

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
September 19, 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 and Updike

Absent: Director Morgan

Others: Art Davidson, Kim Gustafson, Mel Kelley 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 Humphreys 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 – 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 August 8, 2019.**
2. **Approval of the financial reports, spending and purchase order for August 2019.**
3. **Review the GFCSD System Report for August 2019.**
4. **Receive and file the Action List for August 2019.**
5. **Receive and file the 2019/20 Direct Charge confirmation from El Dorado County.**
6. **Approval of the WSIP loan payment to USDA-Rural Development on October 1, 2019.**
7. **Approval of the minutes of the special meeting on July 3, 2019.**

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

E. BOARD APPOINTMENT

1. **The Board will consider making an appointment for the one vacant position on the GFCSD Board of Directors. (*Note: The Board will conduct informal interviews if deemed necessary, or else selection may be based on information submitted by the interested candidates) –** Director Updike referred the Board to page 26 of the packet, for Art Davidson’s letter of interest. There was a brief discussion about why Art wanted to serve on the Board.

Director McKillop made a motion to appoint Art Davidson to fill the vacant seat on the Board of Directors. 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.

F. CUSTOMER APPEAL TO THE BOARD

1. **N. Lanza – Late fee reversal request –** Kim Gustafson referred the Board to page 27 of the packet. There was a brief discussion about the appeal circumstances and District policy.

Director McKillop made a motion to follow District policy and deny reversal of the late charge. 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. OPERATIONS & FINANCE / Jodi Lauther, General Manager

Monthly review of Operational Items

- 1. Progress update on Phase 2 (Eagle Ditch) of the California Disaster and Assistance Act (CDAA) Hazardous Tree Removal Project** – Kim Gustafson said that she has drafted the project completion report, which will be submitted to Cal OES to request reimbursement soon. Once staff receives reimbursement from Cal OES, they will submit a reimbursement request through CAL FIRE’s LATM grant program.
- 2. Report from meeting held on August 28, 2019 with Jodi Lauther, Supervisor Frentzen, and El Dorado County DOT personnel to discuss several issues between our agencies including billing issues, pavement remediation requirements, and DOT’s pavement project planned for this year. Discuss hosting a “Town Hall Meeting” with the County** – Jodi Lauther said that she met with Shiva Frentzen (District 2 Supervisor), Rafael Martinez (Director, DOT) and Brian Mullens (Deputy Director, DOT) in Shiva’s office on August 28, 2019. The purpose of the meeting was to discuss several topics such as billing issues, pavement requirements and DOT’s surface treatment project in Grizzly Flats. Jodi said that the billing charges which were disputed by the District were wiped clean. She went on to say that the Department of Transportation is concerned about maintaining roads for the long term. For the District’s existing 6-7 patches located where DOT will resurface the road, they will only require staff to pave 12” around the temporary patches. Staff is still negotiating with them about the requirements for the remaining locations within the system. She went on to say that they would like to hold a “Town Hall” meeting with the District to discuss road surfacing delays and increased paving costs with the community. The Board agreed that a “Town Hall” meeting would be a good idea. DOT’s current plan is to finish the surface treatment next spring.
- 3. Discuss how the new El Dorado County requirements for road remediation will impact the cost of new meter installations and leak repairs for our customers** – Jodi Lauther referred the Board to page 33 of the packet, and said that the road remediation costs will considerably impact new meter installations and leak repairs for the District’s customers. Currently, Jodi and Scott Myers (H2Ou) are looking at one alternative to paving, which would be to use a boring machine called a “Mole.” This equipment would allow staff to install a new service and only dig a pothole into the pavement, in an attempt to reduce the amount and cost of paving. The estimated cost for a boring machine is \$4,000. Jodi will contact the Department of Transportation to obtain the amount of paving required for a pothole.
- 4. Report from meeting held on August 29, 2019 with Jodi Lauther, Kim Gustafson, and El Dorado County Building Department personnel to discuss the process of approving building permits for parcels within GFCSD’s service area** – Jodi Lauther said that she and Kim Gustafson met with Kyle Zimbelman (Economic and Business Relations Manager, EDC Community Development Services) and Tom Burnette (Deputy Director/Building Official, EDC Planning and Building Department) to discuss the issue with their office approving building permits for parcels within GFCSD’s service area without first verifying water service at the parcel. They said that their current software system “TRAKiT” has issues. They will be releasing a new version of the software soon, and will be able to include us within the approval process once that is available. Until then, Kyle’s assistant Katie Ryder will send staff weekly reports to notify us of any new permits which are being pulled within the District’s service area.
- 5. Voting for Mountain County Water Resources Association’s (MCWRA’s) 2019 Board Election** – There was a brief discussion about the Mountain Counties Water Resources Association’s Board candidates.
Director Humphreys made a motion to select Paul Molinelli Jr. to serve on MCWRA’s Board of Directors. 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.
- 6. Update on Policy Review – drafts are in progress and will be presented to the Board at the November meeting** - Jodi Lauther said that she is in the process of drafting policy revisions for the Board’s approval at the November 2019 regular meeting.

Monthly review of Financial Items

- 7. Authorize the General Manager to close the District's El Dorado Savings Bank checking account currently holding \$424.56, and discuss how to use best use those funds** – Jodi Lauther requested the Board's approval to close the District's El Dorado Savings Bank checking account which currently holds \$424.56. This account was created to hold donations for improvements at Grizzly Pond, before the District discovered that was not possible. There was a brief discussion about how to spend the money such as purchasing different Grizzly Pond shirts, hats or license plate covers which could be sold to the public.

Director McKillop made a motion to authorize the General Manager to close the account at El Dorado Savings and use the funds as agreed upon. 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.

- 8. Report from the District's annual audit, which was performed on September 9th and 10th, 2019** – Jodi Lauther said that the District's annual audit was completed on September 9th and 10th by Larry Bain and one other person from his office. She went on to say that he will have a draft of the audit findings for the Board soon.

- 9. Approve the \$1,231.98 repair cost for the District's 2009 Ford F-350 truck** – Jodi Lauther referred the Board to page 40 of the packet, and said that the District's Ford F-350 truck was taken to J and J Auto for a brake inspection on August 22, 2019. They recommended replacing the brake pads and rotors due to the fact that the truck regularly hauls heavy loads of material. On their invoice, they noted that the SRS and TPMS indicators were on when the truck was brought in. The TPMS indicator pertains to the tire pressure sensor. Since the maintenance staff regularly checks the tire pressure manually, they did not feel that the sensor was needed at this time. The SRS sensor relates to the airbag system. Josh at J and J Auto said that the Ford dealership would be able to repair the issue for free. Staff contacted the dealership, but they said the repair costs would not be covered. Jodi requested the Board's approval for the \$1,231.98 brake repair cost.

Director McKillop made a motion to the repair costs for the Ford F-350 truck as presented. 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.

- 10. Review paving quotes and select a contractor to apply permanent patches to two customer driveways that were damaged during water leak repairs** – Kim Gustafson referred the Board to page 43 of the packet and said that two customer driveways were damaged during water leak repairs this summer. She contacted five paving companies to request a quote for repairing the driveways, but only received two proposals back in response. Leonard Rivard's (the Sandman's) quote was on page 45, and totaled \$1,900. His quote did not include site preparation work. Rich Macauley's (Macauley Construction's) quote was on page 46, and totaled \$2,606. His quote included the site preparation work.

Director Humphreys made a motion to select the quote from the Sandman, and to have the District employees prepare the sites. 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

H. DROUGHT MEASURES INFRASTRUCTURE PROJECT (Prop 84 Grant)

- 1. Report on Meter Replacements and Leak Detection Program** – Jodi Lauther said that the project is nearly completed, and that the remaining meter replacements are the ones with issues.
- 2. Report on visit with Department of Water Resources (DWR) on September 19, 2019 to see results from the Prop 84 grant funding** – Department of Water Resources (DWR) Site Visit took place on September 19, 2019. The visit included Neysa King and Uma Hinman for Nevada Irrigation District, Scott Myers of H2O Urban Solutions, three employees from the Department of Water Resources, Jodi Lauther and Kim Gustafson. During the visit, staff gave a presentation which provided an overview of the Drought Measures Infrastructure Project

(DMIP). Once the presentation was done, everyone walked around the property to see the improvements. During the visit, there was a brief discussion about issues working with Cosumnes, American River, Bear and Yuba (CABY) for grant opportunities. Jodi then noted that staff will not be able to invoice for any DMIP work performed after September 30, 2019. Also, she said that the DWR representatives did not have an issue with the fact that Air Release Valves (ARV's) will not be installed.

Mel Kelley noted that during ditch work, the Department of Transportation damaged cement surrounding a valve box on Sciaroni Road. Jodi Lauther said that staff will check the area.

I. WATER SUPPLY, DROUGHT AND CONSERVATION – Jodi Lauther said she did not have anything to report for this item other than the fact that the reservoir is full and spilling.

J. EL DORADO COUNTY WATER AGENCY (EDCWA)

1. **Report from the September 11, 2019 El Dorado County Water Agency meeting** – Jodi Lauther said that she had planned to attend this meeting, but it was cancelled.

2. **Report from the August 26 and September 9, 2019 Advisory Group Meetings for the Water Resources Development and Management Plan and discuss if we wish to have El Dorado County Water Agency present the plan at a future board meeting** – Jodi Lauther said that the El Dorado County Water Agency will be presenting the Water Resources Development and Management Plan to their Board during their October 9, 2019 meeting. She went on to say that they also offered to present the document to the Grizzly Flats CSD Board if there is interest. The Board expressed interest, so Jodi will get the presentation scheduled at an upcoming meeting.

K. ANNOUNCEMENTS / DIRECTORS COMMENTS – Director Humphreys asked staff if it would be possible to change the District's billing so the customers have a level bill (such as PG&E does), and then reconcile their water charges in June. He said that this may be useful to customers who do construction work, where they don't have work in the winter and then can catch up on the payment in summer when they have more funds. Staff was unsure if the billing software could support that change, and felt that it could be too hard for some customers to catch up if they fell behind.

L. ADJORNMENT- Director McKillop made a motion to adjourn. Director Humphreys 2nd the motion. Director Updike called for a vote. The motion passed with all directors present voting aye. The meeting was adjourned at 7:50 PM. The next regular meeting will be at 6:30 PM on Thursday, October 10, 2019 at The Grizzly Flats CSD office.

Minutes submitted by:

Kim Gustafson, Board Secretary

Approved by:

Doug Updike, Board Chair

Date:
