



MINUTES

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

TUESDAY, AUGUST 10, 2021
2:00 P.M.

BOARD OF DIRECTORS

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

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

Director Saunders called the meeting to order at 2:03 PM.

ROLL CALL:

DIRECTORS PRESENT: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS

STAFF PRESENT: *General Manager Adam Coyan, Operations Manager Darrell Creeks, Legal Counsel Barbara Brenner*

Director Thornbrough led in the Pledge of Allegiance.

2. ADOPTION OF AGENDA

MOTIONED BY DIRECTOR STEWART TO APPROVE THE AGENDA WITH SECONDED BY DIRECTOR THROUGHROUGH

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS.

NOES: NONE

ABSENT/ABSTAIN: NONE

THE MOTION PASSED.

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

Cherie Carlyon asked if the My Staff information on the website could be updated.

4. PROCLAMATIONS AND PRESENTATIONS

5. CONSENT CALENDAR – Any member of the public may contact a Board member prior to the meeting to request that an item be pulled from the Consent Calendar.

A. Approval of Minutes

1. Regular Meeting June 13, 2021

B. Financial Reports

1. Check Report with Descriptions – July 2021

C. Authorizing Change of Bank Authority

Possible Action: Adopt Resolution 2021-33 adding Adam Coyan, General Manager, and removing former Interim General Manager

Director Saunders pulled Item 5B, Financial Reports, from the Consent Calendar.

MOTIONED BY DIRECTOR THORNBROUGH TO APPROVE CONSENT ITEMS 5A AND 5C. SECONDED BY DIRECTOR MACONDALD.

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS.

NOES: NONE.

ABSENT/ABSTAIN: NONE.

THE MOTION PASSED.

The Board then discussed Consent Item 5B, Financial Reports. Director Seaman asked for a clarification of “pooled cash fund” and asked why the report does not show specific accounts. Director Seaman also noted that the date range of 07/01/2021-08/31/2021 was incorrect

Kristen West, Senior Consultant at Eide Bailly, explained that the pooled cash fund is a cash tracking mechanism when fund accounting is used; all are tracked by specific

account, and this is just a way to allocate those funds. Ms. West said she would check why the header on the report was incorrect, noting all the postings were for the month of July.

Director Macdonald noted the date of minutes on the Agenda under Approval of Minutes should be corrected from June 13, 2021, to July 13, 2021.

Director Saunders asked when the Board could again receive the Monthly Cash Flow Balance Report. Ms. West indicated her associate started reconciling bank account balances today. It is taking about a day to do each month so she's optimistic she'll be able to provide cash balance reports by the next Board meeting.

Director Saunders asked if the billing for major utilities like PG&E and AT&T, currently identified by account number, could also be identified by location so the Board can distinguish the expenses between the treatment plants and the main office.

Public Comment: Cherie Carlyon inquired about Check # 32443 to Britt Global Industries for \$5,025. Mr. Creeks stated this was for services related to uploading the data from MOMS into Tyler.

**MOTIONED BY DIRECTOR THORNBROUGH TO APPROVE CONSENT ITEM 5B.
SECONDED BY DIRECTOR STEWART.**

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS.

NOES: NONE.

ABSENT/ABSTAIN: NONE.

THE MOTIONED PASSED.

6. INFORMATIONAL ITEMS

A. Board Reports

Donna Seaman reported the Board provided information and communicated with the public during the 4th of July event in Garden Valley.

Director MacDonald reported that he had an opportunity to observe the crew in action and ratepayers' dollars at work during a prescheduled repair of a regulator valve in Auburn Lake Trails, and he said he got a bit of an education. The crew had been out on the job the previous night and with one to two hours of sleep they were back the next morning to make repairs at another intersection.

Director MacDonald said customer Linda Schaefer could not give the GDPUD crew enough praise for their work and communication. Director Macdonald thanked Field Superintendent Kyle Madison and Chris Barbour for helping him understand the process. The public seems to be acknowledging the efforts and hard work by staff.

Director Saunders thanked staff for mailing out the newsletter with the update on the drought and conservation, and on the District. It was very timely and well done.

Director Saunders reported the next meeting with the State Drought Contingency group was scheduled for Thursday (August 25) on the standard methodology and more formulas to calculate water budgets.

He reported that GDPUD will be up for LAFCO's Municipal Service Review as a small special district. One of LAFCO's contracted agents will be in touch with the District around November-December about the MSR. The process should take a couple of months.

Director Saunders stated he received information about the Low-Income Household Water Assistance Program (LIHWAP) for water service debt and will provide this information to the Board Clerk to add to the minutes (Attachment 1).

Director Stewart stated that he read about SB 129 in the ACWA News and asked if the District might be eligible for the funds available for conveyance projects to repair leaks in our ditches. Director Saunders responded that the District is looking at applying for funds for one of the larger conveyance projects in the CIP. He stated that based on the American Rescue Plan, special districts will be able to apply directly to federal agencies, the state, and county for specific projects. He will review these funding opportunities with Staff and the ad hoc Grant Committee.

B. Legislative Liaison Report

C. General Manager's Report

Adam Coyan stated he has been on the job for a week and is pleased to be here. He summarized his written report and offered to answer questions.

Director Saunders thanked Darrell Creeks for stepping in as Interim General Manager and welcomed Mr. Coyan as the District's new General Manager.

Director MacDonald stated the Auburn Lake Trails Board of Directors would like to have a public meet and greet and asked if Strategic Planning Workshop, tentatively scheduled at Northside School, would be the opportunity to schedule this.

Public Comments: None.

D. Operation Manager's Report

Mr. Creeks summarized his written report and described the major repairs at Auburn Lake Trails as involving the replacement of 40-year-old valves. He stated the entire system has old valves; our infrastructure is old, and money needs to be budgeted to replaced things that are starting to fail.

Mr. Creeks also explained some road damage at ALT resulted from some of the District's repair work. He indicated he is working with the General Manager at Auburn Lake Trails to identify the needed repairs and will be getting bids to repair the damage.

Direction Saunders reported that there are no restrooms at the Forestry Service Campgrounds by Stumpy reservoir, so people are defecating in the reservoir. Mr. Creeks there are restrooms at the campground, but they may be locked or not operating. He confirmed for Director Saunders that he will look into the situation with his contacts at the Forestry Service.

Public Comment: Stephen Dowd commented that since the District sold water to Fresno, the District should buy valves with the money received from the sale to provide a constant supply of valves.

E. Water Resources Report

Adam Brown stated this month's Water Resources Report is straight forward and had nothing out of the ordinary to report.

Public Comment: None.

7. COMMITTEES

A. Finance Committee – Steven Miller, Chair

Steven Miller reported the Finance Committee met the previous day and summarized the topics discussed, including the following:

- *The need for monthly financial reports so the committee will be prepared to assist in the budgeting process.*
- *An update on the reserve accounts and balances.*
- *Monthly expenditure reports on health care and pension plans.*
- *Outsourcing when employees move on or retire and acknowledging SB 5 requirements and prevailing wage.*
- *The need to track irrigation revenues going up and down.*

Director Seaman commented that irrigation revenue should be constant throughout the season unless the Board approves a customer's request for a change to their irrigation agreement.

Public Comment: None.

B. Ad Hoc Grant Writing Committee - President Saunders

Directors Saunders reported that he will be scheduling a grant committee meeting.

C. Ad Hoc Committee for the Finance Committee Policy - Director MacDonald and Director Thornbrough

Director MacDonald stated he hopes to have the Finance Committee Policy on the next agenda.

D. Ad Hoc Committee for Policy Manual – To be appointed.

E. Ad Hoc Committee for the Special Audit – Director Saunders

Director Saunders stated there have been discussions with Director Seaman about starting up an Irrigation Committee.

8. NEW BUSINESS

A. Adoption of Ordinance 2021-01 Certifying Annual Direct Charges, Fees, and Assessments

Possible Board Action: Second Reading and adoption of Ordinance 2021-01.

Mr. Creeks stated the documents were submitted to the County early and was finally accepted after the third submittal. He corrected the Ordinance number in the staff report under Discussion to Ordinance 2021-01.

Public Comments: Cherie Carlyon questioned the timing of process.

MOTIONED BY DIRECTOR THORNBROUGH TO ADOPT ORDINANCE 2021-01. SECONDED BY DIRECTOR SEAMAN.

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, SAUNDERS.

NOES: NONE

ABSENT/ABSTAIN: STEWART (Director Stewart was dropped off the teleconference.)

THE MOTION PASSED 4-0.

B. Approval of Directors' Attendance at CSDA Special Leadership Academy

Possible Board Action: Adopt Resolution 2021-34 approving Board attendance at CSDA Special Leadership Academy.

Director Saunders stated it remains unclear whether CSDA will be able to provide the virtual modules, so Directors may not be able to decide whether they will attend the conference. He indicated he would check into this, so this item may have to come back on the Consent Calendar for the next month's agenda.

Director MacDonald stated he was interested in attending the in-person conference. Director Thornbrough expressed his interest in attending virtually.

MOTIONED BY DIRECTOR THORNBROUGH TO APPROVE ATTENDANCE OF THE CSDA SPECIAL DISTRICT LEADERSHIP ACADEMY BY DIRECTOR MACDONALD IN PERSON AND DIRECTOR THORNBROUGH VIRTUALLY. SECONDED BY DIRECTOR MACDONALD.

Public Comment: None.

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, STEWART, SAUNDERS.

NOES: SEAMAN

ABSENT/ABSTAIN: NONE

THE MOTION PASSED 4-1.

C. Discussion of Establishing an Internship Program

Possible Board Action: Receive Information and Direct Staff to prepare a District Policy for a District Internship Program

At the General Manager's request, Gloria Omania presented the staff report stating it contained information for establishing an internship program for GDPUD as requested by Director Seaman.

Director Thornbrough stated he supports the concept of an internship program.

Mr. Creeks stated that the District has had interns in the past working in the office doing several tasks including records management.

Director Stewart stated he is very familiar with internships and is 100% for it, however, right now we have a new general manager and two vacancies, and the general manager should decide when it should be implemented. Ms. Omania responded that the approach for implementing the program takes those challenges into consideration.

Mr. Cohan stated he was in complete support of having an internship program. It is a great experience for the interns and helps the District. It allows young people to gain work experience and that's a huge resume booster.

Director Seaman stated that there is an adult vocational education placement group for clerical and administrative assistant.

Public Comments: Fran Todd commented there are independent study programs with two-year and four-year programs and suggested contacting programs in the construction and public administration program.

MOTIONED BY DIRECTOR SEAMAN TO DIRECT STAFF TO CONTINUE TO RESEARCH THE ESTABLISHMENT OF AN INTERNSHIP PROGRAM. SECONDED BY DIRECTOR MACDONALD.

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS.

NOES: NONE

ABSENT/ABSTAIN: NONE

THE MOTION PASSED.

D. Approval of Construction Contract to JM Environmental, Inc., for the old Auburn Lake Trails Water Treatment Plant Demolition Project

Possible Board Action: Adopt Resolution 2021-35 approving the Construction Contract with JM Environmental, Inc.

Darrell Creeks stated that Coastland Engineering prepared the staff report which required some tweaking by Staff. He stated the new treatment has been online for two years and it is time to remove the old ALT plant with the three filters, tanks, and generator. He then went on to describe the bid process and the selection of JM Environmental, Inc., to do the project.

Director Seaman asked if the RFP included a recycling requirement. Mr. Creeks stated all the bids received included recycling.

Director Seaman also asked if notification of the project to surrounding property owners was required. Mr. Creeks indicated the work will be done during the normal work hours, but notification will be issued to surrounding property owners.

Public Comment: Steven Dowd asked if any of the valves could be recycled. Mr. Creeks responded that not a single valve can be salvaged due to asbestos and the project includes removing this material according to requirements for disposing hazardous materials. Mr. Creeks added useable items will be pulled out before the demolition begins.

Director Seaman asked is there any requirement for monitoring related to the removal of asbestos and Mr. Creeks confirmed the requirement for handling materials will be met.

MOTIONED BY DIRECTOR SEAMAN TO APPROVE THE CONTRACT WITH JM ENVIRONMENTAL. SECONDED BY DIRECTOR MACDONALD.

ROLL CALL VOTE:

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS

NOES: NONE

ABSENT/ABSTAIN: NONE

THE MOTION PASSED.

E. Discussion of Board Monthly Financial Reports

Possible Board Action: Discuss and provide staff direction to follow up on information compiled and template provided for a monthly module to be created through the Tyler accounting management system.

Director Saunders summarized the monthly financial reports requested by the Board includes the following:

- *Monthly and Quarterly Report on financial information based on best accounting procedures.*
- *Balance Sheet*
- *Statement of Activity showing expenditures for the month in all the accounts.*
- *Actuals to budget reporting which allows for forecasting and any operational figures that shows different costs for different items.*
- *Contracts and PSA amounts spent each month and what balance remaining. .*

Public Comment: Cherie Carlyon stated wants to make sure the public has access to financial information. She stated reports on electronic fund transfers have not been provided.

Steven Dowd asked for a status of the conversion to Tyler. Director Saunders stated it is a two-year process and while we're at the end of that timeline, the lead staff on that conversion resigned. He stated it would be helpful if January 2022 could be targeted for the public portal to be up and accessible.

Mr. Creeks stated Tyler is a huge improvement over MOMS, but we have a long way to go to complete the conversion. It was learned that some of the data that has been transferred from MOMS is not accurate and it is not known what went wrong. He also noted that the PSI was in MOMS and not in Tyler, so we must look at the old books.

9. PUBLIC HEARING

None.

10. BOARD MEMBER 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 Thornbrough requested that the Rate Study be added to next month's agenda stating the Board can determine what needs to be done next after getting the results of the Rate Study.

Director Seaman would like an update on the internship program so we can keep it rolling and on track. She also asked if there will be a discussion on the adopted Interim Budget to determine the need for amendments. Director Saunders responded the General Manager has a timeline and a plan. Mr. Cohan stated he hopes to take the proposed budget to the Finance Committee for an initial review when they meet at the end of the month.

Director MacDonald stated we need to get the Finance Committee Role and Responsibilities submitted by the ad hoc Finance Policy Committee approved. Director Thornbrough also asked if the Finance Committee policy will be ready for the next meeting.

Director Saunders stated a discussion of the RFP policy, and the Finance Committee Policy will be on next month's agenda. The Strategic Planning Workshop is scheduled for August 26, 2021.

Director Saunders requested that the tours be scheduled as coordinated by the General Manager. He further informed the Board that the grant committee meeting will be scheduled, and a notice sent out.

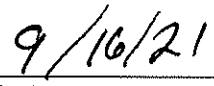
NEXT MEETING DATE AND ADJOURNMENT – The next Regular Meeting will be on September 14, 2021, at 2:00 P.M. via teleconference. Details to follow.

MOTIONED BY DIRECTOR THORNBROUGH TO ADJOURN THE MEETING. SECONDED BY DIRECTOR SEAMAN.

THE MOTION PASSED BY ACCLAMATION.



Adam Cohan, General Manager



Date