

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

**TUESDAY, AUGUST 13, 2019**  
**2:00 P.M.**

**MISSION STATEMENT**

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It is the purpose of the Georgetown Divide Public Utility District to:

- Provide reliable water supplies
  - Ensure high quality drinking water
  - Promote stewardship to protect community resources, public health, and quality of life
  - Provide excellent and responsive customer services through dedicated and valued staff
  - Ensure fiscal responsibility and accountability are observed by balancing immediate and long-term needs.
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Out of respect for the meeting and others in attendance, please turn off all cell phones or put in the silent mode.

Pursuant to the Government Code Section 54954.3 (The Brown Act), members of the public shall be afforded the opportunity to speak on any agenda item, provided they are first recognized by the presiding officer. The Board President will call for public comment on each agenda item. Those wishing to address the Board on a matter that is not on the agenda and within the jurisdictional authority of the District may do so during the Public Forum portion of the agenda. Please be aware of the following procedures for speaking during Public Forum or public comment sessions:

1. When called on to speak by the Board President, please approach and speak from the podium.
2. Comments are to be directed only to the Board.
3. The Board will not entertain outbursts from the audience.
4. There is a three-minute time limit per speaker.
5. The Board is not permitted to take action on items addressed under Public Forum.
6. Disruptive conduct shall not be permitted.
7. Persistence in disruptive conduct shall be grounds for removal of that person's privilege of address.

The Board President is responsible for maintaining an orderly meeting.

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

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

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

*Staff present: General Manager Steven Palmer, Operations Manager Darrell Creeks, Management Analyst Christina Cross, Human Resource/Information Technology Specialist Stephanie Beck.*

*Legal Counsel: Barbara Brenner, Churchwell White, LLP.*

*The Pledge of Allegiance was led by Director Souza.*

## **2. ADOPTION OF AGENDA**

*General Manager Steven Palmer requested item 5.A.1 be pulled from the Agenda. Board already approved this item at the May 14, 2019 board meeting.*

***Motion by Director Souza to adopt the agenda. Second by Director Saunders***

***Roll Call vote was taken, and the vote was as follows:***

***Garcia: Aye***  
***Halpin: Aye***  
***Saunders: Aye***  
***Souza: Aye***  
***Wadle: Aye***

***The motion passed unanimously.***

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

*Carolyn O'Conner spoke about a prior request for an engineering report.*

*Phyllis Polito spoke about Director Wadle's Presidents Report in the August 8, 2019 Georgetown Gazette. Her written comments are Attachment 1 to these minutes.*

*Cherie Carlyon spoke about an article in the Mountain Democrat regarding EID grant applications. Ms. Carlyon suggested GDPUD form a Grant Committee. The article with her written comments were presented by Ms. Carlyon and are Attachment 2 to these minutes.*

## **4. PROCLAMATIONS AND PRESENTATIONS**

### **A. Emergency Preparedness Presentation by Local Fire Agency**

*Eldorado County CalFire Division Chief Mike Blankenheim and El Dorado County Sheriff OES Representative Todd Crawford presented a slideshow along with discussion on Incident Management, Emergency Operations and the role of GDPUD.*

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

*Director Saunders requested item 5.E be pulled.*

**Motion by Director Halpin to adopt remaining items 5.A, 5.B, 5.C, 5.D on the Consent Calendar. Second by Director Souza.**

**Public Comment:** *There was no public comment.*

**Roll Call vote was taken, and the vote was as follows:**

**Halpin: Aye**  
**Souza: Aye**  
**Saunders: Aye**  
**Garcia: Aye**  
**Wadle: Aye**

**The motion passed unanimously.**

**E. Approve Extension to the Agreement with PACE Supply for Supplies and Materials for FY19/20 in the Amount of \$65,000**

**Possible Board Action:** Adopt Resolution 2019-48.

*Director Saunders had questions regarding how much was spent in Fiscal Year 2018/2019.*

**Public comment:** *There was no public comment.*

**Motion by Director Halpin to approve the extension with Pace Supply. Second by Director Souza.**

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

**Halpin: Aye**  
**Souza: Aye**  
**Saunders: Aye**  
**Garcia: Aye**  
**Wadle: Aye**

**The motion passed unanimously.**

**6. INFORMATIONAL ITEMS**

**A. Board Reports**

*Director Saunders provided pictures from the United Water Conference that Director Saunders, Director Souza, Director Wadle and General Manager Steve Palmer attended. He reported on his tour of the new Auburn Lake Treatment Plant and his role in the Wholesale Water Loss Workgroup that he will be attending on August 20<sup>th</sup> for the California State Water Conservation Legislation Workgroup. He shared the timelines for Sexual Harassment Training for Board Members and the Districts Risk Management, ACWAJPIA, advice on Sexual Harassment policy review. Director Saunders presented a written informational report which is Attachment 3 to these minutes.*

*Director Garcia reported that she is hosting a town hall style meeting on Saturday, September 21<sup>st</sup>. Ms. Garcia reported on the Cannabis Ad-Hoc meeting at the County Board of Supervisors Chambers she attended and her plans to attend the El Dorado County Water Agency meeting and the Government Finance Officers Association training. Director Garcia provided a copy of a slideshow from the Cannabis Ad-Hoc meeting, which is Attachment 4; a written report from the CSDA leadership academy as Attachment 5; and a list of requested future agenda items as Attachment 6.*

*Director Wadle reported he attended a Media Training event and Financial Management Training. He will also be attending the upcoming GFO Training. Mr. Wadle gave an update on the CSDA board meeting and the concern for AB1486.*

## **B. General Manager's Report**

*Mr. Palmer provided a slide show presentation and discussion on current and completed capital projects. Mr. Palmer spoke about the project that was out for bid on Kit Fox Court and shared photos of a garage that was flooded due to a line break. He also shared photos of a canal leak below Spanish Dry Diggins and Hwy 193 that is being repaired.*

*Director Garcia asked for an update on the annual tank recoating, the rebuilt filter at Walton Lake Treatment Plant, the back up generator for office, Tyler Technology Software, and the ALT Zone Permit.*

*Dane Wadle spoke about the importance of putting money aside for capital investments, which hasn't been done in a long time, he pointed out that approximately sixty percent of Districts infrastructure is over forty years old.*

**Public Comment:** *Steve Miller, Phyllis Polito and Steve Dowd had comments.*

## **C. Operation Manager's Report**

*Operations Manager Darrell Creeks reported that the lake stopped spilling on July 16<sup>th</sup> which is five days from the record of July 21, 1995. He gave a report on water production, sampling, and completion of work orders.*

*Director Saunders suggested replanting trees at Stumpy Meadows Reservoir. Mr. Creeks stated they were planted two years ago.*

## **D. ALT Treatment Plant Update**

*Engineering Consultant George Sanders presented a slide show and discussion on the work completed at the ALT plant. He reported on the status of the budget and the disbursements for the state loan. Mr. Sanders complimented Mr. Creeks for his work getting the ALT operating permits. He reported that the new plant is online and producing water.*

*Director Halpin thanked Mr. Sanders for doing a good job.*

*Director Garcia commended everybody on doing a good job and for all their hard work and efforts during this long process.*

*Director Saunders thanked Mr. Sanders for the tour of the plant.*

**E. Finance Committee Report**

*Finance Committee Chair Steve Miller submitted an agenda and requested board approval of research items the Committee would like to work on when the Committee isn't tasked with any specific items from the General Manager.*

**7. NEW BUSINESS**

**A. Budget Increase in the Amount of \$20,780 to Fund New State of California Water Testing Requirements**

**Possible Board Action:** Adopt Resolution 2019-49.

*Mr. Palmer presented the report.*

*There was some discussion and questions about the sampling process.*

**Public Comment:** *There was no public comment.*

**Motion by Director Halpin to accept staff's recommendation. Second by Director Garcia.**

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

**Halpin: Aye**  
**Garcia: Aye**  
**Saunders: Aye**  
**Souza: Aye**  
**Wadle: Aye**

**The motion passed unanimously.**

**B. Approve Project Plans and Specifications and Authorize Bid for 2018 Main Canal Reliability Project**

**Possible Board Action:** Adopt Resolution 2019-50.

*Mr. Palmer presented the report.*

*There was discussion regarding the project.*

**Public Comment:** *Karen Bartholomew had comments.*

**Motion by Director Halpin to accept staff's recommendation. Second by Director Garcia.**

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

**Halpin: Aye**  
**Garcia: Aye**

**Saunders: Aye**  
**Souza: Aye**  
**Wadle: Aye**

***The motion passed unanimously.***

**C. Adopt an Ordinance Certifying Annual Direct Charges, Fees, and Assessments**

**Possible Board Action:** Second reading and adopt Ordinance 2019-01.

*Management Analyst Christina Cross presented the report. She noted the Ordinance number had changed.*

*Ms. Cross reported that the procedure for adopting this Ordinance will change next year and noted the changes.*

*The board asked questions about the list and lien procedures.*

*Director Wadle read the second reading.*

***Public Comment:*** *There was no public comment.*

***Motion by Director Halpin to adopt the Ordinance. Second by Director Saunders.***

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

***Halpin: Aye***  
***Saunders: Aye***  
***Souza: Aye***  
***Garcia: Aye***  
***Wadle: Aye***

***The motion passed unanimously.***

**D. Consider Joining Coalition for Fire Protection**

**Possible Board Action:** Adopt Resolution 2019-51.

*Mr. Palmer presented the report.*

*There was discussion about the benefits of joining the Coalition for Fire Protection.*

***Public Comment:*** *There was no public comment.*

***Motion by Director Halpin to accept the staff's recommendation. Second by Director Souza.***

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

***Halpin: Aye***

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

***The motion passed unanimously***

**E. Adopt New Board Policies Required for Special District Leadership Foundation Transparency Certificate – Brown Act Compliance, Board Meeting Conduct, and Rules of Order for Conduct of Board and Committee Meetings**

**Possible Board Action:** Adopt Resolution 2019-52.

*Ms. Cross presented the report.*

*Director Saunders requested a change to policy 5040.4.5.*

*Director Garcia shared concerns about prior board policy and procedure requests on the agenda.*

*Legal Counsel Barbara Brenner asked for clarification on Policy Number 5040.3.1 and 5040.3.2 and suggested changes.*

***Public Comment on Policy Number 5040:*** *Cherie Carlyon had comments*

*The Board directed staff to bring back a policy 5040 with the changes suggested by Director Saunders and Legal Counsel.*

*No Board comments on Policy Number 5030, will keep as written.*

***Public Comment on Policy Number 5030:*** *Phyllis Polito asked questions about the policies.*

***Motion by Director Saunders to approve Policy 5030 which covers Board Meeting Conduct. Second by Director Garcia.***

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

***Saunders: Aye***  
***Garcia: Aye***  
***Halpin: Aye***  
***Souza: Aye***  
***Wadle: Aye***

***The motion passed unanimously***

*No Board comments on Policy 5000, will keep as written.*

***Public Comment on Policy Number 5000:*** *No public comment.*

***Motion by Director Saunders to adopt Policy 5000 on Brown Act Compliance. Second by Director Halpin.***

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

**Saunders: Aye**  
**Halpin: Aye**  
**Garcia: Aye**  
**Souza: Aye**  
**Wadle: Aye**

**The motion passed unanimously**

**F. Consider Adopting a Board Policy Regarding Director Reports**

**Possible Board Action:** Review and provide direction

*Mr. Palmer presented the report.*

*There was discussion about the length of Director reports and power point presentations.*

**Public Comment:** *Cherie Carlyon, Steve Miller and Phyllis Polito had public comments.*

*The Board directed staff to bring back a draft policy.*

**G. Review of Planned Finance Committee Items for Fiscal Year 2019-2020**

**Possible Board Action:** Review and provide direction

*Finance Committee Chair Steve Miller presented the report.*

*There was discussion about the report the Finance Committee presented to the board and questions about the role of the Finance Committee.*

**Public Comment:** *Phyllis Polito and Karen Bartholomew had comments.*

**Motion by Director Garcia to direct the Finance Committee to work on the items identified in the Staff Report with the addition of Quarterly Reviews, and the items identified by the Finance Committee dated Wednesday, August 1, 2019. Finance Committee priority would be to first address the list included in the Staff Report and Quarterly Reviews, and second priority would be to work on items identified in the list prepared by the Finance Committee. Second by Director Halpin.**

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

**Garcia: Aye**  
**Halpin: Aye**  
**Saunders: Aye**  
**Souza: Aye**  
**Wadle: No**

**H. Review of Process for General Manager Annual Performance Evaluation**



**Possible Board Action:** Review and provide direction

*Mr. Palmer presented the report along with attachments outlining the current General Manger Annual Performance Evaluation process.*

*Director Garcia presented handouts from the CDSA Leadership Academy that she attended with Director Saunders. Ms. Garcia showed example forms that she got from Department of Water Resources and discussed how the forms are used. These are included as Attachment 7.*

*There was discussion by Board and Legal Counsel regarding the process and procedure of the evaluation process.*

*The Board directed Staff to keep the evaluation process the same.*

- 8. BOARD MEMBER COMMENTS, REQUESTS FOR ADDITIONS TO FUTURE MEETING AGENDAS AND REQUESTS FOR INFORMATION OR RESEARCH TO BE COMPLETED BY STAFF** – Opportunity for Board members to discuss matters of interest to them and provide input for future meetings as well as report on their District-related meeting attendance.

*Director Garcia requested a reserve balance budget sheet when the new Tyler Software is implemented. She requested CIP schedules and asked the Board to consider 1.) a Treasurers Report on the agenda 2.) Limiting the budget on legal fees. She mentioned that she will e mail the handouts that were not submitted at the board meeting for record.*

*Director Saunders spoke about emergency preparedness, board policy review process, the Harassment Policy and implementing a calendar road map that highlights upcoming events.*

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

*The meeting adjourned at 6:51 P.M.*

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Steve Palmer by telephone at 530-333-4356 or by fax at 530-333-9442. Requests must be made as early as possible and at least one-full business day before the start of the meeting. In accordance with Government Code Section 54954.2(a), this agenda was posted on the District's bulletin board at the Georgetown Divide Public Utility District office, at 6425 Main Street, Georgetown, California, on August 9, 2019.



Steven Palmer, PE, General Manager

10/9/19

Date