

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
March 14, 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 McKillop, Morgan, Sutton and Updike

Absent: None

Others: Kim Gustafson, Daniel Humphreys, Lisa Humphreys, Jodi Lauther and Scott Meyers (H2Ou)

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 adjusting his 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 January 10, 2019.**
2. **Approval of the financial reports and spending for January and February 2019.**
3. **Review the GFCSD System Reports for January and February 2019.**
4. **Receive and file the annual legal fee increase notifications from Bartkiewicz, Kronick and Shanahan and Churchwell White.**
5. **Receive and file the Local Agency Investment Fund's (LAIF's) investment report for the quarter ending 12/31/2018.**
6. **Receive and file California Special Districts Association's (CSDA's) "CSDA Board of Directors Call for Nominations, Seat B" notice.**
7. **Receive and file Special District Risk Management Authority's (SDRMA's) "Notification of Nominations – 2019 Election" notice.**
8. **Receive and file Special District Risk Management Authority's (SDRMA's) letter confirming a 5% rate increase and their Board's approval for a Longevity Distribution Credit for the Worker's Compensation program for 2019-20.**
9. **Receive and file Special District Risk Management Authority's (SDRMA's) letter confirming a 5% increase for liability rates and an 11% increase for property liability rates for 2019-20.**
10. **Receive and file the "Water Leak Detection Program – Final Report" – prepared by Utility Services Association/Rob Meston, summarizing his training with us in December 2018.**
11. **Receive proposal and approve participation in Sierra Business Council's "2019 Energy Planning Assistance Program", which is being offered to the District at no cost.**

Director McKillop made a motion to approve the Consent Calendar as presented. Director Morgan 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 make an appointment for the one vacant position on the GFCSD Board of Directors. The selected candidate will take their seat on the Board at the regular meeting scheduled for April 11, 2019 (*Note: The Board will conduct informal interviews if deemed necessary, or else selection may be based on information submitted by the interested candidates) – Daniel Humphreys introduced himself and gave a brief overview of his experience.**

Director McKillop made a motion to appoint Daniel Humphreys to the Board. Director Morgan 2nd the motion. There was no further discussion. Director Updike called for a vote. The motion passed with all directors present voting aye.

F. PRESENTATION: Leak Detection Plan by Scott Myers (H2O Urban Solutions, Inc.)

Prop 84 Grant funds were designated for use on developing a Leak Detection Plan for GFCSD. Scott will present a draft of this plan to the Board. The plan includes the importance of leak detection, recommendations for equipment and training, and other ways to reduce the District's water loss. Our goal is to work on finalizing the plan and moving forward with recommendations to reduce the District's water loss – Jodi Lauther said that Scott Meyers will be making a presentation to the Board about the Leak Detection Program which is being developed as part of the Drought Measures Infrastructure Project with Prop 84 grant funding. She said that the program will help staff identify and fix leaks in the system and address other water loss issues, which is a concern to the state.

Scott Meyers (H2O Urban Solutions, Inc.) introduced himself to the meeting participants, and gave a brief overview of his previous and current role in working with the District. He said that he has been assisting the District in preparing a Leak Detection Program as part of the Drought Measures Infrastructure Project. Prop 84 grant funding for this portion of the project totals \$78,000. There are several tasks related to this subject. The first one is Assessment & Evaluation to identify and prioritize system needs, to improve system reliability, and to minimize water loss and drought impacts. Scott said that he will discuss minimizing water loss portion a little later on, as he feels that the District can incorporate some of his recommendations into the grant program to achieve the overall objective. The second task is to provide field data and to support a system-wide program to detect and repair leaks within the distribution system. The third task is Preparing Plans and Construction, where the GIS system will be updated, the leak detection equipment will be used, and the system leaks will be repaired. Scott stated that he contacted El Dorado County, and obtained a copy of their GIS (Geographic Information System) maps for the District. He then updated the GIS mapping to include the District's leak locations dating back to 2005, and noting whether they were service line or main leaks which will tie-in with the Water Master Plan he has been developing for the District. Scott went on to say that he, Jodi Lauther, Kenny Hooley, Andy Vicars, and Pre Deitchman recently participated in Rob Meston's (Utility Services Associates) Leak Detection Training which was coordinated through the Sierra Business Council, and funded by Pacific Gas & Electric (PG&E) Company. This training provided one day of class training, and one day of field work. Rob's class was very detailed, and covered topics such as types of leaks, benefits of leak detection, how sound travels, sound sources, types of acoustic surveys and types of leak detection equipment. The second day of training was spent in the field, where staff utilized the District's own leak detection equipment and some of Rob's to survey potential leak locations in the system. During their field work, a leak was discovered near a customer meter on Old Mine Road. Using the leak detection equipment, they were able to pinpoint the leak at or near the actual leak location. Currently, the District owns a Sewerin Aquaphon A-100 Listener, but the crystals within the noise amplification unit are damaged and make it hard to use. Repairing the equipment will likely require sending it to Germany for repair, since that is where the equipment is manufactured. Scott said that Rob Meston's Water Leak Detection Training Program report listed some equipment that was recommended for use with our system, as well as training costs. He thinks the District will receive a 10% discount on the costs, so he will contact Rob Meston to confirm and to request a more accurate quote for the equipment and training. Additionally, Scott felt that installing backwash meters would be a good idea, as well as metering the 6" and 12" lines leading out of the Clearwell tank. Installing these meters may account for some of the water loss which is currently documented at 35% for the District.

Scott then summarized the recent leak on Humbug Road (which was a "worst case scenario" for the District) as follows:

Pre Deitchman (Water Operator) received a "low level" alarm call from Tyler Tank at around 1:30 AM on Wednesday, February 27, 2019. The alarm indicated that there was an extreme water loss event occurring within the distribution system. After evaluating the tank site and treatment plants, he began driving around the community looking for signs of a major leak. This was made difficult due to the darkness and the fact that the streets were covered in snow. A while later, additional staff and a community volunteer joined in the search. Due to the amount of water lost in such a short time frame, it was suspected that the issue was located on Old Mine Road, which is a vulnerable part of the District's water system that is susceptible to breaks.

The operator attempted to close a valve at Creekside Drive and Old Mine Road. He could hear the water screaming through the line which confirmed that the leak was in the area. Due to the road conditions, staff could only access Old Mine Road on foot. The road is a very steep, dirt road that isn't maintained by the County. To make matters worse, it was snowy and muddy from the recent storms. That made it too risky for staff to access the road with a truck or tractor, so the search for the leak continued on foot. In order to slow the flow of water, the operator closed a valve halfway down Old Mine, temporarily interrupting water service to five homes. The leak was eventually discovered on Humbug Road (which intersects Old Mine, about a ½ mile from Creekside Drive). A large oak tree fell and cracked a buried 6" AC water main. Staff was able to close a valve located closer to the bottom of Old Mine Road, thereby restoring service to all but one part-time resident who left when his water was shut off. On Thursday, February 28th, staff walked down and worked to cut up the tree and clear the area near the broken pipe. On Friday, March 1st, road conditions improved slightly so the District's 4wd Toyota could be driven to the leak site. Leak repairs require the use of heavy tools, sand and gravel so a vehicle was necessary. Staff made the line repair and restored water service.

Due to the size of the pipe and high pressure in this zone, the system lost more than 500,000 gallons of water (approximately 800 gallons per minute (GPM) from this leak. To put this in perspective, our two treatment plants produce 200 GPM each at top production levels. We can store 600,000 gallons of water in all four of our potable storage tanks (Clearwell, Tyler, Winding Way and Forest View). The tanks were almost drained and the treatment plants couldn't keep up with the water loss. Many customers experienced low water pressure due to the leak because of the lack of water in the system. Once the leak was found and the water was shut off, the treatment plants were able to refill the storage tanks and return the system to normal pressures.

This water loss event is one of our "nightmare" scenarios. It has always been a concern that the water system could be de-watered by a leak in the Old Mine area. We have many concerns about that pipeline – the type of pipe (AC main and poly service lines), the high system pressures, but the lack of road maintenance is the most concerning. The pipeline is buried under the dirt road and is slowly being exposed due to the natural erosion of the road. Something will need to be done to protect our water lines in this area.

Scott said that one potential option to remedy the threat of another near-disaster in the Old Mine/Humbug Road area would be to install a pressure sustaining valve, which would not allow a break down Old Mine Road to drain the system.

Director Updike recommended that the Operations Committee meet to discuss the Leak Detection Program and other topics prior to the next regular meeting which is scheduled for April 11, 2019.

Director Morgan stated that he would like to see extended warranties on any leak detection equipment the Board approves for purchase.

G. OFFICE & FINANCE / Jodi Lauther, General Manager

Monthly review of Office Operations

1. **Instant Runoff Election of Regular and Alternate Special District Representative to El Dorado LAFCO** – Jodi Lauther said that she reviewed the candidate statements, and her recommendation is to rank Michael Saunders as "1", Holly Morrison as "2", and Michael Seligsohn as "3". Her reasoning behind the recommendation is based on a few factors, such as similar industry ties and proximity to the District.

Director McKillop made a motion to rank the nominees as suggested with Michael Saunders as "1", Holly Morrison as "2" and Michael Seligsohn as "3". Director Morgan 2nd the motion. There was no further discussion. Director Updike called for a vote. The motion passed with all directors present voting aye.

2. **Review and approve the District's "Conflict of Interest Code" and "Appendix", which has been updated to include the disclosure category** – Kim Gustafson referred the Board to page 93 of the packet, and said that staff is requesting Board approval for the District's updated "Conflict of Interest Code" and "Appendix", which have been updated to include the disclosure category.

Director Sutton made a motion to approve the District's updated "Conflict of Interest Code" and "Appendix" 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.

H. OPERATIONS / Jodi Lauther, General Manager

Monthly review of plant and field operations

1. **Discuss water loss event on February 27, 2019 – leak on Humbug/Old Mine Rd** – Jodi Lauther said that this item was already discussed during Scott Meyer's presentation. It was noted that this event resulted in higher chemical use for February. Additionally, Jodi noted that Old Mine Road is eroded, and not being maintained much. A solution will need to be found to prevent another catastrophic water loss event in this area.

GENERAL BUSINESS ITEMS

I. EL DORADO COUNTY WATER AGENCY (EDCWA)

1. **Update from the El Dorado County Water Agency meetings which were held on February 13, 2019 and March 13, 2019** - Director Updike said that he attended the El Dorado County Water Agency meeting on February 13, 2019, wherein the meeting was a continuation of the El Dorado Water and Power Authority disbanding issue. He said the meeting was pretty tense, and that the El Dorado Irrigation District members and their attorney were complaining about how the dissolution of EDWAPA was handled. Jodi Lauther said since she already had a meeting scheduled with Ken Payne (EDCWA) on March 13, 2019, she attended the El Dorado County Water Agency meeting on that day. During the meeting, they continued the discussion about the JPA collapse. She said that EID's attorney acknowledged and apologized for being too aggressive at the February meeting, although he needed to get his point across. Jodi went on to say that EID's General Manager was there, and although he voted to dissolve EDWAPA, he's no longer sure that was the right decision. In result, it appears that there will be additional meetings discussing the matter, as there are assets which will need to be divvied up. They also reviewed updates made to the Water Management Plan, which was the topic of Jodi's meeting with Ken Payne.

J. ANNOUNCEMENTS / DIRECTORS COMMENTS

1. **Reminder that Annual Statement of Economic Interests (Form 700) are due by April 1, 2019** – Kim Gustafson said that the annual Statement of Economic Interests (Form 700) are due by April 1, 2019. She said that Kim Smith of the El Dorado County Elections Department had sent out e-mails containing a link to complete the form. Directors McKillop, Morgan and Sutton didn't recall receiving any messages from her. Staff will follow-up with Kim Smith to request that a reminder message be distributed to Directors who have not yet submitted their forms.
2. **Reminder about Special District Risk Management Authority's (SDRMA's) Spring Education Day, (Tuesday, March 26, 2019)** – Kim Gustafson said that the Spring Education Day will take place on Tuesday, March 26, 2019, and that she has registered Directors McKillop and Updike, Andy Vicars and herself to attend the meeting.
3. **Announce upcoming "Wildfire Table-Top Exercise" with the Grizzly Flats Fire Safe Council, scheduled for May 3, 2019** – Kim Gustafson said that Grizzly Flats Fire Safe Council's bi-annual Wildfire Table-Top Exercise has been scheduled to take place at Leoni Meadows on May 3, 2019. This year, they have extended the amount of participants so that the District can send two attendees. This event is an interactive emergency preparedness drill with numerous participating entities such as Cal OES, PG&E, AT&T, the U.S. Forest Service, the Sheriff's Office and more.

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 8:28 PM. The next regular meeting will be at 6:30 PM on Thursday, April 11, 2019 at The Grizzly Flats CSD office.

Minutes submitted by:

Kim Gustafson, Board Secretary

Approved by:

Doug Updike, Board Chair

Date:
