



ACWA

March 22 ACWA General Board meeting

US Environmental Protection Agency vs Santa Monica Water District:

This case will determine the jurisdictional reach of the Clean Water Act. An overbroad definition will capture water supply and delivery infrastructure such as aqueducts, infiltration basins and terminal reservoirs. Regulation of this infrastructure as "waters of the United States" limits the ability to use the infrastructure for its intended purpose. Any agency that owns or operates this kind of infrastructure will be impacted by the decision.

March 30 Special ACWA workgroup meeting

I was appointed to a special workgroup that is working on exploring, creating and defining a Foundation within ACWA, Advance California Water, a 501(c)(3) Foundation. This foundation is being formed based on ACWA's Five Year Strategic Plan commitment (2020-2024) states a core element to "foster a collaborative and mutually respectful culture to ensure a positive experience for ACWA members and staff." Also, as part of its goal to "lead on adapting to changing workforce," the plan includes the objective to "promote a diverse and inclusive environment across the organization and industry."

Region 3 ACWA Conference Planning

Subcommittee continued to work, gathering speakers/ expert panelists, and finalizing the Region 3 presentation for the ACWA conference. Region 3 will have its presentation on Thursday, May 5th at 9:30 am to 11am: Protecting Communities in the New Era of Wildfire: The Important Role of Water Purveyors. Anyone attending the conference please reserve the time to attend this presentation.

Presented by Region 3.

LAFCO

Reminder - the increase in the budget for LAFCO will be reflected as an increase in GDPUD's contribution to LAFCO.

The Municipal Service Review (MSR) for the District is being reviewed and updated.

The recruitment for the Executive Officer for the El Dorado LAFCO is underway.

The El Dorado Local Agency Formation Commission (LAFCO) will be considering the appointment of a Public Member to LAFCO to serve a new four-year term, which will run from May 2022 through May 2026. In order to be considered, applicants must be available to attend and interview at LAFCO's May 25, 2022 meeting.

Attachment: Notice of Public Member Vacancy

Legislative report

Governor's EXECUTIVE ORDER N-7-22

Ordered Water suppliers to activate their drought contingency plans.

Attachment: Executive Order N-7-22

CSDA Legislative Workgroup

Case Name and Venue	Subject Area	What's At Stake?	CSDA Action	Updates
Golden Door Properties, LLC, et al. v. County of San Diego, et al. - Supreme Court of California	CEQA/ Records Retention Policies	Plaintiffs claim that the County's email retention policy, which automatically deletes emails after 60 days unless someone on the email saves it, (a) violates the Public Records Act, and (b) violates CEQA because it deletes documents that arguably should be part of the administrative record. Golden Door also claims that CEQA largely overrides the Public Records Act's exemptions and that documents that would normally be exempt under the deliberative process exemption must be disclosed for incorporation into the administrative record.	CSDA joined CSAC and the League of Cities to file an amicus brief to the Fourth District Court of Appeal in support of San Diego on 2/28/20. On 10/13/20, CSDA joined a letter in support of the petition for review filed by San Diego County.	Petition for review was denied on 11/10/20, leaving in place the opinion filed 7/30/20 that was an unfavorable decision for local agencies. The opinion held that CEQA requires a lead agency to retain emails relevant to a project because they are "official documents," and therefore not subject to destruction by records retention policies.



LOCAL AGENCY FORMATION COMMISSION
550 Main Street, Suite E. Placerville, CA 95667
(530) 295-2707 • lafco@edlafco.us • www.edlafco.us

PUBLIC ANNOUNCEMENT

The El Dorado Local Agency Formation Commission is considering the appointment for the Public Member on LAFCO (Application Deadline: May 16, 2022)

The El Dorado Local Agency Formation Commission (LAFCO) will be considering the appointment of a Public Member to LAFCO to serve a new four-year term, which will run from May 2022 through May 2026.

The Public Member represents the interests of the citizens and residents of El Dorado County.

Applicants must be a resident and a registered voter in El Dorado County and cannot be a city, district or County official of any public agency within El Dorado County. Those seated on LAFCO are subject to the Fair Political Practices Commission and must file an annual conflict of interest statement.

Under state law, LAFCO is mandated to ensure the logical formation and determination of the local government agency boundaries, which affect growth and development patterns, delivery of urban services, and agricultural and open space lands within El Dorado County. The Commission typically meets the fourth Wednesday of every month at 5:30 p.m., with the exception of the months of November and December. Because of the holidays, a combined meeting is typically held on the second Wednesday of December.

If you wish to be considered for the Public Member position on LAFCO, the application form is posted on the web at www.edlafco.us. If you have any questions, please call the LAFCO office at (530) 295-2707. **In order to be considered, applicants must be available to attend and interview at LAFCO's May 25, 2022 meeting.**

Please submit applications to:

lafco@edlafco.us

Or mail to: El Dorado LAFCO
550 Main Street, Suite E
Placerville, CA 95667

The deadline for completed applications is May 16, 2022.

S:\Elections\2022 Public Member Selection\2022 Notice of Public Member Vacancy_Public Announcement.docx

COMMISSIONERS

Public Member: Michael Powell • Alternate Public Member: Bill Wilde

City Members: Cody Bass, Jackie Neau • Alternate City Member: Patricia "Patty" Borelli

County Members: John Hidahl, George Turnbo • Alternate County Member: Wendy Thomas

Special District Members: Brian Veerkamp, Timothy J. White • Alternate Special District Member: Michael Saunders

STAFF

Erica Sanchez, Interim Executive Officer • Shiva Frentzen, Assistant Policy Analyst • Kelly Witt, Administrative Assistant

Malathy Subramanian, Commission Counsel

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

EXECUTIVE ORDER N-7-22

WHEREAS on April 12, 2021, May 10, 2021, July 8, 2021, and October 19, 2021, I proclaimed states of emergency that continue today and exist across all the counties of California, due to extreme and expanding drought conditions; and

WHEREAS climate change continues to intensify the impacts of droughts on our communities, environment, and economy, and California is in a third consecutive year of dry conditions, resulting in continuing drought in all parts of the State; and

WHEREAS the 21st century to date has been characterized by record warmth and predominantly dry conditions, and the 2021 meteorological summer in California and the rest of the western United States was the hottest on record; and

WHEREAS since my October 19, 2021 Proclamation, early rains in October and December 2021 gave way to the driest January and February in recorded history for the watersheds that provide much of California's water supply; and

WHEREAS the ongoing drought will have significant, immediate impacts on communities with vulnerable water supplies, farms that rely on irrigation to grow food and fiber, and fish and wildlife that rely on stream flows and cool water; and

WHEREAS the two largest reservoirs of the Central Valley Project, which supplies water to farms and communities in the Central Valley and the Santa Clara Valley and provides critical cold-water habitat for salmon and other anadromous fish, have water storage levels that are approximately 1.1 million acre-feet below last year's low levels on this date; and

WHEREAS the record-breaking dry period in January and February and the absence of significant rains in March have required the Department of Water Resources to reduce anticipated deliveries from the State Water Project to 5 percent of requested supplies; and

WHEREAS delivery of water by bottle or truck is necessary to protect human safety and public health in those places where water supplies are disrupted; and

WHEREAS groundwater use accounts for 41 percent of the State's total water supply on an average annual basis but as much as 58 percent in a critically dry year, and approximately 85 percent of public water systems rely on groundwater as their primary supply; and

WHEREAS coordination between local entities that approve permits for new groundwater wells and local groundwater sustainability agencies is important to achieving sustainable levels of groundwater in critically overdrafted basins; and

WHEREAS the duration of the drought, especially following a multiyear drought that abated only five years ago, underscores the need for California to redouble near-, medium-, and long-term efforts to adapt its water management and delivery systems to a changing climate, shifting precipitation patterns, and water scarcity; and

WHEREAS the most consequential, immediate action Californians can take to extend available supplies is to voluntarily reduce their water use by 15 percent from their 2020 levels by implementing the commonsense measures identified in operative paragraph 1 of Executive Order N-10-21 (July 8, 2021); and

WHEREAS to protect public health and safety, it is critical the State take certain immediate actions without undue delay to prepare for and mitigate the effects of the drought conditions, and under Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this Proclamation would prevent, hinder, or delay the mitigation of the effects of the drought conditions.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes, including the California Emergency Services Act, and in particular, Government Code sections 8567, 8571, and 8627, do hereby issue the following Order to become effective immediately:

IT IS HEREBY ORDERED THAT:

1. The orders and provisions contained in my April 21, 2021, May 10, 2021, July 8, 2021, and October 19, 2021 Proclamations remain in full force and effect, except as modified by those Proclamations and herein. State agencies shall continue to implement all directions from those Proclamations and accelerate implementation where feasible.
2. To help the State achieve its conservation goals and ensure sufficient water for essential indoor and outdoor use, I call on all Californians to strive to limit summertime water use and to use water more efficiently indoors and out. The statewide Save Our Water conservation campaign at SaveOurWater.com provides simple ways for Californians to reduce water use in their everyday lives. Furthermore, I encourage Californians to understand and track the amount of water they use and measure their progress toward their conservation goals.
3. By May 25, 2022, the State Water Resources Control Board (Water Board) shall consider adopting emergency regulations that include all of the following:
 - a. A requirement that each urban water supplier, as defined in section 10617 of the Water Code, shall submit to the Department of Water Resources a preliminary annual water supply and demand assessment consistent with section 10632.1 of the Water Code no later than June 1, 2022, and submit a final annual water

supply and demand assessment to the Department of Water Resources no later than the deadline set by section 10632.1 of the Water Code;

- b. A requirement that each urban water supplier that has submitted a water shortage contingency plan to the Department of Water Resources implement, at a minimum, the shortage response actions adopted under section 10632 of the Water Code for a shortage level of up to twenty percent (Level 2), by a date to be set by the Water Board; and
- c. A requirement that each urban water supplier that has not submitted a water shortage contingency plan to the Department of Water Resources implement, at a minimum, shortage response actions established by the Water Board, which shall take into consideration model actions that the Department of Water Resources shall develop for urban water supplier water shortage contingency planning for Level 2, by a date to be set by the Water Board.

To further conserve water and improve drought resiliency if the drought lasts beyond this year, I encourage urban water suppliers to conserve more than required by the emergency regulations described in this paragraph and to voluntarily activate more stringent local requirements based on a shortage level of up to thirty percent (Level 3).

4. To promote water conservation, the Department of Water Resources shall consult with leaders in the commercial, industrial, and institutional sectors to develop strategies for improving water conservation, including direct technical assistance, financial assistance, and other approaches. By May 25, 2022, the Water Board shall consider adopting emergency regulations defining "non-functional turf" (that is, a definition of turf that is ornamental and not otherwise used for human recreation purposes such as school fields, sports fields, and parks) and banning irrigation of non-functional turf in the commercial, industrial, and institutional sectors except as it may be required to ensure the health of trees and other perennial non-turf plantings.
5. In order to maximize the efficient use of water and to preserve water supplies critical to human health and safety and the environment, Public Resources Code, Division 13 (commencing with section 21000) and regulations adopted pursuant to that Division are hereby suspended, with respect to the directives in paragraphs 3 and 4 of this Order and any other projects and activities for the purpose of water conservation to the extent necessary to address the impacts of the drought, and any permits necessary to carry out such projects or activities. Entities that desire to conduct activities under this suspension, other than the directives in paragraphs 3 and 4 of this Order, shall first request that the Secretary of the Natural Resources Agency make a determination that the proposed activities are eligible to be conducted under this suspension. The Secretary shall use sound discretion in applying this Executive Order to ensure that the suspension serves the purpose of accelerating conservation projects that are necessary to address impacts of the drought, while at the same time

protecting public health and the environment. The entities implementing these directives or conducting activities under this suspension shall maintain on their websites a list of all activities or approvals for which these provisions are suspended.

6. To support voluntary approaches to improve fish habitat that would require change petitions under Water Code section 1707 and either Water Code sections 1425 through 1432 or Water Code sections 1725 through 1732, and where the primary purpose is to improve conditions for fish, the Water Board shall expeditiously consider petitions that add a fish and wildlife beneficial use or point of diversion and place of storage to improve conditions for anadromous fish. California Code of Regulations, title 23, section 1064, subdivisions (a)(1)(A)(i)-(ii) are suspended with respect to any petition that is subject to this paragraph.
7. To facilitate the hauling of water for domestic use by local communities and domestic water users threatened with the loss of water supply or degraded water quality resulting from drought, any ordinance, regulation, prohibition, policy, or requirement of any kind adopted by a public agency that prohibits the hauling of water out of the water's basin of origin or a public agency's jurisdiction is hereby suspended. The suspension authorized pursuant to this paragraph shall be limited to the hauling of water by truck or bottle to be used for human consumption, cooking, or sanitation in communities or residences threatened with the loss of affordable safe drinking water. Nothing in this paragraph limits any public health or safety requirement to ensure the safety of hauled water.
8. The Water Board shall expand inspections to determine whether illegal diversions or wasteful or unreasonable use of water are occurring and bring enforcement actions against illegal diverters and those engaging in the wasteful and unreasonable use of water. When access is not granted by a property owner, the Water Board may obtain an inspection warrant pursuant to the procedures set forth in Title 13 (commencing with section 1822.50) of Part 3 of the Code of Civil Procedure for the purposes of conducting an inspection pursuant to this directive.
9. To protect health, safety, and the environment during this drought emergency, a county, city, or other public agency shall not:
 - a. Approve a permit for a new groundwater well or for alteration of an existing well in a basin subject to the Sustainable Groundwater Management Act and classified as medium- or high-priority without first obtaining written verification from a Groundwater Sustainability Agency managing the basin or area of the basin where the well is proposed to be located that groundwater extraction by the proposed well would not be inconsistent with any sustainable groundwater management program established in any applicable Groundwater Sustainability Plan adopted by that Groundwater Sustainability

Agency and would not decrease the likelihood of achieving a sustainability goal for the basin covered by such a plan; or

- b. Issue a permit for a new groundwater well or for alteration of an existing well without first determining that extraction of groundwater from the proposed well is (1) not likely to interfere with the production and functioning of existing nearby wells, and (2) not likely to cause subsidence that would adversely impact or damage nearby infrastructure.

This paragraph shall not apply to permits for wells that will provide less than two acre-feet per year of groundwater for individual domestic users, or that will exclusively provide groundwater to public water supply systems as defined in section 116275 of the Health and Safety Code.

10. To address household or small community drinking water shortages dependent upon groundwater wells that have failed due to drought conditions, the Department of Water Resources shall work with other state agencies to investigate expedited regulatory pathways to modify, repair, or reconstruct failed household or small community or public supply wells, while recognizing the need to ensure the sustainability of such wells as provided for in paragraph 9.
11. State agencies shall collaborate with tribes and federal, regional, and local agencies on actions related to promoting groundwater recharge and increasing storage.
12. To help advance groundwater recharge projects, and to demonstrate the feasibility of projects that can use available high water flows to recharge local groundwater while minimizing flood risks, the Water Board and Regional Water Quality Control Boards shall prioritize water right permits, water quality certifications, waste discharge requirements, and conditional waivers of waste discharge requirements to accelerate approvals for projects that enhance the ability of a local or state agency to capture high precipitation events for local storage or recharge, consistent with water right priorities and protections for fish and wildlife. For the purposes of carrying out this paragraph, Division 13 (commencing with section 21000) of the Public Resources Code and regulations adopted pursuant to that Division, and Chapter 3 (commencing with section 85225) of Part 3 of Division 35 of the Water Code and regulations adopted pursuant thereto are hereby suspended to the extent necessary to address the impacts of the drought. This suspension applies to (a) any actions taken by state agencies, (b) any actions taken by local agencies where the state agency with primary responsibility for the implementation of the directives concurs that local action is required, and (c) permits necessary to carry out actions under (a) or (b). The entities implementing these directives shall maintain on their websites a list of all activities or approvals for which these provisions are suspended.
13. With respect to recharge projects under either Flood-Managed Aquifer Recharge or the Department of Water Resources Sustainable

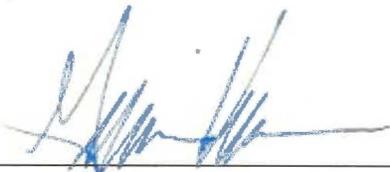
Groundwater Management Grant Program occurring on open and working lands to replenish and store water in groundwater basins that will help mitigate groundwater conditions impacted by drought, for any (a) actions taken by state agencies, (b) actions taken by a local agency where the Department of Water Resources concurs that local action is required, and (c) permits necessary to carry out actions under (a) or (b), Public Resources Code, Division 13 (commencing with section 21000) and regulations adopted pursuant to that Division are hereby suspended to the extent necessary to address the impacts of the drought. The entities implementing these directives shall maintain on their websites a list of all activities or approvals for which these provisions are suspended.

14. To increase resilience of state water supplies during prolonged drought conditions, the Department of Water Resources shall prepare for the potential creation and implementation of a multi-year transfer program pilot project for the purpose of acquiring water from willing partners and storing and conveying water to areas of need.
15. By April 15, 2022, state agencies shall submit to the Department of Finance for my consideration proposals to mitigate the worsening effects of severe drought, including emergency assistance to communities and households and others facing water shortages as a result of the drought, facilitation of groundwater recharge and wastewater recycling, improvements in water use efficiency, protection of fish and wildlife, mitigation of drought-related economic or water-supply disruption, and other potential investments to support short- and long-term drought response.

IT IS FURTHER ORDERED that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 28th day of March 2022.

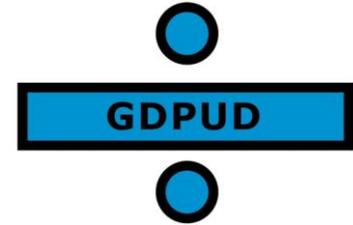


GAVIN NEWSOM
Governor of California

ATTEST:

SHIRLEY N. WEBER, PH.D.
Secretary of State

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF APRIL 12th, 2022
AGENDA ITEM NO. 7C**



AGENDA SECTION: INFORMATIONAL ITEMS

SUBJECT: General Manager's Report

PREPARED BY: Adam Coyan General Manager

Recruitments

A new Office/Finance Manager has been hired; Jessica Buckle was the successful candidate. Her first day with the district was March 21st, 2022.

Two new Administrative Aid has been hired; Rebecca Robertson started on March 28th, 2022, and Lindsay Dorosh was rehired by the district with a starting date of March 21st, 2022.

Events

1. 02/16/2022 AMR public workshop at Northside School Library

Teleconference/ Training/ Meetings

1. Carol Arquette and Gloria Omania, agenda preparation and meeting planning
2. 03/08/2022 Eldorado County Board of Supervisors
3. 03/10/2022 Regular Meeting Agenda Planning meeting
4. 03/11/2022 Finance Committee Agenda Planning
5. 03/15/2022 Eldorado County Board of Supervisors
6. 03/15/2022 State Water Resource Control Board
7. 03/16/2022 State Water Resource Control Board
8. 03/22/2022 Eldorado County Board of Supervisors
9. 03/22/2022 Ken Paine
10. 03/24/2022 Finance Committee Meeting

Administrative Tasks

1. Budget to Actuals
2. Budget
3. Staff Reports and supporting documents
4. Recruitment items for Office/ Finance Manager, Administrative Aid I, Administrative Aid II.
5. Staff Report/ resolutions

Informational Item / General Managers Request:

I have approved the bathymetric study for Stumpy Meadows. With it being full there was time constraints on getting the study completed for a reduced cost from \$100,000 to \$17,877.

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Operations Report for March 2022

Presented to the GDPUD Board of Directors

April 12, 2022



Treatment Operations

Walton Lake Treatment Plant

17.212 mg / 555,225 average mgd

0 – Emergency Alarms

Filter Inspections

Water Quality Monitoring:

- ✓ All finished water was in compliance with drinking water standards.
- ✓ Collected routine bacteria distribution and quarterly disinfection by products samples.
- ✓ Distribution monitoring samples were absent of bacteriological contamination indicating adequate disinfection.

Sweetwater Treatment Plant

16.855 mg / 650,741 average mgd

0 – Emergency Alarms

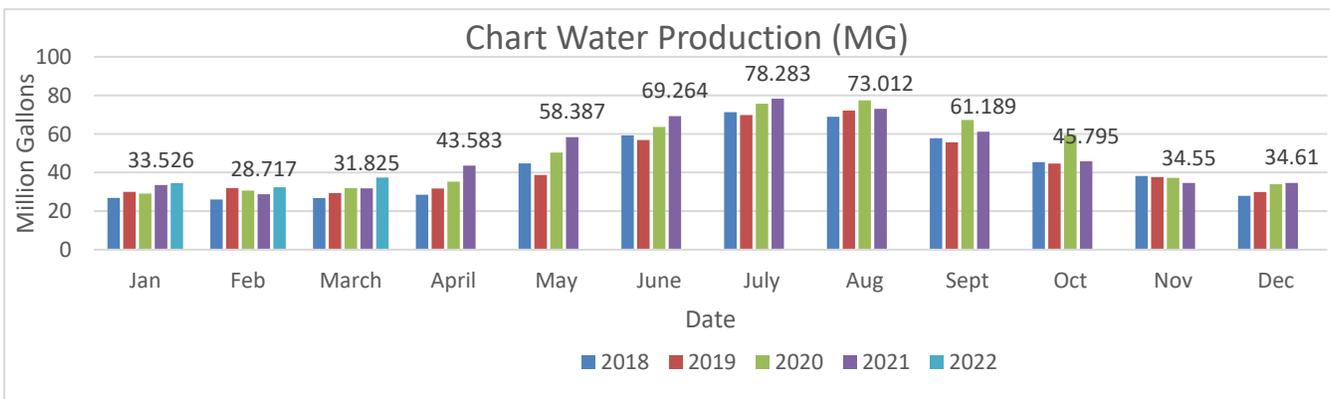
Dike Project

Notes:

Mg – million gallons

Mgd – millions gallons per day

Gross Water Use – 133 Gallons per Day per Capita



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Operations Report for March 2022

Presented to the GDPUD Board of Directors

April 12, 2022

Summary of Field Work Activities

Distribution Crews

- ✓ Repaired Breaks: 7
- ✓ Repair/Replace Meter: 1
- ✓ Installed New Service: 2
- ✓ After Hours Callouts: 18
- ✓ Valves Exercised: 8
- ✓ Underground Service Alert Response: 168
- ✓ Relief Valve: 14
- ✓ Pressure Release Valve: 11
- ✓ Isolation Valve : 3
- ✓ Service Calls:
 - 53 General Calls
 - 39 Occupant Changes
- ✓ Pump Station Operation
- ✓ Hydrant Flushing: 1

Outside of normal operations functions, distribution crews have begun to replace PRVs and ARVs associated with the 2021/2022 CIP.

Canal/Maintenance Crew

- ✓ Ditch Lining Projects
- ✓ General Ditch Maintenance

Photo Documentation

Stumpy Meadows Bathymetry Survey



Service Line Repair



Photo Documentation

Cattail Court Lining Project



Buffalo Hill Lining Project



Photo Documentation

Air Relief Valve Replacement – New vs. Old



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Auburn Lake Trails Wastewater Management Zone Report for March 2022

Presented to the GDPUD Board of Directors

April 12, 2022

Zone activities are completed in accordance with California Regional Water Quality Control Board Central Valley Region, *Waste Discharge Requirements for Georgetown Divide Public Utility District Auburn Lake Trails On-Site Wastewater Disposal Zone* Order No. R5-2002-0031.

- **Community Disposal System (CDS) Lots - 137**
- **Individual Wastewater Disposal System Lots - 897**

Field Activities

✓ Routine Inspections:	115
✓ Property Transfer Processing:	14 Initial 13e Follow Up 9a Follow Up
✓ New Inspection	2 (671,1794)
○ Plan Review	0
✓ Weekly CDS Operational	5
○ New Wastewater System	2(671,1794)
○ New CDS Tank	1(226)
○ New Pump Tank	0

Reporting

The monthly *Sanitary Sewer Overflow (SSO) – No Spill Certification* was submitted electronically to California Regional Water Quality Control Board on California Integrated Water Quality System (CIWQS) on April 1, 2022.

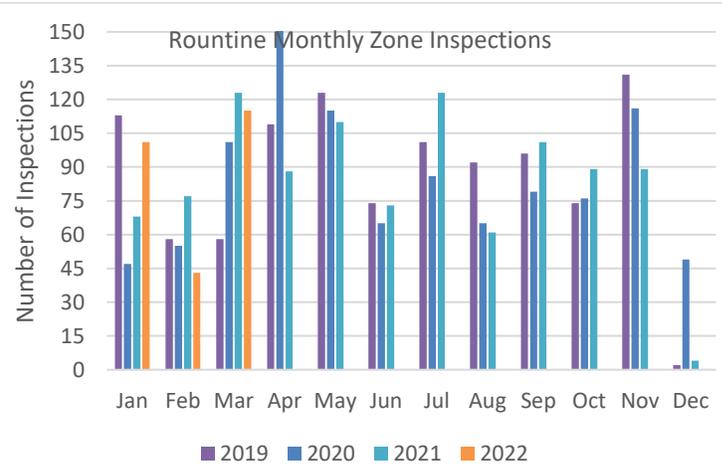
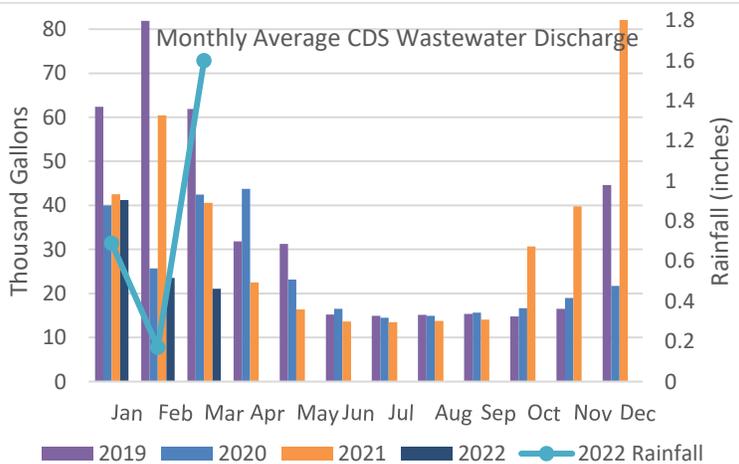
Notes: GM-Well Samples

CDS – Wastewater Discharge

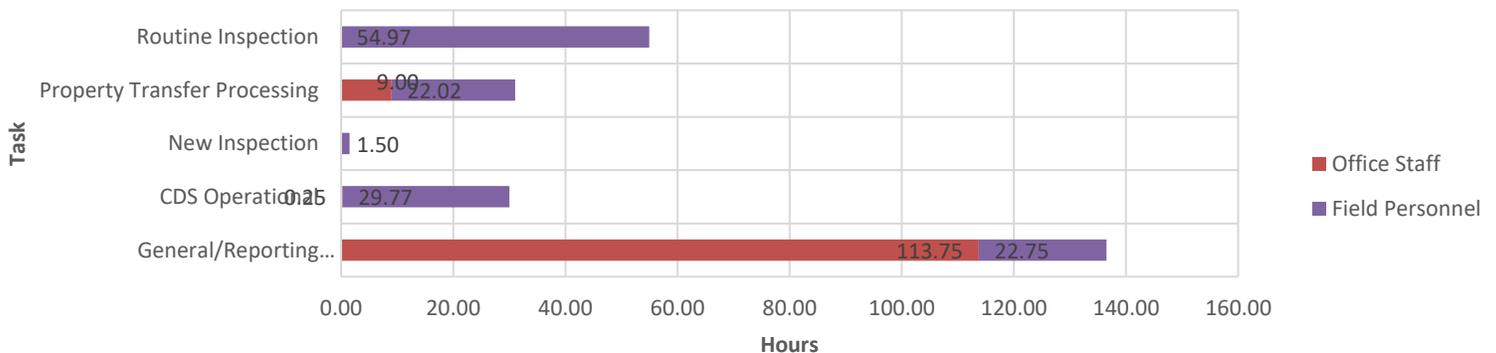
653,000 gallons / 21,064 gallon/day average

Rainfall

1.60 Inches



Monthly Labor Allocation



Georgetown Divide Public Utility District

6425 Main Street P.O. Box 4240, Georgetown, CA 95634 • (530) 333-4356 • www.gd-pud.org

Adam Coyan, General Manager

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF APRIL 12, 2022
AGENDA ITEM NO. 9.A.**



AGENDA SECTION: OLD BUSINESS

**SUBJECT: APPROVE AMENDMENT TO DISTRICT POLICY 2021-1012,
FINANCE COMMITTEE ROLE AND RESPONSIBILITIES**

PREPARED BY: Gloria Omania, Retired Annuitant

APPROVED BY: Adam Coyan, General Manager

BACKGROUND

On October 12, 2021, the Board of Directors adopted District Policy 2021-1012 that included a section on membership:

Section 2. Membership; Quorum: The Committee shall be comprised of no fewer than three (3) and no more than five (5) public members. A quorum shall consist of a simple majority of the total number of members currently appointed to the Committee, but no less than three (3) public members.

DISCUSSION

During the regular Board meeting of March 8, 2022, the Board appointed two additional public members to the Committee and directed Staff to amend the policy to increase the number of public members to seven (7). Attachment 1 is the amended policy.

It should be noted that the Ad Hoc Committee for Policy Manual is tasked with reviewing the current District Policy Manual and directing Staff to establishing standard procedures for the development, review and adoption of district policies.

FISCAL IMPACT

This action does not require any budget increases.

CEQA ASSESSMENT

This is not a CEQA project.

RECOMMENDED ACTION

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) adopt the attached Resolution amending District Policy 2021-1012.

ALTERNATIVES

(a) Request substantive changes to the Resolution for staff to implement; (b) Reject the Resolution.

ATTACHMENTS: (1) Amended Policy 2021-1012; (2) Resolution 2022-XX

Georgetown Divide Public Utility District Policy Manual

2021

POLICY TITLE: Role and Responsibilities of the Finance Committee

POLICY NUMBER: 2021-1012.01

BACKGROUND:

The Board of Directors (“Board”) of the Georgetown Divide Public Utility District (“District”) formally established the Finance Committee (“Committee”) under District Policy 5000.3 which requires the committee to comply the Ralph M. Brown Act, California’s “Open Meetings Laws” adopted by the Legislature in 1953. Commonly referred to as the Brown Act, these provisions are contained in Government Code Section 54950 et seq. The Brown Act is broadly construed, and compliance is constitutionally mandated. Committee members must be knowledgeable about Brown Act provisions and are required to take annual and bi-annual training.

The Board rescinded the resolution establishing the role and responsibilities of the Finance Committee during the regular meeting of June 9, 2020. At the regular meeting of January 12, 2021, the Board created an ad hoc committee to work on a new Finance Committee Policy. The roles and responsibilities of the Finance Committee is set forth below:

1. **Purpose.** The Finance Committee was established as an advisory body to the Board on matters related to the District’s finances, budgeting, auditing, financial policies, and reports. Due to the Committee’s advisory nature, the Committee and its members have no authority to set policy, expend funds, or make obligations on behalf of the Board and/or the District.
2. **Membership; Quorum.** The Committee shall be comprised of no fewer than three (3) and no more than seven (7) public members. A quorum shall consist of a simple majority of the total number of members currently appointed to the Committee, but no less than three (3) public members.
3. **Board Liaison.** The Board Treasurer and another Director, for a total of two (2) Directors, shall be assigned to the Committee as Board Liaison members.
 - (a) The duties of the Board Liaison include presenting relevant data to the Board and arranging for any presentation of important progress on projects to the Board by the Committee Chairperson.
 - (b) The Board Liaison’s role will be advisory to the Committee.
 - (c) The Board Liaison will not have a vote on the Committee.
 - (d) Only two (2) Board of Directors can be present at any of the Committee meetings
 - (e) If a regular Liaison cannot attend a meeting, that member will contact the Board President and the Board President will arrange for another member to attend the meeting. If there

- (f) are three members present, the Board Liaison is authorized to request the non-liaison Board member to leave.

4. Selection of Committee Members.

- (a) A Notice of a Vacancy on the Finance Committee shall be posted on the District's website and social media sites, and must be published in a newspaper of general circulation in the District with instructions for applying, including a deadline for submittal.
- (b) All applicants who reside within the District boundaries will be eligible for consideration by the Board. It is recommended that applicants have experience in finance, budgeting, accounting, management, and/or related fields.
- (c) Applications must be submitted by the stated deadline and must include a Statement of Interest and resume. Applicants can be mailed or hand-delivered to the General Manager at the District Office, located at 6425 Main Street, Georgetown, CA 95634, or transmitted by email to gm@gd-pud.org.
- (d) The General Manager will distribute all applications to the Board of Directors.
- (e) All applicants shall make a personal presentation of their qualifications to the Board of Directors during a Board meeting.
- (f) The Board of Directors will ask questions of the applicants during the Board meeting and will publicly vote on each applicant to be appointed. In the case where there are more applicants than Committee seats, Directors will submit their ranking of the applicants to the Board President after the questioning period. The applicant(s) with the highest number of first place, then second place, etc., (if needed) rankings shall be selected and announced as the appointee(s).
- (g) Those Finance Committee members who resign or who do not renew their two-year commitment shall provide a letter of resignation to the Finance Committee Chair, the President of the Board of Directors, and the General Manager.
- (h) The Board of Directors will confirm appointments and resignations by Resolution of the Board.

5. Role of the Committee. The primary role of the Committee is to provide recommendations to the Board of Directors from their direction, or in response to Board approved proposals made by staff on matters related to the District's finances. It shall be the responsibility of the committee to adhere to the Board approved Conceptual Budget Timeline (Exhibit A) and to:

- (a) Review annual operating budget proposed by staff and make recommendations to the Board prior to the Board receiving the annual operating budget for approval.
- (b) Review emergency, short-range, long-range strategic financial plans and quarterly financial reports proposed by staff and make recommendations to the Board prior to the Board receiving the proposed financial plans and reports for approval.
- (c) Review the audited annual financial data and statements available when the audit is presented to the Board of Directors.
- (d) Review and monitor all District financial reports including, quarterly reports, request for proposal budgets, Capital and Reserve funds, monthly cash balances, fund transfers, investments, source of funding, and make any recommendations to the Board.

- (e) Present alternative options with recommendations to the Board.
 - (f) Present all Committee identified financial goals and proposals to the Board for approval.
 - (g) Accept all projects requested by the Board.
- 6. Meetings.** The committee shall meet monthly, and more often if needed or requested by the Board. Meetings shall be held at the District's offices unless otherwise stipulated by an emergency or Executive Order.
- (a) At any meeting of the Finance Committee, the majority of the members currently appointed show constitute a quorum for purposes of conducting business or meetings. Unless otherwise posted, a majority vote of those present and voting shall be sufficient to adopt any motion. A quorum cannot be under three (3) members.
 - (b) All meetings of the Committee shall be open and public, and all persons shall be permitted to attend any meeting of the Committee as provided by Government Code Section 54950 et seq.
 - (c) All meetings of the Committee shall be held in the GDPUD offices at 6425 Main Street, Georgetown, CA 95634, unless there is a special need to hold a meeting at a different location.
 - (d) The proceedings of all meetings of the Committee shall be conducted in accordance with GDPUD Board Policy Numbers 5000, 5030 and 5040.
 - (e) The Committee shall follow the order of business for the conduct of its meetings by the agenda. The order can be changed during the Adoption of the Agenda by majority vote.
 - (f) Any meeting may be adjourned to a time and place stated in the Order of Adjournment. Less than a quorum may also adjourn from time to time. If all members are absent, the Secretary may declare the meeting adjourned to a stated time and place and shall cause each notice to be given in the same manner as for special meetings.
 - (g) Special meetings may be called at any time at the direction of the Chairperson or by a majority of the Committee. However, scheduling must be coordinated with the General Manager and Board President to ensure there are no conflicts with other scheduled Committee, Board, County, Regional, or Legislative meetings. A minimum of Forty-Eight (48) hours advance written notice of special meetings shall be provided by the Chairperson to the Board President and General Manager stating the date, time, and business to be transacted. The public shall be notified through the district regular communications and procedures, in accordance with Government Code Section 54950 et seq – at least twenty-four (24) hours prior to the meeting.
 - (h) The Board Clerk shall maintain meeting minutes, including a complete record of all transactions, findings, and determinations, and present a full statement to the General Manager for the Board prior to the next Board meeting. A signed copy of meeting minutes shall be filed with the Staff Liaison.
- 7. Terms.** The terms of office shall be two (2) years. Committee members may be reappointed to subsequent terms by providing their resume to the Board and the General Manager, and then the Board voting on the Committee members reappointed during a Board meeting.

8. Removal. All committee members serve at the will of the Board, and any member may be removed by an affirmative vote of three (3) members of the Board. The removal of a Finance Committee member shall follow procedures that will be outlined in a District Policy on Board Committees.

9. Officers. The committee shall designate from among its members a Chair, Vice-Chair, and Secretary. The Chair shall preside over the meetings, and in the Chair's absence, the Vice-Chair shall preside. If both the Chair and the Vice-Chair are absent, the remaining members, if a quorum exists, shall select from among themselves a person to preside over the meeting. The Board Clerk, or Staff designee, shall prepare agendas and minutes of every meeting and shall be responsible for transmitting the agenda and the final copy

of all minutes to the General Manager or designee. Items needing Board action shall be transmitted as soon as possible to the General Manager or designee for inclusion on the next available Board agenda.

10. Agenda.

- (a) The General Manager, in cooperation with the Board President and the Chair of the Finance Committee, shall prepare an agenda for each regular and special meetings of the Finance Committee Meeting in accordance with the Ralph M. Brown Act (California Government Code Section 54950).
- (b) All items on the agenda must have been approved or directed by the Board of Directors. These items may come from either the Board, Staff, or Finance Committee requests.
- (c) There is a conceptual timeline which should be automatically incorporated each month at the direction of the Board.
- (d) During the last item of the Finance Committee agenda before adjournment, a Committee member may bring up items they would like the Committee to review and for what purpose. Requests affirmed by a majority vote of the Committee shall be reported to the Board of Directors by the Committee Chair at the next meeting of the Board of Directors.
- (e) Reports will be prepared each month based on the conceptual timeline for the Finance Committee and any other monthly financial committee reports or agendized items.
- (f) Requests for additional information by Committee members should be directed to the Finance Committee Chair. The Chair will provide the Board Treasurer with these requests. The requests will then be given and discussed with the General Manager by the Treasurer with a copy to the Board President. Only the General Manager can direct staff for reports. Only the Board can direct the General Manager. Committee members must be aware of the conceptual timeline and reports required for the agenda when requesting additional information.

11. Board Reports. The Committee shall report on its activities to the Board at least monthly and more often if needed or requested by the Board. The Board Report shall be either oral or written and shall include a description of the activities of the Committee for the proceeding, and any on-going or outstanding activities or tasks. The Board Report will be given at the

next Regular Board Meeting by the Finance Committee Chair or Vice-Chair. Committee member minutes can be used to satisfy this requirement if the Chair or Vice-Chair is not present at the Board of Directors meeting.

- 12. Board Liaison and Staff Support.** The Committee shall have a following Board and/or staff members to assist it with its work from time to time as may be necessary or desired by the Committee and/or the Board: Board Treasurer who will serve as the Board Liaison, and a Staff Liaison designated by the General Manager. The Board Liaison and Staff Liaison shall (a) not be regular or ex officio members of the committee; (b) not have the right to vote; and (c) not be counted for purposes of determining the presence of a quorum.

EXHIBIT A

Georgetown Divide Public Utility District Finance Committee

The Finance Committee shall accept direction from the Board of Directors to provide financial reviews, make recommendations, and report on its activities to the Board at least monthly, or more often if needed or requested by the Board. The Board Report can be either oral or written and shall include a description of Committee activities per this timeline, and on any ongoing or outstanding activities or tasks. The Board Report is given during the Regular Board meeting during Committee Reports by the Committee Chair. Committee meeting minutes may be used to satisfy the reporting requirement if the Chair will not be present.

January – Review Second Quarter Budget Report, Comparison of Mid-Year Budget Report.

February – Capital/Reserve Budget Review, ALT Wastewater Rate to Budget Review.

March – Begin Review Next FY Budget

April – Review Next FY Draft Budget, Review Third Quarter Budget Report.

May – Review Next FY Final-Draft Budget, Audit Prep Review.

June – Joint Budget Workshops with the Board of Directors

July – Review Fourth Quarter Budget Report, FY-End Actuals Review.

August – Review Investment Policy, Water Rate to Budget Review.

September – Fund Transfer Tracking Review.

October – Review First Quarter Budget Report.

November – Review CalPERS Unfunded Liabilities, Compare Prior FY Budgets with Matching Prior FY Audits.

December – Develop Finance Committee’s Annual Work Report for the Board of Directors.

RESOLUTION NO. 2022-XX
OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
APPROVING AN AMENDMENT TO DISTRICT POLICY 2021-1012 ON THE
ROLE AND RESPONSIBILITIES OF THE FINANCE COMMITTEE

WHEREAS, the Board of Directors created the ad hoc Finance Policy Committee on January 12, 2021, to review and redefine the role and responsibilities of the Finance Committee; and

WHEREAS, during the regular board meeting of April 13, 2021, the Board adopted Resolution 2021-16 to reestablish the Finance Committee and allow the ad hoc Finance Policy Committee to continue the work on a District policy on the role and responsibilities of the Finance Committee; and

WHEREAS, the ad hoc Finance Policy Committee submitted recommended changes to the policy; and

WHEREAS, additional language related to the Brown Act provisions was inserted and the document was reformatted into District Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT the District Policy on the Role and Responsibilities of the Finance Committee is adopted.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 12th day of October 2021, by the following vote:

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS

NOES: None.

ABSENT/ABSTAIN: None.

Michael Saunders, President, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Attest:

Adam Coyan, Clerk and Ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

CERTIFICATION

I hereby certify that the foregoing is a full, true, and correct copy of Resolution 2021-41 duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 12th day of October 2021.

Adam Coyan, Clerk and Ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT