

MINUTES

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

**FINANCE COMMITTEE
Regular Meeting
THURSDAY, October 27, 2022
3:30 P.M.**

Finance Committee

Steve Miller, Chairman Bob Stoffregen
Andy Fisher, Vice Chairman Robert Stovall
Vacant, Secretary

Board of Directors Liaison

Mike Thornbrough
Mitch MacDonald

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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Pursuant to the Government Code Section 54954.3 (The Brown Act), members of the public shall be afforded the opportunity to speak on any agenda item, provided they are first recognized by the presiding officer. The Board President will call for public comment on each agenda item. Those wishing to address the Board on a matter that is not on the agenda and within the jurisdictional authority of the District may do so during the Public Forum portion of the agenda. Please be aware of the following procedures for speaking during Public Forum or public comment sessions:

1. When called on to speak by the Board President, please approach and speak from the podium.
2. Comments are to be directed only to the Board.
3. The Board will not entertain outbursts from the audience.
4. There is a three-minute time limit per speaker.
5. The Board is not permitted to take action on items addressed under Public Forum.
6. Disruptive conduct shall not be permitted.
7. Persistence in disruptive conduct shall be grounds for removal of that person's privilege of address.

The Finance Committee Chair is responsible for maintaining an orderly meeting.

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

Chairman Steve Miller called the Board Meeting to order at 3:30 PM.

ROLL CALL:

COMMITTEE MEMBERS PRESENT: CHAIRMAN MILLER, FISHER, AND STOVALL

Steve Miller led in the Pledge of Allegiance.

2) ADOPTION OF AGENDA

Robert Stovall motioned to approve the adoption of the agenda. Andy Fisher seconded the motion.

Roll call vote was taken:

Aye: FISHER, STOVALL, CHAIRMAN MILLER

Nay: NONE

The motion CARRIED

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

4) APPROVAL OF MINUTES

Robert Stovall motioned to approve the adoption of the agenda. Andy Fisher seconded the motion.

Roll call vote was taken:

Aye: FISHER, STOVALL, CHAIRMAN MILLER

Nay: NONE

The motion CARRIED

5) FINANCE COMMITTEE MEMBER COMMENTS AND REPORS

Board Report – None

6) INFORMATIONAL ITEMS

A. **Grant Updates** – We received 5 Request for Proposals (RFP) for a grant writer and are in the process of reviewing those proposals. Additionally, we are working on several grant opportunities to help with the fire damage. We received our \$500,000 from the Department of Water Resources for the metering project. A portion is a loan program, and a portion is the grant. our grant and a loan payment from the State Water Resource Control Board.

B. **Committee Vacancies** – A press release has been put out for the community for 3 vacancies (at the time of its writing). If we receive any applications, they will be put forth at the December Board meeting. We currently have 4 vacancies.

Public Comment: Cherie Carlyon asked what account the \$500,000 was deposited in. General Manager Nick Schneider stated it went into a new “Grants Revenue Account”. We will also develop a special account for the loan payment. They will both be in the revenue section of the budget. It was requested that Cherie send an email for the account number and accounts that were used to pay for the Automatic Water Meter project.

C. **Audit Update** – The audit will not start until the beginning of December and more than likely will not be completed until January or February. Maze and Associates is the company doing the Audit.

D. **Mosquito Fire Financial Impact / Possible Financing** – The project work we’ve done so far includes hiring a tree company to start removing hazard trees from the upper canal area.

A staff person is working with the crew marking trees. They will utilize those trees in such a way they can double as erosion control. The contract was not to exceed \$36,000 which is within the emergency procurement policy. At that point we will assess the work and how much more needs to be done. We rented equipment to control some erosion issues.

We are working with several agencies such as CalFire, CalOES, California Geological Survey, U.S. Forestry, FEMA, NRCS, USDA. Each of these agencies have different funding sources we can utilize for different aspects of this fire.

Initial assessments are between 5 – 6 acre feet was drawn out of Stumpy Meadows, Other water was taken directly out of the canals which we are still assessing. In the fire zone some of our gauges melted and we are having to take data from different points and make an assessment. Ultimately, we can put a dollar figure on that water and utilize it as part of our matching funds.

Public Comment: Cherie Carlyon asked who the tree service was, and what NRCS stands for. General Manager Nick Schneider responded, Dave's Tree Service. NRCS is the National Resources Conservation Service a federal agency under USDA.

Andy Fisher cautioned that when working with FEMA, there are administrative strings attached, they lead to California environmental permitting and National environmental review and permitting. Requires accounting that extends out past the performance. Key to working with them seems to be documentation, how fast you responded to the emergency—seems to be within 72 hours.

E. Socrata Implementation Updates – Open Finance Reporting (SOCRATA) is live on the web under Finance. Finance Manager, Jessica Buckle stated we appreciate any feedback. You can get all the financial reports you get here, and more.

Public Comment: Cherie Carlyon, asked about using the GDPUD sign, she indicated she could only access bar charts and graphs. Bonnie Neeley indicated she too was having trouble accessing the information. After some discussion, it was suggested that they email te issues to Jessica Buckle for further instructions.

7) FINANCIAL REPORTS

A. Budget to Actuals Report – Robert Stovall indicated he'd like to take this report and work with it in Socrata

B. Pooled Cash Report – Robert Stovall indicated he'd like to take this report and work with it in Socrata

C. Monthly Check Report – Andy Fisher commented this is such a detailed report it serves as a good reference. However, in the sense that the Finance Committee is making a statement of review and understanding, it's not possible for this report—there is too much detail. Jessica Buckle suggested, the reports include only the information for the month or since the last meeting — i.e. period activity rather than year to date—or a quarterly report. The committee was in agreement with a quarterly report.

Public Comment: Cherie Carlyon stated that we should include the accumulated checks at the bottom of the report—i.e., Vendor Purchasing Report

8) ACTION ITEMS

A. Financial Advisor Review Request for Proposal (RFP)

General Manager, Nick Schneider, stated we are looking for someone to help with government public policy investing. It is a very specialized field. We are going to put out a Request for Proposal. The date for return of an RFP is to be determined regarding timing, and the holidays. Ultimately, this will help develop an investment policy to be reviewed annually.

Andy Fisher suggested under General Selection criteria, the following deliverables are normally waited:

- Qualifications of Team
- Understanding of Services Requested and Innovation
- Similar Experience / Reference

Also, what you're asking them to provide under Similar Experience/Reference, he suggested examples of what the advisor puts in a client's hand, what do they deliver.

He noted we should specify similar experience with California Special Districts would be preferable because of the laws pertaining to Special districts.

He suggested we allow for follow up interviews with any of the candidates.

Public Comment: Cherie Carlyon clarified this advisor is for investment purposes only.

Andy Fisher moved to approve the proposed RFP in its general form giving the General Manager the discretion to modify it as per the Committee suggestions. Robert Stovall seconded the motion.

Roll call vote was taken:

Aye: FISHER, STOVALL, CHAIRMAN MILLER

Nay: NONE

The motion CARRIED

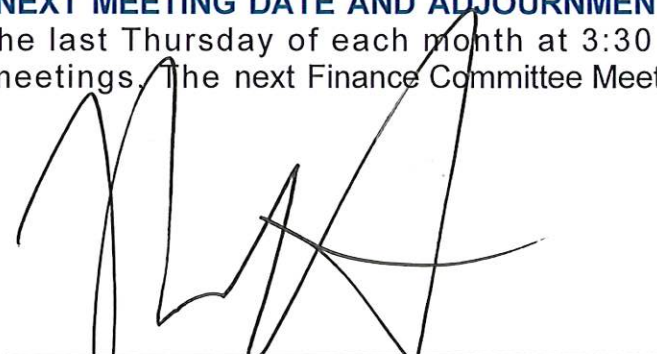
- B. Discuss the Cancellation of November Meeting and rescheduling November and December meetings to December 15th

Due to the Holidays falling on regular meeting dates, it was recommended to combine the November and December meetings to be held December 15.


The Committee agreed.

9) AGENDA ITEMS FOR NEXT FINANCE COMMITTEE MEETING

- 10) **NEXT MEETING DATE AND ADJOURNMENT** – The Finance Committee set the last Thursday of each month at 3:30 PM for regular committee meetings. The next Finance Committee Meeting will be set for December 15, 2022.



Nicholas Schneider, General Manager



Date