

**MINUTES
REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**

6425 Main Street,
Georgetown, California 95634

**THURSDAY, MAY 2, 2024
2:00 P. M.**

BOARD OF DIRECTORS

Mitch MacDonald, President

Donna Seaman, Vice President

Mike Thornbrough, Treasurer

Michael Saunders, Director

Robert Stovall, Director

PRESENTING STAFF

Nicholas Schneider, General Manager

Jessica Buckle, Office/Finance Manager

Adam Brown, Operations Manager

Alexis Elliott, Water Resource Manager

Frank Splendorio, Legal Counsel

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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A full record of this meeting is available on the District channel:

<https://youtube.com/live/CSeT-zvleaY>

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

President MacDonald called the meeting to order at 2:04 p.m.

Roll Call:

Present: Saunders, Stovall, Seaman, Thornbrough, and MacDonald

Absent: None

Director Stovall led the Pledge of Allegiance.

2. ADOPTION OF AGENDA

Public Comment:

No comments were received.

Director Thornbrough requested that 8. E. Leakage Consideration move to the beginning of the Action Items section to accommodate the customer who will be attending the meeting.

Director Thornbrough motioned to adopt the agenda. Director Saunders seconded the motion.

President MacDonald called for the vote:

Ayes: Saunders, Stovall, Thornbrough, Seaman, and MacDonald

Nays: None

The motion passed **unanimously**.

3. PUBLIC FORUM

Cherie Carlyon

4. CONSENT CALENDAR

A. Approval of Minutes

- April 2, 2024, Special Meeting
- April 4, 2024, Regular Meeting
- April 16, 2024, Special Meeting

B. Consider Calling a General District Election to be Held on November 5, 2024, for the Election of Two Directors and Requesting Consolidation of the Election with the Statewide General Election to be Conducted on the Same Day

C. Consider Dissolving the Ad Hoc Policy Committee

D. Consider Adoption of Policy 2160 Internal Controls

Public Comment:

No comments were received.

Director Thornbrough requested items 4. C. Dissolution of the Ad Hoc Policy Committee and 4. D. Consideration of Policy 2160 Internal Controls be pulled for discussion.

Director Saunders requested that item 4. A. Minutes of the Meetings be pulled for further discussion and action.

Director Stovall motioned to approve the consent calendar item 4. B. Requesting Consolidation of the General Election on November 5, 2024. Director Saunders seconded the motion.

President MacDonald called for the vote:

Ayes: Saunders, Stovall, Thornbrough, Seaman, and MacDonald

Nays: None

The motion passed **unanimously**.

4. B Minutes April 4th minutes

The minutes submitted need to reflect that there was no report out of the closed session delivered.

Public Comment:

Cherie Carlyon

Director Saunders motioned to approve item 4. B. Meeting Minutes from April 4th, 6th, and 16th 2024 with the proposed amendment reflecting that there was no report out of the closed session delivered on April 4th. Director Stovall seconded the motion.

President MacDonald called for the vote:

Ayes: Saunders, Stovall, Thornbrough, Seaman, and MacDonald

Nays: None

The motion passed **unanimously**.

4. C. Dissolving Ad Hoc Policy Committee

There was inquiry as to why the dissolution action was needed. It was explained that Ad Hoc Committees serve temporary purposes and cannot be held in perpetuity.

Public Comment:

Cherie Carlyon

Director Thornbrough motioned to approve item 4. C. Dissolution of the Ad Hoc Policy Committee. Director Stovall seconded the motion.

President MacDonald called for the vote:

Ayes: Saunders, Stovall, Thornbrough, Seaman, and MacDonald

Nays: None

The motion passed **unanimously**.

4. D Internal Controls

Director Thornbrough inquired about the process involving transfers from the general operating account into the Capital Improvement Plan (CIP) fund. It was clarified that the process which controls this action is covered by an alternate policy, 2225 Financial Reserves.

Public Comment:

Cherie Carlyon

Director Thornbrough motioned to adopt policy internal controls. Director Stovall seconded the motion.

President MacDonald called for the vote:

Ayes: Saunders, Stovall, Thornbrough, Seaman, and MacDonald

Nays: None

The motion passed **unanimously**.

5. OFFICE/FINANCE MANAGER'S REPORT

- Quarterly Investment Report

Office Finance Manager Jessica Buckle fielded Board and public inquiries regarding the Financial Reports. Nicholas Schneider introduced the Investment Report and discussed recent developments. The safekeeping system was described in terms of the investment process and the accounts through which the holding of funds occurs. The U.S. Bank account is the destination for funds when they mature and safe keeps them until reinvested.

Public Comment:

Cherie Carlyon

6. INFORMATIONAL ITEMS

A. Board Reports

Director Stovall recently toured the District. There was a focus on the infrastructure rehabilitation efforts to address the Mosquito Fire impacts. The Director is impressed with the work accomplished by the District.

President MacDonald shared that he will attend the approaching ACWA JPIA conference.

Director Saunders attended the Bay Delta Voluntary Agreement (VA) workshop which focused on the potential for voluntary agreements and automatic pass-throughs the terms of which are yet to be determined for the impacted water districts.

Public Comment:

No public comments were received.

Discussion of Board rules of conduct; reconsideration and rescinding of previous motions.

Legal Counsel Frank Splendorio petitioned the Board for input regarding the Board's desired outcome in terms of establishing policy regarding reconsideration of items previously acted upon by the governing body during a certain period of time. Counsel shared that there are two pieces to be cognizant of during this consideration.

- (1) It is not appropriate for any Board to bind the hands of a future Board. No obstacles to taking lawful action should be established.
- (2) Ensuring finality of the decision-making body.

Robert's Rules was presented as a guide on possible policy decisions regarding reconsideration actions. There is a motion within Robert's Rules for reconsideration the details of which were examined.

The District's use of rules and formats for meetings were examined. The Policy regarding the order of conduct of meetings was referenced as it establishes where the District adopted guidelines are laid out. Robert's Rules are referenced in the policy as a guideline in the policy language though the policy does not state strict adherence. The agenda rules allow for any Board Member to place an item on the agenda at the moment.

Public Comment:

Cherie Carlyon

B. Legislative Liaison Report

The bills for recommendation were reviewed. Director Saunders requested that consensus be reached regarding the proposed District positions supporting and opposing current legislation. No objections were received, consensus was reached establishing District legislative positions congruent with the proposal submitted in the report.

C. Operation Manager's Report

Operations Manager Adam Brown reviewed report highlights, irrigation season preparations have begun. Master meter installation is underway. Vegetation clearing continues. The recent line break in Georgetown was discussed and the General Manager commended the crews for their collaboration and work on the incident.

Public Comment:

Cherie Carlyon
Steve Dowd

D. Water Resources Manager's Report

Water Resource Manager Alexis Elliot reviewed her report highlights. There were 63 annual and 5 escrow inspections. No spills occurred in the past month. The region received 4 inches of rainfall in April. The weather outlook, predicts lower temperatures and heavier rainfall than normal for the opening of May.

Public Comment:

Cherie Carlyon

8. E. Leakage Consideration for Customer X

General Manager Nicholas Schneider introduced the item. The customer was in attendance and addressed the Board with a request for a year-to-date average as there is not a full year of her sole usage at the residence upon which to base the consideration calculations available. The proposed formula and final dollar amount for the request were presented to the Board.

Director Seaman motioned to approve the \$340.70 leakage consideration amount. Director Thornbrough seconded the motion.

President MacDonald called for the vote:

Ayes: Saunders, Stovall, Thornbrough, Seaman, and MacDonald

Nays: None

The motion passed **unanimously**.

E. General Manager's Report

Growlersburg Crew costs and working statics were reviewed per a Director's request. The cost of \$200 a day gives the District access to a 10-person crew.

Cost of Services Analysis Discussion with Water Resource Economics and Best Best and Krieger LLP

Sanjay Gaur Principal Consultant at Water Resource Economics presented the Cost of Service Analysis study process clarifying the timeframe, scope, and goals. Mr. Gaur solicited Director's feedback regarding the direction of the water and wastewater study. The discussion involved the exploration of possible rate options and charges. In evaluating rate structures explanations were requested as to which data inputs would be utilized in development.

7. COMMITTEES

A. Irrigation Committee – Ray Griffiths, Chairman – Next Meeting May 21, 2024

Director Seaman shared that there was no meeting held during the previous month.

B. Finance Committee – Andy Fisher, Chairman - Next Meeting May 23, 2024

Director Stovall shared that the committee is actively reviewing the Fiscal Year 2024-25 Operating Budget proposal.

C. Ad-Hoc Committee for Policy Manual – Meetings held as necessary.

Director Saunders shared that the committee will bring forward policies in the approaching Board meetings.

D. Ad-Hoc Grant Writing Committee – Next Meeting June 5, 2024

General Manager Nicholas Schneider shared that there was a meeting the grant sheet is in the agenda packet for review.

E. Ad-Hoc Labor Negotiations Committee- Meetings Held as Necessary

There was no report to deliver.

F. Ad-Hoc Strategic Planning Committee- Meetings held as necessary.

The committee process will begin in July.

Public Comment:

Cherie Carlyon

Recess was taken beginning at 4:27 p.m. and returning at 4:32 p.m.

General Manager Nicholas Schneider proposed moving item 8. C. KASL Water System Reliability Study with Presentation to the beginning of the action items section to accommodate the presenter.

8. ACTION ITEMS

C. Receive and File KASL Water System Reliability Study with Presentation

Jack Scroggss Principle of KASL Consulting Engineers presented the study information, findings, and recommendations. Discussion involved examination of the recommendations and possible prioritization actions available through the Capital Improvement Planning process to address issues presented specifically as related to the Pressure Reducing Valves (PRV) identified need.

Public Comment:

Cherie Calryon

Director Saunders motioned to receive and file the KASL Water System Reliability Study. Director Stovall seconded the motion.

President MacDonald called for the vote:

Ayes: Saunders, Stovall, Thornbrough, Seaman, and MacDonald

Nays: None

The motion passed **unanimously.**

A. Consider Adoption of the GDPUD Records Management Policy and Retention Schedule

General Manager Nicholas Schneider introduced the item. The Proposed Records Retention schedule had retention items that remained open for Board discussion and decision-setting retention periods, most notably regarding decisions impacting the archiving of governing body recordings.

Board discussion involved establishing legislative body recordings retention periods. Direction was given to staff that archive recordings should be saved with the final agenda packets. The Board established that recordings and agenda packets are to be retained permanently, with consensus reached amongst the Directors. Additional needs for inclusion with the retention schedule were established and included in the adoption motion.

Public Comment:

Cherie Carlyon

Director Saunders motioned to adopt the Records Management Policy and Retention Schedule with the amendments; adding permanent retention prescriptions to recordings and agenda packets, the inclusion of AST to the schedule with permanent retention, the addition of water quality testing records with drinking water and its relevant code. Director Seaman seconded the motion.

President MacDonald called for the vote:

Ayes: Saunders, Stovall, Thornbrough, Seaman, and MacDonald

Nays: None

The motion passed **unanimously**.

B. Consider Adoption of Conflict of Interest Code

General Manager Nicholas Schneider shared the background associated with adoption of the Conflict of Interest Code.

Public Comment:

Cherie Carlyon

Director Stovall motioned to adopt the Conflict of Interest Code. Director Saunders seconded the motion with the amendment to remove BBK header from the documents.

President MacDonald called for the vote:

Ayes: Saunders, Stovall, Thornbrough, Seaman, and MacDonald

Nays: None

The motion passed **unanimously**.

D. Review of Fiscal Year 2024-25 Operating Budget and Capital Improvement Plan

General Manager Nicholas Schneider reviewed the Fiscal Year 2024-25 Operating Budget and Capital Improvement Plan (CI) proposal. Amendments to the proposal since the last presentation were highlighted and discussed. The discussion involved a request to increase the funding amounts allocated to PRV installation to meet the need identified in the KASL study for prevention of pipe breaks. The suggestion was to move this item to priority 1 status in the CIP.

Public Comment:

Cherie Carlyon

President MacDonald Adjourned the meeting to a closed session at 7:18 p.m.

9. CLOSED SESSION

**A. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION
(Gov. Code § 54956.9(d)(1))**

Name of Case: GDPUD v. PG&E

B. CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code § 54957.6)

Agency Designated Representative: General Manager Schneider

Employee Organizations: Local 1

C. CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code § 54957.6)

Agency Designated Representative: Board President MacDonald

Unrepresented Employee: General Manager

D. REPORT OUT OF CLOSED SESSION

President MacDonald adjourned the Closed Session and transitioned the meeting to an open session at 9:10 p.m. There was no report out of the Closed Session delivered.

10. BOARD MEMBER REQUESTS FOR ADDITIONS TO FUTURE MEETING AGENDAS

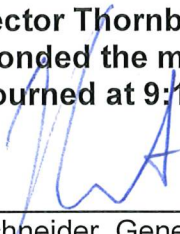
Director Saunders will be teleconferencing for the June Board meeting.

- A. Opportunity for Board members to discuss and provide input for future meetings.

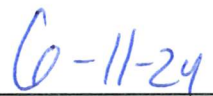
11. NEXT MEETING DATE AND ADJOURNMENT

- A. The next Regular Meeting will be June 6, 2024, at 2:00 PM., at the Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, California 95634

Director Thornbrough motioned to adjourn the meeting. Director Seaman seconded the motion. The motion passed by acclamation. The meeting was adjourned at 9:12 p.m.



Nicholas Schneider, General Manager



Date

Attachments:
Public Comment

Public comments by Cherie Carlyon
GDPUD Board Meeting
May 2, 2024 2:00pm

On Thursday April 25, 2024 I attempted to attend the FC meeting by phone and as soon as the recording message started, it sounded like 4-5 people were speaking at the same time. I tried to call back in, go to Zoom and then tried Youtube and all three sounded the same. I missed the first 15 minutes of the meeting. At that point I called back in and was able to hear part of the budget presentation, but when I asked why the the consolidated expenses and total revenue pages were not, the feedback started again. After the meeting I went to Youtube to listen to the meeting and the audio is garbled. I was unable to decipher what was said in the meeting. (I played a short part of the Youtube recording)

The staff has told me that they will not post on the website or email me any of the MP3 audio recordings by way of a PRA. The public deserves to have access to the audio recordings and only using Youtube to document the meeting, as you can see, isn't working. Also, meeting minutes have not been posted on the website since the January 2024 meeting.

8A

Destroying meeting recordings after only 30 days is not being very transparent. They should be kept for a minimum of a year. They need to be added to the meeting date on the website, which stopped in August 2023.