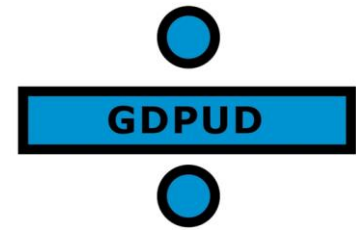


**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF SEPTEMBER 15th, 2020  
AGENDA ITEM NO. 6.B.**



**AGENDA SECTION: STAFF REPORT - GENERAL MANAGER**

**SUBJECT: General Managers Monthly report, August 10<sup>th</sup> – September 3<sup>rd</sup>, 2020**

**PREPARED BY:** Jeff Nelson, Interim General Manager

**APPROVED BY:** Jeff Nelson, Interim General Manager

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**BACKGROUND**

General Manager's Report for the subject period.

**SUMMARY OF ACTIVITIES**

**Temporary Water Transfer** – The District started transferring water on Wednesday, August 19<sup>th</sup>. We expect to complete the Water Transfer on or about September 23<sup>rd</sup>. Our temporary change of point of use petition was approved by the State Water Resources Control Board. The refill agreement was approved by the Bureau of Reclamation. Both documents will be posted to the District website. The District received a “call payment” of \$80,000 (\$40/acre-foot) from Westlands Water District in accordance with our Water Purchase and Sale Agreement. Adam Brown, Water Resources Manager will provide additional information as part of his staff report.

**Staffing, Admin Aide 2 position** – I am excited to announce that our new Admin Aide, Ms. Carrie Schroeder, officially started with the District on Monday, August 24<sup>th</sup>.

**District Policy Manual** – Staff are working to compile all District Policies into a formal Policy Manual, and are reviewing the approved policies to identify any gaps or policies requiring updating. District staff plan to present the Policy Manual containing all approved policies as well as suggestions for additions and updates to the manual to the Board of Directors for review as part of the October Regular Board meeting packet. District staff will be soliciting feedback from Directors regarding any proposed changes to the policy manual and are aiming to have an updated Policy Manual ready for consideration of approval by the Board of Directors during the November Regular Meeting. Director Garcia has also asked for the opportunity for the Board to discuss how best they can support the further development of District Policies as part of the Policy Manual update.

**Meeting Minutes format update** – District staff have been working to update the format of meeting minutes to be consistent with the format of minutes that will be generated by the Granicus system. Examples of the updated meeting minute format are included with this

report. A complete recording of meetings will continue to be provided as part of the official meeting minutes.

**Property Tax Revenue** – the District received a request for information from the El Dorado County Chief Administrative Office regarding how our property tax revenue is being used as well as other questions (see attached e-mail). The County Board has asked that County staff bring a policy for consideration that would limit the property tax allocation increment percentages for agencies that can charge for services when negotiating as part of annexation proposals. Following is a link to the Board item:

<https://eldorado.legistar.com/LegislationDetail.aspx?ID=4398053&GUID=AF652900-B369-41DD-851C-2B0C8E2EF364&Options=ID|Text|&Search=20-0028>.

The County would like to receive the requested information by Tuesday, September 15<sup>th</sup>; Staff is working on responses to the County.

**MOU Local 39** – I received a formal letter from the Local 39 giving “official notice of opening in the Collective Bargaining Agreement between Georgetown Divide and the International Union of Operating Engineers, Stationary Engineers, Local 39”. The current MOU expires on November 30<sup>th</sup>. I will begin coordinating with the Board President, legal counsel, staff and the Local 39 representative to develop a schedule to complete the renegotiation/renewal of the MOU.

**Vegetation management** - Darrell is working on vegetation/brush management plan to ensure the District complies with the Amendment to ORDINANCE NO. 5101. ADDING CHAPTER 8.09 VEGETATION MANAGEMENT AND DEFENSIBLE SPACE TO TITLE 8: PUBLIC HEALTH AND SAFETY.

**COVID 19 update:** the District is in the process of constructing a protective wall with a service window in the front lobby. Once the wall is complete, the District staff will be working on a plan to re-open the front lobby to the public. We do not yet have a timetable for the reopening of the lobby to the public. This project does not address crowding issues associated with the Board room; Board meetings will continue to be held via teleconference (Zoom) until further notice.

**Security Measures upgrade** - staff are working on upgrading other security measures at the District office including upgrading the District video surveillance camera system, and potentially installing an intercom system and electronic door lock for the front door.

**ATTACHMENTS:**

1. Email from County of El Dorado, Chief Administrative Office
2. Example of Minutes from Granicus
3. Example of Minutes from Carmichael Water District