



MINUTES

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

**TUESDAY, APRIL 13, 2021
2:00 P.M.**

BOARD OF DIRECTORS

Michael Saunders, President
Mike Thornbrough, Treasurer
Mitch MacDonald, Director
Donna Seaman, Director
Gerry Stewart, 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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1. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

Director Saunders called the meeting to order at 2:00 PM.

PRESENT: THORNBROUGH, MACDONALD, SEAMAN, SAUNDERS

OTHERS PRESENT: Director-Appointee Gerry Stewart, Interim General Manager Jeff Nelson, Legal Counsel Barbara Brenner

Director MacDonald led in the Pledge of Allegiance.

2. ADOPTION OF AGENDA

MOTIONED BY SEAMAN TO ADOPT THE AGENDA. SECONDED BY DIRECTOR MACDONALD.

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, SAUNDERS

The motion passed.

3. OATH OF OFFICE AND REORGANIZATION OF BOARD OFFICERS

A. Oath of Office for Director-Appointee Gerry Stewart, Administered by Legal Counsel

Legal Counsel administered the Oath to Gerry Stewart.

Members of the Board congratulated Director Stewart and welcomed him to the Board.

B. Reorganization of Board Officers

Director Saunders stated the Board must fill the vacant Vice President position on the Board.

DIRECTOR STEWART NOMINATED DIRECTOR MACDONALD AND DIRECTOR THORNBROUGH SECONDED THE NOMINATION.

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS

THE MOTION PASSED.

Director Saunders then stated the alternate position to ACWA/JPIA is open. Director MacDonald currently serves as the Board's ACWA/JPIA representative and the alternate would attend meetings when he is not able.

Hearing no other volunteers, Director Saunders indicated he would be willing to serve as ACWA/JPIA alternate.

MOTIONED BY DIRECTOR SAUNDERS TO NOMINATE HIMSELF AS ACWA/JPIA ALTERNATE. SECONDED BY DIRECTOR THORNBROUGH.

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS

THE MOTION PASSED.

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

Cherie Carlyon stated she did not receive the agenda by email as an informational item.

Stephen Dowd stated he has been measuring the water levels by the water main and read his monthly measurements: November 5", December 5 1/2", January 6 1/4", February 6 1/4", March 6 1/8", and so far this month zero, which adds up to 29 1/8 inches. Mr. Dowd further commented that he has been up to Stumpy Meadows and on April 2 standing next to the water, it was 8 feet over his head. On April 10 it was 5-1/2 feet from spilling over the spillway.

Mr. Dowd also asked when the District will begin to hold meetings in the GDPUD District Office. Director Saunders stated the District will continue to follow the State mandate. Mr. Nelson added the District must meet County mandates as well as requirements by ACWA/JPIA, the District's insurance carrier.

Ms. Carlyon commented it is inconvenient having to call in to Mr. Dowd adding she does not have long distance.

5. PROCLAMATIONS AND PRESENTATIONS

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 (with corrections from March regular meeting)
2. Regular Meeting March 9, 2021
3. Special Meeting March 22, 2021

B. Financial Reports

1. Month-End Check Report

C. Authorizing Change of Bank Signatory Authority

Possible Board Action: Adopt Resolution

D. Update on 2021 Georgetown Kids Fishing Derby

Possible Board Action: Adopt Resolution

Director Saunders asked to pull Consent Item D.

MOTIONED BY DIRECTOR MACDONALD TO APPROVE CONSENT ITEMS A, B AND C. SECONDED BY DIRECTOR THORNBROUGH.

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS

The motion passed.

Director Saunders asked for an update on Item D, the Georgetown Kiddie Fishing Derby. Darrell Creeks stated the update was included in his staff report. The Forest Service will hold the event this year in June and will follow the COVID mitigation measures in effect at that time.

Public Comment: None.

It was motioned by Director Thornbrough to approve Consent Item D. Seconded by Director MacDonald.

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS

The motion passed.

7. INFORMATIONAL ITEMS

A. Board Reports

Director Stewart stated he had nothing to report but was looking forward to touring the facilities. Mr. Nelson stated he would reach out to Director Stewart to arrange for the meeting and tour.

Director Seaman thanked Mr. Nelson and Mr. Creeks for giving her a tour of the water system saying it was very informative. She commented that meeting the water treatment plant operators confirmed that these are the “get-it-done, make sure this works” kind of guys. She added they definitely know their job.

Director Thornbrough stated he would like to take a sewage tour and Director MacDonald also wants a tour. Mr. Nelson indicated he can only take two Board members at a time and would arrange the tours. Director Thornbrough reported he attended the meeting of the El Dorado Water Agency (EDWA) and learned that lots of grant money is being distributed throughout the country. El Dorado County will receive \$37.7 million; \$18.85 million will be received soon and the other \$18.85 million is expected in 2022. Director Thornbrough stated he would like to see the District receive some of these funds. There are provisions the District definitely falls within to be eligible to receive some of these funds and recommended staff follow these grant opportunities closely.

Director MacDonald reported he registered for the Spring ACWA/JPIA Board of Directors meeting scheduled by Zoom on May 10th.

Director Saunders reported that he met with Senators and Congressional Representatives from the state and federal level, the Biden Administration, and staff of the committees that deal with water, infrastructure, and resources. Their main push is to deal with COVID and the CARES Act to make sure there is low-income assistance. As Director Thornbrough stated, the American Rescue Plan funding is on the way to El Dorado County. The District will work with EDWA to determine what portion of those funds will go to water districts and see what parts of the CIP we can use to qualify for funding. Director Saunders stated he asked again about COVID relief funding going directly to special districts.

Regarding the State legislatively, Director Saunders stated there is a fire protection bill that would place a fee on residential fire sprinklers. There is also proposed legislation relative to the California Safe Drinking Act to adopt primary drinking water standards for contaminants and the feasibility of compliance technologically and economically.

Director Saunders reported there are new loans and grants available from federal agencies like the EPA, the USDA, and FDA and other will have more money for water infrastructure and making sure there is funding for stormwater storage and banking.

Director Saunders thanked the staff for all the hard work and all the challenges faced by office workers, those reading meters and maintaining our ditches to perform their tough and challenging jobs. Thanked everyone for the work they are doing.

Public Comment:

Cherie Carlyon inquired about discussion on Agenda Item 6B as she thought the Board had pulled that item. Director Saunders clarified that the Board had pulled Item 6D, not 6B. Ms. Carlyon stated there were no check numbers on the report and that she had some questions about that item. Christina Greek pointed out the check numbers are on the right side of the check report. Director Saunders asked Ms. Carlyon to send him her questions to him since that item has passed. He will share with the Board Treasurer and provide them to include with the minutes. Mr. Nelson's requested that he also receive the information and Director Saunders indicated the General Manager will always receive such information.

B. General Manager's Report

Mr. Nelson reported the District has hired two Administrative Aides and one Maintenance worker. There is still one Maintenance Worker opening and five applications have been received. Mr. Nelson said Staff was looking forward to being fully staffed soon.

Mr. Nelson was pleased to report that the District has been successful in obtaining two grants: a \$500,000 WaterSMART grant and a \$120,000 grant from the California Office of Emergency Services to replace the generator at the Walton Lake Water Treatment Plant. He acknowledged the great job done by Adam Brown who worked closely with Ken Payne, General Manager of the El Dorado Water Agency and his staff.

Mr. Nelson reported that the State has issued a preliminary drought warning. Some parts of state are suffering more than others. Marin and Sonoma Counties are in a severe drought situation. El Dorado County is in a moderate drought situation. He is waiting to see what drought contingencies the State will require.

He reported that Staff has been working very hard preparing for the irrigation season and completed a lot of repairs along the irrigation ditches. Staff is looking forward to improved irrigation services because of these repairs.

The General Manager touched upon some matters he just learned about that is not included in his written report. There was a lot of talk up until 18 months ago about a voluntary agreement, or VA, with different water agencies and the Department of Water Resources and the State Water Board for unimpaired flow criteria for rivers mostly to help fish habitat. He learned from a call last Friday with the Placer County Water Agency and other local agencies that the State is now back at the table to get these VA's done. The idea of the VA is for districts to make an agreement with the

State regarding water releases rather than have the State impose the more drastic unimpaired flow criteria on the District. It is forward thinking idea that will be very favorable to the District.

Mr. Nelson stated that Christina Greek has been working very hard on the budget. She has confirmed the General Ledger accounts have been verified and Staff will be able to produce the new budget in the Tyler system. He asked the Directors to inform him of any conferences, memberships dues, training, or other Board expenses in the coming fiscal year so Staff can add the associated costs to the budget.

Public Comment: None

C. Operation Manager's Report

Darrell Creeks reported that water production at the treatment plants is normal for this time of the year. The capacity at the Lake on the last day of the month was at 17,750-acre feet and today it is at 18,294-acre feet which is 91% full.

The crews have been extremely busy in the field even working on weekends to get ready for the irrigation season. All gunniting jobs have been completed and after Board approval of the irrigation applications, the crews will begin to install new services on the ditches, make requested changes to miner inch, and will start running irrigation water at the end of the week. Mr. Creeks added that Staff will have to read meters during the same time, so April is very complicated and busy. Luckily, water breaks have slowed down. Staff is excited the work to seal ditches over the past two years will save a lot more water and customers below the ditches will be happy to not be flooded out.

Director MacDonald thanked Mr. Creeks for the update in nomenclature. He asked how Stumpy capacity compares with the previous couple of years. Mr. Creeks responded that Stumpy was still spilling at this time during both years.

Questions were raised by Director Thornbrough and Director Seaman and subsequent discussion ensued regarding the water transfer accounting and Stumpy levels. Legal Counsel stated the discussion was getting off topic. It was determined this discussion should continue under Agenda Item 9A, Declaration of Projected Water Year.

Public Comment: *Cherie Carlyon asked where to find information on the water transfer accounting. Mr. Brown indicated it can be found on the GDPUD website under the Information and Reports tab, and is titled Water Supply and Discharge Measurements, 2020 Water Transfer Re-fill Accounting.*

D. Water Resources Report

Adam Brown summarized the Zone Report stating there was nothing out of the ordinary for this month's report. He noted there was a little jump on discharge level because the rains came all at once.

Additionally, Mr. Brown indicated he is finishing up the Urban Water Management Plan (UWMP) and will be posting it on the website soon. A press release will be issued as

notification of the public hearing on the UWMP scheduled for the May 11 Board meeting.

Director Thornbrough commended Mr. Brown on the great job he did to obtain this grant funding. Mr. Brown indicated the District has just received the check for the \$119,508 grant from Cal OES. Mr. Nelson held up a copy of the check and Mr. Thornbrough commented that Mr. Brown should frame a copy of the check for his wall. Mr. Nelson added a \$500,000 WaterSMART grant is coming.

Public Comment: None

8. COMMITTEES

A. Ad Hoc Grant Writing Committee - President Saunders

Director Saunders reported that he met with Jeff Nelson, Adam Brown, and Ken Payne to discuss ways to work in corroboration to avoid duplication of effort and to find the best way to build in eligible CIP projects in any interregional plan for grant opportunities.

Director Saunders asked if any of the Directors were interested in serving on the grant writing committee. There was no interest expressed at this time.

Public comment: None.

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

Director MacDonald reported the committee, comprised of Director Thornbrough, Committee Chairman Steve Miller, and himself, submitted a revised draft of a draft for the revision of the Finance Committee policy and assumed the Board would be voting on this today. He said we need to get the ball rolling to reinstate the previous Finance Committee in some form, so we are not behind and over our heads reviewing the data for the annual budget review.

Director Saunders stated that he would submit the revised draft policy today to include with the minutes to make sure it is available for the next meeting. He asked Legal Counsel if this was appropriate. Barbara Brenner indicated the document could be provided in the packet for the next meeting.

Public comment: None

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

Director Saunders stated there are two openings for this ad hoc committee and asked interested Directors to contact him.

Public Comment: None.

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

Director Saunders informed the Board of one opening on this committee.

Public Comment: None.

9. NEW BUSINESS

A. Declaration of Projected Water Year

Possible Action: Adopt Resolution

The General Manager asked Darrell Creeks to present the report with support from Adam Brown, and Jeff Meyer.

Mr. Creeks indicated the projected water year is based on provisions in the 2005-01 Irrigation Ordinance which establishes rules and regulations for irrigation service, the Urban Water Management Plan, and based on Lake levels. He summarized the report and the basis for Staff's recommendation for declaring a normal five-month irrigation season. He then asked Mr. Brown to explain the Stumpy inflow forecasts.

Mr. Nelson interjected that Mr. Brown provided a preview during the last regular Board meeting of a forecasting tool developed by Jim Meyer to evaluate the inflow into Stumpy Meadows. Mr. Brown screen-shared the charts (included as attachments to the staff report) and explained the projections.

Director MacDonald asked Mr. Brown to define "exceedance." Using "95% Exceedance 2,009 AF" as an example, Mr. Brown explained this means 95% of the time we would see inflow exceeding 2,009 AF until the end of the water year.

Mr. Nelson acknowledged the many questions regarding the water transfer refill agreement and provided the following clarification: The water transfer refill agreement states that the District must pay back to the State or Feds the 2,000 AF we transferred as we used 2,000 AF of storage at Folsom Lake to complete the water transfer. Adding the 2,000 AF we transferred to Stumpy Meadows would mean Stumpy would not be spilling until the storage level reaches 18,000 AF, so we are only obligated to give them the amount of water we accumulate over 18,000 AF. The other condition is if there is a flood release at Folsom where it does not need to be flood stage, then our obligation is complete. This year if we hit 18480 AF, the State could ask us to release up to 480 AF, no more than that.

In response to Director Thornbrough, Mr. Nelson stated there is basically no term in the agreement. The obligation is met when one of three conditions are met: (1) the 2,000 AF is paid back over time, (2) if there is a flood release at Folsom; or (3) the Bay-Delta is not balanced.

Lengthy discussion followed with additional questions by the Board and clarifying responses from Staff and Jeff Meyer.

Director MacDonald thanked Mr. Nelson for the clear explanation.

Public Comment: Steven Dowd referred to the Lake levels he mentioned under Public Forum asked the Board to remember that it is 18,100 feet which is 5-1/2 feet from spilling. He pointed out that there is less in the snow pack, so the Lake is not going to fill up much more.

Cherie Carlyon stated she just went through refill agreement and see anything about 18,000 AF. Director Saunders explained 20,000 AF is the maximum capacity; we transferred 2,000 AF so it is based on how much we would spill or not spill. Ms. Carlyon asked if all the documents on the transfer is on the website. Mr. Nelson stated the documents requested by Ms. Carlyon would be posted on the website. She also commented on the declaration of drought conditions and a lengthy exchange ensued between Ms. Carlyon and Director Saunders.

MOTIONED BY DIRECTOR STEWART TO ADOPT THE RESOLUTION DECLARING A NORMAL WATER YEAR. SECONDED BY DIRECTOR THORNBROUGH

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS

THE MOTION PASSED.

B. Consideration of 2021 Irrigation Applications

Possible Action: Adopt Resolution

Darrell Creeks presented the Staff Report stating that now that the Board has declared a normal water year, they are now being asked to consider approving all the applications for irrigation service.

Mr. Creeks described the application/prioritizing process and Staff's efforts to notify previous irrigation customers through letters and calls. He indicated that right now we are selling 10.5 Miners inches of less irrigation water this year than last year which is a 2% reduction in demand. Mr. Creeks stated that if we give water to everyone who wants it, it will bring us to where we were last year.

In response to Director Thornbrough, Mr. Creeks confirmed that the table in the report reflects the water usage total water of all the individual customer requests.

Director Seaman asked if the minimum pipe size will be 1" for any one customer. Mr. Creeks indicated the Ordinance allows 1/2" for those on the pipeline. Customers on an open canal are required to be 1" or more.

Director Saunders asked if new homeowners were contacted. Mr. Creeks stated Staff reached out to every APN that was a customer last year.

Mr. Creeks stated the requirement for backflow preventers for customers who have both irrigation water and treated water are going to be a issue because the District will not be turning the water on to customers who have not installed and tested their backflow preventers. There are still 60-70 people who have either not installed their

backflow preventers or have installed them but not had them tested. Mr. Creeks pointed out that District staff have repeatedly reminded customers, including most recently today.

Mr. Creeks clarified that while some irrigation water runs through pipelines, they are separate from treated water lines. The irrigation water lines become pressurized from the hydraulic head associated with elevation differences.

Public Comment: None.

MOTIONED BY DIRECTOR STEWART TO ADOPT RESOLUTION APPROVING IRRIGATION APPLICATIONS FOR THE 2021 IRRIGATION SEASON. SECONDED BY DIRECTOR THORNBROUGH.

ROLL CALL VOTE

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS.

THE MOTION PASSED.

C. Review of Finance Committee Policy

Possible Action: Adopt Resolution to establish

Mr. Nelson stated this resolution is to reestablish the Finance Committee with two Board members and three members of the public so they can be involved in the FY 2021-22 Budget review and continue to refine and develop the policy and procedures for the Finance Committee to bring to the Board for approval at a future meeting.

Director Saunders stated the intention was to bring back Steve Miller, Don Waltz and Ken Pauly, but he learned that Mr. Pauley will not be able to return, so only two public member positions will be filled. Staff was directed to initiate the recruitment and application process for applicants to fill the current opening and establish a list for any future openings.

Public Comment: None

MOTIONED BY DIRECTOR MACDONALD TO ADOPT THE RESOLUTION TO REESTABLISH THE FINANCE COMMITTEE. SECONDED BY DIRECTOR THORNBROUGH.

ROLL CALL VOTE

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS

THE MOTION PASSED.

D. Purchase of New Generator

Possible Action: Adopt Resolution

Darrell Creeks reported that the generator at the Walton Lake Treatment Plant is 31 years old, is undersized and needs to be replaced. The cost of the new generator is \$124,000. The Cal OES grant of \$119,514 will be applied for this purchase leaving a balance of \$4,597 that will come from the \$80,000 that was included in the approved Budget for this new generator.

Director Thornbrough asked if there were any additional engineering costs. Mr. Creeks stated CAT designed the generator and provided specifications and plans, so there are no engineering costs as it was included in the bid.

Director Seaman referred to the 3% increase in the RFP and asked if this was a real number or a buffer to allow the company to raise the costs and asked if there was an installation date. Mr. Creeks stated it is a small buffer in the event there are some unforeseen circumstances during installation. If approved, Mr. Creeks indicated he will immediately lock in this contract at this price.

Director Saunders thanked staff again for obtaining the grant funds. This expense was already an approved line item in the budget so there will be significant savings due to Staff's efforts.

Public Comment: Steven Dowd indicated that Cherie Carlyon wanted to know if the District received any other bids. Mr. Creeks stated the SourceWell procurement list was used explaining this service does the bidding like what the District used to purchase new trucks. The procurement agreements are done by SourceWell saving the District time and money.

Mr. Dowd asked if Staff considered using propane. Mr. Creeks stated diesel is much easier to obtain and is standard with big generators.

MOTIONED BY DIRECTOR STEWART TO APPROVE THE PURCHASE OF A NEW GENERATOR. SECONDED BY DIRECTOR SEAMAN.

ROLL CALL VOTE

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS.

THE MOTION PASSED.

E. Customer Request

Possible Action: Consider staff recommendation.

Mr. Nelson presented the request from a new customer who noticed his water bill was higher than he thought it should be. He called the District and learned that he had a 1-1/2" diameter meter, where 99% of the residential customers have a 1" or 3/4" diameter meter. He asked the District to swap out his meter to the standard size. He is asking the Board to consider giving him a credit of \$288.16 for the period he was not aware of the size of his meter.

Director Thornbrough commented that this is something that happened through no fault of the customer and is no different than if someone had a water leak so he should be given the credit.

Director Seaman asked if the District provides new customers with upfront information about their service like a “welcome to the neighborhood” pamphlet or handout.

Stephanie Beck stated that part of the new account process is to send the new customer a water contract with a letter, rate sheets, and the supporting ordinance during the new account process. The new customer would have to refer to the rate sheet for the meter size to determine the cost of the service.

Director Thornbrough asked if new customers are informed the size of their meter and is it included in their water bill? Mr. Creeks stated the information is provided but requires the customer to review his bill and compare his bill with the rate sheet that is provided. District staff will work to make this information clearer for the customer. Mr. Nelson added this is a very rare thing for a customer to have a 1-1/2” meter.

Public Comment: None.

MOTIONED BY DIRECTOR SEAMAN TO APPROVE A CREDIT OF \$288.16 FOR THIS CUSTOMER. SECONDED BY DIRECTOR MACDONALD.

ROLL CALL VOTE

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS

THE MOTION PASSED.

10. PUBLIC HEARING - 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.

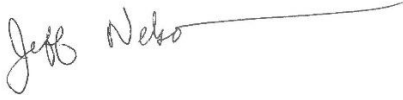
Director MacDonald stated he had a couple of inquiries: (1) Peter Duffy, who purchased a vineyard off Marshall Road in Garden Valley just left a message for Stephanie Beck about getting hooked up to some irrigation water; and (2) an ALT resident was not happy about a \$12 convenience fee for paying her bill. Mr. Creeks stated the company that does the credit card processing charges \$3 for every \$100. This is explained to the customers who inquire, and they are encouraged to send a check. Director MacDonald also stated he would like to take a sewer tour.

Stephanie Beck reported she just received an email from Mr. Duffy as Director MacDonald was commenting and she has already taken care of it. Director MacDonald commended Ms. Beck on the quick response.

12. **NEXT MEETING DATE AND ADJOURNMENT** – The next Regular Meeting will be on May 11, 2021 at 2:00 P.M. via teleconference. Details to follow.

MOTIONED BY DIRECTOR THORNBROUGH TO ADJOURN. SECONDED BY DIRECTOR STEWART.

The motion passed by acclamation. Director Saunders adjourned at 4:15 PM



May 12, 2021

Jeff Nelson, Interim General Manager

Date