



REGULAR MEETING  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
BOARD OF DIRECTORS

TUESDAY, OCTOBER 8, 2019  
2:00 P.M.



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

**TUESDAY, OCTOBER 8, 2019**  
**2:00 P.M.**

**MISSION STATEMENT**

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

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

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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**
  - A. Water Professional Awareness Week October 5-13, 2019**

**B. Imagine A Day Without Water, October 23, 2019**

- 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. Regular Meeting of August 13, 2019
2. Regular Meeting of September 10, 2019

**B. Financial Reports**

1. Statement of Cash Balances – August 2019
2. Month-End Cash Disbursements Report – August 2019

**6. INFORMATIONAL ITEMS**

**A. Board Reports**

**B. General Manager's Report**

**C. Operation Manager's Report**

**D. ALT Treatment Plant Update**

**E. Finance Committee Report**

**7. NEW BUSINESS**

- A. Increase the General Manager's Change Order Authority by an additional \$50,000 for the Auburn Lake Trails Water Treatment Plant**

**Possible Board Action:** Adopt Resolution.

- B. Award Construction Contract with Bosco Constructors, Inc. in the Amount of \$840,756.68 for 2018 Main Canal Reliability Project.**

**Possible Board Action:** Award construction contract

- 8. BOARD MEMBER 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 November 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 October 4, 2019.

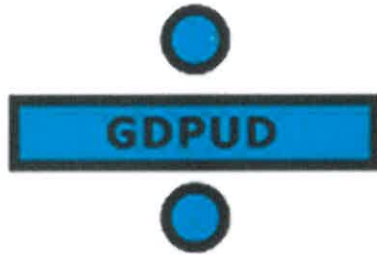


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Steven Palmer, PE, General Manager

10/3/19

\_\_\_\_\_  
Date

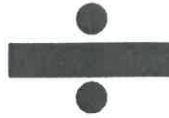




**PROCLAMATIONS AND PRESENTATIONS**







THE BOARD OF DIRECTORS OF THE  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

PROCLAMATION

*of*

**Imagine a Day Without Water**

**RECOGNIZING**, the “Imagine a Day Without Water” campaign being held October 10, 2019 which is an organized effort to highlight the critical importance of reliable access to clean water in our lives and the investment in infrastructure that is necessary to protect this valuable resource.

**WHEREAS**, the infrastructure that brings water to and from homes and businesses is essential to the quality of life and economic vitality of the Georgetown Divide area of El Dorado County; and

**WHEREAS**, Georgetown Divide Public Utilities District (GDPUD) customers on average utilize 150 gallons of water per person, per day; and

**WHEREAS**, GDPUD serves 3,700 customers in a service area encompassing 115 square miles, utilizing Two treatment plants, 200 miles of water main, and a 20,000 area foot – four reservoir; and

**WHEREAS**, droughts and flooding and other weather-related challenges put pressure on water systems that are ill-equipped and ill-prepared to manage such extreme events; and

**WHEREAS**, utilities nationwide are grappling with aging infrastructure and lack reliable revenue and funding to maintain systems let alone upgrade their systems; and

**WHEREAS**, one-fifth of the U.S. economy would grind to halt without a reliable and clean source of water; and

**WHEREAS**, managing water responsibility is critical to our nation’s public and environmental health and to a high quality of life through economic commerce, power generation, and recreation; and

**WHEREAS**, investing in our drinking water and wastewater systems will secure a bright and prosperous future for generations to come; and

**WHEREAS**, innovation in water conservation and water reuse will drive job growth, Economic development, and establish a 21<sup>st</sup> century paradigm of water management in the United States; and

**WHEREAS**, decentralized stormwater infrastructure will not only ease the burden on our sewers but will provide a maximum return in benefits to the public, the economy, and the Environment; and

**WHEREAS**, for each job created in the water sector, another 3.68 jobs are added in the national economy, and for every \$1 spent on infrastructure improvements, the US generates \$6 in returns; and

**WHEREAS**, different regions face different water challenges, so the solutions to strengthen our drinking water and wastewater systems must be locally driven, but reinvestment in our water must be national priority;

**THEREFORE**, be it Proclaimed by The Board of Directors Georgetown Divide Public Utility District that it hereby proclaims October 10, 2019 as

**IMAGINE A DAY WITHOUT WATER**  
*Dated this Eighth day of October, 2019*

\_\_\_\_\_  
Dane Wadle, President, Board of Directors  
Georgetown Divide Public Utility District

\_\_\_\_\_  
Steven Palmer, Clerk and Ex Officio  
Georgetown Divide Public Utility District



THE BOARD OF DIRECTORS OF THE  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

PROCLAMATION  
*of*

**Water Professional Awareness Week October 5-13, 2019**

*WHEREAS*, water is the lifeblood of California and without safe and reliable water, no community and no sector of the economy – from high tech to manufacturing to agriculture – can thrive or expand, and

*WHEREAS*, thanks to technological advances by highly skilled and trained water professionals and the dedication of thousands of industry professionals in the state, California drinking water and treated wastewater meets some of the most stringent water quality standards in the nation; and

*WHEREAS*, depending on where you live in California, your water may come from a nearby well or river, or it may travel hundreds of miles through canals or pipelines to reach your tap regardless of where it originates, your drinking water is filtered, cleaned, tested and distributed in process carefully managed by trained water professionals; and

*WHEREAS*, California is steadily expanding the reuse of treated wastewater and pioneering the use of advanced purified recycled water to replenish aquifers, prevent seawater intrusion and improve local water supply reliability; and

*WHEREAS*, water professionals at local public water and wastewater agencies work 24/7 to plan for the future, maintain and upgrade their systems and improve the safety and resiliency of local water supplies for their communities; and

*WHEREAS*, according to the Public Policy Institute of California, local public water and wastewater agencies invest more than \$25 billion a year on local water-related programs and projects that protect public health and the environment, improve local water supply reliability, replenish and clean up groundwater basins, provide water for fire protection and protect against floods; and

*WHEREAS*, thousands of water, wastewater and recycled water industry professionals in the state dedicate their careers to keeping drinking water, recycled water and treated wastewater safe and reliable for use by Californians;

*THEREFORE*, be it Proclaimed by The Board of Directors Georgetown Divide Public Utility District that it hereby proclaims October 5-13, 2019 as

**WATER PROFESSIONALS APPRECIATION WEEK**

and extends its sincere gratitude and appreciation to the water and wastewater professionals who work 24/7 to provide excellent service to our community every day.

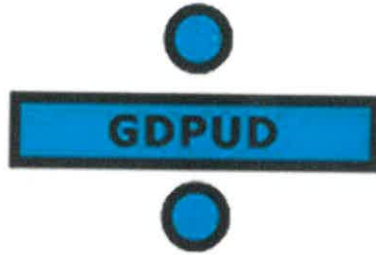
*Dated this Eighth day of October, 2019*

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Dane Wadle, President, Board of Directors  
Georgetown Divide Public Utility District

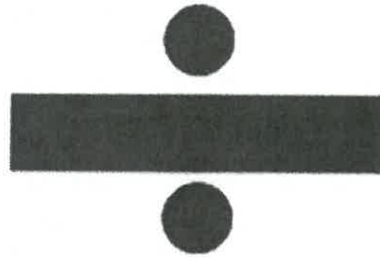
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Steven Palmer, Clerk and Ex Officio  
Georgetown Divide Public Utility District



**CONSENT CALENDAR**





**CONSENT CALENDAR**

AGENDA ITEM 5.A.1

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

**TUESDAY, AUGUST 13, 2019  
2:00 P.M.**

**MISSION STATEMENT**

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  - Ensure high quality drinking water
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**1. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE**

*The meeting was called to order at 2:00 P.M*

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

*Staff present: General Manager Steven Palmer, Operations Manager Darrell Creeks, Management Analyst Christina Cross, Human Resource/Information Technology Specialist Stephanie Beck.*

*Legal Counsel: Barbara Brenner, Churchwell White, LLP.*

*The Pledge of Allegiance was led by Director Souza.*

## **2. ADOPTION OF AGENDA**

*General Manager Steven Palmer requested item 5.A.1 be pulled from the Agenda. Board already approved this item at the May 14, 2019 board meeting.*

***Motion by Director Souza to adopt the agenda. 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.***

## **3. PUBLIC FORUM (ONLY ITEMS THAT ARE NOT ON THE AGENDA)**

*Carolyn O'Conner spoke about a prior request for an engineering report.*

*Phyllis Polito spoke about Director Wadle's Presidents Report in the August 8, 2019 Georgetown Gazette. Her written comments are Attachment 1 to these minutes.*

*Cherie Carlyon spoke about an article in the Mountain Democrat regarding EID grant applications. Ms. Carlyon suggested GDPUD form a Grant Committee. The article with her written comments were presented by Ms. Carlyon and are Attachment 2 to these minutes.*

## **4. PROCLAMATIONS AND PRESENTATIONS**

### **A. Emergency Preparedness Presentation by Local Fire Agency**

*Eldorado County CalFire Division Chief Mike Blankenheim and El Dorado County Sheriff OES Representative Todd Crawford presented a slideshow along with discussion on Incident Management, Emergency Operations and the role of GDPUD.*

## **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 Saunders requested item 5.E be pulled.*

**Motion by Director Halpin to adopt remaining items 5.A, 5.B, 5.C, 5.D on the Consent Calendar. Second by Director Souza.**

**Public Comment:** *There was no public comment.*

**Roll Call vote was taken, and the vote was as follows:**

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

**The motion passed unanimously.**

**E. Approve Extension to the Agreement with PACE Supply for Supplies and Materials for FY19/20 in the Amount of \$65,000**

**Possible Board Action:** Adopt Resolution 2019-48.

*Director Saunders had questions regarding how much was spent in Fiscal Year 2018/2019.*

**Public comment:** *There was no public comment.*

**Motion by Director Halpin to approve the extension with Pace Supply. Second by Director Souza.**

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

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

**The motion passed unanimously.**

**6. INFORMATIONAL ITEMS**

**A. Board Reports**

*Director Saunders provided pictures from the United Water Conference that Director Saunders, Director Souza, Director Wadle and General Manager Steve Palmer attended. He reported on his tour of the new Auburn Lake Treatment Plant and his role in the Wholesale Water Loss Workgroup that he will be attending on August 20<sup>th</sup> for the California State Water Conservation Legislation Workgroup. He shared the timelines for Sexual Harassment Training for Board Members and the Districts Risk Management, ACWAJPIA, advice on Sexual Harassment policy review. Director Saunders presented a written informational report which is Attachment 3 to these minutes.*



*Director Garcia reported that she is hosting a town hall style meeting on Saturday, September 21<sup>st</sup>. Ms. Garcia reported on the Cannabis Ad-Hoc meeting at the County Board of Supervisors Chambers she attended and her plans to attend the El Dorado County Water Agency meeting and the Government Finance Officers Association training. Director Garcia provided a copy of a slideshow from the Cannabis Ad-Hoc meeting, which is Attachment 4; a written report from the CSDA leadership academy as Attachment 5; and a list of requested future agenda items as Attachment 6.*

*Director Wadle reported he attended a Media Training event and Financial Management Training. He will also be attending the upcoming GFO Training. Mr. Wadle gave an update on the CSDA board meeting and the concern for AB1486.*

## **B. General Manager's Report**

*Mr. Palmer provided a slide show presentation and discussion on current and completed capital projects. Mr. Palmer spoke about the project that was out for bid on Kit Fox Court and shared photos of a garage that was flooded due to a line break. He also shared photos of a canal leak below Spanish Dry Diggins and Hwy 193 that is being repaired.*

*Director Garcia asked for an update on the annual tank recoating, the rebuilt filter at Walton Lake Treatment Plant, the back up generator for office, Tyler Technology Software, and the ALT Zone Permit.*

*Dane Wadle spoke about the importance of putting money aside for capital investments, which hasn't been done in a long time, he pointed out that approximately sixty percent of Districts infrastructure is over forty years old.*

**Public Comment:** *Steve Miller, Phyllis Polito and Steve Dowd had comments.*

## **C. Operation Manager's Report**

*Operations Manager Darrell Creeks reported that the lake stopped spilling on July 16<sup>th</sup> which is five days from the record of July 21, 1995. He gave a report on water production, sampling, and completion of work orders.*

*Director Saunders suggested replanting trees at Stumpy Meadows Reservoir. Mr. Creeks stated they were planted two years ago.*

## **D. ALT Treatment Plant Update**

*Engineering Consultant George Sanders presented a slide show and discussion on the work completed at the ALT plant. He reported on the status of the budget and the disbursements for the state loan. Mr. Sanders complimented Mr. Creeks for his work getting the ALT operating permits. He reported that the new plant is online and producing water.*

*Director Halpin thanked Mr. Sanders for doing a good job.*

*Director Garcia commended everybody on doing a good job and for all their hard work and efforts during this long process.*

*Director Saunders thanked Mr. Sanders for the tour of the plant.*

#### **E. Finance Committee Report**

*Finance Committee Chair Steve Miller submitted an agenda and requested board approval of research items the Committee would like to work on when the Committee isn't tasked with any specific items from the General Manager.*

### **7. NEW BUSINESS**

#### **A. Budget Increase in the Amount of \$20,780 to Fund New State of California Water Testing Requirements**

**Possible Board Action:** Adopt Resolution 2019-49.

*Mr. Palmer presented the report.*

*There was some discussion and questions about the sampling process.*

**Public Comment:** *There was no public comment.*

**Motion by Director Halpin to accept staff's recommendation. Second by Director Garcia.**

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

<b>Halpin:</b>	<b>Aye</b>
<b>Garcia:</b>	<b>Aye</b>
<b>Saunders:</b>	<b>Aye</b>
<b>Souza:</b>	<b>Aye</b>
<b>Wadle:</b>	<b>Aye</b>

**The motion passed unanimously.**

#### **B. Approve Project Plans and Specifications and Authorize Bid for 2018 Main Canal Reliability Project**

**Possible Board Action:** Adopt Resolution 2019-50.

*Mr. Palmer presented the report.*

*There was discussion regarding the project.*

**Public Comment:** *Karen Bartholomew had comments.*

**Motion by Director Halpin to accept staff's recommendation. Second by Director Garcia.**

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

<b>Halpin:</b>	<b>Aye</b>
<b>Garcia:</b>	<b>Aye</b>

**Saunders: Aye**  
**Souza: Aye**  
**Wadle: Aye**

*The motion passed unanimously.*

**C. Adopt an Ordinance Certifying Annual Direct Charges, Fees, and Assessments**

**Possible Board Action:** Second reading and adopt Ordinance 2019-01.

*Management Analyst Christina Cross presented the report. She noted the Ordinance number had changed.*

*Ms. Cross reported that the procedure for adopting this Ordinance will change next year and noted the changes.*

*The board asked questions about the list and lien procedures.*

*Director Wadle read the second reading.*

**Public Comment:** *There was no public comment.*

**Motion by Director Halpin to adopt the Ordinance. Second by Director Saunders.**

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

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

*The motion passed unanimously.*

**D. Consider Joining Coalition for Fire Protection**

**Possible Board Action:** Adopt Resolution 2019-51.

*Mr. Palmer presented the report.*

*There was discussion about the benefits of joining the Coalition for Fire Protection.*

**Public Comment:** *There was no public comment.*

**Motion by Director Halpin to accept the staff's recommendation. Second by Director Souza.**

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

**Halpin: Aye**

**Souza: Aye**  
**Saunders: Aye**  
**Garcia: Aye**  
**Wadle: Aye**

***The motion passed unanimously***

**E. Adopt New Board Policies Required for Special District Leadership Foundation Transparency Certificate – Brown Act Compliance, Board Meeting Conduct, and Rules of Order for Conduct of Board and Committee Meetings**

**Possible Board Action:** Adopt Resolution 2019-52.

*Ms. Cross presented the report.*

*Director Saunders requested a change to policy 5040.4.5.*

*Director Garcia shared concerns about prior board policy and procedure requests on the agenda.*

*Legal Counsel Barbara Brenner asked for clarification on Policy Number 5040.3.1 and 5040.3.2 and suggested changes.*

***Public Comment on Policy Number 5040: Cherie Carlyon had comments***

*The Board directed staff to bring back a policy 5040 with the changes suggested by Director Saunders and Legal Counsel.*

*No Board comments on Policy Number 5030, will keep as written.*

***Public Comment on Policy Number 5030: Phyllis Polito asked questions about the policies.***

***Motion by Director Saunders to approve Policy 5030 which covers Board Meeting Conduct. Second by Director Garcia.***

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

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

***The motion passed unanimously***

*No Board comments on Policy 5000, will keep as written.*

***Public Comment on Policy Number 5000: No public comment.***

***Motion by Director Saunders to adopt Policy 5000 on Brown Act Compliance. Second by Director Halpin.***

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

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

**The motion passed unanimously**

**F. Consider Adopting a Board Policy Regarding Director Reports**

**Possible Board Action:** Review and provide direction

*Mr. Palmer presented the report.*

*There was discussion about the length of Director reports and power point presentations.*

**Public Comment:** *Cherie Carlyon, Steve Miller and Phyllis Polito had public comments.*

*The Board directed staff to bring back a draft policy.*

**G. Review of Planned Finance Committee Items for Fiscal Year 2019-2020**

**Possible Board Action:** Review and provide direction

*Finance Committee Chair Steve Miller presented the report.*

*There was discussion about the report the Finance Committee presented to the board and questions about the role of the Finance Committee.*

**Public Comment:** *Phyllis Polito and Karen Bartholomew had comments.*

**Motion by Director Garcia to direct the Finance Committee to work on the items identified in the Staff Report with the addition of Quarterly Reviews, and the items identified by the Finance Committee dated Wednesday, August 1, 2019. Finance Committee priority would be to first address the list included in the Staff Report and Quarterly Reviews, and second priority would be to work on items identified in the list prepared by the Finance Committee. Second by Director Halpin.**

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

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

**H. Review of Process for General Manager Annual Performance Evaluation**

**Possible Board Action:** Review and provide direction

*Mr. Palmer presented the report along with attachments outlining the current General Manger Annual Performance Evaluation process.*

*Director Garcia presented handouts from the CDSA Leadership Academy that she attended with Director Saunders. Ms. Garcia showed example forms that she got from Department of Water Resources and discussed how the forms are used. These are included as Attachment 7.*

*There was discussion by Board and Legal Counsel regarding the process and procedure of the evaluation process.*

*The Board directed Staff to keep the evaluation process the same.*

- 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 Garcia requested a reserve balance budget sheet when the new Tyler Software is implemented. She requested CIP schedules and asked the Board to consider 1.) a Treasurers Report on the agenda 2.) Limiting the budget on legal fees. She mentioned that she will e mail the handouts that were not submitted at the board meeting for record.*

*Director Saunders spoke about emergency preparedness, board policy review process, the Harassment Policy and implementing a calendar road map that highlights upcoming events.*

- 9. NEXT MEETING DATE AND ADJOURNMENT** – The next Regular Meeting will be on September 10, 2019, at 2:00 P.M. at the Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, California 95634.

*The meeting adjourned at 6:51 P.M.*

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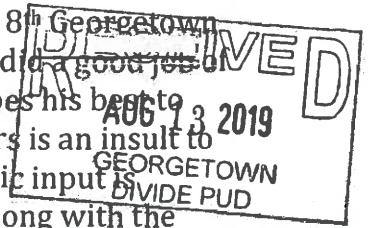
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Steven Palmer, PE, General Manager

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Date

Although Director Wadle's President's Report in the August 8<sup>th</sup> Georgetown Gazette was well written it lacked honesty. Director Wadle did a good job of clouding the issue and skirting the facts. Claiming that he does his best to balance the interests of the public and fellow board members is an insult to the community. Mr. Wadle, in your article you say that public input is welcome, but your actions speak louder than words. You, along with the general manager not only ignore input of the public and other board members, but you discourage it and actively work to suppress it.



In the last election the voters spoke very clearly and ousted the board members that were not responsive to the community and elected two board members who promised to bring honesty, transparency, and change to the way business had been conducted at the district. What Director Wadle and the general manager are doing is preventing discussions from taking place by refusing to put items that are of deep concern to the public on the agenda.

Directors Garcia and Saunders hold Town Hall Meetings and listen carefully to public concerns. I've attended a few and I've heard rate payers often ask to have items discussed at board meetings. Directors Garcia and Saunders repeatedly tell us that they will submit these items for future board meetings. Yet Director Wadle and the general manager refuse to place them on the agenda. Thus the board cannot work together to govern.

An example of items that have been submitted for board discussion is the revised irrigation ordinance. Despite the fact that there have been four public workshops that have taken place over almost two years, the general manager has failed to complete the report and bring it to the board. Another item that needs to be placed on the agenda for policy direction is the roll of the financial committee and how financial decisions are made.

Another example of great concern to the community is discussion of written policy to get items on the agenda. The board president should not have more power than any of the other four members of the board; they should be equal players. Yet by refusing to put matters of grave importance on the agenda, the board president is single handedly controlling the direction of the board.

By not allowing these items to even be discussed, Director Wadle is either shirking his responsibilities as board president or intentionally sabotaging the efforts of Directors Garcia and Saunders to be able to participate in governing our district. This is going to cause the board to fail because they cannot do their job if they are prevented from discussing items. These are direct consequences of the board president's lack of leadership.

Director Wadle's actions show disregard not only for fellow board members but also for the people that he is entrusted to represent.

*Phyllis Polito*

CPAD Board Meeting 8-13-2019  
Presented by Christie Carlson

Friday July 26th MT Vero

# Fire concerns dominate El Dorado Irrigation District meeting

**Dawn Hodson**  
Staff writer

Giving fire all the respect it deserves, the El Dorado Irrigation District Board of Directors took up two issues related to preventing and responding to the threat of wildfires at its July 22 meeting.

Up first was a review of four vegetation management projects that are expected to reduce the threat of wildfire as well as protect EID infrastructure.

Paid for with three Cal Fire grants totaling \$1,963,000,

an estimated 522 acres at four facilities will be treated at Weber Reservoir, Sly Park Recreation Area, Camp 5 maintenance yard and Flume 46 on the El Dorado Canal. Treatment will include removal of woody brush and dead and dying trees, pruning up trees to remove ladder fuel and ensuring a 20-foot space between larger trees to prevent crown fires.

The work at Weber Reservoir will be north of the facility and stretch from Weber Ditch up along the North Fork of Weber Creek. Sly Park will be cleared of

brush along the perimeter of Jenkinson Lake and 75 feet wide along both banks of the three primary tributaries to the Sly Park Recreation Area. Vegetation clearance will also take place along the El Dorado Canal near the Camp 5 maintenance yard north of Highway 50, just east of Pollock Pines. The last area to be cleared will be along both sides of a large section of Flume 46, which is south of Highway 50. The flume is particularly vulnerable to wildfire because it's the district's longest wooden flume.

Work at Camp 5 and Flume 46 is scheduled to take place in the fall of 2019. Work at Weber Reservoir and Sly Park will take place in the fall of 2020.

Reviewing the environmental impact report for the vegetative clearing, environmental review analyst Doug Venable assured the board it will have no significant effect on the environment. Staff said they expect to bid out the projects this month.

With no objections, the board approved the mitigated negative declaration for

the project and for staff to proceed with bidding out the contracts on a 4-0 vote.

Those voting included President Alan Day and directors Pat Dwyer, Michael Raffety and Lori Anzini. Director George Osborne was absent.

## Power shutdown plans

EID staff also presented detailed preparations for how they plan to keep the entire system operating when and if PG&E finds it necessary

■ See **FIRE CONCERNS**, page A10



RECEIVED  
AUG 13 2019  
GEORGETOWN  
DIVIDE PUD



CPD Board Meeting 8-13-2019  
Presented Cherie Carlson

Friday July 26th MT 11:00

# Fire concerns dominate El Dorado Irrigation District meeting

**Dawn Hodson**  
Staff writer

Giving fire all the respect it deserves, the El Dorado Irrigation District Board of Directors took up two issues related to preventing and responding to the threat of wildfires at its July 22 meeting.

Up first was a review of four vegetation management projects that are expected to reduce the threat of wildfire as well as protect EID infrastructure.

Paid for with three Cal Fire grants totaling \$1,963,000,

an estimated 522 acres at four facilities will be treated at Weber Reservoir, Sly Park Recreation Area, Camp 5 maintenance yard and Flume 46 on the El Dorado Canal.

Treatment will include removal of woody brush and dead and dying trees, pruning up trees to remove ladder fuel and ensuring a 20-foot space between larger trees to prevent crown fires.

The work at Weber Reservoir will be north of the facility and stretch from Weber Ditch up along the North Fork of Weber Creek. Sly Park will be cleared of

brush along the perimeter of Jenkinson Lake and 75 feet wide along both banks of the three primary tributaries to the Sly Park Recreation Area. Vegetation clearance will

also take place along the El Dorado Canal near the Camp 5 maintenance yard north of Highway 50, just east of Pollock Pines. The last area to be cleared will be along both sides of a large section of Flume 46, which is south of Highway 50. The flume is particularly vulnerable to wildfire because it's the district's longest wooden flume.

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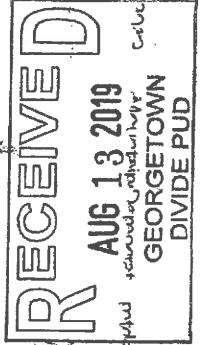
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See FIRE CONCERNS, page A10



ATTACHMENT 2  
2 OF 3  
(1 of 2)



CDKUN BOARD MEETING  
8-13-2019

Presented by  
Cherie Carlson

### Fire concerns Continued from A1

to shut down the electric grid due to high fire conditions. Staff noted that last year PG&E initiated a public safety power shutoff program following two years of disastrous fires, particularly the Camp Fire, which PG&E admitted was probably caused by its equipment.

In 2019 PG&E expanded its power shutoff program, saying that as many as 16 million customers across California could lose power when temperatures, wind and humidity thresholds warrant it.

Those shutdowns could be for as long as five days and have public health and safety implications for PG&E customers. They could also impact EID hydroelectric power generation and Sly Park recreational activities.

In February of this year, PG&E filed a wildfire mitigation plan with the California Public Utilities Commission. That plan defined areas of the state in terms of fire threat. Zone 1 is a high hazard area, Tier 2 is elevated risk and Tier 3 is extreme risk.

According to Dan Corcoran, EID's director of operations, most of the district's service area is in Tier 2 or 3 and the balance of the service area, primarily portions of El Dorado Hills and Cameron Park, are served by water and wastewater services that are located in Tier 2 and Tier 3 areas.

This means that customers not located in an area of high-fire risk could still lose power if the transmission lines send power across a high-risk area.

Currently the district has 168 PG&E electrical service connections but only half have back-up power. Corcoran said that's why EID should be prepared

for a situation where all 168 service connections lose power. To address that possibility, the district is in the process of installing more generators and seeking grants to buy additional ones.

Twenty-two sites where generators are needed have been identified. Staff has completed an application to the state for \$1.8 million in FEMA funding to pay for the design, purchase and installation of these generators. If approved, installation of the equipment will begin in 2020.

Staff has also identified standard operating procedures for each treatment facility once they receive notification from PG&E of a planned power outage including doing what's needed to maximize the storage of water and having a vendor list for back-up equipment.

Operating procedures for hydroelectric facilities in the event of a power shutdown have also been devised.

Corcoran said EID's solar facilities will also be affected as those will have to be shut down to avoid feeding electricity into PG&E's grid during a power down.

Recreation may be marginally affected at Sly Park although Parks and Recreation Manager Greg Hawkins said they have a back-up generator to maintain power at the popular reservoir.

Corcoran outlined some of the challenges a possible power shutdown presents to the organization including difficulty in buying generators given the rising demand for them and the fact that the kind of generators needed are not available at the local hardware store.

Other needed electrical equipment is also not readily available nor the contractors to do the work because of demand. The push to accomplish these changes also means putting off some key capital projects and preventative maintenance.

The agency is undertaking additional customer outreach. They are encouraged to visit EID's website and to sign up for alerts.

Corcoran also emphasized how important it is for customers to realize that facilities not directly affected by outages may lose power because of the integrated nature of EID's water and wastewater system.

An information item only on the agenda, board members voiced their appreciation for all the work that staff put into preparing for possible power shutoffs, given all the uncertainties.

As Corcoran said, "We don't know what the impact will be until we get that call (from PG&E)."

### Fire Insurance Continued from A1

better," District 4 Supervisor Lori Parin noted. "It seems like they don't understand the severity (of the problem)," Hidahl said of lawmakers down the hill.

District 3 Supervisor Brian Veerkamp lamented that the insurance lobby has deep pockets and a lot of influence in Sacramento. He said El Dorado County and other rural jurisdictions facing this problem need to "look at every angle we can."



Director Saunders

Informational Report 8/13/19

## 1. American River Watershed

Images of pictures from Mumford Bar Trail (AMERICAN FIRE – 2013)  
*Images provided in the agenda packet*

## 2. California State's Water Conservation Legislation Workgroups

The California Water Conservation Act - Assembly Bill 1668 and Senate Bill 606 — are designed to overhaul California's approach to managing water.

The bills were signed into law in 2018 and begin taking effect in 2020. The Department of Water Resources (DWR) is tasked with creating the guidelines, rules, and policy for the Bills. DWR has divided these tasks into different workgroups. The workgroups have been divided to include representatives from different areas across the State and various water agencies.

1. *Wholesale Water Loss*
2. *Water Use Studies*
3. *Standards, Methodologies and Performance Measures*
4. *Urban Water Management Plan Guidebook*
5. *Annual Water Supply and Demand Assessment*
6. *Data Streamlining*
7. *Landscape Area Measurement*
8. County Drought Advisory Group
9. Model Water Efficient Landscape Ordinance Advisory Committee


I was added as a stakeholder to the State's water conservation legislation workgroup - **Wholesale Water Loss**.

### 3. Sexual - Harassment Training

AB 1661 (Chapter 816, Statutes of 2016) requires local agency officials to receive two hours of sexual harassment prevention training and education within the first six months of taking office and every two years thereafter if the agency provides an type of compensation, salary, or stipend to those officials


Our insurer loss risk mitigation agent ACWA/JPIA has advised that as a Board we review our Agencies policy annually.

u



**Cannabis ad hoc Advisory Committee**  
**8/12/19**  
**TAX RATES/FUNDING FOR COMMERCIAL CANNABIS**

1



## Presentation Overview

- Today's presentation is about tax rates and funding a County program.
- The County's current commercial cannabis ban.
- Commercial cannabis ballot measure on taxes.
- What other counties are doing
- Preliminary tax recommendations
- Preliminary fee recommendations
- Next steps

2



## Commercial Activity - Two Themes

- **Local Control:** State licensing system preserves local control over commercial cannabis activities. Each local government or its citizens decide whether to allow commercial cannabis activities and, if so, what type, how many, where, etc.
  - Authorization by the County or compliance with County regulations cannot affect independent authority of state agencies.
- **Federal Government:** Cannabis remains a Schedule 1 drug and possession, use, cultivation, distribution, etc. of cannabis is illegal under federal law. Authorization by the State or County or possession of a State license cannot protect a person from federal prosecution.
  - Current federal administration has indicated it will not be as permissive as prior administration. Attorney General Sessions rescinded prior non-enforcement policy.
  - Recent legal challenge to federal government's classification of cannabis as a Schedule 1 drug was unsuccessful.
  - Rohrabacher-Blumenauer amendment, which prohibits the use of Department of Justice funds if compliant with state medical cannabis laws, has been extended through February 15, 2019.

3



## Current Ban in El Dorado County

- Temporary ban on any commercial cannabis activity through 12/12/19.
- Cultivating, distributing, selling, or delivering commercial cannabis for medicinal or recreational adult use is not authorized in the County.
- Ordinance 4999 - Medical Cannabis Dispensaries
  - Ordinance 4999 banned medicinal cannabis dispensaries.
  - At the time of banning, Ordinance 4999 provided that the ban would not be enforced against a limited number of medicinal cannabis dispensaries that were in operation for 6 months before October 30, 2011, provided that operations remain the same as they did in October 30, 2011.
- Measures P, Q, R, and S amended the temporary ban to remove the commercial cannabis activities authorized in each measure. However, commercial cannabis activities are authorized under the measures only upon issuance of a Commercial Cannabis Use Permit and Annual Operating Permit, thus no commercial cannabis activity is legal until permits are issued.



## State Taxes Are Based on License Type

- **Cultivation**
  - Indoor - specialty small; non-specialty small, medium, or large
  - Outdoor - specialty small; non-specialty small, medium, or large
  - Mixed-Light - specialty small; non-specialty small, medium, or large
  - Specialty cottage - small; outdoor; indoor; or mixed-light
  - Nursery (cloning and seed propagation)
  - Processing (only trimming, drying, curing, grading, or packaging)
- **Manufacturer**
- **Testing Laboratory**
- **Retailer** (Storefront/Public and Nonstorefront/Not Public)
- **Distributor** (transports, arranges for testing, and conducts quality control)
- **Distributor transport** (transports between licensed cultivators, manufactures, and distributors, but not to licensed retailers)
- **Microbusiness**
- **Cannabis Event Organizer**
- **Temporary Cannabis Event**


5



## El Dorado County Tax Enacted By Voters Through Ballot Measure N

- Is a general tax, which means it can be used for general revenue purposes.
- Taxes were enacted for any potential commercial cannabis activity so that taxes are in place for any ballot measure that passed and for any commercial cannabis activity the Board of Supervisors may authorize in the future, such as testing laboratories.
- Taxes set a range within which the Board of Supervisors may set the rate by ordinance or resolution.
  - This allows for flexibility and the Board of Supervisors to consider the market and funding needs for the County and make adjustments as circumstances change.
- Taxes will be administered by the County Treasurer-Tax Collector. Measure N established the procedures for calculation, collection, and enforcement, including imposition of liens for unpaid taxes.
- **If the cannabis tax is challenged or invalidated for any reason, the ordinances authorizing specific commercial cannabis activities would automatically expire.**

6




### Tax Ballot Measure: Ranges for Rates for Cultivation

County elects whether to impose the tax based on either canopy square footage or gross receipts.

Cultivation	Square Footage - Minimum	Square Footage - Maximum	OR	Gross Receipts - Minimum	Gross Receipts - Maximum
Nursery	\$1.00	\$30.00		1%	15%
Outdoor (specialty cottage)	\$1.00	\$30.00		1%	15%
Outdoor (specialty)	\$1.00	\$30.00		1%	15%
Outdoor (small)	\$1.00	\$30.00		1%	15%
Outdoor (medium)	\$1.00	\$30.00		1%	15%
Outdoor (large)	\$1.00	\$30.00		1%	15%
Indoor (specialty cottage)	\$1.00	\$30.00		1%	15%
Indoor (specialty)	\$1.00	\$30.00		1%	15%
Indoor (small)	\$1.00	\$30.00		1%	15%
Indoor (medium)	\$1.00	\$30.00		1%	15%
Indoor (large)	\$1.00	\$30.00		1%	15%
Mixed-Light (specialty cottage)	\$1.00	\$30.00		1%	15%
Mixed-Light (specialty)	\$1.00	\$30.00		1%	15%
Mixed-Light (small)	\$1.00	\$30.00		1%	15%
Mixed Light (medium)	\$1.00	\$30.00		1%	15%
Mixed-Light (large)	\$1.00	\$30.00	1%	15%	

7



### Tax Ballot Measure: Ranges for Rates for Other Uses

Calculated based on gross receipts:

Distribution	Minimum	Maximum
Distributor	0%	10%
Distributor (Transportation-Only)	0%	10%

Manufacturing	Minimum	Maximum
Manufacturing (Level 1)	2.5%	10%
Manufacturing (Level 2)	2.5%	10%

Retailer	Minimum	Maximum
Retailer (Delivery-Only)	0.5%	10%
Retailer	4%	10%

Testing Laboratory	Minimum	Maximum
Testing Laboratory	0.5%	5%

8





## What Are Other Counties Doing

- Looked at 58 California counties and two cities
- Who Has Passed a Tax Measure
  - El Dorado County – Has passed a tax measure
  - Yes – 21
  - Unsuccessful – 2
  - Have not attempted - 36
- Where are these counties?
  - Mostly coastal or in the costal mountain range
  - Imperial, Inyo, Mono, Nevada, Yolo, Stanislaus counties are the exceptions
  - 6 counties have passed measures but do not allow for commercial activity

9



## Things to Think About – Conversations

- If your goal is to decrease the black market, create a flexible tax rate.
  - The new market will be volatile and a flexible rate will help decrease the potential for the black market
  - Current market is new and closed – unknown what will happen
- Gross receipt tax rate is preferable
  - Less administrative cost for the market
  - Harder to track due to cash than per sq. foot cost
- Cost of regulated program vs. cleaning up illegal grows
  - Fees go towards cost of running regulated program
  - Taxes can help fund program against illegal grows
  - Stanislaus County estimates to enforce a full ban would cost \$3.1 million annually

10



## States Taking the Taxes

- Recreational cannabis state taxes – as of 4/2018
  - Alaska - \$50 oz
  - California – 15% sales tax, \$9.25/oz flowers and \$2.75 oz leaves on cultivation tax
  - Colorado – 15% excise tax on sale of cannabis from a cultivator to a retailer and 15% sales tax from retailer to customer
  - Massachusetts – 10.75% sales tax
  - Nevada – 15% excise tax on sale of cannabis from a cultivator to a distributor and 10% sales tax paid by consumers
  - Oregon – 17% sales tax
  - Washington – 37% sales tax

11



## Local Example in Colorado

- A majority of cannabis revenue goes to states
  - Ex. In 2016, Colorado took in \$193.6 million in taxes on cannabis
    - Colorado's 2016 tax structure was 10% retail sales tax and 2.9% state sales tax – it changed in 2017
  - During the same time period, Pueblo County (pop. 161,000) took in approximately \$1,006,000 in revenue with a 2% sales tax on 284 active licenses

Source: Colorado Department of Revenue

12



## Local Taxes on Cannabis in CA

- Cultivation rates in counties are currently in between \$1 to \$15 per square foot and 2.5% and 5% on gross receipts
- Manufacturing rates in counties are currently in between 2.5% and 5% on gross receipts
- Retail rates in counties are currently in between 2% and 8% on gross receipts
- Distributor rates in counties are currently in between 0.0% and 7% on gross receipts
- Testing lab rates in counties are currently in between 0.0% and 7%

13



## Local Tax Recommendations

- Outdoor cultivation rates have a median of \$2 per sq. foot and 4% on gross receipts and in the Sacramento region it is the same
  - Preliminary recommendation - \$2 per sq. foot
- Mixed light cultivation rates have a median of \$4 per sq. foot and 4% on gross receipts and in the Sacramento region it is the same
  - Preliminary recommendation - \$4 per sq. foot
- Indoor cultivation rates have a median of \$7 per sq. foot and 4% on gross receipts and in the Sacramento region it is the same
  - Preliminary recommendation - \$7 per sq. foot

14



## Local Tax Recommendations

- Nurseries rates have a median of \$1 per sq. foot and 4.5% on gross receipts and in the Sacramento region it is the same per square foot and 4% on gross receipts
  - Preliminary recommendation \$1 per sq. foot
- Manufacturing rates have a median of 3% on gross receipts and 2.5% on gross receipts in the Sacramento region
  - Preliminary recommendation 2.5%
- Retail rates have a median of 4% on gross receipts and the same in the Sacramento region
  - Preliminary recommendation 4%

15



## Local Tax Recommendations

- Distributor rates have a median of 2.5% on gross receipts and 2.25% on gross receipts in the Sacramento region
  - Preliminary recommendation 2.0%
- Testing lab rates have a median of 2.25% on gross receipts and 2.5% on gross receipts in the Sacramento region
  - Preliminary recommendation .5%

16



## The Other Costs and Decisions

- Fees for one-time permitting and yearly permit process
  - Talking to other counties on their processes
  - Talking to other counties about their staffing levels
  - Talking to other counties about their fees
  - Talking to other counties about the timeframe
- One-time permitting
  - Commercial Cannabis Use Permit (Conditional Use Permit) – almost always
  - Commercial Cannabis Annual Operating Permit Application
- Annual permits
  - Monitoring program
  - Business permit
  - Commercial Cannabis Annual Operating Permit Application Renewal

17



## The Other Costs and Decisions

- Pre Application \$1,480 – includes Planning, Environmental Management, and Transportation
- Commercial Cannabis Use Permit (Conditional Use Permit) – Approximately \$9,500 – land entitlement
- Commercial Cannabis Annual Operating Permit – Preliminary recommendation approximately - \$7,000 – cannabis review
- County Monitoring Program (annual) - Preliminary recommendation approximately - \$4,550
- Commercial Cannabis Annual Operating Permit Renewal (annual) – Preliminary recommendation approximately - \$4,800

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## What Has Been Learned on Fees and Timing

- Set fees will allow for the process to move faster for applicants
  - Fees need to be paid to get permits
  - Longer the County takes the longer it takes to start operations
- Fees set up with time study of Santa Barbara County and analysis of El Dorado County departments with their rates
- Use of consultant(s) to assist in the process

10  
1



## Next Steps:

- 8/27 – Ordinance amendments and new uses for manufacturing, nurseries and testing laboratories
- X/XX – Tax recommendations, fee recommendations, staff member, and two RFPs (*Estimate Services - enforcement; & Consulting Services*)
- X/XX – Ad hoc – Pre application and application processes

### Current Status

- making apps available by mid-late Sept.
- notices for pre-apps will be out 2 weeks before apps.

**Special Districts Leadership Academy Conference**

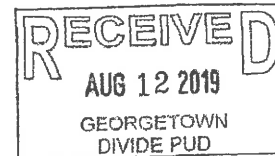
**July 7-10, 2019**

**Monday, July 8, 2019,**

**8:30 AM - 12:30 PM - Building a Foundation for Good Governance, David Aranda.**

Accountability Goals – Responsible, Liable, and Answerable.

- All accountability, responsibility, and authority are vested in the BOD's,
- BOD is accountable to the public for the performance of the district,
- BOD's Members work together to improve the Board by:
  - Succeed with unity of purpose,
  - Strive for efficacy,
  - Work with the community



Governance Foundation Objectives –

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

**1:45 PM - 4:30 PM - Fulfilling Your District's Mission - Charting the Course, Brent Ives.**

BOD: sets mission and scope of services; approves new programs, projects, and budget; oversees administration; suggests management changes; and reviews performance in GM's annual evaluation.

- Vision
- Assessment
- Mission
- Goals
- Objectives
- Strategic Plan
- Timelines
- Policies
- Implementing, Monitoring, and Measuring Performance

**Tuesday, July 9, 2019,**

**8:30 – 10:00 AM - Defining Board and Staff Roles And Relationships, Part 1, Gage Dungy.**

- Board's Role and Responsibilities in HR
  - Develop HR Policies Based on Board Values and Focus on the "What" Not The "How" of HR
  - Ensure HR Policies are Consistent, Updated, Implemented, and Followed

- Set Clear Expectations, Ensure Appropriate Systems of Due Process, and Approve Compensation Policies
- HR policies
  - Shape Workplace Culture at the District,
  - Helps Ensure Compliance with HR Rules and Regulations, and HR Related Laws
  - Ensures a Stewardship Role of the Board
- Board Adopted HR Policies ensure the Health of the District by Protecting the District
- HR Issues Impact the District
  - Hiring Quality Personnel.
  - Training and Employee Support
  - Proactive in Problem-Solving
  - Ensure staff are customer Oriented
  - Function as Team Players
- Evaluating the General Manager
  - BOD-GM Working Relationship (Clarify BOD Expectations of the GM and Check Progress on Goals Set Last Year)
  - Evaluate Management Skills and Abilities - *Work Habits, Relationships with People, Taking Action Independently, Meeting Work Commitments and Timelines, Analyzing Situations and Materials, Supervising Work of Others*
  - Knowledge about Community Served
  - Fiscal Management
  - Personal and Professional Attributes - *Discuss Options for Improvements (e.g. Quality and Quantity of Work, Annual Training, Customer Service, Budget and Project Planning, etc.)*
  - Community and Public Relations
  - Effective Leadership of Staff
  - Accomplishments
  - Justify Salary Increases
  - Notify GM what He is doing Correctly, (*and Where Improvements are Needed*)
  - Make Decisions about Contract Renewal

1:15 - 4 PM - Get the Word Out! Best Practices for Communication and Outreach, Martin Rauch.

- Communicate Because Democracy Requires It
- Communicate for Recognition
- Communicate for Needed Understanding and Support
- Communicate to Build Trust and Community Engagement
- Develop Communication and Engagement Plans
- Prepare for Crisis with Crisis Communication Planning



**Special Districts Leadership Academy Conference**

**July 7-10, 2019**

- Interacting with Constituents at Meetings and in the Community
- The Individual Directors Role in Leadership and Engagement
- Communicate Because the Public Is Your Everything: Founder, Voter, Customer, Bill Payer, Owner.

**Wednesday, July 10, 2019,**

**8:30 AM - 12 PM - Show Me the Money! What Do Board Members Need to Know About District Finances? David Becker, CPA.**

- Foundational Elements –
  - Understand Basics of Finance and Financial Systems
  - Ensure That Appropriate Financial Policies are in Place
  - Require Financial Reports
  - Ask the Right Questions
  - Link Finance Processes to District's Beliefs, Values, and Mission, and Strategic Goals
- The Board Has a Fiduciary Responsibility for the Dollars and Finances
- Key Financial Reports
  - Budget to Actual Comparison
  - Cash Flow Projection
  - Multi-Year Graphs and Trends
  - Executive Dashboard
  - Always Include Narrative (Anticipate Questions)
- Assessing the Budget
  - Does the Budget Consider the District Long-Term Goals?
  - Is the Estimated Income Realistic?
  - Is the Budget within the Appropriations a Limit of the District?
  - Does the Budget Meet the Statutory Deadlines?
  - Is the Budget Clear Enough for the Board Member to Articulate?
- How does the board evaluate the financial health of the district?
  - Financial Statement Basics
    - Statement of Net Position
    - Statement of Revenues, Expenses, and Changes in the Net Position
    - Statement of Cash Flows
    - Notes to the Financial Statements
    - Management's Discussion and Analysis
  - Historical Perspective
  - Red Flag Indicators
    - Revenue Coverage Ratio
    - The Ability to Cover Operating Expenses with Operating Revenue
    - Trends and Projections

- Audits
  - Financial Audits - Ensure Financial Statements Are Fairly Presented in All Material Respects
  - Performance Audits - Evaluate Various Aspects of Operations, Services, or Expenditures
  - Compliance Audits - Verifies Compliance with State and Federal Laws and Regulations Related to Specific Programs or Grants
  - Requirement in Government Code 26909 Financial Audit –
    - Annually, Unless Approved by the Board and the Board Of Supervisors for Two Years (in Some Cases Five Years)
    - Can Be Either the County Auditor or Certified Public Accountant
    - Must File with the State Controller and County Auditor/Controller
- Reserves
  - Financial Resources Required to Ensure Timely Payment of Obligations
  - Buffer against Volatility in Revenues
  - Evidence of Balance Sheet Liquidity that is Often Required in Order to Obtain Credit
  - Designated Funds Available to Protect Creditors
  - funds set aside for deferred maintenance, renewal, replacement, or Future Projects
- Capital Improvement Plan
  - identify and prioritize the agency's needs For Mission-Critical Capital Projects
  - Contemplate How These Projects Will Be Funded
  - CIP is Strategic - Plan for the Identification, Prioritization, Acquisition, and Implementation of the Agency's Capital Needs over Time
  - Individual Project Management Plans to Include Scope, Schedule, and Budget
- Facilities
  - Does the District Have a Comprehensive Facilities Plan?
  - How Will New Facilities Be Paid for?
- Risk Management – (JPJA for insurance)
  - Identifying Loss Exposures
  - Analyzing Loss Exposures
  - Examining the Feasibility of Risk Management Techniques
  - Selecting the Appropriate Risk Management Techniques
  - Implementing the Selected Risk Management Technique
  - Monitoring the Results and Revisiting the Risk Management Program

From Board of Directors member Cindy Garcia -

Aug 12, 2019

To be included as part of the permanent records for each of the Georgetown Divide Public Utilities District Board of Directors meetings.

I have requested the following items appear on the following monthly BOD meeting agendas, but as of header date many of these items have not been placed on board meeting agendas. My requests have been made in public during the BOD meetings, and through emails sent to and discussions with the Board President and GM.

December 11, 2018 – Add to Jan 2019 BOD meeting agenda

- Mission statement – discuss adding the word “transparency” into the mission statement.
- Finance committee - discuss structure, function, volunteerism, and revising the current resolution.
- Use of committees - assemble volunteer committees to help develop written policies and procedures.

January 8, 2019 – Add to Feb 2019 BOD meeting agenda

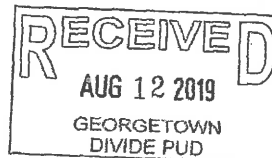
- Finance committee - discuss structure, function, roles, responsibilities, volunteerism, and revising the current resolution.
- Mission statement
- Use of Ad Hoc committees
- VDT Contract, fees, and expenses

February 12, 2019 – Add to Mar 2019 BOD meeting agenda

- VDT & legal fee questions - meet with GM then discuss at the next board meeting.
- Finance committee - discuss structure, function, volunteerism, and revising the current resolution.
- Irrigation ordinance – status, next steps to producing a final ordinance.
- Meeting Agendas – drafts should be provided to BOD members a week before the meetings and the final posted with the packet 72 hours before the meeting to allow time for board members to prepare their information and questions for the meetings thus hopefully shortening the length of time of the meetings.

March 12, 2019 – Add to April 2019 BOD meeting agenda

- CSDA legislative days - May 21 and 22<sup>nd</sup> 2019 at the Sacramento Convention Center, discussion for board approval to reimburse the \$275 registration fee.
- Finance Committee - adding and removing volunteers; roles and responsibilities; revising the resolution; and clarify structural duties between Finance Committee and Board Budget Committee tasks.
- ALT wastewater zone - findings from the rate study workshop; addressing customer questions and concerns; review of funds 40, 41, and 42 purpose and current dollar amounts; refunding overcharges from funds 42 customers; and developing cost of service amounts for each type of lot within the zone (Non-CDS = developed or undeveloped, and CDS = developed or undeveloped.)



From Board of Directors member Cindy Garcia -

- Irrigation Ordinance - findings from multiple workshops; addressing customer concerns; irrigation ordinance revisions; and next steps in developing final irrigation ordinance.
- Inactive Meter Policy – evaluating customer needs and costs; district’s costs; and next steps in developing a draft inactive meter policy for the Board of Directors review.
- Capital Improvement Projects: review of the CIP, RFP’s, contracts, project planning, and project change orders.
- Audits - potential changes to when and how they are conducted.
- Budgets - development and review by the finance committee along with the general manager and his staff prior to review by the Board of Directors; timing of the development of budget amendments; and Board of Director’s approval of budgets, budget adjustments, and budget amendments.

**\*\*NOTE\*\*** During the March 2019 BOD meeting I asked these questions but was told BOD follow Board Policy 4040 – Duties of Board President. In this policy #13 states: Coordinate the preparation of meeting agendas with the General Manager.

Board Member Discussions:

- A. Is there a written procedure available for how topics are decided upon and how topics are placed on any given agendas? If so, may I have a copy?
- B. I have a motion regarding procedures for adding topics to board meeting agendas, what is the procedure I should follow for making a motion to add topics to a future meeting’s agenda?
- C. Where is it stated in any written policy that the Board of Directors as a whole must agree on which agenda topic(s) is/are added to a meeting agenda for discussion?
- D. Where is it stated in any written policy that an individual board member cannot recommend or have an agenda topic added to a board meeting agenda for discussion?

April 9, 2019 – Add to May 2019 BOD meeting agenda

- **Revision of Board Policy 4040 – Duties of Board President.** See handout of recommended draft changes.
- **Finance Committee** - adding and removing volunteers; roles and responsibilities; revising the current resolution; and developing an appointment process.
- **Irrigation Ordinance** - findings from multiple workshops; addressing customer concerns; irrigation ordinance revisions; and next steps in developing final irrigation ordinance.
- **Inactive Meter Policy** – evaluating customer needs and costs; district’s costs; and next steps in developing a draft inactive meter policy for the Board of Director’s review.
- **Assessment District Closeout Reserve Fund Review** - review transfer tracking and discuss “capped” amounts for those reserve fund(s) (should be Capital Reserve Fund 43) receiving monies from the closed Community Service District fund transfers, and develop an annual review process by the Finance Committee.
- **ALT Zone discussion** – status of workshop, cost of service per lot type, fund actual/current balances, overcharges, monthly labor costs, returning money to overcharged ratepayers.

May 14, 2019 - Add to June 2019 BOD meeting agenda

- **Revision of Board Policy 4040 – Duties of Board President.** Board Chair still controls what topics appear on the meeting agendas and those of us who have pressing issues are seemingly still ignored.

From Board of Directors member Cindy Garcia -

Aug 12, 2019

- **Finance Committee** - adding and removing volunteers; roles and responsibilities; revising the current resolution; and developing an appointment process.
- **Irrigation Ordinance** - findings from multiple workshops; addressing customer concerns; irrigation ordinance revisions; and next steps in developing final irrigation ordinance.
- **Inactive Meter Policy** – evaluating customer needs and costs; district’s costs; and next steps in developing a draft inactive meter policy for the Board of Director’s review.
- **Assessment District Closeout Reserve Fund Review** - review transfer tracking and discuss “capped” amounts for those reserve fund(s) (should be Capital Reserve Fund 43) receiving monies from the closed Community Service District fund transfers, and develop an annual review process by the Finance Committee.

June 4, 2019 – Add to July 2019 BOD meeting agenda

- **Revision of Board Policy 4040 – Duties of Board President.** Board Chair still controls what topics appear on the meeting agendas and those of us who have pressing issues are seemingly still ignored.
- **Finance Committee** - adding and removing volunteers; roles and responsibilities; revising the current resolution; and developing an appointment process.
- **Irrigation Ordinance** - findings from multiple workshops; addressing customer concerns; irrigation ordinance revisions; and next steps in developing final irrigation ordinance.
- **Inactive Meter Policy** – evaluating customer needs and costs; district’s costs; and next steps in developing a draft inactive meter policy for the Board of Director’s review.
- **Assessment District Closeout Reserve Fund Review** - review transfer tracking and discuss “capped” amounts for those reserve fund(s) (should be Capital Reserve Fund 43) receiving monies from the closed Community Service District fund transfers, and develop an annual review process by the Finance Committee.
- **ALT Zone cost of service calculations and returning overcharged amounts to customers** – Review Catherine Hansford’s calculations, discuss having another workshop with customers to explain the flyer they received, and discuss returning monies to customers who have been charged more than the cost of service per their lot type.

July 9, 2019 – Add to Aug 2019 BOD meeting agenda

- **Emergency Preparedness and Response Plans** – Discuss developing coordinated emergency efforts with other first responding agencies, and discuss sharing GDPUD’s facility plans and resource locations for use in emergencies.
- **Revision of Board Policy 4040 – Duties of Board President.** Board Chair still controls what topics appear on the meeting agendas and those of us who have pressing issues are seemingly still ignored.
- **Finance Committee** - adding and removing volunteers; roles and responsibilities; revising the current resolution; and developing an appointment process.
- **Irrigation Ordinance** - findings from multiple workshops; addressing customer concerns; irrigation ordinance revisions; and next steps in developing final irrigation ordinance.
- **Inactive Meter Policy** – evaluating customer needs and costs; district’s costs; and next steps in developing a draft inactive meter policy for the Board of Director’s review.

From Board of Directors member Cindy Garcia -

- **Assessment District Closeout Reserve Fund Review** - review transfer tracking and discuss "capped" amounts for those reserve fund(s) (should be Capital Reserve Fund 43) receiving monies from the closed Community Service District fund transfers, and develop an annual review process by the Finance Committee.
- **ALT Zone cost of service calculations and returning overcharged amounts to customers** – Review Catherine Hansford's calculations, discuss having another workshop with customers to explain the flyer they received, and discuss returning monies to customers who have been charged more than the cost of service per their lot type.

Aug 13, 2019 – Add to Sept 2019 BOD meeting agenda Per our District's written policies 4040 and 5020

- **General Manager Review Process** – BOD's governance responsibilities regarding the purpose, structure, and process of the General Manager's annual appraisal and development evaluation.
- **Finance Committee Activities** – BOD's governance discussion of the Board's purpose and activities of the Board's Finance Committee. And, adding and removing volunteers; roles and responsibilities; revising the current resolution; and developing an appointment process.
- **Policy Development and Review Process** – BOD governance discussion of the Board's purpose, responsibility, and goals in directing policy development.
- **Drought Plan for FY 20-21** – BOD governance discussion of the Board's purpose and responsibility for preparing the District's drought policy for the next fiscal year.
- **Emergency Preparedness and Response Plans** – Discuss developing coordinated emergency efforts with other first responding agencies, and discuss sharing GDPUD's facility plans and resource locations for use in emergencies. And discuss the Social Media Policy with regard to emergencies.
- **Revision of Board Policies 4040 – Duties of Board President and 5020 – Board Meeting Agenda.** These policies do not guarantee that a Board member's request to add agenda items will be honored therefore, Board Member's discussion should include:
  - A. Amending policies to add instructions for adding Board member's requested items to the agenda.
  - B. Where is it stated in any written policy that the Board of Directors as a whole must agree on which agenda topic(s) is/are added to a meeting agenda for discussion?
  - C. Where is it stated in any written policy that an individual board member cannot recommend or have an agenda topic added to a board meeting agenda for discussion?

Example for Gm's annual eval (cont'd)  
from CSDA

GENERAL MANAGER EVALUATION CRITERIA	<i>expectations</i> Goals Implementation	Goals expectations	<i>expectations</i> Goals expectations
<p><b>Relationship with the Board</b></p> <ul style="list-style-type: none"> <li>Keeps board informed of district activities, progress and problems</li> <li>Receptive to board member ideas and suggestions</li> <li>Provides options and sound recommendations for board action</li> <li>Follows through on board directives</li> <li>Facilitates the decision-making process with the board</li> <li>Reports to board regularly about progress toward district objectives</li> <li>Accepts board criticism as constructive suggestions for improvement</li> <li>Follow up on all problems and issues brought to his/her attention</li> <li>Delegates to staff appropriate tasks</li> <li>Encourages a team effort between board, management and staff</li> </ul>			
<p><b>Management Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>Maintains a smooth-running administrative office</li> <li>Oversees preparation of agendas, district reports and accurate record keeping</li> <li>Speaks and writes clearly</li> <li>Proposes district goals and objectives prior to each fiscal year</li> <li>Annually provides district report regarding objectives met during past year</li> <li>Identifies short-term and long-term issues that need to be addressed</li> <li>Formulates action plans to implement these issues</li> <li>Is progressive in attitude and action</li> <li>Consults with attorney on all legal aspects of district operations</li> <li>In cases of emergency or disaster, acts in accordance with situation and then makes a report of these actions to the board</li> </ul>			
<p><b>Effective Leadership</b></p> <ul style="list-style-type: none"> <li>Hires and retains competent staff members</li> <li>Encourages staff development through education and growth opportunities</li> <li>Works to maintain high employee morale</li> <li>Knows and follows district personnel policies</li> <li>Maintains high staff productivity</li> <li>Contributes to a team effort with staff</li> <li>Promotes safety, addresses potentially unsafe issues immediately and notifies board of these issues</li> </ul>			

## GENERAL MANAGER EVALUATION CRITERIA CONTINUED

### Fiscal Management

- Prepares a balanced budget
- Completes the year with a balanced budget
- Displays common sense and good judgment in business transactions
- Demonstrates knowledge of physical plant operations
- Approves purchases and expenditures within limits of board-approved budget
- Provides information to board regarding purchases and expenditures
- Reports to board regularly regarding financial status of district
- Supervises district's accounting practices
- Works with auditor to make accounting practices more efficient

### Services to Public Served

- Understands and stays current with the needs of the community served
- Accepts criticism from constituents and responds appropriately
- Notifies board of community/management criticisms

### Community and Public Relations

- Represents the district in a positive and professional manner
- Actively promotes the district to the public
- Promotes public understanding of district services available
- Publishes district accomplishments
- Continually evaluates programs and facilities to meet need of community

### Personal and Professional Attributes

- Adheres to professional codes of ethics
- Maintains professional and technical knowledge by attending workshops, networking, reviewing publications and participating in professional organizations





### GENERAL MANAGER EVALUATION

General Manager: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Use the rating scale below to answer the following statements

1	2	3	4	5
Does not do it		OK = meets		Outstanding = exceeds
meet expectations		expectations		expectations

#### A. Relationship with the Board

1. \_\_\_\_\_ Keeps board informed of district activities, progress and problems.
2. \_\_\_\_\_ Is receptive to board member ideas and suggestion.
3. \_\_\_\_\_ Provides options and sound recommendations for board action.
4. \_\_\_\_\_ Makes budgetary impacts known before board action.
5. \_\_\_\_\_ Follows through on board directives.
6. \_\_\_\_\_ Facilitates the decision-making process with the board.
7. \_\_\_\_\_ Reports to board regularly about progress toward district objectives.
8. \_\_\_\_\_ Accepts board criticism as constructive suggestions for improvement.
9. \_\_\_\_\_ Follows up on all problems and issues brought to his or her attention.
10. \_\_\_\_\_ Delegates to staff appropriate tasks.
11. \_\_\_\_\_ Encourages a team effort between staff, management and board.

#### Comments:

In every comment section, board members may make general comments about the entire section or place a number (or several numbers) at the left side of page and make comments about specific observations relating to the number from the above list.

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**B. Management Skills and Abilities**

1. \_\_\_\_\_ Maintains a smooth-running administrative office.
2. \_\_\_\_\_ Oversees preparation of agendas, district reports and accurate record keeping.
3. \_\_\_\_\_ Speaks and writes clearly.
4. \_\_\_\_\_ Proposes district goals and objectives prior to each fiscal year.
5. \_\_\_\_\_ Provides annual report regarding objectives met during past year.
6. \_\_\_\_\_ Identifies short term and long term issues that need to be addressed.
7. \_\_\_\_\_ Formulates action plans to implement these issues.
8. \_\_\_\_\_ Is progressive in attitude and action.
9. \_\_\_\_\_ Consults with attorney on all legal aspects of the district operations.
10. \_\_\_\_\_ In case of an emergency or disaster, acts in accordance with the situation and then makes a report of these actions to the board.

Comments:

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**C. Services to People Served**

1. \_\_\_\_\_ Understands and stay current with the needs of the community served.
2. \_\_\_\_\_ Accepts criticism from the people served and responds appropriately.
3. \_\_\_\_\_ Notifies board of community/management criticisms.

Comments:

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**D. Fiscal Management**

1. \_\_\_\_\_ Prepares a balanced budget.
2. \_\_\_\_\_ Completes the year with a balanced budget.
3. \_\_\_\_\_ Displays common sense and good judgement in business transactions.
4. \_\_\_\_\_ Demonstrates knowledge of physical plant operations.
5. \_\_\_\_\_ Approves purchases and expenditures within limits of board approved budget.
6. \_\_\_\_\_ Provides information to board regarding purchases and expenditures.
7. \_\_\_\_\_ Reports to board regularly regarding financial status of district.
8. \_\_\_\_\_ Supervises district's accounting practices.
9. \_\_\_\_\_ Works with auditor to make accounting practices more efficient.

Comments:

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**E. Personal and Professional Attributes**

1. \_\_\_\_\_ Adheres to professional code of ethics.
2. \_\_\_\_\_ Maintains professional and technical knowledge by attending workshops, net-working, reviewing publications, and participating in professional societies.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**F. Community and Public Relations**

1. \_\_\_\_\_ Represents the district in a positive and professional manner.
2. \_\_\_\_\_ Actively promotes the district to the public.
3. \_\_\_\_\_ Promotes public understanding of district services available.
4. \_\_\_\_\_ Publishes accomplishments of district.
5. \_\_\_\_\_ Continually evaluates programs and facilities to meet needs of community

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**G. Effective Leadership of Staff**

1. \_\_\_\_\_ Hires and maintains competent staff members.
2. \_\_\_\_\_ Encourages staff development through education and growth opportunities.
3. \_\_\_\_\_ Works to maintain high employee morale.
4. \_\_\_\_\_ Knows and follows district personnel policies.
5. \_\_\_\_\_ Maintains high staff productivity.
6. \_\_\_\_\_ Contributes to the team effort within staff.
7. \_\_\_\_\_ Promotes safety, addresses potentially unsafe issues immediately, and notifies the board of these issues.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

BOARD CHAIR	DATE
BOARD VICE CHAIR	DATE
BOARD SECRETARY	DATE
BOARD MEMBER	DATE
BOARD MEMBER	DATE



(NAME OF DISTRICT)  
**GENERAL MANAGER EVALUATION**

General Manager: \_\_\_\_\_ For Calendar Year: \_\_\_\_\_

*Rating scale: 1 to 5 with 1=very poor and 5=exceptional and Narrative Comments  
Please provide numerical rating and comments below.*

**I. The General Manager's Relationship with the Board** **Rating:**  
*Comments:*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. The General Manager's Management Skills and Abilities** **Rating:**  
*Comments:*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. The General Manager's Relationship to People Served** **Rating:**  
*Comments:*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. The General Manager's Fiscal Management Knowledge** **Rating:**  
*Comments:*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. The General Manager's Personal and Professional Attributes**

Rating:

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. The General Manager's Community and Public Relations Skills**

Rating:

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VII. The General Manager's Leadership**

Rating:

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VII. Recommendations**

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BOARD CHAIR	DATE
BOARD VICE CHAIR	DATE
BOARD SECRETARY	DATE
BOARD MEMBER	DATE
BOARD MEMBER	DATE



(NAME OF DISTRICT) (BOARD OF DIRECTORS)

**GENERAL MANAGER PERFORMANCE EVALUATION**

General Manager: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

**Instructions**

Assign a numerical value from 1 to 10 representing the overall rating for each performance factor listed below. The performance factor statements are not all inclusive. Please elaborate on strengths and weaknesses in the space provided, or attach additional pages as necessary.

<u>Excellent</u>	<u>Above Average</u>	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
10 - 9	8 - 7	6 - 5	4 - 3	2 - 1

**PERFORMANCE FACTORS**

**I. MANAGEMENT OF THE ORGANIZATION**

**OVERALL RATING:**

Does the Manager effectively assume responsibility of leadership? Does he/she coordinate and monitor individual departments and follow through to assure productivity? Does the Manager communicate performance expectations clearly while maintaining a team environment? Is the Manager decisive and firm when need be confronting problems promptly, and providing timely and comprehensive follow through? Does the Manager accurately appraise and correct the strengths/weaknesses of the organization and individuals? Is the Manager flexible and innovative in managing problems and does he/she communicate well at all levels?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. FINANCIAL MANAGEMENT**

**OVERALL RATING:**

Does the budget show planned effort and thought? Are expenditures within available resources? Is the financial data presented to the board in a clear and concise manner? Is the budget prepared in time to allow the board necessary time to review and make comments?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. COMMUNITY RELATIONS**

**OVERALL RATING:**

Does the Manager skillfully represent the district to the community and other agencies? Does the Manager properly avoid district politics and partisanship? Does the Manager show an honest interest in the community and properly defend the district's reputation?

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**IV. PROFESSIONAL GROWTH AND DEVELOPMENT**

**OVERALL RATING:**

Does the Manager demonstrate the professional skill and knowledge needed to perform the job? Does he/she keep informed of developments in the professional field and communicate and apply this knowledge to the job? Is the Manager active in professional organizations? Does the Manager assess his/her own strength and capabilities, identify needs for knowledge, skills, and experience, and design and implement a self-development plan when appropriate?

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**V. BOARD RELATIONS**

**OVERALL RATING:**

Is the Manager providing the board with adequate information to make decisions? Is the board provided with sufficient alternatives to avoid being forced into a decision? Is technical data presented in an understandable manner? Does the Manager respond to individual and collective board concerns in a timely manner? Is the staff responsive to board's direction? Does the Manager respond in a positive way to assignments, suggestions and guidance from the board?

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**VI. GOALS AND OBJECTIVES (FROM CURRENT REVIEW PERIOD)**

**OVERALL RATING:**

How well did the Manager meet the goals and objectives for this review period as established by the board and as identified under separate document?

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**OVERALL EVALUATION**



**ADDITIONAL COMMENTS:**

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*Example for ADPUP's GM's Annual Evaluation 10 of 171 of 6*



**APPRAISAL AND DEVELOPMENT PROGRAM FOR MANAGERS,  
SUPERVISORS, AND CONFIDENTIAL EMPLOYEES**  
Complete between September 1 - December 1 each year

To: \_\_\_\_\_ (Employee Name) From: \_\_\_\_\_ (Supervisor)

The Department of Water Resources conducts an Appraisal and Development (A&D) Program once each year for all employees. We will have a chance to discuss your performance and development needs on:

\_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_  
(Date) (Time) (Room)

This is our opportunity to discuss your present job, what your duties and responsibilities are, how well you are performing them, and your future job development. You should view this A&D meeting as an exchange of ideas with me on your job performance and career development. Make the most of this discussion by realistically assessing your past performance. Prepare to suggest any training or activities that will assist with your development.

**Objective**

The objective of performance appraisal and individual development planning is to evaluate past performance and to help:

- ✓ YOU perform your present job more effectively, with greater ease and satisfaction.
- ✓ YOU prepare for advancement through promotion, job enhancement, and job change or transfer.
- ✓ The Department make sure that every job is performed as effectively as possible.
- ✓ The Department make sure that experienced staff is available for every job opening in the future.
- ✓ In short, the A&D Program provides two things: improved job performance now, plus career development for the future.

**Resources**

For more training and development resources, see <http://aquanet.water.ca.gov/training/>.

The Training Office web page includes:

- DWR Training Goals and Objectives which indicate what training is mandated, required, and recommended.
- DWR Course Descriptions and the Training Schedule which lists training classes and dates. These are also available on SAP through Aquaport.

Development programs available in DWR include job rotation, training and development assignments, planned experience, etc. Your Administrative Officer or I can provide additional information. Career resource information and counseling is available from the Training Office and the Office of Workforce Equality. Consultation sessions are available through the Training Office, Bonderson Building, Sacramento, (916) 653-6874.

**Pre-Meeting Preparation**

**Job Description** - Review your current Job Description and Position Classification (DWR 525). You may want to recommend updates of your job description to me. You may also want to review your Program Component Statement.

**Review Previous A&D** - Review your previous Appraisal and Development form (Manager/Supervisor/Confidential Appraisal Summary and Development Plan [DWR 3942]).

Be prepared to talk about the following items in our meeting:

**Present Job**

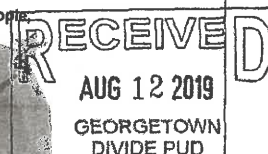
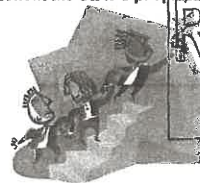
Are all of your duties and responsibilities clear?	Do you and I have a common understanding of what you are supposed to do and how well you are supposed to do it?	Is there anything about your present job that you would like to change? Can anything be done to change it?
How well are you doing your job? What specifically do you do best and what specifically might you need to improve? What comments did you include on your appraisal form?	How do your present responsibilities relate to your program objectives, our Division's mission, and the Department's mission?	What training do you need to do your present job better (job-required and job-related training)?

**DWR Mission**

To manage the water resources of California in cooperation with other agencies, to benefit the State's people, and to protect, restore and enhance the natural and human environments.

The Department's primary responsibilities and authorities follow:

- ✓ Plan and manage statewide water resources.
- ✓ Develop, operate, and maintain the State Water Resources Development System.
- ✓ Protect the Sacramento-San Joaquin Delta.
- ✓ Provide dam safety, flood management, and emergency assistance.
- ✓ Educate the public.
- ✓ Provide local assistance.
- ✓ Help develop interstate water policy.
- ✓ Negotiate energy contracts.





**Job Development**

- ? What are your long-term job goals and objectives? What are your specific short-term goals?
- ? What specifically could you do in your present job or in your present civil service classification that could help you reach those goals?
- ? What specific things can you do to take advantage of the strong points you listed above and to build upon the things which were not so strong?
- ? What job assignments might be available that would help make you more useful to the Department of Water Resources?
- ? What outside study or education do you need to prepare yourself for your next job (upward mobility and career related training)?



**Employee Training History** - Review your Employee Training History for verification of courses previously taken. This is available from Aquaport or your Training Coordinator. Report correction to your Training Coordinator.

**DWR Training Goals and Objectives** - Review the Department Training Goals and Objectives for the coming calendar year. The objectives indicate what training is mandated, required and recommended. These are available at <http://aquanet.water.ca.gov/training/docs/trngoals.cfm>.

**Compare History** - Compare classes in your training history to the defined needs in the DWR Training Goals and Objectives and list required training on a Training Plan (DWR 4141). You should also list any training needed to meet your short and long range development and career goals.

**Draft A&D** - Complete the following parts of Manager/Supervisor/Confidential Appraisal Summary and Development Plan (DWR 3942): Part I (Major Responsibilities); Part II (Planned Objectives for the coming calendar year); Part IV (Self Evaluation for the past calendar year); Part V (Development Plan). Submit them to me for discussion in our meeting. As rating supervisor, I will complete Part III (Assessment of Managerial/Supervisory Skills) as well as Part IV, (Rater's Evaluation). This evaluation will continue the dialogue between us and will identify any differences in perceptions.

**Draft Training Plan** - Review your previous Training Plan (DWR 4141), if any. Complete a draft of your Training Plan (DWR 4141) if you plan to attend courses in the coming calendar year other than those listed in Part V of DWR 3942, and submit it to me for discussion in our meeting. Understand that it may not be possible for me to approve or support all your development requests. As supervisor/manager, I have the responsibility for managing the entire unit and must consider the availability of funds as well as the unit's workload and work schedule constraints. The Division Chief will review our agreement and may make changes as well.

After your plan is approved and classes are scheduled, you must complete the Event Request (DWR 4142) to attend the scheduled training.

**Career Goals** - If you have determined any formal, long-range career goals, consolidate these goals on the Career Development Plan portion of the DWR 4141. Be aware that you have to share with the Department the expenses and time of your career development activity.

## The Meeting



Be prepared to take an active part in our meeting. Supervisor meets periodically with employee in follow-up discussions throughout the year.

## Glossary

**A&D** - The Appraisal and Development Program: An annual appraisal and evaluation of past employee job performance combined with projected development needs. The A&D is required (Government Code Section 19992-19992.14 and 2 Cal. Code of Regs. 599.798) for all permanent employees at least once in each twelve calendar months.

**Appraisal/Evaluation** - Comparison of an employee's actual performance of assigned duties and responsibilities with established standards.

**Appraisal/Work Plan** - The period of time during which an employee's performance is observed and evaluated, usually a 12-month period.

**Career Development Plan** - A part of DWR 4141, it is a plan written by an individual employee describing his/her formal, long-range career goals and approved by the employee's supervisor.

**DWR Training Goals and Objectives** (see <http://aquanet.water.ca.gov/training/docs/trngoals.cfm>) - A list of Department Training Goals and Objectives prepared each calendar year by the Department's Training Committee and approved by the Governance Board. The objectives indicate what training is mandated, required, and recommended and provide a guide for employees and supervisors in preparing training and development needs and annual Division/Office training plans.

**Manager/Supervisor/Confidential A&D Summary/Plan** - The Manager/Supervisor/Confidential Appraisal Summary and Development Plan form used during the annual A&D program to rate past job performance and project employee development needs (DWR 3942).

**Rater** - The person who evaluates the employee's performance; generally this is the employee's immediate supervisor.

**Reviewing Officer** - The person who reviews and approves the evaluation as determined by the rater; generally this is the rater's immediate supervisor.

**Training Plan (DWR 4141)** - The master form for planning training. Form used during the A&D program to project employee's training needs. Includes specific training that the employee will realistically attend in the coming calendar year. The supervisor will ensure that operational workload and budget for the training have been considered.

**Training Event Request (DWR 4142)** - The master form for making event requests. The employee submits the event request for each class listed on their Training Plan (DWR 4141) as they are offered.

## FURTHER INFORMATION

Contact me or your Training Coordinator if you have any questions about the purpose or scheduling of the A&D meeting.

**SUPERVISOR'S A&D CHECKLIST FOR MANAGER/SUPERVISOR/CONFIDENTIAL EMPLOYEES****COMPLETE BETWEEN SEPTEMBER 1 AND DECEMBER 1 EACH YEAR.**

<input type="checkbox"/> Supervisor requests Time Recorder to give employee an Appraisal and Development Packet.	
<p style="text-align: center;"><b>EMPLOYEE'S TOOLS:</b></p> <p><b>Reviews:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Appraisal &amp; Development Brochure (DWR 921B).</li> <li><input type="checkbox"/> Job Description (DWR 525). May recommend updates.</li> <li><input type="checkbox"/> Division's Mission Statement and Program Component Statement.</li> <li><input type="checkbox"/> Last Manager/Supervisor/Confidential Appraisal Summary and Development Plan (DWR 3942)</li> <li><input type="checkbox"/> Last Training Plan (DWR 4141) and Career Development Plan, if any.</li> <li><input type="checkbox"/> Employee's Training History available on Aquaport or from Training Coordinator.</li> <li><input type="checkbox"/> Department's Training Goals and Objectives (see <a href="http://aquanet.water.ca.gov/training/">http://aquanet.water.ca.gov/training/</a>).</li> </ul> <p><b>Completes:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Draft of Parts I, II, IV (Employee's Self Evaluation), and V of the Manager/Supervisor/Confidential Appraisal Summary and Development Plan (DWR 3942).</li> <li><input type="checkbox"/> Draft of Training Plan (DWR 4141) for the coming year and Career Development Plan for any formal, long-range career plans, if any.</li> </ul>	<p style="text-align: center;"><b>RATER'S TOOLS:</b></p> <p><b>Reviews:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Appraisal and Development Brochure (DWR 921B).</li> <li><input type="checkbox"/> Employee's Job Description (DWR 525). Identifies the "essential functions" of the job.</li> <li><input type="checkbox"/> Division's Mission Statement and Program Component Statement.</li> <li><input type="checkbox"/> Employee's last Manager/Supervisor/Confidential Appraisal Summary and Development Plan (DWR 3942).</li> <li><input type="checkbox"/> Last Training Plan (DWR 4141) and Career Development Plan, if any.</li> <li><input type="checkbox"/> Employee's Training History available from Training Coordinator.</li> <li><input type="checkbox"/> Department's Training Goals and Objectives (see <a href="http://aquanet.water.ca.gov/training/">http://aquanet.water.ca.gov/training/</a>).</li> <li><input type="checkbox"/> Employee's draft Manager/Supervisor/Confidential Appraisal Summary and Development Plan (DWR 3942).</li> <li><input type="checkbox"/> Employee's draft Training Plan, (DWR 4141) and Career Development Plan for any formal, long-range career plans, if any.</li> </ul> <p><b>Completes:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Parts III and IV (Rater's Evaluation) of the Manager/Supervisor/Confidential Appraisal Summary (DWR 3942). Part III is not required for confidential employees.</li> <li><input type="checkbox"/> DWR 4141 and includes any training the Manager/Supervisor requires.</li> <li><input type="checkbox"/> Schedules and conducts meeting in appropriate setting.</li> </ul>
<p><b>APPRAISAL AND DEVELOPMENT MEETING:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Rater explains the purpose and structure of the meeting.</li> <li><input type="checkbox"/> Rater explains how the employee's work fits into the Department's/Division's Missions and Program Component Statement.</li> <li><input type="checkbox"/> Rater and employee review and update the Job Description (DWR 525). Rater explains the "essential functions" of the job.</li> <li><input type="checkbox"/> Rater leads dialogue, encouraging participation from the employee (see DWR 921B for guidance).</li> <li><input type="checkbox"/> Rater and employee review past A&amp;D form (DWR 3942).</li> <li><input type="checkbox"/> <b>Rater and employee discuss evaluation discrepancies to the mutual understanding of both parties.</b></li> <li><input type="checkbox"/> Rater and employee review past Training Plan (DWR 4141) and Career Development Plan, if any.</li> <li><input type="checkbox"/> Rater and employee discuss current A&amp;D form (DWR 3942).</li> <li><input type="checkbox"/> Rater and employee discuss plans for accomplishment of Part II, Planned Objectives, for the coming calendar year.</li> <li><input type="checkbox"/> Rater and employee discuss DWR 4141, Training Plan for the coming calendar year, if any.</li> <li><input type="checkbox"/> Rater and employee discuss any formal, long-range career development goals, using DWR 4141, Career Development Plan portion, if any.</li> <li><input type="checkbox"/> <b>Rater finalizes discussion by reviewing key agreements.</b></li> </ul>	
<p><b>APPRAISAL AND DEVELOPMENT FOLLOW UP:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Rater finalizes</b> Manager/Supervisor/Confidential Appraisal Summary and Development Plan (DWR 3942); employee and rater sign; rater forwards to Reviewing Officer.</li> <li><input type="checkbox"/> Reviewing Officer signs and returns to rater; rater sends original to Administrative Officer via the Time Recorder, who is responsible for providing copies to the employee and the rater.</li> <li><input type="checkbox"/> <b>By December 1</b>, Administrative Officer forwards the original Manager/Supervisor/Confidential Appraisal Summary (DWR 3942, Parts I through IV) to the Human Resources Office.</li> <li><input type="checkbox"/> <b>Rater finalizes</b> Training Plan (DWR 4141) and Career Development Plan, if any; employee and rater sign. Rater forwards to Time Recorder.</li> <li><input type="checkbox"/> <b>By December 1</b>, Time Recorder provides copies of Part V, Development Plan (DWR 3942), and Training Plan (DWR 4141) and Career Development Plan, if completed, to the employee and rater and sends the originals to the Training Coordinator.</li> <li><input type="checkbox"/> <b>By December 1</b>, Training Coordinator compiles Part V, DWR 3942, and DWR 4141 information for the Division's Training Needs Assessment.</li> <li><input type="checkbox"/> Time Recorder forwards the updated Job Description (DWR 525) to the Administrative Officer for review and distribution with copies to the employee and rater.</li> <li><input type="checkbox"/> <b>By December 1</b>, Administrative Officer provides A&amp;D compliance report to Training Office.</li> <li><input type="checkbox"/> <b>Rater meets periodically with employee in follow-up discussions throughout the year.</b></li> </ul>	

REMINDER: THIS PROCESS SHOULD BE VIEWED AS A CONDITIONAL CONTRACT. For questions, contact the Training Office at (916) 653-0962. For more information, see the Training Office web site at <http://aquanet.water.ca.gov/training/>; for forms see <http://aquanet.water.ca.gov/mao/forms/indexing/search.cfm>.  
DWR 4228s (Rev. 8/10)

**MANAGER/SUPERVISOR/CONFIDENTIAL APPRAISAL SUMMARY**

EMPLOYEE'S NAME		CLASSIFICATION	SAP EMPLOYEE NUMBER	DESIGNATION <input type="checkbox"/> MANAGER <input type="checkbox"/> SUPERVISOR	<input type="checkbox"/> CONFIDENTIAL (Complete all but Part II)
ORG. UNIT NUMBER	SAP UNIT NUMBER	DIVISION/REGION/OFFICE	DATE OF LAST APPRAISAL	PERIOD COVERED BY THIS APPRAISAL	

**PART I - MAJOR RESPONSIBILITIES:** List major areas of responsibility as shown on your Job Description and Position Classification (DWR 525).

**PART II - PLANNED OBJECTIVES:** List mutually agreed upon major objectives or accomplishments planned, i.e., performance standards and related work expectations.  
(To be completed by employee at the beginning of the appraisal/work plan period.)

**PART III - ASSESSMENT OF MANAGERIAL/SUPERVISORY SKILLS:** Rater should cite specific examples of accomplishments and areas needing improvement.

- ▶ **PLANNING:** Forecasting, developing objectives, establishing priorities, scheduling, setting realistic program target dates, budgeting resources, developing policies, and establishing procedures.
- ▶ **ORGANIZING:** Delegating, grouping people and work for effective action, and creating conditions for cooperative results.
- ▶ **LEADING:** Effectively communicating concepts, policies, and procedures both verbally and in writing; choosing from alternatives for effective action; selecting people; and developing attitude and work skills.
- ▶ **CONTROLLING:** Establishing work standards, measuring work performance, appraising and analyzing work in progress and results, and evaluating performance of employee's work.
- ▶ **EEO:** Demonstrating knowledge and skills incorporating equal employment opportunity practices into day-to-day activities.

**PART IV - PERFORMANCE ACHIEVEMENTS:** (To be completed at end of appraisal/work plan period.)

**Employee's Self Evaluation:**

Identify achievements compared to planned objectives from prior evaluation. Cite examples of notable achievements.

**Rater's Evaluation:**

Evaluate employee's performance achievements compared to planned objectives. Identify any performance areas that need attention.

EMPLOYEE'S SIGNATURE	DATE	RATER'S SIGNATURE	DATE	REVIEWING OFFICER'S SIGNATURE

**MANAGER/SUPERVISOR/CONFIDENTIAL DEVELOPMENT PLAN**

EMPLOYEE'S NAME		DESIGNATION (CHECK ONE) <input type="checkbox"/> MANAGER <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SUPERVISOR		SAP EMPLOYEE NO.
ORG. UNIT NUMBER	SAP UNIT NUMBER	CLASSIFICATION	FOR COMING CALENDAR YEAR	

**PART V - DEVELOPMENT:** Check the courses you plan to attend in the period covered by this development plan.

**LEADERSHIP TRAINING**

Already Completed	Plan to Attend in Coming Year	Relationship to Job <sup>1</sup>	Course Title	Course Hours
<b>Government Code Section 19995.4 requires that newly designated supervisors receive 80 hours of training within their probationary period. The Department Supervisory Training Program requires the following courses. They should be taken in the order shown. Courses available to designated managers and supervisors only.</b>				
<input type="checkbox"/>	<input type="checkbox"/>		Introduction to Supervision	24
<input type="checkbox"/>	<input type="checkbox"/>		Planning and Managing	7
<input type="checkbox"/>	<input type="checkbox"/>		Equal Employment Opportunity/Preventing Sexual Harassment	7
<input type="checkbox"/>	<input type="checkbox"/>		Hiring Process	7
<input type="checkbox"/>	<input type="checkbox"/>		Labor Contract Administration and Grievance Handling	7
<input type="checkbox"/>	<input type="checkbox"/>		Supervisory Safety Training	7
<input type="checkbox"/>	<input type="checkbox"/>		Performance Planning and Appraisal	7
<input type="checkbox"/>	<input type="checkbox"/>		Performance Management - Preventive Actions	7
<input type="checkbox"/>	<input type="checkbox"/>		Performance Management - Adverse Actions	7
<b>Required Courses in accordance with DWR's training goals and objectives.</b>				
<input type="checkbox"/>	<input type="checkbox"/>		Ethics Orientation (For all Form 700 filers in accordance with GC Section 11146-11146.4 every 2 years and all managers and supervisors every 2 years)	3
<input type="checkbox"/>	<input type="checkbox"/>		Effective Workplace Writing	24
<input type="checkbox"/>	<input type="checkbox"/>		Working with the News Media	8
<input type="checkbox"/>	<input type="checkbox"/>		National Environmental Policy Act/California Environmental Quality Act (NEPA/CEQA) for supervisors that are responsible for the preparation of environmental documents and permits.	24
<input type="checkbox"/>	<input type="checkbox"/>		Environmental Laws and Regulations <sup>2</sup>	8
<input type="checkbox"/>	<input type="checkbox"/>		Environmental Justice (every 3 years)	8
<input type="checkbox"/>	<input type="checkbox"/>		Quality Assurance/Quality Control in Environmental Measurements, Introduction (required for supervisors of affected technical staff)	8
<input type="checkbox"/>	<input type="checkbox"/>		Substance Abuse (required for supervisors of a "Sensitive Position")	
<input type="checkbox"/>	<input type="checkbox"/>		Substance Abuse Training (required at least once each year) or	8
<input type="checkbox"/>	<input type="checkbox"/>		Substance Abuse Refresher (required at least once each year)	4
<input type="checkbox"/>	<input type="checkbox"/>		Substance Abuse Confirmer Training (required for designated "Substance Abuse Confirmer" every 2-3 years)	8
<input type="checkbox"/>	<input type="checkbox"/>		Sexual Harassment Prevention - Managers, Supervisors, Refresher (every 2 years)	3.5
<b>Other Recommended Courses in accordance with DWR's training goals and objectives</b>				
<input type="checkbox"/>	<input type="checkbox"/>		EAP for Managers and Supervisors (every three years)	2
<input type="checkbox"/>	<input type="checkbox"/>		Appropriate SAP Training	

The Department participates in a number of mid-management and executive programs. For more information, see website <http://aquanet.water.ca.gov/training/>. Division Chiefs nominate program attendees. Ask your supervisor to make your Division Chief aware of your interest.

<sup>1</sup> Relationship to Job: JRQ = Job Required; JRT = Job Related; UM = Upward Mobility; CR = Career Related.

<sup>2</sup> Required for Managers/Supervisors responsible for work conducted in the field. Must be taken once every three (3) years.

JOB REQUIRED/JOB RELATED	UPWARD MOBILITY/CAREER RELATED
For training other than above, complete Training Plan (DWR 4141).	For long-range career development, complete Training Plan (DWR 4141).

**TRAINING PLAN**

**Instructions: (Please refer to 4141 instructions for detail)**  
**Training Plan:** Complete Sections 1, 2, and 3.  
**Career Development Plan:** Complete Sections 1, 2, 3, and 4.

**SECTION 1: EMPLOYEE INFORMATION (MUST BE COMPLETED)**

EMPLOYEE NAME	SAP EMPLOYEE NUMBER	E-MAIL
DIVISION/REGION/OFFICE NAME	SAP ORG NUMBER	PHONE NUMBER

@water.ca.gov

**SECTION 2: MANDATED TRAINING (IN ACCORDANCE WITH DWR'S TRAINING GOALS AND OBJECTIVES)**

EVENT TITLES	EVENT HOURS
SEMS/NIMS/ICS Introduction (Every 5 years, GC 8607)	8
Workplace Safety Training (Every 3 years, Governance Board)	3
Defensive Drivers Training (Every 4 years, DAM 4122.20/SAM Sec 0751)	3.5
Sexual Harassment Prevention Training for Represented Employees (Every 3 years, Governance Board)	3.5
DWR Orientation (Governance Board)	12

**SECTION 3: TRAINING PLAN**

EVENT TITLE	VENDOR	REGISTRATION COST	CATEGORY <sup>1</sup>	TOTAL HOURS	LOCATION
1.					
2.					
3.					
4.					
5.					
6.					

This training plan has been discussed between Employee and Supervisor and projects the employee's training needs, including conferences and conventions, for the coming calendar year. The plan is a realistic agreement based on the resources and workload; it is not a wish list nor does it guarantee attending all listed training. The plan should also include any formal long range training that will be accomplished in the upcoming year to allow Unit/Division/Office to project and budget training costs. Substitution of events or additional training may be made after further discussion. (DAM 3753.4, DAM 3752.5)  
**When DWR's training policies/procedures are in conflict with Memorandum of Understanding (MOU) provisions, the MOU prevails (DAM 3700).**

For Training Plan to be complete the Employee, Lead Person (if applicable), and Supervisor MUST sign and date.

1. EMPLOYEE SIGNATURE	DATE	2. LEAD PERSON (if applicable)	DATE	3. SUPERVISOR SIGNATURE	DATE
-----------------------	------	--------------------------------	------	-------------------------	------

<sup>1/</sup> JRQ = Job Required, JRT = Job Related, UM = Upward Mobility, CR = Career Related. As determined by Supervisor (see DAM 3730).

**SECTION 4: CAREER DEVELOPMENT PLAN (See DAM 3741.3) (INCLUDE SPECIFIC EVENTS IN SECTION 3 ABOVE)**

The training plan will be reviewed at the Division Chief level and the employee will be informed by the supervisor of any revisions.

LONG-RANGE PLAN OR EMPLOYEE DEVELOPMENT (e.g. "B.S. in Environmental Science" or "Associate Governmental Program Analyst")

TIME AGREEMENT (attach additional page if necessary)	EXPECTED COMPLETION DATE
--	--------------------------

OPPORTUNITIES:  JOB ROTATION  PLANNED EXPERIENCE  
 TRAINING & DEVELOPMENT ASSIGNMENT  OTHER (specify)

For Career Development Plan to be complete, Section Chief through Division Chief MUST sign and date.

CAREER DEVELOPMENT PLANS REQUIRE DIV/OFF CHIEF APPROVAL	1. SECTION CHIEF SIGNATURE	DATE	2. BRANCH CHIEF SIGNATURE	DATE
	3. REGION/FIELD DIVISION CHIEF SIGNATURE	DATE	4. DIVISION/OFFICE CHIEF SIGNATURE (Cannot be delegated)	DATE

A&D's -

Acceptable narratives for giving a staff member and "E - exceeds" on their A&D IDP line items.

1. quality of work-

Work is always accurate and completed on time following steps of completed staff work.

You continue to do an excellent job as the technical lead for the XX Program and can organize, accurately produce, and reliably manage the XX reports and monthly meetings.

2. quantity of work-

Ability to multi-task and organize workload efficiently. Ability to take on challenging tasks and projects.

3. work habits-

Uses time effectively to successfully complete tasks and projects. Always uses good practices in vehicle and personal safety.

Your initiative and commitment to your XX (projects/tasks/assignments); ability to think critically, analyze situations, and organize meetings; and your knowledge and experience with XX (water quality) issues are assets to the XX (Branch, Program, and the project).

4. relationships with people-

Ability to work with all levels of employees. Have built many relationships with other employees and divisions in order to reach common goal.

Your pro-active approach to developing the needed XX (Project within the XX Program) with fellow-staff members shows your ability to work well cooperatively and collaboratively with others.

5. taking action independently-

Works independently to handle any issues that arise.

You continue to prove that you're capable of handling the coordination of the XX project, and your initiative to further develop the: XX (web site data); and XX (summary comparison data between real-time and grab sample data) is outstanding.

6. meeting work commitments-

Have never missed a deadline. Follows all policies and procedures to ensure project is done correctly.

You continue to handle your assignments well, and have demonstrated on numerous occasions your ability to think critically, analyze situations, and perform at peak efficiency to meet your deadlines and assignments.

7. analyzing situations and materials-

Able to resolve situations by listening to all involved parties and able to resolve in an equitable manner. Ability to remove personal feelings from situation.

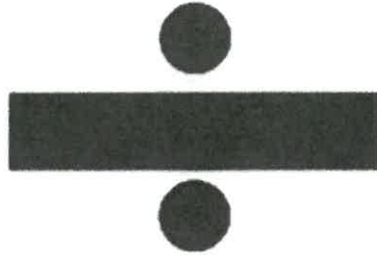
8. Supervising work of others-

As lead of two employees, I act as a resource for them to complete projects efficiently. Encourage them to try new methods for problem solving.

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**CONSENT CALENDAR**

AGENDA ITEM 5.A.2



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

**TUESDAY, SEPTEMBER 10, 2019  
2:00 P.M.**

**MISSION STATEMENT**

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

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

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**

*The meeting was called to order at 2:00 P.M.*

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

*Staff present: General Manger Steven Palmer, Operations Manager Darrell Creeks, Management Analyst Christina Cross, Water Resource Manager Adam Brown, HR/IT Specialist Stephanie Beck.*

*Legal Counsel: Barbara Brenner, Churchwell White, LLP.*

*The Pledge of Allegiance was led by Director Garcia.*

## **2. ADOPTION OF AGENDA**

*General Manager Steven Palmer requested item 5.A.2 be pulled from Agenda.*

***Motion by Director Saunders to adopt the agenda with the removal of item 5.A.2. Second by Director Garcia.***

***Roll Call vote was taken, and the vote was as follows:***

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

***The motion passed unanimously.***

## **3. PUBLIC FORUM (ONLY ITEMS THAT ARE NOT ON THE AGENDA)**

*Carolyn O'Conner read a statement (Attachment 1) regarding a forensic audit.*

*Cherie Carlyon read a statement (Attachment 2) regarding the recent fire, communications and status of the office generator.*

## **4. PROCLAMATIONS AND PRESENTATIONS**

### **A. Recognize Diana Michaelson for her Service to the District**

*Mrs. Michaelson was not present. Director Wadle moved to the next agenda item.*

### **B. Overview of Voluntary Settlement Agreements – Andy Fecko, PCWA**

*Placer County Water Agency Andy Fecko gave a presentation and proposal for a voluntary settlement agreement with PCWA, GDPUD, FHPUD and EID and the State, and the potential for water transfers.*

## **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 Saunders requested items 5.C and 5.D be pulled.*

*Director Garcia requested items 5.B.1 and 5.B.2 be pulled.*

***Motion by Director Saunders to adopt item 5.A.1. Second by Director Souza.***

**Roll Call vote was taken, and the vote was as follows:**

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

**The motion passed unanimously.**

**A. Approval of Minutes**

1. Special Meeting of August 13, 2019
2. Regular Meeting of August 13, 2019

*Item 5.A.1 approved on Consent.*

**B. Financial Reports**

1. Statement of Cash Balances – July 2019
2. Month-End Cash Disbursements Report – July 2019

*Management Analyst Christina Cross was present to answer questions on the Financial Reports.*

*Director Garcia had questions on item 5.B.1 regarding payroll expenses.*

**Motion by Director Halpin to accept item 5.B.1. Second by Director Garcia.**

**Roll Call vote was taken, and the vote was as follows:**

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

**The motion passed unanimously.**

*Director Garcia had questions on item 5.B.2 regarding payment of three checks, staff training and the Districts Retention Policy.*

**Public Comment:** *Cherie Carlyon had questions and comments.*

**Motion by Director Saunders to accept item 5.B.2. Second by Director Souza.**

**Roll Call vote was taken, and the vote was as follows:**

**Saunders: Aye**  
**Souza: Aye**  
**Garcia: Aye**

**Halpin: Aye**  
**Wadle: Aye**

***The motion passed unanimously.***

**C. Adopt Resolution Supporting District Legal Counsel Barbara Brenner's Appointment to the Association of California Water Agencies Legal Committee**

**Possible Board Action: Adopt Resolution.**

*Director Saunders asked about reimbursement charges.*

***Public Comment: No public comment.***

***Motion by Director Halpin to accept item 5.C. Second by Director Souza.***

***Roll Call vote was taken, and the vote was as follows:***

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

***The motion passed unanimously.***

**D. Voting for Candidates for the Association of California Water Agencies Board of Directors**

**Possible Board Action: Adopt Resolution.**

*There was discussion on the recommended Candidate slate.*

***Public Comment: No public comment.***

***Motion by Director Garcia to accept item 5.D as written. Second by Director Halpin.***

***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 Garcia reported there will be a town hall meeting at the Cool Hall Association Saturday, September 21<sup>st</sup> from 1:00 to 3:00 pm. She received an invitation to hold an ALT town hall meeting on Sunday, October 6<sup>th</sup> at the club house from 1:00 to 3:00 pm. She will be attending the GFOA training on September 16<sup>th</sup> and 17<sup>th</sup>. Ms. Garcia spoke about the training she received when she attended the Leadership Academy with Director Saunders. She provided handouts from the last meeting.*

*Director Saunders provided the attached report along with discussion on each topic. He encouraged the Staff and the Public to become familiar with the Auburn State Recreation Project through the website provided on his handout.*

*Director Souza reported that everything went very well during the fire. Director's Wadle, Souza and Garcia commended the fire departments and everyone who worked to put out the fire.*

*Director Wadle shared updates on Legislative Bill's AB402, AB4186 and AB1184. He reported he will also be attending the GFOA training next week. Mr. Wadle spoke about his meeting with Steve Palmer and State Senator Brian Dahle. He invited Senator Dahle along with other elected officials to the ALT ribbon cutting ceremony on October 3<sup>rd</sup> at 9:00 A.M and encouraged everyone to attend.*

*Cherie Carlyon and Steve Miller had questions and comments.*

## **B. General Manager's Report**

*Mr. Palmer provided a list of projects the District is working on along with a discussion of the items listed in his report. He noted the date for the Reservoir and Stream Gaging proposal was incorrect, the bids are due September 30<sup>th</sup>.*

*Director Souza and Director Garcia asked Darrell Creeks about the status of the office generator.*

*Director Saunders asked about updates on the SWRCB compliance inspection that was done in April. Mr. Palmer confirmed everything had been completed by the August deadline.*

*Director Garcia asked Mr. Palmer if a report could be made that lists a timeline for each project.*

## **C. Operation Manager's Report**

*Darrell Creeks presented the Operations Manager report noting that there were not many changes from last month.*

*Director Wadle asked if there was a list of fire hydrants that had been flushed.*

*Director Saunders suggested adding the hydrants to the GIS system.*

*Water Resource Manager Adam Brown presented the Zone Report.*

*Director Garcia requested the July Zone Report from Mr. Brown.*

*Cherie Carlyon had questions and comments.*

#### **D. ALT Treatment Plant Update**

*Engineering Consultant George Sanders gave a status report of work done at the ALT Plant in August and provided a slide show of recent photos. He on reported the status and disbursements for the state loan. Mr. Sanders noted that his assistant Gloria Omania would be organizing the ribbon cutting ceremony on October 3<sup>rd</sup>.*

*Director Garcia asked if the District invited the SWR Inspector and Engineer to the ribbon cutting ceremony. Mr. Sanders stated that everyone the District is required to notify will be contacted.*

*Karen Bartholomew had questions and comments.*

#### **E. Finance Committee Report**

*Finance Committee Chair Steve Miller shared a list of items the Finance Committee would be researching, and which Committee Member would be conducting the research. Mr. Miller shared that one of the members would be available as support but is in the process of leavening the area.*

*Director Sanders spoke as the liaison of the Finance Committee on budget review timelines and legal fees.*

### **7. NEW BUSINESS**

#### **A. Approval of Amendment No. 4 to Professional Services Agreement with NEXGEN in the amount of \$49,139**

**Possible Board Action:** Adopt Resolution.

*Engineering Consultant George Sanders presented the report.*

*Director Wadle stated that he hoped this was the last amendment.*

*Director Saunders, Director Wadle and Director Garcia had questions about the completion of the landscaping and the NEXGEN service agreement.*

**Public Comment:** *Cherie Carlyon asked a question.*

**Motion by Director Halpin to accept staff's recommendation. Second by Director Garcia.**

**Roll Call vote was taken, and the vote was as follows:**

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



*The motion passed unanimously.*

**B. Award Construction Contract with Caggiano General Engineering, Inc. in the Amount of \$280,005.00 for 2018 Treated Water Line Replacement Project**

**Possible Board Action:** Adopt Resolution.

*Mr. Palmer presented the report. He noted the completion date was incorrect, completion should be in December.*

*There was discussion regarding the project.*

*Public Comment:* Cherie Carlyon had questions and comments.

**Motion by Director Garcia to approve as written. Second by Director Halpin.**

**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. Approve WaterSMART Grant Application in the Amount of \$655,500 for the Upcountry Ditch Rehabilitation Project**

**Possible Board Action:** Adopt Resolution.

*Mr. Brown provided a slideshow presentation and discussion.*

*There was discussion regarding the project.*

*Public Comment:* Cherie Carlyon had questions and comments.

**Motion by Director Saunders to approve as written. Second by Director Halpin.**

**Roll Call vote was taken, and the vote was as follows:**

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

*The motion passed unanimously.*

**D. Adopt New Board Policy Required for Special District Leadership Foundation Transparency Certificate - 5040 Rules of Order for Conduct of Board and Committee Meetings**

**Possible Board Action:** Adopt Resolution.

*Ms. Cross presented the report.*

*There was some discussion regarding the report.*

**Public Comment:** No public comment.

**Motion by Director Garcia to adopt the Resolution as written. Second by Director Halpin.**

**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 Reimbursement for Director Attendance at ACWA Region 3 and 4 Programs, and Mountain Counties Water Resources Association Water Symposium**

**Possible Board Action:** Adopt Resolution.

*Mr. Palmer presented the report.*

*Director Wadle, Director Garcia and Director Saunders stated they will be attending part of the conference but will not be submitting reimbursements.*

**Public Comment:** No public comment.

**Motion by Director Halpin to accept the staff's recommendation as written. Second by Director Garcia.**

**Roll Call vote was taken, and the vote was as follows:**

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

**The motion passed unanimously.**

**F. Consider Approving Budget Increase and Professional Services Agreement with Bennett Engineering in the Amount of \$61,996 for Evaluation of the Capital Replacement Plan**

**Possible Board Action:** Adopt Resolution

*Mr. Palmer presented the report. Mr. Dave Harden from Bennett Engineering was present to answer questions and provide feedback.*

*Director Souza asked if this was something that needed to be done. Mr. Palmer stated this was directed by the board, the staff was not requesting or advocating for or against. The board wanted to address the concerns from prior meetings and the need for a forensic audit of the Capital Replacement Plan in the original rate study. This is a way to independently evaluate the cost estimates.*

*Legal Counsel Barbara Brenner stated this is not a rate study.*

*Director Halpin spoke of his support for having a 3<sup>rd</sup> party, independent Engineer perform this work.*

*Director Wadle asked legal counsel about the rate study lawsuit.*

*Director Garcia shared her support for a forensic audit along with a list of concerns.*

*Director Saunders spoke about getting an asset management program with the new software that will track the Districts assets as well as the life expectancy of those assets. He spoke about the rate freeze and a possible conflict with having Bennett Engineering perform the service for the District.*

*Mr. Harden from Bennett Engineering spoke about the process for collecting the data for this evaluation. Mr. Harden recommended the District not conduct this evaluation at this time.*

**Public Comment:** *Cherie Carlyon had comments.*

**Motion by Director Garcia to hold off and not approve as written today. Second by Director Souza.**

**Roll Call vote was taken, and the vote was as follows:**

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

**The motion passed unanimously.**

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**G. Provide Direction on Name of the New Auburn Lake Trails Water Treatment Plant**

**Possible Board Action:** Discuss and provide direction

*Mr. Palmer presented the report.*

*After some discussion the Board changed the name of the ALT Treatment Plant to the Sweet Water Treatment Plant.*

*Carolyn O'Conner had comments.*

- 8. BOARD MEMBER 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 submitted a document of a list items he would like on the Agenda. (Attachment 4)*

*Director Garcia submitted a document of a list of items she would like added to the October Agenda. (Attachment 5)*

*Meeting adjourned at 4:59 P.M.*

- 9. NEXT MEETING DATE AND ADJOURNMENT** – The next Regular Meeting will be on October 8, 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 September 6, 2019.

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Steven Palmer, PE, General Manager

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Date

September 10, 2019

This past January 2019, the Board passed a motion to temporarily freeze the rate increase for no more than 12 months and directed the general manager to investigate the cost to conduct a forensic audit and provide recommendations for rate adjustments.

The reasoning behind a forensic audit is that it is needed to validate the data within the recent 2018 asset list which has been shown to contain errors..

In February 2019, the BOD's discussion moved away from a forensic audit to the general manager presenting to the Board the need for an engineering firm instead. That move would give us the same result that we have now which is the basis for the current lawsuit.

We need a forensic audit to validate the data used in the asset list which an engineering report will not do. If not a forensic audit then at the very least, we need a focused audit to validate the asset list to correct those errors.

Now, on this month's agenda, is an item is to possibly consider approving a budget increase for Bennett engineering to evaluate the capital replacement plan.

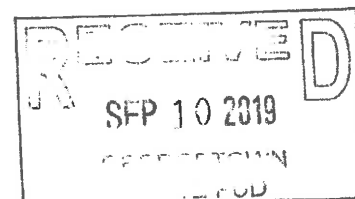
Bennett Engineering would not be an independent reviewer as they are already under contract with the District and that would generate a conflict of interest.

It's been 8 months waiting for a forensic audit that the voters wanted! Who's running this show?

I'd like to see some leadership from Mr. Wadle to direct the GM to follow the original motion that was passed by the board for a forensic audit and not aid in subverting the will of the voters.

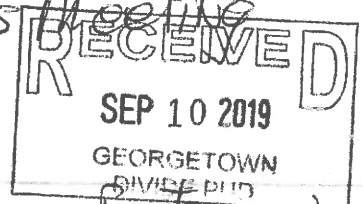
I urge a no vote on this motion.

Carolyn O'Connor  
Georgetown



Cherie Carlyon - Public Comment

GDPU D Board of Directors Meeting  
Sept 10, 2019



As everybody knows, we had a very fast-moving wild fire in Greenwood last Tuesday. Lots of fire retardant was dropped by Cal Fire along our ditches, below the ALI treatment plant.

Do we have an emergency notification policy where we notify our irrigation customers about the retardant drops? If Irrigation Policy had been updated, perhaps, this issue could have been addressed prior to this fire.

If I was an organic farmer downstream, I would need to have been notified about this incident, so I could take measures to not use the water for a period of time so all the compounds could be flushed out of my system.

It looks like we need to get our emergency notification system up to date. When will this happen? Here we are more than 2 months after the approval by this board of the fiscal 19/20 budget + the emergency generator hasn't even been installed at the office, why?

Has anyone spoken with the Paradise Water District + other districts that have had devastating fires to see what lessons they have learned from the wild fires in their area?

This is an important item that this district should be working on for the safety + betterment of its customers and the community at large.

**Agricultural Water Management Plan Guidebook Workgroup Meeting (Sept 23, 2019 - Sacramento)**

- Drought Plan
- Water Budget & Tables
- Water Use Efficiency Calculator & Tables
- Water Management Objectives
- Review Electronic Reporting in WUE data
- Review Compliance

**Divide Town Hall - Directors Garcia and Saunders**  
Sept 21st - Cool Hall 1-4pm

**ALT Town Hall**  
Oct 6 - ALT Clubhouse 1-3

**Auburn State Recreation Area - Auburn Project Lands**  
Staff, Board, and public to become familiar with the project.  
[https://www.parks.ca.gov/?page\\_id=24325#20190716Updates](https://www.parks.ca.gov/?page_id=24325#20190716Updates)

- Grant writer (share with the small districts) STPUD, Grizzly Flats
- Legal
- Sex Harrassment Prevention Policy
- Disaster and Emergency Preparedness Subcommittee
- Drought Plan



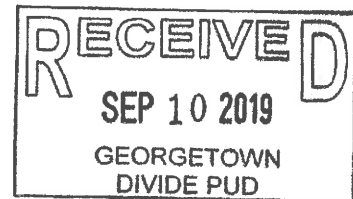
From Board of Directors member Cindy Garcia -

Sep 10, 2019

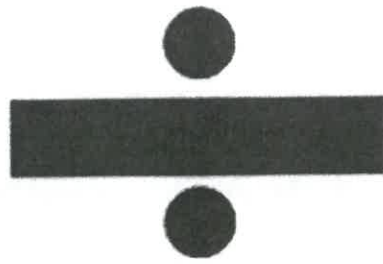
To be included as part of the permanent records for the Georgetown Divide Public Utilities District Board of Directors September 10, 2019 meeting. I'd like the items listed below to be added to the October 8, 2019 BOD meeting agenda for discussion by the Board members.

Sep 10, 2019 – Add to Oct 8, 2019 BOD meeting agenda

- **Emergency Preparedness and Response Plans** – Discuss developing coordinated emergency efforts with other first responding agencies, and discuss sharing GDPUD's facility plans and resource locations for use in emergencies. And discuss the Social Media Policy with regard to emergencies.
- **Emergency Notification System** – Discuss acquiring a notification system that provides an open communication forum that connect public safety, other municipalities, schools, businesses and our communities we serve through real-time, two-way communication using text, email, voice messages, social media, and a mobile app.
- **Policy Development and Review Process** – BOD governance discussion of the Board's purpose, responsibility, and goals in directing policy development.
- **Irrigation Ordinance** - findings from multiple workshops; addressing customer concerns; irrigation ordinance revisions; and next steps in developing final irrigation ordinance.
- **Inactive Meter Policy** – evaluating customer needs and costs; district's costs; and next steps in developing a draft inactive meter policy for the Board of Director's review.
- **Revision of Board Policies 4040 – Duties of Board President and 5020 – Board Meeting Agenda.** These policies do not guarantee that a Board member's request to add agenda items will be honored therefore, Board Member's discussion should include:
  - A. Amending policies to add instructions for adding Board member's requested items to the agenda. (*Follow policy 1010 – Adoption/Amendment of Polices, and write a letter to the BOD Chair & GM by way of the District Office, and requesting that this item be included for consideration on the agenda of the meeting of the Board of Directors.*)
  - B. Where is it stated in any written policy that the Board of Directors as a whole must agree on which agenda topic(s) is/are added to a meeting agenda for discussion?
  - C. Where is it stated in any written policy that an individual board member cannot recommend or have an agenda topic added to a board meeting agenda for discussion?

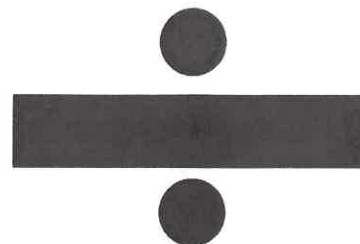






AGENDA ITEM 5.B.1

**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF OCTOBER 08, 2019  
AGENDA ITEM NO. 5.B.1.**



**AGENDA SECTION: CONSENT CALENDAR**

**SUBJECT: CASH BALANCES – AUGUST 2019**

**PREPARED BY:** Christina Cross, Management Analyst

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

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**BACKGROUND**

The Cash Balance 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 Balance 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 August 30, 2019 shows the District's cash balances total \$9,444,547.81

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

El Dorado Savings Bank - Checking	116,354.02
El Dorado Savings Bank - Savings	2,105,707.84
Local Agency Investment Fund (LAIF)	7,222,485.95
	<u>\$ 9,444,547.81</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	\$46,032.58
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Cash balances are allocated based on the Fund for which the source of the monies is generated by or used from.

Fund	Beginning Balance	Cash In Cash Receipts	Accounts Payable	Payroll	Journal Entries	Ending Balance
SMUD FUND	309,687.17	0	0	0	0.00	309,687.17
CABY GRANT	-115,819.82	0.00	-254.8	0	0	-116,074.62
Water Fund	2,174,384.66	125,528.41	-139,589.22	-140,494.93	-3,468.73	2,016,360.19
RETIREE FUND	448,323.95	3,186.12	-8,078.81	0	0.00	443,431.26
STEWART MINE FD	36,572.08	0	0	0	0	36,572.08
WATER DEVE.FUNC	415,368.61	0	0	0	0.00	415,368.61
SMERFUND	1,074,091.93	0	0	0	0.00	1,074,091.93
ALT Fund	678,814.32	241,892.44	-600.08	0	2,623.35	922,730.03
CAPITAL REPLACE	548,277.87	0	-75,594.20	0	0.00	472,683.67
BAYNE RD BND FD	34,327.50	0	0	0	0	34,327.50
STATE REV FUND	-35,486.61	0	-2,296.95	0	0	-37,783.56
Hydro Fund	711,471.50	8,288.73	0	0	0.00	719,760.23
Restricted P/L	-90,530.11	0	0	0	0	-90,530.11
GARDEN VALLEY	73,946.14	0	0	0	0	73,946.14
CAP FAC CHARGE	1,470,467.92	0	-6,038.02	-2,112.24	0.00	1,462,317.66
Zone Fund	1,024,422.93	7,497.02	-3,216.23	-6,307.68	925.38	1,023,321.42
CDS M & O Fund	40,306.96	0	0	0	0	40,306.96
CDS RESRV EXP.	173,759.61	0	0	0	0	173,759.61
CAPITAL RESERVE	413,501.37	0	-98,478.65	0	0.00	315,022.72
KELSEY NORTH	113,367.74	0	0	0	0	113,367.74
KELSEY SOUTH	41,881.18	0	0	0	0	41,881.18
	9,541,136.90	386,392.72	-334,146.96	-148,914.85	80.00	9,444,547.81

Sources of cash during the month were from recurring utility payments, lease payments, grant reimbursements and retiree health reimbursements in the amount of \$386,392.72. The details of the uses of cash during the month can be seen on the approved check register in the amount of \$334,146.96. 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 \$148,914.385. The miscellaneous journal entries reflect LAIF interest earned during the 4<sup>th</sup> quarter of 18/19. Adjustments have been made to beginning balances due to yearend adjustments lined out in Attachment 4. There may continue to be adjustments made to accounts balances throughout the audit over the next few months.

Fund	Description	Balance	Debits	Credits	Balance
29	SRF FISCAL AGENT ACCOUNTS	\$43,673.31	\$2,359.27	\$ -	46,032.58

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. Adjustments have been made to the beginning balance through the monthly bank reconciliation process.

**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 August 30, 2019.

**ALTERNATIVES**

No alternatives.

**ATTACHMENTS**

1. Statement of Cash Flows August 2019
2. Month-End Cash Disbursement Report August 2019
3. SRF Cash Balances August 2019
4. Adjustment Detail to prior ending balance

**AGENDA ITEM 5.B.1.**

**Attachment 1**

**Statement of Cash Flows August 2019**

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Georgetown Divide Public Utility District  
Statement of Cash Flow

For Period August 1, 2019 through August 31, 2019

Fund Description	Beginning Balance	Cash In Cash Receipts	Accounts Payable	Payroll	Journal Entries	Ending Cash Balance
08 - SMUD Fund	309,687.17	0	0	0	0	309,687.17
09 - CABY Grant	(115,819.82)	0	(254.80)	0	0	(116,074.62)
10 - Water Fund	2,174,384.66	125,528.41	(139,589.22)	(140,494.93)	(3,468.73)	2,016,360.19
12 - Retiree Fund	448,323.95	3,186.12	(8,078.81)	0	0	443,431.26
14 - Stewart Mine Water Project Fund	36,572.08	0	0	0	0	36,572.08
17 - Water Development Fund	415,368.61	0	0	0	0	415,368.61
19 - STUMPY MDWS Emergency Fund	1,074,091.93	0	0	0	0	1,074,091.93
20 - ALT Fund	678,814.32	241,892.44	(600.08)	0	2,623.35	922,730.03
24 - Capital Replacement Fund	548,277.87	0	(75,594.20)	0	0	472,683.67
25 - Bayne Rd bond Fund	34,327.50	0	0	0	0	34,327.50
29 - State Revolving Fund	(35,486.61)	0	(2,296.95)	0	0	(37,783.56)
30 - Hydro Fund	711,471.50	8,288.73	0	0	0	719,760.23
35 - Restricted Pipeline Fund	(90,530.11)	0	0	0	0	(90,530.11)
37 - Garden Valley Maintenance Fund	73,946.14	0	0	0	0	73,946.14
39 - Cap Facility Charges ORD 2007-01	1,470,467.92	0	(6,038.02)	(2,112.24)	0	1,462,317.66
40 - Zone Fund	1,024,422.93	7,497.02	(3,216.23)	(6,307.68)	925.38	1,023,321.42
41 - CDS M&O Fund	40,306.96	0	0	0	0	40,306.96
42 - CDS Reserve Expansion Fund	173,759.61	0	0	0	0	173,759.61
43 - New Capital Reserve	413,501.37	0	(98,478.65)	0	0	315,022.72
51 - Kelsey North WAD 1989-1	113,367.74	0	0	0	0	113,367.74
52 - Kelsey South WAD 1989-4	41,881.18	0	0	0	0	41,881.18
<b>Total Distributed Cash -----&gt;</b>	<b>9,541,136.90</b>	<b>386,392.72</b>	<b>(334,146.96)</b>	<b>(148,914.85)</b>	<b>80.00</b>	<b>9,444,547.81</b>

Cash in Eldorado Savings and LAIF

1000 - El Dorado Savings Bank General Checking	116,354.02
1010 - El Dorado Savings Bank Collections	2,105,707.84
1022 - LAIF	7,222,485.95
<b>Total Cash -----&gt;</b>	<b>9,444,547.81</b>



**AGENDA ITEM 5.B.1.**

**Attachment 2**

**Month-End Cash Disbursement Report August 2019**

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
08-19	030182	08/14/19	ACW05 (ACWA/JPIA HEALTH)		47,326.12	.00	47,326.12	Automatic Generated Check
	030183	08/14/19	ADT01 (ADT SECURITY SERVICES)		42.08	.00	42.08	Automatic Generated Check
	030184	08/14/19	ADT01 (ADT SECURITY SERVICES)		161.46	.00	161.46	Automatic Generated Check
	030185	08/14/19	ALL01 (ALLEN KRAUSE)		938.86	.00	938.86	Automatic Generated Check
	030186	08/14/19	AME08 (AMERICAN MESSAGING)		10.73	.00	10.73	Automatic Generated Check
	030187	08/14/19	ARA01 (ARAMARK)		241.18	.00	241.18	Automatic Generated Check
	030188	08/14/19	CAR08 (CSI )		59.00	.00	59.00	Automatic Generated Check
	030189	08/14/19	CLS01 (CLS LABS)		542.92	.00	542.92	Automatic Generated Check
	030190	08/14/19	DIT01 (DITCH WITCH EQUIPMENT COMPANY, INC)		568.16	.00	568.16	Automatic Generated Check
	030191	08/14/19	ELD16 (EL DORADO DISPOSAL SERVICE)		360.78	.00	360.78	Automatic Generated Check
	030192	08/14/19	FER01 (FERRELLGAS)		12.00	.00	12.00	Automatic Generated Check
	030193	08/14/19	GAR02 (GARDEN VALLEY FEED & HDW.)		121.96	.00	121.96	Automatic Generated Check
	030194	08/14/19	GEM01 (GEMPLER'S, INC.)		345.27	.00	345.27	Automatic Generated Check
	030195	08/14/19	GEO02 (GEORGETOWN GAZETTE)		22.50	.00	22.50	Automatic Generated Check
	030196	08/14/19	GEO04 (DIVIDE SUPPLY ACE HARDWARE)		309.33	.00	309.33	Automatic Generated Check
	030197	08/14/19	GEO12 (GEORGE SANDERS)		6,680.20	.00	6,680.20	Automatic Generated Check
	030198	08/14/19	GRA01 (GRAINGER, INC.)		367.92	.00	367.92	Automatic Generated Check
	030199	08/14/19	HAR03 (HARRIS INDUSTRIAL GASES)		327.71	.00	327.71	Automatic Generated Check
	030200	08/14/19	HOM01 (HOME DEPOT CREDIT SERVICE)		335.60	.00	335.60	Automatic Generated Check
	030201	08/14/19	ICM02 (ICMA-R.T.-457 (ee))		1,611.08	.00	1,611.08	Automatic Generated Check
	030202	08/14/19	IUO01 (IUOE, LOCAL 39)		356.38	.00	356.38	Automatic Generated Check
	030203	08/14/19	IUO02 (PEU LOCAL #1)		267.98	.00	267.98	Automatic Generated Check
	030204	08/14/19	MAC04 (MACAULEY CONSTRUCTION INC)		17,147.40	.00	17,147.40	Automatic Generated Check
	030205	08/14/19	MJT01 (MJT ENTERPRISES, INC.)		509.60	.00	509.60	Automatic Generated Check
	030206	08/14/19	MOU02 (MOUNTAIN DEMOCRAT)		149.70	.00	149.70	Automatic Generated Check
	030207	08/14/19	NEX00 (NEXGEN)		57,945.00	.00	57,945.00	Automatic Generated Check
	030208	08/14/19	OLY02 (OLYMPUS AND ASSOCIATES, INC)		81,331.25	.00	81,331.25	Automatic Generated Check
	030209	08/14/19	PAC02 (PACIFIC GAS & ELECTRIC)		24,913.31	.00	24,913.31	Automatic Generated Check
	030210	08/14/19	PAC06 (PACE SUPPLY 23714-00)		1,983.13	.00	1,983.13	Automatic Generated Check
	030211	08/14/19	POL01 (POLLARD WATER)		365.19	.00	365.19	Automatic Generated Check
	030212	08/14/19	ROB02 (ROBINSON ENTERPRISES)		3,039.10	.00	3,039.10	Automatic Generated Check
	030213	08/14/19	ROO01 (ROOKERS COLLISION CENTER, INC)		2,512.47	.00	2,512.47	Automatic Generated Check
	030214	08/14/19	UNT06 (UNITEDHEALTHCARE INSURANCE CO)		156.75	.00	156.75	Automatic Generated Check
	030215	08/14/19	WEL02 (WELLS FARGO BANK)		2,296.95	.00	2,296.95	Automatic Generated Check
	030216	08/14/19	\A001 (ARMSTRONG, CHAD )		341.91	.00	341.91	Automatic Generated Check
	030217	08/14/19	\B007 (BOND, SUSAN )		150.00	.00	150.00	Automatic Generated Check
	030218	08/28/19	AAR01 (AARP MEDICARERX SAVER PLUS, PDP)		33.10	.00	33.10	Automatic Generated Check
	030219	08/28/19	AFLO1 (AMERICAN FAMILY LIFE INS)		1,495.68	.00	1,495.68	Automatic Generated Check
	030220	08/28/19	ALL01 (ALLEN KRAUSE)		117.00	.00	117.00	Automatic Generated Check
	030221	08/28/19	AND01 (ANDERSON'S SIERRA PIPE CO)		22.16	.00	22.16	Automatic Generated Check
	030222	08/28/19	ANS01 (ANSWERING SPECIALISTS INC)		79.95	.00	79.95	Automatic Generated Check
	030223	08/28/19	ARA01 (ARAMARK)		241.18	.00	241.18	Automatic Generated Check
	030224	08/28/19	BEN04 (BENNETT ENGINEERING SERVICES)		6,038.02	.00	6,038.02	Automatic Generated Check
	030225	08/28/19	BLU01 (ANTHEM BLUE CROSS)		1,234.95	.00	1,234.95	Automatic Generated Check
	030226	08/28/19	BLU01 (ANTHEM BLUE CROSS)		651.21	.00	651.21	Automatic Generated Check
	030227	08/28/19	BLU06 (BLUE SHIELD OF CALIFORNIA)		632.00	.00	632.00	Automatic Generated Check
	030228	08/28/19	CAL16 (CALTRONICS BUSINESS SYSTEMS CORP.)		568.71	.00	568.71	Automatic Generated Check
	030229	08/28/19	CHU02 (CHURCHWELL WHITE, LLP)		12,863.12	.00	12,863.12	Automatic Generated Check
	030230	08/28/19	CLS01 (CLS LABS)		210.70	.00	210.70	Automatic Generated Check
	030231	08/28/19	DEL05 (DELAGE LANDEN, INC)		413.85	.00	413.85	Automatic Generated Check
	030232	08/28/19	DEL05 (DELAGE LANDEN, INC)		413.85	.00	413.85	Automatic Generated Check
	030233	08/28/19	DIG01 (DIGITAL DEPLOYMENT INC)		300.00	.00	300.00	Automatic Generated Check
	030234	08/28/19	ECO01 (ECORP CONSULTING, INC.)		1,909.11	.00	1,909.11	Automatic Generated Check
	030235	08/28/19	ENV01 (ENVIRO TECH SERVICES COMPANY, INC.)		205.68	.00	205.68	Automatic Generated Check
	030236	08/28/19	GAR02 (GARDEN VALLEY FEED & HDW.)		121.44	.00	121.44	Automatic Generated Check
	030237	08/28/19	GEM01 (GEMPLER'S, INC.)		107.22	.00	107.22	Automatic Generated Check
	030238	08/28/19	GEO01 (GEORGETOWN ACE HDW)		71.23	.00	71.23	Automatic Generated Check
	030239	08/28/19	GEO04 (DIVIDE SUPPLY ACE HARDWARE)		156.55	.00	156.55	Automatic Generated Check
	030240	08/28/19	GRO14 (GEORGETOWN DIVIDE ROTARY CLUB)		45.00	.00	45.00	Automatic Generated Check
	030241	08/28/19	GRA01 (GRAINGER, INC.)		164.96	.00	164.96	Automatic Generated Check
	030242	08/28/19	ICM02 (ICMA-R.T.-457 (ee))		1,631.08	.00	1,631.08	Automatic Generated Check
	030243	08/28/19	INT05 (INTERWEST CONSULTING GROUP)		630.00	.00	630.00	Automatic Generated Check
	030244	08/28/19	IUO01 (IUOE, LOCAL 39)		356.38	.00	356.38	Automatic Generated Check
	030245	08/28/19	IUO02 (PEU LOCAL #1)		267.98	.00	267.98	Automatic Generated Check
	030246	08/28/19	MED01 (MEDICAL EYE SERVICES)		389.75	.00	389.75	Automatic Generated Check
	030247	08/28/19	MJT01 (MJT ENTERPRISES, INC.)		1,866.30	.00	1,866.30	Automatic Generated Check
	030248	08/28/19	MOB01 (MOBILE MINI, LLC-CA)		211.21	.00	211.21	Automatic Generated Check
	030249	08/28/19	PAC02 (PACIFIC GAS & ELECTRIC)		2,425.32	.00	2,425.32	Automatic Generated Check
	030250	08/28/19	PAC06 (PACE SUPPLY 23714-00)		16,621.70	.00	16,621.70	Automatic Generated Check
	030251	08/28/19	PAL01 (STEVE PALMER)		35.00	.00	35.00	Automatic Generated Check
	030252	08/28/19	PRE01 (PREMIER ACCESS INS CO)		3,221.41	.00	3,221.41	Automatic Generated Check
	030253	08/28/19	PSO01 (PSOMAS)		9,744.00	.00	9,744.00	Automatic Generated Check
	030254	08/28/19	ROB02 (ROBINSON ENTERPRISES)		2,840.05	.00	2,840.05	Automatic Generated Check
	030255	08/28/19	SAN02 (Santander Leasing)		1,230.88	.00	1,230.88	Automatic Generated Check
	030256	08/28/19	SHR01 (SHRED CITY)		384.00	.00	384.00	Automatic Generated Check
	030257	08/28/19	SIE12 (MICHAEL S. SALLAC)		560.00	.00	560.00	Automatic Generated Check
	030258	08/28/19	SWR04 (STATE WATER RESOURCES CONTROL BOARD)		600.08	.00	600.08	Automatic Generated Check
	030259	08/28/19	THA01 (THATCHER COMPANY OF CALIFORNIA INC)		5,412.99	.00	5,412.99	Automatic Generated Check
	030260	08/28/19	USA03 (USA BLUE BOOK)		937.11	.00	937.11	Automatic Generated Check
	030261	08/28/19	USB05 (U.S. BANK CORPORATE PAYMENT SYSTEM)		1,034.87	.00	1,034.87	Automatic Generated Check
	030262	08/28/19	VAV01 (VAVRINEK, TRINE, DAY & CO., LLP)		917.50	.00	917.50	Automatic Generated Check
	030263	08/28/19	VER01 (VERIZON WIRELESS)		39.02	.00	39.02	Automatic Generated Check
	030264	08/28/19	WOO03 (WOOD ENVIRONMENT & INFRASTRUCTURE IN)		842.68	.00	842.68	Automatic Generated Check
Total for Bank Account 1000 ----->					334,146.96	.00	334,146.96	
Grand Total of all Bank Accounts ----->					334,146.96	.00	334,146.96	

**AGENDA ITEM 5.B.1.**

**Attachment 3**

**SRF Cash Balances August 2019**

Report Date: 10/03/19  
 Run Date...: 10/03/19 13:35  
 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\* \*\*\*\*

Page.: 1  
 ID # GLTB  
 CTL.: GEO

Beginning of.: August 1, 2019 (02-20) Thru Ending of.: August 31, 2019 (02-20)

G/L Account No							Debit	Credit
Ctr	Cal.	Fiscl	Date	Jrnl	Line Description			
29	1115				STATE REV FUND SRF FISCAL AGENT ACCOUNTS			
					Balance August 1, 2019 (02-20)	43,673.31		
Aug 2019	02-2020	07/17/19	04-00	0018	Vendor WEL02 Invoice 08012019 Line 0001	2,296.95		
					AUGUST 2019 WALTON LAKE ANNUAL RESERVE			
					WELLS FARGO BANK			
Aug 2019	02-2020	10/03/19	00-01	0001	August Interest	62.32		
** Budget not Applicable **								
					Activity ---->	2,359.27	.00	
					Balance August 31, 2019 (02-20)	46,032.58		
						REPORT TOTAL ---->	46,032.58	.00
						=====	=====	
						REPORT TOTAL for Detail Activity ---->	2,359.27	.00
						=====	=====	

**AGENDA ITEM 5.B.1.**

**Attachment 4**

**Adjustment Detail to prior ending balance**

Georgetown Divide Public Utility District  
Statement of Cash Flow  
For Period July 1, 2019 through July 31, 2019

Fund	Beginning Balance	Cash In Cash Receipts	Accounts Payable	Payroll	Journal Entries	Ending Balance	Laif FMV Adjustment	Pending Payment	Correct Ending Balance
08 SMUD FUND	308,575.52	0	0	0	1,115.72	309,691.24	-4.07		309,687.17
09 CABY GRANT	-576,655.22	460,953.00	-117.6	0	0	-115,819.82			-115,819.82
10 Water Fund	2,576,285.56	533,420.74	-2,18,755.95	-727,889.75	11,239.96	2,174,300.56	-44.25	128.35	2,174,384.66
12 RETREE FUND	449,483.93	5,418.82	-8,581.62	0	2,010.15	448,331.28	-7.33		448,323.95
14 STEWART MINE FD	36,764.49	0	-347.82	0	155.98	36,572.65	-0.57		36,572.08
17 WATER DEVE.FUND	413,550.75	0	0	0	1,824.51	415,375.26	-6.65		415,368.61
19 SMERFUND	1,069,391.17	0	0	0	4,717.96	1,074,109.13	-17.2		1,074,091.93
20 ALT Fund	949,086.95	89,726.51	-363,494.83	0	3,508.20	678,826.83	-12.51		678,814.32
24 CAPITAL REPLACE	593,552.55	0	-48,038.45	0	2,773.88	548,287.98	-10.11		548,277.87
25 BAYNE RD BND FD	34,327.50	0	0	0	0	34,327.50			34,327.50
29 STATE REV FUND	-30,892.71	0	-4,593.90	0	0	-35,486.61			-35,486.61
30 Hydro Fund	701,185.75	7,353.89	-134.14	0	3,077.22	711,482.72	-11.22		711,471.50
35 Restricted P/L	-90,530.11	0	0	0	0	-90,530.11			-90,530.11
37 GARDEN VALLEY	73,622.52	0	0	0	324.8	73,947.32	-1.18		73,946.14
39 CAP FAC CHARGE	1,470,950.68	0	-3,128.23	-3,895.81	6,565.21	1,470,491.85	-23.93		1,470,467.92
40 Zone Fund	1,031,903.23	24,035.23	-10,609.21	-26,221.26	5,331.39	1,024,439.38	-16.45		1,024,422.93
41 CDS M & O Fund	40,130.56	0	0	0	177.05	40,307.61	-0.65		40,306.96
42 CDS RESRV EXP.	172,999.15	0	0	0	763.24	173,762.39	-2.78		173,759.61
43 CAPITAL RESERVE	423,149.38	0	-11,613.76	0	1,972.94	413,508.56	-7.19		413,501.37
51 KELSEY NORTH	113,596.23	0	-695.63	0	468.85	113,369.45	-1.71		113,367.74
52 KELSEY SOUTH	41,881.18	0	0	0	0	41,881.18			41,881.18
	9,802,359.06	1,120,908.19	-670,111.14	-758,006.82	46,027.06	9,541,176.35	-167.80	128.35	9,541,136.90

# **AGENDA ITEM 5.B.2**

## **Month End Cash Disbursements Report**





Date...: Oct 3, 2019  
 Time...: 1:55 pm  
 Run by.: Hannah Schnetz

Georgetown Divide PUD  
 BOARD CHECK REVIEW

Page: 1  
 List: BOAR  
 ID #: PYDMPH

Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
030265	09/11/19	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS OCTOBER 2019	3061.97
030265	09/11/19	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS OCTOBER 2019	8081.96
030265	09/11/19	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS OCTOBER 2019	5781.73
030265	09/11/19	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS OCTOBER 2019	9035.53
030265	09/11/19	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS OCTOBER 2019	3044.03
030265	09/11/19	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS OCTOBER 2019	11362.94
030265	09/11/19	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS OCTOBER 2019	1587.14
030265	09/11/19	ACW05	ACWA/JPIA HEALTH	RETIREE HEALTH INSURANCE PREMIUMS OCTOBER 2019	5370.82
Sub-Total: (1)					47326.12
Sub-Count: 8					
030266	09/11/19	ADT01	ADT SECURITY SERVICES	SECURITY SERVICE 09/20/19-10/19/19 8180 BALDERSTON	42.08
Sub-Total: (1)					42.08
Sub-Count: 1					
030267	09/11/19	ADT01	ADT SECURITY SERVICES	SECURITY SERVICE 09/21/19-10/20/19 6425 MAIN ST	161.46
Sub-Total: (1)					161.46
Sub-Count: 1					
030268	09/11/19	AME08	AMERICAN MESSAGING	MSGNG SVCS 9/1/19-11/30/19 PAGECOPY USAGE 8/23/19	39.05
Sub-Total: (1)					39.05
Sub-Count: 1					
030269	09/11/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	8.44
030269	09/11/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	18.09
030269	09/11/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	7.24
030269	09/11/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	22.91
030269	09/11/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	60.30
030269	09/11/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	3.61
030269	09/11/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	8.44
030269	09/11/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	18.09
030269	09/11/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	7.24
030269	09/11/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	22.91
030269	09/11/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	60.30
030269	09/11/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	3.61
Sub-Total: (1)					241.18
Sub-Count: 12					
030270	09/11/19	ATT02	AT&T	Utilities-PHONE 530-333-4356 918 9 08/14-09/13/19	267.57
030270	09/11/19	ATT02	AT&T	Utilities-PHONE 530-333-4356 918 9 08/14-09/13/19	401.37
030270	09/11/19	ATT02	AT&T	Utilities-PHONE 530-333-4356 918 9 08/14-09/13/19	401.37
030270	09/11/19	ATT02	AT&T	Utilities-PHONE 530-333-9442 243 7 08/14-09/13/19	156.26
030270	09/11/19	ATT02	AT&T	Utilities-PHONE 530-333-1119 106 5 08/14-09/13/19	236.35
030270	09/11/19	ATT02	AT&T	Utilities-PHONE 530-885-6287 473 6 08/14-09/13/19	227.50
030270	09/11/19	ATT02	AT&T	Utilities-PHONE 234-343-7252 777 4 08/14-09/13/19	67.07
030270	09/11/19	ATT02	AT&T	Utilities-PHONE 234-371-7957 823 9 08/14-09/13/19	67.07
030270	09/11/19	ATT02	AT&T	Utilities-PHONE 530-885-6280 409 7 08/14-09/13/19	314.49
Sub-Total: (1)					2139.05
Sub-Count: 9					
030271	09/11/19	CAR08	CSI	MONTHLY SERVICE FEE SEPTEMBER 2019	59.00
Sub-Total: (1)					59.00
Sub-Count: 1					
030272	09/11/19	CLS01	CLS LABS	ROUTINE DIST. SYST. BACTERIA	44.10
030272	09/11/19	CLS01	CLS LABS	ALT-PT	909.44
030272	09/11/19	CLS01	CLS LABS	ROUTINE DIST. SYST. BACTERIA	44.10
Sub-Total: (1)					997.64
Sub-Count: 3					
030273	09/11/19	COM02	COMMUNITY DEVELOPMENT AGENCY	UTILITY ENCROACHMENT PERMIT - DEPT OF TRANSPORT	375.17
030273	09/11/19	COM02	COMMUNITY DEVELOPMENT AGENCY	2019 BLANKET PERMIT:UTILITY ENCROACH DPT TRANSPORT	75.04
030273	09/11/19	COM02	COMMUNITY DEVELOPMENT AGENCY	2019 BLANKET PERMIT:UTILITY ENCROACH DPT TRANSPORT	187.59
Sub-Total: (1)					637.80
Sub-Count: 3					
030274	09/11/19	CSD01	GOLD COUNTRY REGIONAL CHAPTER	ANNUAL GOLD COUNTRY REGIONAL CHAPTER DUES 2019	25.00
Sub-Total: (1)					25.00
Sub-Count: 1					
030275	09/11/19	CWS01	CORBIN WILLITS SYS. INC.	MONTHLY CHARGE FOR SEPTEMBER 2019	584.66
Sub-Total: (1)					584.66

Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
Sub-Count: 1					
030276	09/11/19	DIG01	DIGITAL DEPLOYMENT INC	STREAMLINE MONTHLY MEMBER FEE SEPTEMBER 2019	300.00
Sub-Total: (1)					300.00
Sub-Count: 1					
030277	09/11/19	DWR01	DEPT. OF WATER RESOURCES	INTEREST DUE FOR CONTRACT #E58320	3819.03
030277	09/11/19	DWR01	DEPT. OF WATER RESOURCES	PRINCIPAL AMOUNT FOR CONTRACT #E58320	11578.70
Sub-Total: (1)					15397.73
Sub-Count: 2					
030278	09/11/19	ELD16	EL DORADO DISPOSAL SERVICE	Utilities-GARBAGE 6425 MAIN ST 08/01-08/31/19	120.26
030278	09/11/19	ELD16	EL DORADO DISPOSAL SERVICE	Utilities-GARBAGE 3650 SWEETWATER TR 8/01-08/31/19	120.26
030278	09/11/19	ELD16	EL DORADO DISPOSAL SERVICE	Utilities-GARBAGE 8180 BALDERSTON RD 8/01-08/31/19	120.26
Sub-Total: (1)					360.78
Sub-Count: 3					
030279	09/11/19	GAR02	GARDEN VALLEY FEED & HDW.	Misc. Materials & Supplies for treated water and	94.72
030279	09/11/19	GAR02	GARDEN VALLEY FEED & HDW.	Misc. materials & supplies for treated & raw water	34.30
030279	09/11/19	GAR02	GARDEN VALLEY FEED & HDW.	Misc. materials & supplies for treated & raw water	29.56
Sub-Total: (1)					158.58
Sub-Count: 3					
030280	09/11/19	GEM01	GEMPLER'S, INC.	PO#018099: GLOVES FOR UPCTRY, DIST, DITCH	80.36
030280	09/11/19	GEM01	GEMPLER'S, INC.	PO#018099: GLOVES FOR UPCTRY, DIST, DITCH	80.36
030280	09/11/19	GEM01	GEMPLER'S, INC.	PO#018099: GLOVES FOR UPCTRY, DIST, DITCH	80.36
Sub-Total: (1)					241.08
Sub-Count: 3					
030281	09/11/19	GEO01	GEORGETOWN ACE HDW	Misc. materials & supplies for treated & raw water	40.73
030281	09/11/19	GEO01	GEORGETOWN ACE HDW	Misc. materials & supplies for treated & raw water	5.92
030281	09/11/19	GEO01	GEORGETOWN ACE HDW	Misc. materials & supplies for treated & raw water	107.21
030281	09/11/19	GEO01	GEORGETOWN ACE HDW	Misc. materials & supplies for treated & raw water	21.44
030281	09/11/19	GEO01	GEORGETOWN ACE HDW	Misc. materials & supplies for treated & raw water	7.50
Sub-Total: (1)					182.80
Sub-Count: 5					
030282	09/11/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	23.85
030282	09/11/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	42.45
030282	09/11/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	19.29
030282	09/11/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	15.00
030282	09/11/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	38.15
030282	09/11/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	17.14
Sub-Total: (1)					155.88
Sub-Count: 6					
030283	09/11/19	GRA01	GRAINGER, INC.	Misc. pipe and fittings for irrigation, dist. zone	175.74
030283	09/11/19	GRA01	GRAINGER, INC.	Misc. pipe and fittings for irrigation, dist. zone	175.74
030283	09/11/19	GRA01	GRAINGER, INC.	Misc. pipe and fittings for irrigation, dist. zone	63.17
Sub-Total: (1)					414.65
Sub-Count: 3					
030284	09/11/19	HDS01	HD SUPPLY WATERWORKS, LTD	Misc. pipe & fittings for ditch/distribution/zone	350.01
030284	09/11/19	HDS01	HD SUPPLY WATERWORKS, LTD	Misc. pipe & fittings for ditch/distribution/zone	350.01
Sub-Total: (1)					700.02
Sub-Count: 2					
030285	09/11/19	HOL02	HOLDREGE & KULL	PROFESSIONAL SERVICES THROUGH 07/31/19	2000.00
Sub-Total: (1)					2000.00
Sub-Count: 1					
030286	09/11/19	ICM02	ICMA-R.T.-457 (ee)	Payroll withholding-ICMA	1631.08
Sub-Total: (1)					1631.08
Sub-Count: 1					
030287	09/11/19	IUO01	IUOE, LOCAL 39	Union Dues Payable-LOCAL 39	357.85
Sub-Total: (1)					357.85
Sub-Count: 1					

Date... : Oct 3, 2019  
 Time... : 1:55 pm  
 Run by.. : Hannah Schnetz

Georgetown Divide PUD  
 BOARD CHECK REVIEW

Page: 3  
 List: BOAR  
 ID #: PYDMPH

Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
030288	09/11/19	IU002	PEU LOCAL #1	UNION DUES-LOCAL 1	267.98
Sub-Total: (1)					267.98
Sub-Count: 1					
030289	09/11/19	MJT01	MJT ENTERPRISES, INC.	CATHERINE G. 08/12/19-08/18/19	882.35
030289	09/11/19	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 08/12/19-08/18/19	519.40
030289	09/11/19	MJT01	MJT ENTERPRISES, INC.	CATHERINE G. 08/19/19-08/25/19	703.68
030289	09/11/19	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 08/19/19-08/25/19	274.40
Sub-Total: (1)					2379.83
Sub-Count: 4					
030290	09/11/19	MOB01	MOBILE MINI, LLC-CA	STORAGE RENTAL 09/04/19-10/01/19	211.21
Sub-Total: (1)					211.21
Sub-Count: 1					
030291	09/11/19	PAC02	PACIFIC GAS & ELECTRIC	7727208388-0 WALTON	4741.57
030291	09/11/19	PAC02	PACIFIC GAS & ELECTRIC	0967683154-9 ALT	25583.04
Sub-Total: (1)					30324.61
Sub-Count: 2					
030292	09/11/19	PAC06	PACE SUPPLY 23714-00	PO#017953 FY 18-19 PARTS FOR DISTRIBUTION	5015.25
030292	09/11/19	PAC06	PACE SUPPLY 23714-00	PO#017953 FY 18-19 PARTS FOR DISTRIBUTION	106.18
030292	09/11/19	PAC06	PACE SUPPLY 23714-00	PO#017953 FY 18-19 PARTS FOR DISTRIBUTION	2284.91
Sub-Total: (1)					7406.34
Sub-Count: 3					
030293	09/11/19	PAL01	STEVE PALMER	MILEAGE REIMB FOR MEETING WITH SENATOR DAHLE 8/27	23.32
Sub-Total: (1)					23.32
Sub-Count: 1					
030294	09/11/19	POW01	POWERNET GLOBAL COMM.	Utilities-LONG DISTANCE 07/19/19-08/19/19	149.50
Sub-Total: (1)					149.50
Sub-Count: 1					
030295	09/11/19	PRO04	PAUL FUNK	CLEANING SERVICES FOR AUGUST 2019	265.00
Sub-Total: (1)					265.00
Sub-Count: 1					
030296	09/11/19	RIE01	RIEBES AUTO PARTS,LLC	FUEL FILTER & HOSE FOR TRUCKS	12.76
030296	09/11/19	RIE01	RIEBES AUTO PARTS,LLC	FUEL FILTER & HOSE FOR TRUCKS	12.76
030296	09/11/19	RIE01	RIEBES AUTO PARTS,LLC	FUEL FILTER & HOSE FOR TRUCKS	12.76
030296	09/11/19	RIE01	RIEBES AUTO PARTS,LLC	Misc. vehicle maintenance materials and supplies	82.50
030296	09/11/19	RIE01	RIEBES AUTO PARTS,LLC	Misc. vehicle maintenance materials and supplies	82.50
030296	09/11/19	RIE01	RIEBES AUTO PARTS,LLC	Misc. vehicle maintenance materials and supplies	82.51
030296	09/11/19	RIE01	RIEBES AUTO PARTS,LLC	ADJ-CREDIT APPLIED AS SHOWN ON VENDOR STATEMENT	-38.75
030296	09/11/19	RIE01	RIEBES AUTO PARTS,LLC	ADJ-CREDIT APPLIED AS SHOWN ON VENDOR STATEMENT	-38.76
030296	09/11/19	RIE01	RIEBES AUTO PARTS,LLC	ADJ-CREDIT APPLIED AS SHOWN ON VENDOR STATEMENT	-38.76
Sub-Total: (1)					169.52
Sub-Count: 9					
030297	09/11/19	ROB02	ROBINSON ENTERPRISES	T & D RAW WATER FUEL USAGE ALLOCATION	917.01
030297	09/11/19	ROB02	ROBINSON ENTERPRISES	WATER TREATMENT FUEL USAGE ALLOCATION	327.80
030297	09/11/19	ROB02	ROBINSON ENTERPRISES	T & D TREATED WTR FUEL USAGE ALLOCATION	911.99
030297	09/11/19	ROB02	ROBINSON ENTERPRISES	ZONE FUEL USAGE ALLOCATION	261.51
030297	09/11/19	ROB02	ROBINSON ENTERPRISES	UPCOUNTRY FUEL USAGE ALLOCATION	324.41
030297	09/11/19	ROB02	ROBINSON ENTERPRISES	ADMIN. FUEL USAGE ALLOCATION	.00
Sub-Total: (1)					2742.72
Sub-Count: 6					
030298	09/11/19	UNI06	UNITEDHEALTHCARE INSURANCE CO	PREPAID HEALTH INSURANCE ██████████ OCTOBER 2019	156.75
Sub-Total: (1)					156.75
Sub-Count: 1					
030299	09/11/19	VER01	VERIZON WIRELESS	530-333-3494	53.63
030299	09/11/19	VER01	VERIZON WIRELESS	530-333-3760	214.94
030299	09/11/19	VER01	VERIZON WIRELESS	530-333-3872	53.63
030299	09/11/19	VER01	VERIZON WIRELESS	530-333-3940	53.63
030299	09/11/19	VER01	VERIZON WIRELESS	530-333-3978	53.63
030299	09/11/19	VER01	VERIZON WIRELESS	530-333-3978	27.27
030299	09/11/19	VER01	VERIZON WIRELESS	530-333-7608	53.63
030299	09/11/19	VER01	VERIZON WIRELESS	530-457-7078	53.63

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Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
030299	09/11/19	VER01	VERIZON WIRELESS	530-957-1146	38.01
030299	09/11/19	VER01	VERIZON WIRELESS	530-957-3814	139.21
030299	09/11/19	VER01	VERIZON WIRELESS	530-957-4413	53.63
030299	09/11/19	VER01	VERIZON WIRELESS	530-957-5427	53.63
030299	09/11/19	VER01	VERIZON WIRELESS	530-957-5471	53.63
030299	09/11/19	VER01	VERIZON WIRELESS	530-957-5472	53.63
030299	09/11/19	VER01	VERIZON WIRELESS	530-957-5492	53.63
030299	09/11/19	VER01	VERIZON WIRELESS	530-957-8086	53.63
030299	09/11/19	VER01	VERIZON WIRELESS	530-957-8155	53.63
Sub-Total: (1)					-----
Sub-Count: 16					1062.99
030300	09/11/19	WAL02	WALKER'S OFFICE SUPPLY	Misc. Office Supplies	80.69
030300	09/11/19	WAL02	WALKER'S OFFICE SUPPLY	Misc. Office Supplies	159.49
Sub-Total: (1)					-----
Sub-Count: 2					240.18
030301	09/11/19	WEL02	WELLS FARGO BANK	OCTOBER 2019 WALTON LAKE ANNUAL RESERVE	2296.95
Sub-Total: (1)					-----
Sub-Count: 1					2296.95
030302	09/11/19	\A002	[REDACTED]	MQ CUSTOMER REFUND FOR [REDACTED]	399.91
Sub-Total: (1)					-----
Sub-Count: 1					399.91
030303	09/11/19	\C003	[REDACTED]	MQ CUSTOMER REFUND FOR [REDACTED]	10.00
Sub-Total: (1)					-----
Sub-Count: 1					10.00
030304	09/11/19	\L003	[REDACTED]	MQ CUSTOMER REFUND FOR [REDACTED]	19.16
Sub-Total: (1)					-----
Sub-Count: 1					19.16
030305	09/11/19	\M007	[REDACTED]	MQ CUSTOMER REFUND FOR [REDACTED]	115.55
Sub-Total: (1)					-----
Sub-Count: 1					115.55
030306	09/11/19	\V004	[REDACTED]	MQ CUSTOMER REFUND FOR [REDACTED]	31.60
Sub-Total: (1)					-----
Sub-Count: 1					31.60
030307	09/25/19	AAR01	AARP MEDICARE REX SAVER PLUS, PD AARP MEDICARE [REDACTED]	OCTOBER 2019	33.10
Sub-Total: (1)					-----
Sub-Count: 1					33.10
030308	09/25/19	AFL01	AMERICAN FAMILY LIFE INS	Insurance - H&L	1495.68
Sub-Total: (1)					-----
Sub-Count: 1					1495.68
030309	09/25/19	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	59.73
030309	09/25/19	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	59.73
Sub-Total: (1)					-----
Sub-Count: 2					119.46
030310	09/25/19	ANS01	ANSWERING SPECIALISTS INC	SEPTEMBER 2019 ANSWERING SERVICE	79.95
Sub-Total: (1)					-----
Sub-Count: 1					79.95
030311	09/25/19	ATT02	AT&T	Utilities-PHONE 530-333-4356 918 9 09/14-10/13/19	300.23
030311	09/25/19	ATT02	AT&T	Utilities-PHONE 530-333-4356 918 9 09/14-10/13/19	450.34
030311	09/25/19	ATT02	AT&T	Utilities-PHONE 530-333-4356 918 9 09/14-10/13/19	450.34
030311	09/25/19	ATT02	AT&T	Utilities-PHONE 530-333-9442 243 7 09/14-10/13/19	177.34
030311	09/25/19	ATT02	AT&T	Utilities-PHONE 530-333-1119 106 5 09/14-10/13/19	220.31
030311	09/25/19	ATT02	AT&T	Utilities-PHONE 530-885-6287 473 6 09/14-10/13/19	215.47
030311	09/25/19	ATT02	AT&T	Utilities-PHONE 234-343-7252 777 4 09/14-10/13/19	67.07
030311	09/25/19	ATT02	AT&T	Utilities-PHONE 234-371-7957 823 9 09/14-10/13/19	67.07
030311	09/25/19	ATT02	AT&T	Utilities-PHONE 530-885-6280 409 7 09/14-10/13/19	314.09
Sub-Total: (1)					-----
Sub-Count: 1					2262.26

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Sub-Count: 9					
030312	09/25/19	BEA01	BUTTE EQUIPMENT RENTALS	PO#018101: SAND & HAULING COST FOR DISTRIBUTION	1500.00
Sub-Total: (1)					1500.00
Sub-Count: 1					
030313	09/25/19	BJP01	BJ PEST CONTROL	AREA SPRAY ON 09/19/19	220.00
Sub-Total: (1)					220.00
Sub-Count: 1					
030314	09/25/19	BLU01	ANTHEM BLUE CROSS	PREPAID HEALTH INSURANCE [REDACTED] 10/01-10/31/19	326.10
030314	09/25/19	BLU01	ANTHEM BLUE CROSS	PREPAID HEALTH INSURANCE [REDACTED] 10/01-10/31/19	326.10
030314	09/25/19	BLU01	ANTHEM BLUE CROSS	PREPAID HEALTH INSURANCE [REDACTED] 10/1-10/31/19	256.65
030314	09/25/19	BLU01	ANTHEM BLUE CROSS	PREPAID HEALTH INSURANCE [REDACTED] 10/01-10/31/19	326.10
Sub-Total: (1)					1234.95
Sub-Count: 4					
030315	09/25/19	CAL16	CALTRONICS BUSINESS SYSTEMS CO	KONICA COPIER CONTRACT 08/14/19-09/13/19	704.43
Sub-Total: (1)					704.43
Sub-Count: 1					
030316	09/25/19	CHA03	MICHAEL CHAIDEZ	BOOTS REIMB 2019-2020 FISCAL YEAR PER MOU	164.95
Sub-Total: (1)					164.95
Sub-Count: 1					
030317	09/25/19	CHU02	CHURCHWELL WHITE, LLP	[REDACTED]	3290.00
030317	09/25/19	CHU02	CHURCHWELL WHITE, LLP	[REDACTED]	951.00
030317	09/25/19	CHU02	CHURCHWELL WHITE, LLP	[REDACTED]	51.60
030317	09/25/19	CHU02	CHURCHWELL WHITE, LLP	[REDACTED]	873.00
030317	09/25/19	CHU02	CHURCHWELL WHITE, LLP	[REDACTED]	2064.00
030317	09/25/19	CHU02	CHURCHWELL WHITE, LLP	[REDACTED]	322.50
Sub-Total: (1)					7552.10
Sub-Count: 6					
030318	09/25/19	CLS01	CLS LABS	MONTHLY RAW WATER BACTERIA	78.40
030318	09/25/19	CLS01	CLS LABS	ROUTINE DIST. SYST. BACTERIA	44.10
030318	09/25/19	CLS01	CLS LABS	ROUTINE DIST. SYST. BACTERIA	44.10
Sub-Total: (1)					166.60
Sub-Count: 3					
030319	09/25/19	CWS01	CORBIN WILLITS SYS. INC.	MONTHLY CHARGE FOR OCTOBER 2019	584.66
Sub-Total: (1)					584.66
Sub-Count: 1					
030320	09/25/19	DEL05	DELAGE LANDEN, INC	KONICA COPIER CONTRACT 10/01-10/31/19	238.61
030320	09/25/19	DEL05	DELAGE LANDEN, INC	FORMAX FOLDING MACHINE 10/01-10/31/19	193.97
Sub-Total: (1)					432.58
Sub-Count: 2					
030321	09/25/19	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. vehicle maintenance materials and supplies	4.46
030321	09/25/19	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. vehicle maintenance materials and supplies	4.47
030321	09/25/19	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. vehicle maintenance materials and supplies	4.47
Sub-Total: (1)					13.40
Sub-Count: 3					
030322	09/25/19	GAR02	GARDEN VALLEY FEED & HDW.	Misc. materials & supplies for treated & raw water	11.79
Sub-Total: (1)					11.79
Sub-Count: 1					
030323	09/25/19	GEO01	GEORGETOWN ACE HDW	Misc. materials & supplies for treated & raw water	21.41
030323	09/25/19	GEO01	GEORGETOWN ACE HDW	Misc. materials & supplies for treated & raw water	11.39
030323	09/25/19	GEO01	GEORGETOWN ACE HDW	Misc. materials & supplies for treated & raw water	4.72
030323	09/25/19	GEO01	GEORGETOWN ACE HDW	Misc. materials & supplies for treated & raw water	24.97
Sub-Total: (1)					62.49
Sub-Count: 4					
030324	09/25/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	56.82
Sub-Total: (1)					56.82

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Sub-Count: 1					
030325	09/25/19	GEO12	GEORGE SANDERS	PROFESSIONAL SERVICES AGREEMENT: GEORGE SANDERS	6402.50
Sub-Total: (1)					-----
Sub-Count: 1					6402.50
030326	09/25/19	HUN04	HUNTING ENVIRONMENTAL LLC	Professional Services Agreement signed 03/21/2019	55.00
Sub-Total: (1)					-----
Sub-Count: 1					55.00
030327	09/25/19	ICM02	ICMA-R.T.-457 (ee)	Payroll withholding-ICMA	1631.08
Sub-Total: (1)					-----
Sub-Count: 1					1631.08
030328	09/25/19	IUO01	IUOE, LOCAL 39	Union Dues Payable-LOCAL 39	357.85
Sub-Total: (1)					-----
Sub-Count: 1					357.85
030329	09/25/19	IUO02	PEU LOCAL #1	UNION DUES-LOCAL 1	246.47
Sub-Total: (1)					-----
Sub-Count: 1					246.47
030330	09/25/19	MED01	MEDICAL EYE SERVICES	VISION INSURANCE OCTOBER 2019	21.86
030330	09/25/19	MED01	MEDICAL EYE SERVICES	VISION INSURANCE OCTOBER 2019	49.97
030330	09/25/19	MED01	MEDICAL EYE SERVICES	VISION INSURANCE OCTOBER 2019	18.74
030330	09/25/19	MED01	MEDICAL EYE SERVICES	VISION INSURANCE OCTOBER 2019	49.98
030330	09/25/19	MED01	MEDICAL EYE SERVICES	VISION INSURANCE OCTOBER 2019	37.48
030330	09/25/19	MED01	MEDICAL EYE SERVICES	VISION INSURANCE OCTOBER 2019	192.98
030330	09/25/19	MED01	MEDICAL EYE SERVICES	VISION INSURANCE OCTOBER 2019	18.74
Sub-Total: (1)					-----
Sub-Count: 7					389.75
030331	09/25/19	MJT01	MJT ENTERPRISES, INC.	CATHERINE G. 08/26/19-09/01/19	786.14
030331	09/25/19	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 08/26/19-09/01/19	470.40
030331	09/25/19	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 08/26/19-09/01/19	39.20
030331	09/25/19	MJT01	MJT ENTERPRISES, INC.	CATHERINE G. 09/02/19-09/08/19	703.68
030331	09/25/19	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 09/02/19-09/08/19	568.40
030331	09/25/19	MJT01	MJT ENTERPRISES, INC.	CATHERINE G. 09/09/19-09/15/19	879.60
030331	09/25/19	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 09/09/19-09/15/19	137.20
Sub-Total: (1)					-----
Sub-Count: 7					3584.62
030332	09/25/19	PAC02	PACIFIC GAS & ELECTRIC	9644745072-5	83.97
030332	09/25/19	PAC02	PACIFIC GAS & ELECTRIC	1383483826-3	18.72
030332	09/25/19	PAC02	PACIFIC GAS & ELECTRIC	8019291332-7	29.46
030332	09/25/19	PAC02	PACIFIC GAS & ELECTRIC	9592050405-7	27.91
030332	09/25/19	PAC02	PACIFIC GAS & ELECTRIC	7269328928-1	19.71
030332	09/25/19	PAC02	PACIFIC GAS & ELECTRIC	9103062795-3	400.67
030332	09/25/19	PAC02	PACIFIC GAS & ELECTRIC	0800178691-5	82.97
030332	09/25/19	PAC02	PACIFIC GAS & ELECTRIC	2102211877-8	34.68
030332	09/25/19	PAC02	PACIFIC GAS & ELECTRIC	7804325001-4	8.50
030332	09/25/19	PAC02	PACIFIC GAS & ELECTRIC	2060545213-3	713.56
030332	09/25/19	PAC02	PACIFIC GAS & ELECTRIC	2060545213-3	237.86
030332	09/25/19	PAC02	PACIFIC GAS & ELECTRIC	6228064022-8	390.83
Sub-Total: (1)					-----
Sub-Count: 12					2048.84
030333	09/25/19	PAC06	PACE SUPPLY 23714-00	Misc. Materials & Supplies for Distribution	6510.28
030333	09/25/19	PAC06	PACE SUPPLY 23714-00	Misc. Materials & Supplies for Distribution	493.31
030333	09/25/19	PAC06	PACE SUPPLY 23714-00	Misc. Materials & Supplies for Distribution	1022.27
030333	09/25/19	PAC06	PACE SUPPLY 23714-00	Misc. Materials & Supplies for Distribution	52.53
Sub-Total: (1)					-----
Sub-Count: 4					8078.39
030334	09/25/19	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE OCTOBER 2019	136.03
030334	09/25/19	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE OCTOBER 2019	310.93
030334	09/25/19	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE OCTOBER 2019	116.60
030334	09/25/19	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE OCTOBER 2019	310.94
030334	09/25/19	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE OCTOBER 2019	233.20
030334	09/25/19	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE OCTOBER 2019	1997.11
030334	09/25/19	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE OCTOBER 2019	116.60
Sub-Total: (1)					-----
Sub-Count: 7					3221.41

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030335	09/25/19	RIE01	RIEBES AUTO PARTS,LLC	Misc. vehicle maintenance materials and supplies	15.37
030335	09/25/19	RIE01	RIEBES AUTO PARTS,LLC	Misc. vehicle maintenance materials and supplies	15.37
030335	09/25/19	RIE01	RIEBES AUTO PARTS,LLC	Misc. vehicle maintenance materials and supplies	15.37
Sub-Total:(1)					46.11
Sub-Count: 3					
030336	09/25/19	RIV02	RIVER CITY RENTALS	PO#018108: WATER TRAILER RENTAL TO FIX ROADS	1000.00
Sub-Total:(1)					1000.00
Sub-Count: 1					
030337	09/25/19	ROB02	ROBINSON ENTERPRISES	T & D RAW WATER FUEL USAGE ALLOCATION	777.18
030337	09/25/19	ROB02	ROBINSON ENTERPRISES	WATER TREATMENT FUEL USAGE ALLOCATION	303.54
030337	09/25/19	ROB02	ROBINSON ENTERPRISES	T & D TREATED WTR FUEL USAGE ALLOCATION	754.00
030337	09/25/19	ROB02	ROBINSON ENTERPRISES	ZONE FUEL USAGE ALLOCATION	105.89
030337	09/25/19	ROB02	ROBINSON ENTERPRISES	UPCOUNTRY FUEL USAGE ALLOCATION	239.28
030337	09/25/19	ROB02	ROBINSON ENTERPRISES	ADMIN. FUEL USAGE ALLOCATION	.00
Sub-Total:(1)					2179.89
Sub-Count: 6					
030338	09/25/19	ROY01	KENNETH ROYAL	Utilities-WALTON PRTBL RSTRM SVCS 7/13/19-9/13/19	230.00
030338	09/25/19	ROY01	KENNETH ROYAL	Utilities-ALT WTP PRTBL RSTRM SVCS 7/15/19-9/15/19	290.00
Sub-Total:(1)					520.00
Sub-Count: 2					
030339	09/25/19	SAN02	Santander Leasing	INTEREST	29.04
030339	09/25/19	SAN02	Santander Leasing	PRINCIPAL	1201.84
Sub-Total:(1)					1230.88
Sub-Count: 2					
030340	09/25/19	TEI01	A. TEICHERT & SON, INC	Gravel backfill, rock for up country/distribution	272.34
030340	09/25/19	TEI01	A. TEICHERT & SON, INC	Gravel backfill, rock for up country/distribution	283.83
030340	09/25/19	TEI01	A. TEICHERT & SON, INC	Gravel backfill, rock for up country/distribution	554.55
030340	09/25/19	TEI01	A. TEICHERT & SON, INC	Gravel backfill, rock for up country/distribution	279.55
Sub-Total:(1)					1390.27
Sub-Count: 4					
030341	09/25/19	THA01	THATCHER COMPANY OF CALIFORNIA	SODA ASH, CHLORINE & DEPOSIT REFUNDS FOR WTP	4674.09
030341	09/25/19	THA01	THATCHER COMPANY OF CALIFORNIA	SODA ASH, CHLORINE & DEPOSIT REFUNDS FOR WTP	-315.00
030341	09/25/19	THA01	THATCHER COMPANY OF CALIFORNIA	SODA ASH, CHLORINE & DEPOSIT REFUNDS FOR WTP	2751.14
030341	09/25/19	THA01	THATCHER COMPANY OF CALIFORNIA	SODA ASH, CHLORINE & DEPOSIT REFUNDS FOR WTP	-280.00
Sub-Total:(1)					6830.23
Sub-Count: 4					
030342	09/25/19	TIR01	TIREHUB, LLC	PO#018106: 2 TIRES FOR BLACK UTILITY TRAILER	123.35
030342	09/25/19	TIR01	TIREHUB, LLC	PO#018106: 2 TIRES FOR BLACK UTILITY TRAILER	123.35
Sub-Total:(1)					246.70
Sub-Count: 2					
030343	09/25/19	TYL02	TYLER TECHNOLOGIES, INC	License & Services Agreement signed June 26, 2019	6454.00
030343	09/25/19	TYL02	TYLER TECHNOLOGIES, INC	License & Services Agreement signed June 26, 2019	6454.00
Sub-Total:(1)					12908.00
Sub-Count: 2					
030344	09/25/19	USA03	USA BLUE BOOK	Tools & supplies: up country/treat.plant/dist/zone	190.22
030344	09/25/19	USA03	USA BLUE BOOK	Tools & supplies: up country/treat.plant/dist/zone	65.13
Sub-Total:(1)					255.35
Sub-Count: 2					
030345	09/25/19	USB05	U.S. BANK CORPORATE PAYMENT SY MICROSOFT		14.45
030345	09/25/19	USB05	U.S. BANK CORPORATE PAYMENT SY MICROSOFT		16.00
030345	09/25/19	USB05	U.S. BANK CORPORATE PAYMENT SY MICROSOFT		88.26
030345	09/25/19	USB05	U.S. BANK CORPORATE PAYMENT SY RICKLY HYDROLOGICAL CO.		1081.78
030345	09/25/19	USB05	U.S. BANK CORPORATE PAYMENT SY FILTERBUY.COM		57.21
030345	09/25/19	USB05	U.S. BANK CORPORATE PAYMENT SY SP UTILITY TECHNOLOGY		131.81
030345	09/25/19	USB05	U.S. BANK CORPORATE PAYMENT SY AMAZON		384.49
030345	09/25/19	USB05	U.S. BANK CORPORATE PAYMENT SY BEST BUY		274.11
030345	09/25/19	USB05	U.S. BANK CORPORATE PAYMENT SY STAMPS.COM		400.00
030345	09/25/19	USB05	U.S. BANK CORPORATE PAYMENT SY ACWA		45.00
030345	09/25/19	USB05	U.S. BANK CORPORATE PAYMENT SY ACWA		35.00
030345	09/25/19	USB05	U.S. BANK CORPORATE PAYMENT SY COMPLIANCE SIGNS.COM		93.85
030345	09/25/19	USB05	U.S. BANK CORPORATE PAYMENT SY BROWNPAPERTICKETS.COM WATER SYMPOSIUM		45.00
030345	09/25/19	USB05	U.S. BANK CORPORATE PAYMENT SY STAMPS.COM		17.99

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030345	09/25/19	USB05	U.S. BANK CORPORATE PAYMENT SY	COMPLIANCE SIGNS.COM	75.62
030345	09/25/19	USB05	U.S. BANK CORPORATE PAYMENT SY	ACWA	725.00
030345	09/25/19	USB05	U.S. BANK CORPORATE PAYMENT SY	SOUTHWEST AIRLINES FOR S. PALMER	149.96
030345	09/25/19	USB05	U.S. BANK CORPORATE PAYMENT SY	HILTON HOTEL SAN DIEGO	285.23
Sub-Total: (1)					3920.76
Sub-Count: 18					
030346	09/25/19	WAL02	WALKER'S OFFICE SUPPLY	Misc. Office Supplies	47.41
030346	09/25/19	WAL02	WALKER'S OFFICE SUPPLY	Misc. Office Supplies	234.96
Sub-Total: (1)					282.37
Sub-Count: 2					
Grn-Total:					195948.30
Ttl-Count: 259					

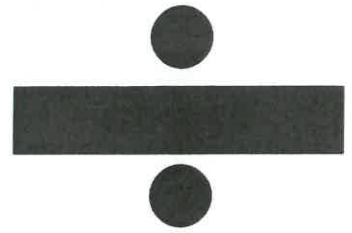




**INFORMATIONAL ITEMS**



**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF OCTOBER 8, 2019  
AGENDA ITEM NO. 6.B.**



**AGENDA SECTION: INFORMATIONAL ITEMS**

**SUBJECT: GENERAL MANAGER'S REPORT**

**PREPARED BY: Steven Palmer, PE, General Manager**

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**PROJECTS**

- 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
- Professional Services Agreement for Review of Capital Replacement Program
  - Advertised twice
  - Received one proposal.
  - Board did not approve agreement on September 10, 2019
- Reservoir and Stream Gaging
  - Contract for installation planned for November Board meeting
- Office and Corporation Building Roof Repairs
  - Not started
- Annual Tank Recoating
  - Will start in Spring 2020
- Repair Safety Walkways
  - Ongoing - under construction by staff
- Treated Water Line Replacement
  - Under construction
- 2018 Main Canal Reliability
  - Bid opening on September 17, 2019
- Rebuild Filter at Walton Lake Treatment Plant
  - Not started.
- Install Backup Generator
  - Design/Procurement not started

- Manhole Sealing
  - Ongoing work by staff

The following items cannot be started without a dedicated project manager, contract or staff:

- Upcountry Ditch Rehabilitation
  - Engineering design not started
- Old ALT Water Treatment Plant Demolition
  - Engineering design not started
- Replace Pump Stations
  - Engineering design not started
- Rehabilitate District Parking Lots
  - Design not started
- Engineering Evaluation of Community Disposal System Disposal Field
  - Not started

### **UPCOMING BOARD ITEMS**

#### October

- Award Construction Contract for Main Canal Reliability Project

#### November

- El Dorado County Water Agency Water Plan Presentation
- Investment Policy Update (Finance Committee)
- Lock Off Policy Update (Finance Committee)
- Leakage Consideration Policy Update (Finance Committee)
- Notice of Completion for Auburn Lake Trails Water Treatment Plant
- Personnel Manual Update
- Professional Services Agreement for Groundwater Monitoring and Reporting
- Professional Services Agreement for Stream Gaging
- Professional Services Agreement for Engineering Project Manager
- RFP for Public Outreach

#### Future

- Agreement for Asset Management Plan
- Board Policy Updates
- Capital Facility Charge Update
- Contract for Roof Repair
- District Fee Update
- Professional Services Agreement for Engineering Design of Upcountry Ditch Rehabilitation
- Professional Services Agreement for Engineering Evaluation of Community Disposal System Disposal Field

- Professional Services Agreement with VTD
- Social Media Policy



# GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

## Operations Manager's Report for October 2019

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

October 08, 2019, AGENDA ITEM #6.C.

### Water Production for the Month of

#### September

#### Auburn Lake Trails Water Treatment Plant

27.478 million gallons  
915,933 gallons/day  
average

#### Walton Lake Water Treatment Plant

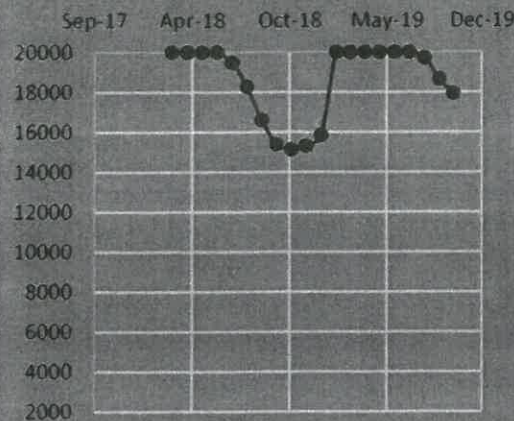
28.171 million gallons  
939,033 gallons/day  
average

### Water Quality Monitoring

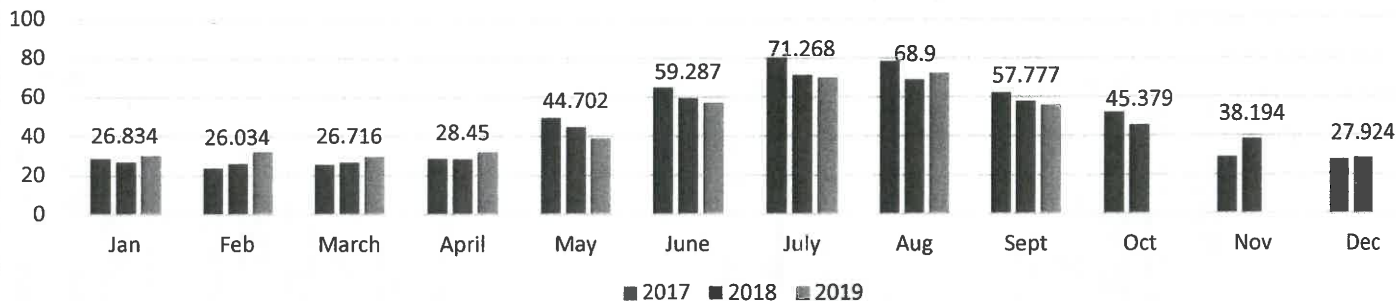
Monitoring has been completed and reports have been submitted to the State Water Resources Control Board.

- ✓ The treatment plants are in compliance with all drinking water standards,
- ✓ 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: 12 service leaks and 1 Main leak
- ✓ Repair/replace meters: 0
- ✓ Installed new service: 1 treated
- ✓ Pulled Two new service lines

#### Maintenance Crew

- ✓ Brush clearing on canals and fixing leaks.

### Georgetown Divide Public Utility District

6425 Main Street P.O. Box 4240, Georgetown, CA 95634 • (530) 333-4356 • [www.gd-pud.org](http://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 September 2019

Presented to the GDPUD Board of Directors

October 8, 2019

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 - 887**

### Field Activities

✓ Routine Inspections:	96
✓ Property Transfer Processing:	8
✓ New Inspection	0
○ Homeowner	2
○ Construction	10
○ Plan Review	0
○ Watertight Test	0
✓ Weekly CDS Operational	3
○ New Wastewater System	2-1334, 1274
○ New CDS Tank	1-64
○ New Pump Tank	0

### Reporting

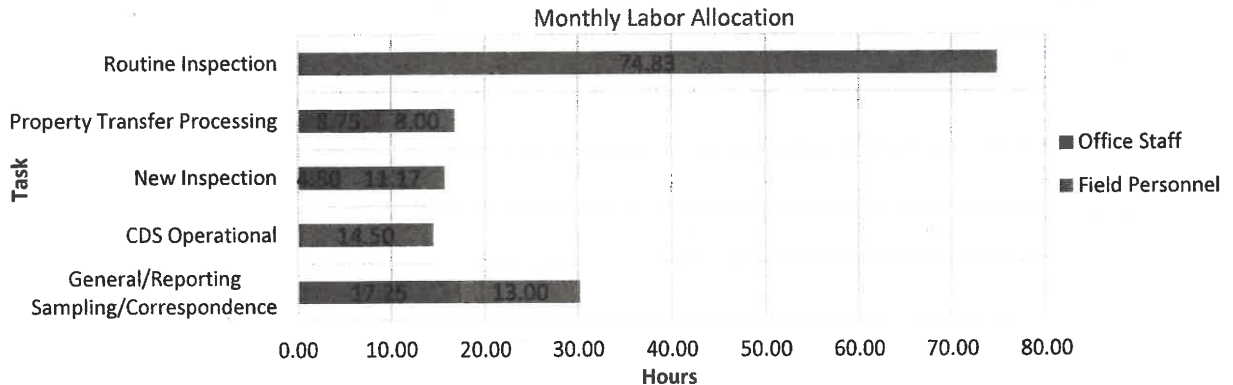
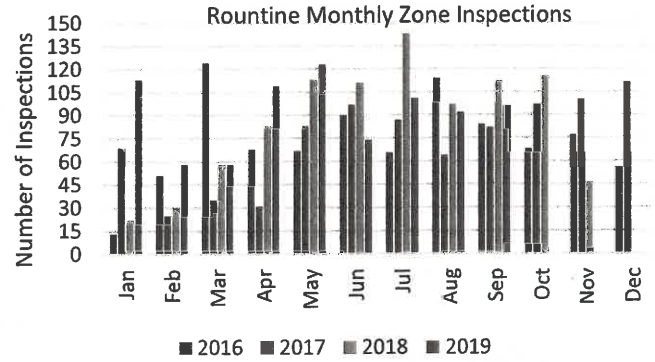
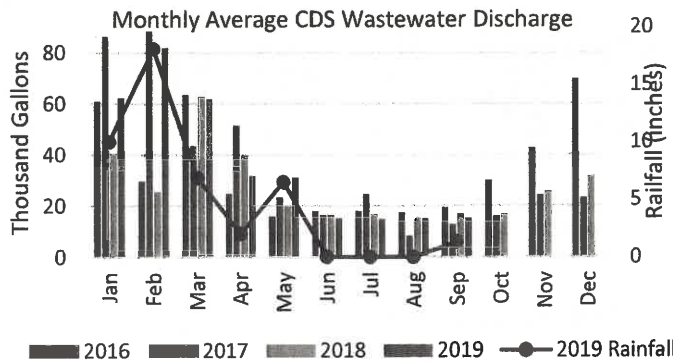
The monthly Sanitary Sewer Overflow (SSO) – *No Spill Certification* was submitted electronically to California Integrated Water Quality System (CIWQS) on September 3, 2019.

### CDS – Wastewater Discharge

461,000 gallons / 15,366 gallon/day average

### Rainfall

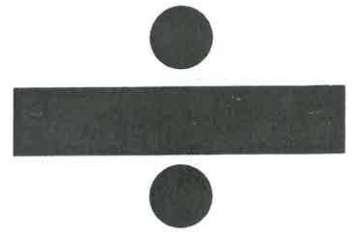
1.3 inches



**Georgetown Divide Public Utility District**  
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 Steven Palmer, PE, General Manager • Darrell Creeks, Operations Manager



**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF OCTOBER 8, 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**

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**Introduction**

This is a summary of the various work activities at the ALT Water Treatment Plant for the month of September. The Project Update flyer, to be posted on the District's website and Facebook, identifies a project percentage completion of 99% and is included as Attachment 1 within this report.

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, Youngdahl Consulting Group for Material Testing, and Foothill Associates for CEQA compliance. There were no work activities during this reporting period associated with Youngdahl Consulting Group and Foothill Associates.

**Construction Activities**

Construction activities at the site, during this reporting period are summarized below:

**Filter to Waste Tank**

Work on this activity has consisted of miscellaneous wiring for the pump controls, together with finish painting on the interior and exterior of the tank.

**Landscaping**

Complete installation of irrigation system, plantings, and slope stabilization. This element of the work is now complete.

**Painting**

The painting of miscellaneous areas within the Filter to Waste Tank and the Filter Building.

**Schedule**

Scheduled work activities for the month of October will concentrate on items identified on the punch list.

**Budget**

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

PHASE	EXPENDED TO DATE	BUDGET
Construction	\$ 10,398,062	\$ 11,249,000
Construction Engineering, Construction Management, and Environmental*	\$ 1,359,690	\$ 1,076,226
Misc. Vendors, Support, and District Staff Costs	\$ 42,625	
<b>TOTALS</b>	<b>\$11,800,377</b>	<b>\$ 12,325,226</b>

\* Expenditures under the Construction Engineering, Construction Management and Environmental have exceeded this budget category due to the extended duration of the project. Adequate funding remains available in the overall project budget.

**State SRF Payment Requests**

The State Water Resources Control Board (SWRCB) Loan Agreement provides for \$9,350,000 for Construction and \$650,000 for Construction Management/Administration for a total loan amount of \$10,000,000. Below is a log of disbursement claims submitted by the District to SWRCB for State Revolving Fund (SRF) disbursements, the payments that have been received to date, and the claims that are pending.

LOG OF SWRCB SRF PAYMENTS RECEIVED									
Claim #	Date of Payment	Const	CM/Adm	Amount	Claim #	Date of Payment	Const	CM/Adm	Amount
1	6/26/17	1,101,614	55,527	1,157,141	15	9/24/18	192,102	144,824	336,926
2	8/17/17	439,850	0	439,850	16	10/17/18	240,040	9,416	249,456
3	9/22/17	0	68,457	68,457	17	12/7/18	210,349	30,680	241,029
4	10/6/17	540,675	0	540,675	18	12/7/18	94,094	0	94,094
5	11/8/17	403,060	94,065	497,125	19	1/8/19	206,317	0	206,317
6	12/15/17	550,310	0	550,310	20	12/12/18	230,335	0	230,335
7	1/26/18	952,916	94,404	1,047,320	21	6/3/19	18,158	0	18,158
8	2/21/18	218,722	0	218,722	22	6/3/19	134,470	0	134,470
9	2/23/18	350,605	0	350,605	23	6/3/19	43,605	0	43,605
10	3/30/18	830,366	60,890	891,256	24	8/7/19	106,924	0	106,924
11	4/18/18	744,230	21,877	766,107	25	8/16/19	25,350	0	25,350
12	5/22/18	329,492	65,515	395,007	26	8/16/19	40,693	0	40,693
13	6/14/18	255,916	0	255,916	27	8/16/19	51,821	0	51,821
14	8/16/18	509,295	4,345	513,640					
<b>Total Disbursements Received to Date</b>							<b>\$ 8,821,309</b>	<b>\$650,000</b>	<b>\$9,471,309</b>

PENDING SRF PAYMENT REQUESTS SUBMITTED				
Claim #	Date Submitted	Const	CM/Adm	Amount
28	8/13/19	83,757	0	83,757
29	9/17/19	66,353	0	66,353
<b>Total Pending</b>		<b>\$150,110</b>	<b>0</b>	<b>\$150,110</b>

**Contract Change Orders**

One contract change order was processed during the month of August. The Contract Change Orders are summarized as follows:

Approved and Pending Change Orders to Date			
Change Order #	Date Approved	Description	Amount
1	8/24/17	Misc. changes due to unforeseen site conditions and clarifications to Plans & Specifications.	\$39,772
2	3/13/17	Misc. changes due to unforeseen site conditions and clarifications to Plans & Specifications resulting in a credit.	(970)
3	11/2/17	Corrects original project completion date due to weather-related impacts.	0
4	1/10/18	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	<b>Not Executed</b>	SCADA equipment/communication changes, and programming.	<b>TBD</b>
8	4/3/19	Modifications to the HVAC control panels together with changes to the control panel for the motor drive system in the backwash water tank.	8,761
9	4/3/19	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
10	7/17/19	Installation of additional fencing around the perimeter of the facility.	26,796
11	<b>Not Executed</b>	Miscellaneous electrical additions, modifications to instrumentation, enhanced chlorine sampling pumps and additional paving.	17,122
<b>TOTAL</b>			<b>\$204,016</b>
<b>TOTAL EXECUTED CHANGE ORDERS</b>			<b>\$186,894</b>

**Power Point Presentation**

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

**ATTACHMENTS**

1. Project Update Flyer #29
2. Photographs

**AGENDA ITEM 6.D.**

**Attachment 1**

**Project Update Flyer #28**

# Georgetown Divide Public Utility District

## AUBURN LAKE TRAILS WATER TREATMENT PLANT

Update No. 29  
October 8, 2019

Agenda Item 6.D.

6425 Main Street, P.O. Box 4240, Georgetown, CA 95634

[www.gd-pud.org](http://www.gd-pud.org) ♦ (530) 333-4356 ♦ Steven Palmer, PE, General Manager

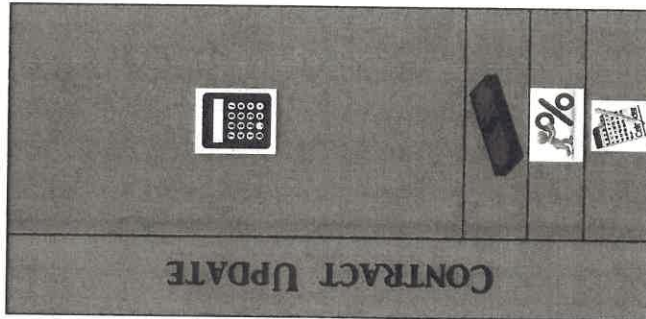
# PROJECT UPDATE

### UPCOMING ACTIVITIES:

- Punch List Items

### COMPLETED ACTIVITIES:

- Filter Building
- Chlorine Contact Basin with Baffles
- Raw Water Pump Station
- Backwash Water Recovery Tank
- Filter to Waste Tank
- Landscaping



Original Contract Amount	10,249,000
Change Order #1	39,772
Change Order #2	[970]
Change Order #3	No Cost
Change Order #4	12,184
Change Order #5	20,922
Change Order #6	56,146
Change Order #7 (Pending)	TBD
Change Order #8	8,761
Change Order #9	23,283
Change Order #10	26,796
Change Order #11 (Pending)	17,122

Contract Amount:

\$10,453,016

Expended thru July 2019

\$10,398,062

Percent Complete

99%

Anticipated Completion Date

Fall 2019

## PROJECT CONSTRUCTION SCHEDULE:

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

**AGENDA ITEM 6.D.**

**Attachment 2**

**Photographs**



A Presentation for the  
GDPUD Board of Directors  
October 8, 2019

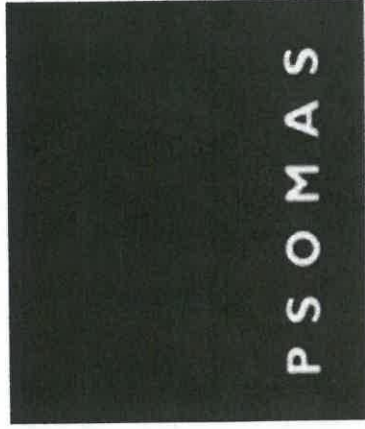
Summary of  
Work Activities at ALT Plant  
September 2019



# ALT Water Treatment Plant Project Partners



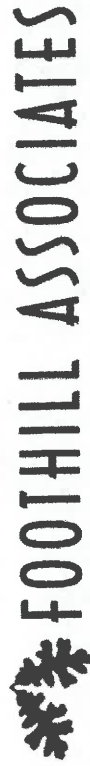
Construction



Engineering  
Support

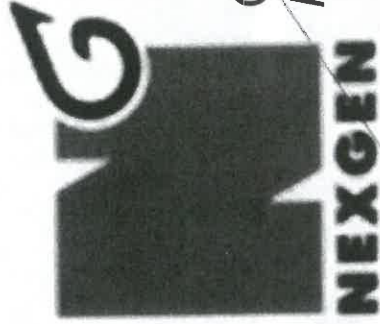


Materials Testing



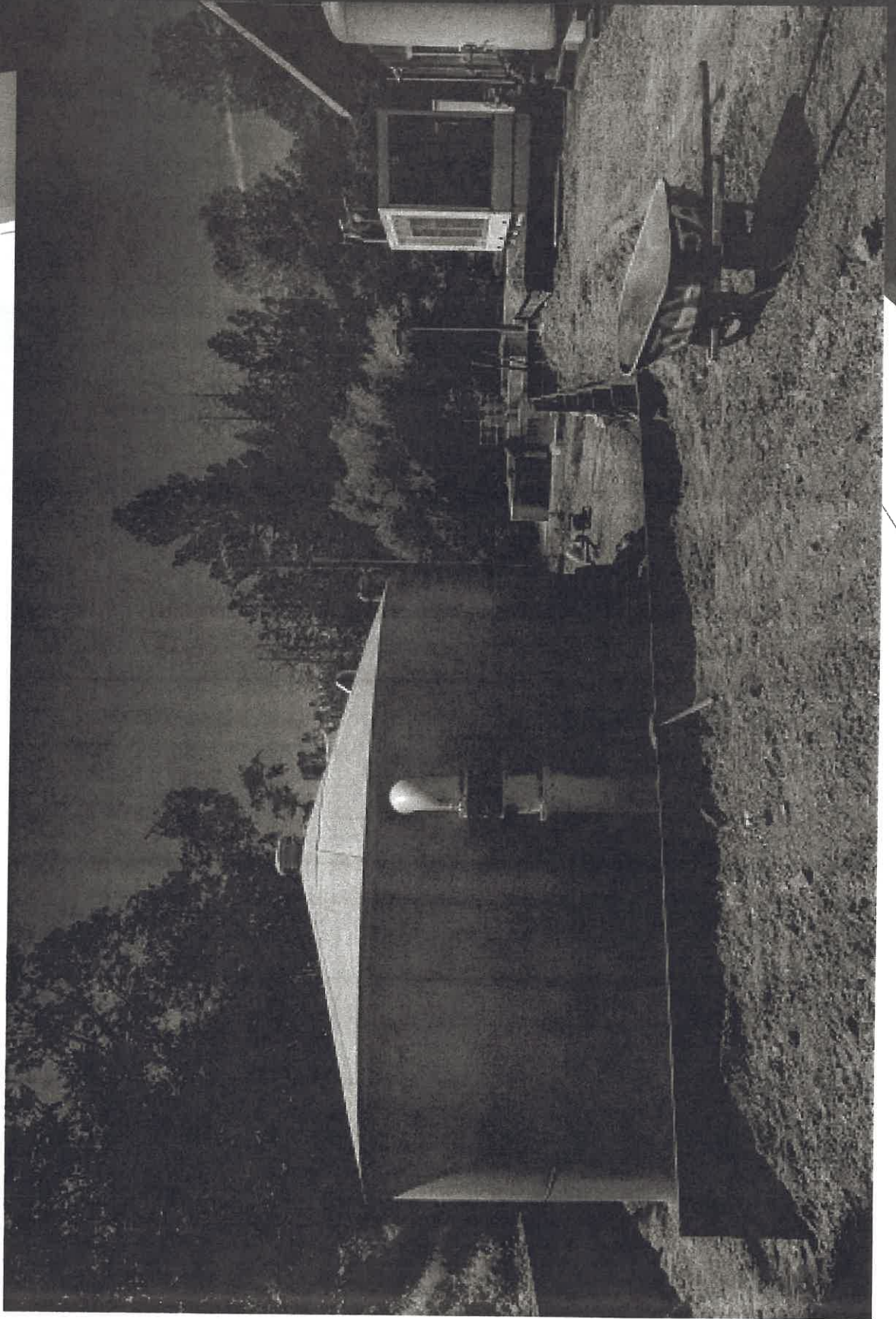
ENVIRONMENTAL CONSULTING • PLANNING • LANDSCAPE ARCHITECTURE

CEQA Compliance and SWPPP

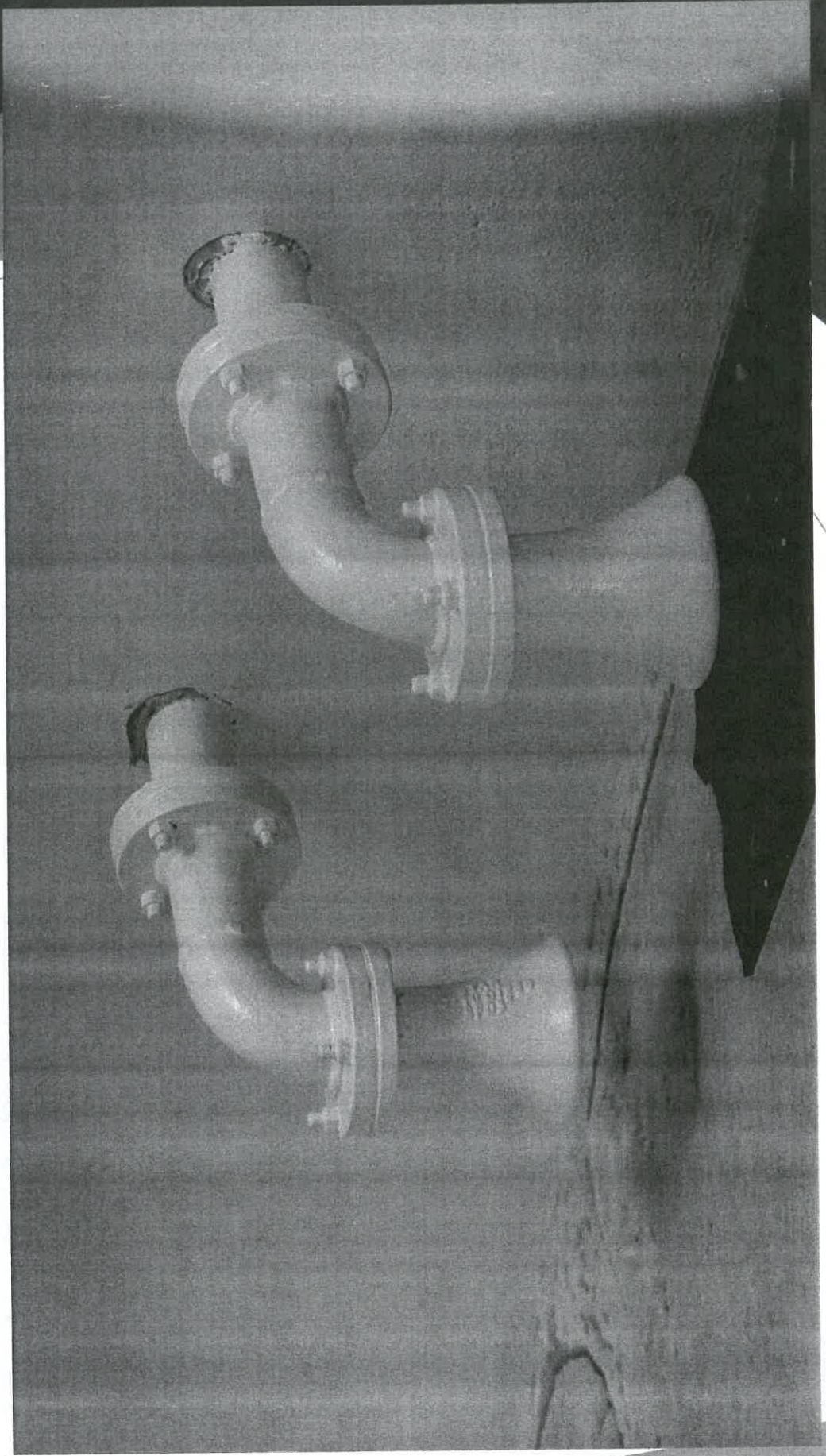


Construction  
Management

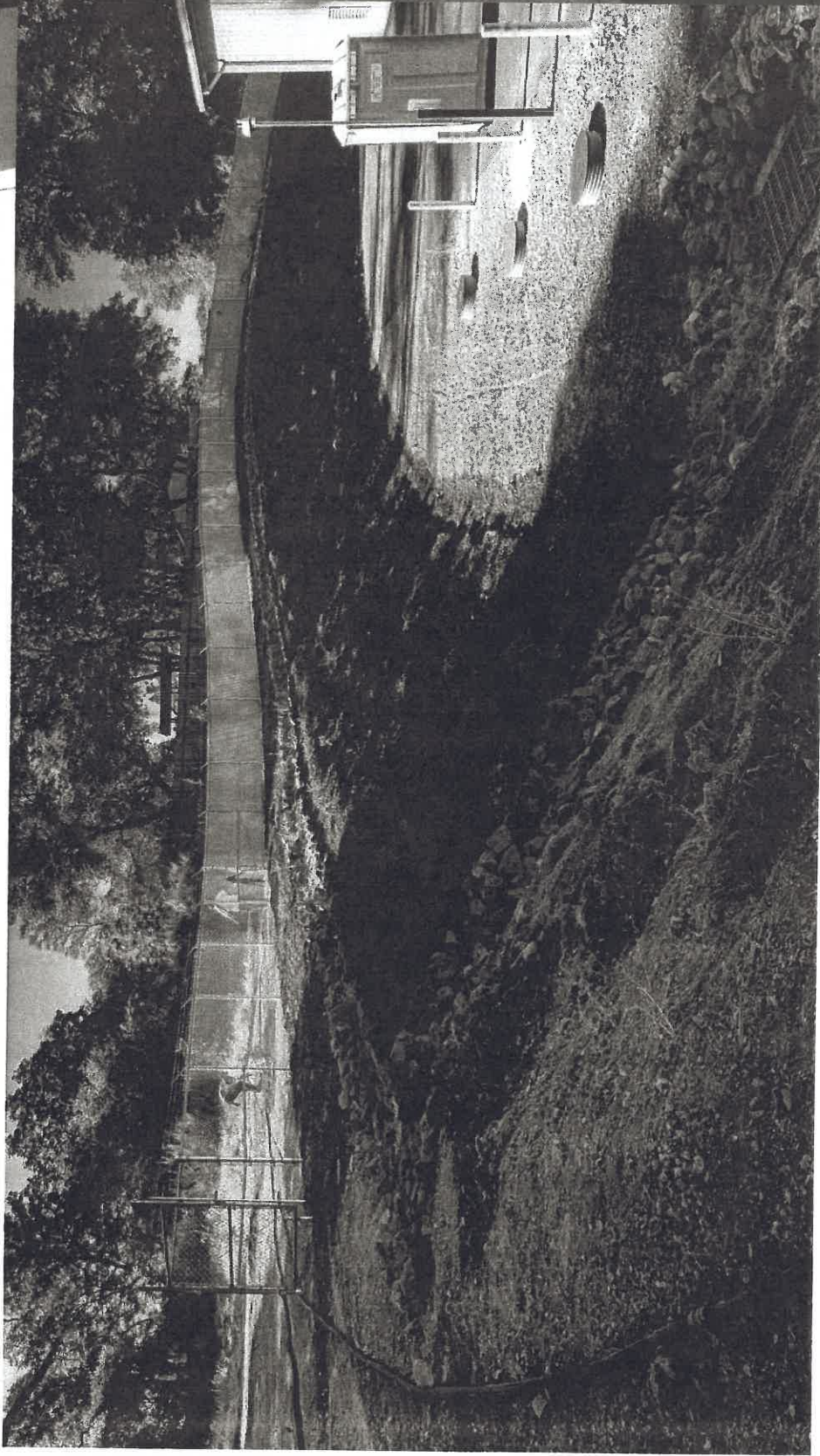
# Painting - Filter to Waste Tank



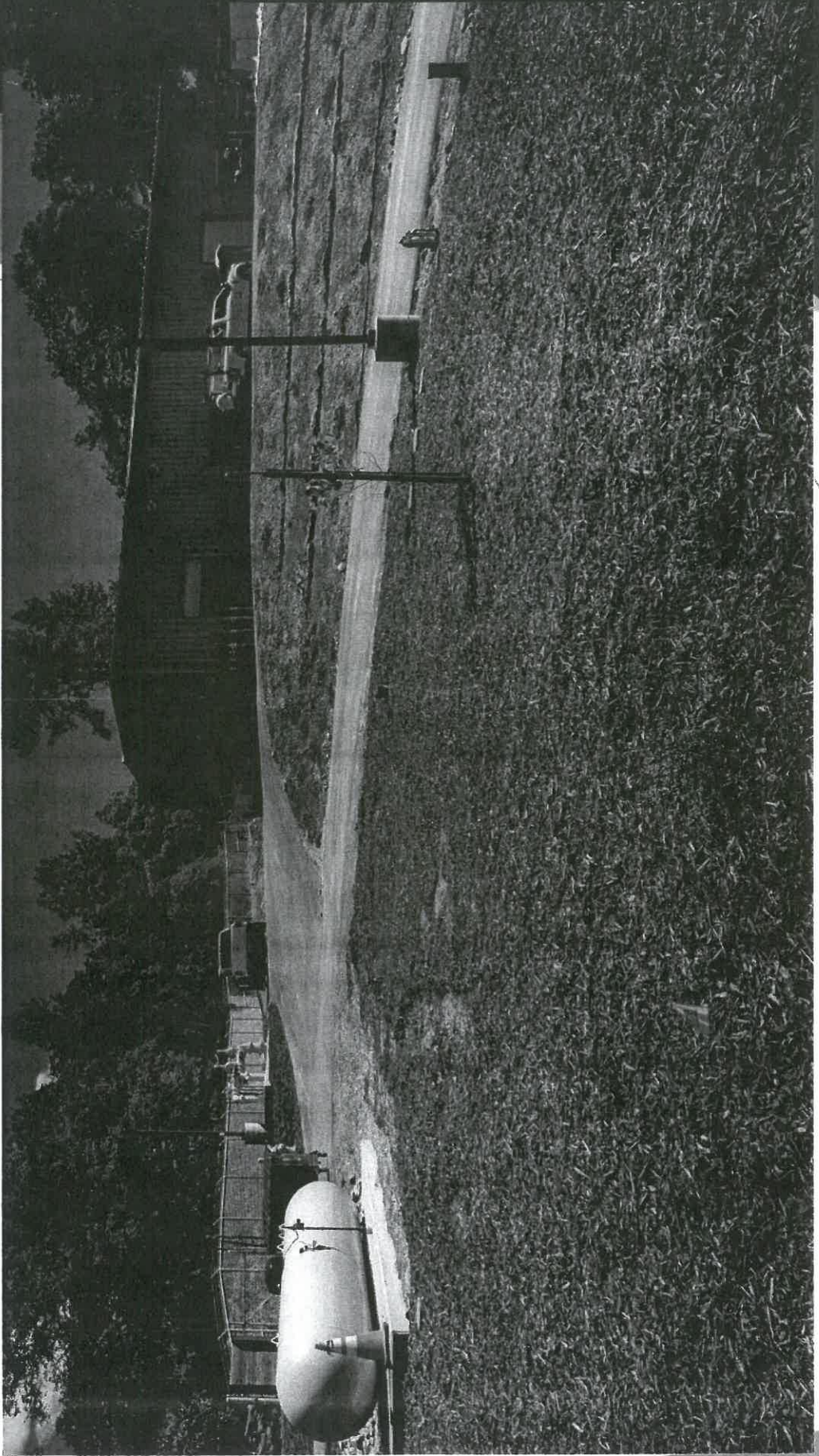
**Filter to Waste Tank - Interior**



# Hydroseeding



# Landscaping

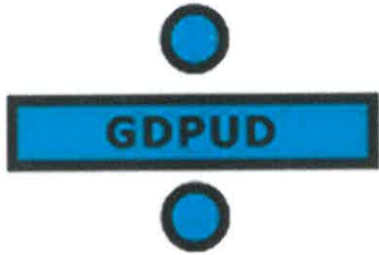


## PROJECT BUDGET

Phase	Expended to Date	Budget
Construction	10,398,062	11,249,000
Construction Engineering, Construction Management, Environmental	1,359,690	1,076,226
Misc. Vendors & Staff Support	42,625	
<b>TOTALS</b>	<b>11,800,377</b>	<b>\$12,325,226</b>

## SRF DISBURSEMENTS

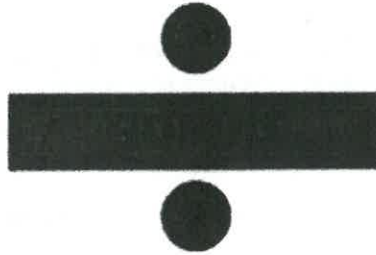
Total Disbursements Received to Date	9,471,309
Total Claims Pending	150,110
<b>TOTAL CLAIMS SUBMITTED</b>	<b>\$9,621,419</b>



NEW BUSINESS







**NEW BUSINESS**

AGENDA ITEM 7.A.

**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF OCTOBER 8, 2019  
AGENDA ITEM NO. 7A**

**AGENDA SECTION: NEW BUSINESS**

**SUBJECT: INCREASE THE GENERAL MANAGER'S CHANGE ORDER AUTHORITY BY AN ADDITIONAL \$50,000 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.

On March 12, 2019, the Board adopted Resolution 2019-17 (Attachment 2) authorizing an increase in the change order authority by an additional \$100,000 for a cumulative total of \$250,000. Resolution 2019-17 is included in this report as Attachment 2.

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

<b>TABLE 1 – Approved and Pending Change Orders to Date</b>			
<b>Change Order #</b>	<b>Date Approved</b>	<b>Description</b>	<b>Amount</b>
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	<b>Pending</b>	SCADA equipment/communication changes, and programming.	<b>TBD</b>
8	4/3/19	Modifications to the HVAC control panels together with changes to the control panel for the motor drive system in the backwash water tank	8,761

9	4/3/19	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
10	6/11/19	Additional perimeter fencing together with the addition of privacy slats along portions of the South and East boundaries.	26,796
11	<i>Pending</i>	Miscellaneous Electrical additions, modifications to instrumentation, enhanced chlorine sampling pumps and additional paving.	17,122
		<b>TOTAL</b>	<b>\$204,016</b>

**DISCUSSION**

The current change order authority of the General Manager is expected to be exhausted prior to the completion of the project work activities. There are currently two pending change orders, numbers 7 and 11, which are with the Contractor awaiting signature. Total expenditures for change orders 1 through 11, exclusive of CO 7, amount to \$ 204,016.

The Contractor has performed a series of additional work activities under force account. Work performed under force account allows the contractor to move forward with necessary work under the direction of the owner while maintaining an accurate accounting of time and materials required to perform that work. That accounting is maintained on Tentative Work Agreement (TWA) Forms currently on file with the Contractor, NEXGEN and the District. Portions of the work, but not all of the work, as identified on the TWA forms, will be identified within future change orders.

Information submitted by the Contractor, currently under review by the District and NEXGEN, would suggest future (potential) change orders in the amount of \$ 50,715. Based on the information identified within the TWA forms, currently on file with NEXGEN and the District, would suggest that the overall costs for Construction contract change orders will exceed the current change order authority. 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 additions to the retaining walls, modifications to the existing pipe and pump system from the backwash water recovery tank, additions to the electrical, modifications bridge and float system within the backwash tank together with miscellaneous changes to the SCADA controls, electrical, and valve controls within the filter building.

An estimate of these additional costs, currently under review by the District, are further identified within Table 2.

<b>TABLE 2 – Potential Additional Change Orders</b>		
<b>PCO</b>	<b>Description</b>	<b>Amount</b>
Quotation Request 4	Backwash Water Recovery Tank – Piping modifications, added work on bridge and removal of an air valve.	\$ 24,859
Quotation Requests 15 & 16	Backwash Water Recovery Tank – Additional Utilities, Electrical and Pipe Supports	\$ 14,820
Request for Information 148	Backwash Water Recovery Tank – Addition of winch assembly for decanter float assembly	\$ 1,727
Request for Information 165	Added electrical for Soda Ash Scale	\$ 5,004
Work Change Directive	Addition of 3 Inch Cla-valve	\$ 4,305
Work Change Directive	Additional Retaining Walls	Amount to be determined
Work Change Directive	Additions/Changes to SCADA	Amount to be determined
<b>TOTAL</b>		<b>\$ 50,715</b>

**FISCAL IMPACT**

Project expenses since the start of construction as compared to the budget are summarized in Table 3 below. Projected expenditures are within the approved budget.

<b>TABLE 3 – Project Expenditures and Budget</b>		
<b>Phase</b>	<b>Expended to Date</b>	<b>Budget</b>
Construction	\$ 10,398,062	\$ 11,249,000
Construction Engineering, Construction Management, and Environmental	\$ 1,359,690	\$ 1,076,226
Misc. Vendors, Outside Support and District Staff Costs	\$ 42,625	
<b>TOTALS</b>	<b>\$11,800,377</b>	<b>\$ 12,325,226</b>

Staff does not anticipate exceeding the amount already budgeted to the project. 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 a resolution (Attachment 3) increasing the General Manager's cumulative change order authority by \$ 50,000 for a total of \$300,000 for the Auburn Lake Trails Water Treatment Plant Project.

**ATTACHMENTS**

1. Resolution 2017-06 Authorizing GM Change Order Authority for ALTWTPP
2. Resolution 2019-17 Authorizing and increasing in GM Change Order Authority for ALTWTPP
3. Resolution Increasing GM Change Order Authority for ALTWTPP

**AGENDA ITEM 7.A.**

**Attachment 1**

**RESOLUTION NO. 2017-06**

**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:

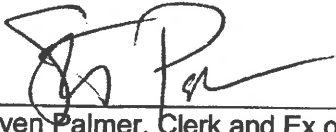
AYES: *Halpin, Henschild, Hoelscher, Usó, Wedle*

NOES:

ABSENT:

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

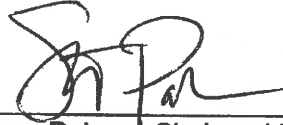
ATTEST:



\_\_\_\_\_  
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 13<sup>th</sup> day of June 2017.



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



**AGENDA ITEM 7.A.**

**Attachment 2**

**RESOLUTION NO. 2019-17**

**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**  
**CONSTRUCTION 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.

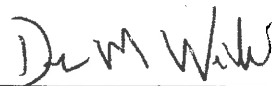
**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT** the General Manager's cumulative change order authority is hereby increased to \$250,000 for the Auburn Lake Trails Water Treatment Plant Project.

**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:

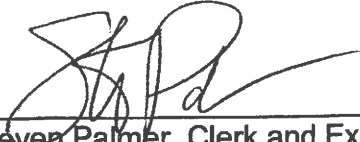
AYES: *Lucas, Keegan, Saunders, Souza, Wadle*

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

**AGENDA ITEM 7.A.**

**Attachment 3**

**RESOLUTION**

**RESOLUTION NO. 2019-XX**  
**OF THE BOARD OF DIRECTORS OF THE**  
**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**  
**AUTHORIZING AN INCREASE OF \$50,000 TO THE GENERAL MANAGER'S**  
**CUMULATIVE CHANGE ORDER AUTHORITY FOR THE MYERS & SONS**  
**CONSTRUCTION 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**, on March 12, 2019, the Board adopted Resolution 2019-17 authorizing the General Manager to approve change orders up to a cumulative total of \$250,000, and requiring Board approval for change orders once that cumulative total has been reached; and

**WHEREAS**, to date nine (9) change orders have been approved with two (2) additional change orders pending, for a cumulative total of \$204,016; and

**WHEREAS**, an increase of \$50,000 for a cumulative total of \$300,000 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 \$300,000 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 eighth day of October 2019, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

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

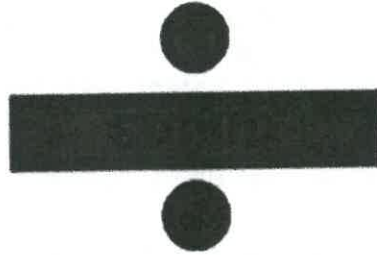
*Attest:*

\_\_\_\_\_  
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-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 eighth day of October 2019.

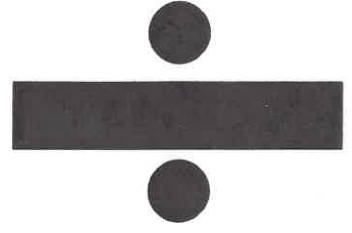
\_\_\_\_\_  
Steven Palmer, Clerk and Ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT



**NEW BUSINESS**

AGENDA ITEM 7.B.

**REPORT TO THE BOARD OF DIRECTORS**  
**BOARD MEETING OF October 8, 2019**  
**AGENDA ITEM NO. 7.B**



**AGENDA SECTION: NEW BUSINESS**

**SUBJECT: AWARD CONSTRUCTION CONTRACT WITH BOSCO CONSTRUCTORS, INC. IN THE AMOUNT OF \$840,756.68 FOR 2018 MAIN CANAL RELIABILITY PROJECT**

**PREPARED BY:** Steven Palmer, PE, General Manager

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

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**BACKGROUND**

The 2018 Main Canal Reliability is planned for in Fiscal Year 2019/2020 in the Board adopted Five Year Capital Improvement Plan (CIP). Completion of this Project supports Fiscal Year 2019/2020 Board of Directors 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.”

The 2018 Main Canal Reliability Project will line a portion of the Main Canal identified as a priority segment in the 2002 Water System Reliability Study by KASL Engineering Consultants. This section of the Main Canal delivers raw water to the Auburn Lake Trails Water Treatment Plant and irrigation water customers. It is an earthen canal that is prone to erosion and leakage.

The project information sheet from the Capital Improvement Plan, including a site location map, is included as Attachment 1.

On November 13, 2018, the Board approved a professional services agreement with Bennett Engineering Services, Inc. (Bennett) for engineering services for this Project. The design work was complete and the board authorized the project for bid on August 13, 2019.

**DISCUSSION**

On August 14, 2019 the District released a request for bids for the project. Five (5) potential bidders attended the mandatory pre-construction meeting on September 5, 2019 and made a visit to the Project location.

The plans and bid schedule identify three sections to be lined. The bid documents are structured so the Board can award a construction contract for Section 1 and add Sections 2 and/or 3. The sections are based on logical beginning and ending points for the work. Section 1 consists of 1,655 linear feet, Section 2 is 688 linear feet, and Section 3 is 830 linear feet. An exhibit showing the sections is included as Attachment 2.



On September 17, 2019 the District received one (1) completed bid proposals with a total bid price of \$840,756.68. The bid was broken down into Base Bid (Section 1) in the amount of \$474,007.73, Alternate Bid #1 (Section 2) in the amount of \$173,502.75, and Alternate Bid #2 (Section 3) in the amount of \$193,246.20. The bids were opened publicly at the appointed time and location. The bid summary sheet as recorded at the public bid opening is attached as Attachment 3.

Bosco's bid proposal included all the required forms, and Staff verified that they have a valid Contractor's license as required by the Project specifications.

The total bid price exceeds the engineer's estimate of \$267,800, and exceeds the amount programmed in the CIP for this Project. The General Manager and the design engineer, Bennett Engineering, reviewed the bid results and determined the reason is that the unit price bid per cubic yard of gunite is 1.5 times the unit price that the District received from the same contractor for the District's most recent canal lining Project (Water Conservation, Supply Reliability, and Environmental Protection Project, aka CABY).

The construction project is planned to be completed by April 1, 2020. Staff recommends that the General Manager have "change order" authority in an amount not to exceed 10% of the contract amount. This will eliminate the need to return to the Board of Directors for minor changes to the project allowing for a timely completion of the project.

Once the Board takes action to award the contract, Staff will send the Contractor a Notice of Award, and the Contractor will execute the agreement and supply the required performance bond.

**ANALYSIS**

Since the bid results are higher than the amount programmed in the CIP, the District can take one of two alternative actions: program additional funding from a capital project fund for the Project and award the construction contract to Bosco, or reject all bids.

**Alternative 1 – Program Additional Funding and Award Entire Project (Sections 1-3)**

In order to award the construction contract, the Board needs to program additional funding for the Project. The table below shows the current and projected costs associated with awarding the total bid price.

Phase	Expended to Date	Total Projected	Budget
Engineering/Environmental	\$ 40,377	\$ 47,635	\$ 54,000
Construction Mangement	--	\$ 65,000	\$ 75,000
Construction (Incl. 10% cont.)	--	\$ 924,833	\$216,000
<i>Total</i>	\$ 40,377	\$ 1,037,468	\$345,000

To construct Sections 1-3, a Project budget increase of \$692,468 is required.

The Project is funded by Fund 39 – Capital Facility Charge, which is funded by development impact fees collected when new customers connect to the water system. These funds can only be expended on improvements that are identified in the Capital Facility Charge Study by Stantec, dated March 2007. As shown in the July 2019 Cash Balances Report that was presented to the Board in September, the Fiscal Year 2019/2020 beginning Fund 39 balance was \$1,470,951. The Fiscal Year 2019/2020 budget programmed \$862,500 to be spent this year on capital projects from Fund 39, which would result in a balance of \$608,451 at the end of the fiscal year. This fiscal year’s budget included funding from Fund 39 of \$345,000 for this Project, \$379,500 for the 2018 Treated Water Line Replacement Project, and \$138,000 for the Upcountry Ditch Reliability Project.

Construction of all three sections of the Project can be funded by increasing the contribution from Fund 39 – Capital Facility Charge from \$345,000 to \$953,451, and adding a contribution of \$84,017 from Fund 43 – Capital Reserves. This would result in a projected end of year fund balance for Fund 39 – Capital Facility Charge of \$29,000, and \$1,598,558 for Fund 43 – Capital Reserve. This change does not impact any active or planned capital improvement projects during the current fiscal year. There are two other capital improvement projects with future funding programmed from Fund 39; Upcountry Ditch Reliability in Fiscal Year 2020/2021, and the annual treated water line rehabilitation in Fiscal Year 2021/2022. Other funding sources are available for these projects; a grant is being pursued for the Upcountry Ditch Reliability, and both of these future projects could be funded by Fund 43 – Capital Reserves. Revised Project Descriptions from the adopted five year capital improvement plan showing the recommended changes are included in Attachment 5.

The Board can award one of the other scenarios instead. The other scenarios line shorter lengths of canal and therefore provide less benefit than constructing the entire Project. The table below shows the additional funding needed for Section 1, Section 1 and 2, Section 1 and 3, and Sections 1 through 3.

<b>Scenario</b>	<b>Bid Price</b>	<b>Bid Price + 10% Contingency</b>	<b>Total Projected</b>	<b>Budget Increase</b>
Base Bid (Section 1)	\$ 474,008	\$ 521,409	\$ 634,044	\$ 289,044
Base Bid + Alternate 1 (Sections 1 and 2)	\$ 647,511	\$ 721,262	\$ 833,897	\$ 488,897
Base Bid + Alternate 2 (Sections 1 and 3)	\$ 667,254	\$ 733,980	\$ 846,615	\$ 501,615
Base Bid + Alternate 1 and 2 (Sections 1, 2, and 3)	\$ 840,757	\$ 924,833	\$ 1,037,468	\$ 692,468

Alternative 2 – Reject the Bid

Alternatively, the Board could reject the bid. If the Board rejects the bid, District Staff would advertise the Project again. Staff would need to readvertise the Project within two weeks of this Board meeting. Bids would be due in middle to late November, and consideration of award presented to the Board at the December Board meeting. Construction could start in January, depending on the weather, with the goal to complete construction by the end of April in time for irrigation season to start on May 1, 2019.

Bid prices can vary throughout the year based on many factors including, contractor workload, number of interested contractors, and cost of materials. The results of a future rebid are unknown and bids could be higher or lower depending on market conditions at the time of the bid.

**FISCAL IMPACT**

The Adopted Capital Improvement Plan budget for this Project is \$379,500 from Fund 39 – Capital Facility Charge. Current and projected costs are summarized in the table below.

Phase	Expended to Date	Total Projected	Budget
Engineering/Environmental	\$ 40,377	\$ 47,635	\$ 54,000
Construction Mangement	--	\$ 65,000	\$ 75,000
Construction (Incl. 10% cont.)	--	\$ 924,833	\$216,000
<i>Total</i>	\$ 40,377	\$ 1,037,468	\$345,000

Additional funding is required to construct all three sections of the Project. The contribution from Fund 39 – Capital Facility Charge needs to be increased from \$345,000 to \$953,451, and a contribution of \$84,017 from Fund 43 – Capital Reserves is needed. This would result in a projected end of year fund balance for Fund 39 – Capital Facility Charge of \$29,000, and \$1,598,558 for Fund 43 – Capital Reserve; if all other CIP expenditures occur as planned. This change does not impact any active or planned capital improvement projects during the current fiscal year.

**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 of Directors of the Georgetown Divide Public Utility District (GDPUD) adopt the attached Resolution awarding the construction contract, authorizing the General Manager to execute a contract with Bosco in the amount of \$840,756.68, authorizing the General Manager to approve change orders not to exceed 10% of the contract amount,

and approving an increase in the contribution from Fund 39 – Capital Facility Charge from \$345,000 to \$953,451, and adding a contribution of \$84,017 from Fund 43 – Capital Reserves.

**ALTERNATIVES**

Alternatively the Board may (a) award one of the other scenarios; or (b) reject all bids.

**ATTACHMENTS**

1. Adopted Project Information Sheet
2. Project Map
3. Bid Summary Sheet
4. Bosco Constructors Bid
5. Revised Project Information Sheets
6. Resolution

**AGENDA ITEM 7.B.**

**Attachment 1**

**Project Information**

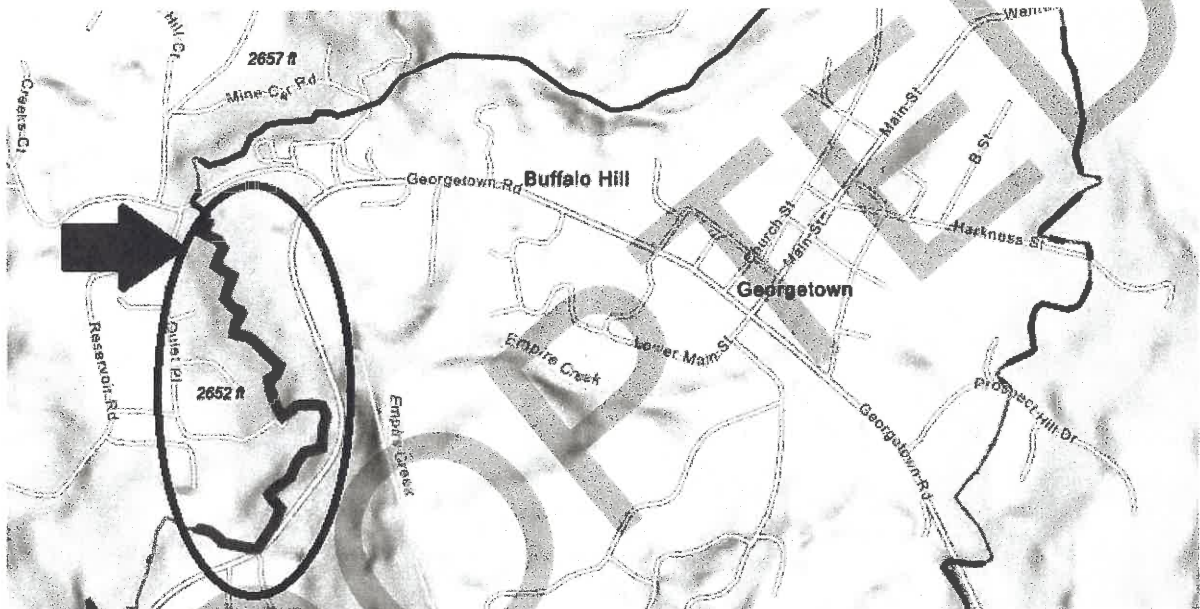
**PROJECT NAME:** 2018 Main Canal Reliability

**PROJECT NUMBER:** 924

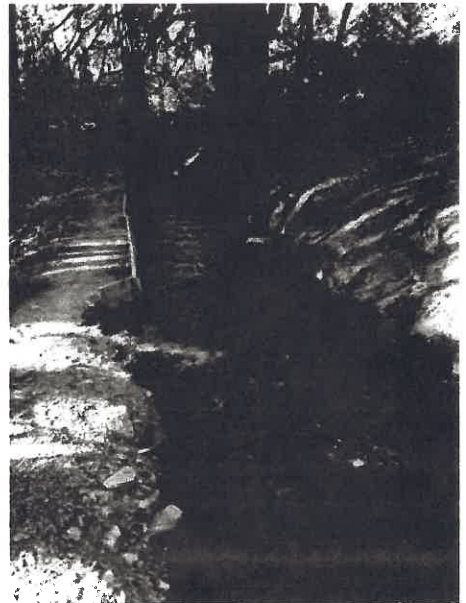
**PROJECT DESCRIPTION:**

This Project will line a section of the Main Ditch identified as a priority segment in the 2002 Water System Reliability Study by KASL Engineering Consultants. This section of the Main Ditch delivers raw water to the Auburn Lake Trails Treatment Plant and irrigation water customers. It is an earthen canal that is prone to erosion and leakage. Anticipated improvement is to gunite or reinforce 2,500 linear feet of ditch between Spanish Dry Diggins Road to Taylor Mine Outlet.

**LOCATION MAP**



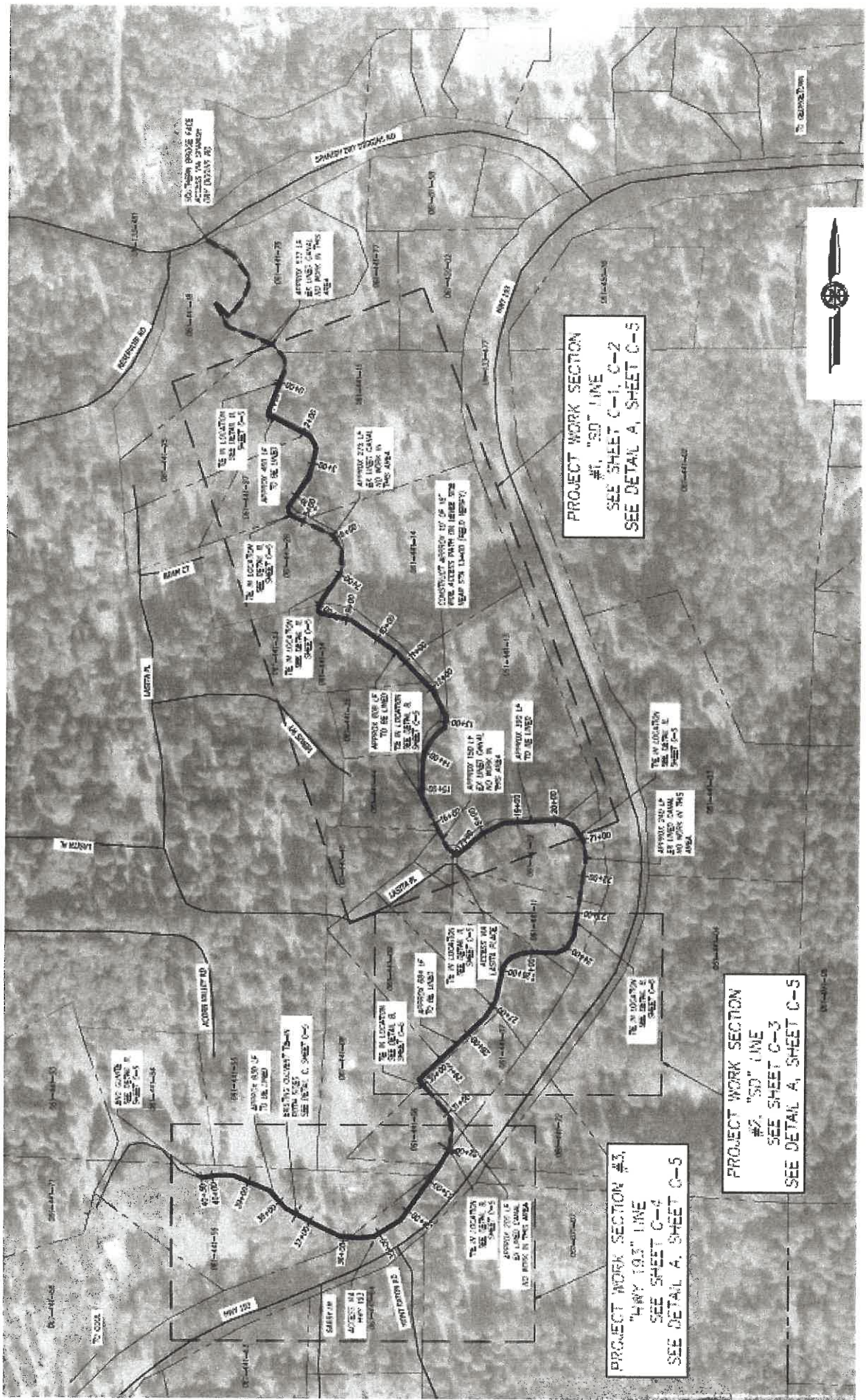
**PHOTOS**



**AGENDA ITEM 7.B.**

**Attachment 2**

**Project Map**



PROJECT WORK SECTION  
 #1, "SD" LINE  
 SEE SHEET C-1, C-2  
 SEE DETAIL A, SHEET C-5

PROJECT WORK SECTION #3,  
 "HWY 193" LINE  
 SEE SHEET C-4  
 SEE DETAIL A, SHEET C-5

PROJECT WORK SECTION  
 #2, "SD" LINE  
 SEE SHEET C-3  
 SEE DETAIL A, SHEET C-5





**AGENDA ITEM 7.B.**

**Attachment 3**

**Bid Summary Sheet**

# BID SUMMARY SHEET

**Project:** 2018 Main Canal Reliability Project

**Due Date and Time:**

09/17/2019 at 2 p.m. Local time

**Facilitator:** Steven Palmer

**Location:**

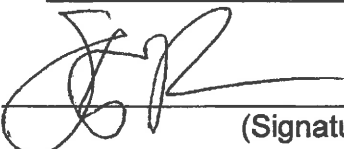
GDPUD Main Office

Contractor	Bid Amount
Bosco Base	474,007.73
Bosco -ALT 1	173,502.95
Bosco -ALT 2	193,246.20
Bosco Total	840,756.68

Note: This is only a summary sheet that provides a listing of those Contractors that summited Bids and their corresponding Bid Amounts.

Prepared by:   
 (Signature)

Print Name: Adam Brown

Witness:   
 (Signature)

Print Name: STEVEN PALMER

**AGENDA ITEM 7.B.**

**Attachment 4**

**Bosco Construction, Inc. Bid**

# BID PROPOSAL

## 2018 Main Canal Reliability Project

NAME OF BIDDER: Bosco Constructors, Inc.  
STREET ADDRESS: 21353 Mayall St.  
CITY, STATE, ZIP: Chatsworth CA, 91311  
PHONE NO. 818-700-0304 FAX NO. 818-700-0307  
CONTRACTOR LICENSE TYPE & NO.: A & B, 972065

The work for which this proposal is submitted is for construction in conformance with the Special Provisions (including the payment of not less than the prevailing wage rates), the Specifications, the project plans, if any, described below, including any addenda thereto, the contract annexed hereto, and also in conformance with the Georgetown Divide Public Utility District specifications.

The **Special Provisions** for the Work to be done are dated **August 14, 2019** and are entitled:

### 2018 Main Canal Reliability Project

Bids are to be submitted for the entire work. The District will determine the lowest bid pursuant to Public Contract Code section 20103.8(b). Public Contract Code section 20103.8(b) provides that the lowest bid is the bid on the base contract and the items that the District specifically identifies as included in its determination of the lowest bid. In this case, the District will determine the lowest bid based on the combined total of the base bid, the bid on Alternate 1, and the bid on Alternate 2. Once the District has determined the lowest bidder, it may award a contract for any of the following combinations of work:

- (1) the base bid; or
- (2) the base bid and Alternate Bid # 1; or
- (3) the base bid and Alternate Bid # 2; or
- (4) the base bid and Alternate Bid#1 and Alternate Bid #2; or
- (5) the District may elect not to award the contract.

The Bidder shall set forth, for each unit basis item of work, a unit price and a total for the item, and for each lump sum item a total for the item, all in clearly legible figures in the respective spaces provided for that purpose. In the case of unit basis items, the amount set forth under the "Item Total" column shall be the product of the unit price bid and the estimated quantity for the item.

In the case of a discrepancy between the unit price and the total set forth for a unit basis item, the unit price shall prevail, except as provided in (a) or (b), as follows:

- (a) If the amount set forth as a unit price is unreadable or otherwise unclear, or is omitted, or is the same as the amount as the entry in the item total column, then the amount set forth in the item total column for the item shall prevail and shall be divided by the estimated quantity for the item and the price thus obtained shall be the unit price;
- (b) (Decimal Errors) If the product of the entered unit price and the estimated quantity is exactly off by a factor of ten, one hundred, etc. or one-tenth, one-hundredth, etc. from the

entered total, the discrepancy will be resolved by mutual resolution between the two parties.

If both the unit price and the item total are unreadable or otherwise unclear, or are omitted, the bid may be deemed irregular. Likewise, if the item total for a lump sum item is unreadable or otherwise unclear, or is omitted, the bid may be deemed irregular unless the project being bid has only a single item and a clear, readable total bid is provided.

Symbols such as commas and dollar signs will be ignored and have no mathematical significance in establishing any unit price or item total or lump sums. Written unit prices, item totals and lump sums will be interpreted according to the number of digits and, if applicable, decimal placement. Cents symbols also have no significance in establishing any unit price or item total since all figures are assumed to be expressed in dollars and or decimal fractions of a dollar. Bids on lump sum items shall be item totals only; if any unit price for a lump sum item is included in a bid and it differs from the item total, the item total shall prevail.

The foregoing provisions for the resolution of specific irregularities cannot be so comprehensive as to cover every omission, inconsistency, error or other irregularity which may occur in a bid. Any situation not specifically provided for will be determined in the discretion of the Georgetown Divide Public Utility District, and that discretion will be exercised in the manner deemed by the Georgetown Divide Public Utility District to best protect the public interest in the prompt and economical completion of the work. The decision of the Georgetown Divide Public Utility District respecting the amount of a bid, or the existence or treatment of an irregularity in a bid, shall be final.

If this proposal shall be accepted and the undersigned shall fail to enter into the contract and furnish the bond(s) in the sums required by the State Contract Act, with surety satisfactory to the Georgetown Divide Public Utility District, and the insurance certificates within ten (10) days, not including Saturdays, Sundays, and legal holidays, after the Bidder has received notice from the Georgetown Divide Public Utility District that the contract has been awarded, the Georgetown Divide Public Utility District may, at its option, determine that the Bidder has abandoned the contract, and thereupon this proposal and the acceptance thereof shall be null and void and the forfeiture of the security accompanying this proposal shall operate and the same shall be the property of the Georgetown Divide Public Utility District.

When submitting its bid, the Bidder shall include security in the form of cash; cashier's check made payable to the District; a certified check made payable to the District or a bidder's bond executed by an admitted surety insurer, made payable to the District. The amount of security shall be 10 percent of the amount bid. Should the Bidder be awarded the contract, but fail to execute the contract, its security shall be forfeited to the District.

The Bidder has familiarized itself with the nature and extents of the Contract Documents, the Work, the site, the locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules, and regulations), and the conditions affecting cost, progress or performance of the Work, and has made such independent investigations as Bidder deems necessary.

The undersigned, as bidder, declares that the only persons or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, firm, or corporation; that he has carefully examined the plans therein referred to; and the contractor proposes, and agrees if this proposal is accepted, that they will contract with the Georgetown Divide Public Utility District, in the form of the copy of the contract annexed hereto, to provide all necessary machinery, tools, apparatus and other means of construction, and to do all the

work and furnish all the materials specified in the contract, in the manner and time therein prescribed, and according to the requirements of the District as therein set forth, and that the contractor will take in full payment therefor the following prices, to wit:

# BID SCHEDULE

Georgetown Divide Public Utility District

2018 Main Canal Reliability Project

Item No.	Description	Unit	Estimated	Bid	Bid
<b>Base Bid</b>					
1	Stormwater Pollution Prevention Plan (SWPPP)	LS	1	\$ 3,300	\$ 3,300
2	Mobilization, Insurance & Bonds (Not to Exceed 3 Percent of Total Bid)	LS	1	\$ 75,008.99	\$ 75,008.99
3	Gunite Upper Section – Section 1 "SD" Line: 0+00-4+64 , 7+45-15+50 and 17+00-20+85	CY	522	\$ 757.17	\$ 395,242.74
4	Service Line Replacement	EA	2	\$ 228.00	\$ 456.00
<b>Total Base Bid Price</b>				<b>\$ 474,007.73</b>	
<b>Alternate Bid #1</b>					
5	Gunite Mid-Section – Section 2 "SD" Line : 23+45-30+28	CY	219	\$ 792.25	\$ 173,502.75
<b>Total Alternate #1 Bid Price</b>				<b>\$ 173,502.75</b>	
<b>Alternate Bid #2</b>					
6	Gunite Hwy 193 Section – Section 3 "HWY 193" Line: 32+00- 40+30	CY	245	\$ 788.76	\$ 193,246.20
<b>Total Alternate #2 Bid Price</b>				<b>\$ 193,246.20</b>	
<b>Total Bid Price</b>				<b>\$ 840,756.68</b>	

Eight hundred forty thousand, seven hundred fifty six dollars and sixty eight cents. **Total Bid Price in Words**

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**Experience Qualifications**

Number of years Bidder has been in the contracting business, under the present business name:  
10 Years

Experience in work, of a nature similar to that covered in the bid extends, over a period of 35 years.

Has the Bidder ever failed to satisfactorily complete a contract awarded to it. Yes \_\_\_ No X

If yes, please explain:

N/A

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**List of Previous Contracts Completed by Contractor**

	DATE	NAME OF PROJECT	CONTRACT AMOUNT	OWNER	PHONE #
1.	08/2018	Water Conservation, Supply Reliability & Environmental Protection	\$1,129,000	Georgetown Divide Public Utility District	(530) 333-4356
2.	06/2017	Concrete Paving at existing bridges,	\$1,589,488	California department of Transportation	(626) 339-1601
3.	01/2018	Cross-Valley Canal Extension lining Project	\$5,559,862	Kern County Water Agency	(661) 634-1400
4.	03/2018	Spill way Repairs, Pyramid Dam, Castaic Dam	\$968,163	Department of Water Resources.	(661) 944-8562
5.	07/2018	Balboa Island Coping Repair.	\$1,592,969	City of Newport Beach.	(949) 644-3319

Please attach separate sheet, if needed.

# **BOSCO CONSTRUCTORS INC. #972065**

21353 Mayall Street  
Chatsworth, California 91311

(818) 700-0304 Office  
(818) 700-0307 Fax

## ATTACHMENT "A" (3 pages)

### Commercial

Project: Concrete Paving at existing bridges  
Owner: CalTrans District 7 -- Reda Karout (626) 339-1601 extension 103  
Completed: 06/2017  
GC: Bosco Constructors, Inc -- (818) 700-0304  
PM: Thomas Beacom -- (818) 700-0304  
Description: Fine grading, placed concrete and decorative stone on slopes in various locations  
Value: **\$1,589,488**

Project: Cross-Valley Canal Extension Lining Project Phase 1B, Pool No. 7  
Owner: Kern County Water Agency -- Martin Varga (661) 634-1400  
Completed: 01/2018  
GC: Bosco Constructors, Inc -- (818) 700-0304  
PM: Thomas Beacom -- (818) 700-0304  
Description: Trap Channel lining, excavate and grade, form PIP Concrete  
Value: **\$5,559,862**

Project: Spillway Repairs, Pyramid Dam, Castaic Dam  
Owner: Department of Water Resources -- Hany Michael (661) 944-8562  
Completed: 03/2018  
GC: Bosco Constructors, Inc -- (818) 700-0304  
PM: Thomas Beacom -- (818) 700-0304  
Description: Crack and spall clean and repair, seal and dispose  
Value: **\$968,163**

Project: Balboa Island Coping Repair  
Owner: City of Newport Beach -- Mark Vukojevic (949) 644-3319  
Completed: 07/2018  
GC: Bosco Constructors, Inc -- (818) 700-0304  
PM: Thomas Beacom -- (818) 700-0304  
Description: Added 2' of coping to 7400 lf of seal wall  
Value: **\$1,592,969**

Project: Little Dalton Wash, Coyote Creek and Coyote Creek North Fork Channel Repairs  
Owner: Los Angeles County, Department of Public Works - Colin McCarter (626) 458-3118  
Completed: 8/2018  
GC: Bosco Constructors, Inc.  
PM: Tomas Beacom -- (818) 700-0304  
Description: Removal and replacement of channel wall panels, patching concrete spalling, sealing cracks near the inlet structures.  
Value: **\$1,515,435**



[bosco-constructors.us](http://bosco-constructors.us)

# **BOSCO CONSTRUCTORS INC. #972065**

21353 Mayall Street  
Chatsworth, California 91311

(818) 700-0304 Office  
(818) 700-0307 Fax

- 
- Project:** OCTA Right of Way Slope Stabilization Project  
**Owner:** Orange County Transit Authority - Michael Le (714) 560-5314  
**Completed:** 7/2018  
**GC:** Bosco Constructors, Inc.  
**PM:** Thomas Beacom -- (818) 700-0304  
**Description:** Slope remediation, excavation, grading, clear and grub and reinforced pour-in-place concrete.  
**Value:** \$1,900,000
- Project:** Water Conservation, Supply Reliability & Environmental Protection Project  
**Owner:** Georgetown Divide Public Utility District -- Steven Palmer (530) 33-4356  
**Completed:** 8/2018  
**GC:** Bosco Constructors, Inc.  
**PM:** Wolfgang Delgado -- (818) 700-0304  
**Description:** Regrading and re-shaping of ditch, shotcrete lining of 10,750 lineal feet of an existing raw water ditch system.  
**Value:** \$1,129,000
- Project:** Santa Ynez River Bank Stabilization Project  
**Owner:** City of Lompoc - Steffen Meyers (805) 875-8240  
**Completed:** 7/2018  
**GC:** Bosco Constructors, Inc.  
**PM:** Thomas Beacom -- (818) 700-0304  
**Description:** Install reinforced vegetated bank protection systems consisting of 10 bents of 60 driven steel wide-flange piles.  
**Value:** \$800,000
- Project:** Colorado River Aqueduct Iron Mtn. Reservoir & Canal Liner Repairs  
**Owner:** Metropolitan Water District of Southern California - Dannie Hall (909) 392-5060  
**Completed:** 1/2019  
**GC:** Bosco Constructors, Inc.  
**PM:** Steve Robinson -- (818) 700-0304  
**Description:** Removing and replacing concrete panels and fiber reinforced concrete reservoir liner, repairing siphon headwalls.  
**Value:** \$4,674,444



[bosco-constructors.us](http://bosco-constructors.us)

# **BOSCO CONSTRUCTORS INC. #972065**

21353 Mayall Street  
Chatsworth, California 91311

(818) 700-0304 Office  
(818) 700-0307 Fax

---

## **Private**

Project: Infrastructure  
Owner: McCourt Holding, Inc. - Francine Hughes (310) 746-4206  
Completed: 12/2016  
GC: Bosco Constructors, Inc - (818) 700-0304  
PM: Steve Robinson - (818) 700-0304  
Description: Infrastructure, utilities, import 15,000 CY of select fill, construct outfall structure into Atlantic Ocean, Gatehouse design build, entry road, all structures and public access with bridge, 100 acre estate build, raise elevation and infrastructure entire property,  
Rushy Marsh Farm - Primary residence remodel design build surrounding property.  
Value: **\$35,000,000**



[bosco-constructors.us](http://bosco-constructors.us)

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## LIST OF SUBCONTRACTORS

The bidder shall list below the name and business address of each subcontractor who will perform work under this Contract in excess of one-half of one percent of the Contractor's total bid price, and shall also list the portion of the work which will be done by such subcontractor. After the opening of bids, no changes or substitutions will be allowed except as otherwise provided by law. The listing of more than one subcontractor for each item of work to be performed with the words "and/or" will not be permitted. All information must be provided for each subcontractor. Failure to comply with this requirement shall render the proposal (bid) non-responsive and shall cause its rejection. (Attach additional sheets if required.)

Work to be Performed	Subcontractor License #	Percent of Total Contract	Subcontractor's Name and Address
<i>No Subcontractors,</i>			

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## ADDENDUM ACKNOWLEDGEMENT

Bidder acknowledges receipt of the following addenda, which are attached to the proposal:

Addenda No. 1	Date: 9/12/2019
Addenda No. ✓	Date: ✓
Addenda No. ✓	Date: ✓
Addenda No. ✓	Date: ✓

### ADDENDA


This proposal is submitted with respect to the changes to the contract included in the Addenda Acknowledgement above.

To all the foregoing, and including all Bid Schedule(s), List of Subcontractor's, Worker's Compensation Certificate, and Non-Collusion Affidavit, said Bidder further agrees to complete the Work required under the Contract Documents within the Contract Time stipulated in said Contract Documents and to accept full payment therefore the Contract Price based on Lump Sum(s) and/or Unit Bid Price(s) named in the aforementioned Bid Schedule(s).

By my signature on this proposal I certify, under penalty of perjury under laws of the State of California and the United States of America, that the above is true and correct.

Date: 9/16/2019

Bidder: Patrick Robinson

By:   
(Signature)

Title: President



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# WORKERS' COMPENSATION CERTIFICATE

## Owner and Description of Contract:

Georgetown Divide Public Utility District

2018 Main Canal Reliability Project

Labor Code Section 3700: *Every employer, except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:*

- (a) *By being insured against liability to pay compensation in one or more insurer duly authorized to write compensation insurance in this State.*
- (b) *By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.*

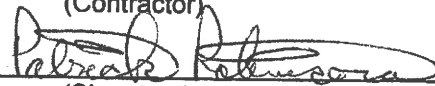
I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Dated: 9/16/2019, 2017

Bosco Constructors, Inc.

(Contractor)

By:



(Signature)

President

(Official Title)

(SEAL)

(Labor Code Section 1861 provides that the above certificate must be signed and filed by the Contractor with the Owner prior to performing any work.)

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

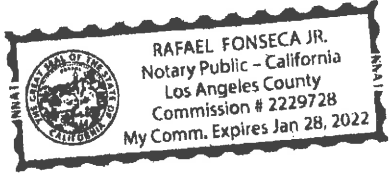
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of Los Angeles )  
On 9/16/2019 before me, Rafael Fonseca Jr - Notary Public  
Date Here Insert Name and Title of the Officer  
personally appeared Patrick Robinson  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature [Handwritten Signature]  
Signature of Notary Public

Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_  
Document Date: \_\_\_\_\_ Number of Pages: \_\_\_\_\_  
Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

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# NON-COLLUSION AFFIDAVIT

This Affidavit to be fully executed.


The undersigned declares:

I am the President of Baco Constructors<sup>Inc.</sup>, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 9/16/2019 [date], at Chatsworth [city], California [state]."

Signature:   
President, Secretary, Manager, Owner, or Representative

(Attach Notary Acknowledgement)

Print Name and Title below:

Patrick Robinson  
President.

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

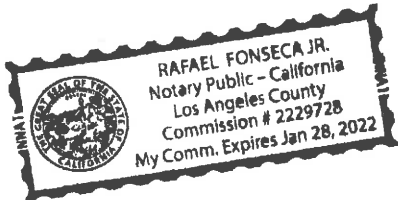
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of Los Angeles )  
On 7/16/2019 before me, Rafael Fonseca Jr - Notary Public  
*Date Here Insert Name and Title of the Officer*  
personally appeared Patrick Robinson  
*Name(s) of Signer(s)*

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature Rafael Fonseca Jr  
*Signature of Notary Public*

Place Notary Seal Above

**OPTIONAL**

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**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_  
 Corporate Officer -- Title(s): \_\_\_\_\_  
 Partner --  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_  
 Corporate Officer -- Title(s): \_\_\_\_\_  
 Partner --  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

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## SIGNATURE SHEET

### SIGNATURE NOTICE

If bidder or other person of legal interest is a corporation; state legal name of corporation, also names of the president, secretary, treasurer, and manager authorized to sign contracts; if a co-partnership, state true name of firm, also names of all individual copartners composing firm authorized to sign contracts; if Bidder or other interested person is an individual, state first and last names in full.

Provide the names of all persons of legal interest in the foregoing proposal as principals below:

Bosco Constructors, Inc.  
Patrick Robinson, President / Secretary / Treasurer  
Patrick Robinson.

Licensed in conformance with an act providing for the registration of contractors,

Contractor's License No.: 972065 Classification(s): A & B.

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**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**

**BIDDER'S BOND**

We, Bosco Constructors Inc.  
\_\_\_\_\_ as Principal, and  
Hartford Fire Insurance Company

as Surety are bound unto the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT, State of California, hereafter referred to as "Obligee", in the penal sum of ten percent (10%) of the total amount of the bid of the Principal submitted to the Obligee for the work described below, for the payment of which sum we bind ourselves, jointly and severally,

THE CONDITION OF THIS OBLIGATION IS SUCH, THAT:

WHEREAS, the Principal has submitted a proposal to the Obligee, for \_\_\_\_\_  
*(Copy here the exact description of work, including location as it appears on the proposal)*  
2018 Main Canal Reliability Project

for which bids are to be opened at Georgetown, CA on September 17, 2019  
*(Insert place where bids will be opened) (Insert date of bid opening)*

NOW, THEREFORE, if the Principal is awarded the contract and, within the time and manner required under the specifications, after the prescribed forms are presented to him for signature, enters into a written contract, in the prescribed form, in conformance with the bid, and files two bonds with the Obligee, one to guarantee faithful performance of the contract and the other to guarantee payment for labor and materials as provided by law, then this obligation shall be null and void; otherwise, it shall remain in full force.

In the event suit is brought upon this bond by the Obligee and judgment is recovered, the Surety shall pay all costs incurred by the Obligee in such suit, including a reasonable attorney's fee to be fixed by the court.

Dated: September 13, 2019, 20    .

Bosco Constructors Inc.

*Patrick Peterson, President*  
Principal

Hartford Fire Insurance Company

*[Signature]*  
Surety

By *[Signature]*  
Maria Pena, Attorney-in-fact

**CERTIFICATE OF ACKNOWLEDGEMENT**

**ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

**See attached ACKNOWLEDGMENT**

County of \_\_\_\_\_ )

On \_\_\_\_\_ before me, \_\_\_\_\_  
(insert name and title of the officer)

Personally appeared \_\_\_\_\_,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.  
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**Civil Code § 1189**

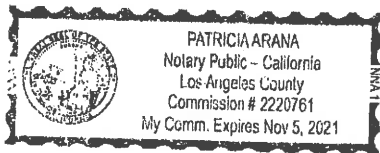
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

State of California )  
 ) ss  
County of Los Angeles )

On SEP 13 2019, before me, Patricia Arana, Notary Public, personally appeared Maria Pena, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



(Seal)

Signature: *Patricia Arana*  
Patricia Arana, Notary Public

# POWER OF ATTORNEY

Direct Inquiries/Claims to:  
**THE HARTFORD**  
BOND, T-12  
One Hartford Plaza  
Hartford, Connecticut 06155  
[Bond.Claims@thehartford.com](mailto:Bond.Claims@thehartford.com)  
call: 888-266-3488 or fax: 860-757-5835

Agency Name: ALLIANT INSURANCE SERVICES INC  
Agency Code: 72-256704

## KNOW ALL PERSONS BY THESE PRESENTS THAT:

- Hartford Fire Insurance Company, a corporation duly organized under the laws of the State of Connecticut
- Hartford Casualty Insurance Company, a corporation duly organized under the laws of the State of Indiana
- Hartford Accident and Indemnity Company, a corporation duly organized under the laws of the State of Connecticut
- Hartford Underwriters Insurance Company, a corporation duly organized under the laws of the State of Connecticut
- Twin City Fire Insurance Company, a corporation duly organized under the laws of the State of Indiana
- Hartford Insurance Company of Illinois, a corporation duly organized under the laws of the State of Illinois
- Hartford Insurance Company of the Midwest, a corporation duly organized under the laws of the State of Indiana
- Hartford Insurance Company of the Southeast, a corporation duly organized under the laws of the State of Florida

having their home office in Hartford, Connecticut, (hereinafter collectively referred to as the "Companies") do hereby make, constitute and appoint, **up to the amount of** Unlimited :

E. S. Albrecht Jr., Patricia S. Arana, Tiffany Coronado, C.K. Nakamura, Maria Pena, Noemi Quiroz, Jeffrey Strassner, Lisa L. Thornton, Tim M. Tomko, Natalie K. Trofimoff of LOS ANGELES, California

their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign its name as surety(ies) only as delineated above by , and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

In Witness Whereof, and as authorized by a Resolution of the Board of Directors of the Companies on May 6, 2015 the Companies have caused these presents to be signed by its Senior Vice President and its corporate seals to be hereto affixed, duly attested by its Assistant Secretary. Further, pursuant to Resolution of the Board of Directors of the Companies, the Companies hereby unambiguously affirm that they are and will be bound by any mechanically applied signatures applied to this Power of Attorney.



John Gray, Assistant Secretary

M. Ross Fisher, Senior Vice President

STATE OF CONNECTICUT }  
  } ss. Hartford  
COUNTY OF HARTFORD }

On this 11th day of January, 2016, before me personally came M. Ross Fisher, to me known, who being by me duly sworn, did depose and say: that he resides in the County of Hartford, State of Connecticut; that he is the Senior Vice President of the Companies, the corporations described in and which executed the above instrument; that he knows the seals of the said corporations; that the seals affixed to the said instrument are such corporate seals; that they were so affixed by authority of the Boards of Directors of said corporations and that he signed his name thereto by like authority.



CERTIFICATE

Nora M. Stranko  
Notary Public  
My Commission Expires March 31, 2018

I, the undersigned, Assistant Vice President of the Companies, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is still in full force effective as of Signed and sealed at the City of Hartford.

SEP 13 2019



Kevin Heckman, Assistant Vice President

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

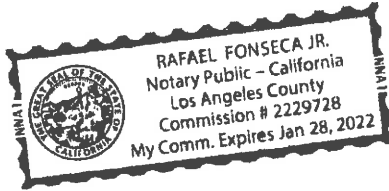
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of Los Angeles )  
On 9/16/2019 before me, Rafael Fonseca Jr - Notary Public  
Date Here Insert Name and Title of the Officer  
personally appeared Patrick Robinson  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature [Handwritten Signature]  
Signature of Notary Public

Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_  
Document Date: \_\_\_\_\_ Number of Pages: \_\_\_\_\_  
Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_





**AGENDA ITEM 7.B.**

**Attachment 5**

**Updated Project Information Sheet**

**Project Name:** Upcountry Ditch Reliability  
**Project Number:**  
**Project Description:** Prioritized repair of Upcountry Ditch  
**Funding Sources:**

Sources	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)			526,500	487,287	526,500			526,500
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)		138,000	320,213					467,213
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
Unfunded								0
<b>Total</b>	0	138,000	526,500	526,500	0	0	0	1,191,000

**Project Cost Estimate:**

Elements	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	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
<b>Total</b>	0	138,000	526,500	526,500	0	0	0	1,191,000

DRAFT  
 REVISIONS 10/08/19

**Project Name:** 2018 Treated Water Line Replacement/Rehab  
**Project Number:** 922  
**Project Description:** Prioritized replacement or rehabilitation of treated water lines  
**Funding Sources:**

Sources	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)				396,750		412,850		809,600
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)		379,500		396,750				776,250
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
Unfunded								0
<b>Total</b>	<b>0</b>	<b>379,500</b>	<b>0</b>	<b>793,500</b>	<b>0</b>	<b>412,850</b>	<b>0</b>	<b>1,585,850</b>

**Project Cost Estimate:**

Elements	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
Preliminary Engineering (7020)		60,000		63,000		65,000		188,000
Environmental (7021)								0
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)		30,000		32,000		34,000		96,000
Construction Contract (7023)		240,000		250,000		260,000		750,000
Other CIP Costs (7025)		49,500		51,750		53,850		155,100
Other - TBD								0
<b>Total</b>	<b>0</b>	<b>379,500</b>	<b>0</b>	<b>396,750</b>	<b>0</b>	<b>412,850</b>	<b>0</b>	<b>1,189,100</b>

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 REVISIONS  
 10/10/2019

**Project Name:** 2018 Main Canal Reliability  
**Project Number:** 924  
**Project Description:** Prioritized repair and lining of Main Canal  
**Funding Sources:**

Sources	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)		84,017						84,017
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)		953,451-346,000						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								0
<b>Total</b>		0	1,037,468-346,000	0	0	0	0	0

**Project Cost Estimate:**

Elements	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
Preliminary Engineering (7020)		47,635						47,635
Environmental (7021)								0
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)		35,000						35,000
Construction Contract (7023)		924,833						924,833
Other CIP Costs (7025)		30,000						30,000
Other - TBD								0
<b>Total</b>		0	1,037,468	0	0	0	0	1,037,468

DRAFT 10/10/19  
 REVIEWED 10/10/19

**AGENDA ITEM 7.B.**

**Attachment 6**

**Resolution**

**RESOLUTION NO. 2019-**

**OF THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONSTRUCTION CONTRACT WITH BOSCO CONSTRUCTORS, INC. FOR AN AMOUNT NOT TO EXCEED \$840,756.68 FOR THE 2018 MAIN CANAL RELIABILITY PROJECT, AUTHORIZING THE GENERAL MANAGER TO APPROVE CHANGE ORDERS NOT TO EXCEED 10% OF THE CONTRACT AMOUNT, AND APPROVING AN INCREASE IN THE CONTRIBUTION FROM FUND 39 – CAPITAL FACILITY CHARGE FROM \$345,000 TO \$953,451, AND ADDING A CONTRIBUTION OF \$84,017 FROM FUND 43 – CAPITAL RESERVES.**

**WHEREAS**, the 2018 Main Canal Reliability Project is planned for Fiscal Year 2019/2020 in the Board adopted Five Year Capital Improvement Plan; and

**WHEREAS**, a notice inviting bids to select a contractor to perform the Project was issued on August 14, 2019, and one (1) bid was received on September 17, 2019; and

**WHEREAS**, after reviewing bids, District Staff have determined that Bosco was the lowest responsive and responsible bidder; and

**WHEREAS**, the Bosco Total Bid Price is in the amount of \$840,756.68; and

**WHEREAS**, the project expenditures will exceed the total project budget of \$345,000; and

**WHEREAS**, additional funding is available from Fund 39 – Capital Facilities Charge and Fund 43 – Capital Reserve.

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

1. The construction contract is awarded to Bosco Constructors, Inc.
2. The General Manager is authorized to execute a construction contract with Bosco Constructors, Inc. in the amount of \$840,756.68 for the Project.
3. The General Manager is authorized to approve change orders not to exceed 10% of the contract amount.
4. The Project budget is amended by increasing the contribution from Fund 39 – Capital Facility Charge from \$345,000 to \$953,451, and by adding a contribution of \$84,017 from Fund 43 – Capital Reserves.

**PASSED AND ADOPTED** by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the eighth day of October 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- 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 eighth day of October 2019.

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

