

**CONFORMED AGENDA
REGULAR MEETING
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS
6425 MAIN STREET, GEORGETOWN, CA 95634**

Special Notation:

***Director Dane Wadle will participate in this meeting from a satellite location via telephone.
The Public may participate in all Open Session portions of this meeting from this location.***

The specifics of his location, while participating in this meeting, are as follows:

3015 Riverside Drive, Susanville, CA 96130

**TUESDAY, APRIL 10, 2018
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. Director Souza led in the Pledge of Allegiance.

Directors Present: David Halpin, Jesse Hanschild, David Souza, Lon Uso. Dane Wadle via conference call.

Staff Present: General Manager Steven Palmer, Operations Manager Darrell Creeks, Engineering Consultant George Sanders, Board Assistant Gloria Omania. Legal Counsel: Barbara Brenner, Churchwell White, LLP.

2. ADOPTION OF AGENDA

General Manager Steve Palmer asked that Item 6.A., Review and Adopt Irrigation Applications for the 2018 Irrigation Season, be pulled from the agenda to give Staff more time to review and ensure its accuracy. Staff will bring back the item at a special meeting next week.

Motion by Director Halpin to adopt the agenda minus Item 6.A. Second by Director Souza.

Public Comment: *There was no 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.

Bo Ambrozewicz commented on the Brown Act and communication between the Board and the public and asked the General Manager about viewing the [ALT] plant.

4. CONSENT CALENDAR

A. Approval of Minutes

1. Regular Meeting of February 13, 2018
2. Regular Meeting of March 13, 2018

B. Financial Reports

1. Month End Cash Disbursements Report

C. Adopt Kids Fishing Derby Resolution

Possible Board Action: Adopt Resolution 2018-16 in support of the 2018 Kids Fishing Derby.

D. Authorize the General Manager to Execute Lease Agreement Renewal with PG&E for Communications Equipment Located at Hotchkiss Hill Tank

Possible Board Action: Adopt Resolution 2018-18.

E. Receive Declaration of Projected Water Year

Possible Board Action: Adopt Resolution 2018-20.

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

Public Comment: *There was no public comment.*

The motion passed unanimously.

5. INFORMATIONAL ITEMS

A. President's Report

No report.

B. Board Reports

Director Wadle reported that he recently participated in a workshop hosted by Mountain Counties and attended their board meeting with GM Palmer. He and the GM also attended a meeting with a neighboring water agency to make some introductions and talk about local water issues.

C. General Manager's Report

The General Manager announced that Maintenance Worker Brian Rule has assumed the role of Wastewater Technician, which was vacated by a recent resignation. This is an important position in the District that is instrumental for the District to comply with the State Waste Discharge Permit for the wastewater zone, perform required septic inspections, and operate and maintain the disposal system. Recruitment is underway to fill the Maintenance Worker position vacated by Mr. Rule.

Mr. Palmer reported that the all-day Strategic Planning Session held on Friday, March 30, 2018, went very well. During closing statements at the meeting, reviews from those in attendance were overwhelmingly positive. It was very valuable for the General Manager to hear Board discussion about issues facing the District, and information gathered will inform the budget preparation. A meeting summary and planning document will be presented to the Board for adoption at a future Board meeting.

D. Operation Manager's Report

Operations Manager Darrell Creeks reported that crews are staying busy and the lake is still spilling. Recent snows knocked trees into the ditch up-country, keeping crews very busy – the roads were blocked for a while and crews had to use the snow cat and excavator to clear snow, which took a lot of their time. They have also been very busy down-country, too, updating services along the ditch in CABY Grant areas. Leaks have been slowing down, only five last month. Workers repaired or replaced 30 meters.

In response to Director Uso's inquiry, Mr. Creeks stated that between 60-70 inactive meters have been pulled.

E. ALT Treatment Plant Update

Using a slide show with photos, Engineering Consultant George Sanders updated the Board on the project, which is on time and on budget.

F. Finance Committee Report

Committee Chairperson Rick Gillespie reported that the Finance Committee had a busy month. He reported the following:

- Mr. Palmer brought new committee members up to speed with a presentation on the rate study at the March 20 meeting.
- Michael Saunders, one of the new members, volunteered to be secretary, commenting that the committee should now be able to get the minutes and recordings posted to the District website in a timely manner.
- The Finance Committee sent Tom Crawford and Sierra Nyokka to participate with District staff in the initial screening of potential audit companies.

Director Wadle thanked the Finance Committee for all the good work they are doing, Director Uso agreed.

G. Presentation on the Mark Edson Dam Spillway Assessment Report

Adam Brown, Water Resources Manager, provided a PowerPoint presentation on dam safety. Mr. Brown explained that because of the 2017 Oroville Spillway incident, the Governor came out with actions that must be implemented by private dam holders. These actions are overseen by the Department of Water Resources Division of Dam Safety. GDPUD hired GEI Consultants to conduct a spillway comprehensive condition assessment on the Mark Edson Dam. The assessment included recommended action items which GDPUD will begin implementing this summer.

Mr. Brown concluded his report noting that the RFP is out for a consultant to provide an Emergency Action Plan and Inundation Mapping.

6. NEW BUSINESS

A. Review and Adopt Irrigation Applications for the 2018 Irrigation Season

Possible Board Action: Adopt Resolution 2018-19.

This item was pulled for Special Meeting.

B. Authorize General Manager to Execute a Professional Services Agreement with United Field Services Corporation in the Amount of \$172,000 for the Walton Lake Treatment Plant Tank 2 Recoating Project

Possible Board Action: Adopt Resolution 2018-21.

Mr. Creeks presented the staff report. The tanks were inspected in 2015. All the tanks need to be recoated, and the District is recoating one tank per year, starting first with the tanks that need it most.

The RFP went out February 6, 2018. The District received three responses, and United Field Services was the lowest bid.

Director Uso asked how often the tanks should be relined. Mr. Creeks responded that inspections should be done every five years to determine need.

Director Wadle asked if the bidding of this project was done consistent with the Uniform Cost Accounting (UCA) process that the Board approved a few months ago. Mr. Creeks responded that it was.

Director Wadle commented that this is exactly why the Finance Committee recommended that money be transferred from the Stumpy Meadows Reserve into Fund 43 – to fund projects like this.

Motion by Director Halpin to adopt Resolution 2018-21. Second by Director Hanschild.

Public Comment: A member of the public asked what material is used to recoat the tanks. Mr. Creeks responded that it is an approved epoxy paint. Someone else asked how people get water while the tank is being recoated. Mr. Creeks responded that the water bypasses the storage tank and continues to flow through the system without storing the water.

The motion passed unanimously.

- C. **Authorize General Manager to Execute a Professional Services Agreement with Bay Area Coating Consultants, Inc. in an amount not to exceed \$29,000 for Construction Management and Inspection Services for the Walton Lake Treatment Tank 2 Recoating Project**

Possible Board Action: Adopt Resolution 2018-22.

Darrell Creeks described the service that would be provided by BACC.

Motion by Director Halpin to adopt Resolution 2018-22. Second by Director Hanschild.

Public Comment: A member of the public asked how long it would take to perform the work. Mr. Creeks responded that it would be approximately 40 days.

The motion passed unanimously.

- D. **Authorize General Manager to Execute a Professional Services Agreement with Lance, Soll & Lunghard, LLP in the Amount of \$65,835.00 for Audit Services for FY 17/18-19/20**

Possible Board Action: Adopt Resolution 2018-23.

Management Analyst Christina Cross presented the staff report and recommendation. Ms. Cross reported that Staff circulated a Request for Proposals (RFP) for audit services, and four firms responded with proposals. Staff and Finance Committee Members Sierra Nyokka and Tom Crawford reviewed the proposals and selected the two top respondents, Richardson & Company and Lance, Soll & Lunghard, LLP (LSL), for interviews. Based upon information provided at the interviews, staff recommends LSL.

Director Uso asked for clarification about the Single Audit. Ms. Cross stated that the Single Audit would only be required if the District received more than \$750,000 in Federal funds in one year. Although the District is currently not receiving Federal funds, when the State provides money it may include some Federal funds, so it's always good to keep the Single Audit option open. The State will inform the District when Federal funds are included.

Director Wadle asked about training offerings provided by the auditor. Randy Young, LSL Manager, said the firm provides a GASB training seminar each year as well as in-house training as needed. Ms. Cross would receive this training.

Motion by Director Halpin to adopt Resolution 2018-23. Second by Director Hanschild.

Public Comment: A member of the public clarified that the optional Single Audit cost was included each year in the total \$65,835 and that the total amount would be reduced in the event a Single Audit was not required.

Finance Committee Chair Rick Gillespie noted that the Committee voted 5-0 to approve LSL.

The motion passed unanimously.

E. Approve a Budget Amendment in the Amount of \$17,000.00 from Property Tax Revenue for the Low-Income Rate Assistance Program.

Possible Board Action: Adopt Resolution 2018-24.

Ms. Cross the staff report and recommendation. The Low-Income Rate Assistance (LIRA) Program was approved at the last Board meeting in the amount of \$35,000 per fiscal year. The amount allocated to the remaining four months of FY 2018-19 is \$12,000. Staff estimates administrative costs for the four months to be \$5,000.

As of the first two weeks, staff time is at \$500. Staff is requesting a transfer of \$17,000 from property tax revenue to close out this year.

Director Hanschild asked how many applications have been received so far. Ms. Cross replied that at last count there were about 70 applications. Director Hanschild asked if they were coming in from the CARE program or individually. Ms. Cross replied that it's a mixture of both.

Director Uso indicated that he believes once the applications are in, the need for staff time will drop off dramatically. Ms. Cross responded that once staff is up to speed, there will be a need for outreach in order to get as much participation as possible. Director Uso agreed and said that with amount set aside, the District can accommodate 300 people.

Director Wadle pointed out that the Board had agreed to a total program cost of \$35,000 which includes administrative costs of \$15,000. Therefore, the amount approved for the remaining four months of the current fiscal year should be \$12,000 including the \$5,000 administrative cost.

Director Halpin agreed that the Board had approved a total cost of \$35,000, including administrative costs.

MOTION: Motion by Director Wadle to approve a budget amendment to fund the first four months of the Low-Income Rate Assistance program in the amount of \$12,000 per Staff's analysis. Second by Director Halpin.

Public Comment:

Cherie Carlyon asked how the quarter time person is scheduled. Mr. Palmer replied that it is not an actual person hired at 25% time, but an estimate of labor it takes to implement, so as it is set up now we ask staff to track their time to a separate cost center.

Bonnie Neeley commented that the application form is nearly impossible to find on the website.

A member of the public suggested that customer bills include an option to donate to the LIRA program. Director Uso and Mr. Palmer both noted that it was a good idea and might be discussed in the future, but for now, it was most important to get something started right away. Improvements can be made going forward.

Vote: The motion passed unanimously.

F. Authorize Reimbursements for Directors to Attend the ACWA 2018 Spring Conference in Sacramento

Possible Board Action: Adopt Resolution 2018-25.

Mr. Palmer presented the staff report and recommendation. Director Uso said that he would like to attend. Director Hanschild declined due to scheduling conflict. Director Halpin said he would like to attend.

Director Wadle commented that the staff report estimated the cost of hotel at \$180 per night, but the ACWA brochure gave the rate as \$205 per night plus taxes and fees.

Director Halpin commented that as a new Board Member he found it very helpful and valuable when he attended. There was some discussion regarding attendees driving down each day vs. staying overnight.

MOTION by Director Hanschild to adopt Resolution 2018-25. Second by Director Souza.

Public Comment: There were some generalized questions and comments from the audience regarding per person costs.

Vote:

Ayes: Hanschild, Souza, Uso, Wadle

Absent: Halpin (stepped out of room)

G. Authorize General Manager to Prepare and Submit Project Funding Cost Share Grant Program Requests to El Dorado County Water Agency for Fiscal Year 2018-2019

Possible Board Action: Direct General Manager to prepare and submit applications for projects presented.

Mr. Palmer presented the staff report and recommendation. The District currently has one open cost-sharing agreement with the Agency – an update to the Geographic Information System and development of an asset management system. Mr. Palmer asked for the Board's feedback on the recommended projects: A) North Fork American River Pumping Plant Evaluation; B) Main Ditch Reliability Project – 2018; C) Pipeline Replacement Project – 2018.

Director Wadle felt that projects B and C would be highest priority and asked how the projects were prioritized.

Mr. Palmer explained that the District has funds for projects B & C, but there is no identified funding source for project A. The idea is to first go after outside money for those projects for which there is no identified funding source.

Director Uso added that project A has to do with water rights and it would be prudent to begin the evaluation sooner rather than later.

Motion by Director Halpin to authorize GM to prepare and submit project funding requests or Cost Share Grant funding to the El Dorado County Water Agency for FY 2018-2019. Second by Director Hanschild.

Public Comment: Ms. Carlyon asked what the pumping station will do. Director Uso explained that the pad has been sitting there waiting for a GDPUD pumping station that has been planned for a long, long time, adding that the topic is not on the agenda so it can't be discussed in any detail.

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.

There being no further comments, the Board adjourned to closed session at 3:49 PM.

8. ADJOURN TO CLOSED SESSION - CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION: Potential litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (one potential case).

The Board returned to open session at 4:25 PM and reported that no action was taken in closed session.

9. NEXT MEETING DATE AND ADJOURNMENT – Next regular meeting is May 8, 2018, at 2:00 PM, at the Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, CA 95634.

The Board adjourned at 4:25 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 April 5, 2018.



Steven Palmer, PE, General Manager



Date