

CONFORMED AGENDA

REGULAR MEETING

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

TUESDAY, APRIL 12, 2016
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
 - Insure 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. Directors present: Capraun, Hanschild, Hoelscher, Krizl, Uso. Staff present: General Manager Wendell Wall, Operations Manager Darrell Creeks, Office Manager Victoria Knoll. Legal Counsel: Barbara Brenner of Churchwell White.*
2. **ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR** – These items are expected to be routine and non-controversial. Action by the Board will be taken at one time without discussion. A Board member may request an item be removed from the Consent Calendar for discussion and possible action. Any member of the public may ask to address an item on the Consent Calendar prior to Board action.

Item No. 15 – Approve FY 2014-15 Audit is time specific, because the Auditor will be participating via phone conference. **The time set for this item is 3:40 PM.** It will be taken up at the conclusion of the item under consideration just prior to that time.

A. Board action to adopt Agenda and approve Consent Calendar.

Motion by Director Uso to adopt the Agenda and to remove Items 4C Consideration of Irrigation Requests and 4E Financial Reports from the Consent calendar and approve the remaining items and to hear Item 4C after returning from Closed Session (Item 18); second by Director Hanschild.

Public Comment: None.

Vote: Motion carries.

Ayes: Capraun, Hanschild, Hoelscher, Krizl, Uso

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.

Paul Dohms of Greenwood gave kudos to Nathan for his professional manner in recently carrying out some critical ditch repairs.

4. **CONSENT CALENDAR** – These items are expected to be routine and non-controversial. Action by the Board will be taken at one time without discussion. A Board member may request an item be removed from the Consent Calendar for discussion and possible action. Any member of the public may ask to address an item on the Consent Calendar prior to Board action.

ACTION:

A. APPROVE MINUTES

- 1) Regular Meeting of March 8, 2016
- 2) Special Meeting of March 22, 2016.

This item was approved on the consent calendar.

B. DECLARATION OF PROJECTED WATER YEAR

This item was approved on the consent calendar.

C. CONSIDERATION OF IRRIGATION APPLICATIONS – *This item was heard after Item 18.*

- a. **Discussion** – Irrigation Applications are part of an annual process by which existing irrigation service accounts renew or modify their contracts with the District.
- b. **Possible Board Action** – Staff recommends the Board 1) approve all applications to reduce a contract amount that are consistent with Ordinance 2005-01; 2) approve all P1, P2, and P3 service accounts; and 3) deny all P2 and P3 requests that result in an increase flow for a specific route or are inconsistent with Ordinance 2005-01.

Motion by Director Uso to adopt staff recommendations; second by Director Hoelscher.

Public Comment: None.

Vote: Motion carries.

Ayes: Capraun, Hoelscher, Krizl, Uso

Absent: Hanschild

D. RESOLUTION 2016-07 – GEORGETOWN KIDS FISHING DERBY

This item was approved on the consent calendar.

RECEIVE AND FILE:

E. FINANCIAL REPORTS

- 1) Accounts Payable for April 2016, and Disbursements for March 2016
- 2) Revenue and Expense Summary for February 2016
- 3) Balance Sheet for February 2016
- 4) Cash and Investment Reports for February 2016
- 5) ALT Zone and CDS Summary for February 2016

Office Manager Victoria Knoll presented the Financial Reports. There was some discussion.

Motion by Director Uso to approve the Financial Reports; second by Director Hanschild.

Public Comment: None.

Vote: Motion carries.

Ayes: Hanschild, Hoelscher, Krizl, Uso

Noes: Capraun

5. PRESIDENT'S REPORT – *There was nothing to report.*

6. BOARD REPORTS – *There was nothing to report.*

7. OPERATIONS MANAGER'S REPORT – *Operations Manager Darrell Creeks reported on the District's water use for the previous month. The District achieved a 15% reduction over the same period in 2013. Staff attended the Rural Communities Coalition meeting in Garden Valley on March 24 and shared information regarding the lifting of the moratorium, the new Ordinances, regarding 1" meters and second meters, and the new ALT plant.*

8. GENERAL MANAGER'S REPORT – *GM Wall presented the General Manager's Report noting the following:*

In March, an analysis of customer water usage patterns was conducted. Treated water usage by all GDPUD metered customers for the past five years was reviewed. Analysis findings have been incorporated into an action plan that was reviewed on March 31, 2016. Divide residents are doing a great job overall. Many residents have already adopted conservation measures and have achieved results that far exceed targets. The current water conservation program outreach plan is directed at approximately 11% of the GDPUD customer base that consumes approximately 33% of non-winter treated water production (March through October). Initial outreach is targeted for April. Program results will be reviewed and adjusted with each meter reading period.

The 2016 CA-NV-WWA Spring Conference was held at the Sacramento Convention Center March 21 through 24. The theme of the Conference was "Building a Sustainable Future."

The District is currently under contract with the consulting firm of EN2 to perform the environmental permitting and design. Staff has conducted a field review of the various work areas with the Consultant. During the month of April, staff will begin with the collection of the field data needed for the design. The next report to the Nevada Irrigation District will be made at the end of April.

The District received its applications for cost sharing opportunities with El Dorado County Water Agency. The Agency will share 50% of the cost on approved projects. Staff will be submitting applications for projects within the next couple of weeks.

Staff is working on the District's Spring Newsletter which will be issued in May.

On March 1, 2016, Director Uso and GM Wall met with El Dorado County Water Agency Interim General Manager Ken Payne and County Supervisor Michael Ranalli to discuss the Quintette Service Corporation ("QSC") vision of a consolidation between Quintette Service Corporation and GDPUD under SB 88. There was a discussion regarding the possibility of the District recommending that QSC engage a consultant to provide them with a Water Supply Reliability Study that would explore options of alternative water sources and associated costs, and would also provide an assessment of QSC's current water system. The El Dorado County Water Agency could assist with managing the study, and the District could provide the consultant with some data that might be requested. The other conversation pertained to SB 88 requirements under which QSC would have to fund the cost of a Municipal Service Review for its system. Currently the SB 88 targeted area is in Tulare County where consolidation planning is taking place. The District plans to send a letter to the QSC with staff's recommendation.

- 9. FINANCE COMMITTEE REPORT** – *The Finance Committee did not meet in last month, but the members attended the Budget Workshop; at the next meeting they will be discussing the Operations Budget and Capital Budget.*

10. RESOLUTION 2016-08 – ADOPTION OF ALT WTP PROJECT IS/MND AND MMRP

- a. Discussion** – The Auburn Lake Trails Water Treatment Plant Project proposed to construct a series of upgrades and new improvements to the existing plant. As an element of the CEQA process, the District is the designated lead agency and has evaluated the potential environmental effects of the upgrades and improvements,

*Engineering Consultant George Sanders presented the staff report and resolution. Under the California Environmental Quality Act (CEQA), GDPUD has been designated as the lead agency. That is why this action is before the Board. **Resolution 2016-08** adopts the Auburn Lake Trails Water Treatment Plant Project Initial Study/Mitigated Negative Declaration and the Mitigation Monitoring and Reporting Program. Barring any challenges, this ends the CEQA process; the next resolution will approve the project.*

- b. Possible Board Action** – Staff recommends the Board of Directors adopt **Resolution 2016-08** adopting the Project IS/MND and the MMRP.

Motion by Director Uso to adopt Resolution 2016-08; second by Director Hoelscher.

Public Comment: None.

Vote: Motion carries.

Ayes: Capraun, Hanschild, Hoelscher, Krizl, Uso

11. RESOLUTION 2016-09 – APPROVAL OF ALT WTP PROJECT CONTINGENT ON COMPLIANCE WITH MMRP

- a. Discussion** – The Auburn Lake Trails Water Treatment Plant Project proposed to construct a series of upgrades and new improvements to the existing plant. Adoption of **Resolution 2016-09** will approve the project upgrades and improvements discussed in Item 10, above, contingent on compliance with the MMRP.

Engineering Consultant George Sanders presented the staff report and resolution. The adoption of this resolution would approve the Auburn Lake Trails Water Treatment Plant Project and make a formal commitment to implement the IS/MND and MMRP.

- b. Possible Board Action** – Staff recommends the Board of Directors adopt **Resolution 2016-09** approving the Project contingent on compliance with the MMRP.

Motion by Director Uso to adopt Resolution 2016-09; second by Director Hoelscher.

Public Comment: None.

Vote: Motion carries.

Ayes: Capraun, Hanschild, Hoelscher, Krizl, Uso

12. PILOT HILL SOUTH ASSESSMENT DISTRICT CLOSEOUT

- a. Discussion** – The debt for the Pilot Hill South Assessment District was paid in full in June 2015. There is a residual held in GDPUD’s cash accounts of \$46,915.26. NBS, the administrator of the District assessment, has provided a quote for providing closeout and apportionment services for Assessment District Number 1989-3 (Pilot Hill).

Office Manager Knoll presented the staff report and recommendation.

- b. Possible Board Action** – Staff recommends the Board authorize NBS to provide closeout and apportionment services for Assessment District No. 1989-3 (Pilot Hill South).

Motion by Director Capraun to authorize NBS to provide closeout and apportionment services for Assessment District No. 1989-3 (Pilot Hill); second by Director Hoelscher.

Public Comment: None.

Vote: Motion carries.

Ayes: Capraun, Hanschild, Hoelscher, Krizl, Uso

13. ADMINISTRATIVE AIDE I POSITION – CONVERSION OF TEMPORARY POSITION

- a. **Discussion** – GDPUD currently has a contractor who functions as an Administrative Assistant. This position has fulfilled the need for a receptionist, accounting clerk, and administrative aide for the past four years. With turnover every six months, the normal, routine tasks are disrupted each time a new, temporary person is brought in. In addition to budgetary savings, the District will receive a range of intangible benefits that will have a positive impact on public services.

Office Manager Knoll presented the staff report and recommendation.

- b. **Possible Board Action** – Staff recommends the Board approve the creation of a permanent, full-time Administrative Aide I position to perform the Office Assistant duties currently being performed through temporary labor.

Motion by Director Uso to approve the creation of a permanent, full-time Administrative Aide I position to perform the Office Assistant duties currently being performed through temporary labor; second by Director Hanschild.

Directors Hoelscher and Capraun spoke in opposition to the motion. Director Uso spoke in favor of the motion.

Public Comment: Paul Dohms asked if the position would be publicly advertised. He was assured that it would be advertised

Vote: Motion carries.

Ayes: Hanschild, Krizl, Uso

Noes: Capraun, Hoelscher

14. ORDINANCE 2016-01 – SECOND READING

- A. **Discussion** – This is the second reading of **Ordinance 2016-01** amending Article 5 of Ordinance 07-01 to allow a connection fee waiver under certain, specified conditions. In response to a State requirement that one- or two-family dwellings and townhouses be equipped with residential automatic fire sprinkler systems, the Ordinance waives the additional charge for upgrading a 5/8-3/4-inch connection to a 1-inch connection when the upgrade is required to meet the needs of a residential automatic fire sprinkler system.

Engineering Consultant Sanders presented the staff report and recommendation.

Motion by Director Hoelscher to waive reading the full text of the Ordinance and read a summary instead; second by Director Uso.

Public Comment: None.

Vote: Motion carries.

Ayes: Capraun, Hanschild, Hoelscher, Krizl, Uso

Mr. Sanders read a summary of the Ordinance.

- B. Possible Board Action** – Staff recommends the Board of Directors adopt **Ordinance 2016-01** adding a Connection Fee for Residential Fire Sprinkler.

Motion by Director Capraun to adopt Ordinance 2016-01 adding a Connection Fee for Residential Fire Sprinkler; second by Director Uso.

Public Comment: None.

Vote: Motion carries.

Ayes: Capraun, Hanschild, Hoelscher, Krizl, Uso

15. APPROVE FY 2014-15 AUDIT – This is a time certain item, scheduled for 3:40 PM.

- a. Discussion** – Moss, Levy & Hartzheim provided the independent external audit of the District. The FY 2014-15 Draft audited financials were reviewed by the Audit Committee on March 15, 2016, after being submitted to the Directors on March 2. The Auditor’s report is submitted to the Board for approval.

Derek Rampone of Moss, Levy & Hartzheim participated via telephone conference.

Director Capraun protested that the audit was not included in the agenda packet and that it would be inappropriate for the Board to approve the audit when all the documentation was not available for review.

- b. Possible Board Action** – Staff recommends the Board approve the Annual Audit Report for the Fiscal Year 2014-15.

Motion by Director Uso to approve the FY 2014-15 annual audit; second by Director Hanschild.

Director Krizl stated that it would be preferable to have all the documents before approving them.

Director Hanschild withdrew his second.

The motion died for lack of a second.

16. ALT TREATMENT UPDATE

- a. Discussion** – Recap and extension of prior month report on progress towards plant replacement.

Engineering Consultant George Sanders presented the staff report. The project has been advertised for bid – the Notice to Bidders has been published. Questions are already coming in from interested contractors. A pre-bid meeting is scheduled for April 28. Bids are due on May 18. Staff will soon be requesting proposals for construction management. The Board will award the contract for construction management; it will not be a staff decision. The construction schedule

will probably be adjusted based on timing of the Water Board loan and addenda to the bid document.

b. **Possible Board Action** – *Informational item only; no action required or taken.*

17. BOARD MEMBER AND STAFF 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.

Director Capraun noted that she will be participating in the May 10 Board meeting via teleconference from Utah.

GM Wall noted that some Board members as well as staff will be attending the ACWA Spring Conference in Monterey from May 3-6.

Director Uso stated that the District needs to do the Cost of Service Study as soon as possible.

18. CLOSED SESSION – *The Board adjourned to closed session at 4:35 PM.*

A. CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation. Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code Section 54956.9 (one potential case).

The Board adjourned to open session at 5:43 PM, at which time Director Hoelscher left the meeting. Upon returning to open session, the Board's legal counsel announced that the District had received an appeal request from a customer, Brent Stone, by his counsel Derek Cole, and that the Board would set a date for the appeal hearing through Mr. Cole. President Krizl noted that there is one remaining item to be heard in open session, Item 4C Consideration of Irrigation Applications as well as Item 17 Board Member and Staff Comments.

19. NEXT MEETING DATE AND ADJOURNMENT – The next regular meeting will be May 10, 2016 at 2:00 PM at the Georgetown Divide Public Utility District office.

The meeting adjourned at 5:47 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 Wendell Wall 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 8, 2016.

Signed Wendell Wall

Date 6-14-2016