



MINUTES
SPECIAL MEETING
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS

6425 MAIN STREET, GEORGETOWN, CALIFORNIA 95634

THURSDAY, JUNE 24, 2021
3 PM

MISSION STATEMENT

It is the purpose of the Georgetown Divide Public Utility District to:

- Provide reliable water supplies.
 - Ensure high quality drinking water.
 - Promote stewardship to protect community resources, public health, and quality of life.
 - Provide excellent and responsive customer services through dedicated and valued staff.
 - Ensure fiscal responsibility and accountability are observed by balancing immediate and long-term needs.
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BOARD OF DIRECTORS

Michael Saunders, President
Mitch MacDonald, Vice President
Mike Thornbrough, Treasurer
Donna Seaman, Director
Gerry Stewart, Director

1. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

Director Saunders called the meeting to order at 3:01 PM.

***DIRECTORS PRESENT: THORNBROUGH, MACDONALD, SEAMAN, STEWART,
SAUNDERS***

Director Stewart led in the Pledge of Allegiance

2. ADOPTION OF AGENDA

Director Saunders requested that Item 4C be moved to come up for consideration after Item 5, Closed Session.

***MOTIONED BY DIRECTOR STEWART TO ADOPT THE AGENDA WITH CHANGES
REQUESTED BY DIRECTOR SAUNDERS. SECONDED BY DIRECTOR SEAMAN.***

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS

THE MOTION PASSED.

- 3. PUBLIC FORUM** – Any member of the public may address the Board on any matter within the jurisdictional authority of the District. Public members desiring to provide comments, must be recognized by the Board President, and speak from the podium. Comments must be directed only to the Board. The public should address the Board members during the public meetings as President, Vice President, or Director, followed by the Board member's individual last name. No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the President, of that person's privilege of address. Comments shall be limited to three minutes per person, or such other time limit as may be imposed by the President, to enable the Board to complete its agenda within a reasonable period of time.

Cherie Carlyon commented on the Low-Income Assistance Program and her written statement submitted by email to the Board Clerk during the meeting. Ms. Carlyon's written statement is Attachment 1 of the minutes.

4. NEW BUSINESS

A. ADOPTION OF INTERIM FY 2021-2022 BUDGET

Possible Action: Adopt Resolution 2021-22 approving the Interim FY 2021-2022 Budget

Interim General Manager Jeff Nelson began by thanking staff and Kristen West for their assistance in preparing the budget. He described the challenges Staff faced in preparing the budget in the middle of the accounting software conversion, the resignation of the Management Analyst, and the general challenging year of the COVID pandemic. He thanked the Board for their patience and support.

With the Board Clerk screen-sharing the Budget Staff Report, Mr. Nelson gave his presentation.

Mr. Nelson called attention to the current organizational chart and the proposed one. He pointed out the proposed staffing would add an Office Manager position and restructure the line supervision of the administrative staff allowing the Management Analyst greater focus on District financials. He also indicated the proposed staffing would include Board Clerk responsibilities with the Office Manager.

At the invitation of Mr. Nelson, Interim Board Clerk Gloria Omania shared her observations having been associated as an independent contractor with the District for over 5-1/2 years. Ms. Omania commented that the Board Clerk duties are central to the work of the District and assigning these duties to a full-time on-staff person would provide for a smoother and more connected work flow.

Director Seaman stated the Board must ensure that the District gets the most bang for their buck, especially for management positions. She also commented that the organizational charts were not included in the draft budget presented at the workshop.

Director Saunders indicated he had requested that the organizational chart be added to the budget report. Director Saunders stated consideration of the recommended staffing change should be discussed separately.

Director Seaman stated she had requested a breakdown of office supply expenses that are now listed across the different departments. She was disappointed she had not received this breakdown of the \$70,000 budgeted for office supplies.

After additional discussion, the Board asked for breakdown charts to serve as a cross-reference for the line item because it is difficult to determine costs when expense line-items are spread across several department codes. Mr. Nelson indicated staff will be providing a breakdown of the office supplies expenses.

Mr. Nelson indicated that the Board could approve the budget and would have the ability to amend it after receiving the requested additional information.

Director Saunders summarized the Board's requests: (1) breakdown of office supplies; (2) breakdown of line items in a full expense report; and (3) a decision about Capital Outlay. He then stated the Board will suspend action on Item 4A until after Item 4B.

B. REPORT ON DISTRICT'S CASH RESERVES

Possible Action: Direct staff to update reserve policy for Board approval at a later meeting.

With her staff report on screen share, Financial Consultant Kristin West of Eide Bailey presented her report on the District's cash reserves.

After a lengthy exchange of questions and answers, the Board took the following actions:

DIRECTOR STEWART MOTIONED TO SET RESERVES AT 150 DAYS. SECONDED BY DIRECTOR THORNBROUGH.

Public Comment: None.

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS

THE MOTION PASSED.

Additional discussion led to the following action:

MOTIONED BY DIRECTOR STEWART TO COMBINE FUND 110 AND 111. SECONDED BY DIRECTOR MACDONALD.

Public Comment: None

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS

THE MOTION PASSED.

The Board then directed Staff to work with Legal Counsel and Eide Bailey to make potential recommendations to reprogram the Stumpy Meadows Reserve Fund and make policy changes regarding that fund.

Public Comment: *Cherie Carlyon commented that financial reports have not been provided for three months.*

Kristen West confirmed that she will be working on this.

The Board then discussed the addition of language for fund transfers.

DIRECTOR SAUNDERS BROUGHT THE BOARD BACK TO ITEM 4A, APPROVAL OF THE FY 2021-2022 INTERIM BUDGET.

Director Thornbrough requested that the Capital Outlay of \$261,699 be pulled out of the operating budget. Director Saunders agreed.

Director Saunders asked if the Board wanted to wait for information before the adopting the interim budget. He indicated he was still waiting to hear from the Auditor-Controller about the ability to submit an interim budget.

Mr. Nelson suggested that the Board approve the budget without capital outlays, allow Staff to provide additional information on office supplies with the understanding that the Board can amend the budget if necessary.

Public comment: Cherie Carlyon commented that Steve Palmer took our rate study and he flipped 76% of that rate study that was supposed to go to Capital Reserve

There were no additional comments from the Finance Committee.

MOTIONED BY DIRECTOR THORNBROUGH TO APPROVE THE FY 2021-2022 INTERIM BUDGET WITH THE REMOVAL OF THE CAPITAL OUTLAY IN THE AMOUNT OF \$261,699 AND DIRECT STAFF TO PROVIDE REQUESTED ADDITIONAL INFORMATION WITH THE UNDERSTANDING THAT THE BOARD WILL HAVE THE ABILITY TO AMEND THE BUDGET IF NECESSARY. SECONDED BY DIRECTOR STEWART.

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS

THE MOTION PASSED.

C. CONSIDER APPOINTING DARRELL CREEKS AS INTERIM GENERAL MANAGER

Possible Action: Adopt Resolution 2021-26 appointing Darrell Creeks as Interim General Manager

NOTE: This item was moved for discussion to the end after closed session.

ANNOUNCE CLOSED SESSION AND ADJOURN OPEN SESSION TO CLOSED SESSION

Director Saunders then announced closed session and adjourned open session at 5:25 PM.

5. ADJOURN TO CLOSED SESSION

Public Employment (Gov. Code, § 54957)

Title: Interim General Manager

ADJOURN CLOSED SESSION AND OPEN REGULAR SESSION; REPORT OUT OF CLOSED SESSION

Director Saunders adjourned closed session and opened regular session at 5:39 PM.

Director Saunders reported that the Board voted unanimously (5-0) to appoint Darrell Creeks as Interim General Manager. The Board agreed to pay a rate of \$75/hour during the time Mr.

Creeks is acting as Interim General Manager beginning July 2, 2021, until the permanent General Manager begins. Mr. Creeks will return to his position as Operations Manager.

Mr. Nelson thanked the Board for their support during the 18 months he served as interim General Manager, and described briefly the challenges of being a part-time interim general manager. He stated during this time the District was able to make considerable improvements, including working with the El Dorado Water Agency on obtaining grants and strategizing more regionally on grant opportunities. He added he enjoyed working with Staff and the Board.

Mr. Creeks stated he felt obligated to help the community by filling in until the new permanent General Manager could begin. He thanked Mr. Nelson for all his work on behalf of the District. He said he is proud of what the District has accomplished noting that customer service is #1 priority.

Director MacDonald stated he didn't know what to expect as a new Board member and was hopeful relationship would be good. He said Mr. Nelson and Staff exceeded his expectations as far as willing to work with us. It has been a pleasant experience overall

Director Thornbrough expressed his appreciation to Mr. Nelson for his patience and the time he spent with him on finances and the budget.

6. NEXT MEETING DATE AND ADJOURNMENT – Next Regular Meeting is July 13, 2021, at 2:00 P.M.

**MOTIONED BY DIRECTOR THORNBROUGH TO ADJOURN THE MEETING.
SECONDED BY DIRECTOR STEWART**

The motion passed by acclimation and the meeting was adjourned at 5:48 PM.

Respectfully submitted with corrections of July 13, 2021,

/s/ Gloria Omania

7-28-2021

Gloria Omania, Interim Board Clerk

Date

ATTACHMENTS:

- (1) Cherie Carlyon's Public Comments
- (2) Resolution 2020-40 presented by Director Saunders

GDPUD Board Meeting June 24, 2021

On June 15th I received a letter from GDPUD regarding the Low Income subsidy. This letter gave me until the 30th to get my renewal paper work back to the office. I looked up the policy from March 2018 and it states that the paper work needs to be at GDPUD by the 1st of June each year. I never received a request in 2019 or 2020.

I dropped my paper work off at the office on Thursday June 17th with a note requesting a receipt that it was received. Around 3 pm I received a telephone call from Carrie Schroeder. She wanted to tell me that she received my paper work and asked what kind of receipt that I wanted. I told her that I wanted an email. She then asked "Why isn't this phone call good enough". I told her that I have had things lost by the office. She told me that she would send me an email. It has been a week and I have not received an email from her. The form requested my email, which I provided.

I'm beginning to think that GDPUD'S email system has a glitch in it regarding my email address. Jeff still hasn't responded to my email of April 28, 2021.

This board needs to make sure that the new employees get some customer service training so the customers can finally get some consistent customer service for our water payments.

I still would like an email verifying the receipt of my paperwork.

Also, can you extend the deadline to send in the low income paperwork to at least July 30th?

Thank you

Cherie Carlyon

My email to Jeff Nelson on April 28, 2021

Jeff

I sent these to Mike Saunders on the 13th. Can you answer these?

Bennett Engineering, why are we still using them when we have a contract with Coastland?

Elk Grove Auto Group--why did we buy a new vehicle that wasn't in the budget?

Becky Siren--I thought her contact ran out a year ago

And the descriptions need to be included to the checks.

Also, when will the public be able to access the financial records on the website?

Cherie

**RESOLUTION NO. 2020-40
OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
APPROVING THE ANNUAL TRANSFER OF FUNDS FROM FUND 10 TO FUND 43**

WHEREAS, the District conducts annual transfer from Fund 10 to Fund 43 at year end to provided funding for the Capital Improvement Program;

WHEREAS, the fiscal year 2019/20 budget estimated a transfer of \$1,492,825;

WHEREAS, year end analysis concluded available funds to be transferred ranged from \$182,956 to \$1,049,913 representing a 180-day and 120-day reserve, respectively;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT \$616,434 BE TRANSFERRED FROM FUND 10 TO FUND 43

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 10th day of November 2020, by the following vote:

AYES: WADLE, HALPIN, SOUZA, GARCIA, SAUNDERS

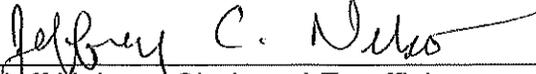
NOES:

ABSENT/ABSTAIN:



Dave Souza President, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

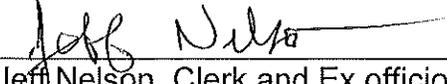
Attest:



Jeff Nelson, Clerk and Ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2020-40 duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 10th day of November 2020.



Jeff Nelson, Clerk and Ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT