



## MINUTES

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

TUESDAY, MAY 11, 2021

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.
  - Ensure fiscal responsibility and accountability are observed by balancing immediate and long-term needs.
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#### BOARD OF DIRECTORS

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

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

*Director Saunders called the meeting to order at 2:01 PM.*

##### ROLL CALL:

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

**OTHERS PRESENT: GENERAL MANAGER JEFF NELSON, LEGAL COUNSEL BARBARA BRENNER**

*Director Seaman led in the Pledge of Allegiance.*

## **2. ADOPTION OF AGENDA**

*Director Saunders requested flexibility with Agenda Item 8B as to when this item would be taken up to ensure all applicants are present for the interviews.*

***MOTIONED BY DIRECTOR THORNBROUGH TO ADOPT THE AGENDA WITH CHANGES. SECONDED BY DIRECTOR MACDONALD.***

***ROLL CALL VOTE:***

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

***THE MOTION PASSED.***

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

*Cherie Carlyon stated she emailed the questions she raised at the last regular meeting regarding checks to Director Saunders and then to Jeff Nelson and has not received a response. Mr. Nelson apologized for the oversight indicating he would get answers to her in the next couple of weeks.*

## **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. Approval of Minutes**

1. Special Meeting April 29, 2021
2. Special Meeting April 27, 2021
3. Special Meeting April 22, 2021
4. Regular Meeting April 13, 2021

#### **B. Financial Reports**

1. Month-End Check Report

*Director Saunders pulled Item 5B Financial Reports.*

*Cherie Carlyon asked that the spelling of her name be corrected in the minutes.*

***MOTION BY DIRECTOR STEWART TO APPROVE THE MINUTES (ITEM 5A) WITH CORRECTIONS. SECONDED BY DIRECTOR THORNBROUGH.***

**ROLL CALL VOTE:**

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

***The motion passed.***

The Board then discussed **Agenda Item 5B**.

*Director Saunders indicated the conversion to Tyler is not completed so staff is not able to produce additional financial reports. He inquired about Check # 32108 and Christina Greek indicated this was a payment to Becky Siren for work related to the Urban Water Management Plan.*

*In response to Director Saunders, Mrs. Greek stated Check # 32087 was a payment to the Department of Water Resources for the Stumpy Meadows dam permitting fees.*

**Public Comment:**

*Cherie Carlyon inquired about Check #30082 in the amount of \$8,000. Darrell Creeks stated this was a delayed payment to Bay Area Coating Consulting Services (BACCS) for inspection services for the water storage tank project completed last summer.*

*Ms. Carlyon asked why there was a new contract with Ms. Siren when Adam Brown was hired to do this work. The General Manager stated Mr. Brown needed help preparing this 660-page report that most agencies pay a consultant \$60-80,000 to do an Urban Water Plan. Mr. Nelson added this expense was included in the approved Budget.*

*Ms. Greek informed to Ms. Carlyon that Check # 32122 was for locks for the office upgrades.*

*Ms. Carlyon inquired about Check #4161 to Western Hydraulics. Mr. Nelson stated this is a current contract that has nothing to do with the water transfer. They provide ongoing professional services approved by the Board. Director Saunders added this service had to do with the gages.*

*Director Saunders stated that eventually the customers will be able to look up check numbers themselves with the new Tyler system.*

***MOTION BY DIRECTOR SEAMAN TO RECEIVE AND FILE AGENDA ITEM 5B FINANCIAL REPORTS. SECONDED BY DIRECTOR STEWART.***

***ROLL CALL VOTE:***

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

***The motion passed.***

**6. INFORMATIONAL ITEMS**

**A. Board Reports**

*Director Stewart indicated she had nothing to report.*

**Director Thornbrough** stated he had nothing to report. Director Saunders noted that Director Thornbrough will be attending EDWA in the morning.

**Director Seaman** also had nothing to report. Director Saunders commented that he will share with Director Seaman a complimentary registration for the CSDA Legislative Day scheduled for May 18-19.

**Director MacDonald** reported that he attended the ACWA conference. Voting members changed the structure of the Finance Committee making it a nine-member committee chaired by two Executive Committee members. Workers Comp rates were reduced statewide by 10%. Dental and vision rates remain the same with expected increased costs due to postponements for procedures due to the pandemic. In conclusion, Director MacDonald stated the District will need to factor into the budget any increase in cost for this line item.

**Director Saunders** reported that he attended the LAFCO meeting where they approved and adopted their 2021-22 budget.

He stated the water conservation workgroups continue to develop recommendations and guidelines for how urban water retailers will be able to set their water usage for indoor/outdoor residential standards and commercial landscape standards.

The ACWA Region 3 meeting was on May 9 and 10. The ACWA Spring Conference is scheduled for May 12-13 and Director Saunders highlighted some of the program offerings.

As Legislative Liaison, Director Saunders reported the Water Rate Assistance program is on the watch list as an “oppose to amend” because no funding is provided with support to use non-water revenue to fund it.

Director Thornbrough asked how the SB 222 Water Rate Assistance Program funds would be disbursed. Director Saunders indicated this has not yet been determined which is why this legislation is also on the “oppose to amend” watch list as the state tries to work with companies who already provide utility assistance. He pointed out the District already has a Low Income Assistance Program.

Director MacDonald raised the survey and analysis of square footage of irrigable land and discussion ensued about the inaccuracy of the irrigable land findings. Barbara Brenner commented that ACWA is all over this and there is no way these standards can remain as it is.

Public Comment: None

## B. General Manager's Report

Jeff Nelson stated he was sad to report that Christina Greek has resigned and next Friday will be her last day. Ms. Greek has worked very hard for the District and spent

*a lot of time with the transition to Tyler from the antiquated MOMS (Multiple Operations Management System) software. The conversion is not 100% complete but almost there. Mr. Nelson wished Ms. Greek the best of luck.*

*Mr. Nelson stated Staff are working to finalize the budget and is thankful that Kristen West of Eide Bailey will be available to assist. In the meanwhile, Staff is finishing up the job description to recruit a replacement for Mrs. Greek. He also reported that the remaining Maintenance Worker I position was filled so the District is close to being fully staffed.*

**Public Comment:**

*Cherie Carlyon commented on using Eide Bailey to replace Ms. Greek. She claimed Eide Bailey charges \$300/hour compared to \$35/hour for accounting services through a temp agency. Mr. Nelson stated that Eide Bailey does not charge \$300/hour and acknowledged the value of having a financial consultant who is familiar with Tyler. In response to Ms. Carlyon's inquiry as to how the District would advertise to fill the opening, Mr. Nelson assured her the District will cast a very broad net to recruit qualified applicants and confirmed that the opening will be posted on the District website.*

*Director Saunders commented that he began working with Mrs. Greek when he was on the Finance Committee around 2017. He acknowledged that she had the difficult role of serving as the District's face for financial issues and had to respond to inquiries about money. The accounting software MOMS was archaic and created a lot of problems for the District. Director Saunders said Mrs. Greek worked on the RFP for a new software accounting system. He attended meetings with her when the Tyler system was selected to provide the District with a state-of-the-art system. Additionally, Mrs. Greek put in lots of time and effort to convert from MOMS to Tyler. He said it is sad that she won't see the fruits of her labor. He said he would like to invite Ms. Greeks to come back for Staff Appreciation Day. Director MacDonald said he would second that.*

**C. Operation Manager's Report**

*Darrell Creeks reported that the highest level at the Stumpy Meadows reservoir was 18,495 AF and it is slowly dropping since the irrigation season began.*

*Mr. Creeks reported that the treatment plants are producing more water in April than the last four Aprils. People tend to use more water due to the lack of rain and everything is so dry. There are currently no restrictions on water use.*

*He stated the crews have been very busy dealing with lots of issues with the open canals like we always have every year. Director MacDonald inquired about a ditch in Kelsey where water seem to disappear. Mr. Creeks responded that this is a phenomenon that he has observed his entire career as have others before him. Water makes it to Kelsey quickly, remains for three days or so and then stops about*

*¼ mile from the end. He and others think the water is filling up a tavern underground because after some time (when it fills up) the problems go away. He said he would like to gunnite this area if funding is available.*

*In response to Director Saunders, Mr. Creeks stated the stream gauging absolutely shows where water is being released. He added that the District is sending less water than normal due to the ditch lining and maintenance work that has been done over the past few years. The gauging indicates that we are using less water, although there is still some water loss, and added that Mr. Brown is tracking this.*

Public Comment:

*Stephen Dowd stated he had three questions for Mr. Creeks: (1) do gophers have anything to do with water disappearing? (2) do you use new electronic meters when you need to replace old meters? (3) will the District have to pay back any acre feet to the Folsom Lake or Feds for not making the 20,000 AF this year and spilling?*

*Mr. Creeks stated that gopher holes and tunneling are a big problem.*

*In response to Mr. Dowd's second question, Mr. Creeks indicated the new electronic meters are expensive and because the District won't know what water meters will be installed throughout the District as part of the new water meter replacement project until the Contractor is selected, the District is using the standard relatively cheap meters until the new meters are selected.*

*Mr. Nelson answered Mr. Dowd's last question indicating the District does not know if they will have to pay back any water related to the water transfer at this time. So far there has been no pressure on the District to do so.*

*Director Saunders brought forth a question from a customer and Mr. Creeks responded that the District is 100% metered.*

#### **D. Water Resources Report**

*Adam Brown reported there has been a lot of property transfers and escrows that have kept the inspectors busy. He indicated there was nothing out of the ordinary to report for April.*

*Public comment: None.*

### **7. COMMITTEES**

#### **A. Ad Hoc Grant Writing Committee - President Saunders**

*The committee will be meeting later this month and will have a report for the next meeting.*

**B. Ad Hoc Committee for the Finance Committee Policy - Director MacDonald and Director Thornbrough**

*Director MacDonald reported that the committee is in a holding pattern until the public members are selected and will then need to move forward quickly.*

**C. Ad Hoc Committee for Policy Manual – To be appointed.**

Director Stewart volunteered to serve on this committee with Director Saunders.

**D. Ad Hoc Committee for the Special Audit – Director Saunders**

*Nothing to report.*

**8. NEW BUSINESS**

**A. Consider Authorizing the General Manager to Sign Documents for the State Revolving Fund (SRF) Loan for the Automated Meter Replacement Project**

**Possible Board Action:** Adopt Resolution 2021-18 authorizing the General Manager to sign documents for the SRF Loan for the AMR Project

*Mr. Nelson reported that the loan application has been approved and the District received paperwork for executing the Loan Agreement so the District can receive the SRF loan disbursements for the meter project.*

*Mr. Brown stated the project began three years ago and this is the final step of the loan approval process. Once the loan agreement is executed, the Request for Proposals (RFP) will be issued, and bids received.*

*Legal Counsel Barbara Brenner stated this is a typical SRF loan requiring the District to establish a reserve account and meet other financial obligations of the loan agreement.*

*Director Saunders added that one of the Grand Jury reports for GDPUD recommended that the District replace the meters. The Board added this project to the Capital Improvement Plan with a commitment to seek a low interest loan and grants to help fund it.*

*Mr. Nelson stated the old meters have leaks, so the meter replacement project will allow the District to conserve water.*

*Director MacDonald posed a 3-part question: (1) how far are these meters projected to transmit; how will they be powered; and how will savings be reallocated?*

*Mr. Nelson explained this will depend on the manufacturer and the RFP process will assess that. Mr. Brown added that the transmission capability is typically topographically limited but it could be up to one mile. The meters are battery-operated with a mechanical feature if the battery runs out.*

*In response to Director Thornbrough, Mr. Nelson stated the District won't know how much of the \$500K grant will be used until we know how much the project will cost. One way or another, the grant will go toward the cost of meters.*

*After some additional discussion, Director Stewart commented this matter has been well covered and it was time to move forward and approve the Loan Agreement.*

Public Comment:

*Cherie Carlyon stated that Steve Palmer estimated a cost of \$1.8M for the meter replacement adding \$100,000 for training.*

**MOTIONED BY DIRECTOR STEWART TO ADOPT THE RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE THE SRF LOAN AGREEMENT. SECONDED BY DIRECTOR THORNBROUGH.**

**ROLL CALL VOTE:**

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

*The motion passed.*

**B. Consideration of Appointment to the Finance Committee.**

1. Candidate Interviews
2. Board Vote on Appointment

**Possible Action:** Adopt Resolution 2021-19 appointing a public member to the Finance Committee.

*Mr. Nelson presented the staff report and Director Saunders then initiated the candidate interviews.*

*Andy Fisher introduced himself as a resident of Cool since 1993. He has been a treated water customer since then and used the community septic system in Auburn Lake Trails until he moved out of ALT in 2001. He works for Placer County as Parks Administrator and oversees a \$7M operation with a similar size budget as GDPUD.*

*Director MacDonald asked as current and former FC appreciate work history at PCP Adm.*

**MOTION BY DIRECTOR STEWART TO APOINT ANDY FISHER TO THE FINANCE COMMITTEE. SECONDED BY DIRECTOR MACDONALD.**

**ROLL CALL VOTE:**

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

*The motion passed.*

*Marilyn Boehnke introduced herself as having lived in the area for 17 years and very interested in helping keep a good water supply while keeping the costs down. She is a current GDPUD customer. She stated she has administrative experience and worked with state government for many years doing budgets and worked with grants and contracts, so she has a good understanding of the Government codes.*

*Director MacDonald stated he had a chance to meet Ms. Boehnke when she applied for a directorship and was impressed with her financial experience.*

***MOTIONED BY DIRECTOR MACDONALD TO APPOINT MARILYN BOEHNKE TO THE FINANCE COMMITTEE. SECONDED BY DIRECTOR THORNBROUGH.***

***ROLL CALL VOTE:***

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

***The motion passed.***

Public Comments: None.

**C. Consideration of Letter in Support of the Georgetown Divide Fire Safe Council for Marshall Road Fuels Reduction Project.**

**Possible Action:** Authorize the General Manager to send letter of support.

*Gloria Omania provided a brief overview and Mark Fitzgerald of the Georgetown Divide Fire Safe Council gave a presentation.*

Public Comment: None.

***MOTION BY DIRECTOR THORNBROUGH TO SEND A LETTER OF SUPPORT. SECONDED BY DIRECTOR SEAMAN.***

***ROLL CALL VOTE:***

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

***The motion passed.***

**D. Consider Approving Reimbursement for Director Expenses Incurred for Participation in the ACWA 2021 Spring Conference**

**Possible Action:** Approve Resolution 2021-20 approving expense reimbursement for ACWA 2021 Virtual Spring Conference

*Mr. Nelson stated approving reimbursement for Director expenses related to participating in ACWA Conferences is a District policy. Director Saunders provided some additional background and indicated he planned to attend the Spring Conference.*

*Director MacDonald expressed an interest in attending the Fall Conference.*

**MOTION BY DIRECTOR MACDONALD TO APPROVE ATTENDANCE BY DIRECTOR SAUNDERS TO THE ACWA SPRING CONFERENCE. SECONDED BY DIRECTOR SEAMAN.**

**ROLL CALL VOTE:**

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

*The motioned passed.*

**9. PUBLIC HEARING – PUBLIC COMMENT ON THE GDPUD UPDATE TO THE 2020 URBAN WATER MANAGEMENT PLAN (UWMP)**

A public hearing announcement was published in Georgetown Gazette on April 22, 27 and May 6 and issued in a press release on April 22, 2021. A copy of the Draft

**2020 UWMP is available for review on the District's website at: [https://www.gdpud.org/files/0106b02cd/2020\\_UWMP\\_04222021\\_DRAFT.pdf](https://www.gdpud.org/files/0106b02cd/2020_UWMP_04222021_DRAFT.pdf)**

*Director Saunders opened the public hearing and welcomed everyone in attendance. He stated this was a huge undertaking and thanked Water Resources Manager Adam Brown for all the time and hard work he put forth to prepare the Urban Water Management Plan.*

*Mr. Nelson stated this is a public hearing and we will accept and consider comments for inclusion into or modification of the UWMP. Then Staff will bring the plan back to the June regular board meeting for the Board's discussion and adoption.*

*Mr. Brown used a slide representation (**Attachment 1**) to provide an overview of the plan which is required every five years by the Urban Water Management Plan Act. The 2020 Plan Update is due on July 1, 2021. Mr. Nelson gave Mr. Brown additional kudos for all the work he put into preparing this 660-page plan.*

*The questions and answers that were exchanged, and the comments that were received are sorted and summarized below:*

**Usage and Water Losses**

- Director Thornbrough requested a clarification on the water usage data. Mr. Brown clarified that the difference between what the treatment plants are producing and what customers are purchasing for irrigation is the water losses. The District is trying to address these through the gauging system, gunniting of the ditches, and tracking water flows and usage. Mr. Brown confirmed water losses are currently around 4,000 AF. These losses are significant, and Mr. Nelson added that the amount of loss has decreased since the ditch gunniting program has commenced. Mr. Brown offered to provide an analysis of water losses that he prepared for the Board last Fall.
- Director Thornbrough also asked how water is being lost in the pressurized treated water system. Mr. Brown indicated it is a combination of main breaks,

*inaccurate meter readings, leaks and flushing. The water audit table in the report provides that data. Director Seaman posed additional points for clarification. Mr. Nelson summarized that we know how much water comes out of the treatment plants, and we know how much we sell to our customers, so the difference between two are the losses. The calculation of amount of water loss is fairly accurate, stated Mr. Nelson. He added that water loss is a concern and that is why the Staff wants to add stream gages to know where the losses are happening to get a better handle on it.*

- *Director Seaman asked about water loss through the water treatment process. Mr. Nelson stated it is minimal because the water is recycled.*
- *Mr. Brown indicated to Director MacDonald that of the 4,000 AF of water loss, around 300-400 AF is potable water. He referenced the water audit (Table 4-2) in the report. Mr. Nelson further responded that the State is aware of these dynamics and the District's efforts to address water loss has and can continue to serve as a basis for grant eligibility.*
- *Director MacDonald asked about the water loss during the process of delivering water through the open canals. Mr. Brown stated he will provide such a report at the end of the irrigation system.*

#### Stumpy Capacity

- *Steve Dowd asked if Staff is sure there is a capacity of 20,000 AF. He stated there was concern that the sentiment from the King fire might have reduced the capacity at Stumpy. Mr. Creeks responded that the survey conducted in 2015 indicated the capacity was over 20,000 AF so the sentiment has not reduced the capacity. Mr. Nelson added that another survey should be done and will add this to the proposed budget.*

#### Requests for Clarification of References in Report

- *In response to Director Thornbrough, Mr. Brown identified the three unmetered governmental connections referenced in the report as the District Office and the two treatment plants.*
- *Ms. Carlyon asked about the population projections and Mr. Brown indicated it is based on service connections and not on residents.*

#### General Comments and Requests

- *Ms. Carlyon asked about the public hearing notification issued by the District and whether there was a 60-day notification requirement. Mr. Brown indicated the Act requires publication two times in the local newspapers. Mr. Brown indicated the notice was published three times and the Proof of Publication certificates are included in the report.*

*Legal Counsel Barbara Brenner said there are different notification requirements depending on the public hearing. Mr. Brown confirmed that the District has*

*compiled with notification requirements for an UWMP; the Water Code has specific timeline.*

- *Ms. Carlyon stated a copy of the power point slides was not included in the agenda packet and asked that it be attached to the minutes and posted on the website.*
- *Ms. Carlyon said it was difficult to find referenced tables because they were at the end of the report and asked if tables could be imbedded in the report where referenced. She pointed out the tables were imbedded at the point of reference in the 2015 UWMP.*
- *Ms. Carlyon noted the measurements in the tables do not always show if the number is in acre feet or cubic feet and asked if this could be clarified for each table.*

*Director Saunders invited additional Board comments.*

*Director Stewart stated all the comments presented were appropriate and thought it would be nice if these comments could be submitted in written form to Staff.*

*Mr. Nelson stated all these comments are appreciated and will help Staff make the report as readable and accessible for the public as possible. He stated he preferred the comments in written form as suggested by Director Stewart, but will accept additional comments by email, by text, or by phone.*

*Director Saunders requested that Staff use the language that the State Water Resources Control Board uses so references match for clarity. It is also helpful that references match when applying for grants.*

*Director Saunders stated that the Water Shortage Contingency Plan does not include a provision regarding water transfers and refill agreements so we should see about adding that into the plan. Mr. Nelson indicated that he thought this has been included.*

*Director Saunders asked the Board to be familiar with the Water Shortage Contingency Plan and the Annual Water Assessment because those will be referenced when determining the District's annual water year.*

*Director Seaman acknowledged this report is a monster and is impressive.*

*Director Saunders announced the comment period will be extended to May 25, 2021. He added a continuance does not require additional notification but asked Staff to do what they could to get the word out. Mr. Nelson indicated it would be posted on the website.*

*Both Director Saunders and Mr. Nelson felt confident the District will meet the submittal deadline for the UWMP.*

- 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 Thornbrough stated that at the last meeting it was discussed that a staff report on Inactive Meters was forthcoming.*

*Director MacDonald: said he would try to schedule a meeting of the Finance Committee.*

*In response to Director Seaman's request for the Storm Water Management Plan for the District, Mr. Brown indicated there is a County Stormwater Management Plan which contains information for the District.*

**NEXT MEETING DATE AND ADJOURNMENT** – The next Regular Meeting will be on June 8, 2021, at 2:00 P.M. via teleconference. Details to follow. Budget workshop in the next couple of weeks.

**MOTION BY DIRECTOR THORNBROUGH TO ADJOURN. SECONDED BY DIRECTOR STEWART.**

**The motion passed by acclamation. The meeting was adjourned at 4:59 PM.**

**Attachments:**

(1) Slide Presentation - Overview of UWMP



June 9, 2021

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Jeff Nelson, Interim General Manager

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Date