



MINUTES

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

TUESDAY, NOVEMBER 10, 2020
2:00 P.M.

David Souza, President
Michael Saunders, Vice President
Cynthia Garcia, Treasurer
Dave Halpin, Director
Dane Wadle, Director

NOTICE: THIS MEETING WILL BE HELD IN ACCORDANCE WITH EXECUTIVE ORDER N-29-20, ISSUED BY CALIFORNIA GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, THE RALPH M. BROWN ACT (CALIFORNIA GOVERNMENT CODE SECTION 54950, ET SEQ.), AND THE FEDERAL AMERICANS WITH DISABILITIES ACT.

THIS MEETING WILL NOT BE PHYSICALLY OPEN TO THE PUBLIC. ALL MEMBERS OF THE PUBLIC MAY PARTICIPATE IN THE MEETING VIA VIDEO CONFERENCE AT

<https://us02web.zoom.us/j/84965091848?pwd=MnM4eXp6VXdIMmx5THJrR3BGdEFNUT09>

MEETING ID: 849 6509 1848 AND PASSWORD: 670229 OR VIA TELECONFERENCE BY CALLING 1-669-900-6833, MEETING ID: 849 6509 1848 AND PASSWORD: 670229 AND WILL BE GIVEN THE OPPORTUNITY TO PROVIDE PUBLIC COMMENT. PLEASE NOTE THAT ANY PERSON ATTENDING VIA TELECONFERENCE WILL BE SHARING THE PHONE NUMBER FROM WHICH THEY CALL IN WITH THE BOARD AND THE PUBLIC.

We encourage Board members and participants to join the teleconference 15 minutes early. Due to high call volumes, we ask that Board members and participants retry calling in if there is a busy signal or if you cannot successfully connect to the meeting when you call in.

MISSION STATEMENT

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

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

videoconference, please adhere to the guidance below for addressing the Board of Directors for both items on the agenda and a matter that is not on the agenda

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. Please use the raise your hand feature when you wish to address the Board or, if participating via teleconference, dial *9 to indicate you would like to speak. The President will call upon you by addressing you by the name or phone number indicated.
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

President Souza called the meeting to order at 2:00 PM.

Present: SAUNDERS, GARCIA, HALPIN, WADLE, SOUZA

Director Garcia led in the Pledge of Allegiance.

2. ADOPTION OF AGENDA

Director Saunders motioned to adopt the agenda. Second by Director Halpin.

The motion passed.

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

Tony Franco asked for an update on the formation of a panel to look why the District got an EIR exemption when the CEQA review was done incorrectly given there was an environmental impact. He stated the creek was flowing for a week because a fallen tree blocked the ditch and asked if the District knew where the tree had fallen.

General Manager Jeff Nelson confirmed the District knew the location of the fallen tree since they removed the tree. Mr. Nelson stated that it is Staff's position that the environmental document was done properly.

Mr. Franco stated there are two agencies whose reports indicate the ditch feeds the creek. He said he provided the District with copies of those reports.

Legal Counsel Barbara Brenner stated she went through all the materials that Franco provided to the District and the two agency reports being referenced do not conclude there is a connection between the ditch and the creek, only that there is a close proximity.

Mr. Franco said will resend and highlight the documentation.

4. PROCLAMATIONS AND PRESENTATIONS

None

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

A. Approval of Minutes

1. Closed and Regular Session Meeting of October 13, 2020

Director Saunders motioned to approve minutes and Director Garcia seconded the motion.

ROLL CALL VOTE:

AYES: SAUNDERS, GARCIA, HALPIN, WADLE, SOUZA

The motion passed.

B. Financial Reports

1. Statement of Cash Balances – September 2020

2. Month-End Cash Disbursements Report

Director Garcia pulled B.2. from the Agenda to ask why information was blocked out on some of the checks. Management Analyst Christina Cross explained these are customer refunds that contained personal customer information that had to be redacted.

Director Saunders to approve 5.B.2 seconded by Director Halpin.

The Board Clerk stated that the entire Consent Calendar should be approved except when items are pulled, and not approved item by item. Since Item A of the Consent calendar was already approved, Director Saunders reworded his motion.

Motioned by Director Saunders to approve Items B.1 and B.2 of the Consent Calendar. Director Halpin seconded the motion.

The motion passed by acclamation.

6. INFORMATIONAL ITEMS

A. Board Reports

Director Saunders reported that the District should receive preliminary measurements from the State Water Measurement Study based on the Model Water Landscape Ordinance. Upcoming legislation will provide the District with a budget for our overall indoor and outdoor water use that includes ag, residential, and commercial use.

Director Saunders reported that he continues to represent Special Districts as LAFCO commissioner where he brought up the issue of using municipality service reviews to ascertain what services are being provided when the Board of Supervisors is looking at the property taxes from districts, especially water districts.

Director Garcia provided details on the many classes she is currently taking relevant to the work of the District.

Director Wadle reported that he sent a Year-end Legislative Report to Staff for distribution. Additionally, the District needs to appoint a representative to the El Dorado County Water Agency. They meet the second Wednesday of each month.

There were no other Board reports.

B. General Manager's Report

Mr. Nelson highlighted his written report with the following:

- The Board will need to approve the new MOU with Local 39 before the end of the month or wait for the new Board.*
- The roof was replaced at both the District Administrative Building and the Shop.*
- Finally closed out the contract with Myers & Sons for the ALT Water Treatment Plant. Withheld approximately \$5,000 from the final payment request of \$100,000.*
- The conversion to the Tyler system is moving along.*
- Have received a few notes of appreciation from some customers.*

Director Wadle asked for an update on the loan for the water meter project and Adam Brown stated he is working with Legal Counsel regarding the Water Board inquiries on disclosures and everything was still on track to obtain the funding sometime in the Spring.

Director Saunders asked if there would be an ability to email customers through Tyler. Ms. Cross indicated we will be able to communicate with customers if they provide email addresses. Director Saunders stated customers should be encouraged to update their contact information by letting them know that providing an email address will allow the District to contact them in case of emergencies and to issue alerts.

C. Operation Manager's Report

Mr. Nelson then gave the Operation Manager's Report for Darrell Creeks who was out of state.

Director Garcia asked about the Stumpy level dropping down because of the water transfer stating it was her understanding that we it goes down to 12,800acre feet it triggers conservation measures.

Adam Brown stated those trigger levels are for April levels and that he expects Stumpy to start filling up with the onset of rains.

D. Water Resources Report

Adam Brown referenced a report that is being developed to give the District a snapshot of the October-September water year.

7. COMMITTEES:

A. Ad Hoc Grant Writing Committee – Verbal update by Director Saunders

Director Saunders report the committee met on October 30 which was attended by Director Garcia, Adam Brown, and volunteers from the community.

8. NEW BUSINESS

A. 2019/2020 Reserve Fund Transfer Analysis

Possible Board Action: Adopt Resolution

Mr. Nelson invited Financial Consultant, Joe Aquilar from Eide Bailly, LLP to expand on the written report. Mr. Aquilar recommended the Board increase the operating fund balance to a minimum of 180 days of operating expenses which would result in a fund transfer of \$182,956 into the reserve fund. The current board policy of maintaining a minimum of 120 days of operating expenses would result in a transfer into the reserve fund of \$1,049,913. This was followed by a lengthy discussion about the 120 day versus 180-day operating minimum fund balance.

Director Saunders asked how much would be available for transfer if the minimum operating expenses was increased to a minimum of 150 days due to the current economic situation. The consultant calculated \$616,134.

Public Comment: Mike Thornbrough and Steve Dowd commented.

It was motioned by Director Saunders to use a 150-day minimum operating expense which would result in a \$616,134 transfer into the Capital Reserve Fund. Seconded by Director Garcia.

ROLL CALL:

AYES: Wadle, Halpin, Garcia, Saunders and Souza

The motion passed.

B. Supplemental CIP Report

Possible Board Action: Adopt Resolution

The staff recommendation would increase the FY 20/21 CIP budget from \$682,000 to \$1,411,000. The proposed amount to complete the additional capital improvement projects and adjusted cost total \$729,000.

It was motioned by Director Wadle to approve Staff's recommendation and seconded by Director Halpin.

ROLL CALL:

AYES: GARCIA, SAUNDERS, WADLE, HALPIN, SOUZA

The motion passed.

9. PUBLIC HEARING

A. None.

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

Director Garcia asked that the Asset Management Program be added to a future agenda.

11. NEXT MEETING DATE AND ADJOURNMENT – The next Regular Meeting will be on December 8, 2020 at 2:00 P.M. via teleconference. Details to follow.

It was motioned by Director Halpin to adjourn and seconded by Director Garcia.

The motion passed by acclamation.

12. In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District Office by telephone at 530-333-4356 or by fax at 530-333-9442. Requests must be made as early as possible and at least one-full business day before the start of the meeting. In accordance with Government Code Section 54954.2(a), this agenda was posted on the District's bulletin board at the Georgetown Divide Public Utility District office, at 6425 Main Street, Georgetown, California, on November 4, 2020.



Jeff Nelson, Interim General Manager

March 10, 2021

Date