



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

TUESDAY, FEBRUARY 9, 2021
2:00 P.M.

Michael Saunders, President
Cynthia Garcia, Vice President
Mike Thornbrough, Treasurer
Mitch MacDonald, Director
Donna Seaman, Director

NOTE: Director Garcia will participate in the video conference meeting from 6600 Bruceville Rd, Sacramento CA 95823.

NOTICE: THIS MEETING WILL BE HELD IN ACCORDANCE WITH EXECUTIVE ORDER N-29-20, ISSUED BY CALIFORNIA GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, THE RALPH M. BROWN ACT (CALIFORNIA GOVERNMENT CODE SECTION 54950, ET SEQ.), AND THE FEDERAL AMERICANS WITH DISABILITIES ACT.

THIS MEETING WILL NOT BE PHYSICALLY OPEN TO THE PUBLIC. ALL MEMBERS OF THE PUBLIC MAY PARTICIPATE IN THE MEETING VIA VIDEO CONFERENCE AT

<https://us02web.zoom.us/j/85687858475?pwd=RW0rSVdLRWVzRTVYcGRsMS9NOWhmdz09>

MEETING ID: **856 8785 8475** AND PASSWORD: **251889** OR VIA TELECONFERENCE BY CALLING 1-669-900-6833, MEETING ID: **856 8785 8475** AND PASSWORD: **251889** AND WILL BE GIVEN THE OPPORTUNITY TO PROVIDE PUBLIC COMMENT. PLEASE NOTE THAT ANY PERSON ATTENDING VIA TELECONFERENCE WILL BE SHARING THE PHONE NUMBER FROM WHICH THEY CALL IN WITH THE BOARD AND THE PUBLIC.

We encourage Board members and participants to join the teleconference 15 minutes early. Due to high call volumes, we ask that Board members and participants retry calling in if there is a busy signal or if you cannot successfully connect to the meeting when you call in.

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.

Out of respect for the meeting and others in attendance via teleconference and videoconference, please adhere to the guidance below for addressing the Board of Directors for both items on the agenda and a matter that is not on the agenda.

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. Please use the raise your hand feature when you wish to address the Board or, 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.
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 act 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

Director Saunders called the meeting to order at 2:06 PM.

PRESENT: DIRECTORS MACDONALD, THORNBROUGH, GARCIA, SAUNDERS:

OTHERS PRESENT: *Legal Counsel Barbara Brenner; General Manager Jeff Nelson;
Director Applicant: Donna Seaman*

Director Garcia led in the Pledge of Allegiance.

2. ADOPTION OF AGENDA

Director Thornbrough motioned to adopt the Agenda. Director MacDonald seconded the motion.

ROLL CALL VOTE:

AYE: MACDONALD, THORNBROUGH, GARCIA, SAUNDERS

NOES: None

The agenda was adopted.

3. FILLING OF BOARD VACANCY

A. Interviews for Director Vacancy

ANNOUNCEMENT (2/6/2021): Donna Seaman was the applicant selected for the interview.

Director Saunders described the process for selecting the applicant for an interview. The interview with applicant Donna Seaman was then started.

Director Thornbrough asked Ms. Seaman how many meetings she attended in the last year and she responded that she had attended one since COVID. Director Thornbrough had no further questions.

Director Garcia asked Ms. Seaman to expand on her NEPA CEQA experience and explain how she might be helpful to the Board on environmental issues.

Ms. Seaman cited examples during her career as a regulator and inspector to explain her experiences with CEQA and NEPA.

Director Garcia asked Ms. Seaman to briefly explain the inspections that she conducted as a stormwater regulator. Ms. Seaman said one of her assignments was to regulate and inspect a water treatment plant for a city. This involved quarterly soil and water sampling to verify that the documentation by this significant industrial user was complete and they were meeting local, state, and federal water regulations.

Director Garcia stated she thought Ms. Seaman's experience and knowledge of the environmental review process and facility inspection requirements would be valuable to the District.

Director MacDonald began by saying that when an entity is the "only game in town," there is sometimes little incentive to be creative and to think outside the box. He asked Ms. Seaman, with her experience working with the public, to share her thoughts for improving customer service as a member of the Board working as a team interfacing with all contacts in the community.

Ms. Seaman stated one of her key reasons for wanting to become involved is to improve customer service. Director MacDonald said he appreciated Ms. Seaman's attitude about good customer service.

Responding to Director Saunders' inquiry, Ms. Seaman stated that she has been a treated and irrigation water customer for a little over five years. Director Saunders then asked Ms. Seaman to describe her experience with budgets.

Ms. Seaman said she has not done a specific budget for a city or a special district. However, as a contractor she worked on large projects that involved the various aspects of budgeting. Ms. Seaman stated that as a small business owner, she must carefully budget money, be customer oriented and still survive.

Mr. Thornbrough had no additional questions stating the other Directors covered everything, and Ms. Seaman's resume speaks for itself.

Hearing no additional questions from the other Board members, Director Saunders asked one last question related to what Ms. Seaman saw as some of the challenges faced by the District by someone who has been a customer for five years.

Ms. Seaman stated that some of the problems are deeply rooted. She stated the first place to start is to make sure that everybody working for GDPUD is customer service oriented. Ms. Seaman said the District needs to listen to customers and start fixing the problems.

Mr. Nelson stated he was pleased to meet Ms. Seaman and hoped she would have an open mind commenting that since he has been with the District, staff members have been working very hard.

Public Comment:

Dane Wadlé began by congratulating Ms. Seaman on her impending selection. He asked what the Board's process was for determining who would be interviewed.

Director Saunders explained that because the deadline was extended to the last possible minute, which was Friday, February 5 at 4:30 PM, and the Board was required to announce by Saturday, a query of the Board members was done. Those queries were tabulated, and one candidate was selected for an interview. Director Saunders commented that if this occurs again, the Board will consider setting a minimum of applications so more than one candidate is interviewed.

Cherie Carlyon stated that Donna Seaman should be picked for the directorship.

There were no other public comments.

Director Saunders thanked the others who applied who were former Board Directors--past President Dane Wadle and past Treasurer Bonnie Neeley—who had good qualifications.

B. Appointment of New Director

It was motioned by Director Mitch MacDonald and seconded by Director Garcia to appoint Donna Seaman to fill the vacancy on the Board of Directors.

ROLL CALL VOTE:

AYES: MACDONALD, THORNBROUGH, GARCIA, SAUNDERS

The motion passed.

C. Oath of Office for Assigned Board of Director, Administered by Legal Counsel

Legal Counsel Barbara Brenner administered the Oath of office to Donna Seaman.

Director Saunders congratulated and welcomed Director Seaman to the Board. He

stated that she now represents the entire District and is a part of the machinery. She will be introduced to the staff, receive an orientation, taken on a tour of the facilities, and he will meet with her to go over some governance items.

The Directors welcomed Director Seaman and expressed appreciation that she has stepped up to serve the District.

4. PUBLIC FORUM (ONLY ITEMS THAT ARE NOT ON THE AGENDA)

None.

5. PROCLAMATIONS AND PRESENTATIONS

None.

6. 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. Regular Meeting November 10, 2020 (this item was previously removed from agenda)
2. Special Meeting December 15, 2020
3. Special Meeting January 7, 2021
4. Regular Meeting January 12, 2021
5. Special Board Meeting of January 28, 2021

B. Financial Reports

1. Fiscal Year 2019-2020 Fourth Quarter Budget Review
2. Fiscal Year 2020-2021 First Quarter Budget Review
3. Month-End Cash Disbursements Report

C. Authorizing Change of Bank Signatory Authority

Possible Board Action: Adopt Resolution

Director Saunders stated he has already received a request to pull Item B.1. There were no other items requested to be pulled.

It was motioned by Director Garcia and seconded by Director Thornbrough to approve the Consent Calendar, with the exception of Item B.1.

ROLL CALL VOTE:

AYES: MACDONALD, THORNBROUGH, GARCIA, SEAMAN, SAUNDERS

The motion passes.

The Board discussed Item B.1. – Fiscal Year 2019-2020 Fourth Quarter Budget Review.

Director Thornbrough stated he found the report to be confusing and pointed out some discrepancies in the information provided.

Mr. Nelson and Ms. Cross acknowledged the need to clarify the report. Mr. Nelson requested the Board's approval for Staff to bring back a revised report to the next meeting (March 9, 2021.) Director Thornbrough said he was okay with this.

Director Saunders noted the reduction in vehicle maintenance costs is due to the new trucks that have been purchased. He stated the District should incorporate a maintenance plan as the trucks get older.

Director Saunders also noted the big increase in overtime for the water treatment plant operation which may be related to the SCADA issues or due to the one-person call issue.

Mr. Nelson said he believes there are multiple reasons and asked Mr. Creeks to weigh in. Mr. Creeks stated much of the issues relates to a new plant with operational issues. He said it was always anticipated that this would be a several-year process, but it is still frustrating.

Director Saunders asked Ms. Cross to provide Director Seaman with a copy of the legend for the fund accounts to provide a better understanding of the budget departments. Director MacDonald said he would also like a copy. Staff was directed to provide the entire Board with this information.

Public Comments: None.

The Board directed Staff to revise and bring back Item B.1. to the next regular meeting (March 9, 2021).

7. INFORMATIONAL ITEMS

A. Board Reports

Director Thornbrough reported that he was sworn in as a Director on the Board of the El Dorado Water Agency and had an informative meeting with Ken Payne, the General Manager. He will be attending his first meeting the following day (February 10). It was noted that the District has one more year to serve on the EDWA Board due to the rotation in representation with another small district. Director Saunders stated that he hopes to push for the two districts to get a permanent voice on this Board.

Director Saunders began by sharing the link to his report which also appeared on the "zoom" screen: <https://mailchi.mp/42a456c666738/febboardreport> or <https://www.facebook.com/DirectorSaunders>.

Director Saunders summarized his Board Report which is included with the minutes as **Attachment 1**.

Public Comments: **Dane Wadlé** said he wanted to clarify that the Rivas bill was AB 361, not 391. Director Saunders acknowledged the correction and thanked Mr. Wadlé for the clarification.

Director MacDonald asked how long the March 1 deadline had been established for the Land Area Management Study. Director Saunders stated the District received the aerial at the end of December.

Director MacDonald then asked the General Manager how many manpower hours and resources would be required to do a boots-on-the-ground audit or survey. Mr. Nelson said the District will likely take a different strategy on how to push on this.

Director Saunders stated that he informed the Department of Water Resources (DWR) that the District does not have the manpower hours to complete the data by the deadline. He stated the easiest method is for DWR to drive around the District and they will immediately see that the study is not accurate. He added that he talked to the DWR representative who would do this, and he agreed.

Director Thornbrough asked about the date of the previous survey that Director Saunders referenced, and Director Saunders said that Phase 1 of the study might have ended last June. Director Saunders further noted that the closest water district to GDPUD is South Lake Tahoe which showed it only captured 50% of their irrigable and it overestimated their non-irrigable; it is assumed that's where GDPUD would be due to their proximity.

In response to Director Thornbrough's additional inquiry, Director Saunders clarified that there were over 400 districts and the State contracted with a consultant for the Model for Water Efficiency Landscape Ordinance (MWELO). They looked at aerial data and allowed the computer to determine what is dry land and what is wet land; what is cool and what is warm. Director Saunders stated there is a continuing process for improving on the data. The State knows there needs to be a period of discrepancies when districts must work with them to come up with actual numbers.

Mr. Creeks pointed out that it is going to be like any law that comes down from the State. The water districts in the area have the same problem and will have to share resources and work together. He said the larger districts want to help. Director Saunders added that he forwarded the report to Ken Payne who will look at the numbers and come up with strategy for the county.

There were no other Board Reports.

Public Comments: None

B. General Manager's Report

Mr. Nelson welcomed Director Seaman and said he was looking forward to working with her. He then highlighted his report as follows:

- *Received 10-12 bids for the parking lot repaving project and the low apparent bidder was below the engineer's estimate.*
- *Water Resources Manager Adam Brown is working with the consultant to finalize the RFP for the automated water meters, targeting the end of March to release that RFP.*
- *Regarding staffing, Kelly Malloy, who served as Board Clerk and Accounts Payable Clerk, has resigned. Gloria Omania is picking up the slack as Interim Board Clerk and District posted the Accounts Payable position. Mr. Nelson said announced that an internal candidate, Carrie Schroeder, has been hired for the A/P position leaving an opening in the Receptionist position.*
- *Regarding a COVID update, we are still at Tier 1C. HR Specialist Stephanie Beck is working hard to elevate the District's standing for vaccines.*
- *Receive an email from customer Carolyn Loomis expressing her appreciation for the work being done Carrie Schroeder. He also received a very complimentary voice mail from a gentleman regarding the good work of our maintenance crews working under Mr. Creeks.*

Director Saunders thanked and acknowledged the excellent work being done by all the office staff—Christina, Carrie, Bryce, and Stephanie. Mr. Nelson thanked Director Saunders and stated the District is still going through the very time-consuming transition to the Tyler system acknowledging the great job being done by Ms. Cross.

Public Comment: None

C. Operation Manager's Report

Darrell Creeks began by reporting what most people want to know: How full is Stumpy? It is currently at 14,381acre feet. There is over four feet of snow in the upper watershed, so hopes are high for a lot of water to come down when it starts to melt.

Mr. Creeks reported that due to the concrete shortage, the District is required to pick a delivery date a month in advance, and unfortunately the weather has caused some of these deliveries to be subsequently cancelled. Despite the weather causing the rescheduling of some work, the District is still making some progress.

Mr. Creeks noted that the office team is handling lots of calls for assistance and completing work orders trying to help people every day the best way we can. He said the customers that he's talked to have been great.

Director Seaman asked if the ditches were on easements or on GDPUD-owned property. Mr. Creeks stated that all the ditches are on easements and most are on unadjudicated prescriptive easements.

Director Saunders asked if there have been any issues with an increase in chlorine use this winter. Mr. Creeks responded that no complaints have been received this winter noting these issues usually occur during the summer. He pointed out when customers call, a crew goes right out right away to test the chlorine level. Mr. Creeks

went on to say that because of the new plant, the District is running far less chlorine in the history of the whole ALT area; the District was previously running 1.8 parts per million (ppm) and with the new plant now down to running 1 ppm.

Director MacDonald asked if there was a way to measure the actual depth of the lake and whether the 75% capacity is accurate without knowing the actual amount of sediment runoff that has occurred over the past few years.

Mr. Creeks stated that quite a bit of sediment has come down due to the King fire in 2014. A metric survey was done in 2015. The District wants to do another survey when the lake is full to know exactly how much sediment has come into the lake since the fire. Mr. Nelson added it would be prudent to survey it.

Mr. Creeks pointed out that if this survey could be done within this next year when the lake is full, the District may be eligible for a grant due to the fire to help pay to get it dredged out.

Public Comment: None

D. Water Resources Report

Adam Brown, Water Resources Manager, summarized his report with the following points:

It was the only straight forward month with the only difference from the previous report is we have no spill to report during the recent rain event when we exceeded our average daily effluent amount. We're keeping our infiltration program going to mitigate that, which is difficult with an older system.

Director Saunders thanked Mr. Brown for being at CABY meeting.

Public Comment: None

8. COMMITTEES

A. Ad Hoc Grant Writing Committee - Director Saunders and Director Garcia

Director Saunders reported the following:

- *Added sediment grant opportunity for help with dredging.*
- *Next meeting will be next month and have added Adam Brown and Gloria Omania to the meeting link to be held on the. 2nd or 3rd Friday.*
- *Preplanning for the next Bureau of Reclamation Water Smart grant will start in 2022.*
- *Emailed PGE regarding Grant which was due at the beginning of the year.*
- *FEMA BRIC (Building Resilient Infrastructure and Communities) Application – looking at replacing pumping station.*

Public Comment:

Dane Wadlé asked if the District applied for the Office of Emergency Services PSPS Grant and then indicated he would follow up offline.

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

Director MacDonald announced that Steve Miller has accepted the invitation to be a part of an ad hoc committee to develop a Finance Committee policy.

Last April the previous board voted to dissolve? the Finance Committee and Director Garcia brought forward action to reconsider the Finance Committee's scope of responsibility, outline minimum qualifications for committee members, and establish a legitimate selection process.

No Director questions or comments followed Director MacDonald's report and there was no public comment.

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

As background, Director Saunders indicated that the District did not really have a formalized policy for managing a policy manual. Mr. Nelson stated Staff will work with the ad hoc committee to develop recommendations for additional policies to bring back for the Board's consideration.

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

Director Saunders reported that the committee was still waiting for information.

Public Comment: *No public comment.*

9. NEW BUSINESS

A. Consideration of Changes to District Policy 4040 Duties of the Board President

Possible Board Action: Adopt Resolution Adopting Changes to Policy 4040

At the last regular Board meeting, the Board asked for a review and consideration of those changes to 4040. The General Manager asked Gloria Omania to present the staff report regarding Policy 4040 – Duties of the Board President.

Director Garcia stated the concerns relate to "when" an item would be placed on the agenda. Director Saunders stated that "next available agenda" would be better wording, adding "future agenda" pushes it down the line.

Director Garcia suggested that for clarification, Section 5020.5.8 could be worded to establish a timeframe so Directors can feel assured that within at least three months, their request will appear on the agenda in some form.

Director Saunders stated the timeframe could be "within the next three regular meetings: with the Director being directly apprised of any delays. Director Garcia and

Director Seaman stated the timeframe for adding agenda items from Directors should be consistent throughout Policy 5020.

Mr. Nelson suggested to the Board that language be added to acknowledge when a matter becomes mute by adding, "unless the Board member withdraws the request."

Legal Counsel Barbara Brenner reminded the Board that the item before them related to Policy 4040, not Policy 5020. She indicated the Board could direct Staff to come back with recommended changes to Policy 5020.

Public Comment: None

It was motioned by Director MacDonald to accept revisions as written in Policy 4040-2 included as Exhibit A of Resolution 2021-03. The motion was seconded by Director Thornbrough.

ROLL CALL VOTE:

AYE: MACDONALD, THORNBROUGH, GARCIA, SEAMAN, SAUNDERS

The motioned passed.

Staff was directed to bring back Policy 5020 with the revisions requested by the Board for the next regular meeting.

B. Legislative Liaison Report – Support for Special Districts Provide Essential Services Act

Possible Board Action: Support H.R. 535 and S.91 and Authorize General Manager/Board President to send letter of support to Legislative Delegation

Mr. Nelson thanked Dane Wadlé for calling the Board's attention to this legislation which Staff discussed with Director Saunders, the Board's Legislative Liaison.

Director Saunders invited Dane Wadlé, Field Coordinator for the California Special District's Association. Mr. Wadlé described the advocacy effort by CSDA, on which GDPUD is a member, to seek COVID assistance for special districts like GDPUD.

Public Comment: None.

It was motioned by Director Thornbrough to support H.R. 535 and S. 91 and direct the General Manager to send a letter of support to Congressional Legislative Delegation. The motion was seconded by Director Garcia.

ROLL CALL VOTE:

AYES: MACDONALD, THORNBROUGH, SEAMAN, GARCIA, SAUNDERS

The motion passed. The Board thanked Mr. Wadlé.

C. 2020 Supply and Demand Report

Possible Action: Receive and file.

Mr. Nelson asked Water Resources Manager Adam Brown to provide a summary of the Supply and Demand Report.

Mr. Brown stated the report provides a summary of the District's for 2020. It reports treated and irrigation water loss and demand and compares it to our firm yield, which is a study of Stumpy Meadows that indicates what the District can generally feel is available year after year with normal weather patterns. Stumpy Meadows has a capacity of 20,000 acre feet and we're at 60% of capacity.

Director Saunders commented on the need for a formula to determine amount of water loss, so they are not counted against the District for the water budget. Mr. Nelson stated staff could get that.

Public Comment:

Steve Dowd stated that four years ago the Board established that there was a 1/3 loss year after year due to evaporation and seepage in the ground. He said this is "set in stone" so he doesn't see how that could change unless the ditches don't leak as much as they used to. Director Saunders stated the District will have to justify it with the state. Mr. Nelson stated that seepage is mitigated with ditch lining through the CABY grant and such.

Director Saunders said that with these reports from Mr. Creeks and Mr. Brown, the the District is not looking as dire as we thought.

10. PUBLIC HEARING

A. None.

11. **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 Garcia read a prepared statement announcing her resignation from the Board of Directors. (Director Garcia's Statement is included with the minutes as **Attachment 2.**)*

Director MacDonald expressed his thanks to Cindy for all she has done for the Board and the community. Director Saunders thanked Director Garcia for her service and extended best wishes to her and her mom. Jeff Nelson thanked Director Garcia for her support and wished her good luck.

Director Garcia acknowledged and thanked everyone for their well wishes.

Director Garcia motioned to adjourn the meeting and Director Thornbrough seconded the motion.

The motion passed by acclamation. The meeting was adjourned at 4:26 PM.

12. NEXT MEETING DATE AND ADJOURNMENT – The next Regular Meeting will be on March 9, 2021 at 2:00 P.M. via teleconference. Details to follow.

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 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 February 5, 2021.



March 9, 2021

Jeff Nelson, Interim General Manager

Date