

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

Special Notation:

***Director Norm Krizl will participate in this meeting from a satellite location via telephone.
The Public may participate in the Public Portion of this meeting from this location.***

***The specifics of his location, while participating in this meeting, are as follows:
Escénica La Ropa 55, Zihuatanejo, Playa la Ropa, 40895 Zihuatanejo, Gro., Mexico***

TUESDAY, NOVEMBER 8, 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

The meeting was called to order at 2:00 PM by Vice-President Carl Hoelscher.

Directors present: Maria Capraun, Jesse Hanschild, Carl Hoelscher, Norm Krizl (via teleconference), and Lon Uso. Staff present: Interim General Manager Darrell Creeks, Interim Operations Manager Marty Ceirante, Office Manager Diane Schroeder, Project Manager George Sanders, Meeting Recorder Gloria Omania. Legal Counsel: Barbara Brenner of Churchill White.

2. ADOPTION OF AGENDA – Board action to adopt Agenda.

Motion by Director Uso to adopt the agenda. Second by Director Capraun.

Public Comment: None

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.

Director Capraun apologized to Interim General Manager for incorrectly saying the staff had something to do with the incorrect salary on flyer.

Kevin McLaron stated he appreciated the work of the Board, which is often a difficult and thankless job.

4. APPROVAL OF CONSENT CALENDAR – Board Action to approve the 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.

Director Hoelscher stated he would like to pull Consent Item B for additional discussion.
Director Uso then moved that the balance of the Consent Calendar be approved.
Second by Director Hoelscher.

Public Comment: *Director Capraun stated, and Legal Counsel Barbara Brenner acknowledged, that Resolution 2016-15 (Consent Item C) had not been reviewed by Legal Counsel. Director Capraun pointed out that all Resolutions must be approved for format by Legal Counsel. She pointed out this Resolution reappointing Rick Gillespie to the Finance Committee did not specify the term.*

A. Approve Minutes – Regular Board Meeting of October 11, 2016.

Motion by Director Uso to approve the minutes of October 11, 2016. Second by Director Krizl.

Vote: The motion passed unanimously.

B. Request for Approval of Purchase of TrailMax Trailer

Discussion – This request is for the purchase of a **2016 TrailMax Trailer** at a cost of \$12,447.42. The FY 2016-17 Capital Budget provides for \$150,000 for the purchase of equipment. There is \$13,992 remaining in that budget item.

The purchase of this trailer will offer greater efficiency for the crew to get necessary equipment to the work site.

Interim General Manager Darrell Creeks presented the agenda item and responded to questions from the Board.

Possible Board Action – Staff recommends the approval of this purchase request.

Motion by Director Uso approve the purchase of the TrailMax trailer. Second by Director Krizl.

Public Comment: None

Vote: The motion passed.

Ayes: Directors Hanschild, Krizl, and Uso

Noes: Directors Hoelscher and Capraun

C. Resolution 2016-15 - Reappointment of Rick Gillespie to the Finance Committee

Discussion – Director Uso confirmed Rick Gillespie’s willingness to continue to serve on the Finance Committee until the vacancy can be filled.

Possible Board Action – Adopt Resolution 2016-15, reappointing Rick Gillespie to the Finance Committee.

Motion by Director Uso adopt Resolution 2016 reappointing Rick Gillespie to the Finance Committee. Second by Director Hoelscher.

Director Capraun pointed out the term of the appointment was not specified in the Resolution, and stated that Legal Counsel should approve all resolutions.

Director Uso amended his motion to adopt Resolution 2016 with amended to state the term to be designated as two years. Second by Director Hoelscher.

Public Comment: *Dennis Goodenow recommended the Board support the reappointment of Rick Gillespie.*

Vote: The motion passed unanimously.

D. Proposal from ECORP for Pilot Creek Stream Gaging Maintenance and SWRCB Water Usage Reporting – Contract with ECORP

Discussion – The current three-year contract with ECORP Consultants to maintain, monitor, and prepare monthly reports of flow and diversion data at the District’s three Pilot Creek gages, as well as perform SWRCB water usage reporting, expired on September 30, 2016.

Possible Board Action - Authorize the Interim General Manager to execute a Professional Services Agreement with ECORP Consultants to continue to provide stream gaging maintenance and SWRCB water usage reporting for the District.

Motion by Director Capraun to authorize the Interim General Manager to execute a Professional Services Agreement with ECORP. Second by Director Uso.

Public Comment: None

Vote: The motion passed unanimously.

5. RESOLUTION 2016-16 – REVISIONS TO ORGANIZATIONAL CHART

Discussion – Resolution 2016-16 relates to proposed changes in the current configuration of the GDPUD Organizational Chart. These proposed changes would affect the orientation of Legal Counsel and the deletion of the Maintenance lead position.

Possible Board Action – Staff recommends that the Board adopt Resolution 2016-16 which will result in changes to the current Organizational Chart.

Interim GM Creeks stated that Legal Counsel has been configured on the Organizational Chart with a line to the General Manager. He further explained he is requesting the change with the Maintenance Lead position to make that position a canal operator position and place the Distribution Lead over both crews to provide for one lead over both crews for greater efficiency and accountability on job sites.

The two proposed changes to the Organizational Chart was taken up as separate actions.

Motion by Director Uso to approve the deletion of Maintenance Lead position. Second by Director Krizl.

Public Comment: None

The motion passed unanimously.

Motion by Director Uso to reject recommendation to move Legal Counsel. Second by Director Capraun.

Discussion followed pertaining to the importance of keeping the General Manager “in the loop” when Board Members contact Legal Counsel.

Director Krizl commented that individual Board Members should exercise some discipline contacting Legal Counsel directly and stated Board Members should go through the General Manager and the Board President.

Public Comment: None

VOTE: The motion passed.

Ayes: Directors Capraun, Hanschild, Hoelscher, Uso

Noes: Director Krizl

6. FINANCIAL REPORTS AND REQUEST FOR APPROVAL OF PURCHASE OF ACCOUNTING SOFTWARE

A. Financial Reports

Discussion – The following reports are submitted for the Board’s review:

- 1) Early Pay Accounts Payable for November 2016
- 2) Revenue and Expense Summary (07/01/2016-09/30/2016)
- 3) Balance Sheet, September 2016
- 4) Statement of Cash and Investment Balances, September 2016

5) ALT Zone and CDS Summary (07/01/2016-09/30/2016)

Office Manager Diane Schroeder provided an overview of the financial reports and answered questions from the Board.

Possible Board Action – Staff recommends approval of financial reports.

The financial reports were received and filed.

B. Request for Approval of Purchase -- MOM Modules

Discussion - Staff presented this request at the regular Board meeting of October 11, 2016. The Board directed Staff to provide additional information regarding the compatibility of MOM to the meter reading software that will come with the new meters.

Diane provided additional information

Possible Board Action – Staff recommends the Board approve the purchase of additional MOM Modules.

**Motion by Director Capraun to approve purchase of additional MOM Modules.
Second by Director Uso.**

Public Comment: None

VOTE: The motion passed unanimously.

7. PRESIDENT'S REPORT

8. BOARD REPORTS

Director Uso:

Director Uso provided an update on the General Manager recruitment process. He reported that the executive search consultant has received 16 applications and will be vet them to identify six to eight candidates for an interview.

Director Hoelscher stated the ultimate decision on the General Manager should not be made until the new Board is in place.

The Board discussed options for creating a General Manager Hiring Committee with consideration given to Brown Act requirements for transparency and the appropriateness of interviews and personnel matters being handled in Closed Session. Staff was directed to place this matter on the Board's next agenda.

Director Hoelscher:

Director Hoelscher commented on the need for a Five-Year Plan.

Director Capraun:

Director Capraun commented that her term on the Board has been fun and interesting; she is looking forward to going back to the other side.

9. GENERAL MANAGER'S REPORT

Interim GM Darrell Creeks presented his monthly report. Additional discussion ensued relative to the creation of the General Manager Hiring Committee, the potential timeline for the completing the General Manager Selection Process, and the need to vet applications and conduct interviews in closed session.

The General Manager's Report was received and filed.

10. OPERATIONS MANAGER'S REPORT

Marty Ceirante provided a summary of his monthly reported, which the Board received and filed.

11. EL DORADO COUNTY WATER AGENCY COST SHARE FUNDING

Discussion – Staff met with the El Dorado County Water Agency and the Municipal Consulting Group and identified additional funding opportunities available to the District through the cost share program.

Interim GM Darrell Creeks reported on the potential for receiving Cost Share Funding on District projects from the El Dorado County Water Agency.

Possible Board Action – Staff recommends that the Board authorize the Interim General Manager to enter into an agreement with the El Dorado County Water Agency for cost share funding of projects identified by staff.

Motion by Director Capraun to move forward with the Cost Share funding opportunity with the El Dorado County Water Agency. Second by Director Uso.

Public Comment: None.

VOTE: The motion passed unanimously.

12. METER REPLACEMENT PROGRAM – PROFESSIONAL SERVICES AGREEMENT, REQUEST FOR PROPOSALS

Discussion – At the last regular Board meeting of October 11, 2016, the Board directed Staff to follow up on securing the loan for the meter replacement program with Holman Capital. On October 31, Staff, along with two board members, met with Mark Carey of MC Engineering to discuss the need for a Request for Proposal (RFP).

Darrell Creeks presented the need for a Professional Services Agreement with MC Engineering to develop an RFP for the Meter Replacement Program.

Possible Board Action – Staff recommends that the Board approve a Professional Services Agreement with MC Engineering for the development of a Request for Proposals for the Meter Replacement Program in the amount of \$25,180 from Fund Account 39, Capital Facility Charges.

Motion by Director Hoelscher to move forward with the Professional Services Agreement with MC Engineering. Second by Director Capraun

Public Comment: None.

VOTE: The motion passed unanimously.

13. METER REPLACEMENT PROGRAM – FINANCING PLAN

Discussion – At the regular Board meeting of October 11, 2016, Frank Gill of Holman Capital gave a presentation on funding options available to the District for the replacement of its aging water meters. The Board directed Staff to identify a listing of possible sources of revenue to fund the semi-annual loan payments. Frank Gill has since provided additional information and documents.

Interim GM Darrell Creeks provided an update on the Financing Plan for the Meter Replacement Program.

Possible Board Action – Staff recommends the consideration of additional information to be provided by Frank Gill at the meeting with a possible execution of a loan with Holman Capital in the amount not to exceed \$2,100,000.

District Staff discussed the options for moving forward with Holman Capital and the 30-day time limit for the rate offered by the company. Engineering consultant George Sanders stated a loan for the Meter Replacement Program should be pursued after the finalization of the State Revolving Fund loan for the ALT Water Treatment Project.

Director Uso expressed agreement and the Board directed District Staff to continue investigating financing opportunities for the Water Replacement Program.

14. FINANCE COMMITTEE REPORT – The committee will meet on November 15, 2016 (proposed agenda attached) and a committee report presented at the December Board meeting.

Dennis Goodenow, Finance Committee Chairperson, was acknowledged. Director Uso requested that the agenda item relative to the Meter Replacement Program should be deleted from their February 15, 2016, agenda.

15. ALT TREATMENT PLANT UPDATE

Discussion – This is part of a monthly update, provided by Staff, relating to the status of the Auburn Lake Trails Water Treatment Plant Project. The content changes monthly with the deletion of those items that are deemed complete.

Engineering Consultant George Sanders reported that the District has received loan documents from the State and described for the Board the actions that must be taken to complete the process which includes the need to set a Special Meeting for timely Board action.

Possible Board Action – Receive and file.

The Board directed District Staff to set a Special Meeting for November 16, 2016, at 8 AM, and post the agenda as required.

16. 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 to provide input for future meetings as well as report on their District-related meeting attendance.

17. CLOSED SESSION – There are no closed session items for this meeting.

18. NEXT MEETING DATE AND ADJOURNMENT – The next regular meeting will be December 13, 2016, at 2:00 PM at the Georgetown Divide Public Utility District office.

The meeting adjourned at 3:51 PM

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 Darrell Creeks 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 4, 2016.**



Darrell Creeks, Interim General Manager

12/13/16

DATE