

## MINUTES

### REGULAR MEETING

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

TUESDAY, MAY 10, 2022  
2:00 PM

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

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### MISSION STATEMENT

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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.

*Director Saunders called the Special Meeting to order at 1404hrs.*

#### 1) CALL TO ORDER, AND ROLL CALL

**PRESENT:** President Saunders, MacDonald, Seaman and Thornbrough

**ABSENT:** Stewart

**OTHERS** Erin Dervin, Legal Counsel

**PRESENT:** Adam Coyan, General Manager  
Adam Brown, Operations Manager  
Alexis Elliott, Water Resource Manager  
Jessica Buckle, Office/Finance Manager

## 2) ADOPTION OF AGENDA

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

**Roll Call vote was taken:**

**Aye:** MacDonald, Seaman, Thornbrough and President Saunders

**Nay:** None

**The motion CARRIED**

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

**NONE**

## 4) CONSENT CALENDAR

### A. Approval of Minutes

**I.** Regular Board Meeting of April 12, 2022

**II.** Special Meeting of April 26, 2022 (Joint Budget Workshop)

*Seaman pulled items A-B:*

*Seaman requested RFP verbiage be added to minutes: "Review matters pertaining to engineering to ensure that undertakings proposed and implemented by the District and others are done in a matter that protects the District's interests, and are in keeping with District goals, specifications and practices as well as with local, state and federal laws;"*

*Public comment – 4C. Add Master meters and AMR comments not showing in minutes and the reply from Adam Brown.*

**President Saunders sent minutes back for updates; no action taken.**

### B. Consider Approval of Memorandum of Understanding for the 2023 American River Sanitary Survey (ARSS) Update.

*Brown discussed the ARSS details*

*Seaman questioned why PCWA is not paying more, they have more land mass and population*

*Brown can take question back to them at the next meeting*

*Saunders, amend budget appropriately to reflect this survey – do we take out of Capitol Reserve or Maintenance/Operations?*

*Brown, Maintenance/Operations due to state requirements.*

**Director MacDonald motioned to approve item 4B Memorandum of Understanding for the 2023 American River Sanitary Survey (ARSS). Director THornbrough seconded the motion.**

***Roll Call vote was taken:***

***Aye:*** MacDonald, Seaman, Thornbrough and President Saunders

***Nay: None***

***The motion CARRIED***

**5) FINANCIAL REPORTS**

- A. Budget to Actuals Report
- B. Pooled Cash Report
- C. Monthly Check Report – February 2021

***President Saunders inquired about check number questions***  
***33213 – ALT line break***  
***33391 – Landscaper***

***NO action taken***

**6) INFORMATIONAL ITEMS**

**A. Board Reports**

Seaman joined two community members, who had maps of the GT area and Cherry Acres, for a 2-hour meeting. Attended: county wide Plenary meeting at the fairgrounds, Adam and Mike Thornbrough attended, special board meeting on 4/26

Thornbrough discussed fire mitigation and attendance of the Plenary mtg at the fairgrounds.

MacDonald discussed Joint Powers Insurance Authority (JPIA) board meeting and what their cost cutting methods are and discussed California Water Investment Fund (CWIF) board duties. Discussed interest rates at length.

President Saunders asked MacDonald if the board discussed if rates went up for members. We received a refund last year for approx. \$12,000 for Liability, Property, Employee benefits and Workers Comp. Discussed AQUA membership. LAFCO meets the 4<sup>th</sup> Thurs of each month and has position open for 4yr term. AQUA, attended webinar for smart energy presentation. Renewable energy integration. AQUA conference, spoke with Terra Verde, recommendations for smart energy storage, may give presentation to the board. See Presidents report. Region 3 of AQUA general meeting next meeting Oct 20<sup>th</sup> in Murphys. Granicus meeting – training session to come.

**B. Legislative Liaison Report**

Saunders, read President report regarding Drought conditions moving to stage 2 for California. Irrigation would stop at 20% UWMP. State water control board, Stress test coalition (comprised of 40-50 water agencies)– directs to local control per district instead of state regulations, impacts on economy, customer, and water. Gd-pud is currently at a stage 0.

**Director Seaman motioned to approve item 6B** to sign on to legislative letter to avoid state control. **Director MacDonald seconded the motion.**

**Roll Call vote was taken:**

**Aye:** MacDonald, Seaman, Thornbrough and President Saunders

**Nay:** **None**

**The motion CARRIED**

**President Saunders continued to discuss ground water storage vs snowpack.**

**C. General Manager's Report**

Adam Coyan gave a report on the drought conditions statewide, our water rights are for Pilot Creek. State water resource control board attachment.

**D. Operation Manager's Report**

Adam Brown reviewed his report with updated charts. Went over the ditch and irrigation season process.

**E. Water Resources Report, and Water Transfer Update**

Alexis Elliott (add 6E to packet) review water resources report. Had 7" of rain in April.

**7) COMMITTEES:**

**A. Finance Committee – Steven Miller, Chair**

Steve Miller discussed Joint meetings on April 26, thanked GM for transparency. Thinks we are on track and have a great staff and is overall satisfied.

Public member – expressed enjoying the Joint meeting 4/26

**B. Irrigation Committee – Director Seaman and Director Stewart**

Seaman, meeting scheduled for 5/19. No agenda yet. Most likely meet at Gpud. President Saunders, first meeting would include election of officers, mapping, and concerning items.

Coyan, chair, president saunders will set the agenda for the irrigation meetings.

**C. Ad Hoc Grant Writing Committee – Director Saunders said the committee did not meet this month.**

Saunders reminded board about the fire mitigation at Walton, Water transfer

D. Ad Hoc Committee for Policy Manual – President Saunders and Director Seaman

**ITEM 10 Saunders asked to move public hearing up to 3:30**

*Motion to move item 10? Public hearing to 3:30pm. Motioned by seaman, seconded by Thornbrough. All aye, motion carried.*

*Adam Brown discussed the grant for the Lake Walton fire mitigation plan. Plans to defend the facility against wildfire threat. Expected to begin in July.*

*Saunders, fire mitigation also allows fire crews to access the Walton area (fuel reduction and area for first responders) The Caldor fire proved that fire mitigation helped stop the spread into Tahoe.*

**Public/zoom comments** – *what is the building made of? Brown, composite shingle. If we lost Walton to fire we have an agreement with EID.*

*Community member addressed dredging Walton lake and making it bigger? This would aide in access to fire fighting water access. Brown explained we do have an agreement coming down for dredging but there is no update.*

*Comment made about having thumb drives or CD recordings available to the public.*

**8) OLD BUSINESS**

**A. Receive Update on Refill Agreement**

Adam Brown gave an update to the refill agreement. Jeff Meyer was not available to attend this BOD meeting, may be available for the June meeting.

Public comment: Were there were 2 deposits. Did they total the entire amount?  
Brown says there are 2 deposits totaling around \$450,000.

**No Action Taken**

**B. Receive Update on Route 92 Irrigation Application**

**Director Thornbrough motioned to approve irrigation applications for the 2022 water year. Director MacDonald seconds the motion.**

**Roll Call vote was taken:**

**Aye:** MacDonald, Seaman, Thornbrough and President Saunders

**Nay:** None

**The motion CARRIED**

**C. Clarification on Resolution 2022-26 Auburn Lake Trail Request for Proposal Paving Project**

Brown explained in his staff report, there is a water control plan within the RFP prepared by the contractor.

Seaman, read the regulation that she wants added to the RFP language about government, state and local regulations. In regard to hazardous waste recycling.

Dervin stated that we can add any language to contracts before they're signed. This action is only for the RFP.

Public comments? None

***No Action Taken***

**D. Review Proposed FY 2022-23 Operating Budget and Capital Improvement Plan**

- a. Receive Updated FY 2022-23 Operating Budget
- b. Receive Updated Draft Five-Year Capital Improvement Plan

Seaman asked are we not getting D/O insurance. Do we only get D/O insurance when we are in a lawsuit?

Dervin, my opinion is that D/O insurance is a good idea, the BOD would have to make that decision. It is a large expenditure.

Saunders said we can ask JPIA

Dervin, this should be agendaized for the future.

Coyan, that would be \$73/year annual charge per rate payer. (2:08:35)

Coyan, CIP 1-5 year included Stumpy – didn't affect budget. Will update. Table 3 needs to be corrected.

Saunders, the state water control permit expires in 12, 31 2023 (to expand stumpy)

Coyan, we would have to make 5mi of PG/E line (\$50K/mi to install)

Thornbrough asked about infrastructure replacement costs. Coyan answered his questions.

Saunders asked about internet on CIP. Coyan responded that it was already paid this year. If we add it to 2022-23 that needs board action, we are expected to get job completed in July.

Seaman asked about Parshall flume and ultrasonics? Or staying with visual inspections.

Brown, step would be visual reads, step 2 would be remote access.

Public comments? None

***No Action Taken***

## 9) NEW BUSINESS

### A. Set Hearing on Prop 4 Appropriation Limitation

Jessica Buckle read the staff report and asked for hearing date.

**Director Seaman motioned to set the fiscal year 2022-23 proposition 4 appropriations limitation amount on June 14, 2022. Director Thornbrough seconded the motion.**

**Roll Call vote was taken:**

**Aye:** MacDonald, Seaman, Thornbrough and President Saunders, MacDonald, Seaman, Thornbrough and President

**Nay:** NONE

**None**

**The motion CARRIED**

### B. Declare Consolidated General Election

**Director Thornbrough motioned to declare a consolidated general election. Director MacDonald seconded the motion.**

**Roll Call vote was taken:**

**Aye:** MacDonald, Seaman, Thornbrough and President Saunders

**Nay:** NONE

**The motion CARRIED**

### C. Change Board Meeting Date of November 8, 2022 (Election Day)

*Public comment: if it is all vote by mail, why would we move the meeting.*

*Pres Saunders advised that we need to allow people the ability and appropriate time to vote in person*

**Director Thornbrough motioned to move the November 8<sup>th</sup> meeting to Tuesday November 15<sup>th</sup>. Director MacDonald seconded the motion.**

**Roll Call vote was taken:**

**Aye:** MacDonald, Seaman, Thornbrough and President Saunders

**Nay:** None

**The motion CARRIED**

**D. Consider Approving the Issuance of a Request for Qualifications for District Engineering Services**

Brown explained the process of the RFQ; the cost is built into the CIP project.

President Saunders this would also cover the project management

Seaman asked about CEQA requirements and qualifications. Bullet point #4 of the staff report.

Coyan spoke about having a CEQA representative work with the project manager to make sure all state/local guidelines are being followed.

President Saunders EIR/CEQA, missing info on project management

Coyan there is language in the RFP for CEQA broad coverage

Public comment: \$435K Coastland covers all projects?

Saunders If they don't win the RFQ then that budget line gets updated.

***Director Thornbrough motioned to approve the RFQ with the amendments.  
Director Seaman seconded the motion.***

***Roll Call vote was taken:***

MacDonald, Seaman, Thornbrough and President Saunders

***Nay:           None***

***The motion CARRIED***

**E. Presentation by Board President on the American Rescue Plan Act and Request for Funding from the El Dorado County Board of Supervisors**

President Saunders discussed the meeting items and outcomes. Specific items we can ask for see attachment 2. Recommendation is to look at the CIP projects and what we can apply for.

Coyan advised that we are close to our income/debt ratio and to choose projects carefully

President Saunders recommends going through the 22/23 CIP list; listed his top 5 projects. 5-10 yr CIP project we can get the funding, treated water line replacement is on the federal project list.

Coyan explained costs of some of the CIP projects and their urgency

Thornbrough stated his choice of most urgent CIP projects.

Public comments: asked a question about Tahoe City and their grant allocation.

Send letter to Laurie Parlin when presentation is done by grant committee.

***Director Thornbrough motioned to send letter requesting funding from EDC BOS.  
Director MacDonald seconded the motion.***

***Roll Call vote was taken:***



**Aye:** MacDonald, Seaman, Thornbrough and President Saunders

**Nay:** *None*

***The motion CARRIED***

**F. Consider Approval of Request for Proposal for Grant Writer/Lobbyist**

Coyan explained the need for a Grant Writer/Lobbyist on a project-by-project basis to relieve Brown from those responsibilities.

Saunders asked about the cost

Coyan explained that we don't have an hourly cost. However, we could agree on a professional services agreement with a monetary and hourly limitation.

Thornbrough please update verbiage that states that gdpud is their only focus.

Public comments: where is the money/grants coming from?

***Director Thornbrough motioned to approve RFP for Grant Writer/Lobbyist. Director Seaman seconded the motion.***

***Roll Call vote was taken:***

**Aye:** MacDonald, Seaman, Thornbrough and President Saunders

**Nay:** *None*

***The motion CARRIED***

**G. Receive Update on the Low-Income Assistance Program (Renewal Program)**

Jessica Buckle explained the LIRA program and what has been done so far in regard to outreach  
Public comment: asked if the funds are being held somewhere since we are not reaching the threshold. Another question about why the enrollment went from 204 to 163 last July/Aug.

**H. Approve a Professional Services Agreement for the Water System Conditions Assessment and Water System Reliability Study Update**

Brown discussed the process of the RFP process and the history of having these surveys done; asset management; one interested party responded but did not send a proposal

*Seaman - Pg 10E – excerpt regulations for all RFPs. Sec 9.H. 4.13 add to all contracts. Seaman has questions regarding the importing of information into the cartegraph system*

*Thornbrough asked about asset management and what items will be included (trucks, tools, etc)  
Brown explained that cartegraph will monitor big ticket items, like the dam but staff will monitor/input smaller items (ie trucks, tools). Kastle has worked with the district before and would be the staff recommendation.*

Public comments: none

- A. Director MacDonald motioned to** Approve a Professional Services Agreement for the Water System Conditions Assessment and Water System Reliability Study Update. **Director Thornbrough seconded the motion.**

**Roll Call vote was taken:**

**Aye:** MacDonald, Seaman, Thornbrough and President Saunders  
**Nay:** **None**

**The motion CARRIED**

- B.** Consider Approving the Issuance of a Request for Proposal for Annual Audit Services  
Coyan explained the need for an annual audit and that its required by law.

Saunders recommends that we change CPA firms after 5 years and that they would not be available to bid for the RFP

Public comments: none

- A. Director Thornbrough motioned to** Approving the Issuance of a Request for Proposal for Annual Audit Services. **Director MacDonald seconded the motion.**

**Roll Call vote was taken:**

**Aye:** MacDonald, Seaman, Thornbrough and President Saunders  
**Nay:** **None**

**The motion CARRIED**

## 10) PUBLIC HEARING – WALTON LAKE FIRE MITIGATION PLAN

See above (moved to 7E)

## 11) BOARD MEMBER REQUESTS FOR FUTURE MEETING AGENDAS AND REQUESTS FOR INFORMATION OR RESEARCH TO BE COMPLETED BY STAFF

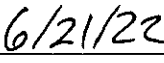
Thornbrough – agendize a rate freeze on treated water through the end of the year

Saunders – recommend review an asset management policy

Seaman – CSDA report?

12) **NEXT MEETING DATE AND ADJOURNMENT** – The next Regular Meeting will be on June 14, 2022 at 2:00PM at the Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, California 95634. **thornbrough motion to adjourn,**

  
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Adam Coyan, General Manager

  
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Date