

**Grizzly Flats Community Services District  
Minutes of the Regular Meeting of the Board  
May 9, 2019**

**A. CALL TO ORDER**

The regular meeting of the Grizzly Flats CSD Board of Directors was called to order at 6:31 PM by Director Updike.

**ROLL CALL OF THE BOARD**

Present: Directors Humphreys, McKillop, Morgan, Sutton and Updike

Absent: None

Others: Kim Gustafson, Mel Kelley, Jodi Lauther and Kelly Seibert

**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 2<sup>nd</sup> 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** – 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 April 11, 2019.**
2. **Approval of the financial reports and spending for April 2019.**
3. **Review the GFCSD System Report for April 2019.**
4. **Review and approve purchase of Parcel Quest DVD for 2019/2020 Tax Roll.**
5. **Receive and file the Quarterly Interest Report from the Local Agency Investment Fund (LAIF)** – Jodi Lauther said that she had not yet received reports for this item, so it will be deferred to the June 13, 2019 regular meeting agenda.

**Director Sutton made a motion to approve the Consent Calendar as amended. Director McKillop 2<sup>nd</sup> the motion. There was no further discussion. Director Updike called for a vote. The motion passed with all directors present voting aye.**

**E. CUSTOMER REQUEST**

1. **K. Seibert – appeal for lien removal and water service restoral** – The Board listened to the customer’s appeal, and requested that this item be placed on the June 13, 2019 regular meeting agenda for action.

**Director Humphreys made a motion to accept three months advance payment at the current basic charge of \$63.95 per month so that water service can be temporarily restored for fire suppression purposes while the appeal is being considered. Director McKillop 2<sup>nd</sup> the motion. There was no further discussion. Director Updike called for a vote. The motion passed with all directors present voting aye.**

**F. OFFICE & FINANCE / Jodi Lauther, General Manager**

***Monthly review of Office Operations***

1. **Progress update on Phase 2 (Eagle Ditch) of the California Disaster and Assistance Act (CDAA) Hazardous Tree Removal Project** – Kim Gustafson said that Brian Oneto has removed 125 of 131 trees, and has completed approximately 80% of the clean-up.
2. **Report on discussions with Department of Transportation (D.O.T.) regarding new trench regulations and procedures** – Jodi Lauther said that a summary for this item is contained within the April 2019 system report. She noted that since 2017, staff has installed eight new water meters under the District’s existing encroachment permit. Just recently, Jodi submitted a letter to D.O.T. disputing inspection charges they had invoiced to the District for tasks such as holding office discussions about the Grizzly Flats Community Services

District, impromptu site inspections to verify that staff wasn't performing work in roadways without contacting them first, and more. Within a few weeks of disputing the charges, the weather cleared up enough so that staff could schedule a new water meter installation which had been paid for in January 2019. An e-mail was sent to D.O.T.'s inspection team to provide them a standard 24 hour notification prior to working in the roadway. D.O.T. immediately responded to staff's message stating that the District is not allowed to perform new meter installations under the existing encroachment permit. This new requirement seemed to be a retaliatory action. For new water meter installations, they are now requiring that a site-specific permit be purchased by the District for an additional \$118 cost, that the paving contractor and H2O Urban Solutions also obtain no-cost site-specific permits, and that the District cover the cost of a site plan check and inspections. Since the two pending meter installations had already been paid for and did not cover the cost of these new requirements, and the District did not have site plans which could be checked, the installations were put on hold until a compromise could be reached. After weeks of futile negotiation attempts with the D.O.T. inspection team, Jodi reached out to Supervisor Frentzen to see what could be done. Shortly thereafter, Jodi received a call from Rafael Martinez (Director, DOT), and was able to negotiate a compromise for the pending meter installations. Jodi agreed to get a site-specific permit and to pay the \$118 permit fee for each new water meter location so that the installations could be expedited. Staff will install the new meter on Millwood Drive next week, and Edgewood Circle shortly thereafter. Once the meters have been installed, a meeting will be scheduled to discuss the requirements for future installations with Supervisor Frentzen, Rafael Martinez (Director, DOT), Director Updike, Jodi Lauther and one additional Board member.

3. **Update from the "Wildfire Table-Top Exercise" with the Grizzly Flats Fire Safe Council which took place on Friday, May 3, 2019** – Jodi Lauther said that she, Kenny Hooley and Pre Deitchman (H2Ou) attended the Wildfire Table-Top Exercise on Friday, May 3, 2019, which was a great exercise that it made staff think about specific tasks which would need to be completed if a fire was coming towards the community.

#### ***Monthly review of Financial Operations***

4. **Review and approve quote to repair the Big Canyon diversion gage using Asset Management funds** – Jodi Lauther said that during Bill Slightam's (Western Hydrologic Systems) visit to the diversions last month, he discovered that Big Canyon stream gage was not working. Jodi then referred the Board to page 23 of the packet and said that she is requesting Board approval for Hach Company's \$1,397.75 quote to repair Big Canyon's stream gage.

**Director McKillop made a motion to approve the cost to repair Big Canyon's stream gage as presented. Director Humphreys 2<sup>nd</sup> the motion. There was no further discussion. Director Updike called for a vote. The motion passed with all directors present voting aye.**

5. **Review and approve transfer from Local Agency Investment Fund (LAIF) in the amount of \$35,000** - Jodi Lauther referred the Board to page 28 of the packet, and said that it is the District's policy to request approval for Local Agency Investment Fund (LAIF) transfers at the next regularly scheduled Board meeting.

**Director Sutton made a motion to approve the Local Agency Investment Fund (LAIF) transfer in the amount of \$35,000 as presented. Director McKillop 2<sup>nd</sup> 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**

#### **G. DROUGHT MEASURES INFRASTRUCTURE PROJECT (Prop 84 Grant)**

1. **Report on Meter Replacements and Leak Detection Program** – Jodi Lauther said that there are approximately 175 meter replacements remaining. Additionally, she said that staff is working with Rob Meston (Hydrevolution) all week to survey the distribution system for leaks. The system survey is currently about halfway done, and several leaks have already been identified. One leak was discovered on a cliff between Tyler Drive and Merrywood Drive, in a service line which loops the distribution system. Additionally, slow customer meters are being discovered and documented.

H. **WATER SUPPLY, DROUGHT AND CONSERVATION** – There were no updates for this item.

I. **ACTION LIST** - Director Updike referred the Board to page 29 of the packet and asked if the Board wanted to discuss any action items. The following update was noted:

**Operational Items**

**3. Reservoir Inspection & Cleaning** – Director Humphreys said that he did some research on reservoir cleaning equipment, and that he doesn't recommend buying the equipment directly. Since the cost of the equipment is so high, he recommends going to bid to hire a contractor to do the cleaning with their own equipment. The equipment he priced out was a small barge (approximately 6' long by 4' wide) with a suction hose that places debris into a bag while returning water back into the pond. As to disposal of the silt, he said his contact sells it as fly ash or mixes it into concrete.

J. **COMMITTEE REPORTS**

1. **Budget & Finance Committee (Lauther, Sutton & Updike) – Announce meeting scheduled for May 21, 2019 at 10:00 A.M., for first review of the 2019/2020 draft budget** – Jodi Lauther said that she has been working on the draft budget for the 2019/2020 fiscal year, and that the Budget & Finance Committee has scheduled a meeting for the first review at 10:00 AM on May 21, 2019.

K. **EL DORADO COUNTY WATER AGENCY (EDCWA)**

1. **Update from the May 1, 2019 special meeting of the El Dorado County Water Agency** – Director Updike said that the El Dorado County Water Agency was beginning their budget process at the May 1, 2019 meeting. Also, participants received a presentation by the American River Basin Study, which is a study that relates to the American River Watershed in which most of the water belongs to El Dorado Irrigation (EID). The proposed study area on the map was larger than the EID watershed though, and included a little bit of Yuba River and the Cosumnes River Watershed. The El Dorado County Water Agency is continuing El Dorado County Water and Power Authority's (EDWAPA's) plan to make new connections so that they can move toward making the American River a source of revenue from downstream users.

*\*The regular meeting of the EDCWA scheduled for May 8, 2019 was cancelled\**

2. **Report from the April 24, 2019 Advisory Group Meeting for the Water Resources Development and Management Plan (WRDMP)** – Jodi Lauther said that participants in this meeting included El Dorado County water purveyors and a few engineers. The goal of this advisory group is to give El Dorado County Water Agency guidance for the next five years. The Water Resources Development and Management Plan (WRDMP) document has a total of 5 sections, and the advisory group is currently reviewing section 3. They hope to have the plan completed in June or July of 2019, and then they will redo the document every five years thereafter.

L. **EFFECTIVE DIRECTORS**

1. **What does it take for you to be an effective Director of the GFCSD?** – Director McKillop said that she would like to table this item to the June 13, 2019 regular meeting due to the time, and that she would like to have this item appear after the consent calendar on the agenda.

M. **ANNOUNCEMENTS / DIRECTORS COMMENTS** – Director Humphreys said that prior to water service restoral, he would like staff to present Mrs. Seibert with a letter confirming that the reconnection is only a temporary solution, and not a lien waiver. Additionally, he requested that staff survey comparably sized water Districts to see what they are currently charging for new water meter installations.

N. **ADJORNMENT- Director Sutton made a motion to adjourn. Director McKillop 2<sup>nd</sup> the motion. Director Updike called for a vote. The motion passed with all directors present voting aye. The meeting was adjourned at 8:37 PM.** The next regular meeting will be at 6:30 PM on Thursday, June 13, 2019 at The Grizzly Flats CSD office.

Minutes submitted by:

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*Kim Gustafson, Board Secretary*

Approved by:

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*Doug Updike, Board Chair*

Date:

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