



MINUTES

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

TUESDAY, FEBRUARY 16, 2022
5:00 P.M.

BOARD OF DIRECTORS

Michael Saunders, President
Mitch MacDonald, Vice President
Mike Thornbrough, Treasurer
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

President Saunders called the meeting to order at 5:05 PM

Directors Present: THORNBROUGH, MACDONALD, SEAMAN, SAUNDERS

Directors Absent: STEWART

Director Thornbrough led in the Pledge of Allegiance.

2. ADOPTION OF AGENDA

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

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS

NOES: NONE.

ABSENT/ABSTAIN: NONE.

THE MOTION PASSED.

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

AUDIENCE: NONE

WEBINAR: NONE

4. COMMUNITY WORKSHOP ON AUTOMATED METER REPLACEMENT PROJECT AND DEMONSTRATIONS OF CUSTOMER PORTAL

Welcome and Introductions

President Saunders welcomed those attending in person and those participation through the webinar and explained the purpose of the workshop. He introduced the members of the Board present; and each greeted the workshop and webinar participants. Staff was invited to introduce themselves.

Background on AMR Project

General Manager Adam Coyan provided background on the Automated Meter Replacement Project. He stated in 2014 a grant was received by the Small Business Counsel from PG&E and California Public Utilities Commission to help identify and minimize water loss. MC Engineering, retained by Sierra Business Counsel, conducted a study which revealed meters sized 5/8" to 1" were under registering by approximately 8%. Larger meters 3" to 6" were under registering on average of 22.5%.

Mr. Coyan further informed that 87% of the meters currently in the GDPUD system are over 25 years old, 36% of the meters are over 40 years old. The majority of the meters in our system have an accuracy rating of 20 years—making some meters 20 years past the accuracy rating.

In 2016, MC Engineering was retained by GDPUD, for instruction and management support for replacing the meters with automated meters. An RFP (Request for Proposal) was generated, and bids were received and in July of 2017 all bids were rejected due to insufficient funds. Adam Brown joined GDPUD staff in 2018 and started the process to secure a State Revolving Fund (SRF) loan. In 2020, he was successful in receiving a WaterSmart Grant to fund a major part of the cost of replacing the meters.

Project Description and Schedule

Operations Manager Adam Brown stated the AMR (Automated Meter Reading) project has two versions: one is AMR the other is AMI (Advanced Metering Infrastructure). The AMR reads meters monthly or bi-monthly which is the option the District has chosen due to the District's limited infrastructure. The AMI infrastructure is where data is constant—we would receive data all the time.

The District secured the SRF loan, then applied for a WaterSmart Grant. The amount of the SRF loan is about \$1.7 million, and the grant award was \$500,000 for a total of \$2.2 million. The SRF is to be paid over a 20-year period.

Once funding was secured, the District put the project out for bid and multiple bids were received. The selection was based on meter type, project experience, and factors that best fit the District at the time. Ferguson Waterworks was selected as the contractor. The meter audit portion of the project has been conducted by Ferguson contractors to determine the number of new meters that need to be order. We're in the process of placing that order and anticipate some delay with delivery of material.

Mr. Brown described what customers can expect with the installation including the need to disconnect the water supply for a short period as the actual installation usually takes 20 to 40 minutes. Notifications (door hangers and mailers) will be posted a week or two ahead of time as the contractor progresses with installation by sections of the District. Since installations vary, scheduling is on a day-to-day basis, in which case door hangers will be used to update customers on the schedule.

After the installation, a completion list is provided (probably by door hanger) with a brief overview of what was done and what to expect. For each install, there is a work management system where there are pictures taken of the meter in the ground, recording customer account, and extracting the meter number. The new installations will be uploaded from Ferguson every day to our accounting system.

President Saunders stated there is no extra cost to customers for the new meters. The project is funded from reserves, the SRF Loan, that will be repaid over time, and the Waterworks grant.

Q&A on AMR Project

Note: Please email Gloria Omania, Workshop Coordinator, at gomania@gd-pud.org to receive a copy of all the questions and answers on the AMR Project from the workshop. To view the recording of the webinar; go to the link below:

https://www.gd-pud.org/files/d412be392/2022.02.16_AMR+Webinar+%282%29.mp4

President Saunders: Thank you Wes. We will also make sure we send the Frequently Asked Questions to the customers again. We will also put out the Finance Committee report on the meter change and what the impact is to the customers.

Demonstration on the Customer Portal

Alex Brown, Client Solutions Representative from WaterSmart provided a demonstration on the customer portal.

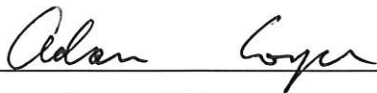
NOTE: Please email Gloria Omania, at gomania@gd-pud.org to receive a hard copy of the WaterSmart demonstration and a printout of all the questions and answers about the customer portal from the workshop, or view the webinar recording.

- 5. NEXT MEETING DATE AND ADJOURNMENT** – The next Regular Meeting will be on March 8, 2022 at 2:00 P.M. via teleconference. A Special Meeting to conduct a Public Hearing on Fire Resiliency Planning is scheduled for March 24, 2022, at 2 PM. Details to follow.

Director Thornbrough motioned to adjourn, Director MacDonald Seconded the motion.

The special meeting was adjourned by acclamation.

Meeting adjourned at 6:30 PM.



Adam Coyan, General Manager



Date



**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
COMMUNITY WORKSHOP**

***on the
Automated Meter Replacement Project and
Demonstration on the Customer Portal***

February 16, 2022 ♦ 5:00 – 6:30 PM

Workshop Outline

Est. Time

5:00	Call to Order and Adoption of Agenda Welcome and Introductions Meeting Protocol for In-person Workshop and Webinar	<i>Michael Saunders, Board President</i>
5:15	Background on AMR Project	<i>Adam Coyan, General Manager</i>
5:20	Project Description and Schedule Q&A on AMR Project	<i>Adam Brown, Operations Manager and Representative of Ferguson Waterworks</i>
5:30	Customer Portal Q&A on Customer Portal	<i>Alex Brown, Client Solutions Representative WaterSmart</i>
	Concluding Comments Adjournment of Special Board Meeting	<i>Michael Saunders, Board President</i>

For additional information about the project, please contact Adam Brown, Operations Manager, at abrown@gd-pud.org, or call the District Office at (530) 333-4356.