

**MINUTES
SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**

6425 Main Street,
Georgetown, California 95634

**WEDNESDAY, JULY 10, 2024
2:00 P. M.**

BOARD OF DIRECTORS

Mitch MacDonald, President

Donna Seaman, Vice President

Michael Saunders, Director

Mike Thornbrough, Treasurer

Robert Stovall, Director

PRESENTING STAFF

Nicholas Schneider, General Manager

Adam Brown, Operations Manager

Frank Splendorio, Legal Counsel

Jessica Buckle, Office/Finance Manager

Alexis Elliott, Water Resource Manager

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 long-term needs.

A full record of this meeting is available on the District channel:

<https://youtube.com/live/4jChPonPZrs>

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

President MacDonald called the meeting to order at 2:03 p.m.

Roll Call:

Present: Saunders, Stovall, Seaman, Thornbrough, and MacDonald

Absent: None

Director Saunders led the Pledge of Allegiance.

2. ADOPTION OF AGENDA

Public Comment:

No comments were received.

The General Manager Nicholas Schneider requested a change of order moving Item 6. D. second bullet, Cost of Service Analysis Presentation, placing the item directly after the Consent Calendar on the agenda.

Director Thornborough motioned to adopt the agenda with the proposed amendment placing item 6. D. second bullet, Cost of Service Analysis directly after the Consent Calendar on the agenda. Director Saunders seconded the motion.

President MacDonald called for the vote:

Ayes: Saunders, Stovall, Thornbrough, Seaman, and MacDonald

Nays: None

The motion passed **unanimously**.

3. PUBLIC FORUM

Cherie Carlyon

4. CONSENT CALENDAR

A. Approval of Minutes

- June 4, 2024, Joint Budget Workshop with the Finance Committee
- June 6, 2024, Regular Meeting
- June 14, 2024, Special Meeting

B. Recieve and File the Georgetown Divide Public Utility Policy Manual

Public Comment:

Cherie Carlyon

Director Saunders shared that item 4. B. the District policy manual is a living document that will be updated periodically.

Director Thornbrough motioned to adopt the Consent Calendar. Director Saunders seconded the motion.

President MacDonald called for the vote:

Ayes: Saunders, Stovall, Thornbrough, Seaman, and MacDonald

Nays: None

The motion passed **unanimously**.

6. D. Water Resource Economics Presentation

Sanjay Gaur Principal Consultant at Water Resource Economics presented the financial plan, which develops a multi-year cash flow projection to determine the annual rate revenue requirement. The projections establish that by 2029 the District's financial health will no longer be able to fund Capital Improvement Projects (CIP). Board discussion included an exploration of inflationary factors impacting the District, inputs utilized to develop the analysis, and the scope of the study. The historic supplementation of rates and its sustainability for customers in Auburn Lake Trails was discussed. Mr. Guar petitioned the Board for feedback and direction.

Public Comment:

Cherie Carlyon

Steve Dowd

Barbara Lowrie

7. OFFICE/FINANCE MANAGER'S REPORT

- Financial Reports
- Investment Report

Office Finance Manager Jessica Buckle fielded Board and public inquiries regarding the June Financial Reports. Final numbers for the fiscal year-end will be available in September once accounts have been finalized. Analysis of the investment report following last year's Board decision to take part in CA CLASS and use it as a savings account as opposed to the money market account at El Dorado Savings, produced that the District has benefitted from 5.7% in interest, realizing additional \$75,000. The investments have provided an additional revenue source for the District through this innovative approach to utilizing savings in banking with high-yield accounts.

Public Comment:

No public comments were received.

8. INFORMATIONAL ITEMS

A. Board Reports

Director Saunders reviewed his report highlighting there is an upcoming event in Roseville that will include a presentation on groundwater supplementation, and recharge which was presented as of interest to the Directors.

Director Thornbrough attended the event on the 4th of July in Garden Valley.

Director Stovall relayed his attendance at the 4th of July Celebration and the Water Transfer Town Hall.

Director Seaman relayed her attendance at the Water Transfer Town Hall and the 4th of July event.

Director MacDonald also relayed his attendance at the 4th of July and Water Transfer Town Hall events.

B. Operation Manager's Report

- Monthly Water Demand Assessment

Operations Manager Adam Brown reviewed both the Operation Manager's and Water Resource Manager's reports. The Stumpy Meadows Reservoir is at 97% of capacity. Production numbers increased as is to be expected this time of year. Underground service alerts have increased over the past two years, at this point there is one staff person dedicated to this task given the volume. PG&E is planning to underground lines, this is an item to keep an eye upon potentially necessitating contract labor in the future, as it is taxing staff resources. Regarding CIP project updates, 4 of 8 master meters have been installed.

C. Water Resources Manager's Report

- 2023 Consumer Confidence and Annual Water Quality Report

The Zone report presented normal statistics for this time of year. A Consumer Confidence Report was recently made available. The report encompasses all required sampling and the Capital Improvement Projects (CIP) projects accomplished, serving as a summarizing documentary record of accomplishments during the previous year.

D. General Manager's Report

General Manager Nicholas Schneider reported his attendance at the General Manager's summit where he studied leadership and new human resources approaches.

Public Comment:

Steve Dowd
Cherie Carlyon

- **Report from Quintette Service Corporation**

Fred Hetzel and Stacy Snowman presented based on the fact that the Quintette Service Corporation is an at-risk water system and is currently evaluating the feasibility of consolidation. They have received a loan to conduct an Analysis of their system and have identified a need for GDPUD’s help to ensure funds are utilized productively as well as an exploration of the consolidation option. They shared that they would like to work together with the District throughout the process.

Public Comment:

Barbara Lowrie
Steve Dowd
Cherie Carlyon

Recess was taken at 5:00 through 5:11 p.m.

9. COMMITTEES

A. Irrigation Committee – Ray Griffiths, Chairman – Next Meeting July 16, 2024

Director Seaman shared that there was no committee meeting in June, due to lack of a quorum.

B. Finance Committee – Andy Fisher, Chairman - Next Meeting August 22, 2024

The Committee did not meet as they were on summer recess.

C. Ad-Hoc Grant Writing Committee – Next Meeting August 7, 2024

The Committee did not meet last month there is an updated Grant Tracking Sheet available to reference their work.

D. Ad-Hoc Labor Negotiations Committee- Meetings held as necessary.

The Committee had nothing of note to report.

E. Ad-Hoc Strategic Planning Committee- Meetings held as necessary.

The Committee will meet soon.

Public Comment:

Steve Dowd
Cherie Carlyon

10. ACTION ITEMS

A. Receive Legislative Update and Develop District Positions

The placement of this as an action item allows for voting to establish District positions and take action concurrent with the legislative process. The Legislative Liaison Director Saunders delivered the legislative updates. No changes to District positions were developed.

Public Comment:

Cherie Carlyon

B. Consider Award of Contract and Authorization of Professional Services Agreement with Forester for CalFIRE “Fire Safe on the Divide” Project in an Amount not to Exceed \$98,500.

General Manager Nicholas Schneider introduced that this is phase 2 of 3 for, “The Fire Safe on the Divide”, project. This is to establish a contract with a forester and begin vegetation clearing for the protective breaks.

Public Comment:

Cherie Carlyon

Director Stovall motioned to approve the contract award to Mason, Bruce & Girard for the “Fire Safe on the Divide” project in an amount not to exceed \$98,500. Director Thornbrough seconded the motion.

President MacDonald called for the vote:

Ayes: Saunders, Stovall, Thornbrough, Seaman, and MacDonald

Nays: None

The motion passed **unanimously**.

C. Consider a Water Transfer for Water Year 2024-25

General Manager Nicholas Schneider shared that there was a Town Hall to address this possibility with the public on July 9th. There was a presentation explaining the refill agreement process and obligations. The proposal was to transfer water to the Westland’s Water District which approached the District with interest. Discussion examined the contractual obligations, associated processes, necessary agreements with the Bureau of Reclamation and refill agreement provisions. Water Transfer Policy 5030 was referenced as it has strict criteria governing processes with fixed dates established. As this transfer involved an interested partner approaching in May to conduct a late-season action, the current policy does not contain provisions to complete the process within the proposed period, positions of support for the action were negated per the referenced policy flexibility issue.

Public Comment:

Cherie Carlyon

Steve Dowd

Barbara Lowrie

Director Seaman motioned to approve a water transfer with Westlands Water District as presented for 1,000 acre feet with the condition that all permits are paid by Westlands total cost, and also subject to District approval of the refill agreement with the Bureau of Reclamation.

The motion died for lack of a second.

Director Thornbrough motioned to deny the staff recommendation and not approve the water transfer contract. Director MacDonald seconded the motion.

President MacDonald called for the vote:

Ayes: Thornbrough, Saunders, and MacDonald

Nays: Stovall, and Seaman

The motion **passed the transfer contract failed**.

D. Annual Review of Director’s Stipend as Required by Policy 4030 Board Compensation, Expense Reimbursements, and Travel Allowance

This review occurs annually. The three options available were analyzed. Board discussion involved weighing the benefits and implications of differing member participation and representation activities. The ability to attract talent and Directors in the future based on the compensation model was examined as well as what type of development is encouraged.

Public Comment:

Cherie Carlyon
Steve Dowd

Director Thornbrough motioned to maintain the current compensation arrangement of \$400 a month. Director Seaman seconded the motion.

President MacDonald called for the vote:

Ayes: Saunders, Thornbrough, and Seaman

Nays: Stovall, and MacDonald

The motion **passed**.

E. Consider Board Travel Determinations for Fiscal Year 2024-25

Through discussion, the Directors provided their conference attendance choices for FY 2024-25.

1. **CSDA**
2. **ACWA Fall-** Saunders, and MacDonald
3. **ACWA Spring-**Saunders, Seaman, MacDonald, and Stovall
4. **SDLF-**Stovall
5. **ACWA DC 2025-**Stovall, and Seaman
6. **JPIA**

Public Comment:

Cherie Carlyon

Director Thornbrough motioned to confirm the Board conference schedule as requested by the members and approve said travel stipulating that this satisfies Policy 4030 requirements for Board pre-approval. Director Seaman seconded the motion.

President MacDonald called for the vote:

Ayes: Saunders, Stovall, Thornbrough, Seaman, and MacDonald

Nays: None

The motion passed **unanimously**.

F. Consider Board of Directors Events Calendar for Fiscal Year 2024-25

“Day on the Divide” was requested as an addition to the calendar.

Director Saunders motioned to accept the Board Events Calendar for Fiscal Year 2024-25 with the addition of “Day on the Divide” to the list. Director Stovall seconded the motion.

President MacDonald called for the vote:

Ayes: Saunders, Stovall, Thornbrough, Seaman, and MacDonald

Nays: None

The motion passed **unanimously**.

G. Consider Adoption of the Workplace Violence Prevention Plan

The General Manager introduced the plan and informed this piece is necessary to satisfy a legal requirement per SB 553. The Ad Hoc Policy Committee has reviewed this policy.

Public Comment:

No comments were received.

Director Thornbrough motioned to adopt the Workplace Violence Prevention Plan. Director Saunders seconded the motion.

President MacDonald called for the vote:

Ayes: Saunders, Stovall, Thornbrough, Seaman, and MacDonald

Nays: None

The motion passed **unanimously**.

H. Consider Adoption of Amended Policy 4215 Rules of Order for Conducting Board and Committee Meetings

Director Seaman reviewed the proposed amendments. Director Saunders requested that there be a language change to 4215.2.3 amending the “must wait” to “shall” “ be acknowledged by the Board Clerk.

Director Thornbrough motioned to adopt amended Policy 4215 Rules of Order for Conducting Board and Committee Meetings with the language amendment in section 4215.2.3 removing the “must wait” language, to “shall be acknowledged by the President and the Board Clerk shall enter the into the meeting record the time”. Director Seaman seconded the motion.

President MacDonald called for the vote:

Ayes: Saunders, Stovall, Thornbrough, Seaman, and MacDonald

Nays: None

The motion passed **unanimously**.

I. Consider Adoption of Amended Policy 4030 Board Compensation, Expense Reimbursements, and Travel Allowance

The policy committee reviewed Policy 4030 and amended the mileage requirements for lodging reimbursements to 75 miles from the District office or 50 miles if attending a multi-day conference. Board discussion involved the mileage requirements determinations and whether that should be measured from the District office or the official’s residence. It was mentioned that the Office criteria offers an equitable measure to all. Examination of the need for differing mileage requirements for single-day and multiple-day events was explored presenting the arguments of safety and time of day driving. Without lodging those attending events may be obliged to travel in the early and late hours of the day posing risks. The extra stipulations placed on elected officials via the policy were discussed.

Public Comment:

Cherie Carlyon

Director Thornbrough motioned to adopt 4030 Policy 4030 Board Compensation, Expense Reimbursements, and Travel Allowance with the amendments of a minimum distance of 100 from the Director’s primary residence for lodging reimbursement consideration and the amendments of the lettering in section 4030.04.02 changing B to C next to Internal Revenue Rates and Meals with become D. Director Seaman seconded the motion.

President MacDonald called for the vote:

Ayes: Thornbrough, and Seaman,

Nays: Saunders, Stovall, and MacDonald

The motion passed **fails**.

Director Saunders motioned to keep Policy 4030 Board Compensation, Expense Reimbursements, and Travel Allowance as written with the amendment of the lettering correction in section 4030.04.02. Director Stovall seconded the motion.

President MacDonald called for the vote:

Ayes: Saunders, Stovall, and MacDonald

Nays: Seaman and Thornbrough

The motion passed **passed**.

J. Consider Adoption of Amended Policy 4205 Board Meeting Agenda

By request, this policy received review by the Ad Hoc Policy Committee and the revisions presented were per the committee. This policy governs the agenda development procedure and in focus for the discussion is the process for requesting the addition of items to the agenda and who has that ability. The amendments presented work to adjust the process allowing every Board member to add items equitably. The process establishes that this occurs in conjunction with the Board President, removing power from only that officer's position and including a notification requirement to the requestor.

Public Comment:

No public comments were received.

Director Saunders with the legal counsel proposed revisions of “subject to General Counsel’s approval” to the end of items A and B. Director Stovall seconded the motion.

President MacDonald called for the vote:

Ayes: Saunders, Stovall, Thornbrough, Seaman, and MacDonald

Nays: None

The motion passed **unanimously**.

K. Discussion of Board of Directors Meeting Dates

This discussion item was requested by a Director. Legal Counsel suggested moving the Board meetings to the second Wednesday of each month. Discussion involved examination of the Brown Act requirements and packet processes. The benefits of meeting the second week of the month as opposed to the first were deliberated.

Public Comment:

Cherie Carlyon

Steve Dowd

Director Thornbrough motioned to move the Regular Board Meetings to the second Wednesday of each month. Director Saunders seconded the motion.

President MacDonald called for the vote:

Ayes: Saunders, and Thornbrough

Nays: Stovall, MacDonald, and Seaman

The motion **failed**.

Director MacDonald motioned to reconsider the last action taken. Director Seaman seconded the motion.

President MacDonald called for the vote:

Ayes: Saunders, Stovall, Seaman and MacDonald

Nays: Thornbrough

The motion **passed**.

Director Seaman motioned to keep the current adopted meeting schedule of the first Thursday of the month. Director Stovall seconded the motion.

President MacDonald called for the vote:

Ayes: Seaman, Stovall, and MacDonald

Nays: Saunders, Thornbrough

The motion **passed**.

Public Comment for Closed Session:

None received

President MacDonald adjourned the meeting to a closed session at 8:16 p.m.

10. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION (Gov. Code § 54956.9(d)(1))

Name of Case: GDPUD v. PG&E

B. CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code § 54957.6)

Agency Designated Representative: General Manager Schneider

Employee Organizations: Local 1

C. CONFERENCE WITH LEGAL COUNSEL-POTENTIAL LITIGATION

Significant exposure to litigation (Gov. Code § 54956.9(d)(2)): 1 case

D. REPORT OUT OF CLOSED SESSION

President MacDonald adjourned the Closed Session and transitioned the meeting to an open session at 9:10 p.m. There was no report out of the Closed Session delivered. 9:28

11. BOARD MEMBER REQUESTS FOR ADDITIONS TO FUTURE MEETING AGENDAS

A. Opportunity for Board members to discuss and provide input for future meetings.

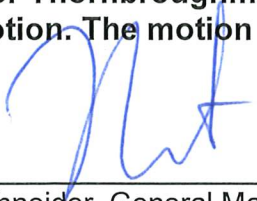
Director Thornbrough requested a review of the adopted Operating Budget for Fiscal Year 2024-25 and the Capital Improvement Plan (CIP).

Director Saunders offered to invite the executive officer from LAFCO to present a primer on consolidation processes and the available options.

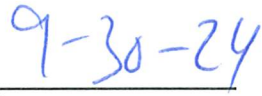
12. NEXT MEETING DATE AND ADJOURNMENT

A. The next Regular Meeting will be August 1, 2024, at 2:00 PM., at the Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, California 95634.

Director Thornbrough motioned to adjourn the meeting. Director Seaman seconded the motion. The motion passed by acclamation. The meeting was adjourned at 9:30 p.m.



Nicholas Schneider, General Manager



Date