

**MINUTES
REGULAR MEETING**

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

**TUESDAY, AUGUST 9, 2022
1:30 P.M.**

**(Note: The Public Forum section of the agenda will begin no earlier
than 2:00 PM)**

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

The Board President is responsible for maintaining an orderly meeting.

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

President Saunders called the Board Meeting to order at 1335 hrs.

ROLL CALL

DIRECTORS PRESENT: President Saunders, Thornbrough, MacDonald, Seaman, Stewart

Director Seaman led in the Pledge of Allegiance.

2) ADOPTION OF AGENDA

Director MacDonald motioned to approve the adoption of the agenda. Director Thornbrough seconded the motion.

Roll call vote was taken:

Aye: Thornbrough, MacDonald, Seaman, Stewart, President Saunders

Nay: None

The motion CARRIED

**** ANNOUNCE CLOSED SESSION AND ADJOURN OPEN SESSION TO CLOSED SESSION ****

3) ADJOURN TO CLOSED SESSION

Public Employment (Gov. Code, § 54957) Title: General Manager

**** ADJOURN CLOSED SESSION AND OPEN REGULAR SESSION ** at 1450**

Report out of closed session: President Saunders reports that the board will direct staff.

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

Erin Dervin (legal) read the rules of conduct for public speaking.

Steven Dowd – comments on AC resignation

Member of the public proposed fire mitigation equipment.

Cherie Carlyon – comments on AC resignation, will submit letter of commendation (attached)

5) **CONSENT CALENDAR**

Thornbrough – a member of the public made request to pull items B & C. President Saunders pulled items B & C.

A. Approval of minutes

Director Thornbrough motioned to approve the Consent Calendar item A. Director Stewart seconded the motion.

Roll call vote was taken:

Aye: Thornbrough, MacDonald, Seaman, Stewart, President Saunders

Nay: None

The motion **CARRIED**

B. ACWA conference

Member of public – wanted items pulled for more information. Where is this in the budget and what are the total costs per board member? How many board members are going to the CSDA conference?

President Saunders – no directors are planning on attending the CSDA conference, however if they do, they will report out.

Director MacDonald – Pres Saunders and I discussed the costs of attending and maybe sharing cost of driving and alternative lodging arrangements to spare the district some of the cost. The conference is beneficial to the board to gain information on how to better serve the district but at this point in time we decided not to attend while we are searching for a new General Manager.

Director Thornbrough motioned to approve resolution 2022-48 authorizing the District's participation in the ACWA fall conference. Director Stewart seconded the motion.

Roll call vote was taken:

Aye: Thornbrough, MacDonald, Seaman, Stewart, President Saunders

Nay: None

The motion **CARRIED**

C. Meetings by teleconference

Comment made by the public to stop extending the ability to teleconference due to no threat or concern for covid.

Director Thornbrough motioned to approve resolution 2022-49 authorizing the District to continue teleconference meetings during the period of September 1 to September 30, 2022. Director MacDonald 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
 - President Saunders requests an update fund # from 6700 to 6100
 - OF manager – Jessica Buckle request that the board direct staff to deposit petty cash/cash drawer funds into 5600 office supplies fund and those reimbursements be tracked in Tyler and the credit card be used for office purchases
 - President Saunders gave direction to staff to deposit the money into the checking account and apply it to 100-5600-office supplies
- B. Pooled Cash Report
- C. Monthly Check Report through
- D. Annual Financial Report
 - GM Adam Coyan discussed his annual financial report

7) INFORMATIONAL ITEMS

A. Board Reports

- Director Stewart – nothing to report
- Director Seaman – call about ALT paving project being a priority over other district areas
- Director MacDonald – discussed water main break outside of ALT gate 1.
- Pres Saunders – report out on two closed session meetings if a closed session is about a performance evaluation it will state “performance evaluation” If a closed meeting is about a HR issues or legal issue, we will not discuss the context of the meeting. One meeting was about accepting Adam Coyan’s resignation which was reported out. We will miss GM Adam Coyan and wish him well in his endeavors.
- President Saunders read his board report.

B. Legislative Liaison Report

- Saunders read his legislative report re: SB1157 - indoor residential water use. Saunders is asking for board opposition to this Bill. All BOD agrees to send letter of opposition.

C. General Manager’s Report

- Adam Coyan read his GM Report

D. Operation Manager’s Report

- Adam Brown read the OM Report
- Reassurance that ALT main break was flushed and followed all guidelines
- ALT paving project – has finally started after a 3-year wait
- Dir MacDonald – request clarification on “per installation” fees.
- Brown- we are tracking AMR installations as they are done.
- Thornbrough requests maybe adding additional paving areas when the ALT paving project begins if there is enough time and cost.
- Director Seaman – requests the Ferguson crew make sure to notify customers before they arrive on property to turn off water in order to replace meters

Public comment:

Stumpy is still very high (80% capacity)
Ferguson will have difficulty “door knocking” in rural areas. Pres Saunders says meter replacement customers are notified by mail or flyer in mailbox, or door hangers.
Volume issues with Adam Brown’s report.

E. Water Resources Manger

- a. Alexis Elliott read her WRM Report

8) COMMITTEES

A. Finance Committee

- a. Nothing to report – meeting cancelled

B. Irrigation Committee

- a. Nothing to report – meeting cancelled

C. Ad Hoc Grant Writing Committee

- a. Haven't had a meeting yet.

D. Ad Hoc Committee for Policy Manual

- a. May have a meeting in the next couple of weeks.
- b. Union negotiations on hold until rep returns on September 8th

E. Ad Hoc Committee for the Audit Committee

9) OLD BUSINESS

- A. Receive Water Demand Assessment, Discuss Revisions to the Water Shortage Contingency Plan, and Consider Public Outreach and Information Strategy**

Adam Coyan – discussed staff report.

President Saunders – discussed water conservation in late summer

Dir Thornbrough – how do we know how many customers are in the district? Do they take into consideration residences on well water.

Adam Brown – they use the 2020 census and average the household size.

Gloria Omania – Discussed choosing a water mascot as well as costs to the district for public outreach. Requested feedback on estimated outreach costs and options.

Director Seaman requests that the board approve flyers before they are sent out. Recommended only a 1/3 sheet billing insert

President Saunders directed the GM to have Gloria see what the cost is of having a large “over the road” banner would be.

GT Gazette and Mt. Democrat are allowing us to submit one article each month at no cost.

Public Outreach: requested information on how notifications

President Saunders suggested that we extend Irrigation season an extra week into September. Re: fire mitigation. We are acting in discretion due to the State mandate at Level 2.

Director Thornbrough asked about options to extend the water season.

Adam Coyan – extending the water season will put us at risk of violating the Urban Water Management Plan.

Adam Brown – typically it takes a few weeks to get water from Stumpy Meadows to the end of the ditch. We can revisit our water management plan each year if

the water season is being requested to change (i.e. June – Oct)

President Saunders asked for board consensus (all in favor) to extend through the first week of September.

Possible Action: Receive water demand assessment, consider possible revisions to the WSCP, and consider approving the public outreach and information strategy. Provide additional Staff direction, if necessary. Adopt Resolution 2022-XX approving Water Shortage Response and Public Outreach Strategy.

Director Stewart motioned to approve resolution 2022-50 water demand assessment, approve the public outreach and information strategy. Director MacDonald seconded the motion.

Roll call vote was taken:

Aye: Thornbrough, MacDonald, Seaman, Stewart, President Saunders

Nay: None

The motion CARRIED

President Saunders pulled item 10D from the agenda. Bonnie Neeley, finance committee submitted her resignation, making item 10D null/void.

B. Receive Update on the Review of the Irrigation Ordinance

Possible Action: Receive update and provide Staff direction, if necessary.

- Director Seaman requests to have irrigation committee assess easements as a whole when it comes to the ditches. Next irrigation meeting is August 18th at 2:00 pm where they will look at the ordinance and bring any recommendations to the board.
- President Saunders – requests to have legal invited to the next irrigation meeting, have staff make recommended changes to the ordinance and give to the committee to add additional recommendation to present to the board.

10) NEW BUSINESS

A. Consider Amendment to the District's Conflict of Interest Code

Possible Action: Adopt Resolution 2022-xx approving an amendment to the District's Conflict of Interest Code and authorizing the General Manager to submit notification to the El Dorado County Registrar of Voters.

- OFM Jessica Buckle read the staff report
- Director Seaman requests that OM, HR/IT and WRM be added to the conflict-of-interest code report.
- President Saunders directs that we add Office Finance Manager and Water Resource Manager to Conflict of Interest Code.

No public comments made.

Director MacDonald motioned to adopt Resolution 2022-51 approving an amendment to the District's Conflict of Interest Code with additional manager listed. Director Stewart seconded the motion.

Roll call vote was taken:

Aye: Thornbrough, MacDonald, Seaman, Stewart, President Saunders

Nay: None

The motion **CARRIED**

B. Consider Approving a Request for Qualifications for Legal Counsel Services

Possible Action: Adopt Resolution 2022-XX approving RFQ and authorizing General Manager to release RFQ.

GM Adam Coyan since 8/15/2013 the district has been receiving legal counsel from Churchill/White (now White/Brenner). The board on 7/12/22 directed staff to prepare an RFQ for legal services and have the board review. Staff recommend that the board review/approve the attached RFQ and direct staff to release it.

Donna Seamans directs question to legal counsel, Erin Dervin, on page 5 on the top it says, "directed by the Board President", should it say the Board of Directors.

Erin Dervin – there is no prohibition for any individual board member to contact legal. However, legal will inquire if the director has approval/consensus from the board president or the entire board in general.

Coyan – the board president is the gate keeper for the directors and the GM is the gate keeper for staff to contact the attorney.

President Saunders – Do we send out RFQ or give White/Brenner a raise?

Director MacDonald motioned to Adopt Resolution 2022-52 approving RFQ and authorizing General Manager to release RFQ. Director Seaman seconded the motion.

Roll call vote was taken:

Aye: Thornbrough, MacDonald, Seaman, Stewart, President Saunders

Nay: None

The motion **CARRIED**

C. Consider Approval of a Professional Services Agreement for a Contract Grant Writer

Possible Action: Adopt Resolution 2022— authorizing the General Manager to execute a PSA for grant writing services.

Adam Coyan read staff report, request that board sign a PSA with Intuitive Group which was the only RFQ we received back.

President Saunders – Recommends that staff reissue the RFQ to see if we can get more than one interested party

Director Seaman motioned to reject all proposals for grant writing services and reissue the RFQ. Director MacDonald seconded the motion.

Roll call vote was taken:

Aye: Thornbrough, MacDonald, Seaman, Stewart, President Saunders

Nay: None

The motion **CARRIED**

D. Consider Approval of a Professional Services Agreement for Engineering Services (District Engineer)

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

David Hardin – Bennett Engineering Services, discussed his capabilities in water grant writing services in addition to their Engineering Services.

Director Thornbrough motioned to Adopt Resolution 2022-53 authorizing the General Manager to execute a PSA for engineering consulting services with Bennett Engineering Services. Director Stewart seconded the motion.

Roll call vote was taken:

Aye: Thornbrough, MacDonald, Seaman, Stewart, President Saunders

Nay: None

The motion **CARRIED**

E. Consider Approval of a Professional Services Agreement for Audit Services

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

President Saunders requests that MAZE & Associates

Director Thornbrough motioned to Adopt Resolution 2022-54 authorizing the General Manager to execute a PSA for audit services with MAZE & Associates. Director MacDonald seconded the motion.

Roll call vote was taken:

Aye: Thornbrough, MacDonald, Seaman, Stewart, President Saunders

Nay: None

The motion **CARRIED**

11. PUBLIC HEARING – SECOND READING AND ADOPTION OF ORDINANCE 2022-01 CERTIFYING ANNUAL DIRECT CHARGES, FEES AND ASSESSMENTS

Possible Action: Adopt Ordinance 2022-01 levying annual assessments and tax liens for unpaid charges for water services, as of June 30, 2022.

Public hearing closed at 1834.

Director Seaman motioned to Adopt Ordinance 2022-01 levying annual assessments and tax liens for unpaid charges for water services, as of June 30, 2022. Director MacDonald seconded the motion.

Roll call vote was taken:

Aye: Thornbrough, MacDonald, Seaman, Stewart, President Saunders

Nay: None

The motion **CARRIED**

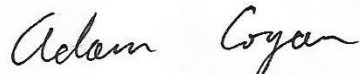
12. BOARD MEMBERS REQUESTS FOR ADDITIONS TO FUTURE MEETING AGENDAS AND REQUESTS FOR INFORMATION OR RESEARCH TO BE COMPLETED BY STAFF

President Saunders openly thanks General Manager for getting GDPUD up to speed with systems, CIP projects.

President Saunders requests that staff put a Board Clerk/Public Outreach full-time union position onto the agenda for the September meeting.

13. NEXT MEETING DATE AND ADJOURNMENT – The next Regular Meeting will be September 13, at 2:00 PM at the GDPUD office.

Adjourned at 1845.



9-13-2022

Adam Cohan, General Manager

Date

Jessica Buckle

From:
Sent: Tuesday, August 9, 2022 3:03 PM
To: Jessica Buckle
Subject: 8-9-22 public comment

Public Statement from Cherie Carlyon submitted for the record at the 2pm August 9, 2022 GDPUD Regular Board Meeting.

Since this is probably GM Adam Coyan's last board meeting, I would like to express my appreciation for all of the hard work and dedication that he gave to the water district over the past year. When he was hired, I told many customers that we hit the jackpot! I still truly believe this. He should be commended for his excellent job performance and he should have been given the pay raise he deserved.

I have witnessed a lot of ups and downs during my five years of attending every board meeting and I think the district will have a difficult time finding a new General Manager with his experience and dedication to the job. I wish him the very best in his future endeavors.

Thank you