

AGENDA

Georgetown Divide Public Utility District Board Of Directors 6425 Main Street, Georgetown, California 95634

FINANCE COMMITTEE

Regular Meeting Thursday, October 27, 2022 3:30 P.M.

Finance Committee

Bob Stoffregen Robert Stovall

Board of Directors Liaison

Mike Thornbrough Mitch MacDonald

Steve Miller, Chairman Andy Fisher, Vice Chairman Vacant, Secretary

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 longterm needs.

NOTICE: This meeting will take place in the Board Room of the Georgetown Divide Public Utility District, located at 6425 Main Street in Georgetown, and will be open to the public. Members of the public may attend in person or may opt to participate in the meeting via video conference at:

https://us02web.zoom.us/j/7656449744?pwd=KzdUMndmT2dlS0djM01xOUVGTDNIdz09

Meeting ID: **765 644 9744** and Passcode: **800609** or via teleconference by calling 1-669-900-6833, Meeting ID: **765 644 9744** and Password **800609**. Note, any person attending via teleconference will be sharing the phone number from which they call in with the committee and the public.

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 Committee Chair. Please use the raise your hand feature when you wish to address the Board. 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. Out of respect for the meeting and others in attendance, please turn off all cell phones or put in the silent mode.

The Finance Committee Chair is responsible for maintaining an orderly meeting.

- 1. CALL TO ORDER
 - ROLL CALL
 - PLEDGE OF ALLEGIANCE
- 2. ADOPTION OF AGENDA
- 3. PUBLIC FORUM (Only Items Not on the Agenda) Any member of the public may address the Finance Committee on any matter within the jurisdictional authority of the Finance Committee. Public members desiring to provide comments, must be recognized by the Committee Chairman. The Finance Committee will hear communications on matters not on the agenda, but no action will be taken.
- 4. APPROVAL OF MINUTES Meeting September 29, 2022
- 5. FINANCE COMMITTEE MEMBER COMMITTEE COMMENTS AND REPORTS
- 6. INFORMATIONAL ITEMS
 - A. Grant Updates
 - B. Committee Vacancies
 - C. Audit Update
 - D. Mosquito Fire Financial Impact / Possible Funding
 - E. Socrata Implementation Update

7. FINANCIAL REPORTS

- A. Budget to Actuals Report
- B. Pooled Cash Report
- C. Monthly Check Report

8. ACTION ITEMS

A. Financial Adviser Review Request For Proposal (RFP)

Possible Action: Committee Recommendation to the Board

B. Discuss the Cancellation of November Meeting and rescheduling November and December meetings to December 15th.

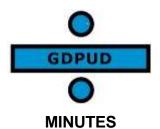
Possible Action: Committee vote to reschedule

- 9. AGENDA ITEMS FOR NEXT FINANCE COMMITTEE MEETING
- 10. NEXT MEETING DATE AND ADJOURNMENT The Finance Committee set the last Thursday of each month at 3:30 PM for regular committee meetings. Insofar as the next regularly scheduled meeting would fall on Thanksgiving, the next Finance Committee Meeting to be determined.

In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modification or accommodation to participate in this meeting, 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 **October 20, 2022**.

Nicholas Schneider, General Manager

Date



Georgetown Divide Public Utility District Board Of Directors 6425 Main Street, Georgetown, California 95634

FINANCE COMMITTEE

Regular Meeting Thursday, September 29, 2022 3:30 P.M.

Finance Committee

Steve Miller, Chairman Andy Fisher, Vice Chairman Marilyn Boehnke, Secretary

Bob Stoffregen Robert Stovall Board of Directors Liaison
Mike Thornbrough
Mitch MacDonald

MISSION STATEMENT

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- Provide reliable water supplies.
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1. CALL TO ORDER

Vice Chairman Andy Fisher called the meeting to order at 4:15 PM.

ROLL CALL

Committee members Present: Robert Stoffregen, Robert Stovall, Andy Fisher

Absent: Steve Miller, Marilyn Boehnke

PLEDGE OF ALLEGIANCE

Nicholas Schneider led the Pledge

2. ADOPTION OF AGENDA

Bob Stoffregen motioned to approve the Agenda; Robert Stovall seconded the motion

Ayes: Stoffregen, Stovall, Fisher

Nays: None

Absent: Miller. Boehnke

Motioned Carried.

3. PUBLIC FORUM — Any member of the public may address the Finance Committee on

any matter within the jurisdictional authority of the Finance Committee. Public members desiring to provide comments, must be recognized by the Committee Chairman. The Finance Committee will hear communications on matters not on the agenda, but no action will be taken.

Steve Proe (via Zoom) submitted an email (attached) for public comment as his computer was unstable. The General Manager, Nicholas Schneider summarized the email stating the request for public information had not been met. Items requested are information regarding water releases whether its treated water, flood waters, plus several other requests and responses from Board members and previous staff General Managers. He asked Mr. Proe for the opportunity to address the email and the concerns and work up a response that meets his satisfaction.

Cherie Carlyon commented on the size of the recordings being posted, they are too large for her to download. She will contact Jessica Buckle to see if she can get the audio only files.

Steve Dowd thanked the committee for recommending the 10% fee for delinquent accounts to the Board.

4. APPROVAL OF MINUTES – Meeting August 25, 2022

Robert Stovall motioned to approve the minutes, Bob Stoffregen seconded the motion

Ayes: Stoffregen, Stovall, Fisher

Nays: None

Absent: Miller, Boehnke

Motioned Carried.

5. FINANCE COMMITTEE MEMBER COMMITTEE COMMENTS AND REPORTS

None

6. INFORMATIONAL ITEMS

- A. General Manager gave a brief rundown of his background. He has
 - Bachelor's Degree in Turf Grass Management
 - Masters Degree in Environmental Engineering
 - Working on a PhD in Public Administration
 - Working on Special Engineers License
 - Previous Experience includes,
 - Golf Course Industry
 - Teacher
 - Various contact roles working with the public
 - Mojave Water Agency for approximately 9 years
- B. Update on Investment portfolio, we are currently writing a Request for Proposal (RFP) for a financial advisor to help us with investing the correct District accounts. Currently we use a Local Agency Investment Fund (LAIF). There are other public accounts that can be utilized to increase investments and thus increase infrastructure improvements and have additional reserve for the District.

The goal is to have it to the Finance Committee in October to review the RFP and

- review a preliminary investment policy. That will then go to the Board for their November meeting.
- C. Impact of the Mosquito Fire to the District, none of our infrastructure was affected. However, there are certain things of interest such as the burned trees near or next to our open ditch canals that have a potential of falling into the canals or creating erosion problems. We are currently working to develop a plan to address these issues. We are working with FEMA, Cal OES, and El Dorado County. We have until October 7th to indicate as to whether or not we will pursue FEMA funding—I think this is something we will be doing. Declaring a local state of emergency is on the Agenda for the October meeting. This will help us with procurement of funding in the future. FEMA allows for 75% of our cost to be reimbursed if we are approved.

Public Comment:

Steve Proe asked what the District is going to do with regard to California Environmental Act (CEQA) and National Environmental Policy Act (NEPA) with regard to any applications or work done on the ditch or any other infrastructure that may have been impacted by the Mosquito fire.

Nick Schneider replied that with regards to this work we will be filing a Notice of Exemption (NOE) with CEQA. We need to determine how in-depth FEMA wants us to take our NEPA process. Every federal agency you receive funding from has their own NEPA process. We cannot fulfill a NEPA until we are approved to be within their funding system. We will work directly with their NEPA analyst and complete whatever environmental documents they require us to complete to receive the funding. To whatever extent possible, we will allow the public to be part of the process. It will be part of regular Board meeting updates. Due to the costs to have the work done, it will require Board action to approve. At that time, we would welcome the public to come in and comment on those processes and what our recommendations are moving forward. Current being done is low cost, quick remediation work to get us through the first part of the rainy season. Any long-term work to be done on the system will be brought to the Board reminders and updates.

Mr. Proe expressed is concern in the "impact" rather than the "costs" and that the public be made aware.

Cherie Carlyon commented that GDPUD does not have easements along the whole ditch area. You need property owner permission to cut trees.

7. FINANCIAL REPORTS

A. Budget to Actuals — Period Ending: 08/31/2022

Jessica Buckle reported the period activity is for August, and the physical activity includes everything up to this point.

Andy Fisher requested the page numbers be sequential for the entire report rather than various report sequences.

Bob Stoffregen was trying to match reports with the total approved budget. He will send an email to Jessica so she could look into it (email attached). Also, he doesn't see the revenue for hydro or SMUD and Other. Jessica will check in Tyler for those amounts.

Public Comment:

Cherie Carlyon asked about the Electronic File Transfer's (EFT) at the end of the Check Report noting there is nothing in the space provided—i.e salaries and all the benefits. She does not see where each one of those items is listed individually. There are things that are paid that doesn't show up

Jessica Buckle stated this report is for accounts payable. We do not pay our employees that way. ADP is put somewhere else. She pointed to each fund where it has labor and overtime, temporary labor. That is all salary information. Stephanie Beck handles payroll and Jessica will check with her. She requested Cherie to send an email with specific questions so she could look it up. She can add Journal entries for future reference in the next meeting packets.

Cherie Carlyon asked about Socrata. **Nick Schneider** stated we're still working on it but should be able to implement it soon.

- B. Balance Sheet—Monthly Activities Report—Monthly Consolidated Statement of Net Position
- C. Bob Stoffregen noted there has been no movement at least since May for construction in progress; no movement in assessments receivable. If there is no movement on those accounts, how do you track where you are on construction projects?

Jessica Buckle, said within the Tyler system, all the CIP projects are in listed.

8. OLD BUSINESS — None

9. NEW BUSINESS

A. Committee Vacancies

Nick Schneider noted we have two vacancies to fill. We are putting out press releases, to let the community know and are requesting interested parties submit applications to the General Manager by November 16, 2022.

Andy Fisher suggested if there is difficulty filling the vacancies we consider some form of combining with the Irrigation Committee in order to meet a quorum.

10. AGENDA ITEMS FOR NEXT FINANCE COMMITTEE MEETING

- Update on Audit
- Investment Policy
- Fire Impact FEMA

Ayes: Stoffregen, Stovall, Fisher

Navs: None

Absent: Miller, Boehnke

Motioned Carried

11. NEXT MEETING DATE AND ADJOURNMENT – The Finance Committee set the last Thursday of each month at 3:30 PM for regular committee meetings. The next Finance Committee Meeting will be set for October 27, 2022.

Bob Stoffregen moved to adjourn, Robert Stovall seconded.

Ayes: Stoffregen, Stovall, Fisher

Nays: None

Absent: Miller, Boehnke

Motioned Carried.

Nicholas Schneider, General Manager

Date

Attachments;

- Steve Proe Email
- Bob Stoffregen Email

Steven Proe <trails-first@att.net>

To: General Manager

Cc:

- Michael Saunders:
- Mitch MacDonald;
- mthornbrough@gd-pud.orgd;
- seaman@gd-pud.org;
- Gerry Stewart;
- Adam Brown

+1 other

Thu 9/29/2022 3:32 PM

Dear Georgetown Divide Public Utility District (GDPUD):

I please, hear-bye request that this e-mail be included in today's Finance Committee meeting scheduled for 3:30 pm.

Please receive it as a Public Comment and as some of these may effect the issues that are scheduled on the agenda, that may effect the discussion on current and upcoming issues to be a part of the concerns GDPUD especially funding matters, it is important that this information be brought to their attention/all and be available to all to be used during this meeting.

I am unable to attend this meeting personally as I have great mobility issues and sporadic internet issues including an apparent desire of some of the members of the GDPUD district expressing a desire, including direction given to Mute my participation in Zoom meetings that have limited my ability to take an active and meaning part during these meetings as a result.

I request that this document also be delivered to your present general manager and to the Districts staff and all of the Board members.

I am unsure if the present general manager has been made aware of my numerous requests including statements made to the full Board during previous meetings.

I still have not received any type of reply from any of the GDPUD agency/district except for the President of the GDPUD Board (see included email and one e-mail from the past general manager of GDPUD.

I would also request a clarification as to when, where and how the President of the GDPUD Board was given the authorization to make and send to be the statements made in his e-mails.

It appears that GDPUD is not aware of the following which I am providing for all/their information and request for GDPUD and all associated to comply with re: compliance with the California Public Records Act. below is a verbatim section of that law that apparently GDPUD is not complying with.

Public Records Act requests can be verbal or in writing. **Requests need to describe existing, reasonably identifiable records that are relevant to the business of CSD**. Requests need not cite the PRA statute or other legal provisions.

Requests for documents will not be rejected due to technicalities.

Public Records Act - CSD - CA.gov

https://www.csd.ca.gov > Pages > Public-Records-Act

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Commission Guidelines for Public Records Act Requests

https://fgc.ca.gov > PRA-Requests

Commission Guidelines for Public Records Act Requests

Official website of the California Fish and Game Commission

A Commission employee who receives a *verbal request* for *records* may ask, but cannot require, the requester to submit the *request* in writing.

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I have been more than patient on these issues and requests but the delay by GDPUD are and have been causing me great damages as a result in its taking of my lands that I believe are being miss used by GDPUD, as if my lands and others can be used by GDPUD as it wishes when it wishes.

These uses and damages that have and continue to cause great actual and monetary losses along with my being unable to attempt to sell my home without disclosing the many issues that GDPUD has inflicted and is impacting my lands until GDPUD address the many issues that have been brought to there attention to numerous GDPUD Boards and staff members for years.

These include the lack of compliance with the U.S. of America Clean Water Act and other potential agencies including the U.S. of America Fish and Wildlife Agencies and many other State and Federal agencies but not limited to those named.

Mr. Nicholas Schneider

Nicholas Schneider

---- Forwarded Message -----

From: Michael Saunders < msaunders@gd-pud.org >

To: General Manager <<u>gm@gd-pud.org</u>>; Steven Proe <<u>trails-first@att.net</u>>

Sent: Thursday, January 20, 2022 at 12:50:46 PM PST

Subject: Re: Lack of response to my requests for information and reports of damages to my and other parcels

Additional items which we can add where the Discharge permits would apply are certain circumstances -

i.e. - if there is a situation where the Water Treatment Plants have to release treated water (chlorinated)

The other item of interest - I hope you will be able to attend the next regular meeting. A direction from the Board at the last meeting was to add a discussion on Stormwater Drainage to include follow-up on many of the requests the Board has been asking. This agenda item is planned to be on the agenda for the February meeting.

Michael Saunders

GDPUD Director, President

From: Michael Saunders < msaunders@gd-pud.org>

Sent: Thursday, January 20, 2022 12:31 PM

To: General Manager <<u>gm@gd-pud.org</u>>; Steven Proe <<u>trails-first@att.net</u>>

Subject: Re: Lack of response to my requests for information and reports of damages to my

and other parcels

bcc: GDPUD Board of Directors

Thank you Mr Proe,

I have reformatted this email to bcc the Board of Directors. No Board member can respond to any email which they are all cc'd and the content is dealing with issues that are to be determined during a regular meeting. This can create a Brown Act Violation.

From my understandings

There are two different aspects here - one issue is dealing with **WOTUS** (Waters of the United States).

Also note I am in meetings and the definition and rules for WOTUS have been proposed changed by the EPA and Army Corps of Engineer (Dec 7, 2021), so rules and regulations may change at the minimum back to the 2015 definition. When we are talking WOTUS, the regulations governing this area are found in the Clean Water Act. The Agency responsible for oversight and regulations is the EPA. When dealing with stormwater, the specific permits involved with pollutions of WOTUS come from the National Pollutant Discharge Elimination System (NPDES). There are specific requirements for facilities to need to file for this permit and even so, (from the EPA: Not every facility requires an NPDES permit, ... For example, facilities that discharge their wastewater to municipal sanitary sewer systems (systems designed to transport wastewater from homes and industry) or combined sewer systems (those that transport domestic wastes, industrial wastewater and stormwater) do not require NPDES permits. These discharges are allowed by NPDES because they will be treated and/or removed by a municipal treatment plant without going directly into a water of the United States. These facilities may, however, require a different type of discharge permit..)

Our only **infrastructure** that requires a Stormwater permit would be the Wastewater Disposal System in Auburn Lake Trails. That infrastructure is permitted via the appropriate agencies and licenses for Stormwater Discharge. If that permit is applicable to what you are looking for then a request to see which permits are used for the Wastewater Disposal Facility may give some indication of what the Stormwater permitting for this area looks like.

Construction projects will require their own permits, licensing, and appropriate environmental reviews and/or waivers. I will have the General Manager see if there are any construction projects we have in the district that has required a NPDES permit and if not which permit was

used. And as a Board we have used oversight to question areas where there may have been lapses in CEQA from project managers and companies.

The second aspect is **Stormwater Drainage**

The Board has asked the El Dorado Water Agency to provide a copy of the Stormwater plan for the County and if GDPUD is governed by this plan or are we subject to our own management plan. Local agencies have their own authority on several areas even despite State mandates. One such area is drought restrictions. Our agency is governed by its own Urban Water management Plan and not State guidelines.

Stormwater flow, overflow, flooding etc... is going to be an increasing problem due to the change in weather patterns and unpredictable nature of the atmospheric rivers. GDPUD will never be able to control the waters when it comes to a well above average storm, but GDPUD can evaluate the current plan (if there is one), look at ways to improve the drainage flow and system efficiently using best practices and advice from other agencies, incorporate stormwater capture to help with the district resiliency, storage, and possible revenue.

Item on WOTUS. The General Manager and staff will be able to research and provide you with what they find

Item on Stormwater Drainage. Requires research to provide informational background, but then unfortuantely it becomes a governmentl process. Where items must come to the Board, then there is discussion with the public and deliberation leading to providing direction to the staff and District. This will require implementing recommendations from the Water System Evaluation of the District, recommendations from EDWA, State agencies and like Districts, incorporating needed projects into the CIP and scheduling these items based on priority.

The Board process unfortunately is not immediate, but the goal is to create policies, guideline's, and infrastructure to prevent this problem from remaining. This item continues to be addressed and I welcome any ideas you have on what infrastructure or projects can be incorporated to deal with this problem.

The General Manager has been directed to bring items back to the Board from our requests on this issue and once they are provided, these issues are immediately agendized.

Michael Saunders

GDPUD Director, President

From: General Manager < gm@gd-pud.org> Sent: Wednesday, January 19, 2022 5:32 PM

To: Steven Proe <trails-first@att.net>

Cc: Michael Saunders <msaunders@gd-pud.org>

Subject: RE: Lack of response to my requests for information and reports of damages to my

and other parcels

Steven.

I am unsure what you are requesting. The last email I got the requests weren't clear. If you want information submit a public records request. With a public records request there are

timelines when we have to respond by. We are a public entity here to serve the public. There is no conspiracy or intent at wrong doing. We are here to serve. Make a public records request; if we don't have the information then you will get a response accordingly. Unfortunately the public records request need to be completed in writing. I have attached a request form. Please fill out, sign and send it back to me.

Thanks,

Adam Coyan General Manager Georgetown Divide Public Utilities District 6425 Main St, Georgetown, CA 95634 (530) 333-4356 gm@gd-pud.org

From: Steven Proe < trails-first@att.net Sent: Wednesday, January 19, 2022 3:42 PM

To: Michael Saunders < msaunders@gd-pud.org; Mitch MacDonald < mmacdonald@gd-pud.org; Mike Thornbrough mthornbrough@gd-pud.org; Donna Seaman dseaman@gd-pud.org; General Manager gm@gd-pud.org> Subject: Lack of response to my requests for information and reports of damages to my and other parcels

Public Comment's submitted before the January 19. 2022, Board Meeting Public Forum.

Special Board Meeting - Mon Mar 22, 2021

Dear General Manager and Board members: I have written and spoke during previous Board and during a tour of District infrastructure's.

To this date i have not received any information that I have specifically requested of the Board President, the General Manager and the Board at large.

I have received verbal assurances that I would receive this information by e-mail.

I am deeply concerned that my concerns regarding required issues that I have brought up for what ever reason are not being fulfilled.

At the last Board meeting many proposed major projects were mentioned by the General Manger Board members and staff.

I am concerned that the (GDPUD) Georgetown Divide Public Utility District maybe attempting to proceed on a piece meal approach.

I believe that a plan for the past and present impacts are premature and I would be negligent if I did not bring these issues to the Board and The General Manager and staff that are required in my opinion under both or separately required by the State of California and the Federal Gov't, Army Corps of Engineer's.

I hereby request that all replies be made in writing in a e-mail format, if there are any charges for this information please provide me with a written itemized listing of any potential charges.

Thank you Sincerely

Steven Proe P.O. Box #94 2905 Sliger Mine Road Greenwood, Ca. 95635

530-823-1662 trails-first@att.net

From: rastoffregen@gmail.com < rastoffregen@gmail.com >

Sent: Friday, September 30, 2022 9:43 AM **To:** Jessica Buckle < jbuckle@gd-pud.org > **Cc:** General Manager < gm@gd-pud.org > **Subject:** Questions re: August financials

Jessica, as you have requested, here are my questions and comments:

- 1. Several Budget categories do not appear to be entered in the accounting/reporting system:
 - a. SMUD revenue of \$109,300,
 - b. Hydro revenue of \$54,212, and
 - c. Other (explanation in Budget "Revenue Summary" is "Grant Revenue and other revenues restricted to capital projects are shown in Restricted Funds") of \$196,232;
- 2. The budgeted totals in the approved Budget are \$1,326,522 (revenue less Expenses) less \$1,800,808 CIP Budget for a budgeted deficit for 2022-23 of \$474,286 (see page 18 of 23 GDPUD Proposed FY 2022-23 Operating Budget, which was approved by the Board June 14, 2022);
- 3. The following accounts, as reflected in the Consolidated Balance Sheet Report, show no movement in the last several months which in contrary to my logic that there would have been activity in these areas which should have been reflected in the account balances:
 - a. Account 0000-10213, Assessment Receivable,
 - b. Account 0000-11110, Construction in Progress,
 - c. Account 0000-20100, Accounts Payable, and
 - d. Account 0000-21100, Bonds Payable;
- 4. The Budget Report, at page 3 of 7 Department 8000 Capital Improvement Projects, shows period activity but no Budgeted amounts. This should be resolved with the addition of the Budgeted \$1,800,808 CIP as per #2 above;
- 5. Fund 101 Retiree Health Fund shows period activity for Lease Revenue, Account 101-0000-40107. Perhaps this should be credited to Fund 103 Hydroelectric or some other fund;
- 6. The total net budget on Budget Report page 5 of 7 should reflect the net deficit that was reflected in the approved Budget of \$474,286. If the items listed in #1 above are added to the Original and Current Total Budget columns, the net balance will move from a positive \$1,110,529 closer to the negative \$474,286 but I couldn't get it to tie out with just the revenue and the Capital Improvement Projects changes noted in #1 and #2 above so there must be some other reconciling items in the expenses.

Feel free to call with any questions.

-Bob Stoffregen



PRESS RELEASE

FOR IMMEDIATE RELEASE:

October 20, 2022

CONTACT:

gd-pud.org

Nicholas Schneider, General Manager

Email: gm@gd-pud.org

(530) 333-4356

The GDPUD Board Of Directors Announces Openings On The Finance Committee

The Board of Directors of the Georgetown Divide Public Utility District announces the District is accepting applications from individuals interested in serving the community through an appointment to the Board's Finance Committee..

The primary role of the Finance Committee is to assist the Board in the review of financial information of the District and make recommendations to the Board for actions related to the District's finances and budgeting. The committee, an advisory body, reports to the Board of Directors and meets the last Thursday of each month, and more often if needed, or as requested by the Board. The Committee is comprised of no less than three (3) and no more than seven (7) members with rotating two—year terms. There are currently two (3) vacancies.

Interested parties are asked to submit their resume/qualifications to the District by November 16, 2022 by e-mailing General Manager Nicholas Schneider at gm@gd-pud.org.

To learn more about the Georgetown Divide Public Utility District, go to www.gd-pud.org.