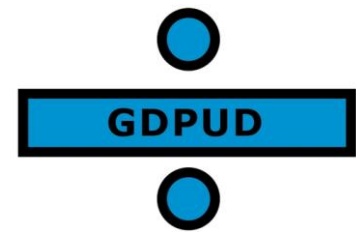


**REPORT TO THE BOARD OF DIRECTORS**  
**BOARD MEETING OF November 9, 2021**  
**Agenda Item No. 9.A.**



**AGENDA SECTION:** NEW BUSINESS

**SUBJECT:** CONSIDER ADOPTION OF RESOLUTION 2021-XX APPROVING THE AMENDED FY 2021-2022 ORGANIZATIONAL CHART

**PRESENTED BY:** Adam Coyan, General Manager

---

**BACKGROUND**

The current organizational chart (Attachment 1) that is included in the approved FY 2021-2022 Operational Budget was initially approved with the FY 2017-2018 Operating Budget on June 29, 2017. It included the position of Management Analyst with the job description subsequently approved on August 8, 2017.

The Management Analyst position became vacant on May 14, 2021. There have been subsequent discussions by the Board, initiated by District management at the time, about the need to upgrade and expand the existing Management Analyst duties to include the Board Clerk role and the supervision of administrative staff. In this supervisory role, the office manager would have the ability to assign the administrative support team to perform the basic clerical work associated with the Board Clerk role.

When I came on board as the new General Manager on August 2, 2021, I inherited the vacancy in this position and the recruitment process to fill it. An open recruitment process was initiated on September 17, 2021, and was closed on October 26, 2021. Several applications for this position were received and a matrix (Attachment 2) was used to rate the applicant's eligibility for an interview. I rated myself as an example of how this matrix was applied. None of the applicants achieved the required points for an interview. A standard letter has been mailed to the applicants to inform them.

**DISCUSSION**

Given the result of this recruitment process, I would like to take the opportunity to amend the Organizational Chart (Attachment 3) to reclassify the Management Analyst position to an Office/Financial Manager. I strongly believe this position is essential to successfully move the District forward. A draft Job Description is included as Attachment 4.

**FISCAL IMPACT**

There will be minimal fiscal impact as there is no net change in the number of staff positions. The change in salary ranges would be from \$35-\$42.56/hour to \$42-\$52/hour. The increased costs associated with this position change are included within the approved FY 2021/2022 operational budget. We will not see any increase this year in the associated salaries due to the delay in hiring for this position.

**CEQA ASSESSMENT**

This is not a CEQA Project.

**RECOMMENDED ACTION**

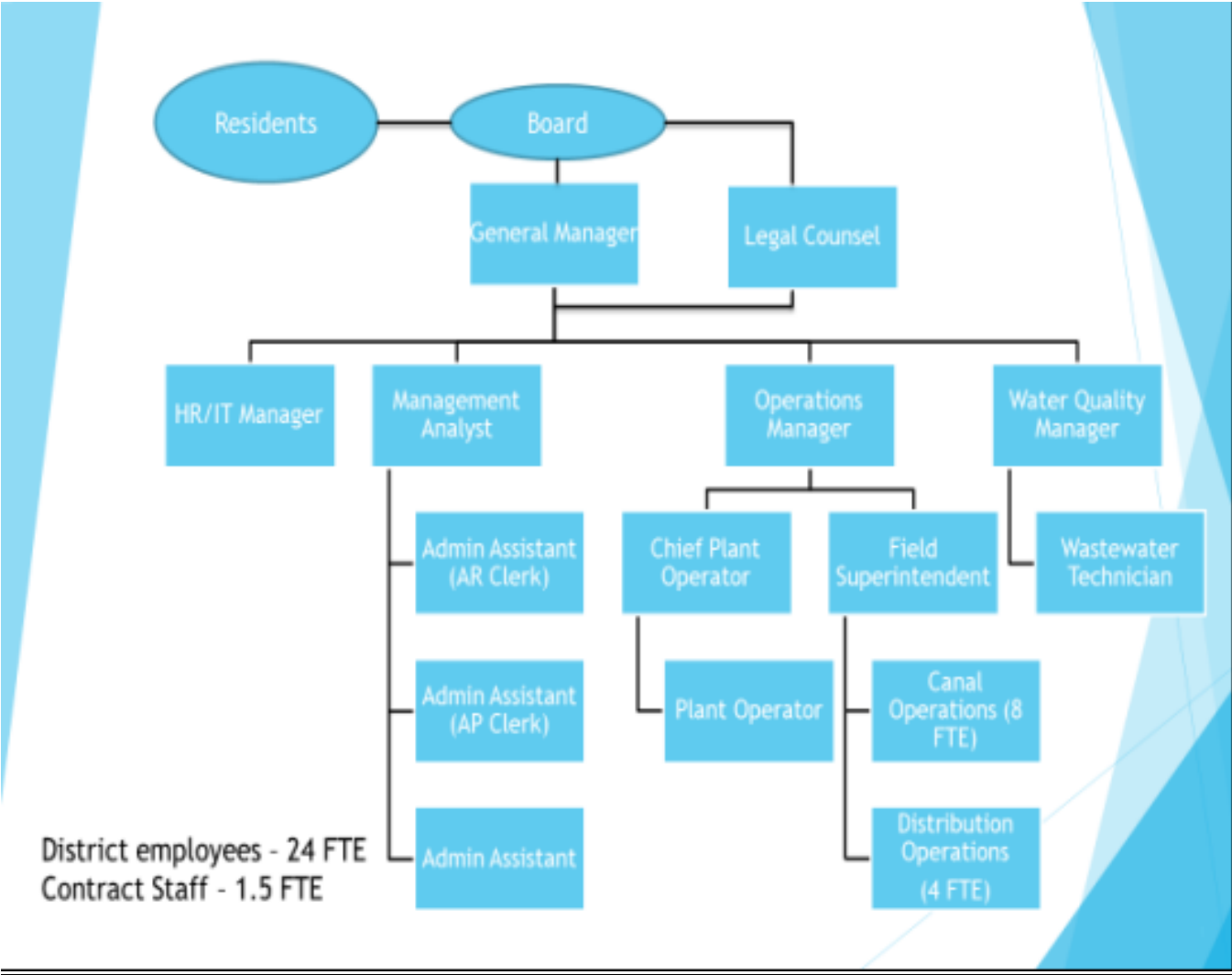
Staff recommends the Board of Directors adopt the Resolution 2021-XX approving the amended Organization Chart for FY 2021/2022.

---

**ATTACHMENTS**

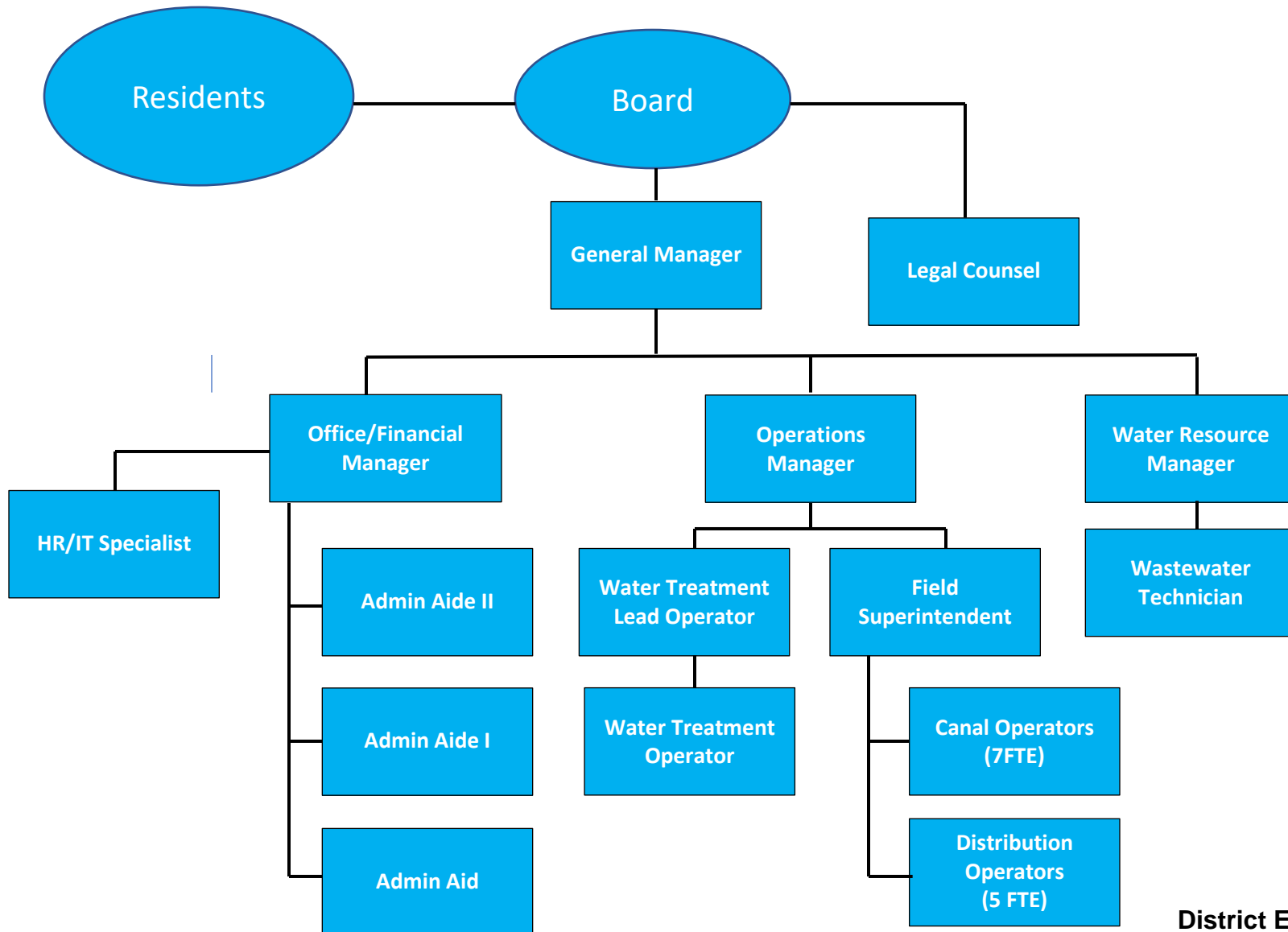
1. Fiscal Year 2021/22 Organizational Chart
2. Application Rating Matrix
3. Amended Organizational Chart
4. Office/Financial Manager Job Description
5. Resolution 2020-XX

FY 2021-2022 ORGANIZATIONAL CHART





# PROPOSED GDPUD ORGANIZATIONAL CHART



**District Employees  
24 – FTE  
11/09/2021**

## **OFFICE/FINANCE MANAGER**

**Employee Name:**

**Reports to: General Manager**

**Grade:**

**Salary Range: \$42.50-\$52.00 / hour**

**Status: Exempt, Full-Time**

**Date:**

**Supervises: Administrative Staff**

**Other:**

### **Definition/Summary**

Plans, directs, and performs finance and accounting activities for the District; manages and supervises office and customer service activities; provides administrative support to staff and the General Manager. This position will prepare and distribute the board agenda and maintain official records of board proceedings, actions and related work as required.

### **Supervision Received/Exercised**

The general direction is provided by the General Manager. The incumbent directly supervises staff engaged in human resources, customer service, utility billing, accounts payable, and general office work.

### **Essential Functions**

- Assists in the development and implementation of goals, policies, priorities, and procedures relating to financial management, budget, accounting, and/or payroll.
- Plans, directs, supervises, and reviews the customer service, billing and revenue collection operations; trains, supervises and evaluates work of assigned staff; participates in the selection of staff; schedules work and solves problems related to customer service, revenue collection, and office operations.
- Assists the General Manager with the preparation of the budget including supporting documentation related to revenue and expenditures, tax rate for bond indebtedness, capital expenditures, personnel costs, etc.
- Provides staff assistance to the General Manager and Board of Directors; assures that agendas, resolutions, minutes, reports, and related items are prepared and distributed in a timely and accurate manner.
- Assists in preparation of statements and reports of estimated costs and revenues.
- Participates in cost analyses and rate studies.
- Supervises and participates in the preparation of payroll and various financial statements and reports.
- Directs the installation and maintenance of accounting records to show receipts and expenditures.
- Directs and participates in the maintenance of general and subsidiary ledgers, accounts receivable, revenue distribution, operating expenses, property and insurance records.
- Establishes system controls for new financial systems and develops procedures to improve existing systems.
- Assists in preparation of external audit materials and external financial reporting.
- Reviews financial statements with management personnel for their information and clarification.

- Directs the installation and maintenance of new accounting, timekeeping, payroll, inventory, property, and other related procedures and controls.
- Prepare board agenda, organize and create staff reports and prepare and organize supporting documents. Maintain official record of board proceedings and actions.
- Attends board meetings, develop and maintain minutes, distribute resolutions and dissemination of board actions before, during and after board meetings.

### **Other Duties**

- May provide some direction and coordination for other District staff assigned to assist with data gathering and analytical studies.
- Presents District studies, services and programs with the public, community groups, and other organizations.
- Performs related duties as assigned.

### **Job Standards/Specifications**

#### **Knowledge of:**

- Generally Accepted Accounting and Auditing Standards;
- Principles and practices of general, fund, and government accounting and reporting;
- Standard financial office procedures, practices and equipment;
- Computerized accounting and information systems;
- Effective employee supervision, training and evaluation;
- Budget preparation and administration;
- IRS regulations, collection and bankruptcy laws and other laws, codes and regulation governing the financial operations of a special district.

#### **Ability to:**

- Apply accounting principles and practices to a wide variety of standard and non-standard transactions;
- Perform complex mathematical calculations with speed and accuracy;
- Use spreadsheets and other computer applications related to financial operations;
- Set up, maintain, and reconcile financial transaction records;
- Prepare a variety of financial statements, reports and analyses with supporting statistics and data;
- Analyze and evaluate operations, systems and financial data, detect inaccuracies or inefficiencies and suggest corrective action;
- Analyze needs and develop and implement systems or programs to meet them;
- Deal diplomatically with the public, especially in difficult situations such as those dealing with collections and small claims;
- Plan and coordinate the work of others;
- Train and supervise others and evaluate their work;
- Compose letters, reports as required
- Verbally communicate with the public and Board of Directors as required.

### **Typical Physical Activities**

- Travels by airplane and automobile to conduct District business.
- Work at a desk for an extended period of time.

- Work in an office environment, lift and move objects up to fifteen (15) pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and fax machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.
- Incumbent often juggles multiple task, works under pressure of deadlines and with frequent interruptions.

**Environmental Factors**

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

**Required Qualifications**

A Bachelor’s degree from an accredited college or university with at least twelve semester or equivalent quarter units in accounting or business administration and a minimum of five years’ experience running an office. Effective speaking, language and writing skills.

**License Certificate Registration Requirement**

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Special District Board Secretary/Clerk Certificate shall be obtained through the California Special District’s Association within the first twelve (12) months of employment, if not obtained by date of hire.

**I have reviewed this Job Description with my Supervisor and agree with its contents.**

---

Employee Signature Date

---

Supervisor Signature Date

***The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.***



**RESOLUTION NO. 2021-XX  
OF THE BOARD OF DIRECTORS  
OF GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
APPROVING THE AMENDED FY 2021-2022 ORGANIZATIONAL CHART**

**WHEREAS**, on June 29, 2017, the Board of Directors of the Georgetown Divide Public Utility District (“District”) adopted the Fiscal Year 2021-2022 Operating Budget; and

**WHEREAS**, the FY 2021-2022 Operating Budget provides for an organization chart that includes the position of Management Analyst which became vacant on May 14, 2021; and

**WHEREAS**, a recruitment process to fill this vacancy was initiated on September 17, 2021, and closed on October 26, 2021, with no applicant was eligible for an interview; and

**WHEREAS**, the General Manager presented an amended Organizational Chart reclassifying the Management Analyst position to an Office/Financial Manager; and

**WHEREAS**, the amended Organizational Chart is included with this Resolution as Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS** that the amended Organizational Chart for FY 2021-2022 is hereby approved.

**PASSED AND ADOPTED** by the Board of Directors of the Georgetown Divide Public Utilities District at a meeting of said Board held on the 9th day of November, 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Michael Saunders, President Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Attest:

---

Adam Coyan, 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 2021-XX, 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 9<sup>th</sup> day of November, 2021.

---

Adam Coyan, Clerk and Ex Officio Secretary,  
Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

DRAFT

**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF NOVEMBER 9, 2021  
AGENDA ITEM NO. 9.B.**



**AGENDA SECTION: NEW BUSINESS**

**SUBJECT: DISCUSSION OF CUSTOMER BUILDING PERMIT REQUEST FOR AUXILIARY DWELLING UNIT AND REVIEW OF WASTEWATER DISCHARGE PERMIT**

**PRESENTED BY:** Adam Coyan, General Manager

---

**BACKGROUND**

A resident of Auburn Lake Trails contacted the District seeking a building permit to build Accessory Dwelling Unit (ADU). The Wastewater Discharge Permit (WDP), Attachment 1, for the Community Disposal System (CDS) limits the number of houses that can be built in Auburn Lake Trails, so the District was not able to issue the building permit. Government Code Section 6552.150 pertaining to ADUs is also included as Attachment 2.

**DISCUSSION**

To resolve this issue, the District will need to hire a qualified engineer to inspect the CDS and the individual systems to determine what modifications and studies are needed to allow for ADUs. An engineering study should determine the modifications or expansion required to allow for a certain number of new permits.

Finally, the District's WDP will need to be modified so it is not based upon a hard number of units. It should be based upon what systems and studies need to be completed and in place prior to permitting to preserve the environment and comply the requirements of the State Resource Control Board.

A question that the Board should take into consideration is one resident of ALT requested this. The study may cost between \$50,000 and \$200,000. Should all of the residents pay for this study even if they can't due to lot size or may not want to build an ADU. Further, another question to consider is: Who pays for the upgrades to the CS in order to add additional permits?

**FISCAL IMPACT**

The fiscal impact is yet to be determined.

**CEQA ASSESSMENT**

This is not a CEQA project.

**RECOMMENDED ACTION**

It is recommended that the Board discuss and provide direction to Staff.

**ATTACHMENTS**

1. Wastewater Discharge Permit
2. Government Code Section 65952.150-65852

CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD  
CENTRAL VALLEY REGION

ORDER NO. R5-2002-0031

WASTE DISCHARGE REQUIREMENTS  
FOR  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
AUBURN LAKE TRAILS ON-SITE WASTEWATER DISPOSAL ZONE  
EL DORADO COUNTY

The California Regional Water Quality Control Board, Central Valley Region (hereafter Board), finds that:

1. Georgetown Divide Public Utility District (hereafter Discharger) submitted a Report of Waste Discharge (ROWD), dated 12 April 2001. The ROWD describes installation of additional Community Disposal System (CDS) capacity to enable CDS modification and repair.
2. Auburn Lake Trails is a 1,100 lot residential subdivision near the community of Cool in El Dorado County. The subdivision is on the north side of Highway 193 two miles east from the intersection of Highway 49 and 193 as shown in Attachment A, which is attached hereto and made a part of this Order by reference. The subdivision encompasses an area of approximately 2,000 acres in Sections 1, 2, 3, 8, 9, 10, 11, 16, and 17, T12N, R9E, MDB&M.
3. The subdivision lies within the Coloma and Volcanoville Hydrologic Sub Areas within the American River Hydrologic Unit (No. 514.32 and 514.41), as depicted on the interagency hydrologic maps prepared by the Department of Water Resources, dated August 1986.
4. The Board, on 23 July 1971, adopted Board Order No. 72-2, which prescribed requirements for a discharge to land from a maximum of 1,850 lots in Auburn Lake Trails Subdivision utilizing a combination of individual septic tank - leaching systems, such as conventional leachfields, mounds, pressure dosed, sand filters, and other alternative wastewater disposal systems. A community collection and disposal system is used for the remaining lots that cannot support any of the previously mentioned systems.
5. Board Order No. 72-2 named Georgetown Divide Public Utility District (GDPUD), Trans-Land Company, et al (now Transamerica, Development Company (TADCO)) and Auburn Lake Trails Property Owners' Association (ASSOCIATION) as parties, responsible for compliance with Board Order No. 72-2.
6. A court suit arose from a dispute between the ASSOCIATION and TADCO over, among other things, a long-term solution to wastewater disposal in the community as population density increased. Sewering of the community was originally envisioned as this ultimate solution, but costs, lack of community support, and the legal dispute over responsibility for costs forced a reevaluation of the subdivision's wastewater management. TADCO and the ASSOCIATION reached a tentative settlement, which provided for reduced development density (1850 lots to a maximum of 1,110 and subsequently changed to 1,100 by El Dorado County Ordinance), more extensive use of alternative systems overseen by a responsible management authority, and removal of TADCO and ASSOCIATION from the waste discharge requirements for the subdivision.

7. The Georgetown Divide Public Utility District (GDPUD) Board of Directors declared their intent to form an on-site district in the Auburn Lake Trails Subdivision in Ordinance No. 84-1 and Resolution No. 84-6 and held a public hearing in October 1984. Formation of the Auburn Lake Trails On-Site Wastewater Disposal Zone (Zone) was contingent on Finality of Judgment in Class Action law suite, Case Number 34594, Superior Court of the State of California mentioned above. The case was settled and the Zone was formed.
8. As set forth in the Discharger's Resolution No. 84-6, "The DISTRICT shall investigate, test, design, operate, monitor, inspect, and if necessary, maintain and repair the On-Site Wastewater Disposal Systems within the Zone at the individual homeowner's expense." Fees collected from the individual homeowners wholly finance the regulatory oversight. GDPUD will perform similar services on existing lots within the Zone and those proposed for hookup to the community septic tank/leachfield system.
9. GDPUD and its successors accepted full responsibility for compliance with the existing Waste Discharge Requirements (WDRs) Order No. 84-126 and had TADCO and the ASSOCIATION deleted from the aforementioned requirements.
10. WDRs Order No. 84-126 adopted by the Board on 26 October 1984, prescribes requirements for the discharge of domestic wastewater from individual residential on-site domestic waste disposal systems and a community collection and disposal system. Order No. 84-126 is neither adequate nor consistent with current plans and policies of the Board.

**Existing Facility and Discharge**

11. Auburn Lake Trails Subdivision utilizes a combination of individual septic tank - leaching systems, such as conventional leachfields, mounds, pressure dosed, sand filters, and other alternative wastewater disposal systems. The CDS was used for the remaining lots that could not support any of the previously mentioned systems.
12. The previous years summary of the Auburn Lake Trails Subdivision systems reported by the Discharger is as follows:

On-Site Waste Disposal Systems Summary	1997	1998	1999	2000	2001
Conventional Systems	419	432	440	450	453
Mound Systems	105	107	109	113	117
Pressure Dosed Systems	162	164	175	175	178
Sand Filter Systems	5	6	6	8	9
Alternative Technology Systems	6	6	6	5	5
Units with in the Community Collection and Disposal System (CDS)	115	117	119	121	121
<b>Total</b>	<b>812</b>	<b>832</b>	<b>855</b>	<b>872</b>	<b>883</b>

13. The five-alternative systems consist of three Evapo-Transpiration and two Electro-Osmosis systems.
14. The Subdivision has 217 lots remaining to be built to complete the allowed build out number of 1,100 Single Family Residences.
15. The Discharger reports that the CDS disposal field expansion was not designed to handle a specific volume of wastewater. Utilizing the best available area, the maximum lineal footage of disposal trench that the area could support was installed i.e. 6,700 lineal feet. Soil percolation test data indicates that the CDS community disposal fields (11,600 lineal feet) should be able to handle an average daily flow of 71,800 gallons.
16. Averaged winter flow over the past five years using December and January months as measured from pump run times reported in the monitoring reports is approximately 98,700 gpd. The peak winter flow is reported to be as high as 250,000 gpd for December 1996. The low wet weather flow during the same time period was 36,000 gpd for December 2000. From the data below, the volume of wastewater being discharged to the CDS appears to be steadily decreasing. The reduced flow is most likely a result of the Discharger's ongoing efforts to reduce Inflow and Infiltration.
17. Based on actual water meter readings, the average water consumption per residence is 200 gpd. Wastewater flow is approximately 60 to 85 percent of the per capita consumptive usage. Flow from the 762 remaining systems not served by the community system is estimated to be an additional 120,000 gpd discharged within the subdivision using an average of 2.7 persons per household and 60 gpd per person.

Community Disposal System Pumping Volume Data (in million gallons)

	1997	1998	1999	2000	2001
Jul	0.840	0.840	0.880	0.550	0.699
Aug	0.950	0.940	0.780	0.570	0.540
Sep	0.840	0.840	0.780	0.700	0.560
Oct	0.870	0.830	0.980	0.660	0.820
Nov	1.700	1.110	1.330	1.860	0.690
Dec	7.750	2.170	2.010	1,520	1.120
Jan	5.870	4.450	2.360	1.310	2.040
Feb	1.280	5.740	4.070	2.490	0.920
Mar	0.870	1.650	2.860	2.370	1.150
Apr	0.800	2.670	1.010	0.520	0.730
May	0.790	1.230	0.530	0.720	0.510
Jun	0.960	1.150	0.640	0.420	0.540
Totals	23.520	23.620	18.230	13.690	10.319

Note: Pumping volumes are in million gallons calculated from pump run times

18. The above Community Disposal System (CDS) Pumping Volume Data table is only an estimation of volumes pumped. The Discharger is currently pursuing the installation of a flow meter to accurately monitor wastewater flow to the CDS fields.
19. The lowest wet weather peak month (Dec 2001) discharge to CDS over the past five years averaged 36,000 gpd. The highest (Dec 1997) averaged 250,000 gpd for thirty-one days. The system has an estimated design flow of 41,500 gpd in the new leachfield and 30,300 gpd in the old field, which both new and old leachfields are in alternating dosing operation at this time. The accuracy of the flow measurement is in question in view of the wet weather flow numbers reported. This Order requires installation of a flow-measuring device.
20. Average Dry Weather Flow (ADWF) discharged to the CDS estimated from June, July, and August data for the past five years is 24,563 gpd.
21. Monitoring frequency conducted by the Discharger for the on-site systems is as follows:

System Type	Monitoring Frequency <sup>1</sup>	Monitoring Types
Conventional Systems	Annually	Septic tank sludge level (stsl)
Mound Systems	Annually	Distribution manifold, Inspection tubes, stsl
Pressure Dosed Systems	Annually	stsl
Sand Filter Systems	Annually	Distribution manifold, stsl
Alternative Technology Systems	Annually	stsl
Community Collection and Disposal System	Weekly	Force main, leachfield inspection tubes, surface area

<sup>1</sup> All septic tanks sludge levels are monitored at least annually

22. The Discharger monitors all subdivision On-Site Wastewater Treatment and Disposal Systems operational performance. However, for each individual lot, the homeowner is responsible for their system maintenance and operation costs. Monitoring and regulatory overhead costs are borne by the whole Subdivision. Regulatory authority is established with the formation of the Auburn Lake Trails Subdivision On-Site Wastewater Treatment Zone pursuant to GDPUD Resolution No. 84-6. "The DISTRICT shall investigate, test, design, operate, monitor, inspect, and if necessary, maintain and repair the On-Site Wastewater Disposal Systems within the Zone at the individual homeowner's expense."
23. The Discharger has been monitoring annually the surface water into and out of the subdivision with seven monitoring stations. Two monitoring stations were changed in 1998. The Cool Outlet Ditch a water supply irrigation ditch leaving Auburn Lake Trails Subdivision tributary to South Fork American River was changed to Penobscot and Paymaster Creek was changed to CDS Creek a spring fed stream tributary to South Fork American River.



24. Past monitoring has included water quality data from a selection of twenty-five mound systems and the water levels in and around the Community Disposal System.
25. Community Leachfield (Community Disposal System) Groundwater Monitoring was specified in the Monitoring and Reporting Program (MRP) Order No. 84-126, however no groundwater monitoring data has been collected or submitted to the Board since 1991. Previously an unsealed inspection riser was historically utilized for monitoring purposes.
26. These Waste Discharge Requirements call for installation of groundwater monitoring wells and collection of groundwater-monitoring data to complete the monitoring program specified in MRP Order No. 84-126 and evaluate compliance with State Water Resources Control Board (SWRCB) Resolution No. 68-16 (hereafter Resolution 68-16 or the “Antidegradation Policy”). The Discharger is to provide information regarding the construction of groundwater monitoring wells using Attachment B (*Information Needs For Monitoring Well Installation Workplan And Results Report*), which is attached hereto and made a part of this Order by reference.

### **Sanitary Sewer System**

27. Wastewater from each residential unit’s septic tank flows by gravity or is pumped up to the community collection system. There are a total of 38 manholes, 11,000 feet of collection line, a lift station and wet well, and approximately 1,800 feet of force main all attached to the community leachfields. The lift station is equipped with emergency electrical backup.
28. The Discharger’s sanitary sewer system collects only septic tank effluent into sewers and pipes, and directs this partially treated sewage to the effluent lift station. From the lift station the effluent is pumped to a large tank for distribution to the leachfields. A “sanitary sewer overflow” is defined as a discharge to ground or surface water from the sanitary sewer system at any point upstream of the leachfield. Temporary storage and conveyance facilities (such as wet wells, regulated impoundments, tanks, highlines, etc.) are part of a sanitary sewer system and discharges to these facilities are not considered sanitary sewer overflows, provided that the waste is fully contained within these temporary storage/conveyance facilities.
29. Sanitary sewer overflows consist of varying mixtures of domestic sewage. This mixture depends on the pattern of land use in the sewage collection system tributary to the overflow. The chief causes of sanitary sewer overflows include grease blockages, root blockages, debris blockages, sewer line flood damage, manhole structure failures, vandalism, pump station mechanical failures, power outages, storm or groundwater inflow/infiltration, lack of capacity, and contractor caused blockages.
30. Only one lot in the subdivision is zoned commercial. The Property Owners Association Building presently occupies this commercial lot and is served by a conventional onsite disposal system.
31. Sanitary sewer overflows often contain high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oxygen demanding organic compounds, oil and grease, and other pollutants. Sanitary sewer overflows can cause temporary exceedences of applicable water quality

objectives, pose a threat to public health, adversely affect aquatic life, and impair the public recreational use and aesthetic enjoyment of surface waters in the area.

32. The Discharger is expected to take all necessary steps to adequately maintain, operate, and prevent discharges from its sanitary sewer collection system. This Order requires the Discharger to prepare and implement a Sanitary Sewer System Operation, Maintenance, Overflow Prevention, and Response Plan.

### **Planned Changes in Discharge**

33. Discharger has prepared a "Summary Report of On-Site Disposal Suitability for Auburn Lake Trails Subdivision", dated May 1984, revised June and July 1984, which finds, subject to conditions and limitations stated therein, that approximately 1105, but not exceeding 1110 lots have been judged suitable for on-site disposal in Auburn Lake Trails.
34. However, the number of residential lots and the single commercial lot (Property Owners Association Building) in the Zone which the Discharger serves is to be no more than 1,100 single family residential units with one residential unit connected to the clubhouse and not more than 12 other on-site disposal systems units used for the equestrian center, office complex, clubhouse, swimming pool, tennis court, campground, and a small building used by a private day school.
35. El Dorado County Ordinance Chapter 15.33 became effective after merging and re-division of the Subdivision into lots necessary to conform to the Zone plan had taken place in early 1984. Section 15.22.050 codifies the Zone plan with respect to maximum housing density. It provides that no more than one thousand one hundred (1,100) single-family residences may be constructed within the boundaries of the subdivision. Merging, adjustments, and subdividing was accomplished pursuant to sections 66499.20 ½ or 66499.20 ¾ of the Subdivision Map Act, local ordinance, and other acceptable methods by El Dorado County. (Ord. 3507 §2, 1984)
36. The Discharger has increased the size of the Community Disposal System capacity. The old system consisted of 4,900 lineal feet of trenches. The Discharger has retrofitted the old field with trench valves and distribution structures and added 6,700 lineal feet of new trenches (total trench area/ft is calculated to be 4.8 ft<sup>2</sup>/ft).
37. Based on the amount of new linear footage leach line added and 6.19 gpd/ft calculated from the percolation data soil hydraulic acceptance rate, the new field flow capacity is 41,500 gpd.
38. Assuming the same characteristics for the old leachfield and using 4,700 linear feet, the flow capacity for the old leachfield is estimated to be 30,300 gpd.
39. The new trenches have been added adjacent (parallel) to the existing old disposal trenches. They have been installed in five separate areas, with interconnecting underground pipe. The trenches are built on contour and staggered down the hill. Depending on the area, there will be from 5 to 13 trenches, from 100 feet in length to 330 feet.

40. The newly added trenches will allow disposal while the existing old trenches are being self repaired (rehabilitated) through resting. Ultimately once the old system can be brought back online, the trenches will be systematically dosed to ensure longevity.
41. No new lots have been added to the original subdivision or created by subdividing existing lots as a result of this retrofitting and increase in community leachfield size.

### **Site-Specific Conditions**

42. El Dorado County Board of Supervisors adopted amendments to their Ordinance Code providing for on-site system design criteria in Auburn Lake Trails Subdivision. The Ordinance contains variances from the Regional Board's *Guidelines for Waste Disposal From Land Developments (Guidelines)* and the State Water Resources Control Board's *Guidelines For Mound Systems*. Regional Board staff, pursuant to Section 6960 of the Health and Safety Code, on 26 October 1984 reviewed and approved the proposed variances. The variances are contained wholly in Attachment C, which is attached hereto and made a part of this Order by reference. They are summarized as follows:
  - a. Percolation test and soil profile analyses are both required.
  - b. A pressure dosed special design system is allowed to have only four feet of soil beneath the distribution manifold provided that it is free from the effects of groundwater and possess appropriate textural and structural characteristics to promote effective renovation of wastewater.
  - c. No property shall be improved in excess of its capacity to absorb sewage effluent unless additional/alternate disposal capacity is available elsewhere in the Zone.
  - d. Mound Design Criteria Variances as follows:
    - i. 12 percent slope for <60 mpi is changed to 14 percent slope
    - ii. Fill depth below Bed/Trench (Mound Body) with percolation <10 mpi calls for 36 inches is changed to 48 inches and unsaturated soil.
    - iii. Fill depth below Bed/Trench (Mound Body) with percolation 10 to 60 mpi calls for 24 inches is changed to 60 inches and permeable soil.
    - iv. Unsaturated Depth of 24 inches changed to 18 inches minimum (ground surface to groundwater or pervious or fractured bedrock).
    - v. Minimum Soil Depth of 36 inches changed to 30 inches (ground surface to impermeable surface).
43. After public hearings, the Discharger adopted Resolution 84-6, which authorized types of systems and design criteria variances (Exhibit D of Resolution 84-6) and El Dorado County Board of Supervisors adopted amendments to their Ordinance Code (Exhibit G of Resolution 84-6) providing for on-site system design criteria and variances in Auburn Lake Trails Subdivision. The Regional Board concurred with the design criteria and variances of Resolution 84-6 by adopting WDRs Order No. 84-126.
44. The Discharger requested review and comment from the Board on changes to the variances for Mound Design Criteria d. ii and iii above in a letter dated 20 January 1993. The Board did not

formally respond. The Discharger's procedure to adopt variances to Resolution 84-6 shall be with a GDPUD Board resolution and obtain written approval from the El Dorado Environmental Health Director prior to changes becoming law pursuant to El Dorado County Ordinance 15.33.070. The Discharger has not provided confirmation of the required variance process and has implemented these design criteria variances without response or action from the Board. Regional Board staff cannot concur with the changes to the design criteria and variances proposed in the Discharger's letter dated 20 January 1993.

45. All other criteria for on-site systems remain the same as set forth in both the Regional Board *Guidelines for Waste Disposal From Land Developments* and the State Water Resources Control Board *Guidelines for Mound Systems* dated January 1980.
46. The Subdivision's drinking water supply is from Stumpy Meadows Reservoir. Auburn Lake Trails Water Treatment Plant supplies water to the Pilot Hill, Cherry Acres, and Cool areas. There are no domestic, agricultural, or industrial wells within the Subdivision. The Covenants, Conditions and Restrictions for the subdivision prohibit the construction of any well within the subdivision. However, there are domestic wells outside the boundary of the subdivision.

#### **Groundwater Considerations**

47. This Order requires groundwater monitoring within the subdivision and on the perimeter of the community leachfield disposal system to ensure compliance with the Board's "Antidegradation Policy" as described herein.

#### **Groundwater Degradation**

48. State Water Resources Control Board (SWRCB) Resolution No. 68-16 requires the Board in regulating the discharge of waste to maintain high quality waters of the state until it is demonstrated that any change in quality will be consistent with maximum benefit to the people of the State, will not unreasonably affect beneficial uses, and will not result in water quality less than that described in the Board's policies (e.g., quality that exceeds water quality objectives).
49. The Board finds that some degradation of groundwater beneath the wastewater collection system and effluent subsurface land application areas (leachfields) is consistent with Resolution 68-16 provided that:
  - a. The degradation is confined within specified boundaries;
  - b. The discharger minimizes the degradation by fully implementing, regularly maintaining, and optimally operating best practicable treatment and control (BPTC) measures;
  - c. The degradation is limited to waste constituents typically encountered in municipal wastewater as specified in the groundwater limitations in this Order; and
  - d. The degradation does not result in water quality less than that prescribed in the Basin Plan.
50. The past four years monitoring data reported to the Board appears to suggest that three constituents monitored near the mound system lower interface and native soil may be elevated in groundwater

beneath the subdivision above water quality objectives. Each year, 25 mound systems are inspected and water samples are collected from the upper and lower monitoring risers. Over the past four years, 100 mound systems have been inspected. 39 of these had water samples collected, and 33 systems had at least one or more elevated constituents above water quality objectives in the lower riser located near the toe of the mounded system. Below are the yearly numbers of elevated results from only the lower riser for the listed constituents:

Mound Systems Sampled w/elevated Constituents					
Year	# of Systems Sampled	Systems w/elevated constituents	Total Coliform > 2.2 MPN/ 100 ml	Nitrate > 10 mg/l	Ammonia > 0.5 mg/l
1998	11	9	8	3	0
1999	9	8	6	3	2
2000	9	6	3	3	3
2001	10	9	9	5	0

Water samples used to provide data for the above table were collected from the lower risers located near the toe of the Mound System. Inspection risers are typically shallow, not sealed, and therefore cannot be used to monitor the quality of the groundwater beneath the subdivision. The above monitoring data represents the quality of effluent as it leaves the Mound System and is used only as an indicator of the Mound System's effectiveness and possibly the groundwater beneath it. The above data suggests the possibility that some systems may be operating marginally.

51. Some degradation of groundwater by some of the typical waste constituents released with discharge from a municipal wastewater utility after effective source control, treatment, and control is consistent with maximum benefit to the people of California. The technology, energy, water recycling, and waste management advantages of municipal utility service far exceed any benefits derived from a community otherwise reliant on numerous concentrated individual wastewater systems, and the impact on water quality will be substantially less. Degradation of groundwater by constituents (e.g., toxic chemicals) other than those specified in the groundwater limitations in this Order, and by constituents that can be effectively removed by conventional treatment (e.g., total coliform bacteria) is prohibited. When allowed, the degree of degradation permitted depends upon many factors (i.e., background water quality, the waste constituent, the beneficial uses and most stringent water quality objective, source control measures, waste constituent treatability).
52. Economic prosperity of local communities and associated industry is of maximum benefit to the people of California, and therefore sufficient reason exists to accommodate groundwater degradation beneath the subdivision and around the wastewater treatment systems described herein, provided that the terms of the Basin Plan are met.
53. These waste discharge requirements do not allow degradation of groundwater beyond the perimeter of the community leachfields or the development. The Discharger is required to monitor the groundwater around the perimeter of the leachfields and the development and if the monitoring data indicate that the discharge of waste to the leachfields and on-site systems within the development is causing groundwater to contain waste constituents in concentrations statistically

greater than background water quality, then the Discharger may be required to submit a report to indicate how such degradation will comply with Resolution 68-16. Upon review of such report, the Board may revise this Order, including the groundwater limitations.

### **Treatment and Control Practices**

54. These wastewater treatment systems provide treatment and control of the discharge that incorporates:
  - a. Technology for treatment of municipal wastewater;
  - b. Recycling of wastewater through subsurface disposal;
  - c. An ordinance prohibiting industrial or commercial discharges to these systems;
  - d. An operation and maintenance (O&M) manual; and
  - e. Staffing to assure proper monitoring, operation, and maintenance.
  
55. The Community Collection System, Community Disposal System, and each individual on-site wastewater disposal system within the subdivision collect and treat wastewater to primary standards utilize the soil treatment capacity to ensure compliance with Resolution 68-16. Because of shallow water table, thin soil mantle, and other geological hazards, there is a reduced soil assimilative capacity and constituent treatment and attenuation within the vadose zone, which in some cases is less than recommended by Board *Guidelines*. In addition, the potential impacts on groundwater and the appropriate level of degradation that complies with Resolution 68-16 have not been fully evaluated. Therefore, the Discharger's current effort may not constitute BPTC as intended in Resolution 68-16, and this Order establishes a schedule for tasks to evaluate BPTC for each conveyance, treatment, storage, and disposal component of the facility and to further characterize groundwater for selected constituents. Completion of these tasks, and implementation of the approved strategies developed from that work, will ensure that BPTC and the highest water quality consistent with the maximum benefit to the people of the State will be achieved.
  
56. This Order establishes interim groundwater limitations for the various wastewater treatment systems employed within the Subdivision that will not unreasonably threaten present and anticipated beneficial uses or result in groundwater quality that exceeds water quality objectives set forth in the Basin Plan. This Order contains tasks for assuring that BPTC and the highest water quality consistent with the maximum benefit to the people of the State will be achieved. Accordingly, the discharge is consistent with the antidegradation provisions of Resolution 68-16. Based on the results of the scheduled tasks, the Board may reopen this Order to reconsider groundwater limitations and other requirements to comply with Resolution 68-16.
  
57. Wastewater discharges to the subsurface land application areas must be fully contained beneath the ground surface. Storm water runoff from these areas is allowed provided all effluent is contained beneath the soil surface and does not contact or commingle in anyway with the storm water.

### **Basin Plan, Beneficial Uses, and Regulatory Considerations**

58. The *Water Quality Control Plan for the Sacramento River and San Joaquin River Basins, Fourth Edition*, (hereafter Basin Plan) designates beneficial uses, establishes water quality objectives, contains implementation plans and policies for protecting waters of the basin, and incorporates by reference plans and policies adopted by the State Water Resources Control Board. These requirements implement the Basin Plan.
59. Surface drainage from the subdivision is tributary to the Middle and South Forks of the American River and Folsom Lake Reservoir and tributary to the Sacramento River.
60. The beneficial uses of the Middle and South Fork American River are municipal, industrial, and agricultural supply; recreation; esthetic enjoyment; navigation; ground water recharge; fresh water replenishment; hydroelectric power generation; and preservation and enhancement of fish, wildlife and other aquatic resources.
61. The beneficial uses of the underlying groundwater are municipal, domestic, agricultural, and industrial supply.
62. The Basin Plan establishes numerical and narrative water quality objectives for surface and groundwater within the basin, and recognizes that water quality objectives are achieved primarily through the Board's adoption of waste discharge requirements and enforcement orders. Where numerical water quality objectives are listed, these are limits necessary for the reasonable protection of beneficial uses of the water. Where compliance with narrative water quality objectives is required, the Board will, on a case-by-case basis, adopt numerical limitations in orders, which will implement the narrative objectives to protect beneficial uses of the waters of the state.
63. The Basin Plan identifies numerical water quality objectives for waters designated as municipal supply. These are the maximum contaminant levels (MCLs) specified in the following provisions of Title 22, California Code of Regulations: Tables 64431-A (Inorganic Chemicals) and 64431-B (Fluoride) of Section 64431, Table 64444-A (Organic Chemicals) of Section 64444, and Table 64449-A (Secondary Maximum Contaminant Levels-Consumer Acceptance Limits) of Section 64449. The Basin Plan's incorporation of these provisions by reference is prospective, and includes future changes to the incorporated provisions as the changes take effect. The Basin Plan recognizes that the Board may apply limits more stringent than MCLs to ensure that waters do not contain chemical constituents in concentrations that adversely affect beneficial uses.
64. The Basin Plan contains narrative water quality objectives for chemical constituents and toxicity. The toxicity objective requires that groundwater be maintained free of toxic substances in concentrations that produce detrimental physiological responses in plants or animals. The chemical constituent objective requires that groundwater shall not contain chemical constituents in concentrations that adversely affect beneficial uses.

65. Section 13241 of the Water Code requires the Regional Board to consider various factors, including economic considerations, when adopting water quality objectives into its Basin Plan. Water Code Section 13263 requires the Regional Board to address the factors in Section 13241 in adopting waste discharge requirements. The State Board, however, has held that a Regional Board need not specifically address the Section 13241 factors when implementing existing water quality objectives in waste discharge requirements because the factors were already considered in adopting water quality objectives. These waste discharge requirements implement adopted water quality objectives. Therefore, no additional analysis of Section 13241 factors is required.
66. The United States Environmental Protection Agency (EPA) has promulgated biosolids reuse regulations in 40 CFR 503, *Standard for the Use or Disposal of Sewage Sludge*, which establishes management criteria for protection of ground and surface waters, sets application rates for heavy metals, and establishes stabilization and disinfection criteria.
67. The district does not intend to handle biosolids, sludge, or screenings. The removal and disposal of septic tank sludge i.e. septage, is accomplished utilizing permitted septic tank pumpers. Pumpers are required to dispose of the septage at an approved, permitted facility.
68. The Board is using the Standards in 40 CFR 503 as guidelines in establishing this Order, but the Board is not the implementing agency for 40 CFR 503 regulations. The Discharger may have separate and/or additional compliance, reporting, and permitting responsibilities to the EPA.
69. The State Water Resources Control Board adopted Order No. 97-03-DWQ (General Permit No. CAS000001) specifying waste discharge requirements for discharges of storm water associated with industrial activities, and requiring submittal of a Notice of Intent or Notice of Non Applicability (NONA) by all affected industrial dischargers. The wastewater treatment primarily takes place underground and is designed to allow all storm water to runoff to surface water drainage courses, as would other subsurface facilities. Because there is no real appreciable contact of industrial equipment with the storm water to be discharged, the Discharger is not required to obtain coverage under General Permit No. CAS000001 and should file a NONA.
70. Section 13267(b) of the California Water Code provides that: “In conducting an investigation specified in subdivision (a), the regional board may require that any person who has discharged, discharges, or is suspected of discharging, or who proposes to discharge within its region, or any citizen or domiciliary, or political agency or entity of this state who has discharged, discharges, or is suspected of discharging, or who proposes to discharge waste outside of its region that could affect the quality of the waters of the state within its region shall furnish, under penalty of perjury, technical or monitoring program reports which the board requires. The burden, including costs of these reports, shall bear a reasonable relationship to the need for the reports and the benefits to be obtained from the reports.”
71. The California Department of Water Resources sets standards for the construction and destruction of groundwater wells (hereafter DWR Well Standards), as described in *California Well Standards Bulletin 74-90* (June 1991) and *Water Well Standards: State of California Bulletin 94-81*



(December 1981). These standards, and any more stringent standards adopted by the Discharger or county pursuant to CWC Section 13801, apply to all monitoring wells.

72. State regulations that prescribe procedures for detecting and characterizing the impact of waste constituents from waste management units on groundwater are found in Title 27. While the wastewater treatment facility is exempt from Title 27, the data analysis methods of Title 27 are appropriate for determining whether the discharge complies with the terms for protection of groundwater specified in this Order.
73. The discharge authorized herein and the treatment and storage facilities associated with the discharge, except for discharges of residual sludge and solid waste, are exempt from the requirements of Title 27, California Code of Regulations (CCR), Section 20380 et seq. (hereafter Title 27). The exemption, pursuant to Title 27 CCR Section 20090(a), is based on the following:
  - a. The waste consists primarily of domestic sewage and treated effluent;
  - b. The waste discharge requirements are consistent with water quality objectives; and
  - c. The treatment and storage facilities described herein are associated with a municipal wastewater treatment plant and/or single-family residences with on-site systems regulated by a public entity.
74. Pursuant to California Water Code Section 13263(g), discharge is a privilege, not a right, and adoption of this Order does not create a vested right to continue the discharge.

#### **California Environmental Quality Act Considerations**

75. On 10 August 1999, the Georgetown Divide Public Utility District certified a Negative Declaration for the community disposal field rehabilitation and expansion project.
76. The action to revise waste discharge requirements for GDPUD is exempt from the provisions of the California Environmental Quality Act in accordance with Sections 15261(b), 15301, and 15304.

#### **Public Notice**

77. The Board considered all the above and the supplemental information and details in the attached Information Sheet, which is incorporated by reference herein, in establishing the following conditions of discharge.
78. The Board has notified the Discharger and interested agencies and persons of its intent to prescribe waste discharge requirements for this discharge, and has provided them with an opportunity for a public hearing and an opportunity to submit their written views and recommendations.
79. The Board, in a public meeting, heard and considered all comments pertaining to the discharge.

**IT IS HEREBY ORDERED** that Order No. 84-126 is rescinded and that, pursuant to California Water Code (CWC) sections 13263 and 13267, Georgetown Divide Public Utility District, its agents, successors, and assigns, in order to meet the provisions contained in Division 7 of the CWC and regulations adopted thereunder, shall comply with the following:

*[Note: Other prohibitions, conditions, definitions, and some methods of determining compliance are contained in the attached "Standard Provisions and Reporting Requirements for Waste Discharge Requirements" dated 1 March 1991, which are part of this Order. This attachment and its individual paragraphs are referred to as "Standard Provisions".]*

**A. Discharge Prohibitions**

1. The discharge of wastes to surface waters or surface water drainage courses is prohibited.
2. The by-pass or overflow of wastes or partially treated wastes to surface waters or surface water drainage courses is prohibited.
3. The discharge of sewage from a sanitary sewer system at any point upstream of the leachfields is prohibited.
4. The discharge of co-mingled wastewater and storm water runoff to surface waters or surface water drainage courses is prohibited.
5. The discharge of effluent or treated wastewater at a location or in a manner different from that described in the above Findings is prohibited.
6. The application of wastewater to the subsurface disposal fields at rates that would cause effluent resurfacing or create a nuisance as defined CWC 13050 is prohibited.
7. Surfacing of wastewater from any leachfield is prohibited.
8. The use of the subsurface land application areas as grazing pasture for animals, roads, storage, or any kind of construction activity is prohibited.
9. The land spreading of sludge, solids, screenings, or biosolids on the wastewater disposal area or elsewhere within the Subdivision is prohibited.
10. The discharge of wastewater directly to groundwater is prohibited.
11. The Discharger is prohibited from changing the types of systems and design criteria variances in Attachment C unless approved by the Executive Officer, El Dorado County Environmental Health Director, and adopted by the Georgetown Divide Public Utility District Board in a resolution pursuant to El Dorado County Ordinance 15.33.070.

12. The discharge of waste classified as “hazardous” or “designated”, as defined in the California Code of Regulations (CCR), Title 27, is prohibited.
13. The acceptance of waste other than septic tank effluent generated within the subdivision is prohibited.

**B. Discharge Specifications**

1. The number of on-site wastewater disposal systems to be operated within the Auburn Lake Trails On-Site Wastewater Disposal Zone shall not exceed 1,100 per El Dorado County Ordinance No. 15.33.050.
2. Neither the treatment nor the discharge shall cause a pollution or nuisance as defined by the California Water Code, Section 13050.
3. The discharge to all on-site wastewater disposal systems within the Zone and the discharge to the CDS shall remain underground at all times.
4. The discharge shall not cause concentrations of any materials that are deleterious to animal, aquatic, human or plant life in any surface water or drainage course outside of the designated disposal area.
5. The maximum average monthly flow to the CDS shall not exceed 71,800 gpd.
6. The waste discharge of partially treated wastes shall remain in the designated disposal areas at all times.
7. Only residential household domestic waste may be discharged to each septic tank/leaching systems. All other wastes shall be disposed off-site.
8. Public contact with wastewater shall be precluded through subsurface disposal irrigation management practices and signs.
9. Objectionable odors originating at the Community Collection and Disposal System or any of the individual on-site systems shall not be perceivable beyond the limits of the wastewater treatment and disposal areas associated with these systems.
10. Signs with proper wording of sufficient size shall be placed around areas where potential contact exposure may exist to alert the public of the disposal practice.
11. Septic Tank Effluent applied to the subsurface Community Disposal System shall not exceed the following monthly average limits:

<u>Constituent</u>	<u>Units</u>	<u>Monthly Average</u>
BOD <sub>5</sub> <sup>1</sup>	mg/l	200
Total Suspended Solids	mg/l	90
Oil and Grease	mg/l	30

<sup>1</sup> Five day Biochemical Oxygen Demand

12. All treatment, storage, and disposal facilities shall be designed, constructed, operated, and maintained to prevent inundation or washout due to floods with a 100-year return frequency as required by Regional Board Resolution No. 71-124, Guideline 8.
13. Discharger shall maintain a 100-foot buffer from the property line to the CDS.

**C. General Solids Disposal Specifications**

1. Sludge, as used in this document, means the solid, semisolid, and liquid residues removed during primary, secondary, or advanced wastewater treatment processes. Solid waste refers to grit and screening material generated during preliminary treatment. Residual sludge means sludge that will not be subject to further treatment by each septic tank. Biosolids refers to sludge that has undergone sufficient treatment and testing to qualify for reuse pursuant to federal and state regulations as a soil amendment for agriculture, silviculture, horticulture, and land reclamation.
2. Sludge and solid waste shall be removed from screens, sumps, septic tanks, wet well, collection pipelines, etc. as needed to ensure optimal systems operation. At a minimum, all existing and new septic tanks shall be checked annually for sludge depth and pumped when the depth of scum and sludge is equal to or greater than 25% of the tank volume. The Discharger shall educate residents on the need for maintenance, wastes that can be disposed to their system and maintain records on each system's compliance.
3. The removal of septic tank sludge, solids, screenings, grease, etc is to be performed by licensed septic tank pumpers. Pumpers are required to dispose of the removed material at a permitted facility. The Discharger shall be responsible to make sure that each septic tank within the subdivision has been monitored and homeowner is duly notified and aware of required maintenance in a timely manner.
4. Residual sludge, biosolids, and solid waste shall be disposed of in a manner approved by the Executive Officer and consistent with Title 27. Removal for further treatment, disposal, or reuse at sites (i.e., landfill, Wastewater treatment Plant, composting site) operated in accordance with waste discharge requirements issued by a regional water quality control board will satisfy this specification.
5. Any proposed change in screenings, sludge, solid, or residual sludge use or disposal practice from the previously approved practice shall be reported to the Executive Officer at least 90 days in advance of the change.

6. Use and disposal of sewage sludge shall comply with existing Federal and State laws and regulations, including permitting requirements and technical standards included in 40 CFR 503.
7. If the State Water Resources Control Board and the Regional Water Quality Control Boards are given the authority to implement regulations contained in 40 CFR 503, this Order may be reopened to incorporate appropriate time schedules and technical standards. The Discharger must comply with the standards and time schedules contained in 40 CFR 503 whether or not they have been incorporated into this Order.

**D. Groundwater Limitations**

1. Release of waste constituents from any storage, treatment, or disposal component associated with the Community Collection, Community Disposal System, or individual on-site systems shall not cause groundwater under and beyond the storage or treatment component, as determined by an approved well monitoring network, to:
  - a. Contain any of the following constituents in concentration greater than as listed or greater than ambient background quality, whichever is greater:

<u>Constituent</u>	<u>Units</u>	<u>Limitation</u>
Boron	mg/l	0.6
Chloride	mg/l	106
Iron	mg/l	0.3
Manganese	mg/l	0.05
Sodium	mg/l	69
Total Coliform Organisms	MPN/ 100 ml	Nondetect
Total Dissolved Solids <sup>1</sup>	mg/l	450
Total Nitrogen	mg/l	10
Nitrite (as N)	mg/l	1
Nitrate (as N)	mg/l	10
Ammonia (as N)	mg/l	0.5
Chloroform	µg/l	1.1
Bromodichloromethane	µg/l	0.27
Dibromochloromethane	µg/l	0.37
Bromoform	µg/l	4.0

1. A cumulative impact limit that accounts for several dissolved constituents in addition to those listed here separately [e.g., alkalinity (carbonate and bicarbonate), calcium, hardness, phosphate, potassium, etc.]

- b. Contain any constituent not identified in Groundwater Limitations D.1.a. in concentrations greater than background quality (whether chemical, physical, biological, bacteriological, radiological, or some other property or characteristic).
  - c. Exhibit a pH of less than 6.5 or greater than 8.5 pH Units.
  - d. Impart taste, odor, toxicity or color that creates nuisance or impairs any beneficial use.
2. If groundwater monitoring shows that waste constituents are present in concentrations greater than background, then upon request of the Executive Officer, the Discharger shall complete the report described in Provision E.5.

#### **E. Provisions**

All Discharger reports specified below shall be submitted pursuant to Section 13267 of the California Water Code. Technical reports submitted by or for the Discharger shall be prepared and wet stamped by the appropriate registered professional required by the California Business and Professions Code. The Discharger shall certify all reports required by this Order per the *Standard Provisions* General Reporting Requirements B.3.

1. By **1 May 2002**, the Discharger shall submit a workplan with time line to install a flow meter just prior to the CDS. The flow meter shall be installed by **1 November 2002**.
2. By **7 July 2002**, the Discharger shall submit a *Sanitary Sewer System Operation, Maintenance, Overflow Prevention, and Response Plan* (SSS Plan) that describes the actions designed to prevent, or minimize the potential for sanitary sewer overflows. The Discharger shall maintain the SSS Plan in an up-to-date condition and shall amend the SSS Plan whenever there is a change (e.g. in the design, construction, operation, or maintenance of the sanitary sewer system or sewer facilities) that materially affects the potential for sanitary sewer overflows, or whenever there is a sanitary sewer overflow. The Discharger shall ensure that the up-to-date SSS Plan is readily available to sewer system personnel at all times and that sewer system personnel are familiar with it.
  - a. At a minimum, the Operation and Maintenance portion of the plan shall contain or describe the following:
    - (1) Detailed maps of the sanitary sewer system, identifying sewer mains, manholes, and lift stations;
    - (2) A detailed listing of elements to be inspected, a description of inspection procedures and inspection frequency, and sample inspection forms;
    - (3) A schedule for routine inspection and testing of all pipelines, lift stations, valves, and other key system components. The inspection/testing program shall be designed to reveal problems that might lead to accidental spills and ensure that preventive maintenance is completed;
    - (4) Provisions for repair or replacement of old, worn out, or defective equipment;
    - (5) Provisions to minimize the need for manual operation of critical systems and provide spill alarms or other “fail safe” mechanisms;

- (6) The ability to properly manage, operate and maintain, at all times, all parts of the collection system that the Discharger owns or over which the Discharger has operational control;
  - (7) The ability to provide adequate capacity to convey base flows and peak flows for all parts of the collection system the Discharger owns or over which the Discharger has operational control; and
  - (8) How the Discharger will take all feasible steps to stop and mitigate the impact of sanitary sewer overflows in portions of the collection system the Discharger owns or over which the Discharger has operational control.
- b. At a minimum, the Overflow Prevention and Response Plan shall contain or describe the following:
  - (1) Identification of areas of the collection system that historically have overflowed and an evaluation of the cause of the overflow;
  - (2) Maintenance activities that can be implemented to address the cause of the overflow and means to prevent future overflows. Maintenance activities may include pretreatment of wastewater from industrial dischargers who discharge high concentrations of oil and grease in their wastewater;
  - (3) Procedures for responding to sanitary sewer overflows designed to minimize the volume of sewer overflow that enters surface waters, and minimize the adverse effects of sewer overflows on water quality and beneficial uses;
  - (4) Steps to be taken when an overflow or spill occurs, and procedures that will be implemented to ensure that all overflows and spills are properly identified, responded to and reported; and
  - (5) A public notification plan, in which any posting of areas contaminated with sewage is performed at the direction of the El Dorado County Environmental Management Department. All parties with a reasonable potential for exposure to an overflow event shall be notified.
3. By **1 July 2002**, the Discharger shall submit a workplan, prepared by an appropriate registered professional required by the California Business and Professions Code, for characterization of groundwater quality within the Subdivision. The workplan shall describe the installation of additional wells to allow evaluation of the groundwater quality upgradient and downgradient of the application areas. Every monitoring well shall be constructed to yield representative samples from the uppermost layer of the uppermost aquifer and to comply with applicable well standards. The workplan shall be consistent with, and include the items listed in, the first section of Attachment B, "*Items to be Included in a Monitoring Well Installation Workplan and a Monitoring Well Installation Report of Results.*"
4. By **1 March 2003**, the Discharger shall submit a groundwater well installation report prepared by an appropriate registered professional required by the California Business and Professions Code. The report shall be consistent with, and include the items listed in, the second section of Attachment B.

5. By **1 March 2004**, the Discharger shall submit a *Background Groundwater Quality Study Report*. For each groundwater monitoring parameter/constituent identified in the MRP, the report shall present a summary of monitoring data, calculation of the concentration in background monitoring wells, and comparison of background groundwater quality to that in wells used to monitor the facility. Determination of background quality shall be made using the methods described in Title 27, Section 20415(e)(10), and shall be based on data from at least four consecutive quarterly (or more frequent) groundwater monitoring events. For each monitoring parameter/constituent, the report shall compare measured concentrations for compliance monitoring wells with: 1) the calculated background concentration, and 2) the interim numeric limitations set forth in Groundwater Limitation E.1.a. Where background concentrations are statistically greater than the interim limitations specified in Groundwater Limitation E.1.a, the report shall recommend final groundwater limitations for waste constituents listed therein. Subsequent use of a concentration as a final groundwater limitation will be subject to the discretion of the Executive Officer.
6. If groundwater monitoring results show that the discharge of waste from the Community Disposal System and/or the on-site systems are causing groundwater to contain waste constituents in concentrations statistically greater than background water quality, then within **120 days of the request of the Executive Officer**, the Discharger shall submit a report showing that degradation of the groundwater complies with SWRCB Resolution No. 68-16, i.e., that it is (a) in the best interest of the people of the state, (b) that best practical treatment and control measures have been implemented to reduce the amount of degradation, (c) that the groundwater degradation will not exceed applicable water quality objectives, and (d) that the degradation is confined within specified boundaries.
7. By **1 March 2004**, the Discharger shall submit a *BPTC Evaluation Workplan* that sets forth the scope and schedule for a systematic and comprehensive technical evaluation of each component of the facility's waste treatment and disposal system to determine best practicable treatment and control for each waste constituent listed in the Groundwater Limitation D.1.a of this Order. The workplan shall contain a preliminary evaluation of each component of the WWTF and effluent disposal system and propose a time schedule for completing the comprehensive technical evaluation. The schedule to complete the evaluation shall be as short as practicable, and shall not exceed one year.
8. By **30 January 2005**, the Discharger shall submit a *BPTC Evaluation Report and Implementation Workplan*. The report shall include a comprehensive evaluation of the BPTC measures studied, a discussion of BPTC measures proposed for implementation (i.e., recommendations for WWTF modifications), estimated concentration or mass loading reductions for each BPTC measure, specific methods the Discharger proposes to monitor and assure continuous optimal performance of BPTC measures, the source of funding, and proposed schedule for modifications. The schedule for full implementation shall be as short as practicable, and in no case shall it exceed four years past the Executive Officer's approval of the workplan unless specifically approved by the Board. The component evaluation, recommended improvements, and implementation schedule are subject to the Executive Officer's approval.



9. By **30 January 2008**, the Discharger shall submit a technical report that proposes specific numeric groundwater limitations that reflect full implementation of BPTC measures, and describe how these were determined considering actual data from compliance monitoring wells, impact reductions through full implementation of BPTC, reasonable growth, etc. The Discharger should submit results of a validated groundwater model to support its proposal. In addition, the technical report shall describe the overall status of compliance with implementation of BPTC measures and compliance with all groundwater limitations.
10. Upon completion of tasks set forth in Provision E.5, 6, 7, 8, and/or 9 the Board shall consider the evidence provided and make a determination regarding whether the Discharger has justified BPTC and the appropriate final numeric groundwater limitations that comply with Resolution 68-16.
11. The Discharger shall comply with the Monitoring and Reporting Program No. R5-2002-0031, which is part of this Order, and any revisions thereto as ordered by the Executive Officer.
12. The Discharger shall comply with the "Standard Provisions and Reporting Requirements for Waste Discharge Requirements", dated 1 March 1991, which are attached hereto and made part of this Order by reference. This attachment and its individual paragraphs are commonly referenced as "Standard Provision(s)."
13. The Discharger shall use the best practicable cost-effective control technique(s) including user education programs, proper operation, and required maintenance, to comply with discharge limits specified in this order.
14. The Discharger shall provide certified wastewater treatment plant operators in accordance with Title 23 of the California Code of Regulations, Division 3, Chapter 26.
15. As described in the Standard Provisions, the Discharger shall report promptly to the Board any material change or proposed change in the character, location, or volume of the discharge.
16. Upon the reduction, loss, or failure of the sanitary sewer system resulting in a sanitary sewer overflow, the Discharger shall take any necessary remedial action to (a) control or limit the volume of sewage discharged, (b) terminate the sewage discharge as rapidly as possible, and (c) recover as much as possible of the sewage discharged (including wash down water) for proper disposal. The Discharger shall implement all applicable remedial actions including, but not limited to, the following:
  - a. Interception and rerouting of sewage flows around the sewage line failure;
  - b. Vacuum truck recovery of sanitary sewer overflows and wash down water;
  - c. Use of portable aerators where complete recovery of the sanitary sewer overflows are not practicable and where severe oxygen depletion is expected in surface waters; and
  - d. Cleanup of sewage-related debris at the overflow site.

17. The Discharger shall report to the Board any toxic chemical release data it reports to the State Emergency Response Commission within 15 days of reporting the data to the Commission pursuant to section 313 of the "Emergency Planning and Community Right to Know Act of 1986."
18. The Discharger shall submit to the Board on or before each compliance report due date, the specified document or, if appropriate, a written report detailing compliance or noncompliance with the specific schedule date and task. If noncompliance is being reported, then the Discharge shall state the reasons for such noncompliance and provide an estimate of the date when the Discharger will be in compliance. The Discharger shall notify the Board in writing when it returns to compliance with the time schedule.
19. In the event of any change in control or ownership of land or waste discharge facilities described herein, the Discharger shall notify the succeeding owner or operator of the existence of this Order by letter, a copy of which shall be immediately forwarded to this office.
20. At least 90 days prior to termination or expiration of any lease, contract, or agreement involving any disposal areas, used to justify the capacity authorized herein and assure compliance with this Order, the Discharger shall notify the Board in writing of the situation and of what measures have been taken or are being taken to assure full compliance with this Order.
21. The Discharger must comply with all conditions of this Order, including timely submittal of technical and monitoring reports as directed by the Executive Officer. Violations may result in enforcement action, including Regional Board or court orders requiring corrective action or imposing civil monetary liability, or in revision or recession of this Order.
22. The Discharger shall be the sole party responsible for compliance with the provisions of this Order.
23. Pursuant to GDPUD Resolution 84-6, the Discharger shall investigate, test, design, operate, monitor, inspect, and if necessary, maintain and repair the On-Site Wastewater Disposal Systems within the Zone at the individual homeowner's expense.
24. Pursuant to Auburn Lake Trails On-Site Wastewater Disposal Zone Rules Regulations and Standard Practices, Section 85-010, adopted 19 March 1985, the Discharger shall properly notify the owner of the lot where an on-site sewage disposal system has failed. Upon proper notification the owner of the lot shall make such modifications or replacement in accordance with the current ordinances, rules, and regulations. In the event the owner of the lot should fail to complete required modifications or replacement within thirty (30) days, then the Discharger shall make such modifications or replacement.
25. A copy of this Order shall be kept at the Discharger's headquarters for reference by operating personnel. Key operating personnel shall be familiar with its contents.

26. A copy of this Order shall be given to all property owners and any subsequent purchaser of any lot within the Auburn Lake Trails Subdivision On-Site Wastewater Treatment Zone.
27. The Board will review this Order periodically and will revise requirements when necessary.

I, GARY M. CARLTON, Executive Officer, do hereby certify the foregoing is a full, true, and correct copy of an Order adopted by the California Regional Water Quality Control Board, Central Valley Region, on 1 March 2002.

---

GARY M. CARLTON, Executive Officer

AMENDED 3/1/02

GWL

gwl\H:\h\Word\WDRs\_Eldorado\AuburnLakeTrails\_wdr6.doc

CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD  
CENTRAL VALLEY REGION

MONITORING AND REPORTING PROGRAM NO. R5-2002-0031

FOR  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
AUBURN LAKE TRAILS ON-SITE WASTEWATER DISPOSAL ZONE  
EL DORADO COUNTY

This Monitoring and Reporting Program (MRP) incorporates requirements for monitoring of the community disposal system, influent, individual on-site systems, effluent, groundwater, and other aspects of the wastewater collection, treatment, and disposal systems and is issued pursuant to Water Code Section 13267. The Discharger shall not implement any changes to this MRP unless and until a revised MRP is issued by the Executive Officer. Sample collection stations shall be established such that the samples collected are representative of the nature and volume of the material(s) sampled.

**COMMUNITY DISPOSAL SYSTEM INFLUENT MONITORING**

The Discharger shall monitor the Community Disposal System influent for the following constituents according to the following schedule:

Constituents	Units	Sample Type	Sampling Frequency	Reporting Frequency
Flow	gpd	Continuous	Daily	Monthly
pH	pH units	Grab	Monthly <sup>1</sup>	Monthly
Electrical Conductivity	$\mu$ mhos/cm	Grab	Monthly <sup>1</sup>	Monthly
BOD <sub>5</sub>	mg/l	Grab	Monthly <sup>1</sup>	Monthly
Nitrates	mg/l as N	Grab	Monthly <sup>1</sup>	Monthly
Total Suspended Solids	mg/l	Grab	Quarterly	Quarterly
Oil and Grease	mg/l	Grab	Quarterly	Quarterly

<sup>1</sup> After the first year of data has been collected these are to be sampled Quarterly

**COMMUNITY DISPOSAL SYSTEM MONITORING**

All Community Disposal System (CDS) facilities including collection system, sewer mains, headworks, distribution lines and boxes, diversion trenches, effluent disposal trenches, and other appurtenant monitoring systems associated with the CDS water level measuring tubes(s), shall be inspected on a weekly basis. Observations made during these inspections shall be recorded on a weekly basis. Septic tanks shall be monitored annually as described above in the individual systems monitoring.

Inspections of the leachfield system facilities will be comprised of a physical evaluation of the disposal site area to determine whether waste is being contained beneath the ground surface. The ground in the immediate vicinity and surrounding the disposal site shall be inspected to determine the presence of effluent on the ground surface. The inspection report shall include any findings of springs or surfacing effluent, which would indicate a failure to the system.

A written report of the conditions observed for the system shall be prepared following each inspection. Such written description shall include name of the person making the entry, the condition of all the items listed in the above paragraphs, and shall identify any maintenance work necessary on the physical aspects of the system.

And the following measurements shall constitute the community leachfield-monitoring program:

Constituents	Units	Type of Sample	Sampling Frequency
Water Level Below Surface in All System Risers	Inches	Grab	Monthly
Flow	mgd	Continuous	Monthly

### INDIVIDUAL SYSTEMS MONITORING

All leachfield, septic tank, mound, pressure dosed, sand filter, or alternate system failures shall be reported quarterly, along with the reason for failure and the type and effectiveness of remedial action taken. The total number of system correction notifications, correction repairs, complaints, and inspections conducted annually and the type of system inspected shall be reported quarterly. A daily log of operator observations and comments shall be maintained and reported quarterly. Data collected on community leachfield riser water levels and mound system effluent quality shall be summarized and reported. In addition, a tabulation of the number of systems installed with a breakdown of system type and remaining systems to be install until build out shall be included. The following schedule shall constitute each system type frequency for monitoring:

System Type	Monitoring Frequency
Conventional Systems	Annually
Mound Systems	Annually
Pressure Dosed Systems	Annually
Sand Filter Systems	Annually
Alternative Technology Systems	Annually
Community Collection and Disposal System	Weekly

All systems shall be monitored every six months for the first year and annually afterwards except the CDS (CDS monitored weekly). All septic tanks within the Subdivision shall be inspected for scum and sludge depth annually and pumped when the combined scum and sludge depth is measured to be 25% of tank volume or greater. All mound and sand filter systems shall receive distribution manifold maintenance at least annually. Pressure dosed and alternative technology systems shall receive manufacturer's specified maintenance annually.

### MOUND SYSTEM MONITORING

Twenty-five Mound systems are to be inspected annually. The selection process for sampling shall be on a rotational basis, such that Mound systems where fluid is present in their upper and/or lower inspection risers shall be inspected/sampled every five years. Systems found to be in a failure or failing condition shall be monitored monthly until the system is repaired and functions properly. The upper and lower risers containing fluid shall be sampled for the following:

Constituent	Sample Type	Units
Total Coliform Organisms <sup>1</sup>	Grab	MPN/100 ml
Nitrate	Grab	mg/l
Chloride	Grab	mg/l
Ammonia	Grab	mg/l
Electrical Conductivity	Grab	µmhos/cm
pH	Grab	pH units
Orthophosphate	Grab	mg/l
BOD <sub>5</sub> <sup>2</sup>	Grab	mg/l

<sup>1</sup> Minimum of six (6) dilutions (thirty tube)

<sup>2</sup> 5-day, 20°C Biochemical Oxygen Demand

Note: Systems found to be in a failure or failing condition shall monitor septic tank effluent or mound system influent immediately and weekly thereafter for BOD, TSS, and Grease until the system is repaired and functions properly.

### SURFACE WATER MONITORING

All surface water samples shall be grab samples. Surface water samples shall be taken from the following:

Station	Description
S-1 (Inlet Ditch)	Water Supply Irrigation Ditch entering ALTS
S-2 (Maine Bar Canyon)	Major stream leaving ALTS, Middle Fork tributary
S-3 (Buckeye Canyon)	Intermittent spring fed stream, Middle Fork tributary
S-4 (Wildcat Canyon)	Intermittent spring fed stream, Middle Fork tributary
S-5 (Browns Bar Canyon)	Intermittent spring fed stream, Middle Fork tributary
S-6 (Outlet Ditch)	Water Supply Irrigation Ditch leaving ALTS South Fork tributary
S-7 (CDS Creek)	Spring fed stream, down gradient of CDS

The above listed stations shall be sampled annually between December - February excepting S-1 and S-6 shall be sampled in May for the following:

Constituents	Sample Type	Units
Total Coliform Organisms <sup>1</sup>	Grab	MPN/100 ml
Fecal Coliform Organisms <sup>1</sup>	Grab	MPN/100 ml
Chloride	Grab	mg/l
Nitrate	Grab	mg/l
Orthophosphate	Grab	mg/l
Electrical Conductivity	Grab	µmhos/cm
Flow	Estimated	cfs
pH	Grab	pH units
BOD <sub>5</sub> <sup>2</sup>	Grab	mg/l

<sup>1</sup> Minimum of five (5) dilutions (twenty five tube)

<sup>2</sup> 5-day, 20°C Biochemical Oxygen Demand

### GROUNDWATER MONITORING

Samples shall be taken from all Board approved groundwater-monitoring wells, according to Board approved sampling procedures (see Attachment B). Time of collection of a grab sample shall be recorded. The following shall constitute the groundwater-monitoring program:

Constituents	Units	Type of Sample	Sampling Frequency
Ground water elevation <sup>1</sup>	feet ± 0.1	Grab	Quarterly
20° C BOD <sub>5</sub>	mg/l	Grab	Quarterly
Temperature	Degrees °F	Grab	Quarterly
Total Coliform organisms	MPN/100 ml	Grab	Quarterly
pH	pH units	Grab	Quarterly
Total Dissolved Solids	mg/l	Grab	Quarterly
Electrical conductivity	µmhos/cm	Grab	Quarterly
Total nitrogen (N)	mg/l	Grab	Quarterly
Nitrate	mg/l	Grab	Quarterly
Nitrite	mg/l	Grab	Quarterly
Total Kjeldahl nitrogen	mg/l	Grab	Quarterly
Ammonia	mg/l	Grab	Quarterly
Total Alkalinity	mg/l	Grab	Quarterly
Total Hardness	mg/l	Grab	Quarterly
Chlorides	mg/l	Grab	Quarterly
Iron	mg/l	Grab	Quarterly
Boron	mg/l	Grab	Quarterly
Manganese	mg/l	Grab	Quarterly
Sodium	mg/l	Grab	Quarterly
Standard Minerals <sup>2</sup>	mg/l	Grab	Annually

<sup>1</sup> The ground water elevation shall be used to calculate the direction and gradient of ground water flow, which must be reported in the Discharger Self Monitoring Report.

<sup>2</sup> Standard Minerals shall include, at a minimum, the following: Barium, Calcium, Magnesium, Potassium, Sulfate, Total Alkalinity (include alkalinity series), and Total Hardness.

Based on results of the groundwater-monitoring program after a minimum of two years, the Discharger may request a reduction in the constituents monitored, sample frequency, and/or locations monitored. If such reductions are warranted, this MRP may be revised by the Executive Officer.

### WATER SUPPLY MONITORING

A sampling station shall be established where a representative sample of the municipal water supply can be obtained. Water supply monitoring shall include at least the following:

Constituents	Units	Sampling Frequency
Electrical Conductivity <sup>1</sup>	µmhos/cm	Annually
pH	pH units	Annually
Standard Minerals	mg/l	Annually <sup>1</sup>

<sup>1</sup> The District is required to conduct annual water quality sampling of its treated water system pursuant to the requirements of Department of Health Services. No additional sampling of the treated water supply appears to be warranted at this time. However, water supply quality shall be submitted to the Board as part of this Monitoring and reporting program.

### REPORTING

In reporting monitoring data, the Discharger shall arrange the data in tabular form so that the date, sample type (e.g., influent, effluent, etc.), and reported analytical result for each sample are readily discernible. The data shall be summarized in such a manner to clearly illustrate compliance with waste discharge requirements and spatial or temporal trends, as applicable. The results of any monitoring done more frequently than required at the locations specified in the Monitoring and Reporting Program shall be reported to the Regional Board.

As required by the California Business and Professions Code Sections 6735, 7835, and 7835.1, all Groundwater Monitoring Reports shall be prepared under the direct supervision of a Registered Engineer or Geologist and signed by the registered professional.

Certification of the monitoring reports shall be as specified in General Reporting Requirements B.3. of the *STANDARD PROVISIONS AND REPORTING REQUIREMENTS FOR WASTE DISCHARGE REQUIREMENTS*, dated 1 March 1991, which is commonly referenced as the *Standard Provisions*.

#### Quarterly Reports

The Discharger shall establish a quarterly groundwater-sampling schedule such that samples are obtained approximately every three months. Quarterly Monitoring Reports for March, June, September, and December shall be submitted to the Regional Board by the **1<sup>st</sup> day of May, August, November, and February** each year. The Quarterly Report shall include the following:

1. All continuous, daily, weekly, monthly, and quarterly monitoring conducted during the quarter.



2. A narrative description of all preparations, monitoring, sampling, and analytical testing activities. The narrative shall be sufficiently detailed to verify compliance with the WDRs, this MRP, and the *Standard Provisions*. Field logs shall support the narrative for each well documenting depth to groundwater; parameters measured before, during, and after purging; method of purging; calculation of the casing volume; and total volume of water purged.
3. Calculation of groundwater elevations, an estimation of groundwater flow direction and hydraulic position with respect to nearby domestic or agricultural supply wells (if any) on the date of measurement, comparison to previous data, and discussion of seasonal trends, if any.
4. A narrative discussion of the analytical results for all media and locations monitored, including spatial and temporal trends, with reference to summary data tables, graphs, and appended analytical reports (as applicable).
5. A comparison of monitoring data to the discharge specifications, groundwater limitations and surface water limitations, and explanation of any violation of those requirements.
6. Summary data tables of historical and current monitor well elevations and analytical results.
7. A scaled map showing the lots, relevant structures and features of the subdivision, the locations of monitoring wells and any other sampling stations, and groundwater elevation contours referenced to mean sea level datum.
8. A scaled map showing history and location of correction notices, failed systems, replaced systems, and complaints.
9. Copies of laboratory analytical report(s).

### **Annual Monitoring Report**

The December monthly report (**due by 1<sup>st</sup> day of February each year**) shall also serve as an Annual Monitoring Report. At a minimum, the Annual Monitoring Report shall include the following:

1. The contents of the December quarterly report and summarize all data collected during the year;
2. Tabular and graphical summaries of all well monitoring data obtained during previous years;
3. Information about disposal of screenings, sludges from domestic wastewater septic tanks, or other solids removed from liquid wastes that were disposed during the year such as volume, location, date, and transportation used;
4. A scaled Subdivision map showing each lot's status, its type of wastewater disposal system, location of the Community Collection System, lift stations, Community Disposal System, surface water monitoring locations, groundwater monitoring wells, and other relevant monitoring points, structures, and/or features of the wastewater collection, treatment, and disposal systems;

5. A narrative discussion of the analytical results for all media and locations monitored, including spatial and temporal trends, with reference to summary data tables, graphs, and appended analytical reports (as applicable);
6. A comparison of monitoring data to the discharge specifications, groundwater limitations and surface water limitations, and explanation of any violation of those requirements;
7. A discussion of any data gaps and potential deficiencies/redundancies in the monitoring system and/or reporting program;
8. The names, certificate grades, and general responsibilities of all persons employed by the Discharger;
9. The names and telephone numbers of persons to contact regarding the plant for emergency and routine situations;
10. A statement certifying when the flow meter and other monitoring instruments and devices were last calibrated, including identification of who performed the calibration; and
11. A statement certifying whether the current operation and maintenance manual, and contingency plan, reflect the wastewater treatment and disposal facilities as currently constructed and operated, and the dates when these documents were last revised and last reviewed for adequacy.

A letter transmitting the self-monitoring reports shall accompany each report. Such a letter shall include a discussion of requirement violations found during the reporting period, and actions taken or planned for correcting noted violations, such as operation or facility modifications. If the Discharger has previously submitted a report describing corrective actions and/or a time schedule for implementing the corrective actions, reference to the previous correspondence will be satisfactory. Pursuant to Standard Provisions, General Reporting requirements B.3, the transmittal letter shall contain the following statement by the Discharger, or the Discharger's authorized agent:


*"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of the those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations."*

MONITORING AND REPORTING PROGRAM NO. R5-2002-0031  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
AUBURN LAKE TRAILS ON-SITE WASTEWATER DISPOSAL ZONE  
EL DORADO COUNTY

8

The Discharger shall implement the above monitoring program on the first day of the month following effective date of this Order.

Ordered by:

  
GARY M. CARLTON, Executive Officer

1 March 2002

(Date)

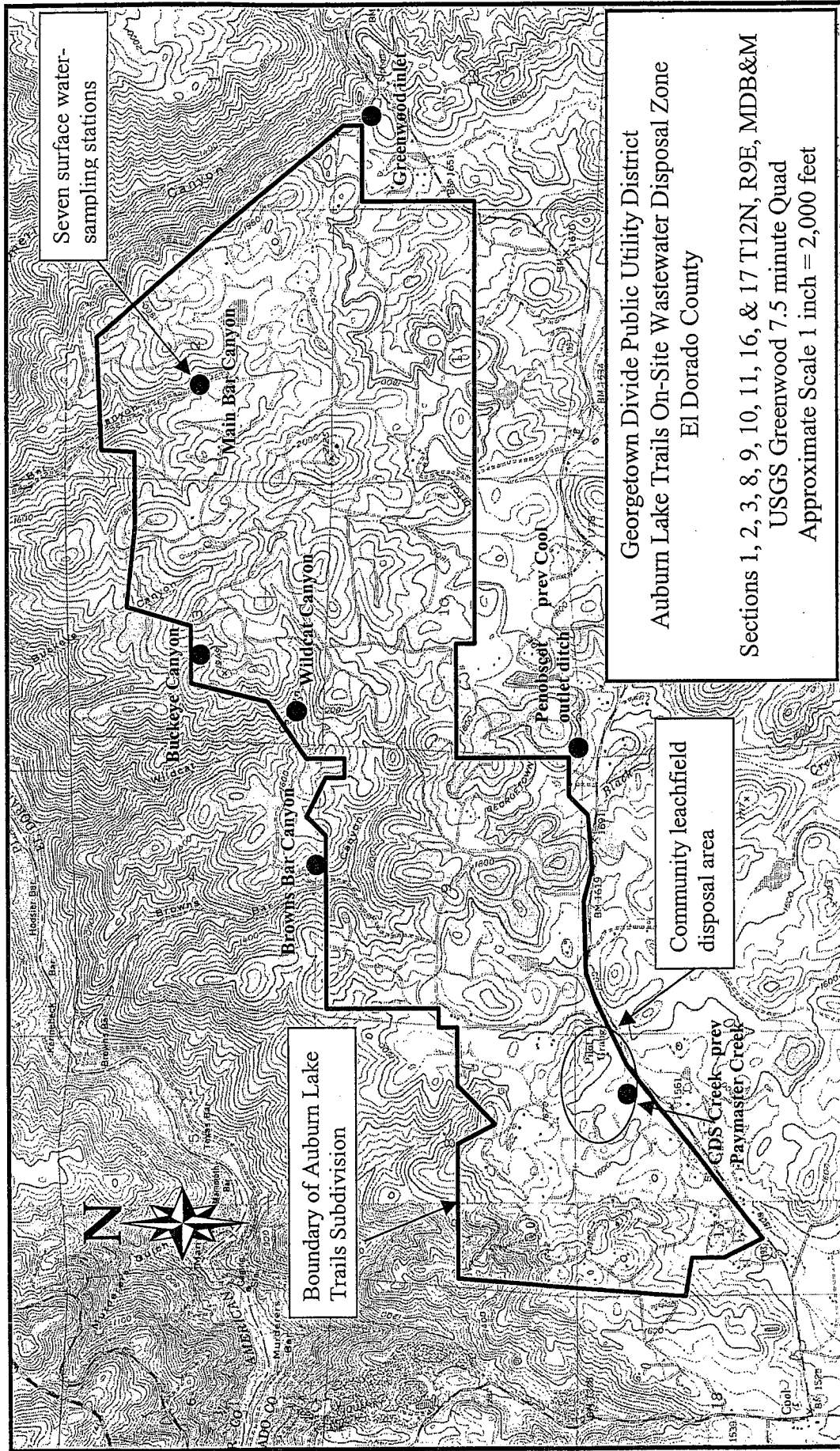
GWL

3/1/02

gw\h:\h\word\WDRs\_ElDorado\AuburnLakeTrails\_mrp6.doc

# Attachment A

WASTE DISCHARGE REQUIREMENTS ORDER NO. R5-2002-0031  
 GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
 AUBURN LAKE TRAILS ON-SITE WASTEWATER DISPOSAL ZONE  
 EL DORADO COUNTY



**INFORMATION NEEDS FOR  
MONITORING WELL INSTALLATION WORKPLAN AND RESULTS REPORT**

Prior to installation of groundwater monitoring wells, the Discharger shall submit a workplan containing the minimum listed information. Wells may be installed after staff approve the workplan. Upon installation of the monitoring wells, the Discharger shall submit a report of results, as described below. All workplans and reports must be prepared and signed by a California registered geologist, engineering geologist, or civil engineer.

**Monitoring Well Installation Workplan**

**A. General Information:**

- Monitoring well locations and rationale
- Survey details
- Equipment decontamination procedures
- Health and safety plan
- Topographic map showing any existing monitoring wells, proposed wells, waste handling facilities, utilities, and other major physical and man-made features.
- Characterize site geology and hydrology, and identify unconfined or confined aquifers

**B. Drilling Details: describe drilling and logging methods**

**C. Monitoring Well Design:**

- Casing diameter
- Borehole diameter
- Depth of surface seal
- Well construction materials
- Diagram of well construction
- Type of well cap
- Size of perforations and rationale
- Grain size of sand pack and rationale
- Thickness and position of bentonite seal and sand pack
- Depth of well, length and position of perforated interval

**D. Well Development:**

- Method of development to be used
- Method of determining when development is complete
- Method of development water disposal

**E. Surveying Details: discuss how each well will be surveyed to a common reference point**

F. Soil Sampling (if applicable):

- Cuttings disposal method
- Analyses to be run and methods
- Sample collection and preservation method
- Intervals at which soil samples are to be collected
- Number of soil samples to be analyzed and rationale
- Location of soil samples and rationale
- QA/QC procedures

G. Well Sampling:

- Minimum time after development before sampling (48 hours)
- Well purging method and amount of purge water
- Sample collection and preservation method
- QA/QC procedures

H. Water Level Measurement:

The elevation reference point at each monitoring well shall be within 0.01 foot. Ground surface elevation at each monitoring well shall be within 0.1 foot. Method and time of water level measurement shall be specified.

I. Proposed time schedule for work.

**Monitoring Well Installation Report of Results**

A. Well Construction:

- Number and depth of wells drilled
- Date(s) wells drilled
- Description of drilling and construction
- Approximate locations relative to facility site(s)
- A well construction diagram for each well must be included in the report, and should contain the following details:
  - Total depth drilled
  - Depth of open hole (same as total depth drilled if no caving occurs)
  - Footage of hole collapsed
  - Length of slotted casing installed
  - Depth of bottom of casing
  - Depth to top of sand pack
  - Thickness of sand pack
  - Depth to top of bentonite seal
  - Thickness of bentonite seal
  - Thickness of concrete grout
  - Boring diameter
  - Casing diameter

- Casing material
- Size of perforations
- Number of bags of sand
- Well elevation at top of casing
- Depth to ground water
- Date of water level measurement
- Monitoring well number
- Date drilled
- Location

B. Well Development:

- Date(s) of development of each well
- Method of development
- Volume of water purged from well
- How well development completion was determined
- Method of effluent disposal
- Field notes from well development should be included in report.

C. Well Surveying: provide reference elevations for each well and surveyor's notes

D. Water Sampling:

- Date(s) of sampling
- How well was purged
- How many well volumes purged
- Levels of temperature, EC, and pH at stabilization
- Sample collection, handling, and preservation methods
- Sample identification
- Analytical methods used
- Laboratory analytical data sheets
- Water level elevation(s)
- Groundwater contour map

E. Soil Sampling (if applicable):

- Date(s) of sampling
- Sample collection, handling, and preservation method
- Sample identification
- Analytical methods used
- Laboratory analytical data sheets

03/01/02

gw\NH:\h\Word\WDRs\_Placer\AuburnLakeTrails\_attachmentB.doc

System types for Auburn Lake Trails Subdivision

- A. Conventional subsurface disposal systems utilizing alternative fields.
- B. Conventional subsurface disposal systems utilizing pressure-dosing techniques.
- C. Select fill subsurface disposal systems utilizing pressure-dosing techniques.
- D. Elevated fill subsurface disposal systems utilizing alternative fields and/or pressure-dosing techniques.
- E. Elevated fill (mound) systems.
- F. Individual on-site primary wastewater treatment systems with connection to a common subsurface disposal system.
- G. Individual on-site primary wastewater treatment systems with connection to a common mound system.

It is intended that the forgoing system types shall not be considered exclusive in that advances in technology may provide future alternatives, which are cost effective and enhance the achievement of water quality and public health objectives.

The following variances (underlined) are required from El Dorado County Ordinance Code, Chapter 15.33.020:

- H. Disposal systems shall be designed to utilize the most permeable or absorptive portion of the soil formation as determined by a percolation test and soil profile analyses. There shall be a minimum of five feet of permeable soil below the bottom of the proposed conventional sewage disposal system. There shall be a minimum of four feet of soil below the distribution manifold in a proposed pressure dosed special design system. The five feet of soil below the bottom of a conventional sewage disposal system, and the four feet below the distribution manifold of a pressure dosed special design system shall be free from the effects of groundwater and possess appropriate textural and structural characteristics to promote effective renovation of wastewater.
- I. No property shall be improved in excess of its capacity to absorb sewage effluent in the quantities and by the means provided in this code unless appropriate measures (i.e. easements) have been taken to provide sufficient suitable lands for this purpose.



Mound Design Criteria		
Criterion	State of California Guidelines <sup>(a)</sup>	Auburn Lake Trails On-site Wastewater Disposal Zone
Maximum Slope	12% for <60 mpi 6% for 60-120 mpi	14%
<i>SWRCB Guidelines for Mound Systems</i> -Jan 1980 see Table 1, page 9		
Fill depth below Bed/Trench (Mound Body Thickness)	36" for <10 mpi 24" for 10-60 mpi 12" for >60 mpi	48" minimum fill and unsaturated soils below 60" minimum fill and permeable soils below
see Table 9, page 36		
Unsaturated Depth (ground surface to groundwater or pervious or fractured bedrock)	24"	18" minimum
see Table 1, page 9		
Minimum Soil Depth (ground surface to impermeable surface)	36" minimum 60" for slope <2.5%	30" minimum
see Table 1, page 9		
Percolation Rate	<120 mpi at 20" depth	Same
see Table 1, page 9		
Design Flow Rates	150 gpd/bedroom	Same
see page 13		
Bed/Trench Geometry (refers to entire system geometry)	Square beds Ok if <60 mpi & flat otherwise, rectangular beds	Same
see page 15		
Reserve Area	100% replacement	100% replacement of bed area
see page 14		
Basal Loading Rate	0 - 30 mpi:1.25 gpd/sf 31 - 45 mpi:0.70 gpd/sf 46 - 60 mpi:0.50 gpd/sf 61-120 mpi:0.25 gpd/sf	Same
see Table 10, page 37		
<sup>(a)</sup> State Water Resources Control Board, <i>Guidelines for Mound Systems</i> , January, 1980 Note: Fast soil < 10 mpi, Permeable soil 10-60 mpi, and Tight soil 61-120 mpi (ref Table 1 & 9)		

GWL

03/01/02

gw\H:\h\Word\WDRs\_Placer\AuburnLakeTrails\_attachmentC.doc

## INFORMATION SHEET

WASTE DISCHARGE REQUIREMENTS ORDER NO. R5-2002-0031  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
AUBURN LAKE TRAILS ON-SITE WASTEWATER DISPOSAL ZONE  
EL DORADO COUNTY

Auburn Lake Trails Subdivision (Subdivision) is about two miles east on Highway 193 from Cool and the intersection of Highway 49 and Highway 193. The Subdivision was created in 1972 by a developer call Trans-Land Company. It was to originally encompass 2,800 acres and include 1,850 residential lots, equestrian center, country club and golf course, commercial facilities, and a private campground. A legal dispute developed over wastewater disposal and other things and was settled in 1984. As a result of the legal settlement, the Subdivision was modified to 1,100 total lots, and Georgetown Divide Public Utility District (hereafter Discharger) became the regulatory agency responsible for waste disposal within the Subdivision and the owner of the community disposal system.

The Georgetown Divide Public Utility District (GDPUD) Board of Directors declared their intent to form the on-site district for the Auburn Lake Trails Subdivision in Ordinance No. 84-1 and Resolution No. 84-6 and held a public hearing in October 1984. Formation of the Auburn Lake Trails On-Site Wastewater Disposal Zone (Zone) was contingent on Finality of Judgment in Class Action law suite, Case Number 34594, Superior Court of the State of California mentioned above. The case was settled and the Zone was formed.

As set forth in the Resolution, GDPUD will review design, oversee installation, investigate problems, test, redesign (if necessary), operate and monitor, and maintain and repair as required, on-site systems in the Zone financed by fees collected from the individual homeowners. GDPUD will perform similar services on existing lots currently and those proposed for hookup to the community septic tank/leachfield system.

Some variances to Regional Board *Guidelines for Waste Disposal From Land Developments* and the State Water Resources Control Board *Guidelines for Mound Systems* dated January 1980 were agreed to in the previous Regional Board Order No. 84-126 to facilitate the installation of on-site systems with in the Subdivision. In a letter from the Discharger dated 20 January 1993, the Discharger requested review and comment from the Board on changes to the variances for Mound Design Criteria d. ii and iii, which it appears to have subsequently implemented. This Order reestablishes the types of systems and design criteria from Order No. 84-126, which are contained in Attachment C.

Along with the variance agreement in Order No. 84-126, significant monitoring was required to ensure water quality was protected. Groundwater monitoring was called out in the Monitoring and Reporting Program No. 84-126, however, groundwater monitoring or reporting has not been conducted since 1991. This Order requires the installation and quarterly monitoring of groundwater wells about the Subdivision and its Community Disposal System. It also requires additional monitoring and reporting and a requirement for the Discharger to give the homeowner 30 days to modify or replace failed systems.

This Order also requires a compliance evaluation of the groundwater beneath the Subdivision with State Water Resources Control Board (SWRCB) Resolution No. 68-16 or the "Antidegradation Policy".

If groundwater monitoring results show that the discharge of waste from the Community Disposal System and/or the on-site systems are causing groundwater to contain waste constituents in

concentrations statistically greater than background water quality, then within 120 days of the request of the Executive Officer, the Discharger shall submit a report showing that degradation of the groundwater complies with SWRCB Resolution No. 68-16, i.e., that it is (a) in the best interest of the people of the state, (b) that best practical treatment and control measures have been implemented to reduce the amount of degradation, (c) that the groundwater degradation will not exceed applicable water quality objectives, and (d) that the degradation is confined within specified boundaries.

### **Basin Plan, Beneficial Uses, and Regulatory Considerations**

Surface water drainage from the Subdivision is to the Middle and South Forks of the American River, tributary to Folsom Lake Reservoir, tributary to the Sacramento River. The *Water Quality Control Plan for the California Regional Water Quality Control Board Central Valley Region, Fourth Edition* (Basin Plan), designates beneficial uses, establishes water quality objectives, and contains implementation plans and policies for all waters of the Basin. Beneficial uses often determine the water quality objectives that apply to a water body. For example, waters designated as municipal and domestic supply must meet the maximum contaminant levels (MCLs) for drinking waters. The Basin Plan sets forth the applicable beneficial uses (industrial, agricultural, and domestic supply in this instance) of groundwater, procedure for application of water quality objectives, and the process for and factors to consider in allocating waste assimilation capacity.

### **Antidegradation**

The antidegradation directives of section 13000 of the California Water Code (CWC) require that waters of the State that are better in quality than established water quality objectives be maintained "consistent with the maximum benefit to the people of the State." Waters can be of high quality for some constituents or beneficial uses and not others. Policies and procedures for complying with this directive are set forth in the Basin Plan (including by reference State Water Board Resolution No. 68-16, "Statement of Policy With Respect to Maintaining High Quality Waters in California," or "Antidegradation" Policy).

Resolution N0. 68-16 is applied on a case-by-case, constituent-by-constituent basis in determining whether a certain degree of degradation can be justified. It is incumbent upon the Discharger to provide technical information for the Board to evaluate that fully characterizes:

- all waste constituents to be discharged, the background quality of the uppermost layer of the uppermost aquifer
- the background quality of other waters that may be affected
- the underlying hydrogeologic conditions
- waste treatment and control measures
- how treatment and control measures are justified as best practicable treatment and control
- the extent the discharge will impact the quality of each aquifer
- the expected degradation compared to water quality objectives

INFORMATION SHEET  
WASTE DISCHARGE REQUIREMENTS ORDER NO. R5-2002-0031  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
AUBURN LAKE TRAILS ON-SITE WASTEWATER DISPOSAL ZONE  
EL DORADO COUNTY

In allowing a discharge, the Board must comply with CWC section 13263 in setting appropriate conditions. The Board is required, relative to the groundwater that may be affected by the discharge, to implement the Basin Plan and consider the beneficial uses to be protected along with the water quality objectives essential for that purpose. The Board need not authorize the full utilization of the waste assimilation capacity of the groundwater (CWC 13263(b)) and must consider other waste discharges and factors that affect that capacity. The applicable beneficial uses (industrial, agricultural, and domestic supply in this instance), procedure for application of water quality objectives, and the process for and factors to consider in allocating waste assimilation capacity are set forth in the Basin Plan.

This discharge has been occurring for years. Previous conditions of discharge allowed no degradation. However, certain waste constituents in municipal wastewater are not fully amenable to waste treatment and control and it is reasonable to expect some impact on groundwater. Some degradation for certain constituents is consistent with maximum benefit to the people of California because the technology, energy, water recycling, and waste management advantages of municipal utility service to the State far outweigh the environmental impact damage of a community that would otherwise be reliant on numerous concentrated individual wastewater systems. Economic prosperity of valley communities is of maximum benefit to the people of California, and therefore sufficient reason to accommodate increases in wastewater discharge provided terms of reasonable degradation are defined and met. The proposed Order authorizes some degradation consistent with the maximum benefit to the people of the State.

Groundwater monitoring data at this site is incomplete to establish the most appropriate receiving water limits. In addition, as explained elsewhere in this information sheet, certain aspects of waste treatment and control practices have not been and are unlikely to be justified as representative of BPTC. Reasonable time is necessary to gather specific information about the facility and the site to make informed, appropriate, long-term decisions. This Order, therefore, establishes interim receiving water limitations to assure protection of the beneficial uses of waters of the State pending the completion of certain tasks and provides time schedules to complete specified tasks. The tasks provide that the Discharger is expected to identify, implement, and adhere to best practicable treatment and control as individual practices are reviewed and upgraded in this process. During this period, degradation may occur from certain constituents, but by interim conditions can never exceed water quality objectives (or ambient background water quality should it exceed objectives) or cause nuisance.

Water quality objectives define the least stringent limits that apply as water quality limitations for groundwater at this location. The exception is when ambient background water quality is unaffected by the discharge of waste and already exceeds the objective. The values below reflect water quality objectives that must be met to maintain specific beneficial uses of groundwater. Unless natural background for a constituent proves higher, the interim groundwater quality limit established in proposed WDR is the most stringent of the values listed for the following constituents.

INFORMATION SHEET  
WASTE DISCHARGE REQUIREMENTS ORDER NO. R5-2002-0031  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
AUBURN LAKE TRAILS ON-SITE WASTEWATER DISPOSAL ZONE  
EL DORADO COUNTY

<u>Constituent</u>	<u>Units</u>	<u>Value</u>	<u>Beneficial Use</u>	<u>Criteria or Justification</u>
Ammonia	mg/L	0.5	MUN <sup>1</sup>	Taste and Odor <sup>2</sup>
Boron	mg/L	0.5	AGR <sup>3</sup>	Class I irrigation water (Basin Plan)
		0.63	MUN <sup>1</sup>	Narrative Toxicity Criteria <sup>8</sup>
		0.7	AGR <sup>3</sup>	Boron sensitivity on certain crops <sup>4</sup>
		2	AGR <sup>3</sup>	Class II irrigation water (Basin Plan)
Chloride	mg/L	106	AGR <sup>3</sup>	Chloride sensitivity on certain crops irrigated via sprinklers <sup>4</sup>
		142	AGR <sup>3</sup>	Chloride sensitivity on certain crops <sup>4</sup>
		175	AGR <sup>3</sup>	Class I irrigation water (Basin Plan)
		250	MUN <sup>1</sup>	Recommended Secondary MCL <sup>5</sup>
		350	AGR <sup>3</sup>	Class II irrigation water (Basin Plan)
		500	MUN <sup>1</sup>	Upper Secondary MCL <sup>5</sup>
		Conductivity (EC)	µmhos/cm	750
900	MUN <sup>1</sup>			Recommended Secondary MCL <sup>5</sup>
1,000	AGR <sup>3</sup>			Class I irrigation water (Basin Plan)
1,600	MUN <sup>1</sup>			Upper Secondary MCL <sup>5</sup>
3,000	AGR <sup>3</sup>			Class II irrigation water (Basin Plan)
Iron	mg/L	0.3	MUN <sup>1</sup>	Secondary MCL <sup>6</sup>
Manganese	mg/L	0.05	MUN <sup>1</sup>	Secondary MCL <sup>6</sup>
Nitrate as N	mg/L	10	MUN <sup>1</sup>	Primary MCL <sup>7</sup>
Nitrite as N	mg/L	1	MUN <sup>1</sup>	Primary MCL <sup>7</sup>
pH	pH Units	6.5 to	MUN	Secondary MCL <sup>8</sup>
		8.5		
Sodium	mg/L	69	AGR <sup>3</sup>	Sodium sensitivity on certain crops irrigated via sprinklers <sup>4</sup>
		207	AGR <sup>3</sup>	Sodium sensitivity on certain crops <sup>4</sup>
Total Coliform Organisms	MPN / 100 mL	2.2	MUN <sup>1</sup>	Basin Plan
Total Dissolved Solids	mg/L	450	AGR <sup>3</sup>	Salt sensitivity <sup>4</sup>
		500	MUN <sup>1</sup>	Recommended Secondary MCL <sup>5</sup>
		700	AGR <sup>3</sup>	Class I irrigation water (Basin Plan)
		1,000	MUN <sup>1</sup>	Recommended Upper MCL <sup>5</sup>
		2,000	AGR <sup>3</sup>	Class II irrigation water (Basin Plan)
Total Trihalomethanes	µg/L	80	MUN	MCL <sup>9</sup>

INFORMATION SHEET  
 WASTE DISCHARGE REQUIREMENTS ORDER NO. R5-2002-0031  
 GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
 AUBURN LAKE TRAILS ON-SITE WASTEWATER DISPOSAL ZONE  
 EL DORADO COUNTY

<u>Constituent</u>	<u>Units</u>	<u>Value</u>	<u>Beneficial Use</u>	<u>Criteria or Justification</u>
Chloroform	µg/L	1.1	MUN <sup>1</sup>	Narrative Toxicity Criteria <sup>10</sup>
Bromodichloromethane	µg/L	0.27	MUN <sup>1</sup>	Narrative Toxicity Criteria <sup>10</sup>
Dibromochloromethane	µg/L	0.37	MUN <sup>1</sup>	Narrative Toxicity Criteria <sup>10</sup>
Bromoform	µg/L	4.0	MUN <sup>1</sup>	Narrative Toxicity Criteria <sup>8</sup>

<sup>1</sup> Municipal and domestic supply

<sup>2</sup> Council of the European Union, On the Quality of Water Intended for Human Consumption, Council Directive 98/83/EC (3 November 1998).

<sup>3</sup> Agricultural supply

<sup>4</sup> Ayers, R. S. and D. W. Westcot, Water Quality for Agriculture, Food and Agriculture Organization of the United Nations – Irrigation and Drainage Paper No. 29, Rev. 1, Rome (1985)

<sup>5</sup> Title 22, California Code of Regulations (CCR), section 64449, Table 64449-B

<sup>6</sup> Title 22, CCR, section 64449, Table 64449-A

<sup>7</sup> Title 22, CCR, section 64431, Table 64431-A

<sup>8</sup> United States Environmental Protection Agency

<sup>9</sup> Title 22, CCR, section 64439

<sup>10</sup> California Environmental Protection Agency, Office of Environmental Health Hazard Assessment Cancer Potency Factor as a Drinking Water Level, *California Environmental Protection Agency Toxicity Criteria Database*

Municipal wastewater contains numerous dissolved inorganic waste constituents (i.e., salts, minerals) that together comprise total dissolved solids (TDS). The concentration of each component constituent of TDS is not necessarily critical to a beneficial use. Specific constituents that are critical are individually listed. The cumulative impact from these other constituents, along with the cumulative affect of the constituents that are individually listed can be effectively controlled using TDS as a generic indicator parameter. Most dissolved inorganic substances in water are in the ionized form and so contribute to a solution's ability to conduct electricity, or its "electrical conductivity" (EC). EC varies both with the number and type of ions the solution contains and is strongly temperature dependent. It is standard practice to report a solution's EC at 25° Celsius (this value is technically called "specific conductance"). Un-ionized species of weak acids or bases and uncharged soluble organic materials, such as ethyl alcohol and glucose, are poor conductors of electricity even though these constituents comprise a portion of TDS contributing to a solution's EC. Although EC is affected by the nature of the various ions, their relative concentrations, and ionic strength of the water, EC measurements can provide a quick and inexpensive practical estimate of a solution's dissolved mineral content once the relationship is established for the solution. An empirical factor representing the relationship may be developed from simultaneous sampling and measurements of TDS and EC.

### **Treatment Technology and Control**

Given the volume and character of municipal wastewater, primary in some cases and in others secondary treatment technology is generally sufficient to control degradation of groundwater from decomposable

WASTE DISCHARGE REQUIREMENTS ORDER NO. R5-2002-0031  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
AUBURN LAKE TRAILS ON-SITE WASTEWATER DISPOSAL ZONE  
EL DORADO COUNTY

organic constituents. If necessary, adding disinfection to the treatment train will significantly reduce populations of pathogenic organisms, and reasonable soil infiltration rates and unsaturated soils can reduce them further. Total coliform organisms, the indicator parameter for pathogenic organisms, should not be found in groundwater in a well-designed, well-operated facility. The groundwater limit for this constituent is nondetect, which is less than the water quality objective.

Chlorine disinfection of effluent causes formation of trihalomethanes, which are toxic priority pollutants. Treatment to reduce these in wastewater generally has not been performed, and little is known at this point on the typical impact on groundwater. The limitation is based on the water quality objective for human consumption.

Municipal wastewater typically contains nitrogen in concentrations greater than water quality objectives, which vary according to the form of nitrogen. Degradation by nitrogen can be controlled by an appropriate secondary treatment system (e.g., oxidation ditch), tertiary treatment for nitrogen reduction, and agronomic reuse on harvested crops. The effectiveness varies, but generally best practicable treatment and control should be able to control nitrogen degradation at a concentration well below the water quality objectives. The limitation reflects water quality objectives.

Waste constituents that are forms of salinity pass through the treatment process and soil profile and effective control of long-term effects relies upon effective source control and pretreatment measures. In the best of circumstances, long-term land discharge of treated municipal wastewater will degrade groundwater with salt (as measured by TDS and EC) and the individual components of salts (e.g., sodium, chloride). Not all TDS constituents pass through the treatment process and soil profile in the same manner or rate. Chloride tends to pass through both rapidly to groundwater. As chloride concentrations in most groundwaters in the region are much lower than in treated municipal wastewater, chloride is a useful indicator parameter for evaluating the extent to which effluent reaches groundwater. This Order sets water quality objectives for the interim while site-specific, constituent-specific limits are developed in conjunction with a BPTC evaluation of source control and pretreatment. Subsequent Orders will likely contain effluent limits for salt components that, if met, assure groundwater quality will be controlled to an acceptable level.

Other indicator constituents for monitoring for groundwater degradation due to recharged effluent include total coliform bacteria, ammonia, total nitrogen, and total trihalomethanes (when the effluent is chlorinated). Total trihalomethanes (TTHMs) are chlorinated organic materials that are toxic at low concentrations. Common TTHMs include bromoform, bromodichloromethane, dibromochloromethane, and chloroform. While the State drinking water regulations (i.e., Title 22, CCR, section 64439) establish a maximum contaminant level for TTHMs of 80 µg/L, the actual concentrations at which TTHMs components are considered "toxic" to humans are much lower (e.g., chloroform's human health toxicity limit is 1.1 µg/L). The Basin Plan states that groundwaters "shall be maintained free of toxic substances in concentrations that produce detrimental physiological responses in human, plant, animal, or aquatic life associated with designated beneficial uses." As indicated in the above table, groundwater limitations necessary to enforce the Basin Plan's narrative toxicity objective are significantly lower than that necessary to meet the maximum contaminant level for TTHMs components in drinking water.

WASTE DISCHARGE REQUIREMENTS ORDER NO. R5-2002-0031  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
AUBURN LAKE TRAILS ON-SITE WASTEWATER DISPOSAL ZONE  
EL DORADO COUNTY

Boron is another TDS constituent that may occur in wastewater in concentrations greater than groundwater depending on the source water, to the extent residents use cleaning products containing boron, and whether any industrial dischargers utilize boron (e.g., glass production, cosmetics). Because various crops are sensitive to boron, it has an individual limit intended to protect agricultural use.

Still other constituents in treated municipal waste that may pass through the treatment process and the soil profile include recalcitrant organic compounds (e.g., ethylene glycol, or antifreeze), radionuclides, and pharmaceuticals. Hazardous compounds are not usually associated with domestic wastes and when present are reduced in the discharge to inconsequential concentrations through dilution with domestic waste, treatment, and the implementation of effective pretreatment programs. Since it is inappropriate to allow degradation of groundwater with such constituents, the limitations are set to nondetect.

A discharge of wastewater that overloads soils with nutrients and organics can result in anaerobic conditions in the soil profile, which in turn creates organic acids and decreases soil pH. Under conditions of low soil pH (i.e., below 5), iron and manganese compounds in the soil can solubilize and leach into groundwater. Discharge of residual sludge to land may also lead to increases in groundwater alkalinity and hardness to concentrations that impair the water's beneficial uses and contribute to an overall increase in TDS. Overloading is preventable and does not constitute BPTC as used in Resolution 68-16. Dissolved iron and manganese, along with elevated alkalinity, hardness, and nitrogen concentrations, are useful indicators to determine whether components of the WWTP with high-strength waste constituents, such as sludge handling facilities, are effectively containing waste. Iron and manganese increases and changes in pH in groundwater are avoidable and limitations should reflect background. However, during this interim investigative period, interim limits are set at the water quality objective for iron, manganese, and pH.

### Title 27

Title 27, CCR, section 20380 et seq. ("Title 27"), contains regulations to address certain discharges to land. Title 27 establishes a waste classification system, specifies siting and construction standards for containment of classified waste, requires extensive monitoring of groundwater and the unsaturated zone for any indication of failure of containment, and specifies closure and post-closure maintenance requirements. Generally, no degradation of groundwater quality by any waste constituent is acceptable.

Discharges of domestic sewage and treated effluent can be treated and controlled to a degree that will not result in unreasonable degradation of groundwater. For this reason, they have been conditionally exempted from Title 27, except for residual sludge and solid waste generated as part of the treatment process [section 20090(a) of Title 27]. The condition requires that the discharge not result in violation of any water quality objective in groundwater.

Treatment and storage facilities for sludge that are part of the WWTP are considered exempt from Title 27 under section 20090(a), under the condition that the facilities not result in a violation of any water quality objective. However, residual sludge (for the purposes of the proposed order, sludge that will not be subjected to further treatment by the WWTP) is not exempt from Title 27. Solid waste (e.g.,



grit and screenings) that results from treatment of domestic sewage and industrial waste also is not exempt from Title 27. This residual sludge and solid waste are subject to the provisions of Title 27.

Accordingly, the municipal discharge of effluent and the operation of treatment or storage facilities associated with a municipal wastewater treatment plant can be allowed without requiring compliance with Title 27, but only if resulting degradation of groundwater is in accordance with the Basin Plan. This means, among other things, degradation of groundwater must be consistent with Resolution No. 68-16 and in no case greater than water quality objectives. The conditions for sludge, solid waste, and biosolids management must be evaluated along with other aspects of BPTC.

## **TERMS AND CONDITIONS**

### **Discharge Prohibitions, Specifications and Provisions**

This Order establishes the need to monitor groundwater and the submittal of a complete technical report to evaluate the subdivision's water quality impacts. This Order's discharge performance specifications for BOD<sub>5</sub>, TSS, and Oil and Grease are based on the treatment technologies employed. This Order does not require the Discharger to disinfect the effluent. Storm water is allowed to runoff the subdivision and the subsurface land application areas under the general storm water permit. The discharge specifications regarding effluent resurfacing are consistent with Board policy for the prevention of health, pollution, or nuisance conditions, and are applied to all such facilities.

In order to protect public health and safety, this Order requires the Discharger to comply with many of the provisions of Title 22 and to implement best management practices with respect to effluent disposal (e.g., to dispose of effluent at reasonable rates considering soil conditions, climate, and subsurface irrigation management).

### **Monitoring Requirements**

Section 13267 of the CWC authorizes the Board to require monitoring and technical reports as necessary to investigate the impact of a waste discharge on waters of the state. In recent years there has been increased emphasis on obtaining all necessary information, assuring the information is timely as well as representative and accurate, and thereby improving accountability of any discharger for meeting the conditions of discharge. Section 13268 of the CWC authorizes assessment civil administrative liability for failure to furnish technical or monitoring program reports, a statement of compliance, or falsifying any information provided therein.

This Order increases the previous Order's influent and effluent monitoring requirements, and includes flow rates, land application areas, and groundwater monitoring requirements. In order to adequately characterize its wastewater effluent, the Discharger is required to monitor for flow, pH, Electrical Conductivity, BOD, nitrates, and oil and grease. To ensure that community and individual disposal systems do not create nuisance conditions, the Discharger is required to monitor the effluent, systems' physical condition, and perform maintenance as required.

WASTE DISCHARGE REQUIREMENTS ORDER NO. R5-2002-0031  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
AUBURN LAKE TRAILS ON-SITE WASTEWATER DISPOSAL ZONE  
EL DORADO COUNTY

The Title 27 zero leakage protection strategy relies heavily on extensive groundwater and unsaturated zone monitoring to increase the Discharger's awareness of, and accountability for, compliance with the prescriptive and performance standards. With a high volume, concentrated, uncontained discharge to land, monitoring takes on even greater importance. This Order includes monitoring of applied wastewater quality, application rates, and groundwater.

Title 27 regulations pertaining to groundwater monitoring and the detection and characterization of waste constituents in groundwater have been in effect and successfully implemented for many years. No regulation currently specifies similar criteria more suitable for a situation where extensive infiltration into groundwater occurs. When such infiltration occurs, it is appropriate that the Title 27 groundwater monitoring procedures be extended and applied on a case-by-case basis under CWC Section 13267.

This Order requires installation of an effective groundwater-monitoring network that includes monitoring points represented by wells forming a vertical line that extends from the soil surface into the uppermost layer of water in the uppermost aquifer. One or more wells will monitor the quality of groundwater unaffected by the discharge and serve as 'background.' Other monitoring wells will be for determining compliance with Groundwater Limitations D.1 and D.2.

The Discharger must monitor groundwater for constituents present in the discharge and capable of reaching groundwater and violating groundwater limitations. To determine if the treatment and control, and any dependency of the treatment process on sustained environmental attenuation or treatment, proves to be inadequate. As some groundwater limitations are based on background water quality, it is essential that the discharger install wells in a location that can provide groundwater quality representative of the discharge area but unaffected by both the discharge and other waste sources. This Order requires the Discharger to install sufficient well(s) to characterize receiving groundwater and background water quality with quarterly groundwater sampling events. For each constituent where no increase in concentration is authorized over background, the Discharger must, as part of each monitoring event, compare concentrations of constituents found in each monitoring well to the background concentration to determine compliance.

### **Reopener**

The conditions of discharge in this Order were developed based on currently available technical information and applicable water quality laws, regulations, policies, and plans, and are intended to assure conformance with them. However, information is presently insufficient to develop final effluent and groundwater limitations, so this Order contains interim limitations. Additional information must be developed and documented by the Discharger as required by schedules set forth in this Order. As this additional information is obtained, decisions will be made concerning the best means of assuring the highest water quality possible may involve substantial cost. It may be appropriate to reopen the Order if applicable laws and regulations change, but the mere possibility that such laws and regulations may change is not sufficient basis for reopening the Order. The CWC requires that waste discharge requirements implement all applicable requirements.

INFORMATION SHEET  
WASTE DISCHARGE REQUIREMENTS ORDER NO. R5-2002-0031  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
AUBURN LAKE TRAILS ON-SITE WASTEWATER DISPOSAL ZONE  
EL DORADO COUNTY

Several other more likely reasons for reconsidering terms of the Order exist, and the Order may be opened for this purpose at the Board's discretion. For example, Board procedures require periodic review of the effectiveness of requirements at a frequency proportional to the threat the discharge has to water quality with update as appropriate. The Order will definitely be reopened for consideration of BPTC and establishing final numeric groundwater limitations. It is also conceivable that monitoring of compliance may identify a waste constituent, possibly a toxic waste constituent, that violates or threatens to violate groundwater limitations, establishing a need to consider an appropriate numeric effluent limit for that waste constituent.

Surface water drainage is to the Middle and South Forks of the American River, tributary to Folsom Lake Reservoir, tributary to the Sacramento River.

GWL  
3/1/02

gw\h:\h\word\WDRs\_Eldorado\AuburnLakeTrails\_info5.doc

**65852.150.**

- (a) The Legislature finds and declares all the following:
- (1) Accessory dwelling units are a valuable form of housing in California.
  - (2) Accessory dwelling units provide housing for family members, students, the elderly, in-home health care providers, the disabled, and others, at below market prices within existing neighborhoods.
  - (3) Homeowners who create accessory dwelling units benefit from added income, and an increased sense of security.
  - (4) Allowing accessory dwelling units in single-family or multifamily residential zones provides additional rental housing stock in California.
  - (5) California faces a severe housing crisis.
  - (6) The state is falling far short of meeting current and future housing demand with serious consequences for the state's economy, our ability to build green infill consistent with state greenhouse gas reduction goals, and the well-being of our citizens, particularly lower and middle-income earners.
  - (7) Accessory dwelling units offer lower cost housing to meet the needs of existing and future residents within existing neighborhoods, while respecting architectural character.
  - (8) Accessory dwelling units are, therefore, an essential component of California's housing supply.
- (b) It is the intent of the Legislature that an accessory dwelling unit ordinance adopted by a local agency has the effect of providing for the creation of accessory dwelling units and that provisions in this ordinance relating to matters including unit size, parking, fees, and other requirements, are not so arbitrary, excessive, or burdensome to unreasonably restrict the ability of homeowners to create accessory dwelling units in zones in which they are authorized by local ordinance.  
*(Amended by Stats. 2016, Ch. 720, Sec. 4. Effective January 1, 2017.)*

**65852.2.**

- (a)
- (1) A local agency may, by ordinance, provide for the creation of accessory dwelling units in single-family and multifamily residential zones. The ordinance shall do all of the following:
    - (A) Designate areas within the jurisdiction of the local agency where accessory dwelling units may be permitted. The designation of areas may be based on criteria, that may include, but are not limited to, the adequacy of water and sewer services and the impact of accessory dwelling units on traffic flow and public safety.
    - (B)
      - (i) Impose standards on accessory dwelling units that include, but are not limited to, parking, height, setback, lot coverage, landscape, architectural review, maximum size of a unit, and standards that prevent adverse impacts on any real property that is listed in the California Register of Historic Places.

## State Law - Accessory Dwelling Units

(ii) Notwithstanding clause (i), a local agency may reduce or eliminate parking requirements for any accessory dwelling unit located within its jurisdiction.

(C) Provide that accessory dwelling units do not exceed the allowable density for the lot upon which the accessory dwelling unit is located, and that accessory dwelling units are a residential use that is consistent with the existing general plan and zoning designation for the lot.

(D) Require the accessory dwelling units to comply with all of the following:

(i) The unit is not intended for sale separate from the primary residence and may be rented.

(ii) The lot is zoned for single-family or multifamily use and contains an existing, single-family dwelling.

(iii) The accessory dwelling unit is either attached to the existing dwelling or located within the living area of the existing dwelling or detached from the existing dwelling and located on the same lot as the existing dwelling.

(iv) The increased floor area of an attached accessory dwelling unit shall not exceed 50 percent of the existing living area, with a maximum increase in floor area of 1,200 square feet.

(v) The total area of floor space for a detached accessory dwelling unit shall not exceed 1,200 square feet.

(vi) No passageway shall be required in conjunction with the construction of an accessory dwelling unit.

(vii) No setback shall be required for an existing garage that is converted to an accessory dwelling unit, and a setback of no more than five feet from the side and rear lot lines shall be required for an accessory dwelling unit that is constructed above a garage.

(viii) Local building code requirements that apply to detached dwellings, as appropriate.

(ix) Approval by the local health officer where a private sewage disposal system is being used, if required.

(x)

(I) Parking requirements for accessory dwelling units shall not exceed one parking space per unit or per bedroom. These spaces may be provided as tandem parking on an existing driveway.

(II) Offstreet parking shall be permitted in setback areas in locations determined by the local agency or through tandem parking, unless specific findings are made that parking in setback areas or tandem parking is not feasible based upon specific site or regional topographical or fire and life safety conditions, or that it is not permitted anywhere else in the jurisdiction.

(III) This clause shall not apply to a unit that is described in subdivision (d).

## State Law - Accessory Dwelling Units

- (xi) When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit, and the local agency requires that those offstreet parking spaces be replaced, the replacement spaces may be located in any configuration on the same lot as the accessory dwelling unit, including, but not limited to, as covered spaces, uncovered spaces, or tandem spaces, or by the use of mechanical automobile parking lifts. This clause shall not apply to a unit that is described in subdivision (d).
- (2) The ordinance shall not be considered in the application of any local ordinance, policy, or program to limit residential growth.
- (3) When a local agency receives its first application on or after July 1, 2003, for a permit pursuant to this subdivision, the application shall be considered ministerially without discretionary review or a hearing, notwithstanding Section 65901 or 65906 or any local ordinance regulating the issuance of variances or special use permits, within 120 days after receiving the application. A local agency may charge a fee to reimburse it for costs that it incurs as a result of amendments to this paragraph enacted during the 2001–02 Regular Session of the Legislature, including the costs of adopting or amending any ordinance that provides for the creation of an accessory dwelling unit.
- (4) An existing ordinance governing the creation of an accessory dwelling unit by a local agency or an accessory dwelling ordinance adopted by a local agency subsequent to the effective date of the act adding this paragraph shall provide an approval process that includes only ministerial provisions for the approval of accessory dwelling units and shall not include any discretionary processes, provisions, or requirements for those units, except as otherwise provided in this subdivision. In the event that a local agency has an existing accessory dwelling unit ordinance that fails to meet the requirements of this subdivision, that ordinance shall be null and void upon the effective date of the act adding this paragraph and that agency shall thereafter apply the standards established in this subdivision for the approval of accessory dwelling units, unless and until the agency adopts an ordinance that complies with this section.
- (5) No other local ordinance, policy, or regulation shall be the basis for the denial of a building permit or a use permit under this subdivision.
- (6) This subdivision establishes the maximum standards that local agencies shall use to evaluate a proposed accessory dwelling unit on a lot zoned for residential use that contains an existing single-family dwelling. No additional standards, other than those provided in this subdivision, shall be utilized or imposed, except that a local agency may require an applicant for a permit issued pursuant to this subdivision to be an owner-occupant or that the property be used for rentals of terms longer than 30 days.
- (7) A local agency may amend its zoning ordinance or general plan to incorporate the policies, procedures, or other provisions applicable to the creation of an accessory dwelling unit if these provisions are consistent with the limitations of this subdivision.

## State Law - Accessory Dwelling Units

- (8) An accessory dwelling unit that conforms to this subdivision shall be deemed to be an accessory use or an accessory building and shall not be considered to exceed the allowable density for the lot upon which it is located, and shall be deemed to be a residential use that is consistent with the existing general plan and zoning designations for the lot. The accessory dwelling unit shall not be considered in the application of any local ordinance, policy, or program to limit residential growth.
- (b) When a local agency that has not adopted an ordinance governing accessory dwelling units in accordance with subdivision (a) receives its first application on or after July 1, 1983, for a permit to create an accessory dwelling unit pursuant to this subdivision, the local agency shall accept the application and approve or disapprove the application ministerially without discretionary review pursuant to subdivision (a) within 120 days after receiving the application.
- (c) A local agency may establish minimum and maximum unit size requirements for both attached and detached accessory dwelling units. No minimum or maximum size for an accessory dwelling unit, or size based upon a percentage of the existing dwelling, shall be established by ordinance for either attached or detached dwellings that does not permit at least an efficiency unit to be constructed in compliance with local development standards. Accessory dwelling units shall not be required to provide fire sprinklers if they are not required for the primary residence.
- (d) Notwithstanding any other law, a local agency, whether or not it has adopted an ordinance governing accessory dwelling units in accordance with subdivision (a), shall not impose parking standards for an accessory dwelling unit in any of the following instances:
- (1) The accessory dwelling unit is located within one-half mile of public transit.
  - (2) The accessory dwelling unit is located within an architecturally and historically significant historic district.
  - (3) The accessory dwelling unit is part of the existing primary residence or an existing accessory structure.
  - (4) When on-street parking permits are required but not offered to the occupant of the accessory dwelling unit.
  - (5) When there is a car share vehicle located within one block of the accessory dwelling unit.
- (e) Notwithstanding subdivisions (a) to (d), inclusive, a local agency shall ministerially approve an application for a building permit to create within a single-family residential zone one accessory dwelling unit per single-family lot if the unit is contained within the existing space of a single-family residence or accessory structure, has independent exterior access from the existing residence, and the side and rear setbacks are sufficient for fire safety. Accessory dwelling units shall not be required to provide fire sprinklers if they are not required for the primary residence.
- (f)
- (1) Fees charged for the construction of accessory dwelling units shall be determined in accordance with Chapter 5 (commencing with Section 66000) and Chapter 7 (commencing with Section 66012).
  - (2) Accessory dwelling units shall not be considered new residential uses for the purposes of calculating local agency connection fees or capacity charges for utilities, including water and sewer service.

## State Law - Accessory Dwelling Units

(A) For an accessory dwelling unit described in subdivision (e), a local agency shall not require the applicant to install a new or separate utility connection directly between the accessory dwelling unit and the utility or impose a related connection fee or capacity charge.

(B) For an accessory dwelling unit that is not described in subdivision (e), a local agency may require a new or separate utility connection directly between the accessory dwelling unit and the utility. Consistent with Section 66013, the connection may be subject to a connection fee or capacity charge that shall be proportionate to the burden of the proposed accessory dwelling unit, based upon either its size or the number of its plumbing fixtures, upon the water or sewer system. This fee or charge shall not exceed the reasonable cost of providing this service.

(g) This section does not limit the authority of local agencies to adopt less restrictive requirements for the creation of an accessory dwelling unit.

(h) Local agencies shall submit a copy of the ordinance adopted pursuant to subdivision (a) to the Department of Housing and Community Development within 60 days after adoption.

(i) As used in this section, the following terms mean:

(1) "Living area" means the interior habitable area of a dwelling unit including basements and attics but does not include a garage or any accessory structure.

(2) "Local agency" means a city, county, or city and county, whether general law or chartered.

(3) For purposes of this section, "neighborhood" has the same meaning as set forth in Section 65589.5.

(4) "Accessory dwelling unit" means an attached or a detached residential dwelling unit which provides complete independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling is situated. An accessory dwelling unit also includes the following:

(A) An efficiency unit, as defined in Section 17958.1 of Health and Safety Code.

(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

(5) "Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.

(j) Nothing in this section shall be construed to supersede or in any way alter or lessen the effect or application of the California Coastal Act (Division 20 (commencing with Section 30000) of the Public Resources Code), except that the local government shall not be required to hold public hearings for coastal development permit applications for accessory dwelling units.

*(Amended by Stats. 2016, Ch. 735, Sec. 1.5. Effective January 1, 2017)*



**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF NOVEMBER 9, 2021  
AGENDA ITEM NO. 9.C.**



**AGENDA SECTION: NEW BUSINESS**

**SUBJECT: RUNOFF ELECTION FOR SPECIAL REPRESENTATIVE TO LOCAL AGENCY FORMATION COMMISSION (LAFCO)**

**PREPARED BY:** Gloria Omania, Interim Board Clerk

**APPROVED BY:** Adam Coyan, General Manager

---

**BACKGROUND**

The El Dorado Local Agency Formation Commission (“LAFCO”) is a State mandated local agency whose jurisdiction is all of El Dorado County. It is composed of seven regular Commissioners: two members from the Board of Supervisors; two members who represent cities; two members who represent special districts; and one public member who represents the public, as a whole.

**DISCUSSION**

During the regular Board meeting of June 8, 2021, the Board of Directors of the Georgetown Divide Public Utility District (“GDPUD”) adopted Resolution 2021-22 authorizing the submittal of a ballot to elect a Special District Representatives to the El Dorado County LAFCO.

LAFCO notified the District through a memo, dated October 5, 2021, of an Instant Runoff Election of Regular Special District Representatives to LAFCO because none of the candidates received the necessary majority votes. This memo outlines the process for this special runoff election and is included with this report as Attachment 1.

The District is asked to fill out the ballot ranking each nominee in the order of preference. The nominees, in alphabetical order, are:

- Michael Saunders
- Monique Scobey
- Tim White

The Candidate Statements of Qualification are included in Attachment 2. The completed ballot (Attachment 3) is due on or before **5:00 PM on November 30, 2021.**

**FISCAL IMPACT**

The fiscal impact is yet to be determined.

**CEQA ASSESSMENT**

This is not a CEQA project.

**RECOMMENDED ACTION**

It is recommended that the Board of Directors adopt the attached Resolution authorizing the submittal of ballot to elect a Special District Representative and direct Staff to submit before the deadline.

**ATTACHMENTS**

1. Memo from LAFCO Announcing Instant Runoff Election
2. Statements of Qualifications
3. GDPUD Ballot
4. Resolution 2021-XX



**LOCAL AGENCY FORMATION COMMISSION**  
550 Main Street, Suite E. Placerville, CA 95667  
(530) 295-2707 • lafco@edlafco.us • www.edlafco.us

## M E M O

DATE: October 5, 2021

TO: Special District Selection Committee

FROM: Erica Sanchez, Interim Executive Officer

SUBJECT: **Instant Runoff Election of Regular Special District Representative to El Dorado LAFCO**

### Election of Special District Representative to LAFCO

Thank you for submitting nominations for the Special District Representative election.

At the time a minimum number of ballots are received to establish a quorum, in order to be selected as a LAFCO Representative, a nominee must receive more than fifty-percent (50%) of the submitted votes. If none of the candidates receive the necessary majority of votes, LAFCO will conduct an “instant runoff election” in the interest of avoiding the additional costs of a runoff election. An informational explanation describing this election process is included for your convenience.

Also enclosed with this memo you will find a ballot and a copy of each candidate’s Statement of Qualifications received as of the date of this memo.

Please note that there is one regular (voting) seat up for election. Whomever receives the highest number of votes in this election will serve the remainder of the vacated four-year term, from May 2019 to May 2023. Should Michael Saunders, who currently serves as the Alternate Special District Representative, be elected to the open regular seat, then the second highest vote getter becomes the new alternate special district member to LAFCO, to serve the remainder of the Alternate term through May 2023.

Please take the opportunity to fill out the ballot, ranking each nominee in the order of preference using “1” for your first preference, “2” for second, and so on. It is okay to vote for only one person; however, ranking additional candidates *will not* help defeat your first-choice candidate. Please do not mark the same number beside more than one candidate and do not skip numbers.

S:\Elections\2021 Special District Election #2\SDE Ballots\2021 Special District Election #2 Memo.docx

#### COMMISSIONERS

Public Member: Michael Powell • Alternate Public Member: Vacant

City Members: Cody Bass, Jackie Neau • Alternate City Member: Patricia “Patty” Borelli

County Members: John Hidahl, Wendy Thomas • Alternate County Member: George Turnbo

Special District Members: Brian Veerkamp, Vacant • Alternate Special District Member: Michael Saunders

#### STAFF

Erica Sanchez, Assistant Executive Officer • Kelly Witt, Administrative Assistant

Malathy Subramanian, Commission Counsel

The nominees are:

- 1) Michael Saunders
- 2) Monique Scobey
- 3) Tim White

*Election Deadline*

The voting period will be 56 days from October 5, 2021; all votes are due in writing on or before **5:00 pm** on **November 30, 2021**. Voting will cease on this date or whenever a quorum of special districts is reached, whichever occurs later. Please do not forget to have the presiding officer (Board President or Chair) of the board meeting in which you made your selection sign the returned ballot.

Signature on Returned Ballot

If the presiding officer is unable to vote, the legislative body of the district may designate another board member to cast the ballot in place of the presiding officer. Board members designated by their district board to vote in place of the presiding officer should provide that authorization (in the form of a resolution or minute order) to LAFCO no later than the time the ballot is cast. District managers or other staff members **may not** substitute their signature for the presiding officer's signature.

Additionally, if the presiding officer has changed since the last Special District Representative Election, please provide supporting documentation to LAFCO about the change so that LAFCO staff can update its records.

**If any of these requirements are not met, the ballot will be considered invalid.**

Thank you for your time and please feel free to contact me or any member of my staff at (530) 295-2707, if you have any questions.



## **INSTANT RUNOFF ELECTION PROCESS**

### **Introduction**

The following procedure implements the instant runoff voting method for determining the winner in a fictional “Central Division Director” election. A process, similar to the one explained below, will be utilized in determining the LAFCO Special District representative.

### **Ballot Specifications and Directions to Voters**

A voting ballot shall allow a voter to rank candidates for the Central Division Director in order of choice. All candidates are listed on the ballot with one additional slot for a write-in candidate. The voter may include no more than one write-in candidate among his/her ranked choices. Directions provided to voters shall conform substantially to the following specifications:

Vote for candidates by indicating your first-choice candidate, your second-choice candidate and so on. Indicate your first choice by marking the number “1” beside a candidate’s name, your second choice by marking the number “2” by that candidate’s name, your third choice by marking the number “3,” and so on, for as many choices as you wish. You are free to rank only one candidate, but ranking additional candidates cannot help defeat your first-choice candidate. Please do not mark the same number beside more than one candidate and do not skip numbers.

### **Ballot Counting**

The ballots cast shall be tabulated and the result declared by the Central Division Election Coordinator after review by the Central Division Election Review Committee using the following procedure:

- The first choice marked on each ballot shall be counted. If any candidate receives a majority of the first choices, that candidate shall be declared elected.
- If no candidate receives a majority of first choices, the candidate who received the fewest first choices shall be eliminated and each vote cast for that candidate shall be transferred to the next-ranked candidate on that voter's ballot. If, after this transfer of votes, any candidate has a majority of the votes from the continuing ballots, that candidate shall be declared elected.
- If no candidate receives a majority of votes from the continuing ballots after a candidate has been eliminated and his/her votes have been transferred to the next-ranked candidate, the continuing candidate with the fewest votes from the

**COMMISSIONERS**

Public Member: Michael Powell • Alternate Public Member: Vacant  
City Members: Cody Bass, Jackie Neau • Alternate City Member: Patricia “Patty” Borelli  
County Members: John Hidahl, Wendy Thomas • Alternate County Member: George Turnbo  
Special District Members: Brian Veerkamp, Vacant • Alternate Special District Member: Michael Saunders

**STAFF**

Erica Sanchez, Assistant Executive Officer • Kelly Witt, Administrative Assistant  
Malathy Subramanian, Commission Counsel

continuing ballots shall be eliminated. All votes cast for that candidate shall be transferred to the next-ranked continuing candidate on each voter's ballot. This process of eliminating candidates and transferring their votes to the next-ranked continuing candidates shall be repeated until a candidate receives a majority of the votes from the continuing ballots. This candidate shall be declared elected.

**Example:**

There are three candidates: Smith, Jones and Marks. 60 ballots are submitted with the following results:

- Smith is ranked 1 by 25 voters
- Jones is ranked 1 by 20 voters
- Marks is ranked 1 by 15 voters.

In the first round no one receives a majority (31 votes). Thus, Marks is eliminated and those ballots that had Marks ranked 1 are reviewed for their second choice.

- Smith is ranked 2 on 10 of the of the 15 ballots
- Jones is ranked 2 on 3 of the 15 ballots.

Thus, Smith wins with 35 votes and Jones is second with 23 votes. (Note: In this example, only 13 votes were counted in round two because two of the Marks ballots only voted for first choices.)



LOCAL AGENCY FORMATION COMMISSION  
 550 Main Street, Suite E. Placerville, CA 95667  
 (530) 295-2707 • lafco@edlafco.us • www.edlafco.us

## SPECIAL DISTRICT NOMINATION

### *Special District Representative to LAFCO*

Position	Nominee's Name	Originating District
Special District Member	Michael Saunders	Georgetown Divide Public Utility District

SIGNATURE OF PRESIDING OFFICER: *Michael Saunders*  
 (Original Signature Required)

*Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.*

PRINTED NAME OF PRESIDING OFFICER: Michael Saunders  
 (Required)

NAME OF NOMINATING DISTRICT: Georgetown Divide Public Utility District

MINUTES ATTACHED (Optional): Yes  No   
*Resolution*

**Nominations must be received by LAFCO before**  
**5:00 p.m. on October 1, 2021**

Return to:

**El Dorado LAFCO**  
**550 Main Street, Suite E**  
**Placerville, CA 95667**

**lafco@edlafco.us**

My educational background includes a Bachelor of Science from Cornell University and a Doctor of Medicine from Howard University. I am the President of the Board of Directors for the Georgetown Divide Public Utility District (GDPUD) and currently serve as the Alternate Special District Representative on the El Dorado LAFCO.

My experience in governance and working on commissions also includes being Chair of various County Organizational groups, State committees, and being a member and active participant in State workgroups tasked with providing a framework, guidelines, and recommendations for the legislative changes to enact the Water Conservation Bill. I continue to be an advocate for our Rural and Mountain Counties to the State. I bring my skills in the interaction needed between governance, local agencies, and the public.

I have served on the El Dorado LAFCO Commission since 2019. My committee work includes Ad hoc Budget Committee, Small Water District MSR Review Committee, Executive Officer Recruitment Committee. If elected, I look forward to continuing to serve the County by evaluating and promoting the efficient provision of services within the County and to help protect and maintain agricultural and open space lands.

I bring my commitment to share my experiences of Special Districts and governance and will remain to be a resource to our Special District members, the community, and the public if chosen to be a Special District Commissioner.

Thank you,

Michael Saunders, MD  
President, Board of Directors  
Georgetown Divide Public Utility District

Alternate Commissioner, Special District Member  
El Dorado LAFCO





LOCAL AGENCY FORMATION COMMISSION  
 550 Main Street, Suite E. Placerville, CA 95667  
 (530) 295-2707 • lafco@edlafco.us • www.edlafco.us

## SPECIAL DISTRICT NOMINATION

### *Special District Representative to LAFCO*

Position	Nominee's Name	Originating District
Member Board of Directors	Monique Scobey	Cameron Park Community Services District

SIGNATURE OF PRESIDING OFFICER: \_\_\_\_\_

*Eric Aston*  
 (Original Signature Required)

*Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.*

PRINTED NAME OF PRESIDING OFFICER: \_\_\_\_\_

ERIC ASTON, President  
 (Required)

NAME OF NOMINATING DISTRICT: \_\_\_\_\_

Cameron Park CSD

MINUTES ATTACHED (Optional):

Yes

No

approved minutes available October 20, 2021

**Nominations must be received by LAFCO before**

**5:00 p.m. on October 1, 2021**

**Return to:**

**El Dorado LAFCO  
 550 Main Street, Suite E  
 Placerville, CA 95667**

**lafco@edlafco.us**

COMMISSIONERS

Public Member: Michael Powell • Alternate Public Member: Holly Morrison  
 City Members: Cody Bass, Jackie Neau • Alternate City Member: Patricia "Patty" Borelli  
 County Members: John Hidahl, Wendy Thomas • Alternate County Member: George Turnbo  
 Special District Members: Brian Veerkamp, Vacant • Alternate Special District Member: Michael Saunders

STAFF

Erica Sanchez, Interim Executive Officer  
 Malathy Subramanian, Commission Counsel

Statement of Qualifications  
**MONIQUE SCOBNEY**  
El Dorado LAFCO  
March 2021

My name is Monique Scobey and I am currently serving on the Board of Directors for the Cameron Park Community Services District. Our District provides several public services: fire and emergency response, parks, recreation, CC&R compliance, waste collection/recycling, and lighting/landscape districts. Overseeing these services has provided me with an understanding of the variety of requirements and responsibilities of our communities, as well as how Special Districts and local government function. I have served on all four of the District's Standing Committees and have completed my 18 month term for President of the Board in Dec 2020. The Board of Supervisors recently appointed me as an Alternate to the County El Dorado Solid Waste Advisory Committee.

In 2019, with the support of the Board of Directors, the District achieved our Transparency Certificate. In 2020, I completed the Special District Leadership Foundation – Leadership Academy that provides the knowledge base to perform essential governance responsibilities. This mixture of experiences will assist me in serving as knowledgeable LAFCO member.

I have lived in El Dorado County for over 25 years, raising our three children in Cameron Park and operating a small software consulting business. I served on sport club boards and as an ambassador at the Shingle Springs/Cameron Park Chamber of Commerce. I currently work part-time in real estate and am recently retired, and my husband and I plan on remaining here, in our community, so I am personally invested in how our County evolves.

I enjoy engaging with others, hearing and incorporating others views, finding common ground and collaborating on a clear path forward. Agencies work better when all stakeholders are involved to help define solutions. I look forward to working on this committee and keeping our county and communities a desirable place to live, work and visit.

My education includes a Master's Degree in Aerospace Engineering from USC and a Bachelor of Science Degree in Mechanical and Aeronautical Engineering from UC Davis.



**LOCAL AGENCY FORMATION COMMISSION**  
 550 Main Street, Suite E. Placerville, CA 95667  
 (530) 295-2707 · lafco@edlafco.us · www.edlafco.us

## **SPECIAL DISTRICT NOMINATION**

### **Special District Representative to LAFCO**

Position	Nominee's Name	Originating District
EDHFD BOARD PRESIDENT	Timothy White	El Dorado Hills County Water District

**SIGNATURE OF PRESIDING OFFICER:** \_\_\_\_\_

*Timothy White*  
 (Original Signature Required)

*Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.*

**PRINTED NAME OF PRESIDING OFFICER:** \_\_\_\_\_

Timothy White  
 (Required)

**NAME OF NOMINATING DISTRICT:** \_\_\_\_\_

El Dorado Hills County Water District

**MINUTES ATTACHED (Optional):**

Yes  No

*Draft Minutes*

**Nominations must be received by LAFCO before**

**5:00 p.m. on October 1, 2021**

**Return to:**

**El Dorado LAFCO  
 550 Main Street, Suite E  
 Placerville, CA 95667**

[lafco@edlafco.us](mailto:lafco@edlafco.us)

COMMISSIONERS

Public Member: Michael Powell • Alternate Public Member: Holly Morrison  
 City Members: Cody Bass, Jackie Neau • Alternate City Member: Patricia "Patty" Borelli  
 County Members: John Hidahl, Wendy Thomas • Alternate County Member: George Tumboo  
 Special District Members: Brian Veerkamp, Vacant • Alternate Special District Member: Michael Saunders

STAFF

Erica Sanchez, Interim Executive Officer  
 Malathy Subramanian, Commission Counsel



**LOCAL AGENCY FORMATION COMMISSION**  
 550 Main Street, Suite E. Placerville, CA 95667  
 (530) 295-2707 • lafco@edlafco.us • www.edlafco.us

## **SPECIAL DISTRICT NOMINATION**

### **Special District Representative to LAFCO**

Position	Nominee's Name	Originating District
EDHFD Board President	Tim White	El Dorado Hills Fire Department

**SIGNATURE OF PRESIDING OFFICER:**   
 (Original Signature Required)

*Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.*

**PRINTED NAME OF PRESIDING OFFICER:** MATTHEW B. KOHL  
 (Required)

**NAME OF NOMINATING DISTRICT:** Rescue Fire Protection District

**MINUTES ATTACHED (Optional):** Yes  No   
 Draft Minutes

**Nominations must be received by LAFCO before**  
**5:00 p.m. on October 1, 2021**

**Return to:**

**El Dorado LAFCO  
 550 Main Street, Suite E  
 Placerville, CA 95667**

[lafco@edlafco.us](mailto:lafco@edlafco.us)



LOCAL AGENCY FORMATION COMMISSION  
550 Main Street, Suite E. Placerville, CA 95667  
(530) 295-2707 · lafco@edlafco.us · www.edlafco.us

## **SPECIAL DISTRICT NOMINATION**

### ***Special District Representative to LAFCO***

Position	Nominee's Name	Originating District
Seat 2	Tim White	EDH Fire

SIGNATURE OF PRESIDING OFFICER:   
(Original Signature Required)

*Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.*

PRINTED NAME OF PRESIDING OFFICER: Noelle Matlock, Board President  
(Required)

NAME OF NOMINATING DISTRICT: El Dorado Hills CSD

MINUTES ATTACHED (Optional): Yes  No

**Nominations must be received by LAFCO before**  
**5:00 p.m. on October 1, 2021**

**Return to:**

**El Dorado LAFCO**  
**550 Main Street, Suite E**  
**Placerville, CA 95667**

**[lafco@edlafco.us](mailto:lafco@edlafco.us)**

S:\Elections\2021 Special District Election #2\2021 SDE Nomination\_Ballot\2021 Aug 27 SDE Nomination Ballot.docx

COMMISSIONERS

Public Member: Michael Powell • Alternate Public Member: Holly Morrison  
City Members: Cody Bass, Jackie Neau • Alternate City Member: Patricia "Patty" Borelli  
County Members: John Hidahl, Wendy Thomas • Alternate County Member: George Tumboo  
Special District Members: Brian Veerkamp, Vacant • Alternate Special District Member: Michael Saunders

STAFF

Erica Sanchez, Interim Executive Officer  
Malathy Subramanian, Commission Counsel

## **Timothy J. White**

**Nominee, El Dorado County Special District Representative**

**El Dorado County LAFCO**

### **Statement of Qualifications**

I am currently the Board President of the El Dorado Hills County Water District, commonly known as the El Dorado Hills Fire Department (EDHFD), and have been nominated by my fellow directors at EDHFD, as well as the Board of Directors of the Rescue Fire Protection District and the El Dorado Hills Community Services District, to run for the open Special District seat on LAFCO.

My qualifications and background information are as follows:

- EDHFD Board of Directors- December 2018-present. President 2021, Vice-president 2020. Have served, or are serving on, the following Board Committees - Finance, Strategic Planning, and Joint Powers Authority. In addition, I am one of the Fire Board directors on the El Dorado Hills Incorporation Executive Working Group organized by the El Dorado Hills Community Services District.
- El Dorado Hills Area Planning Advisory Committee (“APAC”) - voting member- 2015-present. Vice Chair-2018-present. Chair-2016 and 2017. APAC is a volunteer group of residents that review proposed residential and commercial developments in the El Dorado Hills area, and provides comments and written reports addressing resident concerns on the proposed projects to the El Dorado County Planning Commission and the El Dorado County Board of Supervisors.
- El Dorado County Master Gardener since 2016.
- I am a native Californian, a graduate of the University of San Francisco and of the University of Los Angeles School of Law, and practiced law for 30 years concentrating in business-financial law, with an emphasis in international transactions.

I have the time, interest, and ability to serve as an effective LAFCO Commissioner. I listen to others, respect differing opinions and will work collaboratively with everyone to ensure our common goal of El Dorado County being a desirable place to live.

I will represent the Special Districts in El Dorado County by making sure that they have a voice in the LAFCO process- that their various unique and specific interests are heard.



**LOCAL AGENCY FORMATION COMMISSION**  
 550 Main Street, Suite E. Placerville, CA 95667  
 (530) 295-2707 • lafco@edlafco.us • www.edlafco.us

# **ELECTION BALLOT**

Georgetown Divide PUD

## **Special District Representative to LAFCO Regular Seats**

**The election ends on November 30, 2021 at 5:00 p.m. or until a quorum of Special District ballots is received, whichever occurs later.**

Rank the nominees in preferential order, "1" being the first preference, "2" being the second, and so on.

<b>Name, District</b>	<b>Ranking</b>
Michael Saunders, Georgetown Divide Public Utility District	1 2 3 4 5
Monique Scobey, Cameron Park Community Services District	1 2 3 4 5
Tim White, El Dorado Hills County Water District (EDH Fire)	1 2 3 4 5
<b>District has decided not to vote in this election</b> (please circle →)	<b>NO VOTE</b>

**SIGNATURE OF PRESIDING OFFICER (Original Signature Required):**

\_\_\_\_\_

**Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot.**

**PRINTED NAME OF PRESIDING OFFICER (Required):**

\_\_\_\_\_

Email to: [lafco@edlafco.us](mailto:lafco@edlafco.us)  
**OR**  
 Mail to: El Dorado LAFCO  
 550 Main Street, Suite E  
 Placerville, CA 95667

**AGENDA ATTACHED (Optional):** Yes \_\_\_\_\_ No \_\_\_\_\_

## **IMPORTANT**

**Please return this ballot with or without a vote.  
 If you choose not to vote, the presiding officer's signature is still required.**

**RESOLUTION NO. 2021-XX**  
**OF THE BOARD OF DIRECTORS OF THE**  
**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**  
**AUTHORIZING A VOTE FOR SPECIAL DISTRICT REPRESENTATIVES**  
**TO THE EL DORADO COUNTY LOCAL AGENCY FORMATION COMMISSION**

**WHEREAS**, the El Dorado Local Agency Formation Commission (“LAFCO”) is a State mandated local agency whose jurisdiction is all of El Dorado County and is composed of seven regular Commissioners, two of whom represent independent special districts; and

**WHEREAS**, the Board of Directors of the Georgetown Divide Public Utility District adopted Resolution 2021-21 on June 8, 2021, authorizing the submittal of a ballot to elect Special District representatives to LAFCO; and

**WHEREAS**, LAFCO announced an Instant Runoff Election because no candidate received a majority vote in the last election.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT** the Board President is authorized to submit a completed ballot by the due date of 5:00 PM, November 30, 2021, with the following votes:

1. Michael Saunders
2. (insert name)
3. (insert name)

**PASSED AND ADOPTED** by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the eighth day of June 2021, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

---

Michael Saunders, President, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

*Attest:*

---

Adam Coyan, Clerk and Ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT



## CERTIFICATION

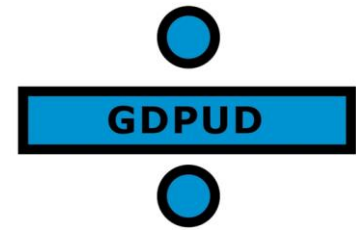
I hereby certify that the foregoing is a full, true and correct copy of Resolution 2021-XX duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 9th day of November 2021.

---

Adam Coyan, Clerk and Ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

DRAFT

**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF NOVEMBER 9, 2021  
AGENDA ITEM NO. 9.D.**



**AGENDA SECTION: NEW BUSINESS**

**SUBJECT: JPIA COMMITMENT TO EXCELLENCE**

**PREPARED BY:** Adam Brown, Water Resources Manger

**APPROVED BY:** Adam Coyan, General Manager

---

**BACKGROUND**

The Association of California Water Agencies – Joint Power Insurance Authority (ACWA-JPIA) provides insurance coverage for the Georgetown Divide Public Utility District (the District).

**DISCUSSION**

ACWA-JPIA offers a Commitment to Excellence (C2E) certificate that can be executed by District representatives and Board of Directors. The C2E outlines *“mutual support for ensuring the most consistent, cost effective and broadest possible insurance coverage and related services, and in partnership with all JPIA members, and in the interest of reducing **Georgetown Divide Public Utility District’s** insurance costs, commit to a program of excellence that, through the implementation of “best practices” reduces the potential and frequency of:*

- *Vehicle Losses;*
- *Infrastructure Related Losses;*
- *Construction Related Losses;*
- *Ergonomic and Fall Injuries; and*
- *Wildfire Prevention*

*and fully support the goal of implementing effective preventative measures that work to achieve the loss reductions.”*

The C2E is included as Attachment 1.

**FISCAL IMPACT**

There is no fiscal impact resulting from this change.

**CEQA ASSESSMENT**

This is not a CEQA Project

**RECOMMENDED ACTION**

Staff recommends the Board of Directors execute the Commitment to Excellence certificate.

**ATTACHMENTS**

1. Commitment to Excellence Certificate

**AGENDA ITEM X.X.**

**Attachment 1**

Commitment to Excellence Certificate



# Commitment to Excellence

## Georgetown Divide Public Utility District

and the ACWA JPIA in mutual support for ensuring the most consistent, cost effective and broadest possible affordable insurance coverage and related services, and in partnership with all JPIA members, and in the interest of reducing **Georgetown Divide Public Utility District's** insurance costs, commit to a program of excellence that, through the implementation of "best practices" reduces the potential and frequency of:

- **Vehicle Losses**
- **Infrastructure Related Losses**
- **Construction Related Losses**
- **Employment Practices Claims**
- **Ergonomic (Musculoskeletal) and Fall Injuries**
- **Wildfire Prevention**

and fully support the goal of implementing effective preventative measures that work to achieve these loss reductions.

Walt "Audy" Sells (CEO, ACWA JPIA)  
Signature

\_\_\_\_\_  
Signature (General Manager)

\_\_\_\_\_  
Signature (Board Member)

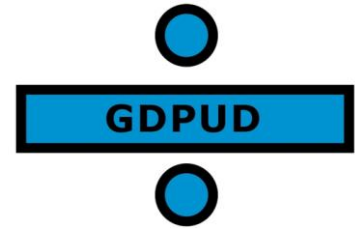
\_\_\_\_\_  
Signature (Board Member)

\_\_\_\_\_  
Signature (Board Member)

\_\_\_\_\_  
Signature (Board Member)

\_\_\_\_\_  
Signature (Board Member)

**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF NOVEMBER 9, 2021  
AGENDA ITEM NO. 9.E.**



**AGENDA SECTION: NEW BUSINESS**

**SUBJECT: APPOINTMENT OF ALTERNATE REPRESENTATIVE TO JOINT POWERS INSURANCE AGENCY (JPIA)**

**PREPARED BY:** Gloria Omania, Interim Board Clerk

**APPROVED BY:** Adam Coyan, General Manager

---

**BACKGROUND**

The Georgetown Divide Public Utility District (GDPUD) is a member of the Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA). The ACWA JPIA is governed by the Board of Directors which is composed of one representative from each member agency.

**DISCUSSION**

As a member of the ACWA JPIA Board of Directors, the GDPUD Board of Directors must appoint one of its Directors as a representative to the ACWA JPIA. In addition, it must appoint at least one alternate who must be an officer, member, or employee of the GDPUD Board. The alternate has the authority to attend and participate in any meeting of the ACWA JPIA Board when the regular member is absent from the meeting. Director Mitch MacDonald is currently the GDPUD appointee; the alternate representative position is currently open. The Board must designate an alternate as the meeting will be held at the end of the month and will allow for an alternate member to attend.

**FISCAL IMPACT**

This action has no fiscal impact.

**CEQA ASSESSMENT**

This is not a CEQA Project.

**RECOMMENDED ACTION**

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) adopt the attached Resolution appointing a member of the Board of Directors as an alternate to the ACWA JPIA Board for the 2022 calendar year.

**ATTACHMENTS**

1. ACWA JPIA Board of Directors – Member/Alternate Form
2. Resolution 2021-XX

# JPIA Board of Directors - Member/Alternate



An excerpt from the JPIA Agreement:

## "Article 7 - Board of Directors"

- (a) The Authority shall be governed by the Board of Directors which is hereby established and which shall be composed of one representative from each Member, who shall be a Member director selected by the governing board of that Member. Each Member, in addition to appointing its member of the Board, shall appoint at least one alternate who shall be an officer, member of the governing board, or employee of that Member. The alternate appointed by a Member shall have the authority to attend and participate in any meeting of the Board when the regular member for whom he or she is an alternate is absent from said meeting.
- (b) Each Director or alternate of the Board shall serve until a successor is appointed. Each Director or alternate shall serve at the pleasure of the Member by which he or she has been appointed.
- (c) Each Director representing a Member, or his or her alternate, shall have one vote.

Please have your agency's Board of Directors designate a JPIA Director Representative and Alternate Representative.

Member Agency: \_\_\_\_\_

**JPIA Director Representative:** \_\_\_\_\_

Must be a member of the agency's board of directors.

Preferred mailing address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Assuming office date: \_\_\_\_\_

**JPIA Alternate Representative:** \_\_\_\_\_

Preferred mailing address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone number: \_\_\_\_\_

---

Please mail form to: Attn: Bobbette Wells, ACWA/JPIA, PO Box 619082, Roseville, CA 95661-9082

or FAX to: (916) 774-7040

**RESOLUTION 2021-xx**  
**OF THE BOARD OF DIRECTORS OF THE**  
**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**  
**APPOINTING AN ALTERNATE TO THE**  
**JOINT POWERS INSURANCE AUTHORITY**

**WHEREAS**, the Georgetown Divide Public Utility District (“GDPUD”) is a member of the Association of California Water Agencies Joint Powers Insurance Authority (“ACWA JPIA”); and

**WHEREAS**, the ACWA JPIA is governed by a Board of Directors which is composed of one representative from each member agency; and

**WHEREAS**, as an agency member, the GDPUD Board of Directors must appoint one of its Directors as a representative to ACWA JPIA and must also appoint at least one alternate who must be an officer, member, or employee of the GDPUD Board; and

**WHEREAS**, Director Mitch McDonald was appointed as the representative by Resolution 2020-49 on December 8, 2020; and

**WHEREAS**, the alternate has the authority to attend and participate in any meeting of the JPIA Board when the regular member is absent from the meeting; and

**WHEREAS**, there is currently a vacancy in the alternate position.

**NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT HEREBY APPOINTS (insert name)** as an alternate representative to ACWA JPIA.

**PASSED AND ADOPTED** by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 9<sup>th</sup> day of November 2020, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

---

Michael Sanders, President, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT



Attest:

---

Adam Coyan, 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 2021-XX, duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 9<sup>th</sup> day of November 2021.

---

Adam Coyan, Clerk and Ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

DRAFT

**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF NOVEMBER 9, 2021  
AGENDA ITEM NO. 9.F.**



**AGENDA SECTION: NEW BUSINESS**

**SUBJECT: DESIGNATION OF VOTING REPRESENTATIVE AND  
ALTERNATE TO THE ACWA FALL CONFERENCE FOR THE  
ELECTION OF THE ACWA PRESIDENT AND VICE PRESIDENT**

**PREPARED BY:** Gloria Omania, Interim Board Clerk

**APPROVED BY:** Adam Coyan, General Manager

---

**BACKGROUND**

The 2021 ACWA (Association of California Water Agencies) Fall Conference is scheduled for November 30 – December 2, 2021, in Pasadena, California. The Directors of the Georgetown Divide Public Utility District have participated in these conferences to connect and stay current with the water industry.

An ACWA Advisory (Attachment 1), dated November 1, 2021, was received indicating the election to determine ACWA's President and Vice-President for the 2022-23 term is scheduled to take place at the ACWA Fall Conference.

**DISCUSSION**

As a member agency, the District must designate their voting representative and alternate on the Voter Designation & Information Form (Attachment 2) to participate in this election. This form must be submitted by Wednesday, November 24, 2021. The Voting Representative and Alternate will be selected from those Directors who have indicated their plans to attend the Fall Conference.

**FISCAL IMPACT**

The costs associated with the Board's participation in this conference is included in the FY 2021-2022 Operating Budget.

**CEQA ASSESSMENT**

This is not a CEQA Project.

**RECOMMENDED ACTION**

Staff recommends the Board of Directors designate a voting member and alternate and direct Staff to submit the Voter Designation Form.

**ATTACHMENTS**

1. ACWA Advisory dated November 1, 2021
2. Voter Designation Form

# ACWA ADVISORY: ELECTION DURING FALL CONFERENCE WILL DECIDE ACWA PRESIDENT, VICE PRESIDENT

- BY CAROLINE MINASIAN
- NOV 1, 2021

The election to determine ACWA's President and Vice President for the 2022-'23 term is scheduled for Wednesday, Dec. 1, during ACWA's 2021 Fall Conference & Exhibition.

The ACWA Nominating Committee, headed by Chair Brent Hasteley, has announced a slate that recommends current ACWA Vice President Pamela Tobin for ACWA President and current ACWA Region 10 Vice Chair Cathy Green for ACWA Vice President.

At its meeting on Sept. 24, the ACWA Board of Directors approved procedures whereby ACWA members will be able to participate and vote in person or virtually in the upcoming membership meeting and election. The in-person meeting will be held in Ballroom D-H of the Pasadena Convention Center. Virtual voting delegates will participate via Zoom. The session is scheduled to begin at noon.

Nominations from the floor will be accepted prior to the vote. ACWA Bylaws require that floor nominations and seconds be made by a member of the association and be supported by a resolution of the governing body of the member making and seconding such nomination. The member agency on whose board the nominee serves shall submit a resolution of support if they are not the agency making the floor nomination or second. The resolutions to facilitate floor nominations must be submitted to Clerk of the Board Donna Pangborn at [donna@acwa.com](mailto:donna@acwa.com) by close-of-business Wednesday, Nov. 24, 2021.

## Voting Procedures

ACWA will be using a voting system called Live-Tally, which will allow voters to vote using a handheld keypad or online keypad (which can be accessed through any modern web browser on a computer, tablet or smart phone). **Voters must be present at the membership meeting, either in person or virtually, to vote.**

Member agencies must indicate their voting representative and alternate on the Voter Designation & Information Form. **The form must be submitted by Wednesday, Nov. 24.**

Members who desire to participate in the membership meeting virtually and vote electronically are required to sign and return the "[Consent to Electronic Transmissions, Meetings & Voting Form](#)" by Nov. 24, consistent with the California Corporations Code.

Additional information including candidate backgrounds, further election procedures, and the required voter designation & information form is available for members on the board election webpage at <https://www.acwa.com/boardelection>.

## **About the Candidates**

Pamela Tobin has been a member of the San Juan Water District Board of Directors since 2004, including three terms as Board President. She also has served multiple terms as Chair of both the Sacramento Regional Water Authority (RWA) and the Sacramento Groundwater Authority and was the recipient of RWA's 2018 Distinguished Service Award.

She was elected Vice President of ACWA in 2019 after serving as Chair of the Region 4 Board in 2018-'19. Tobin chairs the Leadership to Leadership initiative, a virtual meeting series designed especially for member agency leadership to discuss emerging local issues with ACWA's leadership. She is actively involved in ACWA's regions and committees and currently serves as a member of ACWA JPIA's Executive Committee.

Beyond her water industry involvement, Tobin works as a realtor and property developer with more than 30 years of experience as a business owner.

Cathy Green was elected to the Orange County Water District (OCWD) Board of Directors in 2010 and was re-elected in 2012, 2016 and 2020. She was selected by the Board to serve as its President in 2015 and 2016. She currently serves as 1st Vice President, a position she previously held in 2013, 2014 and 2020.

Green has been actively involved in ACWA's Region 10 and various committee activities for the past nine years. She has served on ACWA's Board of Directors as the Chair or Vice Chair of the Region 10 Board since 2016 and ACWA's Executive Committee since 2020. Green also currently serves on ACWA's Water Quality and Energy Committees.

Beyond her water industry involvement, Green is a registered nurse and holds a degree in law. She has been active in civic leadership, serving on the City of Huntington Beach City Council 2002-2010, serving as mayor in 2003 and 2009. Green is also the recipient of many local, statewide, and national awards.

## **Questions**

Questions about the election should be directed to ACWA Clerk of the Board [Donna Pangborn](#) at (916) 441-4545.

**To:** Donna Pangborn, Clerk of the Board

**Email:** donnap@acwa.com

**Fax:** 916-669-2425

The person designated below will be attending the ACWA General Session Membership Meeting(s) on Wednesday, December 1, 2021 (and December 2, 2021 if necessary) as our voting delegate. Please designate an alternate voting delegate to facilitate any change to your voting representation at the meeting. To change your alternate, however, you must notify Donna Pangborn of the change no later than COB Monday, November 29, 2021.

Georgetown Divide Public utility District

(530) 333-4356

Member Agency's Name

Agency's Phone No.

Print Member Agency's Authorized Signatory Name

Authorized Signatory Signature

**I have signed and returned the Consent to Electronic Transmission, Meetings & Voting Form.**

Voting Delegate's Name <b>Michael Saunders</b>	How Will Delegate Attend? <input checked="" type="checkbox"/> Will attend the meeting in person in Pasadena. <input type="checkbox"/> Will attend the meeting virtually.
Voting Delegate's Email <b>msaunders@gd-pud.org</b>	Voting Delegates' Phone No. <b>(916) 420-2459</b>
Alternate Voting Delegate's Name	How Will Alternate Delegate Attend? <input type="checkbox"/> Will attend the meeting in person in Pasadena. <input type="checkbox"/> Will attend the meeting virtually.
Alternate Voting Delegate's Email	Alternate Voting Delegates' Phone No.
Voting Delegate's Affiliation <i>(if different from assigning agency)*</i>	Date

\*If your agency designates a delegate from another entity to serve as its authorized voting representative, please indicate the delegate's entity in the appropriate space above.