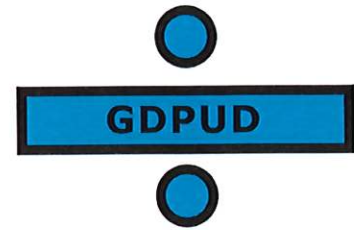


INFORMATIONAL ITEM

ITEM 6.B.

REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF SEPTEMBER 8th, 2020
AGENDA ITEM NO. 6.B.



AGENDA SECTION: STAFF REPORT - GENERAL MANAGER

SUBJECT: General Managers Monthly report, August 10th – September 3rd, 2020

PREPARED BY: Jeff Nelson, Interim General Manager

APPROVED BY: Jeff Nelson, Interim General Manager

BACKGROUND

General Manager's Report for the subject period.

SUMMARY OF ACTIVITIES

Temporary Water Transfer – The District started transferring water on Wednesday, August 19th. We expect to complete the Water Transfer on or about September 10th. Our temporary change of point of use petition was approved by the State Water Resources Control Board. The refill agreement was approved by the Bureau of Reclamation. Both documents will be posted to the District website. The District received a “call payment” of \$80,000 (\$40/acre-foot) from Westlands Water District in accordance with our Water Purchase and Sale Agreement. Adam Brown will provide additional information.

Staffing, Admin Aide 2 position – I am excited to announce that our new Admin Aide, Ms. Carrie Schroeder, officially started with the District on Monday, August 24th.

District Policy Manual – Staff are working to compile all District Policies into a formal Policy Manual, and are reviewing the approved policies to identify any gaps or policies requiring updating. District staff plan to present the Policy Manual containing all approved policies as well as suggestions for additions and updates to the manual to the Board of Directors for review as part of the October Regular Board meeting packet. District staff will be soliciting feedback from Directors regarding any proposed changes to the policy manual and are aiming to have an updated Policy Manual ready for consideration of approval by the Board of Directors during the November Regular Meeting. Director Garcia has also asked for the opportunity for the Board to discuss how best they can support the further development of District Policies as part of the Policy Manual update.

Meeting Minutes format update – District staff have been working to update the format of meeting minutes to be consistent with the format of minutes that will be generated by the Granicus system. Examples of the updated meeting minute format are included with this report. A complete recording of meetings will continue to be provided as part of the official meeting minutes.

Property Tax Revenue – the District received a request for information from the El Dorado County Chief Administrative Office regarding how our property tax revenue is being used as well as other questions (see attached e-mail). The County Board has asked that County staff bring a policy for consideration that would limit the property tax allocation increment percentages for agencies that can charge for services when negotiating as part of annexation proposals. Following is a link to the Board item:

<https://eldorado.legistar.com/LegislationDetail.aspx?ID=4398053&GUID=AF652900-B369-41DD-851C-2B0C8E2EF364&Options=ID|Text|&Search=20-0028>.

The County would like to receive the requested information by Tuesday, September 15th; Staff is working on responses to the County.

MOU Local 39 – I received a formal letter from the Local 39 giving “official notice of opening in the Collective Bargaining Agreement between Georgetown Divide and the International Union of Operating Engineers, Stationary Engineers, Local 39”. The current MOU expires on November 30th. I will begin coordinating with the Board President, legal counsel, staff and the Local 39 representative to develop a schedule to complete the renegotiation/renewal of the MOU.

Vegetation management - Darrell is working on vegetation/brush management plan to ensure the District complies with the Amendment to ORDINANCE NO. 5101. ADDING CHAPTER 8.09 VEGETATION MANAGEMENT AND DEFENSIBLE SPACE TO TITLE 8: PUBLIC HEALTH AND SAFETY.

COVID 19 update: the District is in the process of constructing a protective wall with a service window in the front lobby. Once the wall is complete, the District staff will be working on a plan to re-open the front lobby to the public. We do not yet have a timetable for the reopening of the lobby to the public. This project does not address crowding issues associated with the Board room; Board meetings will continue to be held via teleconference (Zoom) until further notice.

Security Measures upgrade - staff are working on upgrading other security measures at the District office including upgrading the District video surveillance camera system, and potentially installing an intercom system and electronic door lock for the front door.

ATTACHMENTS:

1. Email from County of El Dorado, Chief Administrative Office
2. Example of Minutes from Granicus
3. Example of Minutes from Carmichael Water District

AGENDA ITEM 6.B.

ATTACHMENT 1

EMAIL FROM COUNTY OF EL DORADO, CHIEF ADMINISTRATIVE OFFICE

Kelly Molloy

From: Kelly Molloy
Sent: Thursday, September 3, 2020 4:02 PM
To: Kelly Molloy
Subject: FW: Property tax info

From: Jennifer Franich <jennifer.franich@edcgov.us>
Sent: Tuesday, September 1, 2020 4:48:24 PM
To: Christina Cross <ccross@gd-pud.org>
Subject: Re: Property tax info

Hi Christina,

Thank you for reaching out. I called and left a message last week, but didn't send an email. Here are the questions I am hoping you can answer:

- 1) What amount of funding do you receive each year from property taxes? A 3 or 5 year history of this total would be helpful. What percentage of total revenue does this represent?
- 2) What are these funds used for?
- 3) What fees do you charge, what amount of funding comes from fees, and what portion of your revenue does this represent?
- 4) What fees or charges are you able to increase as service costs increase, and what increases are limited (subject to Prop 26, Prop 218, etc)?
- 5) If you were unable to cover costs, would you be able to decrease service levels, and what would happen if you could no longer provide sufficient services?

For a little background, I am asking these questions due to an upcoming Board item. The Board has asked that staff bring a policy for consideration that would limit the property tax allocation increment percentages for agencies that can charge for services when negotiating as part of annexation proposals. Here is the Board item: <https://eldorado.legistar.com/LegislationDetail.aspx?ID=4398053&GUID=AF652900-B369-41DD-851C-2B0C8E2EF364&Options=ID|Text|&Search=20-0028>.

Please give me a call if you have any questions. Thank you!

Jennifer Franich
Principal Management Analyst

County of El Dorado
Chief Administrative Office
330 Fair Lane
Placerville, CA 95667
(530) 621-7539
jennifer.franich@edcgov.us

NOTICE: This e-mail and any files transmitted with it may contain confidential information, and are intended solely for the use of the individual or entity to whom they are addressed. Any retransmission, dissemination or other use of the information by persons other than the intended recipient or entity is prohibited. If you receive this e-mail in error please contact the sender by return e-mail and delete the material from your system.

Thank you.

AGENDA ITEM 6.B.

ATTACHMENT 2

EXAMPLE OF MINUTES FROM GRANICUS



MINUTES

REGULAR MEETING

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

[ENTER DATE]
[ENTER TIME]

David Souza, President
Michael Saunders, Vice President
Cynthia Garcia, Treasurer
Dave Halpin, Director
Dane Wadle, Director

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, 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

2) ADOPTION OF AGENDA

Dane Wadle motioned to approve 2) ADOPTION OF AGENDA. Dave Halpin seconded the motion.

Roll Call vote was taken:

*Aye: David Souza
Michael Saunders
Cynthia Garcia
Dave Halpin
Dane Wadle*

Nay: None

The motion CARRIED

PRESENT: Michael Saunders Cynthia Garcia Dave Halpin Dane Wadle

ABSENT: David Souza

OTHERS None

PRESENT:

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

Kelly Molloy was called to speak

Mike was called to speak. He spoke about this and that

4) PROCLAMATIONS AND PRESENTATIONS

5) CONSENT CALENDAR

5.A Minutes from March 14th

Cover Page
MinutesMaker Technical Solutions Guide.pdf

5.B Billings for May

Cover Page
Billing for June 2020

Dane Wadle motioned to approve the Billing. Michael Saunders seconded the motion.

Roll Call vote was taken:

*Aye: Michael Saunders
Cynthia Garcia
Dave Halpin
Dane Wadle*
Nay: None

The motion CARRIED

PRESENT: David Souza Michael Saunders Cynthia Garcia Dave Halpin Dane Wadle

ABSENT: None

OTHERS None

PRESENT:

Dave arrived at the meeting at @ 2:15pm

Dave Halpin motioned to approve 5) CONSENT CALENDAR 5 A. Cynthia Garcia seconded the motion.

Roll Call vote was taken:

*Aye: Michael Saunders
Cynthia Garcia
Dave Halpin
Dane Wadle*
Nay: None

The motion CARRIED

6) INFORMATIONAL ITEMS

7) NEW BUSINESS

7.A CONSIDERATION OF IRRIGATION APPLICATIONS FOR 2020

Cover Page
PEAK by Granicus - final.pptx
iLegislate Board Presentation 112019.pdf

David Souza motioned to approve Staff recommends the Board approve water service for all active customers who forgot to turn in an application or didn't turn it in on time except on route 092, Pilot Hill Ditch (which had competing applications). Staff recommendation to inactivate customer 092/0030 and allocate water to other customers.. Michael Saunders seconded the motion.

Roll Call vote was taken:

*Aye: Michael Saunders
Cynthia Garcia
Dave Halpin
Dane Wadle
Nay: David Souza*

The motion CARRIED

8) BOARD MEMBER REQUESTS FOR FUTURE MEETING AGENDAS AND REQUESTS FOR INFORMATION OR RESEARCH TO BE COMPLETED BY STAFF

9) NEXT MEETING DATE AND ADJOURNMENT

Dane Wadle motioned to adjourn 9) NEXT MEETING DATE AND ADJOURNMENT At 3pm. Michael Saunders seconded the motion.

Roll Call vote was taken:

*Aye: David Souza
Michael Saunders
Cynthia Garcia
Dave Halpin
Dane Wadle
Nay: None*

The motion CARRIED

Jeff Nelson, Interim General Manager

Date

MINUTES EXAMPLE

AGENDA ITEM 6.B.

ATTACHMENT 3

EXAMPLE OF MINUTES FROM CARMICHAEL WATER DISTRICT

CARMICHAEL WATER DISTRICT

Regular Board Meeting – July 20, 2020 via Teleconference

MINUTES

The Board of Directors of the Carmichael Water District met in Regular Session this 20th day of July at 6:00 p.m. via teleconference.

ATTENDANCE:

- Directors:** Paul Selsky, Mark Emmerson, Jeff Nelson, Ron Greenwood
- Absent:** Roy Leidy
- Staff:** Cathy Lee, Lynette Moreno, Chris Nelson, Kevin Johnston, Lori Kalisiak, Scott Bair
- Guest:** Doug Henderson and Jamie Kolkey with Kennedy/Jenks Consultants
- Public:** Six (6) members of the public

CALL TO ORDER: President Selsky called the meeting to order at 6:01 p.m.

PUBLIC COMMENT:

1. **Public Comment**
Lori Kalisiak commented on the Richardson & Company contract, work environment, and concerns regarding Board actions.

CONSENT CALENDAR:

2. Minutes for the Regular Board Meeting – June 15, 2020
3. Paid Expenditures Report – June 2020
4. FY 2019-2020 Budget Summary – Preliminary June 30, 2020
5. Investment Transaction Report – June 2020
6. Cash Flow Projection – June 2020
7. FY 2019-2020 Reserve Requirements – June 2020
8. La Vista Project Funds – June 2020

M/S Emmerson / Nelson to approve the Consent Calendar Items 2-8.

Discussed with Board

Lynette Moreno commented

Jeff Nelson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Mark Emmerson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Paul Selsky	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ron Greenwood	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Roy Leidy	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals:	Ayes:	<input type="text" value="4"/>	Nays:	<input type="text" value="0"/>	Absent:	<input type="text" value="1"/>	Abstain:	<input type="text" value="0"/>

Passed Unanimously:	<input checked="" type="checkbox"/>
Motion Carried:	<input type="checkbox"/>
Motion Not Carried:	<input type="checkbox"/>

ACTION CALENDAR:

9. La Vista Tank Design and Pipeline Projects Design Amendment

Staff recommends that the Board of Directors approves and authorizes the General Manager to execute the Kennedy Jenks Budget Amendments 4 and 5 in the amount of \$172,671 for the La Vista Tank Design and Pipeline Projects for a total not-to-exceed contract amount of \$1,403,062 and authorize disbursement requisitions from the project funds.

M/S Selsky / Emmerson to approve and authorize staff recommendation.

Discussed with Board

Lynette Moreno commented

Jamie Kolkey commented

Doug Hendrickson commented

Jeff Nelson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Mark Emmerson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Paul Selsky	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ron Greenwood	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Roy Leidy	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>

Board Totals: Ayes: Nays: Absent: Abstain:

Passed Unanimously:
 Motion Carried:
 Motion Not Carried:

10. Permanent Easement Acquisition and Temporary Construction Easement from Sacramento County for the La Vista Tank Project

The General Manager recommends that the Board of Directors approves and authorizes the General Manager to execute the following documents for acquisition of permanent easement and temporary construction easement from Sacramento County:

- a. Agreement for Grant of Easement in the amount of \$41,456 and closing costs not to exceed \$20,000;
- b. Grant of Permanent Easement for Utilities;
- c. Grant of Temporary Construction Easement; and
- d. Closing documents for close of escrow.

M/S Greenwood / Nelson to approve and authorize staff recommendation.

Discussed with Board

Lynette Moreno commented

Jeff Nelson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Mark Emmerson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Paul Selsky	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ron Greenwood	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Roy Leidy	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>

Board Totals: Ayes: Nays: Absent: Abstain:

Passed Unanimously:
 Motion Carried:
 Motion Not Carried:

11. Concrete Patch & Replacement Bid Results

Staff recommends the Board authorize the General Manager to execute an agreement with Rawles Engineering based on the bid prices submitted for fiscal years 20/21 through 23/24.

M/S Emmerson / Greenwood to approve and authorize staff recommendation.

Discussed with Board

Jeff Nelson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Mark Emmerson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Paul Selsky	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ron Greenwood	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Roy Leidy	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>

Board Totals: Ayes: Nays: Absent: Abstain:

Passed Unanimously:
 Motion Carried:
 Motion Not Carried:

ACTION CALENDAR CONTINUED:

12. Asphalt Patch & Trench Paving Bid Results

Staff recommends the Board authorize the General Manager to execute an agreement with Planet Paving and Grading based on the bid prices submitted for fiscal years 20/21 through 23/24.

M/S Emmerson / Selsky to approve and authorize staff recommendation.

Discussed with Board

Jeff Nelson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Mark Emmerson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Paul Selsky	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ron Greenwood	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Roy Leidy	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals:	Ayes:	4	Nays:	0	Absent:	1	Abstain:	0

Passed Unanimously:
 Motion Carried:
 Motion Not Carried:

13. Equipment Surplus Trailer

Staff recommends the Board to declare unit #TK-24 surplus and authorize a sale at the public auction in accordance with District Regulation 1020.

Director Emmerson motioned to table item. Motion not seconded.

M/S Selsky / Greenwood to approve and authorize staff recommendation.

Discussed with Board

Jeff Nelson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Mark Emmerson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Paul Selsky	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ron Greenwood	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Roy Leidy	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals:	Ayes:	4	Nays:	0	Absent:	1	Abstain:	0

Passed Unanimously:
 Motion Carried:
 Motion Not Carried:

14. Grant Avenue Mainline Replacement Construction Contract Award

Staff recommends that the Board of Directors authorize the General Manager to 1) execute a Construction Contract with Rawles Engineering for the amount of \$2,393,640 and 2) approve a 10% contingency, up to \$239,364 for a total not to exceed contract amount of \$2,633,004. The contract amount is within the approved FY 20-21 budget.

M/S Greenwood / Nelson to approve and authorize staff recommendation.

Discussed with Board

Jeff Nelson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Mark Emmerson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Paul Selsky	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ron Greenwood	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Roy Leidy	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals:	Ayes:	4	Nays:	0	Absent:	1	Abstain:	0

Passed Unanimously:
 Motion Carried:
 Motion Not Carried:

ACTION CALENDAR CONTINUED:

15. Resolution 07202020-1 A Resolution Authorizing Signatories for WestAmerica Bank

Staff recommends that the Board of Directors approves Resolution 07202020-1 A Resolution Authorizing Signatories for WestAmerica Bank.

M/S Emmerson / Selsky to approve and authorize staff recommendation.

Discussed with Board

Jeff Nelson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Mark Emmerson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Paul Selsky	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ron Greenwood	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Roy Leidy	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals:	Ayes:	4	Nays:	0	Absent:	1	Abstain:	0
Passed Unanimously:	<input checked="" type="checkbox"/>							
Motion Carried:	<input type="checkbox"/>							
Motion Not Carried:	<input type="checkbox"/>							

16. Resolution 07202020-2 A Resolution Amending the District Policy Manual

Staff recommends that the Board of Directors approves Resolution 07202020-2 A Resolution Amending the District's Policy Manual.

President Selsky relayed communication from Director Leidy stating Director Leidy has comments on the policy revisions that the Board has not received and asking the Board to consider postponing action on this item until the following meeting.

M/S Nelson / Greenwood to approve and authorize staff recommendation.

Discussed with Board

Jeff Nelson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Mark Emmerson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Paul Selsky	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ron Greenwood	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Roy Leidy	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals:	Ayes:	4	Nays:	0	Absent:	1	Abstain:	0
Passed Unanimously:	<input checked="" type="checkbox"/>							
Motion Carried:	<input type="checkbox"/>							
Motion Not Carried:	<input type="checkbox"/>							

STAFF REPORTS/INFORMATION:

17. Ancil Hoffman Park Irrigation Supply and Aerojet GET LA Update

Discussed with Board

18. General Manager's Written Report

Discussed with Board

19. District Activity Written Report Presented by the Assistant General Manager

Discussed with Board

20. Director's Expense Reimbursement Summary for June

Discussed with Board

GENERAL CORRESPONDENCE/INFORMATION:

21. 2020 Annual Runoff and Allocation Report by Water Forum Successor Effort

Discussed with Board

22. News Articles

Discussed with Board

23. Director's Written and/or Oral Reports

Director Selsky:

- a. Regional Water Authority

GENERAL CORRESPONDENCE/INFORMATION CONTINUED:

Director's Written and/or Oral Reports Continued

Director Greenwood:

- a. Regional Water Authority

Director Emmerson:

- a. Association of California Water Agencies

Director Leidy: Absent

Director Selsky:

- a. Del Paso Manor Water District
 - b. Georgetown Divide Public Utility District
-

CALENDARS AND COMMITTEES:

24. Meetings Calendars:

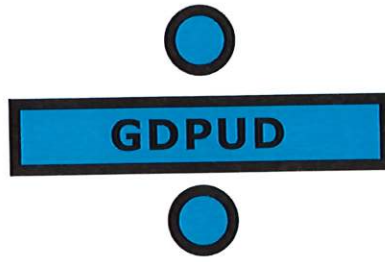
- a. 2020 Board Meeting Calendar
 - b. Meeting/Conference Calendar – August
 - c. Meeting/Conference Calendar – September
-

ADJOURNMENT: The regular meeting was adjourned at: 7:46 p.m.

The next meeting of the Board of Directors will be a Regular Board Meeting held on:
Monday, August 17, 2020 at 6:00 p.m.

Paul Selsky, President

Cathy Lee, Secretary



INFORMATIONAL ITEMS

ITEM 6.C.

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Operations Manager's Report for August 2020

Presented to the GDPUD Board of Directors by Darrell Creeks, Operations Manager

September 8, 2020, AGENDA ITEM #6.C.

Water Production for the Month of

August

Sweetwater Treatment Plant

38.400 million gallons
1,2238,000 gallons/day
average

Walton Lake Water Treatment Plant

38.981 million gallons
1,257,000 gallons/day
average

Water Quality Monitoring

Monitoring has been completed and reports have been submitted to the State Water Resources Control Board.

- ✓ The treatment plants are in compliance with all drinking water standards,
- ✓ Distribution system monitoring results showed all samples absent/negative of any bacteriological contamination and indicate adequate levels of disinfection through the system.

Stumpy Meadows Volume (Acre-FT) August 15,976

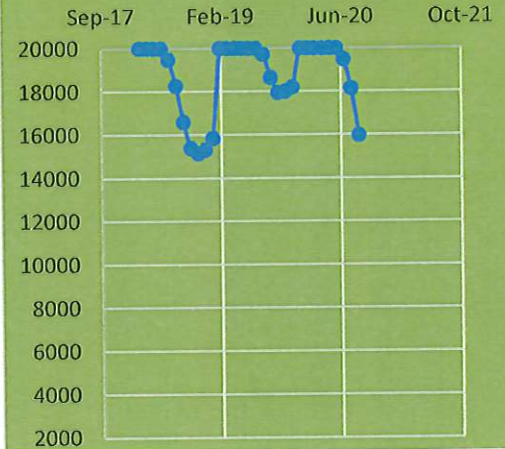
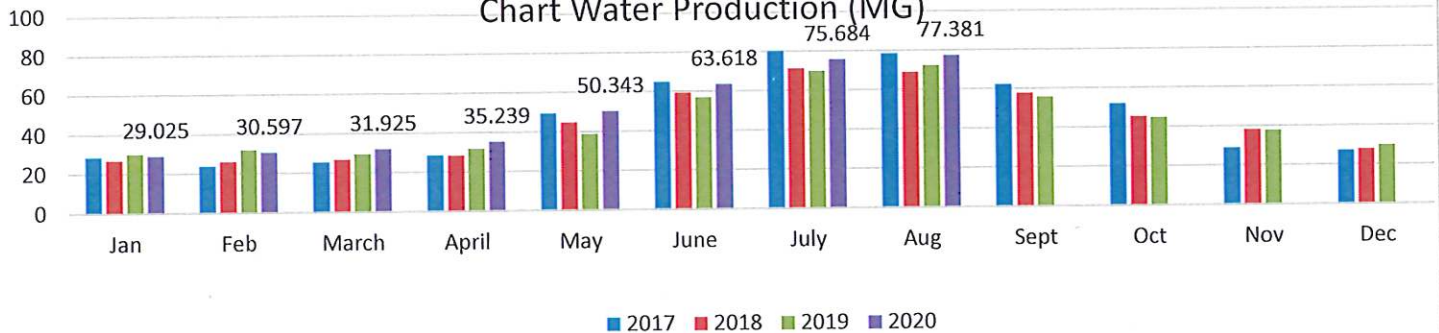


Chart Water Production (MG)



Summary of Field Work Activities

Distribution Crew

- ✓ Repaired leaks: 12 service leaks and 1 main leak
- ✓ Repair/replace meters: 0
- ✓ Installed new service: 4 treated
- ✓ After Hours Callouts: 10
- ✓ Pulled one new service line
- ✓ Exercised 3 valves

Maintenance Crew

- ✓ Clearing canals and sealing leaking areas
- ✓ Helping customers with their services
- ✓ Cleaned Grizzlies and waste gates

Georgetown Divide Public Utility District

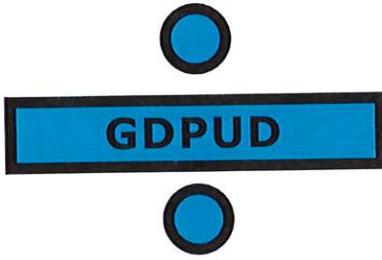
6425 Main Street P.O. Box 4240, Georgetown, CA 95634 • (530) 333-4356 • www.gd-pud.org
Jeff Nelson, PE, Interim General Manager • Darrell Creeks, Operations Manager

Capital Improvement Plan - 2020/2021 Anticipated Schedule
Georgetown Divide Public Utility District

ID	Capital Improvement Project	Start	End	Location	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	District Office and Corp Yard Roof Replacement	9/21/2020	10/31/2019	District Office										
2	Walton Lake Treatment Plant - Filter #3 Rebuild	10/1/2020	10/16/2020	Walton Lake Treatment Plant										
3	SB88 - Gage Installation	11/1/2020	4/1/2021	Upcountry Ditch System										
4	Auburn Lake Trails Treatment Plant Demolition	1/1/2021	6/30/2021	Auburn Lake Trails										
5	Distribution System Pump Station Upgrade	11/1/2020	3/31/2021	Reservoir Road/Hotchkiss Hill Pump Stations										
6	Annual Tank Recoating	1/1/2021	6/30/2021	Kelsey										
7	Automated Meter Replacement ¹	2/1/2021	12/31/2021	Treated Water Distribution System										
8	Resurface District Office Parking Lots	1/1/2021	4/30/2021	District Office										
9	Master Plan Update/System assessment	1/1/2021	6/30/2021	System Wide										

Notes:

¹ - Project Depends on Funding Availability



INFORMATIONAL ITEMS

ITEM 6.D.

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Auburn Lake Trails Wastewater Management Zone Report for August 2020

Presented to the GDPUD Board of Directors

September 8, 2020

Zone activities are completed in accordance with California Regional Water Quality Control Board Central Valley Region, *Waste Discharge Requirements for Georgetown Divide Public Utility District Auburn Lake Trails On-Site Wastewater Disposal Zone Order No. R5-2002-0031*.

- **Community Disposal System (CDS) Lots - 137**
- **Individual Wastewater Disposal System Lots - 891**

Field Activities

✓ Routine Inspections:	65
✓ Property Transfer Processing:	11 Initial 10 Follow Up
✓ New Inspection	
○ Homeowner	0
○ Construction	3
○ Plan Review	0
○ Watertight Test	1
✓ Weekly CDS Operational	4
○ New Wastewater System	0
○ New CDS Tank	0
○ New Pump Tank	0

Reporting

The monthly Sanitary Sewer Overflow (SSO) – *No Spill Certification* was submitted electronically to California Integrated Water Quality System (CIWQS) on September 1, 2020.

Other Technician Activities

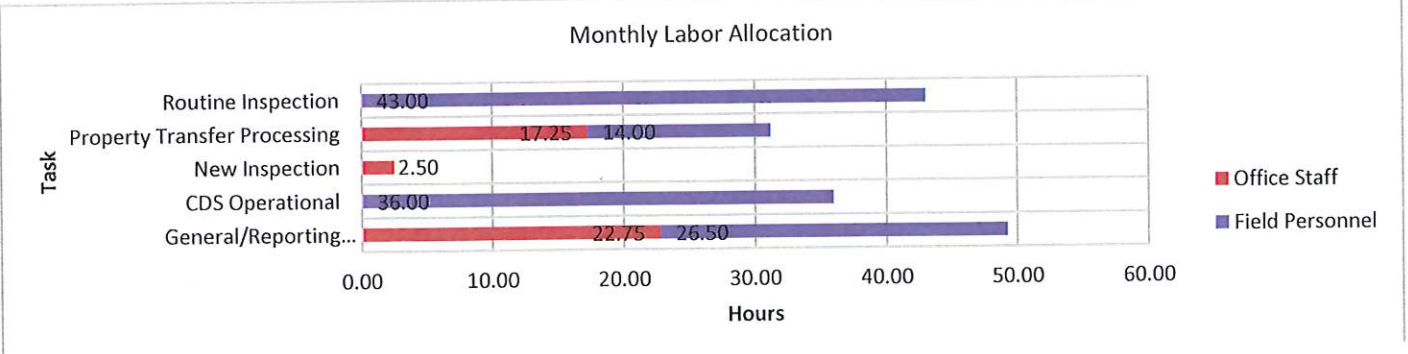
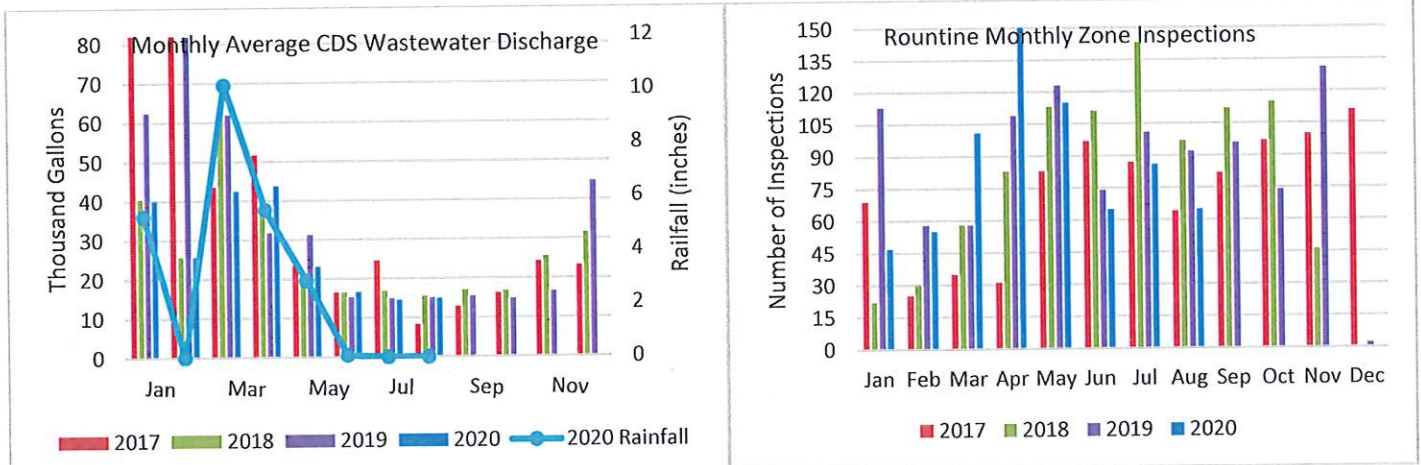
Meter reading. Support Community Disposal System Feasibility Study.

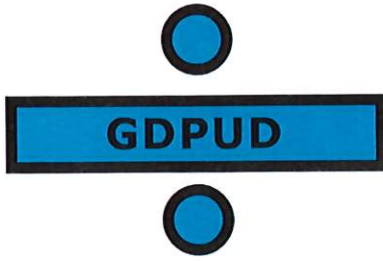
CDS – Wastewater Discharge

462,100 gallons / 14,906 gallon/day average

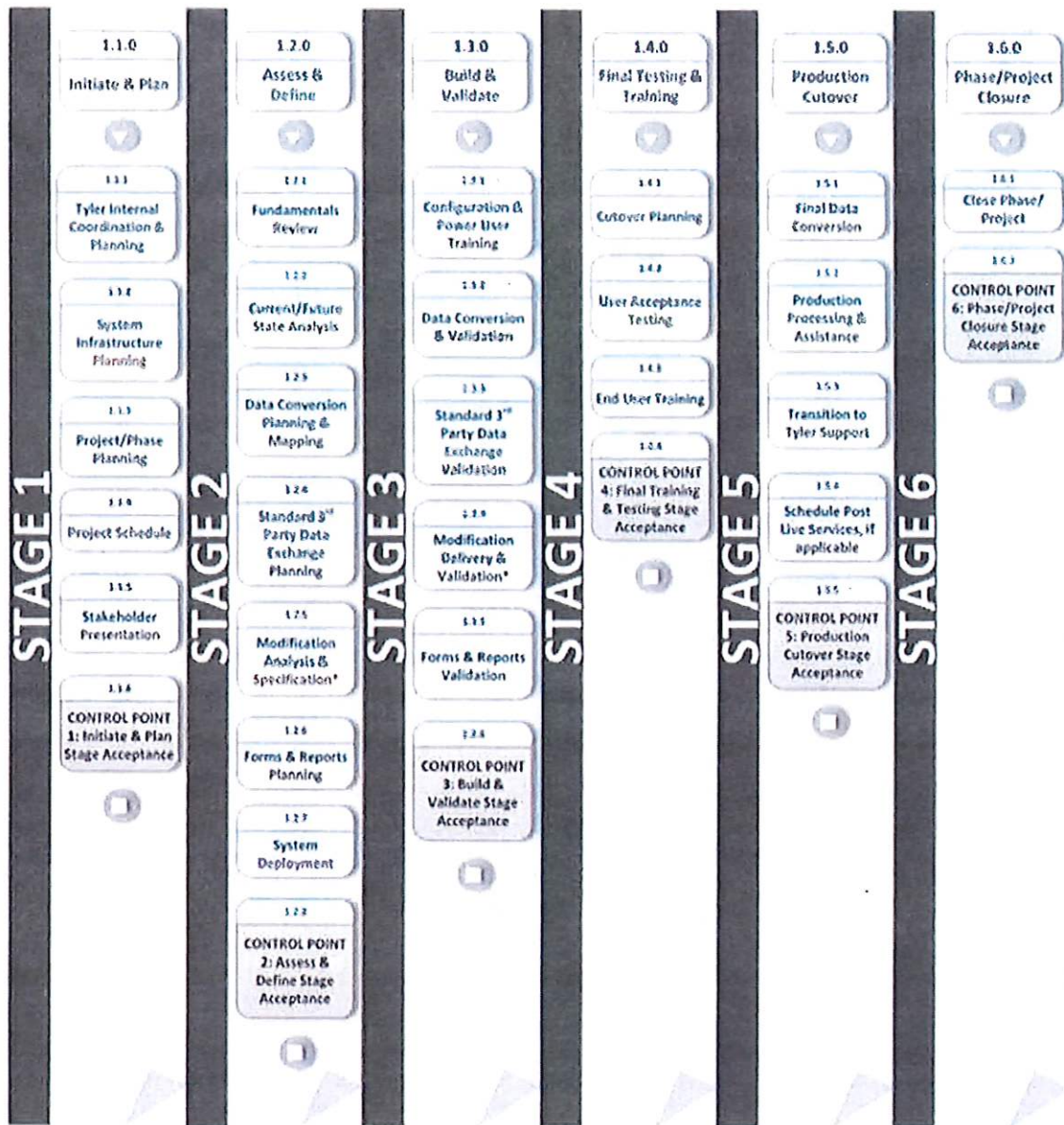
Rainfall

0 inches





INFORMATIONAL ITEM
ITEM 6.E.



* - If included in project scope

Client Approval

WBS	Task	Duration	Planned start	Planned finish
1.2.1	Encode Utility CIS - Provide System Infrastructure Audit Link to Client	1	12/16/19	12/16/19
1.2.10	Encode Utility CIS - Order Ancillary Hardware (scanners, cash collections, etc.)	1	12/16/19	12/16/19
1.2.11	Encode Utility CIS - Ancillary Hardware Installation	1	12/16/19	12/16/19
1.2.2	Encode Utility CIS - Deliver software Key Information (On-Premise Sites)	1	12/16/19	12/16/19
1.2.3	Encode Utility CIS - MHS Welcome Letter Sent (Hosted Sites)	1	12/16/19	12/16/19
1.2.4	Encode Utility CIS - Order System Hardware	1	12/16/19	12/16/19
1.2.5	Encode Utility CIS - Install System Hardware	1	12/16/19	12/16/19
1.2.7	Encode Utility CIS - Configure System Hardware, Connect to Network	1	12/16/19	12/16/19
1.2.8	Encode Utility CIS - Complete System Infrastructure Audit	1	12/16/19	12/16/19
1.2.9	Encode Utility CIS - Schedule Tyler Software Installation	1	12/16/19	12/16/19
1.3.1	Encode Utility CIS - Project Planning Meeting	1	12/16/19	12/16/19
1.3.2	Encode Utility CIS - Review & Acknowledge Implementation Management Plan	1	12/16/19	12/16/19
1.3.4	Encode Utility CIS - Provide Project Site Login Requests for Project Team Members	1	12/16/19	12/16/19
1.3.5	Encode Utility CIS - Tyler Grants Users Access to Project Site	1	12/16/19	12/16/19
1.3.6	Encode Utility CIS - Project Site Training	1	12/16/19	12/16/19
1	Stage 1: Initiate & Plan	402	12/16/19	07/11/21
2.1.1	Encode Utility CIS - Complete Prerequisites for Fundamentals Review	1	03/02/20	03/02/20
2.2.1	Encode Utility CIS - Current/Future State Analysis	5	03/02/20	03/06/20
2.2.1.1	Encode Utility CIS - Compile List of Users for Utility Billing	5	03/02/20	03/06/20
2.2.1.2	Encode Utility CIS - Complete Questionnaire for Utility Billing	5	03/02/20	03/06/20
2.2.1.3	Encode Utility CIS - Complete Questionnaire for Remit Plus	5	03/02/20	03/06/20
2.2.1.4	Current/Future State Analysis	5	03/02/20	03/06/20
2.2.1.5	Encode Utility CIS - Complete Questionnaire for InSite	5	03/02/20	03/06/20
2.2.1.6	Encode Utility CIS - Provide Intelligent Mail Barcode and Address Verification Information	5	03/02/20	03/06/20
2.2.1.7	Encode Utility CIS - Review & Acknowledge Utility Billing Questionnaire, Finalize Outstanding Items - R	5	03/02/20	03/06/20
2.2.2	Encode Cashiering - Current/Future State Analysis	5	03/02/20	03/06/20
2.2.2.1	Complete Encode Cashiering Questionnaire	5	03/02/20	03/06/20
2.2.2.2	Review & Acknowledge Cashiering Questionnaire	5	03/02/20	03/06/20
2.2.2.3	Select Cashiering Credit Card Vendor	5	03/02/20	03/06/20
2	Stage 2: Assess & Define Stage	349	03/02/20	07/11/21
2.1.2	Encode Utility CIS - Fundamentals Review - R	1	04/06/20	04/06/20
1.4.2	Encode Utility CIS - Deliver Project Plan/Schedule for Project Phase	1	05/04/20	05/04/20
1.4.3	Encode Utility CIS - Review and Accept Project Plan/Schedule for Project Phase	1	05/04/20	05/04/20
1.4.1	Encode Utility CIS - Create Project Plan/Schedule for Project Phase	22	05/18/20	06/17/20
1.5.1	Encode Utility CIS - Stakeholder Presentation Meeting	1	06/05/20	06/05/20
1.6	Encode Utility CIS - Project Management - Stage 1 - Initiate & Plan	1	06/05/20	06/05/20
1.7.1	Encode Utility CIS - Review and Sign Initiate & Plan Stage Acceptance Form	1	06/05/20	06/05/20

2.5.1	Encode Utility CIS - Customization Planning Session (Tyler Internal)	5	06/08/20	06/12/20
2.5.2	Encode Utility CIS - Customization Planning Session with Client	5	06/08/20	06/12/20
2.5.3	Encode Utility CIS - Map Out Internal Timeline for Customization Tasks (Tyler)	5	06/08/20	06/12/20
2.5.4	<<Customization1>>: Development Delivers Design Specification to Client - R	5	06/08/20	06/12/20
2.5.5	Encode Utility CIS - <<Customization1>>: Client Reviews Design Specification and Requests Changes	5	06/08/20	06/12/20
2.5.6	Encode Utility CIS - <<Customization1>>: Development Forwards Revised Design Specification to Client - R	5	06/08/20	06/12/20
2.5.7	Encode Utility CIS - <<Customization1>>: Client Signs Off on Design Specification	5	06/08/20	06/12/20
2.3.6	Encode Utility CIS - Review and Approve Initial Data Extraction #1 (with Reads / Pre-Billing)	2	06/25/20	06/26/20
2.6.1	Encode Utility CIS - Review Required Forms Output	4	06/29/20	07/02/20
2.3.1	Encode Utility CIS - Pull Conversion Data Extract #1 (with Reads / Pre-Billing) from Legacy System and Upload to SFTP	6	06/29/20	07/07/20
3.4.1	Encode Utility CIS - <<Cust1>>: Implementation Forwards Relevant Background Info to QA - Scripts, Special Setup, Business Processes, etc. - R	19	06/29/20	07/24/20
3.4.2	Encode Utility CIS - <<Cust1>>: Documentation Staff Forwards Knowledge Base Documentation to Implementation - R	19	06/29/20	07/24/20
3.4.3	Encode Utility CIS - <<Cust1>>: QA Releases Code - R	19	06/29/20	07/24/20
3.4.4	Encode Utility CIS - <<Cust1>>: Deliver Custom Code and Load into Client Database - R	111	06/29/20	12/04/20
3	Stage 3: Build & Validate Stage			
1.3.3	Encode Utility CIS - Obtain SFTP for Conversion Data	1	06/30/20	06/30/20
2.3.4	Encode Utility CIS - Run Balancing Reports and Supporting Documentation for Initial Data Extraction #1 (with Reads / Pre-Billing) and Upload to SFTP	5	06/30/20	07/07/20
2.3.5	Encode Utility CIS - Supporting Documentation on SFTP	5	06/30/20	07/07/20
2.3.7	Encode Utility CIS - Pull Conversion Data Extract #2 (Billing Completed) from Legacy System and Upload to SFTP	5	06/30/20	07/07/20
2.3.9	Encode Utility CIS - Run Balancing Reports and Supporting Documentation for Initial Data Extraction #2 (Billing Completed) and Upload to SFTP	5	06/30/20	07/07/20
3.1.2.1	Encode Utility CIS - Complete Prerequisites for Power User Process and Validation Training	6	07/06/20	07/13/20
2.4.1	Encode Utility CIS - Standard 3rd Party Data Exchange Planning Meter Reading Interface	1	07/13/20	07/13/20
2.4.1.1	Encode Utility CIS - Discuss Standard 3rd Party Data Exchange Meter Reading Interface	1	07/13/20	07/13/20
2.4.1.2	Encode Utility CIS - Provide File Layouts for Meter Reading Interface	1	07/13/20	07/13/20
2.4.2	Standard 3rd Party Data Exchange Planning - Payment Import Interface	1	07/13/20	07/13/20
2.4.2.1	Encode Utility CIS - Discuss Standard 3rd Party Data Exchange Payment Import Interface	1	07/13/20	07/13/20
2.4.2.2	Encode Utility CIS - Provide File Layouts for Payment Import Interface	1	07/13/20	07/13/20
2.4.3	Standard 3rd Party Data Exchange Planning - Third Party Charge Import Interface	1	07/13/20	07/13/20
2.4.3.1	Encode Utility CIS - Discuss Standard 3rd Party Data Exchange Third Party Charge Import Interface	1	07/13/20	07/13/20
2.4.3.2	Encode Utility CIS - Provide File Layouts for Third Party Charge Import Interface	1	07/13/20	07/13/20
3.1.1.2.1	Role-based Security Analysis and Training Session	1	07/13/20	07/13/20
3.1.1.2.2	Provide Role Security Matrix Template to Client	1	07/13/20	07/13/20
3.1.1.2.3	Complete Role Security Matrix	1	07/13/20	07/13/20
3.1.1.2.4	Set Up Functionality Roles for All Core Users	1	07/13/20	07/13/20
3.1.1.2.5	Set Up Data Access Roles for all Core Users	1	07/13/20	07/13/20
3.1.1.2.6	Link Roles to All Core Users	1	07/13/20	07/13/20
3.1.1.2.7	Security Training Review Session	1	07/13/20	07/13/20
3.1.1.2.8	Finish Entering Security For All Users (Include End Users, Approvers, Auditors, Inquiry Only)	1	07/13/20	07/13/20
3.1.1.2	Configuration - User and User Security	59	07/13/20	10/02/20

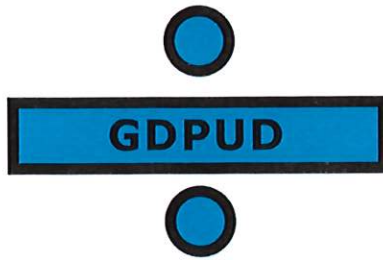
3.1.1	Configuration	84	07/13/20	11/06/20
3.2.3	Encode Utility CIS - Deliver Data Conversion Verification Document	1	07/24/20	07/24/20
2.6.2	Encode Utility CIS - Client Delivers Completed Forms Package	5	08/10/20	08/14/20
2.6.2.1	Encode Utility CIS - Client Delivers Completed Utility Billing Forms Packet Questions, Bills	5	08/10/20	08/14/20
2.6.2.2	Encode Utility CIS - Client Delivers Completed Utility Billing Forms Packet Questions, Late Notice	5	08/10/20	08/14/20
2.6.2.3	Encode Utility CIS - Client Delivers Completed Utility Billing Forms Packet Questions, Refund Checks	5	08/10/20	08/14/20
2.6.2.4	Encode Utility CIS - Client Delivers Completed Utility Billing Forms Packet Questions, Misc Forms	5	08/10/20	08/14/20
2.6.3	Encode Utility CIS - Review in Scope Reports	5	08/10/20	08/14/20
3.1.2.2	Encode Utility CIS - Review Client Implementation Training Packet	6	08/24/20	08/31/20
3.1.2.3	Encode Utility CIS - Client Implementation Training Packet Acceptance	6	08/24/20	08/31/20
3.1.2.4	Encode Utility CIS - Power User Process and Validation Training - R	9	08/24/20	09/03/20
2.10.1	Encode Utility CIS - Review and Sign Assess & Define Stage Acceptance Form	1	09/07/20	09/08/20
3.2.1	Encode Utility CIS - Deliver Initial Data Conversion - R	5	09/07/20	09/14/20
2.7.1	Encode Utility CIS - Confirm All Software Deployed	30	09/07/20	10/19/20
3.5.2.1	Encode Utility CIS - Build & Deliver Custom User Forms	1	09/08/20	09/08/20
3.5.2	Standard Utility Late Notice Forms	24	09/08/20	10/09/20
3.1.1.1	Encode Utility CIS - Notify Disaster Recovery Team of Live Date for Utility Phase	6	09/14/20	09/21/20
3.8	Encode Utility CIS - Project Management - Stage 3 - Build & Validate	20	09/14/20	10/09/20
3.9.1	Encode Utility CIS - Review and Sign Build & Validate Stage Acceptance Form	20	09/14/20	10/09/20
4.3.1	Encode Utility CIS - Acknowledge Test Plan for UAT	10	09/21/20	10/02/20
4	Stage 4: Final Testing & Training	58	09/21/20	12/11/20
3.1.1.10	Encode Utility CIS - Configuration - Third Party Charge Import Interface - R	5	09/28/20	10/02/20
3.2.7	Encode Utility CIS - Final Client Data Review period	5	10/05/20	10/09/20
3.2.8	Encode Utility CIS - Acceptance of Conversion (Sign Off Required)	5	10/05/20	10/09/20
3.5.2.2	Encode Utility CIS - Test Standard Utility Late Notice Form	5	10/05/20	10/09/20
4.1.4	Encode Utility CIS - Deliver Production Cutover Checklist	5	10/05/20	10/09/20
4.1.5	Encode Utility CIS - Acknowledge Receipt of Production Cutover Checklist	5	10/05/20	10/09/20
4.2	Encode Utility CIS - UAT/MHS Test Data Created - R	5	10/05/20	10/09/20
4.3.3	Encode Utility CIS - Report Issues from UAT to Tyler Project Manager	5	10/05/20	10/09/20
3.5.3	Standard Utility Refund Check Forms	9	10/05/20	10/15/20
3.5.3.1	Encode Utility CIS - Build & Deliver standard Utility Refund Check Form - R	9	10/05/20	10/15/20
3.5.3.2	Encode Utility CIS - Test Standard Utility Refund Check Form	9	10/05/20	10/15/20
3.5.4	Standard Utility Miscellaneous Forms	9	10/05/20	10/15/20
3.5.4.1	Encode Utility CIS - Build & Deliver Standard Utility Miscellaneous Forms - R	9	10/05/20	10/15/20
3.5.4.2	Encode Utility CIS - Test Standard Utility Misc Form	9	10/05/20	10/15/20
3.5.5	Standard <<Report 1>>	9	10/05/20	10/15/20
3.5.5.1	Encode Utility CIS - Deliver Standard <<Report 1>> - R	9	10/05/20	10/15/20
3.5.5.2	Encode Utility CIS - Test Standard <<Report 1>>	9	10/05/20	10/15/20
3.6	Utility Billing Conversion Programming Services - R	9	10/05/20	10/15/20
3.7	Utility Billing Legacy/Historical Views Conversion Programming Services - R	9	10/05/20	10/15/20
4.5	Encode Utility CIS - Project Management - Stage 4 - Final Testing & Training	34	10/05/20	11/19/20
4.6.1	Encode Utility CIS - Review and Sign Final Testing & Training Stage Acceptance Form	34	10/05/20	11/19/20

3.1.1.3	Incode Utility CIS - Configuration - Utility Billing - R	4	10/12/20	10/15/20
3.1.1.5	Incode Cashiering - Configuration - Cashiering - R	4	10/12/20	10/15/20
3.2.2	Incode Utility CIS - Initial Conversion Analysis	15	10/12/20	10/30/20
3.3.1	Incode Utility CIS - 3rd Party Data Exchange Meter Reading Interface - R	20	10/26/20	11/20/20
5.1.4	Incode Utility CIS - Project Management - Stage 5 - Production Cutover	43	10/26/20	12/28/20
5.15.1	Incode Utility CIS - Review and Sign Production Stage Acceptance Form	43	10/26/20	12/28/20
5	Stage 5: Production Cutover	57	10/26/20	01/15/21
3.1.1.6	Incode Utility CIS - Configuration - Utility Billing Online	5	11/02/20	11/06/20
3.1.1.7	Incode Utility CIS - Configuration - Tyler Notify - R	5	11/02/20	11/06/20
3.1.1.8	Incode Utility CIS - Configuration - IVR-UB	5	11/02/20	11/06/20
5.12.1	Incode Utility CIS - Deliver & Acknowledge Support Transition Documentation	1	11/09/20	11/09/20
5.12.2	Incode Utility CIS - Conduct Transfer to Support Meeting	1	11/09/20	11/09/20
5.12.3	Incode Utility CIS - Acceptance of Support Transition Documents	1	11/09/20	11/09/20
5.13.1	Incode Utility CIS - Identify Topics for Post-Production Services	1	11/09/20	11/09/20
5.13.3	Incode Utility CIS - Schedule Services for Post-Production Topics	1	11/09/20	11/09/20
3.2.4	Incode Utility CIS - Guided Client Data Review to Identify Conversion Gaps	5	11/09/20	11/13/20
3.3.1.1	Incode Utility CIS - 3rd Party Data Exchange - Verify Data - R	10	11/09/20	11/20/20
4.4.1	Incode Utility CIS - End User Training	10	11/09/20	11/20/20
3.2.6	Incode Utility CIS - Updated Conversion Delivered	1	11/16/20	11/16/20
3.2.5	Incode Utility CIS - Post Client Data Review Conversion Gap Analysis	5	11/16/20	11/20/20
3.5.1	Standard Utility Bill Forms	8	11/23/20	12/04/20
3.5.1.1	Incode Utility CIS - Build & Deliver Standard Utility Bill Form - R	8	11/23/20	12/04/20
3.5.1.2	Incode Utility CIS - Client Provide Sample Bill for Remit Plus	8	11/23/20	12/04/20
4.3.2	Incode Utility CIS - Perform UAT	4	11/30/20	12/03/20
4.1.1	Incode Utility CIS - Cutover Planning Session - R	5	11/30/20	12/04/20
4.3.10	Incode Utility CIS - Acceptance of Standard Utility Late Notice Form (Sign Off Required)	5	11/30/20	12/04/20
4.3.11	Incode Utility CIS - Acceptance of Standard Utility Refund Check Form (Sign Off Required)	5	11/30/20	12/04/20
4.3.12	Incode Utility CIS - Acceptance of Standard Utility Misc Forms (Sign Off Required)	5	11/30/20	12/04/20
4.3.13	Incode Utility CIS - Acceptance of Standard <<report 1>>	5	11/30/20	12/04/20
4.3.5	Incode Utility CIS - Meter Reading Interface - Acceptance of Import and Export Testing (Sign Off Required)	5	11/30/20	12/04/20
4.3.6	Incode Utility CIS - Payment Import - Acceptance of Import and Export Testing (Sign Off Required)	5	11/30/20	12/04/20
4.3.7	Incode Utility CIS - 3rd Party Charge Import - Acceptance of Import and Export Testing (Sign Off Required)	5	11/30/20	12/04/20
4.3.8	Incode Utility CIS - <<Cust1>>: Acceptance of <<Cust1>> Delivery	5	11/30/20	12/04/20
4.3.9	Incode Utility CIS - Acceptance of Standard Utility Bill Form (Sign Off Required)	5	11/30/20	12/04/20
4.3.4	Incode Utility CIS - Resolve Issues from UAT - R	5	12/07/20	12/11/20
5.1.1	Incode Utility CIS - Pull Final Conversion Data Extract from Legacy System and Upload to SFTP	5	12/14/20	12/18/20
5.1.2	Incode Utility CIS - Run Balancing Reports for Data Extracted and Upload to SFTP	5	12/14/20	12/18/20
5.1.3	Incode Utility CIS - Convert and Deliver Final Pass of Data - R	5	12/14/20	12/18/20
5.1.8	Incode Utility CIS - Validate Final Pass of Data and Resolve Live Bill Compare & Meter Compare Items	3	12/21/20	12/23/20
5.2.13	Incode Utility CIS - Production Assistance - IVR-UB	3	12/21/20	12/23/20
5.2.14	Incode Utility CIS - Production Assistance - Tyler Notify - R	3	12/21/20	12/23/20
5.1.9	Incode Utility CIS - Acknowledge Final Data Conversion	5	12/21/20	12/28/20

5.2.1	Incode Utility CIS - Production Cutover Checklist Completed	3	12/28/20	12/30/20
5.2.5	Incode Utility CIS - Production Assistance - Utility Billing Week 1	3	12/28/20	12/30/20
5.2.10	Incode Utility CIS - Production Assistance - Output Director	5	01/04/21	01/08/21
5.2.11	Incode Utility CIS - Production Assistance - Third Party Printer	5	01/04/21	01/08/21
5.2.6	Incode Utility CIS - Production Assistance - Utility Billing Week 2	5	01/04/21	01/08/21
5.2.7	Incode Cashiering - Production Assistance	5	01/04/21	01/08/21
5.2.8	Incode Utility CIS - Production Assistance - Payment Import	5	01/04/21	01/08/21
5.2.9	Incode Utility CIS - Production Assistance - Mobile Service Orders	5	01/04/21	01/08/21
6	Stage 6: Phase/Project Closure	5	01/04/21	01/08/21
6.1.1	Incode Utility CIS - Review Outstanding Project Activities & Develop Action Plan	5	01/04/21	01/08/21
6.1.2	Incode Utility CIS - Review Project Budget & Status of Contract Deliverables	5	01/04/21	01/08/21
6.1.3	Incode Utility CIS - Deliver Budget Reconciliation Report	5	01/04/21	01/08/21
6.2	Incode Utility CIS - Project Management - Stage 6 - Phase/Project Closure	5	01/04/21	01/08/21
6.3.1	Incode Utility CIS - Review and Sign Phase/Project Closure Stage Acceptance Form	5	01/04/21	01/08/21
5.2.12	Incode Utility CIS - Production Assistance - First Live Meter Reading - R	5	01/11/21	01/15/21
5.2.15	Incode Utility CIS - Production Assistance - <<Application>>	5	01/11/21	01/15/21
1.1.1	Incode Utility CIS - Tyler Provides Initial Project Documents to Client	1	07/09/21	07/11/21
1.1.2	Incode Utility CIS - Sales to Implementation Knowledge Transfer	1	07/09/21	07/11/21
1.1.3	Incode Utility CIS - Internal Planning & Coordination	1	07/09/21	07/11/21
2.8	Incode Utility CIS - Project Management - Stage 2 - Assess & Define	1	07/09/21	07/11/21

WBS	Task	Duration	Planned start	Planned finish
2.2.1	Incode Financial Management - Current/Future State Analysis	4	12/02/19	12/05/19
1.2.3	On-Premises Incode 10 and TCM Deployment	1	01/06/20	01/06/20
3.1.4.1	Incode Financial Management - Chart of Accounts Fundamentals Review Assignments complete	3	07/06/20	07/08/20
2.3.7	Incode Financial Management - Review and approve initial data extract -R	5	07/06/20	07/10/20
2.3.8	Incode Financial Management - Review and approve balancing reports -R	5	07/06/20	07/10/20
2.3.9	Incode Financial Management - Review and approve supporting documentation -R	5	07/06/20	07/10/20
2.5.4	Incode Financial Management - <Modification1>: Development delivers design specification to client -R	1	07/13/20	07/13/20
3.1.4.2	Incode Financial Management - Chart of Accounts Initial Schema Design Session -R	5	07/13/20	07/17/20
3.1.4.3	Incode Financial Management - Chart of Accounts Secondary Schema Design for Incode Interface -R	5	07/13/20	07/17/20
3.1.4.4	Incode Financial Management - Create / Provide Initial Chart of Accounts Spreadsheet to Client -R	5	07/13/20	07/17/20
3.2.2.2	Incode Financial Management - Initial conversion analysis - Accounts Payable -R	14	07/13/20	07/30/20
2.1.1	Incode Financial Management - Fundamentals Review - Chart of Accounts Schema and Segmentation Training, Reporting Demo, and Discovery -R	1	07/15/20	07/15/20
3.1.4.6	Incode Financial Management - Chart of Accounts Segment Mapping and Review Session 1 -R	5	07/20/20	07/24/20
2.5.6	Incode Financial Management - <Modification1>: Development forwards revised design specification to client -R	1	07/27/20	07/27/20
3.1.4.8	Incode Financial Management - Chart of Accounts Segment Mapping and Review Session 2 -R	5	07/27/20	07/31/20
3.4.1.1	Incode Financial Management - Build & Deliver standard Accounts Payable check form -R	5	07/27/20	07/31/20
3.4.1.2	Incode Financial Management - Build & Deliver standard Accounts Payable EFT -R	5	07/27/20	07/31/20
3.4.1.3	Incode Personnel Management - Build & Deliver standard Payroll check form -R	5	07/27/20	07/31/20
3.4.1.4	Incode Personnel Management - Build & Deliver standard Payroll Direct Deposit Advice -R	5	07/27/20	07/31/20
3.4.1.5	Incode Financial Management - Build & Deliver standard Purchase Order -R	5	07/27/20	07/31/20
3.4.1.6	Incode Financial Management - Build & Deliver standard Secure Signatures -R	5	07/27/20	07/31/20
3.4.1.7	Incode Financial Management - Build & Deliver standard Positive Pay Report -R	5	07/27/20	07/31/20
3.4.1.8	Incode Financial Management - Build & Deliver standard Pooled Cash Report -R	4	07/28/20	07/31/20
3.1.4.5	Incode Financial Management - Chart of Accounts Initial Schema Design Assignment complete as scheduled	3	08/03/20	08/06/20
3.1.4.7	Incode Financial Management - Chart of Accounts Manning and Review Session 1 Assignments complete as scheduled	3	08/03/20	08/06/20
3.2.1.2	Incode Financial Management - Deliver initial data conversion - Accounts Payable -R	4	08/03/20	08/06/20
3.2.1.3	Incode Financial Management - Deliver initial Legacy View data conversion - General Ledger -R	4	08/03/20	08/06/20
3.2.1.4	Incode Financial Management - Deliver initial Legacy View data conversion - Accounts Payable -R	4	08/03/20	08/06/20
3.1.4.10	Incode Financial Management - Chart of Accounts Segment Mapping and Review Session 3 -R	5	08/03/20	08/07/20
3.1.4.9	Incode Financial Management - Chart of Accounts Mapping and Review Session 2 Assignments complete as scheduled	3	08/10/20	08/12/20
3.2.1.1	Incode Financial Management - Deliver initial data conversion - Chart of Accounts -R	4	08/10/20	08/13/20
3.1.4.12	Incode Financial Management - Chart of Accounts Segment Mapping and Review Session 4 -R	5	08/10/20	08/14/20
3.1.2.1	Incode Financial Management - Power User Training - General Ledger, Bank Recon-R 1:00-3:00 PST	1	08/17/20	08/17/20
3.1.4.11	Incode Financial Management - Chart of Accounts Mapping and Review Session 3 Assignments complete as scheduled	3	08/17/20	08/19/20
3.2.7	Incode Financial Management - Final conversion delivered; post conversion gap analysis -R	4	08/17/20	08/20/20
3.2.2.1	Incode Financial Management - Initial conversion analysis - Chart of Accounts -R	5	08/17/20	08/21/20
3.3.2	Incode Financial Management - Final testing - 3rd Party Data Exchange	6	08/17/20	08/24/20
3.3.2.1	Incode Financial Management - Final testing - Bank Reconciliation File Import -R	6	08/17/20	08/24/20
3.3.2.2	Incode Financial Management - Final testing - General Ledger Journal Entry Import -R	6	08/17/20	08/24/20
3.3.2.3	Incode Financial Management - Final testing - Accounts Payable Import -R	6	08/17/20	08/24/20
3.3.1	Incode Financial Management - Verify data - 3rd Party Data Exchange	11	08/17/20	08/31/20
3.3.1.1	Incode Financial Management - Verify data - Bank Reconciliation File Import -R	11	08/17/20	08/31/20
3.3.1.2	Incode Financial Management - Verify data - General Ledger Journal Entry Import -R	11	08/17/20	08/31/20
3.3.1.3	Incode Financial Management - Verify data - Accounts Payable Import -R	11	08/17/20	08/31/20
3.1.4.13	Incode Financial Management - Chart of Accounts Final Mapping (Legacy Account Numbers to New) due to Tyler	3	08/24/20	08/26/20
3.1.3.1	Incode Financial Management - Incode Role-based Security Analysis and Training Session -R	4	08/24/20	08/27/20
3.1.3.7	Incode Financial Management - Security Training Review Session -R	4	08/24/20	08/27/20
3.2.5	Incode Financial Management - Chart of Accounts Validation and General Ledger Report Training -R	5	08/24/20	08/28/20
3.2.4	Incode Financial Management - Conversion data review discussion - R	5	08/31/20	09/04/20

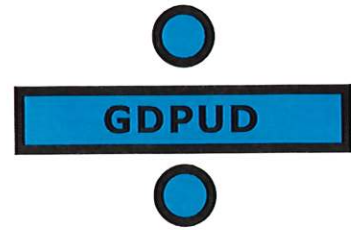
WBS	Task	Duration	Planned start	Planned finish
3.1.8.1	Incode Financial Management - Configuration - Bank Reconciliation File Import -R	4	09/07/20	09/11/20
3.1.8.2	Incode Financial Management - Configuration - General Ledger Journal Entry Import -R	4	09/07/20	09/11/20
3.1.8.3	Incode Financial Management - Configuration - Accounts Payable Import -R	4	09/07/20	09/11/20
3.1.6.1	Incode Financial Management - Build Delivered prior to Configuration -R	5	09/07/20	09/14/20
3.1.6.2	Incode Financial Management - Configuration - General Ledger	5	09/07/20	09/14/20
3.1.6.3	Incode Financial Management - Configuration - Accounts Payable	5	09/07/20	09/14/20
3.1.6.4	Incode Financial Management - Configuration - Output Director	5	09/07/20	09/14/20
3.1.6.5	Incode Financial Management - Configuration - Purchasing	5	09/14/20	09/18/20
3.1.6.6	Incode Financial Management - Configuration - Fixed Assets	5	09/14/20	09/18/20
3.1.6.7	Incode Financial Management - Configuration - Inventory	5	09/14/20	09/18/20
3.1.6.8	Incode Financial Management - Configuration - Project Accounting	5	09/14/20	09/18/20
3.1.6.9	Tyler Content Manager - Configuration	5	10/12/20	10/16/20
4.1.1	Incode Financial Management - Cutover Planning Session -R	15	10/12/20	10/30/20
4.3.4	Incode Financial Management - Resolve issues from UAT and Parallel Payroll	4	11/02/20	11/05/20
4.3.4.1	Incode Financial Management - Resolve issues from UAT -R	4	11/02/20	11/05/20
5.1.4.1	Incode Financial Management - Production assistance - General Ledger	5	11/09/20	11/13/20
5.1.4.10	Incode Financial Management - Production assistance - Accounts Payable Import	5	11/09/20	11/13/20
5.1.4.2	Incode Financial Management - Production assistance - Accounts Payable	5	11/09/20	11/13/20
5.1.4.3	Incode Financial Management - Production assistance - Bank Reconciliation	5	11/09/20	11/13/20
5.1.4.8	Incode Financial Management - Production assistance - Bank Reconciliation File Import	5	11/09/20	11/13/20
5.1.4.9	Incode Financial Management - Production assistance - General Ledger Journal Entry Import	5	11/09/20	11/13/20
5.1.4	Incode Financial Management - Production assistance	18	11/09/20	12/04/20
4.4.1	Incode Financial Management - End User Training - Core Financials -R	4	11/16/20	11/19/20
4.4.2	Incode Financial Management - End User Training Purchasing -R	4	11/16/20	11/19/20
4.4.3	Incode Financial Management - End User Training - Fixed Assets -R	4	11/16/20	11/19/20
4.4.4	Incode Financial Management - End User Training - Cashiering -R	4	11/16/20	11/19/20
4.4.5	Incode Financial Management - End User Training - Work Orders -R	4	11/16/20	11/19/20
4.4.6	Incode Financial Management - End User Training - Inventory -R	4	11/16/20	11/19/20
5.1.4.4	Incode Financial Management - Production assistance - Purchasing	5	11/16/20	11/20/20
5.1.4.5	Incode Financial Management - Production assistance - Fixed Assets	5	11/16/20	11/20/20
5.1.4.6	Incode Financial Management - Production assistance - Inventory	5	11/16/20	11/20/20
5.1.4.11	Production assistance - Tyler Content Manager -R	5	11/23/20	12/01/20
5.1.2	Incode Financial Management - Build Delivered prior to Production -R	1	11/30/20	11/30/20
5.1.3	Incode Financial Management - Deliver Production Verification documents	1	11/30/20	11/30/20
5.1.5	Incode Financial Management - Acceptance of Production	1	11/30/20	11/30/20
5.1.5.1	Incode Financial Management - Acceptance of Production - Core Financials	1	11/30/20	11/30/20
5.1.5.10	Incode Financial Management - Acceptance of Production - General Ledger Journal Entry Import	1	11/30/20	11/30/20
5.1.5.11	Incode Financial Management - Acceptance of Production - Accounts Payable Import	1	11/30/20	11/30/20
5.1.5.12	Incode Cashiering - Acceptance of Production - Receipt Import	1	11/30/20	11/30/20
5.1.5.13	Incode Cashiering - Acceptance of Production	1	11/30/20	11/30/20
5.1.5.2	Incode Financial Management - Acceptance of Production - Output Director	1	11/30/20	11/30/20
5.1.5.3	Incode Financial Management - Acceptance of Production - Incode Express	1	11/30/20	11/30/20
5.1.5.4	Incode Financial Management - Acceptance of Production - Purchasing	1	11/30/20	11/30/20
5.1.5.5	Incode Financial Management - Acceptance of Production - Fixed Assets	1	11/30/20	11/30/20
5.1.5.6	Incode Financial Management - Acceptance of Production - Inventory	1	11/30/20	11/30/20
5.1.5.7	Incode Financial Management - Acceptance of Production - Project Accounting	1	11/30/20	11/30/20
5.1.5.8	Incode Financial Management - Acceptance of Production - Work Orders	1	11/30/20	11/30/20
5.1.5.9	Incode Financial Management - Acceptance of Production - Bank Reconciliation File Import	1	11/30/20	11/30/20
5.1.4.7	Incode Financial Management - Production assistance - Project Accounting	5	11/30/20	12/04/20
6.1.1	Incode Financial Management - Post Production Training - General Ledger -R	1	01/11/21	01/11/21
6.1.2	Incode Financial Management - Post Production Training - Position Budgeting -R	1	01/11/21	01/11/21
6.1.3	Incode Financial Management - Post Production Training - Work Orders -R	1	01/11/21	01/11/21



NEW BUSINESS

ITEM 8.A.

REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF SEPTEMBER 8, 2020
AGENDA ITEM NO. 8.A.



AGENDA SECTION: NEW BUSINESS

SUBJECT: Additional Leakage Consideration
Ms. Nanette Bailey
7660 Texas Canyon Road

PREPARED BY: Jeff Nelson, Interim General Manager

APPROVED BY: Jeff Nelson, Interim General Manager

BACKGROUND

Typcially, the District reads water meters near the end of every two month billing period, and customers bills are calculated based on water consumption. Due to COVID 19 concerns and the practices adopted by the District, the District did not read water meters for the March/April 2020 billing period. Rather, the District estimated the customer's bill based on the 2019 water usage during that same period. The District began reading meters again late June, in time to calculate the customers water bills for the May/June 2020 billing period.

Ms. Nanette Bailey owns the property located at 7660 Texas Canyon Road. Ms. Bailey's water usage and corresponding bill for the March/April, 2020 billing period were estimated at estimated 509 cubic feet, and \$101.96; her 2019 bill for the same billing period was \$103.54. When her meter was read for the May/June 2020 billing period, the meter reading indicated a wate usage of 92,000 cubic feet, resulting in a corresponding bill of \$2440.31; Ms. Bailey's bill for the same period in 2019 was \$114.21, indicating that Ms. Bailey's water system somewhere between her house and water meter (approximately 1,200 feet). Once the leak was discovered, Ms. Bailey had the leak repaired. Due to the magnitude of the leak, District staff believe the leak occurred sometime early in the March/April billing cycle.

Ms. Bailey was granted a leakage consideration last July. The leakage consideration resulted a 40%, or approximately \$976.12 reduction of her bill, or a new, revised bill total of \$1,464.19.

DISCUSSION

While Ms. Bailey is appreciative of being granted a water leakage consideration, she is respectfully requesting the the District consider increasing her leakage consideration. This request is based on the rationale that if District staff had physically read her meter in April, the leak would have been detected one billing cycle or two months sooner, resulting her April/May bill being less than half of the \$2,440 or around \$1,200. With a leakage consideration, her resulting bill for the March/April billing period would likely have been approximately \$720.00. Her May/June bill would have been closer to normal or around \$120.00, depending on how quickly the leak was repaired. Under this scenario, her combined bills for the March through June billing periods would have been approximately \$840.00, compared with the current total of \$1,464.19.

FISCAL IMPACT

Any reduction of Ms. Bailey's bill for the March through June 2020 billing periods would result in a direct decrease District revenues. Assuming any reduction in Ms. Bailey's bill can be considered related to COVID19.

CEQA ASSESSMENT

Not a CEQA Project.

RECOMMENDED ACTION

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) split the difference between Ms. Bailey's current bill for the March to June billing period (\$1,464.19) and the estimated bill amount if the leak would have been detected and repaired at the end of the March/April billing period and a leakage consideration was granted (\$840.00). The resulting difference is \$624.19, half being \$312.10. This action would further reduce Ms. Bailey's bill from \$1,464.19 to \$1,152.09.

ALTERNATIVES

Deny the request, or develop an alternative accommodation..

ATTACHMENTS

1. Leakage Consideration Policy

AGENDA ITEM 8.A.

Attachment 1

Leakage Consideration Policy

POLICY TITLE: Leakage Consideration

POLICY NUMBER: 1118

1118.1 Background: In the 1980's, the Board enacted a leakage consideration policy. If a customer had a leak on their side of the meter due to broken pipes or other failures in the properties plumbing system and got it fixed promptly, they could qualify for an adjustment to their water bill. This is called a Leakage Consideration.

The policy was based on compassion for the customer, timely repair of the leak, and payment by the customer for the chemicals and energy to treat the water that was lost.

The customer is responsible for monitoring higher than expected usage. The District will do it's best to provide high usage phone calls to customers with seemingly abnormally high usage during meter reading. Customers must investigate higher than expected usage to determine if the usage was caused by a leak. Customers should promptly repair leaks.

1118.2 Eligibility: Only the legal homeowner of the property can request a leakage consideration. Rental tenants paying bills must contact the owner to have them request an adjustment from the District.

No leak adjustments will be granted for loss of water due to irrigation or pool failures.

No adjustments will be granted for loss of water due to leaking faucets or running toilets.

The customer's account must be in good standing at the time of the Leakage Consideration.

Adjustments are limited to the water usage portion of the bill only.

Only residential treated water customers are eligible for the leakage consideration. The adjustment does not apply to agricultural irrigation water accounts.

1118.3 Procedure: A leakage consideration is calculated by staff using the following provisions.

1118.3.1 Qualification for a consideration requires that the customer repair the leak promptly. Prompt repair is considered to be within ten calendar days of notification or when the leak was discovered.

1118.3.2 The adjustment is calculated by staff and shall be determined by the District based on comparison of "normal consumption" during the same billing period of the prior year the leak occurred. Staff shall use the immediate past year but may, at staff's sole discretion, consider other years if necessary to determine an appropriate historical usage

1118.3.3 The customer shall be responsible for payment of forty percent (40%) of the calculated water loss. Water consumption not subject to the water loss calculation shall be billed at the appropriate rate.

1118.4 Number of Adjustments: One adjustment for one billing cycle is granted for every three years of an active account status. If a leak persists over more than one billing cycle, the customer shall only receive relief for excess water usage that occurred during one billing cycle. The leakage consideration may be extended to two billing cycles at the discretion of General Manager or designee, if it can be documented that the leak started within the last ten (10) calendar days of the billing cycle.

1118.4.1 If a property transfers ownership, considerations requested by the previous owner do not apply.

1118.5 Authorization. All adjustment decisions from the General Manager and/ or their designee are final. A customer may appeal the decision of the General Manager within (10) working days from the date of the General Manager's decision. The customer's written appeal must describe in detail the basis for the appeal and explain why the adjustment should be granted. The General Manager will agendaize the appeal for a Board of Directors meeting within forty (40) days from the date the written appeal is received.

1118.6 Application. The customer must submit written request to the district office within 30 days from the billing date in which the loss occurred. For example, if the leak occurred in the billing cycle for service months July/August, the billing date would be September 1, and the deadline for adjustment submittal would be September 30. Applications submitted after the deadline will not be exempt from late penalties and may not be approved.

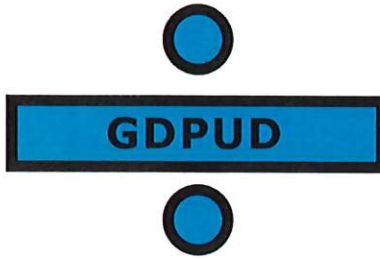
To receive an adjustment because of a leak, customer must fill out the designated form, or write a letter to GDPUD with the equivalent information.

In their description, customer must explain (1) how and when the leak occurred, (2) when it was repaired and (3) enclose or attach copies of proof of repair (such as a plumber's bill, parts receipt, photos of repair, etc.)

If the customer or others made the repair with parts on hand and have no receipts, customer must state that in their description.

Customer should include their account number, daytime phone number, and email so staff can contact them with questions.

1118.6 Submission. All adjustment requests must be submitted to the General Manager and/or designee for approval. Staff will contact the customer by phone call and/or writing either detailing the adjusted amount of their bill or denying the request.



NEW BUSINESS

ITEM 8.B.

-NOT USED-