

AGENDA
SPECIAL MEETING
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS
6425 MAIN STREET, GEORGETOWN, CALIFORNIA 95634

MONDAY, MARCH 22, 2021
4:00 P.M.

MISSION STATEMENT

Michael Saunders, President
(Vacant), Vice President
Mike Thornbrough, Treasurer
Mitch Mac Donald, Director
Donna Seaman, Director

NOTICE: THIS MEETING WILL BE HELD IN ACCORDANCE WITH EXECUTIVE ORDER N-29-20, ISSUED BY CALIFORNIA GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, THE RALPH M. BROWN ACT (CALIFORNIA GOVERNMENT CODE SECTION 54950, ET SEQ.), AND THE FEDERAL AMERICANS WITH DISABILITIES ACT.

THIS MEETING WILL NOT BE PHYSICALLY OPEN TO THE PUBLIC. ALL MEMBERS OF THE PUBLIC MAY PARTICIPATE IN THE MEETING VIA VIDEO CONFERENCE AT

<https://us02web.zoom.us/j/81590194723?pwd=NDIaV1c0SGROUWsyR0VwKytiMnB5QT09>

MEETING ID: 815 9019 4723 AND PASSWORD: 834613 OR VIA TELECONFERENCE BY CALLING 1-669-900-6833, MEETING ID: 815 9019 4723 AND PASSWORD: 834613 AND WILL BE GIVEN THE OPPORTUNITY TO PROVIDE PUBLIC COMMENT. PLEASE NOTE THAT ANY PERSON ATTENDING VIA TELECONFERENCE WILL BE SHARING THE PHONE NUMBER FROM WHICH THEY CALL IN WITH THE BOARD AND THE PUBLIC.

We encourage Board members and participants to join the teleconference 15 minutes early. Due to high call volumes, we ask that Board members and participants retry calling in if there is a busy signal or if you cannot successfully connect to the meeting when you call in.

Out of respect for the meeting and others in attendance via teleconference and videoconference, please adhere to the guidance below for addressing the Board of Directors for both items on the agenda and a matter that is not on the agenda.

Pursuant to the Government Code Section 54954.3 (The Brown Act), members of the public shall be afforded the opportunity to speak on any agenda item, provided they are first recognized by the presiding officer. The Board President will call for public comment on each agenda item. Those wishing to address the Board on a matter that is not on the agenda and within the jurisdictional authority of the District may do so during the Public Forum portion of

the agenda. Please be aware of the following procedures for speaking during Public Forum or public comment sessions:

1. Please use the raise your hand feature when you wish to address the Board or, if participating via teleconference, dial 9* to indicate you would like to speak. The President will call upon you by addressing you by the name or phone number indicated.
2. Comments are to be directed only to the Board.
3. The Board will not entertain outbursts from the audience.
4. There is a three-minute time limit per speaker.
5. The Board is not permitted to take action on items addressed under Public Forum.
6. Disruptive conduct shall not be permitted.
7. Persistence in disruptive conduct shall be grounds for removal of that person's privilege of address.

The Board President is responsible for maintaining an orderly meeting.

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.

1. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

2. ADOPTION OF 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. 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. Comments shall be limited to three minutes per person, or such other time limit as may be imposed by the President, to enable the Board to complete its agenda within a reasonable period of time.

4. FILLING BOARD VACANCY

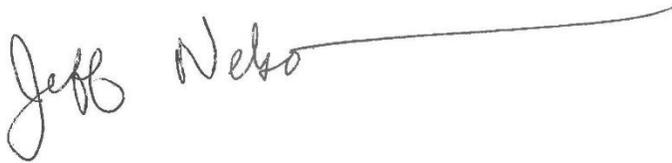
A. Interviews

B. Board Deliberation

C. Selection of New Director

5. NEXT MEETING DATE AND ADJOURNMENT – Next Regular Meeting is April 13, 2021, at 2:00 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 via teleconference, please contact Jeff Nelson 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 March 18, 2021.

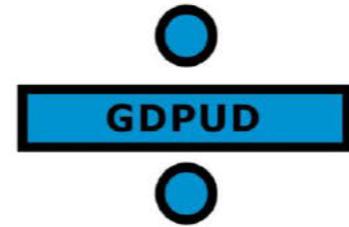
Handwritten signature of Jeff Nelson in cursive script, followed by a long horizontal line extending to the right.

March 18, 2021

Jeff Nelson, PE, Interim General Manager

Date

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF MARCH 22, 2021
AGENDA ITEM NO. 3**



AGENDA SECTION: MAIN AGENDA

SUBJECT: INTERVIEWS AND SELECTION OF NEW DIRECTOR TO FILL BOARD VACANCY

PREPARED BY: Gloria Omania, Board Clerk

APPROVED BY: Jeff Nelson, PE, Interim General Manager

BACKGROUND

A vacancy on the Board of Directors was established upon the resignation of former Director Cindy Garcia at the regular meeting of February 9, 2021. The District announced this vacancy and invited interested persons to submit an application by March 16, 2021.

The following individuals have applied and their applications are included as attachments to this report:

Marilyn Boehnke	(Attachment 1)
Gerry Stewart	(Attachment 2)
Dane Wadle	(Attachment 3)

PROCEDURE FOR SELECTING CANDIDATES FOR THE INTERVIEW

The Board is applying the the procedure for filling the vacancy pursuant to Board Policy 4097– Filling of Vacancy(ies) (**Attachment 4**) on the Board of Directors. Section 4097.5 of this policy provides for the Board to review applications and invite those candidates for an interview before the Board at a publicly-noticed meeting. All three applicants will be interviewed.

PROCEDURE FOR INTERVIEWING APPLICANTS AND APPOINTMENT

The applicants will be invited to participate in a Special Board Meeting to be held via videoconference on March 22, 2021 where they will be interviewed for the Board vacancy. Once they log into the video conference meeting, the candidates will be placed in a virtual waiting room where they will wait to be invited into the main meeting at a time when they will be interviewed by the Board.

The Directors will have an opportunity to ask questions of each applicant. The next applicant will be brought in and the same questions will be asked by the Directors. Once all of the applicants have been interviewed, the Board will deliberate on the applicants. After deliberation, the Board President will give the Directors time to go over their notes and ask each Director who they are nominating for the position. The candidate with the majority of nominations will be brought forward first as a motion to vote for the

appointment. If there is a tie, this process of discussions and nominations will continue until a majority of the Board supports one applicant.

A letter from the Board President was emailed to each of the applicants inviting them to the interview and providing them with pertinent Board policies. A copy of this letter is included as **Attachment 5**.

OATH OF OFFICE

The Certificate of Appointment and Oath of Office will be administered by Legal Counsel at the Regular Board Meeting of April 13, 2021. The executed document will be submitted to the El Dorado County Elections Department.

ATTACHMENTS

1. Boehnke Application
2. Stewart Application
3. Wadle Application
4. Board Policy 4097
5. Letter to Applicants

Special Board Meeting of March 22, 2021

AGENDA ITEM NO. 3

Attachment 1

Boehnke Application

MARILYN L. BOEHNKE

March 12, 2021

Via email to: gm@gd-pud.org

Georgetown Divide Public Utility District
6425 Main Street
Georgetown, CA 95634

Dear General Manager and Board of Directors:

I am very interested in serving on the Georgetown Divide Public Utility District Board of Directors.

While I am not a long-time resident of the area, my husband and I moved to Greenwood in August of 2005. I have been seeking just such an opportunity as this to be involved in my community and put my experience to use.

I have experience from the office clerk with minimal responsibilities to Office Administrator with sole responsibility for administration for a private trade association. While in the military, I had responsibility for confidential personnel, medical, and dental records for my company; I was again in charge of records in my positions at the Agricultural Council of California; and in various positions with the State of California, I have been entrusted with the confidentiality of various documents, and sensitive issues. I have been the assistant to the "top boss" in many jobs, first as assistant to and driver for my Company Commander in the Army, as assistant to the President of an organization in the private sector, and more recently as assistant to a Chief Information Officer, an Agency Information Officer, and an Undersecretary in a state agency.

I have reviewed previous board minutes to familiarize myself with the work of the Board and believe my diverse background could be a good fit. I am willing and able to serve on the Georgetown Divide Public Utility District Board of Directors. My resume is enclosed for your consideration. I am eager for new challenges and look forward to an interview.

Regards,



Marilyn L. Boehnke

Enclosure: resume

cc: msaunders@gd-pud.org

MARILYN L. BOEHNKE

- Results-oriented professional with demonstrated administrative and operational skills, an aptitude for building relationships, and the ability to work with a group of individuals holding divergent and sometimes conflicting points of view.
- Consistently promoted to positions of greater responsibility: advancing four grades within a three-year period in the military – from Private E-1 to Sergeant E-5; from Receptionist to Office Administrator within the private sector; and with the State, in just over three years, from Office Technician to Administrative Assistant II.
- Demonstrated leadership in planning, organizing, and directing the work of staff; and in delivering formal and informal presentations to all levels of management.

PROFESSIONAL EXPERIENCE

- Advise management on administrative and financial issues, procedures, and policies.
- Provide motivation and leadership to staff; plan, organize, and direct work; and ensure quality performance and results.
- Analyze work processes and procedures for the US Army, Agricultural Council of California, Department of Consumer Affairs, and Department of Food and Agriculture.
- Direct the Cooperative Marketing Contest Program for the FFA regional contests and the State FFA Judging Finals.
- Track proposed legislation, analyze for impact to the department and its various programs, prepare summary report of initial and amended bills, and prepare written bill analysis for submission to the CDFA Legislative Affairs Office.
- Collect and organize data to prepare quarterly FPPC Lobbyist and Lobbyist Employer reports for the Agricultural Council of California and submit to the Secretary of State.
- Performed all finance functions, including accounts receivable, accounts payable, and payroll and prepared quarterly and year-end financial documents and budget projections for the Agricultural Council of California President, Finance Committee, and Board of Directors.
- Collect and organize data for contracts and grants and submit to the Grants and Contracts Unit for processing and execution.

EMPLOYMENT HISTORY

State of California: Part Time - 1yr/4mos

Associate Governmental Program Analyst – November 1, 2018 to Present

State of California: Full Time - 1yr/3mos

Associate Governmental Program Analyst – August 1, 2017 to October 31, 2018

MARILYN L. BOEHNKE

State of California: Retired Annuitant - 0yrs/10mos

Associate Governmental Program Analyst – October 1, 2016 to July 31, 2017

State of California: Full Time - 12yrs/0mos

(Retired December 2015)

Associate Governmental Program Analyst – April 1, 2014 to December 31, 2015

Administrative Assistant II - March 1, 2008 to March 31, 2014

Executive Assistant - September 1, 2007 to February 29, 2008

Executive Secretary - September 1, 2005 to August 31, 2007

Office Technician (Typing) – January 5, 2004 to August 31, 2005

Agricultural Council of California: Full Time - 14yrs/2mos, and Part Time - 5yrs/3mos

Administrative Consultant, part time - January 1, 2005 to March 25, 2010

Office Administrator - September 1, 2001 to December 31, 2004

Administrative Assistant - January 1, 1992 to August 31, 2000

Receptionist – November 5, 1990 to December 31, 1991

United State Army Reserve – Full-Time Active-Duty Status: 3yrs/2mos

Unit Administrator, 4th Psychological Operations Company – June 1985 to September 1989

United State Army Reserve – Basic and Advanced Training: 1yrs/10mos

Language Trainee, Defense Language Institute – December 1983 to May 1985

Interrogator Trainee, US Army Intelligence Center – October 1983 to December 1983

Basic Trainee – July 1983 to October 1983

Special Board Meeting of March 22, 2021

AGENDA ITEM NO. 3

Attachment 2

Stewart Application

To Board of Directors GDPUD

C/O Jeff Nelson General Manager.

Gentlemen,

I have been asked on different occasions by different people to again serve as a director on the GDPUD board. I am submitting my application that I be considered for any future vacancies that may occur on the current board. Attached is a brief resume of my experiences and qualifications for your review. I will be happy to amplify its contents should you choose to interview me.

In considering me for an appointment, you should know that if chosen, it will be my intent to:

1. Assure that all customers are given the best product and service possible.
2. To deliver said service in the most efficient and economical way possible.

This is my philosophy in all my business ventures and has serviced my customers well.

Thank you for your consideration.

Gerry Stewart

██████████

Resume For Gerry Stewart for GDPUD Board of Directors

Education: AA Degree Bakersfield College

BS Degree San Jose State- Industrial Technology

MBA Degree Golden Gate University

Graduate: National Association of Realtors

Instructor: Sierra College (Retired) Business and Real Estate

Personal: Married. 3 children (grown)

Resident Cool (47 yrs)

Work History: 10 yrs. United Airlines-SFO. Engineering & Maintenance. Component

Overhaul Division. Purchasing Agent. Supervisor of Aircraft
Overhaul.

General Manager: Auburn Lake Trails Subdivision P.O.A. 1 year

Realtor/Building Contractor 46 yrs. B1,C-12,C-42 License

California State Certified General Real Estate Appraiser

Board of Director: GDPUD- 6 yrs. Board President-2 yrs.

Other Activities:

ALT Land Use Committee- chairman

EDCSO: Deputy Sheriff (Reserve)

EDCSO: Drug Prevention Committee

Member of Cool Community Church

Special Board Meeting of March 22, 2021

AGENDA ITEM NO. 3

Attachment 3

Wadle Application

March 16, 2021

Georgetown Divide Public Utility District (GDPUD)
Attn: General Manager
P.O. Box 4240
Georgetown, CA 95634-4240

RE: GDPUD Board Director Vacancy Application

Dear General Manager and Board Directors:

This letter and attached resume serve as my formal application for the vacant GDPUD Board Director position advertised on the District's website. My experience with GDPUD, my professional background, and my interest in working with the current Board would make me a valuable addition to the GDPUD Board. I am confident I can help advance GDPUD's mission.

I have served the District for the past six years. From 2016 to 2020, I served on the Board of Directors. In this role, I worked with the community, Board colleagues, and District staff to complete needed capital projects and made the difficult, but necessary, decisions to improve the District's financial situation. Prior to my Board service, I volunteered on the District's Finance Committee from 2014 to 2016. As directed by the Board, I assisted GDPUD with financial research and made recommendations to the Board on how to utilize reserves.

I also have a professional background with water districts. From 2012 to 2015, I was employed as a financial analyst with the Placer County Water Agency where I worked on budgets, audits, and other fiscal projects. In my current position with the California Special Districts Association, I regularly work with Gold Country water districts and I am familiar with best practices and industry standards. I also have a professional designation as a Certified Public Finance Officer through the national Government Finance Officers Association. Finally, I have a certificate in Special District Governance from the Special District Leadership Foundation. I will bring my experience and skills to the District.

I am interested in working with the current Board to move the district forward. First, GDPUD is in the process of hiring a new general manager. I have experience with this process and can help ensure we find an effective leader for the agency. Second, the District has experienced fiscal impacts due to COVID-19. Through my job, I am working with state elected officials, county officials, and neighboring districts to secure assistance for GDPUD. I can further help the District as a Board Director. Finally, I have attended almost every Board meeting since 2016 to keep informed about GDPUD's issues. My familiarity with the issues will enable me to add value to the Board immediately.

I believe a sizable segment of the Divide would support my appointment as the fifth Board Director. Last November, 1,963 individuals voted for me to represent them on the GDPUD Board. Except for three current Board members and the two Board members who resigned, no individual on the Divide has received more votes than me since 2016.

GDPUD is important to me. I have lived on the Divide since 2013 and have been involved with the District almost every year since I arrived. My wife and I are raising our family here and are committed to the long-term success of the Divide and GDPUD.

Thank you for your consideration and I hope to interview with the full Board. I have included my resume with this letter. I can be reached via cell phone at (916) 947-6432 or email at dmwadle@gmail.com

Sincerely,

Dane M. Wadlé

cc: Georgetown Divide PUD Board of Directors

Dane M. Wadlé, CPFO



SUMMARY OF QUALIFICATIONS

- Over 16 years of state legislative and local government experience
 - Experience working for local water agency and serving on GDPUD Board
 - Possess professional certifications relevant to water district governance
-

WORK EXPERIENCE

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION April 2015 – Present

Senior Public Affairs Field Coordinator

- Established association's public affairs field program in Northern California
- Developed professional relationships with Mountain Counties agencies
- Connected districts with resources to improve district governance

PLACER COUNTY WATER AGENCY November 2012 – April 2015

Financial Analyst

- Assisted in preparing and monitoring Agency's \$90 million annual budget
- Assisted management in \$8.1 million debt refunding project
- Worked with engineer project managers to complete capital improvements
- Completed analytical assignments in coordination with management team

CITY OF NOVATO, CALIFORNIA October 2010 – October 2012

Management Analyst II

- Managed Administrative Services Department budget
- Completed analytical projects under direction of the City Manager
- Conducted recruitments for management positions
- Managed consultant contracts

LEAGUE OF CALIFORNIA CITIES April 2009 – September 2010

Legislative Analyst

- Analyzed state legislation and budget proposals on designated policy areas
- Prepared written policy analyses for presentation to city officials and staff
- Lobbied state legislators regarding pending legislative and regulatory issues
- Served as staff liaison to association policy committees

CALIFORNIA STATE LEGISLATURE December 2004 – April 2009

Legislative Director/Policy Consultant

- Served as legislative director and policy consultant in the state Assembly and Senate
 - Analyzed legislation, budget proposals, and presented policy recommendations
 - Wrote press releases and communicated with media, local governments and constituents
-

EDUCATION

UNIVERSITY OF CALIFORNIA, DAVIS

Graduate School of Management

- Masters of Business Administration (MBA) degree awarded, June 2009
- Significant Coursework: Accounting, budget preparation and financial analysis

UNIVERSITY OF SOUTHERN CALIFORNIA

School of Policy, Planning and Development

- Bachelor of Science (Public Policy and Management) degree awarded, May 2003
 - Minor in Business Administration
 - Significant Coursework: Public finance and policy analysis
-

PROFESSIONAL CERTIFICATION

SPECIAL DISTRICT LEADERSHIP FOUNDATION

Recognition in Special District Governance

- Awarded certificate in August 2016
- Completed Special District Leadership Academy and Board Director training

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Certified Public Finance Officer (CPFO)

- Awarded CPFO designation in July 2014
 - Passed five examinations covering major disciplines of government finance
-

DIVIDE COMMUNITY SERVICE

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT December 2016 – December 2020

Board Director

- Elected to Board of Directors representing 15,000 residents
 - Collaborated to promote infrastructure projects
 - Implemented public outreach strategies to inform community
-

Special Board Meeting of March 22, 2021

AGENDA ITEM NO. 3

Attachment 4

Board Policy 4097

POLICY TITLE: Filling of Vacancy(s) on the Board of Directors

POLICY NUMBER: 4097

4097.1 The District Board of Directors are elected (or appointed) in accordance with the Principal Act of the District. From time to time a vacancy may occur on the Board for a variety of reasons. This policy is established to provide general guidelines and procedures for filling a vacancy on the Board. The District has a total of sixty (60) days in which to take action.

4097.2 The Board of Directors shall be informed immediately of the resignation or death of a member of the Board of Directors. The Board of Directors shall consider whether to act to fill the vacancy, either by appointment or by calling a special election.

4097.3 The District shall notify the county elections official of the vacancy no later than fifteen (15) days after the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later.

4097.4 In cases where the Board determines to appoint a replacement to the Board, the District may publish a public notice of a vacancy and the process for considering candidates in a local newspaper of general circulation. The Board may establish an application and interview process including requiring a resume or application form detailing qualifications and experience of the candidates.

4097.4.1 The District shall post a notice of vacancy in at least three conspicuous places in the District at least fifteen (15) days before the Board makes an appointment. If the Board makes an appointment, the District shall notify the county elections official within fifteen (15) days of making the appointment.

4097.5 The Board may review and invite those candidates that a majority of the Board determine are the most qualified or all of the candidates for an interview before the Board at a public noticed meeting. The Board may then consider the interviewed candidates and vote to determine if a majority of the Board can agree on a selected replacement candidate. The resigning Director will be allowed to vote for a replacement candidate if that Director is available and in still in attendance at Board meeting.

4097.6 If the Board of Directors chooses to call an election, the Board must do so within sixty (60) days of notification of the vacancy or the effective date of the vacancy, whichever is later.

4097.7 All costs for any election shall be identified for consideration by the Board for the decision of appointment or election.

4097.8 A selected replacement Director shall serve out the balance of the term of the position and be subject to reelection under the Principal Act of the District.

4097.9 If the Board fails to take action in the sixty (60) day period, the Board of Supervisors may appoint a successor to fill the vacancy.

Special Board Meeting of March 22, 2021

AGENDA ITEM NO. 3

Attachment 5

Letter to Applicants



GEORGETOWN DIVIDE
Public Utility District

P.O. BOX 4240

PHONE (530) 333-4356

GEORGETOWN, CALIFORNIA 95634-4240

FAX (530) 333-9442

gd-pud.org

DATE: March 17, 2021 (Transmitted by email)
TO: Applicants for Appointment to Board of Directors
FROM: Michael Saunders, President
GDPUD Board of Directors

Dear _____, [Each Applicant received personalized letter.]

Thank you for stepping up as a member of your community to represent the Board. You are invited to the Special Meeting of the Board of Directors on March 22nd at 4 PM for the interview. Once all the candidates have been interviewed, the Board will deliberate and nominate/vote for the prospective Director.

If selected, you will be appointed as a member to duly represent Georgetown Divide Public Utility District and your tenure will begin at the next General Meeting on April 13th at 2 PM. The meeting will be held via teleconference using Zoom. Please make sure you have the Zoom application downloaded and test the application to make sure it is working.

I have also included some policies you need to be familiar with for the upcoming Board meeting. These are the Duties of a Board Director and the Procedure and Conduct for the Board Meeting.

Feel free to reach out to the General Manager, Jeff Nelson (gm@gd-pud.org), and if necessary, he will direct any questions to me.

Good luck!

Respectfully yours,

Michael Saunders
GDPUD Director, President

Attachments:

- (1) District Policy 4050 – Members of the Board of Directors
- (2) District Policy 5030 – Board Meeting Conduct
- (3) District Policy 5040 – Rules or Order