

**REPORT TO THE BOARD OF DIRECTORS**  
**BOARD MEETING OF March 8, 2022**  
**AGENDA ITEM 9.G.1.**



**AGENDA SECTION: NEW BUSINESS**

**SUBJECT: CONSIDER APPOINTMENT OF PUBLIC MEMBER(S) TO THE FINANCE COMMITTEE AND CONSIDER AMENDING THE MEMBERSHIP SECTION IN THE DISTRICT POLICY 2021-1012, IF NECESSARY**

**PREPARED BY:** Gloria Omania, Temporary Office Manager/Management Analyst

**APPROVED BY:** Adam Coyan, General Manager

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**BACKGROUND**

The Finance Committee was established by the Board of Directors as an advisory body to the Board on matters related to the District's finances, budgeting, auditing, financial policies, and reports.

According to District Policy 2021-1012, Finance Committee Role and Responsibilities, (Attachment 1), the committee is comprised of no fewer than three (3) and no more than five (5) public members who reside within the District boundaries. The current public members are Steve Miller, Marilyn Boehnke, Andy Fisher, and Robert Stoffregen. There is currently one vacancy on the Committee.

The Board Treasurer and another Director serve as Board liaison. Director Thornbrough and Director MacDonald currently serve as the Board's liaison members.

**DISCUSSION**

The District continued the recruitment to fill the opening for public members to the Finance Committee. Two applications have been received from Bonnie Neely and Robert Stovall. Resumes are included as Attachment 2 and 3.

If the Board decides to appoint both applicants, the Membership section of District Policy 2021-1012 will need to be amended to increase the number of public members on the committee.

In consideration of amending the policy, it should be noted that Staff has discussed with the Finance Committee the need to replace Exhibit 1, Finance Committee Conceptual Timeline, of the policy with an updated one that is in line with the Board's schedule for adopting the budget and the new Tyler accounting software reporting features.

**FISCAL IMPACT**

None.

**CEQA ASSESSMENT**

This is not a CEQA project.

**POSSIBLE ACTIONS**

- Interview Ms. Neely and Mr. Stovall to fill the vacant Finance Committee position;
- Adopt Resolution 2022-XX appointing Ms. Neely and/or Mr. Stovall to the Finance Committee;
- Amend the Membership section of District Policy 2021-1012 to increase public membership to seven (7); and/or
- Continue the application process to fill the remaining public member seat if the Board decides to appoint both applicants to fill six (6) seats leaving one vacant seat.
- Direct Staff to replace Exhibit 1 of Policy 2021-1012.

**ATTACHMENTS**

1. Bonnie Neely Application
2. Robert Stovall Application
3. Draft Resolution 2022-XX Appointment of Public Member(s) to the Finance Committee
4. District Policy 2021-1012



Brief Resume      February 2022

ROBERT STOVALL, DPA

[REDACTED]

[REDACTED]

[REDACTED]

### Credentials and Degrees

Bachelor of University Studies - Focus on Education and Psychology

Master's Degree - Marriage and Family Counseling, 1978

Doctorate of Public Administration – Concentration in Organizational Behavior and Theory, Public Policy and Strategic Management

### Position Profiles

January 2018 - Retired

California State Department of Social Services -January 2015 to December 2017

Manager Foster Care Ombudsman

Assisted in the writing of three annual reports which included developing an extensive update of data analysis.

California State Department of Social Services- January 2013 to December 2015

Manager Continuum of Care Reform for California's foster care system

Assisted in writing a Legislative Report on reforming the California foster care system.

College of San Mateo - September 2008 to May 2012

Independent Living Coordinator for Foster Youth

Organized, taught and recruited guest speakers to assist youth in foster and kinship care in developing their independent living skills.

StarVista - August 2007 to June 2008

Director of Youth Transition Services

This leadership position included oversight of a department providing youth development, residential services and clinical programs for diverse youth for a San Mateo County human services agency. I supervised a total of eight different programs, two Program Managers, approximately 40 staff and a budget over \$2 million.

San Mateo County Human Services Agency- August 2006 to June 2007

Planning and Evaluation Unit - Management Analyst

My responsibilities in the Human Services Agency focused on assisting in the process to become accredited with the Council on Accreditation.

Aspira.Net - July 2002 to July 2006

Developed and administered a no eject - no reject, co-ed group foster home for eight teenagers in San Mateo County.

Lake Tahoe Community College - July 1988 to July 2002

Foster Care Education and Independent Living Coordinator

Coordinated and instructed an Independent Living Skills program targeting 36 foster youth, ages 16 to 21, and their care providers. I was the Northern California Foster and Kinship Care Education regional coordinator for eight years.

Tahoe Turning Point - January 1980 to July 2002

In 1979-80, I created the non-profit corporation, Tahoe Turning Point, Inc.

This involved developing initial funding, obtaining a state community care license, interviewing and hiring staff, and opening a residential treatment center for eight foster youths ages 14-18. The initial, annual budget was \$80,000. Over the next twenty-two years, as the administrator I developed the

Tahoe Turning Point organization to serve twenty-four, probationary youths in residential care with twenty-eight staff and an annual budget of \$1,300,000.

#### Grant writing experience

I have written several proposals, and been awarded grants to serve the at-risk/with promise youth population.

#### Strategic Planning and Continuous Quality Improvement

I have assisted several agencies in the developing their strategic development and strategic management plan. Assisted the San Mateo County Human Services Agency and the state wide Aspiria.net foster care services agency in becoming accredited with the Council on Accreditation.

#### Community Committee Involvement:

I have been actively involved in community and regional committees and organizations including; being co-chair of the San Mateo Adolescent Collaborative Action Team, advisor the California Youth Connection in San Mateo and El Dorado County; involvement with the San Mateo County Workforce Investment Board; South Lake Tahoe Child Abuse Council, Chairperson and Treasurer; Private Industry Council, member; Golden Sierra Job Training Partnership Act Service Delivery Area, member; California Association of Children's Homes, Board member and Treasurer; South Tahoe Welfare-To-Work committee, Co-chair; Workforce Investment Board Youth Council (5 counties including Placer County), Chairperson; Foster and Kinship Care Education and Independent Living Programs North Central Regional Coordinator for 13 community colleges and 22 diverse programs for 18 years.

#### Current Interests

Become active in my community beyond playing the banjo at the farmer's market.

**RESOLUTION NO. 2022-XX  
OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
FOR THE APPOINTMENT OF PUBLIC MEMBERS  
TO THE FINANCE COMMITTEE**

**WHEREAS**, the Finance Committee was established by the Board of Directors as an advisory body to the Board on matters related to the District's finances, budgeting, auditing, financial policies, and reports; and

**WHEREAS**, the current public members on the Finance Committee are Steve Miller, Marilyn Boehnke, Andy Fisher and Robert Stoffregen; and

**WHEREAS**, Director Mike Thornbrough and Director Mitch MacDonald serve as the Board liaison members; and

**WHEREAS**, according to the Membership section of District Policy No. 2021-1012, Role and Responsibilities of the Finance Committee, the committee is comprised of no fewer than three (3) and no more than five (5) public members; and *(Change if draft policy is amended.)*

**WHEREAS**, the District continued to recruit interested persons to fill the remaining vacancy on the Finance Committee and letters of interest have been received; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS THAT [insert name(s)] IS/ARE APPOINTED TO THE FINANCE COMMITTEE FOR A TERM OF TWO (2) YEARS.**

**PASSED AND ADOPTED** by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 8<sup>th</sup> day of March 2022, by the following vote:

**AYES:**

**NOES:**

**ABSENT/ABSTAIN:**

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Michael Saunders, President  
Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

ATTEST:

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Adam Coyan, Clerk and ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

CERTIFICATION

I hereby certify that the foregoing is a full, true, and correct copy of Resolution 2022-XX duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on the 8<sup>th</sup> day of March, 2022.

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Adam Coyan, Clerk and ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

DRAFT



**POLICY TITLE:        Role and Responsibilities of the Finance Committee**

**POLICY NUMBER:    2021-1012**

**BACKGROUND:**

The Board of Directors (“Board”) of the Georgetown Divide Public Utility District (“District”) formally established the Finance Committee (“Committee”) under District Policy 5000.3 which requires the committee to comply the Ralph M. Brown Act, California’s “Open Meetings Laws” adopted by the Legislature in 1953. Commonly referred to as the Brown Act, these provisions are contained in Government Code Section 54950 et seq. The Brown Act is broadly construed, and compliance is constitutionally mandated. Committee members must be knowledgeable about Brown Act provisions and are required to take annual and bi-annual training.

The Board rescinded the resolution establishing the role and responsibilities of the Finance Committee during the regular meeting of June 9, 2020. At the regular meeting of January 12, 2021, the Board created an ad hoc committee to work on a new Finance Committee Policy. The roles and responsibilities of the Finance Committee is set forth below:

1. **Purpose.** The Finance Committee was established as an advisory body to the Board on matters related to the District’s finances, budgeting, auditing, financial policies, and reports. Due to the Committee’s advisory nature, the Committee and its members have no authority to set policy, expend funds, or make obligations on behalf of the Board and/or the District.
2. **Membership; Quorum.** The Committee shall be comprised of no fewer than three (3) and no more than five (5) public members. A quorum shall consist of a simple majority of the total number of members currently appointed to the Committee, but no less than three (3) public members.
3. **Board Liaison.** The Board Treasurer and another Director, for a total of two (2) Directors, shall be assigned to the Committee as Board Liaison members.
  - (a) The duties of the Board Liaison include presenting relevant data to the Board and arranging for any presentation of important progress on projects to the Board by the Committee Chairperson.
  - (b) The Board Liaison’s role will be advisory to the Committee.
  - (c) The Board Liaison will not have a vote on the Committee.
  - (d) Only two (2) Board of Directors can be present at any of the Committee meetings
  - (e) If a regular Liaison cannot attend a meeting, that member will contact the Board President and the Board President will arrange for another member to attend the meeting. If there

- (f) are three members present, the Board Liaison is authorized to request the non-liaison Board member to leave.

#### **4. Selection of Committee Members.**

- (a) A Notice of a Vacancy on the Finance Committee shall be posted on the District's website and social media sites, and must be published in a newspaper of general circulation in the District with instructions for applying, including a deadline for submittal.
- (b) All applicants who reside within the District boundaries will be eligible for consideration by the Board. It is recommended that applicants have experience in finance, budgeting, accounting, management, and/or related fields.
- (c) Applications must be submitted by the stated deadline and must include a Statement of Interest and resume. Applicants can be mailed or hand-delivered to the General Manager at the District Office, located at 6425 Main Street, Georgetown, CA 95634, or transmitted by email to [gm@gd-pud.org](mailto:gm@gd-pud.org).
- (d) The General Manager will distribute all applications to the Board of Directors.
- (e) All applicants shall make a personal presentation of their qualifications to the Board of Directors during a Board meeting.
- (f) The Board of Directors will ask questions of the applicants during the Board meeting and will publicly vote on each applicant to be appointed. In the case where there are more applicants than Committee seats, Directors will submit their ranking of the applicants to the Board President after the questioning period. The applicant(s) with the highest number of first place, then second place, etc., (if needed) rankings shall be selected and announced as the appointee(s).
- (g) Those Finance Committee members who resign or who do not renew their two-year commitment shall provide a letter of resignation to the Finance Committee Chair, the President of the Board of Directors, and the General Manager.
- (h) The Board of Directors will confirm appointments and resignations by Resolution of the Board.

#### **5. Role of the Committee.** The primary role of the Committee is to provide recommendations to the Board of Directors from their direction, or in response to Board approved proposals made by staff on matters related to the District's finances. It shall be the responsibility of the committee to adhere to the Board approved Conceptual Budget Timeline (Exhibit A) and to:

- (a) Review annual operating budget proposed by staff and make recommendations to the Board prior to the Board receiving the annual operating budget for approval.
- (b) Review emergency, short-range, long-range strategic financial plans and quarterly financial reports proposed by staff and make recommendations to the Board prior to the Board receiving the proposed financial plans and reports for approval.
- (c) Review the audited annual financial data and statements available when the audit is presented to the Board of Directors.
- (d) Review and monitor all District financial reports including, quarterly reports, request for proposal budgets, Capital and Reserve funds, monthly cash balances, fund transfers, investments, source of funding, and make any recommendations to the Board.

- (e) Present alternative options with recommendations to the Board.
  - (f) Present all Committee identified financial goals and proposals to the Board for approval.
  - (g) Accept all projects requested by the Board.
- 6. Meetings.** The committee shall meet monthly, and more often if needed or requested by the Board. Meetings shall be held at the District's offices unless otherwise stipulated by an emergency or Executive Order.
- (a) At any meeting of the Finance Committee, the majority of the members currently appointed show constitute a quorum for purposes of conducting business or meetings. Unless otherwise posted, a majority vote of those present and voting shall be sufficient to adopt any motion. A quorum cannot be under three (3) members.
  - (b) All meetings of the Committee shall be open and public, and all persons shall be permitted to attend any meeting of the Committee as provided by Government Code Section 54950 et seq.
  - (c) All meetings of the Committee shall be held in the GDPUD offices at 6425 Main Street, Georgetown, CA 95634, unless there is a special need to hold a meeting at a different location.
  - (d) The proceedings of all meetings of the Committee shall be conducted in accordance with GDPUD Board Policy Numbers 5000, 5030 and 5040.
  - (e) The Committee shall follow the order of business for the conduct of its meetings by the agenda. The order can be changed during the Adoption of the Agenda by majority vote.
  - (f) Any meeting may be adjourned to a time and place stated in the Order of Adjournment. Less than a quorum may also adjourn from time to time. If all members are absent, the Secretary may declare the meeting adjourned to a stated time and place and shall cause each notice to be given in the same manner as for special meetings.
  - (g) Special meetings may be called at any time at the direction of the Chairperson or by a majority of the Committee. However, scheduling must be coordinated with the General Manager and Board President to ensure there are no conflicts with other scheduled Committee, Board, County, Regional, or Legislative meetings. A minimum of Forty-Eight (48) hours advance written notice of special meetings shall be provided by the Chairperson to the Board President and General Manager stating the date, time, and business to be transacted. The public shall be notified through the district regular communications and procedures, in accordance with Government Code Section 54950 et seq – at least twenty-four (24) hours prior to the meeting.
  - (h) The Board Clerk shall maintain meeting minutes, including a complete record of all transactions, findings, and determinations, and present a full statement to the General Manager for the Board prior to the next Board meeting. A signed copy of meeting minutes shall be filed with the Staff Liaison.
- 7. Terms.** The terms of office shall be two (2) years. Committee members may be reappointed to subsequent terms by providing their resume to the Board and the General Manager, and then the Board voting on the Committee members reappointed during a Board meeting.

**8. Removal.** All committee members serve at the will of the Board, and any member may be removed by an affirmative vote of three (3) members of the Board. The removal of a Finance Committee member shall follow procedures that will be outlined in a District Policy on Board Committees.

**9. Officers.** The committee shall designate from among its members a Chair, Vice-Chair, and Secretary. The Chair shall preside over the meetings, and in the Chair's absence, the Vice-Chair shall preside. If both the Chair and the Vice-Chair are absent, the remaining members, if a quorum exists, shall select from among themselves a person to preside over the meeting. The Board Clerk, or Staff designee, shall prepare agendas and minutes of every meeting and shall be responsible for transmitting the agenda and the final copy

of all minutes to the General Manager or designee. Items needing Board action shall be transmitted as soon as possible to the General Manager or designee for inclusion on the next available Board agenda.

**10. Agenda.**

- (a) The General Manager, in cooperation with the Board President and the Chair of the Finance Committee, shall prepare an agenda for each regular and special meetings of the Finance Committee Meeting in accordance with the Ralph M. Brown Act (California Government Code Section 54950).
- (b) All items on the agenda must have been approved or directed by the Board of Directors. These items may come from either the Board, Staff, or Finance Committee requests.
- (c) There is a conceptual timeline which should be automatically incorporated each month at the direction of the Board.
- (d) During the last item of the Finance Committee agenda before adjournment, a Committee member may bring up items they would like the Committee to review and for what purpose. Requests affirmed by a majority vote of the Committee shall be reported to the Board of Directors by the Committee Chair at the next meeting of the Board of Directors.
- (e) Reports will be prepared each month based on the conceptual timeline for the Finance Committee and any other monthly financial committee reports or agendized items.
- (f) Requests for additional information by Committee members should be directed to the Finance Committee Chair. The Chair will provide the Board Treasurer with these requests. The requests will then be given and discussed with the General Manager by the Treasurer with a copy to the Board President. Only the General Manager can direct staff for reports. Only the Board can direct the General Manager. Committee members must be aware of the conceptual timeline and reports required for the agenda when requesting additional information.

**11. Board Reports.** The Committee shall report on its activities to the Board at least monthly and more often if needed or requested by the Board. The Board Report shall be either oral or written and shall include a description of the activities of the Committee for the proceeding, and any on-going or outstanding activities or tasks. The Board Report will be given at the

next Regular Board Meeting by the Finance Committee Chair or Vice-Chair. Committee member minutes can be used to satisfy this requirement if the Chair or Vice-Chair is not present at the Board of Directors meeting.

- 12. Board Liaison and Staff Support.** The Committee shall have a following Board and/or staff members to assist it with its work from time to time as may be necessary or desired by the Committee and/or the Board: Board Treasurer who will serve as the Board Liaison, and a Staff Liaison designated by the General Manager. The Board Liaison and Staff Liaison shall (a) not be regular or ex officio members of the committee; (b) not have the right to vote; and (c) not be counted for purposes of determining the presence of a quorum.

## **EXHIBIT A**

### **Georgetown Divide Public Utility District Finance Committee Conceptual Timeline**

The Finance Committee shall accept direction from the Board of Directors to provide financial reviews, make recommendations, and report on its activities to the Board at least monthly, or more often if needed or requested by the Board. The Board Report can be either oral or written and shall include a description of Committee activities per this timeline, and on any ongoing or outstanding activities or tasks. The Board Report is given during the Regular Board meeting during Committee Reports by the Committee Chair. Committee meeting minutes may be used to satisfy the reporting requirement if the Chair will not be present.

**January** – Review Second Quarter Budget Report, Comparison of Mid-Year Budget Report.

**February** – Capital/Reserve Budget Review, ALT Wastewater Rate to Budget Review.

**March** – Begin Review Next FY Budget

**April** – Review Next FY Draft Budget, Review Third Quarter Budget Report.

**May** – Review Next FY Final-Draft Budget, Audit Prep Review.

**June** – Joint Budget Workshops with the Board of Directors

**July** – Review Fourth Quarter Budget Report, FY-End Actuals Review.

**August** – Review Investment Policy, Water Rate to Budget Review.

**September** – Fund Transfer Tracking Review.

**October** – Review First Quarter Budget Report.

**November** – Review CalPERS Unfunded Liabilities, Compare Prior FY Budgets with Matching Prior FY Audits.

**December** – Develop Finance Committee’s Annual Work Report for the Board of Directors.

**REPORT TO THE BOARD OF DIRECTORS**  
**BOARD MEETING OF March 8, 2022**  
**AGENDA ITEM 9.G.2.**



**AGENDA SECTION:** NEW BUSINESS

**SUBJECT:** CONSIDER APPOINTMENT OF PUBLIC MEMBER(S) TO THE IRRIGATION COMMITTEE AND, IF NECESSARY, CONSIDER AMENDING THE MEMBERSHIP SECTION OF THE DRAFT POLICY ON THE ROLE AND RESPONSIBILITIES OF THE IRRIGATION COMMITTEE

**PREPARED BY:** Gloria Omania, Temporary Office Manager/Management Analyst

**APPROVED BY:** Adam Coyan, General Manager

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**BACKGROUND**

The Irrigation Committee was established by the Board of Directors to advise them on matters related to irrigation service. The newly formed committee will work on a District policy on the role and responsibilities of the committee for the Board's approval. On February 8, 2022, the Board appointed the following individuals to the committee:

<u>Applicant</u>	<u>Years as Irrigation Customer</u>	<u>Location</u>
John Duarte	23 years	Greenwood
Kristy McKay	6 years	Georgetown
Eric Mead	40 years	Cool
Bill Threkel	40 years	Cool

Director Seaman and Director Gerry Stewart were appointed to serve as the Board's liaison members to the committee.

The draft policy on the role and responsibilities of the Irrigation Committee was provided to the newly appointed committee (Attachment 1) to serve as a guideline for conducting the committee's business until the policy can be adopted. According to this draft policy, the committee shall be comprised of no fewer than three (3) and no more than five (5) public members. With the appointments of four members in February, there is currently one vacant seat on the committee.

**DISCUSSION**

The District continued the recruitment process to fill the remaining seat. Two applications have been received from Carla Sutton and Ray Griffiths. Resumes are included as Attachment 2 and 3.

If the Board decides to appoint both applicants, the Membership section of the draft District Policy 2022-XXX will need to be amended to increase the number of public members on the committee.

**FISCAL IMPACT**

None.

**CEQA ASSESSMENT**

This is not a CEQA project.

**POSSIBLE ACTIONS**

- Interview Ms. Sutton and Mr. Griffiths to fill the vacant Irrigation Committee positions;
- Adopt Resolution 2022-XX appointing Ms. Sutton and/or Mr. Griffiths to the Irrigation Committee; and
- If necessary, amend the Membership section of the draft District Policy 2022-XXXX to increase the public membership to seven (7).

**ATTACHMENTS**

1. Carla Sutton Letter of Interest
2. Ray Griffiths Letter of Interest and Resume
3. Draft Resolution 2022-XX Appointment of Public Member to the Irrigation Committee
4. Draft District Policy 2022-XXXX Irrigation Committee



Although quite late, I am interested in serving on the Irrigation Committee, if you are still accepting requests.

I am a long time resident on the Divide as well as a Irrigation water user for over 30 years.

My experience from various occupations as well as my agricultural background would be an asset to GDPUD!!

Regards,  
Carla Sutton



Ray P. Griffiths

[REDACTED]

[REDACTED]

[REDACTED]

Dear Mr. Saunders

I am writing to express my interest in serving on the GDPUD Irrigation Committee. I am interested in the potential problems that GDPUD will have supplying irrigation water during the possible drought conditions that may exist this coming Summer. I have had an irrigation connection on the Buffalo Hill Siphon for a number of years, as well as a treated water connection off of Morgan Ranch Loop. Attached is a brief resume with relevant information. Thank you for your consideration.

Ray Griffiths

1970's – helped family with 85 acres of irrigated pasture in Glenn County.

1974 – BA Biology, CSU Chico

1977 – MS Ecology, UC Davis

1979 Moved to Georgetown

1980 Bought 27 ac. adjacent to Georgetown, connected to GDPUD treated water. Only ~2 ac. usable for cultivation. Balance of property scalped in 1850's to build road to mining camps on the next ridge North.

1980's (Can't remember year), connected to irrigation on the Buffalo Hill Siphon. Used for fruit trees and garden.

2008 Served on GDPUD Board for 4 years.

**RESOLUTION NO. 2022-XX  
OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
FOR THE APPOINTMENT OF PUBLIC MEMBERS  
TO THE IRRIGATION COMMITTEE**

**WHEREAS**, the Irrigation Committee was established to advise the Board on matters related to irrigation service; and

**WHEREAS**, on February 8, 2022, the Board appointed the following four individuals to the committee: John Duarte, Kristy McKay, Eric Mead, and Bill Threkel; and

**WHEREAS**, the District has continued to recruit interested persons to fill the remaining openings on the Irrigation Committee and letters of interest have been received; and

**WHEREAS**, according to the Membership of the draft Policy on the Role and Responsibilities of the Irrigation Committee, the committee is comprised of no less than three (3) and no more than five (5) public members; and *(Change if draft policy is amended.)*

**WHEREAS**, Director Donna Seaman and Director Gerry Stewart have been appointed as Board liaison members; and

**WHEREAS**, the newly formed committee will work on a District policy on the Role and Responsibilities of the Irrigation Committee for approval by the Board of Directors.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS THAT [insert name(s)] IS/ARE APPOINTED TO THE IRRIGATION COMMITTEE FOR A TERM OF TWO (2) YEARS.**

**PASSED AND ADOPTED** by the Board of Directors of the Georgetown Divide Public Utilities District at a meeting of said Board held on the 8<sup>th</sup> day of March 2022, by the following vote:

**AYES:**

**NOES:**

**ABSENT/ABSTAIN:**

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Michael Saunders, President  
Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

ATTEST:

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Adam Coyan, Clerk and ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

CERTIFICATION

I hereby certify that the foregoing is a full, true, and correct copy of Resolution 2022-XX duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on the 8<sup>th</sup> day of March, 2022.

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Adam Coyan, Clerk and ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

**POLICY TITLE:** Irrigation Committee Role and Responsibilities

**POLICY NUMBER:** XXX:

1. **Purpose.** The Irrigation Committee was established in January 2020 to provide recommendations to the Board of Directors on matters related to the District’s Irrigation services and allow Irrigation customers an opportunity to provide feedback to this committee. The Committee is advisory nature and the Committee, and its members have no authority to set policy, expend funds, or make obligations on behalf of the Board and/or the District.
2. **Brown Act:** The Irrigation committee is a committee formed formally under the Board of Directors Policy 5000.3 and must comply with the Brown Act. The Brown Act. The Legislature adopted the Brown Act, commonly referred to as California’s “Open Meetings Laws” in 1964. The Brown Act is contained in Government Code section 54950 et seq. The Brown Act is broadly construed, and compliance is constitutionally mandated. Committee members must be knowledgeable of the Brown Act and there will be annual/bi-annual training.
3. **Membership; Quorum.** The Committee shall be comprised of no more than five (5) public members. A quorum shall consist of three (3) public members currently appointed to the Committee.
4. **Board Liaison(s).** One Director up to a maximum total of two (2) Directors, shall be appointed to the Committee as Board Liaison members.
  - a) The duties of the Board Liaison include presenting relevant data to the Board and arranging for any presentation of important progress on projects to the Board by the Committee chairperson.
  - b) The Board Liaison’s role will be advisory to the Committee-
  - c) The Board Liaison will not have a vote on the Committee.
  - d) Only Two (2) Board of Directors can be present at any of the Committee meetings
  - e) If a regular Liaison cannot attend a meeting, that member will contact the Board President and the Board President will arrange for another member to attend the meeting. If there are three members present the Board Liaison is authorized to request the non-liaison Board member to leave.
5. **Selection of Committee Members.**
  - (a) A Notice of Vacancy on the Irrigation Committee shall be posted on the District’s website and social media sites, and must be published in a newspaper of general circulation in the District with instructions for applying, including a deadline for submittal.
  - (b) All applicants who reside within the District boundaries and are current irrigation water customers will be eligible for consideration by the Board.
  - (c) Applications must be submitted by the stated deadline and must include a Statement of

Interest, the number of years as an irrigation water customer, and the area in the District the applicant resides. Applications can be mailed or hand-delivered to the General Manager at the District Office, located at 6425 Main Street, Georgetown, CA 95634, or transmitted by email to [gm@gd-pud.org](mailto:gm@gd-pud.org) or the Board President.

- (d) The General Manager will distribute all applications to the Board of Directors.
  - (e) All applicants shall be available for personal comments at the Board of Directors during the selection board meeting.
  - (f) The Board of Directors will ask questions of the applicants during the Board meeting and will publicly vote on each applicant to be appointed. In the case where there are more applicants than Committee seats, the Board of Directors will submit their ranking of the applicants to the President after the questioning period and the applicant(s) with the highest number of first place, then second place if needed, etc.. will be selected and announced as the appointee(s).
  - (g) Those Irrigation Committee members who resign or who do not renew their two-year commitment shall provide a letter of resignation to the Irrigation Committee Chair, the President of the Board of Directors, and the General Manager.
  - (h) The Board of Directors will confirm appointments or resignations by Resolution of the Board.
- 6. Role of the Committee.** The primary role of the Committee is to provide recommendations to the Board of Directors (“Board”) from their direction, or in response to Board approved proposals on matters related to the District’s Irrigation water services. [Additional mission to be provided by the committee.](#)
- (a) Present all Committee findings and proposals to the Board for approval.
  - (b) Accept all projects requested by the Board.
- 7. Meetings.** [The committee shall meet at least quarterly, and more often if needed or requested by the Board or the Committee.](#) Meetings shall be held at the District’s offices unless otherwise stipulated by an emergency or Executive Order
- (a) At any meeting of the Irrigation Committee, the majority of the members currently appointed show constitute a quorum for purposes of conducting business or meetings. Unless otherwise posted, a majority vote of those present and voting shall be sufficient to adopt any motion. A quorum cannot be under three (3) public appointed members.
  - (b) All meetings of the Committee shall be open and public, and all persons shall be permitted to attend any meeting of the committee as provided by Government Code Section 54950 et seq
  - (c) All meetings of the Committee shall be held in the GDPUD offices at 6425 Main Street, Georgetown, CA 95634, unless there is a special need to hold a meeting at a different location.
  - (d) The proceedings of all meetings of the Committee shall be conducted in accordance with GDPUD Board Policy Numbers 5000, 5030 and 5040.
  - (e) The Committee shall follow the order of business for the conduct of its meetings by the agenda. The order can be changed during the Adoption of the Agenda by majority vote.
  - (f) Any meeting may be adjourned to a time and place stated in the Order of Adjournment. Less than a quorum may also adjourn from time to time. If all members are absent, the Secretary may declare the meeting adjourned to a stated time and place and shall cause each notice to be given in the same manner as for special meetings.
  - (g) Special meetings may be called at any time at the direction of the Chairperson or by a majority of the Committee. However, scheduling must be coordinated with the General Manager and Board President to ensure there are no conflicts with other scheduled

Committee, Board, County, Regional, or Legislative meetings. A minimum of Forty-Eight hours advance written notice of special meetings shall be provided by the Chairperson to the Board President and General Manager stating the time and business to be transacted. The public shall be notified through the district regular communications and procedures, in accordance with Government Code Section 54950 et seq – At least Twenty-four (24) hours prior to the meeting.

- (h) The Committee Secretary shall maintain meeting minutes, including a complete record of all transactions, findings, and determinations, and present a full statement to the General Manager for the Board prior to the next Board meeting. A signed copy of meeting minutes shall be filed with the Staff Liaison.

**8. Terms.** The terms of office shall be two (2) years. Committee members may be reappointed to subsequent terms by providing their letter of intent to the Board and the General Manager, and then the Board voting on the Committee members to be reappointed during a Board meeting.

**9. Removal.** All committee members serve at the will of the Board, and any member may be removed by an affirmative vote of three (3) members of the Board. The Committee member removal will follow procedure as described in [Board Policy XXX.X](#)

**10. Officers.** The committee shall designate from among its members a Chair, Vice-Chair, and Secretary. The Chair shall preside over the meetings, and in the Chair's absence, the Vice-Chair shall preside. If both the Chair and the Vice-Chair are absent, the remaining members, if a quorum exists, shall select from among themselves a person to preside over the meeting. The Board Clerk, or Staff designee, shall prepare agendas and minutes of every meeting and shall be responsible for transmitting the agenda and the final copy of all minutes to the General Manager or designee. Items needing Board action shall be transmitted as soon as possible to the General Manager or designee for inclusion on the next available Board agenda.

**11. Agenda.**

- (a) The General Manager, in cooperation with the Board President and the Chair of the Irrigation Committee, shall prepare an agenda for each regular and special meetings of the Irrigation Committee Meeting in accordance with the Ralph M. Brown Act (California Government Code Section 54950).
- (b) During the last item of the Irrigation Committee agenda before adjournment, a Committee member may bring up items they would like the Committee to review and for what purpose. Requests affirmed by a majority vote of the Committee shall be reported to the Board of Directors by the Committee Chair at the next meeting of the Board of Directors.
- (c) Requests for additional information by Committee members should be directed to the Irrigation Committee Chair. The Chair will provide the Board Liaison with these requests. The requests will then be given and discussed with the General Manager with a copy to the Board President. Only the General Manager can direct staff for reports. Only the Board can direct the General Manager.

**12. Board Reports.** The Committee shall report on its activities to the Board at the following meeting after the Committee meets. The Board Report shall be either oral or written and shall include a description of the activities of the Committee for the proceeding, and any on-going or outstanding activities or tasks. The Board Report will be given at the next Regular Board Meeting by the Irrigation Committee Chair or Vice-Chair. Committee member minutes can be used to satisfy this requirement if the Chair or Vice-Chair is not present at the Board of Directors meeting.

DRAFT



**RESOLUTION NO. 2022-XX**  
**OF THE BOARD OF DIRECTORS OF THE**  
**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**  
**PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE**  
**PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON**  
**MARCH 4, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS**  
**OF THE LEGISLATIVE BODIES OF THE GEORGETOWN DIVIDE SPECIAL UTILITY**  
**DISTRICT FOR THE PERIOD APRIL 1, 2021 TO APRIL 30, 2022**  
**PURSUANT TO BROWN ACT PROVISIONS**

**WHEREAS**, the Georgetown Divide Special Utility District (“District”) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

**WHEREAS**, all meetings of District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

**WHEREAS**, it is further required that state or local officials have imposed or recommended measures to promote social distancing, and

**WHEREAS**, the Board of Directors previously adopted a Resolutions finding that the requisite conditions exist for the legislative bodies of the Georgetown Divide Public Utility District to conduct remote teleconference meetings without compliance with Paragraph (3) of Subdivision (b) of Section 54953; and

**WHEREAS**, as a condition of extending the use of the provisions found in Section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

**WHEREAS** emergency conditions persist in the District, specifically, a State of Emergency has been proclaimed by the Governor due to the COVID-19 Pandemic; and

**WHEREAS**, the District also has a COVID-19 policy recommending social distancing measures; and

**WHEREAS**, as a consequence of the California State of Emergency caused by the COVID-19 Pandemic emergency persisting, the Board of Directors does hereby find that the legislative bodies of the District shall continue to conduct their meetings without compliance

with Paragraph (3) of Subdivision (b) of Government Code Section 54953, as authorized by Subdivision (e) of Section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in Paragraph (2) of Subdivision (e) of Section 54953; and

**WHEREAS**, the Georgetown Divide Public Utility District will hold its meetings via Zoom teleconference and make the access available to the public via video or phone.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF GEORGETOWN DIVIDE SPECIAL UTILITY DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:**

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of date of March 4<sup>th</sup>, 2020.

Section 3. Remote Teleconference Meetings. The General Manager and legislative bodies and committees of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including conducting open and public meetings in accordance with Government Code Section 54953(e) and other applicable provisions of the Brown Act.

Section 4. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until March 31, 2022, or until the Board of Directors adopts a subsequent resolution in accordance with Government Code Section 54953(e)(3) to extend the time during which the legislative bodies and committees of District may continue to teleconference without compliance with Paragraph (3) of Subdivision (b) of Section 54953.

**PASSED AND ADOPTED** by the Board of Directors of Georgetown Divide Public Utility District on this 8th day of March 2022, by the following vote:

**AYES:**

**NOES:**

**ABSENT/ABSTAIN:**

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Michael Saunders, President, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

*Attest:*

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Adam Coyan, Clerk and Ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

## CERTIFICATION

I hereby certify that the foregoing is a full, true, and correct copy of Resolution 2022-XX duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 8th day of March 2022.

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Adam Coyan, Clerk and Ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT