

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

**TUESDAY, OCTOBER 8, 2019**  
**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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Out of respect for the meeting and others in attendance, please turn off all cell phones or put in the silent mode.

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 presiding officer. The Board President will call for public comment on each agenda item. Those wishing to address the Board on a matter that is not on the agenda and within the jurisdictional authority of the District may do so during the Public Forum portion of the agenda. Please be aware of the following procedures for speaking during Public Forum or public comment sessions:

1. When called on to speak by the Board President, please approach and speak from the podium.
2. Comments are to be directed only to the Board.
3. The Board will not entertain outbursts from the audience.
4. There is a three-minute time limit per speaker.
5. The Board is not permitted to take action on items addressed under Public Forum.
6. Disruptive conduct shall not be permitted.
7. Persistence in disruptive conduct shall be grounds for removal of that person's privilege of address.

The Board President is responsible for maintaining an orderly meeting.

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

*The meeting was called to order at 2:03 P.M.*

*Directors present: Cynthia Garcia, David Halpin, Michael Saunders, David Souza, Dane Wadle*

*Staff present: General Manager Steven Palmer, Operations Manager Darrell Creeks, Management Analyst Christina Cross, Water Resource Manager Adam Brown*

*Legal Counsel: Barbara Brenner, Churchwell White, LLP*

*The Pledge of Allegiance was led by Director Saunders.*

## **2. ADOPTION OF AGENDA**

***Motion by Director Halpin to adopt the agenda. Second by Director Souza.***

*Legal counsel confirmed Director Saunders was requesting the award for agenda item 7.B. not be included on the agenda. Director Saunders stated he wanted the agenda item pulled for further discussion. Director Saunders stated item 7.B. increased the capital improvement plan by over \$700K, and the finance committee had not reviewed the request. After discussion by the Board, and legal counsel, it was determined 7.B. would remain on the Agenda, for further discussion under New Business.*

***Motion by Director Halpin to adopt the agenda as written. Second by Director Souza.***

***Roll Call was taken, and the vote was as follows:***

***Garcia: Aye***  
***Halpin: Aye***  
***Saunders: Aye***  
***Souza: Aye***  
***Wadle: Aye***

***The motion passed unanimously.***

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

*Cherie Carlyon requested the Board to research an emergency plan for the District in case of PGE Public Safety Power Shutoff or inclement weather.*

*Director Garcia asked if Ms. Carlson's request was related to a general emergency plan, or an emergency plan related to customers. Ms. Carlyon stated both.*

## **4. PROCLAMATIONS AND PRESENTATIONS**

- A. Water Professional Awareness Week October 5-13, 2019**
- B. Imagine A Day Without Water, October 23, 2019**

**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.

*Director Garcia requested items 5.B.1. be pulled.*

***Motion by Director Saunders to adopt the consent calendar consisting of:***

*5.A.1 – Regular Meeting of August 13, 2019*

*5.A.2 – Regular Meeting of September 10, 2019*

*5.B.2 – Month-End Cash Disbursements Report – August 2019*

**Second by Director Garcia.**

**Roll Call vote was taken, and the vote was as follows:**

**Garcia: Aye**  
**Halpin: Aye**  
**Saunders: Aye**  
**Souza: Aye**  
**Wadle: Aye**

## **B. Financial Reports**

### **1. Statement of Cash Balances – August 2019**

*Director Garcia had question on item 5.B.1. regarding attachment 4, adjustment details prior to the ending balance. Management Analyst Christina Cross stated year-end adjustments had been made due to LAIF adjustments.*

**Motion by Director Garcia to accept item 5.B.1. Second by Director Souza.**

**Roll Call vote was taken, and the vote was as follows:**

**Garcia: Aye**  
**Halpin: Aye**  
**Saunders: Aye**  
**Souza: Aye**  
**Wadle: Aye**

**The motion passed unanimously.**

## **6. INFORMATIONAL ITEMS**

### **A. Board Reports**

*Director Garcia reported she participated in a Town Hall in ALT. A second Town Hall Meeting will take place on November 23, 2019 at the Cool Hall. A Thanksgiving dinner will be provided. Director Garcia, and Director Wadle attended the GFOA meetings held in September. Director Garcia attended a ACWA Forrest Management and Watershed Management, hosted by ACWA and NID (Nevada Irrigation District). Director Garcia mentioned the ACWA regulatory summit on October 17, as well as a Mountain County Water Agency symposium*

*will be held on November 8, 2019. (Request for Agenda Items and Budget Itemization from 2019-05-30 attached)*

*Director Saunders stated he attended the September 18, 2019 Finance Committee meeting. He mentioned Assembly Bills AB1668, and SB606. The Department of Water Resources was tasked with the creation of bills to recommend to the legislature. On October 1, Director Saunders attended the County Drought Advisory Group meeting where the topic was identifying risks for smaller communities. On October 3, the ALT Ribbon Cutting ceremony took place. The District was presented with many certificates from our legislature. He also attended the NID watershed tour. (Report Attached)*

*Director Wadle attended the GFOA budget monitoring classes with Director Garcia. Key points were the importance of strategic planning, set goals for budget management, development, and the importance of keeping the process going. Develop measures for budget monitoring policy, and results-based performance measures. He also attended local Chamber meeting.*

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

*Mr. Palmer said the Ribbon Cutting at ALT was very positive. Representatives from Assembly Member Frank Bigelow, State Senator Brian Dahle, and Tom McClintock, and Supervisor Lori Parlin were present for the event.*

*Mr. Palmer thanked the Board for their support of his election to the ACWA Region 3 Board.*

*Director Garcia asked if Mr. Palmer planned to have the first quarter budget to actual data to the finance committee for their review. Mr. Palmer stated the information would not be ready the next meeting; however, for the November meeting.*

*Cherie Carlyon asked if the finance committee will discuss the Fazio Project at the November meeting. Mr. Palmer said no, they would discuss the overall master plan.*

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

*Mr. Creeks, Operations Manager, stated there was a water break in Greenwood. The break has been resolved. More information would be in October's report. There have been twelve service lateral breaks last month. Leaks in the system continue to be an issue. Irrigation season ended and water was shut off. Mr. Creeks commented that securing a generator for the office is taking longer than he hoped due to the regulations associated with a public agency. Director Saunders suggested reaching out to FEMA to secure a generator. Director Wadle thanked staff for all their hard work.*

*Director Garcia asked Mr. Palmer if customers are requested to flush lines, are the customers given any type of credit? Mr. Palmer said they can, yes.*

*Karen Bartholomew commented on the need for an office generator.*

*Stephen Dowd commented on the height of water in Stumpy Meadows reservoir.*

*Director Saunders asked if there was any way to provide information about water testing quarterly to customers versus annually. Water Resources Manager Adam Brown stated the District provides quarterly reports to the State, however, the third quarter was not completed yet.*

#### **D. ALT Treatment Plant Update**

*Mr. Sanders, Civil Engineer, provided a summary presentation about the work activities for the ALT Plant for the month of September 2019.*

*Director Saunders thanked Gloria Omania for her work on the SRF and the ribbon ceremony, and Mr. Sanders for his work on the entire project, and the ribbon cutting ceremony. Director Garcia said Jeff and Marty were exceptional with the public during the tour.*

*Director Garcia commented on the possibility of school tours of the new water treatment plant, and the possibility of District Internships for high school aged children. Director Saunders mentioned the possibility of scholarship programs as well.*

#### **E. Finance Committee Report**

*Finance Committee Chair, Steve Miller, said at the September meeting the Brown Act was discussed and implemented. The committee also reviewed the draft leakage consideration policy. The committee reviewed the draft discontinuation of residual water policy. Ms. Cross was complimented on her thorough data for both policies.*

*Director Saunders said he spoke about the rules and regulations related to water management at the last finance committee meeting.*

### **7. NEW BUSINESS**

#### **A. Increase the General Manager's Change Order Authority by an additional \$50,000 for the Auburn Lake Trails Water Treatment Plant**

**Possible Board Action:** Adopt Resolution.

*Mr. Sanders presented the staff report. (Presentation Attached)*

*There was questions and discussions between Directors Garcia, Director Saunders, and Mr. Sanders regarding previously approved change orders, change orders in process, and potential future change orders. (An Email dated October 8, 2019 is attached)*

*Director Wadle asked Mr. Sanders to clarify the amounts shown in Table 1 and Table 2.*

Mr. Sanders said if the Board were to approve this change order authority, it would equate to approximately 2.9% of the original contracted amount. This amount would allow the General Manager to move forward with the project.

**Public Comment:** Cherie Carlyon spoke about additional change orders with NexGen.

**Motion by Director Halpin to accept item 7.A. Second by Director Souza.**

Director Saunders clarified that the motion should be to adopt the recommendation of staff.

**Director Halpin agreed and clarified that his motion is to adopt staff recommendation for item 7.A. Second by Director Souza.**

**Roll Call vote was taken, and the vote was as follows:**

<b>Garcia:</b>	<b>Aye</b>
<b>Halpin:</b>	<b>Aye</b>
<b>Saunders:</b>	<b>Aye</b>
<b>Souza:</b>	<b>Aye</b>
<b>Wadle:</b>	<b>Aye</b>

**B. Award Construction Contract with Bosco Constructors, Inc. in the Amount of \$840,756.68 for 2018 Main Canal Reliability Project.**

**Possible Board Action:** Award construction contract

Mr. Palmer provided a staff report and presentation. (Presentation Attached)

There was discussion regarding the scope of work, timing of the work, rejecting the bid, and phasing the Project. There was also discussion about the accuracy of the engineer's estimate.

Director Saunders said if the Board goes forward, he recommends all three segments are done; however, prior to approving the bid, he requested the CIP and budget be adjusted. He also requested staff apply for grants to offset some of the monies used from capital improvements. He asked Mr. Palmer if the bid can be delayed while this is done. Mr. Palmer said the bid is only valid for 60 days.

Director Garcia said generally the Board doesn't move on anything outside of an approved budget and discussed having the finance committee update the CIP and the budget.

Director Garcia requested an updated CIP and budget in a comprehensive document. Mr. Palmer stated this will be presented to the Board at a future meeting.

Director Wadle said, again, this is exactly why the project price has increased. Although he understands the thought process, but changes to the budget is done all the time based on the information at the time. This project has been pushed off for 17 years and will likely be more expensive if not done now.

*Director Halpin said, this District has had 17 years to apply for a grant for this project and supports moving forward now.*

**Public Comment:** *Karen Bartholomew asked if the bid was not accepted at this time, and grant funding was received, the grant funds would off-set any increased bid.*

*After further discussion by the Board, the Director Wadle recommended to move on all three sections of the project with the understanding we will update the CIP, alert the finance committee as to what is happening and the budget change.*

**Motion by Director Saunders to accept item 7.B., in its' entirety.**

**Second by Director Souza.**

**Roll Call vote was taken, and the vote was as follows:**

<b>Garcia:</b>	<b>Aye</b>
<b>Halpin:</b>	<b>Aye</b>
<b>Saunders:</b>	<b>Aye</b>
<b>Souza:</b>	<b>Aye</b>
<b>Wadle:</b>	<b>Aye</b>

- 8. 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 Saunders said he received a message from one of the Board of Supervisors related to legal basis of authority regarding the SMART Water Grant and support of the project. The Supervisors request the Board request for support via a resolution, not the staff contacting the Supervisors office independently. The CDAG is now looking for five stages. At the NID tour, partnerships related grants were discussed at length. He also mentioned moral building.*

**9. NEXT MEETING DATE AND ADJOURNMENT** – The next Regular Meeting will be on November 12, 2019, at 2:00 P.M. at the Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, California 95634.

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 Steve Palmer 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 4, 2019.



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Steven Palmer, PE, General Manager



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Date