



MINUTES

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

TUESDAY, APRIL 12, 2022
1:00 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.
-

President Saunders called the Regular Meeting to Order at 1:05 PM

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

PRESENT: *Directors MacDonald, Thornbrough, Seaman, Stewart, Saunders*

ABSENT: *NONE*

OTHERS PRESENT: *Adam Coyan, Erin Dervin, Legal Counsel (virtual participation)*, PLEDGE OF ALLEGIANCE – *Director Thornbrough led in the Pledge of Allegiance.*

2. BROWN ACT TRAINING – Nubia Goldstein, White Brenner, LLP (by Zoom Erin Dervin)

3. ADOPTION OF AGENDA

Motioned by Director Thornbrough to adopt the agenda, seconded by Director Stewart.

ROLL CALL VOTE:

AYES: MacDonald, Thornbrough, Seaman, Stewart, President Saunders

NOES: NONE

ABSENT/ABSTAIN: NONE

THE MOTION CARRIED

4. STANDING COMMITTEE ORIENTATION – President Michael Saunders

Saunders – discussed committee meeting expectations, re: code of conduct, motions, Brown Act overview,

Liaisons cannot vote, all committee communications go through the General Manager before going to the board for review. Saunders requests that a clock be installed in the GDPUD board room.

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

Dave Jordon, public water, and irrigation customer: 30-acre tree farmer, requests that GDPUD not cancel his irrigation service due to past due balance and failure to install a back-flow preventer.

6. CONSENT CALENDAR

A. Financial Reports

1. Budget to Actuals Report
2. Pooled Cash Report
3. Monthly Check Report – July 2021 to March 2022

B. Approval of Minutes – Regular Board Meeting of March 8, 2022

C. Authorize Reimbursements to Directors for Expenses Related to Participation in the 2022 ACWA Spring Conference

Possible Action: Adopt Resolution 2022-20 authorizing reimbursements for expenses related to participation in the 2022 ACWA Spring Conference.

D. Approve 2022 Kids Fishing Derby

Possible Action: Adopt Resolution 2022-21 in support of the 2022 Kids Fishing Derby.

Motioned by Director Thornbrough to approve agenda items 6.B-D. Seconded by Director Stewart

ROLL CALL VOTE WAS TAKEN

AYES: MacDonald, Thornbrough, Seaman, Stewart, President Saunders

NOES: NONE

ABSENT/ABSTAIN: NONE

THE MOTION CARRIED.

The Board then followed with questions regarding agenda items 6.A.1-3 and the following was requested:

President Saunders: follow-up information on Budget to Actuals ALT Fund 100-0000-40104 "Surcharge" actual amount collected.

Coyan, we have currently collected \$444,397 of the \$648,923 for fiscal year 2021-2022 with 3 collection months remaining. The ALT Fund also keeps a reserve in that account.

President Saunders: "What is the SRF loan fund balance and projected term of payment?"

Coyan, The balance is listed under pooled cash report page 41 of 43 in budget to actuals account number 112- 0000-10999. On 12 /30/2021 a payment of \$293,678 was made.

President Saunders: Check # 33213 for Troy A. Villalovos \$6,000.

Brown, payment to contractor for repair of a break in the CDS line.

President Saunders: Check # 33233 for Mobile Mini \$16,829.67.

Coyan that was for the cargo container. That was put into Admin Material/Supplies and is moving to the CIP fund, as well as the cost of the pressure reducing valve install and generator installation.

Thornbrough confirms that generator grounding upgrade should not be included in the operating budget but should be included in the CIP.

MacDonald: Multiple checks for Verizon and AT&T. M.MacDonald suggested we look into Comcast Xfinity business

services.

Coyan we have contracted with Comcast Business services to increase productivity and will work with our new Granicus system. Install projected in the next 3 months.

Per Brown we lease cell towers on top of our water tanks and therefore receive Verizon cellular services for our staff.

PUBLIC/ZOOM COMMENTS: NONE

Motioned by Director Stewart to approve agenda items 6.A.1-3. Seconded by Director Thornbrough

ROLL CALL VOTE:

AYES - MacDonald, Thornbrough, Seaman, Stewart, President Saunders

NOES – NONE

ABSENT/ABSTAIN: NONE

THE MOTION CARRIED.

The Board then followed with questions regarding agenda items 6.B and the following was requested:

Seaman: Update on Irrigation Committee mapping of Irrigation ditches in district, ditch easements, ditch vegetation removal map and time frame, and zone grant deed to legal counsel.

Coyan and Legal rep Erin Dervin, requests for zoning information has been submitted and is in progress.

Dervin, clarification on grant deeds and easements still pending, will agendize in regards to easements and questions regarding those easements Dervin will follow up with Coyan.

Per Brown, Maps of Irrigation, ditch lining and vegetation clearing can be made available at the next Irrigation Committee meeting.

Thornbrough: County of El Dorado received \$37 million dollars from the American Rescue Plan. Georgetown Divide PUD received \$50 thousand dollars. Tahoe City PUD has 5700 water customers, 7600 sewer customers. Some of their territory includes El Dorado County and Placer County. Only 28% of their water customers are in El Dorado Co. and are receiving \$975,000 from El Dorado County. Placer County gave them \$0. Thornbrough requests that we make a large presence with the El Dorado Water Agency (EDWA) board meeting due to three County Supervisors on the EDWA board.

President Saunders agreed we should attend the EDWA board meeting during the public forum and ask for a portion of the El Dorado Co funds and/or ask questions about why Tahoe City was more favorable for the American Rescue Plan.

The Board then followed with questions regarding agenda items 6.D and the following was requested:

MacDonald: Fishing Derby, per the resolution it states that people should be allowed to go fishing at Lake Walton before the derby and the Agenda states that they should refrain from taking advantage of stock fish before the tournament. MacDonald requests that the Resolution be updated to state that the community shall not take advantage of the stock fish before the tournament.

7. INFORMATIONAL ITEMS

A. Board Reports

MacDonald: In regard to the newsletter the accuracy of the mechanical meters is off by 25% (more like 5%) and the digital electronic meters is 3% (more like 5%).

Coyan, it was a comparison between the two done in 2011 per a meter accuracy study that identified that. 25% is an average between various inaccuracies discovered throughout the study if you have a low flow meter, there is a higher rate of inaccuracy.

MacDonald: Community members on “social media” are implying that the new smart meters are a “backdoor” way to raise the water rates. On the contrary, rates have been under billed for years. The person in question was invited to attend the board meeting to ask any questions but did not show.

President Saunders: Letter of concern received from the public regarding our 3% convenience fee for credit/debit payments. Per President Saunders this is required by our third-party processor, not the district. The fee notification is present online and now posted in the office lobby.

Buckle: customers are made aware of the 3% fee (and what the total fee is) when paying over the phone.

President Saunders: Report provided. Significant items.

ACWA general board meeting, US Environmental Protection Agency vs Santa Monica Water District: This case will determine the jurisdictional reach of the Clean Water Act. An overbroad definition will capture water supply and delivery infrastructure such as aqueducts, infiltration basins and terminal reservoirs. Regulation of this infrastructure as "waters of the United States" limits the ability to use the infrastructure for its intended purpose. Any agency that owns or operates this kind of infrastructure will be impacted by the decision.

The El Dorado Local Agency Formation Commission (LAFCO) will be considering the appointment of a Public Member to LAFCO to serve a new four-year term, which will run from May 2022 through May 2026. In order to be considered, applicants must be available to attend and interview at LAFCO's May 25, 2022 meeting.

B. Legislative Liaison Report

Provided.

Questions from the public/Zoom? NONE.

C. General Manager's Report

Adam Cohan reported on our current staffing, Stumpy Meadows is the only reservoir in the State of California at full capacity, Bathymetric study completed, LIHWAP – Low Income Household Water Assistance Program: I completed that application.

Per President Saunders: Please share the link for this program on the website and on Facebook. Customers may receive up to \$2,000 annually for any water debt they may have. Which is in addition to our own Low Income Assistance program.

President Saunders: Add WaterSmart info to the May/June newsletter. Next meeting, May 10, 2022, agendaize the RFP for the CIP bid.

Questions from the public/Zoom? NONE

D. Operation Manager's Report

Adam Brown reported on our current water status.

MacDonald: What is Air Relief Valve replacement?

Brown: It's in our treated lines, if you have a treatment plant going on and off, you may get air in the line. The relief valves are usually at the top of a ridge, which releases that air pressure in the lines.

MacDonald: 133 mil gal per day per capita, customers are using during wintertime and they're using 2.4 times our future allotment during winter. Are we using 2.5 times the amount of water in winter of what our annual allotment will be in summer?

Brown: this reflects indoor usage only. Yes, this will be a heavy lift. Per President Saunders, even though the numbers seem high, we are using the least amount of water from Sacramento to Nevada. The average for this area is 270 mil gal per day. That's where irrigation will save us since those numbers are not calculated into this.

Seaman: What is the distance that was completed for ditch lining?

Brown: 600'.

Questions from the public/Zoom? NONE.

E. Water Resources Report –

President Saunders: Was there any impact from the last storm we had impacting ALT?

Elliott: No, however Brian has not been getting alerts for high water or power shut offs. His phone will be updated soon.

8. COMMITTEES

A. Finance Committee – Steven Miller, Chair

In our last meeting, we had a full house and we're quite delighted to have the people on board. Our principal focus for that meeting was to prepare for the upcoming workshop/joint meeting on the budget. The GM presented the budget and we're in agreement with the basic numbers, concept and capture and we're looking forward to the workshop.

Questions from the public/Zoom? NONE.

B. Irrigation Committee – Director Seaman and Director Stewart

Seaman: Everyone has been officially notified. Thank you, Gloria Omania, for the extra help. Carol Arquette will be working with the IR committee. I will reach out and find out what their meeting availability is and move forward on creating an agenda.

President Saunders: We will have to create a hybrid meeting situation for those who are still not meeting in person.

C. Ad Hoc Grant Writing Committee – Director Saunders

President Saunders: We will probably meet before the ARPA (American Rescue Plan Act) presentation again with some revisions and we will see if we can invite our Board of Supervisors to attend as well.

D. Ad Hoc Committee for Policy Manual – President Saunders and Director Seaman

President Saunders: We're probably going to meet about this soon. Who volunteered for that?

Seaman: I did.

President Saunders: Once I find out when the irrigation committee is going to meet, then I can set that up so there isn't a conflict. We can start working on that.

Seaman: The first two will be the CIP and the RFP which is vital before moving forward on any kind of work moving forward on this.

E. Ad Hoc Committee for the Audit Committee – Director Saunders and Director Thornbrough.

President Saunders: We'll have to resend out the RFP for the External Investigative Audit.

Coyan: Yes, we did not receive any responses for that. We got a number of questions and inquiries, but no one put in a proposal.

President Saunders: What we'll do is work with ACWA and CSDA to find and send out to the RFPs. We'll have 2 board members evaluate the RFP and we'll have 2 members of the finance committee before we bring it to the board.

Coyan: I'll add that to the RFP process. Let's put it on there again so the teams can meet.

F. Ad Hoc Labor Negotiation Committee – President Saunders and Director Thornbrough

President Saunders: No MOU has come to us yet, so we don't have anything to look at yet or review to bring to the

board.

Questions from the public/Zoom? NONE.

9. OLD BUSINESS

A. Consider Amending Policy No. 2021-1012 Role and Responsibilities of the Finance Committee, Membership Section

Possible Action: Adopt Resolution 2022-22 approving an amendment to Policy No. 2021-1012.01 on the number of public members.

Questions from the public/Zoom? NONE.

Motioned by Director Stewart to approve agenda item 9A. Seconded by Director MacDonald

ROLL CALL VOTE:

AYES: MacDonald, Thornbrough, Seaman, Stewart, President Saunders

NOES: NONE

ABSENT/ABSTAIN: NONE

THE MOTION CARRIED.

10. NEW BUSINESS

A. Receive Proposed FY 2022-2023 Operating/Capital Improvement Plan Budgets and Finance Committee Recommendations

1. Proposed FY 2022-2023 Operating Budget

Coyan: I built the budget, the Finance Committee reviewed it. Corrections - Stumpy Meadows had been counted for twice on the budget. I took actual spending for the last year and added a certain amount of inflation (fuel costs, etc.). Although inflation was taken into consideration, there is no extra padding added. All future expenditures are all legitimate and justifiable. I can provide a general overview of the budget if you'd like or just answer any questions from the board.

President Saunders: This is the first time I have gone over a budget and didn't have any questions with the numbers. Thanks to you and to the Finance Committee. This is why it is very important that we have this monthly tracking to see how much did fuel go up, how much did supplies go up? And then put a percentage above that. However, we can't really base it on a projected inflation. We must base it on actuals. We can keep track of line items re: fuel (types of fuel and for which types of equipment).

Coyan: I spoke with Jessica and there is a way we could add sub identifiers into the description and when Socrata is up, you can just search the descriptions

Questions from the public/Zoom? NONE.

President Saunders: NO ACTION TAKEN

2. Proposed FY 2022-2023 Update to the Five-Year CIP Budget

Possible Action: Receive proposed budgets and provide Staff direction.

Coyan: If we do the planning this year, we could potentially get a solar company to install for free and then we wouldn't be putting any money out next year. We need to consider that if we don't have the projects in our CIP, with the intention of completing them, we wouldn't get any grant funding for them. Part of the reason why we don't have as much grant money as other districts is because we don't have as many projects lined up. The more projects that we have lined up, studies done, and engineering done, which are essentially "shovel ready" is a good application to get a grant. We want to present the best case possible. We need to start planning these projects, get the groundwork done and engineering done so that money comes available, we are ready to go after that

grant money.

President Saunders: I reviewed a study called the "American Upper River Basin Study" which was done by El Dorado Water Agency, and it has all the infrastructure projects recommended for GDPUD, in terms of reservoirs and secondary storage. There are a lot of things that are in there and I will review it and see what we can add to the CIP budget, not necessarily with a cost yet. There is a \$1.65 billion infrastructure grant that they're working on, and we'll want to see if some of that is being set aside for water. What we could do is put into CIP a 5-yr and 10-yr project for treated waterline replacement so we could try to apply for those.

Coyan: I did include for this upcoming fiscal year \$200,000 (+\$25,000 for infrastructure replacement within the district) with the plan to extend the board room out and the roof needs some upgrades, and we need to move the lobby wall as well.

Seaman: For your infrastructure, have you thought about the fencing, adding security measures (we had a break in and no fencing in the back), gates are wide open where people can come in and out freely. Is any of that going to be added to the infrastructure?

Coyan: I am hoping after the infrastructure replacement we'll have left over funds to spend on that. I don't think extending the board room out will cost \$200,000.

Seaman: Re: Sweetwater tank, are we looking at adding the cost of the CEQA (California Environmental Quality Act) that needs to be done within that project? The tunnel inspection, what is the difference between the \$150K to \$65K are you saying we could get it done cheaper and use the excess for any additional work needed?

Coyan: Last year was \$150K and I contacted an engineering firm (the only one I was able to find to do the inspection) They quoted \$30K for the inspection and another \$20K for the engineering report which went over the \$50K threshold of the procurement policy and I didn't feel comfortable moving forward, due to it not being an emergency expenditure, without putting it out to RFP. With irrigation season starting, we simply ran out of time.

Seaman: Fire Mitigation: Ditch cleaning, clearing vegetation to insure a clean fire break between properties. This should be a priority. The numbers on the AMI Meter Infrastructure, cost estimate \$500K "status proposed". Is that the same as what we are doing right now, or is this additional? Is this part of the service or water grant application?

Coyan: AMR = Automatic Meter Readers and AMI is little sub station towers we would put up that would read the meter 24/7. The area is so big that we would have to do the installation over a couple years. Focusing on the most populated areas first.

Stewart: I think I found a typo, under Infrastructure Replacement you have \$225K listed but the total amount is \$65K. Is it \$265K?

Coyan: It should be \$256K in the total column.

MacDonald: Electricity power generation vs. storage: What percentage our electricity, during the daylight hours, how much do we use in kilowatt hours vs. how much we would have to be using from storage?

Coyan: there are two types: you're either considered a generator of power or we're just doing an offset of power. If we installed it at Sweetwater, it would be an offset. If we installed it out here in the field, it would be considered a generator. An offset, the way that works is every month you get a statement and at the end of the year you get a "true-up" and you could be stuck with a \$60K bill.

MacDonald: Do we want to spend \$xx for battery storage to offset the "true-up" bill?

President Saunders: Terra Verde would be able to go over all those aspects.

Finance Committee member, Steve Miller made a comment

Questions from the public/Zoom? NONE.

President Saunders: NO ACTION TAKEN

B. Consider Approving Annual Fund Transfer

Possible Action: Adopt Resolution 2022-23 approving the annual fund transfer.

Coyan: I worked with LSL and they did the prediction based upon how its been done in the past. By the resolution and the prop 218, it's required that we have 120 days of budgeted expenses for operations and maintenance in the account. Eide Bailly with covid, recommended 180 days. Essentially the amount is the excess that would be transferring. That is a board discission on what to transfer. Last year it was decided 180 days, I believe.

Thornbrough: Last November, 2020, the board changed it to 150 days. We had a surplus, and it was suggested by Eide Bailly that we go 180 days but at that time we already had 120 days, 180 days would have nearly been all of our surplus put into operations, we said no and agreed to 150 days. That's probably why you have a surplus now. They put \$443,000 into that operating budget.

President Saunders: I would not change a reserve policy that was based on a Prop 218. Prop 218 sets the balance at 120 days operating reserve and that's the entire basis of what we are putting into capital reserve. We can change it, but we would need to update our rates and do a new rate study so we can see what our reserve should be and what would be beneficial. But until we change the rates, we should not affect what the Prop 218 was based on.

Coyan: This was as of April 4th. If we did the 120 days, we would be transferring \$1,480,019 to the capitol reserve fund and if we did the 180 days, we would be transferring \$758,792.

Questions from the public/Zoom? NONE

Motioned by Director MacDonald to approve agenda item **10.B for 120 day reserve**. Seconded by Director Stewart

ROLL CALL VOTE:

AYES: MacDonald, Seaman, Stewart, Thornbrough, President Saunders

NOES: NONE

ABSENT/ABSTAIN: NONE

THE MOTION PASSED.

5:32PM – Dir Thornbrough left to drive a community member home.

C. Consider Declaration of Projected Water Year

Possible Action: Adopt Resolution 2022-24 declaring the projected water year.

*Brown: This is our annual water season procedure to declare our water season. Most consumption is between May 1 and September 30. Part one is our urban water management plan (UWMP) and our Water Shortage Contingency Plan (WSCP), which set out our six stages of drought. As of the second week of April, we are at capacity, so we do not meet any of those drought restrictions based on the UWMP. **The recommendation is to declare a normal water year for this irrigation season.** The Draft SDA was prepared, as required with the assumption of one-year dry condition as outlined in the 2020 Urban Water Management Plan (UWMP)¹. The District's UWMP has defined one-year dry condition as SMR level being recorded at 11,060 ac-ft during the second week in April. The Draft SDA requires the analysis to cover a period starting in July 2022 and ending June 2023. For the purposes of this Staff Report supply and demand assumptions were entered into the Draft SDA which will be revised upon submittal in June 2022. Draft SDA is included in Attachment 2.*

¹ <https://www.gd-pud.org/2020-urban-water-management-plan>

Dir. Stewart: The line: Based on projected demand and utilizing the most conservative projection scenario, the District can anticipate a SMR capacity of 11,198 acre-feet at the end of the 2021/2022 water year. What is the water year?

Brown: Our water year runs May 1st through September 30th each year.

President Saunders: Where were we at the end of the last water year?

Brown: 13,200-13,500 ac/ft.

President Saunders: We may want to reassess at our August regular meeting whether we want to stop irrigation season early if Stumpy Meadow is at the 11,000 ac/ft level. My recommendation is to declare a normal water year, send information out to our customers about water conservation and reassess in August.

Seaman: we also need to address CEQA for ponds and natural habitats.

President Saunders: That is addressed in our UWMP. The amendment to the resolution shall include that we will send out a water alert to conserve water this season and reassess our water levels in July or August. A. Brown will monitor the WSCP throughout the water season.

Stewart: I propose that we accept this resolution subject to that amendment. We are saying that we are looking at a normal irrigation season, however we are reserving the right to change it if drought conditions continue.

*Seaman: **We will have to agendize this for July** so that we have the required 30 days' notice to irrigation customers if we plan to end the water season early due to drought conditions.*

Coyan: Would you like me to send out the water conservation notice in this next billing?

President Saunders: Yes.

Questions from the public/Zoom? NONE

Motioned by Director Stewart to approve agenda item 10.C. subject to the amendment added. Seconded by Director MacDonald

ROLL CALL VOTE:

AYES -MacDonald, Seaman, Stewart, President Saunders

NOES – NONE

ABSENT/ABSTAIN: Thornbrough

THE MOTION PASSED.

D. Consider Applications for the 2022 Irrigation Season

Possible Action: Adopt Resolution 2022-25 approving applications for the 2022 irrigation season.

Brown: Potential new customer located at 061-530-027-000 requested service to be granted through a Public Utility Easement (PUE). Typically, this is not allowed, however, records indicate it was granted for a neighboring property. The property owner is requesting use of the same PUE for irrigation service.

President Saunders: This public utility easement did not come before the board, and this is the first that we are hearing about it. The district just settled a 13-year lawsuit involving easements, so we do not want to go outside of district policy.

Dervin: There is no obligation by the district to grant any temporary use to this new customer. Dir Saunders, you make a very astute observation as far as potential liability issue. It's a matter where we should follow our policies and ensure that the use is provided for and that it is safe. Adam, did you say there was a road easement also involved?

Coyan: Most often when you have two adjoining parcels with a road in between, there is usually a road easement and a public utility easement; it's almost standard.

Dervin: We could potentially be creating some additional damages ultimately for whomever is maintaining that road if we are not following our policies. I don't believe this customer was trying to get away with anything, they were

just trying to figure out how to also get service without a tremendous expense on his part. Since we are not properly agendized for an action item related to that customer, Dir Saunders my suggestions would be that if there is consensus for the board to give direction to the staff to address these concerns, that's what the "action" should be, and the minutes reflect.

President Saunders: just have that customer come back to us when we have the requirements.

Dervin: If there's no policy in place, in regard to the expectations, then this might be something we need to address from the scientific perspective as well as the practical and I imagine that there are going to be fees there as well.

Dir Seaman: Can we get this information in writing? This isn't an agenda item.

Dir Stewart: We'll have to bring this back.

President Saunders: For the rest of the customers, we can do what we normal do and continue the outreach process. Many customers will notify us when they do not want irrigation. We also have back-flow issue ones (customers).

Brown: We have a little over 200 treated and irrigation customers, and we are missing about 10-15 customers that haven't had theirs (back-flow preventor) tested yet. We are planning on locking off customers that don't have the back-flow installed this year. They have had a grace period of 3 years to get them in.

President Saunders: We agree that he will not get irrigation services until the back-flow preventor is installed and certified but once is back-flow is up, he will be eligible for irrigation water.

Miller: What is the cost for the annual back-flow certification?

Seaman: Approximately \$70.

President Saunders: The motion is to accept the applications that are there. Staff direction is to keep reaching out to the other customers, once the backflow is put in for that returning customer, we will turn on water. Figure out the legal easement issue.

Questions from the public/Zoom? NONE

Motioned by Director MacDonald to approve agenda item 10.D. Seconded by Director Stewart

ROLL CALL VOTE:

AYES - MacDonald, Seaman, Stewart, President Saunders

NOES – NONE

ABSENT/ABSTAIN: Thornbrough

THE MOTION CARRIED.

E. Consider Approval of Request for Proposal for ALT (Auburn Lake Trails) Paving Project

Possible Action: Adopt Resolution 2022-26 authorizing the General Manager to issue an RFP for the ALT Paving Project.

Brown: In 2021 the District repaired a total of 26-line breaks. Line breaks can often lead to scouring of road base and compromising the integrity of paved surfaces. A total of three areas with these conditions were identified by ALT staff and reported to the District. Areas are located along Big Strike Trail, Kit Fox Court, and Chimney Flat Court. A Request for Proposal (RFP) has been drafted to be advertised through ebidboard.com for approximately 30 days and qualified bidders will be notified of project opportunity. The RFP is included as Attachment 1.

Seaman: I would like to see in this RFP, and all future ones, that you put an excerpt in that you require compliance with all local, state, and federal regulations and require submittal of all hauling records, manifests, lab results, any other items relating to 10G, section F (2.1-2.2) of the WaterSmart grant application, there is wording in there that you can add to future RFPs. It covers us because they have to comply with everything.

Questions from the public/Zoom? NONE

Motioned by Director Seaman to approve agenda item 10.E with amendments to the RFP. Seconded by Director

MacDonald

ROLL CALL VOTE:

AYES - MacDonald, Seaman, Stewart, President Saunders

NOES – NONE

ABSENT/ABSTAIN: Thornbrough

THE MOTION CARRIED.

F. Consider Approval of Professional Services Agreement for Asset Management Software

Possible Action: Adopt Resolution 2022-27 authorizing the General Manager to execute a professional services agreement for asset management software.

Brown: On September 14, 2021, the Board of Directors approved the 2021/2022 CIP that allocated funds for Asset Management and the District lacks a large-scale asset/operations management program to track, maintain and depreciate infrastructure for planned replacement. All software solutions would greatly improve District operations, short- and long-term planning and asset management. However, specific features offered by Cartegraph allow for existing District services to integrate seamlessly and allow for increased efficiency and cost tracking. Cartegraph information package is included as Attachment 1. The cost for implementation and one year subscription service totals \$50,100. Annual subscription service totals \$16,350 and would increase by approximately three percent annually. Funds for this project were allocated in the 2021/2022 CIP update. The Resolution is included in Attachment 2.

Coyan: The main budgetary highlight I would like to focus on when we get the KASL report back and do the asset valuation that is going to connect the service life to every major capitol item in our system. When we get that service life, that will be attached to every item in this system. Since this program connects with Tyler Incode, we can essentially build capital budgets in Tyler based upon that data of when we need to replace items. This is really the basis of digitalizing a rate study and taking that human element out. The sitting board is favorable to getting all of the data and making data driven discissions, but that could change in 5 years with another board, and if we don't have the systems and policies in place, it's concerning.

Dalton from Cartegraph introduced himself and explained the Cartegraph program

President Saunders: Thank you Dalton, these are things we've been trying to do since I was on the Finance Committee, tracking vehicle maintenance, this is the whole part of doing the rate study to get all of the assets and inventory in. In ALT, we can perform septic inspections and send photos to customers to prove we did the work. This gets us to our next step when we finally do our asset management plan where we work in the priorities. We want to add to the minutes, the cost of all of the projects that were here just so we have the comparisons.

Questions from the public/Zoom?

Miller: the language says "professional services agreement" – is this a software license or a consulting agreement to install other software that needs to be bought?

Brown: It's a license agreement. It's a cloud service, they would host it and we would use it. We buy the license just like our GIS.

Motioned by Director MacDonald to approve agenda item 10.F. Seconded by Director Seaman

ROLL CALL VOTE:

AYES - MacDonald, Seaman, Stewart, President Saunders

NOES – NONE

ABSENT/ABSTAIN: Thornbrough

THE MOTION CARRIED.

G. Consider Resolution of Support for WaterSmart Grant Application

Possible Action: Adopt Resolution 2022-28 in support of the WaterSmart Grant Application.

Brown: This is an annual grant. WaterSMART Grants: Eligible Small-Scale Water Efficiency Projects (ESSWEP) require a cost sharing of 50 percent or more of the total project cost. Cost sharing may be made through cash, costs contributed by the applicant, or third-party in-kind contributions. Specific projects eligible through this Notice of Funding Opportunity (NOFO) include but are not limited to small-scale on-the-ground water efficiency projects which seek to implement work identified in an applicant's water planning efforts: Canal lining/piping, Municipal metering, Irrigation flow measurement, Supervisory Control and Data Acquisition and Automation (SCADA), Irrigation measures

Questions from the public/Zoom? NONE

Motioned by Director Seaman to approve agenda item 10.G. Seconded by Director Stewart

ROLL CALL VOTE:

AYES - MacDonald, Seaman, Stewart, President Saunders

NOES – NONE

ABSENT/ABSTAIN: Thornbrough

THE MOTION CARRIED.

H. Consider Approving the Installation of a Bulk Water Station at the District Office to Sell Water During Drought Conditions

Possible Action: Adopt Resolution 2022-XX approving the installation of a Bulk Water Station at the District Office.

Operation Manager Adam Brown discussed the need for a bulk water station in front of the District Office. To facilitate the service, it is proposed that: Potential customers check-in at the front office, District staff collect customer billing information, a one-time administrative fee of \$20, a \$2 fill up fee, and customer-signed agreement, District staff operate equipment located within fenced yard, Customer dispenses water in customer-owned storage device., District staff will record the volume of water supplied; and, Customer will be billed bi-monthly for consumption and meter fee at the time of regular billing and similar to the construction meter, The proposed cost was developed from current construction meter cost which includes a \$20 permit fee and \$2 daily meter rental fee. The water service agreement would be developed based on current construction meter and water service agreement which includes consumption charges.

Questions from the public/Zoom?

Member of the public: Who says that there is a demand for this? Can't they just go to the gas station and fill up. How did this item end up on the agenda?

Brown: Customers are coming in and asking for it. They ask for water when wells go dry.

President Saunders: NO ACTION TAKEN

11. PUBLIC HEARING

NOTICE: The Public Hearing on the development of a Lake Walton Fire Mitigation Resiliency Plan for the 2022 CalFire grant application will be on the agenda of the regular Board meeting of May 10, 2022. Details to follow.

President Saunders – This is the grant that we approved, and we will have the public weigh in on how much vegetation will need to come down.

12. 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.

*President Saunders – CIP add the internet infrastructure information so we can put it into the grant for the district.
Coyan – that’s for the initial setup costs for Comcast? Dir M Saunders - Yes.*

Coyan – We are going to reissue the RFP for the staffing levels and the salary survey because we didn’t get any results.

President Saunders - I’ll also provide staff with more locations to post that RFP.

13. NEXT MEETING DATE AND ADJOURNMENT – The next Regular Meeting will be on May 10, at 2:00 P.M., at the Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, California 95634. A Special Meeting for the Joint Board and Finance Committee Budget Workshop is scheduled for April 26, 2022, at 4:30 PM, at Georgetown School (Library), 6530 Wentworth Springs Road, Georgetown, California 95634. Details to follow.

Motioned by Director MacDonald to adjourn. Seconded by Director Stewart

ROLL CALL VOTE:

AYES - - MacDonald, Seaman, Stewart, President Saunders

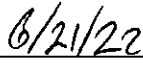
NOES – NONE

ABSENT/ABSTAIN: Thornbrough

THE MEETING IS ADJOURNED.

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 the District Office 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 April 7, 2022.


Adam Coyan, General Manager


Date