

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

Special Notation:

Director David Halpin will participate in this meeting from a satellite location via telephone.

The Public may participate in all Open Session portions of this meeting from this location.

The specifics of his location, while participating in this meeting, are as follows:

1192 Walterwalk Dr., Holland, Michigan 49423

TUESDAY, MARCH 13, 2018
2:00 P.M.

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.
-

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

2. ADOPTION OF AGENDA

- 3. PUBLIC FORUM** – Any member of the public may address the Board on any matter within the jurisdictional authority of the District. Public members desiring to provide comments, must be recognized by the Board President, and speak from the podium. Comments must be directed only to the Board. The public should address the Board members during the public meetings as President, Vice President, or Director, followed by the Board member's individual last name. The Board will hear communications on matters not on the agenda, but no action will be taken. No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the President, of that person's privilege of address.

4. CONSENT CALENDAR

A. Approval of Minutes

1. Regular Meeting of January 9, 2018

B. Financial Reports

1. Month End Cash Disbursements Report
2. Statement of Cash and Investment Balances

5. INFORMATIONAL ITEMS

A. President's

B. Board Reports

C. General Manager's Report

D. Operation Manager's Report

E. ALT Treatment Plant Update

F. Finance Committee Report

6. NEW BUSINESS

A. Receive and File Prior Year Water Supply and Demand Report

Possible Board Action: Receive and File

B. Receive Mid-Year Budget Report and Approve Associated Budget Adjustments

Possible Board Action: Receive and file Budget Report. Adopt resolution approving Budget Adjustment.

C. Review and Adopt Resolution Approving the Low-Income Rate Assistance Program

D. Possible Board Action: Review Low-Income Rate Assistance Program and adopt Resolution 2018-4 if moving forward.

E. Acknowledge the Valuable Service provided by Donna Bruss on the Finance Committee, Remove Donna Bruss from the committee, consider resolution increasing Finance Committee membership to seven (7), and consider appointment of Ken Pauley and Michael Saunders to the Finance Committee

Possible Board Action: Adopt Resolution 2018- removing Donna Bruss from the Finance Committee. Adopt Resolution 2018- Increasing Finance Committee Membership to seven (7). Adopt Resolution 2018- appointing Ken Pauley and Michael Saunders.

F. Review and Provide Direction Regarding Implementation of a Level Pay Plan for Irrigation Customers

Possible Board Action: Review issues related to a level pay plan and provide direction to Staff

G. Review and Provide Direction for Update of Irrigation Ordinance

Possible Board Action: Review plan for potential update of irrigation ordinance and provide direction to Staff

7. Board Discussion

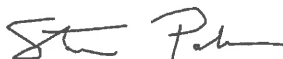
A. Time of Board Meetings (Requested by Director Souza)

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.

9. ADJOURN TO CLOSED SESSION - CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (one potential case).

10. NEXT MEETING DATE AND ADJOURNMENT – Next regular meeting is April 10, 2018, at 2:00 PM, at the Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, CA 95634.

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 March 9, 2017.



Steven Palmer, PE, General Manager

March 9, 2018

Date

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

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

The meeting was called to order at 2:06 PM.

Directors Present: David Halpin (by conference call), Jesse Hanschild, David Souza, Lon Uso, Dane Wadle.

Staff Present: General Manager Steven Palmer, Operations Manager Darrell Creeks, Engineering Consultant George Sanders, Management Analyst Christina Cross. Legal Counsel: Barbara Brenner, Churchwell White, LLP.

2. ADOPTION OF AGENDA

Motion by Director Souza to adopt the agenda. Second by Director Hanschild.

Vote:

Ayes: Halpin, Hanschild, Souza, Uso, Wadle

The motion passed unanimously.

- 3. PUBLIC FORUM** – Any member of the public may address the Board on any matter within the jurisdictional authority of the District. Public members desiring to provide comments, must be recognized by the Board President, and speak from the podium. Comments must be directed only to the Board. The public should address the Board members during the public meetings as President, Vice President, or Director, followed by the Board member's individual last name. The Board will hear communications on matters not on the agenda, but no action will be taken. No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the President, of that person's privilege of address.

A member of the public from Greenwood raised a concern regarding the safety of the ALT crossing at Sliger Mine Road and recommended its repair.

A member of the public requested that the Board consider adopting a Water Bill of Rights within the guidelines of Prop 218.

Cindy Garcia, a member of the GDPUD Finance Committee, asked that Strategic Planning documents and CIP and planned grant and loan projects be made available prior to the [budget] workshop to minimize time spent at the workshop. She also requested to have the financial information that went into the rate study, the information that was provided to Jon Van den Bergh. Ms. Garcia proposed that the agenda for the next meeting include an item for discussion about the District's billing processes and procedures.

A member of the public asked about the process for receiving irrigation water and the annual application period of January 1 through March 31.

Steven Dowd addressed the Board regarding the December water billing and the recent water rate increase. He also requested that the Directors donate their \$400 monthly compensation to the financial assistance fund for low income rate payers.

4. **CONSENT CALENDAR**

A. Approval of Minutes

1. Regular Meeting of January 9, 2018

B. Financial Reports

1. Month End Cash Disbursements Report
2. Statement of Cash and Investment Balances

Motion by Director Hanschild to approve the Consent Calendar. Second by Director Souza.

Vote:

Ayes: Halpin, Hanschild, Souza, Uso, Wadle

The motion passed unanimously.

5. **INFORMATIONAL ITEMS**

A. President's Report

Director Uso recently met with leaders and staff of other water agencies to discuss the direction the State is going with respect to water. He stated that clearly it is the ultimate goal of the State to take charge of our water. All water agencies throughout the state should come together. Although there are different ideas of how water should be utilized in different parts of the state, what we do have in common is that we have a State Water Board that is not working in the best interest of all the agencies in the state. Director Uso would like to continue to participate with this group and work to bring all agencies together to speak with one voice so we can enjoy the use of our own water for a long time.

B. Board Reports

There were no Board reports.

C. General Manager's Report

Steve Palmer provided a summary of his written report.

Staffing: *Internal recruitment is underway to give current interested employees an opportunity to apply for the open Wastewater Technician position. External recruitment is underway to fill the open Administrative Aide I position.*

Rates: The newly adopted rates are now effective, and customers have received their bills. He reiterated that if customers are enrolled in autopay through another provider, such as their bank, they need to check with their provider regarding their autopay settings. Staff is receiving a lot of calls regarding the new rate structure.

Audit: Staff has released a Request for Proposals for auditing services. Since the District has a completely new management team and several Board members that were not involved in the selection of the current auditor, Staff felt it was appropriate to solicit proposals from qualified firms. Proposals are due on March 23, 2018. Approval of a new agreement will be presented to the Board at a future meeting.

Public Records Act Requests: The office has been inundated with Public Records Act requests recently. Generally, the District is required by State law to respond no later than 10 calendar days from receipt of the request. During the last two weeks of February, the District received 11 Public Records Act requests. This is an unusually high volume as the District historically has received 13 or fewer requests in an entire year. Responding to this large volume of requests in a short period of time places a large burden on staff.

FY 2018-19 Budget Preparation: The GM provided a tentative timeline for the adoption of the budget. A strategic planning session is scheduled for March 30. The theme will be "Creating Stability and Looking to the Future." An agenda will be out shortly. A draft budget will be presented to the Finance Committee on April 17. The final draft budget will be presented to the Board in a joint meeting with the Finance Committee on May 8, with the final budget presented for adoption by the Board on June 17. The May and June presentations will also include a Five-Year CIP update.

Director Uso asked about moving the strategic planning meeting to a Saturday. Mr. Palmer responded that 1) the agenda will be made public prior to the meeting, and it will be specific enough that anyone can submit comments or questions prior to the meeting, and 2) there is not enough time to reschedule to another date and venue without pushing it out to May.

Director Wadle noted that in his experience Saturdays don't usually work for a variety of reasons and that he prefers to stick to the March 30 date.

An independent facilitator will be drawing input from all participants: the Board, the GM and staff, and customers.

Mr. Palmer reviewed upcoming agenda items.

Bonnie Neeley of Georgetown stated her concerns regarding the plans of the District and the strategic planning session scheduled for March 30.

D. Operation Manager's Report

Darrell Creeks provided a summary of his report. Everything is going well in the system. The system sampling coming back good. Stumpy is still spilling.

E. ALT Treatment Plant Update

George Sanders provided a slide show to enhance his written report and update. This month's activities continue to focus on the filter building, chemical storage room, office area, and lab.

Mr. Saunders reported on the status of the work being done by various contractors. He further reported that no change orders were processed during the current reporting period.

The District has received seven reimbursement payments from the State Revolving Fund Loan Agreement (SRF) for a total amount of \$4,870,205. At the time of this report, the District has one outstanding reimbursement request, in the amount of \$891,256.

Director Uso commended staff for keeping this project on time and on budget and for the overall management of the project and high quality of work being performed.

Director Wadle asked for clarification regarding the one last reimbursement request from the SRF. Mr. Saunders clarified that he was referring to the February reporting period, not the entire term of the project. There will be more reimbursement requests each month.

Director Uso also noted that there has been some misconception in the community regarding who benefits from the treatment plant located at Auburn Lake Trails (ALT). This plant services the north end of the District, about half of the customers in the District, not just the residents of ALT.

F. Finance Committee Report

Rick Gillespie, Finance Committee Chair, reported that the Committee met on February 20, which was the first meeting for some time. The following officers were elected: Rick Gillespie, Chair; Cindy Garcia Vice Chair. The next item looked at was the mid-year budget review, making sure that the District is in line with the budget.

The next regular meeting will be Tuesday, March 20.

6. NEW BUSINESS

A. Receive and File Prior Year Water Supply and Demand Report

Possible Board Action: Receive and File.

Mr. Creeks introduced Adam Brown, the District's new Water Quality Manager. Mr. Brown reported that the Water Quality Report is a snapshot into the District's yearly use and the supply and demand of our treated and untreated water. It tracks water sold for residential and commercial use.

The report was received and filed.

B. Receive Mid-Year Budget Report and Approve Associated Budget Adjustments

Possible Board Action: Receive and file Budget Report. Adopt resolution approving Budget Adjustment.

Mr. Creeks introduced the new Management Analyst, Christina Cross. Director Uso congratulated Ms. Cross on her new position. Ms. Cross reported the following:

Revenues: At the end of the second quarter, the water operating fund revenues were at 34.8% of the budgeted amount. Residential water sales were at 58.4%, commercial water sales were at 61.2%, and irrigation sales at 53.4%. Property tax revenues were not received during the first and second quarters, but in January some revenue came in and it was at 54% of projected annual receipts. Wastewater operating fund revenues are at 54.5% of the budgeted amount.

Expenditures: At the end of the first two quarters, water operating fund expenditures were at 43.1% of the budgeted amount, and wastewater operating fund expenditures were at 42.9% of the budgeted amount.

Many unexpected emergencies, water line breaks, and water line leaks are having a measurable impact on overtime, materials and supplies, and vehicle operations. Overtime expenses are running higher than expected at this point in the fiscal year. Across all water divisions, administration, and customer service, overtime expenditures are averaging 55%. At this point in time, it appears that this increase in overtime expenditures requires a budget increase of \$15,146.

Materials and supplies are also higher than expected at this point in the year due to unplanned water line breaks and leaks. Materials and supplies expenses across all water departments are at approximately 61% of the annual budget for this item. A budget increase of \$18,000.00 for materials and supplies is recommended to allow for purchases of materials and supplies for the remainder of the year.

Vehicle operations expenses are also higher than expected at this point in the year. Across all water divisions, vehicle operations expenses are at approximately 66% of the annual budget for this item at mid-year. A budget increase of \$8,000.00 is required.

All wastewater operating expenditures during the first quarter are within expected ranges for this point in the fiscal year.

Director Wadle asked if there might be potential savings in other areas that could offset higher expenses. Ms. Cross responded that staff had already adjusted other accounts.

Motion by Director Hanschild to adopt Resolution 2018-12 authorizing the Mid-Year Budget Adjustment. Second by Director Halpin.

Public Comment: Mike Saunders commented that the over-budget items were on the vehicle maintenance and pipes, and regular maintenance on pipes and vehicles will offset the emergency fund. Director Uso agreed, citing the July 4 emergency as an example.

Vote:

Ayes: Halpin, Hanschild, Souza, Uso, Wadle

The motion passed unanimously.

C. Review and Adopt Resolution Approving the Low-Income Rate Assistance Program

Possible Board Action: Review Low-Income Rate Assistance Program and adopt Resolution 2018-4 if moving forward.

Ms. Cross presented the staff report for this item. During the January 9, 2018, Regular Board Meeting a low-income rate assistance program for treated water customers was presented. The Board of Directors requested that this item be brought back to the March 13 meeting along with the Mid-Year Budget Review. Legal Counsel reviewed the item and found no issues with it. Barbara Brenner confirmed, stating that she had no suggestions for modifications or any concerns from a legal perspective.

Director Uso provided some background stating that the Board set aside \$35,000 from ad valorem tax revenue. He explained that the funds must come from a source other than rate payer revenue to set up anything not directly related to the operation of the District.

Mr. Palmer provided a summary. The funds will be disbursed upon a first come, first served basis until the money that was set aside has been allocated. Any rate payer can apply, based either upon participation in the PG&E CARE program (as verified by their PG&E bill), or based upon District parameters. The Board can act every year to set aside a certain amount of money for the program through the budgeting process. This assistance is for residential treated water customers only, and discounts go to the account holder.

Director Halpin asked if the \$15,000 identified by staff as administrative cost to the program would be paid from the \$35,000 set aside for the program. There was some discussion between the Directors and Legal Counsel as to how to make sure the entire \$35,000 is allocated to the program.

Director Uso asked if it is possible to make this retroactive to the last billing cycle. Mr. Palmer said he would have to look into this with Legal Counsel.

Motion by Director Hanschild to adopt Resolution 2018-04 Low-Income Rate Assistance Project starting with the next billing cycle using ad valorem funds, and allowing the General Manager to vet the possibility of making the program retroactive to the January-February 2018 billing cycle. Second by Director Souza.

Public Comment:

Ms. Garcia asked if ad valorem funds can be used for administrative work. Ms. Brenner answered "Yes."
+

Ms. Neeley commented that it shouldn't take much administrative work to process applications from people on the CARE program.

Vote:

Ayes: Hanschild, Souza, Uso

Noes: Halpin, Wadle

The motion passed on a 3-2 vote.

- D. Acknowledge the Valuable Service provided by Donna Bruss on the Finance Committee, remove Donna Bruss from the committee, consider resolution increasing Finance Committee membership to seven (7), and consider appointment of Ken Pauley and Michael Saunders to the Finance Committee**

Possible Board Action: Adopt Resolution 2018- removing Donna Bruss from the Finance Committee. Adopt Resolution 2018- increasing Finance Committee Membership to seven (7). Adopt Resolution 2018- appointing Ken Pauley and Michael Saunders.

Mr. Palmer summarized the staff report.

Director Uso recognized the service and fine work of Finance Committee Member Donna Bruss.

Motion by Director Hanschild to adopt Resolution 2018-13 Recognizing Donna Bruss for Her Service and Removing Her from the Finance Committee. Second by Director Souza.

Public Comment: There was no public comment.

Vote:

Ayes: Halpin, Hanschild, Souza, Uso, Wadle

The motion passed unanimously.

Motion by Director Hanschild to adopt Resolution 2018-14 Providing Role and Responsibilities of the Finance Committee and correcting Exhibit A 4) to "no more than seven." Second by Director Souza.

Public Comment: There was no public comment.

Vote:

Ayes: Halpin, Hanschild, Souza, Uso, Wadle

The motion passed unanimously.

Motion by Director Hanschild to adopt Resolution 2018-15 Confirming Appointments to the Finance Committee appointing both Ken Pauley and Michael Sanders to the Finance Committee. Second by Director Souza.

Mike Saunders introduced himself and described his background and qualifications.

Ken Pauley introduced himself and described his background and qualifications.

Rick Gillespie spoke in favor of increasing the Finance Committee to seven members.

Public Comment: There was no public comment.

Vote:

Ayes: Halpin, Hanschild, Souza, Uso, Wadle

The motion passed unanimously.

E. Review and Provide Direction Regarding Implementation of a Level Pay Plan for Irrigation Customers

Possible Board Action: Review issues related to a level pay plan and provide direction to Staff.

Mr. Palmer listed several points the Board might want to consider before moving to a level pay plan for irrigation customers. There was some discussion.

The Board instructed Staff to continue to explore the issue and bring a recommendation to the May 2018 Board Meeting.

F. Review and Provide Direction for Update of Irrigation Ordinance

Possible Board Action: Review plan for potential update of irrigation ordinance and provide direction to Staff.

Mr. Palmer recommended the Board hold at least one public workshop with the goal of gathering suggestions for updates and changes to the irrigation ordinance. This workshop would not be a Board meeting and would be run by Staff as a forum to receive suggestions for consideration. The second step of this process would be for Staff to analyze these suggestions and bring the suggestions and corresponding analysis to the Board for direction. Pending that direction from the Board, Staff could prepare a new ordinance regarding irrigation rules and regulations for Board action. Mr. Palmer further stated that scheduling the workshop during late April or early May would allow sufficient time to develop a program for the workshop and provide notice to customers well in advance of the workshop.

Director Uso stated that he would like the Board to be included in that workshop. Director Halpin agreed, saying it is helpful to keep the Board involved in these public discussions.

There was some discussion between the Board, Legal Counsel, and Staff on the nature of public workshops generally. It was clarified that a public workshop must be noticed according to the Brown Act, there can be input and comments from all participants – Staff, Directors, and the public – but no decisions can be made, and Directors cannot give direction to Staff. It is strictly a public dialogue.

There were some comments from the public revolving around the degree of participation by the Board Directors at the workshop and the comfort level of the irrigation customers to speak freely in the presence of Board Members.

Director Uso confirmed that Staff will organize a public workshop.

7. Board Discussion

A. Time of Board Meetings (Requested by Director Souza)

Director Souza said that he had been approached a few members of the public who would like to see the 2:00 PM Board Meetings moved to a morning schedule, such as 9:00 or 10:00 A.M. and recommended that change.

Director Hanschild commented that there are many items coming up on the April and May agendas, and there may be people who are expecting to come to these meetings at 2:00 P.M. He therefore recommended that any change in the time of day for Board meetings be brought to the Board for discussion later.

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.

There being no further comments, the Board adjourned to closed session at 4:50 P.M.

9. **ADJOURN TO CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (one potential case).**

The Board returned to open session at 6:04 P.M. and reported that no action was taken in closed session.

10. **NEXT MEETING DATE AND ADJOURNMENT** – Next regular meeting is April 10, 2018, at 2:00 PM, at the Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, CA 95634.

The meeting adjourned at 6:04 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 March 9, 2017.



Steven Palmer, PE, General Manager



Date

GDPUD BOARD MEETING OF MARCH 13,
2018

AGENDA ITEM 4B.1

MONTH END CASH DISBURSEMENTS
REPORT

Date...: Mar 9, 2018
Time...: 3:11 pm
Run by.: Hannah Schnetz

Georgetown Divide PUD
BOARD CHECK REVIEW

Page: 1
List: BOAR
ID #: PYDMPH

Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
028620	02/14/18	AFL01	AMERICAN FAMILY LIFE INS	AFLAC Premiums	.00
028620	02/14/18	AFL01	AMERICAN FAMILY LIFE INS	AFLAC Premiums	1596.50
Sub-Total:(1)					1596.50
Sub-Count: 2					
028621	02/14/18	CAL18	California State Disbursement	PAYROLL CLEARING-N. TILMAN	366.92
Sub-Total:(1)					366.92
Sub-Count: 1					
028622	02/14/18	ICM02	ICMA-R.T.-457 (ee)	Payroll withholding-ICMA	1349.75
Sub-Total:(1)					1349.75
Sub-Count: 1					
028623	02/14/18	IUO01	IUOE, LOCAL 39	Union Dues Payable-LOCAL 39	346.17
Sub-Total:(1)					346.17
Sub-Count: 1					
028624	02/14/18	IUO02	PEU LOCAL #1	UNION DUES-LOCAL 1	190.14
Sub-Total:(1)					190.14
Sub-Count: 1					
028625	02/28/18	CAL18	California State Disbursement	PAYROLL CLEARING-N.TILMAN	366.92
Sub-Total:(1)					366.92
Sub-Count: 1					
028626	02/28/18	ICM02	ICMA-R.T.-457 (ee)	Payroll withholding-ICMA	1349.75
Sub-Total:(1)					1349.75
Sub-Count: 1					
028627	02/28/18	IUO01	IUOE, LOCAL 39	Union Dues Payable-LOCAL 39	346.17
Sub-Total:(1)					346.17
Sub-Count: 1					
028628	02/28/18	IUO02	PEU LOCAL #1	UNION DUES-LOCAL 1	213.37
Sub-Total:(1)					213.37
Sub-Count: 1					
028629	02/28/18	AAR01	AARP MEDICARERX SAVER PLUS, PD	AARP MEDICARE DAVIS MARCH 2018	44.20
Sub-Total:(1)					44.20
Sub-Count: 1					
028630	02/28/18	ADT01	ADT SECURITY SERVICES	SECURITY SERVICE 2/21-3/20/18 6425 MAIN ST	153.84
Sub-Total:(1)					153.84
Sub-Count: 1					
028631	02/28/18	ANS01	ANSWERING SPECIALISTS INC	JAN 2018 ANSWERING SERVICE	69.95
028631	02/28/18	ANS01	ANSWERING SPECIALISTS INC	FEB 2018 ANSWERING SERVICE	71.00
Sub-Total:(1)					140.95
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028632	02/28/18	ATT02	AT&T	UTILITIES-PHONE 530-885-6287 2/14-3/13/18	153.20
028632	02/28/18	ATT02	AT&T	UTILITIES-PHONE 530-333-1119 2/14-3/13/18	153.20
028632	02/28/18	ATT02	AT&T	UTILITIES-PHONE 234-371-7957 2/14-3/13/18	66.91
028632	02/28/18	ATT02	AT&T	UTILITIES-PHONE 530-333-9442 2/14-3/13/18	104.22

Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
028632	02/28/18	ATT02	AT&T	UTILITIES-PHONE 234-343-7252 2/14-3/13/18	66.91
028632	02/28/18	ATT02	AT&T	UTILITIES-PHONE 530-333-4356 2/14-3/13/18	154.71
028632	02/28/18	ATT02	AT&T	UTILITIES-PHONE 530-333-4356 2/14-3/13/18	154.71
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Sub-Count: 8					
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028633	02/28/18	BLU01	ANTHEM BLUE CROSS	PREPAID HEALTH INSURANCE J. MANZER 3/1-3/31/18	298.35
028633	02/28/18	BLU01	ANTHEM BLUE CROSS	PREPAID HEALTH INSURANCE W. MANZER 3/1-3/31/18	298.35
028633	02/28/18	BLU01	ANTHEM BLUE CROSS	PREPAID HEALTH INSURANCE R. PRINCE JR 3/1-3/31/18	234.81
028633	02/28/18	BLU01	ANTHEM BLUE CROSS	PREPAID HEALTH INSURANCE M. WILSON 3/1-3/31/18	298.35
Sub-Total: (1)					1728.03
Sub-Count: 5					
028634	02/28/18	BLU06	BLUE SHIELD OF CALIFORNIA	PREPAID HEALTH INSURANCE MARIE DAVIS 3/1-5/31/18	533.00
Sub-Total: (1)					533.00
Sub-Count: 1					
028635	02/28/18	DEL05	DELAGE LANDEN, INC	KONICA COPIER CONTRACT 2/1-2/28/18	228.20
028635	02/28/18	DEL05	DELAGE LANDEN, INC	FORMAX FOLDING MACHINE CONTRACT 2/1-2/28/18	185.65
Sub-Total: (1)					413.85
Sub-Count: 2					
028636	02/28/18	FER01	FERRELLGAS	Utilities-PROPANE	538.65
Sub-Total: (1)					538.65
Sub-Count: 1					
028637	02/28/18	GEO02	GEORGETOWN GAZETTE	NOTICE TO BIDDERS, RECOATING WLTP #2 STORAGE TANK	78.31
028637	02/28/18	GEO02	GEORGETOWN GAZETTE	NOTICE TO PROPOSERS-RECOATING WLTP #2 STORAGE TANK	66.48
Sub-Total: (1)					144.79
Sub-Count: 2					
028638	02/28/18	MED01	MEDICAL EYE SERVICES	VISION INSURANCE MARCH 2018	18.74
028638	02/28/18	MED01	MEDICAL EYE SERVICES	VISION INSURANCE MARCH 2018	46.85
028638	02/28/18	MED01	MEDICAL EYE SERVICES	VISION INSURANCE MARCH 2018	18.74
028638	02/28/18	MED01	MEDICAL EYE SERVICES	VISION INSURANCE MARCH 2018	46.85
028638	02/28/18	MED01	MEDICAL EYE SERVICES	VISION INSURANCE MARCH 2018	28.11
028638	02/28/18	MED01	MEDICAL EYE SERVICES	VISION INSURANCE MARCH 2018	191.11
028638	02/28/18	MED01	MEDICAL EYE SERVICES	VISION INSURANCE MARCH 2018	9.37
Sub-Total: (1)					359.77
Sub-Count: 7					
028639	02/28/18	ONT01	ONTRAC	ONTRAC DELIVERY SERVICE	16.26
Sub-Total: (1)					16.26
Sub-Count: 1					
028640	02/28/18	PAC02	PACIFIC GAS & ELECTRIC	Utilities-ELECTRIC 9644745072-5 1/18/18-2/15/18	61.58
028640	02/28/18	PAC02	PACIFIC GAS & ELECTRIC	Utilities-ELECTRIC 1383483826-3 1/16/18-2/13/18	47.05
028640	02/28/18	PAC02	PACIFIC GAS & ELECTRIC	Utility-Electric 8019291332-7 1/17-2/14/18	29.29
028640	02/28/18	PAC02	PACIFIC GAS & ELECTRIC	Utility-ELECTRIC 9592050405-7 1/17-2/14/18	25.75
028640	02/28/18	PAC02	PACIFIC GAS & ELECTRIC	UTILITY ELECTRIC 7269328928-1 1/17-2/14/18	19.06
028640	02/28/18	PAC02	PACIFIC GAS & ELECTRIC	UTILITY ELECTRIC 9103062795-3 1/18-2/15/18	222.09
028640	02/28/18	PAC02	PACIFIC GAS & ELECTRIC	Utility-Electric 0800178691-5 1/16-2/13/18	48.86
028640	02/28/18	PAC02	PACIFIC GAS & ELECTRIC	UTILITY ELECTRIC 2102211877-8 1/16-2/13/18	140.59
028640	02/28/18	PAC02	PACIFIC GAS & ELECTRIC	UTILITY ELECTRIC 7804325001-4 1/13-2/13/18	.00
028640	02/28/18	PAC02	PACIFIC GAS & ELECTRIC	UTILITY ELECTRIC 2060545213-3 1/16-2/13/18	454.68
028640	02/28/18	PAC02	PACIFIC GAS & ELECTRIC	UTILITY ELECTRIC 2060545213-3 1/16-2/13/18	151.55
028640	02/28/18	PAC02	PACIFIC GAS & ELECTRIC	UTILITY ELECTRIC 6228064022-8 1/18-2/15/18	499.22
Sub-Total: (1)					1699.72
Sub-Count: 12					

Date...: Mar 9, 2018
Time...: 3:11 pm
Run by.: Hannah Schnetz

Georgetown Divide PUD
BOARD CHECK REVIEW

Page: 3
List: BOAR
ID #: PYDMPH

Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
028641	02/28/18	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE MARCH 2018	182.46
028641	02/28/18	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE MARCH 2018	243.28
028641	02/28/18	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE MARCH 2018	60.82
028641	02/28/18	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE MARCH 2018	304.10
028641	02/28/18	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE MARCH 2018	121.64
028641	02/28/18	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE MARCH 2018	2007.43
028641	02/28/18	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE MARCH 2018	121.64
Sub-Total: (1)					3041.37
Sub-Count: 7					
028642	02/28/18	PRO04	PAUL FUNK	CLEANING SERVICE FEB 2018	250.00
Sub-Total: (1)					250.00
Sub-Count: 1					
028643	02/28/18	ROB02	ROBINSON ENTERPRISES	T & D RAW WATER FUEL USAGE ALLOCATION	442.47
028643	02/28/18	ROB02	ROBINSON ENTERPRISES	WATER TREATMENT FUEL USAGE ALLOCATION	204.56
028643	02/28/18	ROB02	ROBINSON ENTERPRISES	T & D TREATED WTR FUEL USAGE ALLOCATION	975.60
028643	02/28/18	ROB02	ROBINSON ENTERPRISES	ZONE FUEL USAGE ALLOCATION	88.60
028643	02/28/18	ROB02	ROBINSON ENTERPRISES	UPCOUNTRY FUEL USAGE ALLOCATION	162.60
028643	02/28/18	ROB02	ROBINSON ENTERPRISES	ADMIN. FUEL USAGE ALLOCATION	.00
Sub-Total: (1)					1873.83
Sub-Count: 6					
028644	02/28/18	UNI06	UNITEDHEALTHCARE INSURANCE CO	PREPAID HEALTH INSURANCE D SCHWAGEL 3/1-3/31/18	149.25
Sub-Total: (1)					149.25
Sub-Count: 1					
028645	02/28/18	UNI07	UNITEDHEALTHCARE CLAIM DIVISIO	PREPAID HEALTH INSURANCE J ST DENNIS3/1-3/31/18	160.96
Sub-Total: (1)					160.96
Sub-Count: 1					
028646	02/28/18	WEL02	WELLS FARGO BANK, NA	WALTON LAKE ANNUAL RESERVE MAR 2018	2296.95
Sub-Total: (1)					2296.95
Sub-Count: 1					
028647	03/13/18	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS APRIL 2018	3555.47
028647	03/13/18	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS APRIL 2018	6630.22
028647	03/13/18	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS APRIL 2018	4959.05
028647	03/13/18	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS APRIL 2018	9556.39
028647	03/13/18	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS APRIL 2018	3896.26
028647	03/13/18	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS APRIL 2018	10681.30
028647	03/13/18	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS APRIL 2018	3867.71
028647	03/13/18	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS APRIL 2018	4090.46
Sub-Total: (1)					47236.86
Sub-Count: 8					
028648	03/13/18	ADT01	ADT SECURITY SERVICES	SECURITY SERVICE 3/20-4/19/18 8180 BALDERSTON RD	42.08
Sub-Total: (1)					42.08
Sub-Count: 1					
028649	03/13/18	ALL01	ALLEN KRAUSE	UNIT #35 REGULAR MAINTENANCE	327.77
028649	03/13/18	ALL01	ALLEN KRAUSE	UNIT #35 REGULAR MAINTENANCE	327.77
028649	03/13/18	ALL01	ALLEN KRAUSE	UNIT #35 REGULAR MAINTENANCE	327.77
028649	03/13/18	ALL01	ALLEN KRAUSE	UNIT #30 REGULAR MAINTENANCE	636.42
Sub-Total: (1)					1619.73
Sub-Count: 4					
028650	03/13/18	AME08	AMERICAN MESSAGING	MESSAGING SERVICE 3/1-5/31/18 PAGECOPY USE 2/23/18	34.61
Sub-Total: (1)					34.61
Sub-Count: 1					

Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
028651	03/13/18	AND01	ANDERSON'S SIERRA PIPE CO	Mat. & Supp. T&D Treated W TANK ADAPTER 2"	138.41
Sub-Total:(1)					138.41
Sub-Count: 1					
028652	03/13/18	BEA01	BUTTE EQUIPMENT RENTALS	AB ROCK FOR DISTRICT YARD	225.00
028652	03/13/18	BEA01	BUTTE EQUIPMENT RENTALS	AB ROCK FOR DISTRICT YARD	225.00
028652	03/13/18	BEA01	BUTTE EQUIPMENT RENTALS	SAND FOR DISTRICT YARD	400.00
028652	03/13/18	BEA01	BUTTE EQUIPMENT RENTALS	SAND FOR DISTRICT YARD	400.00
Sub-Total:(1)					1250.00
Sub-Count: 4					
028653	03/13/18	BEN04	BENNETT ENGINEERING SERVICES	PROFESSIONAL SERVICES THROUGH JANUARY 31, 2018	14796.04
Sub-Total:(1)					14796.04
Sub-Count: 1					
028654	03/13/18	BJP01	BJ PEST CONTROL	STERILIZE YARD	360.00
Sub-Total:(1)					360.00
Sub-Count: 1					
028655	03/13/18	CAL16	CALTRONICS BUSINESS SYSTEMS CO	KONICA COPIER CONTRACT 1/14/18-2/13/18	372.23
Sub-Total:(1)					372.23
Sub-Count: 1					
028656	03/13/18	CAR08	CSI	MONTHLY SERVICE FEE MARCH 2018	59.00
Sub-Total:(1)					59.00
Sub-Count: 1					
028657	03/13/18	CCS01	CCSINTERACTIVE	MONTHLY WEBSITE HOSTING	69.00
Sub-Total:(1)					69.00
Sub-Count: 1					
028658	03/13/18	CHU02	CHURCHWELL WHITE, LLP	PROFESSIONAL SERVICES THROUGH 01/31/18	24033.18
Sub-Total:(1)					24033.18
Sub-Count: 1					
028659	03/13/18	CLS01	CLS LABS	QUARTERLY DBP DIST. SYSTEM	422.00
028659	03/13/18	CLS01	CLS LABS	QUARTERLY 1,2,3 - TCP MONITORING	162.00
028659	03/13/18	CLS01	CLS LABS	ROUTINE DIST. SYST. BACTERIA	45.00
028659	03/13/18	CLS01	CLS LABS	MONTHLY TREATMENT - RAW	80.00
028659	03/13/18	CLS01	CLS LABS	ROUTINE DIST. SYST. BACTERIA	44.10
028659	03/13/18	CLS01	CLS LABS	ALT ZONE GROUNDWATER MONITORING PROGRAM	3308.48
028659	03/13/18	CLS01	CLS LABS	ROUTINE DIST. SYST. BACTERIA	44.10
028659	03/13/18	CLS01	CLS LABS	ROUTINE DIST. SYST. BACTERIA	44.10
Sub-Total:(1)					4149.78
Sub-Count: 8					
028660	03/13/18	CWS01	CORBIN WILLITS SYS. INC.	MONTHLY CHARGES FOR MARCH 2018	573.20
Sub-Total:(1)					573.20
Sub-Count: 1					
028661	03/13/18	DIV05	PLACERVILLE AUTO PARTS, INC	DEF FLUID FOR UNITS 10&11 DISTRIBUTION	64.31
028661	03/13/18	DIV05	PLACERVILLE AUTO PARTS, INC	WINTER BOOST	82.47
028661	03/13/18	DIV05	PLACERVILLE AUTO PARTS, INC	HEAD LIGHT LOW BEAM HALOGEN BULB	6.43
Sub-Total:(1)					153.21
Sub-Count: 3					

Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
028662	03/13/18	DWR01	DEPT. OF WATER RESOURCES	INTEREST - KELSEY NORTH CONTRACT #E58320	4363.62
028662	03/13/18	DWR01	DEPT. OF WATER RESOURCES	PRINCIPAL-KELSEY NORTH CONTRACT #E58320	11034.11
Sub-Total: (1)					15397.73
Sub-Count: 2					
028663	03/13/18	EC001	ECORP CONSULTING, INC.	JULY 11, 2017 PSA	110.00
Sub-Total: (1)					110.00
Sub-Count: 1					
028664	03/13/18	ELD16	EL DORADO DISPOSAL	UTILITIES-GARBAGE 6425 MAIN ST 2/1-2/28/18	103.58
028664	03/13/18	ELD16	EL DORADO DISPOSAL	UTILITIES-GARBAGE 3650 SWEETWATER 2/1-2/28/18	105.17
028664	03/13/18	ELD16	EL DORADO DISPOSAL	UTILITIES-GARBAGE 8180 BALDERSTON 2/1-2/28/18	105.17
Sub-Total: (1)					313.92
Sub-Count: 3					
028665	03/13/18	EN201	EN2 RESOURCES, INC	PROFESSIONAL SERVICES THROUGH JANUARY 31 2018	533.50
Sub-Total: (1)					533.50
Sub-Count: 1					
028666	03/13/18	FO001	FOOTHILL ASSOCIATES	PROFESSIONAL SERVICES TO JANUARY 31, 2018	130.05
Sub-Total: (1)					130.05
Sub-Count: 1					
028667	03/13/18	FRE05	FREELANCE TECHNOLOGIES, INC	MELISSA+4 1 YEAR SUBSCRIPTION 4/30/18-4/30/19	895.00
Sub-Total: (1)					895.00
Sub-Count: 1					
028668	03/13/18	GAR02	GARDEN VALLEY FEED & HDW.	MATERIALS AND SUPPLIES	77.25
Sub-Total: (1)					77.25
Sub-Count: 1					
028669	03/13/18	GEI02	GEI Consultants, Inc.	2017 PROFESSIONAL SERVICE AGREEMENT	863.00
Sub-Total: (1)					863.00
Sub-Count: 1					
028670	03/13/18	GEO01	GEORGETOWN ACE HDW	PO#017702 - SHOVELS FOR TRUCK #34	19.48
028670	03/13/18	GEO01	GEORGETOWN ACE HDW	PO#017702 - SHOVELS FOR TRUCK #34	19.47
028670	03/13/18	GEO01	GEORGETOWN ACE HDW	PO#017702 - SHOVELS FOR TRUCK #34	19.47
028670	03/13/18	GEO01	GEORGETOWN ACE HDW	GAS FOR TORCHES	38.57
028670	03/13/18	GEO01	GEORGETOWN ACE HDW	PROPANE FOR TORCHES	11.54
028670	03/13/18	GEO01	GEORGETOWN ACE HDW	SCREWS & DRIVER BIT	12.43
028670	03/13/18	GEO01	GEORGETOWN ACE HDW	3 SPRAY CANS, 1 CAN ACETONE, 3 CANS PRIMER	42.29
028670	03/13/18	GEO01	GEORGETOWN ACE HDW	PO#017702 - SHOVELS FOR TRUCK #34	19.47
028670	03/13/18	GEO01	GEORGETOWN ACE HDW	PO#017702 - SHOVELS FOR TRUCK #34	19.47
028670	03/13/18	GEO01	GEORGETOWN ACE HDW	PO#017702 - SHOVELS FOR TRUCK #34	19.48
028670	03/13/18	GEO01	GEORGETOWN ACE HDW	MATERIALS AND SUPPLIES	34.21
028670	03/13/18	GEO01	GEORGETOWN ACE HDW	BOLTS & NUTS & RED HEADS	154.19
028670	03/13/18	GEO01	GEORGETOWN ACE HDW	DITCH - SAWS, PVC, BALL VALVE, GLUE & PRIMER	89.48
028670	03/13/18	GEO01	GEORGETOWN ACE HDW	PO#017695 - MATERIALS AND SUPPLIES	728.11
028670	03/13/18	GEO01	GEORGETOWN ACE HDW	PO#017695 - MATERIALS AND SUPPLIES	6.37
Sub-Total: (1)					1234.03
Sub-Count: 15					
028671	03/13/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	PO#017699 - MATERIALS AND SUPPLIES	157.30
028671	03/13/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	PO#017703 - ZONE	9.85
028671	03/13/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	PO#017699 - PRESSURE TREATED 2X12X12	69.26
Sub-Total: (1)					236.41
Sub-Count: 3					

Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
028672	03/13/18	GEO12	GEORGE SANDERS	CABY - DITCH LINING PROJECT	3626.95
028672	03/13/18	GEO12	GEORGE SANDERS	AUBURN LAKE TRAILS WATER TREATMENT PLANT PROJECT	3037.00
Sub-Total: (1)					6663.95
Sub-Count: 2					
028673	03/13/18	GEO15	GEOCON CONSULTANTS INC	PROFESSIONAL SERVICES FROM 1/1/18-1/28/18	985.00
Sub-Total: (1)					985.00
Sub-Count: 1					
028674	03/13/18	HAC01	HACH COMPANY	QUARTERLY REAGENTS FOR TREATMENT PLANTS	702.27
028674	03/13/18	HAC01	HACH COMPANY	TRAINING CLASSES:JEFF P. 3/7/18 + MARTY C. 3/6/18	250.00
Sub-Total: (1)					952.27
Sub-Count: 2					
028675	03/13/18	MJT01	MJT ENTERPRISES, INC.	MEGHAN B JONES-TEMP EMPLOYEE WAGES 1/1/18-1/7/18	340.85
028675	03/13/18	MJT01	MJT ENTERPRISES, INC.	CYNTHIA ADAMSON-TEMP EMPLOYEE WAGES 1/29/18-2/4/18	621.22
028675	03/13/18	MJT01	MJT ENTERPRISES, INC.	GLORIA O. (BOARD) TEMP EMPLOYEE WAGES 1/29/18-2/4/18	313.60
028675	03/13/18	MJT01	MJT ENTERPRISES, INC.	GLORIA O. (CABY) TEMP EMPLOYEE WAGES 1/29/18-2/4/18	215.60
028675	03/13/18	MJT01	MJT ENTERPRISES, INC.	GLORIA O. (ALT) TEMP EMPLOYEE WAGES 1/29/18-2/4/18	58.80
028675	03/13/18	MJT01	MJT ENTERPRISES, INC.	CYNTHIA ADAMSON-TEMP EMPLOYEE WAGES 2/5/18-2/11/18	527.76
028675	03/13/18	MJT01	MJT ENTERPRISES, INC.	GLORIA O. (ALT) TEMP EMPLOYEE WAGES 2/5/18-2/11/18	19.60
028675	03/13/18	MJT01	MJT ENTERPRISES, INC.	GLORIA O. (CABY) TEMP EMPLOYEE WAGES 2/5/18-2/11/18	39.20
028675	03/13/18	MJT01	MJT ENTERPRISES, INC.	GLORIA O. (BOARD) TEMP EMPLOYEE WAGES 2/5/18-2/11/18	774.20
028675	03/13/18	MJT01	MJT ENTERPRISES, INC.	CYNTHIA ADAMSON-TEMP EMPLOYEE WAGES 2/12-2/18/18	703.68
028675	03/13/18	MJT01	MJT ENTERPRISES, INC.	GLORIA O. (ALT) TEMP EMPLOYEE WAGES 2/12/18-2/18/18	78.40
028675	03/13/18	MJT01	MJT ENTERPRISES, INC.	GLORIA O. (BOARD) TEMP EMPLOYEE WAGES 2/12-2/18/18	548.80
Sub-Total: (1)					4241.71
Sub-Count: 12					
028676	03/13/18	NEX00	NEXGEN	2017 PROFESSIONAL SERVICE AGREEMENT	60890.00
Sub-Total: (1)					60890.00
Sub-Count: 1					
028677	03/13/18	PAC02	PACIFIC GAS & ELECTRIC	ACCT#7727208388-0 WALTON 1/30/18-2/28/18	2351.78
028677	03/13/18	PAC02	PACIFIC GAS & ELECTRIC	ACCT#0967683154-9 ALT 1/26/18-2/26/18	6182.72
Sub-Total: (1)					8534.50
Sub-Count: 2					
028678	03/13/18	POW01	POWERNET GLOBAL COMM.	Utilities-LONG DISTANCE 1/19/18-2/19/18	161.64
Sub-Total: (1)					161.64
Sub-Count: 1					
028679	03/13/18	PSO01	PSOMAS	PROFESSIONAL SERVICES FROM 12/29/17-02/01/18	7237.00
Sub-Total: (1)					7237.00
Sub-Count: 1					
028680	03/13/18	RIE01	RIEBES AUTO PARTS,LLC	MATERIALS AND SUPPLIES FOR EQUIPMENT TRAILER	37.31
Sub-Total: (1)					37.31
Sub-Count: 1					
028681	03/13/18	ROB02	ROBINSON ENTERPRISES	T & D RAW WATER FUEL USAGE ALLOCATION	585.82
028681	03/13/18	ROB02	ROBINSON ENTERPRISES	WATER TREATMENT FUEL USAGE ALLOCATION	240.22
028681	03/13/18	ROB02	ROBINSON ENTERPRISES	T & D TREATED WTR FUEL USAGE ALLOCATION	849.40
028681	03/13/18	ROB02	ROBINSON ENTERPRISES	ZONE FUEL USAGE ALLOCATION	43.42
028681	03/13/18	ROB02	ROBINSON ENTERPRISES	UPCOUNTRY FUEL USAGE ALLOCATION	370.24
028681	03/13/18	ROB02	ROBINSON ENTERPRISES	ADMIN. FUEL USAGE ALLOCATION	.00
Sub-Total: (1)					2089.10
Sub-Count: 6					

Date...: Mar 9, 2018
 Time...: 3:11 pm
 Run by.: Hannah Schnetz

Georgetown Divide PUD
 BOARD CHECK REVIEW

Page: 7
 List: BOAR
 ID #: PYDMPH

Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
028682	03/13/18	ROC02	KENNETH D. WELSH	9" STEEL TRIM BLADES SET & SHARPENED	213.75
028682	03/13/18	ROC02	KENNETH D. WELSH	9" STEEL TRIM BLADES SET & SHARPENED	213.75
Sub-Total: (1)					427.50
Sub-Count: 2					
028683	03/13/18	ROY01	KENNETH ROYAL	Utilities-PORTABLE RESTROOM SVC 12/13/17-2/13/18	230.00
028683	03/13/18	ROY01	KENNETH ROYAL	Utilities-ALT PORTABLE RESTROOM SVC W/HANDWASH	435.00
Sub-Total: (1)					665.00
Sub-Count: 2					
028684	03/13/18	RUL01	RULE, BRIAN	PANTS REIMB PER MOU	100.00
Sub-Total: (1)					100.00
Sub-Count: 1					
028685	03/13/18	SAN02	Santander Leasing	TRUCK LEASE PAYMENT	104.46
028685	03/13/18	SAN02	Santander Leasing	TRUCK LEASE PAYMENT	1126.42
Sub-Total: (1)					1230.88
Sub-Count: 2					
028686	03/13/18	SIE10	SIERRA SAFETY	GLOVES	65.64
Sub-Total: (1)					65.64
Sub-Count: 1					
028687	03/13/18	SIR01	REBECCA SIREN	PROFESSIONAL SERVICES FROM 2/06/18-2/28/18	1111.50
Sub-Total: (1)					1111.50
Sub-Count: 1					
028688	03/13/18	TEI01	A. TEICHERT & SON, INC	A/B ROCK FOR DISTRIBUTION	207.59
028688	03/13/18	TEI01	A. TEICHERT & SON, INC	A/B ROCK FOR DISTRIBUTION	207.60
028688	03/13/18	TEI01	A. TEICHERT & SON, INC	A/B ROCK FOR DISTRIBUTION	105.50
028688	03/13/18	TEI01	A. TEICHERT & SON, INC	A/B ROCK FOR DISTRIBUTION	105.49
028688	03/13/18	TEI01	A. TEICHERT & SON, INC	A/B ROCK FOR DISTRIBUTION	104.80
028688	03/13/18	TEI01	A. TEICHERT & SON, INC	A/B ROCK FOR DISTRIBUTION	104.80
Sub-Total: (1)					835.78
Sub-Count: 6					
028689	03/13/18	UNI06	UNITEDHEALTHCARE INSURANCE CO	PREPAID HEALTH INSURANCE D SCHWAGEL 4/1-4/30/18	149.25
Sub-Total: (1)					149.25
Sub-Count: 1					
028690	03/13/18	UNI07	UNITEDHEALTHCARE CLAIM DIVISIO	PREPAID HEALTH INSURANCE J ST DENNIS APRIL 2018	160.96
Sub-Total: (1)					160.96
Sub-Count: 1					
028691	03/13/18	USA03	USA BLUE BOOK	DOUBLE EYEWASH STATION	79.90
028691	03/13/18	USA03	USA BLUE BOOK	DOUBLE EYEWASH STATION	32.40
028691	03/13/18	USA03	USA BLUE BOOK	HACH POCKET PRO PH TESTER, PH PROBE CLEANING	205.88
Sub-Total: (1)					318.18
Sub-Count: 3					
028692	03/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	CAL CARD CSMFO	150.00
028692	03/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	CAL CARD CRAIGSLIST RECRUITMENT AD	10.00
028692	03/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	CAL CARD MICROSOFT	16.00
028692	03/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	CAL CARD MICROSOFT	16.00
028692	03/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	CAL CARD MICROSOFT	84.00
028692	03/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	CAL CARD PAYPAL	20.41
028692	03/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	CAL CARD COSTCO	68.08
028692	03/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	CAL CARD COSTCO	26.59

Date...: Mar 9, 2018
Time...: 3:11 pm
Run by.: Hannah Schnetz

Georgetown Divide PUD
BOARD CHECK REVIEW

Page: 8
List: BOAR
ID #: PYDMPH

Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
028692	03/13/18	USB05	U.S. BANK CORPORATE PAYMENT	SY CAL CARD COSTCO	12.86
028692	03/13/18	USB05	U.S. BANK CORPORATE PAYMENT	SY CAL CARD COSTCO	85.77
028692	03/13/18	USB05	U.S. BANK CORPORATE PAYMENT	SY CAL CARD COSTCO	85.78
028692	03/13/18	USB05	U.S. BANK CORPORATE PAYMENT	SY CAL CARD COSTCO	31.63
028692	03/13/18	USB05	U.S. BANK CORPORATE PAYMENT	SY CAL CARD COSTCO	34.30
028692	03/13/18	USB05	U.S. BANK CORPORATE PAYMENT	SY CAL CARD COSTCO	34.31
028692	03/13/18	USB05	U.S. BANK CORPORATE PAYMENT	SY CAL CARD ACWA	699.00
028692	03/13/18	USB05	U.S. BANK CORPORATE PAYMENT	SY CAL CARD STAMPS.COM	15.99
Sub-Total: (1)					1390.72
Sub-Count: 16					
028693	03/13/18	USP01	POSTMASTER	PERMIT 6	450.00
028693	03/13/18	USP01	POSTMASTER	PERMIT 6	2250.00
028693	03/13/18	USP01	POSTMASTER	PERMIT 6	300.00
Sub-Total: (1)					3000.00
Sub-Count: 3					
028694	03/13/18	VAV01	VAVRINEK, TRINE, DAY & CO., LL	2017 PROFESSIONAL SERVICE AGREEMENT	6250.00
Sub-Total: (1)					6250.00
Sub-Count: 1					
028695	03/13/18	VER01	VERIZON WIRELESS	Utilities- CELL PHONE 1/16-2/15/18	134.17
028695	03/13/18	VER01	VERIZON WIRELESS	Utilities- CELL PHONE 1/16-2/15/18	53.68
028695	03/13/18	VER01	VERIZON WIRELESS	Utilities- CELL PHONE 1/16-2/15/18	107.36
028695	03/13/18	VER01	VERIZON WIRELESS	Utilities- CELL PHONE 1/16-2/15/18	27.28
028695	03/13/18	VER01	VERIZON WIRELESS	Utilities- CELL PHONE 1/16-2/15/18	107.36
028695	03/13/18	VER01	VERIZON WIRELESS	Utilities- CELL PHONE 1/16-2/15/18	80.52
Sub-Total: (1)					510.37
Sub-Count: 6					
028696	03/13/18	WAL02	WALKER'S OFFICE SUPPLY	Office Supplies	289.56
028696	03/13/18	WAL02	WALKER'S OFFICE SUPPLY	Office Supplies	495.88
028696	03/13/18	WAL02	WALKER'S OFFICE SUPPLY	Office Supplies	311.90
Sub-Total: (1)					1097.34
Sub-Count: 3					
028697	03/13/18	WAL03	JACOB WALSH	CLASS A LICENSE REIMB PER MOU	73.00
028697	03/13/18	WAL03	JACOB WALSH	CLASS A TEST REIMB PER MOU	35.00
028697	03/13/18	WAL03	JACOB WALSH	PANTS REIMB PER MOU	100.00
Sub-Total: (1)					208.00
Sub-Count: 3					
028698	03/13/18	WEL02	WELLS FARGO BANK, NA	WALTON LAKE ANNUAL RESERVE APRIL 2018	2296.95
Sub-Total: (1)					2296.95
Sub-Count: 1					
028699	03/13/18	\J002	JANUARY, GILBERT/ROBIN	MQ CUSTOMER REFUND FOR JAN0006	12.83
Sub-Total: (1)					12.83
Sub-Count: 1					
028700	03/13/18	\W002	WEST, DEBORAH	MQ CUSTOMER REFUND FOR WES0026	40.72
Sub-Total: (1)					40.72
Sub-Count: 1					
Grn-Total:					246970.42
Ttl-Count: 220					

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF MARCH 13, 2018
AGENDA ITEM NO. 5C**



AGENDA SECTION: INFORMATIONAL ITEMS

SUBJECT: GENERAL MANAGER'S REPORT

PREPARED BY: Steven Palmer, PE, General Manager

RECRUITMENTS

Due to the recent resignation of the Wastewater Technician, and internal recruitment is underway to give current employees that are interested an opportunity to move into a new position.

Recruitment is underway to hire a person to backfill the Administrative Aide I position (Customer Service) that was vacated when Hannah Schnetz accepted the vacant Administrative Aide II position (Accounts Payable).

RATES

The newly adopted rates are now effective and customers have received their bills. As was stated in the General Manager report last month, if customers are enrolled in the autopay through another provider, such as their bank, they need to verify/check with their provider regarding their autopay settings.

The office has been fielding a lot of calls regarding the new rate structure. The new rates, which take effect January 1, 2018, are the result of a yearlong process culminating in a rate study prepared by Rural Community Assistance Corporation (RCAC) at no cost to GDPUD rate payers. The rate study provides an explanation and justification of the calculated treated water and irrigation water rates for five years, and documents compliance with laws and regulations.

Updating the rates is necessary for the future sustainability of the District. Rates have been unchanged since 2011 and must be updated. The primary reasons for the update are to provide funding to replace capital infrastructure, account for years of inflation since 2011, and to comply with recent court decisions regarding tiered rates. The new rates reflect the increased cost of updating, operating, and maintaining the GDPUD water system. There is valuable information on the website at <http://gd-pud.org/#Rates>

AUDIT

Staff has released a Request for Proposals for auditing services. Since the District has a completely new management team and several Board members that were not involved in selection of the current auditor, staff felt it was appropriate to solicit proposals from qualified firms. Proposals are due on March 23, 2018. Approval of a new agreement will be presented to the Board at a future meeting.

PUBLIC RECORDS ACT REQUESTS

The office has been inundated with Public Records Act requests recently. State law (Government Code Section 62500 provides that anyone can request to review or have copies of "any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics." Generally, the District is required by State law to respond no later than 10 calendar days from receipt of the request.

During the last two weeks of February, the District received 11 public records act requests. Several included requests for multiple documents, and several included requests for a large volume of information. This is an unusually high volume. See table below for a comparison of requests by year for the last three years.

Year	Number of Requests
2015	13
2016	4
2017	13
2018	14

The District is obligated to respond both quickly and appropriately. Responding to this large volume of requests in a short period of time placed a large burden on staff during this time.

FISCAL YEAR 2018-2019 BUDGET PREPARATION

- March 30, 2018 – Strategic Planning Session: Creating Stability and Looking to the Future
- April 17, 2018 – Draft Budget Presentation to Finance Committee
- May 8, 2018 – Final Draft Budget Presentation to Board (Joint meeting with Finance Committee)
 - Draft Five Year Capital Improvement Plan Presentation to Board (Joint meeting)
- June 12, 2018 – Fiscal Year 2018-2019 Budget Adoption by Board
 - Five Year Capital Improvement Plan Adoption by Board

UPCOMING BOARD ITEMS

March

- ✓ Mid-Year Budget Adjustment
- ✓ Low Income Rate Assistance Program

~~PG&E Hotchkiss Hill Antenna Lease~~

- ✓ Board of Director Goal Setting

~~Fiscal Year 2018-2019 El Dorado County Water Agency Cost Sharing Request~~

- ✓ Prior Year Water Supply and Demand Report

April

- Construction Management/Inspection Agreement for 2018-2019 Tank Recoating
- Construction Contract for 2018-2019 Tank Recoating
- Professional Services Agreement(s) for Dam Inundation Maps and Emergency Action Plans
- Professional Services Agreement for Audit Services
- Award Water Conservation, Supply Reliability, and Environmental Protection Project (aka CABY)
- Fiscal Year 2018-2019 El Dorado County Water Agency Cost Sharing Request
- PG&E Hotchkiss Hill Antenna Lease
- Consideration of Irrigation Applications
- Declaration of Projected Water Year

Fishing Derby Resolution
Draft Fiscal Year 2018-2019 Budget

May

Draft Five-Year Capital Improvement Plan Update
Final Draft Fiscal Year 2018-2019 Budget (Joint with Finance Committee)
Set Proposition 4 Appropriation Limit Hearing

Future

Board policy updates
Update Financial Reserve Policy
Wastewater Fee Review
Capital Facility Charge Update
District Fee Update
Personnel Manual
Five-Year Capital Improvement Plan Update
Fiscal Year 2018-2019 Budget

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Operations Manager's Report for March 2018

Presented to the GDPUD Board of Directors by Darrell Creeks, Operations Manager

March 13, 2018, AGENDA ITEM #5D

Water Production for the Month of

February

Auburn Lake Trails Water Treatment Plant

11.120 million gallons
397,142 gallons/day average

Walton Lake Water Treatment Plant

14.914 million gallons
532,642 gallons/day average

Water Quality Monitoring

Monitoring has been completed and reports have been submitted to the State Water Resources Control Board.

- ✓ The treatment plants are in compliance with all drinking water standards, with the exception of the ALTWTP which is currently under a SWRCB Compliance Order. To comply with this Order, a new plant is under construction.
- ✓ Distribution system monitoring results showed all samples absent/ negative of any bacteriological contamination and adequate levels of disinfection through the system.

Stumpy Meadows Volume (Acre-FT)



Chart Water Production (MG)



Waste Water: Auburn Lake Trails

Average daily flows in the community disposal system were 25,607 gallons per day. This value does not exceed the limit of 71,800 gallons per day as identified in the Waste Discharge Requirements. A new magnetic flowmeter has been installed to improve accuracy.

The District has, to date, completed all required laboratory monitoring of groundwater, surface water and wastewater effluent.

The District is currently up to date in the monitoring of waste water systems in the zone.

Summary of Field Work Activities

Distribution Crew

- ✓ Repaired leaks: 7
- ✓ Repair/replace meters: 1
- ✓ Installed new service: 6 treated
- ✓ Adjusted altitude and pressure reducing valves

Maintenance Crew

The maintenance crew continued to use the excavator and brush cutters to clean over 3500 feet of canal. Installed railing and safety walkways in two locations.

Georgetown Divide Public Utility District

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Steven Palmer, PE, General Manager • Darrell Creeks, Operations Manager

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF MARCH 13, 2018
Agenda Item No. 5E**



AGENDA SECTION: INFORMATIONAL ITEMS

SUBJECT: ALT WATER TREATMENT PLANT PROJECT UPDATE

PREPARED BY: George Sanders, Engineering Consultant

APPROVED BY: Steven Palmer, PE, General Manager

This is a summary of the various work activities at the ALT Treatment Plant for the month of February. Attachment 1 is the 10th in a series of update flyers that will be posted on the District's website and Facebook.

In addition to the construction work performed by Myers & Sons, the District is also under contract with NEXGEN for construction management, PSOMAS for Engineering Support during construction, Youngdahl Consulting Group for material testing, and Foothill Associates for CEQA compliance.

Myers & Sons Construction

Construction activities at the site, during the month of February, continue to concentrate work activities in three areas. These are identified as the Filter Building, Raw Water Pump Station Building, Sludge Drying Beds and Backwash Water Recovery System.

- Filter Building – This is the largest building at the site, approximately 5,500 SF. It is a metal building on a concrete slab with exterior footings. The Chlorine Contact Basin is below grade and under the center portion of this building. Work activities during this reporting period have resulted in the following: (1) Completion of the metal building fabrication, (2) Placement of the concrete block walls in the chemical storage room and the wood framing of the office/control room, break room, lavatory, compressor/blower room and electrical room (3) Addition of blocks – internal components within filters units.
- Raw Water Pump Station Building – This is a metal building on a concrete slab with exterior footings, consisting of approximately 1350 SF. Work activities during this reporting period have concentrated on the following: (1) Work on the polymer and chlorine feed systems and tanks (2) Miscellaneous piping of both raw water and backwash water.

-
- Sludge Drying Beds – These are concrete bays, 4 in number, covering a total area of approximately 4,000 SF. Work activities during this reporting period have concentrated on the following: (1) Placement of piping within the beds (2) Underflow pipe components.
 - Backwash Water Recovery System – This is a system, working together with the sludge drying beds, that will recycle water, used in the backwash or cleaning process of the filters. Work activities during this reporting period have concentrated on the construction of the various piping systems.

PSOMAS

This firm is under contract with the District to provide Engineering Support during construction. Primary functions consist of the review of contractor submittals, requests for information (RFI) and to provide added clarity on various construction related matters.

Youngdahl Consulting Group

This firm is under contract to provide the material testing of soils and concrete. This firm has not perform any material testing during this reporting period.

Foothill Associates

This firm is under contract with the District to assist with CEQA compliance together with implementation of the Storm Water Pollution Prevention Plan (SWPPP). This firm has not performed any work activities during this reporting period.

SWPPP – Myers & Sons Under the construction contract, Myers & Sons is responsible for the installation and maintenance of the storm water improvements together with the inspection and reporting of individual storm events. During the month of February the site experienced two qualifying rain events.

NEXGEN

This firm is under contract with the District to provide Construction Management Services. NEXGEN is currently providing construction inspection at the site on a daily basis.

Budget

Project expenses since start of construction as compared to budget are summarized in the table below. At this point, projected expenditures are within the approved project budget.

Phase	Expended to Date	Budget
Construction	\$ 7,319,237	\$ 11,249,000
Construction Engineering, Construction Management, and Environmental	\$ 453,890	\$ 1,076,226
Total	\$ 7,773,127	\$ 12,325,226

Contract Change Orders

There were no Contract Change Orders processed during this reporting period. Prior Contract Change Orders are summarized as follows:

- Contract Change Order Number 1 resulted in a net increase in the contract amount by \$39,772. This Change Order was identified at the regular Board meeting in September.
- Contract Change Order Number 2 resulted in a net decrease in the contract amount by <\$970.41>. This Change Order was identified at the regular Board meeting in October.
- Contract Change Order Number 3, a no cost change order, increased the contract time by 17 days due to weather related days during the months of March, April, May and June of this year. This Change Order was identified at the regular Board meeting in November.
- Contract Change Order Number 4 resulted in a net increase in the contract amount by \$12,184.00. This Change Order relates to the placement of additional backfill material in the sludge drying beds and was identified at the regular Board meeting in February.

State SRF Payment Requests

The District has received seven reimbursement payments from the State Revolving Fund Loan Agreement for a total amount of \$ 4,870,205. The first payment was received during the month of June in the amount of \$ 1,157,141. The second payment was received in August in the amount of \$ 439,850. The third payment was received in September in the amount of \$ 68,457. The fourth payment was received in October in the amount of \$ 540, 675. The fifth payment was received in November in the amount of \$ 497,125. The sixth payment was received in December in the amount of \$ 550,310. The seventh payment was received in January in the amount of \$ 1,047,320. The eighth payment was received in February in the amount of \$218,722 and the ninth payment was received in March in the amount of \$350,605. At the time of this report, the District has one outstanding reimbursement request, in the amount of \$ 891,256.

Information contained in this report will be supplemented with project-related photos. This concludes the ALT update for work activities during the month of January. Staff remains available to answer questions.



GDPUD

Georgetown Divide Public Utility District

Update No.10 ♦ Feb. 28, 2018

AUBURN LAKE TRAILS WATER TREATMENT PLANT

PROJECT UPDATE

UPCOMING ACTIVITIES:

- Filter Bldg.- Interior Rooms
- Filters – Filter Media & Pipes
- Chlorine Contact Basin – Install Baffles
- Raw Water Pump Station – Install Pumps and Pipes
- Sludge Drying Beds – Install pipe and Pump Components

COMPLETED ACTIVITIES:

- Mobilization
- Raw Water Siphon
- Temporary Finish Water Bypass Line
- Filter Bldg.- Footings, Slab and Exterior Building
- Chlorine Contact Basin with exception of Baffles
- Raw Water Pump Station Footing, Slab & Building

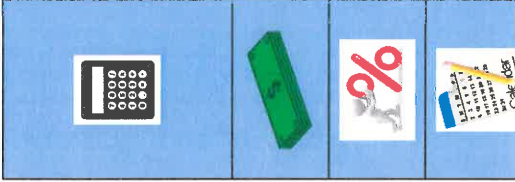
CONTRACT UPDATE:

Original Contract Amount: \$ 10,249,000
 Contract Change Order #1: \$ 39,772
 Contract Change Order #2: (\$ 970)
 Contract Change Order #3: No Cost
 Contract Change Order #4: \$ 12,184
New Contract Amount \$10,299,986

Expended thru February 2018 \$7,319,237

Percent Complete 71%

Anticipated Completion Date December 2018



PROJECT CONSTRUCTION SCHEDULE

2017												2018									
J	F	M	A	M	J	J	A	S	O	N	D	J	J	A	S	O	N	D			
		Mobilization & Demolition		Complete Raw Water Siphon	First Concrete Pour - Filter Building	Complete Earthwork	Complete Chlorine Contact Basin	Erect Raw Water Pump Station Bldg.	Complete Concrete Filter Building	Filters Placed in Building	Erect Filter Building	Erect Filter Building	100% Complete Sludge Drying Beds	100% Filter Building Structure	100% Complete Raw Water Pump Station	Complete Filter Installation	100% Backwash Recovery Basin	100% Complete Site Work	100% Complete Filter Building	Operator Training	PROJECT 100% COMPLETE

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
 6425 Main Street
 P.O. Box 4240
 Georgetown, CA 95634
www.gd-pud.org (530) 333-4356
 Steven Palmer, PE,
 General Manager
 For additional information, contact:
George Sanders, Project Manager,
 at gsanders@gd-pud.org or
 Call (530) 333-4356

2017 WATER SUPPLY AND DEMAND SUMMARY
Georgetown Divide Public Utility District
March 2, 2018

WATER SUPPLY			
Stumpy Meadows Project			
		Firm Yield, AF	12,200
DEMAND - Demand is comprised of sales, losses and latent demand components.			
Current Sales			
<i>Treated Water</i>			
	<u>Residential</u>	<u>Commercial</u>	<u>Total</u>
Accounts	3,506	136	3,642
Actual Usage, AF	1,177	200	1,377
Five Year Average Usage, AF	1,160	198	1,358
<i>Construction Water Sold, AF</i>			0.36
<i>Treated Water Usage, AF</i>			<u>1,376</u>
<i>Untreated Water</i>			
Active Irrigation Accounts		399	
Actual Irrigation Usage, AF			<u>4,654</u>
Water Use by Customers, AF			6,030
Estimated Operational Losses			
<i>Treated Water System - Treatment & Conveyance, AF</i>			311
<i>Other Operational Losses (a), AF</i>			<u>2,084</u>
Total Estimated Operation Losses, AF			2,395
Latent Demand (b)			
<i>Treated Water, AF</i>			
Inactive Meters	229		115
Existing Parcels	829		<u>415</u>
Total Latent Demand, AF			<u>529</u>
DEMAND AT FULL UTILIZATION, AF			8,954
REMAINING AVAILABLE WATER WITH FIRM YIELD OPERATION, AF			3,246

Notes:

AF = Acre Feet

0.5 AF of usage is estimated for inactive meters and existing parcels.

a) = Five year average for ditch system conveyance and carriage losses, ditch and distribution and other system losses.

b) = Represents estimated water usage, including an amount of water system losses for inactive meters, non-metered parcels within assessment districts, line extensions not yet metered using 0.5 AF of usage per meter or parcel.



**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF MARCH 13, 2018
AGENDA ITEM NO. 6B**



AGENDA SECTION: NEW BUSINESS

SUBJECT: FISCAL YEAR 2017-2018 MID YEAR BUDGET REVIEW

PREPARED BY: Christina Cross, Management Analyst

APPROVED BY: Steven Palmer, PE, General Manager

BACKGROUND

In order to provide timely information to the Board and the public, the attached report provides a comparison of approved operating budget to actual revenues and expenditures for the First and Second Quarters (Mid Year) of Fiscal Year 2017-2018 (Attachment 1). Material differences are explained in the staff report.

DISCUSSION

Revenues

At the end of the second quarter, water operating fund revenues including property taxes, leases, and the water treatment plant supplemental charge were at 34.8% of the budgeted amount. Residential water sales were at 58.4%, commercial water sales were at 61.2%, and irrigation water sales are at 53.4%. Property tax revenues were not received during the first quarter and second quarters.

Wastewater operating fund revenues are at 54.5% of the budgeted amount.

Expenditures

At the end of the first two quarters, water operating fund expenditures were at 43.1% of the budgeted amount, and wastewater operating fund expenditures were at 42.9% of the budgeted amount.

Water

A large number of unexpected emergencies, water line breaks, and water line leaks are having a measurable impact on overtime, materials and supplies, and vehicle operations. Overtime expenses are running higher than expected at this point in the year in the source of supply (5100), raw water (5200), and treated water (5400) departments. Across all water divisions, administration, and customer service overtime expenditures are averaging 55% of the annual

budget at the mid-year. At this point in time, it appears that this increase in overtime expenditures require a budget increase of \$15,146.

Materials and supplies are also higher than expected at this point in the year due to unplanned water line breaks and leaks. Materials and supplies expenses across all water departments are at approximately 61% of the annual budget for this item. A budget increase of \$18,000.00 for materials and supplies is recommended to allow for purchases of materials and supplies for the remainder of the year.

Lastly, vehicle operations expenses are also higher than expected at this point in the year. Across all water divisions, vehicle operations expenses are at approximately 66% of the annual budget for this item at mid-year. A budget increase of \$8,000.00.

Wastewater

All wastewater operating expenditures during the first quarter are within expected ranges for this point in the fiscal year.

FISCAL IMPACT

Overall, first and second quarter operating revenues and expenditures are within the expected ranges for this time of year. Overtime, material and supply, and fuel expenses in the water operations are higher than anticipated, and require a transfer from reserves. A budget increase by the Board of \$41,146 is required to accommodate unforeseen repairs and maintenance. This will reduce the projected operating fund reserve balance on June 30, 2018 from \$670,946 to \$629,800.

CEQA ASSESSMENT

This action is not a CEQA Project.

RECOMMENDED ACTION

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) receive and file this report and adopt the attached resolution increasing the attached budget amendment increasing the operating budget by \$41,146.

ATTACHMENTS

1. Fiscal Year 2017-2018 Mid-Year Budget Report
2. Budget change request
3. Resolution 2018-12

REPORT.: 03/08/18
 RUN...: 03/08/18 TIME: 15:35
 Run By.: Kristen West

Georgetown Divide PUD
 Budget Report for Revenues by FUND
 For Calendar Period.: 12-17 Fiscal.: 06-18

GDPUD Board Meeting of 3/13/18
 AGENDA ITEM NO 6B
 Attachment 1

FUND #: 10		Name: Water Fund						
Revenue Description		Year-to-Date	Year-to-Date	Current	Year-to-Date	Pct (%)	Budget	
		Proforma Budget	Amended Budget	Actual	Actual		Remaining	
3010	Water Sales-Res	0.00	1,319,000.00	183,532.23	769,806.73	-58.4	549,193.27	
3020	Water Sales-Com	0.00	211,860.00	14,176.95	129,644.25	-61.2	82,215.75	
3030	Water Sales-Cst	0.00	2,140.00	20.00	6,413.93	####	-4,273.93	
3040	Water Sales-Irr	0.00	269,000.00	0.00	143,560.90	-53.4	125,439.10	
3060	Installation	0.00	0.00	200.00	4,822.70	.0	-4,822.70	
3090	Other Operating	0.00	0.00	0.25	6.30	.0	-6.30	
4020	Interest	0.00	3,594.00	152.39	993.35	-27.6	2,600.65	
4030	Penalties	0.00	37,000.00	8,028.41	23,760.92	-64.2	13,239.08	
4040	Lease/Media One	0.00	70,000.00	5,504.76	26,670.26	-38.1	43,329.74	
4050	Property Taxes	0.00	1,569,000.00	0.00	0.00	.0	1,569,000.00	
4060	Sale of Assets	0.00	0.00	0.00	875.00	.0	-875.00	
4090	Other/lease	0.00	0.00	3.00	16.50	.0	-16.50	
DEPT	Subtotal ----->	0.00	3,481,594.00	211,617.99	1,106,570.84	-31.8	2,375,023.16	
3045	5300 SURCHARGE Water Treatmnt	0.00	648,923.00	109,661.76	328,888.80	-50.7	320,034.20	
3040	5400 Water Sales-Irr T&D Treated Wtr	0.00	0.00	0.00	1,125.00	.0	-1,125.00	
4090	5600 Other/lease	0.00	0.00	0.00	1.50	.0	-1.50	
FUND TOTAL		0.00	4,130,517.00	321,279.75	1,436,586.14	-34.8	2,693,930.86	

REPORT.: 03/08/18
 RUN...: 03/08/18 TIME: 15:35
 Run By.: Kristen West

Georgetown Divide PUD
 Budget Report for Revenues by FUND - Summary Report
 For Calendar Period.: 12-17 Fiscal.: 06-18

PAGE: 020
 ID #: GLRR
 CTL.: GEO

Revenue Description	Year-to-Date Proforma	Year-to-Date Budget	Current Actual	Year-to-Date Actual	Pct (%)	Budget Remaining
08 SMUD FUND	0.00	109,300.00	0.00	0.00	.0	109,300.00
10 Water Fund	0.00	4,130,517.00	321,279.75	1,436,586.14	-34.8	2,693,930.86
12 RETIREE FUND	0.00	2,745.00	5,661.44	21,952.95	-799.7	-19,207.95
17 WATER DEVE.FUND	0.00	1,815.00	0.00	1,129.48	-62.2	685.52
19 SMERFUND	0.00	9,980.00	0.00	2,933.26	-29.4	7,046.74
24 CAPITAL REPLACE	0.00	3,515.00	0.00	2,151.59	-61.2	1,363.41
29 STATE REV FUND	0.00	79.00	0.00	61.00	-77.2	18.00
30 Hydro Fund	0.00	32,441.00	366.89	45,055.12	-138.9	-12,614.12
35 Restricted P/L	0.00	0.00	0.00	143,227.28	.0	-143,227.28
37 GARDEN VALLEY	0.00	494.00	0.00	201.07	-40.7	292.93
39 CAP FAC CHARGE	0.00	7,203.00	4,600.00	20,169.47	-280.0	-12,966.47
40 Zone Fund	0.00	411,737.00	53,148.18	224,237.63	-54.5	187,499.37
41 CDS M & O Fund	0.00	203.00	0.00	109.62	-54.0	93.38
42 CDS RESRV EXP.	0.00	834.00	0.00	600.65	-72.0	233.35
43 CAPITAL RESERVE	0.00	0.00	0.00	13,902.29	.0	-13,902.29
51 KELSEY NORTH	0.00	10,296.00	0.00	355.43	-3.5	9,940.57
52 KELSEY SOUTH	0.00	6,623.00	0.00	650.96	-9.8	5,972.04
54 PILOT HILL SO.	0.00	443.00	0.00	0.00	.0	443.00
<hr/>						
Total of all FUNDS	0.00	4,728,225.00	385,056.26	1,913,323.94	-40.5	2,814,901.06

FUND #: 10		Name: Water Fund		Encumbrance Balance	Current Actual	Year-to-Date Actual	Pct (%)	Unencumbered Balance
Expenditure Description	Year-to-Date Prof Budget	Year-to-Date Amended Budget						
4999	Transfers In	0.00	0.00	0.00	0.00	-50000.00	.0	50000.00
5018	Insurance - H&L	0.00	0.00	0.00	0.00	-46.18	.0	46.18
DEPT	Subtotal ----->	0.00	0.00	0.00	0.00	-50046.18	.0	50046.18
5010	5100 Super & Labor Srce of Supply	0.00	126801.00	0.00	13678.74	57856.32	45.6	68944.68
5011	5100 Wages-Part time Srce of Supply	0.00	8500.00	0.00	0.00	6840.00	80.5	1660.00
5013	5100 PERS UAL Srce of Supply	0.00	83930.00	0.00	6985.06	20955.23	25.0	62974.77
5014	5100 P.E.R.S. Srce of Supply	0.00	12335.00	0.00	1191.37	6120.25	49.6	6214.75
5016	5100 Payroll Taxes Srce of Supply	0.00	12680.00	0.00	1038.97	4925.55	38.8	7754.45
5017	5100 Standby Srce of Supply	0.00	6530.00	0.00	0.00	3920.00	60.0	2610.00
5018	5100 Insurance - H&L Srce of Supply	0.00	41887.00	0.00	4218.60	16954.08	40.5	24932.92
5019	5100 Overtime Srce of Supply	0.00	6759.00	0.00	384.06	5032.52	74.5	1726.48
5020	5100 Insurance - W.C Srce of Supply	0.00	4501.00	0.00	1664.34	3473.11	77.2	1027.89
5028	5100 Engineering Srce of Supply	0.00	0.00	0.00	-2421.00	0.00	.0	0.00
5034	5100 Insurance - Gen Srce of Supply	0.00	7740.00	0.00	0.00	7738.08	100.0	1.92
5038	5100 Mat.& Supp. Srce of Supply	0.00	12700.00	0.00	3120.08	5614.80	44.2	7085.20
5039	5100 Materials - Oth Srce of Supply	0.00	5000.00	0.00	2050.00	2050.00	41.0	2950.00
5041	5100 Staff Develop Srce of Supply	0.00	1000.00	0.00	0.00	49.67	5.0	950.33
5044	5100 Utilities Srce of Supply	0.00	9015.00	0.00	53.59	257.93	2.9	8757.07
5046	5100 Veh. Maint. Srce of Supply	0.00	3000.00	0.00	220.00	2236.79	74.6	763.21
5048	5100 Vehicle - Oper Srce of Supply	0.00	5000.00	0.00	393.91	2628.38	52.6	2371.62
5080	5100 Outside Serv Srce of Supply	0.00	85800.00	0.00	10306.71	42739.27	49.8	43060.73
5084	5100 Government Reg Srce of Supply	0.00	34300.00	0.00	0.00	9372.90	27.3	24927.10
5089	5100 Memberships Srce of Supply	0.00	616.00	0.00	0.00	0.00	.0	616.00
5090	5100 Other Srce of Supply	0.00	11000.00	0.00	0.00	4737.34	43.1	6262.66
DEPT	5100 Subtotal ----->	0.00	479094.00	0.00	42884.43	203502.22	42.5	275591.78
5010	5200 Super & Labor T&D Raw Water	0.00	270961.00	0.00	17119.79	101857.54	37.6	169103.46
5011	5200 Wages-Part time T&D Raw Water	0.00	18716.00	0.00	0.00	14044.80	75.0	4671.20
5013	5200 PERS UAL T&D Raw Water	0.00	168160.00	0.00	13992.63	41977.84	25.0	126182.16
5014	5200 P.E.R.S. T&D Raw Water	0.00	26360.00	0.00	1485.06	10886.09	41.3	15473.91
5016	5200 Payroll Taxes T&D Raw Water	0.00	27096.00	0.00	1282.99	8661.08	32.0	18434.92
5017	5200 Standby T&D Raw Water	0.00	13060.00	0.00	0.00	7020.00	53.8	6040.00
5018	5200 Insurance - H&L T&D Raw Water	0.00	89508.00	0.00	6673.03	32947.45	36.8	56560.55
5019	5200 Overtime T&D Raw Water	0.00	14443.00	0.00	224.07	9005.02	62.3	5437.98
5020	5200 Insurance - W.C T&D Raw Water	0.00	9619.00	0.00	3913.74	8337.40	86.7	1281.60
5034	5200 Insurance - Gen T&D Raw Water	0.00	16094.00	0.00	0.00	16093.36	100.0	0.64
5038	5200 Mat.& Supp. T&D Raw Water	0.00	23700.00	0.00	1548.69	10782.52	45.5	12917.48
5039	5200 Materials - Oth T&D Raw Water	0.00	15000.00	0.00	1908.50	3769.34	25.1	11230.66
5040	5200 Office Supplies T&D Raw Water	0.00	645.00	0.00	113.58	155.43	24.1	489.57
5041	5200 Staff Develop T&D Raw Water	0.00	1000.00	0.00	0.00	49.67	5.0	950.33
5044	5200 Utilities T&D Raw Water	0.00	1400.00	0.00	123.04	664.38	47.5	735.62
5046	5200 Veh. Maint. T&D Raw Water	0.00	9000.00	0.00	220.00	6914.42	76.8	2085.58
5048	5200 Vehicle - Oper T&D Raw Water	0.00	13140.00	0.00	924.38	7035.56	53.5	6104.44
5080	5200 Outside Serv T&D Raw Water	0.00	2000.00	0.00	150.00	472.89	23.6	1527.11
5084	5200 Government Reg T&D Raw Water	0.00	0.00	0.00	-240.00	118.00	.0	-118.00
5090	5200 Other T&D Raw Water	0.00	400.00	0.00	240.00	240.00	60.0	160.00
DEPT	5200 Subtotal ----->	0.00	720302.00	0.00	49679.50	281032.79	39.0	439269.21
5010	5300 Super & Labor Water Treatmnt	0.00	216417.00	0.00	10351.38	60941.90	28.2	155475.10
5013	5300 PERS UAL Water Treatmnt	0.00	17120.00	0.00	1425.44	4276.32	25.0	12843.68
5014	5300 P.E.R.S. Water Treatmnt	0.00	21053.00	0.00	1041.81	6139.65	29.2	14913.35
5016	5300 Payroll Taxes Water Treatmnt	0.00	21642.00	0.00	901.88	6776.85	31.3	14865.15
5017	5300 Standby Water Treatmnt	0.00	15710.00	0.00	920.00	7610.00	48.4	8100.00
5018	5300 Insurance - H&L Water Treatmnt	0.00	71490.00	0.00	4437.30	21587.17	30.2	49902.83
5019	5300 Overtime Water Treatmnt	0.00	16600.00	0.00	923.76	8490.93	51.2	8109.07
5020	5300 Insurance - W.C Water Treatmnt	0.00	7683.00	0.00	757.87	2462.02	32.0	5220.98
5034	5300 Insurance - Gen Water Treatmnt	0.00	9561.00	0.00	0.00	9560.48	100.0	0.52
5038	5300 Mat.& Supp. Water Treatmnt	0.00	76700.00	0.00	0.00	42384.69	55.3	34315.31
5039	5300 Materials - Oth Water Treatmnt	0.00	2830.00	0.00	0.00	2829.99	100.0	0.01
5041	5300 Staff Develop Water Treatmnt	0.00	1000.00	0.00	0.00	0.00	.0	1000.00
5044	5300 Utilities Water Treatmnt	0.00	141650.00	0.00	8602.99	94221.96	66.5	47428.04
5046	5300 Veh. Maint. Water Treatmnt	0.00	1000.00	0.00	80.00	708.92	70.9	291.08
5048	5300 Vehicle - Oper Water Treatmnt	0.00	5500.00	0.00	409.20	2518.60	45.8	2981.40
5076	5300 Bldg. Maint. Water Treatmnt	0.00	1000.00	0.00	0.00	0.00	.0	1000.00
5080	5300 Outside Serv Water Treatmnt	0.00	63524.00	0.00	0.00	60576.69	95.4	2947.31
5084	5300 Government Reg Water Treatmnt	0.00	35000.00	0.00	16530.00	17752.78	50.7	17247.22
5089	5300 Memberships Water Treatmnt	0.00	616.00	0.00	0.00	0.00	.0	616.00
DEPT	5300 Subtotal ----->	0.00	726096.00	0.00	46381.63	348838.95	48.0	377257.05
5010	5400 Super & Labor T&D Treated Wtr	0.00	372485.00	0.00	24892.67	150941.16	40.5	221543.84
5013	5400 PERS UAL T&D Treated Wtr	0.00	102800.00	0.00	8556.42	25669.26	25.0	77130.74

FUND #: 10		Name: Water Fund		Encumbrance Balance	Current Actual	Year-to-Date Actual	Pct (%)	Unencumbered Balance
Expenditure Description		Year-to-Date Prof Budget	Year-to-Date Amended Budget					
5014	5400 P.E.R.S. T&D Treated Wtr	0.00	36236.00	0.00	2447.22	13586.84	37.5	22649.16
5016	5400 Payroll Taxes T&D Treated Wtr	0.00	37249.00	0.00	2120.30	15596.08	41.9	21652.92
5017	5400 Standby T&D Treated Wtr	0.00	15710.00	0.00	1520.00	8370.00	53.3	7340.00
5018	5400 Insurance - H&L T&D Treated Wt	0.00	123045.00	0.00	13075.50	46935.58	38.1	76109.42
5019	5400 Overtime T&D Treated Wtr	0.00	19854.00	0.00	2261.18	18968.61	95.5	885.39
5020	5400 Insurance - W.C T&D Treated Wt	0.00	13223.00	0.00	2872.94	6251.62	47.3	6971.38
5024	5400 Dental & Opticl T&D Treated Wt	0.00	0.00	0.00	100.00	100.00	.0	-100.00
5034	5400 Insurance - Gen T&D Treated Wt	0.00	17159.00	0.00	0.00	17158.51	100.0	0.49
5038	5400 Mat. & Supp. T&D Treated Wtr	0.00	72000.00	0.00	4658.90	54830.80	76.2	17169.20
5039	5400 Materials - Oth T&D Treated Wt	0.00	5000.00	0.00	0.00	3007.94	60.2	1992.06
5040	5400 Office Supplies T&D Treated Wt	0.00	300.00	0.00	124.08	165.93	55.3	134.07
5041	5400 Staff Develop T&D Treated Wtr	0.00	1000.00	0.00	0.00	229.66	23.0	770.34
5044	5400 Utilities T&D Treated Wtr	0.00	19645.00	0.00	531.60	3620.88	18.4	16024.12
5046	5400 Veh. Maint. T&D Treated Wtr	0.00	9000.00	0.00	410.71	4187.22	46.5	4812.78
5048	5400 Vehicle - Oper T&D Treated Wtr	0.00	11000.00	0.00	1929.96	10664.73	97.0	335.27
5080	5400 Outside Serv T&D Treated Wtr	0.00	0.00	0.00	-39.00	0.00	.0	0.00
5084	5400 Government Reg T&D Treated Wtr	0.00	7600.00	0.00	705.80	3566.72	46.9	4033.28
5089	5400 Memberships T&D Treated Wtr	0.00	616.00	0.00	0.00	608.94	98.9	7.06
DEPT 5400 Subtotal ----->		0.00	863922.00	0.00	66168.28	384460.48	44.5	479461.52
5010	5500 Super & Labor Customer Accts	0.00	105925.00	0.00	6595.73	43858.92	41.4	62066.08
5011	5500 Wages-Part time Customer Accts	0.00	17000.00	0.00	0.00	12075.26	71.0	4924.74
5013	5500 PERS UAL Customer Accts	0.00	7590.00	0.00	632.28	1896.84	25.0	5693.16
5014	5500 P.E.R.S. Customer Accts	0.00	10791.00	0.00	542.97	4192.92	38.9	6598.08
5016	5500 Payroll Taxes Customer Accts	0.00	11092.00	0.00	470.55	3235.08	29.2	7856.92
5018	5500 Insurance - H&L Customer Accts	0.00	36642.00	0.00	3128.08	12356.62	33.7	24285.38
5019	5500 Overtime Customer Accts	0.00	5913.00	0.00	0.00	124.34	2.1	5788.66
5020	5500 Insurance - W.C Customer Accts	0.00	3938.00	0.00	270.12	616.34	15.7	3321.66
5034	5500 Insurance - Gen Customer Accts	0.00	6108.00	0.00	0.00	6107.02	100.0	0.98
5038	5500 Mat. & Supp. Customer Accts	0.00	0.00	0.00	-3.10	0.00	.0	0.00
5040	5500 Office Supplies Customer Accts	0.00	15800.00	0.00	4546.10	11669.16	73.9	4130.84
5041	5500 Staff Develop Customer Accts	0.00	1731.00	0.00	0.00	0.00	.0	1731.00
5044	5500 Utilities Customer Accts	0.00	5830.00	0.00	221.39	1517.49	26.0	4312.51
5060	5500 Payroll Process Customer Accts	0.00	0.00	0.00	10.00	60.00	.0	-60.00
5080	5500 Outside Serv Customer Accts	0.00	500.00	0.00	-2094.80	0.00	.0	500.00
DEPT 5500 Subtotal ----->		0.00	228860.00	0.00	14319.32	97709.99	42.7	131150.01
5010	5600 Super & Labor	0.00	233010.00	0.00	20240.39	113504.70	48.7	119505.30
5011	5600 Wages-Part time	0.00	25600.00	0.00	1881.60	11505.20	44.9	14094.80
5013	5600 PERS UAL	0.00	55900.00	0.00	4654.21	13962.63	25.0	41937.37
5014	5600 P.E.R.S.	0.00	22668.00	0.00	1875.07	11288.54	49.8	11379.46
5015	5600 I.C.M.A.	0.00	7790.00	0.00	596.16	3576.96	45.9	4213.04
5016	5600 Payroll Taxes	0.00	23301.00	0.00	1625.82	9205.84	39.5	14095.16
5018	5600 Insurance - H&L	0.00	76972.00	0.00	3942.31	8992.29	11.7	67979.71
5019	5600 Overtime	0.00	12420.00	0.00	148.73	480.29	3.9	11939.71
5020	5600 Insurance - W.C	0.00	8272.00	0.00	289.64	589.25	7.1	7682.75
5027	5600 Audit	0.00	16773.00	0.00	1738.00	16773.00	100.0	0.00
5034	5600 Insurance - Gen	0.00	5993.00	0.00	0.00	5992.53	100.0	0.47
5036	5600 Legal	0.00	110000.00	0.00	17138.72	86099.87	78.3	23900.13
5038	5600 Mat. & Supp.	0.00	0.00	0.00	-2983.99	-819.58	.0	819.58
5039	5600 Materials - Oth	0.00	2300.00	0.00	184.39	1290.73	56.1	1009.27
5040	5600 Office Supplies	0.00	38150.00	0.00	4392.73	16869.41	44.2	21280.59
5041	5600 Staff Develop	0.00	4140.00	0.00	78.66	2495.20	60.3	1644.80
5042	5600 Travel	0.00	8625.00	0.00	0.00	1900.21	22.0	6724.79
5044	5600 Utilities	0.00	19835.00	0.00	1355.78	12708.76	64.1	7126.24
5046	5600 Veh. Maint.	0.00	0.00	0.00	-128.79	0.00	.0	0.00
5060	5600 Payroll Process	0.00	5600.00	0.00	529.39	2205.00	39.4	3395.00
5070	5600 Director Remun	0.00	24000.00	0.00	14800.00	14800.00	61.7	9200.00
5076	5600 Bldg. Maint.	0.00	5648.00	0.00	544.17	2394.17	42.4	3253.83
5080	5600 Outside Serv	0.00	162828.00	0.00	16744.98	72229.37	44.4	90598.63
5084	5600 Government Reg	0.00	3300.00	0.00	0.00	2573.07	78.0	726.93
5089	5600 Memberships	0.00	25000.00	0.00	0.00	23698.99	94.8	1301.01
5090	5600 Other	0.00	40000.00	0.00	507.91	1842.91	4.6	38157.09
7010	5600 Interest	0.00	0.00	0.00	115.92	617.44	.0	-617.44
7011	5600 PRINCIPLE EXP	0.00	0.00	0.00	1114.96	5536.96	.0	-5536.96
DEPT 5600 Subtotal ----->		0.00	938125.00	0.00	91386.76	442313.74	47.1	495811.26
5010	5601 Super & Labor	0.00	0.00	0.00	-369.40	0.00	.0	0.00
5070	5601 Director Remun	0.00	0.00	0.00	-12830.60	-4000.00	.0	4000.00
DEPT 5601 Subtotal ----->		0.00	0.00	0.00	-13200.00	-4000.00	.0	4000.00
FUND TOTAL		0.00	3956399.00	0.00	297619.92	1703811.99	43.1	2252587.01

FUND #: 40		Name: Zone Fund		Encumbrance Balance	Current Actual	Year-to-Date Actual	Pct (%)	Unencumbered Balance
Expenditure Description		Year-to-Date Prof Budget	Year-to-Date Amended Budgt					
5010	6700 Super & Labor Zone	0.00	132572.00	0.00	6194.41	40426.23	30.5	92145.77
5013	6700 PERS UAL Zone	0.00	14030.00	0.00	1167.29	3501.87	25.0	10528.13
5014	6700 P.E.R.S. Zone	0.00	12897.00	0.00	528.80	3715.61	28.8	9181.39
5016	6700 Payroll Taxes Zone	0.00	13257.00	0.00	458.06	3040.42	22.9	10216.58
5018	6700 Insurance - H&L Zone	0.00	43793.00	0.00	2655.67	9562.68	21.8	34230.32
5019	6700 Overtime Zone	0.00	7066.00	0.00	0.00	757.41	10.7	6308.59
5020	6700 Insurance - W.C Zone	0.00	4706.00	0.00	607.21	1168.44	24.8	3537.56
5034	6700 Insurance - Gen Zone	0.00	4200.00	0.00	0.00	4194.82	99.9	5.18
5038	6700 Mat. & Supp. Zone	0.00	6800.00	0.00	-4724.25	5934.56	87.3	865.44
5039	6700 Materials - Oth Zone	0.00	0.00	0.00	-5583.16	0.00	.0	0.00
5040	6700 Office Supplies Zone	0.00	3400.00	0.00	250.00	1064.35	31.3	2335.65
5041	6700 Staff Develop Zone	0.00	1000.00	0.00	0.00	0.00	.0	1000.00
5044	6700 Utilities Zone	0.00	11200.00	0.00	763.16	4690.02	41.9	6509.98
5046	6700 Veh. Maint. Zone	0.00	1000.00	0.00	196.75	681.11	68.1	318.89
5048	6700 Vehicle - Oper Zone	0.00	4000.00	0.00	184.42	1111.43	27.8	2888.57
5080	6700 Outside Serv Zone	0.00	100688.00	0.00	4649.00	66745.28	66.3	33942.72
5084	6700 Government Reg Zone	0.00	35550.00	0.00	16997.00	23738.98	66.8	11811.02
5089	6700 Memberships Zone	0.00	616.00	0.00	0.00	0.00	.0	616.00
DEPT 6700 Subtotal ----->		0.00	396775.00	0.00	24344.36	170333.21	42.9	226441.79
FUND TOTAL		0.00	396775.00	0.00	24344.36	170333.21	42.9	226441.79

REPORT.: 03/08/18
 RUN...: 03/08/18 TIME: 15:14
 Run By.: Kristen West

Georgetown Divide PUD
 Budget Report for Expenditures by FUND
 For Calendar Period.: 12-17 Fiscal.: 06-18

PAGE: 010
 ID #: GLER
 CTL.: GEO

FUND #: 42

Name: CDS RESRV EXP.

Expenditure Description	Year-to-Date Prof Budget	Year-to-Date Amended Budgt	Encumbrance Balance	Current Actual	Year-to-Date Actual	Pct (%)	Unencumbered Balance
5038 6700 Mat. & Supp. Zone	0.00	0.00	0.00	4848.39	7034.66	.0	-7034.66
5039 6700 Materials - Oth Zone	0.00	0.00	0.00	8976.06	8976.06	.0	-8976.06
5080 6700 Outside Serv Zone	0.00	0.00	0.00	0.00	14770.00	.0	-14770.00
DEPT 6700 Subtotal ----->	0.00	0.00	0.00	13824.45	30780.72	.0	-30780.72
FUND TOTAL	0.00	0.00	0.00	13824.45	30780.72	.0	-30780.72

REPORT.: 03/08/18
 RUN....: 03/08/18 TIME: 15:14
 Run By.: Kristen West

Georgetown Divide PUD
 Budget Report for Expenditures by FUND - Summary Report
 For Calendar Period.: 12-17 Fiscal.: 06-18

PAGE: 015
 ID #: GLER
 CTL.: GEO

Expenditure Description	Year-to-Date Prof Budget	Year-to-Date Amended Budget	Encumbrance Balance	Current Actual	Year-to-Date Actual	Pct (%)	Unencumbered Balance
09 CABY GRANT	0.00	0.00	0.00	0.00	117.60	.0	-117.60
10 Water Fund	0.00	3956399.00	0.00	297619.92	1703811.99	43.0	2252587.01
12 RETIREE FUND	0.00	136000.00	0.00	4432.98	29912.99	22.0	106087.01
20 ALT Fund	0.00	0.00	0.00	233111.60	2936041.37	.0	-2936041.37
24 CAPITAL REPLACE	0.00	806216.00	0.00	39.20	82931.79	10.0	723284.21
29 STATE REV FUND	0.00	9423200.00	0.00	0.00	0.00	.0	9423200.00
35 Restricted P/L	0.00	0.00	0.00	0.00	431.20	.0	-431.20
40 Zone Fund	0.00	396775.00	0.00	24344.36	170333.21	43.0	226441.79
42 CDS RESRV EXP.	0.00	0.00	0.00	13824.45	30780.72	.0	-30780.72
43 CAPITAL RESERVE	0.00	1429974.00	0.00	267.50	81547.72	6.0	1348426.28
51 KELSEY NORTH	0.00	0.00	0.00	0.00	674.99	.0	-674.99
52 KELSEY SOUTH	0.00	0.00	0.00	0.00	505.83	.0	-505.83
54 PILOT HILL SO.	0.00	0.00	0.00	0.00	6.00	.0	-6.00

Total of all FUNDS	0.00	16148564.00	0.00	573640.01	5037095.41	31.0	11111468.59
=====							

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
 Administrative Directive 2018-16
 Budget Change Request Form
 Fiscal Year 2017-16

Date: 3/5/2018

To: Steven Palmer, PE, General Manager

From: Christina Cross, Management Analyst

Source of Funds or Transfer from:

Account Description	Account Number	Amount		
		Current Budget	Budget Change	Amended Budget
Reserves Transfer	Fund 10	\$	(41,146)	
		\$		-
		\$		-
		\$		-
Total:		\$	(41,146)	

New Appropriation or Transfer to:

Account Description	Account Number	Amount		
		Current Budget	Budget Change	Amended Budget
Overtime	10-5019-5400	19,854	15,146	35,000
Materials and Supplies	10-5038-5400	\$ 72,000	18,000	90,000
Vehicle Operations	10-5048-5400	\$ 11,000	8,000	19,000
		\$		-
Total:		\$	41,146	

Reason for change:

Emergency repairs due to breaks

Requested by: CCROSS Date: 3/8/18
 Christina Cross, Management Analyst

General Manager: _____ Date: _____
 Steven Palmer, PE, General Manager

Recommended: Yes: No:
 Approved: Yes: No:

RESOLUTION NO. 2018-12

**OF THE BOARD OF DIRECTORS
OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
AUTHORIZING A BUDGET AMENDMENT FOR FY 2017-18
IN THE WATER FUND IN THE AMOUNT OF \$41,146.00**

WHEREAS, the District performed a mid-year budget to actual analysis to determine the progress of meeting the District's goals;

WHEREAS, the results of the mid-year analysis were favorable, trending in alignment with the projected budgeted expenses established at the beginning of the fiscal year;

WHEREAS, the District respond to a large number of unexpected emergencies, water line rupture and water line leaks that are measurably impacting overtime, materials and supplies, and vehicle operations;

WHEREAS, the work related to main rupture and leak was not included in the Fiscal Year 2017-2018 Budget; and

WHEREAS, additional emergency treated water line repairs are anticipated to occur in the duration of the fiscal year;

NOW, THEREFORE, IT IS HEREBY RESOLVED as follows:

1. A budget amendment to increase expenses in the amount of \$15,146 from Water Fund 10 Reserves to account 10-5019-5400 overtime is authorized.
2. A budget amendment to increase expenses in the amount of \$18,000 from Water Fund 10 Reserves to account 10-5038-5400 materials and supplies is authorized.
3. A budget amendment to increase expenses in the amount of \$8,000 from Water Fund 10 Reserves to account 10-5048-5400 vehicle operations is authorized.

PASSED AND ADOPTED on this 13th day of March, 2018, by the following vote:

AYES: Halpin, Hanschild, Souza, Uso Wadle

NOES:

ABSENT:



Londres Uso, President
Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

ATTEST:



Steven Palmer, Clerk and Ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2018-12 duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on the 13th day of March 2018.



Steven Palmer, Clerk and Ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF March 13, 2018
AGENDA ITEM NO. 6C**



AGENDA SECTION: NEW BUSINESS

SUBJECT: PROVIDE DIRECTION ON POLICY FOR A LOW-INCOME RATE ASSISTANCE PROGRAM FOR TREATED WATER RATES WITH A SOURCE OF FUNDING OTHER THAN WATER RATES

PREPARED BY: Christina Cross, Management Analyst

APPROVED BY: Steven Palmer, PE, General Manager

BACKGROUND

During the January 9, 2018, Regular Board Meeting a low-income rate assistance program for treated water customers was presented. The staff report from December 13, 2017 meeting is included as Attachment 1 and the proposed low-income rate assistance program (LIRA) policy is included as Attachment 2. The Board of Directors requested we bring it back to the March 13, 2017 Regular Meeting along with the Mid-year Budget review.

DISCUSSION

As suggested by the Board, Management Analyst Christina Cross contacted Paradise Irrigation District regarding their customer assistance program. Paradise Irrigation District currently has approximately 10,500 customers. Kevin Phillips (Interim District Manager) stated their customer assistance program (CAP) was started in 2016 and since initiated has not raised above a 6% participation rate. They currently provide PG&E California Alternate Rates for Energy Program (CARE) qualifying customers a flat \$10 discount per monthly billing cycle.

Staff also searched to find agencies in Northern California with assistance programs, in addition to those presented in previous staff reports. Alameda County Water District also offers an assistance program to its customers at a \$15 credit every two months on their water service. Their program has been available for approximately 1 year and has a participation rate of 1%. Income guidelines for this program mirror the San Francisco Public Utility Commission as shown in the table below.

Number of Persons in Household	Total Gross Annual Household Income*
1-2	\$32,480 or less
3	\$40,840 or less
4	\$49,200 or less
5	\$57,560 or less
Each additional person, add	\$8,360

At this point in time, the Board needs to provide direction on the amount of the discount per billing cycle and adopt the resolution approving the policy. Staff's recommendation is to set the discount at 25% of the monthly base charge, which equates to \$7.35 per month (\$14.70 per billing cycle) for the first year. Establishing a percentage discount would allow the discount to keep pace with the newly adopted annual rate increases. In the fifth year, a 25% discount would equate to \$8.94 per month (\$17.88 per billing cycle).

FISCAL IMPACT

Due to restrictions imposed by Proposition 218, LIRA Programs cannot be funded by water rate revenues. They must be funded by other revenue sources such as property tax, hydroelectric revenue, SMUD revenue, lease revenue, or voluntary contributions.

Fiscal Year 2017-2018 budget does not include any funding for a LIRA Program. At this point, Board direction has been to set aside \$35,000 for a LIRA program. The budget would need to be amended to set aside an amount to fund the LIRA.

Additional staff time will be needed to administer this program including reviewing applications and allocating discounts. The amount of staff time required to administer this program depends on the number of applicants and participants, so the exact amount of time is difficult to quantify. At this time, Staff estimates that 859 households could qualify for the program. In order to make sure that the program is successful and adequate outreach is performed to encourage participation, one Staff person should dedicate 25% of their time on an annual basis. The District does not currently have adequate staffing to administer this program and an additional part time staff person or consultant would be required to perform required outreach and administration. The fully loaded cost for a staff person or consultant to administer the program is estimated to be in the range of \$15,000 per year.

CEQA ASSESSMENT

Not a CEQA project.

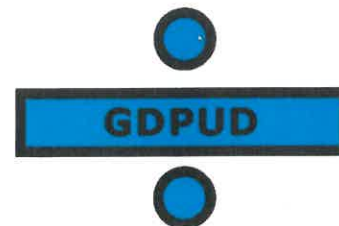
RECOMMENDED ACTION

Staff recommends that the Board provide direction on the amount for the discount being offered by the program and adopt the attached resolution (Attachment 3) adopting the LIRA policy.

ATTACHMENTS

1. Staff report from December 13, 2017 Special Meeting
2. Low Income Rate Assistance Program Policy
3. Resolution 2018-04

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF DECEMBER 13, 2017
AGENDA ITEM NO. 5B**



AGENDA SECTION: NEW BUSINESS

SUBJECT: PROVIDE DIRECTION ON POLICY FOR A LOW-INCOME RATE ASSISTANCE PROGRAM FOR TREATED WATER RATES WITH A SOURCE OF FUNDING OTHER THAN WATER RATES

PREPARED BY: Steven Palmer, PE, General Manager

APPROVED BY: Steven Palmer, PE, General Manager

BACKGROUND

At previous meetings, the Board has expressed interest in developing a program to provide discounts to treated water customers that have difficulties in paying their water bills each month. At the February 2017 meeting, the Board directed Staff to pursue partnering with a local non-profit to establish a mechanism for District employees to make voluntary contributions to a local non-profit fund dedicated to helping customers pay their water bills. The non-profit was to administer and manage the program, with the District only committing to provide employees with the option to make a voluntary contribution via payroll deduction. This program has not yet been implemented.

The concept of low-income discounts and a low-income rate assistance program (LIRA) was also raised during rate study presentations to the Finance Committee and the Board on April 25, 2017, and May 8, 2017, respectively. At these meetings, the Finance Committee and Board both recommended that if the District developed a LIRA program that the District should minimize the Staff time required to administer the program.

The General Manager requested direction from the Board regarding developing a policy for a LIRA at the August 8, 2017 Board meeting. At that time, the General Manager presented a discussion of other agencies that have a LIRA, and included an assessment of the number of customers that might be able to qualify for the program. The direction received from the Board at that time was to utilize voluntary donations for the program.

Since that time, new increased water rates have been proposed. At the October 24, 2017 Board meeting regarding rates, the Board directed Staff to assume that \$35,000 of property tax revenue would be budgeted for a future LIRA. The Board further directed the General Manager to bring a LIRA policy for Board action at a future meeting.

One additional nuance to a District LIRA is that the State of California Water Resources Control Board (State) is developing guidelines for a Statewide LIRA. This statewide program is required by AB401, and is still being developed. The State has presented several scenarios for public comment, and a final report is due to the legislature in early 2018. Implementation would take additional time after that, and additional details are not clear. It is possible that the District may be subject to the new State program in lieu of its' own LIRA program.

DISCUSSION

Other LIRA Programs

The August 8, 2017 Staff Report provided a discussion and results from the General Manager's survey of other local water agencies LIRA Programs. The results are summarized below.

Agency	LIRA	Source	Notes
California Water Service	Yes	Donations	Accepts various recognized low-income programs. Discount of 50% of monthly base charge.
EID	Yes	Donations	One time catastrophic
NID	No	--	--
PCWA	No	--	--
City of Roseville	No	--	--
City of Sacramento	Yes	General Fund (Utility User Tax)	SMUD EAP guidelines, Approx. \$300,000 per year
San Juan Water	No	--	--

The City of Sacramento and California Water Service LIRA Program income limits are the same as the United States Department of Health and Human Services (HHS) poverty guidelines of 200% of poverty level. These income limits are also the same for the Pacific Gas & Electric (PG&E) California Alternate Rates for Energy Program (CARE), which are shown in the table below.

Number of Persons in Household	Total Gross Annual Household Income
1-2	\$ 32,840
3	\$ 40,840
4	\$ 49,200
5	\$ 57,560
6	\$ 65,920
7	\$ 74,280
8	\$ 82,640
9	\$ 91,000
10	\$ 99,360
Each additional person	\$ 8,360

Water Affordability and Poverty

According to estimates from the United States Census Bureau, the annual median household income in El Dorado County in 2015 was \$69,584, with 2.69 residents per household. The same data source also indicates that 9.1% of El Dorado County residents are in poverty.

The District encompasses two Census Designated Places (CDP) with available data from the 2011-2015 American Community Survey 5-Year Estimates. The CDPs are Auburn Lake Trails and Georgetown. The data shows that Auburn Lake Trails CDP has a median household income of \$100,875 and 2.0% of residents below the poverty level, and Georgetown CDP has a median household income of \$44,241 and 13.5% of residents below the poverty level. A review of the data indicates that roughly 544 households within these two CDPs are below the annual income limit for a two (2) person household used by PG&E and the agencies surveyed in this report. This equates to 24% of the households surveyed.

Water affordability is typically measured as a percentage of median household income. The California Department of Health Services defines water affordability as 1.5% of annual median household income and the United States Environmental Protection Agency considers the threshold to be 2-2.5% for water. Households paying more than this amount are considered to be paying an unaffordable amount for water service. Current District residential water rates are \$38.65 per month, or \$77.30 for two months and 2,000 cubic feet of water. For a similar sized meter, the first year of proposed new water rates for two months and 2,000 cubic feet of water would be \$139.98. The table below summarizes the current and proposed affordability of 2,000 cubic feet of water.

Area	Current Water Bill Percentage of Median Household Income	Proposed Year 1 Water Bill Percentage of Median Household Income
El Dorado County	0.67%	1.21%
Auburn Lake Trails CDP	0.46%	0.83%
Georgetown CDP	1.05%	1.90%
GDPUD (RCAC)	0.99%	1.80%

The California Department of Housing and Community Development (HCD) also publishes guidelines for determining if a household is in poverty. Their guidelines for El Dorado County are summarized below.

Income Category	Persons in Household							
	1	2	3	4	5	6	7	8
Extremely Low	16,000	18,300	20,600	24,600	28,780	32,960	37,140	41,320
Very Low	26,650	30,450	34,250	38,050	41,100	44,150	47,200	50,250
Low	42,650	48,750	54,850	60,900	65,800	70,650	75,550	80,400

Using the ACS data, the assumption can be made that up to 24% of households within the District might qualify for assistance. Based on 3,486 active single family residential accounts and 10 multi-family residential accounts (94 households) representing a total of 3,580 households, this equates to 859 households which could qualify for a LIRA program. The annual fiscal impact of various levels of assistance is summarized below. These annual amounts are based on the proposed fixed rate of \$58.81 for two months.

Percent Discount	Bi-Monthly Discount per Household	Annual Discount per Household	Total Annual Discount Program Budget
10%	\$ 5.88	\$ 35.28	\$ 30,306
20%	\$ 11.76	\$ 70.56	\$ 60,612
30%	\$ 17.64	\$ 105.84	\$ 90,926
40%	\$ 23.52	\$ 141.12	\$ 121,223
50%	\$ 29.41	\$ 176.46	\$ 151,580

Proposed Policy

At this point, Board direction has been to set aside \$35,000 for a LIRA program. According to the analysis in this report, this would fund an 11.5% discount for 859 households each year. Based on research performed by the General Manager into other LIRA programs run by the Cities of Sacramento and Long Beach, it is unlikely that all 859 households will participate in the program and it is more likely that only half of the qualifying households will participate. For that reason, a higher subsidy may be appropriate and the General Manager recommends starting the LIRA with a discount of 25%. This discount amount and the amount budgeted from property tax revenue will be evaluated by the Board quarterly. The PG&E CARE rate program appears to have a much higher participation rate than those reported by water agencies. The State’s Low-Income Oversight Board (www.liob.org) reports that the 90% of eligible households are enrolled in the PG&E CARE rate program, and that about 30% of PG&E customers participate.

A proposed LIRA policy is included as Attachment 3. The policy includes the following elements:

- Must be a treated water customer.
- Customer must meet HCD or PG&E income guidelines for very low income, or extremely low-income households in El Dorado County; whichever is higher.
- Customer must live at the residence at which the discount applies.
- Customer must be a residential customer.
- Customers will receive a 25% discount off the base rate for water services, not including the supplemental charge.
- The maximum property tax subsidy in Fiscal Year 2017/18 will be \$35,000. Future maximum annual amounts will be determined as part of the annual budget process.
- Customers may apply at any time and must reapply annually each year.
- Customers will be enrolled into the program on a first come, first served basis until the annual budget amount is reached.
- Outreach will be conducted through bill inserts, brochures, website, email, social media, community presentations, etc.

Alternative to Proposed Policy

The key variable affecting the success of this program is the number of eligible customers that participate. Since this is a new program for the District, we have very little data to help estimate the number of participants, and it is difficult to establish an amount to budget for this program. The percent discount rate is completely at the discretion of the Board and can be adjusted based on the amount that the Board budgets to the program each year. As an alternative to establishing the discount percentage, the District could allocate the amount budgeted each year evenly among qualified applicants. The following elements of the proposed LIRA in Attachment 3 would need to change:

- Instead of accepting applicants year-round, applications would only be accepted during a specific time of year, immediately after the annual budget is adopted.
- Any applications received after the deadline would be placed on a waitlist until the next application period.
- A maximum percentage discount would need to be established.
- Instead of a percentage discount, customers would receive a defined discount amount that is the annual amount budgeted for discount divided by the number of qualified applicants.

FISCAL IMPACT

Due to restrictions imposed by Proposition 218, LIRA Programs cannot be funded by water rate revenues. They must be funded by other revenue sources such as property tax, hydroelectric revenue, SMUD revenue, lease revenue, or voluntary contributions.

Fiscal Year 2017-2018 budget does not include any funding for a LIRA Program. At this point, Board direction has been to set aside \$35,000 for a LIRA program. The budget would need to be amended to set aside an amount to fund the LIRA.

CEQA ASSESSMENT

Not a CEA project.

RECOMMENDED ACTION

The General Manager recommends that the Board adopt the attached resolution adopting the Low-Income Rate Assistance Program policy.

ATTACHMENTS

1. City of Sacramento LIRA
2. California Water Service LIRA
3. Low Income Rate Assistance Program Policy
4. Resolution

Georgetown Divide Public Utility District **2018**

Policy Manual

POLICY TITLE: Low Income Rate Assistance Program

POLICY NUMBER:

I. PURPOSE:

The Board of Directors of the Georgetown Divide Public Utility District (District) desires to offer financial assistance to low-income treated water customers.

II. POLICY:

A. Eligibility

1. Must receive treated water service from the District.
2. Customer must live (primary residence) at the address receiving the discount.
3. Must be a residential customer.
4. Meet the income guidelines outlined in Section 3.
5. Customer must notify the District when no longer eligible.
6. Customer must submit for renewal each year Eligibility is renewed annually in June.
7. Qualification is based on the total income of everyone living in the home or participation in qualifying public assistance programs.

B. Income Verification

1. Qualification is based on the total gross income of everyone living in the household.
2. Two methods of demonstrating:
 - i. Provide copy of PG&E bill showing CARE rate for treated water account holder; or
 - ii. Submit income documentation to the District for review and approval
 - a. Customer must account for all sources of qualifying household income.
 - b. To ensure consistency with PG&E CARE Program income requirements, the District will request the same income information and back-up documents as the PG&E CARE program.
 - c. Customers must black out any account numbers or Social Security numbers.
 - d. Customers must provide income information for all members of the household. This information may include several of the documents listed below:

Georgetown Divide Public Utility District 2018

Policy Manual

If you or someone in your household participates in	You should send in a copy of:
Public Assistance Programs	Award letter(s) OR letter of participation in the program(s)
Medicaid/Medi-Cal, Supplemental Security Income (SSI), CalFresh/SNAP (Food Stamps), LIHEAP, WIC, Healthy Families A & B, Cal WORKs (TANF), National School Lunch Program (NSLP), Bureau of Indian Affairs General Assistance, Head Start Income Eligible (Tribal Only)	

If you or someone in your household receives income from:	You should send in a copy of:
Wages, Salaries, Tips, Commissions	Two most recent consecutive check stubs, W2 or IRS 1040 Form
Pensions, Social Security, SSP, SSDI, Disability Payments, Workers Compensation, Unemployment Benefits, VA Benefits, Foster Care Payments	Award letter(s), two most recent consecutive check stubs or the most recent bank statement (to show direct deposit)
School Grants, Scholarships, Other Aid	Award Letter(s) OR two most recent consecutive check stubs
Insurance and/or Legal Settlements	Settlement Documents
Child and/or Spousal Support	Court documents OR two most recent consecutive check stubs
Farm Income	First page of IRS 1040
Interest and/or Dividends from Savings, Stocks, Bonds, Mutual Funds	IRS Form 1040 or IRS Form 1099(s) or three consecutive bank statements
401K or IRA withdrawals or Annuities	Investment account statement(s), IRS Form 1040 or IRS Form 1099
Capital Gains	Investment account statement(s), IRS Form 1040 or IRS Form 1099
Rental and/or Royalty Income	IRS Form 1040 AND Schedule E for Rental Income
Profit from Self-Employment	IRS Form 1040 and Schedule C
Gambling/Lottery Winnings	Determined on a case-by-case basis
Union Strike Fund Benefits	Two most recent consecutive benefit check stubs
Cash Income (when you have not filed federal or state taxes)	Signed letter detailing type of work, estimated monthly amount of cash payment, employer name and phone number

Georgetown Divide Public Utility District 2018 Policy Manual

If you or someone in your household receives income from:	You should send in a copy of:
Monetary gifts, none of the examples apply or if you do not receive any income	Signed letter explaining the current source(s) of income used to support your household.

C. Gross Income Limits

- The District will use the most current income limit information from the PG&E Care Program (Updated in May) and/or the CA Department of Housing and Community Development Official State Income Limits for El Dorado County (updated in December) for the extremely low and very low categories. The highest income limit shall apply. As of February 14, 2017, the income limits are:

Number of Persons in Household	Total Gross Annual Household Income
1-2	\$32,480 or less
3	\$40,840 or less
4	\$49,200 or less
5	\$57,560 or less
6	\$65,920 or less
7	\$74,280 or less
8	\$82,640 or less
9	\$91,000 or less
10	\$99,360 or less
Each additional person, add	\$8,360

*Before taxes based on current income sources. Valid through May 31, 2018

D. Discount Amount

- Customers will receive a discount of 25% off the base rate of treated water.
- This will be reviewed by staff annually on or before June 30, beginning in 2018 to determine suitability. Any changes require approval by the Board.

E. Eligibility Renewal

- Renewal information must be received by the District before June 1 annually.
- Participants will be notified by mail to resubmit their eligibility information.

F. Fund Limit and Wait List

- The maximum property tax revenue that will be allocated to this program (fund limit) will be \$35,000 in FY 17/18. Future maximum amounts will be determined as part of the annual budget process.

2. A change to the fund limit can be authorized by action of the Board of Directors.
3. Staff will provide information on projected discount expenses during the quarterly financial reports to the Board.
4. If customer demand exceeds fund limit, a wait list will be created.
5. Customers on the wait list will be enrolled into the program on first come-first served basis as funds become available.
 - i. If a customer has been on the wait list for more than 6 months, they must re-submit income eligibility information.

G. Discount Distribution

1. When the owner and the account holder are the same individual, a monthly bill credit will be issued.
2. When the owner and the account holder are not the same individual or in the case of a shared meter then a written agreement must be signed by the District, owner, and account holder with the following terms:
 - i. District will give monthly bill credit to the account holder
 - ii. If the qualifying household is a tenant who is not the account holder, then the account holder will pass the discount through to the tenant via a reduced utility bill or rent reduction.
 - iii. All discounts must be given to the eligible tenant and not spread across all tenants.
3. Definitions
 - i. Owner- is the legal property owner of a parcel.
 - ii. Account holder- is the name on a treated water account.
 - iii. Tenant- is a leaseholder of a house, apartment, condominium or similar residential dwelling OR the owner of an individual mobile/manufactured home in a mobile home park.

H. Program Acceptance

1. Customers may apply at any time; however, they may be placed on a waitlist based on funding availability.
2. District may require up to 60 days to provide determination of customers income eligibility.
3. Discounts will be distributed as listed in Section 7.
4. For customers described in Section 7 (b), additional time may be required for written agreements before discount can be applied.

I. Marketing and Outreach

1. The District will attempt to reach all eligible customers about the program including:
 - i. Bill Inserts
 - ii. Email, website, email, and social media notification
 - iii. Press releases to local newspapers
 - iv. Creating partnerships to share information
 - v. Brochures at the post office, library, nonprofits and other gathering places
 - vi. Community Presentations

J. Policy Review

1. This policy should be reviewed prior to June 30, 2018 and annually thereafter for consistency with applicable state laws, income levels and discount rates.
2. Staff will provide information on projected discount expenses during the quarterly financial reports to the Board.

RESOLUTION NO. 2018-04

**OF THE BOARD OF DIRECTORS
OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
ADOPTING A LOW-INCOME RATE ASSISTANCE PROGRAM FOR TREATED
WATER RATES WITH A SOURCE OF FUNDING OTHER THAN WATER RATES**

WHEREAS, the Board of Directors of the Georgetown Divide Public Utility District ("District") desires to provide assistance to low-income customers who are having difficulty paying their treated water bills; and

WHEREAS, the Board desires to fund this program from sources other than water rate revenues; and

WHEREAS, the Low-Income Rate Assistance Program Policy, dated March 13, 2018 was presented to and reviewed by the Board on March 13, 2018.

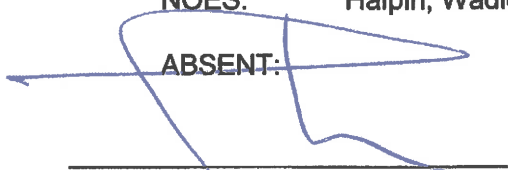
NOW, THEREFORE, IT IS HEREBY RESOLVED that the attached Low-Income Rate Assistance Program for Treated Water Rates is approved, subject to the amount in each adopted annual budget and as amended by the Board.

PASSED AND ADOPTED on this 13th day of March 2018, by the following vote:

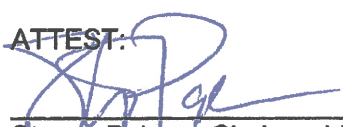
AYES: Hanschild, Souza, Uso

NOES: Halpin, Wadle

ABSENT:



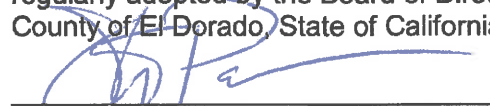
Londres Uso, President
Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

ATTEST:


Steven Palmer, Clerk and Ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2018-04, duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on the 13th day of March 2018.



Steven Palmer, Clerk and Ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF MARCH 13, 2018
AGENDA ITEM NO 6D**



AGENDA SECTION: NEW BUSINESS

SUBJECT: REMOVING DONNA BRUSS FROM THE FINANCE COMMITTEE, INCREASING FINANCE COMMITTEE MEMBERSHIP FROM FIVE TO SEVEN, AND APPOINTING KEN PAULEY AND MICHAEL SAUNDERS TO THE FINANCE COMMITTEE

PREPARED BY: Steven Palmer, PE, General Manager

APPROVED BY: Steven Palmer, PE, General Manager

BACKGROUND

The governing body ("Board") of the Georgetown Divide Public Utility District ("District") is authorized to appoint a Finance Committee. Committee members are charged with the responsibility to oversee areas related to financial matters and provide recommendations on its findings and opinions to the Board. These duties and responsibilities are subject to review and amendments for intent and effectiveness. The District memorialized the membership, duties, and responsibilities of the Finance Committee most recently through Resolution 2017-25.

The Finance Committee currently has five appointed members. Committee member Donna Bruss has been unable to attend recent meetings and has requested to be removed from the committee. This would leave one vacancy on the Finance Committee. Staff has received applications from two more interested people, Ken Pauley and Michael Saunders.

DISCUSSION

Board action is required in order to remove Donna Bruss from the Finance Committee and confirm an appointment to fill her vacancy.

Board President Lon Uso, has reviewed the candidates Ken Pauley and Michael Saunders and requested that the Finance Committee membership be increased in order to allow both of them to be appointed. If this action is taken, Staff recommendation would be to increase the membership to seven (7) in order to keep an uneven number of members. Another approach would be to appoint either Ken Pauley or Michael Saunders as a full member, and the other as an alternate.

Three resolutions are included for consideration by the Board: 1. Recognize Donna Bruss for her service and remove her from the committee, 2. Increase the maximum number of members on the finance committee from five (5) to seven (7), and 3. Appoints two new members, Ken Pauley and Michael Saunders. Mr. Pauley's letter is included as **Attachment 1**; Mr. Saunder's letter is included as **Attachment 2**

FISCAL IMPACT

There's no fiscal impact associated with this action.

RECOMMENDED ACTION

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) review and take action on the three resolutions, removing Donna Bruss from the Finance Committee, increasing the maximum number of members from five (5) to seven (7), confirming the appointments of Ken Pauley and Michael Saunders to the Finance Committee.

ALTERNATIVES

The Board may elect to keep the maximum number of members on the committee at five (5) and confirm one or neither of the appointments, increase the maximum number of members from five (5) to six (6), or provide other direction.

ATTACHMENTS

1. Ken Pauley Letter
2. Michael Saunders Letter
3. Resolution 2018-¹3 Recognizing Donna Bruss and removing her from the committee
4. Resolution 2018-⁴ Increasing Maximum Members on Finance Committee from Five (5) to Seven (7)
5. Resolution 2018-⁶ Confirming Finance Committee Appointments

Re: Press Release: Finance Committee Vacancies

Ken Pauley <ken@pauley.org>

Mon 2/12/2018 10:59 AM

To: Steven Palmer <spalmer@gd-pud.org>;

OK, so I don't forget about it, I'm going to blast you this now :-). Feel free to forward this on.

My name is Ken Pauley, have lived in Georgetown with my wife and animals for about 8 years now. We reside on Hope Mountain Road and are customers of fresh water delivery as well as ag water. I have been actively following the water district news and participate a lot in discussions on Whats Happening on the Divide where I am one of the admins as well. I do have interactions with Lon Uso occasionally at community social events, he and some other board members may potentially be a reference for me, positively or negative, not sure! I am also a volunteer with Georgetown Fire and serve as the Treasurer / Secretary for the Volunteer Fire Department.

While at this point I don't have any interest in running for any board positions, the Finance Committee does sound like it could be an interesting way for me to become a little more involved in our community water delivery. My interests are in trying to help the board make decisions around reliable, sustainable and where possible affordable water delivery for our community.

I don't have any real experience with a water district other than as a customer. But I do think I can bring a few things to the table in the discussions. One, I feel that I tend to be a very even keeled person and can manage conflict resolution very well. Additionally I am currently employed as a Senior IT Manager at Cisco Systems and have roughly 30 years of IT experience where I have managed budgets, including a \$5M budget that I currently manage with Cisco. I have a decent understanding of budget processes and I think I can grasp financial models of different businesses pretty well. As mentioned previously I'm also the Treasurer for the Georgetown Volunteer Fire Department.

I've looked through some of the public records documents, grand jury assessments and the financial models that have been presented. I have not studied them, but the times I did go through them I could follow them. If I were to be involved with the Finance Committee of course I'd need to get a deeper knowledge but think I could handle that.

With that said, I'd like to learn more about the Finance Committee, assuming there is interest in having me involved, and understand if and how I could help service the community.

Thanks.,

Ken Pauley
5050 Hope Mountain Road, GT
(408) 406-6687 (cell)

On Mon, Feb 12, 2018 at 10:42 AM, Steven Palmer <spalmer@gd-pud.org> wrote:

Whatever is best for you. I will email it to the Board President for review.

Steven Palmer, PE

General Manager

Georgetown Divide Public Utility District

P.O. Box 4240

[6425 Main Street](#)

[Georgetown, California 95634](#)

MICHAEL SAUNDERS

Cover Letter

GDPUD Board Meeting of 3/13/18
AGENDA ITEM NO 6D
Attachment 2

MICHAEL SAUNDERS

2141 Enchanting Trail
Cool, California
(916) 420-2459
miachoftheshire@gmail.com

A resident and homeowner of the Divide with land, pasture, and animals. I became interested in our water district over the last couple of years. I am aware of the need for the maintenance of our revenue to expense ratio and other Grand Jury findings which have a financial component. I believe in maintaining a professional, fiscally responsible budget, which meets and serves the need of the District Plant and Staff as well as the community members.

As a Dietitian, Physician, and Community Leader, I have always had to be an advocate for the consumer as well as being part of management. Thus, I am familiar with working hard to create a balance when creating solutions between what is best for Institutions and those they serve.

I currently sit on financial committees and boards, so I am familiar with the organizational structure of meetings. The skills which I can bring to the GDPUD Finance Committee is a bridge between State and Federal regulations with maintaining required financial elements. My experience as a Dietitian, MD, and Feast provider has let me be able to analyze numbers and come up with solutions which are outside the box and individualized for each given situation.

I believe I will be able to provide advice to the Board which will include short-term, but also long-term effects on the financial budget, through looking at our revenue and expenses, the need for long-term maintenance and infrastructure, projected

MICHAEL SAUNDERS

President, El Dorado County, S.C.A.

RELATED EXPERIENCE

President

El Dorado County, S.C.A.

July 2012 -Present

- The Society for Creative Anachronism is a non-profit international medieval organization dedicated to researching and recreation. I am responsible for managing members, organizing events, coordinating events in our area for the larger organization, run monthly meetings and sit on the finance committee. Maintain rules within our Branch and the Corporate Board of Directors.

Delegate, Member

EDCDCC

Jan 2017 - Present

- Work with developing policies for the legislative process. Organize members and run committee meetings. Looking at current policy, rules and regulations within the State and National. Organize and run meetings, civic events, and roles as a Community Leader.

Steering Committee Member

Co-Moderator Civil Rights Wgrp

El Dorado Progressives

Dec 2017 - Present

Clinical Dietitian,

Program Director

Adult Day Care Program

D.O.J Nursing Home

Bronx, N.Y.

Seot 1989 - May 1992

- Clinical Dietitian for 1200 resident facility and Program Director for the Adult Day Care Program. Managed staff, formulated and provided menus and meals, maintained the program's budget.

OTHER

- MD, Dept of Orthopedics, Boston Medical Center
1996 - 2000
- Feastocrat, Create, provide, and budget feasts for small and large Society events
2001 - Present

EDUCATION

1985 - 1989

Bachelor of Science, Nutrition, Biochemistry
Cornell University

1992 - 1996

Doctor of Medicine
Howard University

AFFILIATIONS

Knights of Columbus

RESOLUTION NO. 2018-13

**OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
RECOGNIZING DONNA BRUSS FOR HER SERVICE AND
REMOVING HER FROM THE FINANCE COMMITTEE**

WHEREAS, the Georgetown Divide Public Utility District ("District") Board of Directors ("Board") memorialized the membership, duties, responsibilities, and other matters pertaining to the Finance Committee through Resolution 2017-25; and

WHEREAS, Finance Committee member Donna Bruss has served on the Finance Committee for many years and no longer wishes to continue.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT the Board is grateful for Donna Bruss' service on the Finance Committee; and that she is hereby removed as a member of the Finance Committee.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 13th day of March 2018, by the following vote:

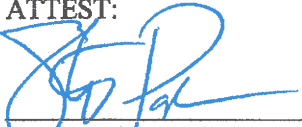
AYES: Halpin, Hanschild, Souza, Uso, Wadle

NOES:

ABSENT/ABSTAIN:

Londres Uso, President
Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

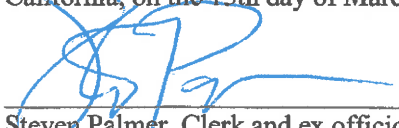
ATTEST:



Steven Palmer, Clerk and ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2018-13 duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on the 13th day of March 2018.



Steven Palmer, Clerk and ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

RESOLUTION NO. 2018-14

**OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
PROVIDING ROLE AND RESPONSIBILITIES OF THE FINANCE COMMITTEE**

WHEREAS, the Georgetown Divide Public Utility District ("District") Board of Directors ("Board") previously memorialized the membership, duties, responsibilities, and other matters pertaining to the Finance Committee through Resolution 2017-25; and

WHEREAS, the Board seeks to rescind and replace Resolution 2017-25 to modify the role and responsibilities of the Finance Committee; and

WHEREAS, the Finance Committee will assist the Board in the review of financial information of the District and make recommendations to the Board for actions related to the District's finances and budgeting; and

WHEREAS, the Board finds it to be in the best interest of the public to establish the Finance Committee's role as set forth herein.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS AS FOLLOWS:

SECTION 1: Resolution 2017-25 is hereby rescinded and replaced with this Resolution 2018-11 and shall be of no further force or effect following the Board's adoption of this Resolution 2018-11.

SECTION 2. The Finance Committee ("Committee") shall be created as follows:

1. **Membership; Quorum.** The Committee shall be composed of no fewer than three (3) and no more than seven (7) members. A quorum shall consist of a simple majority of the total number of members currently appointed to the Committee.
2. **Selection of Committee Members.** The policy for selecting Committee members is shown in "*Exhibit A.*" which is attached hereto and incorporated herein by reference as if set forth in full.
3. **Role of the Committee.** The primary role of the Committee is to provide recommendations to the Board of Directors ("Board") in response to proposals made by staff on matters related to the District's finances. It shall be the responsibility of the Committee to:
 - a. Review annual operating budget proposed by staff and make recommendations to the Board.
 - b. Review long-range strategic financial planning proposed by staff and make recommendations to the Board.

- c. Review the audited annual financial statements and make recommendations to the Board.
 - d. Monitor District financial reports and investments and make any recommendations to the Board as requested by the Board.
 - e. Present all Committee identified financial goals and proposals to the Board for approval.
4. **Meetings.** The Committee shall meet at least quarterly, and more often if needed or requested by the Board. Meetings shall be held at the District's offices. The Rules of Operating Procedure are shown in "Exhibit B." which is attached hereto and incorporated herein by reference as if set forth in full.
 5. **Terms.** The terms of the office shall be two (2) years. Committee members may be re-appointed to subsequent terms.
 6. **Vacancies.** Any vacancies shall be filled for the unexpired term by the Board of Directors.
 7. **Removal.** All Committee members serve at the will of the Board, and any member may be removed by an affirmative vote of three (3) members of the Board. There shall be no requirement to show cause for removal.
 8. **Officers.** The Committee shall designate from among its members a Chair, Vice- Chair, and Secretary. The Chair shall preside over the meetings, and in the Chair's absence the Vice-Chair shall preside. If both the Chair and the Vice-Chair are absent, the remaining members, if a quorum exists, shall select from among themselves a person to preside over the meeting. The Secretary (or another member if the Secretary is absent) shall prepare agendas and minutes of every meeting and shall be responsible for transmitting the agenda and the final copy of all minutes to the General Manager or designee. Items needing Board action shall be transmitted as soon as possible to the General Manager or designee for inclusion on the next available Board agenda.
 9. **Advisory Nature of the Committee.** The Committee is advisory in nature and shall report and be responsible to the Board of Directors. The Committee and its members have no authority to set policy, expend funds, or make obligations on behalf of the Board and/or the District.
 10. **Board Reports.** The Committee shall report on its activities to the Board at least quarterly, and more often if needed or requested by the Board. The Board Report can be either oral or written and shall include a description of the activities of the committee for the preceding period and any on-going or outstanding activities or tasks. Committee meeting minutes can be used to satisfy this requirement.
 11. **Board Liaison and Staff Support.** The Committee shall have the following Board and/or staff members to assist it with its work from time to time as may be necessary or

desired by the Committee and/or the Board: Board Treasurer who will serve as the Board Liaison, and a Staff Liaison designated by the General Manager. The Board Liaison and Staff Liaison shall (a) not be regular or ex officio members of the Committee; (b) not have the right to vote; and (c) not be counted for purposes of determining the presence of a quorum.

SECTION 3. This Resolution shall take effect immediately upon adoption. This Resolution shall remain in full force and effect until rescinded by a subsequent Resolution of the Board of Directors.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utilities District at a meeting of said Board held on the 13th day of March, 2018, by the following vote:

AYES: Halpin, Hanschild, Souza, Uso, Wadle

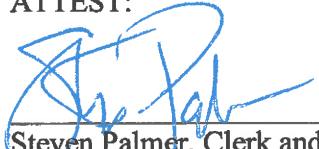
NOES:

ABSENT/ABSTAIN:



Londres Uso, President
Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT


ATTEST:



Steven Palmer, Clerk and ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2018-14 duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on the 13th day of March, 2018.



Steven Palmer, Clerk and ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

EXHIBIT A

Policy for Selecting Finance Committee

- 1) Publish in a newspaper of general circulation in the District a notice of vacancy on the Committee and a desire to fill said vacancy.
- 2) The Board President will interview all applicants and return to the Board with recommendations for Committee appointment. All applicants will be eligible for the Board to appoint.
- 3) Alternatively, the Board President may elect to appoint a selection committee made up of two Board Members to interview applicants which will return to the Board with recommendation for Committee appointment. All applicants will be eligible for the Board to appoint.
- 4) The Committee will be made up of no less than three and no more than seven members.
- 5) The Board will confirm the selections by resolution.

EXHIBIT B

Finance Committee of the Georgetown Divide Public Utility District Rules of Operating Procedure

MEETINGS

- a) At any meeting of the Committee, the majority of the members currently appointed shall constitute a quorum for purposes of conducting business or meetings. Unless otherwise posted, a majority vote of those present and voting shall be sufficient to adopt any motion.
- b) All meetings of the Committee shall be open and public, and all persons shall be permitted to attend any meeting of the committee as provided by Government Code Section 54950 *et seq.*
- c) All meetings of the Committee shall be held in the GDPUD offices at 6425 Main Street, Georgetown, California 95634, unless there is a special need to hold a meeting at a different location.
- d) The proceedings of all meetings of the Committee shall be conducted in accordance with Robert's Rules of Order.
- e) Each Committee shall determine the order of business for the conduct of its meetings.
- f) Any meeting may be adjourned to a time and place stated in the Order of Adjournment. Less than a quorum may so adjourn from time to time. If all members are absent, the Secretary may declare the meeting adjourned to a stated time and place and shall cause such notice to be given in the same manner as for special meetings.
- g) Special meetings may be called at any time at the direction of the chairperson or by a majority of a Committee. Twenty-four hours advance written notice of special meetings shall be provided by the chairperson stating the time, place, and business to be transacted. The public shall be notified through the District's regular communications and procedures, in accordance with the Brown Act.
- h) At least 72 hours before a regular Committee meeting, the legislative body of the District, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting. The agenda shall be filed with the Staff Liaison for posting outside the District offices.

- i) The Committee shall maintain meeting minutes, including a complete record of all transactions, findings, and determinations and present a full statement to the Board of Directors upon request. A signed copy of meeting minutes shall be filed with the Staff Liaison.
- j) The Board Liaison to the Committee shall be the Board Treasurer.
- k) The duties of the Board Liaison include presenting relevant data to the Board and arranging for the presentation of important progress on projects to the Board by the Committee chairperson.
- l) The Board Liaison's role will be advisory to the Committee, but the process is meant to be staff driven.
- m) The Board Liaison will not have a vote on the Committee.

RESOLUTION NO. 2018-15

**OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
CONFIRMING AN APPOINTMENTS TO THE FINANCE COMMITTEE**

WHEREAS, the Georgetown Divide Public Utility District ("District") Board of Directors ("Board") memorialized the membership, duties, responsibilities, and other matters pertaining to the Finance Committee through Resolution 2017-25; and

WHEREAS, the Board seeks to confirm the appointments of members to the Finance Committee; and

WHEREAS, the Board President recommends the appointment of Ken Pauley and Michael Saunders to the Finance Committee.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT Ken Pauley and Michael Saunders are confirmed as appointees to the Finance Committee for a term of two (2) years, beginning March 14, 2018, and ending on March 14, 2020.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 13th day of March 2018, by the following vote:

AYES: Halpin, Hanschild, Souza, Uso, Wadle

NOES:

ABSENT/ABSTAIN:

Londres Uso, President
Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

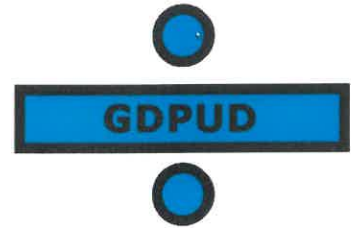
ATTEST: _____
Steven Palmer, Clerk and ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2018-15 duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on the 13th day of March 2018.

Steven Palmer, Clerk and ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF MARCH 13, 2018
AGENDA ITEM NO 6E**



AGENDA SECTION: NEW BUSINESS

SUBJECT: REVIEW AND PROVIDE DIRECTION ON IRRIGATION LEVEL PAY PROGRAM

PREPARED BY: Steven Palmer, PE, General Manager

APPROVED BY: Steven Palmer, PE, General Manager

BACKGROUND

Georgetown Divide Public Utility District (District) provides irrigation service to customers over a five (5) month period between May 1 and October 1 each year under rules and regulations adopted by Ordinance 2005-01. During that time period, irrigation customers are billed at the same time that treated water customers are billed. Because bills are sent out bimonthly, and the irrigation season is five (5) months long, the bills are not for the same amount each time. At the Board meeting on February 13, 2018, the Board expressed desire to review a level pay program that could spread irrigation bills over a longer time frame; and directed the General Manager to bring back options for a level pay plan for Board discussion.

DISCUSSION

At this point in time, the General Manager has been unable to locate any similar programs for irrigation water customers. El Dorado Irrigation District, Placer County Water Agency, and Nevada Irrigation District do not offer a level pay plan for irrigation water customers. Some of these agencies, do provide irrigation water year round, a the option of the customer.

Some items to consider when developing a level play plan would be:

- Impact on District cash flow
- Impact on annual irrigation water allocation process
- Program administration / billing software integration
- Delinquent bills

FISCAL IMPACT

The fiscal impact of a level pay plan has not been evaluated at this time.

RECOMMENDED ACTION

Staff recommends the Board of Directors review and provide comments on a level pay plan for irrigation customers.

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF MARCH 13, 2018
AGENDA ITEM NO 6F**



AGENDA SECTION: NEW BUSINESS

**SUBJECT: REVIEW AND PROVIDE DIRECTION ON IRRIGATION
ORDINANCE WORKSHOPS**

PREPARED BY: Steven Palmer, PE, General Manager

APPROVED BY: Steven Palmer, PE, General Manager

BACKGROUND

Georgetown Divide Public Utility District (District) provides irrigation service to customers under rules and regulations adopted by Ordinance 2005-01 (Attachment 1). At the Board meeting on February 13, 2018, the Board expressed desire to review and update the irrigation ordinance and directed the General Manager to bring back a plan to review and update the irrigation ordinance that would include an opportunity for customer input.

DISCUSSION

Updates to the irrigation ordinance could have wide ranging and significant impacts to District customers, District operations, and District finances. For those reasons, it is important to take a thoughtful, well considered approach to making changes to the irrigation ordinance.

Numerous changes to the irrigation ordinance were mentioned at the last Board meeting that go beyond simple updates to improve process, and ultimately will be important policy decisions for the Board. Consequently, the General Manager's recommendation is to hold at least one public workshop with the goal of gathering suggestions for updates and changes to the irrigation ordinance. This workshop would not be a Board meeting and would be run by Staff as a forum to receive suggestions for consideration. The second step of this process would be for Staff to analyze these suggestions and bring the suggestions and corresponding analysis to the Board for direction. Pending that direction from the Board, Staff could prepare a new ordinance regarding irrigation rules and regulations for Board action.

The outcome of the public workshop is critical to having an updated irrigation ordinance that can be successfully implemented with positive outcomes for the customers and the District. Moreover, there may be difficult problems without obvious solutions, and compromises are likely to be necessary. Important decisions will need to be made, and everyone involved will need to agree to the process and abide by the outcome.

The public workshop would likely be scheduled in the evening on a weekday during late April or early May. This would allow sufficient time to develop a program for the workshop and provide notice to customers well in advance of the workshop.

FISCAL IMPACT

The costs associated with holding a public workshop are estimated to be roughly \$1,000 for meeting materials, and facility rental.

RECOMMENDED ACTION

Staff recommends the Board of Directors review and provide comments on the plan to update the irrigation ordinance.

ATTACHMENTS

1. Ordinance 2005-01

ORDINANCE 2005-01

AN ORDINANCE ESTABLISHING RULES AND REGULATIONS
FOR IRRIGATION SERVICE IN THE GEORGETOWN DIVIDE
PUBLIC UTILITY DISTRICT

BE IT ENACTED by the Board of Directors of the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT, County of El Dorado, State of California, as follows:

The rules and regulations for irrigation service within the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT ("District") are adopted by the Board of Directors of said District as hereinafter set forth.

SECTION 1. General Conditions:

(a) Control of System: District Works shall be under exclusive control and management of District personnel duly appointed by the Board of Directors.

(b) The District shall not be liable for interruption, shortage or insufficiency of irrigation water supply, or for any loss or damage occasioned thereby.

(c) The District shall not be liable for damage to person or property resulting directly or indirectly from privately owned conduits, meters or measuring devices.

(d) Irrigation water is used at the customer's own risk and the customer agrees to hold the District, its officers and employees free and harmless from liability and damages that may occur as the result of defective water quality, shortages, fluctuation in flow or pressure, interruptions in service or for failure to deliver water.

(e) Pumping of water by the customer is done at the customer's risk. The District assumes no liability for damage to pumping equipment or other damages as a result of turbulent water, shortages, excess of water or other causes.

(f) No purchaser of water from the District acquires a proprietary or vested right by reason of use. No purchaser acquires a right to resell water or to use for a purpose other than that for which it

was applied nor to use it on premises other than indicated on the application. The terms, conditions, priorities and allocation of irrigation service may be altered and amended by the Board of Directors. The District does not guarantee irrigation service customers the right to future service.

(g) The District expressly asserts the right to recapture, reuse and resell all waters originating from District Works.

(h) Ditchtenders and other agents of the District shall have access to all lands irrigated from its water system and to all conduits for the purpose of inspection, examination, measurements, surveys or other necessary purposes of the District with the right of installation, maintenance, control and regulation of all meters and other measuring devices, gates, turnouts and other structures necessary or proper for the measurement and distribution of water.

(i) No bridges, crossing, pipe or other structures shall be placed in or over a canal without written permission of the District. Maintenance of the canal crossings shall not be the District's responsibility but shall rest with the owner of the crossing. Where the owner fails to maintain the crossing, the District may perform the necessary repairs or removal at the expense of the owner. Notice of the District's intent will be given, if possible, to the owner prior to the work commencing.

(j) No rubbish, garbage, refuse, chemicals or animal matter from any source may be placed in or allowed to be emptied into any ditch, canal or reservoir of the District.

(k) District canals or reservoirs shall not be used for swimming or bathing.

(l) Livestock shall not be permitted to contaminate the water supply nor destroy or damage the canal system or use thereof. Property owners are liable for any damage due to livestock.

(m) No conveyance system shall cause a cross connection with the District's water system with any other source of water.

(n) No buildings, corrals or other structures, fences, trees, lines or bushes shall be permitted upon rights-of-way or use thereof be made in any way except by written authority of the District. Construction of

fences and/or gates is not permitted without written approval of the specifications by the General Manager.

(o) Violation of Rules and Regulations: Failure to comply with rules and regulations of the District shall be sufficient cause for terminating irrigation service as determined by the Board of Directors.

(p) Any person dissatisfied with any determination of the District management shall have the right to appeal to the Board of Directors.

(q) Amendments: The Board of Directors of the District may at their discretion alter, amend or add to these rules and regulations. The Board of Directors will follow applicable laws during this process.

SECTION 2. Application for an Irrigation Service Account:

(a) No irrigation service will be rendered until a complete application for an Irrigation Service Account has been approved and is on file at the office of the District. Applications will be accepted between January 1st and March 1st for the impending irrigation season. The application for service shall state that the customer agrees to abide by the terms and conditions for service as established in the Irrigation Ordinance.

(b) Applications will be approved where the District Works have sufficient capacity to meet service requested. Applications will be considered for approval utilizing the following priority system:

- Priority 1. Applications for Irrigation Service to parcels that received irrigation service during the immediate past irrigation season.
- Priority 2. Applications for Irrigation Service to parcels with the most recent active Irrigation Service Account during the previous ten (10) irrigation seasons
- Priority 3. New applications for irrigation service to parcels that have been made after the 2003 irrigation season with priority established by the earliest season applied for. Applications and priority are specific to the section of ditch the parcel is located near.

Competing applications within the same priority level, will be determined by public lottery.

(c) Applications for an increase to service will receive Priority 3 status for the requested increase.

(d) Applications must in all cases be signed by the holder of title to the property requesting irrigation service. If the property requesting irrigation service is leased, two months of charges must be paid in advance. The landowner of leased property shall be responsible for all charges or assessments.

(e) Applications for an Irrigation Service Account to benefit a parcel of land that is not adjacent to the District Works must be accompanied by a legally recorded easement that allows the conveyance of water to the parcel requesting irrigation service. The easement shall grant the District the right of ingress and egress for inspection, installation and maintenance purposes.

(f) New applications for Out-of-District Irrigation Service Accounts will not be approved by the Board of Directors. An existing Out-of-District Irrigation Service Account that is inactive for two or more years will be deleted from the District's accounts and the service will be permanently removed.

SECTION 3. Distribution of Water:

(a) The irrigation season shall generally be from May 1 through October 1 of each year. The Board of Directors shall consider changes to the irrigation season to respond to climactic conditions and may implement such changes by a majority vote.

(b) The District does not guarantee irrigation water under pressure from the District Works. Pressure requirements of the customer are the sole responsibility of the customer and the District shall not be liable for any damage to equipment used to provide pressure to the customer.

(c) Water is distributed under continuous flow. Water must be used continuously during all days and nights including holidays and Sundays and no allowances shall be made for failure to use water when it is made available. Failure to use water on schedule shall not entitle the customer to any rebate.

(d) Irrigation service is provided for the entire irrigation season. Customers shall pay for irrigation service for the entire irrigation season regardless of their interest or ability to use water.

(e) When interruptions to irrigation service due to failure of the District Works extend beyond five (5) days, proportionate adjustments for such water loss will be made.

(f) Irrigation customers shall pay a proportionate amount for irrigation service when the irrigation season is extended or shortened by the Board of Directors.

(g) Unauthorized connections or the taking of water in an amount greater than applied and paid for, by any means, is a misdemeanor under California Penal Code Section 498 and shall be subject to criminal prosecution under Section 498 and any other applicable laws. In addition, the District may bring a civil action for damages and may refuse future service to the parcel.

(h) Irrigation customers shall prevent any unnecessary or wasteful use of water. Should a customer permit wasteful use of water, the District may discontinue service if such condition is not corrected within five (5) days after giving the parcel owner written notice of intention to terminate service.

(i) No more than one parcel shall be served through each Irrigation Service Account except with the prior written approval of the Board of Directors. Any such approval shall be recorded against each parcel with the caveat that the agreement expires upon any change of ownership. Each Irrigation Service Account shall have independent service lines and sumps.

(j) The minimum irrigation service for each Irrigation Service Account shall be one miner's inch, from the open ditch system, and one-half miner's inch from the irrigation pipeline system. In the future, the District may consider reducing the minimum irrigation service to one-half miner's inch from the open ditch system and one-quarter miner's inch from the irrigation pipeline system.

(k) All pumped services shall utilize a sump provided by the customer and acceptable to the District.

(l) All Irrigation Service Accounts must have an appropriate measuring device which shall be installed by the District. The customer shall pay the cost thereof including costs of installation. The District shall approve the location of the measuring device.

(m) Customers receiving irrigation service who request a change in flow rate during the season shall be charged a fee set by the Board of Directors for the adjustment.

(n) Replacement of measuring devices shall be at the expense of the customer if the replacement is necessary due to abnormal wear or abuse.

(o) Alternate Boxes -The Board of Directors shall not approve any new applications for Alternate Boxes.

(p) Unusual costs incurred by the District to provide irrigation service shall be paid in full by the applicant or customer. An estimate of the expense shall be approved by the property owner prior to work commencing.

SECTION 4. Charges, Rates and Billings:

(a) The District will maintain a uniform rate schedule which may be changed from time to time upon action of the Board of Directors. The rate schedule, by reference, is attached hereto and made a part of these rules and regulations.

(b) Irrigation billings are made bi-monthly (every two months) in advance.

(c) All penalties shall be charged as outlined on the billings

(d) Disconnected irrigation service accounts shall pay a fee to re-establish service

(e) Irrigation service accounts requesting verification of flow will pay a fee if the delivered flow is within 10% of the contracted amount

SECTION 5. REPEAL

(a) Upon the effective date of this Ordinance 2005-__ all previously adopted Ordinances pertinent to the Rules and Regulations for

Irrigation Service will be superceded and repealed, including, but not limited to, Ordinance 79-2, 79-8, 87-1, and 04-01.

PASSED AND ADOPTED at a regularly held meeting of the Board of Directors of the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT this tenth day of May, 2005.

AYES: Bob Diekon, Norman Krizl, Doug Pickell, JoAnn Shepherd and Hy Vitcov

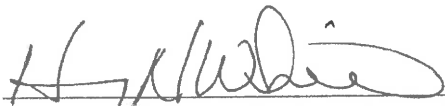
NOES: None

ABSENT: None



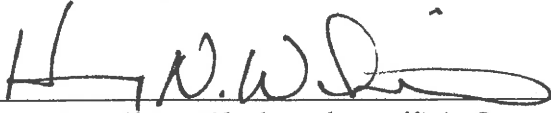
Bob Diekon, President
Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

ATTEST:



Henry M. White, Clerk and ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

I hereby certify that the foregoing is a full, true, and correct copy of Ordinance 2005-01 duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, El Dorado County, California, at a meeting duly held on the tenth day of May, 2005.

A handwritten signature in black ink, appearing to read "H. N. White", written over a horizontal line.

Henry N. White, Clerk and ex officio Secretary of the
Georgetown Divide Public Utility District