

CONFORMED AGENDA

REGULAR MEETING

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS
6425 MAIN STREET, GEORGETOWN, CALIFORNIA

TUESDAY, MARCH 8, 2016
2:00 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
 - 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 – *The meeting was called to order at 2:00 PM. Directors present: Capraun, Hanschild, Hoelscher, Krizl, Uso. Staff present: General Manager Wendell Wall, Operations Manager Darrell Creeks, Office Manager Victoria Knoll. Legal Counsel: Barbara Brenner of Churchwell White.*

2. ADOPTION OF AGENDA

A. Board Action to adopt agenda.

Motion by Director Uso to adopt the agenda; second by Director Hoelscher.

Public Comment: None.

Vote: Motion carries.

Ayes: Capraun, Hanschild, Hoelscher, Krizl, Uso.

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.

There was no public comment.

4. **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.

Director Capraun asked that Item B Financial Reports be removed from the Consent Calendar.

Motion by Director Uso to remove “Financial Reports” and approve the remaining items on the Consent Calendar; second by Director Hoelscher.

Public Comment: None

Vote: Motion carries

Ayes: Capraun, Hanschild, Hoelscher, Krizl, Uso.

ACTION:

A. APPROVE MINUTES

- 1) Regular Meeting of February 9, 2016
- 2) Special Meeting of January 19, 2016.

This item was approved on the Consent Calendar.

RECEIVE AND FILE:

B. FINANCIAL REPORTS

- 1) Accounts Payable for March 2016, and Disbursements for February 2016
- 2) Revenue and Expense Summary for January 2016
- 3) Balance Sheet for January 2016
- 4) Cash and Investment Reports for January 2016
- 5) ALT Zone and CDS Summary for January 2016

Office Manager Victoria Knoll presented the Financial Reports. There was some discussion.

Motion by Director Uso to receive and file the Financial Reports; second by Director Hanschild.

Public Comment: None.

Vote: Motion carries.

Ayes: Capraun, Hanschild, Hoelscher, Krizl, Uso.

C. PROGRESS REPORT – DEVELOPMENT OF FY 2016-17 BUDGET

This item was approved on the Consent Calendar.

D. PRIOR YEAR WATER SUPPLY AND DEMAND REPORT

This item was approved on the Consent Calendar.

- 5. PRESIDENT'S REPORT** – *Director Krizl commented that it is good to see Stumpy full again. He then passed around a Sacramento Bee article which showed a comparison of water rates in the greater Sacramento area.*

6. BOARD REPORTS

Director Uso reported that he and the General Manager met recently with Supervisor Ranalli regarding Quintette and said that this issue will come to this Board for consideration in another month or two.

Director Capraun reported that she had received a complaint regarding a PERS billing. Office Manager Knoll responded that the current software is not able to generate this type of billing and that the District had just installed Quick Books in order to address this deficiency. This should not be a problem for the 17 people who receive these bills going forward.

- 7. OPERATIONS MANAGER'S REPORT** – *Creeks reported on the District's water use for the previous month. The District achieved zero percent reduction over the same period in 2013. Director Uso remarked that the District needs to reach out to the community to let people know that we still have to conserve. General Manager Wall noted that this topic will be considered under a separate agenda item.*
- 8. GENERAL MANAGER'S REPORT** – *GM Wall presented his report. He asked Legal Counsel Barbara Brenner to bring the Board up to speed on her conversation with Bond Counsel Hall and Jones regarding the prior collection of funds for the Garden Valley Assessment District. Ms. Brenner reported that there is a three-year statute of limitation after the last collection had been made and that it is not unusual to over collect. She confirmed that Resolution 2016-02 (which was conditionally approved at the February 9, 2016 Board meeting) can be signed.*

GM Wall continued his report noting that staff has completed the inventory of work areas to be improved under the CABY Grant. These areas consist of approximately 15,000 lineal feet of ditch improvements, comprised of both concrete linings and pipes. This will be further discussed under a separate agenda item.

The District received the first monthly payment, in the amount of \$1500, from T-Mobile, for its use of the tower located on Hotchkiss Hill.

Water conservation efforts for the month of February show a reduction of zero percent when compared to the same month in 2013. Cumulative reduction for the past eight months is about 19 percent, significantly less than the District's 29 percent State mandate.

Mr. Wall revisited the Water Conservation Warning Letter from the State, which lists several actions that the District should consider, in an effort to better meet the required water conservation target. In an effort to better inform the community of the State-mandated requirement to conserve water, the District has entered into a contract with Kevin McClarnon for public outreach. It is likely the District will need to step up these efforts in the months ahead through the dedication of

additional resources. Further steps will be taken to initiate programs that will result in more efficient water use within the District.

- 9. FINANCE COMMITTEE REPORT** – *Rick Gillespie, Finance Committee Chair, presented the report. He said that the Committee will be taking a closer look at revenue projections for the next fiscal year. The other area that the Committee will be focusing on is the annual audit. Office Manager Knoll reported that the RFP for next year’s audit had recently been published and the District has already received two responses. Director Capraun requested that going forward the Finance Committee provide its approved minutes for inclusion in the Board meeting packet.*

10. REQUEST FOR VARIANCE – SECOND WATER METER REQUIREMENT

- A. Discussion** – This item has appeared before the Board on two previous occasions. On December 8, 2015, the Board approved a temporary (2-year) variance based on El Dorado County’s hardship permit. On February 9, 2016 the Board considered the applicant’s request for variance under a permanent permit from the County. The Board directed staff to work with the applicant in an effort to provide water to the applicant’s second structure at a minimal cost.

Operations Manager Creeks presented the staff report and recommendation. Director Uso commented that the new ordinance should be retroactive to the date of this meeting.

- B. Possible Board Action** – Staff has no recommendation but offers that the Board might direct staff to follow an action similar to that of the El Dorado Irrigation District to minimize the connection charge for the second dwelling.

Motion by Director Uso directing staff to draft a policy and corresponding amendment to Ordinance 82-1 that would require a customer to purchase an additional half EDU in FCCs for domestic service; second by Director Hoelscher.

Public Comment: Dennis Goodenow commented that the reduced meter fees should be based on engineering calculations. The supporting documentation for the policy and amendment should discuss the cost for providing a second meter.

Vote: Motion carries.

Ayes: Capraun, Hanschild, Hoelscher, Krizl, Uso.

11. PROGRESS REPORT: FY 2016-17 BUDGET

- A. Discussion** – Staff has begun the process of completing a comprehensive FY 2016-17 Operations Budget. Office Manager Victoria Knoll will report on the progress that has been made and next steps.

Office Manager Knoll presented the staff report, explaining how the proposed budget was drafted. She announced that staff is proposing a budget workshop for next week where a proposed draft budget will be presented.

- B. Possible Board Action** – *Informational report only: No action required or taken.*

12. ORDINANCE 2016-01 – CONNECTION FEE FOR RESIDENTIAL FIRE SPRINKLER

- A. Discussion** – At the January 12, 2016 Board meeting, staff presented a proposal which provided some relief in the fees charged to residential customers for a 1-inch water service. This exception would apply only to those customers who need the upgrade from a ¾-inch to a 1-inch service when the larger service was needed to meet the demands of a residential fire sprinkler system. After reviewing the item, the Board directed staff to return with an ordinance for Board consideration.

Engineering Consultant George Sanders presented the staff report and recommendation.

- B. Possible Board Action** – Introduction and first reading of **Ordinance 2016-01**.

Motion by Director Capraun to introduce for first reading Ordinance 2016-01 Adding a Connection Fee for Residential Fire Sprinkler and to read a summary of the Ordinance in lieu of reading the entire Ordinance; second by Director Hoelscher.

Public Comment: None.

Vote: Motion carries.

Ayes: Capraun, Hanschild, Hoelscher, Krizl, Uso.

Mr. Sanders read a summary of Ordinance 2016-01.

13. RESOLUTION 2016-03 – LIFTING THE STAGE 3 DROUGHT DECLARATION

- A. Discussion** – This agenda item proposes the adoption of **Resolution 2016-03**, which would end the Stage 3 Drought Declaration and allow the District to better serve the water needs of the community. Specific to this action, the District would once again have the ability to issue new potable water service connections together with the issuance of raw water accounts under the current priority system.

Engineering Consultant George Sanders presented the staff report and recommendation. He also noted the importance of acknowledging the current Statewide Drought Declaration and the need for our community to make every effort to comply with the same. He further noted that the District's overall water conservation efforts (as compared to water production of 2013) have fallen short of the current State mandate of 29%. Mr. Sanders clarified that staff's recommendation to lift the Stage 3 Drought Declaration is based strictly on water level at Stumpy Reservoir as identified in the 2010 Urban Water Management Plan.

- B. Possible Board Action** – Staff recommends adoption of **Resolution 2016-03** – Lifting the Stage 3 Drought Declaration.

Motion by Director Capraun to adopt Resolution 2016-03 Lifting the Stage 3 Drought Declaration; second by Director Hoelscher.

Public Comment: Director Krizl commented that perhaps GDPUD should issue a press release that calls out the difference between our local situation and the state's situation, including the need achieve 29% conservation.

Director Uso commented that we are still very possibly in a drought. While we are currently experiencing an El Niño, next year is unknown, and we might well be in a new weather pattern. He stated that it is important to conserve water for next year, and perhaps consider a later start and earlier end to this year's irrigation season. Director Krizl noted that the length of irrigation season is considered each year, based on conditions of the current year.

Mr. Goodenow commented he sees two issues. The first is the water supply to the District – which is good this year. The second issue is that we have experienced four years of reduced rain and there are many people who use water from wells and springs, who do not use surface water. Ground water takes much longer to recharge than does surface water. He suggested that as part of the public outreach, the District could include recognition that the water in Stumpy may at some point be needed to help other people (not customers) who might not have enough well water.

Vote: Motion carries.

Ayes: Capraun, Hanschild, Hoelscher, Krizl, Uso.

14. AMENDMENT TO CONTRACT – FOOTHILL ASSOCIATES

- A. Discussion** – The District is currently under contract with the consulting firm of Foothill Associates to update the Environmental Document, consisting of an Initial Study/Mitigated Negative Declaration, for the Auburn Lake Trails Water Treatment Plant Project. Implementation of several Mitigation Measures would lessen the project impacts to “less than significant.” Foothill Associates has provided a proposal to conduct the required surveys and worker training for an amount of \$12,735. The proposed amendment would bring the total contract amount to \$46,120.

Engineering Consultant George Sanders presented the staff report and recommendation.

- B. Possible Board Action** – Staff recommends Board approval of an amendment to the current contract with Foothill Associates, authorizing additional work as identified in Foothill's proposal dated February 25, 2016, relating to the special surveys and worker training at a cost of \$12,735, for a total amount not to exceed \$46,120.

Motion by Director Uso to accept staff recommendation; second by Director Hoelscher.

Public Comment: *Ms. Brenner inquired regarding a standard contract versus the Foothill contract. Mr. Sanders responded that the contract being amended is the current Foothill contract.*

Vote: Motion carries.

Ayes: Capraun, Hanschild, Hoelscher, Krizl, Uso.

15. PROPOSED PROFESSIONAL SERVICES AGREEMENT – EN2 RESOURCES, INC.

- A. Discussion** – Under the CABY Program, the District has a matching grant from the Department of Water Resources for work that would reduce water leaks in the ditch system. Staff is proposing to enter into a contract with EN2 Resources, Inc. in the amount of \$85,350 for professional services associated with the environmental permitting, project design, and preparation of bid documents for the CABY Project.

Engineering Consultant George Sanders presented the staff report and recommendation.

- B. Possible Board Action** – Staff recommends the Board authorize staff to enter into a contract with the consulting firm of EN2 Resources, Inc., in the amount of \$85,350, to perform the professional services of environmental permitting, project design, and preparation of bid documents for the CABY Project.

Motion by Director Uso to accept staff recommendation; second by Director Capraun.

Public Comment: None.

Vote: Motion carries.

Ayes: Capraun, Hanschild, Hoelscher, Krizl, Uso

16. RESOLUTION 2016-04 – ABANDONING EXISTING INFRASTRUCTURE: PILOT HILL TANK AND WATERLINE

- A. Discussion** – The Board has held closed-session negotiations with Ralph C. Elliot who requested conditions for the granting of the District easement rights to its tank and waterline. The Board unanimously rejected the conditions. **Resolution 2016-04** documents the abandonment of the bladder tank and associated pipelines.

Director Uso raised an issue with the wording of the resolution that makes it appear as if the District owns the infrastructure. It was agreed to add the word “used” between “has” and “infrastructure” in the first “Whereas” of the resolution. Director Krizl pointed out a typo in the eighth “Whereas” where the word “be” should be “to” so that it reads “has refused to accept.”

- B. Possible Board Action** – Staff recommends the Board adopt Resolution 2016-04 stating that the District will abandon the bladder tank and associated piping.

Motion by Director Capraun to adopt Resolution 2016-04 with the changes noted; second by Director Hoelscher.

Public Comment: None.

Vote: Motion carries.

Ayes: Capraun, Hanschild, Hoelscher, Krizl, Uso

17. DWSRF LOAN REQUIREMENT – RESOLUTION 2016-05 AND RESOLUTION 2016-06

- A. Discussion** – The District has applied for a low-interest loan with the California State Water Resources Control Board (Drinking Water State Revolving Fund) for the construction of the Auburn Lake Trails Water Treatment Plant. As a condition of the loan, the District must adopt two resolutions: 1) a Reimbursement Resolution, and 2) a Pledged Revenue and Funds Resolution.

General Manager Wall presented the staff report and recommendation.

- B. Possible Board Action** – Staff recommends the Board adopt **Resolution 2016-05**, a Reimbursement Resolution, and **Resolution 2015-06**, a Pledged Revenue and Funds Resolution.

Motion by Director Uso to adopt Resolutions 2015-05 and 2015-06; second by Director Hanschild.

Public Comment: None.

Vote: Motion carries.

Ayes: Capraun, Hanschild, Hoelscher, Krizl, Uso

18. ALT TREATMENT UPDATE

- A. Discussion** – Recap and extension of prior month report on progress towards plant replacement.

Engineering Consultant George Sanders presented the staff report. He pointed out that the work plan shows the job would be bid in February. That did not happen, but he expects it to happen by mid-March. Director Uso asked if that will change anything else on the timeline. Mr. Sanders responded that it would not because there was a lot of time built in between going out to bid and awarding the bid. Director Krizl commented that this is good news, that the project is moving forward on schedule, and he is looking forward to the groundbreaking. He expressed appreciation to everyone who has been working so hard on this.

- B. Possible Board Action** – *Informational report only: No action required or taken.*

19. 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 provide input for future meetings as well as report on their District-related meeting attendance.

Director Krizl stated that his schedule has changed and he will no longer be able to make it to the March 16 Budget Workshop. GM Wall stated that something has come up that will make it difficult for him to attend on March 16 as well. Staff was instructed to check the availability of the Community Center on some alternate dates.

20. NEXT MEETING DATE AND ADJOURNMENT – The next regular meeting will be April 12, 2016 at 2:00 PM at the Georgetown Divide Public Utility District office.

The meeting adjourned at 4:25 PM.

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 Wendell Wall 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 3, 2016.

Signed Wendell B. Wall
Wendell B. Wall, General Manager

Date 4-12-2014