

CONFORMED AGENDA
REGULAR MEETING
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS
6425 MAIN STREET, GEORGETOWN, CA 95634
TUESDAY, NOVEMBER 14, 2017
2:00 P.M.

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

The meeting was called to order at 2:00 PM.

ROLL CALL:

Present: Director Halpin, Director Hanschild, Director Uso, Director Wadle

Staff Present: General Manager Steven Palmer, Operations Manager Darrell Creeks, Engineering Consultant George Sanders, Board Assistant Gloria Omania; Legal Counsel: Robin Baral, Churchwell White

2. ADOPTION OF AGENDA

MOTION by Director Hanschild to adopt the agenda. Second by Director Halpin.

Public Comment:

Vote: The motion passed unanimously

- 3. PUBLIC FORUM** – Any member of the public may address the Board on any matter within the jurisdictional authority of the District. Public members desiring to provide comments, must be recognized by the Board President, and speak from the podium. Comments must be directed only to the Board. The public should address the Board members during the public meetings as President, Vice President, or Director, followed by the Board member's individual last name. The Board will hear communications on matters not on the agenda, but no action will be taken. No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the President, of that person's privilege of address.

Cherie Carlyon stated that she requested written guidelines for the Prop 218 process. She asked that the Board reach a consensus on the process. Director Uso responded that the Board could not take such action since this matter is not on the agenda. Ms. Carlyon should continue to have that discussion with the General Manager who is working with Legal Counsel.

Ms. Carlyon also referenced her conversation with Mr. Palmer that a member of the public could serve as an observer while the ballots are counted. Ms. Carlyon volunteered to serve as the observer. Director Uso stated she should have that conversation with the General Manager.

Steve Dowd referred to the pie chart that showed percentages and asked for the dollar amounts. Director Uso directed him to Mr. Palmer for that information.

Steve Prau of Greenwood asked if there is an EIR associated with the Prop 218 for public review. Legal Counsel Robin Barar stated that Prop 218 is exempt from CEQA.

Bill Johnson of Greenwood asked if a property owner who is both an irrigation and treated customer can submit two votes. He was informed by Legal Counsel that there is only one vote per parcel regardless of the two services.

Mr. Johnson also asked about commercial accounts and was informed by Mr. Palmer that there are no commercial rates; the rate structure is based on the volume of water or the size of the meters.

Mr. Johnson then asked about a matter he said came up six months ago about meters at a mobile home park not working properly. Operations Manager Darrell Creeks responded that he did not recall this specific situation, but informed Mr. Johnson that meters that were found to be deficient in the report referenced by Mr. Johnson have been replaced.

4. CONSENT CALENDAR

A. Approval of Minutes-- Special Meeting of October 24, 2017

B. Financial Reports

1. Month End Cash Disbursements Report
2. Statement of Cash and Investment Balances

Motion by Director Hanschild to approve the Consent Calendar. Second by Director Halpin.

Public Comment: Cherie Carlyon asked that the Approval of Minutes be pulled from the Consent Calendar.

Director Hanschild amended his motion to pull Agenda Item 4A and approve the balance of the Consent Calendar. Second by Director Halpin to the amended motion.

Vote: The motion passed unanimously.

*The Board then took up **Agenda Item 4A**, Approval of Minutes of the Special Meeting of October 24, 2017.*

Cherie Carlyon stated she was requesting a correction to the minutes because her statement that the ballots be counted by the Registrar of Voters was not included in the minutes. Gloria Omania, the meeting recorder, called Ms. Carlyon's attention to the portion of the minutes of October 24, 2017, referencing these comments. Ms. Carlyon withdrew her request for a correction to the minutes.

Motion by Director Hanschild to approve the minutes of October 24, 2017, as written. Second by Director Halpin.

Vote: The motion passed unanimously.

5. INFORMATIONAL ITEMS

A. President's Report

No report.

B. Board Reports

Director Wadle reported that he attended the CSCA Conference and encouraged the other Board members to attend next year. He also thanked staff for hosting a booth at the Founder's Day event.

C. General Manager's Report

Mr. Palmer called attention to the Rate Study Public Hearing set for Tuesday, December 12, 2017, at 5:30 PM at the Georgetown Community Center. He also reported that he will be attending the meeting of the Rural Community Coalition, the Rotary, and the Chamber of Commerce in advance of the public hearing to share information and make himself available to answer questions about the rate study.

Mr. Palmer reported that GEI, the consultant for the spillway evaluation required by the State Division of Dam Safety, did not identify any issues needing immediate repair before the winter. He stated that recommendations are likely to come out once the evaluation and final report is completed.

The General Manager indicated that he was not able to include in his written report recent contacts received over the past few days from financing agencies, including Holman & Associates, I-Bank, as well as El Dorado Water Agencies, about loan programs for financing the meter replacement project. These are loans and no one has stepped up yet with grant opportunities. Mr. Palmer stated this is informational at this point, but expects to bring this back to the Board later.

D. Operation Manager's Report

Operations Manager Darrell Creeks summarized his written report commenting that things are going well in the system. The lake is up to 17,000 acre feet, 85% of capacity, and another storm is expected in the next few days.

Mr. Creeks reported that the telemetry station has been installed at Stumpy so the installation of the system that will allow the State to monitor the lake level hourly has begun. He indicated that part of the system has been installed and the rest will be installed sometime in December. The station is installed on the face of the dam on the lake side and looks like a PGE box that will have a solar collector on top.

Director Uso pointed out this is another state unfunded mandate.

E. ALT Treatment Plant Update

In addition to a written report, Engineering Consultant George Sanders provided a Power Point presentation (copy attached) to describe the work activities at the ALT Treatment Plan by the Contractor and various consulting firms.

Mr. Sanders reported that there was an additional change order that had no financial components, but added 17 work days to the project schedule.

Director Uso commended Mr. Sanders for making sure the project is on time and on budget.

6. NEW BUSINESS

A. Review and Provide Direction on Process to Appoint a New Director to Fill One (1) Vacancy on the Board of Directors

Possible Board Action: Provide direction to post notice of vacancy or prepare for a special election.

General Manager provided a summary of the Staff Report and described the options available to the Board.

Motion by Director Hanschild to adopt staff's recommendation to fill the vacant position on the Board by appointment. Second by Director Wadle.

Public Comment:

Steve Prau stated that the public needs to have their voices heard so the Board should put this off until the public can have input and vote.

Cherie Carlyon asked if somebody from Garden Valley could be appointed. Director Uso responded that this was certainly possible, adding he has personally reached out to community leaders for recommendations. Directors Hanschild and Wadle stated they have also reached out to potential applicants.

Director Uso stated the District will go through the process and will post notices about the vacancy. In response to Ms. Carlyon's inquiry, Mr. Creeks indicated notices are posted at the post offices in the District; except the Garden Valley Post Office, whose Postmaster has recently prohibited the posting of public notices. Ms. Carlyon suggested posting notices at the Super Stop Gas Station.

A member of the public who did not identify herself commented that decisions by the Board are made without considering the strata of economic levels of its customers. Director Uso stated that there isn't a Board member who doesn't understand this; unfortunately, Prop 218 does not provide for setting rates based on the economic status of its customers. He indicated he could not comment any further since the matter is not on the agenda.

With reference to emails sent by the District, Steve Prau suggested that the District make sure that GDPUD is clearly identified as the sender so these emails are not overlooked by customers. Director Uso acknowledged Mr. Prau's suggestion with assurance that Staff has also heard and will implement this.

To meet the deadline for filling the vacancy on the Board, the General Manager stated a special meeting is necessary and will poll the Board members to set the date and time.

In response to an inquiry about establishing a committee to do more vetting of applicants, Mr. Baran, Legal Counsel, stated the creation of an ad hoc committee with this limited purpose was allowable.

Director Uso amended his motion to include the formation of an ad hoc committee. Director Wadle agreed to the amendment.

Vote: The motion passed unanimously.

Director Uso and Director Wadle volunteered to serve and were appointed to the committee.

Public Comments:

Cherie Carlyon asked if a member of the public could serve on the ad hoc committee. Director Uso indicated he would have no problem if members of the public wanted to attend the meeting of the committee.

Bill Johnson commented that the public should provide questions for the ad hoc committee to ask applicants.

Steve Prau asked the record to reflect his objection to creating an ad hoc committee.

Janet Delay of Greenwood commented that an analysis of how rates are established needs to be made public. Director Uso stated there has been a lengthy rate study process that included a series of public workshops and Board meetings. He added that information is posted on the District website.

B. First Quarter Budget Comparison

Possible Board Action:

Mr. Palmer provided an overview of his report comparing the approved operating budget to actual revenues and expenditures for the first quarter. He reported that the first quarter operating revenues and expenditures are within the expected ranges.

Director Uso commented on the need to review waste water rates to determine if the rates are too high or too low. Given the amount of reserves that have accumulated, rates may be higher than they need to be. The General Manager indicated he would bring this matter back to the Board.

Director Wadle commended the General Manager for the report.

Public Comment:

Cherie Carlyon asked if the District leased vehicles and Mr. Creeks responded the District only leases one vehicle.

Ms. DeLay commented again on the rate study process. Mr. Palmer offered to meet with her to go over this in greater detail with her.

C. Policy for Responding to Proposed Legislation

Possible Board Action: Review and provide direction on a policy on Legislative Action

As requested by the Board at a previous meeting, the General Manager reported on the District's current process for responding to proposed legislation and explained the four models developed by the California Special Districts Association for the Board's consideration.

Director Halpin stated that he preferred Model Four that would provide the General Manager with a framework for adopting bill positions based on policy guidelines set by the Board.

Director Hanschild disagreed stating he preferred Model One that would authorize the General Manager to contact the Board President for a timely response to requests for the District's bill position.

Director Wadle stated that he agreed with Director Halpin relative to Model Four--the Board should develop some policy principals for the General Manager to follow in taking a position on legislation.

Director Uso stated that the Board should set a time to develop these policy principals and provide the General Manager with some flexibility so he's able to react on behalf of the District in a timely fashion.

Based on a combination of Models Two and Four, the Board directed the General Manager to set policy principals for the Board's review and authorized the General Manager and a designated Board member to act on legislation and other policy proposals on behalf of the Board based on those principals to allow for timely response.

D. Authorize Fiscal 2017-2018 Budget Amendment Increasing Budget for Wastewater Operations by \$2,300 for leach field investigation, and \$29,300 for force main and pump station repairs and maintenance

Possible Board Action: Adopt a Resolution Authorizing Fiscal 2017-2018 Budget Amendment Increasing Budget for Wastewater Operations

After the General Manager provided an overview on this item, the following motion was made:

Motion by Director Hanschild to adopt Resolution 2017-28, authorizing a budget amendment to increase the budget for wastewater operations and for repairs and maintenance. Second by Director Wadle.

Public Comment:

Cherie Carlyon asked how the District selects contractors. Mr. Creeks responded that the District doesn't normally need contractors, since most of the work is done in-house.

Mr. Prau commented that since the main line goes through the seasonal wetland area, the District should have been required to report the effluent leak to EPA and other regulatory agencies.

Mr. Creeks responded that it was immediately reported to the Regional Water Quality Control Board and the Department of Fish and Game who conducted site inspections. The District followed clean-up guidelines specified by these regulatory agencies. Representatives of Fish and Game commended the District for immediately reporting the incident and meeting clean-up requirements.

Director Uso called for the vote, and the motion passed unanimously.

E. Review and Provide Direction Regarding Inactive Meters and Proposed Water Rates

Possible Board Action: Provide direction on proposed water rates for inactive meters

The General Manager summarized his staff report and clarified that customers with inactive meters will be billed if the rate increase is approved.

The Rate Study Consultant followed industry standards, which is different from what was previously done, stated Director Uso. He asked that staff issue a notice to inactive customers beyond what has already been sent to make sure they are aware of this.

Discussion ensued about sending out a letter, after the December 12 public hearing and if the increase is approved, to inactive meter customers to give them an opportunity to pull their meters if they don't want to be billed.

Director Wadle commented on the need to set a policy that Directors bring questions from the public to staff for answers. There was discussion about adding Frequently Asked Questions to the District website.

Motion by Director Halpin that, if the Prop 218 passes, letters must be sent to all current inactive customers to notify them that they will pay the base rate unless they have their meter removed. Second by Director Hanschild.

Public Comment:

Bill Johnson expressed his concern that inactive people will not vote.

Carolyn O'Connor stated that she would like to know right now and not after it passes.

Steve Prau asked where he could find the specific portion of 218 that describes the process requirements. Legal Counsel responded that this can be found in Article 13D, Section 6, of California Government Code.

Director Uso called for the vote and the motion passed unanimously.

7. **BOARD MEMBER COMMENTS, 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.

None.

8. **ADJOURN TO CLOSED SESSION**

The Board adjourned to closed session at 4:31 PM.

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Pursuant to Government Code section 54957(b)(1))
Title: General Manager

B. CONFERENCE WITH LEGAL COUNSEL--LABOR NEGOTIATION

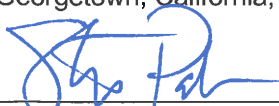
(Pursuant to Government Code Section 54954.5(f) and Government Code 54957.6)
District Representatives: General Manager Steven Palmer; District General Counsel
Employee Organization: International Union of Operating Engineers Stationary Engineers, Local No. 39

The Board returned to open session at 6:30 PM and reported that no action was taken in closed session.

9. **NEXT MEETING DATE AND ADJOURNMENT** – Next regular meeting is December 12, 2017, at 5:30 PM, at the Georgetown Community Center, 6329 Lower Main Street, Georgetown, CA 95634.

The meeting was adjourned at 6:33 PM.

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 Steve Palmer 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 November 9, 2017



Steven Palmer, PE, General Manager

1/10/18

Date

A Presentation for the
GDPUD Board of Directors
November 14, 2017

Summary of Work Activities at ALT Plant October 2017

ALT Water Treatment Plant Project



Construction



Engineering
Support



Materials Testing



Construction
Management

**MYERS & SONS
Construction Activities**



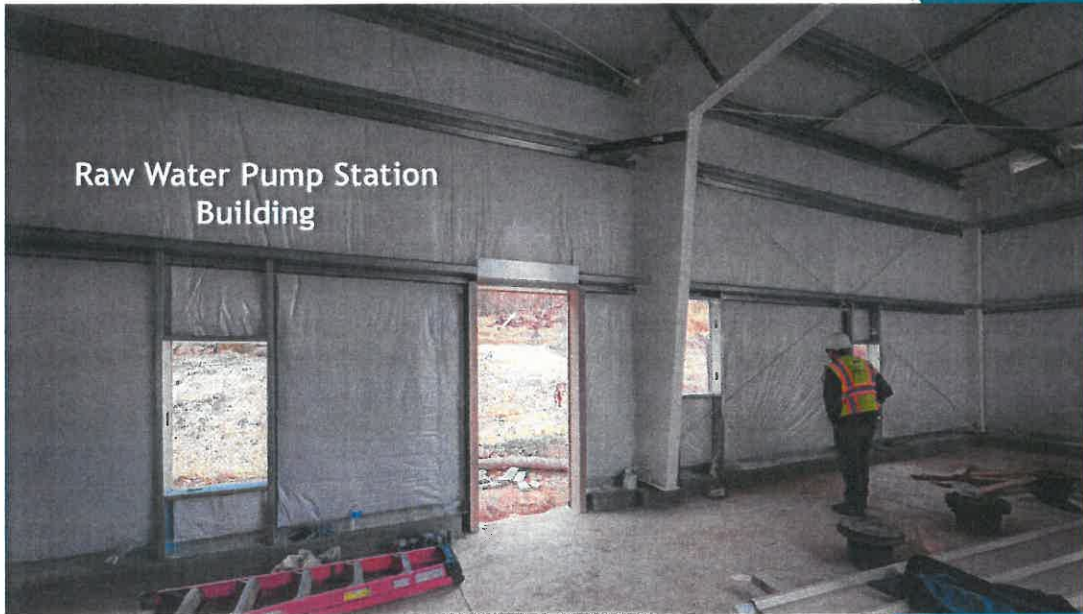
Concrete Pour in the Filter Building



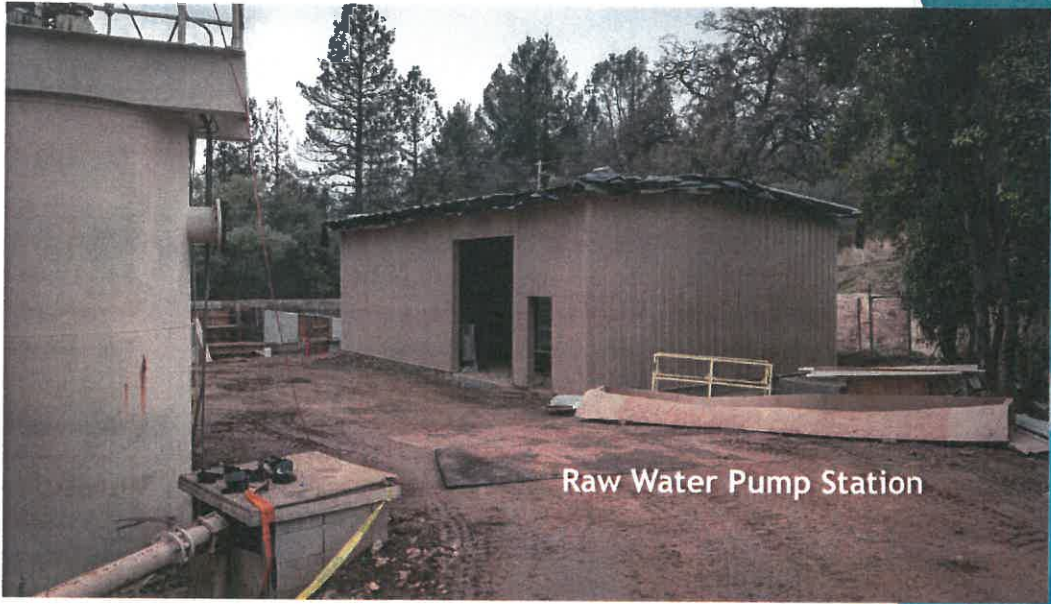
Filter Building Office



Preparing for Storm Events



Raw Water Pump Station Building



Raw Water Pump Station



Sludge Drying Beds



Sludge Drying Beds - more pours

BUDGET

Projected expenditures are within the approved project budget.

Phase	Expended to Date	Budget
Construction	\$3,702,473	\$11,249,000
Construction Engineering, Construction Management, and Environmental	\$ 302,827	\$ 1,076,226
Total	\$4,005,300	\$12,325,226

STATE SRF PAYMENTS

CLAIM NO.	CONSTRUCTION	CONSTRUCTION MGMT ADMINISTRATION	AMOUNT
1	1,101,614	\$55,527	\$1,157,141
2	\$439,850	\$0	\$439,850
3	0	\$69,594	\$68,457
4	\$540,675	0	\$540,675
5	\$453,965	\$101,200	\$555,165
TOTALS	\$2,536,104	\$226,321	\$2,761,288

Claim #6 in the amount of \$550,309.63 has been submitted.