

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
April 11, 2019**

A. CALL TO ORDER

The regular meeting of the Grizzly Flats CSD Board of Directors was called to order at 6:30 PM by Director Updike.

ROLL CALL OF THE BOARD

Present: Directors Humphreys, McKillop, Sutton and Updike

Absent: Director Morgan

Others: Kim Gustafson and Jodi Lauther

SALUTE TO THE FLAG was led by Director Updike.

B. APPROVAL OF THE AGENDA - Director McKillop made a motion to approve the agenda as presented. Director Sutton 2nd the motion. There was no further discussion. Director Updike called for a vote. The motion passed with all directors present voting aye.

C. PUBLIC COMMENT – Daniel Humphreys thanked staff for increasing the water pressure at his new residence.

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 March 14, 2019.**
2. **Approval of the financial reports and spending for March 2019.**
3. **Review the GFCSD System Report for March 2019.**
4. **Approval of the WSIP loan payment to USDA-Rural Development on April 1, 2019.**
5. **Receive and file “Support for Backfill Funding for Paradise Irrigation District” letter.**
6. **Receive and file the State Water Resources Control Board’s “2018 Compliance Inspection of the Grizzly Flats Community Services District Public Water System”.**

Director McKillop made a motion to approve the Consent Calendar as presented. Director Sutton 2nd the motion. There was no further discussion. Director Updike 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. **Make an appointment to fill the current vacancy on the Capital Improvement Projects (CIP) Planning & Engineering Committee –** Jodi Lauther referred the Board to page 47 of the packet, and mentioned that there is still a vacancy upon the District’s “Capital Improvement Projects (CIP) Planning & Engineering Committee”. There was a brief discussion about the committee membership. Director McKillop expressed interest in filling the vacancy upon the “Capital Improvement Projects (CIP) Planning & Engineering Committee”, if Director Humphreys would like to take her place upon the “Personnel & Policy Review Committee”. Director Updike appointed Director McKillop to the “Capital Improvement Projects (CIP) Planning & Engineering Committee” and Director Humphreys to the “Personnel & Policy Review Committee”.
2. **Report from Special District Risk Management Authority’s (SDRMA’s) Spring Education Day, which took place in Sacramento on Tuesday, March 26, 2019 –** Participants in this event included Director McKillop, Director Updike, Kim Gustafson and Andy Vicars. Director McKillop said that she enjoyed attending the Governance Foundations Workshop. She recommended that the Board review topics such as the District’s mission, values and strategies for team bonding once in a while, when the meeting agendas are lighter. Director Updike attended the General and Workers’ Compensation sessions, and said that they were very enlightening and scary. He said that the Assembly and Senate are implementing new regulations as a result of the “me too” movement. Kim Gustafson attended the General, Contracting for Indemnification and

Emergency Preparedness and Response sessions. Some of her takeaways were to text in emergencies rather than calling on a cellphone (as phone circuits get jammed up), and that it is faster to use insurance after disasters rather than wait for FEMA funding. Also, she mentioned that one single harassment incident can now go to trial, that employers can disclose sexual harassment claims during employment references, and that whistleblowers are protected from retaliation even if they made false statements (as long as their claims weren't malicious.)

Monthly review of Financial Operations

3. **Approve annual membership renewal costs for California Rural Water Association (CRWA)** – Jodi Lauther said that the District receives multiple benefits from membership with California Rural Water Association (CRWA) such as training opportunities and grant writing assistance. She said that the membership renewal cost is based off our current number of water connections, and totals \$612.00.

Director Sutton made a motion to approve the membership renewal costs for California Rural Water Association (CRWA) as presented. Director McKillop 2nd the motion. There was no further discussion. Director Updike called for a vote. The motion passed with all directors present voting aye.

GENERAL BUSINESS ITEMS

F. DROUGHT MEASURES INFRASTRUCTURE PROJECT (Prop 84 Grant)

1. Water Operations Committee (Lauther, McKillop & Updike)

- a. **Report from Water Operations Committee meeting held on March 29, 2019 and discuss their recommendation to purchase leak detection equipment, training, perform a system wide leak survey, and install meters on the 12" and 6" lines leaving the Clearwell tank** – Jodi Lauther referred the Board to page 52 of the packet for a summary of the March 29, 2019 Water Operations Committee discussion and recommendations. The committee reviewed the updated quotes from Rob Meston for the leak detection equipment, training and a system-wide leak survey using that equipment. Additionally, the committee discussed the proposed meters for the Clearwell tank. The District needs to address the current lack of meters which are needed to properly report water production to the State. A large part of the Districts "unaccounted for water" is lost during treatment processes. By installing meters on the 12" and 6" lines that leave the Clearwell tank, the District could accurately report water production. Jodi noted that the Prop 84 budget for the Leak Detection Program was about \$78,000, of which approximately \$72,000 is remaining. Although the cost to install the meter on the 12" line can be covered with Prop 84 grant funding, the District would need to pay for the 6" meter using reserve funding.

Director Sutton made a motion to authorize the purchase of leak detection equipment which will include 5 days of training and a system-wide leak survey done by Rob Meston for a cost not-to-exceed \$38,683.40, to authorize the purchase and installation of meters on the 6" and 12" distribution lines that leave the Clearwell tank for a not-to exceed cost of \$30,538.71, and to authorize the use of Capital Improvement Project (CIP) reserve funds to cover any costs not covered by the Prop 84 grant funding for a total not-to-exceed \$11,805. Director Humphreys 2nd the motion. There was no further discussion. Director Updike called for a vote. The motion passed with all directors present voting aye.

G. WATER SUPPLY, DROUGHT AND CONSERVATION

1. **Report from Mountain Counties Water Resources Association (MCWRA) sponsored event on March 15, 2019 where Department of Water Resources (DWR) discussed how the new water conservation legislation will be implemented** – Director Updike said that he attended the Mountain Counties Water Resources Association event on March 15, 2019, wherein the Department of Water Resources discussed the State Water Resources Control Board's publication entitled "Making Conservation a Way of Life". He said that the discussion focused on SB 606 (Hertzberg) and SB 1668 (Friedman), which Governor Jerry Brown approved in 2018. These new regulations work together to establish water use objectives, standards and reporting requirements for indoor and outdoor residential water use, commercial, industrial, and institutional (CII) landscape areas, water losses,

and other unique local uses. Although this water conservation legislation is currently focused on urban water suppliers (with 3,000 or more customers), it will eventually address smaller rural areas as well. Additionally, these regulations will be in effect even during wet years. Starting in June, 2022, urban suppliers will need to report anticipated drought status, which could result in curtailment orders.

H. ACTION LIST - Director Updike reviewed the action list items and noted the following updates:

Operational Items

1.b. Clearwell Tank – Bruce Berger (SWRCB Engineer) inspected our facilities on November 13, 2018, and provided a draft Compliance Inspection Report on March 14, 2019. Bruce had previously indicated that grant funding from the state is typically awarded to agencies that have significant deficiencies rated “A. Critical Health Hazard”, “B. Serious Health Hazard” or “C. Potential Health Hazard”. Staff was hoping that the Clearwell tank’s coating failure would be noted as a deficiency within the report with a hazard level A, B or C, but it was not. The only deficiencies noted with a hazard level “A” pertained to water quality monitoring (annual testing) of nitrate, asbestos, perchlorate, inorganics and SOC’s. The only item labeled with a “C” hazard level was to submit an updated “Operation and Maintenance Plan”.

2.c. Eagle Ditch Maintenance (brush/tree clearing) – Kim Gustafson said that Brian Oneto has already removed 115 of the 131 hazard trees (88%) along Eagle Ditch pipeline. He is scheduled to cut down the rest of the trees and stack the remaining limbs during the next few weeks as this project is scheduled for completion by May 31, 2019.

5. Reservoir Inspection & Cleaning – The Board had requested that this item be revisited in April 2019, but since the liner is in excellent condition with minimal sediment, Jodi Lauther (GM) recommended that this project be postponed for three years (to budget year 2022-23). This will allow for completion of more pressing projects at this time such as the Prop 84 projects, Clearwell tank rehabilitation, Pressure Reducing Valve/Pressure Sustaining Valve at Old Mine Road, pumps at Winding Way and Tyler tanks, and the altitude valve at Forest View tank. Director Humphreys said that he may be able to get more information about a cleaning method wherein the sludge is removed as the water is returned to the reservoir. He will provide an update to the Board once he is able to reach his contact to obtain additional information.

Infrastructure Projects

3. Pump replacements – Jodi noted that the pump replacements for Tyler Tank and Winding Way tank are on the 5 year plan unless grant funding becomes available. The pump at Tyler Tank is scheduled for replacement in 2019/20, and the one at Winding Way (which failed) is scheduled for replacement in 2020/21.

Studies & Planning

1. Infrastructure Evaluation – The Water Operations Committee met and discussed the status of this document on March 29, 2019. The plan originally looked at large projects such as replacing water mains and service lines, and building new tanks and pump stations. The committee felt that the document should also look at smaller projects that would be eligible for smaller funding opportunities. Those projects would include new or replacement pumps at the tank sites and a new Programmable Logic Controller (PLC) and controls in the Treatment Plant.

Director Humphreys recommended that the District install two pipes if they replace water mains; one for drinking water and one for alternate water such as untreated or gray water. Additionally, he mentioned that all living units are required to have a separate water meter after January 2018.

I. EL DORADO COUNTY WATER AGENCY (EDCWA)

- 1. The El Dorado County Water Agency meeting scheduled for April 10, 2019 was cancelled** – Doug Updike said he had nothing to report due to the fact that the meeting was cancelled.
- 2. Update on the Water Resources Development and Management Plan meeting which was held on March 27, 2019** – Jodi Lauther said that she attended the Water Resources Development and Management Plan meeting,

which was held at the El Dorado County Water Agency office on March 27, 2019. Participants in this meeting included representatives from the county, city and water purveyors from within El Dorado County. In this plan, they are identifying the various areas, who controls the water in each area, the water sources and what the water is used for. Jodi feels that they are gathering information on current needs to determine the direction the El Dorado County Water Agency should take within the next few years. She said that the plan has five sections, and they are currently gathering feedback on section three.

J. ANNOUNCEMENTS / DIRECTORS COMMENTS

1. **2019/2020 Budget process to begin soon** – Jodi Lauther has begun preparing the draft budget for fiscal year 2019/2020. She said that the Budget Committee (Lauther, Sutton & Updike) should expect to meet sometime in May 2019 to review the first draft. A revised copy of the budget will then be presented to the Board for review in June 2019, and the Board will be asked to approve the final budget in July 2019.

K. ADJORNMENT- Director McKillop made a motion to adjourn. Director Sutton 2nd the motion. Director Updike called for a vote. The motion passed with all directors present voting aye. The meeting was adjourned at 7:54 PM. The next regular meeting will be at 6:30 PM on Thursday, May 9, 2019 at The Grizzly Flats CSD office.

Minutes submitted by:

Kim Gustafson, Board Secretary

Approved by:

Doug Updike, Board Chair

Date:
