

## CONFORMED AGENDA

### REGULAR MEETING

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

TUESDAY, AUGUST 11, 2015  
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
  - 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: Hoelscher, Capraun, Hanschild, Uso. Staff present: General Manager Wendell Wall, Operations Manager Darrell Creeks, Office Manager Victoria Knoll. Legal Counsel: Barbara Brenner of Churchwell White. Director Hoelscher noted that Director Krizl was absent due to a recent surgery.*

**2. ADOPTION OF AGENDA**

**A. Board Action –**

***Motion by Director Uso to adopt the agenda; second by Director Hanschild.***

***Public Comment: None***

***Vote: Motion carries***

***Ayes: Hoelscher, Capraun, Hanschild, Uso.***

**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.

*Johanna Friesen of Garden Valley spoke regarding to the Prop 218 notice.*

*Steven Proe of Greenwood commented regarding an email billing he received, echoed comments made by Ms. Friesen, and expressed concerns regarding the ditch providing two CD copies of a video he made of a 2006 ditch tour.*

#### **4. APPROVAL OF MINUTES**

- A. Regular Board Meeting of June 9, 2015.
- B. Board Action to approve and file minutes.

***Motion by Director Uso to approve the minutes; second by Director Hanschild.***

***Public Comment: None***

***Vote: Motion carries***

*Ayes: Capraun, Hanschild, Uso.*

*Abstain: Hoelscher*

#### **5. FINANCIAL REPORTS**

- A. Accounts Payable for August 2015.
- B. Expense Summary for June 30, 2015 – Not available due to year end items.
- C. Cash and Investment Reports for June 30, 2015.
- D. ALT Zone and CDS Summary for June 30, 2015 – Not available due to year end items.
- E. Board Action to accept and adopt financial reports.

***Motion by Director Uso to adopt the financial reports; second by Director Hanschild.***

***Public Comment: None***

***Vote: Motion carries***

*Ayes: Capraun, Hanschild, Uso.*

*Noes: Hoelscher*

*Director Hoelscher explained his "No" vote stating that he felt he did not have enough time to review the financial reports prior to the meeting.*

#### **6. PRESIDENT'S REPORT – No report given.**

## 7. BOARD REPORTS

*Director Capraun reported that she would follow up at the next El Dorado County Water Agency meeting regarding the request made by the Quintette Service District at the June 9, 2015 Board meeting.*

## 8. GENERAL MANAGER'S REPORT

*At the request of General Manager Wall, Operations Manager Darrell Creeks reported on the District's water use for the previous month. Mr. Creeks reported that the district produced 41% less water in July than it did in July 2013. He further noted that everything was in compliance last month, and that as of August 3 the lake level was at 8,875 acre feet, or 44% of capacity. Current releases from Stumpy on this date were 15 CFS. Flow into stumpy on this date was recorded at 2.5 CFS.*

*GM Wall continued his report noting that the District has seen an overall increase in the loss of water due to theft, likely stimulated by the continued drought and the lack of available water in the area. Water theft often results in significant damage to district facilities due to improper use of hydrants, valves and meter tampering.*

*A review of the District files suggests there is a need to enact a policy that would set fines and specify other consequences for those individuals that steal water and cause damage to District facilities.*

*A draft "Theft of Service and Tampering Policy" is contained within the Agenda Packet. Prior to moving forward with the policy, the draft version will be submitted to Legal Counsel for review. Formal action on this policy would require Board action in the form of a resolution relating to the same. It is anticipated staff will bring the proposed policy and resolution forward for Board consideration at the September meeting.*

*Staff met with the Finance Committee at its regular meeting on August 3, 2015. An element of that meeting included a review of the proposed capitalization policy. In a discussion of that item, a proposal was presented by the Finance Committee to capitalize all fixed assets and equipment with a value in excess of \$3,000 and a calculated useful life of 3 to 40 years. Prior to adoption of this proposed policy, District staff will review all elements of the proposed policy and report back to the Finance Committee and the District Board at the September 8 Board meeting.*

*Staff attended a CABY Grant kick-off meeting on July 21. The meeting was held at Placer County Water Agency (PCWA) facilities located in Auburn. The Grant has now been executed, and the District will be working directly with the Nevada Irrigation District (NID) on the administrative components of this process. Our grant is one of several awarded by DWR and administered through NID. It is anticipated that the District will submit an invoice by September 30, 2015. That invoice will reflect the District expenses, as identified under Stage 1 (Direct Administration) costs. The invoice will include the administrative expenses of management, consultants, and Board members who have been involved in the project preparation of the grant.*

*Staff received confirmation from the County of El Dorado that the request for payment (SMUD) has been received. Receipt of the FY 2014-15 payment of \$108,615 is anticipated in August, and the FY 2015-16 payment of \$107,825 is expected to be received in October.*

*The FY 2013-14 Audit is scheduled to begin in September and will be done on time this year.*

*Director Capraun asked about security. GM Wall reported that two proposals had been received and he is prepared to move forward with a security system for both the District office as well as the shop. Installation of a security system at the Walton Treatment Plant will be delayed due to the lack of wireless connection availability at the location. Director Capraun raised a concern regarding which account the money should come from for setting up the security system. Director Uso requested that the General Manager return to the next meeting with a funding source for the system.*

## **9. FY 2015-16 CAPITAL BUDGET**

- A. Discussion** – The presentation explaining items to be purchased and tasks to be completed within the 2015-16 Fiscal Year including recommended funding source.

*Office Manager Victoria Knoll presented a proposed FY 2015-16 Capital Budget.*

- B. Board Action** – Approve and adopt FY 2015-16 Capital Budget.

***Motion by Director Uso to approve and adopt Option #2 (which proposed leasing the truck) and to transfer \$335,000 from Stumpy Meadows fund to cover the capital expenses; second by Director Hanschild.***

***Public Comment:*** *Someone in the audience asked if any GDPUD employees had HAZMAT endorsement.*

***Vote: Motion carries***

*Ayes: Hoelscher, Hanschild, Uso.*

*Noes: Capraun*

*Director Capraun explained her “No” vote saying that she does not approve of taking money out of the Stumpy Meadows Reserve Fund without knowing where the money is coming from.*

## **10. GDPUD WATER RIGHTS PRESENTATION**

- A. Discussion** – Discussion of Pre-1914 Entitlements, Applications, and Permits on Districts Water Rights; a brief history will be discussed.

*GM Wall provided a summary and brief history of the District’s pre-1914 entitlements and its water rights applications and permits.*

- B. Receive and File**

## **11. RESTRUCTURING WORKFORCE**

- A. Discussion** – Restructuring the workforce to better meet the work demands and comply with the required State Water Board staffing requirements and also hiring a full time person to operate and monitor the Zone.

*The District's current water distribution staffing level is inadequate to perform at the levels necessary to complete the many tasks required in water distribution operations. Only one lead person and two water distribution operators cover the entire water distribution system which consists of 200 miles of pipelines and encompasses more than 75,000 acres of service area. The water distribution system currently has an aging infrastructure and requires repairs, increased underground markings, and additional mandates required by regulatory agencies. In addition, the District would like to move forward with preventive maintenance programs, gate valve exercising, and fire hydrant exercising which will allow the District to plan maintenance as opposed to reacting to emergencies.*

*In order to meet the above requirements, two additional staff members are needed for water distribution. Blue Ribbon Personnel Services will provide temporary employees to fill the vacant positions for six months.*

*Martin Ceirante has been operating the Walton Treatment Plant in the capacity of Lead Operator since October 2014 and serves as the Water Resources Control Board required Chief Water Treatment Plant Operator title of record for the District.*

*The Zone requires a full time employee to perform septic inspections, pump station operation, and maintenance, CDS field operations, escrow inspections, and ground water sampling. The position is fully funded by Zone Fund 40. The employee's time will be charged against this fund.*

**B. Board Action – Approve Restructuring of Workforce.**

*The Board directed GM Wall to return with a new organizational chart which would include a CDS/Zone position to be acted on at the September 8, 2015 Board Meeting.*

**12. PROFESSIONAL SERVICE AGREEMENT WITH SIREN AND ASSOCIATES**

**A. Discussion – Siren and Associates agreement to assist the District with the regulatory compliance for both the Public Water and Onsite Waste Water Management Zone reporting and other duties not to exceed \$23,445.**

*The District is currently under contract with Siren & Associates to assist staff with regulatory compliance for both the Public Water and Onsite Wastewater Management Zone reporting as well as other duties.*

*The District has received a proposal from Siren & Associates to provide the necessary monitoring and reporting for both the Public Water System and Onsite Wastewater Management Zone and other duties for the 6-month period of August 12, 2015 through February 12, 2016 in an amount not to exceed \$23,445.*

*Director Capraun recommended that going forward the contract should be for one year rather than six months.*

**B. Board Action – Approve Professional Services Agreement with Siren and Associates.**

**Motion by Director Uso to approve the professional services agreement with Siren and Associates; second by Director Capraun.**

**Public Comment:** A member of the public expressed agreement with Director Capraun's recommendation to make the contract an annual contract in the future.

**Vote:** Motion carries

Ayes: Hoelscher, Capraun, Hanschild, Uso.

### **13. PROFESSIONAL SERVICE AGREEMENT WITH GEORGE SANDERS**

- A. Discussion** – George Sanders Professional Service Agreement to assist the District with engineering work pertaining to the ALT Treatment Plant, CABY Grant Project and other projects requiring engineering expertise not to exceed \$75,000.

*GM Wall noted that the contract included with the agenda packet was the wrong contract and the Sanders contract would be presented at the next Board Meeting on September 8, 2015.*

*Director Capraun raised some concerns regarding the components of the contract.*

*Steve Proe expressed concern that the contract was not being discussed at this meeting.*

*Don Waltz asked if the contract is a sole source contract. Ms. Brenner and Mr. Sanders both responded that it is sole source. Mr. Waltz then asked what the scope of the contract is and whether any construction management is included. Ms. Brenner responded that there is no construction management included in the contract.*

*The correct draft of the contract will be in the agenda packet for the September 8, 2015 Board Meeting.*

- B. Board Action** – Approve Professional Service Agreement with George Sanders.

*No action was taken. This item will be heard at the September 8, 2015 Board Meeting.*

### **14. ALT TREATMENT UPDATE**

- A. Discussion** – U.S. Department of Fish and Wildlife are reviewing plans of the Treatment Plant.

*George Sanders reported that the District is still working with US Fish and Wildlife. Mr. Sanders will be providing an upgraded site plan because USFWS requested more detail in the project description.*

*Steve Proe and Don Waltz asked for documentation regarding permit applications and noticing.*

- B. Receive and File**

### **15. FINANCE COMMITTEE APPOINTMENTS**

- A. Discussion** – Three Finance Committee candidates under consideration: Dennis Goodenow, Donna Bruss, and Pat Snelling.

*Director Uso reported that candidates were interviewed separately by Directors Capraun and Uso and that they are bringing their recommendations forward.*

*Donna Bruss is qualified with experience in finance. Dennis Goodenow is qualified with experience in policy. Pat Snelling is qualified with experience in agriculture and business.*

- B. Board Action** – Select two candidates to be members on the Finance Committee.

***Motion by Director Uso to appoint Donna Bruss; second by Director Hanschild.***

***Public Comment:*** Ray Kringle commented that he is eager to get additional members on the Committee as soon as possible and would support any or all of the three on the Committee.

Steve Proe recommended that the Board change the Finance Committee policy to allow all three candidates to be on the Committee.

***Vote: Motion carries.***

*Ayes: Hoelscher, Capraun, Hanschild, Uso.*

***Motion by Director Uso to appoint Dennis Goodenow; second by Director Hanschild.***

***Public Comment:*** Pat Snelling raised the question that if Dennis was appointed would that mean both positions are filled. Director Hanschild responded that that is how it works.

***Vote: Motion fails.***

*Ayes: Hanschild, Uso.*

*Noes: Hoelscher, Capraun.*

*The Directors agreed to table the other two names until the full Board can vote.*

***Motion by Director Capraun to appoint Pat Snelling; second by Director Uso.***

***Public Comment:*** None.

***Vote: Motion fails.***

*Ayes: Hoelscher, Capraun.*

*Noes: Hanschild, Uso.*

**16. 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 Capraun requested a full accounting of all the accounts, how much is in each fund, where the depreciation has gone, and how much money the District has and how it is allotted.*

*Mr. Goodenow noted that the Finance Committee had made a presentation to the Board in June 2013 regarding how much was supposed to go to the reserve accounts, depreciation, and so forth. He said the data is available and just needs to be updated.*

*Finance Committee Chair Rick Gillespie requested that the definition of what Capital is needs to be addressed. GM Wall stated that it is in his GM report to return with that in September.*

**17. CLOSED SESSION**

A. CONFERENCE WITH LEGAL COUNSEL – Board to consider the appointment, employment, evaluation of performance, discipline or dismissal of a public employee pursuant to Government Code Section 54957 (b)(1).


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

*The Board returned to open session at 4:42 PM and reported that no action was taken in closed session.*

**19. NEXT MEETING DATE AND ADJOURNMENT** – The next regular meeting will be on September 8, 2015 at 2:00 PM at the Georgetown Divide Public Utility District office.

*The meeting adjourned at 5:42 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 Wendell Wall 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 6, 2015.

Signed   
Wendell B. Wall, General Manager

Date 9-8-2015