

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

**TUESDAY, MAY 14, 2019
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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Out of respect for the meeting and others in attendance, please turn off all cell phones or put in the silent mode.

Pursuant to the Government Code Section 54954.3 (The Brown Act), members of the public shall be afforded the opportunity to speak on any agenda item, provided they are first recognized by the presiding officer. The Board President will call for public comment on each agenda item. Those wishing to address the Board on a matter that is not on the agenda and within the jurisdictional authority of the District may do so during the Public Forum portion of the agenda. Please be aware of the following procedures for speaking during Public Forum or public comment sessions:

1. When called on to speak by the Board President, please approach and speak from the podium.
2. Comments are to be directed only to the Board.
3. The Board will not entertain outbursts from the audience.
4. There is a three-minute time limit per speaker.
5. The Board is not permitted to take action on items addressed under Public Forum.
6. Disruptive conduct shall not be permitted.
7. Persistence in disruptive conduct shall be grounds for removal of that person's privilege of address.

The Board President is responsible for maintaining an orderly meeting.

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

The meeting was called to order at 2:00 P.M.

Directors present: Cynthia Garcia, David Halpin, Michael Saunders, David Souza, Dane Wadle.

Staff present: General Manager Steven Palmer, Operations Manager Darrell Creeks, Management Analyst Christina Cross, Board Assistant Diana Michaelson. Legal Counsel: Barbara Brenner, Churchwell White, LLP.

The Pledge of Allegiance was led by Director Souza.

2. ADOPTION OF AGENDA

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

Public Comment: *There was no public comment.*

Roll call vote was taken, and the vote was as follows:

Garcia: Aye
Halpin: Aye
Saunders: Aye
Souza: Aye
Wadle: Aye

The motion passed unanimously.

3. PUBLIC FORUM (ONLY ITEMS THAT ARE NOT ON THE AGENDA)

Stephen Dowd spoke regarding rates.

Cherie Carlyon spoke regarding information not received and Public Records Act requests.

Director Souza requested that the Board operate under Roberts Rules of Order.

4. PROCLAMATIONS AND PRESENTATIONS

There were no proclamations or presentations.

5. CONSENT CALENDAR – Any member of the public may contact a Board member prior to the meeting to request that an item be pulled from the Consent Calendar.

Director Wadle requested that Item 5.D. be pulled at the request of Staff.

Director Garcia requested that Items 5.A.4. and 5.C. be pulled.

Motion by Director Saunders to adopt the Consent Calendar as revised. Second by Director Garcia.

Public Comment: *There was no public comment.*

Roll call vote was taken, and the vote was as follows:

Garcia: Aye
Halpin: Aye
Saunders: Aye
Souza: Aye
Wadle: Aye

The motion passed unanimously.

A. Approval of Minutes

Items 5.A.1, 5.A.2, and 5.A.3 approved on Consent.

1. Special Meeting of February 16, 2019
2. Regular Meeting of March 12, 2019
3. Special Meeting of April 9, 2019
4. Regular Meeting of April 9, 2019

Director Garcia pointed out a typo on Page 3 of the April 9, 2019 Minutes: Fund 49 should be Fund 40.

***Motion by Director Saunders to approve Item 5.A.4. as corrected.
Second by Director Garcia.***

Public Comment: There was no public comment.

Roll call vote was taken, and the vote was as follows:

Garcia: Aye
Halpin: Aye
Saunders: Aye
Souza: Aye
Wadle: Aye

The motion passed unanimously.

B. Financial Reports

Items 5.B.1, and 5.B.2, approved on Consent.

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

C. Consideration of Director Wadle's Request to Attend GFOA Training

Possible Board Action: Adopt Resolution 2019-23.

Board Assistant Diana Michaelson presented the report.

Director Wadle stated that he will not be submitting for mileage and lunch.

Director Garcia stated that she would also like to attend this conference and would like to attend both days and would not be submitting for mileage or lunch reimbursement.

Motion by Director Halpin to adopt Resolution 2019-23 as amended to include Director Garcia's attendance at both sessions. Second by Director Saunders.

Public Comment: *There was no public comment.*

Roll call vote was taken, and the vote was as follows:

Garcia: Aye
Halpin: Aye
Saunders: Aye
Souza: Aye
Wadle: Aye

The motion passed unanimously.

D. Setting a Date for a Public Hearing to Establish the Proposition 4 Appropriations Limit for the 2019-2020 Fiscal Year

Possible Board Action: Adopt Resolution 2019-33.

General Manager Steven Palmer presented the report. He noted that the Resolution has the wrong date for the hearing. The correct date should be June 4, 2019.

Motion by Director Halpin to adopt Resolution 2019-33 as amended. Second by Director Saunders.

Public Comment: *There was no public comment.*

Roll call vote was taken, and the vote was as follows:

Garcia: Aye
Halpin: Aye
Saunders: Aye
Souza: Aye
Wadle: Aye

The motion passed unanimously.

6. INFORMATIONAL ITEMS

A. Board Reports

Director Garcia reported that the "town hall" meeting that she and Director Saunders had previously scheduled for May was canceled.

Director Saunders reported that the Finance Committee held two productive meetings. He then reported on the ACWA Spring Conference and JPIA meeting that he had recently attended. He provided a handout which is included as Attachment 1 to these Minutes.

Director Wadle mentioned the CSDA Take Action Brief that he provided in the Agenda Packet. He then reported that he recently attended the El Dorado Agricultural Roundtable Dinner. He and Director Garcia attended the Georgetown Divide Recreation District annual volunteer recognition dinner.

B. General Manager's Report

Mr. Palmer gave an update on the status of the Capital Replacement Program review. He reported on the ACWA Spring Conference as well as the ACWA Region 3 Board meeting that he participated in.

C. Operation Manager's Report

Operations Manager Darrell Creeks reported that operations are going well, and irrigation water started on May 1.

Water Resources Manager Adam Brown presented the Zone report, noting no spills and nothing out of the ordinary.

Director Garcia requested that hours for staff field activities in the Zone be added to the monthly report.

D. ALT Treatment Plant Update

Engineering Consultant George Sanders gave a status report of work done at the plant in April and provided a slide show of photos. He reported on the status of the latest payments from the State Water Board.

Director Garcia asked if there was an update on the damaged filters issue. Mr. Sanders stated that there was no update at this time.

Director Wadle asked if there was an update on the estimated completion date. Mr. Sanders said that substantial completion is still expected in early to mid-June.

7. NEW BUSINESS

A. Approval of Amendment No. 2 to Professional Services Agreement with NEXGEN in the Amount of \$66,800

Possible Board Action: Adopt Resolution 2019-34.

Mr. Sanders presented the report.

Motion by Director Halpin to adopt Resolution 2019-34. Second by Director Garcia.

Public Comment: *There was no public comment.*

Roll call vote was taken, and the vote was as follows:

Garcia: **Aye**
Halpin: **Aye**
Saunders: **Aye**
Souza: **Aye**
Wadle: **Aye**

The motion passed unanimously.

B. Approval of Tractor Loader Purchase in an Amount Not to Exceed \$100,000

Possible Board Action: Adopt Resolution 2019-35.

Mr. Creeks presented the report.

There was some discussion regarding the pros and cons of rental equipment versus lease versus new.

Motion by Director Souza to adopt Resolution 2019-35. Second by Director Garcia.

Public Comment: *Steve Miller and Ms. Carlyon had comments.*

Roll call vote was taken, and the vote was as follows:

Garcia: **Aye**
Halpin: **Aye**
Saunders: **Aye**
Souza: **Aye**
Wadle: **Aye**

The motion passed unanimously.

C. Approval of Professional Services Agreement for Accounting Software with Tyler Technologies in an Amount Not to Exceed \$131,000

Possible Board Action: Adopt Resolution 2019-36.

Management Analyst Christina Cross presented the report.

Mr. Miller, representing the Finance Committee, had some comments.

Cody Gunstenson of Tyler Technologies addressed questions presented by the Board.

Motion by Director Halpin to adopt Resolution 2019-36. Second by Director Souza.

Public Comment: Ms. Carlyon and Mr. Miller had comments.

Roll call vote was taken, and the vote was as follows:

Garcia: Aye
Halpin: Aye
Saunders: Aye
Souza: Aye
Wadle: Aye

The motion passed unanimously.

D. Adoption of Updated Wastewater Rates and Fees

Possible Board Action: Adopt Resolution 2019-37.

Mr. Brown presented the report.

Catherine Hansford, of Hansford Economic Consulting, presented the Cost of Service and Rate Design final report for the Auburn Lake Trails Wastewater Management.

During the presentation Director Wadle temporarily passed the gavel to Director Halpin.

At the conclusion of Ms. Hansford's presentation, the Board discussed the report.

Public Comment: Mr. Miller, Mitch MacDonald, Phyllis Polito, and Ms. Carlyon had comments.

Motion by Director Wadle to adopt Resolution 2019-37 as outlined in the Staff Report. Second by Director Souza.

Director Saunders then suggested to amend the motion to include a public workshop with the full Board. Discussion followed. After further discussion, the consensus was to notify the public with a flyer, newsletter, or notice on the GDPUD website.

Director Wadle amended his motion to include "with notification to the community." Second by Director Souza.

Roll call vote was taken, and the vote was as follows:

Garcia: Aye
Halpin: Aye
Saunders: Aye
Souza: Aye
Wadle: Aye

The motion passed unanimously.

The gavel was then returned to Director Wadle.

E. Review Draft FY 2019/2020 Operating Budget

Possible Board Action: Review and Provide Direction to Staff.

Mr. Palmer presented the draft budget. He reported that the Finance Committee had looked at the draft budget and made two recommendations: 1) increase water sales revenue from \$2.7 to \$2.9 million and 2) increase by \$500,000 the transfer from General Fund to Capital Reserves.

Not included in the draft presented to the Finance Committee is \$20,000 for consultant services and software to begin asset management program implementation. This was included in the FY 2018/19 budget, but work is not anticipated to start until the new fiscal year. Staff recommended adding \$20,000 to the FY 2019/20 budget for the same purpose.

Director Wadle suggested paying the PERS contribution annually in advance to avoid paying the interest that is charge when paying monthly installments.

Director Saunders recommended that whenever there is a surplus in the end of year budget, the District use the surplus to pay down the PERS unfunded liability.

The Board directed Staff to make the recommended changes and bring the final budget back for adoption next month.

F. Review Draft 5-Year Capital Improvement Plan

Possible Board Action: Review and Provide Direction to Staff.

Before presenting the draft 5-year Capital Improvement Plan, Mr. Palmer noted that the CIP is not a budget and does not appropriate funds, it is simply a planning tool that supports appropriations that are made through adoption of the budget.

The plan was previously presented to the Finance Committee, which had three recommendations: 1) move forward by one year the Upcountry Ditch Rehabilitation project to the 2019/20 fiscal year, 2) delay by one year the North Fork American River Pumping Plant Evaluation project to the 2020/21 fiscal year, and 3) move forward by one year the Meter Replacement project to the 2019/20 fiscal year.

Director Garcia asked about a discrepancy between the \$48,500 the Engineering Evaluation of CDS Field and the \$45,000 System Rehabilitation and Improvements (CDS) in the Hansford rate study report. Mr. Palmer said the \$45,000 is the correct amount.

There was some discussion. Director Wadle said he agreed with the first two recommendations of the Finance Committee but wished to leave the Meter Replacement project the 2020/21 fiscal year.

Mr. Palmer said he would update the CIP with the first two recommendations and make the correction as noted above before bringing the final plan back for approval next month.

G. Consider Moving the regular June Meeting from June 11 to June 4 and Rescheduling the Regular July Meeting

Possible Board Action: Schedule the regular June and July meetings.

The Board asked Staff to reschedule the June meeting to June 4 and the July meeting to July 11 due to schedule conflicts.

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.

Director Saunders requested an agenda item for the next meeting to establish a subcommittee for emergency disaster preparedness and to include “personnel policy” at a future meeting.

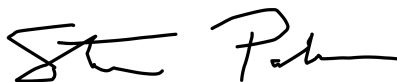
Director Garcia provided a written list (Attachment 2) of the topics she wished to be added to the June 4 Board meeting. She also mentioned that later in the month she would be attending a training class that would be talking about cannabis issues.

Director Wadle requested that “investment policy” be included in a future meeting.

9. NEXT MEETING DATE AND ADJOURNMENT – The next Regular Meeting will be on June 4, 2019, at 2:00 P.M. at the Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, California 95634.

The meeting adjourned at 7:00 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 May 10, 2019.



Steven Palmer, PE, General Manager

August 13, 2019

Date

AGENDA ITEM 5.A.1.

May 14, 2019 Regular Meeting Minutes

Attachment 1

Director Saunders' Report

ACWA 2019 Spring Conference

Director Saunders' Report

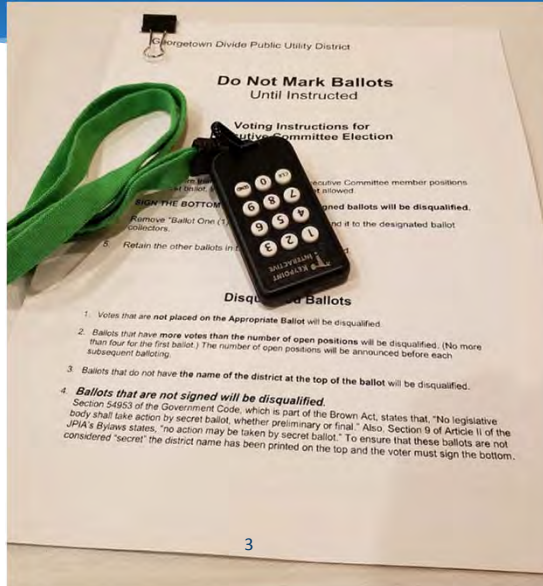
1

ACWA/JPIA

- Partnership of Water Agencies
 - Managed by its members
- Liability, Property, Employee Benefits, Workers Comp

2

ACWA/JPIA



Sexual Harassment Prevention

Risk Mitigation

Board

- Knowledge of personnel policy
- Review policy annually

Staff

- Completing personnel policy

5

Millimeters of Potential Rainfall

0 10 20 30 40 50 60 70

Climate Forecasting

6

Climate Forecasting

Public

- Following these events can plan for the summer season

Board/Staff

- Opportunities to collaborate with other agencies
- Updating control policies for Reservoir
- Creating policies and procedures to capture overflow release

7

Climate Forecasting





Region 3 Fire Infrastructure

Legislative Round-Up

Handout for Board Members

Urban Water Conservation Systems

Urban Water Management Plan - Passed 2018

- Water Use Efficiency
- Drought Resiliency
- Agricultural Use Efficiency

11

Urban Water Conservation Systems

Reporting

Annual Water Audit
June 2022 - Electronic Annual Report

12

Urban Water Conservation Systems

- Indoor Residential Standard
 - Outdoor Standard
- Commercial/Industrial/Irrigation Standards

Google Earth imagery
Irrigable areas

13

Climate Forecasting

Public

- Use water efficiently/mindful of waste
- Households not regulated individually

14

Climate Forecasting

Staff

- Providing accurate information
- Ability to measure water between areas
- Measuring amount released for overflows
- Irrigation
- Operations report Monthly Production, Supply/Demand, %Loss
- Commercial category

15

Climate Forecasting

Board

- Projects that will allow measuring
- Mitigation of water loss
- Recapture of spill releases
- Recapture/reuse from end of line irrigation

16

Thank You



17

AGENDA ITEM 5.A.1.

May 14, 2019 Regular Meeting Minutes

Attachment 2

Director Garcia Document

Cindy Garcia - requests the following topics be added to the June 4, 2019 BOD meeting agenda:

1. **Revision of Board Policy 4040 – Duties of Board President.** Board Chair still controls what topics appear on the meeting agendas and those of us who have pressing issues are seemingly still ignored.
2. **Finance Committee** - adding and removing volunteers; roles and responsibilities; revising the current resolution; and developing appointment and resignation processes.
3. **Irrigation Ordinance** - findings from multiple workshops; addressing customer concerns; irrigation ordinance revisions; and next steps in developing final irrigation ordinance.
4. **Inactive Meter Policy** – evaluating customer needs and costs; district's costs; and next steps in developing a draft inactive meter policy for the Board of Director's review.
5. **Assessment District Closeout Reserve Fund Review** - review transfer tracking and discuss "capped" amounts for those reserve fund(s) (should be Capital Reserve Fund 43) receiving monies from the closed Community Service District fund transfers, and develop an annual review process by the Finance Committee.

