

# CONFIRMED AGENDA

## SPECIAL MEETING

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

TUESDAY, AUGUST 23, 2016  
5:00 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 5:00 PM. Directors present: Capraun, Hanschild, Hoelscher, Krizl, Uso. Staff present: Interim General Manager Darrell Creeks, Project Manager George Sanders, Office Manager Diane Schroeder, Meeting Recorder Gloria Omania. Legal Counsel: Barbara Brenner of Churchwell White.*

#### 2. ADOPTION OF AGENDA – Board action to adopt Agenda.

*Motion by Director Uso to adopt the Agenda; second by Director Hanschild*

*Vote: The motion passed unanimously.*

#### 3. PUBLIC FORUM – This is a special meeting under Government Code Section 54956. Public comment is limited to items appearing on the agenda. Under Section 54954.3, the public shall have the right to comment on any items appearing on the agenda prior to or during consideration of this item. Public comment on items not appearing on the agenda should be made at the regular meetings of the District.

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.

*No public comment.*

#### 4. AUBURN LAKE TRAILS WATER TREATMENT PLANT – AWARD CONTRACT AND ISSUE NOTICE TO PROCEED

**A. Discussion** – On June 8, 2016, District staff opened bid proposals for the construction of the Auburn Lake Trails Water Treatment Plant Project. This event was open to the public, with several contractor representatives present. The District received 10 bid proposals. After a review of the bid proposals, Myers and Sons Construction LP, was identified as the contractor having submitted the apparent low bid.

*George Sanders summarized the staff report and explained the need for Board action to award the bid contingent on the execution of the State loan agreement. After sharing cash flow information, Mr. Sanders also asked the Board to consider directing staff to work with Counsel and the Contractor to explore the possibility of allowing certain aspects of the project to begin.*

*After some additional discussion, Director Uso indicated he would move to accept Staff's recommendation with the exclusion of the language, "including but not limited to the issuance of a Notice to Proceed."*

*Director Capraun commented on the selection of the Contractor. Both Mr. Sanders and Ms. Brenner stated Myers & Sons was the apparent lowest bidder, stating the State requires detailed findings to justify not selecting the lowest bidder.*

*Director Krizl expressed concern about awarding the bid without a formal commitment from the State on the loan. He asked Legal Counsel about the liability to the district if the loan did not go through. Both Mr. Sanders and Legal Counsel Barbara Brenner restated that the awarding of the bid is contingent on the execution of the loan agreement with the State.*

*Additional discussion followed about the possibility of modifying the contract to allow for some limited work to begin between now and the execution of the loan agreement. Director Uso made reference to the EPA grant balance of around \$740K as a limit to set for this initial work.*

- B. Possible Board Action** – Staff recommends that the Board award the Contract to Myers & Sons LP, the lowest responsible bidder, in the amount of \$10,249,000, for the construction of the Auburn Lake Trails Water Treatment Plant upgrades, conditional upon the execution of the State Revolving Fund Loan in the amount of \$10,000,000. This action would include authorizing staff to process all paperwork associated with the construction contract including but not limited to the issuance of a Notice to Proceed.

***Motion by Director Uso to award the contract to Myers & Sons LP, the lowest responsible bidder, in the amount of \$10,249,000, for the construction of the Auburn Lake Trails Water Treatment Plant upgrades, conditional upon the execution of the State Revolving Fund Loan in the amount of \$10,000,000. This action would include authorizing staff to process all paperwork associated with the construction contract. Seconded by Director Hanschild.***

***Public Comments:*** *Comments from the public related to the importance of vetting the Contractor, whether there could be potential savings from the other options, and the advisability of contacting former clients of the Contractors.*

***Vote:*** *The motion passed unanimously.*

*The Board also directed staff to explore the possibility of commencing some work on the project not to exceed the balance of funds in the EPA grant.*

*George Sanders was acknowledged for his excellent and professional work to bring the project to this stage. Director Krizl added the district is lucky to have him.*

*Director Krinzl commented that it was almost 12 years ago that he came to the Board. The Board was dealing with an Order of Non-compliance from the State. He expressed his pleasure that the District is finally awarding the contract. It's good for the district; it's good for the community.*

## **5. RECRUITMENT FIRM FOR GENERAL MANAGER POSITION**

- A. Discussion** – This is an opportunity for the Board to discuss and approve a human resources consulting firm to assist the District with its search for the hiring of the new General Manager.

*Director Uso reported that he and Director Hanschild met with Heather Renschler of Ralph Anderson and Associates. Barbara vetted a number of other agencies against the proposal by Ralph Anderson and Associates. Both pretty impressed with Heather Renschler and her willingness and ability to work with the Board.*

*Legal Counsel Barbara Brenner offered to circulate a copy of the contract proposal which she asked the Board to approve with a flat fee of \$25,000, including expenses as outlined in the contract. The District will be billed for candidate expenses related to travel to onsite interviews.*

- B. Possible Board Action** – Staff recommends approving a human resources consulting firm to assist the District in the hiring of a new General Manager.

*Motion by Director Uso to approve a contract with Ralph Anderson and Associates with a flat fee of \$25,000 including expenses. Second by Director Hoelscher.*

*VOTE: The motion passed unanimously.*

## **6. CONTRACT WITH HR TO GO**

- A. Discussion** – The District is in need of assistance with payroll and Human Resources issues. We have used HR to GO to assist the District in the past. Our current staff is new and very busy learning their positions. HR to GO would give the District greater accountability for payroll.

*Office Manager Diane Schroeder described the contract options proposed by HR to GO, a company used by the District in the past. Director Capraun commented on performance deficiencies with the last contract and recommended against hiring HR to GO.*

- B. Possible Board Action** – Staff recommends contracting with HR to GO for a period not to exceed six months to assist staff with payroll and HR issues.

*Staff was directed to vet other companies and come back to the Board with a recommendation.*

- 7. NEXT MEETING DATE AND ADJOURNMENT** – The next regular meeting will be September 13, 2016, at 2:00 PM, at the Georgetown Divide Public Utility District Office.

*The meeting was adjourned at 7:10 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 19, 2016.



Date: \_\_\_\_\_

9/14/16

Darrell Creeks, Interim General Manager