more accurately now. The proposed Operations & Maintenance (O&M) budget includes increased communication costs due to the abandonment of the old pagers for new cellular phones, and funding to hire a part-time maintenance worker to assist with upcoming projects. The planned Asset Management (AM) projects include repainting District buildings, driveway seal-coating, re-striping the handicap stalls within the parking lot, a new office computer for the front desk, tank cleanings and inspections, reservoir inspection and reservoir cleaning. New Capital Improvement Projects (CIP) would include purchasing a Streaming Current Controller (SCC) for Plant 1, automatic transfer switches for the generators, standard operating procedures (SOPs) and forms development. Ongoing grant project expenses include the Water Master Plan Update, CDAA Tree Mortality Project and Prop 84 Grant Projects. Additional projects include fire hydrant replacements and repairs, and fire hydrant painting.

Director Updike made a motion to approve the budget for the 2017/2018 fiscal year for Operation and Maintenance (O&M), Asset Management and Capital Improvements Projects (CIP) as presented, to include closed session discussions. 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.

**Break from 10:27 AM to 10:46 AM*

H. **OFFICE & FINANCE / Jodi Lauther, General Manager**
Monthly review of Office Operations

1. **Progress update on the California Disaster and Assistance Act (CDAA) Tree Mortality project** – Kim Gustafson said that Wildland Rx has completed their work marking, collecting GPS coordinates and diagraming the beetle-killed trees which threaten the District's infrastructure. They had originally estimated the cost for their work at \$5,250, but the invoice total was for \$4,686.90, which was \$563.10 less than originally anticipated. She went on to say that the Shingle Springs Band of Miwok Indians will begin the clean-up work along Eagle Ditch pipeline starting next Wednesday, July 19, 2017.
2. **Discuss the State Water Resources Control Board's (SWRCB's) proposed low income assistance program, and confirm whether or not the Board would like to submit comments** – Jodi Lauther said that the State Water Resources Control Board presented four Low-Income Water Rate Assistance (LIRA) program scenarios which are similar to PG&E's Care Program. Jodi indicated that she would like to submit comments on the program's

possible impact upon the District. The Board agreed that she should submit comments on their behalf.

3. **Voting for California Special District Association's (CSDA's) 2017 Board Election** – Jodi Lauther said that the Board should select one candidate, and that she highly recommends that they vote for Peter Kampa. Staff has worked with Peter in the past, and value the knowledge and experience he has to offer.

Director Updike made a motion to vote for Peter Kampa. 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.

4. **Request approval to surplus various District items** – Jodi Lauther said that staff is trying to dispose of items around the District that are no longer needed or useful. She said that the disposal method will be to advertise the items for purchase “as-is” at the post office, and to collect sealed bids so that the surplus property can be sold to the highest responsive bidder.

Director Sullivan made a motion to authorize staff to surplus the items as requested. 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.

Monthly review of Financial Operations

5. **Review and approve the contribution payment to El Dorado Local Agency Formation Commission (LAFCO), for the period of July 1, 2017 to June 30, 2018** – Jodi Lauther said that all agencies share a portion of LAFCO's budget, and that the District's share this year is \$433.03.

Director Sullivan made a motion to approve the contribution payment to LAFCO as presented. Director Updike 2nd the motion. There was no further discussion. Director Legrand called for a vote. The motion passed with all directors present voting aye.

I. OPERATIONS / Jodi Lauther, General Manager

Monthly review of plant and field operations

1. **Update on the Eagle Ditch clean-up activities with the Shingle Springs Band of Miwok Indians** - Robert Ball said that the Shingle Springs Band of Miwok Indians will be bringing out a chipper and an ATV to use during the Eagle Ditch clean-up project. He recommended that staff provide the crew with a handheld radio for safety reasons while they are working.

J. DROUGHT MEASURES INFRASTRUCTURE PROJECT (Prop 84 grant) – Kim Gustafson said that progress report #8 is due within the next few weeks. Jodi Lauther said that the remaining grant funds total \$143,000.

K. WATER SUPPLY, DROUGHT AND CONSERVATION – Jodi Lauther said that Bruce Berger came up to perform a “Compliance Inspection” of the District on July 6, 2017. He is in the process of drafting a summary report from his visit. Any deficiencies listed within his report may qualify as Prop 1 grant items.

L. ACTION LIST / Director Legrand

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

Infrastructure Projects

8. Reservoir erosion – it was recommended that staff purchase erosion prevention materials such as mats, so that they can be installed before the winter season.

M. EL DORADO COUNTY WATER AGENCY (EDCWA)

1. **Report from the June 14, 2017 meeting** – Director Updike said that he attended the El Dorado Water and Power Authority (EDWAPA) and El Dorado County Water Agency (EDCWA) meetings on June 14, 2017. During the EDWAPA meeting, their budget was passed by one vote. He said that El Dorado Irrigation District (EID) may pull out of EDWAPA, which would essentially destroy the organization. During the EDCWA meeting, they

discussed several items of interest. The first item involved scoping for a storm water storage plant project. The second topic pertained to groundwater in South Lake Tahoe. The third item pertained to the need for reclassified agency positions. This item was placed on hold. The final item was a budget hearing. They hope to officially approve the budget in August.

N. ANNOUNCEMENTS / DIRECTORS COMMENTS – There were no announcements or directors comments.

**Lunch from 11:40 AM to 12:30 PM*

O. CLOSED SESSIONS - The Board and GM Jodi Lauther entered into closed session at 12:30 PM to discuss:

1. **CONFERENCE WITH LABOR NEGOTIATORS Pursuant to Section 54957.6.**

Agency designated representative: Jodi Lauther

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

2. **Personnel Session as allowed by the Brown Act, Section 54957. The Board will review the performance evaluation of the following position: General Manager.**

P. REPORT FROM CLOSED SESSION - The Board returned to open session at 1:00 PM. Director Legrand reported the following: The Board took action in a unanimous vote to approve a 2.5% Cost of Living Adjustment (COLA) for the District's three employees. They also discussed the General Manager's performance evaluation. There was nothing else to report.

Q. ADJORNMENT- Director Sutton made a motion to adjourn. Director Updike 2nd the motion. Director Legrand called for a vote. The motion passed with all directors present voting aye. The meeting was adjourned at 1:01 PM. The next regular meeting will be at 9:00 am on Friday, August 11, 2017 at The Grizzly Flats CSD office.

Minutes submitted by:

Kim Gustafson, Board Secretary

Approved by:

Andre' Legrand, Board Chair

Date:
