



**MINUTES**

**FINANCE COMMITTEE  
REGULAR MEETING**

**THURSDAY, NOVEMBER 21, 2024  
2:00 P.M.**

6425 Main Street, Georgetown, California 95634

**Finance Committee**

Andy Fisher, Chair  
William Gorenc Jr, Vice Chair  
M. Martha Helak, Secretary

Steve Miller  
Vacant  
Vacant

**Board of Directors Liaison**

Mitch MacDonald  
Robert Stovall

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

<https://youtube.com/live/liD4A3PeCdw>

**1. CALL TO ORDER-ROLL CALL-PLEDGE OF ALLEGIANCE**

**Chairman Fisher called the meeting to order at 2:00 p.m. and led the Pledge of Allegiance.**

**2. ADOPTION OF AGENDA**

**Public Comment:**

No comments were received.

**Member Gorenc Jr. motioned to adopt the agenda. Member Helak seconded the motion.**

**Chairman Fisher called for the vote.**

**Ayes:** Steve Miller, William Gorenc Jr., Martha Helak, and Andy Fisher

**Nays:** None

The motion passed **unanimously**.

**3. PUBLIC FORUM:**

No public comments were received.

#### 4. APPROVAL OF MINUTES – Meeting of August 22, 2024

**Public Comment:**

No comments were received.

**Member Miller motioned to approve the minutes of the August 22, 2024, Finance Committee special meeting. Member Helak seconded the motion.**

**Chairman Fisher called for the vote.**

**Ayes:** Steve Miller, William Gorenc Jr., Martha Helak, and Andy Fisher

**Nays:** None

The motion passed **unanimously**.

#### 5. INFORMATIONAL ITEMS

**A.** Financial Reports

**B.** Grant Report

General Manager Schneider reviewed the grants update. The Office Finance Manager Jessica Buckle was available to assist with inquiries regarding the financial reports.

**Public Comment:**

No comments were received.

#### 6. ACTION ITEMS

**A. Review of the Fiscal Year 2023-24 Financial Reports**

General Manager Nicholas Schneider introduced the reports. This item was requested by the Board of Directors to evaluate the current budget's performance throughout the fiscal year. The aim being to identify any discrepancies between the budget estimates and actual spending, as well as areas of concern or any possible adjustment needs. The Board sought recommendations for the remainder of the fiscal year and determinations if the Budget is tracking in alignment with initial estimates.

The Finance Committee reviewed key budget areas, including operational costs, professional services, Capital Improvement Projects (CIP), potential grant revenues, rising utility and commodity costs, and fuel impacts, identifying impacts, fixed costs, and areas open for potential adjustment. Vehicle maintenance exceeded the budget by 62% due to an aging fleet, though replacement of an older dump truck should reduce future expenses. Rental costs are declining due to new equipment purchases, and fuel costs remain high due to market rates and upcoming regulatory changes. The LIRA (Low Income Rate Assistance) program will most likely need a larger allocation as the rate adjustment will include an added benefit for this program. The committee also discussed the balance between rate-driven and grant-driven CIPs, with a focus on future revenue offsets. The Committee emphasized its role in validating the budget's accuracy to ensure public confidence in its necessity for utility operations. This budget stands strong both in its estimations and practice application.

**Member Miller motioned that everything is in order other than the exception of distributing some of the cyclic type costs i.e. Cost of Service Analysis and Urban Water Management Planning to be divided out over five years to ensure that all the costs will be even throughout those years. Member Gorenc Jr. seconded the motion**

**Chairman Fisher called for the vote.**

**Ayes:** Steve Miller, William Gorenc Jr., Martha Helak, and Andy Fisher

**Nays:** None

The motion passed **unanimously**.

**B. Review the Adopted Fiscal Year 2024-25 Operating Budget Utilization**

The Committee had no additional review points for this item. There was no Committee interest in a motion regarding the operating budget.

**C. Review of Finance Committee 2025 Meeting Schedule**

General Manager Schneider introduced the proposed calendar and associated discussion for Committee decisions. There was a request to schedule the July meeting as tentative as this is post-budget adoption and the books from the last fiscal year are still closing, so this can be a non-productive meeting.

**Public Comment:**

Ron Means

**Member Helak motioned to refer the 2025 Calendar to the Board of Directors for adoption. Member Miller seconded the motion.**

**Chairman Fisher called for the vote.**

**Ayes:** Steve Miller, William Gorenc Jr., Martha Helak, and Andy Fisher

**Nays:** None

The motion passed **unanimously**.

**7. FINANCE COMMITTEE MEMBER COMMENTS AND REPORTS**

Ron Means was introduced as a potential Committee member candidate.

**8. AGENDA ITEMS FOR THE NEXT FINANCE COMMITTEE MEETING**

Member Gorenc Jr. requested that the Committee review the Audit.

**9. NEXT MEETING DATE AND ADJOURNMENT** – The Finance Committee set the fourth Thursday of each month at 2:00 PM for regular committee meetings. The next meeting will be on January 23<sup>rd</sup>, 2024.

The Committee established a consensus moving the regular meeting start time for the 2025 calendar year to 2:00 pm.

**Member Helak motioned to adjourn the meeting. Member Miller seconded the motion. The motion passed by acclamation. The meeting was adjourned at 3:40 p.m.**

  
\_\_\_\_\_  
Nicholas Schneider General Manager

1-27-25  
\_\_\_\_\_  
Date

**Attachments:**

1. 5100 Professional Services Sheet

**5100**

<b>Professional Services</b>	<b>Costs</b>
Western (Gage Maint./WR Rep.)	\$ 55,000
Western (Gage Repair)	\$ 8,000
Bennett (Stamp Dam Reporting)	\$ 5,000
Cal Fire (Growlersburg)	\$ 5,000
Infinity Tech (GIS)	\$ 2,500
<b>Total</b>	<b>\$ 75,500</b>

**5200**

<b>Professional Services</b>	<b>Costs</b>
Cal Fire (Growlersburg)	\$ 7,500
Infinity Tech (GIS)	\$ 2,500
<b>Total</b>	<b>\$ 10,000</b>

**5300**

<b>Professional Services</b>	<b>Costs</b>
A-Teem (Electrical Engineer)	\$ 8,000
Cal Fire (Growlersburg)	\$ 3,500
Holt (Generator Service)	\$ 13,250
Infinity Tech (GIS)	\$ 3,250
<b>Total</b>	<b>\$ 28,000</b>

**5400**

<b>Professional Services</b>	<b>Costs</b>
Cal Fire (Growlersburg)	\$ 1,250
Infinity Tech (GIS)	\$ 1,250
<b>Total</b>	<b>\$ 2,500</b>

**5600**

<b>Professional Services (100-5600-51300)</b>	<b>Costs</b>
Document Destruction	\$ 500
Financial Advisors (Optimized IP)	\$ 12,000
IT services	\$ 4,500
Office Cleaning Services	\$ 5,500
Pest Control	\$ 2,000
Pre-employment screening	\$ 100
Cost of Service Analysis (WRE)	\$ 50,000
Tyler eCheck UB fees	\$ 1,250
Tyler Tech Acct. Software Maintenance	\$ 25,000
Utility Billing (Infosend)	\$ 14,500
Water Transfer (Zanjero PSA)	\$ 15,000
<b>TOTAL</b>	<b>\$ 130,350</b>

**6100**

<b>Professional Services (200-6100-51300)</b>	<b>Costs</b>
GW Monitoring - West Shore (NT)	\$ 12,000
CDS Emergency	\$ 5,500
CDS Maintenance	\$ 6,500
Holt generator Service	\$ 2,000
Cal Fire (Growlersburg)	\$ 2,500
Rate Study	\$ 45,000
<b>Total</b>	<b>\$ 73,500</b>