

MINUTES

**REGULAR MEETING
BOARD OF DIRECTORS
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
6425 Main Street, Georgetown, California 95634
TUESDAY, OCTOBER 11, 2022
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

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

President Saunders called the meeting to order at 2:01 PM.

ROLL CALL:

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

Director Seaman led in the Pledge of Allegiance.

2. ADOPTION OF AGENDA

General Manager Nicholas Schneider noted the late addition of a closed session under Section 2 of the agenda. President Saunders acknowledged the change.

MOTIONED BY DIRECTOR SEAMAN TO ADOPT THE AGENDA AS AMENDED. SECONDED BY DIRECTOR THORNBROUGH.

THE MOTION PASSED UNANIMOUSLY.

President Saunders adjourned to closed session at 2:04 PM.

A. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation, pursuant to Gov. Code section 54956.9(d)(2): One (1) potential case

The Board returned to open session at 2:15 PM. President Saunders reported out of closed session that the issue with litigation was resolved and there was nothing to report.

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

Cheri Carlyon's commented on the General Manager's contract approved by the Board on September 13, 2022. She provided her written comments, included as Attachment 1 to the minutes.

Bonnie Neely commented on a discrepancy for the comment period on the Conflict of Interest indicating she and her neighbors were not able to submit letters because the comment period was closed. President Saunders requested that Ms. Neely submit her inquiry in writing.

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

A. Approval of Minutes

1. Emergency Board Meeting of September 13, 2022
2. Regular Board Meeting of September 13, 2022
3. Special Meeting of September 6, 2022

B. Consider Authorizing the District to Conduct Meetings by Teleconference during the Period November 1 – November 30, 2022, as provided by Assembly Bill 361.

Possible Action: Approve Resolution 2022-XX authorizing the District to continue teleconference meetings during the period November 1 to November 30, 2022.

President Saunders pulled Consent Item 4A2, Minutes of Regular Board Meeting of September 13, 2022, and Item 4A3, Minutes of Special Meeting of September 6, 2022.

MOTIONED BY DIRECTOR MACDONALD TO APPROVE THE CONSENT CALENDAR WITH THE EXCEPTION OF CONSENT ITEM 4A2 and 4A3. SECONDED BY DIRECTOR SEAMAN.

THE MOTION PASSED UNANIMOUSLY.

President Saunders requested a correction to the minutes of September 13, 2022: On Page 4, under Legislative Liaison Report, change SB 115 to SB 1157.

President Saunders requested a correction to the minutes of the Special Board Meeting of September 6, 2022: On Page 2, under (4) where President Saunders discussed fire mitigation, add the following: "...surrounding areas such as STPUD fire mitigation protecting Tahoe and EID fire mitigation protecting Pollock Pines."

MOTIONED BY DIRECTOR STEWART TO APPROVE 4A2 and 4A3, WITH CORRECTIONS. SECONDED BY DIRECTOR THORNBROUGH.

THE MOTION PASSED UNANIMOUSLY.

5. FINANCIAL REPORTS

- A. Budget to Actuals Report
- B. Pooled Cash Report
- C. Monthly Check Report

President Saunders pointed out some items on the report show up as a negative and this is being resolved. He stated he assumed the increased overtime related to the fire. Mr. Schneider indicated Staff will provide an update later on the agenda regarding fire-related expenses and the potential for reimbursement.

President Saunders referred to the zero balances for assessment accounts which Legal Counsel indicated could be closed out. He further stated the Low Income Assistance Program funding should be added to the pooled cash report. Mr. Schneider stated Staff is working on these issues in the Tyler accounting software.

Public Comments: Cherie Carlyon inquired about Department 5600, Account 51301, for legal, showing an expenditure of \$80,801.50 a quarter into the fiscal year. She said she could not reconcile that expenditure by tracking check payments, which is why she inquired about this at the Finance Committee meeting. President Saunders indicated Staff will need to look into this and Mr. Schneider confirmed Staff is working through this with Tyler work on trying to either clean up the EFTs in Tyler or providing another report showing those EFTs moving forward.

President Saunders stated Socrata should be live soon and the link provided soon to allow the public to access the financial information. The General Manager said he expects to post the link to Socrata before the next meeting.

Bonnie Neely asked how the Directors were reimbursed for attending the CSDA Conference on August 22 as she could find nothing to show reimbursements. President Saunders stated no one went to the CSDA Conference because it was the same time that the former general resigned. Director MacDonald added it was a higher priority to find a new general manager rather than going south for the conference.

Ms. Neely asked when the General Manager signed his contract and Mr. Schneider responded 8/19. President Saunders added the contract was ratified at the September Board meeting.

Ms. Neely inquired about a check for \$1,947 paid to Mr. Schneider. President Saunders stated \$1,470 was for reimbursement for travel to the District one time. Ms. Carlyon verbally calculated the expense at 62.5 cents/mile round trip would be around \$600. Mr. Schneider clarified that he flew up, rented a car, and stayed at a hotel in Folsom.

Ms. Carlyon looked at policy on expenditure reimbursement and it says the GM authorizes expenditures. She said the General Manager should not be allowed to sign his own reimbursement with a countersignature by the Board for transparency purposes. President Saunders indicated the reimbursement was approved in closed session before Mr. Schneider was the General Manager and was signed by President Saunders and Treasurer Thornbrough. President Saunders indicated they would get back to her about the authorizing policy for reimbursements, as it is probably different from expenditures.

6. INFORMATIONAL ITEMS

A. Board Reports

Director Thornbrough reported the regular meeting of the El Dorado Water Agency was cancelled; however, there was a special meeting for a closed session item and to sign a lease for a larger EDWA office which he believes is located in Diamond Springs.

Director MacDonald reported on his schedule for attending the Fall ACWA Conference for two days at the end of November, sharing expenses with President Saunders.

President Saunders stated he would be attending the ACWA conference from Monday through Thursday, as he is on the Board of the ACWA Region 3.

He reported that the Department of Water Resources (DWR) is working on the water budget and the legislation related to that, including SB 1157, which goes into effect January 1, 2025, when the water standard will be lowered to 47 gallons per capita per day. It will go down significantly from there.

Public Comments:

A member of the public asked for additional information about the water conservation requirements for customers. Mr. Schneider explained it is a math exercise to calculate how much water is budgeted at the District level, not at the individual customer level. There are four categories upon which the calculation is based: Indoor Residential, Outdoor Residential, Outdoor Commercial, and Water Loss. The total of these four categories will then be divided by the number of people in the District to determine the District's water budget (how much water can be utilized). Water conservation requirements will be determined from there.

President Saunders stated the District will hold a town hall meeting to explain this process.

Mr. Miller described a situation involving a leak and water running down the street and asked what category that would fall; Mr. Schneider indicated it would fall under Water Loss. Mr. Miller added the District crew took care of this situation in good order.

B. Legislative Liaison Report

President Saunders summarized the legislation included in his written report.

Public Comments: *None.*

C. General Manager's Report

Mr. Schneider stated his first day with the District was September 19, a week earlier than originally planned due to the fire. He summarized his written report.

The General Manager gave a shout-out to District employee Eric Tyler who received a great report from a Garden Valley customer for his work in the field over the weekend. The customer called to commend Mr. Tyler for fixing his water pressure issue, indicating he was professional, meticulous in locating the issue, and resolved the problem in a timely manner.

President Saunders added that the Board and Staff will participate in the rescheduled Georgetown Founders Day on October 16. He attended the last Divide Chamber of Commerce meeting with the General Manager and added the District again a member of the Chamber.

D. Operation Manager's Report

Operations Manager Adam Brown began by noting an error in his report on the Sweet Water Treatment Plant production which should be 28 million gallons.

Mr. Brown reported that much of the work by District crews related to the Mosquito Fire for which an update will be provided later on in the agenda. He then summarized his written report.

Director Seaman asked about the ALT paving project and whether other paving projects could be addressed while they have equipment in the area. Mr. Brown stated the RFP was specifically for that project. He indicated he did discuss with the General Manager the issuance of an RFP for all of the paving projects.

Director MacDonald received confirmation from Mr. Brown that the ALT Management was informed of the paving work that will be done at ALT during the coming week. He noted it took a year by a squeaky wheel to get this project done.

Director MacDonald asked if the Stumpy Meadows Volume chart could show the beginning and end of the irrigation season at a glance and Mr. Brown acknowledged his request.

Director Thornbrough stated he thought the District would not move forward with the AMI due to the costs. Mr. Brown indicated it was approved in the CIP budget and it is on a phased approach. Director Thornbrough asked what the costs would be at 80% and Mr. Brown indicated it would be between \$100,000 to \$150,000.

Public Comments: *Cherie Carlyon asked why old RFPs are not on the website and the 90-day on the eBidboard RFP. Mr. Brown indicated eBidboard does not allow for archived RFPs to remain on the website. He indicated he would look into this.*

Mr. Carlyon asked why customers are not receiving proper notification for meter installations. Mr. Brown indicated this occurred on Route 20; there was a mix-up between service and mailing addresses. This has been corrected. Mr. Carlyon went on to describe specific issues related to her own property. Mr. Schneider stated the District will work with the contractor, Ferguson, to make sure issues are rectified.

Steven Dowd referred to ditches that have been lined and now the trees that were being watered from the spillage are now dying. He asked who was responsible for those trees. Mr. Brown the District is required by State law to prevent water loss, and typically the District would not remove these trees as this would be out of the District's hands.

Ms. Neely asked for status on the refill agreement. Mr. Brown repaid between 500 and 600 acre feet, and the State has not requested any additional releases; the District would still owe approximately 1500 acre feet.

E. Water Resources Report

Water Resources Manager Alexis Elliott summarized her written report highlighting the following:

- No spill certificate submitted for the month of September.
- Water audit was submitted.
- The generator at Station 16 was serviced.
- Zone sampling for third quarter due November 1.

Public Comments: None.

F. Update on LAFCO's Municipal Service Review and Sphere of Influence Determinations

Mr. Schneider provided a PowerPoint presentation to report on LAFCO's MSR process which determined no change to the District's sphere of influence.

Public Comments: None.

G. Water Demand Assessment Report

Mr. Brown indicated this report relates to the requirement by the State's conservation regulation that the District track monthly water usage. The difference from previous months' reports is that the District did not conserve as much due to the fire. No additional public outreach was done during this period.

Mr. Brown reported that approximately seven acre feet of water has been used for firefighting.

Director MacDonald gave kudos to staff for handling the response to the Mosquito Fire. Mr. Schneider said staff stepped up and acknowledged the efforts of Jessica Buckle, Office Finance Manager, to lead the effort to catch up on accounting and check processing. Ms. Buckle explained how bill reversals due to the hardship related to the fire were processed.

7. COMMITTEES

A. Finance Committee – Steve Miller, Chair

Mr. Miller indicated he missed the September meeting, but summarized the minutes of the committee meeting.

B. Irrigation Committee – Ray Griffiths, Chair

Director Stewart reported that the committee went over irrigation ordinance and there are no real changes to submit.

C. Ad Hoc Grant Writing Committee – President Saunders

D. Ad Hoc Committee for Policy Manual – President Saunders and Director Seaman

President Saunders indicated the committee will soon begin meeting.

E. Ad Hoc Committee for the Audit Committee – President Saunders and Director Thornbrough.

President Saunders indicated the RFP for an external investigative audit must be reissued.

F. Ad Hoc Labor Negotiation Committee – President Saunders, Director Thornbrough

Public Comments: None.

8. OLD BUSINESS

A. Presentation on District Response to the Mosquito Fire Emergency

Possible Action: Receive report and provide staff direction, if necessary.

Mr. Schneider reported that much of the District's work over the past 2 – 4 weeks was responding to the fire. Mr. Brown provided the PowerPoint presentation which included photos showing the District's activities. Mr. Schneider provided background on funding application opportunities and described the challenges ahead.

9. NEW BUSINESS

A. Consider Declaration of Local Emergency Due to Mosquito Fire

Possible Action: Adopt Resolution 2022-XX declaring a local emergency in the Georgetown Divide Public Utility District and consider emergency response actions.

Mr. Schneider indicated Staff is preparing for the pre-application process and then have 60 days to submit the application outlining the District's costs for reimbursement.

Public Comments: None

**MOTIONED BY DIRECTOR MACDONALD TO DECLARE A LOCAL EMERGENCY.
SECONDED BY DIRECTOR STEWART.**

THE MOTION PASSED UNANIMOUSLY.

B. Introduction and First Reading of Ordinance 2022-02 Delinquency Rates and Related Fees

Possible Action: Receive introduction of Ordinance 2022-02 and consider setting a hearing for Second Reading and Adoption.

Jessica Buckle presented the proposed Ordinance.

Public Comments: None.

**MOTIONED BY DIRECTOR MACDONALD TO SET THE PUBLIC HEARING ON
ORDINANCE 2022-02 FOR NOVEMBER 15, 2022. SECONDED BY DIRECTOR
STEWART.**

MOTION PASSED UNANIMOUSLY.

C. Consider Amending District Policy 2021-1012.01, Role and Responsibilities of the Finance Committee

Possible Action: Adopt District Policy 2021-1012.02, removing Exhibit A, Conceptual Timeline, from the policy.

Public Comments: None.

**MOTIONED BY DIRECTOR MACDONALD TO ADOPT THE AMENDED DISTRICT
POLICY 2021-1012.02. SECONDED BY DIRECTOR SEAMAN.**

THE MOTION PASSED UNANIMOUSLY.

D. Consider Approving District Policy on the Role and Responsibilities of the Irrigation Committee

Possible Action: Adopt Resolution 2022-xx approving the District Policy on the role and responsibilities of the Irrigation Committee.

Public Comments: None.

MOTIONED BY DIRECTOR STEWART TO ADOPT RESOLUTION 2022-XX APPROVING DISTRICT POLICY ON THE ROLE AND RESPONSIBILITIES OF THE IRRIGATION DISTRICT. SECONDED BY DIRECTOR THORNBROUGH.

THE MOTION PASSED UNANIMOUSLY.

E. Consider Approving Sale of Surplus Equipment

Possible Action: Adopt Resolution 2022-xx approving the sale of surplus property.

MOTIONED BY DIRECTOR THORNBROUGH TO ADOPT RESOLUTION 2022-XX APPROVING THE SALE OF SURPLUS PROPERTY. SECONDED BY DIRECTOR STEWART.

THE MOTION PASSED UNANIMOUSLY.

F. Accept Resignation of a Public Member from the Finance Committee

Possible Action: Adopt Resolution 2022-xx accepting the resignation of Marilyn Boehnke from the Finance Committee.

PUBLIC COMMENTS: None.

MOTION BY DIRECTOR SEAMAN TO ADOPT RESOLUTION 2022-XX ACCEPTING THE RESIGNATION OF MARILYN BOEHNKE FROM THE FINANCE COMMITTEE. SEONDED BY DIRECTOR MACDONALD.

THE MOTION PASSED UNANIMOUSLY.

G. Consider Approval of Sponsorship for the MCRA/ACWA Region 3 Event

Mr. Schneider explained the request for this sponsorship and recommended approval.

MOTIONED BY DIRECTOR MACDONALD TO APPROVE THE SPONSORSHIP OF \$500 FOR THE MACRA/ACWA REGION 3 EVENT. SECONDED BY THORNBROUGH

THE MOTION PASSED UNANIMOUSLY.

10. 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 MacDonald stated he was impressed with Staff's response to the fire and that he felt good about this meeting. He also noted that the District saved money by not having to hire another recruiter to find a new general manager.

Director Saunders requested that the Staff prepare a response to the Finance Committee's recommendation on the Investment Policy, including developing an RFP to find a financial advisor.

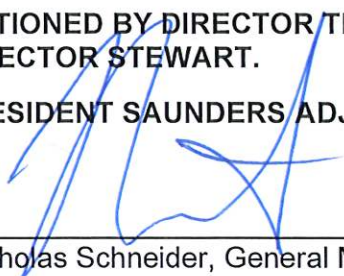
The matter of allowing irrigation committee members to sit in on Finance Committee meetings, and vice versa, to ensure a quorum for conducting business should be added to the policy for Board committees.

11. NEXT MEETING DATE AND ADJOURNMENT

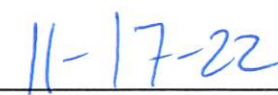
Due to the November 8, 2022 General Election, the Board adopted Resolution 2022-32, on May 10, 2022, setting the **next Regular Meeting for Tuesday, November 15, 2022, at 2:00 PM**, at the Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, California 95634.

MOTIONED BY DIRECTOR THORNBROUGH TO ADJOURN THE MEETING. SECONDED BY DIRECTOR STEWART.

PRESIDENT SAUNDERS ADJOURNED THE MEETING AT 5:09 PM.



Nicholas Schneider, General Manager



Date

Attachment: Statement by Cherie Carlyon.

GDPUD Board Meeting October 10, 2022 2 pm
Public forum comments by Cherie Carlyon

I reviewed the new GM's contract that was approved by this board on Sept.13, 2022 and I didn't see any mention of how the following new expenses would be funded.

From my review it appears that the following are new expenses that may not be totally funded in the 22/23 FY budget.

\$22,000 approx. for increased medical (difference:single employee versus an employee with a family)
\$14,000 increase in the the new GM's salary from the former GM's salary \$155,000 vs. \$169,000.
\$ 6,000 in an auto allowance at \$500 per month.
\$10,000 in moving fees
\$52,000 total

These increases were not expected when the board approved the fiscal 22/23 budget and I am asking the board to do a budget adjustment to properly record and fund these expenses.

Thank you,
Cherie Carlyon