

AGENDA

REGULAR MEETING

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS

6425 MAIN STREET, GEORGETOWN, CALIFORNIA

Special Notation:

Director Maria Capraun will participate in this meeting from a satellite location via telephone.

The Public may participate in the Public Portion of this meeting from this location.

The specifics of her location, while participating in this meeting, are as follows:

384 West 5200 South, Washington Terrace, Utah 84405

TUESDAY, OCTOBER 11, 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

2. ADOPTION OF AGENDA – Board action to adopt Agenda.

- 3. PUBLIC FORUM** – Any member of the public may address the Board on any matter within the jurisdictional authority of the District. Public members desiring to provide comments must be recognized by the Board President, and speak from the podium. Comments must be directed only to the Board. The public should address the Board members during the public meetings as President, Vice President, or Director followed by the Board member's individual last name. 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.

4. APPROVAL OF CONSENT CALENDAR – Board Action to approve the 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.

A. **Approve Minutes** – Regular Board Meeting of September 13, 2016; and Special Board Meeting of September 27, 2016.

B. Purchase of Trucks and Excavator

Discussion – The Board of Directors approved the FY 2016-17 Capital Budget at their regular meeting of September 13, 2016. Included as an approved budget item is the purchase of two vehicles and one excavator. Funding for this purchase is reserved under Fund 45.

Possible Board Action – It is Staff’s recommendation that the Board approve the purchase of the Ford half-ton truck, the Ford one-ton truck, and the John Deer Excavator.

5. METER REPLACEMENT PROGRAM – FINANCING OPTIONS

Discussion – The Board directed District staff at the last regular Board meeting to initiate the process of identifying funding resources and grant opportunities for the Meter Replacement Program. Frank Gill from Holman Capital will give a presentation regarding the District’s credit rating and financing options for replacing our water meters.

Possible Board Action – Staff recommends that the Board consider the information presented by Mr. Gill, consider additional input from Staff, and take the appropriate action relative to moving forward with the Meter Replacement Program.

6. FINANCIAL REPORT AND REQUEST FOR APPROVAL OF PURCHASE OF ACCOUNTING SOFTWARE

A. **Accounts Payable Reports** – Accounts Payable for August 2016; Month End Cash Disbursement Report for September 2016

Discussion - This report is limited to a summary of Accounts Payable for the month of August 2016. The remaining reports are being provided on a quarterly basis and will be presented at the regular meeting in December.

Possible Board Action – Receive and file.

B. Request for Approval of Purchase of MOM Modules

Discussion - Staff is requesting approval for the purchase of three additional modules for the current accounting system (MOM – Multiple Operations Management) to meet the Generally Accepted Account Principles requirements which is a condition of the ALT State Loan.

Possible Board Action – Staff recommends the Board receive and file the Financial Reports, and approve the purchase of the three modules plus training from CORBIN WILLITS SYSTEMS, INC., in the amount of \$7,270 from Fund Accounts identified by staff.

7. SELECTION OF THE 2016 AUDIT COMMITTEE

Discussion – The Board’s Finance Committee historically has recommended, for Board consideration, the members to serve on the Audit Committee. The Finance Committee has not met to make this selection. Since the audit is scheduled to begin at the end of the month, the Board may want to follow past appointments and consider appointing persons who are now holding similar positions.

Possible Board Action - Staff recommends that the Board appoint Lon Uso, as the Board's Treasurer; Dennis Goodenow, as the Finance Committee Chairperson; and Donna Bruss, a member of the Finance Committee with a financial background.

8. PRESIDENT'S REPORT

9. BOARD REPORTS

Update from the General Manager Recruitment Committee

10. GENERAL MANAGER RECRUITMENT PANEL

Discussion – At the meeting of September 13, 2016, under the topic of Board Reports, a discussion evolved relating to the current recruitment for the position of General Manager. The discussion concluded with direction from the Board for staff to include this item on the agenda for October.

Possible Board Action – Staff recommends the Board include a non-voting staff member on the interview panel for the recruitment of the General Manager. Staff remains neutral on the inclusion of others, outside of the organization, to participate in the recruitment process.

11. GENERAL MANAGER'S REPORT

12. OPERATIONS MANAGER'S REPORT

13. CONTRACT WITH BAY AREA COATING CONSULTANTS, INC.

Discussion – The Cleaning and Maintenance of one water storage tank at the Walton Treatment Plant is a project included in the FY 2016-17 Capital Budget. The need to clean and perform maintenance on this tank, as well as others within the District facilities, is identified in the State inspection reports. The proposed expenditure in the Budget is \$220,000. Funding for this project is within Fund 45.

Possible Board Action – It is Staff's recommendation that the Board authorize Staff to enter into a contract with Bay Area Coating Consultants, Inc., to perform this work, at a contract amount not to exceed \$21,000. Final contract to be subject to the review and approval of District Counsel.

14. FINANCE COMMITTEE – Board ask for the Finance Committee to meet.

Discussion – It was reported at the last regular Board meeting that the Finance Committee did not meet in August, and that the Committee was waiting for further direction from the Board of Directors. The Board requested that this item be added to this agenda to offer an opportunity to consider further direction to the Finance Committee.

Possible Board Action – In addition to the Finance Committee's current participation in the Water Rate Study and the Annual Audit, it is Staff's recommendation that the Board engage in some dialogue with the Financial Committee and the Public regarding additional direction to the Finance Committee.

15. ALT TREATMENT PLANT UPDATE

Discussion – This is part of a monthly update, provided by Staff, relating to the status of the Auburn Lake Trails Water Treatment Plant Project. The content changes monthly with the deletion of those items that are deemed complete.

Possible Board Action - Receive and file.

16. RESOLUTION 2016-14 – GRANT OF EASEMENT TO MICHAEL AND SALLY BOERSIG

Discussion – Staff is in receipt of a request from Michael and Sally Boersig for the dedication of an easement, for waterline purposes, over a portion of land currently owned by the District. The parcel is currently undeveloped land and has an existing waterline easement, 10 feet in width, dedicated along the west boundary.

The District has a history of dedicating easements, for waterline purposes, to individual property owners that need access to our potable water system. These easements are at no cost to the recipient, add to the District's customer base, and are normally along a property boundary.

Possible Board Action – Staff recommends Board adoption of Resolution 2016-14 dedicating an easement for waterline purposes and authorize the Board President to sign the Grant of Easement to Michael and Sally Boersig as identified in Exhibits A and B attached. All fees associated with this action is to be paid by the recipient.

17. GEORGETOWN DIVIDE RECREATION DISTRICT – REDUCTION IN WATER BILL DUE TO LEAKAGE

Discussion –The Georgetown Divide Recreation District has a facility in Garden Valley that is supplied potable water by GDPUD. That facility had a significant leak during the July-August billing cycle. Their water consumption during that period was 524,332 cubic feet (3.9 million gallons). That consumption equates to a water bill of \$11,562.09. Current District regulations allow for a leak consideration which would reduce their bill to \$8,541.09. Carl Clark, GDPD General Manager, will be present at this meeting to share additional information.

Possible Board Action – Staff recommends the Board consider the materials to be presented by Mr. Clark, consider additional input from staff and take the appropriate action relative to monies owed during the July-August billing cycle.

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

19. CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL

Discussion about Ongoing Litigation. Name of Case: Mecklenberg v. GDPUD.

20. ADJOURN TO OPEN SESSION – Announcement of action taken in closed session.

21. NEXT MEETING DATE AND ADJOURNMENT – The next regular meeting will be November 8, 2016, at 2:00 PM at the Georgetown Divide Public Utility District office.

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 Darrell Creeks 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 October 9, 2016.**

CONFORMED AGENDA

REGULAR MEETING

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS

6425 MAIN STREET, GEORGETOWN, CALIFORNIA

TUESDAY, SEPTEMBER 13, 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: Interim General Manager Darrell Creeks, Project Manager George Sanders, Lead Operations Manager Marty Ceirante, Office Manager Diane Schroeder, Meeting Recorder Gloria Omania. Legal Counsel: Barbara Brenner of Churchill White.

2. ADOPTION OF AGENDA – Board action to adopt Agenda.

Motion by Director Uso to adopt the Agenda; second by Director Hanschild.

Public Comment: None

Vote: The motion passed unanimously.

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.

No public comment.

4. APPROVAL OF CONSENT CALENDAR – Board Action to approve the 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.

A. Approve Minutes

- 1) Regular Board Meeting of August 9, 2016
- 2) Special Board Meeting of August 23, 2016

B. Execute Professional Services Agreement for Annual Audit

- 1) **Discussion** – At the regular meeting of June 14, 2016, the Board of Directors selected the CPA firm of Fechter & Company to conduct the Annual Audit. The field work for this audit will begin in late October. District Staff is in the process of preparing for this audit.
- 2) **Possible Board Action** – Staff recommends the execution of the Professional Services Agreement with Fechter & Company.

C. Irrigation Season Ending Date

- 1) **Discussion** – Section 3(a) of Ordinance 2005-01 describes the irrigation season as generally from May 1 through September 30 of each year. The Ordinance also authorizes the Board to consider changes to the start or ending date to respond to various hydrologic conditions. This agenda item provides the opportunity for such a discussion
- 2) **Possible Board Action** – Staff's recommendation is to end the irrigation season on September 30 2016 so that necessary maintenance work on the raw water conveyance system (ditches) can be completed.

Motion by Director Uso to approve the Consent Calendar. Second by Director Hanschild.

Public Comment: None

Vote: Passed Unanimously

5. FINANCIAL REPORTS

- A. Accounts Payable for July 2016
- B. Revenue and Expense Summary for July 2016
- C. Balance Sheet for July 2016
- D. Cash and Investment Reports for July 2016
- E. Month End Cash Disbursement Report for August 2016
- F. ALT Zone and CDS Summary for July 2016
- G. End of Year Reports 07/01/2015-6/30/2016

Director Capraun inquired about the absence of an account for the Capital Improvement budget and stated that this was an outstanding direction by the Board to the Staff.

The Board re-directed District Staff to open a separate account for the Capital Improvement Budget and move the funds from the Stumpy Fund Reserve. Director Hoelscher asked what Psomas was doing for the District. George Sanders clarified that the District has a contract with Psomas on the ALT plant and Ernie Leporini works on that project for Psomas.

There were no additional questions regarding the financial reports.

Motion by Director Uso to receive to file the report. Second by Director Hoelscher.

Public Comment: None

Motion passed unanimously.

6. PRESIDENT'S REPORT

None.

7. BOARD REPORTS

Director Capraun asked for an update on the executive search for a new General Manager. Director Uso reported that the committee met with Heather Renschler, the Executive Search Consultant, and discussed the Board's requirements for the new General Manager.

Legal Counsel Barbara Brenner added that the contract with Ralph Anderson and Associates has been executed and the Consultant was provided with a job description and a copy of the former General Manager's contract. The Consultant is developing a brochure and will begin the search. Director Capraun commented that the Board's committee should review the brochure before it is sent out. The committee will follow up with the consultant.

George Sanders stated he thinks participation by a senior member of the District staff on the interview panel would be beneficial to the Board and asked if the Board would consider this. Director Krizl thought it would be a good idea and should consider this when it is on the agenda. Staff was directed to add this item to next month's agenda.

8. GENERAL MANAGER'S REPORT

Interim General Manager Darrell Creeks provided a summary of his written report. The following matters prompted additional discussion and direction to Staff:

Statewide Water Loss Management Program: *Mr. Creeks reported on the State requirement that all urban water suppliers must conduct annual water loss audits of treated water losses. Director Uso expressed his strong desire that the District begin work on the New Water Meter Program. The Board then directed staff to include the Meter Replacement Program to the next Board agenda. Mr. Creeks stated that he has been working on this and has been in contact with Fred Gill of Home and Financial, the company that give loans to Equarius. Director Uso stated that he would also like a review of available matching funds. Mr. Creeks responded that he will ask Fred Gill to give a presentation on funding sources and grant opportunities.*

Director Uso commented that this is a great project for SMUD funding.

Dedication of Easement for Waterline. After discussing the details of this request for the dedication of an easement for a waterline over a portion of land owned by the District, Staff was directed to bring a Resolution to the Board at the next meeting to formalize this request.

Letter to the Editor regarding the Auburn Lake Trails Water Treatment Plant Project. Interim General Manager stated that this item was added to his report to offer the Board, Staff and the Public an opportunity to engage in a healthy discussion about the letter to the editor written by Director Carl Hoelscher. He asked Engineering Consultant George Sanders to present Staff's response to the points made in the letter.

Project Manager George Sanders stated that while these items might require clarity from the author, he asked if he could first highlight and respond to key points he identified in the letter before engaging in a full dialogue. Listed below are the points Mr. Sanders highlighted on behalf of the District Staff:

- ***“GDPUD customers have an opportunity to cut their \$13 million water treatment plant cost in half.”***

Staff Response: We don't know where that \$13 million cost came from. Myers & Sons came in with a bid of \$10,249,000 for the construction of the plant. There are additional costs that will be identified, but the \$13 million referenced in the letter is not accurate.

- ***“All equipment for the ALT was ‘sole sourced.’”***

Staff Response: This is definitely not a true statement. We have engaged in conversations about ADI filters. The Trident filters included in the plans was based on a pilot test that was done in 2009 to make sure that particular filter would work to treat our water properly. The state developed a list and the Trident filter was on that list in 2011. The Trident filter is what our design engineers, PSOMAS, put in the plans.

Since then there has been some activity with ADI filters and we were just assured that one of the ADI filter systems could be used in the plant. To do that would require the State Division of Technical Review and Financial Assistance to go back through a tech review and our loan would be held up. We don't know how long that additional review will take if the Board wanted Staff to do this. But as far as the statement that **all** equipment was sole sourced, that's just not a true statement.

- ***“The California Department of Public Health has approved four manufacturers that should have participated in the public bid process...they were denied by district staff.”***

Staff Response: First, District staff does not have the authority to approve or deny filter systems, so we did not deny a filter system. We had received a lot of emails about the ADI system during the bidding process and ADI submitted a proposal working with PSOMAS Engineering. ADI stated it would cost \$30,000,000 and the District would have to pay for a pilot test and the District would have to provide the manpower. There were other delays identified at that time; we could go into it if the Board thought it was necessary.

- ***“Competitive bids now reveal the water treatment plant can be provided for \$5-\$6 million without compromising quality or required state approvals.”***

Staff Response: Don't know what those competitive bids those are. The District didn't have any other competitive bids for this project.

- ***“Competitive bids should have been exercised by the board from the inception of this project eight years ago and should not be compromised because of an artificial timeframe imposed by some board members or district staff.”***

Staff Response: We don't know what this artificial timeframe is. We reviewed the Order issued by the State on September 3, 2004. It identified a deadline of December 31, 2008 for the district to get

back into compliance based on what was identified in the Order. We're all very aware that this deadline has passed; we don't know why the State has not fined the District or whatever they choose to do (for non-compliance).

As it relates to deadlines, we want to remind the Board to remember that we've already lost a Prop 50 funding opportunity. We still have the EPA funding with a balance of about \$740,000 which we have to use by December 2018.

We've got three designs and they're stacked up here. We've got the Greenwood Plant; below that is the design developed when Kevin Shively was here, a very good design in my opinion; and the third design is here. So, this is what we've gone through in the way of different designs for the plant.

Regardless of what the State tells us is our deadline, we have a need to supply water to the public based on State regulations. We can't just ignore these regulations. If there was some big thing that happened to our water source and we weren't able to comply, water operators, the District, the Board, and the State would be all tied together on this non-compliance thing by not moving forward.

- **“A Geotechnical report determined the site had naturally occurring asbestos that must be dealt with.”**

Staff Response: The Geotechnical report says that “this project is in an asbestos review area. Care should be taken during excavation to mitigate the potential for asbestos exposure.” It doesn't say it has asbestos, it talks about the potential. The CEQA document states that “the project site has been designated as a quarter-mile buffer for more likely to contain asbestos or a fault line.”

Nowhere does it say the site has asbestos. In our mitigation measures, we have a dust control mitigation plan that will address asbestos issues as we're doing construction.

- **“The July utility bill was \$12,396.73.”**

Staff Response: I don't know the total point of that. What I did was pull a bill for Walton—also a 3 MG plant—for the same month and that bill is \$3,383. I assume you could deduct what a normal plant would cost to know what you're looking at there. I think it is important to remember that it's likely we're still going to have to pump up to the Angel Camp Tank, a lot of ALT is served by the Angel Camp Tank regardless of where our plant is located. If it's at a higher place, such as Greenwood, we'll have pressure reducing stations to bring it down so we can provide water. It's likely we will have some pumping costs unless we want to abandon that tank.

- **“I have found a Package Plant for about \$500,000.”**

Staff Response: We have not researched this, so we can't confirm or negate that.

- **“The easements; ALT already gets its water from Greenwood through easements.”**

Staff Response: We already get water through easements. We looked at the big record of easements. Some of the alignments will change from where we currently run our ditches and pipes to make more of a straight shot. What they were looking at are wider easements because you need an easement to construct and an easement to maintain your pipeline. We're looking at easements that are greater than what we have.

- **“Estimate was \$500,000 to \$700,000 to ...keep the plant running while we moved forward with Greenwood.”**

Staff Response: We don't know how those upgrades could be done for that amount of money. We did meet with Director Hoelsher and the engineering firm. The engineering firm was going to provide us with information, but we don't know how they can do it for that amount.

At the conclusion of Mr. Sanders' presentation, the Board engaged in the following points of discussion with Staff and the public:

- ***Clarification of estimate to keep plant running and issue of non-compliance.***

Director Hoelscher clarified the estimate to keep the plant running while moving forward with Greenwood. He stated this estimate is for a temporary upgrade in order to comply with State requirements by putting the new filters ahead of the existing filters while the District moves forward to redo the Greenwood plant. It was not to replace the plant.

Interim General Manager Darrell Creeks commented that the filters at ALT have nothing to do with non-compliance, adding the non-compliance has to do with the manner in which polymers are delivered.

Director Hoelscher said that he wished Mr. Creeks had brought this up in the meeting with the engineers; Mr. Creeks responded that he had explained this, but the engineer kept talking about filters anyway.

Lead Operations Manager Marty Ceirante added that there are two points at ALT that are very difficult to overcome: it is an infiltration plant which the State does not recognize, and it has a chlorine contact time problem. The filters have nothing to do with the non-compliance.

- ***Clarification of \$5M competitive bid and the history of developing the design for the ALT plant.***

Director Hoelscher clarified that the \$5M "competitive bid" amount was to replace everything at the ALT Plant -- the plumbing, electrical, the filters -- the whole deal. He indicated he got a quote about Westmoreland where they're doing the same thing at a cost of \$5.277M.

Director Hoelscher stated that he looked at the bid proposal from Myers with a cost of \$2.85M for the filter building and \$256,000 for the foundation.

He further indicated that he got two bids for a metal building for \$55,000, and a bid from Foothill Iron to erect it for about \$35,000, and estimating \$110,000 to do the interior, Director Hoelscher stated that the total cost was around \$450,000, and pointed to the \$2.4M difference with the bid from Myers. He continued that the filter units would be installed at \$1.5M and ADI could install those things for about \$700,000. Director Hoelscher concluded that the plant can be built for a lot less money than the bid from Myers.

Mr. Sanders responded that there were ten proposals received by the District and the proposal by Myers & Sons was the lowest bid on all ten of those.

Mr. Sanders stated that Director Hoelscher's letter to the editor was not structured around these specific bid items that Director Hoelscher just shared.

Director Uso stated that this plant was looked at 14 years ago by the District and the State and they both agreed this plant was not re-buildable. He also pointed to the State loan at 1.6% and stated interest rates are going to go higher and if we delay this project again, we will lose this low interest loan.

Marty Ceirante stated that it is true the Board is responsible to the ratepayer, but the Board is also responsible for the health and safety of the public; and, postponing the project with a plant that could break and any time is putting at serious risk the District's ability to provide clean water to the public.

A member of the public asked the Board if there was a contractor in place to go ahead in this project. She indicated that it was her understanding that this has been voted on and approved so she didn't understand

all of this, because as a ratepayer she looks to the Board to get things done and to move forward...this is ridiculous.

Director Uso asked if the Board could direct staff to respond to this letter to the editor so that people will know the facts and figures that represent the reality of this situation.

Director Hanschild stated this would take a lot of staff time. It has already been addressed at this meeting and I don't think we need to be addressing this anymore. I think what's in the minutes will contain Staff's response and we should move on.

Interim Director Darrell Creeks expressed his unwillingness to have staff respond formally to Director Hoelscher's letter; he pointed out that the District Office received no calls from the public about the letter to the editor. He stated that he was not interested in getting into a tit-for-tat scenario and engage in the negativity such as that which has occurred in the past to the detriment of the community.

Norm said if it would be appropriate to ask staff if they would like to respond to the letter the Board should consider allowing them to do so. Legal Counsel Barbara Brenner stated that just as Director Hoelscher can write a letter, staff can write a letter to the editor.

9. FINANCE COMMITTEE REPORT – The Committee did not meet in August.

Director Uso stated he thinks the Finance Committee is waiting for further direction from the Board. Director Krizl asked staff to add a discussion on the purpose of the Finance Committee to the next Board agenda.

10. UPDATE ON RCAC PERFORMING WATER RATE STUDY

A. Discussion – This item was discussed at the Board meeting of August 9, 2016. The agenda item centered around nine key points that relate to conditions, processes and services that RCAC can offer the District in the Water Rate Study.

Engineering Consultant George Sanders summarized the report first pointing out that the difference between a Cost of Service Study looks to the past pulling our records, the new Water Rate Study concept looks into the future.

Mr. Sanders indicated that Mr. Van den Bergh would like to meet with the Board before making a commitment to dedicating his resources to developing the Water Rate Study. There was agreement that it would be beneficial for the Board to meet with Mr. Van den Bergh.

Legal Counsel Barbara Brenner asked if this going to result in a stand-alone report to support a Prop 218 process. Director Capraun confirmed from her conversation with Mr. Van den Bergh that this report would be a prelude to a Prop 218. There was agreement that it would be helpful to invite Dennis Goodenow to participate inasmuch as he has dedicated so much valuable time and expertise to this process.

Director Krizl directed staff to add anything else to this upcoming Special Meeting. Mr. Sanders stated it would provide for an opportunity for the Board to review the State Loan Agreement.

B. Possible Board Action – Staff recommends that the Board identify a date and time for a Special Meeting during the week of September 26-30 to participate in a presentation offered by John Van Den Berge, of RCAC, relating to their preparation of a Water Rate Study.

Board directed staff to confirm Mr. Van Den Berge's availability and set a date for the Special Meeting during this timeframe.

11. ALT TREATMENT PLANT UPDATE

- A. Discussion** – On August 23, 2016, the Board awarded the construction contract to Myers and Sons, LP, in the amount of \$10,249,000, conditional upon the execution of the loan with the State Water Board in the amount of \$10,000,000. This report provides an update since that action.

Engineering Consultant George Sanders reported that he is working with Myers & Sons on a program of tasks for them to get started on (Attachment A), but he doesn't have enough information at this point to share with the Board and with Counsel to determine what can be done including summary of what they might be able to do before we execute the contract.

Mr. Sanders indicated that he was informed by his State contact that the District's loan agreement is currently with their legal; everybody else has approved.

Director Capraun asked Mr. Sanders if he could provide a list of work activities on a timeline for the entire project. Mr. Sanders responded that such a spreadsheet with additional detail on work activities will be provided.

Mr. Sanders stated that Staff followed up on references on Myers and Sons. Comments from past and current clients are all positive. Staff also reviewed findings by the State Contractors Licensing Board and those are all positive.

- B. Possible Board Action** – Staff recommends that the Board receive and file this report.

The report was received and filed.

12. FISCAL YEAR 2016-17 CAPITAL BUDGET

- A. Discussion** – District staff, working with the Finance Committee, has developed a proposed FY 2016-17 Capital Budget. The budget is a robust and optimistic Capital Improvement Plan. Staff realizes they may not be able to accomplish every one of the projects included in this year's budget, but aims to complete as many as possible, given the available resources of cash and personnel.

Interim General Manager Darrell Creeks presented the FY 2016-17 Capital Projects.

Director Capraun commended Staff for providing an actual plan that provides a description of the project and explanation of the funding. Staff was directed to prioritize the projects.

Director Uso expressed his disappointment that the new meter program was not on the list. Mr. Creeks responded that it was on the list, but removed due to the \$2M price tag, noting it will be added once funding is identified. Director Uso emphasized that the new meter program is a huge priority.

Discussion then ensued relative to the Hydro Fund and the merits of capitalizing on that portion of funding as well. Mr. Sanders stated that perhaps Staff could put a package together for the Board's consideration.

- B. Possible Board Action** – Staff recommends that the Board of Directors approve and adopt the Fiscal Year 2016-2017 Capital Budget.

Motion by Director Capraun to approve the Fiscal Year 2016-2017 Capital Budget with the acknowledgement that the funding accounts specified will be set up. Second by Director Hoelscher.

Public Comment: Linnea Marengo of Cool stated that the projects should be prioritized. She further commented that she had difficulty reading the document online.

Vote: The motion passed unanimously.

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

Director Uso again asked staff to begin work on the financial facilitation of the Water Meter Replacement Project. Darrell Creeks indicated he would see if the rep was available for the next Board meeting.

Director Hanschild commented that staff should look at solar relative to the roof projects and opportunities for cost savings.

At this point additional members of the public showed up. Director Krizl acknowledged that they may be appearing now because Director Hoelscher's Letter to the Editor indicated the meeting began at 4 PM. He informed them that the meeting was officially posted to begin at 2 PM and the Board was about to adjourn to closed session.

14. CLOSED SESSION – *The Board adjourned to closed session at 4:03 p.m.*

A. CONFERENCE WITH LEGAL COUNSEL – Discussion about Ongoing Litigation.

Name of Case: Mecklenberg v. GDPUD.

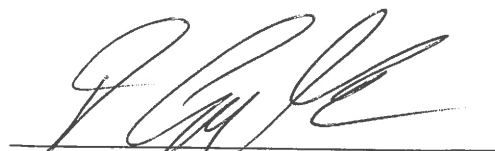
15. ADJOURN TO OPEN SESSION – Announcement of action taken in closed session.

The Board returned to open session at 4:27 PM and reported that no action was taken in closed session.

16. NEXT MEETING DATE AND ADJOURNMENT – The next regular meeting will be October 11, 2016, at 2:00 PM at the Georgetown Divide Public Utility District office.

The meeting was adjourned at 4:28 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 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 September 9, 2016.



Darrell Creeks, Interim General Manager

10/12/16

Date

CONFORMED AGENDA

SPECIAL MEETING

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS

6425 MAIN STREET, GEORGETOWN, CALIFORNIA

TUESDAY, SEPTEMBER 27, 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
-

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

The meeting was called to order at 2:00 PM. Directors present: Hanschild, Krizl, and Uso. Staff present: Interim General Manager Darrell Creeks, Project Manager George Sanders, Interim Operations Manager Marty Ceirante, Office Manager Diane Schroeder, Meeting Recorder Gloria Omania. Legal Counsel: Robin Baral of Churchhill White.

2. ADOPTION OF AGENDA – Board action to adopt Agenda.

Motion by Director Uso to adopt the agenda. Second by Director Hanschild.

Public Comment: None

Vote: The motion passed unanimously.

3. PUBLIC FORUM – This is a special meeting under Government Code Section 54956. Public comment is limited to items appearing on the agenda. Under Section 54954.3, the public shall have the right to comment on any items appearing on the agenda prior to or during consideration of this item. Public comment on items not appearing on the agenda should be made at the regular meetings of the District.

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.

No public comment.

4. PRESENTATION ON WATER RATE STUDY – JOHN VAN DEN BERGH, RCAC

- A. Discussion** – At the Board’s invitation, John Van den Berge of RCAC is making a presentation to the Board on the topic of a Water Rate Study. The purpose of a conducting a Water Rate Study would be to gain valuable information relating to the immediate and future costs of providing water to the residents within the District Service Area. It is likely information gained from this Study would be used to support an anticipated Prop 218 rate increase.

John Van den Bergh of the Rural Community Assistance Corporation made the presentation on the components of a Water Rate Study. The following key points were made:

- *The development of a Water Rate Study will require a close working partnership between RCAC and the District Staff in terms of information gathering with valuable input from the Board and the public.*
- *The working model includes a detailed look at the District’s assets, the annual budget adjusted for inflation and other adjustments, and sales to create a revenue forecast.*
- *The result of the five to six-month process would be followed by Notice to the Public (property owners) regarding a Public Hearing on the adoption of a Prop 218 Board Resolution to propose rates and a 45-day protest period.*

Director Uso asked for a clarification as to whether drinking water and irrigation are two separate enterprises for the purpose of the rate study. Legal Counsel Robin Baral indicated he would review the terms of the Prop 218 requirements.

Director Uso made reference to the valuable work that the Finance Study has already done with regard to the Cost of Service Study. The Board directed Interim Director Darrell Creeks to contact Dennis Goodenow, the Chairperson of the Finance Committee, who has already contributed valuable time and excellent effort to this process.

Formalizing Mr. Van den Bergh’s services through RCAC will require the completion of two assistance request forms—one for treated water and another for irrigation water. This request will then be submitted to RCAC’s funder. It was pointed out that while Mr. Van den Bergh’s consulting services will be provided at no cost to the District, there will be some demands on Staff to provide information.

The Board thanked Mr. Van den Bergh for his presentation.

Possible Board Action – Based on information gained from this presentation, it is likely Staff will recommend the District utilize the services of RCAC in the preparation of a Water Rate Study.

Motion by Director Uso to initiate this Water Rate Study process with the goal of establishing the new rates by the next Fiscal Year. Second by Director Hanschild.

Public Comment: None

Vote: The motion passed unanimously.

5. AUBURN LAKE TRAILS WATER TREATMENT PLANT – REVIEW INSTALLMENT SALE AGREEMENT WITH STATE WATER RESOURCES CONTROL BOARD.

A. Discussion – The State is nearing the final stages of the issuance of the Installment Sale Agreement which identifies the terms and conditions associated with the State Loan in the amount of \$10,000,000 for the construction of the Auburn Lake Trails Water Treatment Plant.

Project Manager George Sanders reviewed sections of the Agreement providing clarification and additional information as requested by the Board.

Robin will coordinate with Kerry in his office to give the State a gentle nudge to move the loan forward.


B. Possible Board Action – Receive and file. Any action relating to the final execution of the Agreement will be the topic of a future agenda item.

The report was received and filed.

6. NEXT MEETING DATE AND ADJOURNMENT – The next regular meeting will be October 11, 2016, at 2:00 PM, at the Georgetown Divide Public Utility District Office.

The meeting was adjourned at 4:11 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 Darrell Creeks 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 September 22, 2016.



Darrell Creeks, Interim General Manager

10/12/16

Date

Memo

To: Board of Directors

From: Darrell Creeks, Interim General Manager

Date: September 29, 2015

Re: **VEHICLE and EQUIPMENT PURCHASES**

Board Meeting of October 11, 2016; **Agenda Item #4B**

BACKGROUND / DISCUSSION

The Board of Directors approved the FY 2016-17 Capital Budget at the Regular Meeting of September 13, 2016. Included in that approved budget is the dedication of \$150,000 for the purchase of two vehicles and one excavator. Funding for this purchase is reserved under Fund 45.

The purchase of two new vehicles is necessary to replace a half-ton truck with a mileage of 250,000 miles, and a one-ton truck currently being rented through Enterprise at a rate of \$1,566 per month.

Staff solicited bids from Chevy, Ford and Dodge dealerships for both the half-ton and one-ton vehicles. The following are the results of the bid solicitations.

Half-ton Truck:

- | | |
|--------------------------|---|
| • Chevy Dealership | Non responsive |
| • <u>Ford Dealership</u> | <u>\$ 23,263 (includes tax plus fees)</u> |
| • Dodge Dealership | \$ 23,031 (plus tax and fees) |

One-ton Truck:

- | | |
|--------------------------|---|
| • Chevy Dealership | Non Responsive |
| • <u>Ford Dealership</u> | <u>\$ 47,944.75 (no information on tax plus fees)</u> |
| • Dodge Dealership | \$ 54,203 (no information on tax plus fees) |

The excavator for purchase would be a new machine capable of excavating material along district main lines and would be primarily dedicated to system repairs. The current smaller excavator would be dedicated to work along the existing irrigation canals.

The results of this solicitation for the excavator are as follows:

- Caterpillar Dealer \$ 63,236.88 (one-year maintenance package)
- John Deer \$ 64,800 (two-year maintenance package)
- Takeuchi \$ 63,460.88 (one-year maintenance package)

The John Deer excavator is the staff preferred purchase based on ease of operation, available options and extended maintenance.

RECOMMENDATION

Staff recommends Board approval of the purchase of the two Ford trucks at \$47,944.75 and \$23,263, and the John Deer excavator at \$64,800. The John Deer offers a longer extension and more options.

Memo

To: Board of Directors

From: Darrell Creeks, Interim General Manager

Date: October 6, 2016

Re: **METER REPLACEMENT PROGRAM – FINANCING OPTIONS**

Board Meeting of October 11, 2016; **Agenda Item #5**

BACKGROUND / DISCUSSION

The Board directed District staff at the last regular Board meeting to initiate the process of identifying funding resources and grant opportunities for the Meter Replacement Program. Frank Gill from Holman Capital will give a presentation regarding the District's credit rating and financing options for replacing our water meters.

RECOMMENDATION

Staff recommends that the Board consider the information presented by Mr. Gill, consider additional input from Staff and, take the appropriate action relative to moving forward with the Meter Replacement Program.

Memo

To: Board of Directors

From: Diane Schroeder, Office Manager

Date: October 5, 2016

Re: **FINANCIAL REPORTS – EXECUTIVE SUMMARY**

Board Meeting of October 11, 2016; **Agenda Item #6**

BACKGROUND / DISCUSSION

A. Accounts Payable Reports

Discussion - The financial reports contained within this report is limited to a summary of the Accounts Payable for the month of August 2016. Staff remains available to field questions relative to the individual vendors and payments.

The various cash and investment reports together with financials relating to the ALT Zone are provided on a quarterly basis and will be presented at the regular meeting in December.

Recommended Action – Receive and file.

B. Request for Approval of Purchase of Additional Accounting Software

Discussion - Staff is considering the purchase of three additional modules for the current accounting system identified as MOM (Multiple Operations Management). These modules would include an Accounts Receivable Module, an Inventory Module together with a Purchase Order Module.

The Accounts Receivable Module would be used to provide the transparent reporting as required under the Generally Accepted Accounting Principles (“GAAP”) requirements. Meeting the GAAP requirements are a condition of the loan through the Water Board (ALT-State Revolving Fund).

The Inventory Module would allow staff to generate accurate inventory reporting.

The Purchase Order Module would provide the needed security, as identified in the 2014-15 Audit, for material purchases and identify the appropriate departments for coding. All three modules interface with each other and integrate fully with the General Ledger Cash Management Module that is currently in use by the District.

A summary of costs to add all three modules plus training is identified by *CORBIN WILLITS SYSTEMS Inc.*, the vendor, at \$12,770.00 (Attachment A). Staff was successful in negotiating a reduction of \$5,500 in this cost for a current total expenditure of \$7,270 for the purchase of all three modules plus training. See copy of quote as provided by the vendor.

Recommended Action - Staff recommends the Board approve the purchase of the three modules plus training, from *CORBIN WILLITS SYSTEMS Inc.*, in the amount of \$7,270, from the following Fund Accounts:

Fund 24 - ALT- WTP Capital Reserve account	
<i>5646 Equip & Vehicle Maintenance</i>	
Accounts Receivable module	\$1,635
Inventory module	\$2,180
Purchase Order module	\$1,635
	\$5,450
5641 Staff Development	
Employee training and installation	\$1,820
	\$1,820
TOTAL	\$7,270

GDPUD
PO BOX 4240
Georgetown, CA 95634
(530) 333 4356
Fax: (530) 333-9442

Memo

To: Board of Directors
From: Christina Cross, Administrative Aide
Date: October 11, 2016
Re: Final Pay Accounts Payable for October 2016

Please take note that checks have been printed and mailed prior to October 11, 2016 for the following vendors to take advantage of early payment discounts or to comply with payment deadline.

AARP	Medical Eye Services
ACWA/JPIA	MJT Enterprises
All Cycles	NBS
AT&T	PG&E
Chris Barbour	Power-net Global
Blue Shield of CA	Premier Access Dental
Caltronics	Pro Line Cleaning
Corbin Willits	Robinson Enterprise
De Lage Landen	Santander
Department of Water Resources	Sierra Chemical
El Dorado County Air Quality Mgmt	State Water Resource Control Board
EN2	United Health Care
Ferguson	US Bank
Flying Ace	Verizon Wireless
Foothill Associates	Walton Lake SRF
Global Machinery	
Hach	
Hunt & Sons	
Jason Smith	
Legal Shield	

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Accounts Payable -October 2016 Final Pay

Name Description	Amount	Account	Amount
ACWA JPIA - Employee Benefits	\$59,398.95	5118	\$3,828.09
		5218	\$12,089.44
		5318	\$5,872.18
		5418	\$13,954.80
		5518	\$2,662.26
		5618	\$7,507.15
		6718	\$2,815.22
		09-1650	\$58.42
		12-5668	\$10,517.74
		10-5641	\$93.65
ACWA JPIA -AUTO & GENERAL LIABILITY	\$49,719.27	1158	\$49,719.27
ACWA JPIA -WORKERS' COMP	\$17,910.00	5120	\$2,761.00
		5220	\$7,287.00
		5320	\$1,416.00
		5420	\$4,579.00
		5520	\$417.00
		5620	\$411.00
		6720	\$1,039.00
ADT	\$182.33	5380	\$39.89
		5680	\$142.44
All Cycles	\$391.77	5246	\$332.68
		5138	\$59.09
Anderson Sierra Pipe	-\$12.73	5238	-\$12.73
AT&T-Monthly Service	\$804.82	5344	\$114.19
		5544	\$67.60
		5544	\$134.05
		5644	\$134.05
		5644	\$111.85
		5644	\$41.43
		6744	\$134.05
		30-1226	\$67.60
Carnahan Computer Services	\$2,000.00	1159	\$2,000.00
Chris Barbour	\$243.00	5484	\$43.00
		5438	\$200.00
Bj Pest control	\$300.00	5676	\$300.00
Caltronics-Copier contract-copy charges	\$286.07	5640	\$286.07
CCS Interactive	\$69.00	5640	\$69.00
Corbin Willits Service	\$553.20	5546	\$276.60
		5646	\$276.60
CSI (CARMODY)	\$59.00	6744	\$59.00
Customer refunds	\$163.97	2010	\$163.97
Churchwell White	\$8,823.52	5636	\$1,296.00
		5636-010	\$2,574.82

		5636-12	\$1,805.00
		5636-15	\$1,720.00
		6736	\$110.20
		1553-911	\$1,317.50
De Lang-Copier Lease 8/1/16-8/31/16	\$239.11	5640	\$239.11
De Lang-Formax Machine Lease 7/1/16-7/31/16	\$194.39	5640	\$194.39
Diamond Well Drilling	\$440.00	5384	\$80.00
		5484	\$360.00
Divide Auto Parts	\$1,269.77	5238	\$158.89
		5246	\$890.47
		5438	\$220.41
Divide Supply, Inc	\$598.04	5338	\$24.12
		5438	\$448.01
		6738	\$125.91
Ecorp Consulting, Inc	\$1,690.08	5128	\$1,690.08
El Dorado Disposal	\$310.74	5344	\$207.16
EN2 Resources, Inc	\$1,709.50	1650	\$1,709.50
Ferguson	\$4,189.21	1414	\$4,189.21
Flying Ace T-shirts	\$2,202.46	5138	\$195.25
		5238	\$863.93
		5338	\$101.60
		5438	\$850.70
		6738	\$190.98
Foothill Associates	\$120.30	1553	\$120.30
Garden Valley Feed & Hardware	\$119.26	5439	\$119.26
Gempler's	\$867.95	5138	\$394.53
		5238	\$473.42
George Sanders	\$6,720.00	1553	\$2,560.00
		09-1650	\$480.00
		5680	\$440.00
		5380	\$440.00
		5680-010	\$2,800.00
Georgetown Ace Hardware	\$473.42	5238	\$162.56
		5438	\$185.70
		5239	\$125.16
GDPUD-petty cash	\$172.73	5448	\$90.00
		5438	\$58.83
		5641	\$23.90
Global Machinery	\$3,641.11	5238	\$1,673.82
		5293	\$1,967.29
Goodyear	\$589.61	5246	\$589.61
Grainger	\$645.65	5239	\$645.65
Hach	\$767.83	5338	\$767.83
Hunt & Sons, Inc.	\$856.36	5146	\$214.09
		5246	\$214.09
		5346	\$214.09
		5446	\$214.09

Jason Smith	\$1,806.12	5410	\$1,806.12
JB Bostick Company	\$9,865.00	5480	\$9,865.00
Legalshield	\$170.05	5190	\$8.95
		5290	\$35.80
		5390	\$8.95
		5490	\$17.90
		5590	\$17.90
		5690	\$35.80
		5690-010	\$26.85
		6790	\$17.90
Marcums Equipment and Repair	\$1,680.00	5246	\$1,680.00
Medical Eye Services September 2016	\$266.09	5118	\$9.37
		5218	\$37.48
		5318	\$9.37
		5418	\$37.48
		5518	\$37.48
		5618	\$116.17
		6718	\$18.74
MJT Enterprises, Inc-Temporary Labor	\$6,743.04	5511	\$3,870.24
		5611-010	\$2,872.80
Mobile Mini-Storage Rental	\$184.82	5639	\$184.82
National Document Solution	\$927.37	5540	\$927.37
Pacific Corrugated Pipe	\$8,145.62	5138	\$8,145.62
PG&E-Utilities Electric	\$16,763.39	5344	\$15,040.56
		5444	\$463.85
		5644	\$813.03
		6744	\$445.95
Powernet Global	\$139.97	5644	\$139.97
Premier Access Dental August 2016	\$1,938.60	5118	\$111.56
		5218	\$167.34
		5318	\$55.78
		5418	\$223.12
		5518	\$111.56
		5618	\$1,157.68
		6718	\$111.56
Proline Cleaning Services, Inc	\$250.00	5676	\$250.00
Ralph Andersen & Associates	\$6,250.00	5690	\$6,250.00
Robinson Enterprise-Gasoline & Diesel	\$3,590.15	5148	\$300.59
		5248	\$1,389.04
		5348	\$318.95
		5448	\$1,354.48
		6748	\$227.09
Rocklin Hydraulics	\$126.33	5146	\$42.11
		5246	\$42.11
		5446	\$42.11
Rocklin Saw Works	\$555.00	5180	\$277.50
		5280	\$277.50

Santander	\$1,230.88	2113	\$1,062.97
		5610	\$167.91
Diane Schroeder	\$38.77	5641	\$38.77
Sierra Chemical Company	\$3,183.22	5338	\$3,183.22
Siren & Associates	\$3,465.00	5680	\$1,260.00
		5180	\$1,575.00
		40-6780	\$630.00
Us Bank	\$3,442.11	5038	\$1,477.33
		5039	\$1,566.30
		5040	\$336.40
		5041	\$40.00
		5060	\$22.08
Vaughn Johnson	\$5,700.00	5680	\$5,700.00
Verizon Wireless	\$376.55	5344	\$27.77
		5444	\$160.94
		5644	\$160.94
		6744	\$26.90
Walkers	\$232.02	5540	\$146.11
		5640	\$85.91
White Cap	\$1,080.43	10-1414	\$1,080.43
Total General Fund	\$246,860.22		\$246,860.22

RETIREE FUND			
AARP Medicare Rx - October 2016	\$31.00	12-5668	\$31.00
Blue Shield of CA - J St Dennis October 2016	\$169.00	12-5668	\$169.00
Unitedhealthcare Ins - Prepay for D Schwagel, Oct	\$142.25	12-5668	\$142.25
Total Retiree Fund	\$342.25	Fund #12	

ALT-WTP Capital Reserve	\$552.87	5384	\$552.87
TOTAL ALT-WTP Capital Reserve	\$552.87	FUND#24	

VARIOUS WATER ASSESSMENT DISTRICT			
NBS--1915 Act Administration 10/1/16 thru 10/31/16	\$978.62	2540	\$978.62
Total Various Fund	\$978.62	Fund #25	

STATE REVOLVING FUND			
	\$12,528.82	2138	\$3,411.84
		2411	\$9,116.98
Wells Fargo Bank, NA--Walton SRF Loan Trust Accts.-	\$2,296.95	29-1115	\$2,296.95
State Revolving Fund	\$14,825.77	Fund #29	

GARDEN VALLEY ASSESSMENT			
FERGUSON	\$2,339.82	5438	\$2,339.82
Garden Valley Feed	\$7.84	54338	\$7.84
	\$2,347.66	Fund #37	

KELSEY NORTH DEBT SERVICE FUND			
<i>Dept. of Water Resources -- Kelsey North Contract E58320</i>	\$15,397.73	2115	\$10,482.92
		2138	\$4,914.81
<i>NBS--1915 Act Administration 7/1/15 thru 9/30/15</i>	\$652.40	7090	\$652.40
Total Kelsey North Debt Service Fund	\$16,050.13	Fund #51	

KELSEY SOUTH DEBT SERVICE FUND			
<i>Dept. of Water Resources -- Kelsey South Contract E58315</i>	\$17,836.03	2115	\$14,316.75
		2138	\$3,519.28
<i>NBS--1915 Act Administration 7/1/15 thru 9/30/15</i>	\$652.40	7090	\$652.40
Total Kelsey South Debt Service Fund	\$18,488.43	Fund #52	

TOTAL ALL FUNDS IN GENERAL ACCOUNT	\$300,445.95	\$300,445.95
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Approved for Payment:

Treasurer

General Manager

Georgetown Divide PUD
 Month End Cash Disbursements Report
 September 2016

Check Number	Check Date	Vendor # (Name)	Gross Amount	Net Amount
27014	9/12/2016	ADT01 (ADT SECURITY SERVICES)	178.64	178.64
27015	9/12/2016	ALL01 (ALLEN KRAUSE)	100	100
27016	9/12/2016	AME08 (AMERICAN MESSAGING)	142.32	142.32
27017	9/12/2016	AND01 (ANDERSON'S SIERRA PIPE CO)	252.15	252.15
27018	9/12/2016	ARC02 (ARC)	92.34	92.34
27019	9/12/2016	CAL16 (CALTRONICS BUSINESS SYSTEMS CORP.)	327.3	327.3
27020	9/12/2016	CAR08 (CSI)	118	118
27021	9/12/2016	CCS01 (CCSINTERACTIVE)	138	138
27022	9/12/2016	CLS01 (CLS LABS)	2,493.12	2,493.12
27023	9/12/2016	CWS01 (CORBIN WILLITS SYS. INC.)	1,103.20	1,103.20
27024	9/12/2016	DEL05 (DELAGE LANDEN, INC)	387.96	387.96
27025	9/12/2016	DIA02 (DIAMOND WELL DRILLING COMPANY, INC)	530	530
27026	9/12/2016	DIV05 (PLACERVILLE AUTO PARTS, INC)	316.28	316.28
27027	9/12/2016	ECO01 (ECORP CONSULTING, INC.)	1,890.08	1,890.08
27028	9/12/2016	ELD16 (EL DORADO DISPOSAL)	310.74	310.74
27029	9/12/2016	FER02 (FERGUSON ENTERPRISES INC)	33,835.63	33,835.63
27030	9/12/2016	GAR02 (GARDEN VALLEY FEED & HDW.)	98.91	98.91
27031	9/12/2016	GEM01 (GEMPLER'S, INC.)	814.52	814.52
27032	9/12/2016	GEO01 (GEORGETOWN ACE HDW)	93.17	93.17
27033	9/12/2016	GEO03 (DIANE SCHROEDER)	40.88	40.88
27034	9/12/2016	GEO04 (DIVIDE SUPPLY INC.)	1,090.39	1,090.39
27035	9/12/2016	GEO12 (GEORGE SANDERS)	7,280.00	7,280.00
27036	9/12/2016	GOO01 (THE GOODYEAR TIRE & RUBBER COMPANY)	765.56	765.56
27037	9/12/2016	GRA01 (GRAINGER, INC.)	841.42	841.42
27038	9/12/2016	GRO01 (GROENIGER & COMPANY)	124.7	124.7
27039	9/12/2016	HAR08 (KEITH HARSTON, DC)	100	100
27040	9/12/2016	HOL02 (HOLDREGE & KULL)	1,800.00	1,800.00
27041	9/12/2016	HOM01 (HOME DEPOT CREDIT SERVICE)	64.81	64.81
27042	9/12/2016	MJT01 (MJT ENTERPRISES, INC.)	7,904.82	7,904.82
27043	9/12/2016	MOB01 (MOBILE MINI, LLC-CA)	184.82	184.82
27044	9/12/2016	NAT04 (NATIONAL DOCUMENT)	73.05	73.05
27045	9/12/2016	NTU01 (NTU TECHNOLOGIES, INC.)	7,610.40	7,610.40
27046	9/12/2016	OCC01 (OCCU-MED, LTD)	725.5	725.5
27047	9/12/2016	PAC02 (PACIFIC GAS & ELECTRIC)	16,790.32	16,790.32
27048	9/12/2016	PER06 (PERSONNEL CONCEPTS)	285.31	285.31
27049	9/12/2016	POW01 (POWERNET GLOBAL COMM.)	171.17	171.17
27050	9/12/2016	PRO04 (PAUL FUNK)	500	500
27051	9/12/2016	PSO01 (PSOMAS)	3,759.25	3,759.25
27052	9/12/2016	RIE01 (RIEBES AUTO PARTS,LLC)	121.42	121.42
27053	9/12/2016	ROB01 (DON ROBINSON)	606.03	606.03
27054	9/12/2016	ROB02 (ROBINSON ENTERPRISES)	1,983.57	1,983.57
27055	9/12/2016	ROC01 (ROCKLIN HYDRAULICS)	89.61	89.61
27056	9/12/2016	ROL01 (ROLCO MATERIAL HANDLING)	1,888.92	1,888.92
27057	9/12/2016	SAN02 (Santander Leasing)	1,230.88	1,230.88
27058	9/12/2016	SIE02 (ROSE WOOLERY'S)	132	132
27059	9/12/2016	SIE06 (SIERRA CHEMICAL CO.)	4,258.64	4,258.64
27060	9/12/2016	SIE10 (SIERRA SAFETY)	130.08	130.08
27061	9/12/2016	SIE12 (MICHAEL S. SALLAC)	160	160
27062	9/12/2016	SIR01 (REBECCA SIREN)	2,426.20	2,426.20

27063	9/12/2016 TIM01 (TIMBERLINE ELECTRONICS)	1,556.75	1,556.75
27064	9/12/2016 USB05 (U.S. BANK CORPORATE PAYMENT SYSTEM)	7,102.90	7,102.90
27065	9/12/2016 USP01 (POSTMASTER)	2,000.00	2,000.00
27066	9/12/2016 VAU01 (VAUGHN JOHNSON)	4,125.00	4,125.00
27067	9/12/2016 VER01 (VERIZON WIRELESS)	379.12	379.12
27068	9/12/2016 WAL02 (WALKER'S OFFICE SUPPLY)	1,184.92	1,184.92
27069	9/12/2016 \C006 (CELIO, MARK/JUDY)	70.68	70.68
27070	9/12/2016 \S014 (SUMMERS, NANETTE F.)	7.09	7.09
27071	9/13/2016 VOID (Reversed Check)	0	0
27072	9/13/2016 CAL18 (California State Disbursement Unit)	366.92	366.92
27073	9/13/2016 ICM02 (ICMA-R.T.-457 (ee))	738.67	738.67
27074	9/13/2016 IUO01 (IUOE, LOCAL 39)	321.49	321.49
27075	9/13/2016 IUO02 (PEU LOCAL #1)	109.95	109.95
27076	9/13/2016 PER01 (P.E.R.S)	7,969.11	7,969.11
27077	9/13/2016 PER01 (P.E.R.S)	34,049.53	34,049.53
27078	9/13/2016 AFL01 (AMERICAN FAMILY LIFE INS)	1,117.98	1,117.98
27079	9/27/2016 AAR01 (AARP MEDICARERX SAVER PLUS, PDP)	31	31
27080	9/27/2016 ACW01 (ACWA/JPIA)	49,719.27	49,719.27
27081	9/27/2016 ACW05 (ACWA/JPIA HEALTH)	29,698.51	29,698.51
27082	9/27/2016 ALL01 (ALLEN KRAUSE)	267.89	267.89
27083	9/27/2016 ATT02 (AT&T)	804.82	804.82
27084	9/27/2016 BAR07 (BARBOUR, CHRIS)	43	43
27085	9/27/2016 BLU04 (BLUE SHIELD OF CALIFORNIA)	169	169
27086	9/27/2016 CAL16 (CALTRONICS BUSINESS SYSTEMS CORP.)	286.07	286.07
27087	9/27/2016 CWS01 (CORBIN WILLITS SYS. INC.)	553.2	553.2
27088	9/27/2016 DEL05 (DELAGE LANDEN, INC)	433.49	433.49
27089	9/27/2016 DWR01 (DEPT. OF WATER RESOURCES)	33,233.76	33,233.76
27090	9/27/2016 ELD11 (EL DORADO COUNTY)	552.87	552.87
27091	9/27/2016 EN201 (EN2 RESOURCES, INC)	1,709.50	1,709.50
27092	9/27/2016 FER02 (FERGUSON ENTERPRISES INC)	3,553.21	3,553.21
27093	9/27/2016 FLY02 (RICHARD BURGDORF)	2,202.46	2,202.46
27094	9/27/2016 FOO01 (FOOTHILL ASSOCIATES)	120.3	120.3
27095	9/27/2016 GLO02 (GLOBAL MACHINERY)	158.35	158.35
27096	9/27/2016 HAC01 (HACH COMPANY)	767.83	767.83
27097	9/27/2016 HUN01 (HUNT & SONS, INC.)	856.36	856.36
27098	9/27/2016 LEG01 (LEGALSHEILD)	170.05	170.05
27099	9/27/2016 MED01 (MEDICAL EYE SERVICES)	266.09	266.09
27100	9/27/2016 MJT01 (MJT ENTERPRISES, INC.)	4,118.16	4,118.16
27101	9/27/2016 NBS01 (NBS)	2,283.42	2,283.42
27102	9/27/2016 PAC02 (PACIFIC GAS & ELECTRIC)	1,722.83	1,722.83
27103	9/27/2016 POW01 (POWERNET GLOBAL COMM.)	139.97	139.97
27104	9/27/2016 PRE01 (PREMIER ACCESS INS CO)	1,938.60	1,938.60
27105	9/27/2016 PRO04 (PAUL FUNK)	250	250
27106	9/27/2016 ROBO2 (ROBINSON ENTERPRISES)	1,986.19	1,986.19
27107	9/27/2016 SAN02 (Santander Leasing)	1,230.88	1,230.88
27108	9/27/2016 SIE06 (SIERRA CHEMICAL CO.)	3,183.22	3,183.22
27109	9/27/2016 SWR01 (SWRCB ACCOUNTING OFFICE)	12,528.82	12,528.82
27110	9/27/2016 UNIO6 (UNITEDHEALTHCARE INSURANCE CO)	142.25	142.25
27111	9/27/2016 USB05 (U.S. BANK CORPORATE PAYMENT SYSTEM)	2,182.49	2,182.49
27112	9/27/2016 VER01 (VERIZON WIRELESS)	376.55	376.55
27113	9/27/2016 WEL02 (WELLS FARGO BANK, NA)	2,296.95	2,296.95
27114	9/27/2016 AFL01 (AMERICAN FAMILY LIFE INS)	1,117.98	1,117.98
27115	9/27/2016 CAL18 (California State Disbursement Unit)	366.92	366.92
27116	9/27/2016 GIE01 (CHUCK GIERAU)	24	24
27117	9/27/2016 HER03 (HEREFORD, PETER N.)	60	60

27118	9/27/2016 ICM02 (ICMA-R.T.-457 (ee))	738.67	738.67
27119	9/27/2016 IUO01 (IUOE, LOCAL 39)	338.68	338.68
27120	9/27/2016 IUO02 (PEU LOCAL #1)	147.23	147.23
27121	9/27/2016 PER01 (P.E.R.S)	8,340.15	8,340.15
27122	9/27/2016 STD01 (ST DENNIS, JACK)	60	60
27123	9/29/2016 SMI01 (JASON D. SMITH)	1,806.12	1,806.12

Total for Bank Account 1000 ---->

340,439.33 340,439.33

Grand Total of all Bank Accounts ---->

340,439.33 340,439.33
=====

CORBIN WILLITS SYSTEMS Inc.

3755 Washington Blvd., Fremont, CA 94538
 Phone: (510)979-5600 Fax: (510)979-5613

September 21, 2016

GEO01

Georgetown Divide P.U.D.

ATTN: Diane Schroeder

6425 Main Street

P.O.Box 4240

Georgetown, CA 95634

Phone: (530)333-4356

Fax: (530)333-9442

Engagement for Additional Services	
Project	005478
Application	00 Not Applicable
Initiated by	Curt Richardson
Submitted	09/20/16
Required	//

Description	Rate	Amount	Discount	Balance	S&E Adj
Accounts Receivable Module	Flat Rate	3,500.0	2,000.0	1,500.00	20.00
Inventory	Flat Rate	4,000.0	2,000.0	2,000.00	30.00
Purchase Order	Flat Rate	3,000.0	1,500.0	1,500.00	20.00
Sales Tax 9%	Flat Rate	450.0	.0	450.00	.00
Installation of programs and modlule set up	4 Hours x 130.00	520.0	.0	520.00	.00
Training	10 Hours x 130.0	1,300.0	.0	1,300.00	.00
Totals		12,770.00	5,500.00	7,270.00	70.00

Comments:

Bid to add three new modules. Accounts Receivable, Purchase Order, and Inventory. Accounts Receivable can interface with Inventory, taking items out of Inventory module. Purchase Order can also interface with Inventory, showing items on order and updating cost and item count when PO's are received against. All integrate fully with the General Ledger system. Payments for Accounts Receivables are done through the current Cash Managment module where invoices can be selected and partial payments allowed if needed. Purchase Order can print forms, accomodate Blanket PO"s, and encumber funds for financial reporting, allowing for more accurate budget remaining reports. Price includes deep discounts due to size of entity and bundled price. Training is only an estimate and is billed separately as it is completed and will be billed only for hours used.

Customer Signature _____

Date _____

In the event of any changes on site to any programs by CWS trainer/Tech appropriate time will be allocated at the end of the training to udate Customer application programs on the MOM server. This will be done from Customer site.

Projects that are \$2,000.00 or more require a 50% deposit before any work can be performed.

This estimate is valid for only 30 days and is subject to change if approval is not received by 10/20/16

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Memo

To: Board of Directors

From: Darrell Creeks, Interim General Manager

Date: October 5, 2016

Re: **SELECTION OF AUDIT COMMITTEE MEMBERS**

Board Meeting of October 11, 2016; **Agenda Item #7**

BACKGROUND / DISCUSSION

The Board's Finance Committee historically has recommended, for Board consideration, the members to serve on the Audit Committee. The Finance Committee has not met to make this selection.

The audit is scheduled to begin at the end of the month.

Following past example, the Board may want to consider appointing persons who are now holding similar positions: Lon Uso, as the Board's Treasurer; Dennis Goodenow, as the Finance Committee Chairperson; and Donna Bruss, a member of the Finance Committee with a financial background.

RECOMMENDATION

Staff recommends the Board appoint the individuals listed above to serve on an Audit Committee to review the FY 2014-2015 Audit.

Memo

To: Board of Directors

From: Director Lon Uso, GM Recruitment Committee

Date: October 6, 2016

Re: **STATUS OF GENERAL MANAGER RECRUITMENT PROCESS**

Board Meeting of October 11, 2016; **Agenda Item #9**

BACKGROUND / DISCUSSION

At the regular Board meeting of August 9, 2016, Director Hanschild and I were appointed to the GM Recruitment Committee. Since that meeting, we have participated with Legal Counsel in the selection of an executive search consulting firm and a contract was executed with Ralph Anderson & Associates for executive search consulting services. We've engaged in meetings with Heather Renschler of Ralph Anderson and Associates to discuss the recruitment of a new General Manager.

Board members have requested updates of the GM recruitment process; this report represents this month's update.

We shared a draft recruitment brochure developed by the consultant for input from the Board and Staff. Attached to this report is the final brochure which has incorporated the feedback received.

RECOMMENDATION

Receive and file.

General Manager

Georgetown Divide
Public Utility District



The Georgetown Divide Public Utility District (formed in 1946) is located between the Middle and South Forks of the American River, nestled in the heart of the Sierra Nevada Foothills and Northern California's Gold Country.

The Divide has a population of about 15,000 with 415 square miles located in El Dorado County. The communities of Garden Valley, Kelsey, Pilot Hill, Greenwood, and Cool surround Georgetown. The origins of District facilities can be directly traced back to 1852 and the El Dorado, Pilot, and Rock Creek Canal Companies, one of the first established water purveyors in the State of California – a not inconsequential result of James Marshall's discovery of gold in nearby Coloma. Following the decline in gold production, agriculture and lumbering became the staple industries on the Divide for many years.

The focus of the District water supply system is the Stumpy Meadows Reservoir, a 20,000 acre-foot impoundment on Pilot Creek, at the eastern edge of the District. Water from this source of supply traverses down through some 75 miles of ditch and pipeline to provide agricultural water and raw water supplies for the District's treated water division.

The community is a haven for those who enjoy boating, hiking, fishing, and hunting, and is well known for its fine wine grapes and specialty agriculture. Events to watch for are Founder's Day and the annual Jeepers Jamboree. Access is through Highway 50 and Highway 80, giving close proximity to year-round recreational activities in Lake Tahoe, the Sierra Nevada Mountains, and the scenic foothills.

Governance

The District operates under a governing five-member Board of Directors elected at-large for four-year overlapping terms. The District's management is under the direction of the General Manager who is appointed by and serves at the pleasure of the Board. The General Manager also serves as the Clerk to the Board and ex-officio Secretary of the Board.

The Board of Directors meets monthly on the second Tuesday of the month at the District Office located at 6245 Main Street in Georgetown.

The Position

The General Manager is an at-will position appointed by and receiving broad policy direction from the Board of Directors. This position is directly responsible for all affairs of the District including administration, public relations, operations, engineering, and related support activities with a staff of 22 and budget of approximately \$4 million annually. The General Manager is charged with successfully utilizing both internal and external resources to forward the mission of the District and to achieve District objectives and goals. The General Manager is the appointed Clerk and ex officio Secretary of the Board. Additionally, the General Manager serves as a highly visible representative of and advocate for the District within the 75,000 acre service area and the region.

Serving as the Chief Administrative Officer for the District, the General Manager has key responsibilities that include:

- Oversight of and responsibility for the sustainable and reliable water supply and stewardship of resources;
- Assume responsibility for the efficient functioning of District operations through leadership of all staff and ensure conformance with applicable statutes, regulations, policies, and ethical standards;
- Oversee emergency operations and preparedness in consultation with the Director of Operations;
- Deal with short- and long-term capital programs, political influences, and other stakeholders;
- Preparation of agenda and advise the Board regarding all District matters impacting employees, community representatives, and other government agencies;
- Monitor and analyze legislation and regulations that could impact District operations and represent the District to community organizations and other government agencies at the local and state level;
- Prepare administrative and financial reports as well as recommendations for the Board of Directors including operating and capital budgets and financial planning policies;
- Work directly with consultants and attorneys regarding water rights, engineering matters, and other administrative matters;
- Develop and implement District-wide strategic plan, policies, programs, goals, and objectives as directed by the Board; responsible for District wide goal-setting, performance management, and evaluation of program effectiveness;

Georgetown Divide Public Utility District General Manager

- Represent the Board's policies and programs with other government agencies; serve as a liaison with the State Water Resource Control Board, Central Valley Regional Water Quality Control Board, Department of Fish and Game, El Dorado County Board of Supervisors, El Dorado County Water Agency, neighboring water districts, local fire districts, and other entities;
 - Represent the District through active participation in various water industry organizations, conferences, and trainings on a regional and/or statewide basis to advocate District interests and maintain awareness of industry developments;
 - Oversee the operation of onsite waste disposal systems (1,400 home sites) in the Auburn Lake Trails Onsite Waste Disposal Zone;
 - Serve as the Employer-Employee Relations Officer governing organization employer-employee relations, all personnel matters including employment procedures, labor relations, disciplinary matters, training, and succession planning; and
 - Active involvement and civic engagement in the local area in support of the Board and the District combined with a keen desire to be part of the community.
- Have experience in public administration including fiscal planning and policy development;
 - Have an extensive understanding of water issues (preferably in California) with a commitment to conservation and industry best practices;
 - Be politically astute with the sensitivity and ability to work toward mutually beneficial solutions;
 - Be innovative, creative, and possess an entrepreneurial management style;
 - Possess a high level of integrity and honesty;
 - Be an excellent communicator, both orally and in writing, with the ability to present public presentations with ease; and
 - Maintain a fair and impartial approach to all communication with the Board of Directors.

In summary, the Board of Directors is seeking a qualified and experienced administrator who will oversee the organization with an engaging personal style. A sense of humor and ability to lead and connect with staff is very important to the Board and will serve the new General Manager well for years to come.

Qualifying Education and Experience

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

Education: A Bachelor's degree with major course work in engineering, business or public administration, or a related field; a Master's degree and/or registration as a Professional Engineer may be a plus based on overall career experience.

Experience: Relevant broad and extensive professional experience including management level experience within a government agency or private utility industry. California experience is highly regarded and preferred although all qualified candidates are encouraged to submit qualifications and career history for consideration. The Board will consider out-of-state candidates on a case-by-case basis.

Compensation

The current annual salary range is \$120,000 - \$145,000 with placement dependent upon qualifications. This at-will position will be supported by a mutually agreeable negotiated employment contract that includes an excellent executive benefit package including CalPERS retirement (2% @ 55 for Classic Members; 2% @ 62 for New Members). Candidates should be aware that the District *does* participate in Social Security. Moving and relocation may be offered to the selected candidates. Further details on benefits may be obtained through Ralph Andersen & Associates or on the District's website.

To Be Considered

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. **References will not be contacted until mutual interest has been established.** This recruitment is considered open until final selection is made. Candidates are encouraged to apply by **Friday, November 4, 2016**. It is anticipated that the most highly qualified candidates will be invited for an on-site interview with the Sub-Committee of the Board during late November or early December before presentation to the full Board for final selection. Contract approval of the employment contract with the new General Manager will be Tuesday, December 13, 2016 or Tuesday, January 10, 2017 at a regularly scheduled meeting. The selected candidate would ideally join the District during January/February or a mutually agreed upon date. Currently, the Director of Operations is serving as the Interim General Manager. The Board of Directors wishes for a smooth transition and every effort will be made to ensure this happens.

Electronic submittals are strongly preferred to Ralph Andersen & Associates via email at apply@ralphandersen.com and should include a compelling cover letter, comprehensive resume, and current salary.

Confidential inquiries are welcomed to Heather Renschler at (916) 630-4900. Candidates are also encouraged to further research the Georgetown Divide Public Utility District website at www.gd-pud.org.

Georgetown Divide Public Utility District is committed to equal employment opportunity.

The Ideal Candidate

The ideal candidate for General Manager of Georgetown Divide PUD will possess many of the following personal and professional attributes:

- Known as a credible leader who creates a work environment that is supportive of staff, allows for employees to grow and flourish in their positions, and develops teamwork among staff;
- A visionary who will help to guide the District in current and future endeavors yet continue to ensure reliable and sustainable water resources and other services;
- Consensus builder, facilitator, and seen as a "go-to" resource;
- Able to effectively, passionately, and boldly lead a highly technical organization with vigor and enthusiasm complemented with a proven track record of success in the administration of a full range of organizational issues;

Memo

To: Board of Directors

From: Darrell Creeks, Interim General Manager

Date: October 5, 2016

Re: **GENERAL MANAGER RECRUITMENT – Review Panel**

Board Meeting of October 11, 2016; **Agenda Item #10**

BACKGROUND / DISCUSSION

At the meeting of September 13, 2016, under the topic of Board Reports, a discussion evolved relating to the current recruitment for the position of General Manager. Relative to this item, staff made a recommendation that the Board consider including a non-voting staff member to set on the panel during the interview process. From there a discussion evolved relative to which staff member might best fill that role. The discussion concluded with direction from the Board for staff to include this item on the agenda for October.

A special note: Past practice has included the Fire Chief in the recruitment of the General Manager position. Another resource to consider might be a member of the Rotary Club.

RECOMMENDATION

Staff recommends the Board include a non-voting staff member on the interview panel for the recruitment of the General Manager. Staff remains neutral on the inclusion of others, outside of the organization, to participate in the recruitment process.

Memo

To: Board of Directors

From: Darrell Creeks, Interim General Manager

Date: October 4, 2016

Re: **GENERAL MANAGER'S REPORT**

Board Meeting of October 11, 2016; **Agenda Item #11**

BACKGROUND / DISCUSSION

Founder's Day Booth

The Founders day booth was a great community outreach. Many people came to our booth throughout the day. Most of the discussions were about the King fire and its effects on the lake. We were able to give out several conservation kits and give information on how to save water. The best part of the event was simply showing people that we are part of the community as residents and friends.

the District. The subject parcel has been reserved for a future water storage tank. The area in question would be approximately 40 feet in length and not impair the future use of the land for a tank site. It is the intent of staff to bring this item forward at the September meeting. That would include a legal description of the easement together with a Board Resolution authorizing the dedication of the easement for waterline purposes.

CIP in Order of Priority

At the Regular Meeting of September 13, 2016, the Board asked that the Capital Improvement Projects for this fiscal year be prioritized. It is important to remember that even though they have been given a priority by number, many of these projects will be happening simultaneously; some have already been started.

1. ALT WTP
2. CABY Grant
3. Sanitary Survey, Cost of Service Analysis
4. Walton Tank Cleaning and Maintenance
5. Replacement of Two Trucks and Excavator
6. Repair Safety Walkways
7. Repair of Roof of District Offices
8. Pressure Reducing Valve Replacement and Distribution Tools
9. Repair of Irrigation Canals

10. Treated Water Pump Stations Repair
11. Sewage Pump Station Upgrade
12. Sealing Manholes
13. Road Leak Repair
14. Water Audit

RECOMMENDATION

Receive and file this report.

Memo

To: Board of Directors
From: Martin Ceirante, Acting Operations Manager
Date: October 4, 2016
Re: **OPERATIONS MANAGER'S REPORT**
Board Meeting of October 11, 2016; **Agenda Item #12**

BACKGROUND / DISCUSSION

Recoating of Walton Storage Tank #1

Staff met with Ed Darrimon, President of Bay Area Coating Consultants Inc., at the Walton Lake Treatment Plant to inspect Storage Tank #1 prior to preparing a proposal for a professional services contract to guide the District through the development of specifications and the bidding process to hire a contractor to repair and recoat Storage Tank #1 at Walton Lake Treatment Plant.

Mr. Darrimon has provided consulting services to El Dorado Irrigation District over the past 15 years on many similar projects.

Master Production Meter at Walton Lake Treatment Plant

Staff met with Les Watson, President and Senior Applications Engineer at Aqua Sierra Controls, Inc. The purpose of the meeting was to inspect and receive recommendations regarding the accuracy of the master production meter at Walton Lake Treatment Plant. Mr. Watson expressed his opinion that the components of the metering system were of sufficient quality and condition, although the overall accuracy remains in question due to the configuration of the system.

Mr. Watson identified modifications that could be incorporated in the system that would produce accurate measurements. The District has received a written quote, for an amount less than \$5,000, that would correct the deficiencies in the system. It is the intent of staff to move forward with a contract with Aqua Sierra Controls Inc., for an amount not to exceed \$5,000, to make the necessary corrections to the metering system.

Water Loss TAP Team Wave 2 Water Audit Training

The District's water audit preparation team will attend the Wave 2 training session remotely from the District's office on October 31st. These training sessions will enable the District to prepare a Level 1 Validated Audit in compliance with SB 555.

Water Treatment (ALT & Walton)

The Auburn Lake Trails Water Treatment Plant produced 31.095 million gallons of potable water for the month of September. This equates to an average of 1,036,500 gallons per day. This flow is a decrease of 170,733 gallons per day from the month of August. The Walton Lake Water Treatment Plant produced 30.958 million gallons of potable water for the month of September. This equates to an average of 1,031,933 gallons per day. This flow is a decrease of 159,034 gallons per day from the month of July.

As of July 2014, the District is required to report to the State the amount of total potable water produced through the two plants (ALT and Walton) on a monthly basis and to compare that value with the demands of the prior year over the same reporting period. The table below shows the percentage increase (+) or decrease (-) for 2015/16, together with 2013/16.

The District is no longer required to reduce water consumption by 29% compared to 2013. We will be self-certified at 0%; however, we are still held to reduce 20% by 2020.

Month 2016	+/- over 2015	+/- over 2013	Month 2016	+/- over 2015	+/- over 2013
January	-6%	-8%	July	+24%	-22%
February	+5%	-0%	August	+18%	-15%
March	-16%	-15%	September	+18%	-2%
April	+3%	-23%	October		
May	+6%	-37%	November		
June	+19%	-25%	December		

Water Quality

The District conducted the required water quality monitoring at the treatment plants and in the distribution system and submitted the required water quality monitoring reports to the State Water Resources Control Board (SWRCB). Under contract with the District, Becky Siren prepared the required reports and reviewed key elements of the same with the General Manager prior to submittal.

The Treatment Plant reports showed compliance with all drinking water standards, with the exception of the Auburn Lake Trails Water Treatment Plant which is currently under a compliance order from SWRCB for failure to meet the requirements of the Surface Water Treatment Rule.

The distribution system monitoring results showed all samples absent/negative of any bacteriological contamination and adequate levels of disinfection through the system.

A copy of the report, as submitted to the SWRCB, has not been included in this report due to the technical nature and overall size of the document.

Waste Water: Auburn Lake Trails

Average daily flows in the community disposal system were 18,386 gallons per day. This value is far below the limit of 71,800 gallons per day as identified in the Waste Discharge Requirements.

The District has to date completed all required laboratory monitoring of groundwater, surface water and wastewater effluent.

The District is currently up to date in the monitoring of waste water systems in the zone. It is anticipated the District will stay on schedule as a result of permanent staff dedicated to this effort.

Stumpy Meadows Reservoir

The latest measurements collected at Stumpy Meadows Reservoir on October 5, 2016, showed a reservoir elevation of 4,241 feet 8 inches, representing storage of 13,867 acre-feet, or 69% of capacity. This represents a decrease in storage of approximately 1,563 acre feet over the prior month.

Current releases from Stumpy on this date were 8.2 CFS. Flow into Stumpy on this date was recorded at 4.7 CFS.

Field Work Activities – Distribution and Maintenance

Distribution: The Distribution crew worked throughout the District distribution system repairing leaks, repairing meters, installation of new services and making adjustments to altitude and pressure reducing valves. The Distribution crew rebuilt the weatherproof structure enclosing the Blackridge pump station. The Distribution crew completed all required water quality sampling and "USA" survey's.

Maintenance: The Maintenance crew ended irrigation season on September 30 and has been working to make off season adjustments and winterize the canal system. The crew is working to replace several sections of dilapidated irrigation pipe.

RECOMMENDATION

Receive and file this report.

Memo

To: Board of Directors

From: Martin Ceirante, Interim Operations Manager

Date: October 5, 2016

Re: **CONTRACT WITH BAY AREA COATING CONSULTANTS, INC.**

Board Meeting of October 11, 2016; **AGENDA ITEM #13**

BACKGROUND / DISCUSSION

The Cleaning and Maintenance of one water storage tank at the Walton Lake Treatment Plant is a project included in the FY 2016-17 Capital Budget. The need to clean and perform maintenance on this tank, as well as others within the District facilities, is identified in the State inspection reports. The proposed expenditure in the Budget is \$220,000. Funding dedicated to this project is within Fund 45.

Prior to the commencement of this work, it will be necessary that the District have the tank tested for lead based paint. Information gained in the lead testing will allow the District to identify specific work activities that will need to be included in the specifications and bid documents. It will be necessary that the District contract with a consulting firm, under a specialized services contract, to perform the necessary inspections during construction.

In an effort to gain assistance in the areas of lead testing, specification preparation and construction inspection, staff contacted the El Dorado Irrigation District ("EID"). EID recommend the District utilize the services of Bay Area Coating Consultants, Inc. ("BACC"). EID has had great success utilizing the services of BACC for the past 15 years.

Staff contacted BACC, and met with Ed Darrimon at the Walton Lake Tank Site. Ed reviewed the proposed work, prepared an estimate of cost (\$184,000) to do the cleaning and maintenance. In addition, he provided the District with an estimate of their costs (\$21,000 - BACC) to perform the lead testing, preparation of specifications and onsite field inspection during construction.

RECOMMENDATION

It is Staff's recommendation that the Board authorize Staff to enter into a contract with Bay Area Coating Consultants, Inc., to perform the lead testing, preparation of specifications and inspection services for the cleaning and maintenance of one water storage tank at Walton Lake. The amount of this contract not to exceed \$21,000. Final contract to be subject to the review and approval of District Counsel.

Memo

To: Board of Directors

From: Darrell Creeks, Interim General Manager

Date: October 5, 2016

Re: **DIRECTION TO FINANCE COMMITTEE**

Board Meeting of October 11, 2016; **Agenda Item #14**

BACKGROUND / DISCUSSION

It was reported at the last regular Board meeting that the Finance Committee did not meet in August, and that the Committee was waiting for further direction from the Board of Directors. The Board requested that this item be added to this agenda to offer an opportunity to consider further direction to the Finance Committee.

The valuable contribution of the Finance Committee to the Cost of Services Study process was acknowledged during the last Board meeting leading to the understanding that Dennis Goodenow's involvement in the Water Rate Study by RCAC would be extremely beneficial.

Additionally, the need to involve members of the Finance Committee as members of the 2016 Audit Committee has been discussed.

RECOMMENDATION

In addition to the Finance Committee's current participation in the Water Rate Study and the Annual Audit, it is Staff's recommendation that the Board engage in some dialogue with the Finance Committee and the Public regarding additional direction to the Finance Committee.

Memo

To: Board of Directors

From: George Sanders, Engineering Consultant

Date: October 6, 2016, 2016

Re: **ALT WATER TREATMENT PLANT**

Board Meeting of October 11, 2016; **Agenda Item #15**

BACKGROUND / DISCUSSION

Staff continues to work with Joshua Reuhlig, our Project Manager at the Water Board ("State"), to discuss the status of the loan. Joshua has indicated that it is their goal to have the application ready for execution by mid-October. Joshua has assured staff that once the agreement is issued, it will be signed by their Director and will not require action by their Board. As of the date of this report, I have nothing additional to report.

Staff continues to remain in contact with Myers & Sons, LP on matters relating to the construction work activities. Those items under consideration, for an early start, relate to the relocation of the raw water line, the earthwork associated with the building pad for the filter building and the excavation under the filter building, as required for the construction of the chlorine contact basin located under the filter building. It remains the primary goal of staff to execute the loan agreement and continue with the current contract rather than separate elements of the work.

Staff has prepared a Fugitive Dust Plan and an Asbestos Dust Mitigation Plan, as identified within the Project Mitigation Monitoring and Reporting Program. These Plans have been submitted and are currently under the review of staff within the El Dorado County Air Quality Management District.

Staff is currently working with the YOUNGDAHL Consulting Group in the development of a contract for the material testing at the site. This would include testing of material for the presence of naturally occurring asbestos, compaction testing for the earthwork, and compression testing for the concrete.

Staff anticipates moving forward with a contract for Board consideration, for the Construction Management, at the regular meeting in November.

Possible Board Action – Receive and file.

Memo

To: Board of Directors

From: Darrell Creeks, Interim General Manager

Date: October 5, 2016

Re: **ADOPTION OF RESOLUTION 2016-14 - GRANT OF EASEMENT TO
MICHAEL AND SALLY BOERSIG FOR WATERLINE**

Board Meeting of October 11, 2016; **Agenda Item #16**

BACKGROUND / DISCUSSION

Staff is in receipt of a request from Michael and Sally Boersig for the dedication of an easement, for waterline purposes, over a portion of land currently owned by the District. The subject parcel is identified as County Assessment Parcel Number 071-310-29-100, consisting of approximately 1 acre in size. The District gained title to the property in 1980 through that Grant Deed recorded in Book 1954 at Pages 538-541 (inclusive) from Larry and Karen Niegel. The intended use of the parcel is a future tank site. The parcel is currently undeveloped land and has an existing waterline easement, 10 feet in width, dedicated along the west boundary.

The District has a history of dedicating easements, for waterline purposes, to individual property owners that need access to our potable water system. These easements are at no cost to the recipient, add to the customer base and are normally along a property boundary.

The proposed easement, as identified within this agenda item, would be 10 feet in width, 50 feet in length, located along a portion of the south boundary of the subject parcel.

A copy of the Grant of Easement and Legal Description (Exhibits A & B) together with Resolution 2016-14 are attached for reference.

RECOMMENDATION

Staff recommends adoption of Resolution 2016-14 dedicating an easement for waterline purposes and authorize Board President to sign the Grant of Easement to Michael and Sally Boersig as identified in Exhibits A and B attached. All fees associated with this action is to be paid by the recipient.

RESOLUTION 2016-14

A RESOLUTION OF THE BOARD OF DIRECTORS OF
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
GRANT OF EASEMENT

TO
MICHAEL BOERSIG and SALLY BOERSIG

BE IT RESOLVED, by the Board of Directors of GEORGETOWN
DIVIDE PUBLIC UTILITY DISTRICT as follows:

That it is in the best interests of GEORGETOWN DIVIDE PUBLIC
UTILITY DISTRICT to grant a Grant of Easement to MICHAEL BOERSIG and
SALLY BOERSIG, husband and wife, as joint tenants, described in Exhibit A,
Attached hereto and made a part hereof.

THEREFORE, the GEORGETOWN DIVIDE PUBLIC UTILITY
DISTRICT hereby grants said Grant of Easement, and authorizes the recordation thereof
in the Office of approves the County Reorder of County of El Dorado, State of
California, in the official Records, and all necessary acts in connection therewith.

PASSED AND ADOPTED at a Regular Meeting of the Board of Directors
of the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT on the 11th day of
October, 2016, by the following vote:

AYES: Directors Capraun, Hanschild, Hoelscher, Krizl and Uso


NOES:

ABSENT:



Norm Krizl, President
Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

ATTEST:

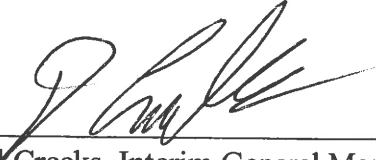


Darrel Creeks, Interim General Manager
Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

(Seal)

CERTIFICATE

I hereby certify that the foregoing is a full, true and correct copy of Resolution No. 2016-14 duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, El Dorado County, California.



Darrel Creeks, Interim General Manager
Secretary, Board of Directors

**GEORGETOWN DIVIDE PUBLIC
UTILITY DISTRICT**

END OF DOCUMENT

RECORDING REQUESTED BY:

Georgetown Divide Public Utility District

WHEN RECORDED MAIL TO:

Georgetown Divide Public Utility District
P O Box 4240
Georgetown, CA 95634

Space above this line reserved for Recorder-Clerk's use

GRANT OF EASEMENT

Exhibit A

The GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT, a Public Corporation, hereby grants to Michael Boersig and Sally Boersig, husband and wife, as joint tenants, their heirs, successors, and assigns, the right and privilege an easement to construct, reconstruct, lay, relay, operated, maintain, and remove at any time, a water pipeline with all fixtures, devices and appurtenances used or useful in the operation of said pipeline at any time, through, over, under and across the following described land in the COUNTY OF EL DORADO, STATE OF CALIFORNIA, to wit:

A strip of land ten (10.0) feet in width located in Section 20, Township 12 North, Range 9 East, Mount Diablo Meridian.

Said strip of land is more particularly described as follows:

SEE ATTACHED EXHIBIT B

Said easement includes the right of free and unencumbered ingress and egress upon the premises for the construction, maintenance, repair, and operation of said water pipeline, fixtures, devices and appurtenances.

In granted said easement, the grantees shall hold grantor harmless from all liability in connection with construction, maintenance and use of said easement.

GEORGETOWN DIVIDE
PUBLIC UTILITY DISTRICT



NORM KRIZL, President,
Board of Directors

Exhibit B

Ten (10) foot wide pipeline easement
Section 20, T12N, R9E, MDM

APN 071-310-29

A portion of the tract of land granted to Georgetown Divide PUD, in the Document filed in Book 1928 at Page 734, Official Records of El Dorado County, and shown as Tract D on the Record of Survey filed in Book 11, of Surveys, at Page 148, Official Records of El Dorado County, located in Sections 20, Township 12 North, Range 9 East, Mount Diablo Meridian, El Dorado County, California being more particularly described as follows:

A 10' waterline easement on, over, under and across the tract of land lying 10' perpendicular to and parallel with the East 50' of the South line of the above described Tract D.

End of description

Memo

To: Board of Directors

From: Darrell Creeks, Interim General Manager

Date: September 29, 2015

Re: **GEORGETOWN DIVIDE RECREATION DISTRICT – REDUCTION IN
WATER BILL DUE TO LEAK**

Board Meeting of October 11, 2016; **Agenda Item #17**

BACKGROUND / DISCUSSION

The Georgetown Divide Recreation District has a facility in Garden Valley that is supplied potable water by GDPUD. That facility had a significant leak during the July-August billing cycle. Their water consumption during that period was 524,332 cubic feet (3.9 million gallons). That consumption equates to a water bill of \$11,562.09. Current District regulations allow for a leak consideration which would reduce their bill to \$8,541.09.

Staff has discussed this matter with Carl Clark, General Manager for the Recreation District. In that conversation, Mr. Clark has informed the District that the excessive water consumption was the result of vandalism that has occurred at the park facility, a report is currently on file with the El Dorado County Sheriff's Department, and the Recreation District is currently pursuing restitution.

Mr. Clark has informed staff of his desire to petition a further reduction in this water bill, beyond the leak consideration, and asked that he be awarded an opportunity to further discuss this matter at the next meeting of the Board of Directors. Attached to this agenda item as Attachment A is a letter from Mr. Clark, of the Recreation District, requesting further consideration in a reduction of the subject bill. It is likely Mr. Clark will attend this meeting and share additional information.

RECOMMENDATION

Staff recommends the Board consider the materials to be presented by Mr. Clark, consider additional input from staff and take the appropriate action relative to monies owed during the July-August billing cycle.

Georgetown Divide Recreation District

Today is October 5th, 2016
It is a fantastic day!

Board Members

Aloha Adams
Cool area

Kim Taylor
Greenwood area

Mark Arnold
Georgetown area

Lisa Gillard
Garden Valley,
Kelsey area

Kris Syversen
Pilot Hill area

Staff

Carl Clark
General Manager

Jacqui Brunton
Community Services
Supervisor
Administrative
Assistant

Jayne Captein
Recreation
Coordinator

Liz Dowell
Office Assistant

TO: GDPUD Board of Directors

RE: **Water use and Vandalism at Garden Valley Park**

Following communication with your staff and my conversation with Darrell Creeks yesterday, I am submitting this letter requesting your assistance re: a vandalism incident at Garden Valley Park.

GDRD is requesting consideration re: the Jul/Aug 2016 water bill related to the incident.

Due to vandalism at the Garden Valley Park Splash Pad, water was turned on after a break-in to the system. (EDCSO Report attached) It flowed through the collections system and out to the underground drip system on the new portion of Garden Valley Park. This system was put in to conserve water in the use of the Splash Pad in consultation with your staff. Water from the Splash Pad is collected and pumped to the other side of the Park to use in underground irrigation.

Based on your Leakage Consideration Policy, your staff has credited GDRD \$3,021.38 of our \$11,582.47 bill for the period. We are working with the El Dorado County Sheriff's Department and our Risk Management pool to recover some or all of the damages. While we process these claims, we ask the GDPUD Board to grant GDRD consideration on the outstanding balance.

The bill for the the Jul/Aug period is 53% of the GDRD budget for all utilities and almost 4% of the total GDRD operating budget. As you all know, it is very difficult to absorb this level of unexpected cost in a small agency like GDRD with all part time staff.

We ask for further consideration, with the understanding if any damages are recovered from our efforts with the El Dorado County Sheriff and our Risk Management pool, we will forward those to GDPUD at that time.

We have made several changes to the system to prevent further vandalism and we hope this will address future issues like this.

If you have any questions, please contact me on my direct line is (530) 333-9500 or I will be available at your Board meeting on October 11th. Thank you for your consideration.

Yours in Community Service,
GEORGETOWN DIVIDE RECREATION DISTRICT

Carl Clark
General Manager

cc: GDRD Board of Directors
Attachment