

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

TUESDAY, MARCH 12, 2019
2:00 P.M.

MISSION STATEMENT

It is the purpose of the Georgetown Divide Public Utility District to:

- Provide reliable water supplies
 - Ensure high quality drinking water
 - Promote stewardship to protect community resources, public health, and quality of life
 - Provide excellent and responsive customer services through dedicated and valued staff
 - Ensure fiscal responsibility and accountability are observed by balancing immediate and long-term needs.
-

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

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

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

The Board President is responsible for maintaining an orderly meeting.

- 1. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE**
- 2. ADOPTION OF AGENDA**
- 3. PUBLIC FORUM (ONLY ITEMS THAT ARE NOT ON THE AGENDA)**

4. PROCLAMATIONS AND PRESENTATIONS

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

A. Approval of Minutes

1. Special Meeting of February 12, 2019
2. Regular Meeting of February 12, 2019

B. Financial Reports

1. Statement of Cash Balances
2. Month-End Cash Disbursements Report

C. Approval of Expense Reimbursement for Directors Garcia and Saunders to Attend CSDA Leadership Academy

Possible Board Action: Adopt Resolution 2019-16.

D. Mid-Year Budget Review

Possible Board Action: Receive and File.

6. INFORMATIONAL ITEMS

A. Board Reports

B. General Manager's Report

C. Operation Manager's Report

D. ALT Treatment Plant Update

7. NEW BUSINESS

A. Approval of \$100,000 (0.8%) Increase to the General Manager's Change Order Authority for the Auburn Lake Trails Water Treatment Plant Project

Possible Board Action: Adopt Resolution 2019-17.

B. Approval of Tractor Loader Purchase from PAPE Machinery in an Amount not to Exceed \$100,000

Possible Board Action: Adopt Resolution 2019-18.

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

Possible Board Action: Adopt Resolution 2019-19.

D. Authorization of Water Smart Grant Application

Possible Board Action: Adopt Resolution 2019-20.

E. Adoption of Board Goals

Possible Board Action: Adopt Resolution 2019-21.

F. Establishment of Board Budget Committee, Providing Committee Role and Responsibilities, and Confirming Board Appointments to the Committee

Possible Board Action: Adopt Resolution 2019-22 and Resolution 2019-23.

G. Approval of Finance Committee Appointments

Possible Board Action: Adopt Resolution 2019-24.

- 8. BOARD MEMBER COMMENTS, REQUESTS FOR ADDITIONS TO FUTURE MEETING AGENDAS AND REQUESTS FOR INFORMATION OR RESEARCH TO BE COMPLETED BY STAFF** – Opportunity for Board members to discuss matters of interest to them and provide input for future meetings as well as report on their District-related meeting attendance.
- 9. NEXT MEETING DATE AND ADJOURNMENT** – The next Regular Meeting will be on April 9, 2019, at 2:00 P.M. at the Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, California 95634.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Steve Palmer by telephone at 530-333-4356 or by fax at 530-333-9442. Requests must be made as early as possible and at least one-full business day before the start of the meeting. In accordance with Government Code Section 54954.2(a), this agenda was posted on the District's bulletin board at the Georgetown Divide Public Utility District office, at 6425 Main Street, Georgetown, California, on March 7, 2019.



Steven Palmer, PE, General Manager

3/7/19

Date

CONFORMED AGENDA – DRAFT

SPECIAL MEETING

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

**TUESDAY, FEBRUARY 12, 2019
1:00 P.M.**

MISSION STATEMENT

It is the purpose of the Georgetown Divide Public Utility District to:

- Provide reliable water supplies
 - Ensure high quality drinking water
 - Promote stewardship to protect community resources, public health, and quality of life
 - Provide excellent and responsive customer services through dedicated and valued staff
 - Ensure fiscal responsibility and accountability are observed by balancing immediate and long-term needs.
-

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

The meeting was called to order at 1:00 P.M.

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

*Staff Present: General Manager Steven Palmer; Board Assistant Diana Michaelson.
Legal Counsel: Barbara Brenner, Churchwell White, LLP.*

The Pledge of Allegiance was led by Director Halpin.

2. ADOPTION OF AGENDA

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

Public Comment: There was no public comment.

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

Garcia: Aye

Halpin: Aye

Saunders: Aye

Souza: Aye

Wadle: Aye

The motion passed unanimously.

3. PUBLIC FORUM – Any member of the public may address the Board on any matter within the jurisdictional authority of the District. Public members desiring to provide comments,

must be recognized by the Board President, and speak from the podium. Comments must be directed only to the Board. The public should address the Board members during the public meetings as President, Vice President, or Director, followed by the Board member's individual last name. No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the President, of that person's privilege of address. Comments shall be limited to three minutes per person, or such other time limit as may be imposed by the President, to enable the Board to complete its agenda within a reasonable period of time.

*Steven Proe spoke regarding incomplete information the Directors may be receiving. He provided a written document which is included as **Attachment 1** to these Minutes.*

The Board adjourned to closed session at 1:11 P.M.

4. ADJOURN TO CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL

A. Existing Litigation – Pursuant to Paragraph (1) of Subdivision (d) of Government Code Section 54956.9: Jean Lee Choo Leow v. Georgetown Divide Public Utility District.

The Board returned to open session at 2:16 P.M. with no reportable action taken during the special closed session meeting.

5. NEXT MEETING DATE AND ADJOURNMENT – Next Regular Meeting is February 12, 2019, at 2:00 P.M. at the Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, California 95634.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Steve Palmer by telephone at 530-333-4356 or by fax at 530-333-9442. Requests must be made as early as possible and at least one-full business day before the start of the meeting. In accordance with Government Code Section 54954.2(a), this agenda was posted on the District's bulletin board at the Georgetown Divide Public Utility District office, at 6425 Main Street, Georgetown, California, on February 8, 2019.

Steven Palmer, PE, General Manager

Date

Leow Case/ (GDTA) Georgetown Divide Taxpayers Association Public Form submittals
for Feb. 12. 2019 GDPUD Board Meetings

From: Steven Proe (trails-first@att.net)
To: spalmer@gd-pud.org
Date: Monday, February 11, 2019, 5:51 PM PST



Dear General Manager: Of Note, jhanschield@gd-pud.org is still not assigned to Mr. Michael Saunders it reads " jhanschield@gd-pud.org" fyi.

To Who it May Pertain at the Georgetown Divide Public Utility District this issue will be spoken on at the Board Meetings set for February 12. 2019, including Public Forms.

Please have copies available to the Public, Board Members and Staff at/for these meetings.

The purpose of this information is so that the all of the Board Members Public, and Staff at these meetings will be able to read the actual correspondences that have been going on in the negotiations with their Counsels.

It is my opinion that the above parties may not have been given a fully accurate information as to what may be reported to them by staff maybe substantially different than the actual correspondences that exist between parties that have filed a claim/writ against the Georgetown Divide Public Utility District (GDPUD) .

I am concerned that certain entities in GDPUD may be extending negotiations that may be beneficial to them and detrimental to the GDPUD it's Rate Payers and the Public at large.

It has also been brought to my attention that statements supposedly made as instructions from the Board (that they (Board) are not interested in settling the ongoing action re: (GDTA) Georgetown Divide Taxpayers Association vs GDPUD) that may have been made in the ongoing negotiations for the same reasons as above, especially when there was not anything mentioned after the last Closed Session of the GDPUD Board Members and staff of no action reported at the conclusion of the Closed Session Meeting of Jan. 8, 2019.

These statements supposedly made by the Board apparently were made after the last Closed Session Meeting would appear that Counsel, Staff and others may have been meeting and or discussing these issues without having another Closed Session Meeting.

To me if these statements are correct and I ask the Board to investigate these matters. It is especially important at this time as it may be time to take immediate action to stop any potential disruption to the GDPUD water supply to the Auburn Lake Trails Treatment

Plant.

It is my opinion that the above parties may not have been given a fully accurate information as to what may be reported to them by staff maybe substantially different than the actual correspondences that exist between parties that have filed a claim/writ against the Georgetown Divide Public Utility District (GDPUD) .

I am concerned that certain entities in GDPUD may be extending negotiations that may be beneficial to them and detrimental to the GDPUD it's Rate Payers and the Public at large.)

Sincerely

Steven Proe

----- Forwarded Message -----

From: Freda D. Pechner <mylawyer@wildblue.net>
To: 'Steven Proe' <trails-first@att.net>
Sent: Thursday, February 7, 2019, 10:56:12 AM PST
Subject: FW: Leow Case

Steve: I never talked to Dawn Hodson at the Mountain Democrat - she sent me an email regarding the article I published in the Placerville News Wire, but did not identify herself as a reporter for the Mountain Democrat, I informed her that I did not send anything to the Placerville News Wire, since I had never heard of it. I asked her to send me a link - she refused. She did not reply to my last email. Her article in the Mountain Democrat is a total lie - but I have since learned that it what she does, lie, lie, lie. I am sending this to you and if you want to forward to the Placerville News Wire, feel free. My client offered to settle per the attached, a better deal than GDPUD will ever get in court. You can see the rude email I keep getting from the GDPUD attorney, very unprofessional. If GDPUD does not want to settle for the nominal sum of \$30,000, then the new water pipeline will be removed by February 15. I do not know if water in that pipeline goes to ALT or the new treatment plant, if it does, that won't be happening after Feb. 15. I sent an email to the ALT Homeowner's Association, assuring them that GDPUD would not allow any interruption in service, they will just reconnect the old Kaiser Siphon. If it does not, then there will be a lovely pond on the property, and then GDPUD will do some quick work to reconnect the Kaiser Siphon. If the water does flow through the new pipeline to ALT, if I lived there, I would certainly be calling up the Board and tell them to get this settled right now. Go ahead and spread the word, since you can talk to people I cannot talk to, such as any board member or employee of GDPUD. Their attorney has cost them thousands of dollars with no end in sight, now they are paying him to defend KASL Consulting Engineers and T&S Construction, per their contract, more every day. Obviously, it is not in his best interests to settle the case right now, that ends the attorney's fees they would be paying him.

Freda D. Pechner

Attorney at Law

P.O. Box 700

Garden Valley, CA 95633

mylawyer@wildblue.net

(530) 333-1644 (message only)

From: Freda D. Pechner [<mailto:mylawyer@wildblue.net>]

Sent: Wednesday, February 06, 2019 5:43 PM

To: 'Arnold J. Wolf'

Subject: RE: Leow Case

The depositions did not relate to damages, and will also inquire into the irrevocable license issue, which was not raised as an affirmative defense until after the trial. If your clients do not appear at their properly noticed depositions on the damages issue, then I will move to compel and seek sanctions. As to settlement, my client will accept the terms of the ADR settlement agreement, attached hereto, reached in 2011, when GDPUD was under the mistaken impression that it owned a prescriptive easement in my client's property. In addition, GDPUD will waive the costs claimed in the unserved Memorandum; I will forego filing the motion for relief from default in failing to file a motion to strike until February 15, 2019 to allow GDPUD to consider this offer. GDPUD now knows it did not have a prescriptive easement in my client's property; all of the evidence is clear that the Board, Mr. Scroggs, and Mr. Spinella relied upon that now-proven false assertion - you are very well aware that GDPUD lost on that issue, a loss affirmed by the appellate court when it did not modify the judgment, notwithstanding your argument at the appellate hearing that the trial court was in error because GDPUD had a prescriptive easement. It does not, and the trial court will instruct the jury that GDPUD did not have a prescriptive easement when it built the new water pipeline. The Project Manual was false in representing that GDPUD had a prescriptive easement for the construction. Mr. Wright lied, intentionally or negligently, when he asserted GDPUD had a prescriptive easement. Hank Wright, former GDPUD general manager, lied, intentionally or negligently, when he asserted that GDPUD had a prescriptive easement in my client's property. Every single employee of GDPUD, T&S Construction, and KASL Consulting Engineers should have known that GDPUD did not have a prescriptive easement, and they all should have known they were trespassing when they built that line in 2007. They all should have known GDPUD had the very limited right to an irrevocable license in the exact location of the Kaiser Siphon and, given the amended answer, did know the limitations of an irrevocable license, which was not the same as a prescriptive easement. Every case considering replacement of a structure subject to an irrevocable license has held that it is not an easement, the right is to replace on the

original footprint. If you really believed that the judgment granted GDPUD the right to retain the 2007 pipeline in the current location, you would have sought an order to that effect. You know and I know that the court would not grant any such order in favor of GDPUD, because the judgment was very clear, as were Judge Brooks and Judge Stracener on several occasions, that a jury will decide the location and perimeters of the irrevocable license. A tactical decision was made by the 2010-2011 Board members to ignore the many, many specific findings made by the court that the only way GDPUD could establish the right to the 2007 construction was to file a cross-complaint in choosing not to do so. The attached offer gives GDPUD that which it will never get in the pending litigation, an express easement and the right to keep the pipeline where it is currently located, for the nominal sum of \$30,000. If they want to be reasonable, now is the time; after February 15, 2019, there will never be an offer extended for an express easement to the existing trespass, which will be remediated.

Freda D. Pechner

Attorney at Law

P.O. Box 700

Garden Valley, CA 95633

mylawyer@wildblue.net

(530) 333-1644 (message only)

From: Arnold J. Wolf [<mailto:awolf@freemanfirm.com>]

Sent: Wednesday, February 06, 2019 3:15 PM

To: Freda D. Pechner

Cc: Barbara Brenner; Steven Palmer; Michael N. Morlan; Angela Yess

Subject: RE: Leow Case

Regarding the Notices, you already took their depositions and don't have the right to redepose them. If you have any authority to the contrary, please provide it.

Re settlement, I've requested on at least two occasions in the last month a demand, but received in response a threat to "remove" the replacement pipeline. If you want to try to settle the case, please provide a demand that the Board can consider.

From: Freda D. Pechner <mylawyer@wildblue.net>

Sent: Wednesday, February 6, 2019 2:39 PM

To: Arnold J. Wolf <awolf@freemanfirm.com>

Subject: RE: Leow Case

Attached is the Notice of Taking the depositions of Mr. Scroggs and Mr. Spinella, which will be limited to their liability for plaintiff's damages for the unlawful 2007 construction. Mr. Scroggs has testified that the new pipeline could have been built in the same location; in hindsight, both he and Mr., Spinella likely wish they would not have believed GDPUD's false claim that it had a prescriptive easement in my client's property. In response to your question, I am confident that the trial court will properly instruct the jury on the law, the jury will follow the law, and damages for the unlawful construction will be awarded against KASL and T&S. The jury's determination will, as a collateral matter, bar any claim that the removal of the unlawful 2007 pipeline within the next 2 weeks was improper. GDPUD can put the line where it belongs, on the original footprint of the Kaiser Siphon, if it has chosen not to do so by the time of trial. If GDPUD decides that it would like the line to remain where it is, and end this litigation as to all defendants, my client is willing to entertain all monetary offers for a permanent, written easement for the 2007 pipeline. Those are the only two options for the 2007 trespass - GDPUD buys an easement, or the line will be removed from the current location. I really don't understand why GDPUD would rather pay attorney's fees and costs which I believe, at this point, far, far exceed the cost to buy an easement, which it should have done in the first place, but I obviously have no control over the decision to pay you instead of finally resolving this matter in a manner very favorable to GDPUD, at significantly less expense than it will incur to put the pipeline where it belongs. Your insulting comments do not change the facts, the law, or the judgment.

Freda D. Pechner

Attorney at Law

P.O. Box 700

Garden Valley, CA 95633

mylawyer@wildblue.net

(530) 333-1644 (message only)

From: Arnold J. Wolf [<mailto:awolf@freemanfirm.com>]

Sent: Wednesday, February 06, 2019 1:22 PM

To: Freda D. Pechner

Cc: Steven Palmer; Barbara Brenner; Michael N. Morlan; Angela Yess

Subject: RE: Leow Case

Albert Einstein's definition of insanity was doing the same thing over and over and expecting a different

result. The arguments in your latest diatribe are the same ones you made before at trial, in the multiple post-trial motions you filed after you lost, and in your appeal, which resulted in an Opinion that recognized the District's "property right" to construct the pipeline where it did. And you expect a different result in any proceeding that's focused on the District's right to operate the replacement pipeline which you unsuccessfully argued was "unlawful"?

From: Freda D. Pechner <rnylawyer@wildblue.net>
Sent: Tuesday, February 5, 2019 3:33 PM
To: Arnold J. Wolf <awolf@freemanfirm.com>
Subject: RE: Leow Case

Mr. Wolf: I continue to be astonished at your incorrect belief that GDPUD obtained any affirmative rights in my client's property under the judgment, which was two lines: "IT IS HEREBY ORDERED & DECREED: Judgment is entered in favor of Defendant GDPUD and against Plaintiff." The judgment was affirmed, without modification; it says what it says, nothing more, nothing less. GDPUD prevailed in the action, but that did not grant GDPUD any rights, it simply denied my client's claims for inverse condemnation and damages. GDPUD was permitted to file an amended answer to allege the "irrevocable license" granted by the court; the Nineteenth Affirmative Defense stated: "The Complaint, and each and every cause of action alleged therein, is barred by the fact that Georgetown had an irrevocable license to maintain, repair, and replace the pipeline on the property, and that Georgetown did not exceed the license in maintaining, repairing, and replacing the pipeline." This affirmative defense made no mention of the 2007 pipeline. There is no mention of this affirmative defense in the judgment, nor any reference to the 2007 water pipeline. On the contrary, when the court denied the motion for summary judgment, as to KASL Consulting Engineers nor T&S Construction, it held that there remained a triable issue of fact as to the whether or not the construction of the 2007 water pipeline was within the license area. Thus, the judgment cannot be interpreted to grant permission for the 2007 water pipeline to remain on my client's property, assuming the trial court accepted the license affirmative defense. California law requires parties to mitigate their damages; restoration of the building site by removal of the trespass will do so, and likely reduce the damages the jury will award against KASL and T&S. I am confident the court will instruct the jury that, under *Stoner v. Zucker*, any replacement for dilapidation must be constructed in the same place as the Kaiser Siphon, and since the 2007 line was a significant distance from the license area, it was not within the license area. If GDPUD expected to gain a right to construct the 2007 pipeline, it should have filed a cross-complaint, but it did not. Now a jury would decide the scope of the license, as to KASL and T&S. Such judgment does not preclude GDPUD from acquiring a prescriptive right it has long sought, and always been denied. You know that the trial court stated, on more than one occasion, including the Statement of Decision attached to the judgment, that GDPUD had not filed a cross-complaint, which is the only means by which it could have been granted the right to maintain the 2007 pipeline on my client's property. I assume you understand basic, well-established law: the appellate court did not have the jurisdiction to grant GDPUD what the trial court did not. GDPUD is no longer a party; as a matter of law, it does not have any right to file a cross-complaint. Neither KASL Consulting Engineers nor T&S Construction has any right to file a cross-complaint to establish a right for GDPUD to maintain the 2007 trespass. GDPUD has the right to use the Kaiser Siphon; there will

be no interference with that right, as I have informed you on several occasions. If GDPUD wants to use my client's property to transmit water, as far as I am aware, it can easily re-connect the Kaiser Siphon, and, quite frankly, I expected that it would have already done so, given the notice provided several months ago. Your client does not own the property, only the limited license to use the Kaiser Siphon, and, if dilapidated, to replace it on the original footing, as held in the Stoner v. Zucker case. You have made many attempts to convince the court that the judgment gave GDPUD the right to construct the 2007 trespassing line, but all of your attempts have been rejected, including your argument to Judge Holmers at the case management conference on Friday. I am sure you recall that his response was that he understood your argument; consistent with all other judges, he did not indicate that GDPUD obtained any right to maintain the 2007 water pipeline. The 2007 materials will be removed with great care so as not to damage them; the pipes and other equipment will be placed near the permissive Kaiser Siphon, in the event your client would like to use those materials for a new pipeline, within the license area. Obviously, if my client does nothing, GDPUD will gain a prescriptive right to the 2007 water pipeline, which is simply unacceptable, as you well know; I really don't know what else you expect her to do to protect her private property rights. There will be no destruction of public property, it will be moved to the proper location. Given these facts, I doubt there will be any criminal or civil consequences to my client when she will be acting in an entirely lawful manner, within the perimeters of the judgment in removing the trespass on her property to a place where it will not constitute a trespass.

Freda D. Pechner

From: Arnold J. Wolf [mailto:awolf@freemanfirm.com]
Sent: Tuesday, February 05, 2019 2:13 PM
To: Freda D. Pechner
Cc: Steven Palmer; Barbara Brenner; Michael N. Morlan; Angela Yess
Subject: RE: Leow Case

Freda, apparently you are bound and determined to destroy public property that will interfere with the delivery of water used by thousands of people. As I observed in the letter I sent you last year, in addition to the criminal consequences of your threatened action, the civil liabilities you'd incur would be enormous. Judge Brooks ruled against you and found that Georgetown had the right to replace the pipeline exactly where it did. The Third District Court of Appeal ruled against you and ruled that Georgetown had the right to replace the pipeline exactly where it did. The pipeline is not "unlawful." Your threatened removal is.

From: Freda D. Pechner <mylawyer@wildblue.net>
Sent: Tuesday, February 5, 2019 1:44 PM
To: Arnold J. Wolf <awolf@freemanfirm.com>
Subject: RE: Leow Case



2/12/2019

Mr. Wolf: my client hoped that the newly elected GDPUD board would be more reasonable in resolving this dispute, and is obviously disappointed that is not the case. Therefore, as required by law, she will mitigate her damages by restoring her building site. The fire season has ended; I understand that the project to remove the unlawful water pipeline will be completed by February 15, 2019, weather permitting. I expect to be notified upon completion of the project, and will obtain a new appraisal of the damage to her property, from the date of the trespass until February 15, 2019 (or the date the building site is restored, whichever is later). She will then be in a position to provide a settlement demand, as her damages will be determinable, once the trespass has been removed. This case is set for jury trial; Plaintiff posted the required deposit on February 21, 2013. The South Lake Tahoe branch of the court is closed today; I will get a hearing date for the motion for relief from default in failing to file a motion to tax costs tomorrow. Notwithstanding the failure to serve the memorandum, my client will pay \$989.17 to your client trust account, as set forth in my October 15, 2018 letter. If the court grants the motion to strike the entire memorandum because it was not served, I will expect return of those funds from your client.

Freda D. Pechner

Attorney at Law

P.O. Box 700

Garden Valley, CA 95633

mylawyer@wildblue.net

(530) 333-1644 (message only)

From: Arnold J. Wolf [<mailto:awolf@freemanfirm.com>]

Sent: Tuesday, January 08, 2019 1:42 PM

To: Freda D. Pechner

Cc: Barbara Brenner; Steven Palmer

Subject: Leow Case

Freda, please provide a settlement demand.

Arnie



adr settlement.pdf
154.6kB

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

SUPERIOR COURT OF CALIFORNIA
COUNTY OF EL DORADO
ADR/CASE MANAGEMENT DEPARTMENT

JEAN LEE CHOO LEOW,)
) Case No. PC20100019
Plaintiff(s))
vs.) DISPUTE RESOLUTION CONFERENCE
) REPORT
GEORGETOWN DIVIDE,)
)
Defendant(s))

AGREEMENT

The parties agree:

1. All statements made during the Dispute Resolution Conference and any documents produced in the course of the conference are confidential.
2. All parties agree that any Settlement will be enforceable. The parties agree that the above referenced case is:

SETTLED A Notice to file Dismissal and/or Order to Show Cause will be set for 45 days from the date of this Report, or in cases of a Conditional Settlement as Set forth in Rule 3.1385, C.R.C. a "Conditional Dismissal".

PARTIALLY SETTLED (explain below)
 NOT SETTLED

3. The substance of any Agreement reached is as follows:

Defendant to pay plaintiff a total of \$30,000 within 60 days of today's date. (see pg 3)
Jean Lee Choo Leow
to Defendant, although part

Plaintiff _____ Defendant *[Signature]*

Plaintiff _____ Defendant *[Signature]*
Attorney for Plaintiff _____ Attorney for Defendant *[Signature]*

Attorney for Plaintiff _____ Attorney for Defendant _____

Date: Jan 27 2011

COMPLIANCE WITH CRC 201-203.5 IS REQUIRED. DO NOT WRITE ON THE BACK SIDE OF THIS FORM.

AAI

3

- ② Plaintiff will create an easement for 20' across and above existing pipeline subject to approval by GOPUD Board.
- ③ Defendant will pay for cost of survey, legal description and deed of easement for Plaintiff's signature.
- ④ This agreement may be enforced by any party pursuant to CCP § 461.6, subject to #6
- ⑤ Each party will bear their own fees & costs herein.
- ⑥ Settlement funds subject to approval by board of GOPUD.
- ⑦ Defendant GOPUD shall pay \$26,350.00 of settlement
- ⑧ Defendant KASC shall pay \$3,650.00 of settlement
- ⑨ Settlement does not extend to J & S Contractor and is contingent upon said defendant's agreement to waive fees & costs upon dismissal of action. If said defendant so waives, entire action against all defendants to be dismissed.

ATD



CONFORMED AGENDA – DRAFT
REGULAR MEETING
JOINT MEETING OF
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT FINANCE COMMITTEE
AND
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS
6425 MAIN STREET, GEORGETOWN, CALIFORNIA 95634
TUESDAY, FEBRUARY 12, 2019
2:00 P.M.

MISSION STATEMENT

It is the purpose of the Georgetown Divide Public Utility District to:

- Provide reliable water supplies
 - Ensure high quality drinking water
 - Promote stewardship to protect community resources, public health, and quality of life
 - Provide excellent and responsive customer services through dedicated and valued staff
 - Ensure fiscal responsibility and accountability are observed by balancing immediate and long-term needs.
-

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

The meeting was called to order at 2:16 P.M.

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

Finance Committee Members Present: Rick Gillespie, Tom Crawford, Sierra Nyokka.

Staff Present: General Manager Steven Palmer; Management Analyst Christina Cross; Operations Manager Darrell Creeks; Board Assistant Diana Michaelson. Legal Counsel: Barbara Brenner, Churchwell White, LLP.

The Pledge of Allegiance was led by Director Saunders.

2. ADOPTION OF AGENDA

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

Director Garcia asked if there was an item on the agenda that speaks to the Finance Committee.

Public Comment: Steven Proe asked if the audit was available for the public.

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

Garcia: Aye

Halpin: Aye

Saunders: Aye

Souza: Aye

Wadle: Aye

The motion passed unanimously.

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

*Steven Proe restated his comments from the 1:00 P.M. and submitted some emails which are included as **Attachment 1** to these Minutes. Special Meeting. He noted a discrepancy on the District website link to email addresses of Board Members.*

Phyllis Polito spoke regarding irrigation water.

*Cherie Carlyon read a letter to the Board, which is included as **Attachment 2** to these Minutes.*

Mr. Proe spoke regarding the rate study.

4. PROCLAMATIONS AND PRESENTATIONS

There were no proclamations or presentations.

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

Director Garcia requested that Items 5.A.2. and 5.D. be pulled from the Consent Calendar. Director Wadle requested that Items 5.A.1. and 5.B.1. and 5.B.2. be pulled.

A. Approval of Minutes

1. Regular Meeting of December 11, 2018

Mr. Proe stated that the acronym CASL should be corrected to KASL.

Motion by Director Halpin to approve the December 11, 2018 Minutes with the correction noted. Second by Director Souza.

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

Garcia: Aye

Halpin: Aye

Saunders: Aye

Souza: Aye

Wadle: Aye

The motion passed unanimously.

2. Special Meeting of January 8, 2019

Director Garcia pointed out corrections as follows: 1) Darrell Creeks was not in attendance at the meeting; 2) the document listed as the year 2000 should be 2011; 3) the name Phil Wright should be Bill Wright.

Motion by Director Halpin to approve the Minutes as corrected. Second by Director Garcia.

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

Garcia: Aye

Halpin: Aye

Saunders: Aye

Souza: Aye

Wadle: Aye

The motion passed unanimously.

3. Regular Meeting of January 8, 2019

Approved on Consent.

B. Financial Reports

1. Statement of Cash Balances

Management Analyst Christina Cross presented the staff report.

Ms. Carlyon had some questions regarding the report.

Motion by Director Garcia to approve the Statement of Cash Balances. Second by Director Saunders.

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

Garcia: Aye

Halpin: Aye

Saunders: Aye

Souza: Aye

Wadle: Aye

The motion passed unanimously.

2. Month-End Cash Disbursements Report

Ms. Christina Cross described the report. She noted that the report shows the checks that were cut from the last Board meeting through the end of January.

Motion by Director Halpin to approve the Month-End Cash Disbursements Report. Second by Director Garcia.

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

Garcia: Aye

Halpin: Aye

Saunders: Aye

Souza: Aye

Wadle: Aye

The motion passed unanimously.

C. Accept Water Conservation, Supply Reliability, and Environmental Protection Project and Direct Filing of the Notice of Completion

Possible Board Action: Adopt Resolution 2019-10.

Approved on Consent.

D. Remove Cynthia Garcia and Michael Saunders from Finance Committee

Possible Board Action: Adopt Resolution 2019-11.

General Manager Steve Palmer presented the staff report.

Director Garcia requested that the item be revised to reflect that the Board accepts the resignations of Directors Garcia and Saunders from the Finance Committee. She also asked that the resolution be corrected to reflect that her term on the Finance Committee began on October 11, 2017.

Public Comment:

Mr. Proe asked for clarification regarding the role of Director Saunders as Board Liaison to the Finance Committee.

Bonnie Neeley commented regarding efficiencies at the Board meetings.

Sierra Nyokka and Steve Proe had suggestion regarding availability of Board packets for the public.

Motion by Director Saunders to approve as corrected Resolution 2019-11 accepting the resignations of Directors Garcia and Saunders from the Finance Committee. Second by Director Garcia.

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

Garcia: Aye
Halpin: Aye
Saunders: Aye
Souza: Aye
Wadle: Aye

The motion passed unanimously.

E. Approve Expense Reimbursement for Directors to Attend CSDA California Environmental Quality Act Training

Possible Board Action: Adopt Resolution 2019-12.

Approved on Consent.

Motion by Director Halpin to approve Consent Calendar Items 5.A.3., 5.C., and 5.E. Second by Director Garcia.

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

Garcia: Aye
Halpin: Aye
Saunders: Aye
Souza: Aye
Wadle: Aye

The motion passed unanimously.

6. INFORMATIONAL ITEMS

A. Board Reports

Director Saunders reported that he attended the recent Gold Country CSDA workshop and found it beneficial. He also reported that he attended a hearing at the Capitol for water taxes. He said that there would be a meeting at the Grange in Coloma the next day hosted by the Sierra Institute, and that GDPUD would have its Strategic Workshop at the Cool Hall on February 16.

Director Garcia reported that she also attended the CSDA workshop and found it very well run and informative. She said the town hall meeting is going to be on February 17 at the IOOF Hall in Georgetown. She also reported attending the Orenco training in Napa regarding portable wastewater solutions saying that she had sent some information to the General Manager. She received continuing education credits for participating in the training.

Director Wadle said that he's watching legislation, especially around capacity charges and development impact fees that could potentially impact the District.

B. General Manager's Report

Mr. Palmer noted the upcoming Board goal-setting workshop scheduled for February 16. He reported that his nomination to serve on the ACWA Region 3 board was accepted.

Ms. Carlyon, Ms. Neeley, and Mr. Proe commented regarding workshops.

C. Operation Manager's Report

Darrell Creeks presented the Operation Manager's Report stating that things are going well and Stumpy has been spilling.

Water Resources Manager Adam Brown explained the new Zone Report and said that the Annual Wastewater Report has been submitted to the State.

Mr. Proe and Ms. Carlyon had questions and comments.

D. ALT Treatment Plant Update

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

7. NEW BUSINESS

A. Award Construction Contract for Recoating Garden Park Water Storage Tank to Olympus and Associates in the Amount of \$114,565

Possible Board Action: Adopt Resolution 2019-15.

Mr. Creeks presented the staff report.

Director Saunders commented regarding posting RFPs.

Director Garcia commented regarding the water that is released prior to maintenance on storage tanks. She asked who does the construction inspection and management, and Mr. Creeks said that an RFP was posted for that service.

Director Wadle commented that this project is an example of planned maintenance with funds set aside for a specific requirement.

Public Comment:

Mr. Proe asked how to find closed projects on the GDPUD website.

Ms. Carlyon inquired regarding the difference between the cost of the last recoating project and this one.

Motion by Director Halpin to award the contract for the Garden Park Water Storage Tank recoating project to Olympus and Associates. Second by Director Garcia.

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

Garcia: Aye
Halpin: Aye
Saunders: Aye
Souza: Aye
Wadle: Aye

The motion passed unanimously.

- B. Approve Amendment No. 1 to the Professional Services Agreement with NEXGEN Utility Management in the Amount of \$77,880 for Construction Management Services for Fifty-Three (53) Additional Working Days at the Auburn Lake Trails Water Treatment Plant Construction Project**

Possible Board Action: Adopt Resolution 2019-13.

Mr. Sanders presented the staff report.

Director Saunders asked if this would be the maximum time needed to complete the project, and Mr. Sanders said that he expects that it will be.

Director Wadle commented that this amendment is still within budget and there was no need to touch the contingency.

Public Comment: *There was no public comment.*

Motion by Director Halpin to approve Resolution 2019-13. Second by Director Souza.

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

Garcia: Aye
Halpin: Aye
Saunders: Aye
Souza: Aye
Wadle: Aye

The motion passed unanimously.

- C. Receive and File FY 2017-18 Audited Financial Statements**

Possible Board Action: Receive and File.

Mr. Palmer introduced Brandon Young of LSL who presented a synopsis of the audit report. The only issue noted was the ALT Water Treatment Plant project costs which should have been capitalized, requiring a material journal entry.

Director Saunders asked if the mid-year corrections regarding processes were made. Mr. Young responded that the auditor had no formal mid-year recommendations. The recommendations that were not reportable conditions were corrected at year-end.

Director Souza commented that there were no red flags other than the required journal entry.

Director Wadle noted that there were no deficiencies in internal controls other than the one noted.

Rick Gillespie, chair of the Finance Committee, was pleased that there were very few suggestions by the auditor, a clear change from prior years.

Director Wadle was also pleased saying that the difference between this report and previous years was like night and day and commended staff.

Director Garcia expressed appreciation for LSL and District staff.

Public Comment:

Ms. Carlyon inquired regarding the audit process and testing.

Mr. Proe commented regarding the item that required the journal entry.

The Board received the report.

D. Adopt a Resolution Freezing the 2019 Treated and Untreated Water Rates at the 2018 Rates, and Provide Direction on a Review of the Capital Replacement Program

Possible Board Action: Adopt Resolution 2019-14 and Provide Direction.

Mr. Palmer presented the staff report.

Director Souza commented that rate payers had requested the freeze and the Board is responding.

Director Saunders commented regarding irrigation costs and suggested looking at changing the tax ratio.

Director Halpin commented that the GM brought something back to the Board that was responsive to the direction provided at the last Board meeting.

Director Garcia stated that she felt this discussion was outside the scope of the agenda and the Board should simply take action on the Resolution without discussing second

steps laid out by the GM. Barbara Brenner, District Legal Counsel, commented that the agenda includes “provide direction on a review of the Capital Replacement Program” and allows for such discussion.

There was some discussion by Board members and Finance Committee members on the type of entity to do the audit, an engineering firm versus accounting firm. The discussion included the issue of capital replacement numbers.

Public Comment:

An audience member spoke in favor of a team of subject matter experts.

Phyllis Polito spoke regarding items on the list.

Ms. Carlyon spoke regarding formulas used in the spreadsheet.

Ms. Neeley asked that discussions stick to the facts.

Mr. Proe had numerous comments.

Director Saunders said the first part of the discussion is whether the rates can be lowered and if so, how much. The second part of the discussion is how best to determine what the actual replacement costs will be without spending a lot of money in the process, or whether something else besides capital replacement should be looked at.

Motion by Director Saunders to approve Resolution 2019-14. Second by Director Garcia.

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

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

The motion passed 4-1.

There was much discussion regarding what direction should be given to staff at this point. It was agreed that the General Manager would post an RFP (Request for Proposals) for an engineering firm to calculate capital replacement cost. Staff will rank the proposals and bring them back to the Board for review.

- 8. BOARD MEMBER COMMENTS, REQUESTS FOR ADDITIONS TO FUTURE MEETING AGENDAS AND REQUESTS FOR INFORMATION OR RESEARCH TO BE COMPLETED BY STAFF** – Opportunity for Board members to discuss matters of interest to them and provide input for future meetings as well as report on their District-related meeting attendance.

Director Saunders requested that a Management Analyst report be added to the agenda. He also asked that the Finance Committee continue to be involved in the accounting software bid evaluation process. He then commented that the Board needs to work together to resolve issues and speak as a Board and not as individuals. He asked that budget information be provided more than 72 hours prior to the Board meeting. Request for agenda topics: inactive meter policy, including the current policy; update Finance Committee resolution, including adding language that the term of office automatically expires when a member is elected to the Board of Directors.

*In response to a request from the General Manager at the last Board meeting, Director Garcia provided a handout (**Attachment 3**) listing the financial reports she would like to see included at Board meetings. She asked Mr. Palmer where the cost of the strategic planning workshop is shown in the budget. He stated that it is within the budget and falls under Outside Services. She asked that the Finance Committee resolution be put on a future agenda and asked that a draft agenda packet be provided a week earlier.*

- 9. NEXT MEETING DATE AND ADJOURNMENT** – Next Regular Meeting is March 12, 2019, at 2:00 P.M. at the Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, California 95634.

The meeting adjourned at 5:14 P.M.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Steve Palmer by telephone at 530-333-4356 or by fax at 530-333-9442. Requests must be made as early as possible and at least one-full business day before the start of the meeting. In accordance with Government Code Section 54954.2(a), this agenda was posted on the District's bulletin board at the Georgetown Divide Public Utility District office, at 6425 Main Street, Georgetown, California, on February 8, 2019.

Steven Palmer, PE, General Manager

Date

Leow Case/ (GDTA) Georgetown Divide Taxpayers Association Public Form submittals
for Feb. 12. 2019 GDPUD Board Meetings

From: Steven Proe (trails-first@att.net)
To: spalmer@gd-pud.org
Date: Monday, February 11, 2019, 5:51 PM PST



Dear General Manager: Of Note, jhanschield@gd-pud.org is still not assigned to Mr. Michael Saunders it reads " jhanschield@gd-pud.org" fyi.

To Who it May Pertain at the Georgetown Divide Public Utility District this issue will be spoken on at the Board Meetings set for February 12. 2019, including Public Forms.

Please have copies available to the Public, Board Members and Staff at/for these meetings.

The purpose of this information is so that the all of the Board Members Public, and Staff at these meetings will be able to read the actual correspondences that have been going on in the negotiations with their Counsels.

It is my opinion that the above parties may not have been given a fully accurate information as to what may be reported to them by staff maybe substantially different than the actual correspondences that exist between parties that have filed a claim/writ against the Georgetown Divide Public Utility District (GDPUD) .

I am concerned that certain entities in GDPUD may be extending negotiations that may be beneficial to them and detrimental to the GDPUD it's Rate Payers and the Public at large.

It has also been brought to my attention that statements supposedly made as instructions from the Board (that they (Board) are not interested in settling the ongoing action re: (GDTA) Georgetown Divide Taxpayers Association vs GDPUD) that may have been made in the ongoing negotiations for the same reasons as above, especially when there was not anything mentioned after the last Closed Session of the GDPUD Board Members and staff of no action reported at the conclusion of the Closed Session Meeting of Jan. 8, 2019.

These statements supposedly made by the Board apparently were made after the last Closed Session Meeting would appear that Counsel, Staff and others may have been meeting and or discussing these issues without having another Closed Session Meeting.

To me if these statements are correct and I ask the Board to investigate these matters. It is especially important at this time as it may be time to take immediate action to stop any potential disruption to the GDPUD water supply to the Auburn Lake Trails Treatment

Plant.

It is my opinion that the above parties may not have been given a fully accurate information as to what may be reported to them by staff maybe substantially different than the actual correspondences that exist between parties that have filed a claim/writ against the Georgetown Divide Public Utility District (GDPUD) .

I am concerned that certain entities in GDPUD may be extending negotiations that may be beneficial to them and detrimental to the GDPUD it's Rate Payers and the Public at large.)

Sincerely

Steven Proe

----- Forwarded Message -----

From: Freda D. Pechner <mylawyer@wildblue.net>

To: 'Steven Proe' <trails-first@att.net>

Sent: Thursday, February 7, 2019, 10:56:12 AM PST

Subject: FW: Leow Case

Steve: I never talked to Dawn Hodson at the Mountain Democrat - she sent me an email regarding the article I published in the Placerville News Wire, but did not identify herself as a reporter for the Mountain Democrat, I informed her that I did not send anything to the Placerville News Wire, since I had never heard of it. I asked her to send me a link - she refused. She did not reply to my last email. Her article in the Mountain Democrat is a total lie - but I have since learned that it what she does, lie, lie, lie. I am sending this to you and if you want to forward to the Placerville News Wire, feel free. My client offered to settle per the attached, a better deal than GDPUD will ever get in court. You can see the rude email I keep getting from the GDPUD attorney, very unprofessional. If GDPUD does not want to settle for the nominal sum of \$30,000, then the new water pipeline will be removed by February 15. I do not know if water in that pipeline goes to ALT or the new treatment plant, if it does, that won't be happening after Feb. 15. I sent an email to the ALT Homeowner's Association, assuring them that GDPUD would not allow any interruption in service, they will just reconnect the old Kaiser Siphon. If it does not, then there will be a lovely pond on the property, and then GDPUD will do some quick work to reconnect the Kaiser Siphon. If the water does flow through the new pipeline to ALT, if I lived there, I would certainly be calling up the Board and tell them to get this settled right now. Go ahead and spread the word, since you can talk to people I cannot talk to, such as any board member or employee of GDPUD. Their attorney has cost them thousands of dollars with no end in sight, now they are paying him to defend KASL Consulting Engineers and T&S Construction, per their contract, more every day. Obviously, it is not in his best interests to settle the case right now, that ends the attorney's fees they would be paying him.

Freda D. Pechner

Attorney at Law

P.O. Box 700

Garden Valley, CA 95633

mylawyer@wildblue.net

(530) 333-1644 (message only)

From: Freda D. Pechner [<mailto:mylawyer@wildblue.net>]

Sent: Wednesday, February 06, 2019 5:43 PM

To: 'Arnold J. Wolf'

Subject: RE: Leow Case

The depositions did not relate to damages, and will also inquire into the irrevocable license issue, which was not raised as an affirmative defense until after the trial. If your clients do not appear at their properly noticed depositions on the damages issue, then I will move to compel and seek sanctions. As to settlement, my client will accept the terms of the ADR settlement agreement, attached hereto, reached in 2011, when GDPUD was under the mistaken impression that it owned a prescriptive easement in my client's property. In addition, GDPUD will waive the costs claimed in the unserved Memorandum; I will forego filing the motion for relief from default in failing to file a motion to strike until February 15, 2019 to allow GDPUD to consider this offer. GDPUD now knows it did not have a prescriptive easement in my client's property; all of the evidence is clear that the Board, Mr. Scroggs, and Mr. Spinella relied upon that now-proven false assertion - you are very well aware that GDPUD lost on that issue, a loss affirmed by the appellate court when it did not modify the judgment, notwithstanding your argument at the appellate hearing that the trial court was in error because GDPUD had a prescriptive easement. It does not, and the trial court will instruct the jury that GDPUD did not have a prescriptive easement when it built the new water pipeline. The Project Manual was false in representing that GDPUD had a prescriptive easement for the construction. Mr. Wright lied, intentionally or negligently, when he asserted GDPUD had a prescriptive easement. Hank Wright, former GDPUD general manager, lied, intentionally or negligently, when he asserted that GDPUD had a prescriptive easement in my client's property. Every single employee of GDPUD, T&S Construction, and KASL Consulting Engineers should have known that GDPUD did not have a prescriptive easement, and they all should have known they were trespassing when they built that line in 2007. They all should have known GDPUD had the very limited right to an irrevocable license in the exact location of the Kaiser Siphon and, given the amended answer, did know the limitations of an irrevocable license, which was not the same as a prescriptive easement. Every case considering replacement of a structure subject to an irrevocable license has held that it is not an easement, the right is to replace on the

original footprint. If you really believed that the judgment granted GDPUD the right to retain the 2007 pipeline in the current location, you would have sought an order to that effect. You know and I know that the court would not grant any such order in favor of GDPUD, because the judgment was very clear, as were Judge Brooks and Judge Stracener on several occasions, that a jury will decide the location and perimeters of the irrevocable license. A tactical decision was made by the 2010-2011 Board members to ignore the many, many specific findings made by the court that the only way GDPUD could establish the right to the 2007 construction was to file a cross-complaint in choosing not to do so. The attached offer gives GDPUD that which it will never get in the pending litigation, an express easement and the right to keep the pipeline where it is currently located, for the nominal sum of \$30,000. If they want to be reasonable, now is the time; after February 15, 2019, there will never be an offer extended for an express easement to the existing trespass, which will be remediated.

Freda D. Pechner

Attorney at Law

P.O. Box 700

Garden Valley, CA 95633

mylawyer@wildblue.net

(530) 333-1644 (message only)

From: Arnold J. Wolf [<mailto:awolf@freemanfirm.com>]

Sent: Wednesday, February 06, 2019 3:15 PM

To: Freda D. Pechner

Cc: Barbara Brenner; Steven Palmer; Michael N. Morlan; Angela Yess

Subject: RE: Leow Case

Regarding the Notices, you already took their depositions and don't have the right to redepose them. If you have any authority to the contrary, please provide it.

Re settlement, I've requested on at least two occasions in the last month a demand, but received in response a threat to "remove" the replacement pipeline. If you want to try to settle the case, please provide a demand that the Board can consider.

From: Freda D. Pechner <mylawyer@wildblue.net>

Sent: Wednesday, February 6, 2019 2:39 PM

To: Arnold J. Wolf <awolf@freemanfirm.com>

Subject: RE: Leow Case

Attached is the Notice of Taking the depositions of Mr. Scroggs and Mr. Spinella, which will be limited to their liability for plaintiff's damages for the unlawful 2007 construction. Mr. Scroggs has testified that the new pipeline could have been built in the same location; in hindsight, both he and Mr., Spinella likely wish they would not have believed GDPUD's false claim that it had a prescriptive easement in my client's property. In response to your question, I am confident that the trial court will properly instruct the jury on the law, the jury will follow the law, and damages for the unlawful construction will be awarded against KASL and T&S. The jury's determination will, as a collateral matter, bar any claim that the removal of the unlawful 2007 pipeline within the next 2 weeks was improper. GDPUD can put the line where it belongs, on the original footprint of the Kaiser Siphon, if it has chosen not to do so by the time of trial. If GDPUD decides that it would like the line to remain where it is, and end this litigation as to all defendants, my client is willing to entertain all monetary offers for a permanent, written easement for the 2007 pipeline. Those are the only two options for the 2007 trespass - GDPUD buys an easement, or the line will be removed from the current location. I really don't understand why GDPUD would rather pay attorney's fees and costs which I believe, at this point, far, far exceed the cost to buy an easement, which it should have done in the first place, but I obviously have no control over the decision to pay you instead of finally resolving this matter in a manner very favorable to GDPUD, at significantly less expense than it will incur to put the pipeline where it belongs. Your insulting comments do not change the facts, the law, or the judgment.

Freda D. Pechner

Attorney at Law

P.O. Box 700

Garden Valley, CA 95633

mylawyer@wildblue.net

(530) 333-1644 (message only)

From: Arnold J. Wolf [<mailto:awolf@freemanfirm.com>]

Sent: Wednesday, February 06, 2019 1:22 PM

To: Freda D. Pechner

Cc: Steven Palmer; Barbara Brenner; Michael N. Morlan; Angela Yess

Subject: RE: Leow Case

Albert Einstein's definition of insanity was doing the same thing over and over and expecting a different

result. The arguments in your latest diatribe are the same ones you made before at trial, in the multiple post-trial motions you filed after you lost, and in your appeal, which resulted in an Opinion that recognized the District's "property right" to construct the pipeline where it did. And you expect a different result in any proceeding that's focused on the District's right to operate the replacement pipeline which you unsuccessfully argued was "unlawful"?

From: Freda D. Pechner <rnylawyer@wildblue.net>
Sent: Tuesday, February 5, 2019 3:33 PM
To: Arnold J. Wolf <awolf@freemanfirm.com>
Subject: RE: Leow Case

Mr. Wolf: I continue to be astonished at your incorrect belief that GDPUD obtained any affirmative rights in my client's property under the judgment, which was two lines: "IT IS HEREBY ORDERED & DECREED: Judgment is entered in favor of Defendant GDPUD and against Plaintiff." The judgment was affirmed, without modification; it says what it says, nothing more, nothing less. GDPUD prevailed in the action, but that did not grant GDPUD any rights, it simply denied my client's claims for inverse condemnation and damages. GDPUD was permitted to file an amended answer to allege the "irrevocable license" granted by the court; the Nineteenth Affirmative Defense stated: "The Complaint, and each and every cause of action alleged therein, is barred by the fact that Georgetown had an irrevocable license to maintain, repair, and replace the pipeline on the property, and that Georgetown did not exceed the license in maintaining, repairing, and replacing the pipeline." This affirmative defense made no mention of the 2007 pipeline. There is no mention of this affirmative defense in the judgment, nor any reference to the 2007 water pipeline. On the contrary, when the court denied the motion for summary judgment, as to KASL Consulting Engineers nor T&S Construction, it held that there remained a triable issue of fact as to the whether or not the construction of the 2007 water pipeline was within the license area. Thus, the judgment cannot be interpreted to grant permission for the 2007 water pipeline to remain on my client's property, assuming the trial court accepted the license affirmative defense. California law requires parties to mitigate their damages; restoration of the building site by removal of the trespass will do so, and likely reduce the damages the jury will award against KASL and T&S. I am confident the court will instruct the jury that, under *Stoner v. Zucker*, any replacement for dilapidation must be constructed in the same place as the Kaiser Siphon, and since the 2007 line was a significant distance from the license area, it was not within the license area. If GDPUD expected to gain a right to construct the 2007 pipeline, it should have filed a cross-complaint, but it did not. Now a jury would decide the scope of the license, as to KASL and T&S. Such judgment does not preclude GDPUD from acquiring a prescriptive right it has long sought, and always been denied. You know that the trial court stated, on more than one occasion, including the Statement of Decision attached to the judgment, that GDPUD had not filed a cross-complaint, which is the only means by which it could have been granted the right to maintain the 2007 pipeline on my client's property. I assume you understand basic, well-established law: the appellate court did not have the jurisdiction to grant GDPUD what the trial court did not. GDPUD is no longer a party; as a matter of law, it does not have any right to file a cross-complaint. Neither KASL Consulting Engineers nor T&S Construction has any right to file a cross-complaint to establish a right for GDPUD to maintain the 2007 trespass. GDPUD has the right to use the Kaiser Siphon; there will

be no interference with that right, as I have informed you on several occasions. If GDPUD wants to use my client's property to transmit water, as far as I am aware, it can easily re-connect the Kaiser Siphon, and, quite frankly, I expected that it would have already done so, given the notice provided several months ago. Your client does not own the property, only the limited license to use the Kaiser Siphon, and, if dilapidated, to replace it on the original footing, as held in the Stoner v. Zucker case. You have made many attempts to convince the court that the judgment gave GDPUD the right to construct the 2007 trespassing line, but all of your attempts have been rejected, including your argument to Judge Holmers at the case management conference on Friday. I am sure you recall that his response was that he understood your argument; consistent with all other judges, he did not indicate that GDPUD obtained any right to maintain the 2007 water pipeline. The 2007 materials will be removed with great care so as not to damage them; the pipes and other equipment will be placed near the permissive Kaiser Siphon, in the event your client would like to use those materials for a new pipeline, within the license area. Obviously, if my client does nothing, GDPUD will gain a prescriptive right to the 2007 water pipeline, which is simply unacceptable, as you well know; I really don't know what else you expect her to do to protect her private property rights. There will be no destruction of public property, it will be moved to the proper location. Given these facts, I doubt there will be any criminal or civil consequences to my client when she will be acting in an entirely lawful manner, within the perimeters of the judgment in removing the trespass on her property to a place where it will not constitute a trespass.

Freda D. Pechner

From: Arnold J. Wolf [mailto:awolf@freemanfirm.com]
Sent: Tuesday, February 05, 2019 2:13 PM
To: Freda D. Pechner
Cc: Steven Palmer; Barbara Brenner; Michael N. Morlan; Angela Yess
Subject: RE: Leow Case

Freda, apparently you are bound and determined to destroy public property that will interfere with the delivery of water used by thousands of people. As I observed in the letter I sent you last year, in addition to the criminal consequences of your threatened action, the civil liabilities you'd incur would be enormous. Judge Brooks ruled against you and found that Georgetown had the right to replace the pipeline exactly where it did. The Third District Court of Appeal ruled against you and ruled that Georgetown had the right to replace the pipeline exactly where it did. The pipeline is not "unlawful." Your threatened removal is.

From: Freda D. Pechner <mylawyer@wildblue.net>
Sent: Tuesday, February 5, 2019 1:44 PM
To: Arnold J. Wolf <awolf@freemanfirm.com>
Subject: RE: Leow Case



2/12/2019

Mr. Wolf: my client hoped that the newly elected GDPUD board would be more reasonable in resolving this dispute, and is obviously disappointed that is not the case. Therefore, as required by law, she will mitigate her damages by restoring her building site. The fire season has ended; I understand that the project to remove the unlawful water pipeline will be completed by February 15, 2019, weather permitting. I expect to be notified upon completion of the project, and will obtain a new appraisal of the damage to her property, from the date of the trespass until February 15, 2019 (or the date the building site is restored, whichever is later). She will then be in a position to provide a settlement demand, as her damages will be determinable, once the trespass has been removed. This case is set for jury trial; Plaintiff posted the required deposit on February 21, 2013. The South Lake Tahoe branch of the court is closed today; I will get a hearing date for the motion for relief from default in failing to file a motion to tax costs tomorrow. Notwithstanding the failure to serve the memorandum, my client will pay \$989.17 to your client trust account, as set forth in my October 15, 2018 letter. If the court grants the motion to strike the entire memorandum because it was not served, I will expect return of those funds from your client.

Freda D. Pechner

Attorney at Law

P.O. Box 700

Garden Valley, CA 95633

mylawyer@wildblue.net

(530) 333-1644 (message only)

From: Arnold J. Wolf [<mailto:awolf@freemanfirm.com>]

Sent: Tuesday, January 08, 2019 1:42 PM

To: Freda D. Pechner

Cc: Barbara Brenner; Steven Palmer

Subject: Leow Case

Freda, please provide a settlement demand.

Arnie



adr settlement.pdf
154.6kB

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

SUPERIOR COURT OF CALIFORNIA
COUNTY OF EL DORADO
ADR/CASE MANAGEMENT DEPARTMENT

JEAN LEE CHOO LEOW,)
) Case No. PC20100019
Plaintiff(s))
vs.) DISPUTE RESOLUTION CONFERENCE
) REPORT
GEORGETOWN DIVIDE,)
)
Defendant(s))

AGREEMENT

The parties agree:

1. All statements made during the Dispute Resolution Conference and any documents produced in the course of the conference are confidential.
2. All parties agree that any Settlement will be enforceable. The parties agree that the above referenced case is:

SETTLED A Notice to file Dismissal and/or Order to Show Cause will be set for 45 days from the date of this Report, or in cases of a Conditional Settlement as Set forth in Rule 3.1385, C.R.C. a "Conditional Dismissal".

PARTIALLY SETTLED (explain below)
 NOT SETTLED

3. The substance of any Agreement reached is as follows:

Defendant to pay plaintiff a total of \$30,000 within 60 days of today's date. (see pg 3)
Jean Lee Choo Leow
to Defendant, although part

Plaintiff _____ Defendant *[Signature]*

Plaintiff _____ Defendant *[Signature]*
Attorney for Plaintiff _____ Attorney for Defendant *[Signature]*

Attorney for Plaintiff _____ Attorney for Defendant _____

Date: Jan 27 2011

COMPLIANCE WITH CRC 201-203.5 IS REQUIRED. DO NOT WRITE ON THE BACK SIDE OF THIS FORM.

AAI

3

- ② Plaintiff will create an easement for 20' across and above existing pipeline subject to approval by GDDPD Board.
- ③ Defendant will pay for cost of survey, legal description and deed of easement for Plaintiff's signature.
- ④ This agreement may be enforced by any party pursuant to CCP § 461.6, subject to #6
- ⑤ Each party will bear their own fees & costs herein.
- ⑥ Settlement funds subject to approval by board of GDDPD.
- ⑦ Defendant GDDPD shall pay \$26,350.00 of settlement
- ⑧ Defendant KASC shall pay \$3,650.00 of settlement
- ⑨ Settlement does not extend to J & S Contractor and is contingent upon said defendant's agreement to waive fees & costs upon dismissal of action. If said defendant so waives, entire action against all defendants to be dismissed.

ATD



Please make this A PART
OF the Record

February 12, 2019 Regular Board Mtg. Minutes
Attachment 2

GDPUD Board of Directors meeting Feb 12, 2019 2pm Public comments.

As of today, I have not received a response to my presentation to the board on Dec 11th concerning the VDT contract and my Jan 8th questions on the \$90,000 in Legal fees that were over the budget.

The public should be able to get their concerns answered when they take the time to come before the board to ask questions.

Also, I am very concerned about my latest PRA request for information on the Rate Study Capital Replacement Program spreadsheet. I have been told by the GM that I can not have this spreadsheet because it is the proprietary property of RCAC, the rate study consultant. I ask, what is GDPUD hiding by not giving me the spreadsheet? So much for an honest rate study report, when a customer cannot determine how the rates were calculated and therefore, how the rate study was completed. I guess Steve Proe's attorney will need to subpoena the spreadsheet.

Thank you,

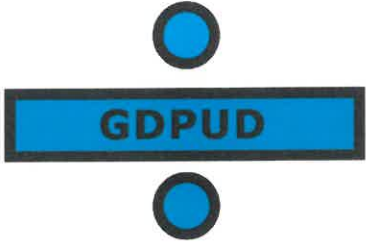
Cherie Carlyon

Director Garcia's list of financial reports requested to be included in the
monthly BOD's meeting materials. February 12, 2019

At the January 2019 Board meeting, our General Manager, Steven Palmer requested input from the Board members as to what to include in his monthly Financial Reports. Here is my list.

1. In addition to the Cash Flow Statement, an up to date Financial Statement, with Income Statement and Balance Sheet, presented in the accrual method, covering from the first day to the last day of the previous month.
2. An Income Statement with the year-to-date budget comparison.
3. A list of the reports: financial, compliance, operations, and personnel that were filed during the month, with the name of the agency, due date, and filing date.
4. A detail of assets purchased and assets sold or disposed of during the month with the detail of resulting fund balance changes.

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF MARCH 12, 2019
AGENDA ITEM NO. 5.B.1.**



AGENDA SECTION: CONSENT CALENDAR

SUBJECT: CASH BALANCES – JANUARY 2019

PREPARED BY: Christina Cross, Management Analyst 

APPROVED BY: Steven Palmer, PE, General Manager 

BACKGROUND

The Cash Balances Report details the District’s cash position as of the month end to demonstrate transparency and accountability of relevant financial data from which prudent fiscal decisions and policies are made. The Cash Balances Report is unlike a quarterly budget to actual report; its purpose is to report on ending cash balances and the related sources and uses of cash during the period.

DISCUSSION

The Cash Balance Report as of month ending January 31, 2019 shows the District’s cash balances total \$8,955,739.49

Cash is held with the following institutions in the amounts of:

| | | |
|-------------------------------------|----|------------------------|
| El Dorado Savings Bank - Checking | \$ | 123,613.61 |
| El Dorado Savings Bank - Savings | | 1,700,236.28 |
| Local Agency Investment Fund (LAIF) | | 7,131,889.60 |
| | | <u>\$ 8,955,739.49</u> |

Restricted cash balances are monies held in trust for a specific purpose and are not monies available for District use. The Wells Fargo Debt Service Fund is SRF Fiscal Agent cash account that is restricted for payments on the Walton Lake loan with the State Water Resources Control Board (SWRCB) through Wells Fargo Bank. This debt service fund is required by the SWRCB.

Restricted Cash:

| | |
|-------------------------------|-------------|
| Wells Fargo Debt Service Fund | \$42,040.73 |
|-------------------------------|-------------|

Cash balances are allocated based on the Fund for which the source of the monies is generated by or used from.

| Fund | Balance | Cash Receipts | Payable | Payroll | Entries | Balance |
|--------------------|---------------|---------------|---------------|--------------|-----------|---------------|
| 08 SMUD FUND | \$ 195,257.80 | \$ - | \$ - | \$ - | \$ 839.53 | \$ 196,097.33 |
| 09 CABY GRANT | (382,910.74) | - | (314,408.85) | - | - | (697,319.59) |
| 10 Water Fund | 1,982,615.63 | 378,059.41 | (189,005.97) | (164,491.42) | 7,983.78 | 2,015,161.43 |
| 12 RETIREE FUND | 472,155.80 | 6,769.28 | (9,570.11) | - | 2,062.99 | 471,417.96 |
| 14 STEWART MINE FD | 33,969.79 | - | (349.88) | - | 168.47 | 33,788.38 |
| 17 WATER DEVE.FUNC | 409,970.85 | - | - | - | 1,762.71 | 411,733.56 |
| 19 SMERFUND | 1,060,134.01 | - | - | - | 4,558.14 | 1,064,692.15 |
| 20 ALT Fund | 805,619.15 | 436,652.00 | (541,529.82) | - | 3,706.74 | 704,448.07 |
| 24 CAPITAL REPLACE | 665,014.17 | - | (4,384.00) | - | 2,859.29 | 663,489.46 |
| 25 BAYNE RD BND FD | 45,872.84 | - | - | - | 197.23 | 46,070.07 |
| 29 STATE REV FUND | (19,407.96) | - | (2,296.95) | - | - | (21,704.91) |
| 30 Hydro Fund | 684,103.83 | 1,931.39 | (134.14) | - | 2,881.94 | 688,783.02 |
| 35 Restricted P/L | (90,530.11) | - | - | - | - | (90,530.11) |
| 37 GARDEN VALLEY | 72,985.20 | - | - | - | 313.81 | 73,299.01 |
| 39 CAP FAC CHARGE | 1,637,135.01 | - | (105,560.58) | (710.17) | 7,314.39 | 1,538,178.65 |
| 40 Zone Fund | 997,101.17 | 34,750.32 | (10,855.52) | (11,370.03) | 4,353.01 | 1,013,978.95 |
| 41 CDS M & O Fund | 39,783.17 | - | - | - | 171.05 | 39,954.22 |
| 42 CDS RESRV EXP. | 171,501.58 | - | - | - | 737.39 | 172,238.97 |
| 43 CAPITAL RESERVE | 467,116.13 | - | - | - | 2,161.51 | 469,277.64 |
| 51 KELSEY NORTH | 114,050.06 | - | (699.75) | - | 524.96 | 113,875.27 |
| 52 KELSEY SOUTH | 55,996.32 | - | - | - | 240.76 | 56,237.08 |
| 53 PILOT HILL NO. | (7,480.80) | - | - | - | - | (7,480.80) |
| 54 PILOT HILL SO. | 53.68 | - | - | - | - | 53.68 |
| | 9,410,106.58 | 858,162.40 | -1,178,795.57 | -176,571.62 | 42,837.70 | 8,955,739.49 |

Sources of cash during the month were from recurring utility payments, lease payments, and retiree health reimbursements in the amount of \$858,162.40. LAIF interest earned for the quarter ending 12/31/18 and deposited on 01/15/19 in the amount of \$42,8327.70. The details of the uses of cash during the month can be seen on the approved check register in the amount of \$1,178,795.57. Additional uses of cash during the month not in the check register include payroll disbursements, PERS Unfunded Liability payments and bi-weekly retirement contributions in the amount of \$176,571.62.

| Fund | Description | Balance | Debits | Credits | Balance |
|------|---------------------------|--------------|-------------|---------|-----------|
| 29 | SRF FISCAL AGENT ACCOUNTS | \$ 39,683.87 | \$ 2,356.86 | \$ - | 42,040.73 |

Restricted cash balances are monies held in trust for a specific purpose and are not monies available for District use. SRF Fiscal Agent restricted cash is for the fiscal administration of the Walton Lake loan with the State Water Resources Control Board (SWRCB) through the Wells Fargo Debt Service Fund.

FISCAL IMPACT

No fiscal impact.

CEQA ASSESSMENT

Not a CEQA Project.

RECOMMENDED ACTION

Staff recommends the Board of Directors receive and file for month ending January 31, 2019.

ALTERNATIVES

No alternatives.

ATTACHMENTS

1. Statement of Cash Flows January 2019
2. Month end Cash Disbursement Report January 2019
3. SRF Cash Balances January 2019

AGENDA ITEM 5.B.2

Month End Cash Disbursements Report

For Period January 1, 2019 through January 31, 2019

| Fund Description | Beginning Balance | Cash In Cash Receipts | Accounts Payable | Payroll | Journal Entries | Ending Cash Balance |
|---|---------------------|-----------------------|-----------------------|---------------------|------------------|---------------------|
| 08 - SMUD Fund | 195,257.80 | 0 | 0 | 0 | 839.53 | 196,097.33 |
| 09 - CABY Grant | (382,910.74) | 0 | (314,408.85) | 0 | 0 | (697,319.59) |
| 10 - Water Fund | 1,982,615.63 | 378,059.41 | (189,005.97) | (164,491.42) | 7,983.78 | 2,015,161.43 |
| 12 - Retiree Fund | 472,155.80 | 6,769.28 | (9,570.11) | 0 | 2,062.99 | 471,417.96 |
| 14 - Stewart Mine Water Project Fund | 33,969.79 | 0 | (349.88) | 0 | 168.47 | 33,788.38 |
| 17 - Water Development Fund | 409,970.85 | 0 | 0 | 0 | 1,762.71 | 411,733.56 |
| 19 - STUMPY MDWS Emergency Fund | 1,060,134.01 | 0 | 0 | 0 | 4,558.14 | 1,064,692.15 |
| 20 - ALT Fund | 805,619.15 | 436,652.00 | (541,529.82) | 0 | 3,706.74 | 704,448.07 |
| 24 - Capital Replacement Fund | 665,014.17 | 0 | (4,384.00) | 0 | 2,859.29 | 663,489.46 |
| 25 - Bayne Rd bond Fund | 45,872.84 | 0 | 0 | 0 | 197.23 | 46,070.07 |
| 29 - State Revolving Fund | (19,407.96) | 0 | (2,296.95) | 0 | 0 | (21,704.91) |
| 30 - Hydro Fund | 684,103.83 | 1,931.39 | (134.14) | 0 | 2,881.94 | 688,783.02 |
| 35 - Restricted Pipeline Fund | (90,530.11) | 0 | 0 | 0 | 0 | (90,530.11) |
| 37 - Garden Valley Maintenance Fund | 72,985.20 | 0 | 0 | 0 | 313.81 | 73,299.01 |
| 39 - Cap Facility Charges ORD 2007-01 | 1,637,135.01 | 0 | (105,560.58) | (710.17) | 7,314.39 | 1,538,178.65 |
| 40 - Zone Fund | 997,101.17 | 34,750.32 | (10,855.52) | (11,370.03) | 4,353.01 | 1,013,978.95 |
| 41 - CDS M&O Fund | 39,783.17 | 0 | 0 | 0 | 171.05 | 39,954.22 |
| 42 - CDS Reserve Expansion Fund | 171,501.58 | 0 | 0 | 0 | 737.39 | 172,238.97 |
| 43 - New Capital Reserve | 467,116.13 | 0 | 0 | 0 | 2,161.51 | 469,277.64 |
| 51 - Kelsey North WAD 1989-1 | 114,050.06 | 0 | (699.75) | 0 | 524.96 | 113,875.27 |
| 52 - Kelsey South WAD 1989-4 | 55,996.32 | 0 | 0 | 0 | 240.76 | 56,237.08 |
| 53 - Pilot Hill North WAD 1989-2 | (7,480.80) | 0 | 0 | 0 | 0 | (7,480.80) |
| 54 - Pilot Hill South WAD 1989-3 | 53.68 | 0 | 0 | 0 | 0 | 53.68 |
| Total Distributed Cash -----> | 9,410,106.58 | 858,162.40 | (1,178,795.57) | (176,571.62) | 42,837.70 | 8,955,739.49 |

Cash in Eldorado Savings and LAIF

| | |
|--|---------------------|
| 1000 - El Dorado Savings Bank General Checking | 123,613.61 |
| 1010 - El Dorado Savings Bank Collections | 1,700,236.28 |
| 1022 - LAIF | 7,131,889.60 |
| Total Cash -----> | 8,955,739.49 |

| Period | Check Number | Check Date | Vendor # (Name) | Disc. Terms | Gross Amount | Disc Amount | Net Amount | Check Description |
|--------|--------------|------------|--|-------------|--------------|-------------|------------|---------------------------|
| 01-19 | 029515 | 01/02/19 | AFL01 (AMERICAN FAMILY LIFE INS) | | 1,495.68 | .00 | 1,495.68 | Automatic Generated Check |
| | 029516 | 01/02/19 | ICM02 (ICMA-R.T.-457 (ee)) | | 1,386.08 | .00 | 1,386.08 | Automatic Generated Check |
| | 029517 | 01/02/19 | IU001 (IUOE, LOCAL 39) | | 346.19 | .00 | 346.19 | Automatic Generated Check |
| | 029518 | 01/02/19 | IU002 (PEU LOCAL #1) | | 232.39 | .00 | 232.39 | Automatic Generated Check |
| | 029519 | 01/02/19 | GOL08 (SHERRY GOLD) | | 3,600.00 | .00 | 3,600.00 | Automatic Generated Check |
| | 029520 | 01/02/19 | AME08 (AMERICAN MESSAGING) | | 10.73 | .00 | 10.73 | Automatic Generated Check |
| | 029521 | 01/02/19 | ANS01 (ANSWERING SPECIALISTS INC) | | 79.95 | .00 | 79.95 | Automatic Generated Check |
| | 029522 | 01/02/19 | ATT02 (AT&T) | | 1,552.83 | .00 | 1,552.83 | Automatic Generated Check |
| | 029523 | 01/02/19 | CAL16 (CALTRONICS BUSINESS SYSTEMS CORP.) | | 602.17 | .00 | 602.17 | Automatic Generated Check |
| | 029524 | 01/02/19 | CAR08 (CSI) | | 59.00 | .00 | 59.00 | Automatic Generated Check |
| | 029525 | 01/02/19 | CAR09 (CARNAHAN COMPUTER SERVICE) | | 2,250.00 | .00 | 2,250.00 | Automatic Generated Check |
| | 029526 | 01/02/19 | CEI01 (CEIRANTE, MARTIN) | | 100.00 | .00 | 100.00 | Automatic Generated Check |
| | 029527 | 01/02/19 | CIT01 (CITY OF SACRAMENTO) | | 6,920.38 | .00 | 6,920.38 | Automatic Generated Check |
| | 029528 | 01/02/19 | CWS01 (CORBIN WILLITS SYS. INC.) | | 573.20 | .00 | 573.20 | Automatic Generated Check |
| | 029529 | 01/02/19 | KLA02 (CHRISTIAN KLAHN) | | 94.63 | .00 | 94.63 | Automatic Generated Check |
| | 029530 | 01/02/19 | MED01 (MEDICAL EYE SERVICES) | | 382.26 | .00 | 382.26 | Automatic Generated Check |
| | 029531 | 01/02/19 | MJT01 (MJT ENTERPRISES, INC.) | | 3,686.69 | .00 | 3,686.69 | Automatic Generated Check |
| | 029532 | 01/02/19 | MOB01 (MOBILE MINI, LLC-CA) | | 197.79 | .00 | 197.79 | Automatic Generated Check |
| | 029533 | 01/02/19 | NEX00 (NEXGEN) | | 57,760.00 | .00 | 57,760.00 | Automatic Generated Check |
| | 029534 | 01/02/19 | POW01 (POWERNET GLOBAL COMM.) | | 168.67 | .00 | 168.67 | Automatic Generated Check |
| | 029535 | 01/02/19 | TH003 (THOMPSON AUTO & TRUCK) | | 1,432.45 | .00 | 1,432.45 | Automatic Generated Check |
| | 029536 | 01/02/19 | TIL01 (NATHAN TILMAN) | | 96.46 | .00 | 96.46 | Automatic Generated Check |
| | 029537 | 01/02/19 | USA03 (USA BLUE BOOK) | | 1,957.24 | .00 | 1,957.24 | Automatic Generated Check |
| | 029538 | 01/02/19 | VER01 (VERIZON WIRELESS) | | 705.37 | .00 | 705.37 | Automatic Generated Check |
| | 029539 | 01/08/19 | ALL01 (ALLEN KRAUSE) | | 713.23 | .00 | 713.23 | Automatic Generated Check |
| | 029540 | 01/08/19 | BR005 (BROWN, ADAM) | | 108.87 | .00 | 108.87 | Automatic Generated Check |
| | 029541 | 01/08/19 | DIV05 (PLACERVILLE AUTO PARTS, INC) | | 232.57 | .00 | 232.57 | Automatic Generated Check |
| | 029542 | 01/08/19 | EC001 (ECORP CONSULTING, INC.) | | 6,253.94 | .00 | 6,253.94 | Automatic Generated Check |
| | 029543 | 01/08/19 | GE004 (DIVIDE SUPPLY ACE HARDWARE) | | 1,096.23 | .00 | 1,096.23 | Automatic Generated Check |
| | 029544 | 01/08/19 | GE012 (GEORGE SANDERS) | | 6,078.05 | .00 | 6,078.05 | Automatic Generated Check |
| | 029545 | 01/08/19 | INT05 (INTERWEST CONSULTING GROUP) | | 420.00 | .00 | 420.00 | Automatic Generated Check |
| | 029546 | 01/08/19 | MYE01 (Myers and Sons) | | 207,215.17 | .00 | 207,215.17 | Automatic Generated Check |
| | 029547 | 01/08/19 | PAC02 (PACIFIC GAS & ELECTRIC) | | 12,039.24 | .00 | 12,039.24 | Automatic Generated Check |
| | 029548 | 01/08/19 | PIC02 (PICOVALE SERVICES, INC.) | | 9,108.00 | .00 | 9,108.00 | Automatic Generated Check |
| | 029549 | 01/08/19 | ROB02 (ROBINSON ENTERPRISES) | | 3,460.68 | .00 | 3,460.68 | Automatic Generated Check |
| | 029550 | 01/08/19 | ROY01 (KENNETH ROYAL) | | 780.00 | .00 | 780.00 | Automatic Generated Check |
| | 029551 | 01/08/19 | SWR01 (SWRCB ACCOUNTING OFFICE) | | 15,233.00 | .00 | 15,233.00 | Automatic Generated Check |
| | 029552 | 01/08/19 | WO003 (WOOD ENVIRONMENT & INFRASTRUCTURE INC) | | 132.97 | .00 | 132.97 | Automatic Generated Check |
| | 029553 | 01/16/19 | AFL01 (AMERICAN FAMILY LIFE INS) | | 1,495.68 | .00 | 1,495.68 | Automatic Generated Check |
| | 029554 | 01/16/19 | ICM02 (ICMA-R.T.-457 (ee)) | | 1,386.08 | .00 | 1,386.08 | Automatic Generated Check |
| | 029555 | 01/16/19 | IU001 (IUOE, LOCAL 39) | | 346.19 | .00 | 346.19 | Automatic Generated Check |
| | 029556 | 01/16/19 | IU002 (PEU LOCAL #1) | | 232.39 | .00 | 232.39 | Automatic Generated Check |
| | 029557 | 01/16/19 | ACW01 (ACWA/JPIA) | | 7,971.26 | .00 | 7,971.26 | Automatic Generated Check |
| | 029558 | 01/16/19 | ACW05 (ACWA/JPIA HEALTH) | | 46,011.36 | .00 | 46,011.36 | Automatic Generated Check |
| | 029559 | 01/16/19 | ADT01 (ADT SECURITY SERVICES) | | 42.08 | .00 | 42.08 | Automatic Generated Check |
| | 029560 | 01/16/19 | ADT01 (ADT SECURITY SERVICES) | | 161.46 | .00 | 161.46 | Automatic Generated Check |
| | 029561 | 01/16/19 | ALL01 (ALLEN KRAUSE) | | 42.89 | .00 | 42.89 | Automatic Generated Check |
| | 029562 | 01/16/19 | BEA01 (BUTTE EQUIPMENT RENTALS) | | 375.00 | .00 | 375.00 | Automatic Generated Check |
| | 029563 | 01/16/19 | BUP01 (BJ PEST CONTROL) | | 360.00 | .00 | 360.00 | Automatic Generated Check |
| | 029564 | 01/16/19 | CAR09 (CARNAHAN COMPUTER SERVICE) | | 200.00 | .00 | 200.00 | Automatic Generated Check |
| | 029565 | 01/16/19 | CLS01 (CLS LABS) | | 1,117.20 | .00 | 1,117.20 | Automatic Generated Check |
| | 029566 | 01/16/19 | VOID (Reversed Check) | | .00 | .00 | .00 | Ck# 029566 Reversed |
| | 029567 | 01/16/19 | CSD01 (GOLD COUNTRY REGIONAL CHAPTER) | | 25.00 | .00 | 25.00 | Automatic Generated Check |
| | 029568 | 01/16/19 | ELD16 (EL DORADO DISPOSAL SERVICE) | | 336.39 | .00 | 336.39 | Automatic Generated Check |
| | 029569 | 01/16/19 | GRA01 (GRAINGER, INC.) | | 107.39 | .00 | 107.39 | Automatic Generated Check |
| | 029570 | 01/16/19 | HAN09 (HANSFORD ECONOMIC CONSULTING) | | 926.25 | .00 | 926.25 | Automatic Generated Check |
| | 029571 | 01/16/19 | HAR03 (HARRIS INDUSTRIAL GASES) | | 48.00 | .00 | 48.00 | Automatic Generated Check |
| | 029572 | 01/16/19 | HOL02 (HOLDREGE & KULL) | | 2,000.00 | .00 | 2,000.00 | Automatic Generated Check |
| | 029573 | 01/16/19 | MJT01 (MJT ENTERPRISES, INC.) | | 690.78 | .00 | 690.78 | Automatic Generated Check |
| | 029574 | 01/16/19 | MUR04 (MURCHIE'S SMOG & REPAIR) | | 113.50 | .00 | 113.50 | Automatic Generated Check |
| | 029575 | 01/16/19 | NBS01 (NBS) | | 1,049.63 | .00 | 1,049.63 | Automatic Generated Check |
| | 029576 | 01/16/19 | NTU01 (NTU TECHNOLOGIES, INC.) | | 7,255.25 | .00 | 7,255.25 | Automatic Generated Check |
| | 029577 | 01/16/19 | TEI01 (A. TEICHERT & SON, INC) | | 764.75 | .00 | 764.75 | Automatic Generated Check |
| | 029578 | 01/16/19 | THA01 (THATCHER COMPANY OF CALIFORNIA INC) | | 3,507.74 | .00 | 3,507.74 | Automatic Generated Check |
| | 029579 | 01/16/19 | UNI06 (UNITEDHEALTHCARE INSURANCE CO) | | 156.75 | .00 | 156.75 | Automatic Generated Check |
| | 029580 | 01/16/19 | UNI07 (UNITEDHEALTHCARE CLAIM DIVISION) | | 167.07 | .00 | 167.07 | Automatic Generated Check |
| | 029581 | 01/16/19 | WAL03 (JACOB WALSH) | | 80.00 | .00 | 80.00 | Automatic Generated Check |
| | 029582 | 01/16/19 | WEL02 (WELLS FARGO BANK) | | 2,296.95 | .00 | 2,296.95 | Automatic Generated Check |
| | 029583 | 01/16/19 | | | 10.00 | .00 | 10.00 | Automatic Generated Check |
| | 029584 | 01/16/19 | COO07 (COOL COMMUNITY ASSOCIATION INC) | | 240.00 | .00 | 240.00 | Automatic Generated Check |
| | 029585 | 01/16/19 | COO07 (COOL COMMUNITY ASSOCIATION INC) | | 240.00 | .00 | 240.00 | Automatic Generated Check |
| | 029586 | 01/30/19 | ICM02 (ICMA-R.T.-457 (ee)) | | 1,386.08 | .00 | 1,386.08 | Automatic Generated Check |
| | 029587 | 01/30/19 | IU001 (IUOE, LOCAL 39) | | 347.75 | .00 | 347.75 | Automatic Generated Check |
| | 029588 | 01/30/19 | IU002 (PEU LOCAL #1) | | 239.99 | .00 | 239.99 | Automatic Generated Check |
| | 029589 | 01/31/19 | AAR01 (AARP MEDICAREX SAVER PLUS, PDP) | | 33.10 | .00 | 33.10 | Automatic Generated Check |
| | 029590 | 01/31/19 | ANS01 (ANSWERING SPECIALISTS INC) | | 79.95 | .00 | 79.95 | Automatic Generated Check |
| | 029591 | 01/31/19 | ATT02 (AT&T) | | 1,562.10 | .00 | 1,562.10 | Automatic Generated Check |
| | 029592 | 01/31/19 | BLU01 (ANTHEM BLUE CROSS) | | 1,129.86 | .00 | 1,129.86 | Automatic Generated Check |
| | 029593 | 01/31/19 | BLU07 (BLUE SHIELD OF CALIFORNIA) | | 1,706.00 | .00 | 1,706.00 | Automatic Generated Check |
| | 029594 | 01/31/19 | BOS01 (BOSCO CONSTRUCTORS, INC) | | 417,600.00 | .00 | 417,600.00 | Automatic Generated Check |
| | 029595 | 01/31/19 | CAL16 (CALTRONICS BUSINESS SYSTEMS CORP.) | | 591.38 | .00 | 591.38 | Automatic Generated Check |
| | 029596 | 01/31/19 | CEI01 (CEIRANTE, MARTIN) | | 105.00 | .00 | 105.00 | Automatic Generated Check |
| | 029597 | 01/31/19 | CHU02 (CHURCHWELL WHITE, LLP) | | 10,594.03 | .00 | 10,594.03 | Automatic Generated Check |
| | 029598 | 01/31/19 | CLS01 (CLS LABS) | | 1,183.84 | .00 | 1,183.84 | Automatic Generated Check |
| | 029599 | 01/31/19 | COS01 (COSTCO) | | 60.00 | .00 | 60.00 | Automatic Generated Check |
| | 029600 | 01/31/19 | CWS01 (CORBIN WILLITS SYS. INC.) | | 573.20 | .00 | 573.20 | Automatic Generated Check |
| | 029601 | 01/31/19 | DEL05 (DELAJE LANDEN, INC) | | 413.85 | .00 | 413.85 | Automatic Generated Check |
| | 029602 | 01/31/19 | DIG01 (DIGITAL DEPLOYMENT INC) | | 300.00 | .00 | 300.00 | Automatic Generated Check |
| | 029603 | 01/31/19 | EDC01 (EL DORADO COUNTY TRANSPORTATION DIVISION) | | 118.00 | .00 | 118.00 | Automatic Generated Check |
| | 029604 | 01/31/19 | ELL02 (ALEXIS ELLIOTT) | | 10.07 | .00 | 10.07 | Automatic Generated Check |
| | 029605 | 01/31/19 | GE002 (GEORGETOWN GAZETTE) | | 163.05 | .00 | 163.05 | Automatic Generated Check |
| | 029606 | 01/31/19 | MAT02 (MATHISGROUP) | | 3,000.00 | .00 | 3,000.00 | Automatic Generated Check |
| | 029607 | 01/31/19 | MED01 (MEDICAL EYE SERVICES) | | 372.89 | .00 | 372.89 | Automatic Generated Check |
| | 029608 | 01/31/19 | MOB01 (MOBILE MINI, LLC-CA) | | 197.79 | .00 | 197.79 | Automatic Generated Check |
| | 029609 | 01/31/19 | MOU02 (MOUNTAIN DEMOCRAT) | | 88.88 | .00 | 88.88 | Automatic Generated Check |
| | 029610 | 01/31/19 | MYE01 (Myers and Sons) | | 231,233.85 | .00 | 231,233.85 | Automatic Generated Check |

REPORT.: Feb 21 19 Thursday
 RUN...: Feb 21 19 Time: 10:31
 Run By.: Christina Cross

Georgetown Divide PUD
 Month End Cash Disbursements Report
 Report for 01-19 BANK ACCOUNT 1000

GDPUD Board Mtg. of 03/12/2019
 AGENDA ITEM 5.B.1.
 Attachment 2
 Page 2 of 2

PAGE: 002
 ID #: PY-CD
 CTL.: GEO

| Period | Check Number | Check Date | Vendor # (Name) | Disc. Terms | Gross Amount | Disc Amount | Net Amount | Check Description |
|---|--------------|------------|--|-------------|--------------|-------------|--------------|---------------------------|
| 01-19 | 029611 | 01/31/19 | NEX00 (NEXGEN) | | 39,360.00 | .00 | 39,360.00 | Automatic Generated Check |
| | 029612 | 01/31/19 | PAC02 (PACIFIC GAS & ELECTRIC) | | 2,369.27 | .00 | 2,369.27 | Automatic Generated Check |
| | 029613 | 01/31/19 | POW01 (POWERNET GLOBAL COMM.) | | 187.58 | .00 | 187.58 | Automatic Generated Check |
| | 029614 | 01/31/19 | PRE01 (PREMIER ACCESS INS CO) | | 3,090.27 | .00 | 3,090.27 | Automatic Generated Check |
| | 029615 | 01/31/19 | PRO04 (PAUL FUNK) | | 265.00 | .00 | 265.00 | Automatic Generated Check |
| | 029616 | 01/31/19 | SIE10 (SIERRA SAFETY) | | 233.04 | .00 | 233.04 | Automatic Generated Check |
| | 029617 | 01/31/19 | SIE12 (MICHAEL S. SALLAC) | | 1,040.00 | .00 | 1,040.00 | Automatic Generated Check |
| | 029618 | 01/31/19 | SWR01 (SWRCB ACCOUNTING OFFICE) | | 484.00 | .00 | 484.00 | Automatic Generated Check |
| | 029619 | 01/31/19 | USB05 (U.S. BANK CORPORATE PAYMENT SYSTEM) | | 1,383.30 | .00 | 1,383.30 | Automatic Generated Check |
| | 029620 | 01/31/19 | VAV01 (VAVRINEK, TRINE, DAY & CO., LLP) | | 13,167.50 | .00 | 13,167.50 | Automatic Generated Check |
| | 029621 | 01/31/19 | VAV01 (VAVRINEK, TRINE, DAY & CO., LLP) | | 13,802.50 | .00 | 13,802.50 | Automatic Generated Check |
| | 029622 | 01/31/19 | VER01 (VERIZON WIRELESS) | | 714.42 | .00 | 714.42 | Automatic Generated Check |
| | 029623 | 01/31/19 | WAL02 (WALKER'S OFFICE SUPPLY) | | 328.88 | .00 | 328.88 | Automatic Generated Check |
| | 029624 | 01/31/19 | YOU01 (YOUNGDAHL CONSULTING GROUP, INC) | | 960.00 | .00 | 960.00 | Automatic Generated Check |
| Total for Bank Account 1000 -----> | | | | | 1,178,795.57 | .00 | 1,178,795.57 | |
| Grand Total of all Bank Accounts -----> | | | | | 1,178,795.57 | .00 | 1,178,795.57 | ===== |

Report Date: 03/04/19
 Run Date...: 03/04/19 12:55
 Run by.....: Christina Cross

Georgetown Divide PUD
 G/L Trial Balance - Detail in the Order of FUND
 For All Accounts
 With a Mask of 29* 1115* ****

GDPUD Board Mtg. of 03/12/2019
 AGENDA ITEM 5.B.1.
 Attachment 3
 Page 1 of 1

Page.: 1
 ID # GLTB
 CTL.: GEO

Beginning of.: January 1, 2019 (07-19) Thru Ending of.: January 31, 2019 (07-19)

| G/L Account No | | | | | | | | | | |
|-----------------------------|---------|-------|----------|-------|------|--|----------------|--|-----------|-----|
| Ctr | Cal. | Fiscl | Date | Jrnl | Line | Description | | Debit | Credit | |
| 29 | 1115 | | | | | STATE REV FUND SRF FISCAL AGENT ACCOUNTS | | | | |
| | | | | | | Balance January 1, 2019 (07-19) | | 39,683.87 | | |
| Jan 2019 | 07-2019 | | 12/19/18 | 04-00 | 0027 | Vendor WEL02 Invoice 01012019 Line 0001 WALTON LAKE ANNUAL RESERVE JANUARY 2019 | | 2,296.95 | | |
| Jan 2019 | 07-2019 | | 03/04/19 | 00-02 | 0001 | Jan Interest Allocation WELLS FARGO BANK, NA | | 59.91 | | |
| ** Budget not Applicable ** | | | | | | | Activity ----> | 2,356.86 | .00 | |
| | | | | | | Balance January 31, 2019 (07-19) | | 42,040.73 | | |
| | | | | | | | | REPORT TOTAL ----> | 42,040.73 | .00 |
| | | | | | | | | REPORT TOTAL for Detail Activity ----> | 2,356.86 | .00 |

Date...: Mar 6, 2019
 Time...: 4:12 pm
 Run by.: Hannah Schnetz

Georgetown Divide PUD
 BOARD CHECK REVIEW

GDPUD Board Mtg. of 03/12/2019
 AGENDA ITEM 5.B.2
 Cash Disbursement Report
 Page 1 of 9

Page: 1
 List: BOAR
 ID #: PYDMPH

| Check# | Check Date | Vend# | Vendor Name | Description | Check Amount |
|----------------|------------|-------|--------------------------|--|--------------|
| 029625 | 02/13/19 | AFL01 | AMERICAN FAMILY LIFE INS | Insurance - H&L | 1495.68 |
| Sub-Total: (1) | | | | | 1495.68 |
| Sub-Count: 1 | | | | | |
| 029626 | 02/13/19 | ICM02 | ICMA-R.T.-457 (ee) | Payroll withholding-ICMA | 1386.08 |
| Sub-Total: (1) | | | | | 1386.08 |
| Sub-Count: 1 | | | | | |
| 029627 | 02/13/19 | IU001 | IUOE, LOCAL 39 | Union Dues Payable-LOCAL 39 | 347.75 |
| Sub-Total: (1) | | | | | 347.75 |
| Sub-Count: 1 | | | | | |
| 029628 | 02/13/19 | IU002 | PEU LOCAL #1 | UNION DUES-LOCAL 1 | 237.89 |
| Sub-Total: (1) | | | | | 237.89 |
| Sub-Count: 1 | | | | | |
| 029629 | 02/20/19 | ADT01 | ADT SECURITY SERVICES | SECURITY SERVICE 02/20/19-03/19/19 8180 BALDERSTON | 42.08 |
| Sub-Total: (1) | | | | | 42.08 |
| Sub-Count: 1 | | | | | |
| 029630 | 02/20/19 | ADT01 | ADT SECURITY SERVICES | SECURITY SERVICE 02/21/19-03/20/19 6425 MAIN ST | 161.46 |
| Sub-Total: (1) | | | | | 161.46 |
| Sub-Count: 1 | | | | | |
| 029631 | 02/20/19 | AME08 | AMERICAN MESSAGING | PAGECOPY USAGE 01/25/19 | 10.73 |
| Sub-Total: (1) | | | | | 10.73 |
| Sub-Count: 1 | | | | | |
| 029632 | 02/20/19 | ARA01 | ARAMARK | RESTROOM SERVICE | 34.81 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | FIRST AID SUPPLY | 14.99 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 10.88 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 25.94 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 10.04 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 31.79 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 5.02 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | RESTROOM SERVICE | 34.81 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | FIRST AID SUPPLY | 14.99 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 10.88 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 25.94 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 10.04 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 31.79 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 5.02 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | RESTROOM SERVICE | 34.81 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | FIRST AID SUPPLY | 14.99 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 10.88 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 25.94 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 10.04 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 31.79 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 5.02 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | RESTROOM SERVICE | 34.81 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | FIRST AID SUPPLY | 14.99 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 10.88 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 25.94 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 10.04 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 31.79 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 5.02 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | RESTROOM SERVICE | 34.81 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | FIRST AID SUPPLY | 14.99 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 10.88 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 25.94 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 10.04 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 31.79 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 5.02 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | RESTROOM SERVICE | 34.81 |

Date...: Mar 6, 2019
 Time...: 4:12 pm
 Run by.: Hannah Schnetz

Georgetown Divide PUD
 BOARD CHECK REVIEW

GDPUD Board Mtg. of 03/12/2019
 AGENDA ITEM 5.B.2
 Cash Disbursement Report
 Page 2 of 9

Page: 2
 List: BOAR
 ID #: PYDMPH

| Check# | Check Date | Vend# | Vendor Name | Description | Check Amount |
|----------------|------------|-------|-----------------------------|--|--------------|
| 029632 | 02/20/19 | ARA01 | ARAMARK | FIRST AID SUPPLY | 14.99 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 10.88 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 25.94 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 10.04 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 31.79 |
| 029632 | 02/20/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 5.02 |
| Sub-Total: (1) | | | | | 1072.16 |
| Sub-Count: 56 | | | | | |
| 029633 | 02/20/19 | CAR08 | CSI | MONTHLY SERVICE FEE FEBRUARY 2019 | 59.00 |
| Sub-Total: (1) | | | | | 59.00 |
| Sub-Count: 1 | | | | | |
| 029634 | 02/20/19 | CLS01 | CLS LABS | ROUTINE DIST. SYST. BACTERIA | 44.10 |
| 029634 | 02/20/19 | CLS01 | CLS LABS | GARDEN PARK TANK SAMPLE | 14.70 |
| 029634 | 02/20/19 | CLS01 | CLS LABS | QUARTERLY DBP MONITORING | 413.56 |
| 029634 | 02/20/19 | CLS01 | CLS LABS | ROUTINE DIST. SYST. BACTERIA | 44.10 |
| 029634 | 02/20/19 | CLS01 | CLS LABS | LT2ESWTR RAW BACT | 78.40 |
| 029634 | 02/20/19 | CLS01 | CLS LABS | ROUTINE DIST. SYST. BACTERIA | 44.10 |
| 029634 | 02/20/19 | CLS01 | CLS LABS | SPECIAL SAMPLES ALT NEW PLANT | 514.50 |
| Sub-Total: (1) | | | | | 1153.46 |
| Sub-Count: 7 | | | | | |
| 029635 | 02/20/19 | ELD16 | EL DORADO DISPOSAL SERVICE | Utilities-GARBAGE 6425 MAIN ST 01/01-01/31/19 | 110.47 |
| 029635 | 02/20/19 | ELD16 | EL DORADO DISPOSAL SERVICE | Utilities-GARBAGE 3650 SWEETWATER TR 01/01-1/31/19 | 110.47 |
| 029635 | 02/20/19 | ELD16 | EL DORADO DISPOSAL SERVICE | Utilities-GARBAGE 8180 BALDERSTON 01/01-01/31/19 | 110.47 |
| Sub-Total: (1) | | | | | 331.41 |
| Sub-Count: 3 | | | | | |
| 029636 | 02/20/19 | FRE03 | FREEMAN, D'AIUTO, PIERCE | ██████████ ██████████ ██████████ | 86.00 |
| Sub-Total: (1) | | | | | 86.00 |
| Sub-Count: 1 | | | | | |
| 029637 | 02/20/19 | GEO12 | GEORGE SANDERS | PROFESSIONAL SERVICES AGREEMENT: GEORGE SANDERS | 1260.00 |
| 029637 | 02/20/19 | GEO12 | GEORGE SANDERS | PROFESSIONAL SERVICES AGREEMENT: GEORGE SANDERS | 6019.40 |
| Sub-Total: (1) | | | | | 7279.40 |
| Sub-Count: 2 | | | | | |
| 029638 | 02/20/19 | HAR08 | KEITH HARSTON, DC | DMV PHYSICAL ██████████ ██████████ | 100.00 |
| Sub-Total: (1) | | | | | 100.00 |
| Sub-Count: 1 | | | | | |
| 029639 | 02/20/19 | INT05 | INTERWEST CONSULTING GROUP | PROFESSIONAL SERVICES FOR 12/01-12/31/18 | 262.50 |
| Sub-Total: (1) | | | | | 262.50 |
| Sub-Count: 1 | | | | | |
| 029640 | 02/20/19 | LSL01 | LANCE, SOLL & LUNGHARD, LLP | 2018 GOVERNMENT AUDIT - FINAL BILLING | 1805.00 |
| 029640 | 02/20/19 | LSL01 | LANCE, SOLL & LUNGHARD, LLP | 2018 STATE CONTROLLER REPORT | 510.00 |
| Sub-Total: (1) | | | | | 2315.00 |
| Sub-Count: 2 | | | | | |
| 029641 | 02/20/19 | PAC02 | PACIFIC GAS & ELECTRIC | 7727208388-0 WALTON | 2567.16 |
| 029641 | 02/20/19 | PAC02 | PACIFIC GAS & ELECTRIC | 0967683154-9 ALT | 7662.48 |
| Sub-Total: (1) | | | | | 10229.64 |
| Sub-Count: 2 | | | | | |
| 029642 | 02/20/19 | PAL01 | STEVE PALMER | EMPLOYEE REIMBURSEMENT | 69.69 |
| 029642 | 02/20/19 | PAL01 | STEVE PALMER | EMPLOYEE REIMBURSEMENT | 7.50 |
| 029642 | 02/20/19 | PAL01 | STEVE PALMER | EMPLOYEE REIMBURSEMENT | 38.51 |
| Sub-Total: (1) | | | | | 115.70 |
| Sub-Count: 3 | | | | | |
| 029643 | 02/20/19 | RUL01 | RULE, BRIAN | PANTS REIMB CALENDAR YEAR 2019 | 100.00 |
| Sub-Total: (1) | | | | | 100.00 |
| Sub-Count: 1 | | | | | |
| 029644 | 02/20/19 | SAN02 | Santander Leasing | INTEREST | 65.37 |
| 029644 | 02/20/19 | SAN02 | Santander Leasing | PRINCIPAL | 1165.51 |

Date...: Mar 6, 2019
Time...: 4:12 pm
Run by.: Hannah Schnetz

Georgetown Divide PUD
BOARD CHECK REVIEW

GDPUD Board Mtg. of 03/12/2019
AGENDA ITEM 5.B.2
Cash Disbursement Report
Page 3 of 9

Page: 3
List: BOAR
ID #: PYDMPH

| Check# | Check Date | Vend# | Vendor Name | Description | Check Amount |
|---------------|------------|-------|---|---|--------------|
| 029644 | 02/20/19 | SAN02 | Santander Leasing | INTEREST | 61.39 |
| 029644 | 02/20/19 | SAN02 | Santander Leasing | PRINCIPAL | 1169.49 |
| 029644 | 02/20/19 | SAN02 | Santander Leasing | INTEREST | 57.40 |
| 029644 | 02/20/19 | SAN02 | Santander Leasing | PRINCIPAL | 1173.48 |
| Sub-Total:(1) | | | | | 3692.64 |
| Sub-Count: 6 | | | | | |
| 029645 | 02/20/19 | VAV01 | VAVRINEK, TRINE, DAY & CO., LL | INCREASE Change Order Issued 02/01/19 | 10795.00 |
| Sub-Total:(1) | | | | | 10795.00 |
| Sub-Count: 1 | | | | | |
| 029646 | 02/20/19 | WAL02 | WALKER'S OFFICE SUPPLY | Misc. Office Supplies | 55.15 |
| Sub-Total:(1) | | | | | 55.15 |
| Sub-Count: 1 | | | | | |
| 029647 | 02/20/19 | WEL02 | WELLS FARGO BANK | MARCH 2019 WALTON LAKE ANNUAL RESERVE | 2296.95 |
| Sub-Total:(1) | | | | | 2296.95 |
| Sub-Count: 1 | | | | | |
| 029648 | 02/20/19 | \E001 | ██████████ ██████████ | MQ CUSTOMER REFUND FOR ██████████ | 592.67 |
| Sub-Total:(1) | | | | | 592.67 |
| Sub-Count: 1 | | | | | |
| 029649 | 02/27/19 | ICM02 | ICMA-R.T.-457 (ee) | Payroll withholding-ICMA | 1386.08 |
| Sub-Total:(1) | | | | | 1386.08 |
| Sub-Count: 1 | | | | | |
| 029650 | 02/27/19 | IU001 | IUOE, LOCAL 39 | Union Dues Payable-LOCAL 39 | 347.75 |
| Sub-Total:(1) | | | | | 347.75 |
| Sub-Count: 1 | | | | | |
| 029651 | 02/27/19 | IU002 | PEU LOCAL #1 | UNION DUES-LOCAL 1 | 237.89 |
| Sub-Total:(1) | | | | | 237.89 |
| Sub-Count: 1 | | | | | |
| 029652 | 03/06/19 | AAR01 | AARP MEDICARERX SAVER PLUS, PD AARP MEDICARE ██████████ | MARCH 2019 | 33.10 |
| Sub-Total:(1) | | | | | 33.10 |
| Sub-Count: 1 | | | | | |
| 029653 | 03/06/19 | ACW02 | ACWA | 2019 ANNUAL AGENCY DUES | 14450.00 |
| Sub-Total:(1) | | | | | 14450.00 |
| Sub-Count: 1 | | | | | |
| 029654 | 03/06/19 | ACW05 | ACWA/JPIA HEALTH | EMPLOYEE HEALTH INSURANCE PREMIUMS MARCH 2019 | 5214.88 |
| 029654 | 03/06/19 | ACW05 | ACWA/JPIA HEALTH | EMPLOYEE HEALTH INSURANCE PREMIUMS MARCH 2019 | 5433.93 |
| 029654 | 03/06/19 | ACW05 | ACWA/JPIA HEALTH | EMPLOYEE HEALTH INSURANCE PREMIUMS MARCH 2019 | 6806.96 |
| 029654 | 03/06/19 | ACW05 | ACWA/JPIA HEALTH | EMPLOYEE HEALTH INSURANCE PREMIUMS MARCH 2019 | 6741.11 |
| 029654 | 03/06/19 | ACW05 | ACWA/JPIA HEALTH | EMPLOYEE HEALTH INSURANCE PREMIUMS MARCH 2019 | 3136.23 |
| 029654 | 03/06/19 | ACW05 | ACWA/JPIA HEALTH | EMPLOYEE HEALTH INSURANCE PREMIUMS MARCH 2019 | 10604.92 |
| 029654 | 03/06/19 | ACW05 | ACWA/JPIA HEALTH | EMPLOYEE HEALTH INSURANCE PREMIUMS MARCH 2019 | 1508.76 |
| 029654 | 03/06/19 | ACW05 | ACWA/JPIA HEALTH | CIP PROJECT ALLOCATION MARCH 2019 | 187.24 |
| 029654 | 03/06/19 | ACW05 | ACWA/JPIA HEALTH | RETIREE HEALTH INSURANCE PREMIUMS MARCH 2019 | 6377.33 |
| 029654 | 03/06/19 | ACW05 | ACWA/JPIA HEALTH | EMPLOYEE HEALTH INSURANCE PREMIUMS APRIL 2019 | 5777.47 |
| 029654 | 03/06/19 | ACW05 | ACWA/JPIA HEALTH | EMPLOYEE HEALTH INSURANCE PREMIUMS APRIL 2019 | 6045.28 |
| 029654 | 03/06/19 | ACW05 | ACWA/JPIA HEALTH | EMPLOYEE HEALTH INSURANCE PREMIUMS APRIL 2019 | 6972.08 |
| 029654 | 03/06/19 | ACW05 | ACWA/JPIA HEALTH | EMPLOYEE HEALTH INSURANCE PREMIUMS APRIL 2019 | 7316.53 |
| 029654 | 03/06/19 | ACW05 | ACWA/JPIA HEALTH | EMPLOYEE HEALTH INSURANCE PREMIUMS APRIL 2019 | 4178.39 |
| 029654 | 03/06/19 | ACW05 | ACWA/JPIA HEALTH | EMPLOYEE HEALTH INSURANCE PREMIUMS APRIL 2019 | 6779.49 |
| 029654 | 03/06/19 | ACW05 | ACWA/JPIA HEALTH | EMPLOYEE HEALTH INSURANCE PREMIUMS APRIL 2019 | 2478.84 |
| 029654 | 03/06/19 | ACW05 | ACWA/JPIA HEALTH | CIP PROJECT ALLOCATION APRIL 2019 | 98.50 |
| 029654 | 03/06/19 | ACW05 | ACWA/JPIA HEALTH | RETIREE HEALTH INSURANCE PREMIUMS APRIL 2019 | 6377.33 |
| Sub-Total:(1) | | | | | 92035.27 |
| Sub-Count: 18 | | | | | |
| 029655 | 03/06/19 | AME08 | AMERICAN MESSAGING | MSGNG SVCS 3/1/19-5/31/19 PAGECOPY USAGE 02/22/19 | 36.34 |
| Sub-Total:(1) | | | | | 36.34 |
| Sub-Count: 1 | | | | | |

Date...: Mar 6, 2019
 Time...: 4:12 pm
 Run by.: Hannah Schnetz

Georgetown Divide PUD
 BOARD CHECK REVIEW

GDPUD Board Mtg. of 03/12/2019
 AGENDA ITEM 5.B.2
 Cash Disbursement Report
 Page 4 of 9

Page: 4
 List: BOAR
 ID #: PYDMPH

| Check# | Check Date | Vend# | Vendor Name | Description | Check Amount |
|----------------|------------|-------|---|--|--------------|
| 029656 | 03/06/19 | ANS01 | ANSWERING SPECIALISTS INC | FEBRUARY 2019 ANSWERING SERVICE | 79.95 |
| Sub-Total: (1) | | | | | 79.95 |
| Sub-Count: 1 | | | | | |
| 029657 | 03/06/19 | ARA01 | ARAMARK | RESTROOM SERVICE | 34.81 |
| 029657 | 03/06/19 | ARA01 | ARAMARK | FIRST AID SUPPLY | 14.99 |
| 029657 | 03/06/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 10.88 |
| 029657 | 03/06/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 25.94 |
| 029657 | 03/06/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 10.04 |
| 029657 | 03/06/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 31.79 |
| 029657 | 03/06/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 5.02 |
| 029657 | 03/06/19 | ARA01 | ARAMARK | RESTROOM SERVICE | 34.81 |
| 029657 | 03/06/19 | ARA01 | ARAMARK | FIRST AID SUPPLY | 14.99 |
| 029657 | 03/06/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 10.88 |
| 029657 | 03/06/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 25.94 |
| 029657 | 03/06/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 10.04 |
| 029657 | 03/06/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 31.79 |
| 029657 | 03/06/19 | ARA01 | ARAMARK | UNIFORMS/LAUNDRY SERVICE | 5.02 |
| Sub-Total: (1) | | | | | 266.94 |
| Sub-Count: 14 | | | | | |
| 029658 | 03/06/19 | ATT02 | AT&T | Utilities-PHONE 530-333-4356 918 9 02/14-3/13/19 | 239.24 |
| 029658 | 03/06/19 | ATT02 | AT&T | Utilities-PHONE 530-333-4356 918 9 02/14-3/13/19 | 358.87 |
| 029658 | 03/06/19 | ATT02 | AT&T | Utilities-PHONE 530-333-4356 918 9 02/14-3/13/19 | 358.87 |
| 029658 | 03/06/19 | ATT02 | AT&T | Utilities-PHONE 530-333-9442 243 7 02/14-03/13/19 | 134.48 |
| 029658 | 03/06/19 | ATT02 | AT&T | Utilities-PHONE 530-333-1119 106 5 02/14-03/13/19 | 213.58 |
| 029658 | 03/06/19 | ATT02 | AT&T | Utilities-PHONE 530-885-6287 473 6 02/14-03/13/19 | 197.52 |
| 029658 | 03/06/19 | ATT02 | AT&T | Utilities-PHONE 234-343-7252 777 4 02/14-03/13/19 | 67.07 |
| 029658 | 03/06/19 | ATT02 | AT&T | Utilities-PHONE 234-371-7957 823 9 02/14-03/13/19 | 67.07 |
| Sub-Total: (1) | | | | | 1636.70 |
| Sub-Count: 8 | | | | | |
| 029659 | 03/06/19 | BAR07 | BARBOUR, CHRIS | PANTS REIMBURSEMENT 2019 CALENDAR YEAR PER MOU | 100.00 |
| Sub-Total: (1) | | | | | 100.00 |
| Sub-Count: 1 | | | | | |
| 029660 | 03/06/19 | BEN04 | BENNETT ENGINEERING SERVICES | Professional Services Agreement: November 13, 2018 | 1977.50 |
| 029660 | 03/06/19 | BEN04 | BENNETT ENGINEERING SERVICES | Professional Services Agreement: November 13, 2018 | 7532.89 |
| 029660 | 03/06/19 | BEN04 | BENNETT ENGINEERING SERVICES | Professional Services Agreement: November 13, 2018 | 22710.00 |
| Sub-Total: (1) | | | | | 32220.39 |
| Sub-Count: 3 | | | | | |
| 029661 | 03/06/19 | BLU01 | ANTHEM BLUE CROSS | PREPAID HEALTH INSURANCE [REDACTED] 3/1/19-5/31/19 | 651.21 |
| Sub-Total: (1) | | | | | 651.21 |
| Sub-Count: 1 | | | | | |
| 029662 | 03/06/19 | BLU01 | ANTHEM BLUE CROSS | PREPAID HEALTH INSURANCE [REDACTED] 3/1/19-3/31/19 | 326.10 |
| 029662 | 03/06/19 | BLU01 | ANTHEM BLUE CROSS | PREPAID HEALTH INSURANCE [REDACTED] 3/1/19-3/31/19 | 326.10 |
| 029662 | 03/06/19 | BLU01 | ANTHEM BLUE CROSS | PREPAID HEALTH INSURANCE [REDACTED] 3/1-3/31/19 | 256.65 |
| 029662 | 03/06/19 | BLU01 | ANTHEM BLUE CROSS | PREPAID HEALTH INSURANCE [REDACTED] 3/1/19-3/31/19 | 326.10 |
| Sub-Total: (1) | | | | | 1234.95 |
| Sub-Count: 4 | | | | | |
| 029663 | 03/06/19 | BLU06 | BLUE SHIELD OF CALIFORNIA | PREPAID HEALTH INSURANCE [REDACTED] 3/1/19-5/31/19 | 566.00 |
| Sub-Total: (1) | | | | | 566.00 |
| Sub-Count: 1 | | | | | |
| 029664 | 03/06/19 | BRO05 | BROWN, ADAM | MILEAGE REIMB PER MOU 1/25, 2/1, 2/13 | 96.87 |
| Sub-Total: (1) | | | | | 96.87 |
| Sub-Count: 1 | | | | | |
| 029665 | 03/06/19 | CAL16 | CALTRONICS BUSINESS SYSTEMS CO | KONICA COPIER CONTRACT 01/14/19-02/13/19 | 674.72 |
| Sub-Total: (1) | | | | | 674.72 |
| Sub-Count: 1 | | | | | |
| 029666 | 03/06/19 | CAR08 | CSI | MONTHLY SERVICE FEE MARCH 2019 | 59.00 |
| Sub-Total: (1) | | | | | 59.00 |
| Sub-Count: 1 | | | | | |
| 029667 | 03/06/19 | CHR01 | CHRISTENSEN HEATING & COOLING, PO#017975: | REMOVE & REPLACE SHOP HEATER | 1995.00 |

| Check# | Check Date | Vend# | Vendor Name | Description | Check Amount |
|----------------|------------|-------|-------------------------------|--|--------------|
| Sub-Total: (1) | | | | | 1995.00 |
| Sub-Count: 1 | | | | | |
| 029668 | 03/06/19 | CHU02 | CHURCHWELL WHITE, LLP | [REDACTED] | 4925.20 |
| 029668 | 03/06/19 | CHU02 | CHURCHWELL WHITE, LLP | [REDACTED] | 450.00 |
| 029668 | 03/06/19 | CHU02 | CHURCHWELL WHITE, LLP | [REDACTED] | 725.00 |
| 029668 | 03/06/19 | CHU02 | CHURCHWELL WHITE, LLP | [REDACTED] | 75.00 |
| 029668 | 03/06/19 | CHU02 | CHURCHWELL WHITE, LLP | [REDACTED] | 8982.80 |
| 029668 | 03/06/19 | CHU02 | CHURCHWELL WHITE, LLP | [REDACTED] | 260.40 |
| Sub-Total: (1) | | | | | 15418.40 |
| Sub-Count: 6 | | | | | |
| 029669 | 03/06/19 | CLS01 | CLS LABS | ROUTINE DIST. SYST. BACTERIA | 44.10 |
| 029669 | 03/06/19 | CLS01 | CLS LABS | SPECIAL SAMPLES - GARDEN PARK TANK DIST | 14.70 |
| 029669 | 03/06/19 | CLS01 | CLS LABS | LT2 ESWTR RAWB | 78.40 |
| 029669 | 03/06/19 | CLS01 | CLS LABS | MOUND SAMPLING - ZONE | 378.28 |
| 029669 | 03/06/19 | CLS01 | CLS LABS | ROUTINE DIST. SYST. BACTERIA | 44.10 |
| Sub-Total: (1) | | | | | 559.58 |
| Sub-Count: 5 | | | | | |
| 029670 | 03/06/19 | CWS01 | CORBIN WILLITS SYS. INC. | MONTHLY CHARGE FOR MARCH 2019 | 573.20 |
| Sub-Total: (1) | | | | | 573.20 |
| Sub-Count: 1 | | | | | |
| 029671 | 03/06/19 | D&S01 | VERNON DETTMAN | PO#017959: HOIST REPLACE & CONTACTOR ASSY CTRL BOX | 868.61 |
| Sub-Total: (1) | | | | | 868.61 |
| Sub-Count: 1 | | | | | |
| 029672 | 03/06/19 | DEL05 | DELAGE LANDEN, INC | KONICA COPIER CONTRACT 02/01-02/28/19 | 228.20 |
| 029672 | 03/06/19 | DEL05 | DELAGE LANDEN, INC | FORMAX FOLDING MACHINE 02/01-02/28/19 | 185.65 |
| Sub-Total: (1) | | | | | 413.85 |
| Sub-Count: 2 | | | | | |
| 029673 | 03/06/19 | EDC04 | EDC ENVIRONMENTAL MGMT | ALT WTP - BUSINESS PLANS/HAZARDOUS MATERIALS | 295.00 |
| 029673 | 03/06/19 | EDC04 | EDC ENVIRONMENTAL MGMT | WALTON WTP: BUSINESS PLANS/HAZARDOUS MATERIALS | 295.00 |
| Sub-Total: (1) | | | | | 590.00 |
| Sub-Count: 2 | | | | | |
| 029674 | 03/06/19 | ELD01 | EDC REGISTRAR OF VOTERS | GUBERNATORIAL GENERAL ELECTION NOVEMBER 6, 2018 | 6781.96 |
| Sub-Total: (1) | | | | | 6781.96 |
| Sub-Count: 1 | | | | | |
| 029675 | 03/06/19 | ELD11 | EL DORADO COUNTY | AQMD FEES ALT TREATMNT PLANT PERMIT YEAR 2018-2019 | 1371.66 |
| 029675 | 03/06/19 | ELD11 | EL DORADO COUNTY | AQMD FEES STATION 16 CDS PERMIT YEAR 2018-2019 | 587.83 |
| 029675 | 03/06/19 | ELD11 | EL DORADO COUNTY | AQMD FEES WALTON PLANT PERMIT YEAR 2018-2019 | 587.83 |
| Sub-Total: (1) | | | | | 2547.32 |
| Sub-Count: 3 | | | | | |
| 029676 | 03/06/19 | ELD16 | EL DORADO DISPOSAL SERVICE | Utilities-GARBAGE 6425 MAIN ST 02/01-02/28/19 | 110.47 |
| 029676 | 03/06/19 | ELD16 | EL DORADO DISPOSAL SERVICE | Utilities-GARBAGE 3650 SWEETWATER TR 2/01-02/28/19 | 110.47 |
| 029676 | 03/06/19 | ELD16 | EL DORADO DISPOSAL SERVICE | Utilities-GARBAGE 8180 BALDERSTON RD 2/01-02/28/19 | 110.47 |
| Sub-Total: (1) | | | | | 331.41 |
| Sub-Count: 3 | | | | | |
| 029677 | 03/06/19 | ELK01 | ELK GROVE AUTO GROUP | PO#017898: CAPITAL ACQUISITION - TRUCK FOR ZONE | 23825.76 |
| 029677 | 03/06/19 | ELK01 | ELK GROVE AUTO GROUP | PO#017915: CAPITAL ACQUISITION - TRUCK #32 REPLACE | 23825.76 |
| 029677 | 03/06/19 | ELK01 | ELK GROVE AUTO GROUP | PO#017915: CAPITAL ACQUISITION - TRUCK #9 REPLACE | 23825.76 |
| Sub-Total: (1) | | | | | 71477.28 |
| Sub-Count: 3 | | | | | |
| 029678 | 03/06/19 | ENV01 | ENVIRO TECH SERVICES COMPANY, | PO#017978: ZONE SUPPLIES | 123.41 |
| Sub-Total: (1) | | | | | 123.41 |
| Sub-Count: 1 | | | | | |
| 029679 | 03/06/19 | FRE03 | FREEMAN, D'AIUTO, PIERCE | [REDACTED] | 243.75 |
| Sub-Total: (1) | | | | | 243.75 |
| Sub-Count: 1 | | | | | |

Date...: Mar 6, 2019
Time...: 4:12 pm
Run by.: Hannah Schnetz

Georgetown Divide USD
BOARD CHECK REVIEW

GDPUD Board Mtg. of 03/12/2019
AGENDA ITEM 5.B.2
Cash Disbursement Report
Page 6 of 9

Page: 6
List: BOAR
ID #: PYDMPH

| Check# | Check Date | Vend# | Vendor Name | Description | Check Amount |
|----------------|------------|-------|------------------------------|--|--------------|
| 029680 | 03/06/19 | HAN09 | HANSFORD ECONOMIC CONSULTING | WASTEWATER RATE STUDY JANUARY 2019 | 2011.90 |
| Sub-Total: (1) | | | | | 2011.90 |
| Sub-Count: 1 | | | | | |
| 029681 | 03/06/19 | HOL03 | HOLT OF CALIFORNIA | PO#017942: PUMP FOR DOZER | 239.51 |
| 029681 | 03/06/19 | HOL03 | HOLT OF CALIFORNIA | PO#017942: PUMP FOR DOZER | 239.51 |
| 029681 | 03/06/19 | HOL03 | HOLT OF CALIFORNIA | PO#017942: PUMP FOR DOZER | 239.52 |
| Sub-Total: (1) | | | | | 718.54 |
| Sub-Count: 3 | | | | | |
| 029682 | 03/06/19 | HOM01 | HOME DEPOT CREDIT SERVICE | PO#017961: TOOLBOXES FOR NEW UNITS #32 #4 #9 | 324.25 |
| 029682 | 03/06/19 | HOM01 | HOME DEPOT CREDIT SERVICE | PO#017961: TOOLBOXES FOR NEW UNITS #32 #4 #9 | 324.25 |
| 029682 | 03/06/19 | HOM01 | HOME DEPOT CREDIT SERVICE | PO#017961: TOOLBOXES FOR NEW UNITS #32 #4 #9 | 324.26 |
| Sub-Total: (1) | | | | | 972.76 |
| Sub-Count: 3 | | | | | |
| 029683 | 03/06/19 | MAD01 | KYLE MADISON | PANTS REIMBURSEMENT PER MOU CALENDAR YEAR 2019 | 33.33 |
| 029683 | 03/06/19 | MAD01 | KYLE MADISON | PANTS REIMBURSEMENT PER MOU CALENDAR YEAR 2019 | 33.33 |
| 029683 | 03/06/19 | MAD01 | KYLE MADISON | PANTS REIMBURSEMENT PER MOU CALENDAR YEAR 2019 | 33.34 |
| Sub-Total: (1) | | | | | 100.00 |
| Sub-Count: 3 | | | | | |
| 029684 | 03/06/19 | MED01 | MEDICAL EYE SERVICES | VISION INSURANCE MARCH 2019 | 21.86 |
| 029684 | 03/06/19 | MED01 | MEDICAL EYE SERVICES | VISION INSURANCE MARCH 2019 | 49.97 |
| 029684 | 03/06/19 | MED01 | MEDICAL EYE SERVICES | VISION INSURANCE MARCH 2019 | 18.74 |
| 029684 | 03/06/19 | MED01 | MEDICAL EYE SERVICES | VISION INSURANCE MARCH 2019 | 49.98 |
| 029684 | 03/06/19 | MED01 | MEDICAL EYE SERVICES | VISION INSURANCE MARCH 2019 | 28.11 |
| 029684 | 03/06/19 | MED01 | MEDICAL EYE SERVICES | VISION INSURANCE MARCH 2019 | 185.49 |
| 029684 | 03/06/19 | MED01 | MEDICAL EYE SERVICES | VISION INSURANCE MARCH 2019 | 18.74 |
| Sub-Total: (1) | | | | | 372.89 |
| Sub-Count: 7 | | | | | |
| 029685 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 12/31/18-01/06/19 | 607.60 |
| 029685 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 12/31/18-01/06/19 | 588.00 |
| 029685 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 12/31/18-01/06/19 | 19.60 |
| 029685 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 12/31/18-01/06/19 | 687.19 |
| 029685 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 01/07/19-01/13/19 | 695.80 |
| 029685 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 01/07/19-01/13/19 | 470.40 |
| 029685 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 01/07/19-01/13/19 | 117.60 |
| 029685 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 01/07/19-01/13/19 | 19.60 |
| 029685 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 01/07/19-01/13/19 | 821.88 |
| 029685 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 01/14/19-01/20/19 | 450.80 |
| 029685 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 01/14/19-01/20/19 | 176.40 |
| 029685 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 01/14/19-01/20/19 | 313.60 |
| 029685 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 01/14/19-01/20/19 | 527.76 |
| 029685 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 01/21/19-01/27/19 | 392.00 |
| 029685 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 01/21/19-01/27/19 | 254.80 |
| 029685 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 01/21/19-01/27/19 | 254.80 |
| 029685 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 01/21/19-01/27/19 | 703.68 |
| Sub-Total: (1) | | | | | 7101.51 |
| Sub-Count: 17 | | | | | |
| 029686 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 01/28/19-02/03/19 | 431.20 |
| 029686 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 01/28/19-02/03/19 | 372.40 |
| 029686 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 01/28/19-02/03/19 | 215.60 |
| 029686 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 01/28/19-02/03/19 | 835.62 |
| 029686 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 02/04/19-02/10/19 | 872.20 |
| 029686 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 02/04/19-02/10/19 | 58.80 |
| 029686 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 02/04/19-02/10/19 | 58.80 |
| 029686 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 02/04/19-02/10/19 | 874.10 |
| 029686 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 02/11/19-02/17/19 | 705.60 |
| 029686 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 02/11/19-02/17/19 | 323.40 |
| 029686 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 02/11/19-02/17/19 | 274.40 |
| 029686 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 02/11/19-02/17/19 | 681.69 |
| 029686 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 02/18/19-02/24/19 | 313.60 |
| 029686 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 02/18/19-02/24/19 | 313.60 |
| 029686 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 02/18/19-02/24/19 | 196.00 |
| 029686 | 03/06/19 | MJT01 | MJT ENTERPRISES, INC. | [REDACTED] 02/18/19-02/24/19 | 703.68 |
| Sub-Total: (1) | | | | | 7230.69 |
| Sub-Count: 16 | | | | | |
| 029687 | 03/06/19 | MMA01 | MMANC | NEW MEMBERSHIP - [REDACTED] | 75.00 |
| Sub-Total: (1) | | | | | 75.00 |
| Sub-Count: 1 | | | | | |
| 029688 | 03/06/19 | MOB01 | MOBILE MINI, LLC-CA | STORAGE RENTAL 2/20/19-3/19/19 | 197.79 |

Date...: Mar 6, 2019
 Time...: 4:12 pm
 Run by.: Hannah Schnetz

Georgetown Divide PUD
 BOARD CHECK REVIEW

GDPUD Board Mtg. of 03/12/2019
 AGENDA ITEM 5.B.2
 Cash Disbursement Report
 Page 7 of 9

Page: 7
 List: BOAR
 ID #: PYDMPH

| Check# | Check Date | Vend# | Vendor Name | Description | Check Amount |
|----------------|------------|-------|------------------------|--|--------------|
| Sub-Total: (1) | | | | | 197.79 |
| Sub-Count: 1 | | | | | |
| 029689 | 03/06/19 | MYE01 | Myers and Sons | CONTRACTOR'S APPLICATION #22 PERIOD: 12/1-12/31/18 | 68711.61 |
| Sub-Total: (1) | | | | | 68711.61 |
| Sub-Count: 1 | | | | | |
| 029690 | 03/06/19 | NTU01 | NTU TECHNOLOGIES, INC. | PO#017972: AD 101P, 2 55-LB BAGS FOR ALT NEW PLANT | 365.48 |
| Sub-Total: (1) | | | | | 365.48 |
| Sub-Count: 1 | | | | | |
| 029691 | 03/06/19 | PAC02 | PACIFIC GAS & ELECTRIC | 9644745072-5 | 49.97 |
| 029691 | 03/06/19 | PAC02 | PACIFIC GAS & ELECTRIC | 1383483826-3 | 53.45 |
| 029691 | 03/06/19 | PAC02 | PACIFIC GAS & ELECTRIC | 8019291332-7 | 42.63 |
| 029691 | 03/06/19 | PAC02 | PACIFIC GAS & ELECTRIC | 9592050405-7 | 28.99 |
| 029691 | 03/06/19 | PAC02 | PACIFIC GAS & ELECTRIC | 7269328928-1 | 21.68 |
| 029691 | 03/06/19 | PAC02 | PACIFIC GAS & ELECTRIC | 9103062795-3 | 305.53 |
| 029691 | 03/06/19 | PAC02 | PACIFIC GAS & ELECTRIC | 0800178691-5 | 45.17 |
| 029691 | 03/06/19 | PAC02 | PACIFIC GAS & ELECTRIC | 2102211877-8 | 88.63 |
| 029691 | 03/06/19 | PAC02 | PACIFIC GAS & ELECTRIC | 7804325001-4 | 10.87 |
| 029691 | 03/06/19 | PAC02 | PACIFIC GAS & ELECTRIC | 2060545213-3 | 889.28 |
| 029691 | 03/06/19 | PAC02 | PACIFIC GAS & ELECTRIC | 2060545213-3 | 296.42 |
| 029691 | 03/06/19 | PAC02 | PACIFIC GAS & ELECTRIC | 6228064022-8 | 1264.36 |
| Sub-Total: (1) | | | | | 3096.98 |
| Sub-Count: 12 | | | | | |
| 029692 | 03/06/19 | PAC06 | PACE SUPPLY 23714-00 | Misc. Materials & Supplies for Distribution | 7418.57 |
| 029692 | 03/06/19 | PAC06 | PACE SUPPLY 23714-00 | Misc. Materials & Supplies for Distribution | 220.94 |
| 029692 | 03/06/19 | PAC06 | PACE SUPPLY 23714-00 | Misc. Materials & Supplies for Distribution | 825.57 |
| Sub-Total: (1) | | | | | 8465.08 |
| Sub-Count: 3 | | | | | |
| 029693 | 03/06/19 | POW01 | POWERNET GLOBAL COMM. | Utilities-LONG DISTANCE 01/19/19-02/19/19 | 201.63 |
| Sub-Total: (1) | | | | | 201.63 |
| Sub-Count: 1 | | | | | |
| 029694 | 03/06/19 | PRE01 | PREMIER ACCESS INS CO | DENTAL INSURANCE MARCH 2019 | 136.03 |
| 029694 | 03/06/19 | PRE01 | PREMIER ACCESS INS CO | DENTAL INSURANCE MARCH 2019 | 310.93 |
| 029694 | 03/06/19 | PRE01 | PREMIER ACCESS INS CO | DENTAL INSURANCE MARCH 2019 | 116.60 |
| 029694 | 03/06/19 | PRE01 | PREMIER ACCESS INS CO | DENTAL INSURANCE MARCH 2019 | 310.94 |
| 029694 | 03/06/19 | PRE01 | PREMIER ACCESS INS CO | DENTAL INSURANCE MARCH 2019 | 174.90 |
| 029694 | 03/06/19 | PRE01 | PREMIER ACCESS INS CO | DENTAL INSURANCE MARCH 2019 | 1924.27 |
| 029694 | 03/06/19 | PRE01 | PREMIER ACCESS INS CO | DENTAL INSURANCE MARCH 2019 | 116.60 |
| Sub-Total: (1) | | | | | 3090.27 |
| Sub-Count: 7 | | | | | |
| 029695 | 03/06/19 | PRO04 | PAUL FUNK | CLEANING SERVICES FOR FEBRUARY 2019 | 265.00 |
| Sub-Total: (1) | | | | | 265.00 |
| Sub-Count: 1 | | | | | |
| 029696 | 03/06/19 | PSO01 | PSOMAS | PROFESSIONAL SERVICES FROM 11/23/18-12/27/18 | 5832.00 |
| 029696 | 03/06/19 | PSO01 | PSOMAS | PROFESSIONAL SERVICES FROM 12/28/18-01/31/19 | 7880.00 |
| Sub-Total: (1) | | | | | 13712.00 |
| Sub-Count: 2 | | | | | |
| 029697 | 03/06/19 | ROB02 | ROBINSON ENTERPRISES | T & D RAW WATER FUEL USAGE ALLOCATION | 615.93 |
| 029697 | 03/06/19 | ROB02 | ROBINSON ENTERPRISES | WATER TREATMENT FUEL USAGE ALLOCATION | 232.19 |
| 029697 | 03/06/19 | ROB02 | ROBINSON ENTERPRISES | T & D TREATED WTR FUEL USAGE ALLOCATION | 810.06 |
| 029697 | 03/06/19 | ROB02 | ROBINSON ENTERPRISES | ZONE FUEL USAGE ALLOCATION | 159.08 |
| 029697 | 03/06/19 | ROB02 | ROBINSON ENTERPRISES | UPCOUNTRY FUEL USAGE ALLOCATION | 187.68 |
| 029697 | 03/06/19 | ROB02 | ROBINSON ENTERPRISES | ADMIN. FUEL USAGE ALLOCATION | .00 |
| 029697 | 03/06/19 | ROB02 | ROBINSON ENTERPRISES | T & D RAW WATER FUEL USAGE ALLOCATION | 825.79 |
| 029697 | 03/06/19 | ROB02 | ROBINSON ENTERPRISES | WATER TREATMENT FUEL USAGE ALLOCATION | 277.81 |
| 029697 | 03/06/19 | ROB02 | ROBINSON ENTERPRISES | T & D TREATED WTR FUEL USAGE ALLOCATION | 694.56 |
| 029697 | 03/06/19 | ROB02 | ROBINSON ENTERPRISES | ZONE FUEL USAGE ALLOCATION | 152.35 |
| 029697 | 03/06/19 | ROB02 | ROBINSON ENTERPRISES | UPCOUNTRY FUEL USAGE ALLOCATION | 325.64 |
| 029697 | 03/06/19 | ROB02 | ROBINSON ENTERPRISES | ADMIN. FUEL USAGE ALLOCATION | .00 |
| Sub-Total: (1) | | | | | 4281.09 |
| Sub-Count: 12 | | | | | |
| 029698 | 03/06/19 | ROB02 | ROBINSON ENTERPRISES | T & D RAW WATER FUEL USAGE ALLOCATION | 651.71 |
| 029698 | 03/06/19 | ROB02 | ROBINSON ENTERPRISES | WATER TREATMENT FUEL USAGE ALLOCATION | 231.02 |

Date...: Mar 6, 2019
 Time...: 4:12 pm
 Run by.: Hannah Schnetz

Georgetown Divide PUD
 BOARD CHECK REVIEW

GDPUD Board Mtg. of 03/12/2019
 AGENDA ITEM 5.B.2
 Cash Disbursement Report
 Page 8 of 9

Page: 8
 List: BOAR
 ID #: PYDMPH

| Check# | Check Date | Vend# | Vendor Name | Description | Check Amount |
|----------------|------------|-------|--------------------------------|---|--------------|
| 029698 | 03/06/19 | ROB02 | ROBINSON ENTERPRISES | T & D TREATED WTR FUEL USAGE ALLOCATION | 665.80 |
| 029698 | 03/06/19 | ROB02 | ROBINSON ENTERPRISES | ZONE FUEL USAGE ALLOCATION | 74.33 |
| 029698 | 03/06/19 | ROB02 | ROBINSON ENTERPRISES | UPCOUNTRY FUEL USAGE ALLOCATION | 228.01 |
| 029698 | 03/06/19 | ROB02 | ROBINSON ENTERPRISES | ADMIN. FUEL USAGE ALLOCATION | .00 |
| 029698 | 03/06/19 | ROB02 | ROBINSON ENTERPRISES | T & D RAW WATER FUEL USAGE ALLOCATION | 570.60 |
| 029698 | 03/06/19 | ROB02 | ROBINSON ENTERPRISES | WATER TREATMENT FUEL USAGE ALLOCATION | 255.02 |
| 029698 | 03/06/19 | ROB02 | ROBINSON ENTERPRISES | T & D TREATED WTR FUEL USAGE ALLOCATION | 716.47 |
| 029698 | 03/06/19 | ROB02 | ROBINSON ENTERPRISES | ZONE FUEL USAGE ALLOCATION | 128.65 |
| 029698 | 03/06/19 | ROB02 | ROBINSON ENTERPRISES | UPCOUNTRY FUEL USAGE ALLOCATION | 320.75 |
| 029698 | 03/06/19 | ROB02 | ROBINSON ENTERPRISES | ADMIN. FUEL USAGE ALLOCATION | .00 |
| Sub-Total: (1) | | | | | 3842.36 |
| Sub-Count: 12 | | | | | |
| 029699 | 03/06/19 | ROY01 | KENNETH ROYAL | Utilities-ALT WTP PRTBL RSTRM SVC 1/15/19-3/15/19 | 290.00 |
| 029699 | 03/06/19 | ROY01 | KENNETH ROYAL | Utilities-WALTON PRTBL RSTRM SVCS 1/13/19-3/13/19 | 230.00 |
| Sub-Total: (1) | | | | | 520.00 |
| Sub-Count: 2 | | | | | |
| 029700 | 03/06/19 | SAU01 | LARRY SAUNDERS | VEHICLE DECALS | 480.00 |
| Sub-Total: (1) | | | | | 480.00 |
| Sub-Count: 1 | | | | | |
| 029701 | 03/06/19 | SME01 | MEL J. ALLEN | PUMP SEPTIC TANK FOR OFFICE 02/28/19 | 731.25 |
| Sub-Total: (1) | | | | | 731.25 |
| Sub-Count: 1 | | | | | |
| 029702 | 03/06/19 | THA01 | THATCHER COMPANY OF CALIFORNIA | PO#017974: SODA ASH & CHLORINE 3650 SWEETWATER TR | 3859.61 |
| 029702 | 03/06/19 | THA01 | THATCHER COMPANY OF CALIFORNIA | DEPOSIT REFUND: 12 DRUMS 3650 SWEETWATER TR | -480.00 |
| 029702 | 03/06/19 | THA01 | THATCHER COMPANY OF CALIFORNIA | PO#017974: SODA ASH & CHLORINE 8180 BALDERSTON RD | 3859.61 |
| 029702 | 03/06/19 | THA01 | THATCHER COMPANY OF CALIFORNIA | DEPOSIT REFUND: 11 DRUMS 8180 BALDERSTON RD | -440.00 |
| Sub-Total: (1) | | | | | 6799.22 |
| Sub-Count: 4 | | | | | |
| 029703 | 03/06/19 | UNI06 | UNITEDHEALTHCARE INSURANCE CO | PREPAID HEALTH INSURANCE ■■■■■ 3/1-3/31/19 | 156.75 |
| Sub-Total: (1) | | | | | 156.75 |
| Sub-Count: 1 | | | | | |
| 029704 | 03/06/19 | UNI07 | UNITEDHEALTHCARE CLAIM DIVISIO | PREPAID HEALTH INSURANCE ■■■■■ 3/1-3/31/19 | 167.07 |
| Sub-Total: (1) | | | | | 167.07 |
| Sub-Count: 1 | | | | | |
| 029705 | 03/06/19 | USB05 | U.S. BANK CORPORATE | PAYMENT SY COSTCO | 60.05 |
| 029705 | 03/06/19 | USB05 | U.S. BANK CORPORATE | PAYMENT SY COSTCO | 407.44 |
| 029705 | 03/06/19 | USB05 | U.S. BANK CORPORATE | PAYMENT SY COMPLIANCE SIGNS | 185.50 |
| 029705 | 03/06/19 | USB05 | U.S. BANK CORPORATE | PAYMENT SY AMAZON | 32.16 |
| 029705 | 03/06/19 | USB05 | U.S. BANK CORPORATE | PAYMENT SY MICROSOFT | 432.00 |
| 029705 | 03/06/19 | USB05 | U.S. BANK CORPORATE | PAYMENT SY MICROSOFT | 16.00 |
| 029705 | 03/06/19 | USB05 | U.S. BANK CORPORATE | PAYMENT SY MICROSOFT | 16.00 |
| 029705 | 03/06/19 | USB05 | U.S. BANK CORPORATE | PAYMENT SY MICROSOFT | 84.00 |
| 029705 | 03/06/19 | USB05 | U.S. BANK CORPORATE | PAYMENT SY AMAZON CREDIT | -96.51 |
| 029705 | 03/06/19 | USB05 | U.S. BANK CORPORATE | PAYMENT SY BEST BUY | 332.46 |
| 029705 | 03/06/19 | USB05 | U.S. BANK CORPORATE | PAYMENT SY AMAZON | 471.16 |
| 029705 | 03/06/19 | USB05 | U.S. BANK CORPORATE | PAYMENT SY DRI CRASHPLAN COMPUTER BACKUP | 2.49 |
| 029705 | 03/06/19 | USB05 | U.S. BANK CORPORATE | PAYMENT SY STAMPS.COM | 15.99 |
| Sub-Total: (1) | | | | | 1958.74 |
| Sub-Count: 13 | | | | | |
| 029706 | 03/06/19 | USP01 | POSTMASTER | PERMIT 6 FEBRUARY 2019 | 2250.00 |
| 029706 | 03/06/19 | USP01 | POSTMASTER | PERMIT 6 FEBRUARY 2019 | 450.00 |
| 029706 | 03/06/19 | USP01 | POSTMASTER | PERMIT 6 FEBRUARY 2019 | 300.00 |
| Sub-Total: (1) | | | | | 3000.00 |
| Sub-Count: 3 | | | | | |
| 029707 | 03/06/19 | VER01 | VERIZON WIRELESS | 530-333-3494 | 53.38 |
| 029707 | 03/06/19 | VER01 | VERIZON WIRELESS | 530-333-3760 | 53.38 |
| 029707 | 03/06/19 | VER01 | VERIZON WIRELESS | 530-333-3872 | 53.38 |
| 029707 | 03/06/19 | VER01 | VERIZON WIRELESS | 530-333-3940 | 53.38 |
| 029707 | 03/06/19 | VER01 | VERIZON WIRELESS | 530-333-3978 | 53.38 |
| 029707 | 03/06/19 | VER01 | VERIZON WIRELESS | 530-333-7608 | 26.70 |
| 029707 | 03/06/19 | VER01 | VERIZON WIRELESS | 530-957-3814 | 38.01 |
| 029707 | 03/06/19 | VER01 | VERIZON WIRELESS | 530-957-4413 | 86.00 |
| 029707 | 03/06/19 | VER01 | VERIZON WIRELESS | 530-957-5427 | 53.38 |
| 029707 | 03/06/19 | VER01 | VERIZON WIRELESS | 530-957-5471 | 53.38 |
| 029707 | 03/06/19 | VER01 | VERIZON WIRELESS | 530-957-5472 | 53.38 |

Date...: Mar 6, 2019
Time...: 4:12 pm
Run by.: Hannah Schnetz

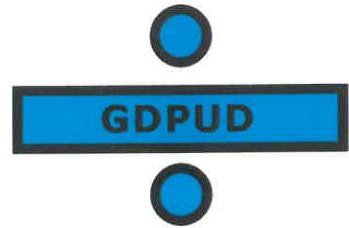
Georgetown Divide PUD
BOARD CHECK REVIEW

GDPUD Board Mtg. of 03/12/2019
AGENDA ITEM 5.B.2
Cash Disbursement Report
Page 9 of 9

Page: 9
List: BOAR
ID #: PYDMPH

| Check# | Check Date | Vend# | Vendor Name | Description | Check Amount |
|----------------|------------|-------|--------------------------------------|--|--------------|
| 029707 | 03/06/19 | VER01 | VERIZON WIRELESS | 530-957-5492 | 53.38 |
| 029707 | 03/06/19 | VER01 | VERIZON WIRELESS | 530-957-8086 | 53.38 |
| 029707 | 03/06/19 | VER01 | VERIZON WIRELESS | 530-957-8155 | 53.38 |
| Sub-Total: (1) | | | | | 737.89 |
| Sub-Count: 14 | | | | | |
| 029708 | 03/06/19 | WAL02 | WALKER'S OFFICE SUPPLY | Misc. Office Supplies | 41.82 |
| Sub-Total: (1) | | | | | 41.82 |
| Sub-Count: 1 | | | | | |
| 029709 | 03/06/19 | W003 | WOOD ENVIRONMENT & INFRASTRUCT | PROFESSIONAL SERVICES THROUGH 02/01/19 | 744.41 |
| Sub-Total: (1) | | | | | 744.41 |
| Sub-Count: 1 | | | | | |
| 029710 | 03/06/19 | \B003 | ██████████ (1)(A) | MQ CUSTOMER REFUND FOR ██████████ | 17.60 |
| Sub-Total: (1) | | | | | 17.60 |
| Sub-Count: 1 | | | | | |
| 029711 | 03/06/19 | \F001 | ██████████ / ██████████ / ██████████ | MQ CUSTOMER REFUND FOR ██████████ | 364.38 |
| Sub-Total: (1) | | | | | 364.38 |
| Sub-Count: 1 | | | | | |
| 029712 | 03/06/19 | \M005 | ██████████ ██████████ | MQ CUSTOMER REFUND FOR ██████████ | 50.00 |
| Sub-Total: (1) | | | | | 50.00 |
| Sub-Count: 1 | | | | | |
| Grn-Total: | | | | | 432836.99 |
| Ttl-Count: 336 | | | | | |

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF MARCH 12, 2019
AGENDA ITEM NO. 5.C.**



AGENDA SECTION: CONSENT

SUBJECT: APPROVE EXPENSE REIMBURSEMENT FOR DIRECTORS GARCIA AND SAUNDERS TO ATTEND CSDA LEADERSHIP ACADEMY

PREPARED BY: Diana Michaelson, Board Assistant

Handwritten signatures in blue ink, including one that appears to be "D.M." and another that appears to be "S.P.".

APPROVED BY: Steven Palmer, PE, General Manager

BACKGROUND

In the past, Georgetown Divide Public Utility District ("District" or "GDPUD") Directors and the General Manager have participated in training offered by the California Special Districts Association ("CSDA") to keep abreast of topics of concern to special districts. CSDA promotes good governance and improved core local services through professional development, advocacy, and other services for all types of independent special districts.

DISCUSSION

CSDA will present a leadership conference in Napa on July 7-10, 2019. Information about the conference is included as Attachment 1.

In accordance with Board adopted District policy, training attendance and travel by Directors is paid on a reimbursement basis. Directors must pay for their own registration fees, hotels, travel, and meals, then request reimbursement after attending the conference or workshop and reporting back to the full Board. Cash advances or use of District credit cards for these purposes is not permitted. District Policies 4025 and 4090 are included as Attachment 2.

Directors Garcia and Saunders have expressed a desire to attend the conference.

FISCAL IMPACT

The registration fee for the conference is \$600 per person; however, Directors Garcia and Saunders received scholarships from CSDA to pay for registration fees. CSDA has negotiated a group rate of \$189 per night plus tax at the Embassy Suites Napa Valley conference location, which is allowable under CalHR (Attachment 3) and District policy. Lunch is provided each day. Other meals are reimbursable at the State rate, shown on Attachment 4. Mileage would be reimbursed at \$0.58 per mile (Attachment 5). Staff estimates approximately \$625 per Director for reimbursable expenses to attend the conference, assuming two nights' accommodations, three breakfasts, one lunch, two dinners, and mileage per director. These expenses will be incurred in Fiscal Year 2019/2020. The FY 2019/2020 operating budget will need to be prepared and adopted accordingly.

CEQA ASSESSMENT

This is not a CEQA project.

RECOMMENDED ACTION

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District adopt the attached Resolution approving expense reimbursement for Directors Garcia and Saunders to attend the CSDA Special District Leadership Academy Conference in Napa, California, on July 7-10, 2019.

ALTERNATIVES

(a) Request substantive changes to the Resolution for staff to implement; (b) Reject the Resolution.

ATTACHMENTS

1. Leadership Academy Information
2. District Policies 4025 and 4090
3. CalHR Lodging Reimbursement for Non-State Sponsored Conferences
4. CalHR Approved Meal Reimbursement Rates
5. 2019 IRS Mileage Reimbursement Rates
6. Resolution 2019-16 Approving Expense Reimbursement for CSDA Leadership Academy

ACHIEVING DISTRICT GOALS... TOGETHER.

Two Conference Location Options – First Time and Returning Attendee Tracks!



CSDA's 2019
**Special District
Leadership Academy Conference**

A Comprehensive Governance Leadership Conference for Elected and Appointed Directors/Trustees.



Core governance training for elected/appointed officials



Participate in the **Special District Leadership Academy Conference** as a first time or returning attendee.

This conference content is based on CSDA's Special District Leadership Academy (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.



Local boards are the reason why local control is local. Special district boards are the voices of the community and they are also a large reason why special districts exist.



The truth is that every elected or appointed public official needs to worry about governance; governance is what boards do. It's what they bring to the table.



Two locations for your convenience.



Early bird discount!



SDLA Conference is presented by CSDA and co-sponsored by SDRMA.

 Two Locations • Two



Attend for the first time and complete all four modules of the Special District Leadership Academy:

- Governance Foundations
- Setting Direction / Community Leadership
- Board's Role in Human Resources
- Board's Role in Finance and Fiscal Accountability



Already completed the Academy? Take a deep dive into common opportunities and challenges facing special districts. Returning attendee sessions include:

- The Intricacies of Running a Public Meeting: Deep Dive into the Brown Act
- Propelling Your District Forward in Challenging Situations
- How Your Board Can Set Clear Direction and Build Your District's Future Around its Core Priorities
- The 3 Cs: Using Communications, Consistency and Cooperation to Benefit Your District
- And much more!



April 7 – 10, 2019
Embassy Suites San Diego Bay
 601 Pacific Highway
 San Diego, CA 92101

ROOM RESERVATIONS
 Room reservations are available at CSDA rate of \$174 plus tax, single or double occupancy by calling 1-800-EMBASSY and using the group code CSD. The room reservation cut-off is March 15, 2019; however, space is limited and may sell out before this date.

EARLY BIRD DISCOUNT
 The early bird discount for this location requires registration on or before Friday, March 8, 2019.

Cancellations must be in writing and received by CSDA no later than March 26, 2019 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after March 26, 2019. Substitutions are acceptable and must be done in writing no later than April 1, 2019 at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.




July 7 – 10, 2019
Embassy Suites Napa Valley
 1075 California Blvd.
 Napa, CA 94559

ROOM RESERVATIONS
 Room reservations are available at CSDA rate of \$189 plus tax, single or double occupancy by calling 1-800-HILTONS and using the group code CSD. The room reservation cut-off is June 7, 2019; however, space is limited and may sell out before this date.

EARLY BIRD DISCOUNT
 The early bird discount for this location requires registration on or before Friday, June 7, 2019.

Cancellations must be in writing and received by CSDA no later than June 24, 2019 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after June 24, 2019. Substitutions are acceptable and must be done in writing no later than July 5, 2019 at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.


SDRMA Credit Incentive Points
 Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the Special District Leadership Academy Conference reducing SDRMA member's annual contribution amount.

***Important Cancellation Information**
 All cancellations received by the date indicated for that particular conference and location will be refunded less a \$75 cancellation fee. There will be no refunds or cancellations made after the date as specified per location. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.



FIRST TIME ATTENDEE SCHEDULE - Available at both locations.

Sunday

5:30 – 7:00 p.m.

REGISTRATION AND NETWORKING RECEPTION

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.



Monday

8:30 a.m. – 12:30 p.m.

(Break from 10:00 - 10:30 a.m.)

BUILDING A FOUNDATION FOR GOOD GOVERNANCE

This session covers Module 1 of the SDLA: Governance Foundations.

In this informational session, the instructor will lay the ground work for good governance in your district.

Attendees will discover:

- Why good governance is so important to the overall well-being of the district.
- The traits of effective board members.
- What good governance means and how to effectively put it into practice.
- How to move your board from “I” to “we,” including how to become an effective team, establish team standards, and essential conditions for team building.

12:30 – 1:30 p.m.

LUNCH PROVIDED (All Attendees)

1:45 – 4:30 p.m.

(Break from 3:00 - 3:30 p.m.)

**FULFILLING YOUR DISTRICT'S MISSION:
 CHARTING THE COURSE**

This session covers Module 2 of the SDLA: Setting Direction/Community Leadership.

This session will highlight the importance of setting the direction for your district. Learn the critical components of direction setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district's mission, vision, values and strategic goals and how to communicate those objectives to your constituents.



5:30 – 7:00 p.m.
**SIP AND SAVOR
 EVENING RECEPTION**



Sponsored by the Special District Risk Management Authority (SDRMA)

Join us for an evening of networking and refreshments.

Tuesday

8:30 a.m. – 12:00 p.m.

(Break from 10:00 - 10:30 a.m.)

DEFINING BOARD/STAFF ROLES AND RELATIONSHIPS

This session covers Module 4 of the SDLA: Board's Role in Human Resources.

This conference session will teach participants how to determine the Human Resource health of their district and what areas to focus on as a board and individual governing official including:

- Identifying the board's role in human resources.
- Recognizing HR red flags and positive indicators.
- Developing and maintaining essential HR policies.
- Covering confidentiality and legal liabilities.
- Evaluating the general manager.

12:00 – 1:00 p.m.

LUNCH PROVIDED (All Attendees)

1:15 – 4:00 p.m.

(Break from 2:45 - 3:00 p.m.)

GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH

This session covers Module 2 of the SDLA: Setting Direction/Community Leadership.

This session looks at common communication breakdowns and areas for improvement in public agency communications. It will discuss proper and effective communication methods to be aware of as a governing official including:

- Identifying audiences.
- Responding to public input.
- Media relations.
- Legislative outreach and advocacy.

OPEN EVENING

Wednesday

8:30 a.m. – 12:00 p.m.

(Break from 10:00 - 10:15 a.m.)

**SHOW ME THE MONEY!
 WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?**

This session covers Module 3 of the SDLA: Board's Role in Finance and Fiscal Accountability.

This session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts. Attendees will learn:

- How to ask the right questions.
- How to link the finance process to the district mission and goals.
- Budget process, budget assessment, and communicating budget information to the public.
- How to develop and analyze capital improvement plans and reserve guidelines.

12:00 p.m.

GRADUATION CERTIFICATE DISTRIBUTION

First Time Attendees must attend all sessions in order to receive their certificate at the conclusion of the conference.



RETURNING ATTENDEE SCHEDULE - Available at both locations.

Sunday

5:30 – 7:00 p.m.

REGISTRATION AND NETWORKING RECEPTION

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.



Monday

8:30 – 10:00 a.m.

THE INTRICACIES OF RUNNING A PUBLIC MEETING: DEEP DIVE INTO THE BROWN ACT

Lozano Smith

Conducting the district's business in public can be convoluted and tricky. It requires district staff, general managers, and board members to strictly adhere to ever-changing laws, impacting meetings, communications, timelines and use of technology. This workshop will use entertaining hypotheticals to engage participants, letting them dive deep into the Brown Act – all designed to help attendees stay in compliance and effectively run board meetings. Newly elected and experienced board members alike will be equipped with the tools needed to avoid falling into Brown Act traps. Key focus areas: closed sessions, public comments, serial meetings, agendas, voting and quorums, e-communications, and public records.

10:00 – 10:30 a.m.

BREAK (All Attendees)

10:30 a.m. – 12:30 p.m.

PROPELLING YOUR DISTRICT FORWARD IN CHALLENGING SITUATIONS

Liebert Cassidy Whitmore

Through the challenging situations we face, we learn critical lessons that can be shared to help others. This session will highlight five key areas that elected and appointed public officials may face during their career and strategies for handling these issues and avoiding missteps. Topics include executive level hiring, organization transitions/transformations, picking your battles, scandals & scrutiny and insight on key lessons learned through difficult cases. This advanced level session will incorporate the legal foundation of these areas along with the practical approach that accomplishes effective solutions.

12:30 – 1:30 p.m.

LUNCH PROVIDED (all attendees)

1:45 – 3:00 p.m.

HOW YOUR BOARD CAN SET CLEAR DIRECTION AND BUILD YOUR DISTRICT'S FUTURE AROUND ITS CORE PRIORITIES

Rauch Communication Consultants

Whether you call it identifying priorities, building consensus or strategic planning, every board should map out clear direction around the district's core priorities. Setting direction and clear priorities is a core board responsibility that will guide your district to resolve key challenges and take advantage of important opportunities. This session will provide examples and tips on how the best districts develop and implement core priorities. There will be opportunities for questions, answers and engagement among the participants and the seminar leader.

3:00 – 3:30 p.m.

BREAK (All Attendees)

3:30 – 4:30 p.m.

THE 3 CS: USING COMMUNICATIONS, CONSISTENCY AND COOPERATION TO BENEFIT YOUR DISTRICT

David Aranda, SDA

Districts of all shapes and sizes face the difficult task of being efficient, effective and leaders for the community. Gain an understanding of how three simple words carry a powerful punch in allowing your district and the board, management and staff to provide excellence of service.

5:30 – 7:00 p.m.



SIP AND SAVOR EVENING RECEPTION

Sponsored by the Special District Risk Management Authority (SDRMA)

Join us for an evening of networking and refreshments.





Don't miss the Sip and Savor evening reception on Monday night. Sponsored by SDRMA.

"The workshop on Setting Direction/Community Leadership was outstanding. The Leadership Academy should be a requirement for all new board members."

- Dave Kulochin, Board Member, Leucadia Wastewater District



Evening receptions are offered as great networking opportunities.

you'll Learn

WORKING AS A TEAM: THE ROLES OF THE BOARD AND STAFF IN YOUR DISTRICT.

ATTRIBUTES AND CHARACTERISTICS OF HIGHLY EFFECTIVE BOARDS.

HOW CULTURE, NORMS, VALUES, AND OPERATING STYLES INFLUENCE THE DISTRICT.

SPECIFIC JOBS THAT THE BOARD MUST PERFORM.

HOW INDIVIDUAL VALUES, SKILLS, AND KNOWLEDGE HELP TO SHAPE HOW EFFECTIVE BOARDS OPERATE.

THE IMPORTANCE OF MOVING FROM "I" TO "WE" AS THE GOVERNANCE TEAM.

THE BOARD'S ROLE IN SETTING DIRECTION FOR THE DISTRICT.

THE BOARD'S ROLE IN FINANCE AND FISCAL ACCOUNTABILITY.

AND MUCH MORE!





Tuesday

8:30 – 10:00 a.m.

PROJECT FINANCING - PAY-GO VS. DEBT FINANCING - THINGS TO CONSIDER WHEN PLANNING FOR THE RIGHT MIX

CSDA Finance Corporation Consultants

CSDA Finance Corporation consultants, Bill Morton and Nicki Tallman, present an overview of the pros and cons for both debt financing and pay-as-you-go in their discussion of the best practices for capital improvement financial planning. Learn about the financing tools and programs available to special districts, and how to determine the right financing "mix" for your project. Also covered are how to prepare your district for financing as well as how to educate other board members and the community about your financial plan. Other topics include explanations of the different methods of sale for a financing and respective transaction timeline, as well as a review of current market trends.

10:00 – 10:30 a.m.

BREAK (All Attendees)

10:30 a.m. – 12:00 p.m.

SAY WHAT?!? SPEAKING PLAINLY THROUGH POLICY

BHI Management Consulting

This session outlines the critical nature and importance of making long-lasting and meaningful policy as a board. Good policy is the most professional expression of a great board and agency. Yet special districts struggle with what policy means and how to make and use them. Brent Ives, recognized organizational consultant to special districts in California on policy and planning, will bring his years of experience as a consultant and his long tenure as Mayor and Council member of the City of Tracy to this critically important topic. In Brent's words, "Making good policy moves our board to the highest level of performance"

12:00 – 1:00 p.m.

LUNCH PROVIDED (All Attendees)

1:15 – 2:45 p.m.

MEDIA RELATIONS: SURVIVING AND THRIVING WHEN DEALING WITH MEDIA

Communication Advantage

Presenter will share secrets of successful news interview and media relations: crafting great messages that resonate with the public, the techniques for using them in interviews, and practical tips for gaining control and confidence during the interview process.

2:45 – 3:00 p.m.

BREAK (All Attendees)

3:00 – 4:00 p.m.

LEGISLATIVE DEVELOPMENTS BOARD MEMBERS SHOULD KNOW

California Special Districts Association

Is your district at the table or on the menu? Straight from the lobbies of the State Capitol Building, CSDA's advocacy staff will present on the latest legislation introduced in Sacramento and breakdown the potential impacts on special districts. Gain a better understanding of current legislative trends, hear what CSDA is doing to advocate for special districts, and learn how you can help CSDA, your district, and your community can come out ahead.

4:00 p.m.

CONFERENCE ENDS FOR RETURNING ATTENDEES

Whether you're new to the board or someone who has served for many years, this conference provides essential tools and information to effectively govern your district!



2019 Registration Form
 Special District Leadership Academy Conference

Three Ways to Register

- **Register online** by visiting the SDLA Conference website at sdla.csdanet.net.
- **Fax number:** 916-520-2465. All faxed registration forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the many benefits of CSDA membership, contact Member Services Director Cathrine Lemaire at cathrinel@csda.net or call toll-free at the number listed above.



| | | |
|---|--|------|
| Name/Title: | | |
| <input type="checkbox"/> First Time Attendee <input type="checkbox"/> Returning Attendee | | |
| District: | | |
| Address: | | |
| City: | State: | Zip: |
| Phone: | Fax: | |
| <input type="checkbox"/> Member <input type="checkbox"/> Non-Member | Email: | |
| Emergency Contact - Name & Phone: | | |
| WHICH CONFERENCE WILL YOU BE ATTENDING? | | |
| APRIL 7-10, 2019 - SAN DIEGO EARLY BIRD DISCOUNT: MARCH 8 | JULY 7-10, 2019 - NAPA EARLY BIRD DISCOUNT: JUNE 7 | |
| <input type="checkbox"/> CSDA Member \$600 <input type="checkbox"/> Non-Member \$900 | <input type="checkbox"/> CSDA Member \$600 <input type="checkbox"/> Non-Member \$900 | |
| AFTER MARCH 8 <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975 | AFTER JUNE 7 <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975 | |
| SEND MORE - SAVE MORE! -- SPECIAL DISCOUNTED PRICING! | | |
| ADDITIONAL ATTENDEE FROM THE SAME DISTRICT BEFORE EARLY BIRD DISCOUNT <input type="checkbox"/> CSDA Member \$400 <input type="checkbox"/> Non-Member \$600 | ADDITIONAL ATTENDEE FROM THE SAME DISTRICT AFTER EARLY BIRD DISCOUNT <input type="checkbox"/> CSDA Member \$450 <input type="checkbox"/> Non-Member \$675 | |
| Payment | | |
| <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express | | |
| Acct. Name: | Acct. Number: | |
| Expiration Date: | Authorized Signature: | |
| Special needs | | |
| <input type="checkbox"/> Vegetarian <input type="checkbox"/> Other: | | |

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

Anti-Discrimination and Harassment Policy: CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.csdanet.net/about-csda/who-we-are.

Georgetown Divide Public Utility District Policy Manual

POLICY TITLE: Expenditure Reimbursement

POLICY NUMBER: 4025

4025.1 Purpose. The purpose of this policy is to prescribe the manner in which District employees and directors may be reimbursed for expenditures related to District business.

4025.2 Scope. This policy applies to all employees and members of the Board of Directors and is intended to result in no personal gain or loss to an employee or director.

4025.3 Implementation. Whenever District employees or directors desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests on a reimbursement form approved by the General Manager. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

4025.4.1 General Manager will review and approve reimbursement requests. .
Reimbursement requests by the General Manager will be reviewed and approved by the Board.

4025.4.2 All expenses must be reasonable and necessary, and employees and Directors are encouraged to exercise prudence in all expenditures.

4025.4.3 The most economical mode and class of transportation reasonably consistent with scheduling requirements will be used. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of transportation available. Reimbursement for use of personal vehicles will be at the applicable IRS-approved rate.

4025.4.4 Expenditures for food and lodging will be the same as the current State of California employee per diem guidelines.

Georgetown Divide Public Utility District Policy Manual

POLICY TITLE: Training, Education and Conferences

POLICY NUMBER: 4090

4090.1 Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

4090.1.1 "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted except for personal reasons, and are not reimbursable expenses.

4090.2 It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted.

4090.2.1 The Clerk of the Board is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. Per diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the Clerk of the Board, together with validated receipts in accordance with State law.

4090.2.2 Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

4090.2.3 Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the Clerk of the Board and by:

4090.2.3.1 Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates unless there are less expensive accommodations in close proximity available.

4090.2.3.2 Directors traveling together whenever feasible and economically beneficial. Provided the quorum is not involved.

4090.2.3.3 Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

4090.3 A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after the District has announced his/her pending resignation, or if it

Georgetown Divide Public Utility District Policy Manual

occurs after an election in which it has been determined that the Director will not retain his/her seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

4090.4 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.



Conferences

State-Sponsored Conferences

- Employees attending a state-sponsored conference will be reimbursed for receipted lodging up to \$110 per night, plus tax, when the lodging is contracted by the state sponsor for the event; and,
- the Appointing Authority has granted prior approval for attendance and lodging at the contracted rate and establishment. The Appointing Authority has granted prior approval for attendance and lodging at the contracted rate and establishment.

Non-State-Sponsored Conferences

- Employees attending a non-state-sponsored conference will be reimbursed for receipted lodging when the lodging is contracted by the sponsor for the event, and
- the Appointing Authority has granted prior approval for attendance and lodging at the contracted rate and establishment.

Updated: 5/26/2016

[CONDITIONS OF USE](#) [PRIVACY POLICY](#)

[ACCESSIBILITY](#) [CONTACT US](#)

[DOWNLOAD DOCUMENT READERS](#) [CALHR JOBS](#)

Copyright © 2018



Meals and Incidentals (In-State/Out-of-State Travel)

The following reimbursement rates are maximums, not allowances. In the event of an audit, employees must be able to produce receipts substantiating the amount claimed. The reimbursement rates listed below are for all Excluded and Represented employees.

- Breakfast: \$7
- Lunch: \$11
- Dinner: \$23
- Incidentals: \$5

Represented employees- please review your current MOU or contact your department's travel unit for effective dates.

Trips of 24 Hours or More

For travel lasting 24 hours or more, employees may claim meals (as noted above), based on the following timeframes:

First day of travel

- Trip begins at or before 6 am - Breakfast may be claimed
- Trip begins at or before 11 am - Lunch may be claimed
- Trip begins at or before 5 pm - Dinner may be claimed

Continuing after 24 hours

- Trip ends at or after 8 am - Breakfast may be claimed
- Trip ends at or after 2 pm - Lunch may be claimed
- Trip ends at or after 7 pm - Dinner may be claimed

Trips of Less than 24 Hours

For travel lasting less than 24 hours, employees may claim breakfast and/or dinner (as noted above), based on the following timeframes:

Fractional day of travel

- Trip begins at or before 6 am and ends at or after 9 am - Breakfast may be claimed
- Trip begins at or before 4 pm and ends at or after 7 pm - Dinner may be claimed

Employees may not claim lunch or incidentals on one-day trips. When trips are less than 24 hours and there's no overnight stay, meals claimed are taxable.

Employees may not claim meals provided by the state, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided. Snacks and continental breakfasts such as rolls, juice, and coffee are not considered to be meals.

No meal expense may be claimed or reimbursed more than once in any given 24-hour period.

Updated: 5/26/2016

[CONDITIONS OF USE](#) [PRIVACY POLICY](#)

[ACCESSIBILITY](#) [CONTACT US](#)

[DOWNLOAD DOCUMENT READERS](#) [CALHR JOBS](#)

Copyright © 2018



IRS issues standard mileage rates for 2019

IR-2018-251, December 14, 2018

WASHINGTON — The Internal Revenue Service today issued the 2019 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2019, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 58 cents per mile driven for business use, up 3.5 cents from the rate for 2018,
- 20 cents per mile driven for medical or moving purposes, up 2 cents from the rate for 2018, and
- 14 cents per mile driven in service of charitable organizations.

The business mileage rate increased 3.5 cents for business travel driven and 2 cents for medical and certain moving expense from the rates for 2018. The charitable rate is set by statute and remains unchanged.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, except members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see Notice-2019-02.

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for more than four vehicles used simultaneously. These and other limitations are described in section 4.05 of Rev. Proc. 2010-51.

Notice 2019-02, posted today on [IRS.gov](https://www.irs.gov), contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan.

RESOLUTION NO. 2019-16
OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
AUTHORIZING REIMBURSEMENT OF CONFERENCE AND TRAVEL-RELATED
EXPENSES RELATED TO CALIFORNIA SPECIAL DISTRICTS ASSOCIATION
SPECIAL DISTRICT LEADERSHIP ACADEMY CONFERENCE FOR DIRECTORS
CYNTHIA GARCIA AND MICHAEL SAUNDERS

WHEREAS, the California Special Districts Association (“CSDA”) Special District Leadership Academy Conference is scheduled for July 7-10, 2019 in Napa, California; and

WHEREAS, the General Manager and Directors of the Georgetown Divide Public Utility District (“District”) have participated in training offered by CSDA to keep abreast of topics of concern to special districts; and

WHEREAS, CSDA promotes good governance and improved core local services through professional development, advocacy, and other services for all types of independent special districts; and

WHEREAS, in accordance with Board adopted District Policy, conference attendance and travel by Directors is paid for on a reimbursement basis with conference attendees providing a report to the Board of Directors on workshop activities; and

WHEREAS, Directors Garcia and Saunders have indicated a desire to attend Special District Leadership Academy Conference; and

WHEREAS, training for Staff and Directors is included in the FY 2018/2019 Budget; and

WHEREAS, the cost to attend this conference is \$600, with lunch provided by CSDA, other meals to be reimbursed at the State rate, mileage to be reimbursed at the 2019 IRS rate of \$0.58 per mile, and the CSDA negotiated group rate of \$189 per night plus tax at the Embassy Suites Napa Valley conference location; and

WHEREAS, Directors Garcia and Saunders were awarded CSDA scholarships for the registration fees, thus reducing the District reimbursable expenses to approximately \$625 per director.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT reimbursements for workshop and travel-related expenses for participation by Directors Garcia and Saunders in the CSDA Special District Leadership Academy Conference are approved.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the twelfth day of March 2019, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

Dane Wadle, President, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Attest:

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

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2019-16 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 twelfth day of March 2019.

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

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF MARCH 12, 2019
AGENDA ITEM NO. 5.D.**



AGENDA SECTION: CONSENT

SUBJECT: FISCAL YEAR 2018-2019 MID YEAR BUDGET REVIEW

PREPARED BY: Christina Cross, Management Analyst *CC*

APPROVED BY: Steven Palmer, PE, General Manager *SP*

BACKGROUND

In order to provide timely information to the Board and the public, the attached report provides a comparison of approved operating budget to actual revenues and expenditures for the First and Second Quarters (Mid-Year) of Fiscal Year 2018-2019 (Attachment 1). Material differences are explained in the staff report.

DISCUSSION

Revenues

At the end of the second quarter, water operating fund revenues including property taxes, leases, and the water treatment plant supplemental charge were at 40% of the budgeted amount. Residential water sales were at 58.3%, commercial water sales were at 63.5%, and irrigation water sales are at 52.4%. Property tax revenues were not received during the first and second quarters.

Wastewater operating fund revenues are at 65.4% of the budgeted amount.

Expenditures

At the end of the first two quarters, water operating fund expenditures were at 47.2% of the budgeted amount, and wastewater operating fund expenditures were at 34.2% of the budgeted amount.

Water

Overtime expenses are running higher than expected at this point in the year in the Source of Supply (Department 5100). The Buckeye Hydroelectric plant was not operating properly, causing staff to go out day and night to adjust flows to and from Walton Lake having an impact on overtime and standby. Across all water divisions, including administration and customer service, over all expenditures are averaging 47.2% of the annual budget at the mid-year.

Wastewater

All wastewater operating expenditures during the first quarter are at 34.2% for this point in the fiscal year.

Low-Income Rate Assistance

The Low-Income Rate Assistance program currently has 205 customers participating. As of the second quarter the District has utilized \$8,912 of the funds budgeted for the program. \$7,781 has gone to subsidize water rates and \$1,130 for staff time. \$35,000 was the total budget for the 2018-19 fiscal year which is roughly 25% as of mid-year. At this time we continue to have customers turning in applications and will continue to do so until we reach approximately 340 customers.

FISCAL IMPACT

Overall, first and second quarter operating revenues and expenditures are within the expected ranges for this time of year. Overtime and Standby in water operations are higher than anticipated and will be monitored.

CEQA ASSESSMENT

This action is not a CEQA Project.

RECOMMENDED ACTION

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) receive and file this report.

ATTACHMENTS

1. Fiscal Year 2018-2019 Mid-Year Budget Report

REPORT.: 02/27/19
 RUN...: 02/27/19 TIME: 10:58
 Run By.: Christina Cross

Georgetown Divide PUD
 Budget Report for Revenues by FUND
 For Calendar Period.: 12-18 Fiscal.: 06-19

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

PAGE: 003
 ID #: GLRR
 CTL.: GEO

FUND #: 10

Name: Water Fund

| Revenue Description | Year-to-Date Proforma Budget | Year-to-Date Amended Budget | Current Actual | Year-to-Date Actual | Pct (%) | Budget Remaining |
|------------------------------------|---------------------------------|--------------------------------|-------------------|------------------------|--------------|---------------------|
| 3010 Water Sales-Res | 0.00 | 2,381,907.00 | 381,258.86 | 1,388,003.63 | -58.3 | 993,903.37 |
| 3020 Water Sales-Com | 0.00 | 294,393.00 | 38,018.24 | 187,050.11 | -63.5 | 107,342.89 |
| 3030 Water Sales-Cst | 0.00 | 10,000.00 | 0.00 | 5,058.10 | -50.6 | 4,941.90 |
| 3040 Water Sales-Irr | 0.00 | 480,000.00 | 0.00 | 251,302.98 | -52.4 | 228,697.02 |
| 3045 SURCHARGE | 0.00 | 648,923.00 | 109,966.28 | 219,895.69 | -33.9 | 429,027.31 |
| 3060 Installation | 0.00 | 10,436.00 | 130.00 | 3,686.80 | -35.3 | 6,749.20 |
| 3090 Other Operating | 0.00 | 0.00 | 1.55 | -3.43 | .0 | 3.43 |
| 3180 MAT/LABOR CHG | 0.00 | 0.00 | 55.12 | 55.12 | .0 | -55.12 |
| 4020 Interest | 0.00 | 10,500.00 | 3,100.17 | 16,874.39 | -160.7 | -6,374.39 |
| 4025 UNRLZD +/- | 0.00 | 0.00 | 0.00 | 1,894.92 | .0 | -1,894.92 |
| 4030 Penalties | 0.00 | 46,000.00 | 8,532.24 | 25,635.79 | -55.7 | 20,364.21 |
| 4040 Lease/Media One | 0.00 | 105,500.00 | 5,669.89 | 49,989.77 | -47.4 | 55,510.23 |
| 4050 Property Taxes | 0.00 | 1,660,000.00 | 0.00 | 0.00 | .0 | 1,660,000.00 |
| 4090 Other/lease | 0.00 | 0.00 | 0.00 | 313.50 | .0 | -313.50 |
| 4095 MISC INCOME | 0.00 | 0.00 | 194.78 | 1,036.78 | .0 | -1,036.78 |
| 4998 unreconciled*** | 0.00 | 0.00 | 363.30 | 359.30 | .0 | -359.30 |
| DEPT Subtotal -----> | 0.00 | 5,647,659.00 | 547,290.43 | 2,151,153.45 | -38.1 | 3,496,505.55 |
| 3045 5300 SURCHARGE Water Treatmnt | 0.00 | 0.00 | 0.00 | 109,719.14 | .0 | -109,719.14 |
| FUND TOTAL | 0.00 | 5,647,659.00 | 547,290.43 | 2,260,872.59 | -40.0 | 3,386,786.41 |

REPORT.: 02/27/19
 RUN...: 02/27/19 TIME: 10:58
 Run By.: Christina Cross

Georgetown Divide PUD
 Budget Report for Revenues by FUND
 For Calendar Period.: 12-18 Fiscal.: 06-19

GDPUD Board Mtg. of 03/12/2019

AGENDA ITEM 5.D.

Attachment 1

Page 2 of 5

PAGE: 015
 ID #: GLRR
 CTL.: GEO

FUND #: 40

Name: Zone Fund

| Revenue Description | Year-to-Date Proforma Budget | Year-to-Date Amended Budget | Current Actual | Year-to-Date Actual | Pct (%) | Budget Remaining |
|----------------------|---------------------------------|--------------------------------|-------------------|------------------------|---------|---------------------|
| 3192 Zone Charges | 0.00 | 391,600.00 | 52,366.68 | 260,917.88 | -66.6 | 130,682.12 |
| 3193 ZONE-ESCROW FEE | 0.00 | 25,100.00 | 1,600.00 | 12,400.00 | -49.4 | 12,700.00 |
| 3194 Septic Design | 0.00 | 2,700.00 | 0.00 | 600.00 | -22.2 | 2,100.00 |
| 4020 Interest | 0.00 | 7,200.00 | 0.00 | 3,717.27 | -51.6 | 3,482.73 |
| 4025 UNRLZD +/- | 0.00 | 0.00 | 0.00 | 1,253.55 | .0 | -1,253.55 |
| DEPT Subtotal -----> | 0.00 | 426,600.00 | 53,966.68 | 278,888.70 | -65.4 | 147,711.30 |
| | | | | | | |
| FUND TOTAL | 0.00 | 426,600.00 | 53,966.68 | 278,888.70 | -65.4 | 147,711.30 |

| FUND #: | Name: | Year-to-Date Prof Budget | Year-to-Date Amended Budget | Encumbrance Balance | Current Actual | Year-to-Date Actual | Pct (%) | Unencumbered Balance |
|------------|--------------------------------------|--------------------------|-----------------------------|---------------------|----------------|---------------------|---------|----------------------|
| FUND #: 10 | Name: Water Fund | | | | | | | |
| 5010 | 5100 Super & Labor Srce of Supply | 0.00 | 113229.00 | 0.00 | 14443.00 | 53514.06 | 47.3 | 59714.94 |
| 5011 | 5100 Wages-Part time Srce of Supply | 0.00 | 5000.00 | 0.00 | 0.00 | 2553.60 | 51.1 | 2446.40 |
| 5013 | 5100 PERS UAL Srce of Supply | 0.00 | 19189.00 | 0.00 | 1599.15 | 9594.89 | 50.0 | 9594.11 |
| 5014 | 5100 P.E.R.S. Srce of Supply | 0.00 | 11180.00 | 0.00 | 1398.02 | 6351.43 | 56.8 | 4828.57 |
| 5016 | 5100 Payroll Taxes Srce of Supply | 0.00 | 11323.00 | 0.00 | 1421.35 | 5441.00 | 48.1 | 5882.00 |
| 5017 | 5100 Standby Srce of Supply | 0.00 | 6530.00 | 0.00 | 1740.00 | 8370.00 | 128.2 | -1840.00 |
| 5018 | 5100 Insurance - H&L Srce of Supply | 0.00 | 37920.00 | 0.00 | 4165.71 | 21309.68 | 56.2 | 16610.32 |
| 5019 | 5100 Overtime Srce of Supply | 0.00 | 6063.00 | 0.00 | 1261.59 | 8043.05 | 132.7 | -1980.05 |
| 5020 | 5100 Insurance - W.C Srce of Supply | 0.00 | 3838.00 | 0.00 | 824.81 | 1524.00 | 39.7 | 2314.00 |
| 5038 | 5100 Mat.& Supp. Srce of Supply | 0.00 | 11900.00 | 0.00 | 372.50 | 3133.68 | 26.3 | 8766.32 |
| 5041 | 5100 Staff Develop Srce of Supply | 0.00 | 1500.00 | 0.00 | 0.00 | 0.00 | .0 | 1500.00 |
| 5044 | 5100 Utilities Srce of Supply | 0.00 | 9491.00 | 0.00 | 53.34 | 267.27 | 2.8 | 9223.73 |
| 5046 | 5100 Veh. Maint. Srce of Supply | 0.00 | 8000.00 | 0.00 | 740.51 | 1840.77 | 23.0 | 6159.23 |
| 5048 | 5100 Vehicle - Oper Srce of Supply | 0.00 | 6000.00 | 0.00 | 491.28 | 3311.53 | 55.2 | 2688.47 |
| 5080 | 5100 Outside Serv Srce of Supply | 0.00 | 18000.00 | 0.00 | -13648.17 | 13545.57 | 75.3 | 4454.43 |
| 5084 | 5100 Government Reg Srce of Supply | 0.00 | 34300.00 | 0.00 | 0.00 | 18684.82 | 54.5 | 15615.18 |
| 5089 | 5100 Memberships Srce of Supply | 0.00 | 0.00 | 0.00 | -13.33 | 0.00 | .0 | 0.00 |
| 5090 | 5100 Other Srce of Supply | 0.00 | 0.00 | 0.00 | -16.99 | 0.00 | .0 | 0.00 |
| 5095 | 5100 CAPITAL ACQ Srce of Supply | 0.00 | 86033.00 | 0.00 | 0.00 | 439.22 | .5 | 85593.78 |
| DEPT 5100 | Subtotal -----> | 0.00 | 389496.00 | 0.00 | 14832.77 | 157924.57 | 40.5 | 231571.43 |
| 5010 | 5200 Super & Labor T&D Raw Water | 0.00 | 259665.00 | 0.00 | 33316.51 | 133994.63 | 51.6 | 125670.37 |
| 5011 | 5200 Wages-Part time T&D Raw Water | 0.00 | 5000.00 | 0.00 | 0.00 | 3579.60 | 71.6 | 1420.40 |
| 5013 | 5200 PERS UAL T&D Raw Water | 0.00 | 155606.00 | 0.00 | 12965.25 | 77791.50 | 50.0 | 77814.50 |
| 5014 | 5200 P.E.R.S. T&D Raw Water | 0.00 | 25638.00 | 0.00 | 2714.16 | 14176.72 | 55.3 | 11461.28 |
| 5016 | 5200 Payroll Taxes T&D Raw Water | 0.00 | 25967.00 | 0.00 | 2784.25 | 11764.81 | 45.3 | 14202.19 |
| 5017 | 5200 Standby T&D Raw Water | 0.00 | 13060.00 | 0.00 | 0.00 | 9040.00 | 69.2 | 4020.00 |
| 5018 | 5200 Insurance - H&L T&D Raw Water | 0.00 | 86960.00 | 0.00 | 7958.83 | 51315.93 | 59.0 | 35644.07 |
| 5019 | 5200 Overtime T&D Raw Water | 0.00 | 13905.00 | 0.00 | 530.33 | 10867.46 | 78.2 | 3037.54 |
| 5020 | 5200 Insurance - W.C T&D Raw Water | 0.00 | 8803.00 | 0.00 | 2854.60 | 6451.65 | 73.3 | 2351.35 |
| 5038 | 5200 Mat.& Supp. T&D Raw Water | 0.00 | 22200.00 | 0.00 | 615.28 | 6090.27 | 27.4 | 16109.73 |
| 5040 | 5200 Office Supplies T&D Raw Water | 0.00 | 1600.00 | 0.00 | 0.00 | 0.00 | .0 | 1600.00 |
| 5041 | 5200 Staff Develop T&D Raw Water | 0.00 | 1500.00 | 0.00 | 0.00 | 0.00 | .0 | 1500.00 |
| 5044 | 5200 Utilities T&D Raw Water | 0.00 | 1292.00 | 0.00 | 106.68 | 534.54 | 41.4 | 757.46 |
| 5046 | 5200 Veh. Maint. T&D Raw Water | 0.00 | 10000.00 | 0.00 | 2399.35 | 5365.51 | 53.7 | 4634.49 |
| 5048 | 5200 Vehicle - Oper T&D Raw Water | 0.00 | 13500.00 | 0.00 | 827.68 | 8103.77 | 60.0 | 5396.23 |
| 5080 | 5200 Outside Serv T&D Raw Water | 0.00 | 0.00 | 0.00 | -367.50 | 0.00 | .0 | 0.00 |
| 5084 | 5200 Government Reg T&D Raw Water | 0.00 | 0.00 | 0.00 | -175.00 | 0.00 | .0 | 0.00 |
| 5089 | 5200 Memberships T&D Raw Water | 0.00 | 0.00 | 0.00 | -13.33 | 0.00 | .0 | 0.00 |
| 5095 | 5200 CAPITAL ACQ T&D Raw Water | 0.00 | 36033.00 | 0.00 | 0.00 | 439.22 | 1.2 | 35593.78 |
| DEPT 5200 | Subtotal -----> | 0.00 | 680729.00 | 0.00 | 66517.09 | 339515.61 | 49.9 | 341213.39 |
| 5010 | 5300 Super & Labor Water Treatmnt | 0.00 | 227281.00 | 0.00 | 21429.50 | 87763.08 | 38.6 | 139517.92 |
| 5013 | 5300 PERS UAL Water Treatmnt | 0.00 | 28490.00 | 0.00 | 2375.63 | 14253.78 | 50.0 | 14236.22 |
| 5014 | 5300 P.E.R.S. Water Treatmnt | 0.00 | 22441.00 | 0.00 | 2055.01 | 9613.73 | 42.8 | 12827.27 |
| 5016 | 5300 Payroll Taxes Water Treatmnt | 0.00 | 22728.00 | 0.00 | 2105.18 | 8184.98 | 36.0 | 14543.02 |
| 5017 | 5300 Standby Water Treatmnt | 0.00 | 15710.00 | 0.00 | 1840.00 | 8470.00 | 53.9 | 7240.00 |
| 5018 | 5300 Insurance - H&L Water Treatmnt | 0.00 | 76115.00 | 0.00 | 6207.09 | 31547.63 | 41.4 | 44567.37 |
| 5019 | 5300 Overtime Water Treatmnt | 0.00 | 12171.00 | 0.00 | 2359.03 | 10531.33 | 86.5 | 1639.67 |
| 5020 | 5300 Insurance - W.C Water Treatmnt | 0.00 | 7705.00 | 0.00 | 1125.46 | 2368.09 | 30.7 | 5336.91 |
| 5038 | 5300 Mat.& Supp. Water Treatmnt | 0.00 | 69400.00 | 0.00 | 11018.22 | 35156.10 | 50.7 | 34243.90 |
| 5039 | 5300 Materials - Oth Water Treatmnt | 0.00 | 10000.00 | 0.00 | 0.00 | 0.00 | .0 | 10000.00 |
| 5040 | 5300 Office Supplies Water Treatmnt | 0.00 | 1800.00 | 0.00 | 0.00 | 0.00 | .0 | 1800.00 |
| 5041 | 5300 Staff Develop Water Treatmnt | 0.00 | 1500.00 | 0.00 | 0.00 | 250.00 | 16.7 | 1250.00 |
| 5044 | 5300 Utilities Water Treatmnt | 0.00 | 164829.00 | 0.00 | 10541.01 | 96523.33 | 58.6 | 68305.67 |
| 5046 | 5300 Veh. Maint. Water Treatmnt | 0.00 | 7000.00 | 0.00 | 1495.59 | 2118.40 | 30.3 | 4881.60 |
| 5048 | 5300 Vehicle - Oper Water Treatmnt | 0.00 | 6000.00 | 0.00 | 475.42 | 3553.72 | 59.2 | 2446.28 |
| 5076 | 5300 Bldg. Maint. Water Treatmnt | 0.00 | 2000.00 | 0.00 | 0.00 | 0.00 | .0 | 2000.00 |
| 5084 | 5300 Government Reg Water Treatmnt | 0.00 | 35000.00 | 0.00 | 15797.48 | 16967.86 | 48.5 | 18032.14 |
| DEPT 5300 | Subtotal -----> | 0.00 | 710170.00 | 0.00 | 78824.62 | 327302.03 | 46.1 | 382867.97 |
| 5010 | 5400 Super & Labor T&D Treated Wtr | 0.00 | 375487.00 | 0.00 | 35642.09 | 151579.15 | 40.4 | 223907.85 |
| 5013 | 5400 PERS UAL T&D Treated Wtr | 0.00 | 168773.00 | 0.00 | 14060.73 | 84364.38 | 50.0 | 84408.62 |
| 5014 | 5400 P.E.R.S. T&D Treated Wtr | 0.00 | 37074.00 | 0.00 | 3310.85 | 14911.40 | 40.2 | 22162.60 |
| 5016 | 5400 Payroll Taxes T&D Treated Wtr | 0.00 | 37549.00 | 0.00 | 3417.12 | 12783.50 | 34.0 | 24765.50 |
| 5017 | 5400 Standby T&D Treated Wtr | 0.00 | 15710.00 | 0.00 | 1840.00 | 8470.00 | 53.9 | 7240.00 |
| 5018 | 5400 Insurance - H&L T&D Treated Wt | 0.00 | 125748.00 | 0.00 | 8808.34 | 53923.51 | 42.9 | 71824.49 |
| 5019 | 5400 Overtime T&D Treated Wtr | 0.00 | 20107.00 | 0.00 | 3786.98 | 14291.23 | 71.1 | 5815.77 |
| 5020 | 5400 Insurance - W.C T&D Treated Wt | 0.00 | 12729.00 | 0.00 | 2169.66 | 4758.37 | 37.4 | 7970.63 |
| 5038 | 5400 Mat.& Supp. T&D Treated Wtr | 0.00 | 99200.00 | 0.00 | 2088.21 | 18710.05 | 18.9 | 80489.95 |
| 5040 | 5400 Office Supplies T&D Treated Wtr | 0.00 | 300.00 | 0.00 | 0.00 | 0.00 | .0 | 300.00 |
| 5041 | 5400 Staff Develop T&D Treated Wtr | 0.00 | 2000.00 | 0.00 | 125.00 | 125.00 | 6.3 | 1875.00 |
| 5044 | 5400 Utilities T&D Treated Wtr | 0.00 | 21850.00 | 0.00 | 687.18 | 3679.62 | 16.8 | 18170.38 |
| 5046 | 5400 Veh. Maint. T&D Treated Wtr | 0.00 | 10000.00 | 0.00 | 652.19 | 4842.23 | 48.4 | 5157.77 |
| 5048 | 5400 Vehicle - Oper T&D Treated Wtr | 0.00 | 19000.00 | 0.00 | 1466.54 | 11526.79 | 60.7 | 7473.21 |
| 5084 | 5400 Government Reg T&D Treated Wtr | 0.00 | 11600.00 | 0.00 | 528.93 | 3976.40 | 34.3 | 7623.60 |
| 5089 | 5400 Memberships T&D Treated Wtr | 0.00 | 0.00 | 0.00 | -556.03 | 0.00 | .0 | 0.00 |
| 5090 | 5400 Other T&D Treated Wtr | 0.00 | 0.00 | 0.00 | -7.74 | 0.00 | .0 | 0.00 |
| 5095 | 5400 CAPITAL ACQ T&D Treated Wtr | 0.00 | 38833.00 | 0.00 | 0.00 | 3961.06 | 10.2 | 34871.94 |
| DEPT 5400 | Subtotal -----> | 0.00 | 995960.00 | 0.00 | 78020.05 | 391902.69 | 39.3 | 604057.31 |
| 5010 | 5500 Super & Labor Customer Accts | 0.00 | 99684.00 | 0.00 | 7711.91 | 44600.09 | 44.7 | 55083.91 |
| 5011 | 5500 Wages-Part time Customer Accts | 0.00 | 0.00 | 0.00 | 3150.07 | 20937.25 | .0 | -20937.25 |
| 5013 | 5500 PERS UAL Customer Accts | 0.00 | 12819.00 | 0.00 | 1070.29 | 6421.74 | 50.1 | 6397.26 |
| 5014 | 5500 P.E.R.S. Customer Accts | 0.00 | 9842.00 | 0.00 | 620.14 | 4521.75 | 45.9 | 5320.25 |
| 5016 | 5500 Payroll Taxes Customer Accts | 0.00 | 9968.00 | 0.00 | 645.38 | 3469.73 | 34.8 | 6498.27 |

| FUND #: | | Name: | Year-to-Date | Year-to-Date | Encumbrance | Current | Year-to-Date | | Unencumbered |
|---------------------------|------|--------------------------------|--------------|----------------|-------------|-----------|--------------|---------|--------------|
| | | Water Fund | Prof Budget | Amended Budget | Balance | Actual | Actual | Pct (%) | Balance |
| Expenditure Description | | | | | | | | | |
| 5018 | 5500 | Insurance - H&L Customer Accts | 0.00 | 33384.00 | 0.00 | 1687.04 | 15033.32 | 45.0 | 18350.68 |
| 5019 | 5500 | Overtime Customer Accts | 0.00 | 5338.00 | 0.00 | 13.81 | 231.40 | 4.3 | 5106.60 |
| 5020 | 5500 | Insurance - W.C Customer Accts | 0.00 | 3379.00 | 0.00 | 321.62 | 679.96 | 20.1 | 2699.04 |
| 5040 | 5500 | Office Supplies Customer Accts | 0.00 | 16500.00 | 0.00 | 3037.31 | 10321.88 | 62.6 | 6178.12 |
| 5041 | 5500 | Staff Develop Customer Accts | 0.00 | 1290.00 | 0.00 | 0.00 | 450.00 | 34.9 | 840.00 |
| 5044 | 5500 | Utilities Customer Accts | 0.00 | 5830.00 | 0.00 | 767.65 | 3138.33 | 53.8 | 2691.67 |
| 5060 | 5500 | Payroll Process Customer Accts | 0.00 | 0.00 | 0.00 | -90.00 | 0.00 | .0 | 0.00 |
| 5080 | 5500 | Outside Serv Customer Accts | 0.00 | 48000.00 | 0.00 | 79.95 | 549.70 | 1.1 | 47450.30 |
| 5095 | 5500 | CAPITAL ACQ Customer Accts | 0.00 | 30000.00 | 0.00 | 0.00 | 0.00 | .0 | 30000.00 |
| DEPT 5500 Subtotal -----> | | | 0.00 | 276034.00 | 0.00 | 19015.17 | 110355.15 | 40.0 | 165678.85 |
| 5010 | 5600 | Super & Labor | 0.00 | 294584.00 | 0.00 | 43728.03 | 190204.97 | 64.6 | 104379.03 |
| 5011 | 5600 | Wages-Part time | 0.00 | 0.00 | 0.00 | 2332.40 | 18179.00 | .0 | -18179.00 |
| 5013 | 5600 | PERS UAL | 0.00 | 94873.00 | 0.00 | 7907.59 | 47445.54 | 50.0 | 47427.46 |
| 5014 | 5600 | P.E.R.S. | 0.00 | 29086.00 | 0.00 | 3666.16 | 18215.77 | 62.6 | 10870.23 |
| 5015 | 5600 | I.C.M.A. | 0.00 | 7790.00 | 0.00 | 894.24 | 3875.04 | 49.7 | 3914.96 |
| 5016 | 5600 | Payroll Taxes | 0.00 | 29458.00 | 0.00 | 3736.65 | 15428.22 | 52.4 | 14029.78 |
| 5018 | 5600 | Insurance - H&L | 0.00 | 98654.00 | 0.00 | 4527.35 | 37262.90 | 37.8 | 61391.10 |
| 5019 | 5600 | Overtime | 0.00 | 15775.00 | 0.00 | 0.00 | 69.12 | .4 | 15705.88 |
| 5020 | 5600 | Insurance - W.C | 0.00 | 9986.00 | 0.00 | 249.32 | 528.53 | 5.3 | 9457.47 |
| 5027 | 5600 | Audit | 0.00 | 21945.00 | 0.00 | 0.00 | 16245.00 | 74.0 | 5700.00 |
| 5034 | 5600 | Insurance - Gen | 0.00 | 72500.00 | 0.00 | 0.00 | 70024.27 | 96.6 | 2475.73 |
| 5036 | 5600 | Legal | 0.00 | 150000.00 | 0.00 | 10069.03 | 82172.52 | 54.8 | 67827.48 |
| 5039 | 5600 | Materials - Oth | 0.00 | 2400.00 | 0.00 | 197.79 | 1186.74 | 49.4 | 1213.26 |
| 5040 | 5600 | Office Supplies | 0.00 | 38150.00 | 0.00 | 2481.92 | 22856.28 | 59.9 | 15293.72 |
| 5041 | 5600 | Staff Develop | 0.00 | 5000.00 | 0.00 | -579.66 | 2429.60 | 48.6 | 2570.40 |
| 5042 | 5600 | Travel | 0.00 | 9140.00 | 0.00 | 556.53 | 1477.40 | 16.2 | 7662.60 |
| 5044 | 5600 | Utilities | 0.00 | 12169.00 | 0.00 | 2704.31 | 11359.72 | 93.3 | 809.28 |
| 5046 | 5600 | Veh. Maint. | 0.00 | 1000.00 | 0.00 | 0.00 | 132.08 | 13.2 | 867.92 |
| 5048 | 5600 | Vehicle - Oper | 0.00 | 1000.00 | 0.00 | 505.02 | 597.24 | 59.7 | 402.76 |
| 5060 | 5600 | Payroll Process | 0.00 | 6000.00 | 0.00 | 1973.42 | 3064.35 | 51.1 | 2935.65 |
| 5063 | 5600 | BANK FEES | 0.00 | 1000.00 | 0.00 | -449.35 | 140.00 | 14.0 | 860.00 |
| 5070 | 5600 | Director Remun | 0.00 | 24000.00 | 0.00 | 4000.00 | 11600.00 | 48.3 | 12400.00 |
| 5076 | 5600 | Bldg. Maint. | 0.00 | 5000.00 | 0.00 | 366.48 | 2682.84 | 53.7 | 2317.16 |
| 5080 | 5600 | Outside Serv | 0.00 | 152600.00 | 0.00 | 47445.04 | 86040.48 | 56.4 | 66559.52 |
| 5084 | 5600 | Government Reg | 0.00 | 3300.00 | 0.00 | 0.00 | 0.00 | .0 | 3300.00 |
| 5089 | 5600 | Memberships | 0.00 | 25000.00 | 0.00 | 932.69 | 8192.69 | 32.8 | 16807.31 |
| 5090 | 5600 | Other | 0.00 | 18000.00 | 0.00 | 0.00 | 1181.33 | 6.6 | 16818.67 |
| 5091 | 5600 | Elections | 0.00 | 10000.00 | 0.00 | 0.00 | 0.00 | .0 | 10000.00 |
| 5095 | 5600 | CAPITAL ACQ | 0.00 | 30000.00 | 0.00 | 0.00 | 7384.92 | 24.6 | 22615.08 |
| 7010 | 5600 | Interest | 0.00 | 0.00 | 0.00 | 0.00 | 386.13 | .0 | -386.13 |
| 7011 | 5600 | PRINCIPLE EXP | 0.00 | 0.00 | 0.00 | 0.00 | 5768.27 | .0 | -5768.27 |
| DEPT 5600 Subtotal -----> | | | 0.00 | 1168410.00 | 0.00 | 137244.96 | 666130.95 | 57.0 | 502279.05 |
| FUND TOTAL | | | 0.00 | 4220799.00 | 0.00 | 394454.66 | 1993131.00 | 47.2 | 2227668.00 |

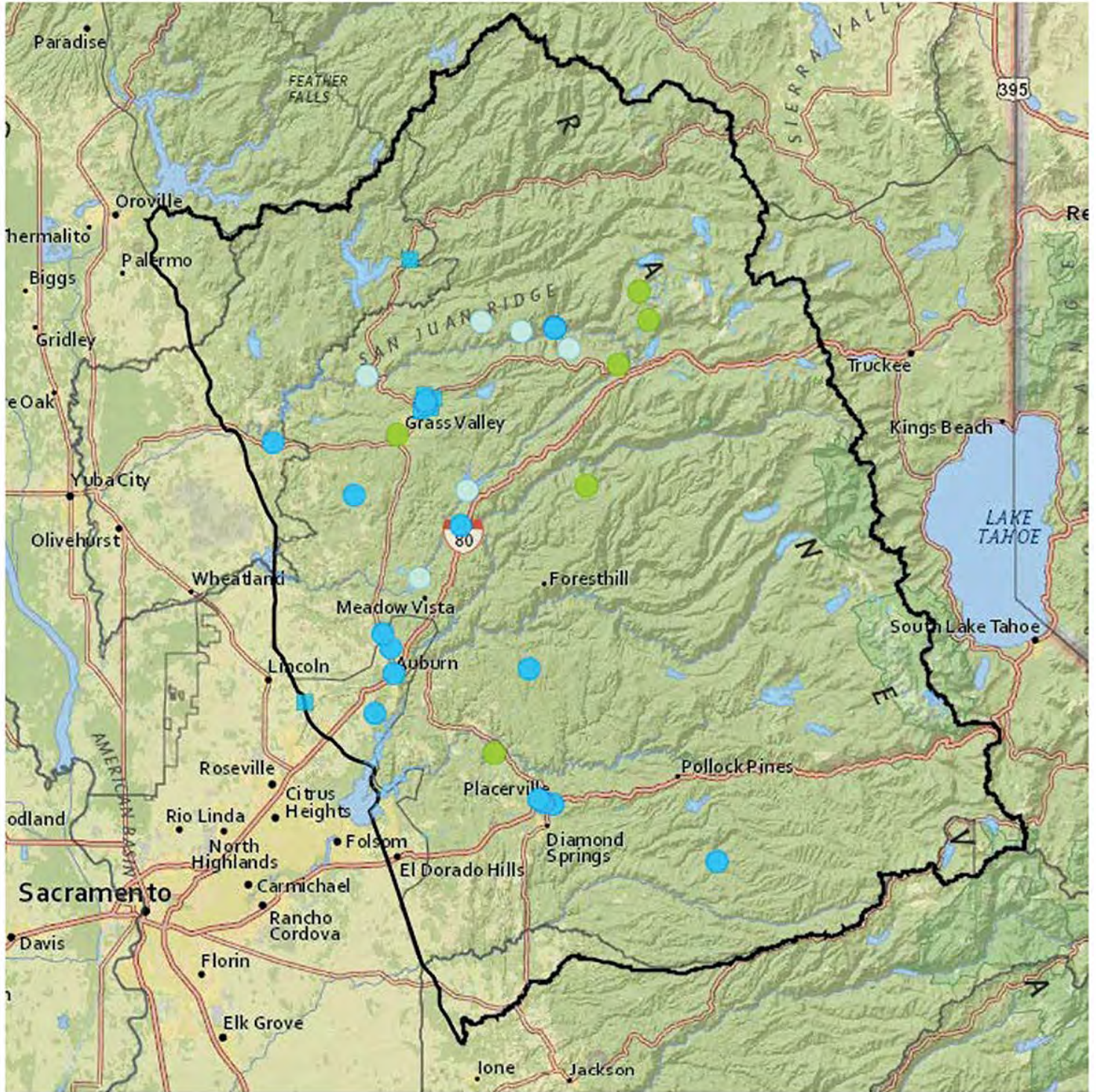
REPORT.: 02/27/19
 RUN....: 02/27/19 TIME: 10:55
 Run By.: Christina Cross

Georgetown Divide PUD
 Budget Report for Expenditures by FUND
 For Calendar Period.: 12-18 Fiscal.: 06-19

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

PAGE: 009
 ID #: GLER
 CTL.: GEO

| FUND #: 40 | | Name: Zone Fund | | | | | | |
|--------------------------------|--|--------------------------|-----------------------------|---------------------|----------------|---------------------|---------|----------------------|
| Expenditure Description | | Year-to-Date Prof Budget | Year-to-Date Amended Budget | Encumbrance Balance | Current Actual | Year-to-Date Actual | Pct (%) | Unencumbered Balance |
| 5070 5600 Director Remun | | 0.00 | 0.00 | 0.00 | -2000.00 | 0.00 | .0 | 0.00 |
| 5010 6700 Super & Labor Zone | | 0.00 | 130159.00 | 0.00 | 8743.84 | 41867.47 | 32.2 | 88291.53 |
| 5013 6700 PERS UAL Zone | | 0.00 | 23917.00 | 0.00 | 1993.68 | 11962.09 | 50.0 | 11954.91 |
| 5014 6700 P.E.R.S. Zone | | 0.00 | 12851.00 | 0.00 | 701.82 | 3796.68 | 29.5 | 9054.32 |
| 5016 6700 Payroll Taxes Zone | | 0.00 | 13016.00 | 0.00 | 712.41 | 3194.72 | 24.5 | 9821.28 |
| 5018 6700 Insurance - H&L Zone | | 0.00 | 43589.00 | 0.00 | 1988.01 | 14286.05 | 32.8 | 29302.95 |
| 5019 6700 Overtime Zone | | 0.00 | 6970.00 | 0.00 | 14.72 | 14.72 | .2 | 6955.28 |
| 5020 6700 Insurance - W.C Zone | | 0.00 | 4412.00 | 0.00 | 425.79 | 918.39 | 20.8 | 3493.61 |
| 5034 6700 Insurance - Gen Zone | | 0.00 | 5000.00 | 0.00 | 0.00 | 4829.26 | 96.6 | 170.74 |
| 5038 6700 Mat. & Supp. Zone | | 0.00 | 18000.00 | 0.00 | 1755.16 | 2744.68 | 15.2 | 15255.32 |
| 5039 6700 Materials - Oth Zone | | 0.00 | 2750.00 | 0.00 | 0.00 | 0.00 | .0 | 2750.00 |
| 5040 6700 Office Supplies Zone | | 0.00 | 2750.00 | 0.00 | 300.00 | 1031.02 | 37.5 | 1718.98 |
| 5041 6700 Staff Develop Zone | | 0.00 | 1500.00 | 0.00 | 0.00 | 299.61 | 20.0 | 1200.39 |
| 5044 6700 Utilities Zone | | 0.00 | 12169.00 | 0.00 | 1162.43 | 5514.58 | 45.3 | 6654.42 |
| 5046 6700 Veh. Maint. Zone | | 0.00 | 4000.00 | 0.00 | 90.62 | -326.98 | -8.2 | 4326.98 |
| 5048 6700 Vehicle - Oper Zone | | 0.00 | 4200.00 | 0.00 | 308.63 | 1765.56 | 42.0 | 2434.44 |
| 5080 6700 Outside Serv Zone | | 0.00 | 57720.00 | 0.00 | 3510.25 | 20732.55 | 35.9 | 36987.45 |
| 5084 6700 Government Reg Zone | | 0.00 | 34050.00 | 0.00 | 0.00 | 24977.52 | 73.4 | 9072.48 |
| 5089 6700 Memberships Zone | | 0.00 | 616.00 | 0.00 | 0.00 | 0.00 | .0 | 616.00 |
| 5095 6700 CAPITAL ACQ Zone | | 0.00 | 25000.00 | 0.00 | 0.00 | 0.00 | .0 | 25000.00 |
| DEPT 6700 Subtotal -----> | | 0.00 | 402669.00 | 0.00 | 21707.36 | 137607.92 | 34.2 | 265061.08 |
| FUND TOTAL | | 0.00 | 402669.00 | 0.00 | 19707.36 | 137607.92 | 34.2 | 265061.08 |





February 25, 2019

The Honorable Frank Bigelow
State Capitol 4158
Sacramento, CA 95814

RE: SB 669 (Caballero): Safe Drinking Water Trust - SUPPORT

Dear Assembly Member Bigelow,

Georgetown Divide Public Utility District (GDPUD) supports SB 669 (Caballero), which would create the Safe Drinking Water Trust (Trust) at the state Treasury. The purpose of the Trust would be to provide a durable funding source to help community water systems in disadvantaged communities provide their customers with access to safe drinking water. The Trust is a better approach than a statewide water tax.

There currently exists a funding gap for operation and maintenance (O&M) costs for the treatment of drinking water by community water systems in disadvantaged communities. O&M costs generally cannot be financed with existing federal and state safe drinking water funding sources that are available for capital costs. In some situations, the consolidation of a failing community water system with one or more systems may be the most effective solution. The Safe Drinking Water Trust proposed in SB 669 would provide a durable funding source to provide financial assistance for replacement water as a short-term solution, consolidation and ongoing O&M costs.

The Trust would be funded with an infusion of General Fund dollars during a budget surplus year. With the record budget surplus for the 2019-20 Fiscal Year, this is the perfect year to create and fund the Trust. The state would invest the Trust's principal, and the net income from the Trust would be transferred on an ongoing basis to a Safe Drinking Water Fund that would be administered by the State Water Resources Control Board.

The Trust is a better approach than a statewide water tax because it is not sound policy to tax a resource that is essential to life. Unlike a regressive water tax and the associated implementation costs at about 3,000 local water systems, the Trust would not drive up water costs and work against the state's Human Right to Water policy of affordable water.

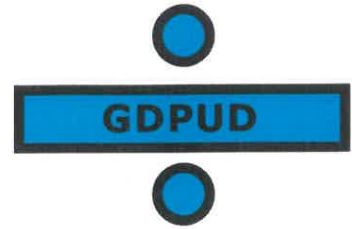
For the above reasons, GDPUD respectfully asks you to vote "Aye" for SB 669.

Sincerely,

Steven Palmer
General Manager

cc: The Honorable Anna Caballero

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF MARCH 12, 2019
AGENDA ITEM NO. 6.B.**



AGENDA SECTION: INFORMATIONAL ITEMS

SUBJECT: GENERAL MANAGER'S REPORT

PREPARED BY: Steven Palmer, PE, General Manager



Attached is a letter response to an ACWA call for action that was submitted since the last Board meeting in accordance with the District's legislative policy.

PROJECTS

- Treated Water Line Replacement and Main Canal Reliability Projects
 - Design underway
- Automated Meter Reading and Meter Replacement Project
 - Reviewing finance application with State
- Irrigation Ordinance Update
 - First Workshop on September 20
 - Second Workshop on October 16
 - Staff working to update based on direction from Second Workshop
- Wastewater Fee Review
 - Public workshop was held on January 16
 - Board workshop to be held in March/April

Continued on next page

- Cosumnes, American, Bear, Yuba, Integrated Regional Watershed Management (CABY IRWM)
 - Water Resources Manager Adam Brown attended the Sierra Institute for Community and Environment Community Capacity Assessment Workshop and System Water/Wastewater Needs Assessment Workshop on February 13. Sierra Institute was awarded \$1.3M from the Proposition 1 Disadvantaged Community (DAC) Involvement Program. The stated goal of the \$1.3M and the workshops is to involve the local communities in the IRWM planning process, increase the understanding and identify needs of DACs and Tribes, and develop strategies and long-term solutions that appropriately address the identified DAC and Tribal water management needs. Sierra Institute will be using this data to inform the CABY IRWM. Water Resources Manager Brown continues to coordinate with CABY Regional Water Management Group (RWMG) to ensure District will be able to submit for future funding. In order for District projects to be considered for Proposition 1 funding, they will need to be included in the CABY IRWMP which is currently being updated. Projects must be submitted for inclusion by May 1, 2019. A total of \$9M will be available to the Mountain Counties Funding Area, which includes American River Basin, CABY, Madera, Mokelumne-Amador-Calaveras, North Sacramento Valley, Southern Sierra, Tuolumne-Stanislaus, Upper Feather River Watershed, Yosemite-Mariposa, and Yuba County (a map is attached).

UPCOMING BOARD ITEMS

April

- Approve Irrigation Season Allocations
- Professional Services Agreement for Review of Capital Replacement Program
- Late Fee Policy Update
- Social Media Policy
- Update Leakage Consideration Policy
- Draft Fiscal Year 2019/2020 Operating Budget
- Draft Five Year Capital Improvement Plan

May

- Agreement for Annual Chemical Purchases
- Approve Plans and Authorize Bid for Main Canal Reliability
- Accounting/Finance Software Contract
- Fiscal Year 2019/2020 Operating Budget
- Five Year Capital Improvement Plan

Continued on next page

Future

- Wastewater Fee Update
- Board Policy Updates
- Personnel Manual
- Capital Facility Charge Update
- District Fee Update
- Irrigation Ordinance Update
- Approve Plans and Authorize Bid for Treated Water Line Replacement



February 25, 2019

The Honorable Frank Bigelow
State Capitol 4158
Sacramento, CA 95814

RE: SB 669 (Caballero): Safe Drinking Water Trust - SUPPORT

Dear Assembly Member Bigelow,

Georgetown Divide Public Utility District (GDPUD) supports SB 669 (Caballero), which would create the Safe Drinking Water Trust (Trust) at the state Treasury. The purpose of the Trust would be to provide a durable funding source to help community water systems in disadvantaged communities provide their customers with access to safe drinking water. The Trust is a better approach than a statewide water tax.

There currently exists a funding gap for operation and maintenance (O&M) costs for the treatment of drinking water by community water systems in disadvantaged communities. O&M costs generally cannot be financed with existing federal and state safe drinking water funding sources that are available for capital costs. In some situations, the consolidation of a failing community water system with one or more systems may be the most effective solution. The Safe Drinking Water Trust proposed in SB 669 would provide a durable funding source to provide financial assistance for replacement water as a short-term solution, consolidation and ongoing O&M costs.

The Trust would be funded with an infusion of General Fund dollars during a budget surplus year. With the record budget surplus for the 2019-20 Fiscal Year, this is the perfect year to create and fund the Trust. The state would invest the Trust's principal, and the net income from the Trust would be transferred on an ongoing basis to a Safe Drinking Water Fund that would be administered by the State Water Resources Control Board.

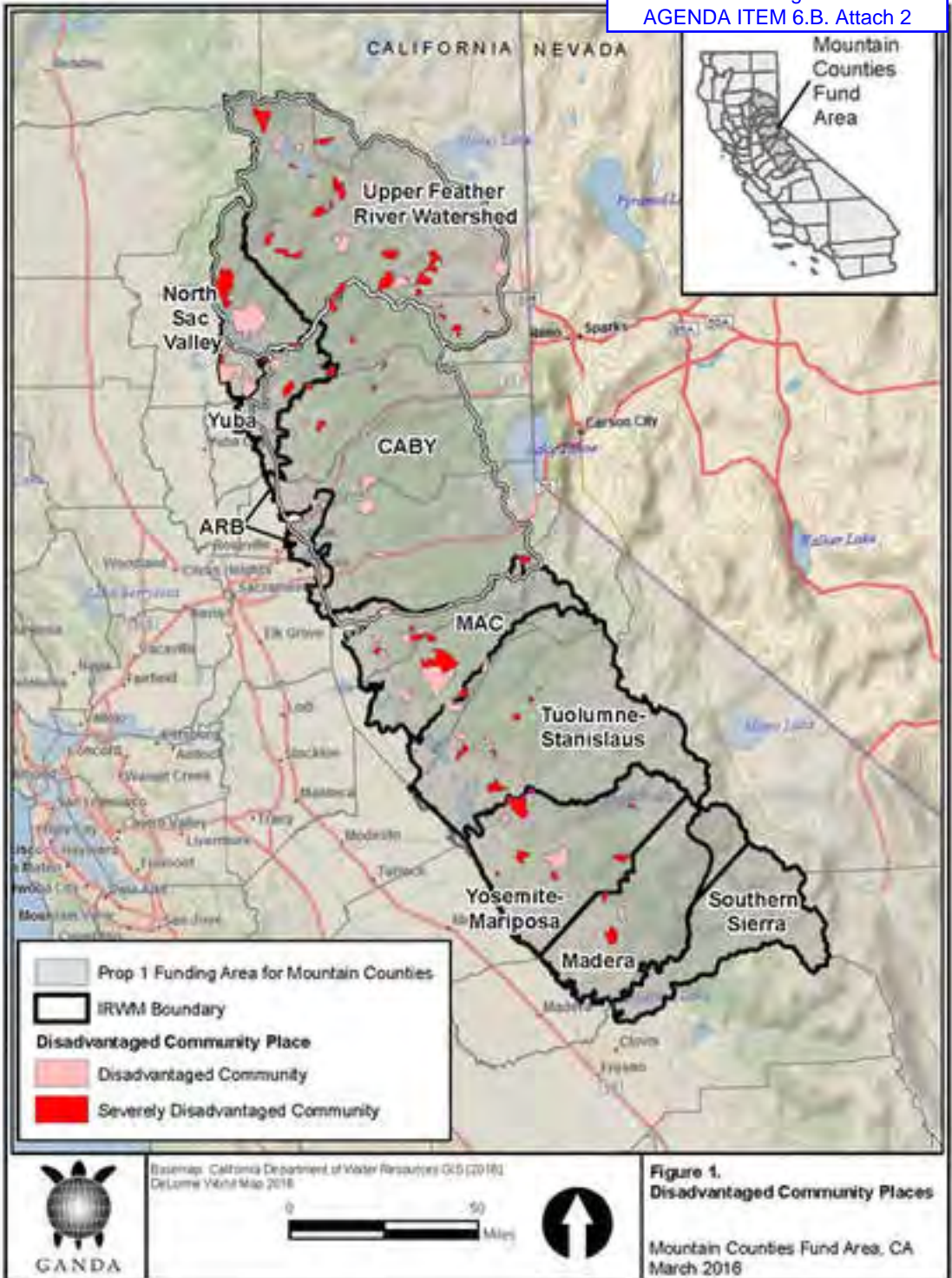
The Trust is a better approach than a statewide water tax because it is not sound policy to tax a resource that is essential to life. Unlike a regressive water tax and the associated implementation costs at about 3,000 local water systems, the Trust would not drive up water costs and work against the state's Human Right to Water policy of affordable water.

For the above reasons, GDPUD respectfully asks you to vote "Aye" for SB 669.

Sincerely,

Steven Palmer
General Manager

cc: The Honorable Anna Caballero



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Operations **Manager's** Report for March 2019

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

March 12, 2019, AGENDA ITEM #6.C.

Water Production for the Month of February

Auburn Lake Trails Water Treatment Plant

14.441 million gallons
515,750 gallons/day
average

Walton Lake Water Treatment Plant

17.510 million gallons
625,357 gallons/day
average

Water Quality Monitoring

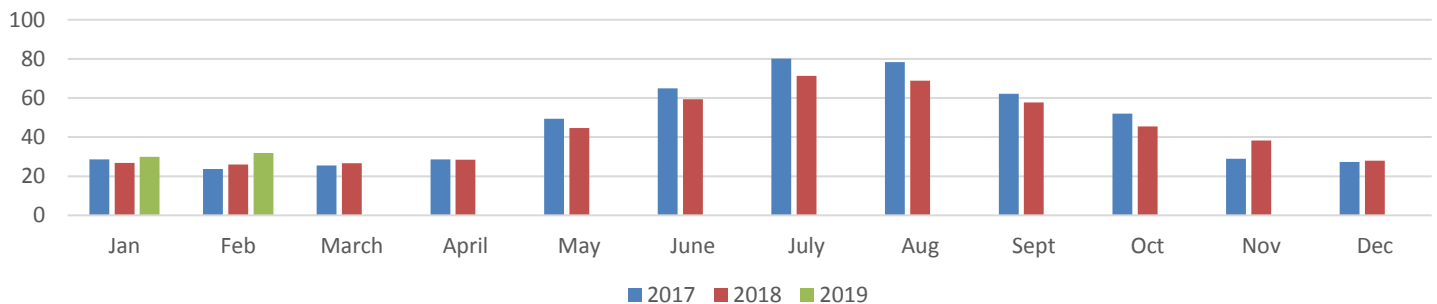
Monitoring has been completed and reports have been submitted to the State Water Resources Control Board.

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

Stumpy Meadows Volume (Acre-FT)



Chart Water Production (MG)



Summary of Field Work Activities

Distribution Crew

- ✓ Repaired leaks: 10 service leaks and 1 main leak
- ✓ Repair/replace meters: 20
- ✓ Installed new service: 0 treated
- ✓ Performed Maintenance on Pressure Reducing Stations
- ✓ Read meters
- ✓ Repaired two switches at Irish Pump Station
- ✓ Repaired Hydrant on Bear Creek RD
- ✓ Moved service on Reservoir RD

Maintenance Crew

They have spent a lot of time walking ditch and clearing debris from grizzlies and other areas due to wind and rain. Rented a dozer and an excavator to clear snow and trees from upper canal.

Georgetown Divide Public Utility District

6425 Main Street P.O. Box 4240, Georgetown, CA 95634 • (530) 333-4356 • www.gd-pud.org
Steven Palmer, PE, General Manager • Darrell Creeks, Operations Manager





GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Auburn Lake Trails Wastewater Management Zone Report for February 2019

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

March 12, 2019, AGENDA ITEM #6.C.

Auburn Lake Trails Wastewater Management Zone (Zone)

Zone activities are completed in accordance with California Regional Water Quality Control Board Central Valley Region, *Waste Discharge Requirements for Georgetown Divide Public Utility District Auburn Lake Trails On-Site Wastewater Disposal Zone* Order No. R5-2002-0031.



- **Community Disposal System (CDS) Lots - 137**
- **Individual Wastewater Disposal System Lots - 885**

Field Activities

- ✓ Routine Inspections: 58
- ✓ Special Inspections: 1
 - Escrow – 3
 - Homeowner – 2
 - Construction – 0
 - Plan Review – 0
 - Watertight Test – 0
- ✓ Construction:
 - New Wastewater System – 0
 - New Community Disposal System Tank – 0
 - New Pump Tank – 1(Lot 677)

Wastewater Discharge

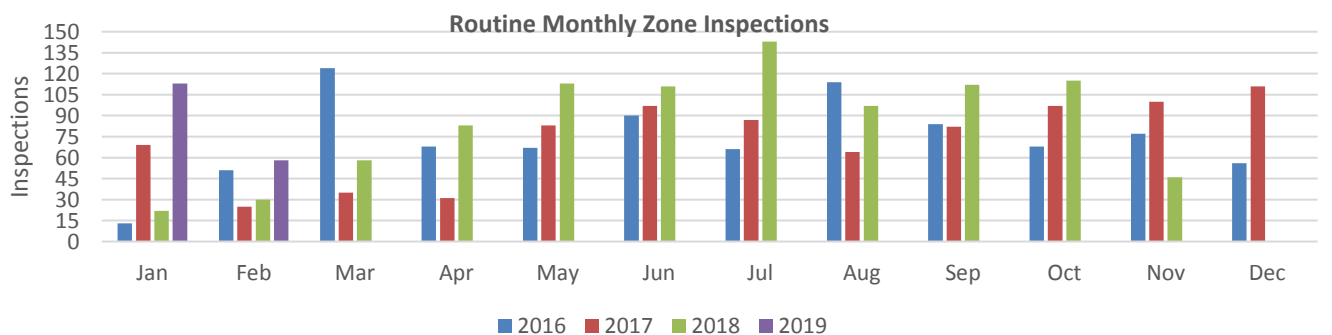
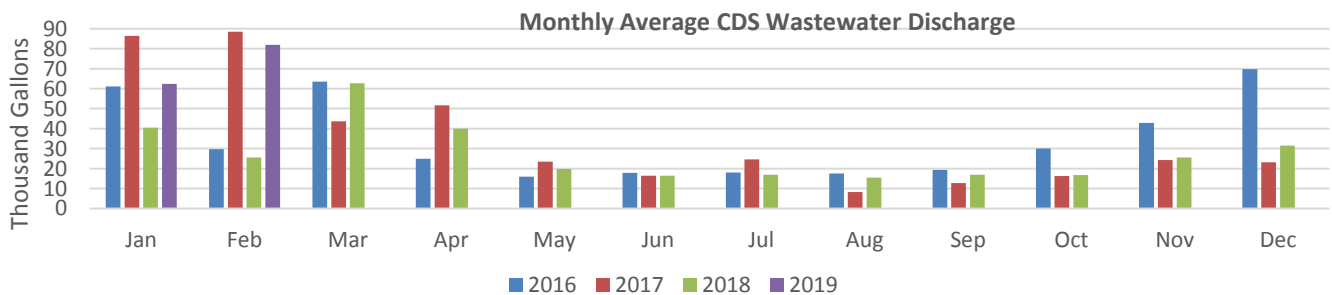
2.3751 million gallons
81,900 gallons/day average

Rainfall

18.09 inches

Reporting

On February 8, 2019, a Sanitary Sewer Overflow (SSO) of approximately 27,200 gallons occurred at Station 16. A spill notification report was submitted to California Integrated Water Quality System (CIWQS) on February 8, 2019.



Georgetown Divide Public Utility District

6425 Main Street P.O. Box 4240, Georgetown, CA 95634 • (530) 333-4356 • www.gd-pud.org
Steven Palmer, PE, General Manager • Darrell Creeks, Operations Manager

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF MARCH 12, 2019
AGENDA ITEM NO. 6.D.**



AGENDA SECTION: INFORMATIONAL ITEMS

SUBJECT: ALT WATER TREATMENT PLANT PROJECT UPDATE

PREPARED BY: George Sanders, Engineering Consultant

APPROVED BY: Steven Palmer, PE, General Manager

Handwritten signatures in blue ink. One signature is positioned above the "PREPARED BY" line, and another is positioned above the "APPROVED BY" line.

BACKGROUND

This is a summary of the various work activities at the ALT Water Treatment Plant for the month of February. **Attachment 1** is an updated flyer that will be posted on the District's website and Facebook.

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

Myers & Sons Construction

Construction activities at the site, during the month of February, have taken place in the areas identified below.

Filter Building – This is the largest building at the site, approximately 5,500 SF. It is a metal building on a concrete slab with exterior footings. In addition to the Filters, this building is home to the Chemical Storage Room, Office and Lab, Air Compressor and Blower Room together with the Electrical Room. The Chlorine Contact Basin is below grade and under the center portion of this building.

Representatives from WesTech, the filter supplier, coordinated the testing and setup of their controls with the electricians. This process was halted due to undersized breakers that feed the blowers. The breakers have been replaced and WesTech is scheduled to return to the site during the week of March 11-15 to continue with the testing of their system and provide operational training to District staff.

Raw Water Pump Station Building – This is a metal building on a concrete slab with exterior footings, consisting of approximately 1350 SF. In addition to the raw water pumps, this building contains a main electrical panel together with the pre-treatment chemical injection systems for polymer and chlorine.

No significant work activities have occurred within the raw water pump station building during the month of February. The Contractor has made adjustments to the temporary line that supplies raw water to the existing treatment plant.

Backwash Water Storage Tank – The clarifier at the existing plant has been retrofitted to serve as a storage tank for the backwash water from the filters.

Work activities during this reporting period have been limited to the connection of the linkage from the new drive unit to the scrapers located near the floor of the basin.

Site Improvements – Site improvements consist of all areas outside of the buildings and tanks.

Work activities during this reporting period have been limited to the operational testing of the standby generator that serves the entire facility.

PSOMAS

This firm is under contract with the District to provide Engineering Support during construction. During this reporting period this firm conducted reviews of contractor submittals, requests for information (RFI) and added clarity to various construction related matters.

Youngdahl Consulting Group

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

Foothill Associates

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

SWPPP – Myers & Sons

Under the construction contract, Myers & Sons is responsible for the installation and maintenance of the storm water improvements together with the inspection and reporting of individual storm events.

NEXGEN

This firm is under contract with the District to provide Construction Management Services. NEXGEN continues to provide daily construction inspection at the site.

Budget

Project expenses since start of construction as compared to budget are summarized in the table below. Projected expenditures remain within the approved project budget.

| Phase | Expended to Date | Budget |
|--|------------------|---------------|
| Construction | \$ 9,865,659 | \$ 11,249,000 |
| Construction Engineering, Construction Management, and Environmental | \$ 853,116 | \$ 1,076,226 |
| Total | \$10,718,775 | \$ 12,325,226 |

Schedule

The District and Nexgen continue to work with the Contractor in the development of updates to the construction schedule. A recent update to the schedule, as provided by the Contractor, has identified the 7-day operational test and the mechanical performance testing of the filters during the first week in April.

State SRF Payment Requests

The District has received twenty reimbursement payments from the State Revolving Loan Agreement for a total amount of \$ 9,050,288.

| Claim # | Date of Payment | Amount | Claim # | Date of Payment | Amount |
|---------|-----------------|-----------|---------|-----------------|---------|
| 1 | 6/26/2017 | 1,157,141 | 11 | 4/18/2018 | 766,107 |
| 2 | 8/17/2017 | 439,850 | 12 | 5/22/2018 | 395,007 |
| 3 | 9/22/2017 | 68,457 | 13 | 6/14/2018 | 255,916 |
| 4 | 10/6/2017 | 540,675 | 14 | 8/16/2018 | 513,640 |
| 5 | 11/8/2017 | 497,125 | 15 | 9/24/2018 | 336,926 |
| 6 | 12/15/2017 | 550,310 | 16 | 10/17/2018 | 249,456 |
| 7 | 1/26/2018 | 1,047,320 | 17 | 12/07/2018 | 241,029 |
| 8 | 2/21/2018 | 218,722 | 18 | 12/7/2018 | 94,094 |
| 9 | 2/23/2018 | 350,605 | 19 | 1/2/2019 | 206,317 |
| 10 | 3/30/2018 | 891,256 | 20 | 1/15/2019 | 230,335 |

Claim 21, in the amount of \$136,935 was submitted on February 12, 2019. Claim 22, in the amount of \$134,470 was submitted on February 15, 2019. Claim 23, in the amount of \$45,900, is currently under review by the District.

Contract Change Orders

There were no Contract Change Orders processed during this reporting period. The total of all Contract Change Orders approved to date is \$128,054. *There are currently three contract change orders pending approval. These are Change Order Number 7, in the amount of \$13,018, Change Order Number 8, in the amount of \$8,427 and Change Order Number 9, in the amount of \$23,283.* A work directive has been issued on change orders 7 and 8. Once Change Orders 7 and 8 are executed the total amount will reach \$149,499. The General Manager has authority to approve contract change orders up to a total amount of \$150,000.

Increasing the change order authority of the General Manager is the topic of another agenda item within this March meeting.

Contract Change Orders are summarized as follows:

- Contract Change Order Number 1 resulted in a net increase in the contract amount by \$39,772. This Change Order was identified at the regular Board meeting in September 2017.

- Contract Change Order Number 2 resulted in a net decrease in the contract amount by <\$970.41>. This Change Order was identified at the regular Board meeting in October 2017.
- Contract Change Order Number 3, a no cost change order, increased the contract time by 17 days due to weather related days during the months of March, April, May and June of this year. This Change Order was identified at the regular Board meeting in November 2017.
- Contract Change Order Number 4 resulted in a net increase in the contract amount by \$12,184.00. This Change Order relates to the placement of additional backfill material in the sludge drying beds and was identified at the regular Board meeting in February 2018.
- Contract Change Order Number 5 resulted in a net increase in the contract amount by \$20,922. This change order relates to the addition and upgrade of miscellaneous pipe supports to meet current seismic requirements together with an upgrade of moisture resistant sheetrock in all rooms within the Filter Building. This Change Order was identified at the regular Board Meeting in June 2018.
- Contract Change Order Number 6 resulted in a net increase in the contract amount by \$50,282. This change order relates to additional moisture resistant coatings within the Filter Building together with additional asphalt paving around the filter building and the access road to the raw water pump station. This Change Order was identified at the regular Board Meeting in January 2019.
- Contract Change Order Number 7, approved under work directives but currently not executed, would result in a net increase in the contract amount by \$13,018. This change order relates to SCADA Equipment and Communication Changes to meet District needs. This resulted in the need to modify computer codes and control strategies.
- Contract Change Order Number 8, approved under work directives but currently not executed, would result in a net increase in the contract amount by \$8,427. This change order relates needed modifications in the HVAC control panels together with needed changes in the control panel that operate the motor drive system in the backwash water tank (old clarifier).
- Contract Change Order Number 9, no work directive issued, and no work performed in the field. Execution of this change order would result in a net increase in the contract amount by \$23,283. This change order relates to the installation of a heat trace system and insulation to the soda ash solution feed piping and storage tank.

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

ATTACHMENTS

1. Project Update #22



GDPUD

Georgetown Divide Public Utility District

Update No. 22 ♦ February 28, 2019
Agenda Item 6.D.

AUBURN LAKE TRAILS WATER TREATMENT PLANT

6425 Main Street, P.O. Box 4240, Georgetown, CA 95634
www.gd-pud.org ♦ (530) 333-4356 ♦ Steven Palmer, PE, General Manager

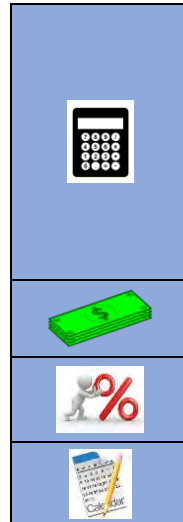
PROJECT UPDATE

UPCOMING ACTIVITIES:

- Filters – Testing of filter units
- Electrical – Filter Building
- SCADA System
- Landscaping & Fencing
- Operator Training
- Performance Testing

COMPLETED ACTIVITIES:

- Raw Water Siphon
- Filter Building
- Chlorine Contact Basin with Baffles
- Raw Water Pump Station
- Backwash Water Recovery Tank
- Site Paving



CONTRACT UPDATE:

| | | |
|----------------------------|---------------|---------------------|
| Original Contract Amount: | \$ 10,249,000 | |
| Contract Change Order #1: | \$ 39,772 | |
| Contract Change Order #2: | (\$ 970) | |
| Contract Change Order #3: | No Cost | |
| Contract Change Order #4: | \$ 12,184 | |
| Contract Change Order #5: | \$ 20,922 | |
| Contract Change Order #6: | \$ 56,146 | |
| New Contract Amount | | \$10,377,054 |

| | |
|------------------------------------|--------------------|
| Expended thru February 2019 | \$9,865,659 |
| Percent Complete | 95% |
| Anticipated Completion Date | Early 2019 |

| | |
|---|-------------------|
| . Issue Notice to Proceed | M |
| . Mobilization & Demolition | A |
| . Complete Raw Water Siphon | M |
| . First Concrete Pour - Filter Building | J |
| . Complete Earthwork | J |
| . Complete Chlorine Contact Basin | A |
| . Erect Raw Water Pump Station Bldg. | S |
| . Complete Concrete Filter Building | O |
| . Filters Placed in Building | N |
| . Erect Filter Building | D |
| . Filters and Outside Electrical | J |
| . Filters Installed and Site Work | F |
| . Electrical Inside and Outside | M |
| . Electrical Inside and Outside | A |
| . Electrical Outside and Filters | M |
| . Electrical Raw Water Pump Station | J |
| . Electrical Filter Building | J |
| . Complete Filter Installation & Sludge Beds | A |
| . Complete Site Work & Raw Water Pump Station | S |
| . Complete Filter Building & Backwash Basin | O |
| . Site Improvements | N |
| . SCADA System | D |
| . Finish Electrical Systems | J |
| . SCADA Training | F |
| . Operator Training | M |
| . Performance Training | A |
| PROJECT 100% COMPLETE | Early 2019 |

PROJECT CONSTRUCTION SCHEDULE:

For additional information, contact: **George Sanders, Project Manager** at gsanders@gd-pud.org or Call (530) 333-4356

A Presentation for the
GDPUD Board of Directors
March 12, 2019

Summary of
Work Activities at ALT Plant
February 2019

ALT Water Treatment Plant Project Partners

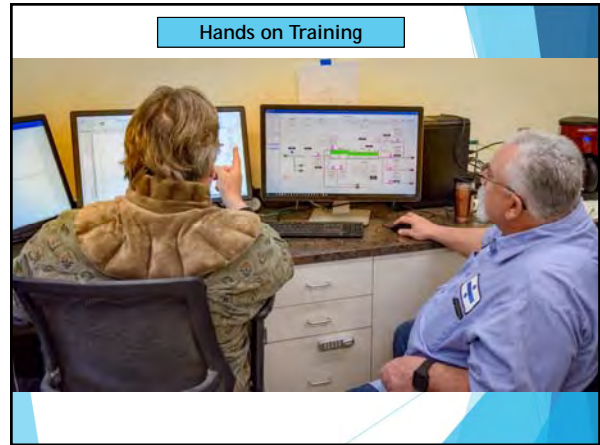
MYERS Construction
RIVER & SOHS CONSTRUCTION
Engineering Support

PSOMAS

YOUNGDAHL CONSULTING GROUP INC. 30th Anniversary
Materials Testing

FOOTHILL ASSOCIATES
ENVIRONMENTAL CONSULTING • PLANNING • LANDSCAPE ARCHITECTURE
CEQA Compliance and SWPPP

NEXGEN Construction Management



Fire Marshall Review



Testing Standby Generator



Raw Water Bypass Line



| | CLAIM NO. | CONSTRUCTOR | CONST MGMT & ADMIN | AMOUNT |
|-----------------------|-----------|-------------|--------------------|-----------|
| SRF PAYMENTS RECEIVED | 1 | 1,101,614 | 55,527 | 1,157,141 |
| | 2 | 439,850 | 0 | 439,850 |
| | 3 | 0 | 68,457 | 68,457 |
| | 4 | 540,675 | 0 | 540,675 |
| | 5 | 403,060 | 94,065 | 497,125 |
| | 6 | 550,310 | 0 | 550,310 |
| | 7 | 952,916 | 94,404 | 1,047,320 |
| | 8 | 218,722 | 0 | 218,722 |
| | 9 | 350,605 | 0 | 350,605 |
| | 10 | 830,366 | 60,890 | 891,256 |
| | 11 | 744,230 | 21,877 | 766,107 |
| | 12 | 329,492 | 65,515 | 395,007 |
| | 13 | 255,916 | 0 | 255,916 |
| | 14 | 509,295 | 4,345 | 513,640 |
| | 15 | 192,102 | 144,824 | 336,926 |
| | 16 | 240,040 | 9,416 | 249,456 |
| | 17 | 210,349 | 30,680 | 241,029 |
| | 18 | 94,094 | 0 | 94,094 |
| | 19 | 206,317 | 0 | 206,317 |
| | 20 | 230,335 | 0 | 230,335 |
| TOTALS | 8,400,288 | 619,320 | 9,050,288 | |
| SUBMITTED | 21 | 68,712 | 0 | 68,712 |
| | 22 | 134,470 | 0 | 134,470 |

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF MARCH 12, 2019
AGENDA ITEM NO. 7.A.**



AGENDA SECTION: NEW BUSINESS

SUBJECT: INCREASE THE GENERAL MANAGER'S CHANGE ORDER AUTHORITY BY AN ADDITIONAL \$100,000 FOR THE AUBURN LAKE TRAILS WATER TREATMENT PLANT PROJECT

PREPARED BY: George Sanders, Engineering Consultant

APPROVED BY: Steven Palmer, PE, General Manager

BACKGROUND

On December 13, 2016, the Board of Directors ("Board") of the Georgetown Divide Public Utility District ("District") authorized the execution of a contract with Myers and Sons, Inc., for the construction of the Auburn Lake Trails Water Treatment Plant Project for an award amount of \$10,249,000. The Notice to Proceed was issued on March 13, 2017.

On June 13, 2017, the Board adopted Resolution 2017-06 authorizing the General Manager to approve and process change orders to the construction contract for an amount up to a cumulative total of \$150,000. Resolution 2017-06 is included in this report as Attachment 1.

Table 1 below lists the change orders that have been executed or are pending to date:

| TABLE 1 – Approved and Pending Change Orders to Date | | | |
|---|----------------------|---|------------------|
| Change Order # | Date Approved | Description | Amount |
| 1 | 8/24/2017 | Misc. changes due to unforeseen site conditions and clarifications to Plans & Specifications. | \$39,772 |
| 2 | 3/13/2017 | Misc. changes due to unforeseen site conditions and clarifications to Plans & Specifications resulting in a credit. | (970) |
| 3 | 11/2/2017 | Corrects original project completion date due to weather-related impacts. | 0 |
| 4 | 1/10/2018 | Additional work required to provide stable subgrade for sludge drying beds. | 12,184 |
| 5 | 6/04/18 | Additional work related to pipe supports and drywall. | 20,922 |
| 6 | 12/13/18 | Additional work related to painting and paving. | 56,146 |
| 7 | <i>Pending</i> | SCADA equipment/communication changes, and programming. | 13,018 |
| 8 | <i>Pending</i> | Modifications to the HVAC control panels together with changes to the control panel for the motor drive system in the backwash water tank | 8,427 |
| 9 | <i>Pending</i> | Installation of heat trace systems and insulation on the soda ash solution feed piping and storage tank as described in Work Change Directive 14. | 23,283 |
| | | TOTAL | \$172,782 |

DISCUSSION

The current change order authority of the General Manager is nearly exhausted. Action on the three pending change order numbers 7, 8, and 9 (see Attachment 2) would exceed that authority. Construction contract change order authority allows the General Manager to respond quickly to field conditions and address construction issues in a timely manner, thereby minimizing delays that could increase costs and expose the District to potential liability from delays.

Staff anticipates the need for the District to process additional change orders for the ALTWTP project beyond those identified within Table 1. The anticipated additional change orders would cover work activities such as additional fencing, added electrical for the Alum Feed system, additional retaining walls, added valves, and the possibility of sharing costs with the Contractor and WesTech for the repair of damages to the filter screens.

FISCAL IMPACT

Project expenses since the start of construction as compared to the budget are summarized in Table 2 below. Projected expenditures are within the approved budget.

| TABLE 2 – Project Expenditures and Budget | | |
|--|-------------------------|----------------------|
| Phase | Expended to Date | Budget |
| Construction | \$ 9,865,659 | \$ 11,249,000 |
| Construction Engineering, Construction Management, and Environmental | \$ 853,116 | \$ 1,076,226 |
| TOTALS | \$10,718,775 | \$ 12,325,226 |

Staff does not anticipate exceeding the amount already budgeted, so a budget adjustment is not needed at this time.

CEQA ASSESSMENT

A Mitigated Negative Declaration was adopted by the Board on April 12, 2016.

RECOMMENDED ACTION

Staff recommends that the Georgetown Divide Public Utility District Board of Directors adopt Resolution 2019-17 (Attachment 3) increasing the General Manager’s cumulative change order authority by \$100,000 to total of \$250,000 for the Auburn Lake Trails Water Treatment Plant Project.

ATTACHMENTS

1. Resolution 2017-06 Authorizing GM Change Order Authority for ALTWTPP
2. Pending Change Orders 7, 8, and 9
3. Resolution 2019-17 Increasing GM Change Order Authority for ALTWTPP

RESOLUTION NO. 2017-06

RESOLUTION AUTHORIZING THE GENERAL MANAGER TO APPROVE CHANGE ORDERS TO THE MEYERS AND SONS CONSTRUCTION CONTRACT FOR THE ALT WATER TREATMENT PLANT CONSTRUCTION PROJECT UP TO A CUMULATIVE TOTAL OF \$150,000

WHEREAS, the Board of Directors of the Georgetown Divide Public Utility District (the "Board") adopted Resolution 2016-21 on December 13, 2016, authorizing the execution of a contract with Myers and Sons Construction, LP, to construct the Auburn Lake Trails Water Treatment Plant (ALTWTP) for an award amount of \$10,249,000; and

WHEREAS, at its meeting of February 14, 2017, the Board acknowledged that (1) the Board conducts regular meetings monthly; (2) the District Staff will address changes during construction; and (3) elements of the project are expected to move rapidly during construction and efforts should be made to reduce delays that could increase costs and expose the District to potential liability; and

WHEREAS, the Board, on February 14, 2017, authorized the General Manager to approve and process single change orders on the ALTWTP construction project for an amount not to exceed \$10,000; and

WHEREAS, it is a common practice within local government agencies for a General Manager to have authority to approve and process Change Orders for up to 10% of the construction cost; and

WHEREAS, Project conditions and local practice support General Manager cumulative total change order authority ranging between \$100,000 and \$300,000.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. The General Manager is authorized to approve and process Change Orders on the ALTWTP project, with Meyers & Sons Construction, for a cumulative total amount not to exceed \$150,000;
2. All Change Orders approved by the General Manager will be reported to the Board during regular meetings; and
3. Board approval will be required for all changes once the cumulative total amount of change orders approved by the General Manager reaches \$150,000.

PASSED AND ADOPTED on this 13th day of June, 2017, by the following vote:

AYES: *Halpin, Hanschild, Hoelscher, Usó, Wadde*

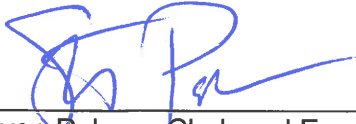
NOES:

ABSENT:



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


ATTEST:



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

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2017-05 duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on the 13th day of June 2017.



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

GDPUD ALT WTP Upgrades Project – CHANGE ORDER No. 07

Myers and Sons Construction, LP

4600 Northgate Blvd, Sacramento, CA, 95834

| | |
|---|--------------------------------------|
| Contract No: 0910013-005C | Date: 2/12/2019 |
| Prepared By: Nexgen Utility Management | Notice to Proceed: 3/13/2017 |
| On Behalf Of: Georgetown Divide PUD | Original Completion Date: 12/24/2018 |
| 6425 Main Street, Georgetown, CA 95634 | |

Title: SCADA EQUIPMENT AND COMMUNICATIONS CHANGES, IMPLEMENT REVISED CONTROL STRATEGIES

The Contract Documents are modified as follows upon execution of this Change Order:

NOTE: This change order is not effective until approved by the District.

| DESCRIPTION OF CHANGES (Supplemental Contract Documents Attached) | Net Change In Contract Price |
|--|---------------------------------|
| This Change Order provides for: | |
| 1. SCADA Equipment and Communications Changes as described in Quotation Request 5, dated November 5, 2018. | |
| 2. Implement PLC/SCADA programming per revised control strategies. | |
| | TOTAL: \$13,018 |

JUSTIFICATION: 1. The District desires a more flexible communications system than the radio based system shown in the Contract Documents. This change consolidates the communications and SCADA controls at the ALTWTP and relies on internet based communications in lieu of the radio system. 2. Certain process control strategies require changes to accommodate changes in equipment, regulatory requirements, and District preferences. The Design Engineer worked with the District staff and the Contractor to modify the control strategies to meet District requirements. The Contractor was directed to modify the SCADA computer code to implement the modified control strategies.

ATTACHMENTS: Item 1; Att. A – Quotation Request #05
 Item 2; Att. B – Updated Control Strategy Summary Document
 Items 1 and 2; Att. C – Myers Letter 33 Cost Proposal, dated 12/21/2018

MEASUREMENT AND PAYMENT: As per Attachments, agreed Lump Sum. The Contractor has reserved the right to request additional time for these Changes pending a critical path Time Impact Analysis.

| CONTRACT STATUS PER THIS CHANGE ORDER | |
|---|--|
| The time to complete the contract is: | ORIGINAL CONTRACT SUM..... \$10,249,000.00 |
| <input type="checkbox"/> Increased By: _____ Days <input type="checkbox"/> Decreased By: _____ Days <input checked="" type="checkbox"/> Unchanged | Previous Change Orders: <u> \$128,054.09 </u> By This Change Order: <u> \$13,018.00 </u> Net Change By All Change Orders to Date: <u> \$141,072.09 </u> |
| The Date of Completion Is Now: 1/17/2019 | New Contract Sum \$10,390,072.09 |

ACCEPTANCE

We, the undersigned Contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefore the prices shown above.

Accepted: Contractor / Myers and Sons

Reviewed: Psomas, Design Eng. – Ernie Leporini, P.E.

By: _____

By: _____

Recommended: Nexgen, CM - Joe DiGiorgio, P.E.

**Approved: GDPUD,
 George Sanders, P.E., District Representative**

By: _____

By: _____
Steve Palmer, P. E., General Manager

By: _____

If the Contractor does not sign acceptance of this order, their attention is directed to the requirements of the specifications as to proceeding with ordered work and filing a written protest within the time therein specified

GDPUD ALT WTP Upgrades Project – CHANGE ORDER No. 08

Myers and Sons Construction, LP

4600 Northgate Blvd, Sacramento, CA, 95834

| | |
|---|--------------------------------------|
| Contract No: 0910013-005C | Date: 3/4/2019 |
| Prepared By: Nexgen Utility Management | Notice to Proceed: 3/13/2017 |
| On Behalf Of: Georgetown Divide PUD | Original Completion Date: 12/24/2018 |
| 6425 Main Street, Georgetown, CA 95634 | |

Title: HVAC and Clarifier Drive Control Panels Modifications

The Contract Documents are modified as follows upon execution of this Change Order:

NOTE: This change order is not effective until approved by the District.

| DESCRIPTION OF CHANGES (Supplemental Contract Documents Attached) | Net Change In Contract Price |
|---|---------------------------------|
| This Change Order provides for: | |
| 1. Modification of the HVAC fan control panels as described in Quotation Request No. 3. | \$1,738 |
| 2. Modifications to the Clarifier Drive LOS control panel as described in Design Clarification No. 2. | \$6,689 |
| TOTAL: \$8,427 | |

JUSTIFICATIONS: 1. The District desires modifications to the controls for the 480V ventilation fans to provide simplified operation. In addition, the 115V ventilation fans require control system clarifications since control details included in the Contract Documents were incomplete.
 2. The Clarifier Drive mechanism requires protection against over-torque. The control panel needed modifications to monitor and alarm to the SCADA system. The Design documents did not include these provisions.

ATTACHMENTS: Item 1; Att. A – Quotation Request #03
 Item 2; Att. B – Design Clarification #02
 Items 1 and 2; Att. C – Myers Lump Sum Cost Proposals

MEASUREMENT AND PAYMENT: As per Attachments, agreed Lump Sum.

CONTRACT STATUS PER THIS CHANGE ORDER

| | | |
|---|----------------------------|---|
| The time to complete the contract is: | ORIGINAL CONTRACT SUM..... | \$10,249,000.00 |
| <input type="checkbox"/> Increased | By: _____ Days | Previous Change Orders: <u> \$141,072.09 </u> |
| <input type="checkbox"/> Decreased | By: _____ Days | By This Change Order: <u> \$8,427.00 </u> |
| <input checked="" type="checkbox"/> Unchanged | | Net Change By All Change Orders to Date: <u> \$149,499.09 </u> |
| The Date of Completion Is Now: 1/17/2019 | New Contract Sum | \$10,398,499.09 |

ACCEPTANCE

We, the undersigned Contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefore the prices shown above.

Accepted: Contractor / Myers and Sons

Reviewed: Psomas, Design Eng. – Ernie Leporini, P.E.

By: _____

By: _____

Recommended: Nexgen, CM - Joe DiGiorgio, P.E.

Approved: GDPUD,
 George Sanders, P.E., District Representative

By: _____

By: _____
Steve Palmer, P. E., General Manager

By: _____

If the Contractor does not sign acceptance of this order, their attention is directed to the requirements of the specifications as to proceeding with ordered work and filing a written protest within the time therein specified

GDPUD ALT WTP Upgrades Project – CHANGE ORDER No. 09

Myers and Sons Construction, LP

4600 Northgate Blvd, Sacramento, CA, 95834

| | |
|---|--------------------------------------|
| Contract No: 0910013-005C | Date: 3/4/2019 |
| Prepared By: Nexgen Utility Management | Notice to Proceed: 3/13/2017 |
| On Behalf Of: Georgetown Divide PUD | Original Completion Date: 12/24/2018 |
| 6425 Main Street, Georgetown, CA 95634 | |

Title: Soda Ash System - Heat Trace and Insulation

The Contract Documents are modified as follows upon execution of this Change Order:
 NOTE: This change order is not effective until approved by the District.

| DESCRIPTION OF CHANGES (Supplemental Contract Documents Attached) | Net Change In Contract Price |
|---|---------------------------------|
| This Change Order provides for: | |
| 1. Installation of heat trace systems and insulation on the soda ash solution feed piping and storage tank as described in Work Change Directive 14 | \$23,283 |
| TOTAL: \$23,283 | |

JUSTIFICATIONS: 1. Soda ash solution becomes viscous at temperatures below approximately 50 degrees, which would clog the stainless steel chemical solution pipelines and most likely require replacement of the pipes. The soda ash system allows the WTP to adjust the pH of the finished water, which is required to protect the distribution system and household pipelines from corrosion. Failure of the soda ash system would necessitate a costly emergency repair.

ATTACHMENTS: Att. A – Engineer’s Work Change Directive 14
 Att. B – Myers Letter 41 – Cost Proposal

MEASUREMENT AND PAYMENT: As per Attachments, agreed Lump Sum. The Contractor has reserved the right to request additional time for these Changes pending a critical path Time Impact Analysis.

| CONTRACT STATUS PER THIS CHANGE ORDER | |
|---|--|
| The time to complete the contract is: | ORIGINAL CONTRACT SUM..... \$10,249,000.00 |
| <input type="checkbox"/> Increased By: _____ Days <input type="checkbox"/> Decreased By: _____ Days <input checked="" type="checkbox"/> Unchanged | Previous Change Orders: \$149,499.09 By This Change Order: \$23,283.00 Net Change By All Change Orders to Date: \$172,782.09 |
| The Date of Completion Is Now: 1/17/2019 | New Contract Sum \$10,421,782.09 |

ACCEPTANCE

We, the undersigned Contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefore the prices shown above.

Accepted: Contractor / Myers and Sons

Reviewed: Psomas, Design Eng. – Ernie Leporini, P.E.

By: _____

By: _____

Recommended: Nexgen, CM - Joe DiGiorgio, P.E.

**Approved: GDPUD,
 George Sanders, P.E., District Representative**
 By: _____

By: _____

Steve Palmer, P. E., General Manager

By: _____

If the Contractor does not sign acceptance of this order, their attention is directed to the requirements of the specifications as to proceeding with ordered work and filing a written protest within the time therein specified

RESOLUTION NO. 2019-17
OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
AUTHORIZING AN INCREASE OF \$100,000 TO THE GENERAL MANAGER'S
CUMULATIVE CHANGE ORDER AUTHORITY FOR THE MYERS & SONS
CONSRUCTION CONTRACT FOR THE AUBURN LAKE TRAILS
WATER TREATMENT PLANT CONSTRUCTION PROJECT

WHEREAS, the Board of Directors of the Georgetown Divide Public Utility District (the "Board") adopted Resolution 2016-21 on December 13, 2016, authorizing the execution of a contract with Myers and Sons Construction, LP to construct the Auburn Lake Trails Water Treatment Plant (ALTWTP) for an award amount of \$10,249,000; and

WHEREAS, on June 13, 2017, the Board adopted Resolution 2017-06 authorizing the General Manager to approve change orders up to a cumulative total of \$150,000, and requiring Board approval for change orders once that cumulative total has been reached; and

WHEREAS, to date, six (6) change orders have been approved with three (3) additional change orders pending, for a cumulative total of \$172,782; and

WHEREAS, an increase of \$100,000 in the change order authority issued to the General Manager will provide enough flexibility for Staff to quickly respond to field conditions during the short contract period remaining, as well as provide the Board with control over the cumulative change order amount.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT the General Manager's cumulative change order authority is hereby increased to \$250,000 for the Auburn Lake Trails Water Treatment Plant Project.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the twelfth day of March 2019, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

Dane Wadle, President, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Attest:

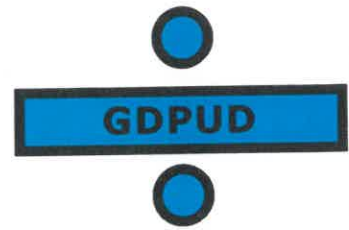
Steven Palmer, Clerk and Ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2019-17 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 twelfth day of March 2019.

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

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF March 12, 2019
AGENDA ITEM NO. 7.B.**



AGENDA SECTION: NEW BUSINESS

SUBJECT: ADOPT A RESOLUTION APPROVING THE PURCHASE OF ONE NEW JOHN DEERE 210L TRACTOR LOADER TO REPLACE THE 1992 CASE BACKHOE THAT HAS REACHED THE END OF ITS SERVICEABLE LIFE

PREPARED BY: Darrell Creeks, Operations Manager

APPROVED BY: Steven Palmer, PE, General Manager

A blue ink signature of Steven Palmer, General Manager, written over the name.

BACKGROUND

The District currently has one backhoe and three excavators. The backhoe has reached the end of its serviceable life and needs replacement.

The backhoe was purchased in 1992 and currently has over 10,000 hours on it.

Operations Manager Darrell Creeks has prepared an assessment of the backhoe using a tool presented at the annual Government Fleet Exposition (GFX) called the vehicle/equipment replacement scoreboard. The assessment is included as Attachment 1. The backhoe scored 76 points on the replacement scorecard assessment, and scores of 28 and greater indicate a priority replacement. Based on the assessment, Operations Manager Creeks recommends that the backhoe be replaced this year.

Operations Manager Creeks is recommending purchase of a tractor loader instead of a backhoe for the following reasons:

1. Staff utilizes digging with excavators now because they are lighter, smaller, more efficient and easier to operate than backhoes.
2. The John Deere 210L will be much quicker than a backhoe when loading the dump truck with material in the yard. It will also be more useful than a backhoe for road repair work such as grading and moving dirt/rock.
3. Our operators have used many different brands of equipment and find John Deere to be the most reliable and easy to use. Placer County Water Agency purchases John Deere equipment for the same reasons.

DISCUSSION

Staff was unable to use the Leveraged Procurement Agreements (LPAs) with fixed pricing for heavy equipment as it is not offered for heavy equipment and off-road vehicles.

Operations Manager Creeks contacted three (3) suppliers and obtained bids with a government discount. The bids with the government discount are shown in Attachment 2. Also shown in Attachment 2, prices for John Deere 210L tractor loaders range from \$96,508.00 to \$117,693.79. A John Deere from PAPE Machinery was the least expensive tractor. The total cost is estimated to be \$96,508.00.

The total costs for the John Deere 210L tractor loader is estimated to be \$96,508.00. According to the District's Procurement Policy and Procedures, purchases over \$45,000 require Board authorization. To avoid any delays caused by unanticipated changes in taxes and fees, Staff is requesting authority up to \$100,000.

FISCAL IMPACT

This purchase is included in the Fiscal Year 2018-2019 Operating Budget and a budget adjustment is not required.

CEQA ASSESSMENT

This action is not a CEQA project.

RECOMMENDED ACTION

Adopt Resolution 2019-18 (Attachment 3) approving the purchase of one replacement tractor/loader for a total not to exceed amount of \$100,000.

ATTACHMENTS

1. Vehicle/equipment Assessment
2. Bid Sheets
3. Resolution 2019-18 Approving the Purchase of a John Deere 210L

City of Troy Fleet Division
 Vehicle/Equipment Replacement Scorecard

Vehicle # Unit 24 Dept. 51,52,54

Year/Make/Model: 1992 Case Backhoe

Age: June 4, 1991
 In Service Date: 332
 Total Time (months): 28
 Points:

Mileage: 10,000 + hours
 Mileage or hours: 40
 Points:

Type of Service: loading & digging
 Description: 4
 Points:

Reliability: 1
 Avg. WO @ Month: none
 Road calls: 1
 PMs: 1
 Points:

M&R Costs: 2
 Total Maintenance: low cost
 Replacement Cost: 40%
 % of Repl. Cost: 2
 Points:

Condition: 1
 Accidents: N
 If yes, #: 0
 Paint/Body: poor
 Interior: poor
 Drive Train: poor
 Points: 1

Total Points: 75

| | | | |
|-----------------|-------------------------------------|-----------------------------|---|
| 23-27 | 23-27 | 23-27 | 23-27 |
| Unsatisfactory | Satisfactory | Needs priority replacement. | Qualifies for replacement this year if budget allows. |
| Do not Replace. | Re-evaluate for next year's budget. | Needs priority replacement. | Qualifies for replacement this year if budget allows. |

Prepared by: [Signature] Date: 2-28-19



DRAFT
**Replacement Guidelines
 Off-Road Equipment**

| Factor | Points | Description |
|--|--------|--|
| Age | 1 | Each year of chronological age. |
| Miles/Hours | 1 | Each 5,000 miles of usage. |
| | 1 | Each 250 hours of usage. |
| | 1 | Standard duties as equipped. |
| Type of Service | 2 | Standard duties when used with attachments (sickle bar, backhoes, rear bushhogs). |
| | 3 | Multiple duties based on seasons (snow, mowing, leaf). |
| | 4 | Extreme duties in harmful atmosphere (dust, salt, water). |
| | 5 | Heavy construction work including snow removal. |
| | 1 | In shop one time within three month time period, no major breakdowns or road calls. |
| Reliability (PM work is not included) | 2 | In shop one time within three month time period, 1 breakdown/road call within 3 month time period. |
| | 3 | In shop more than once within three month time period, 1 breakdown/road call within 3 month time period. |
| | 4 | In shop more than twice within one month time period, 1 or more breakdowns/road calls within same time period. |
| | 5 | In shop more than twice monthly, two or more breakdowns within one month time period. |
| | 1 | Maintenance costs are less than or equal to 20% of replacement cost. |
| M&R Costs | 2 | Maintenance are 21-40% of replacement cost. |
| | 3 | Maintenance costs are 41-60% of replacement cost. |
| | 4 | Maintenance costs are 61-80% of replacement cost. |
| | 5 | Maintenance costs are greater than or equal to 81% of replacement cost. |
| | 1 | Good condition, fully functional. |
| Condition | 2 | Fair body, functional. |
| | 3 | Minor body damage, weak operating system. |
| | 4 | Severe damage, component not functional. |
| | 5 | Extreme damage, inoperable. |

Point Ranges

| | | |
|-------|--------------|---|
| 0-17 | Excellent | Do not replace. |
| 18-22 | Good | Re-evaluate for next year's budget. |
| 23-27 | Satisfactory | Qualifies for replacement this year if budget allows. |
| 28+ | Poor | Needs priority replacement. |





Mr. Darrell Cre
Georgetown Divide Public Utility District
6425 Main St.
Georgetown, CA 95634
1-31-19

Dear Darrell,

Thank you for the opportunity to speak to you by phone recently regarding pricing on a new John Deere Model 210L Tractor/Loader. Per our conversation, I am pleased to offer the following pricing on this model for your review and consideration.

(1) New John Deere model 210L Tractor/Loader standard equipped per the attached brochure and including;

- 7001T8 210L TRACTOR LOADER
- 170C JDLink Machine Monitoring System (5 years data subscription fees paid)
- 3045 MFWD Axle (4 x 4) with Limited Slip Differential with 12 - 16.5 In. 8 PR Traction Front Tires and 16.9 - 24 8 PR (R4) Rear Tires
- 4200 Dual Rear Tilt Cylinders
- 5330 3 Function, 1 Lever Loader Control
- 2025 Open Canopy
- 7006 Dual Batteries with Master Electrical Disconnect Switch
- 7640 1.25 Cu. Yd. Multipurpose Loader Bucket with Bolt-on-Cutting Edge
- 2215 Enhanced Vinyl Seat, Mechanical Suspension for Canopy with Tilt Steering Wheel
- 8097 1,500 Lb. Hitch Weights
- 8100 1,000 Lb. Wheel Weights
- 8125 Rear Scraper Box with Scarifier - 88 inch Wide
- 8050 Deluxe Electrical Lighting Package
- 8095 Machine Security
- 8110 Dial Hand Throttle
- 8115 MFWD Drive Shaft Guard
- 8160 Transmission Guard

Total "Base Machine" List price: **\$ 131,513.00 + tax**

Less Deere Gov't Discounts: **(\$ 41,528.00)**

Total Final Machine Sales Price: **\$ 89,985.00 + tax**
(Includes Dealer Prep and delivery to Georgetown, CA)

Prices are current but subject to escalation and do not include any applicable taxes or fees. This price quotation is firm for 60 days.

Darrell, thank you for the opportunity to quote John Deere tractor/loaders. Please do not hesitate to contact me should you have any questions or need any additional info.

Sincerely,

Mike Pilat

Mike Pilat – Territory Mgr., Corporate & Governmental Accounts
Pape Machinery
2850 El Centro Rd.
Sacramento, CA 95833 (916) 997-8626



PROPOSAL



JOHN DEERE

To: Darrell Creeks
 Georgetown Divide Public Utility District
 6425 Main Street
 Georgetown, CA 95634

Date: 2-7-19

PRODUCT DESCRIPTION

(1) New John Deere model 210L Tractor/Loader standard equipped per specification;

- 7001T8 210L TRACTOR LOADER
- 170C JDLink Machine Monitoring System (5 years data subscription fees paid)
- 3045 MFWD Axle (4 x 4) with Limited Slip Differential with 12 - 16.5 In. 8 PR Traction Front Tires and 16.9 - 24 8 PR (R4) Rear Tires
- 4200 Dual Rear Tilt Cylinders
- 5330 3 Function, 1 Lever Loader Control
- 2025 Open Canopy
- 7006 Dual Batteries with Master Electrical Disconnect Switch
- 7640 1.25 Cu. Yd. Multipurpose Loader Bucket with Bolt-on-Cutting Edge
- 2215 Enhanced Vinyl Seat, Mechanical Suspension for Canopy with Tilt Steering Wheel
- 8097 1,500 Lb. Hitch Weights
- 8100 1,000 Lb. Wheel Weights
- 8125 Rear Scraper Box with Scarifier - 88 inch Wide
- 8050 Deluxe Electrical Lighting Package
- 8095 Machine Security
- 8110 Dial Hand Throttle
- 8115 MFWD Drive Shaft Guard
- 8160 Transmission Guard

| | |
|------------------------------------|-----------------------|
| Base Machine List price | \$ 131,513.00 |
| Less Government Discount | (\$ 41,528.00) |
| Dealer Prep | \$600.00 |
| Total Machine Sales Price | \$ 90,585.00 |
| CA Sales Tax 7.25% | \$ 6,567.41 |
| Freight – To Georgetown CA | \$2,200.00 |
| Grand Total Delivered Price | \$ 99,352.41 |

Quote Valid Through Feb 28, 2019

Thank you,

Steve Skropits
 Coastline Equipment
 1930 E. Lockwood St.
 Oxnard, CA 93036
 Cell (805) 207-2194
 steve.skropits@coastlineequipment.com

Quote Id: 18924723

Prepared For:
Georgetown Divide Pud



Prepared By: **James Sherman Jr**
Turf & Industrial Equipment
2715 Lafayette Street
Santa Clara, CA 95050
Tel: 408-727-5660
Fax: 408-727-5875
Email: jrs@turfandindustrial.com

Date: 05 February 2019

Offer Expires: 31 March 2019

Confidential



Quote Summary

Prepared For:

Georgetown Divide Pwd
 Po Box 338
 Georgetown, CA 95634
 Business: 530-333-4356

Prepared By:

James Sherman Jr
 Turf & Industrial Equipment
 2715 Lafayette Street
 Santa Clara, CA 95050
 Phone: 408-727-5660
 jrs@turfandindustrial.com

Quote Id: 18924723
Created On: 05 February 2019
Last Modified On: 05 February 2019
Expiration Date: 31 March 2019

| Equipment Summary | Selling Price | Qty | Extended |
|-----------------------------------|-----------------|-----|----------------------|
| JOHN DEERE 210L TRACTOR LOADER | \$ 109,737.80 X | 1 = | \$ 109,737.80 |
| Equipment Total | | | \$ 109,737.80 |

Quote Summary

| | |
|----------------------------|----------------------|
| Equipment Total | \$ 109,737.80 |
| SubTotal | \$ 109,737.80 |
| Sales Tax - (7.25%) | \$ 7,955.99 |
| Est. Service Agreement Tax | \$ 0.00 |
| Total | \$ 117,693.79 |
| Down Payment | (0.00) |
| Rental Applied | (0.00) |
| Balance Due | \$ 117,693.79 |

Salesperson : X _____

Accepted By : X _____



JOHN DEERE

Selling Equipment



GDPUD Board Mtg. of 03/12/2019
AGENDA ITEM 7.B.
Attachment 2
Page 6 of 6

Quote Id: 18924723

Customer: GEORGETOWN DIVIDE PUD

JOHN DEERE 210L TRACTOR LOADER

Hours: 0

Stock Number:

| | | | | Selling Price |
|---------------------------------|---|-----|----------------------|----------------------|
| | | | | \$ 109,737.80 |
| Code | Description | Qty | Unit | Extended |
| 7001T8 | John Deere 210L Tractor Loader | 1 | \$ 131,513.00 | \$ 131,513.00 |
| Standard Options - Per Unit | | | | |
| 170C | JD Link Machine Monitoring (5Y Subscription Paid) | 1 | \$ 0.00 | \$ 0.00 |
| 2025 | Open Canopy | 1 | \$ 0.00 | \$ 0.00 |
| 2215 | Vinyl Seat, Mechanical Suspension, Tilt Steering | 1 | \$ 0.00 | \$ 0.00 |
| 3045 | MFWD (4x4) WihT Limited Slip Differential | 1 | \$ 0.00 | \$ 0.00 |
| 4200 | Dual Rear Tilt Cylinders | 1 | \$ 0.00 | \$ 0.00 |
| 5330 | 3 Function, 1 lever loader Control | 1 | \$ 0.00 | \$ 0.00 |
| 7006 | Dual Batteries with master Electrical Disconnect | 1 | \$ 0.00 | \$ 0.00 |
| 7640 | 1.25 Cu.Yd. Multipurpose Bucket WihT Bolt-On Edge | 1 | \$ 0.00 | \$ 0.00 |
| 8050 | Deluxe Electrical Lighting Package | 1 | \$ 0.00 | \$ 0.00 |
| 8095 | Machine Security | 1 | \$ 0.00 | \$ 0.00 |
| 8097 | 1,500 Lb. Hitch Weights | 1 | \$ 0.00 | \$ 0.00 |
| 8100 | 1,000 Lb. Wheel Weights | 1 | \$ 0.00 | \$ 0.00 |
| 8110 | Dial Hand Throttle | 1 | \$ 0.00 | \$ 0.00 |
| 8115 | MFWD Drive Shaft Guard | 1 | \$ 0.00 | \$ 0.00 |
| 8125 | Rear Scraper Box With Scarifier- 88" Wide | 1 | \$ 0.00 | \$ 0.00 |
| 8160 | Transmission Guard | 1 | \$ 0.00 | \$ 0.00 |
| Standard Options Total | | | | \$ 0.00 |
| Suggested Price | | | | \$ 131,513.00 |
| Customer Discounts | | | | |
| Customer Discounts Total | | | \$ -21,775.20 | \$ -21,775.20 |
| Total Selling Price | | | \$ 109,737.80 | |

RESOLUTION NO. 2019-18

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
APPROVING THE PURCHASE OF A JOHN DEERE 210L TRACTOR LOADER**

WHEREAS, The District's backhoe has reached the end of its serviceable life and is in need of replacement; and

WHEREAS, Staff recommends replacing the backhoe with a tractor loader because we no longer use the backhoe for water distribution or ditch repairs – we now use excavators; and

WHEREAS, the Fiscal Year 2018-2019 Operating Budget includes funding to replace the backhoe; and

WHEREAS, the District obtained three quotes for a John Deere 210L tractor loader; and

WHEREAS, Staff recommends purchasing one John Deere 210L Tractor Loader with the low bid price of \$89,985.00 plus tax, from PAPE Machinery; and

WHEREAS, the District's Procurement Policy and Procedures require Board authorization for purchases greater than \$45,000.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT the General Manager is authorized to purchase one replacement tractor for \$89,985.00 plus tax for a total not to exceed amount of \$100,000.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the twelfth day of March 2019, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

Dane Wadle, President, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Attest:

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

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2019-18 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 twelfth day of March 2019.

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

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF MARCH 12, 2019
AGENDA ITEM NO. 7.C.**



AGENDA SECTION: NEW BUSINESS

SUBJECT: APPROVE A PROFESSIONAL SERVICES AGREEMENT FOR COMMUNICATIONS AND PUBLIC OUTREACH SERVICES WITH ON THE MARK STRATEGIES, LLC FOR AN AMOUNT NOT TO EXCEED \$48,000

PREPARED BY: Steven Palmer, PE, General Manager

APPROVED BY: Steven Palmer, PE, General Manager

A handwritten signature in blue ink, appearing to be "S. Palmer", is written over the name "Steven Palmer" in the "APPROVED BY" line.

BACKGROUND

Adopted Board of Director Goals for Fiscal Year 2018/2019, Objective A-2 is to “Engage an expert to develop an annual communication strategy that would consider tours, newsletters, social media, bill inserts, etc.”

In order to meet that Board Objective, Staff prepared a Request for Proposals (RFP) that included the following scope of services: develop an overall strategy and detailed annual plan including recommendations on social media, newsletters, press releases, and email campaigns; and implement the recommendations of the annual plan. For additional detail please refer to the RFP included as Attachment 1.

DISCUSSION

The RFP to select a consulting firm to provide communication and public outreach services was issued on September 28, 2018. In issuing the RFP and selecting a consultant, District Staff followed the professional services procurement policy that was adopted on February 13, 2018.

Four (4) proposals were received on October 18, 2018. Proposals were received from CV Strategies, FSB Core Strategies, MIG, Inc., and On the Mark Strategies.

A team of three District Staff reviewed the proposals for criteria listed in the RFP and ranked MIG, Inc. and On the Mark Strategies as the highest ranked proposers. District staff then held interviews with MIG, Inc. and On the Mark Strategies, and recommended On the Mark Strategies as the best qualified to provide these services to the District. On the Mark Strategies demonstrated similar experience, the ability to have a local presence, and a well thought out proposal that was tailored to fit well with the District’s needs. On the Mark Strategies’ proposal is included as Attachment 2.

The General Manager then opened and reviewed On the Mark Strategies fee proposal, and concluded that the level of effort, rates, and total amount are appropriate for the scope of work.

The following proposals and cost estimates were received by the District.

| Firm | Fee Proposal |
|------------------------|---------------------|
| CV Strategies | \$ 45,000 |
| FSB Core Strategies | \$ 47,600 |
| MIG, Inc. | \$ 48,000 |
| On the Mark Strategies | \$ 48,000 |

The signed Professional Services Agreement (PSA) is included as Attachment 3.

In addition to the scope identified in the RFP, the proposal from On the Mark Strategies identified several additional outreach items for the District: a web landing page; an informational video; a presentation that could be used at civic organizations; school outreach posters and tours; media advertisements; and a fact sheet/handout for community events.

Once the PSA is approved, the first step will be developing the communications strategy and annual public outreach plan. Developing and implementing the communications and outreach strategy will be a collaborative process between the Consultant and District Staff. On the Mark Strategies' proposal states that the strategy will identify:

1. Clear and measurable objectives with evaluation
2. Relevant audiences and available channels
3. Plan of activities and timetable
4. Communication risks and mitigation
5. Resources

The proposal also identifies the following steps that will be included in the annual outreach plan:

1. Define goals and objectives
2. Identify targets
3. Create a message
4. Package our message
5. Distribute our message; and
6. Evaluate the plan

FISCAL IMPACT

This work and the expenditure associated with this agreement were included in the adopted Fiscal Year 2018/2019 budget. A budget adjustment is not needed.

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 authorizing the General Manager to execute a Professional Services Agreement (Attachment 3) with On the Mark Strategies, LLC for an amount not to exceed \$48,000 for Communications and Public Outreach Services.

ATTACHMENTS

1. Request for Proposals
2. On the Mark Strategies Proposal
3. Professional Services Agreement
4. Resolution 2019-19 Authorizing a PSA with On the Mark Strategies, LLC



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

REQUEST FOR PROPOSAL

Communications and Public Outreach

Responders to this Request for Proposals (RFP) must deliver one signed original, two (2) copies, and one electronic copy of the proposal.

Proposal Submission Deadline (date/time): October 18, 2018 at 3:00pm

Submit Proposal to: Georgetown Divide Public Utility District Office
6425 Main Street
PO Box 4240
Georgetown, CA 95634

REGISTERING YOUR EMAIL ADDRESS

FOR QUESTIONS CONCERNING THIS REQUEST FOR PROPOSAL:

Potential respondents who want to receive changes, additions, and deletions to the RFP, as well as a copy of all the questions and responses by the Georgetown Divide Public Utility District, should register online by following the link on the GDPUD website. The link to open RFPs is at the following website: http://gd-pud.org/#Bids_&_Proposals

TABLE OF CONTENTS

| <u>SECTION</u> | <u>Page</u> |
|---|-------------|
| 1. INTRODUCTION | 3 |
| 1.1 General Description of RFP | |
| 1.2 RFP Schedule | |
| 1.3 General Selection Process | |
| 2. SCOPE OF SERVICES | 4 |
| 3. RFP SUBMITTAL REQUIREMENTS | 5 |
| 4. SELECTION PROCESS AND EVALUATION CATEGORIES | 8 |
| 4.1 Selection Criteria | |
| 5. GENERAL TERMS AND CONDITIONS | 8 |
| 5.1 Limitation | |
| 5.2 Public Records | |
| 5.3 Contract Agreement | |
| 6. QUESTIONS | 9 |

ATTACHMENTS

- A. Sample Professional Services Agreement

**REQUEST FOR PROPOSAL
 Communications and Public Outreach**

SECTION 1 — INTRODUCTION

The Georgetown Divide Public Utility District (GDPUD) is soliciting proposals from Consultants to provide professional communications and public outreach services. In general, the work will consist of developing an overall communications strategy, developing an annual public outreach plan, and overall responsibility for implementing that strategy and plan.

GDPUD will use a “Qualifications Based Selection” process in determining which Consultant to be selected for the contract. The process will include an evaluation and ranking of Consultants based on set evaluation criteria. Top ranking Consultants may be asked to participate in an oral interview.

GDPUD reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

Proposals submitted will be evaluated by individuals from GDPUD and/or outside agencies. During the evaluation process, GDPUD reserves the right, where it may serve GDPUD’s best interest, to request additional information from proposers, or to allow corrections of errors or omissions.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between GDPUD and the firm selected. GDPUD reserves the right, without prejudice, to reject any or all proposals

1.1 General Description of RFP

This RFP describes the general Scope of Services, necessary RFP components, consultant selection process, and required format of the RFP, as well as a sample copy of GDPUD’s Professional Services Agreement.

1.2 RFP Schedule

| | |
|-----------------------------------|--|
| Advertisement of RFP | September 25, 2018 |
| Deadline for Questions | October 9, 2018 |
| Response to Questions | October 12, 2018 |
| Deadline for RFP Submittal | No later than 3:00 PM, October 18, 2018 |
| Final Consultant Selection | Anticipated October 25, 2018 |

1.3 General Selection Process

GDPUD intends to select a Consultant based on demonstrated competence and qualifications for the types of services to be performed at a fair and reasonable price to the public. GDPUD will review all proposals and evaluate them according to the following criteria:

- Qualifications of Team
- Project Understanding and Innovation
- Work Plan / Scope of Work
- Project Schedule
- Similar Experience / References

Consultant may be either selected based on information included in the proposal or the Consultant may be requested to interview prior to final selection.

SECTION 2 — SCOPE OF SERVICES

The Consultant shall provide communications and public outreach services necessary to develop and implement an overall communications strategy and annual public outreach plan. GDPUD has budgeted \$48,000 this fiscal year to fund public outreach and communications. A typical scope is anticipated to include the following tasks:

Task 1: Communications Strategy and Public Outreach Plan

In conjunction with GDPUD staff develop an overall communication strategy and annual public outreach plan. GDPUD's objectives for communications and public outreach are to share information about GDPUD, its mission, and the value of clean water; inform customers regarding GDPUD activities; and communicate with customers about GDPUD improvement projects. GDPUD currently uses utility bills, phone calls, direct mail, website, Facebook page, and email notices by MailChimp to communicate with customers. The Communications Strategy and Annual Public Outreach Plan will address integrating these and other methods of communication. The consultant shall provide monthly schedule updates in conjunction with submittals of invoices.

Deliverables:

- Communications Strategy
- Annual Public Outreach Plan

Task 2: Social Media

Develop and maintain GDPUD's social media presence. Develop social media policy for Board adoption. GDPUD's social media presence currently consists of a Facebook page. The Facebook page is used to share information regarding water line breaks, upcoming meetings, and legislative issues. Currently, the General Manager has the primary responsibility for the content on the Facebook page.

Deliverables:

- Social media policy for Board adoption
- Recommendations on a social media strategy
- One year of social media postings consistent with the recommended strategy

Task 3: Newsletters

Develop recommendations on newsletter frequency. Prepare customer newsletters to be mailed to customers with their utility bill. Utility bills are mailed bi-monthly. Consultant shall work with GDPUD staff to develop concepts and content. GDPUD is not currently publishing newsletters.

Deliverables:

- Recommendations on newsletter frequency
- One year of printed newsletters consistent with recommendations

Task 4: Press Releases

Develop recommendations on press release frequency. Prepare press releases that are consistent with the recommendations. Consultant shall work with GDPUD staff to develop concepts and content. GDPUD currently issues electronic press releases for important upcoming meetings and announcements. The General Manager has the primary responsibility for preparing and issuing press releases.

Deliverables:

- Recommendations on press release frequency
- One year of electronic press releases consistent with recommendations

Task 5: Email Campaign

Develop recommendations on email campaign strategy. Prepare emails to customers to further objectives of Annual Public Outreach Plan. Consultant shall work with GDPUD staff to develop concepts and content. GDPUD has an email distribution list with approximately 500 email addresses. GDPUD uses MailChimp to send emails about upcoming meetings, water line breaks, and legislative issues. Currently, the General Manager has the primary responsibility for the email campaign.

Deliverables:

- Recommendations on email campaign
- One year of emails consistent with email campaign.

SECTION 3 — RFP SUBMITTAL REQUIREMENTS

The intent of these requirements is to assist proposers in the preparation of their proposal and to simplify the review process for GDPUD. One signed original, two (2) copies, and one electronic copy of the proposal must be received and date stamped by GDPUD no later than **October 18, 2018 at 3:00 PM**. If a proposal is sent by mail or other delivery system, the sender is totally responsible for the mail or delivery system delivering the proposal to GDPUD on or before the deadline.

Proposals shall be clearly marked "Request for Proposals for Communication and Public Outreach Services," and submitted to:

**Georgetown Divide Public Utility District
6425 Main Street
PO Box 4240
Georgetown, CA 95634**

Note: Late submittals or submittals delivered to the wrong location will be rejected.

GDPUD requires the proposer to submit a concise proposal clearly addressing all the requirements outlined in this RFP. The proposal must be signed by proposer's representative authorized to execute a contract between GDPUD and proposer. The proposal must include, at a minimum, the following sections; however, the proposer is encouraged to expand on the scope as needed:

A. Cover Letter

- List the name, address, and telephone number of the firm.
- Signed by an authorized representative of the consultant. The Consultant shall furnish documentation that the person signing the proposal is empowered with signatory authority for the Consultant. The form could be a Corporate Resolution.
- State the proposal is firm for a 90-day period from the proposal submission deadline.
- Provide the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the Consultant selection process.
- Provide the location of the Consultant's headquarters. In addition, provide the location of any local support offices, which will provide service to GDPUD.
- Acknowledge that the Consultant will provide the insurance and indemnification required per the attached Professional service agreement.

B. Project Team Information

Consultant must provide the names and positions of all staff proposed including staff for proposed sub-consultants. The proposal should also designate who will be the project manager in charge of the project, and who will be GDPUD's contact throughout the project. It is allowable for a single individual to fulfill multiple roles by the Consultant's staff.

C. Project Understanding and Innovation

Include visions or concepts for performing the services.

D. Work Plan / Scope of Work

Include a work plan/scope of work meeting the minimum requirements of the projects listed in the Scope of Services. Consultant is encouraged to modify or expand the minimum Scope of Services if they believe it is necessary to achieve the goals.

E. Sub-consultant & Work by Others

This section shall include a matrix showing the estimate of time (in hours) to perform the work, detailed by tasks, listed in the Scope of Work.

Identify any and all sub-consultant proposed to serve on the project, with background information for each and particular experience of key personnel, including project descriptions and resumes.

This section should describe all work not included in the proposal. Any work that is needed to complete the project that is not listed in the “Work Done by Others” will be considered part of the work provided by the Consultant and included in the proposal. Please include a list of tasks which the Consultant expects GDPUD staff to perform, information the Consultant expects GDPUD to provide, and an estimated amount of GDPUD staff time required for each task of the scope of work.

F. Relevant Experience and References

The Consultant must state the qualifications and experience of the proposed team, emphasizing the specific qualifications and experience acquired while providing services similar to those being sought by GDPUD, particularly for the Project Manager and other key project staff members assigned to the project. Except under circumstances beyond the Consultant’s control, GDPUD will not accept substitutions of key members of the team put forth as part of the winning proposal.

For all staff members, describe their role giving not only their title but also the specific services they will perform and illustrate clearly the applicability of the individual’s background, education, and experience to his or her assigned role.

Provide a brief description of at least three similar projects for which the Consultant has provided services during the past five years. For all referenced projects list the:

- Client (contact person, address and phone number)
- Project description and location
- Description of services by Consultant
- Total value of services provided by Consultant
- Consultant’s project manager
- Key personnel involved
- Sub consultant employed

G. Fee Proposal

Include a fee proposal listing the total cost and the cost associated with each task. Fee proposal must include an hourly rates schedule and should be on a time and

materials, not to exceed basis. The rates quoted will remain in effect for the duration of the Agreement, unless approved by GDPUD. Rates shall be included for all employment categories necessary to perform the work outlined in this RFP in accordance with applicable State of California Industrial Labor Rate Standards.

SECTION 4 — SELECTION PROCESS AND EVALUATION CATEGORIES

Proposals submitted will be evaluated by individuals from GDPUD and/or outside agencies. During the evaluation process, GDPUD reserves the right, where it may serve GDPUD's best interest, to request additional information from proposers, or to allow corrections of errors or omissions.

4.1 Selection Criteria

GDPUD intends to select a Consultant based on demonstrated competence and qualifications for the types of services to be performed at a fair and reasonable price to the public. GDPUD will review all proposals and evaluate them according to the following criteria:

- Qualifications of team
- Project Understanding and Innovation
- Similar Experience / References
- Work Plan / Scope of Work
- Project Schedule

Consultant may be either selected based on information included in the proposal or the Consultant may be requested to interview prior to final selection.

SECTION 5 — GENERAL TERMS AND CONDITIONS

5.1 Limitation

This RFP does not commit GDPUD to award a contract, to pay any cost incurred in the preparation of the Consultant's RFP response, or to procure or contract for services or supplies. GDPUD is not responsible for proposals that are delinquent, lost, mismarked, and sent to an address other than that given above, or sent by mail or courier service. GDPUD reserves the right to accept or reject any or all RFP responses received because of this request or to cancel all or part of this RFP.

5.2 Public Records

All proposals shall become the property of GDPUD and will become public records and, as such, may be subject to public review.

5.3 Contract Agreement

GDPUD intends to award an agreement with an initial term of one year, subject to annual renewals for a maximum 3-year term. The agreement amount for the second and third years will be developed during each fiscal years budget process. Once a proposed contract agreement is accepted, the Consultant will be required to sign the Agreement for Consultant Services and submit all other required certifications and documentation within ten (10) calendar days of the Notice of Selection from GDPUD.

The contents of the submitted proposal will be relied upon and incorporated into the awarded contract and shall become a contractual obligation. Failure of the Consultant to agree to include the proposal as part of the contractual agreement will result in the cancellation of the award. GDPUD reserves the right to reject those parts that do not meet with the approval of GDPUD, or to modify the Scope of Services, as agreed by Consultant, in the final negotiated contract.

A sample agreement that will be used for this contract is included as Attachment A. GDPUD will require the selected Consultant to provide the indemnification and insurance required per the attached sample agreement. Consultant is advised to pay close attention to the indemnification and insurance requirements.

SECTION 6 — QUESTIONS

If you have any questions regarding this RFP, prior to October 9, 2018, please email:
Steven Palmer, General Manager
Email: spalmer@gd-pud.org

ATTACHMENT A

SAMPLE PROFESSIONAL SERVICES AGREEMENT

PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is made and entered into this ____ day of _____ 201__, (the “Effective Date”) by and between the Georgetown Divide Public Utilities District, a California Public Utilities District (“District”), and _____ (“Consultant”). District and Consultant may herein be referred to individually as a “Party” and collectively as the “Parties”. There are no other parties to this Agreement.

RECITALS

A. District has determined that consultant services are required for non-audit services to assist the District in reviewing and updating finance and accounting policies and procedures (the “Project”).

B. Consultant has submitted a proposal to District that includes a scope of proposed consultant services, attached hereto and described more fully in **Exhibit A** (“Services”).

C. Consultant represents that it is qualified, willing and able to provide the Services to District, and that it will perform Services related to the Project according to the rate schedule included in the scope of proposed consultant services attached hereto as **Exhibit B** (the “Rates”).

NOW, THEREFORE, in consideration of the promises and covenants set forth below, the Parties agree as follows:

AGREEMENT

1. Recitals. The recitals set forth above (“Recitals”) are true and correct and are hereby incorporated into and made part of this Agreement by this reference. In the event of any inconsistency between the Recitals and Sections 1 through 20 of this Agreement, Section 1 through 20 shall prevail.

2. Consulting Services. Consultant agrees, during the term of this Agreement, to perform the Services for District in connection with the Project. Any request for services in addition to the Services described in **Exhibit A** will be considered a request for additional consulting services and not compensated unless the Parties otherwise agree in writing. No subcontract shall be awarded or an outside consultant engaged by Consultant unless prior written approval is obtained from District.

3. Compensation. District shall pay Consultant according to the fee schedule set forth in **Exhibit B** for a time and materials cost not to exceed _____, as full remuneration for the performance of the Services. Consultant agrees to maintain a log of time spent in connection with performing the Services. On a monthly basis, Consultant shall provide District, in reasonable and understandable detail, a description of the services rendered pursuant to the Services and in accordance with the Rates. If the work is satisfactorily completed, District shall pay such invoice within thirty (30) days of its receipt. If District disputes any portion of any invoice, District shall

pay the undisputed portion within the time stated above, and at the same time advise Consultant in writing of the disputed portion.

5. Term. This Agreement shall become effective on the Effective Date and will continue in effect until the Services provided herein have been completed, unless terminated earlier as provided in Section 6 or 7 below (the “Term”).

6. Termination. District may terminate this Agreement prior to the expiration of the Term (“Termination”), without cause or reason, by notifying Consultant in writing of District’s desire to terminate this Agreement (the “Termination Notice”). Upon receipt of a Termination Notice, Consultant shall immediately cease performing the Services. Consultant will be entitled to compensation, as of the date Consultant receives the Termination Notice, only for Services actually performed.

7. Termination for Cause. Notwithstanding Section 6 above, this Agreement may be terminated by District for cause based on the loss or suspension of any licenses, permits or registrations required for the continued provision of the Services, or Consultant’s malfeasance. Termination of the Agreement for cause as set forth in this Section shall relieve District from compensating Consultant.

8. Confidential Information. Consultant understands and agrees that, in the performance of Services under this Agreement or in the contemplation thereof, Consultant may have access to private or confidential information that may be owned or controlled by District and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to District (“Confidential Information”).

Consultant shall not, either during or after the Term, disclose to any third party any Confidential Information without the prior written consent of District. If District gives Consultant written authorization to make any such disclosure, Consultant shall do so only within the limits and to the extent of that authorization. Such authorization does not guarantee that the District will grant any further disclosure of Confidential Information. Consultant may be directed or advised by the District’s General Counsel on various matters relating to the performance of the Services on the Project or on other matters pertaining to the Project, and in such event, Consultant agrees that it will treat all communications between itself, its employees and its subcontractors as being communications which are within the attorney-client privilege.

9. Performance by Key Employee. Consultant has represented to District that _____ will be the person primarily responsible for the performance of the Services and all communications related to the Services. District has entered into this Agreement in reliance on that representation by Consultant.

10. Property of District. The following will be considered and will remain the property of District:

A. Documents. All reports, drawings, graphics, working papers and Confidential Information furnished by District in connection with the Services (“Documents”).

Nothing herein shall be interpreted as prohibiting or limiting District's right to assign all or some of District's interests in the Documents.

B. Data. All data collected by Consultant and produced in connection with the Services including, but not limited to, drawings, plans, specifications, models, flow diagrams, visual aids, calculations, and other materials ("Data"). Nothing herein shall be interpreted as prohibiting or limiting District's right to assign all or some of District's interests in the Data.

C. Delivery of Documents and Data. Consultant agrees, at its expense and in a timely manner, to return to District all Documents and Data upon the conclusion of the Term or in the event of Termination.

11. Duties of District. In order to permit Consultant to render the services required hereunder, District shall, at its expense and in a timely manner:

A. Provide such information as Consultant may reasonably require to undertake or perform the Services;

B. Promptly review any and all documents and materials submitted to District by Consultant in order to avoid unreasonable delays in Consultant's performance of the Services; and

C. Promptly notify Consultant of any fault or defect in the performance of Consultant's services hereunder.

12. Representations of Consultant. District relies upon the following representations by Consultant in entering into this Agreement:

A. Qualifications. Consultant represents that it is qualified to perform the Services and that it possesses the necessary licenses, permits and registrations required to perform the Services or will obtain such licenses or permits prior to the time such licenses or permits are required. Consultant represents and warrants to District that Consultant shall, at Consultant's sole cost and expense, keep in effect or obtain at all times during the Term of this Agreement, any licenses, permits, and registrations that are legally required for Consultant to practice Consultant's profession at the time the Services are rendered.

B. Consultant Performance. Consultant represents and warrants that all Services under this Agreement shall be performed in a professional manner and shall conform to the customs and standards of practice observed on similar, successfully completed projects by specialists in the Services to be provided. Consultant shall adhere to accepted professional standards as set forth by relevant professional associations and shall perform all Services required under this Agreement in a manner consistent with generally accepted professional customs, procedures and standards for such Services. All work or products completed by Consultant shall be completed using the best practices available for the profession and shall be free from any defects. Consultant agrees that, if a Service is not so performed, in addition to all of its obligations

under this Agreement and at law, Consultant shall re-perform or replace unsatisfactory Service at no additional expense to District.

13. Compliance with Laws and Standards. Consultant shall insure compliance with all applicable federal, state, and local laws, ordinances, regulations and permits, including but not limited to federal, state, and county safety and health regulations. Consultant shall perform all work according to generally accepted standards within the industry. Consultant shall comply with all ordinances, laws, orders, rules, and regulations, including the administrative policies and guidelines of District pertaining to the work.

14. Independent Contractor; Subcontracting. Consultant will employ, at its own expense, all personnel reasonably necessary to perform the Services. All acts of Consultant, its agents, officers, employees and all others acting on behalf of Consultant relating to this Agreement will be performed as independent contractors. Consultant, its agents and employees will represent and conduct themselves as independent contractors and not as employees of District. Consultant has no authority to bind or incur any obligation on behalf of District. Except as District may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of District in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind District to any obligation whatsoever. Consultant is prohibited from subcontracting this Agreement or any part of it unless such subcontracting is expressly approved by District in writing.

15. Insurance. Consultant and all of Consultant's contractors and subcontractors shall obtain and maintain insurance of the types and in the amounts described in this paragraph and its subparagraphs with carriers reasonably satisfactory to District.

A. General Liability Insurance. Consultant shall maintain occurrence version commercial general liability insurance or an equivalent form with a limit of not less than Two Million Dollars (\$2,000,000) per claim and Two Million Dollars (\$2,000,000) for each occurrence.

B. Workers' Compensation Insurance. Consultant shall carry workers' compensation insurance as required by the State of California under the Labor Code. Consultant shall also carry employer's liability insurance in the amount of One Million Dollars (\$1,000,000.00) per accident, with a One Million Dollar (\$1,000,000.00) policy limit for bodily injury by disease, and a One Million Dollar (\$1,000,000.00) limit for each employee's bodily injury by disease.

C. Automobile Insurance. Consultant shall carry automobile insurance for the vehicle(s) Consultant uses in connection with the performance of this Agreement in the amount of One Million Dollars (\$1,000,000.00) per occurrence for bodily injury and property damage.

D. Errors and Omissions Liability. Consultant shall carry errors and omissions liability insurance in the amount of no less than One Million Dollars (\$1,000,000.00) per occurrence or greater if appropriate for the Consultant's profession. Architects and engineers' coverage is to be endorsed to include contractual liability. Any deductibles or self-insured

retentions must be declared to and approved by the District. At the option of the District, either the insurer shall reduce or eliminate such deductibles or self-insured retentions with respect to the District, elected and appointed councils, commissions, directors, officers, employees, agents, and representatives (“District’s Agents”); or the Consultant shall provide a financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claims administration and defense expenses.

E. Other Insurance Requirements. Within five (5) days of the Effective Date, Consultant shall provide District with certificates of insurance for all of the policies required under this Agreement (“Certificates”), excluding the required worker’s compensation insurance. Such Certificates shall be kept current for the Term of the Agreement and Consultant shall be responsible for providing updated copies and notifying District if a policy is cancelled, suspended, reduced, or voided. With the exception of the worker’s compensation insurance, all of the insurance policies required in this Agreement shall: (a) provide that the policy will not be cancelled, allowed to expire, or materially reduced in coverage without at least thirty (30) days’ prior written notice to District of such cancellation, expiration, or reduction and each policy shall be endorsed to state such; (b) name District, and District’s Agents as additional insureds with respect to liability arising out of Services, work or operations performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied, or used by the Consultant, or automobiles owned, leased, or hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the District; (c) be primary with respect to any insurance or self-insurance programs covering District or District’s Agents and any insurance or self-insurance maintained by District or District’s Agents shall be in excess of Consultant’s insurance and shall not contribute to it; (d) contain standard separation of insured provisions; and (e) state that any failure to comply with reporting or other provisions of the policy including breaches of warranties shall not affect the coverage provided to the District.

16. Indemnification. Consultant hereby agrees to indemnify and hold harmless District, its agents, officers, employees and volunteers, against all liability, obligations, claims, loss, and expense (a) caused or created by Consultant, its subcontractors, or the agents or employees of either, whether negligent or not, pertaining to or related to acts or omissions of Consultant in connection with the Services, or (b) arising out of injuries suffered or allegedly suffered by employees of Consultant or its subcontractors (i) in the course of their employment, (ii) in the performance of work hereunder, or (iii) upon premises owned or controlled by District. Consultant’s obligation to defend, indemnify and hold District and its agents, officers, employees and volunteers harmless is not terminated by any requirement in this Agreement for Consultant to procure and maintain a policy of insurance.

17. Consequential Damages. Notwithstanding any other provision of this Agreement, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed in connection with this Agreement.

18. Litigation. In the event that either Party brings an action under this Agreement for the breach or enforcement hereof, or must incur any collection expenses for any amounts due hereunder the prevailing Party in such action shall be entitled to its costs including reasonable attorney's fees, whether or not such action is prosecuted to judgment.

19. Notices. Any notice or communication required hereunder between District or Consultant must be in writing, and may be given either personally, by registered or certified mail (return receipt requested), or by Federal Express, UPS or other similar couriers providing overnight delivery. If personally delivered, a notice shall be deemed to have been given when delivered to the Party to whom it is addressed. Notices given by registered or certified mail shall be deemed to have been given and received on the first to occur of (a) actual receipt by any of the addressees designated below as the party to whom notices are to be sent, (b) on the date delivered as shown on a receipt issued by the courier, or (c) five (5) days after a registered or certified letter containing such notice, properly addressed, with postage prepaid, is deposited in the United States mail. If given by Federal Express or similar courier, a notice or communication shall be deemed to have been given and received on the date delivered as shown on a receipt issued by the courier. Any Party hereto may at any time, by giving ten (10) days written notice to the other Party hereto, designate any other address in substitution of the address to which such notice or communication shall be given. Such notices or communications shall be given to the Parties at the addresses in this paragraph set forth below:

If to District: Georgetown Divide Public Utility District
P.O. Box 4240
6425 Main Street
Georgetown, CA 95634
Attention: General Manager

With courtesy copies to: Churchwell White LLP
1414 K Street, 3rd Floor
Sacramento, California 95814
Attention: Barbara A. Brenner, Esq.

If to Consultant:
Attention:

20. General Provisions.

A. Modification. No alteration, modification, or termination of this Agreement shall be valid unless made in writing and executed by all Parties.

B. Waiver. The waiver by any Party of a breach of any provision hereof shall be in writing and shall not operate or be construed as a waiver of any other or subsequent breach hereof unless specifically stated in writing.

C. Assignment. No Party shall assign, transfer, or otherwise dispose of this Agreement in whole or in part to any individual, firm, or corporation without the prior written consent of the other Party. Subject to the forgoing provisions, this Agreement shall be binding upon, and inure to the benefit of, the respective successors and assigns of the Parties.

D. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the state of California.

E. Venue. Venue for all legal proceedings shall be in the Superior Court of California for the County of El Dorado.

F. Partial Invalidity. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

G. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall be deemed a single agreement.

H. Severability. If any term, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid, the remainder of this Agreement shall remain in effect.

I. Audit. District shall have access at all reasonable times to all reports, contract records, contract documents, contract files, and personnel necessary to audit and verify Consultant's charges to District under this Agreement.

J. Entire Agreement. This Agreement sets forth the entire understanding between the Parties as to the subject matter of this Agreement and merges all prior discussions, negotiations, proposal letters or other promises, whether oral or in writing.

K. Headings Not Controlling. Headings used in this Agreement are for reference purposes only and shall not be considered in construing this Agreement.

L. Time is of the Essence. Time is of the essence in this Agreement for each covenant and term of a condition herein.

M. Drafting and Ambiguities. Any rule of construction that ambiguities are to be resolved against the drafting party does not apply in interpreting this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the last day and date below written.

DISTRICT:

GEORGETOWN DIVIDE PUBLIC
UTILITIES DISTRICT, a California Public
Utilities District

By: _____
Steven V. Palmer, General Manager

Date: _____

Approved as to Form:

Barbara A. Brenner, General Counsel

CONSULTANT:

By: _____

Name: _____

Date: _____

EXHIBIT A

Services

EXHIBIT B

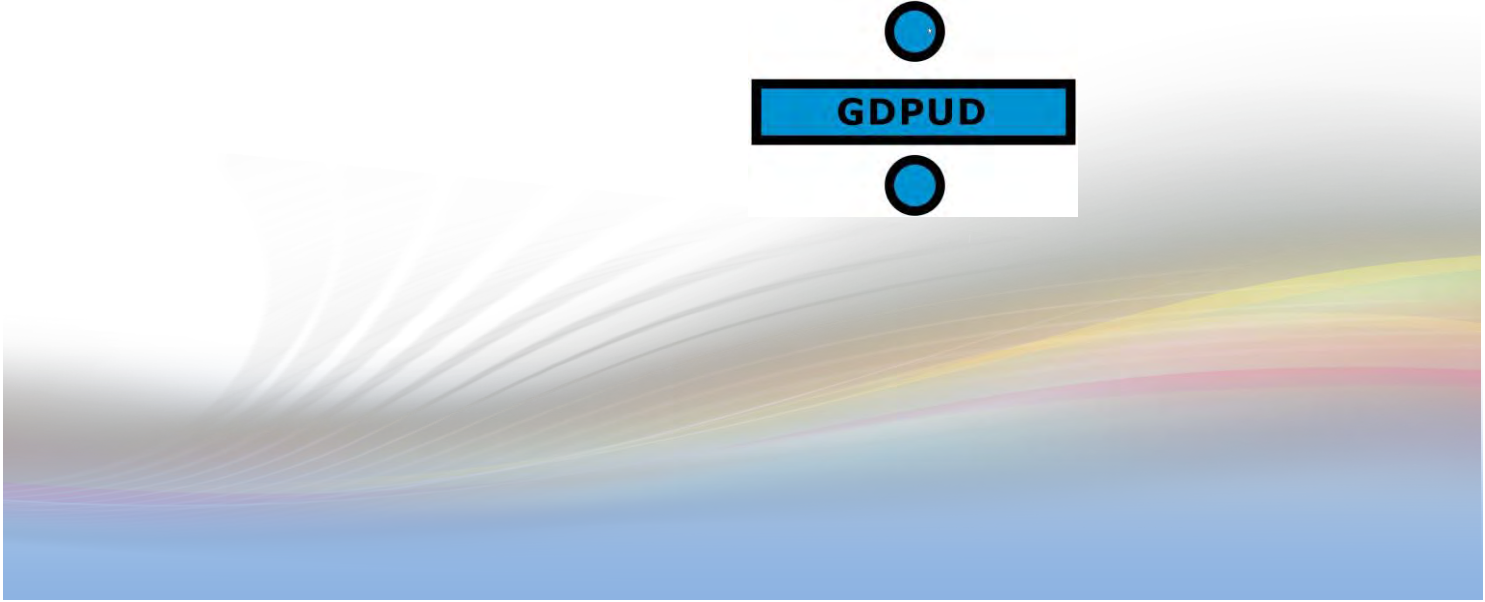
Rates

RFP for Communications and Public Outreach

Proposal by:



October 18, 2018





A. COVER LETTER

Georgetown Divide Public Utility District Office
Attn: Steven Palmer, General Manager
6425 Main Street
PO Box 4240
Georgetown, CA 95634

Dear Mr. Palmer,

On the Mark Strategies is pleased and excited to submit our proposal to the Georgetown Divide Public Utility District for communications and public outreach services. We are a state registered small business enterprise. Owner Mark DeSio is highly experienced in public involvement, having developed outreach strategy for hundreds of public works projects in California since 2000.

On the Mark Strategies is located in Sacramento at 665 4th Avenue, Sacramento, CA, 95818. That is our headquarters office. The phone number is (916) 616-3071. Our proposal is firm for a 90-day period from the proposal submission deadline. We will provide the insurance and indemnification required per the attached Professional service agreement. A copy of our articles of incorporation is included in the Appendix. As President of On the Mark Strategies, I am duly authorized to negotiate and contractually bind the company. Please don't hesitate to contact me with any questions. My email address is mark.desio@gmail.com.

Sincerely,

A handwritten signature in blue ink that reads "Mark J. DeSio". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Mark J. DeSio



B. PROJECT TEAM INFORMATION

“KEY” PERSONNEL



MARK DESIO, PROJECT MANAGER

A graduate of Chico State University with a bachelor’s degree in Information and Communications Studies, Mr. DeSio began his professional career in 1987 as a reporter for the Oroville Mercury-Register newspaper in California. A year later he moved on to the much-larger Redding Record Searchlight newspaper as its Tehama County Bureau Chief. He won several awards for agricultural reporting. From 1992-96 Mr. DeSio worked as an aide to a state senator and a U.S. congressman in Red Bluff before relocating to the Sacramento area to start a civil service career in communications in the federal and state governments. He was employed as a communications specialist with the U.S. Department of Agriculture in 1996-97 and then with the California Public Employees Retirement System from 1997-2000.

In 2000, Governor Gray Davis appointed Mr. DeSio to the Business, Transportation and Housing Agency as Assistant Secretary for Public Communications. He directed communications for 14 departments within the Agency, including the California Highway Patrol, California Department of Transportation, Department of Motor Vehicles, Office of Traffic Safety, and Housing and Community Development.



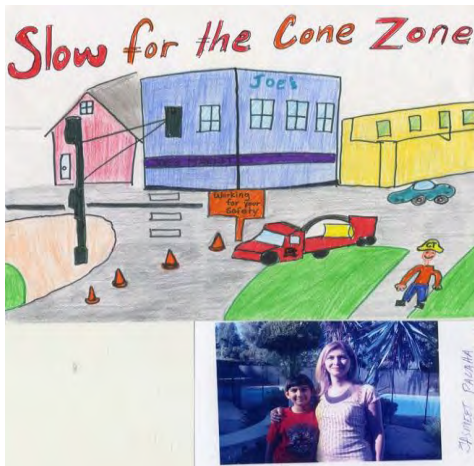
In 2005, Governor Arnold Schwarzenegger appointed Mr. DeSio to the California Department of Transportation as Deputy Director for External Affairs. At Caltrans, he developed the communications plan for the largest infrastructure project in the country – the seismic retrofit and replacement of the San Francisco-Oakland Bay Bridge. Mr. DeSio directed a media campaign for the Bay Bridge project that used innovative and diverse strategies for informing drivers and other target audiences about construction activities and major traffic impacts. The plan included operation of a public information office at the construction campus at Treasure Island, and development of communications materials. His outreach team created the Media Bar, an online repository of hi-resolution videos and photos for the media to use in their print, broadcast and online reporting. The project also became the first construction project ever featured on Google Earth, which the electronic media outlets loved because they could use it for their newscasts.

While at Caltrans Mr. DeSio wrote hundreds of communications plans for projects to be rolled out under Proposition 1B, the \$19.9 billion dollar transportation bond of 2006. He also helped craft the communications plan to implement Proposition 1C (Housing Emergency Shelter Trust Fund Act of 2006), which invested \$2.85 billion for housing and infrastructure programs to produce an estimated 118,000 housing units, 2,350 homeless shelter spaces, and infrastructure projects to help infill housing development such as water, sewer, parks, and transportation improvements. During 7+ years at Caltrans, Mr. DeSio developed and implemented the following multi-million dollar marketing campaigns:



1). Don't Trash California: This was a marketing campaign to reduce pollution that negatively affects storm-water runoff. Trash and especially cigarette butts are very harmful to the environment and Caltrans did many high-visibility activities to produce

behavior change. As part of this campaign, Mr. DeSio focused on recycling at Caltrans rest areas. This marketing effort called much-needed attention to recycling bins at the rest stops, helping to significantly increase recycling and encourage proper waste disposal. More than 100 million motorists visit California's 87 roadside rest areas every year. With the expanded recycling campaign, travelers were made aware of more opportunities to recycle while they are on the road. Previously, there had not been a widespread campaign that made it easy for travelers to recycle while at the same time discourage them from littering.



2). Slow for the Cone Zone: Mr. DeSio transformed what was at one time called the Give 'em a Brake marketing campaign and turned it into a nationally recognized public information campaign called Slow for the Cone Zone. He used new outreach tools such as poster contests and movie theater ads to draw a younger, new audience into the safety campaign. Deaths of Caltrans highway workers significantly dropped with these enhancements to the \$10 million social marketing campaign. One of the biggest

changes was to target young Latino men, who were found by research to be highest among the unsafe drivers. Sadly, Caltrans years later suspended the "Slow for the Cone Zone" campaign and three lives were lost within six months.



3. Amtrak-CA: This large-scale social marketing campaign emphasized the ability to work or relax on the train. Ridership dramatically increased, particularly on the Capitol Corridor route between Sacramento and the Bay

Area. The challenge of the campaign was convincing people to get out of their cars, which was overcome by partnering with BART and the destination communities to demonstrate the ease of getting from one place to another.

Mr. DeSio became a public outreach consultant in 2010. He was employed by CALTROP Corporation for three years before joining Circlepoint and working there from 2013-2016. He had worked with both firms on the Bay Bridge project while he was a Deputy Director at Caltrans. For both CALTROP and Circlepoint, Mr. DeSio pursued local agency contracts and then, upon securing the contracts, he managed teams to implement the work.

For CALTROP, he managed an outreach team that was working on multiple highway construction projects in Southern California. He also he directed outreach in the Central Valley for the Tulare County Association of Governments (TCAG). For TCAG he developed an outreach program for Measure R in Visalia that involved producing a transit guide and doing media and advertising promotion for various transit systems. He also organized an annual transit event. Mr. DeSio also managed an outreach program for the San Joaquin Council of Governments (SJCOG) and its Measure K projects in Stockton. With subcontractor MBR Studios of Denver, he developed a cutting-edge website with 3D animation and videos of construction projects occurring in San Joaquin County with Measure K funds. In addition to this, Mr. DeSio worked with local chambers of commerce and others in the business



community, as well as the media in the region, to raise awareness for the newly revamped SJCOG website.

For Oakland-based Circlepoint, Mr. DeSio developed a business plan that launched the company into the Southern California public outreach market. He created business goals, business plans, budget projections, and a strategic growth analysis.



In 2015-16, Mr. DeSio directed a healthcare education campaign for the U.S. Naval Medical Center San Diego, also known as Bob Wilson Naval Hospital and informally referred to as "Balboa Hospital." As part of the \$6.2 million process improvement initiative to strengthen the health of 400,000+ military beneficiaries, he created the Strategic Communications, Community Outreach, Health Promotion Content and Primary Care Transformation strategies for a military population health program serving San Diego County. Mr. DeSio managed a one-year \$500,000 budget for an aggressive health messaging campaign while facilitating external stakeholder relationships with 2-1-1, United Way, and San Diego Department of Health.



Also in 2015 he developed and implemented a bicycle marketing campaign for the Orange County Transportation Authority (OCTA). The Authority's Bicycle and Pedestrian Program was designed to promote bicycling in Orange County. The public outreach campaign involved rebranding of the OCTA bicycling programs, updating and redesigning informational materials, and promoting Bike Month participation.



Also in 2015, Mr. DeSio served as principal in charge for a utility undergrounding project for the Thousand Oaks Public Utility District. He was responsible for providing day-to-day professional, organizational, and/or logistical services and support; implemented local outreach efforts; translating technical information into layman's terms for inclusion into public outreach process; interacting with members of the public at the field level; and public organizing briefings, presentations, informational meetings, public hearings, and similar efforts. He also coordinated the development of informational, collateral, and presentation materials, as well as direct mailers and canvassing efforts, and responded to constituent inquiries.

Mr. DeSio was also the principal in charge for an outreach effort for the Midwestern Placer Regional Sewer Project in Lincoln. He supervised the work of a three-person team that did canvassing, social media, media relations, and constituent affairs.

Mr. DeSio returned to state government service in 2016 to help guide the much-maligned Board of Equalization (BOE) through a series of investigations of past



outreach practices, which were highly questionable. Mr. DeSio worked with Board Chair Fiona Ma and investigators to help identify deficient areas and to recommend improvements in operations. He developed a 2017-18 marketing and outreach plan for the BOE that was designed to reach businesses and taxpayers across California via workshops, seminars, webinars and other events and activities. Mr. DeSio informed the public of the BOE's outreach programs through its customer service centers, public service announcements, press releases, and marketing collateral. He also designed message platforms, conducted public outreach training, and led informational briefings.

Mr. DeSio provided marketing and communication counsel to the five elected BOE board members and to the executive management team. He directed the divisions of marketing, publications, public affairs outreach, two call centers, video production, and translation services. He served as the Board's lead media spokesperson.

Mr. DeSio left the Board in late 2017 to start his own public outreach company, On the Mark Strategies. He also spent all of 2018 writing a motivational book that is currently being published in New Jersey.

For the Georgetown Divide Public Utility District, Mr. DeSio will be responsible for meeting all the deliverables in the scope of work to the satisfaction of the District.



AMY BARON HATCH
graphic designer



AMY BARON HATCH, GRAPHICS DIRECTOR AND WEB DESIGNER

Ms. Baron Hatch has 25 years experience in graphic design and web design. She worked for three years as a communication specialist for the Sweetwater Authority (Chula Vista, CA) and was responsible for design of all external and internal communications including newsletters, website, signage, flyers, brochures, public outreach materials, and photography.

She has also prepared newsletters, inserts, informational graphics, publications, logos and web sites for the Otay Water District, San Diego Redistricting Commission, and the City of San Diego. During her career as a graphic designer, Ms. Baron Hatch has created logos, websites, social media, marketing materials, and marketing strategies for many small- to medium-sized businesses. She has also volunteered in outreach and development for a non-profit where she created all of its communications, graphics, marketing, and outreach strategies. Additionally, Ms. Baron Hatch was a communications assistant for the Washington State School Directors Association, where she was responsible for design and preparation of electronic and print newsletters as well as all publications for members.



Ms. Baron Hatch enjoys creating clear and easy to understand visuals that communicate a company or agency’s messages. She routinely coordinates with printers and other vendors to make sure that projects are coordinated and delivered on time and correctly. She holds a Bachelor’s Degree in Advertising Arts from the San Diego Art Institute, and a Certificate in Multimedia Development from the University of California San Diego. For the Georgetown Divide Public Utility District, Ms. Baron Hatch will perform all graphic design and internet/website design.



KATIE NICHOLS, SOCIAL MEDIA DIRECTOR

Katie Nichols has 10 years of experience in communications and public outreach. She specializes in social media messaging, content placement, and targeting audiences. Ms. Nichols is also highly skilled in developing public information materials for web, print, public presentations and social marketing.



Ms. Nichols played a key role in two successful marketing campaigns for the U.S. Department of Agriculture (USDA): “Save Our Citrus” and the acclaimed European Grapevine Moth awareness campaign. She led the social media efforts for both USDA marketing campaigns, and helped develop the strategy for raising public awareness through media buys, meetings, and grassroots outreach. Her extensive project experience includes:

- Senior Project Associate, Citrus Heights Water District
- Senior Project Associate, Mt. View Sanitary District
- Senior Project Associate, San Joaquin River Restoration Program and EIS/EIR, U.S. Bureau of Reclamation
- Project Associate, Lower Sacramento Road Corridor Improvement Project, San Joaquin County Department of Public Works
- Social Media Director, California Transportation Foundation
- Social Media Associate, Save Our Citrus – Citrus Health Campaign, USDA/APHIS
- Project Associate, California High-Speed Rail Program EIR /EIS , California High-Speed Rail Authority
- Project Associate, European Grapevine Moth Awareness Campaign, USDA/APHIS
- Project Coordinator, DesertXpress High-Speed Train Project, Federal Railroad Administration

Ms. Nichols earned her Bachelor of Science degree in Public Relations from San Jose State University and she has a Master of Business Administration from Sacramento State University.

For the Georgetown Divide Public Utility District, Ms. Nichols will be responsible for social media strategy.



DAVID ANDERSON, MEDIA RELATIONS & WRITER

Mr. Anderson was a public information officer for the California Department of Transportation from 1999-2015. There he researched and prepared the department's responses to media inquiries and was a media spokesperson. He wrote and edited media releases and media advisories. He provided assistance for the department's 50+ public information officers statewide. He also served as editor of the department's employee newsletter.

From 1975-1998 he was a Professional Radio Broadcaster. Additionally, Mr. Anderson wrote freelance articles for the Milwaukee Journal, Cleveland Plain Dealer, Wisconsin (Madison) State Journal, and Sacramento News & Review.

For the Georgetown Divide Public Utility District Mr. Anderson will write press releases and interact with the media, as needed.



“OTHER” PERSONNEL



KAREN RECHER-SMITH, COPY EDITOR & WRITER

Karen Recher-Smith has more than 30 years of experience in writing and editing of various technical documents. As an editor at the Sacramento Union newspaper, she was known for her abilities to provide clean, clearly written text for the paper’s readers. Her subsequent career has focused on providing editing services for engineering firms on a variety of project types, including bridges, roads, interchanges, hospitals, schools, municipal buildings, essential services facilities, and more. Additionally, she has a great deal of experience in the development of RFP proposals for the Architect/Engineer/Contractor industry. For the Georgetown Divide Public Utility District Mrs. Recher-Smith will serve as a backup to Mr. Anderson. In that role she would help write and edit newsletters, publications, bill inserts and all graphic materials, as needed.



JAMES SABOL, OUTREACH SUPPORT

Mr. Sabol has 34 years of experience as an office technician. His skills include customer service, volunteer outreach at the California State Fair, printing, permit organization for the California Trucking Association, and responding to constituent inquiries. For the Georgetown Divide Public Utility District he will be available as needed to work at informational booths, assist at meetings, and to transport outreach materials.



BILL RITTER, ASSISTANT PROJECT MANAGER

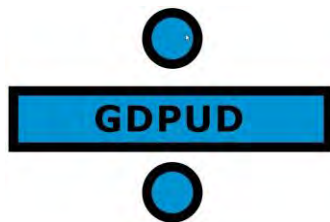
Mr. Ritter is experienced in implementing community and media outreach projects as well as marketing and sales strategies for governmental agencies, corporations, non-profit organizations and public- and private sector clients. He has a proven track record of creating winning strategies to accomplish project communication goals and has extensive experience in providing political services, public outreach and community relations' services for various clients in northern California. He has designed public relations programs, political campaigns, organized publicity events,



facilitated meetings and worked with in-bound and out-bound trade and media delegations.

Mr. Ritter was formerly the tribal administrator-chief administrative officer for the Yoche Dehe Wintun Nation (formerly Rumsey Band of Wintun Indians). In that role he was responsible for community outreach and communication programs with neighboring residents as well as local, state and federal government agencies. His responsibilities also included managing all departments of tribal government: administration, accounting and budgeting, tribal member services, health and welfare services, facilities, tribal school, public safety and all on- and off-reservation non-casino properties.

C. PROJECT UNDERSTANDING AND INNOVATION



The Georgetown Divide Public Utility District (GDPUD) is seeking a consultant to provide communications and public outreach services necessary to develop and implement an overall communications strategy and annual public outreach plan.

On the Mark Strategies understands that an aging infrastructure is the #1 issue facing the District. More than 60 percent of the GDPUD infrastructure was installed prior to 1977. These facilities are either at or beyond their useful service life and, until a recent fee increase, the district has not had the cash or ability to borrow sufficient money to fund an adequate replacement program.

The GDPUD water system requires extensive investment, primarily in the replacement and repair of aging pipes and other equipment, in order to maintain a



safe and reliable system. Until now, the District has had insufficient reserve funds to pay for needed replacements and preventative maintenance; and previous water rates were too low to qualify for loans and grants. No adjustments to the rates had occurred since 2011.

Additionally, the District was the subject of a recent Grand Jury Investigation that concluded that the District needed to initiate a rate increase. On December 12, 2017, the GDPUD Board held a public hearing and adopted changes to its current treated water and irrigation water rates. After the vote, Board members were threatened with a recall vote.

GDPUD has also implemented a standardized system to eliminate tiered rates, based on American Water Works Association standards, to ensure that rates are proportional to the level of service provided to each customer. As a result of these changes, the 2,000 cubic foot water allowance was eliminated and all customers now see a Base Charge and a Water Use Charge on their water bills.

On the Mark Strategies understands that “justifying” the increase in rates to those who were (and still are) opposed to them will be a big component of our public outreach and communications effort. We will develop a communications strategy and public outreach plan that, in real time, shows how the increased water rates are helping to replace an aging infrastructure. In our messaging we will explain that communities thrive when there is a well-thought-out and funded infrastructure and capital replacement plan that helps to reliably deliver high-quality drinking water. As improvements are planned and built, On the Mark Strategies will make certain that the public knows about it every step of the way.

We will impress upon people that facility improvements will result in a reduction in water main breaks, which will bring about decreased service interruptions. So, for



example, when new water meters are installed, On the Mark Strategies will let customers know about it. We will also tell them that they should also expect to see improved billing accuracy as a result. A penny saved is money back in their pocket in the long run. A better water delivery system means a stronger community. We will thank people for their participation in making the community stronger.

On the Mark Strategies understands that the Georgetown Divide Public Utility District has been sharing information with its customers about its mission, its purpose, and the value of clean water. GDPUD has done this through:

- Utility bills
- Phone calls
- Direct mail
- Website
- Facebook
- Email notices by Mailchimp.

Our communications strategy and public outreach plan will build on what has already been started and will take it to the next level. We will also focus heavily on the infrastructure improvements that are coming, thanks to the recent increase in rates. On the Mark Strategies has a number of innovative visions and concepts for expanding the communications program that has already been started by GDPUD. These ideas include:

1. A “WATER RATES AT WORK” WEB LANDING PAGE

2. VIDEO

3. PROJECT PHOTOS

4. SPEAKERS’ BUREAU



5. SCHOOLS OUTREACH (POSTERS AND TOURS)

6. SPONSOR ADS / NEWSPAPER ADS

7. FACT SHEET / HANDOUT FOR COMMUNITY EVENTS

8. STAKEHOLDER PARTNERSHIPS

D. Work Plan / Scope of Work

TASK 0: KICK-OFF MEETING

Immediately after being awarded the contract, On the Mark Strategies will have a meeting with the District’s project team to go over and agree upon a proposed work plan/scope of work.

TASK 1: COMMUNICATIONS STRATEGY AND ANNUAL PUBLIC OUTREACH PLAN

Thirty days after being awarded the contract, On the Mark Strategies will provide the District with a communications strategy for your approval that will be used to follow our progress. The communications strategy will be a collaboration between our team and GDPUD staff. It will identify the following:

- Clear and measurable communications objectives with evaluation
- Relevant audiences and available channels
- A plan of activities and a timetable
- Communication risks and mitigation
- Resources – financial and people.

Once our communications strategy is approved, On the Mark Strategies will create an annual public outreach plan that delivers a specific message between the District and the public for mutual benefit. In this case, we recommend that the specific message will be along the lines of: “Water Rates at Work.” The annual public outreach plan will have six steps:

Step 1: Define goals and objectives.

- We like for our goals to be general statements that express a broad focus (i.e., increasing membership).
- We like for our objectives to be more specific and measurable (i.e., increasing membership by 20 percent in the next six months).

Step 2: Identify targets.

- Our target audience will be the group of people that we want to reach. We will break the audience down into small groups so that we can create a message that will resonate specifically with each group.

Step 3: Create a message.

- Once we understand who our target group is, On the Mark Strategies will craft a message designed to achieve our objective. The message will be specific and tied directly to something our target group values.

Step 4: Package our message.

- Packaging can have many forms, including a handout, video, advertisements, etc.

Step 5: Distribute our message.

- Once the message has been agreed upon, On the Mark Strategies will get the word out. With an eye towards cost and resources we will implement the most cost-effective ways to distribute the message.

Step 6: Evaluate the plan.

- By evaluating our annual outreach plan at the end of it, we can determine what worked or did not work and what adjustments need to be made for the future.



WHAT WE WILL DELIVER

- ✓ Communications Strategy
- ✓ Annual Public Outreach Plan

TASK 2: SOCIAL MEDIA

Subtask 2.1 - Social Media Policy

On the Mark Strategies will work with GDPUD to develop a functional social media policy to be adopted by its Board of Directors. This policy will include brand guidelines, roles, responsibilities, and conduct. This includes employee conduct on GDPUD's Facebook account, as well as their personal social media accounts. We will hold an in-person meeting for up to two hours with the client to discuss the goals and objectives of its social media program. This meeting will be held at the GDPUD office.

On the Mark Strategies will prepare a draft social media policy for GDPUD review. A final version will be available for the GDPUD staff to present to its Board of Directors for approval.

Assumptions:

- Up to two rounds of revisions on social media policy document
- Up to 1,000 word social media policy
- Up to two hour in-person meeting with client to discuss goals of social media

Deliverables:

- Social media policy document delivered in editable word document



Subtask 2.2 - Social Media Strategy

With information gathered from the initial social media meeting, On the Mark Strategies will prepare a written strategy for GDPUD for the upcoming year. This will outline a plan to maximize the results from GDPUD's social media activities.

Assumptions:

- One round of revisions on social media strategy document
- Up to 1,000 word social media strategy

Deliverables:

- Social media strategy document delivered in editable word document

Subtask 2.3 - Social Media Advertisements

In order to maximize the effectiveness of the messaging, On the Mark Strategies recommends investing time and money in building the Facebook audience. This should be done through paid ads on Facebook to reach GDPUD's customers.

On the Mark Strategies recommends investing \$750 in hard costs to purchase Facebook ads. We will develop the copy and graphics for these ads, and publish the ads to Facebook. We will also select the targeting for these ads to reach Facebook users in the GDPUD service area. The consultant will provide a brief report showing the results of the paid advertisement.

Assumptions:

- \$750 advertising budget from consultant budget. Additional ad money can be contributed by GDPUD.
- One round of edits on proposed ad



Deliverables:

- \$750 hard cost social media advertisements
- Advertising copy, graphics and placement
- Brief report of ad results

Subtask 2.4 - Social Media Postings

The consultant will conduct social media activities on behalf of GDPUD in accordance with the social media policy and strategy developed. Each month, the consultant will hold a 15-minute phone call with GDPUD to discuss upcoming important happenings that should be shared on social media.

On the Mark Strategies will write at least 15 social media posts per month for the GDPUD and coordinate the appropriate graphics/photos.

A minimum of two posts will be shared on other El Dorado County Facebook groups to increase the reach of GDPUD's messages.

On the Mark Strategies will draft the posts for the upcoming month, along with a publication calendar. This will be submitted to GDPUD by the 20th of the month for review and one round of edits. The consultant will be responsible for posting this content. Any other unplanned social media content will be the primary responsibility of GDPUD to write and post.



By the 5th of the subsequent month, the consultant will provide a report to GDPUD of key Facebook metrics such as impressions, engagements, etc.

Assumptions:

- One 15-minute phone call with staff per month to discuss any news items for the upcoming month that should be shared on social media (or email if preferred by client)
- Monthly posts and calendar will be submitted by the 20th of the previous month for review
- One round of revisions to monthly posts
- Up to 15 social media posts
- Up to two posts in other El Dorado County related Facebook groups
- Monthly report will be submitted by the 5th of the subsequent month
- GDPUD staff will take the lead on any non-scheduled posts, such as unplanned service alerts
- GDPUD will assist the consulting staff in acquiring photos, graphics and documents to accompany social media posts when appropriate.

WHAT WE WILL DELIVER

- ✓ Social media policy for Board Adoption
- ✓ Recommendations on a social media strategy
- ✓ One year of social media postings consistent with the recommended strategy

TASK 3: NEWSLETTERS

Currently, the GDPUD does not have a newsletter. On the Mark Strategies' graphic designer will develop one for you. We are recommending six newsletters, three that are



emailed electronically and three in hard-copy form that are mailed to customers with their utility bill. Our writer David Anderson and graphic designer Amy Baron Hatch will work with GDPUD staff to develop concepts and content.

WHAT WE WILL DELIVER

- ✓ Recommendations on newsletter frequency
- ✓ One year of printed newsletters consistent with recommendations

TASK 4: PRESS RELEASES & MEDIA OUTREACH

On the Mark Strategies has dedicated an experienced media professional, David Anderson, to work on this effort with GDPUD. He was a long-time public information officer for Caltrans. David will work with the Georgetown Gazette – Mountain Democrat to promote GDPUD news. He is good at getting media coverage of issues and activities using press releases, ads, and guest articles. David is also experienced at meeting with editorial boards. In addition to working with the local newspaper reporters and editors, he will contact local television and radio stations when there is news.

WHAT WE WILL DELIVER

- ✓ Recommendations on press release frequency
- ✓ One year of electronic press releases consistent with recommendations

TASK 5: EMAIL CAMPAIGN

Currently the District uses Email notices by Mailchimp. This is an extremely effective way of disseminating information, and we will continue to do so. As noted



in Task 3, On the Mark Strategies intends to issue three electronic newsletters, and we will use Mailchimp to do that.

We mentioned earlier that we have some innovative visions and concepts for expanding your communications program, one of which was to create a “Water Rates at Work” website landing page. From that page, we intend to give people the ability to sign up for email alerts. This should dramatically increase your number of email users.

Email campaigns need to be used cautiously because too many emails can turn people off and they tune out. So in our Task #0 kick-off meeting with GDPUD, we will want to discuss exactly how much we intend to email out to customers. When done properly email blasts can be very effective. Email is often the least expensive way to reach a larger number of individuals and entities. Using E-blasts is an efficient way to share water information. Our graphic designer Amy Baron Hatch will create an e-mail template that will automatically be optimized for both desktop and mobile email clients.

WHAT WE WILL DELIVER

- ✓ Recommendations on email campaign
- ✓ One year of emails consistent with email campaign

TASK 6: UTILITY BILL INSERTS

On the Mark Strategies is proposing one utility bill insert per month, for a total of 12. We recommend doing them in a way that engages customers: “Did You Know?” Here’s an example:



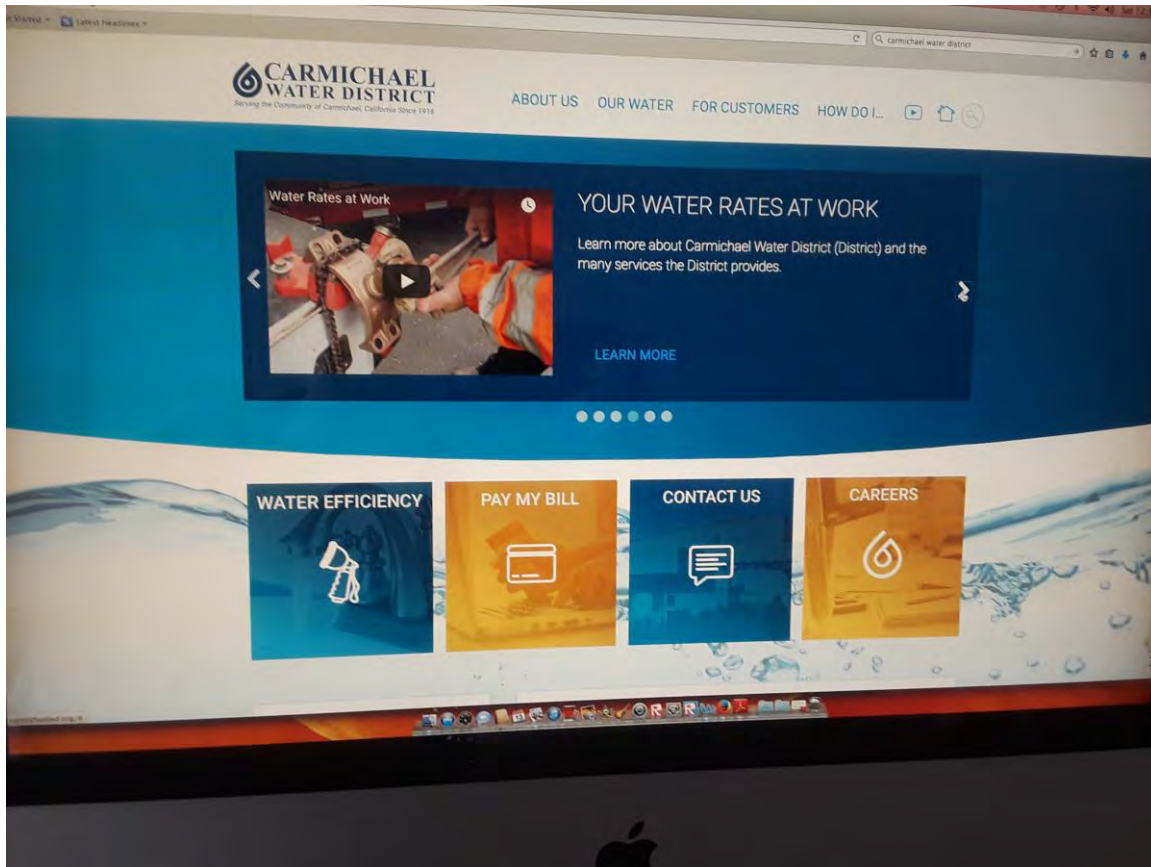
“Did you know drinking water can make you smarter?” While you may not know it, dehydration can reduce your ability to focus and concentrate on completing mental tasks. In fact, according to a study by the University of East London, a simple glass of water can help boost brain function by 14 percent.”

WHAT WE WILL DELIVER

- ✓ Camera-ready art for 12 monthly bill inserts

TASK 7: WEB LANDING PAGE

We would like to create a distinct page on the District website that is built with one goal in mind – telling the story about how the District’s facilities are being improved thanks to the new water rates. Below is how the Carmichael Water District is telling its story on its website:



WHAT WE WILL DELIVER

- ✓ A landing page that will feature infrastructure improvements

TASK 8: VIDEO

There's no better way to tell the story about capital improvements than with a video placed on the website landing page. On the Mark Strategies is prepared to produce a video that explains why the water system required extensive investment and how aging pipes are being replaced and repaired order to maintain a safe and reliable system. Again using the Carmichael Water District as an example, take a look at the video "Your Water Rates at Work" that it has posted on its website via YouTube:

<https://www.youtube.com/watch?v=wwbXue-6qm0>



WHAT WE WILL DELIVER

- ✓ A video of 3 minutes or less about the GDPUD “Water Rates at Work”

TASK 9: PROJECT PHOTOS

It’s true that a picture can tell a thousand words, which is why we are proposing to post your pictures of facility improvements on the new “Water Rates at Work” landing website. If the GDPUD prefers that we take professional photos, On the Mark Strategies can do so for an additional \$1,200 that is NOT currently part of our budget. Both graphic designer Amy Baron Hatch and social media director Katie Nichols are highly skilled at photography.

WHAT WE WILL DELIVER

- ✓ Post project photos to the “Water Rates at Work” website
- ✓ For an additional \$1,200 that is not currently part of our budget, we will take professional photos and post them on the website

TASK 10: SPEAKERS’ BUREAU

On the Mark Strategies would like to develop a PowerPoint presentation for the District’s Executive Director or other key personnel to use for speaking at local civic organizations like the Georgetown Divide Rotary Club, the Divide Chamber of Commerce, or the Georgetown Divide Business Association. The presentation would be modeled after the video in that it will explain the infrastructure projects planned and underway. “Water Rates at Work” will be the theme.

WHAT WE WILL DELIVER

- ✓ A PowerPoint presentation



TASK 11: SCHOOLS OUTREACH (POSTERS AND TOURS)

Students are often the best ambassadors for public works projects because they go home and tell their families all about it. On the Mark Strategies is proposing to design posters that can be placed in Georgetown classrooms.

We would also like to discuss with you the concept of having students tour the new Auburn Lake Trails Water Treatment Plant in Cool and Stumpy Meadows Reservoir, so they can see the big picture of where the water they use comes from and how it is treated. On the Mark Strategies would contact all the local schools to arrange for these tours.

WHAT WE WILL DELIVER

- ✓ Camera-ready artwork for posters (We can also print the posters, but for added cost. The amount of posters is currently unknown to us, so we cannot give an estimate at this time and have not budgeted the item)
- ✓ Contact local schools about tours

TASK 12: SPONSOR ADS (AND NEWSPAPER ADS)

There is no shortage of events happening “On The Divide,” and On the Mark Strategies believes we can reach a lot of people with the District’s message by sponsoring an ad in event programs. Also, placing the ad in local newspapers such as the Georgetown Gazette – Mountain Democrat will be viewed by many.

WHAT WE WILL DELIVER

- ✓ Camera-ready art so that ads can be placed in local event programs and in local newspapers



TASK 13: FACT SHEET / HANDOUT FOR COMMUNITY EVENTS

Sometimes there’s nothing better than good old-fashioned “table talk” with people. That’s why we advocate tabling at community events and distributing a fact sheet. We have not budgeted for members of our team to attend local events. However, we are capable of doing so but would need to discuss adjusting our budget or receiving extra funding. Events that would be good to attend are the Founder’s Day celebration, Pride of the Mountains Car Show, and the Parade of Life sponsored by the Georgetown Divide Rotary. The District may have personnel available to staff an information table at these events?

A fact sheet can also be provided to stakeholder groups at their meetings. Another idea we would like to explore is placing the fact sheet in local newspapers (just like ad inserts). There would be a small fee for this that we have NOT budgeted. We will definitely post the fact sheet on the GDPUD website.

WHAT WE WILL DELIVER

- ✓ Camera-ready fact sheet

TASK 14: STAKEHOLDER PARTNERSHIPS

One of the values of properly identifying stakeholders during Task #1 (Communications Strategy and Annual Public Outreach Plan) is that we will have a really good idea of who are the District’s key stakeholders. For example, the Georgetown Divide Business Association will undoubtedly be one of those stakeholders. On the Mark Strategies will contact these key stakeholder groups and ask them to either place our fact sheet on their own website or allow us to provide them with an article for their newsletters.

WHAT WE WILL DELIVER



- ✓ Contacts with key stakeholder groups

E. Sub-consultant & Work by Others

Matrix: estimate of time (in hours) to perform the work, detailed by tasks, listed in the Scope of Work.

- See budget

Sub-consultants: any and all sub-consultant proposed to serve on the project, with background information for each and particular experience of key personnel, including project descriptions and resumes.

- There are no sub-consultants on our team. However, if the District agrees with our recommendation to produce a video we have several vendor companies that we will contract with for service.

Work not included in the proposal: work that is needed to complete the project that is not listed in the “Work Done by Others” will be considered part of the work provided by the Consultant and included in the proposal.

- On the Mark Strategies agrees to this term.

Tasks we expect to be done by GDPUD: includes estimated amount of GDPUD staff time required for each task of the scope of work.

- All postage.
- All printing costs.
- Make printing arrangements.
- Dissemination of all direct mail, including hard-copy newsletters (Task #3 and bill inserts (Task 6). Consultant will provide camera-ready materials only.
- GDPUD staff to attend (Task 1) kick-off meeting with consultant team and provide direction on the proposed work plan/scope of work, including



identification of targets, assistance with message development, and evaluation of the annual plan.

- Input for (Task 3) social media messages.
- Input for (Task 4) newsletters. Specifically, we would like to collaborate with the District's project team on story ideas.
- Input for (Task 5) press releases. If there's news the District would like us to put out, we want to hear from you.
- Distribution of Email notices by Mailchimp, (Task 6). For privacy reasons On the Mark Strategies cannot launch emails to customers unless given the authority by GDPUD to do so. Otherwise, we will design eblast templates and content only.
- The District will make available a member of its team to participate as a speaker for (Task 11) speakers' bureau. Consultant provides PowerPoint presentation only. We also agree to arrange speaking engagements with concurrence by GDPUD.
- On the Mark Strategies will contact local schools and arrange tours, but the District will provide a member of its team for the actual on-site visits. Consultant will not attend tours.
- For school posters, On the Mark Strategies will contact local schools for interest and then provide camera-ready art to GDPUD. The District will print the posters and distribute them. However, for additional funds we will arrange to handle the printing and the distribution to classrooms.
- District will provide project photos for our team to post on the "Water Rates at Work" website landing site. However, for an additional \$1,200 On the Mark Strategies will take project photos and post them.
- GDPUD will make all customer-related phone calls, such as those dealing with complaints, inquiries, etc.



- Consultant will provide camera-ready art for fact sheets (Task #13) but GDPUD will arrange for printing and will cover the costs. For additional budget funds, On the Mark Strategies can handle print arrangements and cover the costs.
- Consultant can research whether the local newspaper will agree to insert the fact sheet in their paper, but GDPUD will pay for the service unless additional funding is made available to the consultant to do so.
- GPUD will provide its own staff at local events to hand out information. Consultant did not budget for that. However, for additional funds we will identify 3-6 events for our staff to attend and we will have an information table at those events.

F. Relevant Experience and References

Midwestern Placer Regional Wastewater Project City of Lincoln



The Midwestern Placer Regional Sewer Project (Regional Sewer) consolidated wastewater treatment for Placer County's Sewer Maintenance District No.1 (SMD 1) and facilitated compliance with water quality regulations and reduced water quality impacts on foothill streams. West Yost Associates was in charge of the \$41 million project that included construction of a new pump station in North Auburn, construction of a 13-mile, 22- to 24-inch, force main pipeline from SMD 1 facility to the City's trunk sewer, and improvements to the Lincoln Wastewater Treatment and Reclamation Facility (WWTRF) to provide for the increased flows from SMD 1. The project also included 2-miles of 14- and 16- inch reclaimed water pipeline from the Lincoln WWTRF.

As employees for Circlepoint, which was sub-contracted by West Yost to conduct public outreach, **Mark DeSio and Katie Nichols** worked in 2014-15 with the contractor, designer, neighbors and construction management team. Mark was the Principal in Charge for the \$125,000 project and Katie was the social media director and outreach associate. At the onset of construction, fliers were prepared. Every house that bordered the project perimeter was given a summary of the project that included the schedule, scope, and name and phone number of the project superintendent. They were encouraged to contact the contractor whenever they had questions or concerns.

Referral – Dianne Lee, Vice President of Marketing. (530) 792-3211

San Joaquin Council of Governments – Measure K Projects



[SR-99 Manteca Widening](#)

Measure K in Stockton and San Joaquin County helps to fund and deliver transportation projects throughout San Joaquin County. The work involves highways, roads, public transit and active transportation - like biking and walking. In addition to our local transportation sales tax, SJCOG works with local, regional, State, and Federal partners to make sure the most important projects get done.

As employees for CALTROP Corp. **Mark DeSio and Karen Recher Smith** wrote press releases and web content in 2013. Mark was the project manager for the \$200,000 project and he worked with sub-contractor MBR Studios to produce several videos that were placed on the Agency's website. The videos were done in 3-D with real-time animation so that motorists and the media could see what was happening with various highway construction projects.

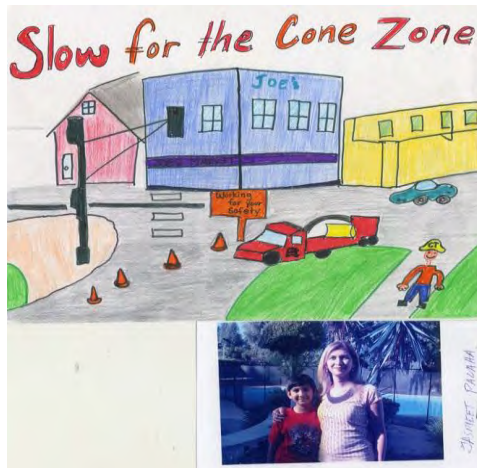
In addition to this, Mark worked with local chambers of commerce's and others in the business community, including the media in the region, to raise awareness for the newly revamped SJCOG website. Through partnerships, he was able to get others to place the SJCOG web address on their websites, which increased viewership dramatically.

Referral – Steve Dial, Deputy Executive Director/Chief Financial Officer. (209) 235-0584



SLOW FOR THE CONE ZONE / AMTRAK CA / DON'T TRASH CALIFORNIA – CALTRANS

As deputy director for external affairs at Caltrans (2003-2010) **Mark DeSio** led three multi-million dollar public outreach campaigns. **David Anderson** supported him by writing press releases and fielding press calls. **James Sabol** volunteered at the State Fair where Caltrans had a table display.



For “Slow for the Cone,” Mark used new outreach tools such as poster contests and movie theater ads to draw a new audience into the safety campaign. Deaths of Caltrans highway workers significantly dropped with the changes that Mark implemented to the \$10 million social

marketing campaign.

For Amtrak-California, which was a \$6 million public outreach effort, Mark emphasized the ease of being able to work or relax on the train, ridership dramatically increased, particularly on the Capitol Corridor route between Sacramento and the Bay Area.



“Don’t Trash California” was a \$10 million campaign. “Don’t Trash California” was an effort by Caltrans to reduce pollution that negatively affects storm-water runoff. Trash and especially cigarette butts are very harmful to the environment and Caltrans did many high-visibility activities to produce



behavior change.

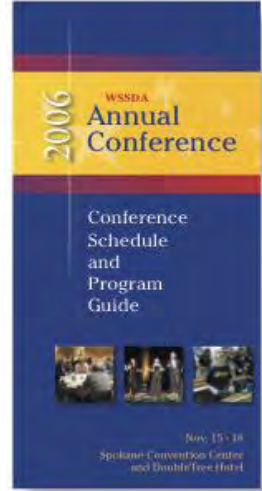
Referral – Randy Iwasaki, former Caltrans Director.
(916) 416-8602

Kris Balaji – Director of Public Works San Joaquin County (formerly Caltrans).
(916) 799-6779



*Amy Baron Hatch
 public agency samples*







G. Fee Proposal & Hourly Rate Schedule

Include a fee proposal listing the total cost and the cost associated with each task.

Fee proposal must include an hourly rates schedule and should be on a time and materials, not to exceed basis.

The rates quoted will remain in effect for the duration of the Agreement, unless approved by GDPUD. Rates shall be included for all employment categories necessary to perform the work outlined in this RFP in accordance with applicable State of California Industrial Labor Rate Standards.

On the Mark Strategies Hourly Rate Schedule:

Key Staff

| | |
|--|-------------------------|
| Mark DeSio, Principal / Project Manager | \$115 |
| Amy Baron-Hatch, Graphic/Web Director | \$75 + \$25 fee = \$100 |
| Katie Nichols, Social Media Director | \$85 + \$25 fee = \$110 |
| David Anderson, Writer / Media Relations | \$40 + \$25 fee = \$65 |

Other Staff

| | |
|--|-------------------------|
| Bill Ritter, Assistant Project Manager | \$90 + \$25 fee = \$115 |
| Karen Recher-Smith, Copy Editor | \$70 + \$25 fee = \$95 |
| James Sabol, Outreach Support | \$50 + \$25 fee = \$75 |



| Tasks | DeSio \$115 | Baron Hatch \$100 | Nichols \$110 | Anderson \$65 | Ritter \$115 | Sabol \$75 | Recher- Smith \$95 | Total task cost |
|--|----------------|-------------------------|------------------|------------------|-----------------|---------------|--------------------------|-----------------------|
| #0 Kick-off mtg. | 4 | 4 | 4 | 4 | | | | \$1,560 |
| #1 Comms strategy & annual public outreach plan | 20 | | | | | | | \$2,300 |
| #2 Social media | 8 | 8 | 116 | | | | | \$14,480 |
| #3 Newsletters | 10 | 34 | | 48 | | | | \$7,670 |
| #4 Press releases & media outreach | 10 | | | 48 | | | | \$4,270 |
| #5 Email campaign | | 12 | | | | | | \$1,200 |
| #6 Utility bill inserts | 4 | 20 | | | | | | \$2,460 |
| #7 Web landing page | 2 | 20 | | | | | | \$2,230 |
| #8 Video | 5 | | | | | | | \$575 |
| #9 Project photos | | 4 | | | | | | \$400 |
| #10 Speakers bureau (Powerpoint presentation) | 4 | 8 | | | | | | \$1,260 |
| #11 Posters & tours | 1 | 8 | | | | | | \$915 |
| #12 Ads | 1 | 8 | | | | | | \$915 |
| #13 Handout | 1 | 8 | | | | | | \$915 |
| #14 Stakeholder partnerships | 10 | | | | | | | \$1,150 |
| | | | | | | | | |
| Total Labor Hours: | 80 | 134 | 120 | 100 | | | | 434 hrs |
| Total Labor Costs | \$9,200 | \$13,400 | \$13,200 | \$6,500 | | | | \$42,300 |
| Hard Costs: | | | | | | | | |
| #3 Social Media: \$750 for social media ads to create likes. | | | | | | | | |
| #9 Video: \$4,000 quote from Video Vets | | | | | | | | \$5,700 |
| Supplies and Misc. \$950 | | | | | | | | |
| Grand total cost | | | | | | | | \$48,000 |




G. APPENDIX

What follows is the On the Mark Strategies notification as a registered LLC with the State of California:

20

FILED TA
 Secretary of State
 State of California
 APR 19 2018
AV

| | | |
|--|---|--------------|
|  | Secretary of State Articles of Organization Limited Liability Company (LLC) | LLC-1 |
| <p>IMPORTANT — Read instructions before completing this form.</p> <p>Filing Fee — \$70.00</p> <p>Copy Fees — First page \$1.00; each attachment page \$0.50; Certification Fee - \$5.00</p> <p><i>Note:</i> LLCs may have to pay minimum \$800 tax to the California Franchise Tax Board each year. For more information, go to https://www.ftb.ca.gov.</p> | | |

IPC **This Space For Office Use Only**

1. Limited Liability Company Name (See Instructions – Must contain an LLC ending such as LLC or L.L.C. "LLC" will be added, if not included.)

On the Mark Strategies LLC

2. Business Addresses

| | | | |
|--|-------------------------|-------|----------|
| a. Initial Street Address of Designated Office in California - Do not enter a P.O. Box | City (no abbreviations) | State | Zip Code |
| 665 4th Avenue | Sacramento | CA | 95818 |
| b. Initial Mailing Address of LLC, if different than item 2a | City (no abbreviations) | State | Zip Code |
| same | | | |

3. Service of Process (Must provide either Individual OR Corporation.)

INDIVIDUAL – Complete Items 3a and 3b only. Must include agent's full name and California street address.

| | | | |
|---|-------------------------|-----------|----------|
| a. California Agent's First Name (if agent is not a corporation) | Middle Name | Last Name | Suffix |
| James | J. | Falcone | Esq. |
| b. Street Address (if agent is not a corporation) - Do not enter a P.O. Box | City (no abbreviations) | State | Zip Code |
| 300 Capitol Mall, Suite 1800 | Sacramento | CA | 95814 |

CORPORATION – Complete Item 3c. Only include the name of the registered agent Corporation.

c. California Registered Corporate Agent's Name (if agent is a corporation) – Do not complete Item 3a or 3b

4. Management (Select only one box)

The LLC will be managed by:

One Manager
 More than One Manager
 All LLC Member(s)

5. Purpose Statement (Do not alter Purpose Statement)

The purpose of the limited liability company is to engage in any lawful act or activity for which a limited liability company may be organized under the California Revised Uniform Limited Liability Company Act.

6. The Information contained herein, including in any attachments, is true and correct.

Mark A. DeSio

 Organizer sign here

Mark DeSio

 Print your name here

PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is made and entered into this ____ day of _____ 201__, (the “Effective Date”) by and between the Georgetown Divide Public Utilities District, a California Public Utilities District (“District”), and On the Mark Strategies, LLC (“Consultant”). District and Consultant may herein be referred to individually as a “Party” and collectively as the “Parties”. There are no other parties to this Agreement.

RECITALS

A. District has determined that consultant services are required for non-audit services to assist the District in reviewing and updating finance and accounting policies and procedures (the “Project”).

B. Consultant has submitted a proposal to District that includes a scope of proposed consultant services, attached hereto and described more fully in **Exhibit A** (“Services”).

C. Consultant represents that it is qualified, willing and able to provide the Services to District, and that it will perform Services related to the Project according to the rate schedule included in the scope of proposed consultant services attached hereto as **Exhibit B** (the “Rates”).

NOW, THEREFORE, in consideration of the promises and covenants set forth below, the Parties agree as follows:

AGREEMENT

1. Recitals. The recitals set forth above (“Recitals”) are true and correct and are hereby incorporated into and made part of this Agreement by this reference. In the event of any inconsistency between the Recitals and Sections 1 through 20 of this Agreement, Section 1 through 20 shall prevail.

2. Consulting Services. Consultant agrees, during the term of this Agreement, to perform the Services for District in connection with the Project. Any request for services in addition to the Services described in **Exhibit A** will be considered a request for additional consulting services and not compensated unless the Parties otherwise agree in writing. No subcontract shall be awarded or an outside consultant engaged by Consultant unless prior written approval is obtained from District.

3. Compensation. District shall pay Consultant according to the fee schedule set forth in **Exhibit B** for a time and materials cost not to exceed \$48,000, as full remuneration for the performance of the Services. Consultant agrees to maintain a log of time spent in connection with performing the Services. On a monthly basis, Consultant shall provide District, in reasonable and understandable detail, a description of the services rendered pursuant to the Services and in accordance with the Rates. If the work is satisfactorily completed, District shall pay such invoice

within thirty (30) days of its receipt. If District disputes any portion of any invoice, District shall pay the undisputed portion within the time stated above, and at the same time advise Consultant in writing of the disputed portion.

5. Term. This Agreement shall become effective on the Effective Date and will continue in effect until the Services provided herein have been completed, unless terminated earlier as provided in Section 6 or 7 below (the “Term”).

6. Termination. District may terminate this Agreement prior to the expiration of the Term (“Termination”), without cause or reason, by notifying Consultant in writing of District’s desire to terminate this Agreement (the “Termination Notice”). Upon receipt of a Termination Notice, Consultant shall immediately cease performing the Services. Consultant will be entitled to compensation, as of the date Consultant receives the Termination Notice, only for Services actually performed.

7. Termination for Cause. Notwithstanding Section 6 above, this Agreement may be terminated by District for cause based on the loss or suspension of any licenses, permits or registrations required for the continued provision of the Services, or Consultant’s malfeasance. Termination of the Agreement for cause as set forth in this Section shall relieve District from compensating Consultant.

8. Confidential Information. Consultant understands and agrees that, in the performance of Services under this Agreement or in the contemplation thereof, Consultant may have access to private or confidential information that may be owned or controlled by District and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to District (“Confidential Information”).

Consultant shall not, either during or after the Term, disclose to any third party any Confidential Information without the prior written consent of District. If District gives Consultant written authorization to make any such disclosure, Consultant shall do so only within the limits and to the extent of that authorization. Such authorization does not guarantee that the District will grant any further disclosure of Confidential Information. Consultant may be directed or advised by the District’s General Counsel on various matters relating to the performance of the Services on the Project or on other matters pertaining to the Project, and in such event, Consultant agrees that it will treat all communications between itself, its employees and its subcontractors as being communications which are within the attorney-client privilege.

9. Performance by Key Employee. Consultant has represented to District that Mark DeSio will be the person primarily responsible for the performance of the Services and all communications related to the Services. District has entered into this Agreement in reliance on that representation by Consultant.

10. Property of District. The following will be considered and will remain the property of District:

A. Documents. All reports, drawings, graphics, working papers and Confidential Information furnished by District in connection with the Services (“Documents”). Nothing herein shall be interpreted as prohibiting or limiting District’s right to assign all or some of District’s interests in the Documents.

B. Data. All data collected by Consultant and produced in connection with the Services including, but not limited to, drawings, plans, specifications, models, flow diagrams, visual aids, calculations, and other materials (“Data”). Nothing herein shall be interpreted as prohibiting or limiting District’s right to assign all or some of District’s interests in the Data.

C. Delivery of Documents and Data. Consultant agrees, at its expense and in a timely manner, to return to District all Documents and Data upon the conclusion of the Term or in the event of Termination.

11. Duties of District. In order to permit Consultant to render the services required hereunder, District shall, at its expense and in a timely manner:

A. Provide such information as Consultant may reasonably require to undertake or perform the Services;

B. Promptly review any and all documents and materials submitted to District by Consultant in order to avoid unreasonable delays in Consultant’s performance of the Services; and

C. Promptly notify Consultant of any fault or defect in the performance of Consultant’s services hereunder.

12. Representations of Consultant. District relies upon the following representations by Consultant in entering into this Agreement:

A. Qualifications. Consultant represents that it is qualified to perform the Services and that it possesses the necessary licenses, permits and registrations required to perform the Services or will obtain such licenses or permits prior to the time such licenses or permits are required. Consultant represents and warrants to District that Consultant shall, at Consultant’s sole cost and expense, keep in effect or obtain at all times during the Term of this Agreement, any licenses, permits, and registrations that are legally required for Consultant to practice Consultant’s profession at the time the Services are rendered.

B. Consultant Performance. Consultant represents and warrants that all Services under this Agreement shall be performed in a professional manner and shall conform to the customs and standards of practice observed on similar, successfully completed projects by specialists in the Services to be provided. Consultant shall adhere to accepted professional standards as set forth by relevant professional associations and shall perform all Services required

under this Agreement in a manner consistent with generally accepted professional customs, procedures and standards for such Services. All work or products completed by Consultant shall be completed using the best practices available for the profession and shall be free from any defects. Consultant agrees that, if a Service is not so performed, in addition to all of its obligations under this Agreement and at law, Consultant shall re-perform or replace unsatisfactory Service at no additional expense to District.

13. Compliance with Laws and Standards. Consultant shall insure compliance with all applicable federal, state, and local laws, ordinances, regulations and permits, including but not limited to federal, state, and county safety and health regulations. Consultant shall perform all work according to generally accepted standards within the industry. Consultant shall comply with all ordinances, laws, orders, rules, and regulations, including the administrative policies and guidelines of District pertaining to the work.

14. Independent Contractor; Subcontracting. Consultant will employ, at its own expense, all personnel reasonably necessary to perform the Services. All acts of Consultant, its agents, officers, employees and all others acting on behalf of Consultant relating to this Agreement will be performed as independent contractors. Consultant, its agents and employees will represent and conduct themselves as independent contractors and not as employees of District. Consultant has no authority to bind or incur any obligation on behalf of District. Except as District may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of District in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind District to any obligation whatsoever. Consultant is prohibited from subcontracting this Agreement or any part of it unless such subcontracting is expressly approved by District in writing.

15. Insurance. Consultant and all of Consultant's contractors and subcontractors shall obtain and maintain insurance of the types and in the amounts described in this paragraph and its subparagraphs with carriers reasonably satisfactory to District.

A. General Liability Insurance. Consultant shall maintain occurrence version commercial general liability insurance or an equivalent form with a limit of not less than Two Million Dollars (\$2,000,000) per claim and Two Million Dollars (\$2,000,000) for each occurrence.

B. Workers' Compensation Insurance. Consultant shall carry workers' compensation insurance as required by the State of California under the Labor Code. Consultant shall also carry employer's liability insurance in the amount of One Million Dollars (\$1,000,000.00) per accident, with a One Million Dollar (\$1,000,000.00) policy limit for bodily injury by disease, and a One Million Dollar (\$1,000,000.00) limit for each employee's bodily injury by disease.

C. Automobile Insurance. Consultant shall carry automobile insurance for the vehicle(s) Consultant uses in connection with the performance of this Agreement in the amount of One Million Dollars (\$1,000,000.00) per occurrence for bodily injury and property damage.

D. Errors and Omissions Liability. Consultant shall carry errors and omissions liability insurance in the amount of no less than One Million Dollars (\$1,000,000.00) per occurrence or greater if appropriate for the Consultant's profession. Architects and engineers' coverage is to be endorsed to include contractual liability. Any deductibles or self-insured retentions must be declared to and approved by the District. At the option of the District, either the insurer shall reduce or eliminate such deductibles or self-insured retentions with respect to the District, elected and appointed councils, commissions, directors, officers, employees, agents, and representatives ("District's Agents"); or the Consultant shall provide a financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claims administration and defense expenses.

E. Other Insurance Requirements. Within five (5) days of the Effective Date, Consultant shall provide District with certificates of insurance for all of the policies required under this Agreement ("Certificates"), excluding the required worker's compensation insurance. Such Certificates shall be kept current for the Term of the Agreement and Consultant shall be responsible for providing updated copies and notifying District if a policy is cancelled, suspended, reduced, or voided. With the exception of the worker's compensation insurance, all of the insurance policies required in this Agreement shall: (a) provide that the policy will not be cancelled, allowed to expire, or materially reduced in coverage without at least thirty (30) days' prior written notice to District of such cancellation, expiration, or reduction and each policy shall be endorsed to state such; (b) name District, and District's Agents as additional insureds with respect to liability arising out of Services, work or operations performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied, or used by the Consultant, or automobiles owned, leased, or hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the District; (c) be primary with respect to any insurance or self-insurance programs covering District or District's Agents and any insurance or self-insurance maintained by District or District's Agents shall be in excess of Consultant's insurance and shall not contribute to it; (d) contain standard separation of insured provisions; and (e) state that any failure to comply with reporting or other provisions of the policy including breaches of warranties shall not affect the coverage provided to the District.

16. Indemnification. Consultant hereby agrees to indemnify and hold harmless District, its agents, officers, employees and volunteers, against all liability, obligations, claims, loss, and expense (a) caused or created by Consultant, its subcontractors, or the agents or employees of either, whether negligent or not, pertaining to or related to acts or omissions of Consultant in connection with the Services, or (b) arising out of injuries suffered or allegedly suffered by employees of Consultant or its subcontractors (i) in the course of their employment, (ii) in the performance of work hereunder, or (iii) upon premises owned or controlled by District. Consultant's obligation to defend, indemnify and hold District and its agents, officers, employees and volunteers harmless is not terminated by any requirement in this Agreement for Consultant to procure and maintain a policy of insurance.

17. Consequential Damages. Notwithstanding any other provision of this Agreement, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits

or revenue, arising out of or in connection with this Agreement or the Services performed in connection with this Agreement.

18. Litigation. In the event that either Party brings an action under this Agreement for the breach or enforcement hereof, or must incur any collection expenses for any amounts due hereunder the prevailing Party in such action shall be entitled to its costs including reasonable attorney's fees, whether or not such action is prosecuted to judgment.

19. Notices. Any notice or communication required hereunder between District or Consultant must be in writing, and may be given either personally, by registered or certified mail (return receipt requested), or by Federal Express, UPS or other similar couriers providing overnight delivery. If personally delivered, a notice shall be deemed to have been given when delivered to the Party to whom it is addressed. Notices given by registered or certified mail shall be deemed to have been given and received on the first to occur of (a) actual receipt by any of the addressees designated below as the party to whom notices are to be sent, (b) on the date delivered as shown on a receipt issued by the courier, or (c) five (5) days after a registered or certified letter containing such notice, properly addressed, with postage prepaid, is deposited in the United States mail. If given by Federal Express or similar courier, a notice or communication shall be deemed to have been given and received on the date delivered as shown on a receipt issued by the courier. Any Party hereto may at any time, by giving ten (10) days written notice to the other Party hereto, designate any other address in substitution of the address to which such notice or communication shall be given. Such notices or communications shall be given to the Parties at the addresses in this paragraph set forth below:

If to District: Georgetown Divide Public Utility District
P.O. Box 4240
6425 Main Street
Georgetown, CA 95634
Attention: General Manager

With courtesy copies to: Churchwell White LLP
1414 K Street, 3rd Floor
Sacramento, California 95814
Attention: Barbara A. Brenner, Esq.

If to Consultant: On the Mark Strategies
Attention: Mark DeSio, President
665 4th Avenue
Sacramento, California 95818

20. General Provisions.

A. Modification. No alteration, modification, or termination of this Agreement shall be valid unless made in writing and executed by all Parties.

B. Waiver. The waiver by any Party of a breach of any provision hereof shall be in writing and shall not operate or be construed as a waiver of any other or subsequent breach hereof unless specifically stated in writing.

C. Assignment. No Party shall assign, transfer, or otherwise dispose of this Agreement in whole or in part to any individual, firm, or corporation without the prior written consent of the other Party. Subject to the forgoing provisions, this Agreement shall be binding upon, and inure to the benefit of, the respective successors and assigns of the Parties.

D. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the state of California.

E. Venue. Venue for all legal proceedings shall be in the Superior Court of California for the County of El Dorado.

F. Partial Invalidity. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

G. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall be deemed a single agreement.

H. Severability. If any term, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid, the remainder of this Agreement shall remain in effect.

I. Audit. District shall have access at all reasonable times to all reports, contract records, contract documents, contract files, and personnel necessary to audit and verify Consultant's charges to District under this Agreement.

J. Entire Agreement. This Agreement sets forth the entire understanding between the Parties as to the subject matter of this Agreement and merges all prior discussions, negotiations, proposal letters or other promises, whether oral or in writing.

K. Headings Not Controlling. Headings used in this Agreement are for reference purposes only and shall not be considered in construing this Agreement.

L. Time is of the Essence. Time is of the essence in this Agreement for each covenant and term of a condition herein.

M. Drafting and Ambiguities. Any rule of construction that ambiguities are to be resolved against the drafting party does not apply in interpreting this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the last day and date below written.

DISTRICT:

GEORGETOWN DIVIDE PUBLIC
UTILITIES DISTRICT, a California Public
Utilities District

By: _____
Steven V. Palmer, General Manager

Date: _____

CONSULTANT:

By: Mark J. Desio
Name: Mark Desio
Date: 3-5-19

Approved as to Form:

Barbara A. Brenner, General Counsel

EXHIBIT A

Services

EXHIBIT B

Rates

5. SCHOOLS OUTREACH (POSTERS AND TOURS)

6. SPONSOR ADS / NEWSPAPER ADS

7. FACT SHEET / HANDOUT FOR COMMUNITY EVENTS

8. STAKEHOLDER PARTNERSHIPS

D. Work Plan / Scope of Work

TASK 0: KICK-OFF MEETING

Immediately after being awarded the contract, On the Mark Strategies will have a meeting with the District's project team to go over and agree upon a proposed work plan/scope of work.

TASK 1: COMMUNICATIONS STRATEGY AND ANNUAL PUBLIC OUTREACH PLAN

Thirty days after being awarded the contract, On the Mark Strategies will provide the District with a communications strategy for your approval that will be used to follow our progress. The communications strategy will be a collaboration between our team and GDPUD staff. It will identify the following:

- Clear and measurable communications objectives with evaluation
- Relevant audiences and available channels
- A plan of activities and a timetable
- Communication risks and mitigation
- Resources – financial and people.

Once our communications strategy is approved, On the Mark Strategies will create an annual public outreach plan that delivers a specific message between the District and the public for mutual benefit. In this case, we recommend that the specific message will be along the lines of: "Water Rates at Work." The annual public outreach plan will have six steps:

**Step 1: Define goals and objectives.**

- We like for our goals to be general statements that express a broad focus (i.e., increasing membership).
- We like for our objectives to be more specific and measurable (i.e., increasing membership by 20 percent in the next six months).

Step 2: Identify targets.

- Our target audience will be the group of people that we want to reach. We will break the audience down into small groups so that we can create a message that will resonate specifically with each group.

Step 3: Create a message.

- Once we understand who our target group is, On the Mark Strategies will craft a message designed to achieve our objective. The message will be specific and tied directly to something our target group values.

Step 4: Package our message.

- Packaging can have many forms, including a handout, video, advertisements, etc.

Step 5: Distribute our message.

- Once the message has been agreed upon, On the Mark Strategies will get the word out. With an eye towards cost and resources we will implement the most cost-effective ways to distribute the message.

Step 6: Evaluate the plan.

- By evaluating our annual outreach plan at the end of it, we can determine what worked or did not work and what adjustments need to be made for the future.

WHAT WE WILL DELIVER

- ✓ Communications Strategy
- ✓ Annual Public Outreach Plan

TASK 2: SOCIAL MEDIA

Subtask 2.1 - Social Media Policy

On the Mark Strategies will work with GDPUD to develop a functional social media policy to be adopted by its Board of Directors. This policy will include brand guidelines, roles, responsibilities, and conduct. This includes employee conduct on GDPUD's Facebook account, as well as their personal social media accounts. We will hold an in-person meeting for up to two hours with the client to discuss the goals and objectives of its social media program. This meeting will be held at the GDPUD office.

On the Mark Strategies will prepare a draft social media policy for GDPUD review. A final version will be available for the GDPUD staff to present to its Board of Directors for approval.

Assumptions:

- Up to two rounds of revisions on social media policy document
- Up to 1,000 word social media policy
- Up to two hour in-person meeting with client to discuss goals of social media

Deliverables:

- Social media policy document delivered in editable word document



Subtask 2.2 - Social Media Strategy

With information gathered from the initial social media meeting, On the Mark Strategies will prepare a written strategy for GDPUD for the upcoming year. This will outline a plan to maximize the results from GDPUD's social media activities.

Assumptions:

- One round of revisions on social media strategy document
- Up to 1,000 word social media strategy

Deliverables:

- Social media strategy document delivered in editable word document

Subtask 2.3 - Social Media Advertisements

In order to maximize the effectiveness of the messaging, On the Mark Strategies recommends investing time and money in building the Facebook audience. This should be done through paid ads on Facebook to reach GDPUD's customers.

On the Mark Strategies recommends investing \$750 in hard costs to purchase Facebook ads. We will develop the copy and graphics for these ads, and publish the ads to Facebook. We will also select the targeting for these ads to reach Facebook users in the GDPUD service area. The consultant will provide a brief report showing the results of the paid advertisement.

Assumptions:

- \$750 advertising budget from consultant budget. Additional ad money can be contributed by GDPUD.
- One round of edits on proposed ad



Deliverables:

- \$750 hard cost social media advertisements
- Advertising copy, graphics and placement
- Brief report of ad results

Subtask 2.4 - Social Media Postings

The consultant will conduct social media activities on behalf of GDPUD in accordance with the social media policy and strategy developed. Each month, the consultant will hold a 15-minute phone call with GDPUD to discuss upcoming important happenings that should be shared on social media.

On the Mark Strategies will write at least 15 social media posts per month for the GDPUD and coordinate the appropriate graphics/photos.

A minimum of two posts will be shared on other El Dorado County Facebook groups to increase the reach of GDPUD's messages.

On the Mark Strategies will draft the posts for the upcoming month, along with a publication calendar. This will be submitted to GDPUD by the 20th of the month for review and one round of edits. The consultant will be responsible for posting this content. Any other unplanned social media content will be the primary responsibility of GDPUD to write and post.



By the 5th of the subsequent month, the consultant will provide a report to GDPUD of key Facebook metrics such as impressions, engagements, etc.

Assumptions:

- One 15-minute phone call with staff per month to discuss any news items for the upcoming month that should be shared on social media (or email if preferred by client)
- Monthly posts and calendar will be submitted by the 20th of the previous month for review
- One round of revisions to monthly posts
- Up to 15 social media posts
- Up to two posts in other El Dorado County related Facebook groups
- Monthly report will be submitted by the 5th of the subsequent month
- GDPUD staff will take the lead on any non-scheduled posts, such as unplanned service alerts
- GDPUD will assist the consulting staff in acquiring photos, graphics and documents to accompany social media posts when appropriate.

WHAT WE WILL DELIVER

- ✓ Social media policy for Board Adoption
- ✓ Recommendations on a social media strategy
- ✓ One year of social media postings consistent with the recommended strategy

TASK 3: NEWSLETTERS

Currently, the GDPUD does not have a newsletter. On the Mark Strategies' graphic designer will develop one for you. We are recommending six newsletters, three that are

emailed electronically and three in hard-copy form that are mailed to customers with their utility bill. Our writer David Anderson and graphic designer Amy Baron Hatch will work with GDPUD staff to develop concepts and content.

WHAT WE WILL DELIVER

- ✓ Recommendations on newsletter frequency
- ✓ One year of printed newsletters consistent with recommendations

TASK 4: PRESS RELEASES & MEDIA OUTREACH

On the Mark Strategies has dedicated an experienced media professional, David Anderson, to work on this effort with GDPUD. He was a long-time public information officer for Caltrans. David will work with the Georgetown Gazette – Mountain Democrat to promote GDPUD news. He is good at getting media coverage of issues and activities using press releases, ads, and guest articles. David is also experienced at meeting with editorial boards. In addition to working with the local newspaper reporters and editors, he will contact local television and radio stations when there is news.

WHAT WE WILL DELIVER

- ✓ Recommendations on press release frequency
- ✓ One year of electronic press releases consistent with recommendations

TASK 5: EMAIL CAMPAIGN

Currently the District uses Email notices by Mailchimp. This is an extremely effective way of disseminating information, and we will continue to do so. As noted



in Task 3, On the Mark Strategies intends to issue three electronic newsletters, and we will use Mailchimp to do that.

We mentioned earlier that we have some innovative visions and concepts for expanding your communications program, one of which was to create a “Water Rates at Work” website landing page. From that page, we intend to give people the ability to sign up for email alerts. This should dramatically increase your number of email users.

Email campaigns need to be used cautiously because too many emails can turn people off and they tune out. So in our Task #0 kick-off meeting with GDPUD, we will want to discuss exactly how much we intend to email out to customers. When done properly email blasts can be very effective. Email is often the least expensive way to reach a larger number of individuals and entities. Using E-blasts is an efficient way to share water information. Our graphic designer Amy Baron Hatch will create an e-mail template that will automatically be optimized for both desktop and mobile email clients.

WHAT WE WILL DELIVER

- ✓ Recommendations on email campaign
- ✓ One year of emails consistent with email campaign

TASK 6: UTILITY BILL INSERTS

On the Mark Strategies is proposing one utility bill insert per month, for a total of 12. We recommend doing them in a way that engages customers: “Did You Know?” Here’s an example:



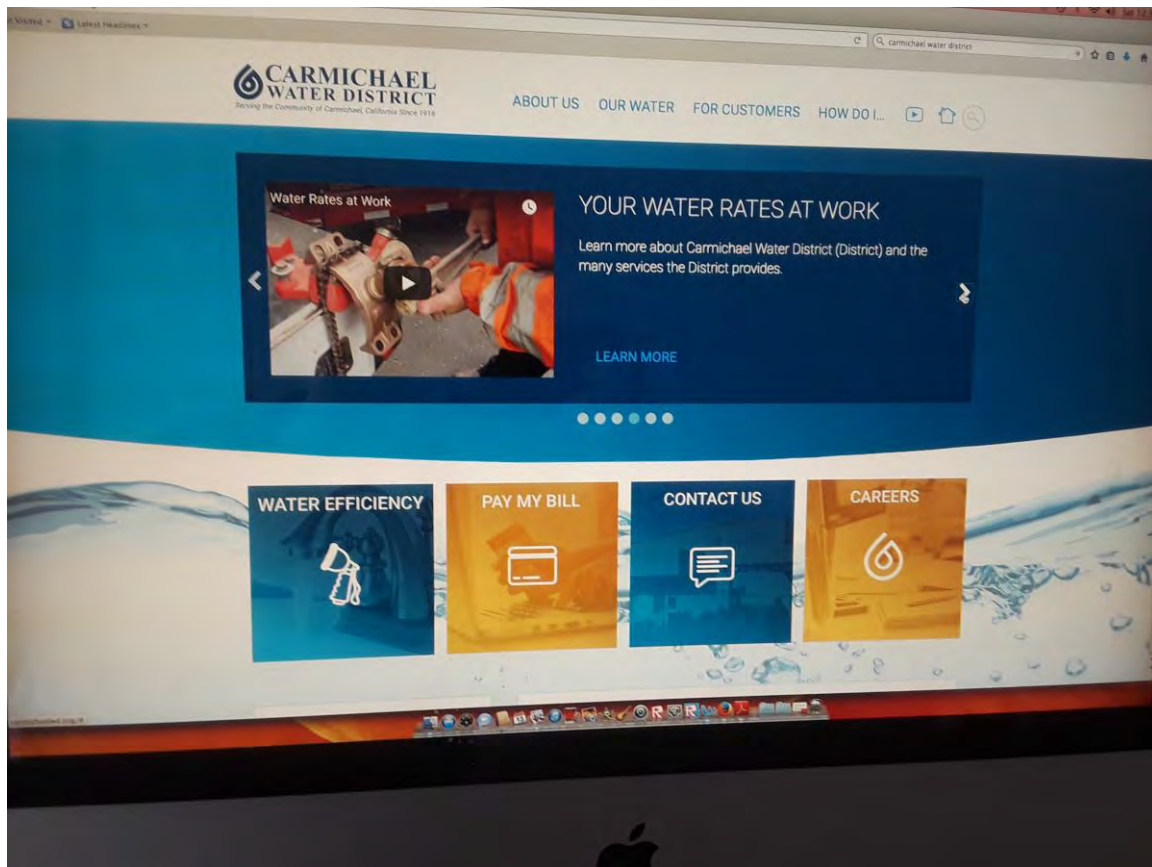
“Did you know drinking water can make you smarter? While you may not know it, dehydration can reduce your ability to focus and concentrate on completing mental tasks. In fact, according to a study by the University of East London, a simple glass of water can help boost brain function by 14 percent.”

WHAT WE WILL DELIVER

- ✓ Camera-ready art for 12 monthly bill inserts

TASK 7: WEB LANDING PAGE

We would like to create a distinct page on the District website that is built with one goal in mind – telling the story about how the District’s facilities are being improved thanks to the new water rates. Below is how the Carmichael Water District is telling its story on its website:



WHAT WE WILL DELIVER

- ✓ A landing page that will feature infrastructure improvements

TASK 8: VIDEO

There's no better way to tell the story about capital improvements than with a video placed on the website landing page. On the Mark Strategies is prepared to produce a video that explains why the water system required extensive investment and how aging pipes are being replaced and repaired order to maintain a safe and reliable system. Again using the Carmichael Water District as an example, take a look at the video "Your Water Rates at Work" that it has posted on its website via YouTube:

<https://www.youtube.com/watch?v=wwbXue-6qm0>

WHAT WE WILL DELIVER

- ✓ A video of 3 minutes or less about the GDPUD “Water Rates at Work”

TASK 9: PROJECT PHOTOS

It’s true that a picture can tell a thousand words, which is why we are proposing to post your pictures of facility improvements on the new “Water Rates at Work” landing website. If the GDPUD prefers that we take professional photos, On the Mark Strategies can do so for an additional \$1,200 that is NOT currently part of our budget. Both graphic designer Amy Baron Hatch and social media director Katie Nichols are highly skilled at photography.

WHAT WE WILL DELIVER

- ✓ Post project photos to the “Water Rates at Work” website
- ✓ For an additional \$1,200 that is not currently part of our budget, we will take professional photos and post them on the website

TASK 10: SPEAKERS’ BUREAU

On the Mark Strategies would like to develop a PowerPoint presentation for the District’s Executive Director or other key personnel to use for speaking at local civic organizations like the Georgetown Divide Rotary Club, the Divide Chamber of Commerce, or the Georgetown Divide Business Association. The presentation would be modeled after the video in that it will explain the infrastructure projects planned and underway. “Water Rates at Work” will be the theme.

WHAT WE WILL DELIVER

- ✓ A PowerPoint presentation



TASK 11: SCHOOLS OUTREACH (POSTERS AND TOURS)

Students are often the best ambassadors for public works projects because they go home and tell their families all about it. On the Mark Strategies is proposing to design posters that can be placed in Georgetown classrooms.

We would also like to discuss with you the concept of having students tour the new Auburn Lake Trails Water Treatment Plant in Cool and Stumpy Meadows Reservoir, so they can see the big picture of where the water they use comes from and how it is treated. On the Mark Strategies would contact all the local schools to arrange for these tours.

WHAT WE WILL DELIVER

- ✓ Camera-ready artwork for posters (We can also print the posters, but for added cost. The amount of posters is currently unknown to us, so we cannot give an estimate at this time and have not budgeted the item)
- ✓ Contact local schools about tours

TASK 12: SPONSOR ADS (AND NEWSPAPER ADS)

There is no shortage of events happening “On The Divide,” and On the Mark Strategies believes we can reach a lot of people with the District’s message by sponsoring an ad in event programs. Also, placing the ad in local newspapers such as the Georgetown Gazette – Mountain Democrat will be viewed by many.

WHAT WE WILL DELIVER

- ✓ Camera-ready art so that ads can be placed in local event programs and in local newspapers

TASK 13: FACT SHEET / HANDOUT FOR COMMUNITY EVENTS

Sometimes there's nothing better than good old-fashioned "table talk" with people. That's why we advocate tabling at community events and distributing a fact sheet. We have not budgeted for members of our team to attend local events. However, we are capable of doing so but would need to discuss adjusting our budget or receiving extra funding. Events that would be good to attend are the Founder's Day celebration, Pride of the Mountains Car Show, and the Parade of Life sponsored by the Georgetown Divide Rotary. The District may have personnel available to staff an information table at these events?

A fact sheet can also be provided to stakeholder groups at their meetings. Another idea we would like to explore is placing the fact sheet in local newspapers (just like ad inserts). There would be a small fee for this that we have NOT budgeted. We will definitely post the fact sheet on the GDPUD website.

WHAT WE WILL DELIVER

- ✓ Camera-ready fact sheet

TASK 14: STAKEHOLDER PARTNERSHIPS

One of the values of properly identifying stakeholders during Task #1 (Communications Strategy and Annual Public Outreach Plan) is that we will have a really good idea of who are the District's key stakeholders. For example, the Georgetown Divide Business Association will undoubtedly be one of those stakeholders. On the Mark Strategies will contact these key stakeholder groups and ask them to either place our fact sheet on their own website or allow us to provide them with an article for their newsletters.

WHAT WE WILL DELIVER

- ✓ Contacts with key stakeholder groups

E. Sub-consultant & Work by Others

Matrix: estimate of time (in hours) to perform the work, detailed by tasks, listed in the Scope of Work.

- See budget

Sub-consultants: any and all sub-consultant proposed to serve on the project, with background information for each and particular experience of key personnel, including project descriptions and resumes.

- There are no sub-consultants on our team. However, if the District agrees with our recommendation to produce a video we have several vendor companies that we will contract with for service.

Work not included in the proposal: work that is needed to complete the project that is not listed in the “Work Done by Others” will be considered part of the work provided by the Consultant and included in the proposal.

- On the Mark Strategies agrees to this term.

Tasks we expect to be done by GDPUD: includes estimated amount of GDPUD staff time required for each task of the scope of work.

- All postage.
- All printing costs.
- Make printing arrangements.
- Dissemination of all direct mail, including hard-copy newsletters (Task #3 and bill inserts (Task 6). Consultant will provide camera-ready materials only.
- GDPUD staff to attend (Task 1) kick-off meeting with consultant team and provide direction on the proposed work plan/scope of work, including

identification of targets, assistance with message development, and evaluation of the annual plan.

- Input for (Task 3) social media messages.
- Input for (Task 4) newsletters. Specifically, we would like to collaborate with the District's project team on story ideas.
- Input for (Task 5) press releases. If there's news the District would like us to put out, we want to hear from you.
- Distribution of Email notices by Mailchimp, (Task 6). For privacy reasons On the Mark Strategies cannot launch emails to customers unless given the authority by GDPUD to do so. Otherwise, we will design eblast templates and content only.
- The District will make available a member of its team to participate as a speaker for (Task 11) speakers' bureau. Consultant provides PowerPoint presentation only. We also agree to arrange speaking engagements with concurrence by GDPUD.
- On the Mark Strategies will contact local schools and arrange tours, but the District will provide a member of its team for the actual on-site visits. Consultant will not attend tours.
- For school posters, On the Mark Strategies will contact local schools for interest and then provide camera-ready art to GDPUD. The District will print the posters and distribute them. However, for additional funds we will arrange to handle the printing and the distribution to classrooms.
- District will provide project photos for our team to post on the "Water Rates at Work" website landing site. However, for an additional \$1,200 On the Mark Strategies will take project photos and post them.
- GDPUD will make all customer-related phone calls, such as those dealing with complaints, inquiries, etc.



- Consultant will provide camera-ready art for fact sheets (Task #13) but GDPUD will arrange for printing and will cover the costs. For additional budget funds, On the Mark Strategies can handle print arrangements and cover the costs.
- Consultant can research whether the local newspaper will agree to insert the fact sheet in their paper, but GDPUD will pay for the service unless additional funding is made available to the consultant to do so.
- GPUD will provide its own staff at local events to hand out information. Consultant did not budget for that. However, for additional funds we will identify 3-6 events for our staff to attend and we will have an information table at those events.

F. Relevant Experience and References

G. Fee Proposal & Hourly Rate Schedule

Include a fee proposal listing the total cost and the cost associated with each task.

Fee proposal must include an hourly rates schedule and should be on a time and materials, not to exceed basis.

The rates quoted will remain in effect for the duration of the Agreement, unless approved by GDPUD. Rates shall be included for all employment categories necessary to perform the work outlined in this RFP in accordance with applicable State of California Industrial Labor Rate Standards.

On the Mark Strategies Hourly Rate Schedule:

Key Staff

| | |
|--|-------------------------|
| Mark DeSio, Principal / Project Manager | \$115 |
| Amy Baron-Hatch, Graphic/Web Director | \$75 + \$25 fee = \$100 |
| Katie Nichols, Social Media Director | \$85 + \$25 fee = \$110 |
| David Anderson, Writer / Media Relations | \$40 + \$25 fee = \$65 |

Other Staff

| | |
|--|-------------------------|
| Bill Ritter, Assistant Project Manager | \$90 + \$25 fee = \$115 |
| Karen Recher-Smith, Copy Editor | \$70 + \$25 fee = \$95 |
| James Sabol, Outreach Support | \$50 + \$25 fee = \$75 |



| Tasks | DeSio \$115 | Baron Hatch \$100 | Nichols \$110 | Anderson \$65 | Ritter \$115 | Sabol \$75 | Recher-Smith \$95 | Total task cost |
|--|----------------|----------------------|------------------|------------------|-----------------|---------------|----------------------|-----------------|
| #0 Kick-off mtg. | 4 | 4 | 4 | 4 | | | | \$1,560 |
| #1 Comms strategy & annual public outreach plan | 20 | | | | | | | \$2,300 |
| #2 Social media | 8 | 8 | 116 | | | | | \$14,480 |
| #3 Newsletters | 10 | 34 | | 48 | | | | \$7,670 |
| #4 Press releases & media outreach | 10 | | | 48 | | | | \$4,270 |
| #5 Email campaign | | 12 | | | | | | \$1,200 |
| #6 Utility bill inserts | 4 | 20 | | | | | | \$2,460 |
| #7 Web landing page | 2 | 20 | | | | | | \$2,230 |
| #8 Video | 5 | | | | | | | \$575 |
| #9 Project photos | | 4 | | | | | | \$400 |
| #10 Speakers bureau (Powerpoint presentation) | 4 | 8 | | | | | | \$1,260 |
| #11 Posters & tours | 1 | 8 | | | | | | \$915 |
| #12 Ads | 1 | 8 | | | | | | \$915 |
| #13 Handout | 1 | 8 | | | | | | \$915 |
| #14 Stakeholder partnerships | 10 | | | | | | | \$1,150 |
| | | | | | | | | |
| Total Labor Hours: | 80 | 134 | 120 | 100 | | | | 434 hrs |
| Total Labor Costs | \$9,200 | \$13,400 | \$13,200 | \$6,500 | | | | \$42,300 |
| Hard Costs: | | | | | | | | |
| #3 Social Media: \$750 for social media ads to create likes. | | | | | | | | |
| #9 Video: \$4,000 quote from Video Vets | | | | | | | | \$5,700 |
| Supplies and Misc. \$950 | | | | | | | | |
| Grand total cost | | | | | | | | \$48,000 |

Customer Information

Mark Desio
 Gabrielle Desio
 665 4th Ave
 Sacramento, CA 95818-3340

Agent Information

BRIAN RUIZ
 4010 MOORPARK AVE STE 209
 SAN JOSE, CA 95117-1843
 Phone Number: (408) 399-2400
 Email: brian@brianruizinsurance.com
 Website: www.brianruizinsurance.com
 Agent #: 153123

Policy Period: 03/04/2019 to 03/04/2020

PREMIUM SUMMARY

| | |
|--|-------------------|
| Vehicle Coverages | Premium |
| Discounts & Safeco Safety Rewards | \$1,705.68 |
| Your total policy premium for 12 months is | Included |
| | \$1,705.68 |

DISCOUNTS & SAFECO SAFETY REWARDS

Account - Umbrella/Home Multi-Car Passive Restraint Good Driver Superior Good Driver

DRIVER SUMMARY

Mark Desio - Rated Gabrielle Desio - Rated

| VEHICLE COVERAGES | Limits / Deductibles | 2012 Volk Jetta S/S | 1966 Ford Ranchero |
|---|-----------------------------|--------------------------------|-------------------------------|
| Bodily Injury Liability | \$500,000/\$500,000 | \$290.30 | \$251.90 |
| Property Damage Liability | \$100,000 | \$214.30 | \$192.30 |
| Medical Payments | \$5,000 | \$28.60 | \$33.90 |
| Uninsured/Underinsured Motorist Bodily Injury | \$500,000/\$500,000 | \$99.80 | \$94.70 |
| UM Property Damage | \$3,500 | -- | \$13.20 |
| Comprehensive | \$100 | \$92.20 | -- |
| Collision | \$1,000 | \$325.20 | -- |
| Waiver of Collision Deductible | Yes | \$30.00 | -- |
| Roadside Assistance | Roadside Assistance | \$5.80 | \$5.80 |
| Loss of Use | \$30 per day | \$24.20 | -- |
| Anti-Fraud Fee | Yes | \$1.74 | \$1.74 |
| Total Vehicle Premium | | \$1,112.14 | \$593.54 |

Customer Information

MARK DESIO
 GABRIELLE DESIO
 665 4TH AVE
 SACRAMENTO, CA 95818-3340

Agent Information

BRIAN RUIZ
 4010 MOORPARK AVE STE 209
 SAN JOSE, CA 95117-1843
 Phone Number: (408) 399-2400
 Email: brian@brianruizinsurance.com
 Agent #: 153123

Policy Period: 03/04/2019 to 03/04/2020

PREMIUM SUMMARY

| | |
|--|-----------------|
| Umbrella Coverages | Premium |
| Other and Optional Coverages | \$177.00 |
| Your total policy premium for 12 months is | \$138.00 |
| | \$315.00 |

PRIMARY RESIDENCE

665 4TH AVE
 SACRAMENTO, CA 95818-3340

AUTO LIMITS

| | | |
|-----------------|---------------------|----------------|
| | Limit | Premium |
| Liability | \$500,000/\$500,000 | -- |
| Property Damage | \$100,000 | -- |

UMBRELLA COVERAGES

| | | |
|--|--------------|----------------|
| | Limit | Premium |
| Limit of Liability (includes one auto and primary residence) | \$1,000,000 | \$177.00 |
| Retained Limit | \$250 | Included |

OTHER AND OPTIONAL COVERAGES

| | | |
|---|---------------|----------------|
| | Number | Premium |
| Additional Autos (including Motorhomes) | 1 | \$61.00 |
| Drivers Under 25 Years Old | 1 | \$77.00 |



CERTIFICATE OF LIABILITY INSURANCE

GDPUD Board Mtg. of 03/12/2019
AGENDA ITEM 7.C.
Attachment 3
Page 32 of 32

DATE (MM/DD/YYYY)
02/26/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


| | | |
|---|--|--|
| PRODUCER Hiscox Inc. d/b/a/ Hiscox Insurance Agency in CA 520 Madison Avenue 32nd Floor New York, NY 10022 | CONTACT NAME: PHONE (A/C. No., Ext): (888) 202-3007 FAX (A/C. No.): E-MAIL ADDRESS: contact@hiscox.com | |
| | INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Hiscox Insurance Company Inc 10200 | |
| INSURED On the Mark Strategies LLC 665 4th Ave Sacramento, CA 95818 | INSURER B: | |
| | INSURER C: | |
| | INSURER D: | |
| | INSURER E: | |
| | INSURER F: | |

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-----------|----------|--------------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | Y | | UDC-4078560-CGL-19 | 02/22/2019 | 02/22/2020 | EACH OCCURRENCE \$ 2,000,000 |
| | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 | | | | | | |
| | | | | | | | MED EXP (Any one person) \$ 5,000 |
| | | | | | | | PERSONAL & ADV INJURY \$ 0 |
| | | | | | | | GENERAL AGGREGATE \$ 2,000,000 |
| | | | | | | | PRODUCTS - COMP/OP AGG \$ S/T Gen. Agg |
| | | | | | | | \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ |
| | | | | | | | BODILY INJURY (Per person) \$ |
| | | | | | | | BODILY INJURY (Per accident) \$ |
| | | | | | | | PROPERTY DAMAGE (Per accident) \$ |
| | | | | | | | \$ |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | | | | EACH OCCURRENCE \$ |
| | | | | | | | AGGREGATE \$ |
| | | | | | | | \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |
| | | | | | | | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Georgetown Divide Public Utility District is additionally assured on the general liability policy subject to the policies terms and conditions.

| | |
|--|---|
| CERTIFICATE HOLDER Georgetown Divide Public Utility District PO Box 4240 Georgetown, CA 95634 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  |
|--|---|

RESOLUTION NO. 2019-19

**OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
AUTHORIZING THE GENERAL MANAGER TO EXECUTE A PROFESSIONAL
SERVICES AGREEMENT FOR COMMUNICATIONS AND PUBLIC OUTREACH
SERVICES WITH ON THE MARK STRATEGIES, LLC. FOR AN AMOUNT NOT TO
EXCEED \$48,000**

WHEREAS, the District issued a Request for Proposal on September 28, 2018, to select a qualified consultant to provide communications and public outreach services; and

WHEREAS, four proposals received on October 18, 2018 were reviewed by District Staff who determined that On the Mark Strategies, LLC was the most qualified; and

WHEREAS, the contracted cost is not to exceed \$48,000.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN PUBLIC UTILITY DISTRICT THAT the General Manager is authorized to execute a professional services contract with On the Mark Strategies in the amount not to exceed \$48,000 for Communications and Public Outreach Services.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the twelfth day of March 2019, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

Dane Wadle, President, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Attest:

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

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2019-19 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 twelfth day of March 2019.

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

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF March 12, 2019
AGENDA ITEM NO. 7.D.**



AGENDA SECTION: NEW BUSINESS

SUBJECT: APPROVE APPLICATION AND COMMIT TO FINANCIAL AND LEGAL OBLIGATIONS ASSOCIATED WITH WATERSMART GRANTS: WATER AND ENERGY EFFICIENCY GRANTS FOR FISCAL YEAR 2019, FUNDING OPPORTUNITY ANNOUNCEMENT: NO. BOR-DO-19-F004

PREPARED BY: Adam Brown, Water Resources Manager 

APPROVED BY: Steven Palmer, PE, General Manager 

BACKGROUND

On January 31, 2019, Bureau of Reclamation (BOR) released \$24 million funding opportunity in water and energy efficiency grants (Attachment A).

“The objective of this funding opportunity announcement (FOA) is to invite state, Indian tribes, irrigation districts, water districts and other organizations with water or power delivery authority to leverage their money and resources by cost sharing with Reclamation on projects that seek to conserve and use water more efficiently, increase the production of hydropower; mitigate conflict risk areas at a high risk of future water conflict; enable farmers to make additional on-farm improvements in the future, including improvements that may be eligible for Natural Resources Conservation Service (NRCS) funding; and accomplish other benefits that contribute to water supply reliability in the western United States.”

The FOA is split into two funding groups, funding group I and funding group II as detailed below;

- Funding group I – Provides funding up to \$300,000 and requires a project be complete within two years of award.
- Funding group II – Provides funding up to \$1,500,000 and requires a project be complete within three years of award.

Each funding group requires a cost sharing of 50 percent or more of the total project cost. Cost sharing may be made through cash, costs contributed by the applicant or third-party in-kind contributions.

Specific projects eligible for this FOA include:

- Water Conservation Projects
 - Canal Lining/Piping;
 - Municipal Metering;
 - Irrigation Flow Measurement;
 - Supervisory Control and Data Acquisition and Automation; and
 - Irrigation Measures; and
- Hydropower Projects.

This Grant will fund all phases of a project including engineering, environmental review, and construction.

DISCUSSION

The main source of the Districts water supply originates from Stumpy Meadows Reservoir (Reservoir) that stores 20,000-acre feet. Surface water is released into Pilot Creek which is diverted at the Pilot Creek Diversion Dam into the Districts water supply system approximately two miles downstream of the Reservoir. Raw water travels through approximately 70 miles of supply ditch/conduits from the Pilot Creek Diversion Dam to water treatment plants near Walton Lake and Auburn Lake Trails. Much of the 70 miles of supply ditch/conduits is unlined earthen channel.

Georgetown Divide Public Utility District (District) staff evaluated FOA eligibility and selected two priority reliability measures identified in the 2002 *Water System Reliability Study for the Georgetown Divide Public Utility District* (Study) prepared by KASL Consulting Engineering, Inc. The Study is available on the District website at <https://www.gd-pud.org/studies-and-reports>. The Study evaluated the Districts raw water ditch system on the basis of performance, condition and capacity. Priority reliability improvement measures were identified that would result in water savings and improve water delivery reliability. Staff selected one water reliability measures (i.e. canal rehabilitation) associated with the Upcountry Ditch that best meets FOA eligibility requirements and optimize the funding opportunity. The Upcountry Ditch is the section of ditch identified between Pilot Creek Diversion and Walton Lake Treatment Plant. The improvement measure selected by Staff is located between Structure #1 and Structure #2 (The Narrows). A project description is presented below:

The Narrows (Structure #1 to Structure #2)

The area identified as *The Narrows* is approximately 250 liner feet of open ditch that utilizes a narrow six-foot wide access road located along a northern slope, approximately 250 feet above Pilot Creek. Due to the extreme topography the access road adjacent directly adjacent to the ditch section no longer provides access and slope destabilization is threatening to compromise ditch delivery capabilities. In order to maintain water delivery reliability, the scope includes replacing the open ditch with 48-inch diameter high density polyethylene (HDPE) pipe, and slope and roadway stabilization. Slope and roadway stabilization will include retaining wall construction and widening of access road to from 6 to 10 feet.

A Draft Application is included as Attachment B to this staff report. The application includes photographs, maps, cross sections, and engineering cost estimates.

Applications are due by Tuesday, March 19, 2019, 4:00 p.m. Mountain Daylight Time.

Funding awards are anticipated in Fall of 2019 and the Project must be completed within three years of award.

In order for the application to be complete, the BOR requires that the Board adopt the attached resolution authorizing the application, committing to providing the required local funding to complete the Project, and designating the General Manager to execute the financial agreement and other Project related documents as required by the BOR.

FISCAL IMPACT

Due to the Grant award schedule funding is not needed during this Fiscal Year 2018/2019, however funding will be required during Fiscal Year 2019/2020 through Fiscal Year 2021/2022. Additionally, this Project is not included in the 2018-2023 Capital Improvement Plan (CIP)_and it will need to be added to the CIP.

The estimated Project budget is presented in the table below. A draft detailed budget that would be added to the CIP is included as Attachment C.

| Task | Local Match | Grant | Total |
|--------------------------|--------------------|-------------------|---------------------|
| Preliminary Engineering | \$ 47,500 | \$ 47,500 | \$ 95,000 |
| Environmental | \$ 46,500 | \$ 46,500 | \$ 93,000 |
| Construction Engineering | \$ 25,000 | \$ 25,000 | \$ 50,000 |
| Construction Contract | \$ 476,500 | \$ 476,500 | \$ 953,000 |
| Total | \$ 595,500 | \$ 595,500 | \$ 1,191,000 |

In order to submit this Grant application, the District needs to commit to appropriating \$591,500 in local funding over the next three fiscal years. These funds would come from Capital Reserves (Fund 43). Based on the newly adopted rates and subsequent rate freeze, currently adopted CIP, current capital equipment expenditure levels, and assumed loan payments for the meter replacement project beginning in Fiscal Year 2020/2021, Staff projects that the balance in Fund 43 will be approximately \$1.6 million at the end of Fiscal Year 2021/2022. The addition of this Project would reduce the balance of Fund 43 to approximately \$1 million at the end of Fiscal Year 2021/2022. A rough cash flow projection for Fund 43 is shown below.

| Fiscal Year | CIP Expense | Non CIP Capital | Loan | Upcountry Ditch Rehab | Revenue | Fund Balance |
|--------------------|--------------------|------------------------|-------------|------------------------------|----------------|---------------------|
| | | | | | Start | \$ 1,015,419 |
| FY18/19 | (\$711,160) | (\$265,900) | | | \$957,026 | \$ 995,385 |
| FY19/20 | (\$698,050) | (\$265,900) | (\$150,000) | (\$69,000) | \$992,825 | \$ 892,260 |
| FY20/21 | (\$527,800) | (\$265,900) | (\$150,000) | (\$263,250) | \$1,023,948 | \$ 970,258 |
| FY21/22 | (\$633,550) | (\$265,900) | (\$150,000) | (\$263,250) | \$1,055,617 | \$ 974,175 |

This projection assumes that the water rate freeze will not continue past the end of calendar year 2019, and the rates will follow Resolution 2019-14.

During the period of Fiscal Year 2018/2019 through Fiscal Year 2021/2022, Staff projects that with this proposed Project the total of all capital reserve funds will increase by \$100,000 from \$2.9 million to \$3.0 million. A rough projection is shown in the table below.

| | FY18/19 | FY19/20 | FY20/21 | FY21/22 |
|-------------------------------------|----------------|----------------|----------------|----------------|
| Capital Reserve (43) | \$ 995,385 | \$ 892,260 | \$ 970,258 | \$ 974,175 |
| Capital Facility Charge (39) | \$ 655,144 | \$ 685,144 | \$ 319,394 | \$ 351,394 |
| SMUD Fund (08) | \$ 545,064 | \$ 655,964 | \$ 766,864 | \$ 877,764 |
| Small Hydro (30) | \$ 669,847 | \$ 714,847 | \$ 759,847 | \$ 804,847 |
| ALT Capital (24) | \$ - | \$ - | \$ - | \$ - |
| Total Capital Reserve | \$ 2,865,440 | \$ 2,948,215 | \$ 2,816,363 | \$ 3,008,180 |

CEQA ASSESSMENT

This action approving the grant application is not a CEQA Project. If the District receives the Grant funding, then a CEQA assessment will be performed as part of the environmental work associated with this Project,

RECOMMENDED ACTION

Staff recommends that the Board adopt the attached Resolution 2019-20 (Attachment D) authorizing the Grant application and associated cost sharing obligations.

ATTACHMENTS

- A. WaterSMARTS – Funding Opportunity Announcement: No. BOR-DO-19-F004
- B. Draft Grant Application Package
- C. Draft Capital Improvement Project Budget
- D. Resolution 2019-20

RECLAMATION

Managing Water in the West

Funding Opportunity Announcement No. BOR-DO-19-F004

WaterSMART Grants: Water and Energy Efficiency Grants for Fiscal Year 2019



U.S. Department of the Interior
Bureau of Reclamation
Policy and Administration
Denver, Colorado

[https://www.grants.gov/web/grants/view-opportunity.html?
oppld=312533](https://www.grants.gov/web/grants/view-opportunity.html?oppld=312533)

January 2019

TECHNICAL PROPOSAL

Priority Reliability Measures – Upcountry Ditch Pipe Installation Project

March 19, 2019

Prepared By:



Georgetown Divide Public Utility District
6425 Main Street
P.O. Box 4240
Georgetown, California 95634

Adam Brown
Water Resources Manager
(530) 333-4356 ext. 110
abrown@gd-pud.org

TABLE OF CONTENTS

| | PAGE |
|--|-------------|
| LIST OF FIGURES | iii |
| LIST OF TABLES | iii |
| LIST OF APPENDICES | iii |
| EXECUTIVE SUMMARY | iv |
| 1.0 BACKGROUND DATA | 1-1 |
| 1.1 Hydrologic, Geologic and Topographic Features | 1-1 |
| 1.2 Source of Supply/System Infrastructure | 1-1 |
| 1.3 Land Use | 1-2 |
| 1.4 Current Population and Trends | 1-2 |
| 1.5 Demand | 1-3 |
| 1.6 Historical Reclamation Relationship | 1-3 |
| 2.0 PROJECT LOCATION | 2-1 |
| 3.0 TECHNICAL PROJECT DESCRIPTION | 3-1 |
| 3.1 Major Project Construction Components | 3-1 |
| 3.2 Non-Construction Technical Services | 3-2 |
| 4.0 EVALUATION CRITERIA | 4-1 |
| 4.1 Evaluation Criterion A – Quantifiable Water Savings | 4-1 |
| 4.2 Evaluation Criterion B – Water Supply Reliability | 4-3 |
| 4.3 Evaluation Criterion C – Implementing Hydropower | 4-6 |
| 4.4 Evaluation Criterion D – Complementing On-Farm Irrigation Improvements | 4-6 |
| 4.5 Evaluation Criterion E – Department of the Interior Priorities | 4-6 |
| 4.6 Evaluation Criterion E – Implementation of Results | 4-7 |
| 4.6.1 Project Planning | 4-7 |
| 4.6.2 Performance Measures | 4-7 |
| 4.6.3 Readiness to Proceed | 4-7 |
| 4.6.4 Nexus of Reclamation Project Activities | 4-7 |
| 4.6.5 Additional Non-Federal Funding | 4-8 |
| 5.0 PROJECT BUDGET | 5-1 |
| 5.1 Funding Plan | 5-1 |
| 5.2 Budget Proposal | 5-1 |
| 5.3 Budget Narrative | 5-2 |
| 5.3.1 Salaries and Wages | 5-2 |
| 5.3.2 Fringe Benefits | 5-2 |
| 5.3.3 Travel | 5-2 |
| 5.3.4 Equipment | 5-2 |
| 5.3.5 Materials and Supplies | 5-2 |
| 5.3.6 Contractual | 5-2 |
| 5.3.7 Third-Party In-Kind Contributions | 5-3 |
| 5.3.8 Environmental and Regulatory Compliance Costs | 5-3 |

| | | |
|--------|--------------------------|-----|
| 5.3.9 | Other Expenses..... | 5-3 |
| 5.3.10 | Indirect Costs..... | 5-3 |
| 5.4 | Letters of Support | 5-3 |
| 5.5 | Official Resolution..... | 5-3 |

DRAFT

LIST OF FIGURES

- Figure 1 GDPUD Service Boundary
- Figure 2 Topographic Map
- Figure 3 Source Water Conveyance System
- Figure 4 Distribution System
- Figure 5 Project Locations

LIST OF TABLES

- Table 1 Estimated Priority Water Reliability Project Schedule

LIST OF APPENDICES

- Appendix A Project Locations
- Appendix B KASL Reliability Study
- Appendix C Cross-Sectional Layouts
- Appendix D Photographs
- Appendix E Letters of Support
- Appendix F Official Resolution

EXECUTIVE SUMMARY

The proposed project area is located in El Dorado County, El Dorado National Forest which is situated in Sierra Nevada Foothills of California between the middle and south forks of the American River. Georgetown Divide Public Utility District (the District) supplies treated and seasonal irrigation water within the service area of approximately 15,000 people for the communities of Garden Valley, Kelsey, Greenwood, Cool and Pilot Hill. Surface water is delivered to two water treatments plants for distribution and a series of irrigation ditches via gold rush era water conveyance system. The nearest town to the project area is Georgetown, California.

This application has been developed using a *Water Reliability Study* (Reliability Study) prepared for the District by engineering firm, KASL Consulting Engineering, Inc.. The Reliability Study identified numerous projects throughout the District that completed would improve/increase reliability water delivery to the District's service area. The project area selected for this Bureau of Reclamation (BOR) *WaterSMART Grants: Water and Energy Efficiency Grants for Fiscal Year 2019* (FOA) is identified as, "The Narrows". The area was identified as an area with limited access, vulnerable to slope instability and outdated delivery system. The proposed project replaces approximately 250-feet of unlined ditch with piped water conveyance, slope stability and access road improvement. The total project estimated cost is estimated at \$1,191,000. This proposed cost includes all cost associated with the proposed projects including; engineering, environmental regulatory and permitting, construction, construction management and administrative. It is assumed potential grant award will be in fall of 2019. The project will be completed over a 3 year period in order for the District the meet cost sharing requirements and irrigation season coordination.

1.0 BACKGROUND DATA

The project area is located in El Dorado County which is situated in Sierra Nevada Foothills of California. More specifically, the District is located between the middle and south forks of the American River, an area commonly known as the Georgetown Divide (the Divide). Multiple communities located on the Divide that are served by the District include Georgetown, Garden Valley, Kelsey, Greenwood, Cool and Pilot Hill. The service boundary of the District encompasses approximately 107 square miles as shown on Figure 1. More specific project location detailed in Section 2.0.

1.1 Hydrologic, Geologic and Topographic Features

The project area lies within the western slope of the Sierra Nevada Foothills. The Sierra Nevada Foothills region consist of granitic rocks, metamorphic rocks, sedimentary deposits and volcanic rocks (USGS, 2014). Significant topographic relief occurs throughout the District. Water distribution lines flow east to west from an elevation of approximately 3,100 feet above mean sea level (amsl) to 1,200 feet amsl with various elevation changes. A topographic map is included as Figure 2.

1.2 Source of Supply/System Infrastructure

The District employs four appropriative water rights (A005644A, A016212, A016688 and A027174) and five statements of diversions (S014597, S014598, S014599, S014600 and S014601) to supply the Divide with drinking and irrigation water. Main source of the Districts water supply originates from Stumpy Meadows Reservoir (Reservoir) located at 4,262 feet amsl which is formed by a 162-foot high rock and earth fill dam (Mark Edson Dam) on Pilot Creek that stores 20,000-acre feet. Surface water is released from the Reservoir into Pilot Creek which is then diverted at the Pilot Creek Diversion Dam into the Districts water supply system approximately two miles downstream of the Reservoir. Source water travels through approximately 70 miles of supply ditch/conduits throughout the District. The first raw water surface impoundment is Walton Lake, which supplies raw water to the Water Lake Water Treatment Plant. The plant is located four miles east of Georgetown and has a production capacity of three million gallons per day (MGD). After treatment, water is pumped into the distribution system that serves Georgetown, portions of Greenwood, Kelsey and Garden Valley.

A system of pipes and open ditches conveys raw water beyond Walton Lake to another 10-acre foot surface water impoundment that serves the Auburn Lake Trails Water Treatment Plant and the western portion of the service area including Cool, Pilot Hill and portions of Greenwood. The plant is located directly adjacent to the Auburn Lake Trails subdivision and has a production capacity of three MGD. The District is currently in the process of building a new treatment plant to replace the aging Auburn Lake Trails Water Treatment Plant. Expected completion is early 2019. Source of supply and the aforementioned infrastructure is shown on Figure 3 and 4.

1.3 Land Use

The District boundary encompasses low to high density residential intermixed with agricultural land and commercial properties generally located within community centers. The majority of land use consists of single-family residential homes. Future land use is not expected to change.

Approximately 3,800 customers are served by the District which are identified into five water use categories: residential, multi-family, commercial, governmental/institutional and large landscape service for treated water and agricultural service for untreated water. Treated water customers are primarily residential, with 96% of the accounts serving single family residents (3,590 accounts) and 4% serving commercial/governmental accounts (161 accounts). Customer accounts have been steady during the previous seven years and with limited area development and slow growth. Due to topography, zoning, water supply and sewage disposal constraints, the District's growth rate is not expected to significantly increase in the coming years.

1.4 Current Population and Trends

Using the most recent 2010 census data population within the Districts service area is approximately 15,153 with approximately 9,264 residences accessing treated water services. Population projections were based on a number of sources such as the El Dorado County Water Agency's *Water Resource Development and Management Plan, 2014 West Slope* update (0.99% growth rate), the Department of Finance population growth rate for Eldorado County (1.1% growth rate from 2010-2020) and the Sacramento Area council of Governments (1.5% for the Unincorporated El Dorado County).

1.5 Demand

The District has approximately 3,700 treated water accounts. The current treated water demand is approximately 1,900-acre feet per year. The current irrigation (raw) water demand is approximately 4,200 acre feet per year.

1.6 Historical Reclamation Relationship

In 1960, the District received a loan from BOR under public law 984 to construct Stumpy Meadows Reservoir and drought loan (#7-07-20-W0068). Neither have an outstanding balance.

DRAFT

2.0 PROJECT LOCATION

The priority reliability project is located on a section of the Upcountry Ditch between Structure #1 and Structure #2:

The Narrows – Located in California’s El Dorado County approximately 1.7 miles northeast of the community of Quintette at project latitude (38°56’3.55”N) and longitude (120°39’58.29”W). Location map is included in Appendix A as sheet UC-5.

Proposed construction area is shown on Figure 5.

DRAFT

3.0 TECHNICAL PROJECT DESCRIPTION

Priority reliability project presented in this section and above are part a larger Reliability Study prepared for the District by KASL Consulting Engineering, Inc. of Citrus Heights, California (Appendix B). The proposed project meets the BOR *WaterSMART Grants: Water and Energy Efficiency Grants for Fiscal Year 2019* water conservation eligibility criteria for canal piping projects.

The Reliability Study, in part evaluated the Districts raw water ditch system on the basis of performance, condition and capacity. Each segment of the ditch, maps were produced to include high maintenance areas, high loss areas, previous repair areas and lined and piped sections. As a result priority and second priority measures were identified in order to assist the District in future ditch repairs that would result in water savings and improve water delivery reliability. The area presented in this WaterSMART grant application include, *The Narrows*.

The Narrows

This segment of ditch identified as *The Narrows* is approximately 250 liner feet of open ditch that utilizes an abandoned six-foot wide access road located along a northern slope, approximately 250 feet above pilot creek. Due to the extreme topography the access road adjacent directly adjacent to the ditch section no longer provides access and slope destabilization is threatening to compromise ditch delivery capabilities. In order to maintain water delivery reliability, the scope of work includes replacing the open ditch with 48-inch diameter high density polyethylene (HDPE) pipe, and slope and roadway stabilization. Slope and roadway stabilization will include retaining wall construction and widening of access road to from 6 to 10 feet. Repair area is shown on sheet UC-5 included in Appendix A.

A summary of the proposed project area is shown on Figure 5. Cross-sectional layout is presented in Appendix C. Current photographs are included in Appendix D.

3.1 Major Project Construction Components

Project components primarily consist of pipe installation for ditch sections identified as priority areas to maintain a reliable water supply to the District. The anticipated construction related features are summarized in the table below:

| Construction Feature | Description |
|---|--|
| Mobilization | The contractor will setup a central staging area for storing equipment and materials. |
| Access | Proposed construction areas are generally accessible. Heavy equipment and material will be staged and mobilized to project site during the appropriate construction phase. |
| Dewatering | As much work as possible will be scheduled following irrigation season between October 1 and April 30.. Bypass piping and pumping will be required in order to maintain a continuous raw water supply. |
| Storm Water Pollution Prevention Plan (SWPPP) | With scheduled work during fall months, some precipitation is expected and SWPPP measures will be put in place such as silt fencing, waddles and siltation trenches, as necessary. |
| Excavation/ | Existing ditch/pipe material will be removed and disposed off-site. Segments will be excavated to appropriate depth for installation of new HDPE pipe. |
| Pipe Installation | HDPE pipe will be installed with required bedding material and cover material |
| Slope Stabilization and Access Road Restoration | Slope will be stabilized, and access road restored to a usable width. Slope will be stabilized using mechanical methods such as retaining wall or mechanically stabilized earth. Access road will be earth or road base. |
| Restoration | Upon completion, distributed areas anti-erosion measures including hydroseeding, straw waddles and mulching will be applied to minimize erosion. |
| De-mobilization | The contractor will restore the central staging area and remove all equipment. |

3.2 Non-Construction Technical Services

Implementation of the projects will also require non-construction efforts prior to and throughout the construction period. These include: grant administration services, environmental documentation and processing, design/bid documentation preparation, geotechnical and surveying services, public outreach, regulatory permitting and construction administration. Non-construction activities are summarized in the table below:

| Technical Service | Description |
|---------------------------------------|---|
| Surveying and Geotechnical Services | Surveying for the project will include GPS locating and staking of the reaches slated for construction. The District will provide typical cross-sections to the engineers for each segment. Additional surveying may be necessary for access road widening construction. District maps will be used to show limits of work, staging areas and any parcels requiring temporary construction easements. A geotechnical firm will be consulted to provide a report addressing the compaction requirements and slope stability. |
| Design Bid Document Preparation | The design engineers will create the overall design plans showing project reaches, lengths, typical sections, staging areas and any related construction details. Design specifications will accompany the design drawings providing detailed direction on contract processes, permit requirements, bidding instructions, materials selection, methods of construction and installation and any other special provisions to carry out construction contract. |
| Construction and Grant Administration | A construction manager will be assigned to administer the contract documents and to provide adequate inspection services to assure adherence to the construction documents and to monitor schedule and progress payments. The Construction Manager may also serve as the Project Manager. The Project Manager will report to the General Manager on the progress of the project and on payment requests. |

4.0 EVALUATION CRITERIA

4.1 Evaluation Criterion A – Quantifiable Water Savings

Describe the amount of estimated water savings -

This project will result in an estimated 40.3 ac-ft/yr of water savings. Estimated savings were calculated by converting the leakage area of unlined portions of the ditch outlined in this project to ac-ft/yr based on infiltration rates for the USDA NRCS defined soil types in affiliated areas.

$$\text{Leakage} = \text{Leakage Area} \times \text{Infiltration Rate} \times 24 \text{ hrs} \times 0.000023 \times 365 \text{ days}$$

Where:

Leakage = ac-ft/yr

Leakage Area = square feet (sq/ft)

Infiltration Rate = 0.2 inches per hour (in/hr)

The 2017 annual water supply delivery was 6,030 acre feet. Water is supplied to residential, institutional and agricultural users throughout the Georgetown Divide using separate raw water and treated water systems. The Upcountry Ditch proposed for repair supplies water to all District customers.

Describe current losses -

The conserved water will be delivered to customers throughout the District's service area to meet future demands or, until needed, will remain undelivered in Pilot Creek for instream beneficial uses which will ultimately result in more water remaining in the American River system. Under the District's Drought Contingency Plan, raw water deliveries to irrigation users may be cut down by 50 percent in a Stage 1 drought and by 100 percent in a Stage 3 drought. The conserved water from the proposed project will also help provide a more reliable water source to irrigation users during drought years.

Describe the support/documentation of estimated water savings -

| | Length (ft) | Width (ft) | Leakage Area (sq/ft) | Infiltration Rate (in/hr) | Leakage (ac-ft/yr) |
|-------------|------------------------|-------------------|-------------------------------------|--|-------------------------------|
| The Narrows | 250 | 4 | 1,000 | 0.2 | 40.3 |

1) Canal Lining/Piping

- a) *How has the estimated average annual water savings that will result from the project been determined? Please provide all relevant calculations, assumptions, and supporting data.*

The upcountry ditch selected for repair were identified in the Reliability Study as areas needed repair for water source reliability which will be discussed further in the Section. Approximately 250 feet of repair area are unlined; therefore, installation of HDPE will significantly reduce infiltration. Using USDA NRCS maps to determine the local soil type, the infiltration rates for the ditch sections were estimated. Soil identified as a sandy loam with a k_{sat} value of 0.2 inches per hour was used. This rate times the measured surface area determined an hourly flux of water out of the ditch. Multiplying the hour by 24 and by the number of days the ditch is in service (365) yields the average annual loss rate that this project is estimated to conserve 40.3 ac-ft/yr.

- b) *How have average canal seepage losses been determined? Have ponding and/or inflow/outflow tests been conducted to determine seepage rates under varying conditions? If so, please provide detailed descriptions of testing methods and all results. If not, please provide an explanation of the method(s) used to calculate seepage losses. All estimates should be supported with multiple sets of data/measurements from representative sections of canals.*

The District's annual average water losses for the past 19 years for the entire water system operations is nearly 40 percent. The leakage rate was determined in the Reliability Study. Typical ditch flows and usage monitoring, KASL estimated that the losses in the ditch systems specifically are approximately 25 percent of the total design flows.

- c) *What are the expected post-project seepage/leakage losses and how were these estimates determined (e.g., can data specific to the type of material being used in the project be provided)?*

Proposed rehabilitation areas un-lined ditch will be replaced with HDPE pipe. With the exception of pipe joints infiltration is not possible. In addition, pipe does not allow for evaporation.

- d) *What are the anticipated annual transit loss reductions in terms of ac-ft per mile for the overall project and for each section of canal included in the project?*

The estimated overall transit loss for The Narrows was calculated at 0.56 ac-ft per mile.

- e) *Include a detailed description of the materials being used.*

Construction material will include 48-inch HDPE pipe, bedding material and road base and retaining wall gabions to complete the scope of work. Complete material list will be prepared upon the completion of engineering design.

4.2 Evaluation Criterion B – Water Supply Reliability

1. *Will the project address a specific water reliability concern? Please address the following:*

- a) *Explain and provide detail of the specific issue(s) in the area that is impacting water reliability, such as shortages due to drought, increased demand, or reduced deliveries. Will the project directly address a heightened competition for finite water supplies and over-allocation (e.g., population growth)?*

The Reliability Study identified the proposed project areas based on their vulnerability to failure. Each project location is located along slope areas ranging from 45 to 59 percent. In the event either open ditch location was damaged source water supply would be cutoff from all District customers until a repair could be made.

- b) *Describe how the project will address the water reliability concern? In your response, please address where the conserved water will go and how often it will be used, including whether conserved water will be used to offset groundwater pumping, used to reduce diversions, used to address shortages that impact diversions or reduce deliveries, made available for transfer, left in the river system, or used to meet another intended use.*

The projects will address reliability concerns by installing HDPE below grade that will not be susceptible to surface slope instability. This provides increased reliability to the entire District customer base. In addition, as discussed in Section 4.1, the installation of HDPE significantly limit infiltration making additional water available for river system and/or future water demands.

- c) *Provide a description of the mechanism that will be used, if necessary, to put the conserved water to the intended use.*

The Districts diversion located on Pilot Greek, gaging station is monitored to adjust flows into the Districts distribution system to meet demand.

- d) *Indicate the quantity of conserved water that will be used for the intended purpose.*

If demand for conserved water is warranted, conserved water will be put to beneficially use. If demand does not warrant additional water supply, conserved water will remain within the river system.

2. *Will the project make water available to achieve multiple benefits or to benefit multiple water users? Consider the following:*

- a) *Will the project benefit multiple sectors and/or users (e.g., agriculture, municipal and industrial, environmental, recreation, or others)?*

Source water commercial uses includes both treated water and irrigation water. Water conservation aspect, although minimal could potential benefit all sectors and/or users. However; additional water will be available to the system, it is unknown if any federally recognized species will benefit from the project.

- b) *Will the project benefit Indian Tribes?*

The proposed project will not benefit Indian Tribes

- c) *Will the project benefit rural or economically disadvantaged communities?*

Being that the District serves a rural community and a portion an economically disadvantaged community, the project will benefit both.

- d) *Describe how the project will help to achieve these multiple benefits. In your response, please address where the conserved will go and where is will be used,*

including whether the conserved water will be used to offset groundwater pumping, used to reduce diversions, used to address shortages that impact diversions or reduce deliveries, made available for transfer, left in the river system, or used to meet another intended use.

As discussed previously the project main focus is to improve source water delivery reliability to the District. However; with the replacement of unlined ditch with HDPE pipe approximately 40.3 ac-ft/yr of water conservation was calculated. The increase water supply could potentially increase supply to the District or remain in the river system based on customer demand.

3. *Does the project promote and encourage collaboration among parties in a way that helps increase the reliability of the water supply?*

a) *Is there widespread support of the project?*

The project was identified as a priority reliability measure by the Reliability Study. The District conveyance system is large unknown to the public; however, the District relies on a single surface water supply and maintaining delivery infrastructure impacts all customers of the District.

b) *What is the significance of the collaboration/support?*

Minimal to none

c) *Is the possibility of future water conservation improvement by other water users enhanced by completion of this project?*

No

d) *Will the project help to prevent a water-related crisis or conflict? Is there frequently tension or litigation over water in the basin?*

The project has the potential to avert a water-related crisis by increasing the reliability of source water. The District was experienced litigation and community tension.

e) *Describe the roles of any partners in the process. Please attach any relevant supporting documents.*

Not Applicable

4. *Will the project address water supply reliability in other ways not described above?*

No

4.3 Evaluation Criterion C – Implementing Hydropower

Implementing hydropower does not apply to this project.

4.4 Evaluation Criterion D – Complementing On-Farm Irrigation Improvements

As discussed throughout the applications technical proposal the District supplies treated and irrigation water to the community. The priority objective related to the project is to increase the reliability of water delivery. Increased reliability provides customers with confidence the District is making the effort to provide a reliable delivery of water to all its customers. An indirect impact would encourage customers to depend on water delivery and would encourage use, either treated or irrigation/farm related.

4.5 Evaluation Criterion E – Department of the Interior Priorities

The project is applicable to criteria five as discussed below.

1. *Modernizing our infrastructure*

- a) *Support the White House Public/Private Partnership Initiative to modernize U.S. infrastructure.*

This project replaces gold rush era water conveyance methodology with 21st century construction material.

- b) *Remove impediments to infrastructure development and facilitate private sector efforts to construct infrastructure project serving American needs;*

The District will work with a private sector contractors to complete the project in an efficient and effective manner.

- c) *Prioritize Department of the Interior (DOI) infrastructure needs to highlight: Construction of infrastructure*

The project consists of replace aging infrastructure with new infrastructure to maintain water reliability for communities receiving District water.

4.6 Evaluation Criterion E – Implementation of Results

4.6.1 Project Planning

As discussed in Section 3.0 the proposed areas were identified as priority reliability projects and were discussed in detail in the Reliability Study. The Reliability Study is included in Appendix B of this Proposal. Proposed ditch rehabilitation project meets the goals outlined in the Reliability Study to increase water delivery reliability.

4.6.2 Performance Measures

Primary purpose of the proposed project is to increase water reliability to the District and customers by replacing portions of a gold rush era water conveyance system with subsurface HDPE pipe. As an added benefit infiltration via unlined canal will nearly be eliminated with the installation of pipe. Verification of this performance measure will be tabulated by monitoring flows up- and down-stream of the rehabilitation areas. Prior to construction a baseline flow will be established that will be compared to post construction flows. Measurements will be presented in the final performance report.

4.6.3 Readiness to Proceed

The proposed project has five major milestones that include identification, contractor selection, permitting/planning, implementation and completion. An estimated schedule is summarized in Table 1. As detailed in this application the District has identified the priority reliability project. A bid package will be assembled by the District and released for engineering firms to complete applicable permits, engineered plans and construction methodology. Associated environmental documents will include; biological resources, cultural resources/tribal consultation and California Environmental Quality Act (CEQA) / National Environmental Protection Act (NEPA) review. Following completion of pre-construction documents project will be completed. It is not anticipated new policies or administrative actions will be needed to implement the project.

4.6.4 Nexus of Reclamation Project Activities

This project does not have a connection to a BOR project or activity.

4.6.5 Additional Non-Federal Funding

$$\frac{\text{Non – Federal Funding}}{\text{Total Construction Cost}} = \frac{\$595,500}{\$1,191,000} = 50\%$$

DRAFT

5.0 PROJECT BUDGET

5.1 Funding Plan

The Districts cost sharing responsibility for the proposed project source of funding will be generated from the capital reserve fund between fiscal years 2019/2020 and 2021/2022. There are no funding sources outside the District.

| Funding Source | Funding Amount |
|---|--------------------|
| Non-Federal Entities | |
| Georgetown Divide Public Utility District | \$595,500 |
| Non-Federal Subtotal | \$595,500 |
| Other Federal Entities | |
| None | -- |
| Other Federal Subtotal | -- |
| Requested Reclamation Funding | \$595,500 |
| Total Project Funding | \$1,191,000 |

5.2 Budget Proposal

The tables below detail estimated associated with project areas, The Narrows and Structure #3.

| Estimated Cost - The Narrows | |
|-------------------------------------|--------------------|
| Task | Cost |
| Engineering Design | \$95,000 |
| Environmental Permitting | \$43,000 |
| Retaining Wall, Slope Stabilization | \$583,000 |
| Pipe Installation | \$150,000 |
| Access Road Widening | \$65,000 |
| Construction Management | \$50,000 |
| Administrative Management | \$50,000 |
| Subtotal | 1,028,000 |
| Contingency (15%) | \$155,000 |
| Total | \$1,191,000 |

5.3 Budget Narrative

5.3.1 Salaries and Wages

Adam Brown, Water Resources Manager at the District will act as the Project Manager for the proposed project. Additional District staff personnel will include the General Manager and administrative staff. It is estimated a total of four interim reports will be complete during the duration of the project and one final performance report will be completed detailing the completion of the proposed project. Itemized budget estimate is included in Section 5.2.

5.3.2 Fringe Benefits

Not applicable to the proposed project.

5.3.3 Travel

Not applicable to the proposed project.

5.3.4 Equipment

Not applicable to the proposed project.

5.3.5 Materials and Supplies

In order to meet the performance reporting requirements miscellaneous report production supplies are included in budget proposal table in Section 5.2.

5.3.6 Contractual

Construction of the proposed project will be completed by a series of contractors. A design engineer will be selected through a qualifications-based procurement method that will be tasked with preparing an engineered design package. In addition, a bid package will be prepared that will be utilized to prepare a request for bid (RFB) document by the District to select a construction contractor. A separate contractor will be utilized to complete environmental compliance permitting. Detailed cost is presented in Section 5.2.

5.3.7 Third-Party In-Kind Contributions

Not applicable to the proposed project.

5.3.8 Environmental and Regulatory Compliance Costs

Environmental and regulatory compliance cost include; biological resources evaluation/permitting, cultural resources evaluation and CEQA/NEPA. Cost include time for BOR to review environmental and regulatory compliance. Detailed cost is included in Section 5.2.

5.3.9 Other Expenses

Not applicable to the proposed project.

5.3.10 Indirect Costs

Not applicable to the proposed project.

5.4 Letters of Support

Letters of support are included in Appendix E.

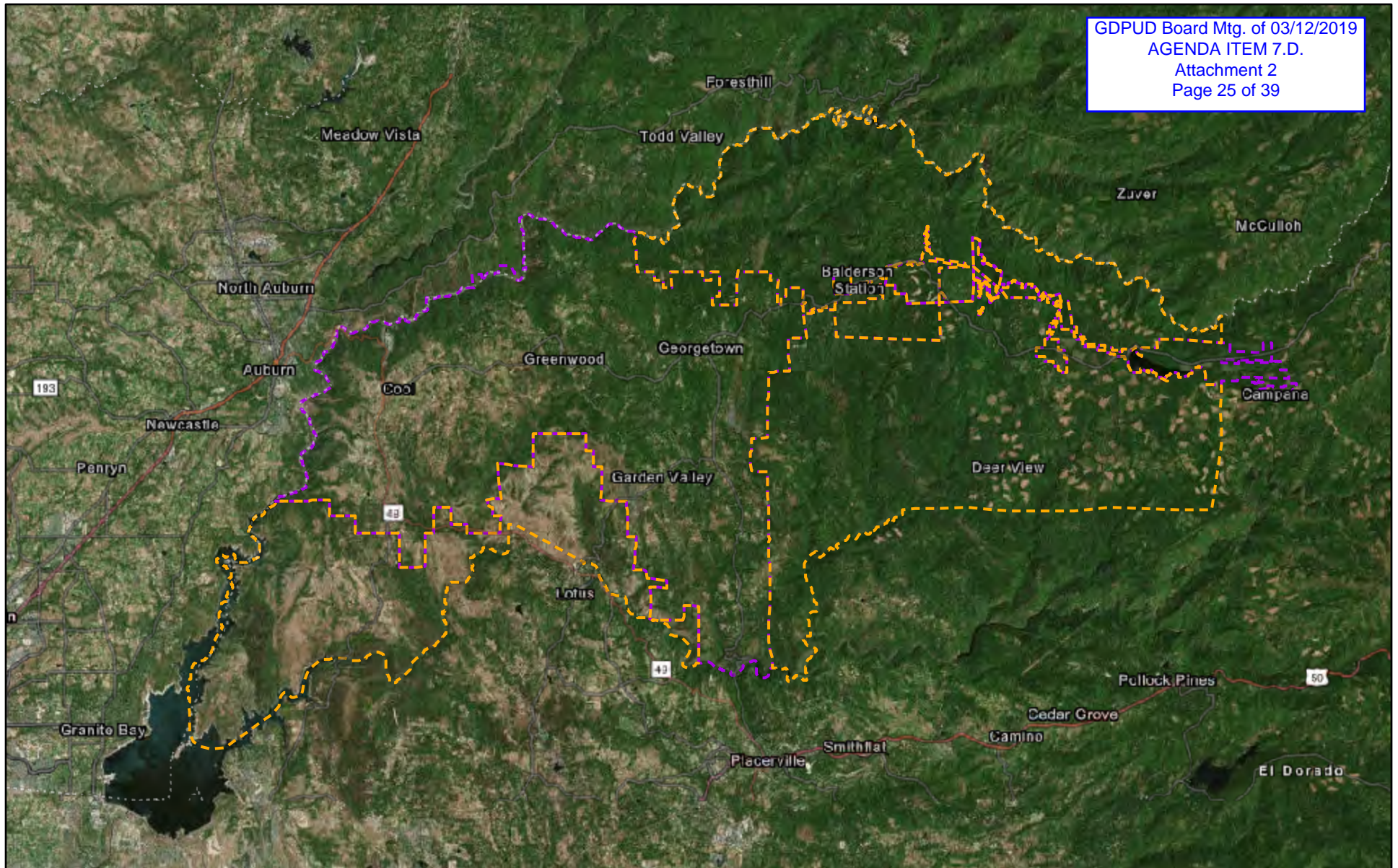
5.5 Official Resolution

Official resolution adopted the District's board of directors is included in Appendix F.



FIGURES

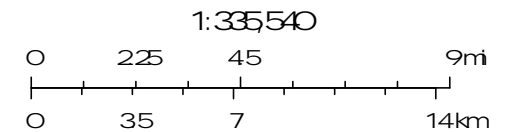
DRAFT

Figure 1 - GDPUD Service Boundary and Sphere of Influence



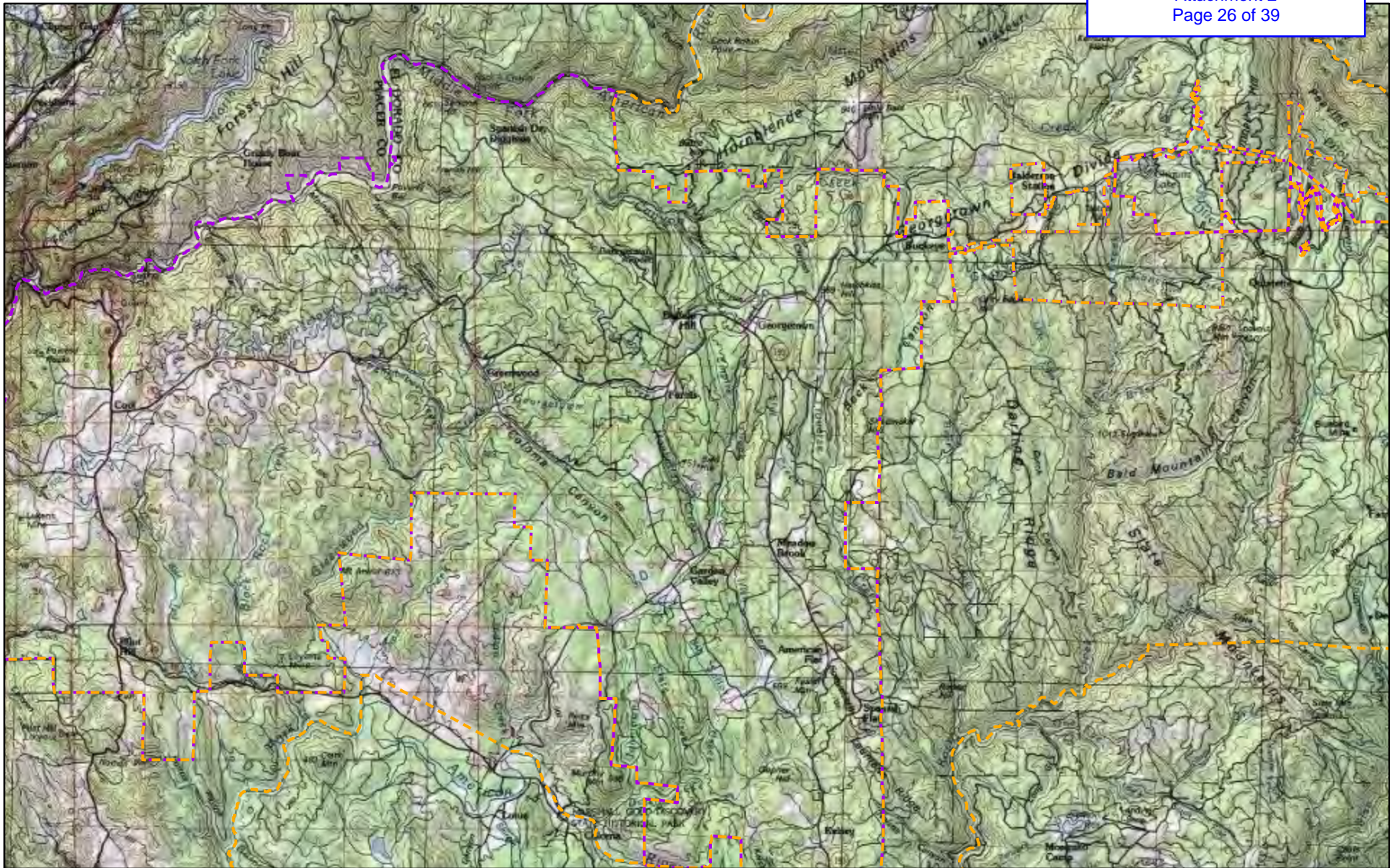
GDPUD Board Mtg. of 03/12/2019
 AGENDA ITEM 7.D.
 Attachment 2
 Page 25 of 39



-  GDPUD Sphere of Influence
-  GDPUD District Boundary

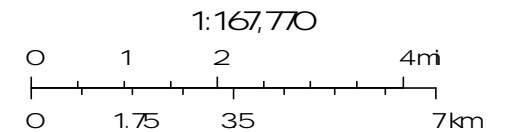


Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus

Figure 2- Topographic Map

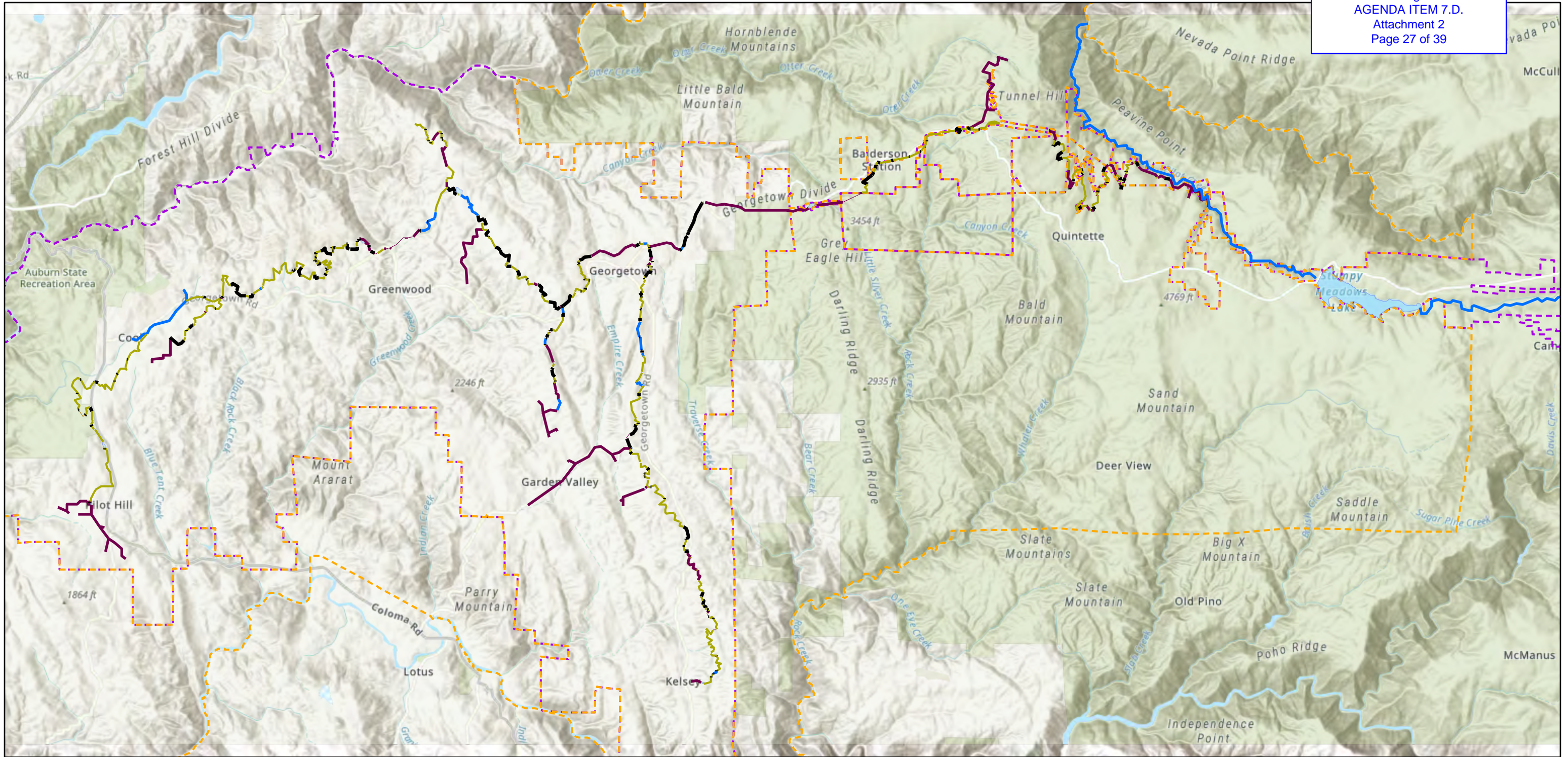


-  GDPUD Sphere of Influence
-  GDPUD District Boundary



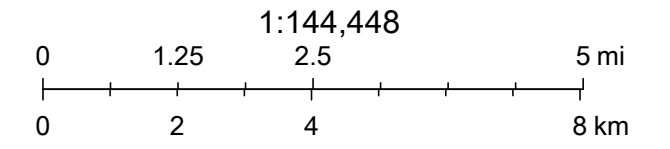
Copyright © 2013 National Geographic Society, i-cubed

Figure 3 - Source Water Conveyance System



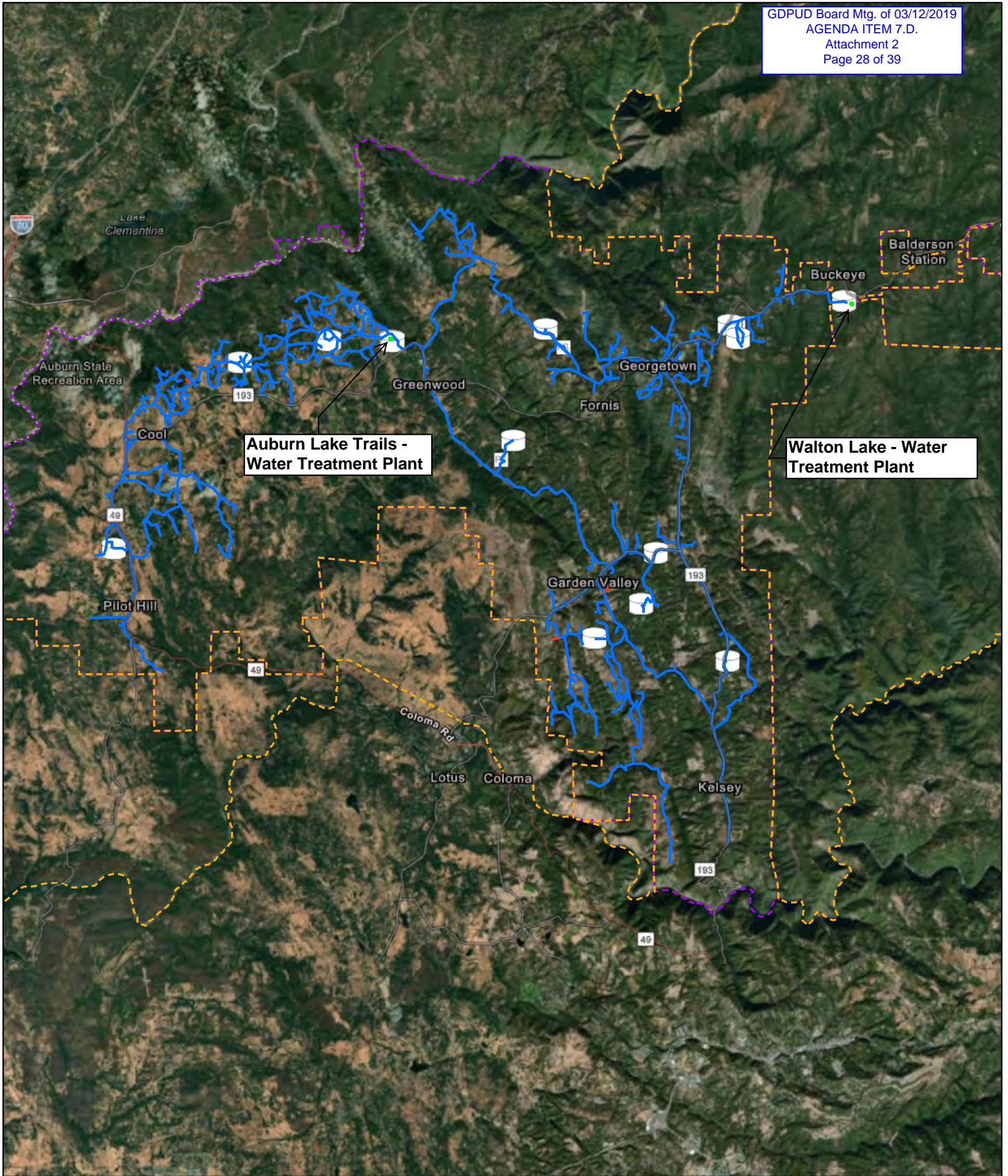
Legend

- | | | | |
|--|-----------------|--|---------------------------|
| | Culvert | | GDPUD Sphere of Influence |
| | Flume | | GDPUD District Boundary |
| | Lined Ditch | | Storage Area |
| | Un-lined Ditch | | |
| | Creek/Waterfall | | |
| | Piped Ditch | | |
| | Siphon | | |




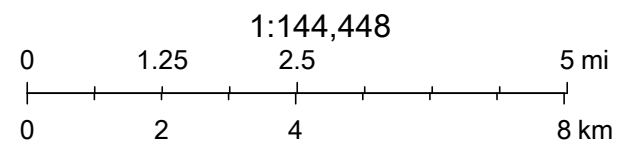
Sources: Esri, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community

Figure 4 - Distribution System



Legend

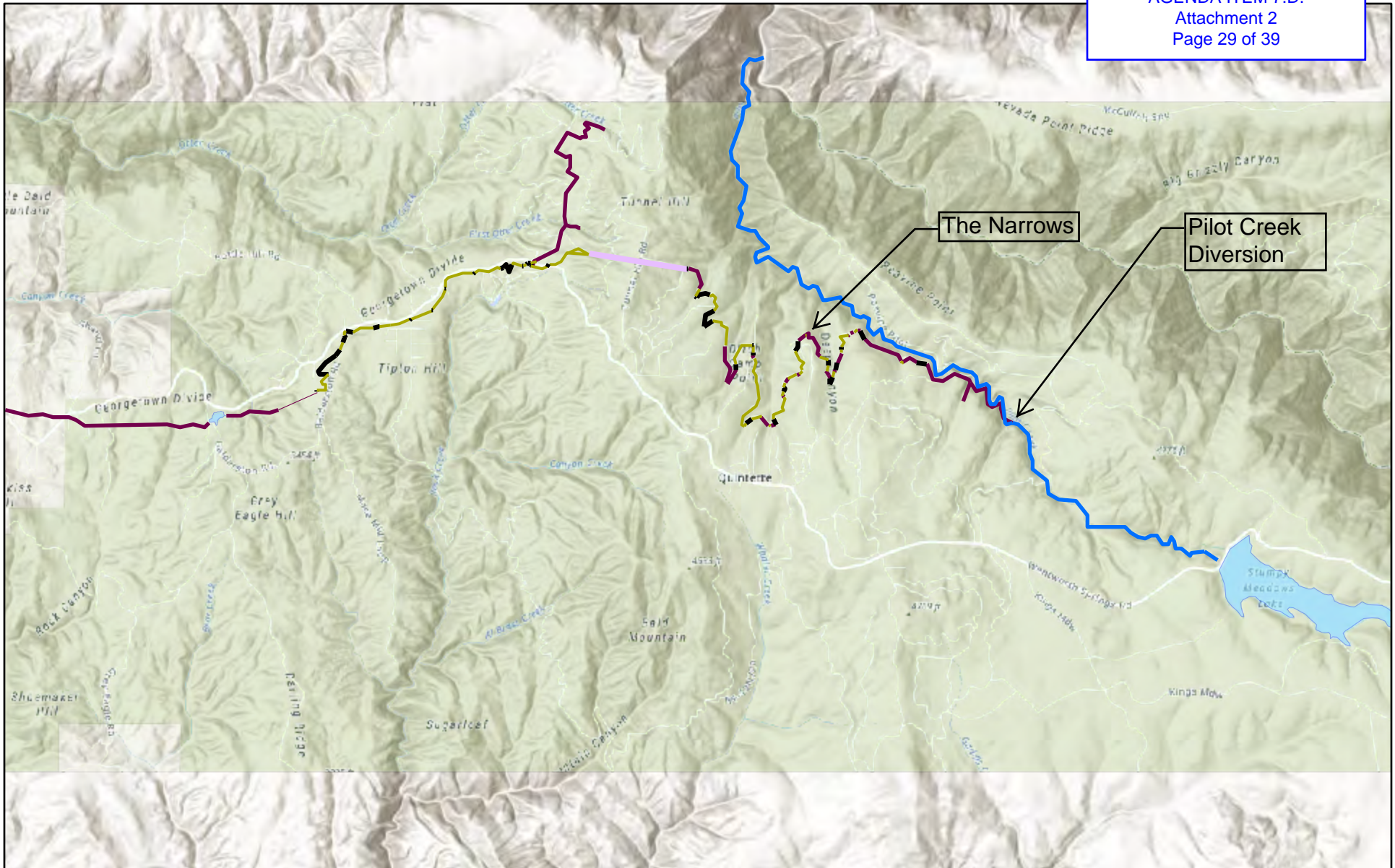
- Main Distribution Line
- Private Line
-  Storage Tank
- Water Treatment Plant
- GDPUD District Boundary
- GDPUD Sphere of Influence



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

Figure 5 - Project Location Map

GDPUD Board Mtg. of 03/12/2019
 AGENDA ITEM 7.D.
 Attachment 2
 Page 29 of 39



Legend

- | | | |
|---------------------------------|----------------|--------------------------------|
| Culvert | Un-lined Ditch | IrrigationDistribution - iPipe |
| IrrigationDistribution - iDitch | Creek | Siphon |
| Lined Ditch | | Piped Ditch |

1:103,972



Sources: Esri, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS,

DRAFT

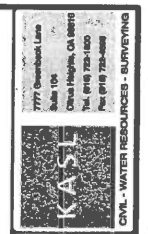
TABLES

Table 1
Estimated Priority Water Reliability Project Schedule
 Georgetown Divide Public Utility District
 Georgetown, California

| Description | Start | End | 2019 | | | | | | | | | | | | 2020 | | | | | | | | | | | | 2021 | | | | | | | | | | | | 2022 | | | |
|--|--------|--------|------|---|---|---|---|---|---|---|---|---|---|---|------|---|---|---|---|---|---|---|---|---|---|---|------|---|---|---|---|---|---|---|---|---|---|---|------|---|---|--|
| | | | Date | | | | | | | | | | | | Date | | | | | | | | | | | | Date | | | | | | | | | | | | Date | | | |
| | | | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | |
| Bureau of Reclamation Application Review | Mar-19 | Sep-19 | █ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Potential Award and Contract Execution | Oct-19 | Nov-19 | | | | | | | | | | | | | █ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Engineering/Permitting Contractor Procurement | Dec-19 | Apr-20 | | | | | | | | | | | | | █ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Design Preparation and Permit Acquisition/Bureau of Reclamation Environmental Review | May-20 | Apr-21 | | | | | | | | | | | | | █ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Construction | May-21 | Nov-21 | | | | | | | | | | | | | | | | | | | | | | | | | █ | | | | | | | | | | | | | | | |
| Final Performance Report | Dec-21 | Jun-22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | █ | | | |

DRAFT

APPENDIX A
PROJECT LOCATIONS



UP COUNTRY DITCH SYSTEM
 Pilot Creek to Str-1/Sir-2

APPROX. SCALE :
 JOB. NO. 2895-02
 DATE: NOV. 2002

ELEV. :
 DATUM :
 BENCH MARK :
 DESCRIPTION :

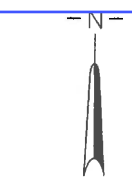
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
 EL DORADO COUNTY, CALIFORNIA

| COUNTY APPROVAL | APPROVED BY/DATE |
|-----------------|------------------|
| | |
| DESCRIPTION | |
| | |
| NO. | REVISION |
| | |
| SHEET | |
| UC-5 | |
| OF | |
| 22 | |

LEGEND

- x-x-x-x - FENCE
- ↔ - DITCH & W/FLOW DIRECTION
- FL 1375.35 - FLOW LINE ELEVATION
- S=0.0115 - APPROXIMATE DITCH SLOPE
- - RAW WATER PIPELINE (SIZE UNKNOWN)
- 1990 (1/2) - LINED DITCH, DATE CONSTRUCTED, (CONDITION)
- 24" CMP - PIPE/CULVERT W/SIZE&MATERIAL
- STL - STEEL (PIPE)
- CONC - CONCRETE (PIPE)
- CMP - CORRUGATED METAL PIPE
- PVC - POLYVINYL CHLORIDE PIPE
- CMPA - CORRUGATED METAL PIPE ARCH
- HDPE - HIGH DENSITY POLYETHYLENE PIPE
- QC - DITCH CAPACITY (CLEAN)
- R - REPAIR AREA
- C - CRIB WALL AREA
- L - LOW BERM AREA
- PH - PILOT HILL
- K - KELSEY
- UC - UP COUNTRY

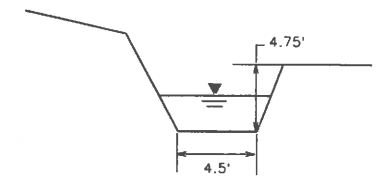
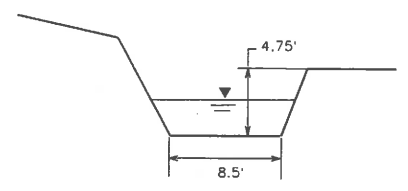
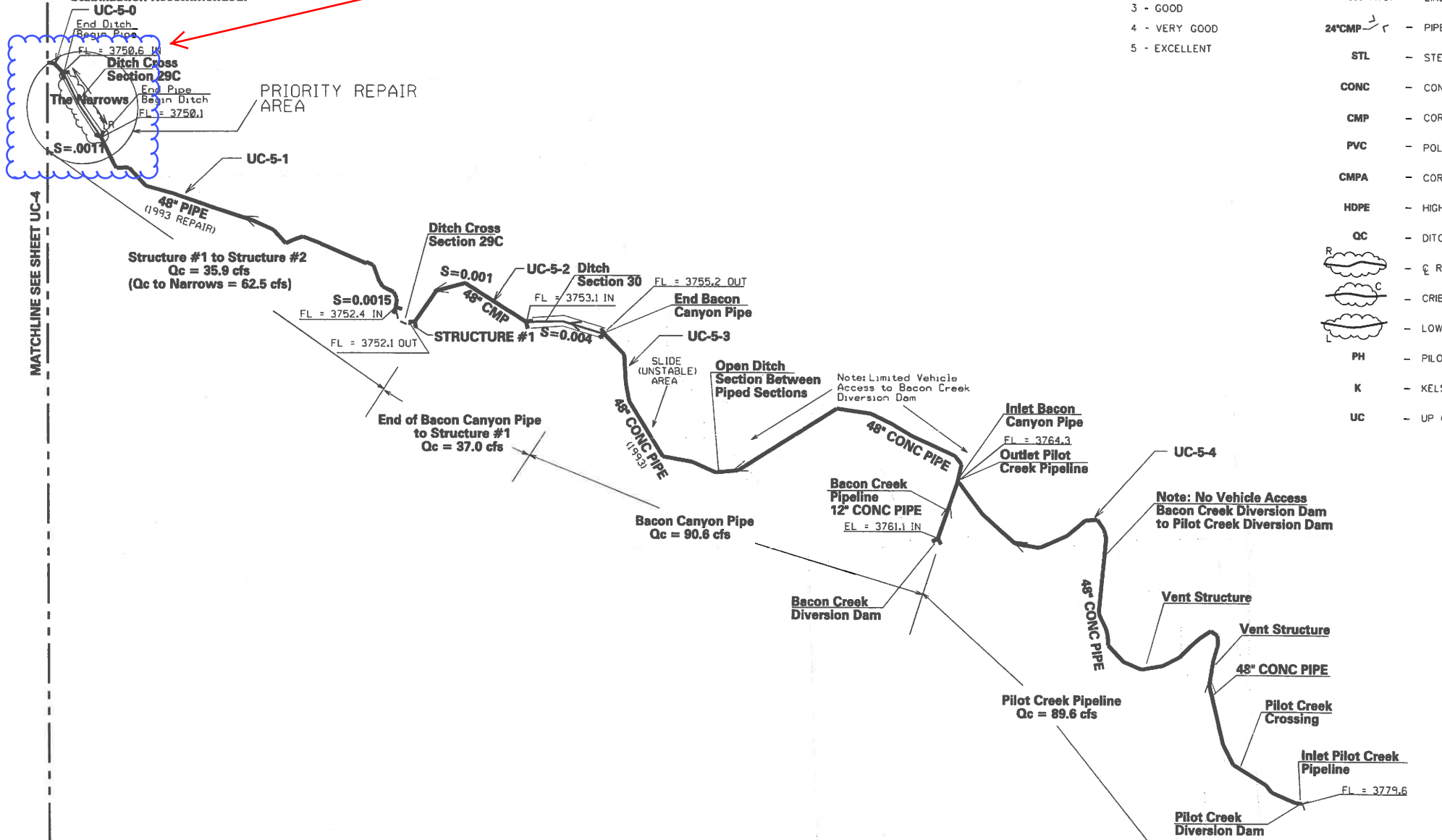
- CONDITION OF LINING**
- 1 - POOR
 - 2 - FAIR
 - 3 - GOOD
 - 4 - VERY GOOD
 - 5 - EXCELLENT



Note: GIS Base maps provided by El Dorado County were prepared from a "best fit" of recorded maps. The GPS data collected by KASL for the location of the ditch is more accurate than the county base data and may not align with the county base maps in all areas.

The Narrows - Priority Repair Area

NOTE: Unstable Area Below the Ditch (Narrows). Berm Stabilization Recommended.



MATCHLINE SEE SHEET UC-4

PRIORITY REPAIR AREA

UC-5-1

Ditch Cross Section 29C

UC-5-2 Ditch Section 30

STRUCTURE #1

UC-5-3

Open Ditch Section Between Piped Sections

Notes Limited Vehicle Access to Bacon Creek Diversion Dam

Inlet Bacon Canyon Pipe

Outlet Pilot Creek Pipeline

UC-5-4

Note: No Vehicle Access Bacon Creek Diversion Dam to Pilot Creek Diversion Dam

Vent Structure

Vent Structure

48" CONC PIPE

Pilot Creek Pipeline

Pilot Creek Crossing

Inlet Pilot Creek Pipeline

Pilot Creek Diversion Dam

Bacon Creek Diversion Dam

Bacon Creek Pipeline 12" CONC PIPE

Bacon Canyon Pipe

End of Bacon Canyon Pipe to Structure #1

Structure #1 to Structure #2

The Narrows

UC-5-0

NOTE: Unstable Area Below the Ditch (Narrows). Berm Stabilization Recommended.

APPENDIX B

KASL WATER RELIABILITY STUDY

DRAFT

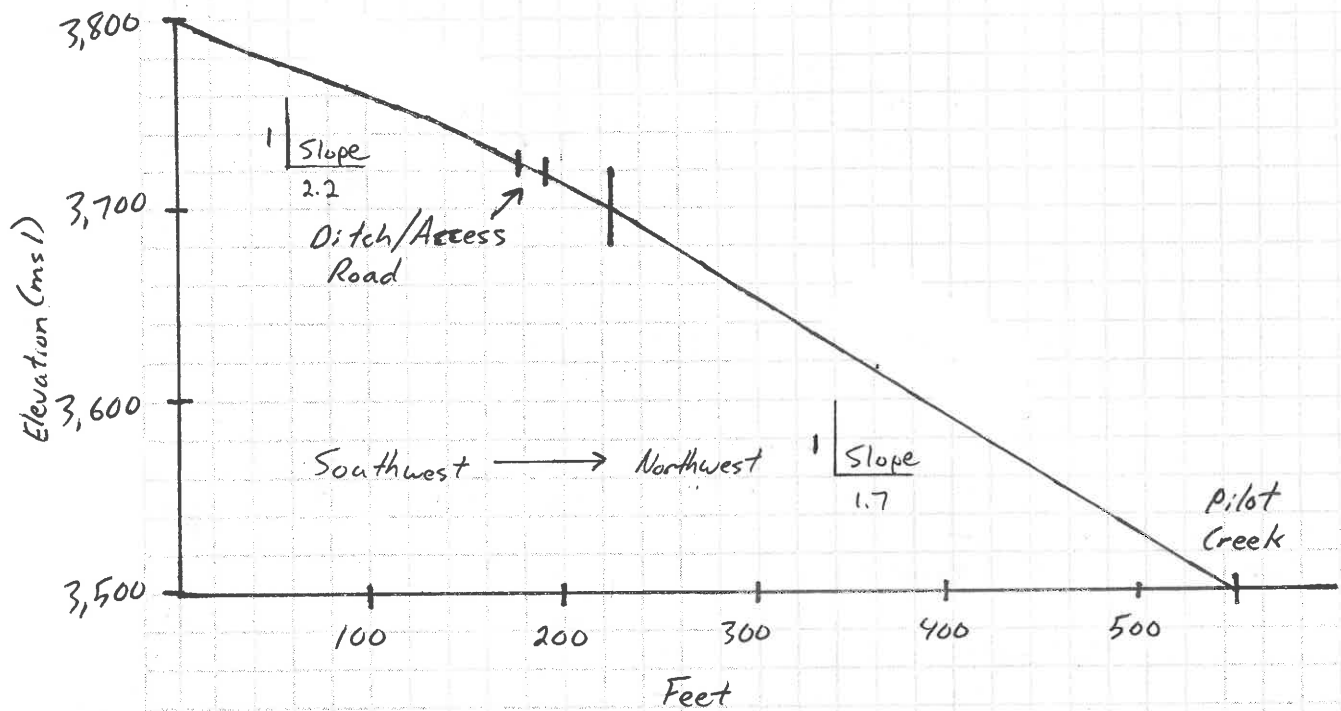
DRAFT

APPENDIX C

CROSS-SECTIONAL LAYOUTS

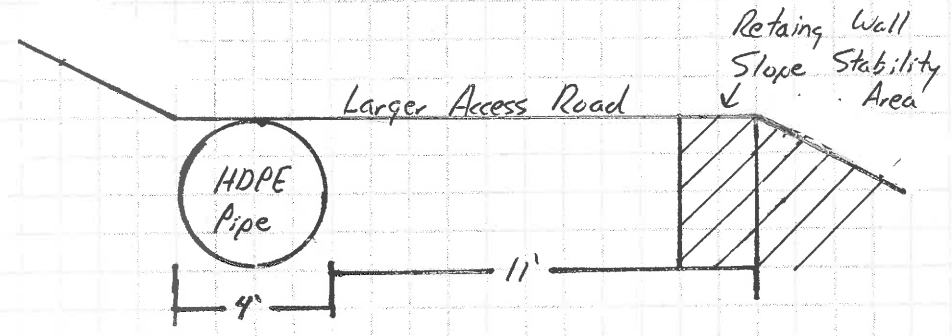
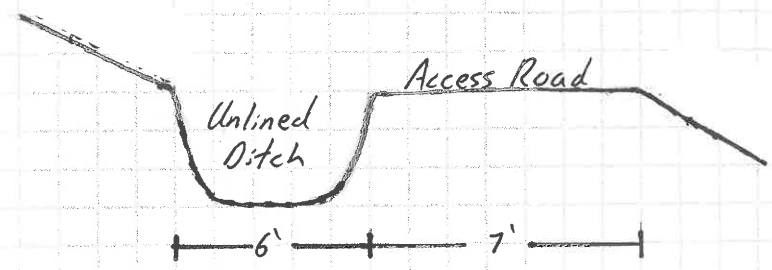
"The Narrows" Cross-Sectional Layout

GDPUD Board Mtg. 03/12/2019
 AGENDA ITEM 7,D
 Attachment 2
 Page 36 of 39



Current Layout

Proposed Layout



Notes: HDPE - High Density Polyethylene
 msl - mean sea level

APPENDIX D
PHOTOGRAPHS

DRAFT

DRAFT

APPENDIX E
LETTERS OF SUPPORT

DRAFT

APPENDIX F

OFFICIAL RESOLUTION

Project Name: Upcountry Ditch Reliability
 Project Number:
 Project Description: Prioritized repair of Upcountry Ditch
 Funding Sources:

| Sources | Prior Years | FY18/19 | FY19/20 | FY20/21 | FY21/22 | FY22/23 | Future Years | Total |
|--|-------------|---------|---------|---------|---------|---------|--------------|-----------|
| CABY Grant (9) | | | | | | | | 0 |
| Capital Reserve (43) | | | 69,000 | 263,250 | 263,250 | | | 595,500 |
| Prior Reimbursements Received (35) | | | | | | | | 0 |
| Capital Facility Charge (39) | | | | | | | | 0 |
| ALT WTP Capital Reserve (24) | | | | | | | | 0 |
| ALT Zone Fund (40) | | | | | | | | 0 |
| ALT Tank Replacement Loans & Repair (41) | | | | | | | | 0 |
| ALT CDS Reserve Connection (42) | | | | | | | | 0 |
| Grants (EPA) | | | | | | | | 0 |
| SRF Loan | | | | | | | | 0 |
| General Fund (10) | | | | | | | | 0 |
| Other (EDCWA Cost Share) | | 0 | | | | | | 0 |
| Unfunded | | | 69,000 | 263,250 | 263,250 | | | 595,500 |
| Total | 0 | 0 | 138,000 | 526,500 | 526,500 | 0 | 0 | 1,191,000 |

Project Cost Estimate:

| Elements | Prior Years | FY18/19 | FY19/20 | FY20/21 | FY21/22 | FY22/23 | Future Years | Total |
|---------------------------------|-------------|---------|---------|---------|---------|---------|--------------|-----------|
| Preliminary Engineering (7020) | | | 95,000 | | | | | 95,000 |
| Environmental (7021) | | | 43,000 | | | | | 43,000 |
| Land/ROW Acquisition (7022) | | | | | | | | 0 |
| Construction Engineering (7024) | | | | 25,000 | 25,000 | | | 50,000 |
| Construction Contract (7023) | | | | 476,500 | 476,500 | | | 953,000 |
| Other CIP Costs (7025) | | | | 25,000 | 25,000 | | | 50,000 |
| Other - TBD | | | | | | | | 0 |
| Total | 0 | 0 | 138,000 | 526,500 | 526,500 | 0 | 0 | 1,191,000 |

**RESOLUTION NO. 2019-20
OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**

**AUTHORIZING THE GENERAL MANAGER TO SIGN, APPROVE, EXECUTE
CERTAIN DOCUMENTS AND PLEDGING AND DEDICATING NET WATER
REVENUES TO WATER RELIABILITY PROJECT ASSOCIATED WITH
WATERSMARTS GRANTS: WATER AND ENERGY EFFICIENCY GRANTS
FOR FISCAL YEAR 2019: FUNDING OPPORTUNITY ANNOUNCEMENT NO.
BOR-DO-19-F004**

WHEREAS, the District is entering into a financial agreement with the Bureau of Reclamation (BOR) WaterSMARTS Grants: Water and Energy Efficiency Grants for Fiscal Year 2019: Funding Opportunity Announcement No. BOR-DO-19-F004;

WHEREAS, the Priority water reliability project associated with the grant application incorporates sections of upcountry ditch identified as "The Narrows" for rehabilitation (the Project);

WHEREAS, the District obligates to funding 50 percent or more of the total project cost of \$1,191,000; and

WHEREAS, the District will work with BOR to meet established deadlines for entering into a grant or cooperative agreement.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF
THE GEORGETOWN PUBLIC UTILITY DISTRICT THAT:**

1. Authorizes the General Manager to sign and file, for and on behalf of the District, the application for a funding agreement from the BOR for the planning, design, and construction of the Project;
2. The General Manager, or designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial agreement from the BOR and any amendments or changes thereto;
3. The General Manager, or designee, is designated to represent the District in carrying out the District's responsibilities under the grant agreement, including certifying requests on behalf of the District and compliance with applicable state and federal laws.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 12th day of March 2019, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

Dane Wadle, President
Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

ATTEST:

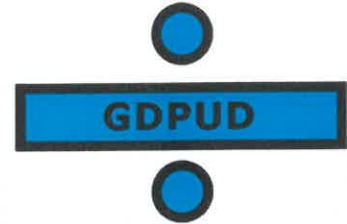
Steven Palmer, Clerk and Ex Officer
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2019-20 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 12th day of March 2019.

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

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF MARCH 12, 2019
AGENDA ITEM NO. 7.E.**



AGENDA SECTION: NEW BUSINESS

SUBJECT: REVIEW STRATEGIC PLANNING WORKSHOP AND ADOPT BOARD GOALS AND OBJECTIVES FOR FISCAL YEAR 2019/2020

PREPARED BY: Steven Palmer, PE, General Manager

APPROVED BY: Steven Palmer, PE, General Manager

A blue ink signature of Steven Palmer, General Manager, written over the name in the "APPROVED BY" line.

BACKGROUND

On February 16, 2019, the District Board held a strategic planning workshop with the theme of "Developing our Future Together." The workshop was facilitated by Dr. Bill Mathis of Mathis Consulting Group and lasted from 9am until nearly 3:30pm. The workshop flyer, agenda, and outline are included as Attachment 1.

DISCUSSION

Following the workshop, Dr. Mathis provided the District with a memo and notes from the workshop (Attachment 2). In those documents, Dr. Mathis presents several recommendations and goals to the Board for consideration. Dr. Mathis and the Board identified the following items for the Board to work on during the upcoming year:

1. Accept the challenge to find funding for a full-time engineer.
2. Accomplish and set priorities in infrastructure for the next year.
3. Discuss structure and responsibility of Budget Committee of the Board.
4. Increase transparency for implementing a communications strategy and hiring a consultant.

Items 1, 2, and 4 above have already been adopted by the Board as Fiscal Year 2018/2019 Goals (Attachment 3), and the associated adopted objectives are listed below:

1. Accept the challenge to find funding for a full-time engineer – Objective B-5, D-6
2. Accomplish and set priorities in infrastructure for the next year – Objective B-1, B-2, B-6
4. Increase transparency for implementing a communications strategy and hiring a consultant – Objective A-2

Staff added Item 3 to the Fiscal Year 2018/2019 Goals, deleted one objective that has been completed, A-5 "Conduct public workshops to review the irrigation ordinance," and created the attached list of goals and objectives for consideration and approval (Attachment 4).

FISCAL IMPACT

The adopted goals will be used by staff to prepare the Fiscal Year 2019/2020 operating budget. Adopting these goals does not commit the District to any specific purchase or expenditure. Expenses associated with implementing these goals will be reflected in the proposed budget.

CEQA ASSESSMENT

This action is not a CEQA project.

RECOMMENDED ACTION

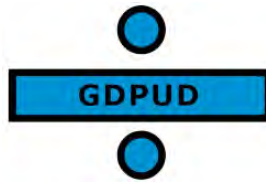
Staff recommends the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) adopt the attached Resolution 2019-21 adopting the goals for Fiscal Year 2019/2020.

ALTERNATIVES

(a) Request substantive changes to the Resolution for staff to implement; (b) Reject the Resolution.

ATTACHMENTS

1. Strategic Planning Workshop Flyer, Agenda, and Outline
2. Strategic Planning Memo and Notes
3. Board of Director Goals for Fiscal Year 2018/2019
4. Board of Director Goals for Fiscal Year 2019/2020
5. Resolution 2019-21 Adopting Goals for FY 2019/2020



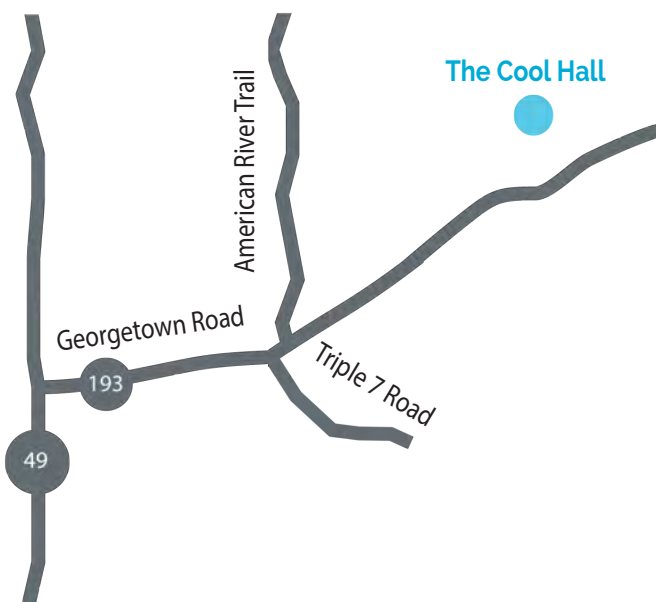
Developing Our Future Together

The Georgetown Divide Public Utility District is responsible for balancing the immediate and long-term needs of Georgetown's water system to provide reliable and high quality water.

Join us for a special meeting of the Board of Directors to discuss District infrastructure and operational capacity, goals, and priorities.

Resolving our issues together - Bringing our community together

A detailed agenda will follow soon.



Strategic Planning Session
Saturday, February 16, 2019
9:00 a.m. – 3:30 p.m.

The Cool Hall
1701 CA-193
Cool, Ca 95614



Georgetown Divide Public Utility District

Workshop Agenda

**Facilitated by Dr. Bill Mathis
Scribe, Janice Mathis, MA**

**February 16, 2019
9:00 am to 3:30 pm**

Theme: Developing Our Future Together

I. Organization Issues (1 hour)

- Divided Board
- Clarity of roles: General Manager vs. Staff vs Board
- Brown Act Review as Basis for operating
- The Past Revisited vs. Issues in front of us
- Building Competence in Workforce and investing in training – Discussion
- Report to the Community and providing accurate and timely reports of activities
- Review last years' goals
- Trust Building starting fresh!

II. Report and Discussion from Staff/Consultants (2 hours)

- State of the District (Staff Roles, Responsibilities, and Goals)
 - Administration/Engineering
 - Operations
 - Finance
 - Water Resources
- Organizational Assessment / “Forensic Audit,” etc.

No Host Lunch Break (1 hour)

III. Board Issues (1.5 hour)

- Business meeting or Conversation with Public?
- Brown Act? Really ~ Serial meetings and Consequences
- Culture defined for the future

- Dealing with differences in a Professional Manner?
- Where are we with Projects/Short Version
- Prioritize our needs and how to present choices to the Board
- Committee's note (finance vs. Board's role with Staff)

IV. Summary (0.5 hour)

AGENDA
SPECIAL MEETING
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS
STRATEGIC PLANNING WORKSHOP
Developing Our Future Together
SATURDAY, FEBRUARY 16, 2019
9:00 A.M. – 3:30 P.M.

The Cool Community Hall, 1701 State Highway 193, Cool, CA 95614

MISSION STATEMENT

It is the purpose of the Georgetown Divide Public Utility District to:

- Provide reliable water supplies
- Ensure high quality drinking water
- Promote stewardship to protect community resources, public health, and quality of life
- Provide excellent and responsive customer services through dedicated and valued staff
- Ensure fiscal responsibility and accountability are observed by balancing immediate and long-term needs.

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE

2. PUBLIC FORUM – This is a Special meeting under Government Code Section 54956. Public comment is limited to items appearing on the agenda. Under Section 54954.3, the public shall have the right to comment on any items appearing on the agenda prior to or during consideration of the item. Public comment on items not appearing on the agenda should be made at the regular meetings of the District.

3. STRATEGIC PLANNING WORKSHOP – DEVELOPING OUR FUTURE TOGETHER

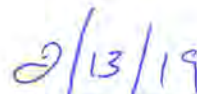
The Georgetown Divide Public Utility District is responsible for balancing the immediate and long-term needs of the District's water system to provide reliable and high-quality water. This special workshop of the Board of Directors is to discuss the District's infrastructure and operational capacity and to set goals and priorities. Discussion will be facilitated by Dr. Bill Mathis. There will be opportunity for public input during this item.

4. NEXT MEETING DATE AND ADJOURNMENT – Next Regular Meeting is March 12, 2019, at 2:00 P.M. at the Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, California 95634.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Steve Palmer by telephone at 530-333-4356 or by fax at 530-333-9442. Requests must be made as early as possible and at least one-full business day before the start of the meeting. In accordance with Government Code Section 54954.2(a), this agenda was posted on the District's bulletin board at the Georgetown Divide Public Utility District office, at 6425 Main Street, Georgetown, California, on February 13, 2019.



Steven Palmer, PE, General Manager



Date



Georgetown Divide Public Utility District

Notes from the Workshop

Facilitated by Dr. Bill Mathis
Scribe, Janice Mathis, MA

February 16, 2019
9:00 am to 3:30 pm

Theme: Developing Our Future Together

Dr. Bill - enjoyed meeting with all Board members. It's clear that there are significant issues that the Board can go through in developing the future. Not to rehash the past, but to make changes now to make things better.

Techniques we can use in becoming better - framing items and issues in a positive manner. If we begin communications in a clear and straightforward manner, we'll improve. We will share our views throughout the day.

The Brown Act is here to protect the public and to ensure that there is fairness in all processes. Dr. Bill provided an overview of Board Norms that helps Boards and Councils to clarify roles and responsibilities.

Important for the Board to consider - 1) What is Policy; versus 2) What is Management. Board makes policy; Staff follows through in management and how policies are carried through. The General Manager leads staff and oversees the daily operation

Dr. Bill stated that the District could use more project management of Board goals. The Board needs to set clear timelines and priority and provide resources to meet those goals.

One major interest or goal for each Board member:

Dave Souza - Major thing is infrastructure. It's been terrible; if taxpayers knew how bad it really is, they'd be helping us instead of fighting us. The old Board and old GM did not do a good job. Ditches are a major problem in the way they need to be fixed. Need to put money into preventative. How can we get better? Rely on our Operations

manager and GM. How to select most urgent area? Rely on Operations and GM to decide; project to project would be more affordable.

Dave Halpin - Short term vs long term problems - finding a balance is problematic. Infrastructure is expensive, and fixes are a long-term issue; we won't live to see the result. We have \$1 million to work with per year; management must pick out most pressing problem with little money. If GM tells us there is an infrastructure problem we need to work on, let's go with what he's telling us. No "forensic" audit please - ridiculous. We have a lot of people in the community who can't afford the rates, utilities, etc., this is a big short-term problem. These issues are important. Taking care of long term and short term is what we must do.

Michael Saunders - Need to look at the short term and the future - We need to fine tune the capital improvement plan, perform a risk assessment to modify our reserve policy. There may be some inequity with the irrigation side, so we should redo the tax allocation plan. We should obtain grants to lower cost to customers Through our capital improvement plan in our budget process we can establish our priority project list. Budget process should be done in a thoughtful manner. We should consider a redundant source of water and look to make our system and supply more resilient.

Cindy - Fiduciary responsibility; Board must adopt a prudent budget with funds to address projects. Must have an effective capital improvement plan and appropriate reserves. CIP and budget planning should be done by GM and Staff with Finance committee; address short term, emergency probabilities, and projects going forward can be prioritized - always making adjustments as we go through the process depending on situations that may create change, weather, roads, etc. GM should spend more time developing the CIP and reporting on progress to the Board. Money from the "New Candidates Initiative" may be available for additional revenue.

Dane – Need to Build Trust in information from GM and Staff the information we get is accurate; yet he is hearing the public say that information coming out is not accurate. District can't move forward in any of this until this lack of trust is addressed. How to build trust? Board members cannot criticize staff in public, they need to educate themselves, research the issues, and ask good questions. Board members need to sit individually with GM and ask questions.

Dr. Bill - Why doesn't the Board have committees within the Board?

Recommends considering 4 Board Committees made up of two Board members:

- 1) HR/public relations committee;
- 2) Finance committee;
- 3) Facilities committee;
- 4) Operations and Engineering committee.

This Board is rare in that they currently do not have Board committees. Board committees would study issues that they can explain to the full Board. They would meet monthly, be run in according to the Brown Act, and open to the public. The Board cannot delegate their responsibility of running the District to volunteers. With different expertise on this Board, we need to use each member's skills, knowledge.

Dane - Committee structure can be good; it creates buy in for projects, etc.

Dave Halpin- Please define Committee? Two Board members; staff support by providing information and policy decisions that will eventually be heard by full Board. Public may attend. He is not interested in formal committee meetings. The same folks come to all District meetings; more meetings will not enhance the other folks who do not come to meetings. Need more communications, public outreach firm to help us contact others. Need a good web site, public outreach and contacts. Stop the same old stuff and do what needs to be done for the community.

Cindy - Committees are a very good use of time if they are set up correctly; win/win and offers opportunity for sharing and learning; can assist the Board and community in creating and building trust. It offers opportunity for trust building, transparency by having public attend, and gives GM the opportunity to have information available. We have an old culture in a new District that needs to define oversight by the Board and micromanagement.

Michael - Committees can save time and provide more - big plus! Some committees may not need to meet as often, depending on the circumstances. If we combine engineering, facilities and operations we might save meetings and time. Michael explained what a formal committee's purpose is and how it works. Community outreach is the other problem; how do we do that? How can we get mailers ready to go out? We need to get something done first, get some of these items out of the way before we start something new. Need to have meetings at times when others can attend; see what venues work.

Dane - Combining a couple of them might be good; staffing committees takes time, so we need to be aware of the regular work needing to be done. It creates more input, more of a thorough vetting and ideas. Having more meetings does not make us more transparent. Maybe to start with Finance committee would work. Weekly individual meetings between the GM and Board members weekly would be a better approach. They can be on the phone, in person, whatever works.

Steve, General Manager - Committee meetings are advisory to the Board; benefit is that GM can educate Board members and build trust. Committees do require a

significant amount of staff time and add time to the schedule for delivering Board goals. Study Sessions with the full Board would be a reasonable alternative. If we want to do a trial run with a Budget Committee, it won't be a problem.

Dr. Bill - Study Session that covers just one, sometimes two topics are typical. Much more flexible in discussion and informal interaction. Committee meetings and Study Sessions all can reduce time taken during regular Board meetings.

Dave Souza - Not a big committee guy but ideas are good; personally, not a lot of time available personally, most likely the same people will attend committee members no matter what the topic.

Dr. Bill - Public Relations issue is #1 - We need to take care of our community; reach out; improve our website so many can be informed.

Steve – Outlined progress that has been made in selecting a public outreach consultant (Board Objective A-2). Prepared a Request for Proposals, received and reviewed proposals, interviewed two firms, and are ready to present the top ranked firm to the Board, On the Mark Strategies.

On the Mark Strategies, Mark DeSio and Bill Ritter – Last fall they applied to offer public relations to Georgetown PUD. Their scope involves developing an outreach plan, press releases, email and social media campaign, stakeholder partnership, and more. Glad to see people attending today = democracy at work. Communications is currently poor - passive website, not reaching 10,000 people. The Board wants to do a better job and needs to figure out a way to improve communications.

Some ideas from On the Mark: a mechanism in place in case of emergency; talk to customers, expectations need to be stated clearly, what you're going to do for them, video, you tube, attending local events - all at one table; District needs to push out good information, no slick brochures, but talk to your people. Create pipeline where updates are given with timelines they can look forward to. Board needs to be effective in reaching out. People will sit in their cars for an hour knowing Caltrans is working for them. But they need to be informed so they know what to expect. They need to be given information.

Need to help folks be updated - don't make them ask. Trust is like the air we breathe; when it's good we don't notice, when it's not, we notice.

Dane - This is a good start; we're hearing that this is a waste, so we hope this works.

Michael – Staff already does a good job in local events. This meeting today was promoted on Facebook, a newsletter would bring more out. Everybody agrees that ability to have more information is important.

Cindy - Important to have information at or fingertips, bulletin or newsletter with invoices would be good; making sure they work and making sure our costs are covered with accountability and transparency; community is concerned with costs and affordability - we can do more on texting, Facebook, twitter, e-mail, showing them, we can be successful. We need to provide emergency information.

Dave Souza - A lot of people don't come to the meetings and they don't need to.

Mark - Proposal was \$48,000; Facebook has NO "likes" on it. GDPUD is in the game and it does cost money.

Dave Halpin- Everybody would agree that we need to communicate on some level with our community. How we proceed is the question; this meeting today costs money. We're doing several things that cost money; we have a poor grade in how we've reached out with taxpayers. We should spend money to do this as frugally as possible. We have an obligation to do things that cost money. I'm a fan of a shiny brochure going out to our folks in a mailer in their invoices. All folks need to receive this every other month; we can all edit content. We should start there. Social media is not as impressive as the mailer.

Dr. Bill - Mark, are you able to be flexible as you see what works, what they like, and how they may change their minds in how the process works and improve as you go? YES! GDPUD will be his only client for the first year. Also, the desires of the Board may be different from those in the community.

Public Comment –

Appreciates what Cindy and Mike are doing with small meetings informing us of what goes on. They take our questions to the GM and we get answers.

I used to be one of the rate payers who wasn't engaged. I didn't know how to get involved, this whole thing today with GDPUD has given me confidence; understand what Dave Halpin is saying - same group at every event. Nature of society, for each one of them there are untold numbers who need to be reached also. They care, they need to be touched and reached out to. Everyone talks to their neighbors. Board members need to moderate their behavior online, social media is not the place to vent or give personal

opinion as a Board member. There needs to be a policy on social media, decorum, for Board members and Staff members.

People who are not online need the mailers, the website. In favor of better communications

Communications are important; a lot of people up here don't have technical communications, don't know what we're doing - need to get initial communications out there, they need mailers; need trust between GDPUD and the public. Need to build the trust in this campaign.

I felt totally against the communications firm. After hearing them talk today, I'm for this now. Customers need to be informed; taxpayers don't know about the budget and need to know.

Initially I was against hiring a professional outreach firm. I'm warming up to this idea. We need to get information out that resolves people's fears in how their money is being used. Need to establish trust. Need a larger place to have Board meetings too.

I started thinking a professional communications firm was a waste of time; but, sitting here, I'm realizing this Board is doing a lot and everyone needs to know this. We all are proud when we're informed.

Mark - Facebook live works too. They can watch meetings online after the fact at their leisure.

Dr. Bill - We're here to develop that trust. Next Board meeting this will be in Board meeting.

Cindy - Need a system with GM where information goes out consistently to public telling them what we're doing.

Bill Ritter - His firm is new, but we've been working on this for a long time. Caltrans, Indian Band with government, communications with government, relationships necessary. Communications is key.

Michael - The reason Michael is on this Board is due to lack in communications. Wants to help make it better.

**GM's Slide Show - Developing Our Future Together
–Accomplishments, Resources, Goals**

GM Recommended staffing needs:

- Administrative Services Manager
 - Engineer
 - Office Assistant for Engineer/General Manager
- 1) Discussion was held on priority of staff member(s) necessary
 - 2) Board discussed with GM and Dr. Bill the budget, succession planning, priority of staffing needs

Board discussed Study Sessions, Board committees, and Finance Committee.

- **Cindy** volunteered to be on the Budget committee; bringing ideas back to the Board
- **Dave Souza** might also agree to be on this committee
- **Budget** committee can be established – not part of the Finance committee.

To Do for GM:

1. Present communications/pubic outreach contract to Board for action
2. Present creation of Board Budget Committee to Board
3. Present funding of engineer position during budget presentations

Public Comment: Keep the Finance committee.

Summary by Dr. Mathis

1. Major theme of the workshop was accomplished when all Board members were able to express ideas on how to move the District forward this year in an organized, positive manner.
2. Developing Our Future Together is the theme that encompasses teambuilding with new/old members of the Board and alignment of ideas to achieve the common priorities of the Board.
3. The Board was united and accepted the challenge to find funding for a new Engineer position.
4. They identified trust issues for the Board to work on unit the next year.
 - Accomplish and set priorities in infrastructure for the next fiscal year;

- Discuss structure and responsibility of Fiscal/Budget Committee of the Board;
 - Increase transparency by implementing a communications strategy and hire consultants.
- 5. Plan and execute a communications strategy that allows for public input and enhances the unification of the Board and PUD.**

BOARD OF DIRECTOR GOALS FOR FISCAL YEAR 2018/2019 GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

MISSION STATEMENT

It is the purpose of the Georgetown Divide Public Utility District to:

- Provide reliable water supplies
- Ensure high quality drinking water
- Promote stewardship to protect community resources, public health and quality of life
- Provide excellent and responsive customer services through dedicated and valued staff
- Ensure fiscal responsibility and accountability are observed by balancing immediate and long term needs

Goal A: Improve Transparency and Communications

Objective A-1 Improve website

Objective A-2 Engage an expert to develop an annual communication strategy that would consider tours, newsletters, social media, bill inserts, etc.

Objective A-3 Effectively engage the Finance Committee

Objective A-4 Improve information technology business systems. Specifically accounting, billing, and records management software.

Objective A-5* *Conduct public workshops to review the irrigation ordinance

Goal B: Address Immediate Infrastructure Needs and Begin Long Term Planning

Objective B-1 Repair/replace a few key facilities that are prone to failure

Objective B-2 Begin development of comprehensive asset management plan

Objective B-3 Protect water rights

Objective B-4 Update emergency response plans & ensure disaster preparedness

Objective B-5 Hire full time engineer to manage projects

Objective B-6 Replace aging equipment

Goal C: Develop and Retain Employees

Objective C-1 Encourage and support training that furthers the District's mission

Objective C-2 Recognize employees that demonstrate exemplary service

- Goal D: Plan for Changes in Staff and in Board Composition
- Objective D-1 Improve information technology business systems. Specifically accounting, billing, and records management software.*
 - Objective D-2 Document daily routines for all employees*
 - Objective D-3 Ensure Board receives adequate training and education to allow them to be effective policymakers.*
 - Objective D-4 Update and adopt Board policies*
 - Objective D-5 Evaluate installing GPS locators on vehicles to improve fleet management, maintenance, and employee safety*
 - Objective D-6 Hire full time engineer to manage projects and enhance staff succession planning*

- *Goal E:*
- *Objective E-1* *Continue to Review District Fees and Charges**
 - *Review and update wastewater rates and user fees**

- Goal F: Board Leadership
- Objective F-1 Pursue certification as a District of Distinction from the Special District Leadership Foundation*
 - Objective F-2 Update and adopt Board policies*
 - Objective F-3 Request staff to deliver three innovative projects per year*
 - Objective F-4 Provide annual goals*
 - Objective F-5 Provide General Manager with annual performance evaluation*



GDPUD



BOARD OF DIRECTOR GOALS FOR FISCAL YEAR 2019/2020 GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

MISSION STATEMENT

It is the purpose of the Georgetown Divide Public Utility District to:

- Provide reliable water supplies
- Ensure high quality drinking water
- Promote stewardship to protect community resources, public health and quality of life
- Provide excellent and responsive customer services through dedicated and valued staff
- Ensure fiscal responsibility and accountability are observed by balancing immediate and long term needs

Goal A: Improve Transparency and Communications

Objective A-1 Improve website

Objective A-2 Engage an expert to develop an annual communication strategy that would consider tours, newsletters, social media, bill inserts, etc.

Objective A-3 Effectively engage the Finance Committee

Objective A-4 Improve information technology business systems. Specifically accounting, billing, and records management software.

~~**Objective A-5* *Conduct public workshops to review the irrigation ordinance**~~

Objective A-5 Evaluate creating a Budget Committee of the Board

Goal B: Address Immediate Infrastructure Needs and Begin Long Term Planning

Objective B-1 Repair/replace a few key facilities that are prone to failure

Objective B-2 Begin development of comprehensive asset management plan

Objective B-3 Protect water rights

Objective B-4 Update emergency response plans & ensure disaster preparedness

Objective B-5 Hire full time engineer to manage projects

Objective B-6 Replace aging equipment

Goal C: Develop and Retain Employees

Objective C-1 Encourage and support training that furthers the District's mission

Objective C-2 Recognize employees that demonstrate exemplary service

- Goal D: Plan for Changes in Staff and in Board Composition
- Objective D-1 Improve information technology business systems. Specifically accounting, billing, and records management software.*
 - Objective D-2 Document daily routines for all employees*
 - Objective D-3 Ensure Board receives adequate training and education to allow them to be effective policymakers.*
 - Objective D-4 Update and adopt Board policies*
 - Objective D-5 Evaluate installing GPS locators on vehicles to improve fleet management, maintenance, and employee safety*
 - Objective D-6 Hire full time engineer to manage projects and enhance staff succession planning*

- *Goal E:*
- *Objective E-1* *Continue to Review District Fees and Charges**
 - *Review and update wastewater rates and user fees**

- Goal F: Board Leadership
- Objective F-1 Pursue certification as a District of Distinction from the Special District Leadership Foundation*
 - Objective F-2 Update and adopt Board policies*
 - Objective F-3 Request staff to deliver three innovative projects per year*
 - Objective F-4 Provide annual goals*
 - Objective F-5 Provide General Manager with annual performance evaluation*



GDPUD

RESOLUTION NO. 2019-21

**OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
ADOPTING GOALS FOR FISCAL YEAR 2019/2020**

WHEREAS, the Board of Directors of the Georgetown Divide Public Utility District (“District”) held a strategic planning workshop on February 16, 2019 with the theme of “Developing our Future Together;” and

WHEREAS, following the workshop, the District was provided notes from the workshop with several recommendations and goals for Fiscal Year 2019/2020 for Board consideration; and

WHEREAS, annual goal setting is an important activity in order to clarify direction for staff, and to assess progress towards achieving the District’s mission; and

WHEREAS, District staff has summarized the recommendations and goals into a list of goals and objectives for consideration and approval by the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT the Board of Director Goals for Fiscal Year 2019/2020, dated March 12, 2019 are hereby approved.

PASSED AND ADOPTED on this twelfth day of March 2019, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

Dane Wadle, President
Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Attest:

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

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2019-21, 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 twelfth day of March 2019.

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

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF MARCH 12, 2019
AGENDA ITEM NO. 7.F.**



AGENDA SECTION: NEW BUSINESS

**SUBJECT: ESTABLISHING A BOARD BUDGET COMMITTEE AND
APPOINTING TWO DIRECTORS TO THE BOARD BUDGET
COMMITTEE**

PREPARED BY: Diana Michaelson, Board Assistant

Handwritten signature of Diana Michaelson in blue ink.

APPROVED BY: Steven Palmer, PE, General Manager

Handwritten signature of Steven Palmer in blue ink.

BACKGROUND

At the February 16, 2019 Georgetown Divide Public Utility District ("District") goal setting workshop, the Board of Directors indicated an interest in creating a new Board Budget Committee ("Committee") comprised of two Directors, with the Board Budget Committee being advisory in nature.

DISCUSSION

The primary role of the Committee will be to review the draft annual operating budget and draft five-year capital improvement plans prepared by Staff and provide recommendations to the full Board of Directors ("Board"). The Committee will be comprised of two Board Directors, selected by the Board. The Committee will be a standing committee of the Board and will conduct its business in accordance with the Brown Act.

The Committee will meet as needed, and Directors would be appointed to serve on the Committee annually. This Board committee would be in addition to the existing volunteer Finance Committee. Both the Board Budget Committee and volunteer Finance Committee would review and provide recommendations to the Board on the draft annual operating budget and draft five-year capital improvement plan. For comparison purposes, the Finance Committee Resolution 2018-14 is Attachment 1.

A Board Budget Committee would serve as an opportunity for Directors to gain a more detailed understanding of the District's budget and allow for increased Board oversight.

Staff prepared Resolution 2019-22 (Attachment 2) with specific details of the role and responsibilities of the Board Budget Committee, and Resolution 2019-23 (Attachment 3) appointing Directors to the Board Budget Committee.

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 adopt the attached Resolution establishing a Board Budget Committee, and the Resolution appointing two Directors to the Board Budget Committee.

ALTERNATIVES

(a) Request substantive changes to the Resolution(s) for staff to implement; (b) Reject the Resolution(s).

ATTACHMENTS

1. Resolution 2018-14 Providing Role and Responsibility of Finance Committee
2. Resolution 2019-22 Establishing the Board Budget Committee
3. Resolution 2019-23 Confirming Appointments to the Board Budget Committee

RESOLUTION NO. 2018-14

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

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

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

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

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

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

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

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

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

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

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

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

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

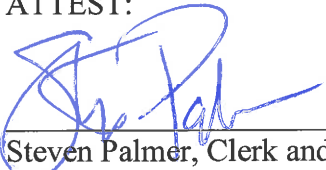
AYES: Halpin, Hanschild, Souza, Uso, Wadle

NOES:

ABSENT/ABSTAIN:

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


ATTEST:



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

CERTIFICATION

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



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

EXHIBIT A

Policy for Selecting Finance Committee

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

EXHIBIT B

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

MEETINGS

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

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

RESOLUTION NO. 2019-22

**OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
ESTABLISHING A BOARD BUDGET COMMITTEE**

WHEREAS, the General Manager prepares and presents a proposed annual operating budget and five-year capital improvement plan to the Board for review; and

WHEREAS, the Board desires to establish and define the role and responsibilities of a Board Budget Committee to improve the process for Board involvement in creating the budget and five-year capital improvement plan; and

WHEREAS, the Board Budget Committee will review the District's draft annual operating budget and draft five-year capital improvement plan, and make recommendations to the Board; and

WHEREAS, the Board Budget Committee is an opportunity for Directors to gain more detailed understanding of the District budget, and improve the process of Board involvement; and

WHEREAS, the Board finds it to be in the best interest of the public to establish the Board Budget Committee.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT:

SECTION 1. The Budget Committee ("Committee") shall be created as follows:

1. **Membership; Quorum.** The Committee shall be composed of two (2) members. A quorum shall consist of the total number of members currently appointed to the Committee.
2. **Selection of Committee Members.** Committee members shall be current Directors that are appointed by the Board at a Board meeting.
3. **Role of the Committee.** The Committee will review the annual draft operating budget and five-year capital improvement plan that are prepared by Staff and provide recommendations to the Board.
4. **Meetings.** The Committee shall meet as needed or requested by the Board. Meetings shall be held at the District's offices. The Committee will be a standing committee of the Board and will conduct its business in accordance with the Brown Act.
5. **Terms.** The terms of the office shall be one (1) calendar year. Committee members may be re-appointed to subsequent terms.

6. **Vacancies.** Any vacancies shall be filled for the unexpired term by the Board.
7. **Removal.** All Committee members serve at the will of the Board, and any member may be removed by an affirmative vote of three (3) members of the Board. There shall be no requirement to show cause for removal.
8. **Officers.** The Committee shall designate from among its members a Chair to preside over the meetings.
9. **Advisory Nature of the Committee.** The Committee is advisory in nature and shall report and be responsible to the Board of Directors. The Committee and its members have no authority to set policy, expend funds, or make obligations on behalf of the Board and/or the District.
10. **Staff Support.** The General Manager and Management Analyst will serve as the staff support to the Committee.

SECTION 2. This Resolution shall take effect immediately upon adoption. This Resolution shall remain in full force and effect until rescinded by a subsequent Resolution of the Board of Directors.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utilities District at a meeting of said Board held on the twelfth day of March 2019, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

Dane Wadle, President
Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Attest:

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

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2019-22 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 twelfth day of March 2019.

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

RESOLUTION NO. 2019-23

**OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
APPOINTING DIRECTORS TO THE BOARD BUDGET COMMITTEE**

WHEREAS, the Board established a Board Budget Committee on March 12, 2019; and

WHEREAS, a Board Budget Committee will provide opportunity for increased Director understanding of the budget and five-year capital improvement plan, and allow for improved Board participation; and

WHEREAS, the Board discussed Director appointments to the Board Budget Committee at its meeting on March 12, 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS that Director _____ and Director _____ are appointed to the Board Budget Committee.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utilities District at a meeting of said Board held on the twelfth day of March 2019, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

Dane Wadle, President
Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Attest:

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

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2019-23 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 twelfth day of March 2019.

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

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF MARCH 12, 2019
AGENDA ITEM NO. 7.G.**



GDPUD

AGENDA SECTION: NEW BUSINESS

SUBJECT: CONFIRMING APPOINTMENTS TO THE FINANCE COMMITTEE

PREPARED BY: Diana Michaelson, Board Assistant



APPROVED BY: Steven Palmer, PE, General Manager

BACKGROUND

The Governing body ("Board") of the Georgetown Divide Public Utility District ("District") is authorized to appoint a Finance Committee. Committee members are charged with the responsibility to oversee areas related to financial matters and to provide recommendations on its findings and opinions to the Board. These duties and responsibilities are subject to review and amendments for intent and effectiveness. The District memorialized the membership, duties, and responsibilities of the Finance Committee most recently through Resolution 2018-14 (Attachment 1).

The Finance Committee has two vacancies. Staff noticed for applications on January 3, 2019. That recruitment does not have a closing date, and to date applications have been received from five individuals.

DISCUSSION

The following individuals have submitted applications, which are included as Attachment 2.

- Mae Harms
- Mitch MacDonald
- Steve Miller
- Bonnie Neeley
- Don Waltz

The Board President has reviewed the candidates, and at the March 12, 2019 Regular Board Meeting the President will recommend applicants for the Board to appoint. After the Board selects the appointees, Resolution 2019-24 will be updated with those names, confirming the appointments. The Resolution is included as Attachment 3.

FISCAL IMPACT

There is 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 adopt the attached Resolution confirming appointments to the Finance Committee.

ALTERNATIVES

(a) Request substantive changes to the Resolution for staff to implement; (b) Reject the Resolution.

ATTACHMENTS

1. Resolution 2018-14 Providing Role and Responsibilities of Finance Committee
2. Finance Committee Applications
3. Resolution 2019-24 Confirming Appointments to the Finance Committee

RESOLUTION NO. 2018-14

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

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

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

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

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

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

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

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

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

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

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

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

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

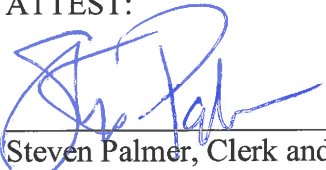
AYES: Halpin, Hanschild, Souza, Uso, Wadle

NOES:

ABSENT/ABSTAIN:

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


ATTEST:



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

CERTIFICATION

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



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

EXHIBIT A

Policy for Selecting Finance Committee

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

EXHIBIT B

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

MEETINGS

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

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

From: [Steven Palmer](#)
To: "Mae Harms"
Subject: RE: Attn. Steve Palmer: committee nomination
Date: Thursday, January 3, 2019 2:53:00 PM
Attachments: [image002.png](#)

Thank you Mae!

Steven Palmer, PE
General Manager
Georgetown Divide Public Utility District
P.O. Box 4240
6425 Main Street
Georgetown, California 95634

(530) 333-4356; Ext. 101
(530) 957-4413 Mobile
(530) 333-9442 Fax
spalmer@gd-pud.org

From: Mae Harms <[REDACTED]>
Sent: Thursday, January 3, 2019 2:03 PM
To: Steven Palmer <spalmer@gd-pud.org>
Subject: Attn. Steve Palmer: committee nomination

Sent from [Mail](#) for Windows 10

From: [Mae Harms](#)
Sent: Thursday, January 3, 2019 1:43 PM
To: [Mae Harms](#)
Subject: RE: Amended Agenda for the Special Finance Committee Meeting 01/04/19

Attention :Steve Palmer,

Thank you for calling and asking if I am willing to be considered to serve on this committee. I am willing.

I have been a customer of GDPUD for thirty years. I have always felt that we are so very fortunate to have the water we do. By gravity it runs down from the mountain streams into Stumpy Meadows Reservoir and by more gravity closer to our treatment plants. I have never bought bottled water. All my water to drink, cook with, launder my clothing, and water my outside areas comes from my treated water. I have never been dissatisfied with the water or the service.

For these reasons, if I can be helpful by serving on this committee, I am very willing. I was a teacher. I am experienced in working on projects in committees. I believe I can be helpful.

Mae Harms

Sent from [Mail](#) for Windows 10

From: Georgetown Divide Public Utility District <spalmer@gd-pud.org>

Sent: Thursday, January 3, 2019 1:17:00 PM

To: maeharms76@hotmail.com

Subject: Amended Agenda for the Special Finance Committee Meeting 01/04/19

[View this email in your browser](#)



Georgetown Divide Public Utility District

Amended Agenda Special Finance Committee Meeting January 4, 2019 @

2pm.

Our mailing address is:

Georgetown Divide Public Utility District
P.O. Box 4240
6425 Main St
Georgetown, Ca 95634

[Add us to your address book](#)


Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).



From: [Mitch MacDonald](#)
To: [Steven Palmer](#)
Cc: miachoftheshire@gmail.com; gillespiera@hotmail.com; swtbrzqr@gmail.com; info@votemikesaunders.com
Subject: Finance Committee
Date: Thursday, January 3, 2019 9:16:33 PM
Attachments: [GDPUD Finance 2 1-1-2019.doc](#)
[GDPUD Cover Letter 112019.doc](#)

Please accept this resume and cover letter for your review and submit to the board of directors and finance committee.


Thank you,
Mitch MacDonald


January 1, 2019

To General Manager, Steven Palmer

I submit this letter to request that you consider me to serve as a member of the finance committee. I desire to utilize my expertise as a former member on a church financial advisory board, a personal finance counselor, a financial investing consultant/broker, and a financial education instructor to serve our community. I hope to assist the staff and board of GDPUD to make the budget more understandable, less ambiguous, and more transparent with the goal of cost reductions and enhanced customer relations.

Sincerely,

Mitch MacDonald
Mitch MacDonald


Mitch MacDonald

RELEVANT VOLUNTEER EXPERIENCE

COOL COMMUNITY CHURCH / Cool, CA 2112 - 2019
MOSAIC CHRISTIAN CHURCH / Rocklin, CA 2000 - 2012

- Served on the Financial Advisory Board
- Administered Church Benevolence Fund
- Hosted and Instructed CROWN FINANCIAL MINISTRY SERIES:
- Hosted Dave Ramsey's FINANCIAL PEACE UNIVERSITY:

These above courses are nondenominational evangelical Christian ministries with the mission of "equipping servant leaders to live by God's design for their finances". Performed individual and couples counseling in debt reduction, budgeting, and saving.

PROFESSIONAL CHARACTERISTICS

A competent, dependable, resourceful, and pragmatic individual with 40 years combined experience as a Structural Pest Control Technician/Field Sales Representative, Department of Pesticide Regulation Licensed Qualified Applicator, Licensed California State Trapper, Registered Securities Sales Representative, Field Service Manager, Technical Service Supervisor, Manufacturing Test Engineer, Test Supervisor, Manufacturing Engineer, and Manufacturing and Calibration Technician.

Strengths include: problem solving proficiency, extensive experience in budgeting, fault isolation, failure analysis, and superior organizational skills; innate curiosity; hands-on expertise with intuitive sensibilities; strong interpersonal communication skills (written and oral) Experience also includes: technical customer service, technical writing, and sales. Additional skills include field service repair, alignment, and calibration of precision electronic test measurement and diagnostic equipment.

RELEVANT PROFESSIONAL EXPERIENCE

FINANCIAL NETWORK INVESTMENT CORP. / Sacramento, CA 1994 – 1996

Registered Sales Representative

- Developed customized financial plans for individual and corporate clients.
- Developed individual investment strategies to achieve investment goals based on client profile.
- Sold financial securities such as stocks, bonds, and mutual funds.

Mitch MacDonald

MICRO PRECISION CALIBRATION INC., Grass Valley, CA **1994 - 1996**
 (Part-time) **1990 - 1994**

Electronic Instrumentation / Technical Service Manager

As the company's first employee I performed management responsibilities associated with a start-up electronics service company that has grown to well over 500 employees worldwide.

- Managed department budget.
- Established and managed the Electronics Calibration and Technical Service Departments.
- Supervised Field Service Technicians at customer locations throughout California and Nevada.
- Performed on-site repair and calibration of precision electronic test measurement equipment.
- Designed the company's mobile calibration laboratories that enabled the company to perform on-site calibration of the customer's electronic test measurement and diagnostic equipment.
- Established and operated a Total Quality Control and Customer Assurance program.
- Provided coordination w/outside contractors to effect timely turn-around of customer assets.

ZAP TERMITE AND PEST CONTROL / Orangevale, CA **2016 – Present**

ADVANCED INTEGRATED PEST MANAGEMENT / Roseville, CA **2008 - 2016**

CLARK PEST CONTROL / Auburn / Sacramento, CA **2003 - 2008**

AGILENT TECHNOLOGIES / HEWLETT PACKARD, Roseville, CA **1997 - 2003**

Electronic Service Technician

TRI-CONTINENT SCIENTIFIC, Grass Valley, CA **1991 - 1994**

Technical Service Supervisor / Technical Writer

AVANTEK / HEWLETT PACKARD, Folsom, CA **1987 – 1991**

Manufacturing Engineer

NARDA / LORAL MICROWAVE / San Jose, CA **1986 – 1987**

Manufacturing Test Engineer

VARIAN ASSOCIATES / Santa Clara, CA **1985 – 1986**

Sr. Microwave Technician

TRW MICROWAVE / AERTECH, Sunnyvale, CA **1981 - 1985**

Sr. Microwave Calibration / Repair Technician

U.S. MARINE CORP **1976 – 1980**

(Sgt. –E5) Supervisor / Missile Systems Maintenance / Calibration Lab.

From: [Steven Palmer](#)
To: [cancaptain](#); [Michael Saunders](#)
Subject: RE:
Date: Monday, December 31, 2018 7:54:00 AM

Steve

Thank you.

I will forward your information on to the Board President, Dane Wadle.

Steven Palmer, PE
General Manager
Georgetown Divide Public Utility District
P.O. Box 4240
6425 Main Street
Georgetown, California 95634

(530) 333-4356; Ext. 101
(530) 957-4413 Mobile
(530) 333-9442 Fax
spalmer@gd-pud.org

From: [REDACTED]
Sent: Saturday, December 29, 2018 11:12 AM
To: Steven Palmer <spalmer@gd-pud.org>; Michael Saunders <misaunders@gd-pud.org>
Subject:

Gentlemen,

Please consider this as an application to become a working member of the district's finance committee. My pertinent background is as follows:

Bachelor of Arts Degree in Economics - University of California, Santa Barbara
31 years of active and reserve service in the United States Navy
Attained the rank of Captain (one level below Admiral)
Command responsibility for all ship or shore command operations and expenditures
30 years as management at AT&T
Attained the level of Managing Director
Primary department was in business/residence customer service
Six years as Business Control Manager with duties of budgetary, personnel, and performance activities
Managed a budget of 300 employees at a cost of \$12M annually
Managed a revenue stream of \$40M annually
Two years managing logistics of supplies and equipment for system installation and repair
10 years as a Sole Owner/Operator of a consulting firm focusing on logistics and design

I believe my education and successful career activity are well suited for service on the finance committee. I am a proven leader with appropriate attention to both the financial considerations and customer service, A quote taken from one of my later performance evaluations stated, "Mr Miller is incapable, by both nature and inclination, of worshipping at the alter of advancement and promotion. He has modest desires. He is interested in the here and now, the concrete. He leaves larger goals and desires to others, concerning himself with, the overarching desire to do his job as well as possible." I had never given much thought to my motivation but I realized, upon this receipt of my evaluation that this was a reasonable summation of who I am, both personally and professionally.

I have been attentive to the workings of GDPUD over my tenure as a divide resident. I have, at times, viewed some of these workings with favor and some with disapproval. I have often privately reviewed to latter with what I perceived to be alternatives that might have been more successfully considered. I decided, with the change in Board leadership, that I should make an effort to contribute to the district's success.

Thank you for your consideration.
Respectfully,
Steve Miller

Sent from my Samsung Galaxy Tab® | PRO

From: [Bonnie](#)
To: [Steven Palmer](#); [Dane Wadle](#); [Michael Saunders](#)
Subject: Finance Committee openings
Date: Tuesday, February 12, 2019 8:50:35 AM
Attachments: [financne comm appl.docx](#)

I am interested in serving on the Finance Committee; attached is an incomplete resume. I listed those jobs, volunteerism that served the community since I moved up here 22 years ago.. Except for GDPUD director, I volunteered time and assistance in every way. All of these memberships aided me in learning about our community and the variety of folks, old and young who treasure their homes, land and retirement hobbies...grapes, roses, horses. I listed my experiences up here because I suspect I'm the only candidate who's UC experience and participation in various organizations up here provide me with a unique viewpoint in which to participate with the other Committee members. Since my director term, I have felt somewhat responsible for people's water issues, questions, particularly now that so many are having real trouble with the current rates.

IN that vein, I choose to run but began late and without financing, that I was not elected. In fact, my full page ad, last week before election, was \$700 which I paid myself I felt it necessary for folks to understand that there might be options.

I think the current Finance Commit6tee was borne out of a raucous collection of customers for and against Hank White's management. I think that although it was often without accurate facts it served to wake up GDPUD to the issue of community involvement. Fortunately for all involved, this particular committee seems to be able to function without hysteria and does careful homework.

Respectfully,
Bonnie Neeley

[REDACTED]
[REDACTED]
[REDACTED]

Bonnie L. Neeley, GT

GDPUD Director, 2008 – 2012, Treasurer 2011, 2012

Retired from Lawrence Berkeley Laboratory/ UC Berkeley as Contract and Grant Administrator.

As such I was responsible for all awards, state, federal, and private, for 4 major departments at LBL: Earth Sciences, Physics, Energy and Environment, and M3edical Research. In all, these grants totaled about \$50 million per year. Reviewing grant applications, monitoring spending, negotiating any changes between UC terms and conditions and those required by DOE, which funded most of LBL's research.

In 1997, I moved to the Divide. To learn about the Divide, I joined many of the organizations up here. And was asked to serve on each organization's board. Dr. Irene's Golden Sierra Girls' Softball League, teams for 6-18 year old girls; Divide Garden Club; FAWN; Divide friends of the Arts; Divide Historical Society (designed and organized the Daffodil fund raisers for 6 years, in which time, we planted about 5000 daffys around the Divide and issued scholarships to Golden Sierra seniors; up to \$1000//year.

Member of Music on Divide, assisted with setting up for concerts, serving for the Gala each spring and working with decoration teams.

Was a representative of the Divide's Disabled Seniors on IHSS for a year.

In addition to valuing all of the nonprofits which make the Divide what it is, in 1997, after being invited to give a presentation at the Garden Club "Gardening with Nature Intelligence", I was then appointed to its Board; and then was asked to provide animal communication without charge to many of the animal families around the Divide. And participated in fundraisers like Golden Spurs at ALT; Happy Tails in Sac; Sac Humane Society event day. And time on radio talk show from Sac/Bay Area.

From: [Steven Palmer](#)
To: [Dane Wadle \(dane@gd-pud.org\)](mailto:dane@gd-pud.org)
Subject: FW: Submittal of Application to Serve as a Member of the GDPUD Finance Committee
Date: Friday, December 21, 2018 2:03:00 PM
Attachments: [Resume for Submittal to the Georgetown Divide Public Utility District 21 Dec 2018.docx](#)

fyi

Steven Palmer, PE
General Manager
Georgetown Divide Public Utility District
P.O. Box 4240
6425 Main Street
Georgetown, California 95634

(530) 333-4356; Ext. 101
(530) 957-4413 Mobile
(530) 333-9442 Fax
spalmer@gd-pud.org

From: Donald Waltz <[REDACTED]>
Sent: Friday, December 21, 2018 2:00 PM
To: Steven Palmer <spalmer@gd-pud.org>
Cc: Michael Saunders <misaunders@gd-pud.org>
Subject: Submittal of Application to Serve as a Member of the GDPUD Finance Committee

Dear Mr. Palmer,

I wish to serve as a member of the GDPUD Finance Committee and am sending this email as an application to fill any Committee member vacancy. In support of my application, I have attached a resume of my employment and volunteer activities. I am retired and easily able to attend Finance Committee meetings.

Please do not hesitate to contact me should you have any questions regarding my application. – Don Waltz (Phone: [REDACTED])

P.S. I ask that you send me an acknowledgement that you received this email.

Georgetown Divide Public Utility District
Finance Committee Service Application

Name: Donald Waltz

Address: [REDACTED]

Telephone Number: [REDACTED]

Date: 21 Dec 2018

Background/Experience:

Education: College graduate; B.A. in Economics

Work Experience: For almost 29 years, I was an employee of the California Department of Boating and Waterways (DBW). During this period, I was primarily involved with the development of recreational boating opportunities (marinas and launching facilities) throughout California. In the last 10 years of my employment, I served as the Chief of the Boating Facilities Division and managed four programs: Local Assistance (financing boating facility development through loans and grants to local and federal governmental agencies), Capital Outlay, Beach Erosion Control and Aquatic Weed Control. My responsibilities involved:

- Budgets (ranging from \$10,000,000 to \$60,000,000 per year),
- Planning,
- Coordinating Projects with state, local and federal regulatory agencies,
- Environmental Issues (a significant portion of my last 4 years as a manager were consumed by directly overseeing the preparation and completion of an Environmental Impact Report dealing with the use of herbicides to control an invasive aquatic weed in the Sacramento-San Joaquin Delta, and obtaining the necessary permits to implement the subsequent control program.)
- Personnel
- Resolving Legal Problems
- Setting Priorities, and
- Responding to Citizen Concerns.
- On a bi-monthly basis, I also coordinated and made presentations at public hearings of the Boating and Waterways Commission, which consisted of 7 members appointed by the Governor.

While carrying out the above responsibilities, I dealt with people who represented a wide range of professions: attorneys, civil servants (federal, local and state), consultants, engineers, lobbyists, elected state and local representatives, and scientists.

In my final 3 years of employment at DBW, I served as Assistant Director. In addition to my duties as Division Chief, I was responsible for presenting the Department's annual budget to the California Legislature. In this capacity, I made presentations and defended the DBW budget at both California Assembly and Senate budget hearings.

More recently, I served as a member of the GDPUD Finance Committee, Auburn Lake Trails Property Owners Association Finance Committee, the ALTPOA Board of Directors, and as ALTPOA Administrative Manager.

RESOLUTION NO. 2019-24
OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
CONFIRMING APPOINTMENTS TO THE FINANCE COMMITTEE

WHEREAS, the Georgetown Divide Public Utility District (“District”) Board of Directors (“Board”) memorialized the membership, duties, responsibilities, and other matters pertaining to the Finance Committee through Resolution 2018-14; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT _____ and _____ are confirmed as appointees to the Finance Committee for a term of two (2) years, beginning March 12, 2019 and ending on March 11, 2021.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the twelfth day of March 2019, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

Dane Wadle, President, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Attest:

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

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2019-24 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 twelfth day of March 2019.

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