



MINUTES

REGULAR MEETING

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

July 12, 2022
2:00PM

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

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

President Saunders called the Board Meeting to order at 1404 hrs.

ROLL CALL:

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

Director Seaman led in the Pledge of Allegiance.

2) *ADOPTION OF AGENDA*

President Saunders pulled item 10D under New Business due to lack of supporting information.

Director MacDonald motioned to approve the adoption of the agenda with item 10D removed. Director Stewart seconded the motion.

Roll call vote was taken:

Aye: THORNBROUGH, MACDONALD, SEAMAN, STEWART, PRESIDENT SAUNDERS

Nay: NONE

The motion CARRIED

3) *ADJOURN TO CLOSED SESSION – CONFERENCE WITH GENERAL MANAGER*

A. Performance Evaluation – Pursuant to Government Code Section 54957

Title: Legal Counsel

Returned from closed session at 1437

Report out: Board will direct staff to produce an RFP for legal services and bring it back to the board for review.

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

- *Requesting a floating toilet at stumpy meadows, says toilet paper around the lake due to lack of use of the pit toilets. Why do we not have a hydro plant at stumpy meadows.*
- *Customer since 1986, concern re: districts decision to shorten the irrigation season due to the state mandate. Season used to be 12 months, then 6, now it's being shortened again. Move season later in the year to use for fire season.*

5) CONSENT CALENDAR

A. Approval of Minutes

1. Regular Board Meeting of June 14, 2022
2. Special Meeting of April 26, 2022

B. Consider Authorizing the District to Conduct Meetings by Teleconference during the Period August 1 – August 31, 2022, as provided by Assembly Bill 361

Possible Action: Approve Resolution 2022-XX authorizing the District to continue teleconference meetings during the period August 1 to August 31, 2022.

C. Consider Approving District Participation in the 2022 CSDA Leadership Conference

Possible Action: Approve Resolution 2022-XX authorizing the District's participation in the CSDA Leadership Conference.

Director Stewart motioned to approve Items A-C. Director Thornbrough seconded the motion.

Roll call vote was taken:

Aye: THORNBROUGH, MACDONALD, SEAMAN, STEWART, PRESIDENT SAUNDERS

Nay: NONE

The motion CARRIED

6) FINANCIAL REPORTS

- A. Budget to Actuals Report
- B. Pooled Cash Report
- C. Monthly Check Report through

Pres saunders requesting credit card breakdown report for future meetings.

7) INFORMATIONAL ITEMS

A. Board Reports

- a. Seaman attended the 4th of July parade and visited the GDPUD booth and attended Pilot Hill Grange meeting and discussed 20% water reduction.
- b. MacDonald attended the 4th of July parade as well, Thornbrough and I attended the Finance Committee meeting.
- c. President Saunders thanked Brian and his family for driving the company truck in the parade and thanked Alexis Elliott for working in the GDPUD booth. Looking forward to future community events. Saunders read his presidents report.

B. Legislative Liaison Report

C. General Manager's Report

- a. Adam Coyan discussed his board report (attached in packet)

D. Operation Manager's Report

- a. Adam Coyan presented the OM's report (attached in packet)
- b. Seaman – can we track how many hours GPUD staff assisted the AMR contractors on this project?
- c. Saunders – hydrant breaks and flushing? Has that project started yet? Coyan – when the Cartegraph program is implemented, we can start that tracking. Add flushing on the public portal.
- d. Seaman – need contact for DWR for “trigger for refill agreement”. (when the delta is excess)
- e. Thornbrough – are we required to flush hydrants annually? Coyan – There is a checklist of hydrant maintenance that should be performed. We will not be flushing during a 20% reduction in place.

E. Water Resources Manger

- a. Alexis Elliott read her WR report (attached in packet)

8) COMMITTEES

A. Finance Committee – Steve Miller, Chair

- i. Miller discussed elections, postponed elections in December. Accounting anomalies discovered by Stoffregen. What property GDPUD owns/easement around the canals in regard to trees growing into the ditch.
- ii. Barbara – there isn't really a written easement. If trees/vegetation are encroaching into the ditch, you may address it if the property owner is contacted.
- iii. Miller – density of NW part of the divide. People vs. sq/mi. Wastewater?

B. Irrigation Committee – Ray Griffiths, Chair

- i. Griffiths discussed establishing a regular meeting date and time. Meeting monthly seemed excessive. Committee agreed to meet monthly during

irrigation season then as needed. Meetings would be held at 2:00pm. Will continue to review the irrigation ordinance.

- ii. McKay – the sizes of the minor’s boxes can be modified to temporarily reduce water for irrigation. Requests staff/board to look into alternatives to closing the water year early.

C. Ad Hoc Grant Writing Committee – Director Saunders

- i. Nothing to report – waiting for RFP to come back. A request has been made to AQWA to see if we could have grant resources available to smaller districts. Starting to put CIP projects into categories to easily find funding. We need a “project report” for each project, which would include when the project would be “shovel ready” what category it goes to. This is the goal of the grant committee.

D. Ad Hoc Committee for Policy Manual – President Saunders and Director Seaman

We are still waiting for the policy manual to come back. The three policies that are next in line are:

- i. Water Transfer policy
- ii. RFP policy
- iii. CEQA policy

E. Ad Hoc Committee for the Audit Committee – Director Saunders and Director Thornbrough.

- i. Waiting for 21-22 audit to be completed first.

F. Ad Hoc Labor Negotiation Committee – President Saunders and Director Thornbrough

- i. Still pending

9) *OLD BUSINESS*

D. Receive Drought Update and Consider Revisions to the Water Shortage Contingency Plan

Possible Action: Receive update and provide staff direction.

Coyan – May 28% decrease from 2021 and June 16% reduction.

MacDonald – expressed support for irrigation committee concerns.

Pres. Saunders – reduction in water usage = reduction in revenue.

Seaman – 20% reduction in irrigation is less than one month. Potable water users fail to achieve the 20% reduction, that will affect irrigation customers.

Water season is May – September, cutting off irrigation on September 1st is a 20% reduction.

Pres Saunders – what can we do if treated water customers don’t follow the 20% reduction? Implement an emergency tier, community outreach etc. Next time we do an urban water management plan, we can look at alternatives to reducing water for

irrigation w/o reducing the water year. We would have to look at how much revenue would be lost if we metered irrigation vs. cutting off the water season.

Public Comment: The community is not aware of the 20% reduction.

Pres Saunders: continue public outreach to promote the “up to” 20% mandated reduction of potable water. Implementing a town hall, either for the entire district or in each town. Add bill insert with only 20% mandate info.

MacDonald – plans to attend ALT monthly board meetings for community outreach. Maybe hang banners around town that have the 20% decrease mandate.

10) NEW BUSINESS

A. Introduce Ordinance 2022-01 – Certification of Annual Direct Charges, Fees, and Assessments

Possible Action: Introduce Ordinance 2022-01 by title only, waive first reading, and receive public comment.

Pres Saunders – remind delinquent customers of the LIWAH and COVID rebate programs for past due balances.

B. Consider Authorizing the General Manager to Initiate the Process for Creating a Part-time Administrative Assistant position.

Possible Action: Adopt Resolution 2022-XX authorizing the General Manager to initiate the creation of a part-time administrative assistant.

Adam Coyan – discussed the need for a permanent part-time employee to support office staff and produce board documents and to replace the two temp employees currently employed.

Public comment:

Director Seaman motioned the board to authorize the General Manager to initiate the creation of a part-time administrative assistant. Director MacDonald seconded the motion.

Roll call vote was taken:

Aye: THORNBROUGH, MACDONALD, SEAMAN, STEWART, PRESIDENT SAUNDERS

Nay: NONE

The motion CARRIED

C. Annual Review of Director Stipend as Required by District Policy 4030

Possible Action: Review and provide staff direction.

President Saunders – confirmed that the Public Utilities Commission had not changed, the ordinance remains \$400/month, not to exceed \$4,800. If a Board member does not attend a regular meeting, you will not be paid a stipend and special meetings are unpaid.

~~D. Consider Authorizing the General Manager to Execute a Professional Services Agreement for Engineering Services~~

~~Possible Action: Adopt Resolution 2022-XX authorizing the General Manager to execute a PSA for engineering services.~~

E. Consider Authorizing the General Manager to Execute a Contract for the Auburn Lake Trails Paving Projects

Possible Action: Adopt Resolution 2022-XX authorizing the General Manager to execute a contract for the Auburn Lake Trails Paving Projects.

Coyan – Both responses to the RFP were of equal services and it is required by state law that the lowest bid was taken. (see staff report)

Thornbrough – asked questions regarding the time frame and which fund this project is going to come out of. Maintenance vs. CIP.

President Saunders - There would have to be a budget amendment since the board approved the budget and have this project be billed to CIP.

Public Comment: I think that projects within the boundaries of ALT should be paid for by ALT funds, not GPUD general funds.

Public comment: Do Operations or CIP projects get charged to ALT accounts? I believe it says that in the ALT original agreements.

Director MacDonald motioned to authorize a contract for the Auburn Lake Trails paving project. Director Thornbrough seconded the motion.

Roll call vote was taken:

Aye: THORNBROUGH, MACDONALD, SEAMAN, STEWART, PRESIDENT SAUNDERS

Nay: NONE

The motion CARRIED

11) PUBLIC HEARING – PROP 4 APPROPRIATIONS LIMIT (1720)

Possible Action: Receive public testimony and adopt Resolution 2022-XX establishing Appropriation Limit amount.

Director Thornbrough motioned to adopt the resolution to establish the appropriation limit amount. Director MacDonald seconded the motion.

Roll call vote was taken:

Aye: THORNBROUGH, MACDONALD, SEAMAN, STEWART, PRESIDENT SAUNDERS

Nay: NONE

The motion CARRIED

12. **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.

President Saunders – to White/Brenner, please send info for closed session including GM contract

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

Director Thornbrough motioned to adjourn. Director MacDonald seconded the motion.

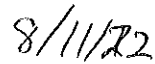
Roll call vote was taken:

Aye: THORNBROUGH, MACDONALD, SEAMAN, STEWART, PRESIDENT SAUNDERS

Meeting adjourned at 1730



Adam Coyan, General Manager



Date