



## MINUTES

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

TUESDAY, March 8, 2022  
2:00 P.M.

#### BOARD OF DIRECTORS

Michael Saunders, President  
Mitch MacDonald, Vice President  
Mike Thornbrough, Treasurer  
Donna Seaman, Director  
Gerry Stewart, Director

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

*President Saunders called the meeting to order at 2:05 PM*

##### **ROLL CALL**

**DIRECTORS PRESENT: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS**

*Director Seaman led in the Pledge of Allegiance.*

#### 2. ADOPTION OF AGENDA

*President Saunders requested that Agenda Item 9C be moved in front of 9A.*

**MOTIONED BY DIRECTOR SEAMAN TO ADOPT THE AGENDA WITH THE CHANGE IN SEQUENCE WITH ITEM 9C MOVED IN FRONT OF 9A. SECONDED BY DIRECTOR STEWART.**

**ROLL CALL VOTE:**

**AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS**

**NOES: NONE.**

**ABSENT/ABSTAIN: NONE.**

**THE MOTION PASSED.**

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

*There were public comments.*

**4. PROCLAMATIONS AND PRESENTATIONS**

**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. Financial Reports**

- 1. Budget to Actuals Report**
- 2. Pooled Cash Report**
- 3. Monthly Check Report – February 2022**

**B. Approval of Minutes**

- 1. Special Closed Session of February 8, 2022**
- 2. Regular Meeting of February 8, 2022**
- 3. Special Workshop Meeting February 16, 2022**

**MOTIONED BY DIRECTOR MACDONALD TO APPROVE AGENDA ITEMS 5B1 & 5B3.  
SECONDED BY DIRECTOR THORNBROUGH.**

**ROLL CALL VOTE:**

**AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS**

**NOES: NONE.**

**ABSENT/ABSTAIN: NONE.**

**THE MOTION PASSED.**

*Public Comments:* Cherie Carlyon inquired about Check #33092; and Operations Manager Adam Brown responded this expense was related to a breaker replacement at Walton Lake Treatment Plant.

**MOTIONED BY DIRECTOR STEWART TO APPROVE AGENDA ITEMS 5A1-3.  
SECONDED BY DIRECTOR MACDONALD.**

**ROLL CALL VOTE:**

**AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS**

**NOES: NONE.**

**ABSENT/ABSTAIN: NONE.**

**THE MOTION PASSED.**

The Board then considered Agenda Item 5B2, the minutes of February 8, 2022, and the following corrections were requested:

- Requested by President Saunders: Page 10, Item 8A, paragraph before Public Comments, add, “As directed by the Board, Mr. Coyan...”
- Requested by President Saunders: Page 10, Item 8B, referencing President Saunders’ comments, (1) change “wondered” to “asked” (2) change “recommended” to “questioned if funding should come from reserves.” Remove the last sentence, “There is no reserve on the non-CDS side.”
- Requested by Director Stewart: Page 16, Item 9F, correct “Seaman” to “Seaman” in the motion.
- Requested by Director Seaman: Page 11, Item 8C, add the following paragraph: “The Board discussed the possibility of scheduling a Special Meeting for Friday, February 18, 2022, at 10 AM, if needed to consider the creation of a retired annuitant position.”
- Requested by Director Seaman: Page 15, Item 9C, to complete the last paragraph.
- President Saunders requested that his February 8 report be added to the minutes.

Public Comments: None

**MOTIONED BY DIRECTOR THORNBROUGH TO APPROVE AGENDA ITEM 5B2 WITH CORRECTIONS. SECONDED BY DIRECTOR SEAMAN.**

**ROLL CALL VOTE:**

**AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS**

**NOES: NONE.**

**ABSENT/ABSTAIN: NONE.**

**THE MOTION PASSED.**

## **6. INFORMATIONAL ITEMS**

### **A. Board Reports**

Director Seaman requested the following information from Staff:

- Irrigation maps with ditch easements.
- Information from Legal Counsel about deed to easements.
- Documentation of areas that have been cleared during the year and number of personnel hours to complete.

She also asked that the CEQA information gave to Adam Brown be passed on to the new Water Resources Manager.

Director Thornbrough reported he received the Stormwater Resource Plan at the EDWA Board meeting which he passed on to the General Manager.

Director MacDonald reported that he responded to posts on social media about the District.

President Saunders requested the following:

- That his February report be added to the minutes of the February 8, 2022, regular board meeting.
- Asked the General Manager to register the District for the Low Income Household Water Program.
- Asked that the “AMR Frequently Asked Questions” be included as an insert to

*the next billing.*

*Discussion WAS initiated by Director Thornbrough and Director MacDonald regarding the water budget based on outdoor standard and the formula for determining irrigation volume based on square footage.*

## **B. Legislative Liaison Report**

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

*General Manager Adam Coyan summarized his written report. Discussion followed regarding security issues that Mr. Coyan stated needed to be addressed before in-person meetings can occur. Suggestions were received on temporary measures to address the security issues and allow for in-person meetings again.*

**MOTIONED BY DIRECTOR THORNBROUGH FOR 15-MINUTE BREAK.  
SECONDED BY DIRECTOR SEAMAN.**

**ROLL CALL VOTE:**

**AYES: THORNBROUGH, SEAMAN, STEWART, SAUNDERS**

**NOES: NONE.**

**ABSENT/ABSTAIN: MACDONALD**

**THE MOTION PASSED 4 - 0.**

*President Saunders reconvened the meeting at 3:35 PM.*

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

*Operations Manager Adam Brown summarized his written report. Director Thornbrough asked if the pump station rebuild was covered under the insurance and Mr. Brown indicated he would check and report back.*

*Public Comments:* *Steve Dowd commented about the capacity at Stumpy Meadows.*

## **E. Water Resources Report**

*Mr. Brown presented the report.*

*Public Comments:* *None.*

## **7. COMMITTEES**

### **A. Finance Committee – Steven Miller, Chairman**

*Mr. Miller reported that the Finance Committee will meet on March 24, 2022.*

*President Saunders noted that the joint Budget Workshop will be scheduled at the Georgetown School, if it is available, to rotate meeting locations. President Saunders also reminded that Brown Act training will be provided at the next regular Board meeting.*

### **B. Irrigation Committee – Director Seaman**

*Director Seaman indicated she hoped the committee will soon be on board for their first meeting.*

**C. Ad Hoc Grant Writing Committee – President Saunders**

*President Saunders indicated the committee will likely meet this month.*

**D. Ad Hoc Committee for Policy Manual – President Saunders**

*President Saunders indicated the committee will meet when Gloria Omania is available to staff the committee.*

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

*President Saunders stated he would like to form an Ad Hoc Committee for Union Negotiations. He indicated he would serve and invited one other Board member to serve with him. Three Directors expressed interest and President Saunders asked for a 1 and 2 ranking by the Directors in an email to Erin Derwin. (NOTE: at the end of the meeting, it was announced that Director Thornbrough was selected to serve on the committee.)*

Public Comments: *Steve Dowd asked why Alexis Elliot who was hired to fill the Water Resources Manager position was not present. Mr. Coyan indicated Ms. Elliot would be at the next meeting.*

*Cherie Carlyon commented about the security issues around meeting in the Board room stating that in the past only two to three people from the public have attended.*

**8. OLD BUSINESS**

**A. Consider Approving a Retired Annuitant Position**

**Possible Action:** Approve Resolution 2022-XX establishing a Retired Annuitant Position

*Mr. Coyan presented the staff report that described how the CalPERS inquiry related to Gloria Omania’s assignment with the District could be addressed. Ms. Derwin provided additional background.*

Public Comment: *Steve Dowd asked about the nature of the retired annuitant position. Ms. Derwin responded that the salary is based on the position being filled. She further confirmed for Director MacDonald that the salary is hourly and there are no benefits.*

**MOTIONED BY DIRECTOR SEAMAN TO APPROVE THE RETIRED ANNUITANT POSITION. SECONDED BY DIRECTOR MACDONALD.**

**ROLL CALL VOTE:**

**AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS**

**NOES: NONE.**

**ABSENT/ABSTAIN: NONE.**

**THE MOTION PASSED.**

**9. NEW BUSINESS**

**A. Acknowledge Award Letter from the El Dorado Water Agency (EDWA) and El Dorado County approving funding through the 2021 American Rescue Plan Act (ARPA) for the GDPUD Water System Conditions Assessment and Water System Reliability Study in the amount of \$50,000**

**Possible Action:** Acknowledge receipt and authorize District Staff to execute the agreement.

*Mr. Brown provided the background on the award letter. President Saunders stated he and EDWA General Manager Ken Payne attended the meeting of the Board of Supervisors to let them know that Special Districts did not receive any funding, and the only access is through the county. .*

**MOTIONED BY DIRECTOR SEAMAN TO ACKNOWLEDGE RECEIPT OF AWARD LETTER AND DIRECT STAFF TO APPLY THE FUNDS TO THE WATER ASSESSMENT RELIABILITY STUDY. SECONDED BY DIRECTOR THORNBROUGH.**

**ROLL CALL VOTE:**

**AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS**

**NOES: NONE.**

**ABSENT/ABSTAIN: NONE.**

**THE MOTION PASSED.**

## **B. Consider Customer Gary Heinz Claim for Refund for Irrigation Services**

**Possible Action:** Approve or reject claim for a refund and direct Staff to formally notify customer.

*Adam Brown provided the background on the customer request for a refund. An exchange of questions and answers ensued between Staff and the Board related to the following:*

- The section of the Irrigation Ordinance that pertained to the matter;*
- Plans to replace, or maintain the pipe;*
- The District has admitted it was the District's work that caused the clog in the pipe;*
- That the repair should be contracted out to limit the District's liability;*
- The estimate of when the work was done to calculate the refund amount;*
- That the District can only charge a patron for services received; and*
- The refund should come with some agreement with the customer as to the date that the problem occurred;*

*Public Comments:* None.

**MOTIONED BY DIRECTOR THORNBROUGH TO ISSUE A REFUND FOR THE PERIOD JULY 1 TO SEPTEMBER, 2021. SECONDED BY DIRECTOR MACDONALD.**

**ROLL CALL VOTE:**

**AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS**

**NOES: NONE.**

**ABSENT/ABSTAIN: NONE.**

*Additional discussion followed related to fixing the problem with the pipe and liability for the District.*

**MOTIONED BY DIRECTOR THORNBROUGH TO DIRECT STAFF TO INFORM**

**THE CUSTOMER TO HIRE A PRIVATE CONTRACTOR TO VERIFY THE PROBLEM AND TO SUBMIT TO STAFF AN ESTIMATE TO FIX IT; AND STAFF TO COLLABORATE WITH LEGAL COUNSEL ON THE LANGUAGE TO BE INSERTED IN THE CUSTOMER-SIGNED AGREEMENT. SECONDED BY DIRECTOR SEAMAN.**

**ROLL CALL VOTE:**

**AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS**

**NOES: NONE.**

**ABSENT/ABSTAIN: NONE.**

**THE MOTION PASSED.**

**C. Receive an Update on the Refill Agreement**

**Possible Action:** Receive update and provide staff direction if necessary.

*Mr. Brown presented the update on the refill agreement. Even though Stumpy is at capacity (20,000 ac-ft), there is no credit unless the Delta is in excess, and Folsom is releasing. An exchange of questions, answers, and statements followed.*

*The Board directed Staff to invite Jeff Meyer of Western Hydraulics to come to a future meeting to provide another update.*

Public Comments: *Steve Dowd commented that the water transfer was a mistake.*

**D. Consider Establishing a Schedule for Adopting the FY 2022-23 Operating Budget**

**Possible Action:** Confirm/set dates and approve the schedule for adopting the FY 2022-23 Operating Budget

*The Board established the schedule for the review and adoption of the operating budget. The joint workshop was set for Tuesday, April 26, at 4:30 PM.*

Public Comment: *None.*

**E. (NOTE: This agenda item number is not being used.)**

**F. Consider Authorizing a Professional Services Agreement for CPA Services**

**Possible Action:** Authorize the General Manager to execute a Professional Services Agreement with Lance Soll & Lunghard, LLP

*Kelly Telford, of LSL CPAs, was present to answer questions and to thank the Board for the opportunity.*

**MOTIONED BY DIRECTOR THORNBROUGH TO APPROVE THE PSA WITH LANCE SOLL & LUNGHARD, LLP, FOR CPA SERVICES. SECONDED BY DIRECTOR SEAMAN.**

**AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS**

**NOES: NONE.**

**ABSENT/ABSTAIN: NONE**

**THE MOTION PASSED.**

## **G. Consider Board Committee Appointments of Public Members**

### **1. Consider Appointment of Public Members to the Finance Committee**

**Possible Action:** Appoint public members to Finance Committee

*Ms. Omania presented the staff report indicating there are two applicants, Robert Stovall and Bonnie Neely, adding if the Board chose to appoint both candidates, the policy on the Finance Committee membership would have to be amended.*

*Bonnie Neely was not present. Robert Stovall was invited to introduce himself.*

**MOTIONED BY DIRECTOR MACDONALD TO APPOINT ROBERT STOVALL TO THE FINANCE COMMITTEE. SECONDED BY DIRECTOR STEWART.**

**ROLL CALL VOTE:**

**AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS**

**NOES: NONE.**

**ABSENT/ABSTAIN: NONE.**

**THE MOTION PASSED.**

**MOTIONED BY DIRECTOR MACDONALD TO APPOINT BONNIE NEELY TO THE FINANCE COMMITTEE. SECONDED BY DIRECTOR SEAMAN.**

**ROLL CALL VOTE:**

**AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS**

**NOES: NONE.**

**ABSENT/ABSTAIN: NONE**

**THE MOTION PASSED.**

### **2. Appointment of Public Members to Irrigation Committee**

**Possible Action:** Appoint public members to Irrigation Committee

*Ms. Omania reported that two applications were received for the Irrigation Committee and if the Board chose to appoint both candidates, the Membership section of the draft policy for the Irrigation Committee would have to be edited.*

*Public comments: None,*

**MOTIONED BY DIRECTOR THORNBROUGH TO APPOINT CARLA SUTTON AND RAY GRIFFITHS TO THE IRRIGATION COMMITTEE. SECONDED BY DIRECTOR SEAMAN.**

**ROLL CALL VOTE:**

**AYES: THORNBROUGH, MACDOALD, SEAMAN, STEWART, SAUNDERS**

**NOES: NONE.**

**ABSENT/ABSTAIN: NONE.**

**THE MOTION PASSED.**

## **H. Consider Authorizing the District to Conduct Meetings by Teleconferencing**



during the Period of April 1 — April 30, 2022 as provided by Assembly Bill 361

**Possible Board Action:** Adopt Resolution 2022-XX authorizing teleconference meetings during the period of April 1 to April 30, 2022.

**MOTIONED BY DIRECTOR THORNBROUGH TO ADOPT RESOLUTION 2022-XX AUTHORIZING TELECONFERENCE MEETINGS DURING APRIL 1 TO APRIL 30, 2022. SECONDED BY DIRECTOR MACDONALD.**

**AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS**

**NOES: NONE.**

**ABSENT/ABSTAIN: NONE.**

**THE MOTION PASSED.**

- 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 Seaman inquired about the corner of the roof of the District Office where a piece has rotted after the \$20,000 roof repair last year.*

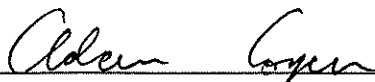
*President Saunders stated again that Brown Act training will be provided at the next regular Board meeting and invited all committee members to participate, indicating the training is scheduled for an hour.*

*Ms. Derwin reported that Director Thornbrough was selected to serve on the Labor Negotiations Committee.*

- 11. NEXT MEETING DATE AND ADJOURNMENT** – The next Regular Meeting will be on April 12, 2022 at 2:00 P.M. via teleconference. Details to follow.

**MOTIONED BY THORNBROUGH TO ADJOURN THE MEETING. SECONDED BY DIRECTOR STEWART. THE MOTION PASSED BY ACCLAMATION.**

**PRESIDENT SAUNDERS ADJOURNED THE MEETING 6:07 PM.**

  
\_\_\_\_\_  
Adam Coyan, General Manager

4/14/22  
\_\_\_\_\_  
Date