

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

**TUESDAY, JULY 11, 2019
2:00 P.M.**

*Director David Halpin 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 the meeting, are as follows:
200 Marina Blvd., Berkeley, California 94710*

Note: This meeting is being held in lieu of the July 9, 2019 Regular Board Meeting

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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Out of respect for the meeting and others in attendance, please turn off all cell phones or put in the silent mode.

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. When called on to speak by the Board President, please approach and speak from the podium.
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.

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

The meeting was called to order at 2:00 P.M.

Directors present: Cynthia Garcia, Michael Saunders, David Souza, Dane Wadle.

Directors absent: David Halpin.

Staff present: General Manager Steven Palmer, Management Analyst Christina Cross, Board Assistant Diana Michaelson. Legal Counsel: Barbara Brenner, Churchwell White, LLP.

The Pledge of Allegiance was led by Director Saunders.

2. ADOPTION OF AGENDA

Motion by Director Souza to adopt the agenda.

Motion died for lack of a second.

Director Saunders requested to remove Item 7.G. from the agenda.

Motion by Director Garcia to remove Item 7.G. to the next Regular Board Meeting and adopt the agenda as revised. Second by Director Souza.

Public Comment: There was no public comment.

Roll call vote was taken, and the vote was as follows:

Garcia: Aye
Saunders: Aye
Souza: Aye
Wadle: Aye

The motion passed unanimously.

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

Stephen Dowd spoke regarding rates and the proposed engineering audit. He provided a handout which he requested to be made part of these Minutes. (See Attachment 1.)

Carolyn O'Conner spoke regarding Directors Garcia and Saunders. She provided a handout which he requested to be made part of these Minutes. (See Attachment 2.)

Sarah Beaver spoke regarding a ditch water valve. She played a recording of the sound the valve makes. The General Manager said he would follow up.

4. PROCLAMATIONS AND PRESENTATIONS

There were no proclamations or presentations.

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.

Director Saunders requested to pull Item 5.A.1. and Director Garcia requested to pull 5.C. from Consent.

Motion by Director Saunders to adopt the Consent Calendar as revised. Second by Director Garcia.

Public Comment: *There was no public comment.*

Roll call vote was taken, and the vote was as follows:

Garcia: Aye

Saunders: Aye

Souza: Aye

Wadle: Aye

The motion passed unanimously.

A. Approval of Minutes

1. Regular Meeting of May 14, 2019

Director Saunders asked that Item 7.D. include his amended motion to include a public workshop with the full Board at ALT. There was some discussion and agreement to approve the May 14, 2019 Minutes with the correction as noted.

Motion by Director Saunders to approve Item 5.A.1. as corrected. Second by Director Garcia.

Public Comment: *There was no public comment.*

Roll call vote was taken, and the vote was as follows:

Garcia: Aye

Saunders: Aye

Souza: Aye

Wadle: Aye

The motion passed unanimously.

2. Special Meeting of June 4, 2019

Approved on Consent.

B. Financial Reports

1. Statement of Cash Balances
2. Month-End Cash Disbursements Report

Approved on Consent.

C. Third Quarter Budget Comparison

Possible Board Action: Receive and file.

Director Garcia asked for clarification on the percentages listed on Attachment 1 to Item 5C and questioned if they were interest rates on Funds 10 and 40. Management Analyst Christina Cross explained that they are percentage of budget and not interest rate percentages.

Director Saunders questioned why overtime for supply and wastewater expenses are higher than planned. Management Analyst Cross explained that this is the result of a wet winter, power outages, extra backwashing required at the existing (old) Auburn Lake Trails Water Treatment Plan. Director Saunders also questioned why utilities are higher than planned. Management Analyst Cross reported that this most likely due to Pacific Gas & Electric rate increases. Director Saunders inquired if it could be the result of construction operations at the new Auburn Lake Trails Water Treatment, and Management Analyst Cross responded that is a possibility.

Cherie Carlyon spoke regarding the amount budgeted for utilities.

Motion by Director Saunders to Receive and File the 3rd Quarter Report. Second by Director Garcia.

Roll call vote was taken, and the vote was as follows:

Garcia: Aye
Saunders: Aye
Souza: Aye
Wadle: Aye

The motion passed unanimously.

6. INFORMATIONAL ITEMS

A. Board Reports

Director Saunders reported that he attended the California United Water Conference with Directors Wadle and Souza and General Manager Palmer; and also attended the California Special Districts Leadership Conference with Director Garcia. He reported, as Treasurer for the Board, that the Finance Committee did not meet in June and requested that the Board Meeting Agendas include a standing item for the Finance Committee to report under Informational Items. Director Saunders continued his report stating that he recommended an executive dashboard for financial reporting to be part of the new accounting software. Staff responded that this would be reviewed and considered as part of the implementation for the new accounting software; the Board and the Finance Committee will have input into the implementation process. Director Saunders also attended the 4th of July Parade in Garden Valley.

Director Garcia requested a list of all the memberships that GDPUD is on. General Manager Palmer said he would email a list to her. Director Garcia also submitted a list of items she would like to have included on future agendas. (See Attachment 3.) She then asked for a status regarding the RFP for the independent evaluation of the capital replacement program. Continuing, she reported that she attended the CSD Leadership Conference, noting that there were two tracks, one for new members and one for returning members. She found the conference very beneficial.

Director Wadle reported that he also attended the water conference and met with some legislators. He expressed an interest in having GDPUD take part in the annual 4th of July Parade with one of the District's trucks and some staff.

Director Garcia added that she and Director Saunders will be conducting a Town Hall in August or September and would follow with quarterly meetings and a monthly newsletter on Facebook, which would include answers to outstanding questions.

B. General Manager's Report

General Manager Palmer reported on the items in the written report, including the RFP for the independent evaluation of the capital replacement program as requested by Director Garcia in her Director report Item 6.A.

C. Operation Manager's Report

In the absence of Operations Manager Darrell Creeks, General Manager Palmer reported on the items in the written Operations Manager report. General Manager Palmer pointed out that the wastewater operations report now includes a breakdown of staff time spent per task as has been requested in the past by Director Garcia. Director Garcia had additional questions and requested additional changes to the wastewater operations report.

D. ALT Treatment Plant Update

Engineering Consultant George Sanders gave a status report of work done at the plant in June and provided a slide show of photos. He reported on the status of the latest payments from the State Water Board.

7. NEW BUSINESS

A. Recognize Rick Gillespie for His Service and Accept His Resignation from the Finance Committee

Possible Board Action: Adopt Resolution 2019-43.

Board President Wadle presented Rick Gillespie with a proclamation. All Directors expressed their gratitude for Rick's service to the District. Rick expressed his appreciation to the Board, the Finance Committee Members, and Staff. The Board did not act on the resolution.

B. Consider Irrigation Customer Jill Wyatt Request for Change of Flow

Possible Board Action: Consider request and make determination.

General Manager Palmer presented the staff report. Customer Jill Wyatt made her request to the Board to reduce service from 2-inch to 1-inch.

Public Comment: Support of the request.

Motion by Director Souza to approve the requested change from 2-inch to 1-inch service with rates retroactive to May 1, 2019, and to charge the customer up to \$90 for the District cost to change the service. **Second by Director Garcia with clarification that it is retroactive to May 1, 2019.**

Roll call vote was taken, and the vote was as follows:

Garcia: Aye
Saunders: Aye
Souza: Aye
Wadle: Aye

The motion passed 4-0.

C. Consider Irrigation Customer Wesley Mize Request for Change of Flow

Possible Board Action: Consider request and make determination.

General Manager Palmer presented the staff report. Customer Wesley Mize made his request to the Board to reduce service from 1-inch to 0-inch to the beginning of the season on May 1, 2019.

Director Saunders inquired if the previous owner paid for the February irrigation water bill. Management Analyst Cross responded that there were no charges in February since irrigation season runs from May 1 through September. President Wadle asked and Analyst Cross confirmed that there is no charge for the District Staff to lock off the service as resulting from this request.

Public Comment: None.

Director Garcia asked if there would be a charge to lock off the service. Analyst Cross confirmed that there is no charge for the District Staff to lock off the service as resulting from this request.

Motion by Director Garcia to approve the requested change from 1-inch to 0-inch service with rates retroactive to May 1, 2019, and no charge the customer for the District to lock off the service. **Second by Director Saunders.**

Roll call vote was taken, and the vote was as follows:

Garcia: Aye
Saunders: Aye
Souza: Aye
Wadle: Aye

The motion passed 4-0.

D. Approve Project Plans and Specifications and Authorize Bid for 2018 Treated Water Line Replacement

Possible Board Action: Adopt Resolution 2019-44.

General Manager Palmer presented the staff report.

Director Garcia asked about project phasing and timing. General Manager Palmer reported that the contract documents do not specify phasing for the contractor. The contractor may proceed as they see fit. Director Garcia asked about public notification. General Manager Palmer reported that there would be additional notices to the adjacent property owners.

Motion by Director Garcia to adopt the staff recommendation. Second by Director Souza.

Public Comment: *Cherie Carlyon raised questions about homeowner access. Steve Miller asked how many customers would be impacted. Staff responded that less than two dozen customers would be impacted.*

Roll call vote was taken, and the vote was as follows:

Garcia: Aye
Saunders: Aye
Souza: Aye
Wadle: Aye

The motion passed 4-0.

E. Consider Revised Legislative Policy

Possible Board Action: Adopt Resolution 2019-45.

General Manager Palmer presented the staff report.

Director Saunders requested that the revised policy be modified to state that the legislative liaison will be selected by the Board during the annual Board organization meeting. Director Saunders also requested that Board Policy 5010 be revised to add the legislative liaison to the list of Board officers. Legal Counsel advised that the legislative liaison does not meet the legal definition of a Board officer and should not be added to Board Policy 5010.

Director Garcia requested that the last few paragraphs dealing with campaigns for public office be deleted from the Legislative Policy because they do not deal with the legislative liaison's duties. General Manager Palmer explained that this is needed because the policy addresses how the Board deals with legislation and is not limited to defining the role of the liaison. General Manager and Legal Counsel stated that legally the Board cannot take a position on campaigns for public office, such as County Supervisor. President Wadle also stated that this language is the same as language in the California Special District Association model legislative policy.

Motion by Director Saunders to adopt the policy as presented with the change to add that the liaison will be selected by the Board at the annual organizational meeting. Second by Director Garcia.

Public Comment: *None*

Roll call vote was taken, and the vote was as follows:

Garcia: Aye
Saunders: Aye
Souza: Aye
Wadle: Aye

The motion passed 4-0.

F. Approve Amendment No. 3 to Professional Services Agreement with NEXGEN in the Amount of \$24,480

Possible Board Action: Adopt Resolution 2019-46.

Engineering Consultant Sanders presented the staff report.

Director Saunders asked if this amendment would be the last for NEXGEN. Mr. Sanders stated that it was based on finishing in July or August.

Director Garcia asked if Mr. Sanders could finish the project without NEXGEN. Mr. Sanders responded that he would not recommend that approach, and strongly recommended allowing NEXGEN to finish their contracted work for construction management. Legal Counsel also advised the Board to allow NEXGEN to stay on until the Project is complete. Director Garcia asked some questions about invoices, paid to date, and amount of amendment. Mr. Sanders responded and restated the amount listed in the staff report is required. Director Garcia asked if this amendment would be the last for NEXGEN. Mr. Sanders stated that he cannot guarantee that additional amendments would not be required.

Motion by Director Garcia to adopt the staff recommendation. Second by Director Souza.

Public Comment: None

Roll call vote was taken, and the vote was as follows:

Garcia: Aye
Saunders: Aye
Souza: Aye
Wadle: Aye

The motion passed 4-0.

8. PUBLIC HEARINGS

A. An Ordinance Certifying Annual Direct Charges – Fees and Assessments

Possible Board Action: Hold Public Hearing and Adopt Ordinance 2019-01 levying annual assessments and tax liens for unpaid charges.

Management Analyst Cross presented the staff report.

Director Saunders asked if any of the delinquent accounts have inactive meters. Analyst Cross responded affirmatively.

Director Garcia asked how staff attempted to contact delinquent account holders. Analyst Cross reported that they receive a late notice in their billing, and staff made two phone calls to the number on file. Director Garcia asked whether the District has a policy regarding delinquency notifications. Legal counsel responded that the District staff follows the process outlined in state law and has gone beyond the legal requirements.

President Wadle opened the public hearing. There was no public comment. President Wadle closed the public hearing.

9. BOARD MEMBER REQUESTS FOR ADDITIONS TO FUTURE MEETING AGENDAS AND REQUESTS FOR INFORMATION OR RESEARCH TO BE COMPLETED BY STAFF

Director Garcia stated she already turned in a list. Director Garcia went on to ask for Board agenda item about emergency preparedness to coordinate with first responders in the event of a power shut off and commented about backup generators at the water treatment plants. In response to Director Garcia's comment, General Manager Palmer stated that both water treatment plants have emergency backup generators with fuel and will produce water during a power shut off. General Manager Palmer went on to explain that the office does not have an emergency generator, and a few small pump stations serving approximately thirty connections do not have emergency generators.

Director Saunders requested a standing item for Finance Committee report. Director Saunders requested clarification on creating the Finance Committee agenda. The General Manager responded that the agenda is driven by staff and items that require Finance Committee input as specified in the Board resolution. The General Manager stated that any items outside that scope must be assigned by the Board during a properly agendized Board meeting. There was discussion involving Legal Counsel regarding the difference between this volunteer Finance Committee and a Board Finance Committee made of Directors. Director Saunders went on to ask for Board agenda item about an emergency preparedness Board subcommittee. Director Saunders also asked for a Board items on the irrigation ordinance and administrative policies; and reported that he was selected as an alternate representative to LAFCO.

President Wadle reported that the State budget passed without a water tax.

10. NEXT MEETING DATE AND ADJOURNMENT – The next Regular Meeting will be on August 13, 2019, at 2:00 P.M. at the Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, California 95634.

President Wadle adjourned the meeting at 4:22 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 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 July 5, 2019.



Steven Palmer, PE, General Manager



Date