



MINUTES

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

**TUESDAY, MARCH 9, 2021
2:00 P.M.**

Michael Saunders, President
Vacant, Vice President
Mike Thornbrough, Treasurer
Mitch MacDonald, Director
Donna Seaman, 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.
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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 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

Director Saunders called the meeting at 2:03 PM

PRESENT: THORNBROUGH, MACDONALD, SEAMAN, SAUNDERS

Others Present: Interim General Manager Jeff Nelson, Legal Counsel Barbara Brenner

Director Seaman led in the Pledge of Allegiance.

2. ADOPTION OF AGENDA

Motioned by Director Thornbrough to adopt the agenda and seconded by Director MacDonald.

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, SAUNDERS

The motion passed.

3. PROCESS FOR FILLING BOARD VACANCY

Report from Board President on Process for Filling Board Vacancy

Possible Action: Receive and file.

Director Saunders summarized the process for filling the vacancy created by the resignation of Director Cindy Garcia at the February 9, 2021 regular Board meeting. He also described the outreach efforts.

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

No public comments.

5. PROCLAMATIONS AND PRESENTATIONS

Proclamation Recognizing Cynthia Garcia for Dedicated Service to GDPUD.

The General Manager read the proclamation.

Director MacDonald stated that Cindy Garcia is definitely someone who represented the community well, out in front in her ability to keep the community informed, and a strong advocate for the ratepayers.

Director Thornbrough added Director Garcia went above and beyond to get the word out to the community through numerous town halls and wanted to thank her for her service.

Public comments: None.

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, SAUNDERS

NAY: None.

The motion passed.

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
2. Regular Meeting February 9, 2021
3. Special Meeting February 26, 2021

B. Financial Reports

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

Director Saunders pulled Item A.1. and B.2.

Motioned by Director Thornbrough to approve Consent Calendar Items A.2, A.3, and B.1. Seconded by Director MacDonald.

Roll Call Vote:

AYES: THORNBROUGH, MACDONALD, SEAMAN, SAUNDERS

NAYS: None.

The motion passed.

The Board then discussed the items pulled from the Consent Calendar.

Director Seaman requested copies of the two documents referred by Tony Franco during Public Forum during the November 10, 2020 meeting. Mr. Nelson offered to provide Director Seaman with the agency reports referenced by Mr. Franco. Legal Counsel Barbara Brenner stated the referenced reports had been included with minutes of prior meetings. Director Saunders stated that if these reports were distributed during Public Forum, they must be included as an attachment to the minutes. [Recorder's Note: A review of the recording of the November 10, 2020 meeting confirmed the agency reports were only referenced by Mr. Franco, and not submitted during the meeting.]

As the only Board member remaining that was present for the November 10, 2020 Board meeting, Director Saunders said he had some corrections to the minutes. He stated

minutes must be clearly written so everyone understands what the Board voted on. He clarified that the Board vote on Agenda Item 8A was to establish a 150-day minimum operating budget and the vote on Agenda Item 8.B was to increase the CIP budget by \$729,000. (**Attachment 1** is Director Saunders' written corrections).

Regarding the Monthly Cash Disbursements, Director Saunders stated there were some employee payments reported for which some personal employee information must be redacted in the Tyler reporting.

Public Comment:

Cherie Carlyon asked why there were no check descriptions. Christina Cross stated this report just provided a listing of checks and once information is verified to be correct in the General Ledger (GL) and everything matches up correctly, Staff will be able to go back to providing the monthly Accounts Payable (A/P) Report that contains check descriptions.

Ms. Carlyon then asked about Check #31916 and who Jerry Merry was. Ms. Cross stated this check was a payment to a concrete vendor. Ms. Carlyon then asked what this was for and if the District was no longer using gunite. Darrell Creeks explained gunite and concrete was almost the same. The District uses concrete to repair the ditches and Jerry Merry pumps the concrete. Ms. Carlyon asked why the District was not buying a gunite machine and wasn't this impacting the budget? Mr. Nelson stated the District did not buy the gunnite machine because Staff found it was more economical to just rent the equipment.

Additional discussion that followed related to Director Saunders' concern that the Board was not aware a gunite machine was not purchased and the funds budgeted was being used for something else, and Staff's efforts to respond and clarify the situation. The following points resulted from this discussion:

- \$100,000 was budgeted for gunnite and \$75,000 for the gunnite machine in the operational budget.
- Staff learned a gunnite machine would cost approximately \$150,000.
- The funds budgeted for the purchase of gunnite machine was not used for anything else and remains in the budget.
- The gunnite pump vendor charges approximately \$1,000/day and based on ditch maintenance needs, Operations Manager Darrell Creeks stated it would take at least ten years to come even close to the cost of buying a gunnite machine.
- 100% of the cost of the gunnite pump vendor and the related materials to maintain the ditches came from the operating budget.
- Staff used a local vendor that the District has used before.

Ms. Brenner stated the discussion was getting off agenda and pointed out the Board could get into greater detail on this topic during the Operation Manager's Report.

Motioned by Director Thornbrough to bring back A.1, the Minutes of the November 10, 2020 Regular Board Meeting, with revisions and approve Agenda Item B2. Seconded by Director MacDonald.

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, SAUNDERS

NAYS: None

The motion passed.

7. INFORMATIONAL ITEMS

A. Board Reports

***Director MacDonald** reported that he attended the Ad hoc Finance Policy Committee meeting with Director Thornbrough and Steve Miller and will report on that later in the agenda. Utilized his Director's stipend to improve his participation in the zoom meetings.*

***Director Thornbrough** reported he attended his first meeting of El Dorado Water Agency Board when they dealt with housekeeping matters including the election of officers. He has another meeting tomorrow (March 10, 2021).*

***Director Seaman** had nothing to report.*

***Director Saunders** summarized his Board Report which was included in the agenda packet.*

Director Saunders stated that LAFCO's action to allow an Out of Area Service Agreement (OASA) for a customer had relevance to the District as it pertains to well failures, contamination, and drought. He indicated his related queries for staff could be handled offline, but there was some discussion about OASA for treated water and the maximum number of customers that could be added relative to the Urban Water Management Plan (UWMP). Darrell Creeks indicated the District had no OASA's for treated water. He pointed out that it was cheaper to get a tank and have treated water delivered than to get annexed.

Director Saunders urged the Board members to look at the current UWMP to understand the District's annual water requirements and restriction levels in preparation for the next UWMP update scheduled for the next few months as well as water legislation coming up.

Director Saunders also summarized his report relative to the Department of Water Resources Workgroups. He discussed the survey to show the District's significant value in order to use the variances, which are what you can add on to increase the water budget. Mr. Nelson stated that he and Adam Brown would make themselves available to discuss ideas with him. Director Saunders stated the Land Area Management Study, which showed that 1% of the District is non-irrigable, has been an issue, so the deadline has been extended for everybody. There is a stakeholder's meeting in April.

With regard to his Legislative Liaison report, Director Saunders said he continues to review bills and follow the Brown Act legislation. He said he is monitoring the State Legislature because there are special interest groups wanting to delay the property tax deadline which will impact when the District receives property taxes.

Public Comment:

Cherie Carlyon asked if there out of service area irrigation customers and Darrell Creeks indicated there are around ten OASA irrigation customers.

B. General Manager's Report

Mr. Nelson provided a summary of his report indicating the biggest thing is the limited staffing requiring front office staff to do double duty and Christina Greek covering multiple job duties. He indicated there are two job offers to fill the open administrative staff positions. The delays are related to background checks taking longer than usual due to COVID-related issues.

Irrigation applications are being processed and it appears the District will have about the same number of irrigation customers, stated Mr. Nelson. These applications will be presented for the Board's consideration at the April regular meeting.

There were no questions or public comments.

C. Operation Manager's Report

Darrell Creeks reported there continues to be problems with the new plant and there have been issues related to estimated meter readings due to the fluctuating use. He hopes the District can just keep reading meters.

Mr. Creeks stated that Stumpy is at 16,172acre feet and hopefully the coming storm will bring it up some more.

As requested by Director Saunders, Mr. Creeks reported on last year's shut-down at the Sweet Water Treatment Plant adding it was alarming to have the plant stop producing water. Staff contacted the A-TEEM, an engineering firm specializing in treatment plant control systems who were involved in the design of the plant, and it was diagnosed that a logic card needed to be reset. Mr. Creeks said the A-TEEM indicated there are a myriad of issues that could cause this. When it happened again, the plant operators were instructed on how to reset the logic cards and get the system back online. Mr. Nelson noted that the power received from PG&E is not the purest. Mr. Creeks stated there have been some issues with the PG&E power and the A-TEEM made some adjustments to help clean it up. Director Saunders thanked him for the update.

*Director MacDonald asked for clarification on the information in his report. Mr. Creeks acknowledged that his report had not been updated. He apologized and through the exchange with Director MacDonald corrected the information. (**Attachment 2** is the corrected report.).*

In response to Director Saunders inquiry, Mr. Creeks reported that a customer from ALT contacted the District about a deteriorating bridge crossing. Arrangements were made to have the customer paid for the parts and supplies and Staff replaced the bridge for their horse crossing. There was also a request from a customer in Pilot Hill in which they paid for the culverts and other supplies and the District installed it for

them so their animals could walk under the fence.

Mr. Creeks reported that the District gunitted 400 feet of ditch in Cherry Acres and used 48 bags of grout to patch and seal the cracks.

As far as CIP gunnite projects referenced earlier by Director Seaman, Mr. Creeks explained that CIP projects are ones that go out to bid like the CABY ditch-lining project, funded with a \$1.2 million grant. Another example is the Canal Reliability Study project that cost \$700,000 to line 3,000 feet of ditch.

Mr. Creeks pointed out the District has lined almost 3,000 feet of ditch at a cost of \$60,000 including gunnite and pumper vendor costs. This represents huge savings for the District when the work can be done in house. However, he noted the 3,000 feet of ditch is the total of many small sections located all over the system. Mr. Nelson said this was ditch maintenance and it would not be cost-effective to contract out for piecemeal ditch repair.

Director Seaman asked if there was CEQA documentation to substantiate environmental reviews for these projects. Mr. Creeks stated the District is responding to customer requests for ditch repairs due to concerns about water damage to their home and property. Ms. Brenner stated that some of these leaks could damage some of the private property and become lawsuits against the District.

Mr. Nelson invited Director Seaman to meet with him and Mr. Creeks to discuss this and other topics. Director Seaman said she would also like to have the tour. Mr. Nelson stated he would be in touch to arrange for this meeting and tour.

Public Comment: None

D. Water Resources Report

*Adam Brown referenced the contract with Western Hydraulics to do a forecast model and he just received this late Friday so was unable to get it into the packet. He said he wanted to show this model as a preview for next month's presentation on irrigation allocation for this irrigation season. Mr. Brown shared the documents through zoom share and are included as **Attachments 3 and 4**.*

Mr. Brown explained the summary page of the forecast which is basically input from the California Nevada Forecast Center that looks at 39 years of data for the Rubicon River Basin and Pilot Creek Watershed is part of that.

Mr. Brown explained what the forecast model was designed to do describing the input points and responded to clarifying questions. It is a planning tool where we would fit at the end of the irrigation system. Based on UWMP we have different levels of conservation measures and this tool would assist the Board in its decision-making. Mr. Nelson wanted this is a new tool we wanted give you all enough tie to digest it so it is not sprung on you in April offered to meet with any Directors to explain more prior to the meeting recommend that. This is where we are going with it and Adam and Jeff Meyer did a great job.

The Urban Water Management Plan is due in June. We have a draft envision having the draft posted on the website in early April and plan public hearing in May.

Mr. Brown reported there was nothing out of the ordinary in this month's Zone Report.

Mr. Nelson stated that Mr. Brown wears a lot of different hats for the District.

Mr. Creeks indicated he had forgotten to report back on Director Thornbrough's request that staff compare the cost of buying a storage container for records rather than renting. Mr. Creeks indicated he was looking into this.

Public Comment: *Dane Wadle said the forecast model was very good information and asked if it could be posted on the website.*

8. COMMITTEES

A. Ad Hoc Grant Writing Committee – Director Saunders

Director Saunders reported that the new committee is a work in progress to get everybody to work together. He stated the next meeting is March 19 at 11 a.m. and he will try to invite Ken Payne and other people.

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

Director MacDonald reported he met with Director Thornbrough and former Finance Committee Chairman Steve Miller to review Director Garcia's draft of the Finance Committee's roles and responsibilities.

Director Saunders stated it is going to take some time to review the policy and establish a new Finance Committee. The resolution will eventually become a policy.

Public Comment: *None*

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

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

9. NEW BUSINESS

A. Receive Staff Briefing on Irrigation Ordinance

Possible Action: Receive Briefing and Provide Direction to Staff

Jeff Nelson stated that Staff is looking for direction from the Board and is requesting an opportunity to incorporate changes to the Ordinance to bring back to the Board to consider and discuss. He called on Gloria Omania, who was involved in developing the 2018 outreach plan for a public review of the Irrigation Ordinance, to provide the briefing.

Ms. Omania described, through a Power Point presentation, the process of review that included two public workshops and opportunities for public comments and staff assessment of suggested changes to the Ordinance and improvements to the service. She explained the steps that had been completed in 2018, and the steps remaining to reach the point of a public hearing to amend the Ordinance.

Darrell Creeks provided an overview of GDPUD's irrigation system, noting that the 700-mile system is maintained by a crew of 7 District workers. Mr. Creeks also summarized some of the suggested changes to the ordinance and Staff's assessment explaining why some suggestions was not possible.

Director Seaman said it would be nice to go through the comments from the 2018 review to see what has been done. She initiated discussion about the 18 segments of the irrigation system. Mr. Creeks responded that some service routes require higher maintenance than other sections. Director Seaman says her area has reached a point of frustration; they are doing some of the maintenance themselves. Mr. Creeks commented that irrigation water is untreated dirty water and customers must flush their lines regularly.

Director Thornbrough stated he liked the idea of putting something together based on what has already been discussed and commented on and the sooner the better.

Mr. Creeks stated the Irrigation Ordinance is extremely complicated and the Board might need to dedicate a special meeting to focus on it.

Director Saunders asked that all the workshop comments be posted on the website so current Board members can review and add their comments. He said the public will have an opportunity to weigh in during the special meeting and in the public hearing.

After some additional discussion, the Board directed Staff to create a special section on the website to post the Irrigation Ordinance information from the 2018 review, schedule a special meeting on the Ordinance, and begin to incorporate suggested changes for the Board's consideration.

Public Comment: None

B. Consider Changes to District Policy 5020 - Preparation of Board Agenda.

Possible Action: Adopt Resolution Adopting changes to Policy 5020

At the General Manager's request, Gloria Omania presented the staff report.

Motioned by Director Thornbrough to adopt resolution with Attachment 4 as the Exhibit. It was seconded by Director MacDonald.

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, SAUNDERS

The Motion passes.

C. Consider Nomination to ACWA Region 3 Board

Possible Action: Adopt Resolution

After discussing the benefits of representation on the ACWA Region 3 Board, Director Saunders expressed his interest to serve on Region 3 ACWA Board.

Motioned by Director MacDonald to nominate Director Saunders to the Region 3 ACWA Board and seconded by Director Seaman.

Public Comment: None

ROLL CALL:

Ayes: THORNBROUGH MACDONALD SEASON SAUNDERS

The motion passes.

D. Discuss Policy on the Roles and Responsibilities of the Finance Committee

Possible Action: Direct Staff on next steps for Considering Changes to Policy

This item was tabled to next meeting.

E. Consider Contract with Doug Veerkamp for Parking Lot Paving Project

Possible Action: Adopt Resolution Authorizing Contact with Doug Veerkamp

Adam Brown presented the staff report stating this project is a CIP which required bids. He stated the project was presented during the CIP Process for \$219,000 and the lowest bid came in quite a bit lower.

In response to Director MacDonald's question, Mr. Brown confirmed this was the lowest qualified bid. He stated he followed up on the references and reached three who indicated this company does quality work.

Director Thornbrough asked if the trees were included in the bid and Mr. Brown referred him to the Contractor's bid (Attachment 2 of the staff report) that included two alternate bids for overlay (2,333.25) and the removal of trees (\$24,750). The base bid was \$143,010.35 making the total amount \$170,093.60.

In response to Director Seaman, Mr. Brown stated the District will verify there are no environmental concerns, and the contractor meets any encroachment permit requirements.

Public Comment:

Cherie Carlyon asked if the District could remove the trees and whether the tree removal is included in the contract. Mr. Nelson stated there is a lot of liability involved when you're cutting trees on a very busy road.

Stephen Dowd stated the trees have been there for over 47 years and serve as protection from the motorists coming around the corner and asked about guard rails.

Motioned by Director Thornbrough to adopt authorize and seconded by Director MacDonald.

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, SAUNDERS

The motion passes.

F. Consider 2021 WaterSMART Grant – 2022 Upper Canal Reliability Project

Possible Action: Adopt Resolution Approving Grant Application for 2021 WaterSMART Grant

Mr. Nelson reported that Ken Payne contacted the District about an opportunity for a WaterSMART grant, but it was due next week. Mr. Payne indicated they would put their staff on it and just needed a little information from the District.

Staff indicated the 2022 Upper Canal Reliability Project is eligible for this grant and has a high potential for obtaining funds of up to \$160,000 with a 50% cost share. A portion of the cost share can be in-kind.

Director Seaman asked if cultural, historical, and biological issues have been taken into account. Mr. Nelson stated these costs are built into the grant application adding the District would be spending some amount of money anyway to maintain these ditches. The funds would be awarded in September with the construction proposed to be January – May 1, 2022, before the 2022 irrigation season.

Public Comments: None

Motioned by Director Thornbrough to adopt resolution and seconded by Director small scale WaterSMART and seconded MacDonald.

ROLL CALL

AYES: THORNBROUGH, MACDONALD, SEAMAN, SAUNDERS

The Motion passed.

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 Seaman request if agenda packets could be delivered on Thursday instead of Friday and the General Manager stated that was Staff's goal.

Director Saunders took a poll to set the date for the Special Meeting for Director interviews and it was set for March 24, 2021, at 4 PM.

Director Saunders stated the Strategic Meeting will be scheduled after the new director has been appointed and the new manager hired.

Public Comment: None

- 12. NEXT MEETING DATE AND ADJOURNMENT** – The next Regular Meeting will be on April 13, 2021 at 2:00 P.M. via teleconference. Details to follow.

Motion to adjourn at 5:38 by Director MacDonald and Thornbrough seconded.

The motion passed by acclamation.

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 March 4, 2021.

Jeff Nelson, Interim General Manager

Date