

**CONFORMED AGENDA
REGULAR MEETING**

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS

6425 MAIN STREET, GEORGETOWN, CALIFORNIA 95634

Special Notation:

Director Dane Wadle will participate in this meeting from a satellite location via telephone. The Public may participate in all Open Session portions of this meeting from this location. The specifics of his location, while participating in this meeting, are as follows:

221 Fairway Drive, Tahoe City, California 96145

**TUESDAY, AUGUST 14, 2018
1:30 P.M.**

MISSION STATEMENT

It is the purpose of the Georgetown Divide Public Utility District to:

- Provide reliable water supplies
 - Ensure high quality drinking water
 - Promote stewardship to protect community resources, public health, and quality of life
 - Provide excellent and responsive customer services through dedicated and valued staff
 - Ensure fiscal responsibility and accountability are observed by balancing immediate and long-term needs.
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1. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

The meeting was called to order at 1:30 P.M. Director Souza led in the Pledge of Allegiance.

Directors Present: Jesse Hanschild, David Halpin, Lon Uso, David Souza; Dane Wadle via conference call.

Staff Present: General Manager Steven Palmer; Management Analyst Christina Cross; Board Assistant Diana Michaelson. Legal Counsel: Helane Seikaly, Churchwell White, LLP.

2. ADOPTION OF AGENDA

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

Public Comment: There were no comments from the public.

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.

Cherie Carlyon commented regarding posting agendas at local post offices, noticing customers about email notification list, and publishing a video recording of the ALT Water Treatment Plant tour.

Cindy Garcia commented regarding the timing of sending Finance Committee agendas to the committee members and posting recordings of the committee meetings.

The Board adjourned to Closed Session at 1:34 P.M.

4. **ADJOURN TO CLOSED SESSION**

A. **Conference with Labor Negotiators Pursuant to Government Code Section 54954.9(f) and Government Code 54957.6:**

District Representatives – General Manager Steven Palmer; District General Counsel.
Employee Organization – International Union of Operating Engineers Stationary Engineers, Local No. 39.

5. **RETURN TO OPEN SESSION – REPORT ON ACTION TAKEN IN CLOSED SESSION**

The Board returned to Open Session at 1:45 P.M.

President Uso reported that there was nothing official to report. However, he noted that the Closed Session related to consideration of the contract that will come before the Board for action later in the meeting.

6. **PROCLAMATIONS AND PRESENTATIONS**

A. **Proclamations**

1. Congratulating John Simons on his retirement

Director Uso commended Mr. Simons for 30 years of service to the District and presented him with a congratulatory proclamation.

2. Congratulating Warren Elliott on his retirement

Director Uso commended Mr. Elliott for 27 years of service to the District and presented him with a congratulatory proclamation.

B. **Water Bond Informational Presentation – John Kingsbury, Mountain Counties Water Resources Association**

Possible Board Action: Receive and file.

Mr. Kingsbury gave a slide show presentation regarding the role of Mountain Counties Water Resources Association (MCWRA) and an overview of Proposition 3, The Water Supply and Water Quality Act of 2018, that will appear on the November 2018 statewide California ballot.

7. CONSENT CALENDAR

Ms. Carlyon requested that Items 7.B.2; 7.C; 7.D; and 7.E be pulled from the Consent Calendar to be discussed separately. Ms. Garcia requested that Items 7.B.1 also be pulled from the Consent Calendar.

Motion by Director Halpin to adopt the remaining item on the Consent Calendar. Second by Director Hanschild.

Public Comment: *There were no public comments.*

Vote: *The Consent Calendar minus Items 7. B1, B.2, C, D, and E was approved unanimously.*

A. Approval of Minutes

1. Regular Meeting of July 10, 2018

B. Financial Reports

Items 7.B.1. and 7.B.2. were pulled from the Consent Calendar.

1. Statement of Cash Balances

Ms. Garcia asked the Board to provide a current copy of the District's Accounting and Management Policies and Procedures. She also asked that a new statement be issued listing all the checks that would add up to the summary balance.

GM Steven Palmer clarified the difference between the Statement of Cash Balances and the Month-End Cash Disbursements Report. He noted that B.1. is the fund balances on the day the report is run, and the Month End Cash Disbursement Report lists checks to be approved by the Board since the last Board meeting.

Management Analyst Christina Cross explained that B.2. represents all the Accounts Payable – not including payroll, because those payments are transmitted electronically by a third party.

GM Palmer continued, stating that the checks listed in the packet are those that the Board must approve; whereas the electronic payments are not subject to the Board signing them. The intent of the reports is not to provide a monthly update on the financial status of the District but to inform the Board of the current fund balances and for the Board to approve the checks. The Quarterly Reports are much more detailed.

Ms. Cross further explained that the Accounting and Management Policies and Procedures are in the process of being updated, and Staff is working with the Auditors to identify all the areas that need to be addressed. Finance Committee Chairperson Rick Gillespie commented that the Policies and Procedures was adopted as a working document, knowing that changes were going to be made, but at least providing something that could be presented to the auditors.

Director Uso summarized that the document is a work in progress, it is evolving, but we are moving in the right direction.

2. Month-End Cash Disbursements Report

Motion to adopt the financial reports by Director Halpin, Second by Director Hanschild.

Vote: The motion passed unanimously.

C. Authorize GM to Execute a Personal Services Agreement with Hansford Economic Consulting in the Amount of \$24,000 for Wastewater Fee Evaluation

Possible Board Action: Adopt Resolution 2018-38.

Item 7.C. was pulled from the Consent Calendar.

Ms. Carlyon asked if there is a timeline for the wastewater cost of service study. Adam Brown responded that the study would take about four or five months once it is started.

Motion to adopt Resolution 2018-38 by Director Wadle. Second by Director Hanschild.

Vote: The motion passed unanimously.

D. Notice of Completion – Walton Tank #2 Recoating

Possible Board Action: Adopt Resolution 2018-39.

Item 7.D. was pulled from the Consent Calendar.

Ms. Carlyon asked why the agenda packet included a certification to the County. GM Palmer responded that the District is required to provide a Notice of Completion on any capital project construction contract.

Motion to adopt Resolution 2018-39 by Director Wadle. Second by Director Hanschild.

Vote: The motion passed unanimously.

E. Approve Job Descriptions – Field Superintendent and HR Specialist Positions

Possible Board Action: Adopt Resolutions 2018-40 and 2018-41.

Item 7.E. was pulled from the Consent Calendar.

Ms. Garcia asked if minimum qualifications could be added to the job descriptions. GM Palmer stated that Staff used model templates from JPIA our insurance provider and risk management, ACWA, and reviewed them with Churchwell White. He stated that he is confident that they are appropriate and will allow the District to get acceptable candidates.

Ms. Carlyon commented that she thought the HR-IT Specialist should be required to have a college education.

Motion to adopt Resolutions 2018-40 and 2018-41 by Director Halpin. Second by Director Souza.

Vote: The motion passed unanimously.

8. INFORMATIONAL ITEMS

A. President's Report

There was no President's Report.

B. Board Reports

Director Wadle reported that the California Special Districts Association (CSDA) is seeking submissions from high school and college students for its 2018 Student Video Contest. The top three winners will receive scholarships. The contest runs from the end of August to the end of September. Director Wadle is working with the General Manager to publicize the contest on the Divide.

C. General Manager's Report

Mr. Palmer showed photos of gunite lining work that was recently done on some of the ditches. He also showed before and after photos of the tank lining at Walton.

He continued his report by outlining some of the agenda items that will be coming to the Board in the next few months.

D. Operation Manager's Report

Mr. Palmer delivered the Operations Manager's Report. He presented graphs that compare water production over the past five years, noting that there has been a significant reduction in water use since 2013, likely due to water conservation goals promoted by the State.

E. ALT Treatment Plant Update

Engineering Consultant George Sanders walked the Board and audience through a slide show of project-related photos.

F. Finance Committee Report

Finance Committee Chairperson Rick Gillespie reported that a recent RFP and bid selection process resulted in a significant savings to the District due to the

professional, specialized work of District staff, which illustrates why the District needs to add quality, specialized staff.

Other recent work of the committee included selecting the audit company, reviewing the District's reserve policy, and beginning work on a proposal for a new accounting system.

9. NEW BUSINESS

A. Irrigation Ordinance Update Outreach Plan

Possible Board Action: Approve by Motion Action.

Administrative assistant Gloria Omania presented a proposed plan for gathering and reviewing public input on updates and changes to the Irrigation Ordinance.

Motion by Director Hanschild to approve the plan as submitted, subject to nailing down dates for both workshops. Second by Director Halpin.

Public Comment: Ms. Garcia commented regarding notification in the water bills.

Vote: *The motion passed unanimously.*

B. Status of Annual Audit

Possible Board Action: Receive and File.

Management Analyst Christina Cross presented the staff report and recommendation. On April 10, 2018 the District retained the firm of LSL for audit services. An interim audit was performed the week of June 25, 2018 to interview employees regarding day to day practices and identify potential deficiencies.

C. Review District's Conflict of Interest Code

Possible Board Action: Adopt Resolution 2018-42.

Ms. Cross presented the staff report and recommendation. Every other year the County Recorder-Clerk-Registrar of Voters requests that the District review its Conflict of Interest Code. The District recently added the Management Analyst position; therefore, the Code is being amended to add the position to the list of staff required to annually submit a Form 700. The Board's approval is required for the 2018 Local Agency Biennial Review Notice, the Biennial Conflict-of-Interest Review, and the Notice of Intent to Amend a Conflict of Interest Code.

Motion by Director Wadle to adopt Resolution 2018-42. Second by Director Hanschild.

Public Comment: Ms. Garcia commented regarding the source of the forms.

Vote: *The motion passed unanimously.*

D. Update on District's Low-Income Rate Assistance Program

Possible Board Action: Receive and File.

Ms. Cross presented the staff report and recommendation. It was the consensus of the Board to continue the program without any changes for now, continue to do community outreach in various forms, and re-evaluate during the mid-year budget review process and again at the end of the fiscal year.

E. Approve Memorandum of Understanding with International Union of Operating Engineers Stationary Engineers Local No. 39

Possible Board Action: Adopt Resolution 2018-43.

Mr. Palmer presented the staff report and recommendation. The District and Local 39 have been negotiating terms for the new MOU. The District and the Local 39 representatives reached tentative agreement on the terms of the MOU, and the MOU was ratified by Local 39 membership on July 18, 2018. For the new MOU to become effective, the Board must take formal action to approve.

Mr. Palmer highlighted the negotiated changes to the updated MOU.

Motion by Director Hanschild to adopt Resolution 2018-43. Second by Director Souza.

Public Comment: *Ms. Carlyon commented regarding the Distribution Lead and the Field Supervisor positions.*

Michael Sanders commented regarding the drug testing provision.

Vote: The motion passed unanimously.

10. PUBLIC HEARINGS

A. Second Reading of Ordinance 2018-01 Approving Annual Tax Liens

Possible Board Action: Hold Public Hearing and Adopt Ordinance 2018-01.

Mr. Palmer presented the staff report and recommendation.

President Uso opened the Public Hearing.

Ms. Carlyon commented regarding notification to those on the list. Mr. Palmer offered assurances that Staff have been following up and reaching out to ensure that no one is on the list that shouldn't be.

Mr. Sanders asked if the late fee is posted on the website.

Steven Dowd commented regarding meters that are pulled and then reinstated.

President Uso closed the Public Hearing.

The Board voted unanimously to adopt Ordinance 2018-01.

11. **BOARD MEMBER COMMENTS, REQUESTS FOR ADDITIONS TO FUTURE MEETING AGENDAS AND REQUESTS FOR INFORMATION OR RESEARCH TO BE COMPLETED BY STAFF** – Opportunity for Board members to discuss matters of interest to them and provide input for future meetings as well as report on their District-related meeting attendance.
12. **NEXT MEETING DATE AND ADJOURNMENT** – Next Regular Meeting is September 11, 2018, at 2:00 P.M. at the Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, CA 95634.

The Board adjourned at 4:10 P.M.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Steve Palmer by telephone at 530-333-4356 or by fax at 530-333-9442. Requests must be made as early as possible and at least one-full business day before the start of the meeting. In accordance with Government Code Section 54954.2(a), this agenda was posted on the District's bulletin board at the Georgetown Divide Public Utility District office, at 6425 Main Street, Georgetown, California, on August 9, 2018.



Steven Palmer, PE, General Manager



Date