

AGENDA
REGULAR MEETING
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS
6425 MAIN STREET, GEORGETOWN, CALIFORNIA
TUESDAY, JUNE 14, 2016
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
 - Insure 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

2. ADOPTION OF AGENDA

A. Board action to adopt Agenda.

- 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.

4. PUBLIC HEARING – ADOPTION OF THE 2015 UPDATE TO THE GDPUD URBAN WATER MANAGEMENT – RESOLUTION 2016-11

A. Public comment on the 2015 Urban Water Management Plan.

B. Consideration of Resolution 2016-11 adopting the Urban Water Management Plan and Water Shortage Contingency Plan.

C. Possible Board Action –

- 5. CONSENT CALENDAR** – These items are expected to be routine and non-controversial. Action by the Board will be taken at one time without discussion. A Board member may request an item be removed from the Consent Calendar for discussion and possible action. Any member of the public may ask to address an item on the Consent Calendar prior to Board action.
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ACTION:

A. APPROVE MINUTES

- 1) Regular Meeting of April 12, 2016
- 2) Special Meeting of April 28, 2016.
- 3) Regular Meeting of May 10, 2016

B. PUBLIC HEARING – PROP 4 APPROPRIATION LIMIT – RESOLUTION 2016-12

C. PROFESSIONAL SERVICES AGREEMENT WITH GEORGE SANDERS – EXTEND TERM

6. FINANCIAL REPORTS

- A. Accounts Payable for June 2016, and Disbursements for May 2016
- B. Revenue and Expense Summary for April 2016
- C. Balance Sheet for April 2016
- D. Cash and Investment Reports for April 2016
- E. ALT Zone and CDS Summary for April 2016

7. PRESIDENT’S REPORT

8. BOARD REPORTS

9. OPERATIONS MANAGER’S REPORT

10. GENERAL MANAGER’S REPORT

11. FINANCE COMMITTEE REPORT

12. REQUEST FOR PROPOSAL FOR CERTIFIED PUBLIC ACCOUNTANT SERVICES

A. Discussion – Recent staff changes have created an opportunity to reassess our staffing structure and the process for creating financial reports. Financial reporting, office management, and human resources, has been the responsibility of the Office Manager. Contracting out for CPA services for financial reporting will provide for greater efficiency and create important checks and balances to this important process.

B. Possible Board Action – Staff recommends the Board of Directors approve the issuance of the Request for Proposal for Certified Public Accountant Services.

13. SELECT FIRM TO CONDUCT ANNUAL AUDIT – FISCAL YEAR 2015-16

A. Discussion – On February 12, 2016, the District mailed requests for proposals to five firms with a response deadline of May 31, 2016. In addition, Board members also notified some contractors of the pending RFP. At the suggestion of the Finance Committee, staff posted the RFP to the District web page. The District developed an objective criteria-based score sheet to evaluate the responses. Five responses were received by the due date.

- B. Possible Board Action** – Staff recommends the Board of Directors consider all the facts, documentation, and appropriate additional information and select a company for next year’s audit.

14. ORDINANCE 2016-02 – FIRST READING

- A. Discussion** – This is the first reading of **Ordinance 2016-02** amending Article 5 of Ordinance 07-01 to set the connection fee for the second 5/8-3/4 meter at 60% of the current rate.
- B. Possible Board Action** – Staff recommends the Board introduce for first reading **Ordinance 2016-02** setting the connection fee for the second 5/8-3/4 meter at 60% of the current rate. Staff further recommends the Board vote to read a *summary* of the Ordinance in lieu of reading the full text of the Ordinance.

15. WATER RATE STUDY – NEXT STEPS

- A.** At a regular Board meeting on May 10, 2016, staff proposed that a consultant be hired to complete a Water Rate Study/Cost of Services report. At the public workshop, which was held on May 31, Board members and staff discussed and clarified the scope of the RFP. Because the Board desires to move forward posthaste, a second alternative was offered for consideration, and that is to simply update the existing 2010 Cost of Service report. Staff was instructed to investigate that possibility and report back to the Board at the June 14 meeting. Staff sees two options for the Board to consider: 1) Hire an outside consultant to complete a current Rate Study/Cost of Services Report; and 2) Update the 2010 Report internally.
- B.** Staff recommends the Board of Directors discuss the two options and provide direction to staff.

16. SALARY EVALUATION AND INCREASE – CERTAIN FIELD PERSONNEL

- A. Discussion** – This item is included on the agenda at the request of Vice President Carl Hoelscher. The item relates to a proposed salary increase for a total of three different positions within the District. These positions are the Water Treatment Plant Operator II, the Distribution Operator II, and the Distribution Operator Lead.
- B. Possible Board Action** – Staff remains neutral on this agenda item and is prepared to follow the direction of this Board.

17. ALT TREATMENT PLANT UPDATE

- A. Discussion** – Recap and extension of prior month report on progress towards plant replacement
- B. Possible Board Action** –

18. BOARD MEMBER AND STAFF 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.

19. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL – Existing Litigation. Pursuant to Paragraph (1) of subdivision (d) of Section 54956.9. Name of case: Jacoby v GDPUD.

20. ADJOURN TO OPEN SESSION – Announcement of action taken in closed session.

21. NEXT MEETING DATE AND ADJOURNMENT – The next regular meeting will be July 12, 2016 at 2:00 PM at the Georgetown Divide Public Utility District office.

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 Wendell Wall 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 June 10, 2016.