



## MINUTES

**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS  
6425 MAIN STREET, GEORGETOWN, CALIFORNIA 95634**

**TUESDAY, JUNE 8, 2021  
2:00 P.M.**

### **BOARD OF DIRECTORS**

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

### **MISSION STATEMENT**

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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**

### ***ROLL CALL***

*Director Saunders called the meeting to order at 2:04 PM.*

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

*Director Seaman led in the Pledge of Allegiance.*

## **2. ADOPTION OF AGENDA**

*Director Saunders requested the following modifications to the agenda:*

- *Break up Closed Session into two parts with the first part related to the General Manager recruitment and the second related to the Interim General Manager performance evaluation moved to the end of the meeting.*
- *Move Agenda Item 9A, Finance Committee Report, before Agenda Item 6.*

***MOTIONED BY DIRECTOR STEWART TO ADOPT THE MODIFIED AGENDA.  
SECONDED BY DIRECTOR THORNBROUGH.***

**ROLL CALL VOTE:**

**AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS**

*The motion passed.*

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

*Cherie Carlyon stated she has not received a reply from Jeff Nelson on the inquiry she brought up a month ago.*

*Director Saunders adjourned to the first part of Closed Session at 2:12 PM.*

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**ANNOUNCE CLOSED SESSION AND ADJOURN OPEN SESSION TO CLOSED SESSION**

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**4. ADJOURN TO CLOSE SESSION**

**Public Employment (Gov. Code, § 54957)**

**Title: General Manager**

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**ADJOURN CLOSED SESSION AND OPEN REGULAR SESSION**

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**REPORT OUT OF CLOSED SESSION**

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*Director Saunders called the meeting back to Open Session at 2:30 PM*

*Director Saunders reported out that the Board considered the Employment Agreement for the General Manager position. The Board was informed that Adam Coyan agreed to sign the Agreement that provided for an annual base salary of \$155,000; a CalPers retirement of 2% at 55, deferred compensation of 5% of base salary per year, annual vacation leave of 120 hours, and administrative leave of 40 hours per year.*

*Director Saunders stated he will work with Mr. Nelson and Mr. Coyan on a start date.*

**5. PROCLAMATIONS AND PRESENTATIONS**

Proclamation Commemorating the 75<sup>th</sup> Anniversary of the formation of GDPUD.

**Possible Action:** Adopt Proclamation Commemorating the 75<sup>th</sup> Anniversary of the formation of the Georgetown Divide Public Utility District on June 4, 1946.

*At the request of Director Saunders, Gloria Omania presented the Proclamation as a commemoration of the 75<sup>th</sup> Anniversary of the establishment of the Georgetown Divide Public Utility District. It proclaims the period June 4, 2021, to June 3, 2022, as "GDPUD Founders' Year" providing an opportunity for the District to celebrate this milestone with the community. Ms. Omania referenced the special logo that will be used during the celebratory year.*

*Director Saunders stated the special anniversary logo was designed by Kristy McKay of Tegnelinek Design in Georgetown.*

Director Saunders invited the other Board members to join him to celebrate the anniversary Staff on Thursday, June 10, at 10 a.m. He announced that he has arranged for special cupcakes to be delivered to the Office from a local bakery.

**MOTIONED BY DIRECTOR STEWART TO ADOPT THE PROCLAMATION. SECONDED BY DIRECTOR MACDONALD.**

**ROLL CALL VOTE:**

**AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS**

**NOES: NONE**

**ABSENT/ABSTAIN: NONE**

**THE MOTION PASSED.**

**The Board then took up Agenda Item 9A Finance Committee Report**

Steve Miller reported that the Finance Committee met last week on the FY 2021-2022 Budget. He stated the Committee asked about (1) the replacement of a dump truck that has less than 100,000 miles and is about 20 years old; (2) whether a less costly cover instead of a shelter for trucks; (3) Capital Improvement Plan; (4) reserve balances.

Mr. Nelson responded that Staff appreciated the feedback from the Finance Committee. He stated Staff is working on answers to the list of questions provided by Don Waltz, FC Secretary. After additional clarification and feedback opportunities, he expects to have another Budget workshop in the next few weeks.

Public Comment: None

**6. FY 2021-2022 BUDGET REVIEW**

**Possible Action:** Receive update on Budget review process, provide additional staff direction, and set date for adopting Final Budget.

Mr. Nelson provided an update and reiterated that Staff will try to answer the remaining questions from the Finance Committee after receiving some clarification. He then indicated that he would like to work with Director Saunders to set a date for another Special Meeting to review the updated Budget.

Public Comment: None

**7. 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.

**A. Approval of Minutes**

1. Special Meeting May 27, 2021 (Budget Workshop)
2. Special Meeting May 24, 2021

3. Special Meeting May 25, 2021
4. Regular Meeting May 11, 2021

## **B. Financial Reports**

1. Month-End Check Report

## **C. Consider Participation in the Garden Valley 4<sup>th</sup> of July Parade/Booth**

**Possible Action:** Register for a GDPUD booth and Designate volunteers to represent the District with a Booth at the Garden Valley 4<sup>th</sup> of July Event.

*Director Saunders pulled Agenda Items 7B and 7C from the Consent Calendar.*

**MOTIONED BY DIRECTOR STEWART TO APPROVE THE MINUTES UNDER AGENDA ITEM 7A. DIRECTOR THORNBROUGH SECONDED.**

**ROLL CALL VOTE:**

**AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS**

**THE MOTION PASSED.**

The Board then considered **Agenda Item 7B FINANCIAL REPORTS.**

*Director Saunders asked for and Staff provided clarification on some checks listed in the report.*

*In response to Director Saunders, Mr. Nelson responded that Tyler will conduct training for the Board.*

*As “homework,” Director Saunders asked the Board to consider what financial reports they would like to receive regularly to present to Tyler to program the software to produce the information requested by the Board.*

Public Comment: None

**MOTIONED BY DIRECTOR THORNBROUGH TO RECEIVE AND FILE THE FINANCIAL REPORT. SECONDED BY DIRECTOR SEAMAN.**

**ROLL CALL VOTE:**

**AYES: THORNBROUGH, MACDONALD, SEAMAN, SAUNDERS**

**NOES: None.**

**ABSENT: STEWART (was unexpectedly disconnected for the online vote)**

The Board then considered **Agenda Item 7C. Garden Valley 4<sup>th</sup> of July.**

*Director Saunders stated participation by the Board in this event offers an opportunity*

*for community outreach and ability to provide information about what's going on with the District. He indicated he would organize a sign-up for Directors and Finance Committee members to volunteer to be available in the GDPUD booth.*

*At this point, Director Stewart contacted Director Saunders by phone to explain his absence was due to technical issues with his computer and he was trying to get back on.*

**MOTIONED BY DIRECTOR SEAMAN THAT THE BOARD PARTICIPATE IN THE 4<sup>TH</sup> OF JULY GARDEN VALLEY EVENT. SECONDED BY DIRECTOR MACDONALD.**

**AYES: THORNBROUGH, MACDONALD, SEAMAN, SAUNDERS**

**NOES: NONE**

**ABSENT: STEWART**

**THE MOTION PASSED 4-0.**

## **8. INFORMATIONAL ITEMS**

### **A. Board Reports**

*Director Thornbrough said he had nothing to report.*

*Director MacDonald reported that he received a call from a customer who told him she was hesitant to call the District regarding unsatisfactory maintenance done on her court as far as clean up, indicating she has not had good experience. Director MacDonald urged her to call the office and she left a message. Within an hour, Lindsey Dorosh called the customer back to indicate Staff was looking into it. She informed Director MacDonald that Kyle Madison acknowledged that the work had not been done properly and corrected the problem immediately. Director MacDonald stated she was a happy customer because Staff got back to her and within a couple of hours the matter was addressed. He said he wanted to spread the word.*

*Director Stewart came back online at this point of the meeting.*

*Director MacDonald shared another situation where another customer informed him that she had not been getting her bills for six months, so she was making estimated payments. She is now getting her bills and she is happy.*

*Mr. Nelson thanked Director MacDonald for his support and acknowledged the diligent work by Staff.*

*Director Saunders also acknowledged the good work by Staff stating he has had an opportunity to work on customer issues with Mr. Creeks and other staff.*

*Director Stewart reported he received a letter from City of Lincoln, where he owns property, regarding their meter replacement program--they're going through a massive*

replacement project like GDPUD. Mr. Nelson asked that he pass the letter on to Mr. Creeks.

Director Seaman reported she attended a few sessions at CSDA Legislative Day as an “add-on” so it was at no cost to the District. She said was found it interesting listen to the different viewpoints on legislation.

Director Seaman also shared positive feedback she received from customers in Cherry Acres who have seen major improvement in the water going to them. She commended Staff for the great job they are doing. She said this neighborhood is really happy.

Mr. Nelson thanked Director Seaman for her positive comments.

Director Saunders –summarized his written report which is attached to the minutes. He stated Legislative Days were pretty significant and the main takeaway for staff is to continue to keep track of all our COVID-related costs and revenue loss from freezing the rates and withholding revenues from penalties and fees for a potential opportunity to apply for relief.

Director Saunders stated he will share grant materials to Ken Payne of EDWA to discuss a regional strategy.

## **B. General Manager’s Report**

Mr. Nelson summarized his written report.

## **C. Operation Manager’s Report**

Mr. Creeks summarized his written report describing some of the work performed by the crews and indicating the lake is at 86% capacity. He also shared information regarding the District’s Inactive Meters policy (attached) since the Board has been asking about inactive meters, people who are not receiving water and paying.

Sent out letters in January of 2018 indicating there will be billing for inactive accounts because still receive entitlement and availability of water service. Called EID and DWA and this is a standard and they all do the same thing to cover base cost. You can ask to turn it on at any time. They also pay the treatment plant fee that everyone pays for inactive meters. We really don’t have any inactive meters. In this research, we don’t charge for a lot of things. EID charges fees for after hours calls.

Director Thornbrough asked about the notification to customers regarding the inactive meter policy. Barbara Brenner added that this notification was a part of the process, and in fact, some customers decided to give up their meter. All the Prop 218 meetings were properly noticed and Staff went the extra mile to sending out the letter notice 45 days prior to the December. Brenner indicated notification was sent out well before that 45-day period.

**Public Comment:** Cherie Carlyon commented that part of the problem with inactive meters customers is they were sent to old addresses and notices were returned. She stated the former General Manager refused to go to the County to get new addresses. Mr. Creeks stated the District did go to the County to get new addresses.

*In response to Director Saunders about the number of inactive meters, Mr. Creeks responded that everybody now has an active meter. He added that Staff did conduct extensive research spending a lot of time to get updated addresses to notify customers.*

**D. Water Resources Report**

*Mr. Nelson presented the report. There were no questions from the Board on the Zone Report.*

**Public Comment:** *None.*

**9. COMMITTEES**

**A. Finance Committee – Steven Miller, Chair** *(This item was moved up on the agenda)*

**B. Ad Hoc Grant Writing Committee - President Saunders**

*Director Saunders reported that the committee will meet sometime this month, stating he would like the committee to be a part of the Capital Improvement Plan (CIP) presentation so they can start doing research on grant opportunities. He also reported that he will meet with Ken Payment to work on a regional strategy for infrastructure funding.*

**C. Ad Hoc Committee for the Finance Committee Policy - Director MacDonald and Director Thornbrough**

*No report at this time working on the budget. Director MacDonald and Director Thornbrough stated the policy is expected to come before the Board as the Committee has already submitted a red-lined policy document. Director Saunders stated he would look into that.*

**D. Ad Hoc Committee for Policy Manual – To be appointed.**

**E. Ad Hoc Committee for the Special Audit – Director Saunders**

**10. NEW BUSINESS**

**A. Consider Adopting the Urban Water Management Plan**

**Possible Board Action:** Adopt Resolution 2021-21 adopting the 2020 Urban Water Management Plan

*Adam Brown stated that Staff received comments and some of which was incorporated into the Plan, including the request to rearrange the tables within the report. Now asking the Board to approve the UWMP to submit to the State by the end of the month.*

*Director Saunders stated he did have some changes to the Resolution under Section 4, indicating the General Manager is not authorized to declare a water shortage emergency; only the Board of Directors can declare that with a vote of the Board. This change was noted by the Board Clerk.*

**STEWART MOTIONED TO ADOPT RESOLUTION 2021-21 WITH THE MODIFICATION REQUESTED BY DIRECTOR SAUNDERS. SECONDED BY DIRECTOR THORNBROUGH.**

**Public Comments:** *Cherie Carlyon commented the report is much easier to read with the tables within the document and thanked Mr. Brown.*

**ROLL CALL VOTE:**

**AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS**

**NOES: NONE**

**ABSENT/ABSTAIN: NONE**

**THE MOTION PASSED.**

**B. Runoff Election for Special District Representatives to LAFCO**

**Possible Action:** Adopt Resolution 2021-22 authorizing a vote in the election of Special District Representatives to LAFCO

*Director Saunders stated regardless of what happens with this vote, he will continue to serve as an alternate. He recommended that the Board vote for him as the first vote and Tim Palmer, the current chair of the Georgetown Divide Recreation District.*

**MOTIONED BY DIRECTOR STEWART TO FILL OUT THE LAFCO BALLOT WITH MICHAEL SAUNDERS RANKED AS #1 AND TIM PALMER RANKED AS #2. SECONDED BY DIRECTOR MACDONALD.**

**ROLL CALL VOTE:**

**AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS**

**NOES: NONE**

**ABSENT/ABSTAIN: NONE**

**THE MOTION PASSED.**

*Staff was directed to submit the ballot and Resolution to LAFCO.*

**C. Consider Nomination to the ACWA Region 3 Board**

**Possible Action:** Adopt Resolution 2021-23 nominating Director Saunders to the ACWA Region 3 Board



*Director Saunders reported that ACWA is requesting the same nomination as before since the Board ended in December and interested Board members can still be appointed to a committee. He said he is applying to be on the ACWA Region 3 Board.*

*Public Comment: Cherie Carlyon commented that she agrees that Director Saunders should be nominated since he does so much work for the District.*

**MOTIONED BY DIRECTOR STEWART TO ADOPT RESOLUTION 2021-23  
NOMINATING DIRECTOR SAUNDERS TO THE ACWA REGION 3 BOARD.  
SECONDED BY DIRECTOR MACDONALD**

**ROLL CALL VOTE:**

**AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS**

**NOES: NONE**

**ABSENT/ABSTAIN: NONE**

**THE MOTION PASSED.**

#### **D. Consider Suspending GDPUD Liens for 2021**

**Possible Action:** Provide direction to Staff.

*Mr. Nelson summarized the staff report describing the process for placing liens on delinquent accounts and the obligation of the District to submit documents by August 31.*

*Director Saunders commented on the economic hardships being suffered due to COVID. This would be in line with what the District has been doing in the past.*

*Lengthy discussion followed. Director Thornbrough with these accounts and somebody sells the house, is that loss covered under any COVID-related relief. Director Saunders responded that any debt related to COVID could potentially be submitted for COVID relief. Mr. Nelson stated there has been no indication that there will be COVID relief. Director Saunders indicated he has attended meetings about the possibility of relief for special districts, but he would not count on receiving this relief.*

*Director Seaman referred to the Low-Income Rate Assistance Program that is available to assist those experiencing hardships. Director Saunders also referred to the possibility of Staff working with customers on a payment plan.*

*After an additional exchange of questions and answers, the Board did not take action on suspending the liens. The Board requested additional information from Staff regarding the previous years.*

*Director Stewart stated he believes if you're served water you need to pay for it indicating he was opposed to suspending.*

*Director Thornbrough commented that these are extra ordinary times and I'm very community-oriented and if I see the community is struggling, we should provide some good customer service. He indicated he was going back and forth on the suspension.*

*Director MacDonald stated he was also torn and concerned about the extenuating circumstances.*

*Public Comment: Cherie Carlyon stated that this comes up every year. The problem is people are not notified until it goes in the paper. The notification is not adequate. A lot of people don't know about this until their name appears in the paper.*

*Director Saunders expressed concern that this process is being done with the resignation of the staff person who was responsible for doing this. Mr. Nelson assured that this was being done with Staff filling in.*

*Ms. Carlyon asked if Staff works with customers on payment plans and whether those on a payment plan will be added to this lien and Mr. Nelson indicated they would not be added if they are on a payment plan.*

*There was discussion about a potential motion, however, there was no formal motion; and the Board eventually took no action to suspend the tax lien process and requested that Staff provide the additional information requested including numbers from 2019 and 2020 for the July regular meeting when this matter moves forward.*

#### **E. Consider Customer Irrigation Change in Flow**

**Possible Action:** Make a determination on the customer request and provide direction to Staff.

*Mr. Creeks provided the background indicating the customer does not want to install the required backflow device, so they wanted to cancel their irrigation contract which needs Board approval as outlined in the Irrigation Ordinance. In response to Directors' inquiries, Mr. Creeks confirmed that the customer has not been receiving water and if the Board decides to allow the cancellation, the customer would not be required to pay.*

*In response to Director Seaman, Mr. Creeks confirmed that this was a requirement last year but because of COVID, this requirement was delayed to last December. Notification letters and calls have gone out and customers have been informed.*

*Mr. Nelson added the State has lost patience with our lack of enforcement of this requirement.*

*Director Thornbrough asked what the ramifications would be if the customer installed a back flow and reapplied next year. Mr. Creeks responded that it would be dependent on the availability of water in their section of ditch.*

**MOTIONED BY DIRECTOR SEAMAN TO CANCEL THIS CUSTOMER'S IRRIGATION CONTRACT AND COLLECT PAST DUE PAYMENTS.**

After receiving confirmation that the customer has not received water because his service was not turned on because he was not willing to install the backflow device, Director Seaman amended her motion as follows:

**MOTIONED BY DIRECTOR SEAMAN TO CANCEL THIS CUSTOMER'S CONTRACT FOR IRRIGATION SERVICE. SECONDED BY DIRECTOR THORNBROUGH.**

Director Stewart cautioned about setting a precedent for other people to do the same thing. Director Saunders stated that in the last few years several irrigation customers cancelled their service after the rate increase. It would be pretty bad to bill people who say they cannot pay for it. Director Stewart said his point is do we want to change the Irrigation Ordinance. Director Saunders clarified that the Irrigation Ordinance provides for customers to request cancellation by approval of the Board.

Director Thornbrough asked how many people are not turned on because they don't have their back flow installed yet. Mr. Creeks responded that over 30 customers are paying their bills, but water is not turned on because the back flow device has not yet been installed.

Public Comment: Cherie Carlyon asked how these people are even allowed to have their water available when there was a letter sent out in September 2019 that their water will cut off if they did not install a back flow device. They should not even be charged. Director Saunders said he would make note for the Irrigation Ordinance that we make sure customers are aware of the back flow device stipulation before you can even sign up for service.

Mr. Creeks pointed out if the Board was to follow the Irrigation Ordinance to a "T", the customer should be charged for service up to the date he requested the cancellation of the contract. Responding to Director Thornbrough, Mr. Creeks stated he received the request for cancellation on last Thursday, but the date of the Board vote.

Director Saunders called for a vote on the motion.

**ROLL CALL VOTE:**

**AYES: THORNBROUGH, MACDONALD, SEAMAN, SAUNDERS**

**NOES: STEWART**

**ABSENT/ABSTAN: NONE**

**THE MOTION PASSED 4-1.**

Staff was directed to cancel the customer's irrigation contract.

**F. Setting a Date for Public Hearing to Establish the Proposition 4 Appropriations Limit for the 2021-2022 Fiscal Year**

**Possible Action:** Adopt Resolution 2021-24 setting a date for a Public Hearing.

*Mr. Nelson asked Gloria Omania to present the report who prepared it to fill in for the Management Analyst. Ms. Omania described the action as setting a date for a public hearing on the Proposition 4 Appropriations Limit.*

Public Comment: None.

**MOTION BY DIRECTOR STEWART TO ADOPT RESOLUTION 2021-24 SETTING THE DATE FOR A PUBLIC HEARING FOR JULY 13, 2021, ON THE PROPOSITION 4 APPROPRIATIONS LIMIT. SECONDED BY DIRECTOR THORNBROUGH**

**ROLL CALL VOTE:**

**AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS**

**NOES: NONE**

**ABSENT/ABSTAIN: NONE**

**THE MOTION PASSED.**

- 11. BOARD MEMBER 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 Stewart stated he would like to request that the Board consider amending the Irrigation Ordinance to reflect the customer will pay for water that he did not get up to the point that cancellation was requested.*

*Director Saunders informed Director Stewart that before he came onto the Board, the Irrigation Ordinance was previously placed under review for amendments. He asked him to submit his amendment request to be considered when the Ordinance comes back for review.*

Public Comments: None

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**ANNOUNCE CLOSED SESSION AND ADJOURN OPEN SESSION TO CLOSED SESSION**

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*Director Saunders announced part 2 of closed session and asked if there were any public comments. There were no comments.*

**ADJOURN TO CLOSED SESSION**

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**Public Employment (Gov. Code, § 54957)**

**Title: General Manager**

*Director Saunders adjourned to closed session at 4:45 PM*

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**ADJOURN CLOSED SESSION AND OPEN REGULAR SESSION**

**REPORT OUT OF CLOSED SESSION**

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*Director Saunders adjourned closed session and opened the meeting to open session at 5:29 PM.*

*Director Saunders stated there was nothing to report from closed session.*

- 12. NEXT MEETING DATE AND ADJOURNMENT** – The next Regular Meeting will be on July 13, 2021, at 2:00 P.M. via teleconference. Details to follow.

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

***THE MOTIONED PASSED BY ACCLAMATION.***

*The meeting was adjourned at 5:30 PM.*

Respectfully submitted with corrections of July 13, 2021,

*Isi Gloria Omania*

7-28-2021

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Gloria Omania, Interim Board Clerk

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Date