

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

**TUESDAY, APRIL 9, 2019  
2:00 P.M.**

**MISSION STATEMENT**

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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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Out of respect for the meeting and others in attendance, please turn off all cell phones or put in the silent mode.

Pursuant to the Government Code Section 54954.3 (The Brown Act), members of the public shall be afforded the opportunity to speak on any agenda item, provided they are first recognized by the presiding officer. The Board President will call for public comment on each agenda item. Those wishing to address the Board on a matter that is not on the agenda and within the jurisdictional authority of the District may do so during the Public Forum portion of the agenda. Please be aware of the following procedures for speaking during Public Forum or public comment sessions:

1. When called on to speak by the Board President, please approach and speak from the podium.
2. Comments are to be directed only to the Board.
3. The Board will not entertain outbursts from the audience.
4. There is a three-minute time limit per speaker.
5. The Board is not permitted to take action on items addressed under Public Forum.
6. Disruptive conduct shall not be permitted.
7. Persistence in disruptive conduct shall be grounds for removal of that person's privilege of address.

The Board President is responsible for maintaining an orderly meeting.

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

*The meeting was called to order at 2:08 P.M.*

*Directors Present: Cynthia Garcia, David Halpin, Michael Saunders, David Souza, Dane Wadle.*

*Staff Present: General Manager Steven Palmer, Water Resources Manager Adam Brown, Management Analyst Christina Cross, Board Assistant Diana Michaelson.*

*Legal Counsel: Barbara Brenner, Churchwell White, LLP.*

*The Pledge of Allegiance was led by Director Saunders.*

## **2. ADOPTION OF AGENDA**

***Motion by Director Halpin to adopt the Agenda. Second by Director Souza.***

***Public Comment: There was no public comment.***

***Roll call vote was taken, and the vote was as follows:***

***Garcia: Aye***

***Halpin: Aye***

***Saunders: Aye***

***Souza: Aye***

***Wadle: Aye***

***The motion passed unanimously.***

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

*Cherie Carlyon read a statement (Attachment 1) regarding the budget.*

*Stephen Dowd spoke regarding irrigation and treated water rates.*

## **4. PROCLAMATIONS AND PRESENTATIONS**

*There were no proclamations or 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.**

*Director Wadle requested to pull Item 5.C. from the Consent Calendar.*

*Director Saunders requested to pull Item 5.E. from Consent.*

*Director Garcia requested to pull Items 5.A.1, 5.A.2, 5.B.1, and 5.B.2. from Consent.*

***Motion by Director Halpin to adopt the Consent Calendar as revised. Second by Director Garcia.***

***Public Comment: There was no public comment.***

***Roll call vote was taken, and the vote was as follows:***

***Garcia: Aye***

***Halpin: Aye***

***Saunders: Aye***

***Souza: Aye***

***Wadle: Aye***

***The motion passed unanimously.***

**A. Approval of Minutes**

1. Special Meeting of March 12, 2019

*After some discussion, Director Garcia allowed that these Minutes needed no corrections.*

2. Regular Meeting of March 12, 2019

*Director Garcia requested the following corrections:*

*Item 6.D. – include mention of damaged filter screens*

*Item 7.A. – include her choices in discussion of candidates; correct the spelling of MacDonald.*

*Item 7.B. – include her comment regarding amount of spending authority.*

*Item 7.C. – include Director Souza's comment regarding consideration of used equipment.*

*It was agreed that the March 12, 2019 corrected Minutes will be brought back to a future meeting for adoption.*

***Motion by Director Garcia to adopt the March 12, 2019 Special Meeting Minutes (Item 5.A.1.). Second by Director Halpin.***

***Public Comment:*** *There was no public comment.*

***Roll call vote was taken, and the vote was as follows:***

***Garcia: Aye***

***Halpin: Aye***

***Saunders: Aye***

***Souza: Aye***

***Wadle: Aye***

***The motion passed unanimously.***

**B. Financial Reports**

1. Statement of Cash Balances

*Director Garcia pointed out a discrepancy in Fund 10. She asked about Fund 40. Then she asked about transfers to Capital Reserves.*

***Motion by Director Halpin to adopt the Statement of Cash Balances (Item 5.B.1.). Second by Director Saunders.***

***Public Comment:*** *Ms. Carlyon had a question. Director Wadle asked that this be addressed with staff off-line.*

***Roll call vote was taken, and the vote was as follows:***

***Garcia: Aye***

**Halpin: Aye**

**Saunders: Aye**

**Souza: Aye**

**Wadle: Aye**

***The motion passed unanimously.***

**2. Month-End Cash Disbursements Report**

*Director Garcia had a question about insurance. She had a question about a payment to the Department of Water Resources and another about a purchase from Grainger.*

***Public Comment:*** *Ms. Carlyon had questions regarding specific checks. The General Manager will follow up.*

***Motion by Director Garcia to adopt the Month-End Cash Disbursements Report (Item 5.B.2.). Second by Director Halpin.***

***Roll call vote was taken, and the vote was as follows:***

***Garcia: Aye***

***Halpin: Aye***

***Saunders: Aye***

***Souza: Aye***

***Wadle: Aye***

***The motion passed unanimously.***

**C. Supply and Demand Report**

**Possible Board Action:** Receive and File.

*Water Resources Manager Adam Brown presented the report.*

*Director Wadle and Director Garcia commented.*

*Ms. Carlyon, Mr. Dowd, Phyllis Polito, and others made comments.*

**D. Consideration of Director Garcia's Attendance at CSDA Legislative Days**

**Possible Board Action:** Adopt Resolution 2019-18.

**E. Authorization of Letter Supporting Backfill Funding for Paradise Irrigation District**

**Possible Board Action:** Authorize letter of support.

*This item was taken up after Item 7.F.*

*Mr. Palmer presented the staff report. Legal Counsel Barbara Brenner summarized the request from Paradise Irrigation District.*

*There was some discussion.*

**Public Comment:** *Ms. Carlyon commented.*

**Motion by Director Souza to adopt Resolution 2019-18 authorizing a letter supporting backfill funding for Paradise Irrigation District. Second by Director Saunders.**

**Roll call vote was taken, and the vote was as follows:**

**Garcia: Aye**

**Halpin: Aye**

**Saunders: Aye**

**Souza: Aye**

**Wadle: Aye**

**The motion passed unanimously.**

*The Board returned to the order of the agenda at Item 7.G.*

**F. Approving Use of Walton Lake for the 2019 Georgetown Kids Fishing Derby**

**Possible Board Action:** Adopt Resolution 2019-19.

**G. Declaration of Projected Water Year as Normal Irrigation Season**

**Possible Board Action:** Adopt Resolution 2019-20.

**6. INFORMATIONAL ITEMS**

**A. Board Reports**

*Director Saunders asked that the Board have a budget workshop prior to the budget review.*

*Director Garcia expressed gratitude that the Board was supporting the Georgetown Kids Fishing Derby and the Paradise Irrigation District request. She asked if the other Board members would consider postponing the regular July meeting due to a scheduling conflict she and Director Saunders have, as they will be attending the CSDA Leadership Academy at that time. All the Directors agreed that the meeting could be moved. She asked that the Board would consider the Fourth of July holiday when selecting a date. She also discussed a "town hall" meeting that she and Director Saunders are holding, and then discussed a letter from a rate payer (Attachment 2). She added that both Don Waltz and Steve Miller had communicated to her their desire to apply for openings on the Finance Committee. She then handed out a draft proposal for an application form to be considered for future recruitments (Attachment 3).*

*Director Wadle reported that he attended a recent CSDA training on Board member roles and responsibilities. He then discussed the letter sent in opposition to Assembly Bill 1486. He gave tribute to former General Manager Chuck Gierau who had recently passed away.*

## **B. General Manager's Report**

*Mr. Palmer gave a legislative update and mentioned upcoming agenda topics.*

## **C. Operations Manager's Report**

*In the absence of Darrell Creeks, Mr. Brown presented the Operations Manager's Report followed by his Zone Report. He reported on a Mountain Counties meeting that he recently attended.*

*Director Saunders and Director Garcia commented.*

*There were some public comments regarding the flushing program.*

## **D. ALT Treatment Plant Update**

*Engineering Consultant George Sanders gave a status report of work done at the plant in March and provided a slide show of recent photos. He reported on the status of the latest payments from the State Water Board.*

*Director Saunders thanked Mr. Sanders and Engineering Assistant Gloria Omania for their great work on behalf of the District.*

*Ms. Carlyon and Mr. Dowd commented.*

## **7. NEW BUSINESS**

### **A. Consideration of 2019 Irrigation Applications**

**Possible Board Action:** Adopt Resolution 2019-22.

*Mr. Palmer presented the report, accompanied by a slide presentation, and assisted by Administrative Aide Hannah Schnetz. He explained that this is the first irrigation season in recent history where Staff began enforcing the policy that every active customer is required to submit an application by the March 1 deadline or risk losing service and priority. The application period was from January 1 through March 1. He outlined the process Staff used to ensure all customers were contacted and allotment requests reviewed. Staff recommended in general that the Board approve Priority 1 applications for all routes, approve all requests to reduce demand, and approve all Priority 2 and Priority 3 applications as long they do not exceed the 2003 flow for that route.*

*Director Saunders asked why 2003 was used as the basis for determining miner's inch. Ms. Schnetz responded that 2003 was the last time an estimate was made on the maximum amount of flow the ditch can hold.*

*Director Garcia asked about the revenue estimate and expressed concern about a drop in the sales and use of irrigation water. Mr. Palmer said that although sales are down, revenue is up and is within 2% of what the rate study projected. In the first year of the rate increase for irrigation water, revenue increased, and the second year with lower sales, the revenue dropped compared to the previous year; however, overall, revenue has increased since the rate increase.*

*In response to a question from Director Garcia, Ms. Schnetz described the steps she took to ensure she contacted all the irrigation customers.*

**Public Comment:** *Ms. Carlyon asked about the purpose of the questions on the irrigation application.*

*Another audience member asked for clarification about the loss of sales in 2018. Ms. Schnetz explained that even with the loss of about 55 inches, the rate increase more than made up for that with an overall revenue increase of about \$200,000.*

**Motion by Director Halpin to adopt Resolution 2019-22. Second by Director Garcia.**

**Roll call vote was taken, and the vote was as follows:**

**Garcia: Aye**

**Halpin: Aye**

**Saunders: Aye**

**Souza: Aye**

**Wadle: Aye**

**The motion passed unanimously.**

**B. Confirmation of Finance Committee Appointments**

**Possible Board Action:** Adopt Resolution 2019-25.

*Board Assistant Diana Michaelson presented the staff report.*

*Director Saunders commented regarding the rolling application process.*

*Director Garcia recommended that Don Waltz be put back in the mix.*

*Steve Miller spoke to the fact that the pooling resources had changed with Ms. Neeley pulling out, and therefore Mr. Waltz should be reconsidered.*

**Motion by Director Halpin to appoint Mae Harms and Steve Miller to the Finance Committee. There was no second. The motion died.**

**Motion by Director Saunders to vote on the remaining three candidates. Second by Director Halpin.**

**Roll call vote was taken, and the vote was as follows:**

**Garcia: Aye**

**Halpin: Aye**

**Saunders: Aye**

**Souza: Aye**

**Wadle: Aye**

**The motion passed unanimously.**

Each candidate was then voted on individually as follows:

Mae Harms

Garcia: No  
Halpin: No  
Saunders: No  
Souza: Aye  
Wadle: Aye

Steve Miller

Garcia: Aye  
Halpin: Aye  
Saunders: Aye  
Souza: No  
Wadle: No

Don Waltz

Garcia: Aye  
Halpin: No  
Saunders: Aye  
Souza: Aye  
Wadle: No

**Steve Miller and Don Waltz were appointed to the Finance Committee.**

**C. Approval of Professional Services Agreement for Communication/Outreach Consultant with *On the Mark Strategies, Inc.* in an Amount Not to Exceed \$48,000**

**Possible Board Action:** Adopt Resolution 2019-23.

*Mr. Palmer presented the staff report, accompanied by a slide presentation. He concluded his report by saying that the next steps would be for the Board to authorize the General Manager to execute the agreement with On the Mark Strategies and then for the contractor to prepare a draft communication strategy and public outreach plan for the Board to consider and provide input. Mark DeSio, President of On the Mark Strategies, was in attendance to answer questions.*

*Director Halpin spoke in favor of having a communication strategy and public outreach plan, but the plan as presented was not what he envisioned when he first advocated for the idea*

*Director Garcia felt the scope of the proposal was broader than necessary and too great an expense at this time.*



*Director Saunders favored revising the scope of the proposal to better fit the needs of the District.*

*Director Halpin listed areas he felt the District could use help with and hoped that the scope could be revised, and the cost reduced. He asked Mr. DeSio to comment.*

*Mr. DeSio said this was a decision for the Board and was agreeable to narrowing the scope but would need to hear from individual Board members as to what they felt their constituents would want.*

*Mr. Palmer said that because the Board has different ideas of what is needed, the task of developing a communication strategy and public outreach plan is critical. He said that if the Board could give direction on what they want and what they don't want, he could work with Mr. DeSio to modify the scope and bring something back to the Board.*

*After further discussion the consensus of the Board was that each Board member would rate each item in the proposal on a scale of 1-10 and send their lists back to the General Manager who would then revise the scope based on that input and bring a new RFP back to the Board for their review and comments.*

#### **D. Approval of Directors' Attendance at ACWA Spring Conference**

**Possible Board Action:** Adopt Resolution 2019-26.

*Ms. Michaelson presented the staff report.*

*Director Souza said he is unable to get away to attend. Director Saunders said that as the alternate representative to JPIA, he could go in Director Souza's place. No other directors plan to attend the ACWA conference.*

***Motion by Director Garcia to adopt Resolution 2019-26 authorizing Director Saunders to attend the ACWA/JPIA Spring Conference. Second by Director Halpin.***

***Roll call vote was taken, and the vote was as follows:***

***Garcia: Aye***

***Halpin: Aye***

***Saunders: Aye***

***Souza: Aye***

***Wadle: Aye***

***The motion passed unanimously.***

#### **E. Consideration of 2019 Election of Special District Representative to LAFCO**

**Possible Board Action:** Rank the candidates and direct Staff to return the ballot to LAFCO before May 10, 2019.

*Ms. Michaelson presented the staff report.*

**The Board's consensus was to rank the candidates as follows:**

**Michael Saunders – 1**

**Holly Morrison – 2**

**Michael Seligsohn – 3**

**F. Review Policy “Guidelines for Developing Board Position on Proposed Legislation” Adopted on January 9, 2018**

**Possible Board Action:** Review and provide direction.

*Mr. Palmer presented the staff report accompanied by a slide presentation.*

*Director Saunders said that the current Board did not get to vote on the Legislative Liaison and said that the position should be a defined role in the policy. He recommended that the position be voted on annually along with the offices of President, Vice-President, and Treasurer. There was some discussion. The General Manager will amend the policy to add the role of Legislative Liaison before bringing the policy to the Board to adopt.*

*Director Saunders then brought up some specific concerns he had about positions being taken that represent the District and by the signatures on letters of support or non-support of legislation from the District.*

*The Board then turned to Item 5.E. Authorization of Letter Supporting Backfill Funding for Paradise Irrigation District.*

**G. Approval of Amended Assessment District Closeout Report**

**Possible Board Action:** Adopt Resolutions 2019-27 through 2019-32.

*Mr. Palmer presented the staff report accompanied by a slide presentation. The decreased amount to be transferred to the Water Fund is a result of an incorrect amount being listed for the closeout analysis fees. The total contracted cost for the closeout analysis is \$30,000 and it was incorrectly shown in the initial Assessment District Report as \$13,000. The Amended Report shows the revised closeout analysis fee of \$26,550, which is a reduced fee that NBS has agreed to accept for the closeout analysis. Mr. Palmer went on to say that the action being requested was to adopt the new resolutions rescinding the old ones (Resolutions 2019-02 through 2019-07) and approving the amended closeout analysis and findings by NBS, which would allow staff to transfer the surplus revenue back to the Water Fund.*

*Danielle Woods, Associate Director at NBS was available for questions.*

*Director Souza asked if the discrepancy being corrected was a typo, and Ms. Woods responded that it was a typo.*

*Director Garcia asked if the closeout fees are NBS fees, and Mr. Palmer responded that they are. She then asked if the funds that will be transferred to Fund 10 could be earmarked for the Capital Reserve Fund. Mr. Palmer said that the funds go to Fund 10 reserve balance, and that the Board could then allocate them however they wish in the next budget.*

*She then asked why there is a negative balance in the Pilot Hill North Assessment District when there were sufficient funds in 2011-12 to pay off the loan. Staff had looked at this prior to the meeting and was unable to trace it back. As well, NBS had not been able to find an answer as it occurred prior to them taking over the administration of the assessment districts. But Ms. Woods said she would continue to investigate.*

***Motion by Director Halpin to adopt Resolutions 2019-27 through 32. Second by Director Souza.***

***Roll call vote was taken, and the vote was as follows:***

***Garcia: Aye***

***Halpin: Aye***

***Saunders: Aye***

***Souza: Aye***

***Wadle: Aye***

***The motion passed unanimously.***

- 8. 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.

*Director Garcia listed some concerns she had received from customers. Attachment 4 is a document that Director Garcia wished to be included as part of the permanent record for this meeting.*

*Director Halpin suggested that Board members review the packet ahead of time and take any questions to Staff prior to the meetings in order to make the best use of time during the meetings.*

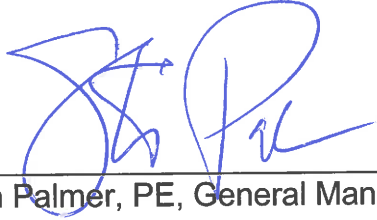
*Director Saunders thanked the Board Assistant for her staff work and thanked the General Manager for getting him the list of future agenda topics. He recommended that a Budget Workshop be planned to allow all Board members to work on the budget together. He further recommended that the timetable for the 218 process for ALT be amended.*

*Director Wadle requested a future agenda item to update the District's investment policy, as required by law.*

- 9. NEXT MEETING DATE AND ADJOURNMENT** – The next Regular Meeting will be on May 14, 2019, at 2:00 P.M. at the Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, California 95634.

*The meeting adjourned at 5:04 P.M.*

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 4, 2019.



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Steven Palmer, PE, General Manager



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Date

## GDPUD Board of Directors Meeting April 9, 2019

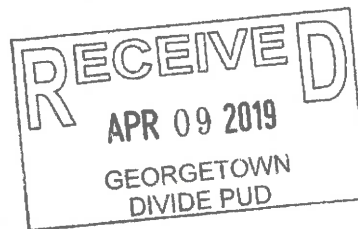
I compared the FY18/19 adopted budget with the FY18/19 Mid-Year budget and found two accounts, Wages-Part Time (5011), in departments Customer Service (5500) and Administration (5600) that have no budgeted amounts listed. As of the end of December 2018, there has been \$20,937.25 and \$18,179.00 expended for these two accounts. It appears that there were not any funds allocated by the Board for these expenditures. Why not?

I also, have concerns about the under-budget amount of \$197,576.46 that was left over from the FY17/18 year budget. It appears to have not been rolled over into this year's FY18-19 budget. What has happened to these funds? This doesn't appear to be a proper accounting practice not to have added these funds to the new FY budget.

\$53,600 of this amount from FY17/18 appears to have been applied to the VDT billings in Sept., Oct. and Nov. that was for work performed in FY18-19. How can VDT work from 1 FY be charged to another FY without a fund transfer approved by the Board?

I really think we need a focused audit on all the budget and reserve accounts, especially the Water Fund 40. It's not that I think there is money missing; but because of the lack of Board approved budget amendment forms (transparency) we don't know how all the funds are being spent.

Cherie Carlyon



|                           |                                       |             |                  |             |                 |               |               |                 |
|---------------------------|---------------------------------------|-------------|------------------|-------------|-----------------|---------------|---------------|-----------------|
| 5000                      | 5200 Utilities Water Treatment        | 0.00        | 15527.00         | 0.00        | 15527.00        | 100.00        | 100.00        | 15527.00        |
| 5000                      | 5300 Vehic. Maint. Water Treatment    | 4.00        | 2000.00          | 0.00        | 2000.00         | 50.00         | 50.00         | 2000.00         |
| 5000                      | 5300 Vehicle - Oper. Water Treatment  | 0.00        | 6300.00          | 0.00        | 6300.00         | 100.00        | 100.00        | 6300.00         |
| 5076                      | 5300 Bridge Maint. Water Treatment    | 0.00        | 2330.00          | 0.00        | 0.00            | 0.00          | 0.00          | 2330.00         |
| 5084                      | 5300 Government Reg. Water Treatment  | 0.00        | 35000.00         | 0.00        | 35797.48        | 100.00        | 100.00        | 35797.48        |
| <b>DEPT 5300 Subtotal</b> |                                       | <b>0.00</b> | <b>79977.00</b>  | <b>0.00</b> | <b>79977.48</b> | <b>100.00</b> | <b>100.00</b> | <b>79977.48</b> |
| 5010                      | 5400 Super & Labor T&D Treated Wtr    | 0.00        | 375481.00        | 0.00        | 36662.09        | 9.78          | 9.78          | 36662.09        |
| 5013                      | 5400 P&S M&L T&D Treated Wtr          | 0.00        | 188771.00        | 0.00        | 14360.73        | 7.61          | 7.61          | 14360.73        |
| 5014                      | 5400 P.W.M.S. T&D Treated Wtr         | 0.00        | 1070.00          | 0.00        | 110.00          | 10.28         | 10.28         | 110.00          |
| 5016                      | 5400 Payroll Taxes T&D Treated Wtr    | 0.00        | 87549.00         | 0.00        | 841.74          | 0.96          | 0.96          | 841.74          |
| 5017                      | 5400 Standby T&D Treated Wtr          | 0.00        | 19710.00         | 0.00        | 1880.00         | 9.54          | 9.54          | 1880.00         |
| 5019                      | 5400 Insurance - M&L T&D Treated Wtr  | 0.00        | 78148.00         | 0.00        | 8006.74         | 10.25         | 10.25         | 8006.74         |
| 5019                      | 5400 Standby T&D Treated Wtr          | 0.00        | 36127.00         | 0.00        | 784.74          | 2.17          | 2.17          | 784.74          |
| 5020                      | 5400 Insurance - M.C. T&D Treated Wtr | 0.00        | 12727.00         | 0.00        | 1167.40         | 9.17          | 9.17          | 1167.40         |
| 5020                      | 5400 Super & Supp. T&D Treated Wtr    | 0.00        | 49710.00         | 0.00        | 1184.74         | 2.38          | 2.38          | 1184.74         |
| 5020                      | 5400 Office Supplies T&D Treated Wtr  | 0.00        | 100.00           | 0.00        | 0.00            | 0.00          | 0.00          | 0.00            |
| 5021                      | 5400 Staff Leveling T&D Treated Wtr   | 0.00        | 1200.00          | 0.00        | 120.00          | 10.00         | 10.00         | 120.00          |
| 5024                      | 5400 Utilities T&D Treated Wtr        | 0.00        | 1880.00          | 0.00        | 487.74          | 25.94         | 25.94         | 487.74          |
| 5026                      | 5400 Veh. Maint. T&D Treated Wtr      | 0.00        | 10300.00         | 0.00        | 652.09          | 6.33          | 6.33          | 652.09          |
| 5028                      | 5400 Vehicle - Oper. T&D Treated Wtr  | 0.00        | 19000.00         | 0.00        | 1486.74         | 7.82          | 7.82          | 1486.74         |
| 5028                      | 5400 Government Reg. T&D Treated Wtr  | 0.00        | 12300.00         | 0.00        | 504.74          | 4.10          | 4.10          | 504.74          |
| 5029                      | 5400 HealthCare T&D Treated Wtr       | 0.00        | 0.00             | 0.00        | 0.00            | 0.00          | 0.00          | 0.00            |
| 5029                      | 5400 Super T&D Treated Wtr            | 0.00        | 0.00             | 0.00        | 0.00            | 0.00          | 0.00          | 0.00            |
| 5029                      | 5400 Standby T&D Treated Wtr          | 0.00        | 94371.00         | 0.00        | 0.00            | 0.00          | 0.00          | 94371.00        |
| <b>DEPT 5400 Subtotal</b> |                                       | <b>0.00</b> | <b>856837.00</b> | <b>0.00</b> | <b>87622.74</b> | <b>10.22</b>  | <b>10.22</b>  | <b>87622.74</b> |
| 5020                      | 5500 Super & Labor Customer Accts     | 0.00        | 44084.00         | 0.00        | 10.00           | 0.23          | 0.23          | 10.00           |
| 5021                      | 5500 HealthCare Cust. Accts           | 0.00        | 0.00             | 0.00        | 2167.74         | 0.00          | 0.00          | 2167.74         |
| 5023                      | 5500 P&S M&L Cust. Accts              | 0.00        | 1480.00          | 0.00        | 2070.00         | 140.54        | 140.54        | 2070.00         |
| 5024                      | 5500 P.W.M.S. Cust. Accts             | 0.00        | 800.00           | 0.00        | 82.04           | 10.26         | 10.26         | 82.04           |
| 5026                      | 5500 Payroll Taxes Cust. Accts        | 0.00        | 8708.00          | 0.00        | 465.74          | 5.34          | 5.34          | 465.74          |
| <b>DEPT 5500 Subtotal</b> |                                       | <b>0.00</b> | <b>54072.00</b>  | <b>0.00</b> | <b>3635.48</b>  | <b>6.72</b>   | <b>6.72</b>   | <b>3635.48</b>  |

*Dept 5500*

**GDPUD Board Mtg. of 03/12/2019**  
**AGENDA ITEM 5.D.**  
**Attachment 1**  
**Page 4 of 5**

REPORT: 03/12/2019  
DATE: 03/12/2019 TIME: 10:58  
REP BY: CHRISTINA CIZOS  
App: Budget & Finance  
Budget Report for Department 5, 2019  
Year-to-Date as of 03/12/2019

PAGE: 111  
10 of 122  
(111 of 122)

| FUND & DEPT               | Expendable Description              | Year-to-Date |                  | Encumbrance Balance | Percent Actual   | Year-to-Date     |               | Percent          | Encumbrance Balance |
|---------------------------|-------------------------------------|--------------|------------------|---------------------|------------------|------------------|---------------|------------------|---------------------|
|                           |                                     | Year Budget  | Actual           |                     |                  | Year Budget      | Actual        |                  |                     |
| 5000                      | 5500 Insurance - M&L Customer Accts | 0.00         | 14884.00         | 0.00                | 100.00           | 14884.00         | 100.00        | 100.00           | 14884.00            |
| 5020                      | 5500 Insurance - M.C. Cust. Accts   | 0.00         | 1488.00          | 0.00                | 100.00           | 1488.00          | 100.00        | 100.00           | 1488.00             |
| 5021                      | 5500 Insurance - M.C. Cust. Accts   | 0.00         | 1488.00          | 0.00                | 100.00           | 1488.00          | 100.00        | 100.00           | 1488.00             |
| 5023                      | 5500 Office Supplies Customer Accts | 0.00         | 1488.00          | 0.00                | 100.00           | 1488.00          | 100.00        | 100.00           | 1488.00             |
| 5024                      | 5500 Staff Develop. Customer Accts  | 0.00         | 1488.00          | 0.00                | 100.00           | 1488.00          | 100.00        | 100.00           | 1488.00             |
| 5026                      | 5500 Utilities Customer Accts       | 0.00         | 1488.00          | 0.00                | 100.00           | 1488.00          | 100.00        | 100.00           | 1488.00             |
| 5028                      | 5500 Payroll Process Customer Accts | 0.00         | 1488.00          | 0.00                | 100.00           | 1488.00          | 100.00        | 100.00           | 1488.00             |
| 5029                      | 5500 Outside Serv. Customer Accts   | 0.00         | 1488.00          | 0.00                | 100.00           | 1488.00          | 100.00        | 100.00           | 1488.00             |
| 5029                      | 5500 HEALTHCARE Cust. Accts         | 0.00         | 1488.00          | 0.00                | 100.00           | 1488.00          | 100.00        | 100.00           | 1488.00             |
| <b>DEPT 5500 Subtotal</b> |                                     | <b>0.00</b>  | <b>57672.00</b>  | <b>0.00</b>         | <b>100.00</b>    | <b>57672.00</b>  | <b>100.00</b> | <b>100.00</b>    | <b>57672.00</b>     |
| 5010                      | 5600 Super & Labor                  | 0.00         | 246884.00        | 0.00                | 43720.15         | 180204.85        | 64.91         | 104379.21        |                     |
| 5013                      | 5600 P&S M&L T&D                    | 0.00         | 12170.00         | 0.00                | 2112.40          | 16179.60         | 13.29         | 16179.60         |                     |
| 5014                      | 5600 P.W.M.S.                       | 0.00         | 94874.00         | 0.00                | 1007.59          | 47485.54         | 5.04          | 47485.54         |                     |
| 5016                      | 5600 Payroll Taxes                  | 0.00         | 28086.00         | 0.00                | 3865.74          | 18275.77         | 67.03         | 18070.73         |                     |
| 5017                      | 5600 Standby                        | 0.00         | 19710.00         | 0.00                | 854.24           | 3475.04          | 17.47         | 1914.66          |                     |
| 5019                      | 5600 Insurance - M&L                | 0.00         | 78148.00         | 0.00                | 874.96           | 14248.24         | 18.37         | 14023.78         |                     |
| 5019                      | 5600 Insurance - M.C.               | 0.00         | 36127.00         | 0.00                | 4527.46          | 17712.99         | 49.04         | 17712.99         |                     |
| 5020                      | 5600 Insurance - M.C.               | 0.00         | 12727.00         | 0.00                | 249.74           | 528.53           | 4.15          | 528.53           |                     |
| 5020                      | 5600 Super                          | 0.00         | 12300.00         | 0.00                | 16245.00         | 13245.00         | 107.66        | 13245.00         |                     |
| 5021                      | 5600 Super                          | 0.00         | 19000.00         | 0.00                | 7026.27          | 7026.27          | 37.00         | 2473.73          |                     |
| 5023                      | 5600 Insurance - Gov.               | 0.00         | 25000.00         | 0.00                | 3647.74          | 62172.52         | 25.00         | 62172.52         |                     |
| 5026                      | 5600 Utilities                      | 0.00         | 1488.00          | 0.00                | 14.79            | 1184.74          | 79.66         | 1213.26          |                     |
| 5028                      | 5600 Payroll Process                | 0.00         | 1488.00          | 0.00                | 249.74           | 12854.28         | 86.39         | 12854.28         |                     |
| 5028                      | 5600 Office Supplies                | 0.00         | 1488.00          | 0.00                | 249.74           | 2429.45          | 16.53         | 2429.45          |                     |
| 5028                      | 5600 Staff Leveling                 | 0.00         | 1488.00          | 0.00                | 487.74           | 1477.43          | 10.00         | 1477.43          |                     |
| 5029                      | 5600 Utilities                      | 0.00         | 1880.00          | 0.00                | 274.74           | 11359.70         | 60.39         | 823.26           |                     |
| 5029                      | 5600 Veh. Maint.                    | 0.00         | 10300.00         | 0.00                | 137.00           | 117.00           | 1.13          | 867.92           |                     |
| 5029                      | 5600 Vehicle - Oper.                | 0.00         | 19000.00         | 0.00                | 54.74            | 547.24           | 2.88          | 427.74           |                     |
| 5029                      | 5600 Payroll Process                | 0.00         | 1488.00          | 0.00                | 147.42           | 3064.35          | 20.63         | 2974.65          |                     |
| 5029                      | 5600 Health Care                    | 0.00         | 1488.00          | 0.00                | 489.74           | 148.00           | 10.00         | 868.00           |                     |
| 5029                      | 5600 Outside Serv.                  | 0.00         | 1488.00          | 0.00                | 470.74           | 12650.00         | 84.73         | 12650.00         |                     |
| 5029                      | 5600 Health Care                    | 0.00         | 1488.00          | 0.00                | 362.48           | 2482.84          | 16.34         | 2171.28          |                     |
| 5029                      | 5600 Government Reg.                | 0.00         | 12300.00         | 0.00                | 444.74           | 46848.48         | 37.99         | 46848.48         |                     |
| 5029                      | 5600 HealthCare                     | 0.00         | 1488.00          | 0.00                | 0.00             | 0.00             | 0.00          | 3380.00          |                     |
| 5029                      | 5600 HealthCare                     | 0.00         | 1488.00          | 0.00                | 832.47           | 8182.47          | 54.39         | 16807.73         |                     |
| 5029                      | 5600 Office                         | 0.00         | 1488.00          | 0.00                | 1183.33          | 1183.33          | 79.63         | 16807.73         |                     |
| 5029                      | 5600 Office Supplies                | 0.00         | 1488.00          | 0.00                | 2.00             | 2.00             | 0.13          | 16807.73         |                     |
| 5029                      | 5600 UTILITIES                      | 0.00         | 1488.00          | 0.00                | 0.00             | 0.00             | 0.00          | 16807.73         |                     |
| 5029                      | 5600 Insurance                      | 0.00         | 1488.00          | 0.00                | 0.00             | 0.00             | 0.00          | 16807.73         |                     |
| 5029                      | 5600 HEALTHCARE                     | 0.00         | 1488.00          | 0.00                | 0.00             | 0.00             | 0.00          | 16807.73         |                     |
| <b>DEPT 5600 Subtotal</b> |                                     | <b>0.00</b>  | <b>526410.00</b> | <b>0.00</b>         | <b>157384.86</b> | <b>474130.85</b> | <b>90.10</b>  | <b>474130.85</b> |                     |

*Dept 5600*

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
June 21, 2018  
5500 - Customer Service  
Fiscal Year 2018-19

Dept 5500

Fy 18/19  
FY 20

| ACCOUNT DESC.                      | FY 2016-17     | FY 2017-18        |                      |                     |              |                          |                   | FY 20             |
|------------------------------------|----------------|-------------------|----------------------|---------------------|--------------|--------------------------|-------------------|-------------------|
|                                    | ACTUAL         | ANNUAL BUDGET     | FEBRUARY 2018 ACTUAL | VARIANCE            | PCT VARIANCE | MAR - JUN 2018 PROJECTED | PROJECTED ACTUAL  | PROPOSED          |
| Wage & Labor                       | \$ 93,121      | \$ 105,925        | \$ 62,467            | \$ (43,458)         | -41%         | 31,234                   | \$ 93,701         | \$ 89,584         |
| Wage-Part Time                     | 28,713         | 17,000            | 11,257               | (1,740)             | -10%         | 6,034                    | 19,876            |                   |
| Union Expense                      | (7,805)        | -                 | -                    | -                   | 100%         | -                        | -                 |                   |
| ERS UAL                            | 49,828         | 7,530             | 3,161                | (14,259)            | -58%         | 1,581                    | 4,742             | 12,129            |
| E.R.S.                             | 8,744          | 10,791            | 5,491                | (5,300)             | -49%         | 2,746                    | 8,137             | 8,842             |
| Wage Taxes                         | 7,864          | 11,082            | 5,049                | (6,033)             | -54%         | 2,534                    | 7,573             | 9,968             |
| Insurance - M&L                    | 35,223         | 36,642            | 14,794               | (21,848)            | -60%         | 7,387                    | 22,193            | 32,984            |
| vacation                           | 138            | 5,913             | 359                  | (5,554)             | -94%         | 129                      | 538               | 5,338             |
| <b>Total salaries and benefits</b> | <b>215,725</b> | <b>194,953</b>    | <b>104,573</b>       | <b>(90,380)</b>     | <b>-46%</b>  | <b>52,287</b>            | <b>156,960</b>    | <b>171,894</b>    |
| Insurance - W.C.                   | 1,133          | 1,938             | 616                  | (3,327)             | -44%         | 108                      | 915               | 3,379             |
| Insurance - Gen                    | 6,072          | 6,108             | 6,107                | (2)                 | 0%           | 3,054                    | 9,163             |                   |
| Auto Supp.                         | 482            | -                 | -                    | -                   | 100%         | -                        | -                 |                   |
| Auto Supplies                      | 11,622         | 15,800            | 11,669               | (4,131)             | -26%         | 5,835                    | 17,504            | 16,500            |
| Off Develop                        | -              | 1,731             | -                    | (1,731)             | -100%        | -                        | -                 | 1,290             |
| Utilities                          | 1,479          | 5,830             | 1,739                | (4,091)             | -70%         | 870                      | 2,608             | 5,830             |
| W. Maint.                          | 1,383          | -                 | -                    | -                   | 100%         | -                        | -                 |                   |
| Waste Process                      | 150            | -                 | 80                   | 80                  | 100%         | 40                       | 130               |                   |
| Street Signs                       | -              | -                 | -                    | -                   | 100%         | -                        | -                 |                   |
| Vehicle Serv                       | 3,369          | 500               | 70                   | (430)               | -86%         | 35                       | 105               | 48,000            |
| Bar                                | 161            | -                 | -                    | -                   | 100%         | -                        | -                 |                   |
| <b>Total services and supplies</b> | <b>29,150</b>  | <b>33,957</b>     | <b>20,382</b>        | <b>(13,625)</b>     | <b>-40%</b>  | <b>10,343</b>            | <b>30,422</b>     | <b>74,359</b>     |
| <b>Total operating expenses</b>    | <b>245,576</b> | <b>\$ 228,860</b> | <b>\$ 124,855</b>    | <b>\$ (104,005)</b> | <b>-45%</b>  | <b>\$ 62,427</b>         | <b>\$ 187,382</b> | <b>\$ 246,253</b> |
| Depreciation                       | 17,038         | -                 | -                    | -                   | 100%         | -                        | -                 | 30,000            |
| <b>NET CAPITAL ACQUISITION</b>     | <b>17,038</b>  | <b>-</b>          | <b>-</b>             | <b>-</b>            | <b>100%</b>  | <b>-</b>                 | <b>-</b>          | <b>30,000</b>     |
| <b>Total Capital Acq</b>           | <b>17,038</b>  | <b>-</b>          | <b>-</b>             | <b>-</b>            | <b>100%</b>  | <b>-</b>                 | <b>-</b>          | <b>30,000</b>     |
| Grants Out                         | -              | -                 | -                    | -                   | 100%         | -                        | -                 |                   |
| <b>Total Expend</b>                | <b>262,613</b> | <b>\$ 228,860</b> | <b>\$ 124,855</b>    | <b>\$ (104,005)</b> | <b>-45%</b>  | <b>\$ 62,427</b>         | <b>\$ 187,382</b> | <b>\$ 276,253</b> |

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
June 21, 2018  
5600 - Administration  
Fiscal Year 2018-19

Dept 5600

Fy 18/19  
FY 2

| ACCOUNT DESC.                      | FY 2016-17     | FY 2017-18     |                      |                  |              |                          |                  | FY 2           |
|------------------------------------|----------------|----------------|----------------------|------------------|--------------|--------------------------|------------------|----------------|
|                                    | ACTUAL         | ANNUAL BUDGET  | FEBRUARY 2018 ACTUAL | VARIANCE         | PCT VARIANCE | MAR - JUN 2018 PROJECTED | PROJECTED ACTUAL | PROPOSED       |
| Wage & Labor                       | \$ 343,346     | \$ 331,010     | \$ 174,766           | \$ (168,584)     | -51%         | 87,383                   | \$ 262,149       | \$ 294,000     |
| Wage-Part Time                     | 27,178         | 25,600         | 13,700               | (11,900)         | -47%         | 6,250                    | 20,561           |                |
| Union Expense                      | (54,158)       | -              | -                    | -                | 100%         | -                        | -                | 94,000         |
| ERS UAL                            | 111,843        | 95,900         | 23,371               | (82,479)         | -74%         | 11,840                   | 34,937           | 29,000         |
| E.R.S.                             | 22,281         | 22,668         | 16,090               | (6,578)          | -29%         | 8,043                    | 24,135           | 29,000         |
| C.M.A.                             | 7,385          | 7,790          | 5,067                | (2,723)          | -35%         | 2,534                    | 7,601            | 7,000          |
| Wage Taxes                         | 30,502         | 33,301         | 14,588               | (18,713)         | -56%         | 7,804                    | 22,082           | 29,000         |
| Insurance - M&L                    | 75,760         | 70,972         | 4,474                | (71,288)         | -94%         | 2,713                    | 6,136            | 88,000         |
| vacation                           | 1,190          | 12,430         | 521                  | (11,909)         | -96%         | 363                      | 783              | 15,000         |
| <b>Total salaries and benefits</b> | <b>401,717</b> | <b>437,661</b> | <b>253,279</b>       | <b>(184,382)</b> | <b>-42%</b>  | <b>126,834</b>           | <b>379,843</b>   | <b>570,000</b> |
| Insurance - W.C.                   | 1,230          | 8,272          | 589                  | (7,683)          | -7%          | 295                      | 584              | 9,000          |
| Auto                               | 10,640         | 16,773         | 16,773               | -                | 0%           | 8,387                    | 25,180           | 21,000         |
| Auto Supp.                         | -              | -              | -                    | -                | 0%           | 1,396                    | 8,969            | 7,000          |

Letter sent to Director Garcia for April 9, 2019 GDPUD BOD meeting.

Look back and fix past errors...Please!

The problem we seem to have at GDPUD is that there is a stalemate between several factions of the organization. The current Board is split, the General Manager appears to be marching to the beat of his own drummer, and Counsel seems to have her own ideas and agenda.

There is irrefutable evidence that the 218 Rate Study, and resulting rate increases, were based on faulty and erroneous data (we didn't even own one of the assets they used to beef up the numbers used in the formula for the rate hike). As a consequence the resulting rate increase was not calculated correctly, and this faction refuses to accept, much less deal with it. Their continued stonewalling is posing a substantial problem for all in our District.

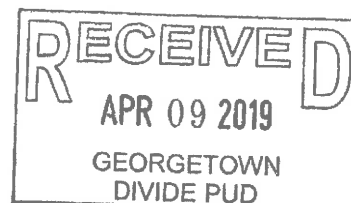
They continue to maintain that the numbers and the Study are OK; this despite the evidence which they will not address. This is simply not good. What are we to conclude: That perhaps they don't want to look culpable for having followed the previous leadership right off the precipice?

The real problem occurs when they try to push new spending without thinking about where the money will come from if the requested 218 Audit occurs and finds fault with the original data and permanently reduces the amounts of the rate hike.

How can we possibly move forward like this when there are termites in the very foundation of our revenue system and a total lack of organization, civility, and transparency in the Management?

Until the basis of the Water Service part of our income is looked at and corrected, we are trying to build a Budget, buy new equipment, and operate an Organization on very faulty ground.

First things first, PLEASE! Look back, correct what happened in the past, and put the future on *solid ground* this time.





**DRAFT - Georgetown Divide Public Utility District - Finance Committee Applicant Evaluation Form**

The scoring process from 5 to 1 will be used to rank each individual finance committee applicant over a range of criteria, and those achieving the highest total score will be placed on the GDPUD Finance Committee for which they have applied, for example:

**Scoring** - Candidate evaluation forms are to be completed by the Board of Directors to rank the candidate's overall qualifications for the position on the GDPUD Finance Committee. Under each heading, the Board member should give the candidate a numerical rating and write specific job-related comments in the space provided. The numerical rating system is based on the following:

- 5 – **Exceptional**; 5+ years of educational or work experience.
- 4 - **Above Average**; 3-5 years of educational or work experience.
- 3 – **Average**; 1-2 years of educational or work experience.
- 2 - **Below Average**; 1-year or less educational or work experience.
- 1 – **Unsatisfactory**; no educational, knowledge, skills, or work experience.

Candidate Name: \_\_\_\_\_ Position: Finance Committee member  
 Interviewer Name: \_\_\_\_\_ Date: \_\_\_\_\_

| Rating |   |   |   |   |
|--------|---|---|---|---|
| 5      | 4 | 3 | 2 | 1 |

**Educational Background:** Does the candidate have the appropriate educational qualifications or training for this position?

**Prior Work Experience:** Has the candidate acquired similar skills or qualifications through past work experiences?

**Technical Qualifications/Skills:** Does the candidate have the technical skills necessary for this position?

**Knowledge of budgeting:** Does the candidate have the appropriate knowledge or training for this position?

**Totals:**  
**Overall total:**

From Board of Directors member Cindy Garcia -

April 9, 2019

To be included as part of the permanent record for the Georgetown divide Public Utilities District Board of Directors meeting.

I have requested the following items appear on the following monthly BOD meeting agendas, but as of today's date, April 9, 2019, many of these items have not been placed on board meeting agendas. My requests have been made in public during the BOD meetings, and through emails sent to the Board President and GM.

December 11, 2018 –

- Mission statement – discuss adding the word “transparency” into the mission statement.
- Finance committee - discuss structure, function, volunteerism, and revising the current resolution.
- Use of committees - assemble volunteer committees to help develop written policies and procedures.

January 8, 2019 –

- Finance committee - discuss structure, function, volunteerism, and revising the current resolution.

February 12, 2019 –

- VDT & legal fee questions - meet with GM then discuss at the next board meeting.
- Finance committee - discuss structure, function, volunteerism, and revising the current resolution.
- Irrigation ordinance – status, next steps to producing a final ordinance.
- Meeting Agendas – drafts should be provided to BOD members a week before the meetings and the final posted with the packet 72 hours before the meeting to allow time for board members to prepare their information and questions for the meetings thus hopefully shortening the length of time of the meetings.

March 12, 2019 –

- Finance Committee - adding and removing volunteers; roles and responsibilities; revising the current resolution; and developing an appointment process.
- ALT wastewater zone - findings from the rate study workshop; addressing customer questions and concerns; review of funds 40, 41, and 42 purpose and current dollar amounts; refunding overcharges from fund 40; and developing cost of service amounts for each type of lot within the zone (Non-CDS = developed or undeveloped, and CDS = developed or undeveloped.)

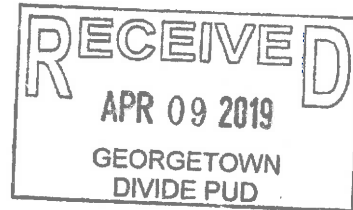
April 9, 2019 -

- Revision of Board Policy 4040 – Duties of Board President. See handout of recommended draft changes.
- Finance Committee - adding and removing volunteers; roles and responsibilities; revising the current resolution; and developing an appointment process.
- Irrigation Ordinance - findings from multiple workshops; addressing customer concerns; irrigation ordinance revisions; and next steps in developing final irrigation ordinance.

April 9, 2019

From Board of Directors member Cindy Garcia -

- Inactive Meter Policy – evaluating customer needs and costs; district’s costs; and next steps in developing a draft inactive meter policy for the Board of Directors review.
- Reserve Fund Review - review revised policy and make recommendations on reserve funds, balances, caps, and transfers, and review the tracking process of funds from closed Community Service District funds to specific funds and develop annual review process by the Finance Committee.



#### 4040 - DUTIES and RESPONSIBILITIES Regarding Meetings of the Board

The President shall preside over and conduct all meetings of the Board of Directors, ~~and shall carry out the~~ ensure that all resolutions and orders of the Board of Directors are implemented, and shall exercise such other powers and perform such other duties as the Board of Directors directs. The President shall have all the rights to discuss and vote on any issues before the Board, but not to move or second any motion. If the President wishes to move or second a motion, he/she must pass the gavel to the Vice President, if eligible, then to the Treasurer, and step down as the presiding officer for that particular agenda item. Other Responsibilities of the President include:

1. Call the meetings to order at the appropriate time;
2. Announce the business to come before the Board in its proper order;
3. ~~Enforce the Board's policies in relation to the order of business and the conduct of the meetings; Conduct meetings pursuant to Robert's Rules of Order Newly Revised and such other rules or policies the Board adopts.~~
4. Recognize persons who desire to speak, and prevent any interruptions;
5. Explain what the effect of a motion would be if it is not clear to every member;
6. Restrict discussion to the issue in question when a motion is before the Board;
7. Rule on questions of parliamentary procedure, subject to members' rights to appeal to the Board;
8. Put motions to a vote, and state clearly the results of the vote;
9. Sign all instruments, act, and carry-out stated requirements and the will of the Board;
10. Sign the minutes of the Board meeting following their approval;
11. Appoint and disband all committees, subject to Board ratification;
12. Call such meetings of the Board as he/she may deem necessary or as the Board directs, giving notice as prescribed by law;
13. Solicit and accept agenda items for next meeting's agenda from other members of the Board and Coordinate the preparation of meeting agendas with the General Manager. To the extent the Brown Act permits, any member may move to add an urgent or emergency item to the agenda. If the Board determines no urgency exists, the item shall be put over to the next meeting's agenda.
14. Confer with the General Manager or designee on crucial matters which may occur between Board of Directors meetings;
15. Be responsible for the orderly conduct of all Board meetings;
16. Be the spokesperson for the Board, but only when authorized to do so, except when the Board designates another member for a specific purpose or matter;
17. Perform other duties as authorized by the Board;
18. Be the primary keeper of the General Manager's personnel file.

