

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
October 13, 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, Sutton and Updike

Absent: Director Sullivan

Others: Larry Bain (Auditor), 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 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 September 8, 2017.**
2. **Approval of the minutes of the special meeting on September 29, 2017.**
3. **Approval of the financial reports and spending for August and September 2017.**
4. **Review the GFCSD System Report for September 2017.**

Director Sutton made a motion to approve the Consent Calendar 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.

E. PRESENTATION – ANNUAL AUDIT, FOR THE YEAR ENDING JUNE 30, 2017. Larry Bain from Larry Bain, CPA, An Accounting Corporation will present the District’s annual audit to the Board – Larry Bain referred the Board to the final version bound copies of the audit, which he placed on the table. He said that following a few audit adjustments, the financial statements for the year ending June 30, 2017 were fairly stated. He said that there was a decrease in net position of \$31,168, which included approximately \$90,000 of depreciation. On page 5, the net increase in cash totaled \$7,217. \$53,113 was spent on capital improvement projects. Overall, the assets as of June 30, 2017 totaled \$770,501, which is a good position for the District. Minor deficiencies on page 16 noted that cash receipts from June 5, 2017 through August 14, 2017 were not taken to the bank. Additionally, it was noted that the penalties and interest for delinquent accounts did not appear to be in accordance with his interpretation of government code. Overall, Larry said that the District’s records were well organized, and there was a good accounting of the records. It was mentioned that the District will need to rotate Auditor’s and/or change auditing firms, depending on the Board’s preference.

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

1. **Revised numbering for “Section 105 Health Reimbursement Arrangement” from Resolution 2017-03 to 2017-04** – Kim Gustafson said that the numbering of the resolution approved on September 8, 2017 entitled “Section 105 Health Reimbursement Arrangement” should be revised from 2017-03 to 2017-04, due to the fact that Resolution 2017-03 was previously assigned to a SDRMA election.
2. **Progress update on the California Disaster and Assistance Act (CDAA) Tree Mortality project** – Kim Gustafson said that staff revised the Hazard Tree Removal Services Request for Proposal, and that it was redistributed to

potential bidders on October 6, 2017. The deadline to submit a proposal is noon on Friday, October 20, 2017. Jodi Lauther said that staff will send out an e-mail requesting the Board's availability for a special meeting on Tuesday, October 24, 2017, during which the Board can review proposals and award a contract.

Monthly review of Financial Operations

3. **Review and approve quote for slurry sealing from the Sandman** – Jodi Lauther referred the Board to a separate handout from Leonard Rivard (the Sandman), quoting \$575 per patch for the slurry seal coating. She said that the total cost for all seven patch sites will be \$4,025.

Director McLaughlin made a motion to proceed with the quote 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.

4. **Carnahan Electric, LTD. - Transfer Switch installations at Tyler and Sciaroni sites** – Jodi Lauther said that the Board previously approved \$11,500 for the automatic transfer switch installations at Tyler and Sciaroni, but that following Nate's meeting with Jeremy Garrett to discuss the project, they revised the quote to almost \$14,000 for the project. After receiving the new quote, Scott Myers stepped in and was able to negotiate the price down to \$11,397.45. Staff was preparing to move forward with the project, but John Carnahan requested an upfront payment in the amount of \$7,010.88 for the transfer switches, parts, and 9.5 hours of labor. Jodi thought the request for advanced payment was odd, as they have never requested it during our previous projects. The Board recommended that she research contract law to see if such a payment is allowed from a special district, prior to the work being performed.

G. 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** – Kim Gustafson said that the Shingle Springs Band of Miwok Indians has been out thirteen times to work on the Eagle Ditch cleanup project, but that she had not seen their crew recently.
2. **Update on repair options for the carport roof supports** – Jodi Lauther said that staff is experiencing difficulty in receiving responses relative to the carport repair through American Steel, Inc. The Board requested that staff gather all information available on the design, so that it can be taken to their office directly to request resolution. The Board would like to receive their quote via e-mail upon receipt, to speed up the process.
3. **H2O Urban Solutions, Inc. – discuss billing vs contract** – Robert Ball (Treasurer) referred the Board to his note listed on page 17 of the packet, where it read that "Check 3293 \$35,797.50, H2O Urban Solutions billing does not appear to be in compliance w/ contract". He said that any deviations from the contract should require a change order. Jodi Lauther said that Tony Ouellette of H2O Urban Solutions had been temporary filling in while they were recruiting for a new part-time T1/D1 Operator, but that a new employee had recently been hired (Pre Deitchman). In result, there will be one more invoice from H2O Urban Solutions which will be off plan, and then the billing should go back to normal.
4. **Discuss fire hydrant replacement quotes** – Scott Myers' (H2O Urban Solutions) quote for hydrant replacements began on page 36 of the packet. Kim Gustafson said that a request for quotes had been distributed to a few different companies (Doug Veerkamp General Engineering Inc., Joe Vicini Inc., and JR Wagner Fire Protection Inc.), for comparison with the bid from Scott Myers of H2O Urban Solutions. It was noted that on page 37 of the packet, H2O Urban Solutions rate for the "Foreman" is listed as \$125 per hour. This caused some confusion due to the fact that Tony Ouellette would be filling this role, and his rate is listed in the Operations & Maintenance Services contract as \$113 per hour. Staff will request clarification on why Tony's rate is listed differently. Jodi Lauther pointed out that Scott's proposal covers replacement of two fire hydrants before December 31, 2017 for a total of \$10,000. This cost assumes that the District will provide backfill material, costs for asphalt pavement restoration, and providing equipment for performing the work. Additionally, it presumes that District staff will acquire the fire hydrants and associated materials directly.

H. DROUGHT MEASURES INFRASTRUCTURE PROJECT (Prop 84 grant)

1. **Meter replacements – starting the week of October 16, 2017** – Jodi Lauther said that staff will begin cleaning out boxes next week, in preparation for new meter installations. Tony Ouellette will then begin replacing meters once a handful of sites are ready.

- I. WATER SUPPLY, DROUGHT AND CONSERVATION** – There was discussion about locations where new residences appear to be going up around the community. Jodi Lauther said that staff recently repaired a leak at one of these sites off Capps Crossing Road, where contractors were digging in the culvert and broke a service line. Staff is preparing an invoice for the repair cost, which will be delivered to the contractors. It was recommended that 811 signs be hung on the new bulletin board, to inform customers of the need to call in an Underground Service Alert (USA) before digging.

J. 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 – Robert Ball requested that staff contact him once the erosion control blankets have been received, so that he can help with the installation.

Studies & Planning

2. Infrastructure Evaluation - Jodi Lauther said that although the “Water Master Plan” is still in progress, Scott Myers of H2O Urban Solutions recently submitted the Proposition 1 Planning Grant Project Description. This documentation was required prior to applying for Prop 1 grant funding, and has been forwarded into Jesse Lawson’s (CRWA’s) attention so that he can help prepare the Prop 1 grant application on behalf of the District. The Board requested that Jodi forward on a copy of the maps which are contained within Scott’s planning document.

K. EL DORADO COUNTY WATER AGENCY (EDCWA)

1. **Update from the El Dorado County Water Agency meeting held on October 11, 2017** – Director Updike said that he attended the September 13th and October 11th meetings of the El Dorado County Water Agency, in which discussions related to whether or not they should continue their hybrid personnel model. He mentioned that Ken Payne’s contract expired on September 30, 2017, but that Ken continued to work out of contract until it was renewed for another year. Additional topics included looking at the agency’s scope of work, and considering the possibility of relocating their office to Golden Center Drive in Placerville.

L. ANNOUNCEMENTS / DIRECTORS COMMENTS

Director Updike said that the Board should always make sure that Jodi Lauther is involved in constituent complaints.

Jodi Lauther said that she attended California Special District Association’s (CSDA’s) Annual Conference in Monterey, CA from September 25 to September 28, 2017. One class she took related to prevailing wage changes, wherein she discovered that agencies are now being held accountable for verifying that project contractors’ are currently registered with the Department of Industrial Relations. If they are not currently registered, the agency can be fined. Additionally, Jodi took a course on liability issues wherein she discovered the importance of keeping the “Statement of Facts” (Roster of Public Agencies Filing) form updated. She heard about a Tort Claim against a District which would have been thrown out if they had a current “Statement of Facts” on file with the Secretary of State. Unfortunately, the their “Statement of Facts” form was not updated, and they ended up having to settle that case for \$2,000,000, when they would have walked away without any financial liability if their form had been kept current. Another class she attended was about marijuana in the workplace. The Board requested that staff check the District’s current policy’s wording in conjunction with the new regulations.

M. ADJORNMENT- Director McLaughlin made a motion to adjourn. Director Sutton 2nd the motion. Director Legrand called for a vote. The motion passed with all directors present voting aye. The meeting was adjourned at 11:46 AM. The next regular meeting will be at 9:00 am on Friday, November 17, 2017 at The Grizzly Flats CSD office.

Minutes submitted by:

Kim Gustafson, Board Secretary

Approved by:

Andre' Legrand, Board Chair

Date:
