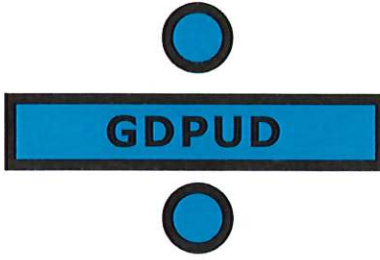




GDPUD

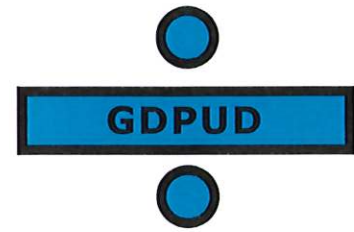


NEW BUSINESS



NEW BUSINESS
ITEM 9.A.

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF DECEMBER 8, 2020
AGENDA ITEM NO. 9.A.**



AGENDA SECTION: NEW BUSINESS

**SUBJECT: NOTICE OF COMPLETION FOR THE WALTON WATER
TREATMENT PLANT FILTER NO. 3 REHABILITATION
PROJECT**

PREPARED BY: Elaine Greif, Coastland Civil Engineering

APPROVED BY: Jeff Nelson, PE, General Manager

BACKGROUND

On September 15, 2020, the Georgetown Divide Public Utility District (the "District") Board of Directors "Board" approved Resolution 2020-42 authorizing the District General Manager to execute a contract for construction with ERS Industrial Services, Inc. (ERS) in the amount of \$54,640 for the Walton Lake Water Treatment Plant Filter No. 3 Rehabilitation Project, and authorizing the District General Manager to approve change orders not to exceed 20% of the contract amount for a total expenditure authorization of \$65,568.

The scope of this project included the removal and replacement of the existing filter media, and various repairs to the internal filter components. ERS drained and cleaned the filter interior and conducted an inspection of the interior walls and bulkheads. Several areas of the filter interior required localized welding and recoating. Four of the underdrain laterals were broken and replaced with new PVC laterals.

The Notice to Proceed was issued on October 2, 2020. The Notice specified that work must be complete by November 4, 2020.

DISCUSSION

ERS completed the work on October 15, 2020. The Board needs to formally accept the work as complete and direct staff to file the Notice of Completion for the Walton Lake Water Treatment Plant Filter No. 3 Rehabilitation Project with the El Dorado County Recorder. Filing a Notice of Completion is formal notice that the Project is complete and shortens the deadlines for contractors, subcontractors, and material suppliers to file liens and stop payment notices.

FISCAL IMPACT

The original contract amount was \$54,640, with funding from Fund 43 Capital Reserves of the Fiscal Year 2020/2021. With construction complete, the final construction contract amount is \$59,153.84.

The project is complete and one change order has been finalized. The change order included the localized welding and spot recoating on the filter shell interior. This work was anticipated, but was not quantified or included in the bid price because without emptying the filter and inspecting the interior, there was no reliable way to quantify the level repairs needed. For this reason, a 20% construction contingency was authorized for the project to cover potential change orders including work such as minor welding repairs. The total value of CCO#1 was \$6,113.84. A summary of contractor payments and retention is included in Table 1 below.

Table 1 – Summary of Contractor Payments and Retention

Contractor Invoices	Date of Invoice	Amount of Invoice	5% Retention	Payment Amount
Contractor Invoice No. 1	10/16/2020	\$53,040.00	\$5,304.00	\$47,736.00
Contractor Invoice No. 2	10/27/2020	\$6,113.84	\$611.38	\$5,502.46
<i>Totals</i>		\$59,153.84	\$5,915.38	\$53,238.46

The retention amount of \$5,915.38 is scheduled for release 30 (thirty) days after the filing of this Notice of Completion.

The Adopted Capital Improvement Plan budget for this Project is \$100,000 from Fund 43 – Capital Reserve. The project was completed within the original CIP budget of \$100,000. Project costs are summarized in the table below.

Table 2 – Project Budget

Phase	CIP Budget	Projected To Complete
Engineering/Project Management	\$ 5,000	\$ 17,000
Construction Management	\$ 25,000	By District staff
Construction (Includes 20% contingency)	\$ 70,000	\$ 59,153.84
<i>Total</i>	\$100,000	\$ 76,153.84

Project expenditures are within budget and a budget adjustment is not required.

CEQA ASSESSMENT

Categorically Exempt, CEQA Guidelines Section 15300, Existing Facilities. A Notice of Exemption was filed with the County of El Dorado and the State of California. The Project is limited to maintenance of existing facilities and does not involve an expansion of use.

RECOMMENDED ACTION

Staff recommends the Board adopt a resolution accepting the Walton Lake Water Treatment Plant Filter No. 3 Rehabilitation Project as complete and authorize the General Manager to file the Notice of Completion with the El Dorado County Recorder (Attachment A).

ALTERNATIVES

Alternatively, the Board may provide staff with additional direction.

ATTACHMENTS

1. Notice of Completion
2. Resolution

ATTACHMENT 1
NOTICE OF COMPLETION

Recording requested by:
Georgetown Divide Public Utility District

And when recorded mail this document to:
**Georgetown Divide Public Utility District P.O.
Box 4240 Georgetown, CA. 95634**

For recorder's use

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is an owner of an interest of estate in the hereinafter described real property, the nature of which interest or estate is fee.
2. The full name and address of the undersigned owner is:
**Georgetown Divide Public Utility District
PO Box 4240
6425 Main Street
Georgetown, California 95634**
3. The name and address of the direct contractor for the work of improvement described herein is:
**ERS Industrial Services, Inc.
2120 Warm Springs Court
Fremont, CA 94539**
4. This notice is given for completion of the work of improvement described herein.
5. The work of improvement was accepted as completed upon the herein described property on October 15, 2020; below is a general description of the work of improvement completed: Walton Lake Water Treatment Plant Filter No. 3 Rehabilitation Project. The project consisted of the rehabilitation of one of the District's pressure filters at the Walton Lake Water Treatment Plant. Media was removed and replaced, underdrain laterals were replaced, and the filter interior was repaired.
6. The real property herein referred to is situated in the unincorporated area of the County of El Dorado, State of California, and is described as follows: The project is located in northwestern El Dorado County, within the community of Georgetown adjacent to the following parcels: 062-071-034
7. There street address of said property is:
**8108 Balderston Road
Georgetown, CA 95634**

I declare, under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.

Date: _____

By: _____
Jeff Nelson, P.E.

Clerk and ex officio Secretary, Board of
Directors
Georgetown Divide Public Utility District

ATTACHMENT 2

RESOLUTION

RESOLUTION NO. 2020-

**OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
ACCEPTING COMPLETION AND DIRECTING THE FILING OF NOTICE OF
COMPLETION FOR THE WALTON LAKE WATER TREATMENT PLANT FILTER
NO. 3 REHABILITATION PROJECT**

WHEREAS, on September 15, 2020, the Georgetown Divide Public Utility District (District) entered into a contract with ERS Industrial Services, Inc., a California corporation, with its primary office located at 2120 Warm Springs Court, Fremont, CA 94539 (Contractor) for the Walton Lake Water Treatment Plant Filter No. 3 Rehabilitation Project consisting of the rehabilitation of Filter No. 3 at the Walton Lake Water Treatment Plant; and

WHEREAS, the Notice to Proceed was issued on October 2, 2020. The Notice specified that work must be complete by November 4, 2020; and

WHEREAS, the work of improvement was completed on October 15, 2020.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT:

1. Acceptance of the completion of said work be and is hereby made and ordered.
2. The General Manager is directed to execute and file with the County Recorder-Clerk of the County of El Dorado, State of California, Notice of Completion thereof, as required by law.

PASSED AND ADOPTED by the board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 8th day of December 2020, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

President, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Attest:

Jeff Nelson, 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 2020-XX duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on the 8th day of December 2020.

Jeff Nelson, Clerk and Ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT



NEW BUSINESS

ITEM 9.B.

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF DECEMBER 8, 2020
AGENDA ITEM NO. 9.B.**



AGENDA SECTION: NEW BUSINESS

**SUBJECT: NOTICE OF COMPLETION FOR THE OFFICE AND CORP YARD
ROOF REPAIRS PROJECT**

PREPARED BY: Elaine Greif, Coastland Civil Engineering

APPROVED BY: Jeff Nelson, PE, General Manager

BACKGROUND

On September 15, 2020, the Georgetown Divide Public Utility District (the "District") Board of Directors "Board" approved Resolution 2020-39 authorizing the District General Manager to execute a contract for construction with MCM Roofing Company, Inc. (MCM) in the amount of \$76,323 for the Office and Corp Yard Roof Repairs Project, and authorizing the District General Manager to approve change orders not to exceed 10% of the contract amount for a total expenditure authorization of \$83,955.

The scope of this project included the removal and replacement of the existing roof from the GDPUD Office and Corporation Yard shop buildings. Both buildings received substrate repairs, re-nailing of existing sheathing, removal of rafter tail dry rot, new underlayment, leak barrier, shingles, and replacement of metal flashing. The four existing skylights on the shop building were also replaced. The intent of this work was to repair and replace the existing building roofs to stop leaks and prevent future damage to internal components of the buildings.

The Notice to Proceed was issued on October 12, 2020. The Notice specified that work must be complete by October 31, 2020.

DISCUSSION

MCM completed the work on October 23, 2020. The Board needs to formally accept the work as complete and direct staff to file the Notice of Completion for the Office and Corp Yard Roof Repairs Project with the El Dorado County Recorder. Filing a Notice of Completion is formal notice that the Project is complete and shortens the deadlines for contractors, subcontractors, and material suppliers to file liens and stop payment notices.

FISCAL IMPACT

The original contract amount was \$76,323, with funding from Fund 43 Capital Reserves of the Fiscal Year 2020/2021. With construction complete, the final construction contract amount is \$76,323.

Table 1 – Summary of Contractor Payments and Retention

Contractor Invoices	Date of Invoice	Amount of Invoice	5% Retention	Payment Amount
Contractor Payment Application No. 1	10/31/2020	\$76,323	\$7,632.30	\$68,690.70
<i>Total</i>	<i>Totals</i>	\$76,323	\$7,632.30	\$68,690.70

The retention amount of \$7,632.30 is scheduled for release 30 (thirty) days after the filing of this Notice of Completion.

The Revised Capital Improvement Plan budget for this Project as approved by the Board on September 15, 2020 was approved and increased the project budget from \$85,000 to \$92,000 from Fund 43 Capital Reserves. No construction change orders were needed during construction, and as a result, the project was completed within the original CIP budget of \$85,000. Project costs are summarized in the table below.

Table 2 – Project Budget

Phase	CIP Budget	Revised CIP Budget	Projected To Complete
Engineering/Project Management	\$ 6,280	\$ 8,045	\$ 7,500
Construction Management	\$ 0	By District staff	By District staff
Construction (Includes 10% contingency)	\$ 78,720	\$ 83,955	\$ 76,323
<i>Total</i>	\$85,000	\$92,000	\$ 83,828

Project expenditures are within budget and a budget adjustment is not required.

CEQA ASSESSMENT

Categorically Exempt, CEQA Guidelines Section 15300, Existing Facilities. A Notice of Exemption was filed with the County of El Dorado and the State of California. The Project is limited to maintenance of existing facilities and does not involve an expansion of use.

RECOMMENDED ACTION

Staff recommends the Board adopt a resolution accepting the Office and Corp Yard Roof Repairs Project as complete and authorize the General Manager to file the Notice of Completion with the El Dorado County Recorder (Attachment A).

ALTERNATIVES

Alternatively, the Board may provide staff with additional direction.

ATTACHMENTS

1. Notice of Completion
2. Resolution

ATTACHMENT 1
NOTICE OF COMPLETION

Recording requested by:
Georgetown Divide Public Utility District

And when recorded mail this document to:
**Georgetown Divide Public Utility District P.O.
Box 4240 Georgetown, CA. 95634**

For recorder's use

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is an owner of an interest of estate in the hereinafter described real property, the nature of which interest or estate is fee.
2. The full name and address of the undersigned owner is:
**Georgetown Divide Public Utility District
PO Box 4240
6425 Main Street
Georgetown, California 95634**
3. The name and address of the direct contractor for the work of improvement described herein is:
**MCM Roofing Company, Inc.
3410 Flight Lane, Bldg. #25
McClellan, CA 95662**
4. This notice is given for completion of the work of improvement described herein.
5. The work of improvement was accepted as completed upon the herein described property on October 23, 2020; below is a general description of the work of improvement completed: Office and Corporation Yard Roof Repairs Project. The project consisted of the roof replacement on the District office and Corporation Yard buildings.
6. The real property herein referred to is situated in the unincorporated area of the County of El Dorado, State of California, and is described as follows: The project is located in northwestern El Dorado County, within the community of Georgetown adjacent to the following parcels: 061-140-037
7. There street address of said property is:
6425 Main Street
Georgetown, CA 95634

I declare, under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.

Date: _____

By: _____

Jeff Nelson, P.E.
Clerk and ex officio Secretary, Board of
Directors
Georgetown Divide Public Utility District

ATTACHMENT 2

RESOLUTION

RESOLUTION NO. 2020-XX

**OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
ACCEPTING COMPLETION AND DIRECTING THE FILING OF NOTICE OF
COMPLETION FOR THE OFFICE AND CORPORATION YARD ROOF REPAIRS
PROJECT**

WHEREAS, on September 15, 2020, the Georgetown Divide Public Utility District (District) entered into a contract with MCM Roofing Company, Inc., a California corporation, with its primary office located at 3410 Flight Lane, Bldg #25 McClellan, CA 95662 (Contractor) for the Office and Corporation Yard Roof Repairs Project consisting of repair and replacement of the existing GDPUD Office and Corporation Yard shop building roofs; and

WHEREAS, the Notice to Proceed was issued on October 12, 2020. The Notice specified that work must be complete by October 31, 2020; and

WHEREAS, the work of improvement was completed on October 23, 2020.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT:**

1. Acceptance of the completion of said work be and is hereby made and ordered.
2. The General Manager is directed to execute and file with the County Recorder-Clerk of the County of El Dorado, State of California, Notice of Completion thereof, as required by law.

PASSED AND ADOPTED by the board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 8TH day of December 2020, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

President, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

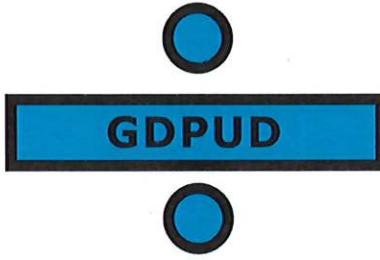
Attest:

Jeff Nelson, 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 2020-
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 8th day of December,
2020.

Jeff Nelson, Clerk and Ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT



NEW BUSINESS

ITEM 9.C.

REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF DECEMBER 8, 2020
AGENDA ITEM NO. 9.C.



AGENDA SECTION: NEW BUSINESS

**SUBJECT: APPOINTMENT OF REPRESENTATIVE TO JOINT POWERS
INSURANCE AGENCY**

PREPARED BY: Kelly Molloy, Board Assistant

APPROVED BY: Jeff Nelson, Interim General Manager

BACKGROUND

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

DISCUSSION

As a member of the ACWA JPIA Board of Directors, the GDPUD Board of Directors must appoint one of its Directors as a representative to the ACWA JPIA. In addition, it must appoint at least one alternate who must be an officer, member, or employee of the GDPUD Board. The alternate has the authority to attend and participate in any meeting of the ACWA JPIA Board when the regular member is absent from the meeting. Currently, Dave Souza is the GDPUD appointee, and Cindy Garcia is the alternate.

FISCAL IMPACT

This action has no fiscal impact.

CEQA ASSESSMENT

This is not a CEQA Project.

RECOMMENDED ACTION

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) adopt the attached Resolution appointing one representative from its own Board of Directors and one or more alternates to the ACWA JPIA Board for the 2021 calendar year.

ALTERNATIVES

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

ATTACHMENTS

1. ACWA JPIA Board of Directors – Member/Alternate Form
2. Resolution 2020-XX

AGENDA ITEM 9.C.

Attachment 1

Form

JPIA Board of Directors - Member/Alternate



An excerpt from the JPIA Agreement:

"Article 7 - Board of Directors"

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

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

Member Agency: _____

JPIA Director Representative: _____

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

Preferred mailing address: _____

E-mail address: _____

Phone number: _____

Assuming office date: _____

JPIA Alternate Representative: _____

Preferred mailing address: _____

E-mail address: _____

Phone number: _____

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

or FAX to: (916) 774-7040

AGENDA ITEM 9.C.

Attachment 2

Resolution

RESOLUTION NO. 2020-XX
OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
APPOINTING A REPRESENTATIVE AND ALTERNATE(S) TO THE
JOINT POWERS INSURANCE AUTHORITY

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT hereby appoints

1. Director _____ as a representative to ACWA JPIA; and
2. Director _____ as an alternate representative to ACWA JPIA.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 8th day of December 2020, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

President, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

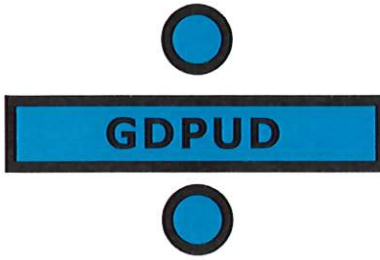
Attest:

Jeff Nelson, 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 2020-XX duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 8th day of December 2020.

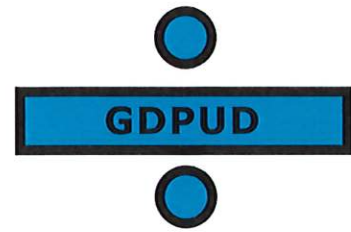
Jeff Nelson, Clerk and Ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT



NEW BUSINESS

ITEM 9.D.

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF DECEMBER 8, 2020
AGENDA ITEM NO. 9.D.**



AGENDA SECTION: NEW BUSINESS

SUBJECT: APPOINT A BOARD LEGISLATIVE LIAISON

PREPARED BY: Kelly Molloy, Board Assistant

APPROVED BY: Jeff Nelson, Interim General Manager

BACKGROUND

Throughout the year, various groups such as Mountain Counties Water Resources Association (MCWRA), Association of California Water Agencies (ACWA), or California Special Districts Association (CSDA) will send out a call to action on a specific bill or issue that significantly impacts the Georgetown Divide Public Utility District (District). Formally letting policymakers know of the District's position on legislation is necessary to impact policy decisions made by the State.

The Board adopted Board Policy 3230 – Guidelines for Developing Board Position on Proposed Legislation on January 9, 2018, and revised that policy on July 11, 2019.

The policy establishes the following guiding principles:

- Preserve local control
- Promote fiscal stability
- Support funding opportunities

The policy establishes the following procedure for taking a formal position:

- Whenever possible, the full Board of Directors should be given the opportunity to consider and adopt official positions formally before communication through letters or other means are prepared.
- In cases where urgent action is required, or when a Board of Directors meeting will not be held in time for the communication to be effective, communication on behalf of the District may still be sent if the following criteria is met:
 - Timing does not allow for full Board of Directors consideration.
 - The position is consistent with the Guiding Principles adopted as a part of this Policy.
 - The position is consistent with that of organizations to which the District is a member, such as ACWA.
 - The position and correspondence sent are communicated to the Board of Directors as soon as possible.
 - The position and correspondence have been reviewed and approved by the General Manager and the Board designated legislative liaison.

The policy requires that the Board designate one Director as the legislative liaison to review and approve legislative positions with the General Manager.

The policy also states that the District will not participate in, directly or indirectly, or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

DISCUSSION

The Board needs to appoint one Director to serve as the legislative liaison for calendar year 2021. Board Director Dane Wadle served as the legislative liaison for 2020.

FISCAL IMPACT

This action has no fiscal impact.

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) select a District legislative liaison to serve in the legislative capacity for 2021.

ATTACHMENTS

1. Board Policy 3230

AGENDA ITEM 9.D.

Attachment 1

Board Policy 3230

POLICY TITLE: Guidelines for Developing Board Position on Proposed Legislation

POLICY NUMBER: 3230

PURPOSE:

The purpose of the policy is to guide District officials and staff in considering legislative or regulatory proposals and to allow for a timely response to legislative issues important to the District, including letters from the President to the Legislature and/or Congress consistent with this policy.

Policy:

The Board of Directors recognizes the need to protect Georgetown Divide Public Utility's interests and local legislative authority and to identify various avenues to implement its strategic goals. It is the policy of the Georgetown Divide Public Utility District to proactively monitor and advocate for legislation as directed by the Guiding Principles and by the specific direction of the Board of Directors.

This Policy includes Board of Directors Guiding Principles and procedures for adopting and communicating official District positions on legislation, regulations, candidates for public office, or grant applications by or to other government bodies and for maintaining positive intergovernmental relations.

Guiding Principles:

Preserve Local Control

Preserve and protect the District's powers, duties and prerogatives to enact legislation and policy direction concerning local affairs, and oppose legislation that preempts local authority. Local agencies should preserve and enhance authority and accountability for revenues raised and services provided.

Promote Fiscal Stability

Support measures that promote fiscal stability, predictability, and financial independence. Support measures that preserve the District's revenue base and local control over local government budgeting, recognizing that economic cost is a determinate in considering the merits and/or impacts of any proposed legislation or regulation.

Oppose measures that make District's more dependent on the County, State or Federal Governments for financial stability, such as mandated costs with no guarantee of local reimbursement or offsetting benefits. Oppose measures that shift local funds to the City, County, State or Federal Governments, without offsetting benefits.

Support Funding Opportunities

Support opportunities that allow the District to compete for its fair share of regional, state and federal funding, and that maintain funding streams. Opportunities may include competitive grant and funding programs. Opportunities could also include dedicated funding streams at the regional, state and federal

levels that allow the District to maximize local revenues, offset and leverage capital expenditures, and maintain District goals and standards.

Advocacy Process and Procedures:

It is the policy of the Georgetown Divide Public Utility District to proactively monitor and advocate for legislation as directed by the Guiding Principles and by the specific direction of the Board of Directors.

This process involves interaction with federal, state and local government entities both in regard to specific items of legislation and to promote positive ongoing intergovernmental relationships. Such ongoing positive relationships are fostered by ongoing participation and involvement by the Board of Directors and District staff in national, state, and regional organizations and through ongoing communications and cooperation with local legislators. Therefore, to the extent practical, involvement in such organizations or efforts is encouraged and supported by the District.

Monitoring legislation is also a shared function of the Board of Directors and District staff. Board Members can request consideration of legislative positions to be placed on the Board Meeting Agenda. District staff is responsible to provide periodic updates on legislative proposals and recommendations for official District positions. In providing the necessary information to the Board of Directors, staff shall include the following:

- A basic summary of the legislation;
- How the legislation may impact the District, including potential fiscal impacts;
- Positions taken by other bodies including the California Special Districts Association (CSDA), Association of California Water Agencies (ACWA), Mountain Counties Water Resources Association (MCWRA), other districts or local agencies, and/or other relevant professional or non-profit organizations; and
- Current status of the legislation.

Whenever possible, the full Board of Directors should be given the opportunity to consider and adopt official positions formally before communication through letters or other means are prepared. The President is authorized to sign letters on behalf of the Board of Directors once an official position is taken. Such communication should be in the form of letters unless other forms have been requested by a legislator or a body to which the District is a member, such as the ACWA.

For legislation, positions will generally be communicated initially to the author, the representative(s) of the District to the legislative body, and advocacy organizations to which the District belongs, such as the ACWA. As legislation progresses, further correspondence may be sent to pertinent legislative committee members, other legislators or to the Governor or President without additional action by the Board of Directors. Staff is responsible to provide periodic updates relating to the item once a position has been adopted by the Board of Directors.

Georgetown Divide Public Utility District | 2019 Policy Manual

In cases where urgent action is required, or when a Board of Directors meeting will not be held in time for the communication to be effective, communication on behalf of the District may still be sent if the following criteria is met:

- Timing does not allow for full Board of Directors consideration.
- The position is consistent with the Guiding Principles adopted as a part of this Policy.
- The position is consistent with that of organizations to which the District is a member, such as ACWA.
- The position and correspondence sent are communicated to the Board of Directors as soon as possible.
- The position and correspondence has been reviewed and approved by the General Manager and the Board designated legislative liaison.

In addition to official District positions on legislation, regulations or grant applications, individual District Board Members, the General Manager, and members of the District's Management Team (Department Directors) may take a position on such items and communicate regarding those positions so long as they clearly indicate that the letter reflects their individual position and is not the position of the Georgetown Divide Public Utility District.

In no case shall a member of District staff, in the course of their professional role, take or communicate a position which is contrary to an official position of the District. Copies of any communication from an individual Board Member or District staff member shall be provided to the full Board of Directors for information.

Board Designated Legislative Liaison

The Board shall appoint one Director to serve as their Board Legislative Liaison. As described above, the role of the Board Legislative Liaison shall be to review and approve District position and correspondence that is prepared by Staff in response to calls to action that require urgent response.

Candidates for Public Office

It is the policy of the Georgetown Divide Public Utility District not to participate in, directly or indirectly, or to intervene in (including by means of the publishing or distributing of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

Notwithstanding these limitations, Georgetown Divide Public Utility District recognizes that individual Board Members and staff may wish to participate in the political process. Therefore, individual Board Members and staff may take a position on behalf of, or in opposition to, any candidate for public office and communicate regarding those positions so long as they clearly indicate that the position reflects their individual position and is not the position of the Georgetown Divide Public Utility District.