

# AGENDA

## REGULAR MEETING

### GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS

6425 MAIN STREET, GEORGETOWN, CALIFORNIA

#### *Special Notation:*

*Director Maria Capraun 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 her location, while participating in this meeting, are as follows:*

*384 West 5200 South, Washington Terrace, Utah 84405*

**TUESDAY, OCTOBER 11, 2016**

**2:00 P.M.**

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### 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**

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

- 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.

#### **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.

A. **Approve Minutes** – Regular Board Meeting of September 13, 2016; and Special Board Meeting of September 27, 2016.

**B. Purchase of Trucks and Excavator**

**Discussion** – The Board of Directors approved the FY 2016-17 Capital Budget at their regular meeting of September 13, 2016. Included as an approved budget item is the purchase of two vehicles and one excavator. Funding for this purchase is reserved under Fund 45.

**Possible Board Action** – It is Staff's recommendation that the Board approve the purchase of the Ford half-ton truck, the Ford one-ton truck, and the John Deer Excavator.

**5. METER REPLACEMENT PROGRAM – FINANCING OPTIONS**

**Discussion** – The Board directed District staff at the last regular Board meeting to initiate the process of identifying funding resources and grant opportunities for the Meter Replacement Program. Frank Gill from Holman Capital will give a presentation regarding the District's credit rating and financing options for replacing our water meters.

**Possible Board Action** – Staff recommends that the Board consider the information presented by Mr. Gill, consider additional input from Staff, and take the appropriate action relative to moving forward with the Meter Replacement Program.

**6. FINANCIAL REPORT AND REQUEST FOR APPROVAL OF PURCHASE OF ACCOUNTING SOFTWARE**

A. **Accounts Payable Reports** – Accounts Payable for August 2016; Month End Cash Disbursement Report for September 2016

**Discussion** - This report is limited to a summary of Accounts Payable for the month of August 2016. The remaining reports are being provided on a quarterly basis and will be presented at the regular meeting in December.

**Possible Board Action** – Receive and file.

**B. Request for Approval of Purchase of MOM Modules**

**Discussion** - Staff is requesting approval for the purchase of three additional modules for the current accounting system (MOM – Multiple Operations Management) to meet the Generally Accepted Account Principles requirements which is a condition of the ALT State Loan.

**Possible Board Action** – Staff recommends the Board receive and file the Financial Reports, and approve the purchase of the three modules plus training from CORBIN WILLITS SYSTEMS, INC., in the amount of \$7,270 from Fund Accounts identified by staff.

**7. SELECTION OF THE 2016 AUDIT COMMITTEE**

**Discussion** – The Board's Finance Committee historically has recommended, for Board consideration, the members to serve on the Audit Committee. The Finance Committee has not met to make this selection. Since the audit is scheduled to begin at the end of the month, the Board may want to follow past appointments and consider appointing persons who are now holding similar positions.

**Possible Board Action** - Staff recommends that the Board appoint Lon Uso, as the Board's Treasurer; Dennis Goodenow, as the Finance Committee Chairperson; and Donna Bruss, a member of the Finance Committee with a financial background.

## 8. PRESIDENT'S REPORT

## 9. BOARD REPORTS

**Update from the General Manager Recruitment Committee**

## 10. GENERAL MANAGER RECRUITMENT PANEL

**Discussion** – At the meeting of September 13, 2016, under the topic of Board Reports, a discussion evolved relating to the current recruitment for the position of General Manager. The discussion concluded with direction from the Board for staff to include this item on the agenda for October.

**Possible Board Action** – Staff recommends the Board include a non-voting staff member on the interview panel for the recruitment of the General Manager. Staff remains neutral on the inclusion of others, outside of the organization, to participate in the recruitment process.

## 11. GENERAL MANAGER'S REPORT

## 12. OPERATIONS MANAGER'S REPORT

## 13. CONTRACT WITH BAY AREA COATING CONSULTANTS, INC.

**Discussion** – The Cleaning and Maintenance of one water storage tank at the Walton Treatment Plant is a project included in the FY 2016-17 Capital Budget. The need to clean and perform maintenance on this tank, as well as others within the District facilities, is identified in the State inspection reports. The proposed expenditure in the Budget is \$220,000. Funding for this project is within Fund 45.

**Possible Board Action** – It is Staff's recommendation that the Board authorize Staff to enter into a contract with Bay Area Coating Consultants, Inc., to perform this work, at a contract amount not to exceed \$21,000. Final contract to be subject to the review and approval of District Counsel.

## 14. FINANCE COMMITTEE – Board ask for the Finance Committee to meet.

**Discussion** – It was reported at the last regular Board meeting that the Finance Committee did not meet in August, and that the Committee was waiting for further direction from the Board of Directors. The Board requested that this item be added to this agenda to offer an opportunity to consider further direction to the Finance Committee.

**Possible Board Action** – In addition to the Finance Committee's current participation in the Water Rate Study and the Annual Audit, it is Staff's recommendation that the Board engage in some dialogue with the Financial Committee and the Public regarding additional direction to the Finance Committee.

## 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.

**Possible Board Action** - Receive and file.

**16. RESOLUTION 2016-14 – GRANT OF EASEMENT TO MICHAEL AND SALLY BOERSIG**

**Discussion** – Staff is in receipt of a request from Michael and Sally Boersig for the dedication of an easement, for waterline purposes, over a portion of land currently owned by the District. The parcel is currently undeveloped land and has an existing waterline easement, 10 feet in width, dedicated along the west boundary.

The District has a history of dedicating easements, for waterline purposes, to individual property owners that need access to our potable water system. These easements are at no cost to the recipient, add to the District's customer base, and are normally along a property boundary.

**Possible Board Action** – Staff recommends Board adoption of Resolution 2016-14 dedicating an easement for waterline purposes and authorize the Board President to sign the Grant of Easement to Michael and Sally Boersig as identified in Exhibits A and B attached. All fees associated with this action is to be paid by the recipient.

**17. GEORGETOWN DIVIDE RECREATION DISTRICT – REDUCTION IN WATER BILL DUE TO LEAKAGE**

**Discussion** –The Georgetown Divide Recreation District has a facility in Garden Valley that is supplied potable water by GDPUD. That facility had a significant leak during the July-August billing cycle. Their water consumption during that period was 524,332 cubic feet (3.9 million gallons). That consumption equates to a water bill of \$11,562.09. Current District regulations allow for a leak consideration which would reduce their bill to \$8,541.09. Carl Clark, GDPD General Manager, will be present at this meeting to share additional information.

**Possible Board Action** – Staff recommends the Board consider the materials to be presented by Mr. Clark, consider additional input from staff and take the appropriate action relative to monies owed during the July-August billing cycle.

**18. 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.

**19. CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL**

Discussion about Ongoing Litigation. Name of Case: Mecklenberg v. GDPUD.

**20. ADJOURN TO OPEN SESSION** – Announcement of action taken in closed session.

**21. NEXT MEETING DATE AND ADJOURNMENT** – The next regular meeting will be November 8, 2016, at 2:00 PM at the Georgetown Divide Public Utility District office.

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 October 9, 2016.**