

**CONFORMED AGENDA
REGULAR MEETING
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS
6425 MAIN STREET, GEORGETOWN, CALIFORNIA 95634**

**TUESDAY, NOVEMBER 13, 2018
2:00 P.M.**

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

The meeting was called to order at 2:00 P.M. Director Hanschild led in the Pledge of Allegiance.

Directors Present: David Halpin, Jesse Hanschild, Lon Uso, David Souza, Dane Wadle.

Staff Present: General Manager Steven Palmer; Operations Manager Darrell Creeks; Board Assistant Diana Michaelson. Legal Counsel: Barbara Brenner, Churchwell White, LLP.

2. ADOPTION OF AGENDA

Motion by Director Souza to adopt the agenda. Second by Director Wadle.

General Manager Steven Palmer noted a correction to Agenda Item 7.B. The correct amount should be \$71,374.

Public Comment: Steven Proe commented on Item 7.A.

Vote: The motion passed unanimously.

- 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. The Board will hear communications on matters not on the agenda, but no action will be taken. 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.

Mr. Proe spoke regarding CEQA, and bifurcating projects.

Stephen Dowd spoke regarding the new water rate.

4. PROCLAMATIONS AND PRESENTATIONS

There were no proclamations or presentations.

5. CONSENT CALENDAR

Motion by Director Halpin to approve the Consent Calendar. Second by Director Wadle.

Public Comment: *Cherie Carlyon requested that Items 5.A. and 5.B. be pulled from the Consent Calendar.*

Vote: The Consent Calendar minus Items 5.A. and 5.B. was approved unanimously.

A. Approval of Minutes

1. Regular Meeting of October 9, 2018

Ms. Carlyon asked that the October 9, 2018 Minutes be corrected to reflect her comment on Item 7.A.

Item 5.A. was pulled for correction.

B. Financial Reports

1. Statement of Cash Balances
2. Month-End Cash Disbursements Report

Mr. Palmer responded to Ms. Carlyon questions regarding specific information in the Financial Reports.

Mr. Proe's had a question that did not pertain to the agenda item under discussion.

Vote: The Financial Reports were approved unanimously.

C. Approve Professional Services Agreement for Temporary As-Needed Labor with Blue Ribbon Personnel Services (MJT).

Possible Board Action: Adopt Resolution 2018-50.

Item 5.C was approved by consent.

D. Authorize the General Manager to Execute an amended Professional Services Agreement for Vavrinek, Trine, Day & Co., LLP increasing the amount by \$50,000.

Possible Board Action: Adopt Resolution 2018-54 authorizing the amended Agreement with Vavrinek, Trine, Day & Co., LLP.

Item 5.D was approved by consent.

6. INFORMATIONAL ITEMS

A. President's Report

Director Uso congratulated Cindy Garcia, Michael Saunders, and Dave Souza for their victories in the last election. He offered some words of advice to the newly elected directors. He then thanked Directors Halpin, Hanschild, and Wadle for their courageous decisions, particularly acknowledging Director Hanschild, and former Director Krizl for getting the ALT plant built.

B. Board Reports

Director Hanschild congratulated the new Board Members. He also noted that the new plant will have to be maintained and protected, as required in the 218.

Director Wadle commented that as someone who has worked with state and local officials for the past 15 years, he had not encountered any Board who had to make the kind of difficult decisions some of the members of this Board had to make, and were willing to make, during their four years in office, regardless of the political ramifications. He commended and thanked Directors Hanschild and Uso for taking the right actions that will benefit the District for years to come.

Mr. Palmer pointed out that Director Wadle had included in the Agenda Packet legislative information from CSDA (California Special Districts Association).

C. General Manager's Report

Mr. Palmer provided an update on current projects and listed upcoming agenda items.

He congratulated Management Analyst Christina Cross on receiving a scholarship from the California Society of Municipal Finance Officers to attend their annual conference. The Society's purpose is "to improve the knowledge, skills, and performance of individuals responsible for municipal and other local government fiscal policy and management." He said that having a staff member attend this conference is important to developing a high performing finance function.

Mr. Palmer also congratulated long-time employee Stephanie Beck on her promotion to the newly created position of Human Resources/Information Technology Specialist, noting that she has already implemented an online benefits enrollment program for District employees. Currently she is working on a project to replace paper timecards with an electronic timecard reporting and approval system that is linked to the electronic payroll system. The District has begun implementation of this new electronic system and a full transition is expected to be completed in January.

He also reported that he had received information from Congressman McClintock on how to file a claim with PG&E for costs incurred by the District due to the recent 2-day power outage. HR/IT Specialist Stephanie Back filed a claim, but it was denied.

Director Hanschild asked if the District has a back-up generator. Mr. Palmer said that it has some portable emergency generators that are not sufficient to keep the entire office running but do supply minimal power so that the office can remain open and serve customers, noting that a robust backup system is needed.

D. Operation Manager's Report

Operations Manager Darrell Creeks reported that crews have been kept busy. They responded to a few more water breaks and replaced some failing water lines. He displayed an example of a water line that had multiple patches.

He reported that the lake is at about 75% capacity.

E. ALT Treatment Plant Update

Engineering Consultant George Sanders gave a brief status report of the work done at the plant in October and provided a slide show of recent photos. As usual, the project is on time and on budget.

F. Finance Committee Report

Finance Committee Chair Rick Gillespie reported that as a result of the recent election, there are open positions on the committee and applications are being accepted. He reported that two presentations were made at the October 31 meeting: 1) a cost of study on the ALT wastewater treatment system Zone charges, and 2) the draft reserve policy. The committee recommended that a meeting be held to solicit input from the Zone customers before making any changes to the fees. Mr. Gillespie noted that the draft reserve policy was on the agenda for Board action later during this meeting.

7. NEW BUSINESS

A. Approve Professional Services Agreement for Engineering Services with Bennett Engineering Services Inc. in the Amount of \$108,750.

Possible Board Action: Adopt Resolution 2018-51.

Mr. Palmer presented the staff report and recommendation.

Motion by Director Hanschild to adopt Resolution 2018-51. Second by Director Halpin.

Public Comment: *Mr. Proe commented that the District should award to the lowest priced firm and not negotiate with the most qualified firm. Mr. Palmer noted that since this agreement is for professional engineering services, the selection used a qualification-based system where the firms are ranked based on qualifications and without reviewing price proposal, as required by law and by the District's Board*

adopted purchasing policy. The District is allowed to negotiate price with the most qualified firm. If the District is unable to agree to terms with the first ranked firm, they may reject them and negotiated with the second most qualified firm.

Vote: The motion passed unanimously.

B. Approve Professional Services Amendment for Engineering Services with PSOMAS in the Amount of \$71,374.

Possible Board Action: Adopt Resolution 2018-52.

Mr. Sanders presented the staff report and recommendation.

Motion by Director Wadle to adopt Resolution 2018-52. Second by Director Hanschild.

Public Comment: *There was no public comment.*

Vote: The motion passed unanimously.

C. Fourth Quarter Budget Comparison

Possible Board Action: Receive and file.

Mr. Palmer presented the report and thanked Finance Consultant Kristin West for preparing the report. The Board received the report.

D. Adopt Revised Financial Reserve Policy.

Possible Board Action: Adopt Resolution 2018-53.

Ms. West presented the staff report and recommendation, which was based on work done by the Finance Committee and recommendations of the Finance Department.

Motion by Director Wadle to adopt Resolution 2018-53. Second by Director Halpin.

Public Comment: *Ms. Carlyon, Mr. Proe, and Finance Committee member Michael Saunders commented on the item.*

Vote: The motion passed unanimously.

8. BOARD MEMBER COMMENTS, REQUESTS FOR ADDITIONS TO FUTURE MEETING AGENDAS AND REQUESTS FOR INFORMATION OR RESEARCH TO BE COMPLETED BY STAFF – Opportunity for Board members to discuss matters of interest to them and provide input for future meetings as well as report on their District-related meeting attendance.

There were no additional comments.

The Board adjourned to closed session at 3:42 PM.

9. ADJOURN TO CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL

A. Conference with Labor Negotiators Pursuant to Government Code Section 54954.9(f) and Government Code 54957.6:

District Representatives – District General Manager Steven Palmer; District General Counsel.

Employee Organization – Management and Confidential Employees, Local No. 1.

B. Public Employee Performance Evaluation – Pursuant to Government Code 54957(b)(1). Title: General Manager

C. Existing Litigation – Pursuant to Paragraph (1) of Subdivision (d) of Section 54956.9: Georgetown Divide Taxpayers Association v. Georgetown Divide Public Utility District.

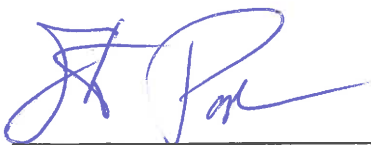
D. Existing Litigation – Pursuant to Paragraph (1) of Subdivision (d) of Government Code Section 54956.9: Jean Lee Choo Leow v. Georgetown Divide Public Utility District.

The Board returned to open session at 5:04 P.M. Vice-president Hanschild reported that President Uso left prior to the conclusion of closed session. He also reported that the Board accepted the Management and Employees Local No. 1 Memorandum of Understanding from Item 9.A. Reportable action was not taken on the other Closed Session Items.

10. NEXT MEETING DATE AND ADJOURNMENT – Next Regular Meeting is December 11, 2018, at 2:00 P.M. at the Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, California 95634.

The Board adjourned at 5:05 P.M.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Steve Palmer by telephone at 530-333-4356 or by fax at 530-333-9442. Requests must be made as early as possible and at least one-full business day before the start of the meeting. In accordance with Government Code Section 54954.2(a), this agenda was posted on the District's bulletin board at the Georgetown Divide Public Utility District office, at 6425 Main Street, Georgetown, California, on November 9, 2018.



Steven Palmer, PE, General Manager

12/12/18

Date