



MINUTES

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

TUESDAY, OCTOBER 12, 2021
2:00 P.M.

BOARD OF DIRECTORS

Michael Saunders, President
Mitch MacDonald, Vice President
Mike Thornbrough, Treasurer
Donna Seaman, Director
Gerry Stewart, Director

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

Director Saunders called the meeting to order at 2:00 PM

ROLL CALLL:

DIRECTORS PRESENT: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS.

Director MacDonald led in the Pledge of Allegiance.

2. ADOPTION OF AGENDA

MOTIONED BY DIRECTOR THORNBROUGH TO ADOPT THE AGENDA. SECONDED BY DIRECTOR STEWART.

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS

NOES: None.

ABSENT/ABSTAIN: None.

THE MOTION PASSED.

3. PUBLIC FORUM (ONLY ITEMS THAT ARE NOT ON THE AGENDA)

No public comment

4. PROCLAMATIONS AND PRESENTATIONS

None

5. CONSENT CALENDAR - Any member of the public may contact a Board member prior to the meeting to request that an item be pulled from the Consent Calendar.

A. Financial Reports

1. Budget to Actual Report
2. Pooled Cash Report
3. Monthly Check Report- August 2021

B. Approval of Minutes

1. Regular Meeting September 14, 2021
2. Special Meeting of September 30, 2021

C. Approve Final Job Description for General Manager

Possible Action: Adopt Resolution 2021-46 approving the final Job Description for the General Manager position and direct Staff to replace Exhibit A of the Employment Agreement with Adam Cohan, General Manager, with this final job description.

D. Approval of Participation in the ACWA Fall Conference for Expense Reimbursement

Possible Action: Adopt Resolution 2021-47 approving reimbursement for conference-related expenses for participation in the Fall ACWA Conference

Director Saunders pulled Items 5A1, 2 and 3, and D from the Consent Calendar and asked the other Board members if there were any items they wished to pull. Hearing none, Director Saunders called for a motion.

MOTIONED BY DIRECTOR THORNBROUGH TO APPROVE ITEMS B1, B2 AND C ON THE CONSENT CALENDAR. SECONDED BY DIRECTOR MACDONALD.

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS

NOES: None.

ABSENT/ABSTAIN: None.

THE MOTION PASSED.

The Board then discussed **Item 5A – Financial Reports:**

Mr. Coyan reported that a new accounting department was needed to track the CIP budget and expenses. The Board agreed.

In response to Director Seaman's inquiry about the vehicle maintenance expenses being over budget, Mr. Coyan responded that one of the vehicles was in the shop to have a turbo replaced and other issues were identified. He noted there was also an issue with the dump truck and that expense will be included in next month's Budget to Actuals Report. Director Saunders stated the vehicle maintenance expenses have been overbudget since he's been involved with the District. It is getting better, said Director Saunders, but there may be need to establish a Vehicle Maintenance Policy.

Director Saunders noted that Overtime and Standby Time is also up and asked if it is due to the irrigation season. Mr. Coyan confirmed that was the case.

Public Comment: Seven Dowd commented the Board should accept the financial reports.

MOTIONED BY DIRECTOR MACDONALD TO ACCEPT THE FINANCIAL REPORTS (ITEM A #1, 2 AND 3). SECONDED BY DIRECTOR THORNBROUGH.

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS

NOES: None.

ABSENT/ABSTAIN: None.

THE MOTION PASSED.

Director Saunders then asked the Board to consider **Consent Item D. – ACWA Fall Conference** to approve the reimbursement of conference-related expenses for those Directors planning to attend.

Director Saunders stated he was planning to attend as a voting member of ACWA. Since the other Board members could not to commit to participating, Director Saunders stated this item will need to go back on the Board's November agenda. Additionally, he stated the Board must designate an ACWA voting member to participate in the election of ACWA President and Vice President.

Public Comment: None

6. INFORMATIONAL ITEMS

A. Board Reports

Director MacDonald reported that he received positive feedback about the District from members of the community at an area-wide yard sale. He described the good feedback he received from a resident of the Cherry Acres neighborhood who told him the irrigation ditch is in the best shape that he has observed in 30 years. The customer reported to Director MacDonald that the technician from the District followed up to make sure the maintenance was adequate. Director MacDonald also reported that he was invited by the WIFF (Women In Fun and Fellowship) to speak at their luncheon on March 22, 2022, to share what the District is doing. He invited the Adam Coyan to come along to answer questions.

Director MacDonald further reported that he learned of a fire hydrant water break in the Cherry Acres neighborhood; he went to the location to observe and found the District team taking care of business and it generated additional positive feedback from the public. Keep hearing feedback with people saying good things and he wonder how the feedback gets out given that we have only have a few people from the public in the meetings, I guess they're reading the notes on the website, so it's getting out there.

Director MacDonald reported he attended Special Districts Leadership Academy and received training on good governance. He described the conference offerings that related to how the Board should work together to overcome differences--working together as a team and establishing unity of purpose with a shared commitment to work together for the public with the common goal. The training included best practices for communications and outreach and understanding what a board member must do and what they need to know about district finances. Director MacDonald commented that he could see how Director Saunders uses the values learned from this training and said he will be putting this training to good use moving forward and thanked the Board for the opportunity.

Director Saunders commented these courses can help move Directors from being a citizen on the other side looking in, to being a Board member working with the other members, and realizing that you now have to represent the entire community. He recommended that all Directors attend these good governance classes when they are able.

Director Thornbrough reported the El Dorado Water Agency Board has not met since he's last report, so he did not have anything to report.

Director Stewart reported he had a very good conference call with Dr. Bill and is looking forward to the Strategic Planning Workshop.

Director Saunders reported on his LAFCO activities as the Special District Alternate Representative. LAFCO met for the first time in person since the pandemic. They reviewed the recruitment process for the Executive Officer; and there was a vote for the removal of the public commissioner which resulted in a warning and remedial action to be taken. Director Saunders reported the upcoming vote for the Special District representative will be on the Board's agenda for the November regular meeting. There is

an opening for the alternate public member position and applications are due by December 3, 2021, and the link to apply is: <https://www.edlafco.us/alternate-public-member-vacancy>.

Director Saunders reported that he was selected to serve on the ACWA Region 3 Board which has a good mix of representation from El Dorado County and Placer County.

With regard to his activities with the Department Water Resources, Director Saunders reported the final draft of the Annual Water Supply and Demand Guidance Document will be scheduled for November 16, 2021.

Director Saunders reported that he, most of the Directors, Adam Coyan and Darrell Creeks hosted the GDPUD booth at Founder's Day and thanked Staff for getting out the Sept-Nov newsletter. (Note: Director Saunders' written report was submitted for inclusion in the agenda packet, but was inadvertently left out; it is included with these minutes as Attachment 1.)

Public Comments: None

B. Legislative Liaison Report

Director Saunders stated he would bring up the legislative matters at the end of the meeting.

C. General Manager's Report

Adam Coyan provided an oral report stating he has continued to spend time during this period to self-train on the Tyler system, making necessary adjustments to the system, and doing research on accounts. He stated there is more work to be done.

Mr. Coyan commented that he misspoke at the last Board meeting about the need for a rate increase saying this is not how he would like to run the utility district. Instead of rate increase, he meant to say revenue increase. He then described some of the revenue raising projects he would like to pursue, including the sale of solar and hydroelectric power. He estimated the potential return on investments in those revenue-raising projects that could eliminate the need for rate increases for twenty years.

Public comment: Steven Dowd asked the General Manager if when he referred to revenue raising he included water sales. Mr. Coyan clarified he was looking at revenue projects in the form of selling power through hydros and solar.

D. Operation Manager's Report

Darrell Creeks summarized his written report and describing the projects that will be done during the winter to save more water for next year. The lake level is now at 10,900 ac-ft and it seems to be holding since the District is using less water.

Director Seaman asked if the crews would be working to stop the spilling at the end of Pilot Hill where it was bypassing the ditch and going underneath. Mr. Creeks confirmed this is an example of repair work that the District crews try to repair during the wintertime when the ditches are not flowing. Director Seaman stated the crews did an excellent job

this irrigation season. She received no complaints about any of the irrigation lines. Mr. Creeks expressed his appreciation for the positive feedback.

Public Comment: Steven Dowd asked about work being done by the District crew on the boat ramp. Mr. Creeks stated the project did not extend the boat ramp explaining there has only been half of one lane exposed for many years. Now there are two concrete lanes all the way to the end of the boat ramp. Mr. Dowd was pleased to hear this.

E. Water Resources Report

Responding to previous comments by the Board, Adam Brown indicated he will include the projections in his next report as he is waiting to get all of the numbers from the last water season. For this report he referred to the annual AWWA water audit on treated water indicating losses and apparent losses the last four years. He summarized his written report and offered to answer any questions.

Director Seamans said a customer asked her if the septic tank inspections in Auburn Lake Trails with a leach field coming off of them. Mr. Brown stated the second page of his report indicates there are 137 lots on the Community Disposal System and 896 are lots with individual wastewater disposal systems or individual leach field.

Director Saunders asked on the AWWA report regarding the real losses; whether it was mostly to leakages. Mr. Brown to get those numbers we enter into the program provided by AWWA which the state requires the District to use involves variable production costs and our production of water between apparent losses and real losses from any water that is unaccounted for after it goes through the treatment system.

Public Comment: Cherie Carlyon commented that the website indicates the Lake capacity is 11,802 ac-ft on the website and Mr. Brown confirmed that.

F. Update on the Goal-Setting and Strategic Planning Process

Gloria Omania, as the District's independent contractor working with Dr. Bill Mathis, provided an update. She indicated the Directors have been interviewed by Dr. Bill who is continuing to gather information to develop a relevant workshop outline and survey questions. She also indicated the customer survey will soon be launched with an opportunity for customers to complete the survey online or manually. She then described the outreach strategy to respond to the Board's desire for expanded efforts to spread the word about the workshop. Director Seaman, Director MacDonald and Director Stewart provided some feedback on the design of the flyer.

Public Comment: None.

7. COMMITTEES

A. Finance Committee - Steven Miller, Chair

Mr. Miller reported the Committee met on October 5, 2021, and the Committee had no issues with the proposed update to the CIP and found the information refreshing.

He further reported that he reached out to seven different water districts about their

experience with automated meters and received feedback from five. The feedback indicated there was no significant impact to the public generally, but there were impacts to individuals, mostly related to leaks. The responding water districts indicated nobody was particularly upset by the AMR system and everybody seemed to understand it.

Mr. Miller stated the Committee continues to recruit applicants to fill openings on the Finance Committee and urged others to apply and the Board to provide some referrals.

Finally, Mr. Miller reported he appreciated the opportunity to meet with the General Manager. He said he has a positive impression for the direction the General Manager has envisioned about the revenue stream vision.

Director MacDonald thanked Mr. Miller on his reach out to sampling the water districts and appreciates that effort.

Public Comments: None

Director Saunders also thanked Mr. Miller for reaching out to other water districts and discussed the outreach workshop that will be scheduled to inform the customers about the AMR project.

B. Ad Hoc Grant Writing Committee - President Saunders

Director Saunders provided a Power Point presentation (Attachment 2) to describe the American Rescue Plan (ARP) and the opportunities for the District to access funding. He explained the District continues to work with the El Dorado Water Agency to pursue infrastructure grants so the District's projects can be part of larger one.

Director Saunders is looking for another Director to serve with him on the committee and introduced Morgan Galliano and Stephanie Root as the committee's expert volunteers. Morgan Galliano does grant writing for CalFire, and Stephanie Root has done grants for the school districts.

Director Saunders described the three strategies for accessing funding through the ARP: (1) Actual COVID-19 Expenses; (2) Projected COVID-19 Expenses; and (3) Infrastructure Grants.

Public Comment: None.

C. Ad Hoc Committee for the Finance Committee Policy - Director MacDonald and Director Thornbrough

Director Saunders indicated the Policy will be discussed under Old Business.

D. Ad Hoc Committee for Policy Manual - To be appointed.

Director Saunders indicated he is compiling assignments for this committee.

E. Ad Hoc Committee for the Special Audit- Director Saunders

The report from the Special Audit Committee will be discussed under New Business.

8. OLD BUSINESS

A. Consider Approval of FY 2021-2022 Update to Five-Year Capital Improvement Plan

Possible Board Action: Adopt Resolution 2021-48 approving the FY 2021-22 update to the Five-Year Capital Improvement Plan

Mr. Coyan presented the FY 2021-2022 Update to the Five-Year Capital Improvement Plan. He referred to the charts that provided a status on the Five-Year CIP Projects and a description of projects proposed in the FY 2021-2022 Update.

Director Thornbrough asked about funding sources on Page 3 of the staff report and the capital reserve fund. Mr. Coyan, with input from Director Saunders, clarified the fund sources.

Director Saunders asked that the full cost of projects be shown along with the offsets (i.e., grants, loans, reserves) that is put in and then the cost being funded by the District for transparency. He referenced the asset management program that will help the District keep better track of the assets and add a prioritization system based on health and safety, government and legislative requirements and standards, as well as needs. This will help us highlight which ones need to be done first. We're also working on the water assessment evaluation that looks at our entire system to give us clues on what we need to work on next in terms of infrastructure has the most vulnerability that needs immediate attention.

Public Comment: *Steven Dowd asked if the Fresno water transfer money has shown up yet in the accounting system and whether these funds could be used for capital improvements. Adam Brown stated the District received the money of around \$600,000 which can be used for CIP projects.*

Steve Miller referred to Page 2 of the Chart of FY 21-22 projects and noted that the treated water line replacement project at Kit Fox Court and Angel Camp Court in Cool has been completed. Director Saunders confirmed that these two lines of pipe replacement has been completed and can be updated on the list of pipe replacement lines to be replaced. Staff was directed to correct the chart.

MOTIONED BY DIRECTOR THORNBROUGH TO ADOPT RESOLUTION 2021-48 APPROVING THE FY 2021-22 UPDATE TO THE FIVE-YEAR CAPITAL IMPROVEMENT PLAN. SECONDED BY DIRECTOR MACDONALD.

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS

NOES: None.

ABSENT/ABSTAIN: None.

THE MOTION PASSED.

8. Consider Approval of District Policy for Finance Committee Role and Responsibilities

Possible Action: Adopt Resolution 2021-41 Approving the District Policy outlining the Role and Responsibilities of the Finance Committee

Gloria Omania presented the staff report and outlined the changes to the policy now reflected in Policy No. 2021-10-12.

Director Thornbrough stated the policy is more in line with what he wanted and he's happy with this as now written. Director MacDonald agreed and said he feels this completes the promise he made when he ran for the Board. Both thanked Director Saunders for his leadership and efforts to finalize the policy.

Public Comment: Mr. Miller stated he heartily approves the verbiage and intent and is pleased. Mr. Dowd thanked Director Saunders.

MOTIONED BY DIRECTOR MACDONALD ADOPT RESOLUTION 2021-41 APPROVING THE DISTRICT POLICY ON THE ROLE AND RESPONSIBILITIES OF THE FINANCE COMMITTEE. SECONDED BY DIRECTOR THORNBROUGH.

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS

NOES: None.

ABSENT/ABSTAIN: None.

THE MOTION PASSED.

Director Saunders provided an additional explanation of the policy that will be developed pertaining to all committees. He said again that public members are volunteers and not all have good governance experience and training. He emphasized that remedial action (warnings, training, etc.) should be taken first so removal is the last step.

9. NEW BUSINESS

A. Consider Customer Request for Leak Consideration

Possible Action: Provide staff direction.

Darrell Creeks summarized the staff report and described the customer's request for an adjustment to her bill.

Director Saunders stated that inadvertent damage caused by the District impacted this customer's billing. Director Thornbrough stated the customer should be allowed to pay what she paid last year. Director Seaman agreed. Director

MacDonald stated since the increase in usage was due to work by the District, the customer should be afforded the adjustment to her bill.

Public Comments: None

Director Saunders commented there may be a need for a policy to deal with situations where the leaks and increased usage is clearly the fault of the District; this should be discussed, however, since this occurs so rarely, a formal policy is probably not needed.

MOTIONED BY DIRECTOR THORNBROUGH TO ACCEPT STAFF'S RECOMMENDATION AND BILL THE CUSTOMER THE SAME AMOUNT PAID LAST YEAR FOR THE SAME BILLING PERIODS. SECONDED BY DIRECTOR MACDONALD.

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS

NOES: None.

ABSENT/ABSTAIN: None.

THE MOTION PASSED.

B. Receive and Discuss Report and Recommendation of the Ad Hoc Special Audit Committee

Possible Action: Receive report and provide direction to Staff.

Director Saunders presented the report and recommendations of the Ad Hoc Special Audit Committee.

Responding to a comment by Director Saunders regarding fund transfers, Mr. Coyan clarified that fund transfers are not showing up in the Tyler system included fund transfers related to payroll. He indicated he will talk to Tyler about this because the monthly financial reports should include fund transfers.

In response to Director MacDonald's inquiry whether this was a forensic audit, Director Saunders explained the investigative audit only becomes forensic if criminal, fraud, or anything like that is found. In addition to our annual audit, is this done when we feel there is a need, asked Director MacDonald. Director Saunders explained this is not a normal occurrence.

Public Comment: Mr. Dowd commented that for four years ratepayers have been asking for a forensic audit and it's about time something is getting done.

MOTIONED BY DIRECTOR SEAMAN TO ACCEPT THE REPORT OF THE SPECIAL AUDIT COMMITTEE AND DIRECT STAFF TO CREATE REQUEST FOR PROPOSALS FOR (1) AN EXTERNAL INVESTIGATIVE AUDIT, AND (2)

**ASSET INVENTORY AND VALUATION STUDY FOR THE BOARD'S REVIEW.
SECONDED BY DIRECTOR MACDONALD.**

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS

NOES: None.

ABSENT/ABSTAIN: None.

THE MOTION PASSED.

C. Consider Approval of the Issuance of RFP for CPA Services

Possible Action: Adopt Resolution 2021- 49 authorizing the issuance of a Request for Proposals for CPA services.

Mr. Coyan presented the staff report requesting authority to issue a request for proposals for CPA services. He noted the current Professional Services Agreement for CPA services was approved on August 8, 2017, for an amount not to exceed \$89,100. The Agreement has been amended annually to a current total PSA amount of \$231,960. The current CPA service provided was not selected through an RFP process.

Public Comment: None

MOTIONED BY DIRECTOR THORNBROUGH TO AUTHORIZE THE GENERAL MANAGER TO ISSUE AN RFP FOR CPA SERVICES. SECONDED BY DIRECTOR STEWART.

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS

NOES: None.

ABSENT/ABSTAIN: None.

THE MOTION PASSED.

D. Presentation by WaterSmart - Customer Engagement Software Associated with Automated Meter Replacement (AMR) Project.

Possible Board Action: Receive presentation and provide direction to Staff.

Adam Brown stated the Board approved the construction contract last month with Ferguson to move forward with the installation of automated meters. He indicated

Staff looked for software that provides key features to help the District and customers interact and understand the AMR system. This Customer Engagement Software by WaterSmart provides a customer portal for the District's automated reader and provides customers a way to check their own data. Adam Brown then introduced Alex Brown to give a presentation.

Alex Brown gave a presentation through screen share to describe the applications of the WaterSmart Customer Engagement Software. Discussion followed for nearly 90 minutes during which Alex Brown and Adam Brown answered several questions from the Directors and the public.

Director Saunders stated this is the customer portal that's been lacking which would allow customers to look up their transactional history and monitor usage.

Director MacDonald stated he has asked all his questions and is moving in the direction of this customer portal application; but he would not want to micro-manage staff on this as they've done their homework and he would leave it in their court. Director Saunders agreed with Director MacDonald stating he trust staff's research and application evaluation efforts.

Directors Saunders stated that he would like to include a presentation on the Customer Portal when the Workshop on the Automated Meter Replacement Project is scheduled in January.

MOTIONED BY DIRECTOR THORNBROUGH TO DIRECT STAFF TO PROCEED WITH THE IMPLEMENTATION OF THE WATERSMART CUSTOMER ENGAGEMENT SOFTWARE WITH A THREE-YEAR PROGRAM. SECONDED BY DIRECTOR SEAMAN.

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS

NOES: None.

ABSENT/ABSTAIN: None.

THE MOTION PASSED.

Director Saunders thanked Alex Brown for the presentation and asked him to check his availability the community workshop in January.

- E. Consider Authorizing the District to Conduct Meetings by Teleconference During the Period November 1 - November 30, 2021, as provided by Assembly Bill 361.**

Possible Board Action: Approve Resolution 2021-50 authorizing the District to continue teleconference meetings during the period November 1 - November 30, 2021.

Director Saunders provided background on this item indicating the Board could conduct open meetings, but if necessary, could also meet by teleconference by taking this action.

MOTIONED BY DIRECTOR THORNBROUGH TO ADOPT RESOLUTION 2021-50 AUTHORIZING THE DISTRICT TO CONTINUE TELECONFERENCE MEETINGS FOR THE PERIOD NOVEMBER 1-30, 2021. SECONDED BY DIRECTOR MACDONALD.

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS

NOES: None.

ABSENT/ABSTAIN: None.

THE MOTION PASSED.

Director Saunders then reported on other legislative matters.

SB 278. *Under existing law when CalPERS makes a determination that a retiree is receiving benefits in excess of what is legally allowable, usually as a result of improper application of additional benefits such as longevity benefits, CalPERS is forced to reduce the retiree's benefits on a going-forward basis and collect the previously paid disallowed benefits from the retiree. This bill now requires employers to pay back a portion of the disallowed benefits. Amendments are in the works to not shift all the repayment obligation from the employee to the employer which increases the District's unfunded liability. The Districts need to make sure we are following our MOUs and looking at salaries, and contract negotiations to make sure we don't end up paying more for CalPERS. The Special Audit Committee will be working with HR Staff on that process.*

SB 594. *This new law requires all special districts to pass a board resolution adopting their updated maps by April 17, 2022. This item will need to be placed on the Board's agenda prior to April 17, 2022, once our new District maps are drawn for the District.*

AB 1250. *This bill relates to water and sewer system corporations and consolidation of service. It is on the watch list.*

Public Comments: *None.*

10. PUBLIC HEARING

None.

11. BOARD MEMBER 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 MacDonald clarified a point for himself and a member of the public. He stated, by the way, that he received positive feedback about the General Manager's presentation, but the interpretation was that due to the savings over the next 20 years that there would be price increases. Interpreted to pertain to pipe replacement offset by the cost savings, but there may be price increases for other things. Mr. Coyan stated that it depends on if we move at a slower rate we can save money, but if we start saving money we're going to have limit the future CIP. He went on to describe in some detail how the solar and hydro revenue raising projects could potentially work. He emphasized that the goal is to increase revenue, and not increase rates. Director Saunders stated the Board cannot go into a discussion on this subject since it's not on the agenda, but will add this to a future agenda.

In response to Director MacDonald, Ms. Omania confirmed that the Finance Committee had been copied with the Board's agenda packet.

Director Seaman inquired about the General Manager's Job Description. Director Saunders stated the draft job description that was attached to the General Manager's contract was approved. Director Seaman stated for the record that an upgrade to the General Manager's job description be considered before the end of his first year. Director Saunders confirmed this matter would be added to the Board agenda before August 2022.

Direction to Staff we will work on the CIP budget separation on the Tyler spreadsheet. Also add the voting member to the JPIA Board.

12. NEXT MEETING DATE AND ADJOURNMENT - The next Regular Meeting will be on November 9, 2021, at 2:00 P.M. via teleconference. Details to follow.

MOTIONED BY DIRECTOR THORNBROUGH TO ADJOURN. SECONDED BY DIRECTOR MACDONALD. The motion passed by acclamation.

The meeting was adjourned at 6:20 P.M.

ATTACHMENTS:

- (1) Director Saunders' Board Report*
- (2) Grant Committee Presentation*

Adam Coyan, General Manager

Date

DRAFT