

**AGENDA**  
**SPECIAL MEETING**  
**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS**  
**6425 MAIN STREET, GEORGETOWN, CA 95634**  
**THURSDAY JUNE 21, 2018**  
**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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**1. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE**

**2. ADOPTION OF AGENDA**

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

**4. NEW BUSINESS**

**A. Consider Adoption of Fiscal Year 2018-19 District Budget**

**Possible Board Action:** Adopt Resolution 2018-36 approving the Fiscal Year 2018-2019 District Budget.

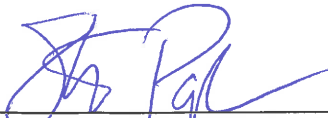
**B. Consider Adoption of 5-Year Capital Improvement Plan**

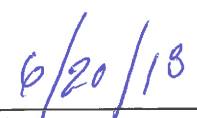
**Possible Board Action:** Adopt Resolution 2018-37 approving the 5-Year Capital Improvement Plan for Fiscal Years 2018-2019 – 2022-2023.

- 5. 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.

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

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Steve Palmer by telephone at 530-333-4356 or by fax at 530-333-9442. Requests must be made as early as possible and at least one-full business day before the start of the meeting. In accordance with Government Code Section 54954.2(a), this agenda was posted on the District's bulletin board at the Georgetown Divide Public Utility District office, at 6425 Main Street, Georgetown, California, on June 20, 2018.

  
\_\_\_\_\_  
Steven Palmer, PE, General Manager

  
\_\_\_\_\_  
Date

**CONFORMED AGENDA  
SPECIAL MEETING  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS  
6425 MAIN STREET, GEORGETOWN, CALIFORNIA 95634  
THURSDAY JUNE 21, 2018  
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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**1. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE**

*The meeting was called to order at 2:00 P.M. Director Hanschild led in the Pledge of Allegiance.*

*Directors Present: Jesse Hanschild, David Souza, Lon Uso.*

*Staff Present: General Manager Steven Palmer; Management Analyst Christina Cross. Legal Counsel: Barbara Brenner, Churchwell White, LLP.*

**2. ADOPTION OF AGENDA**

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

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

***Vote: The motion passed unanimously.***

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

*There were no comments from the public.*

**4. NEW BUSINESS**

**A. Consider Adoption of Fiscal Year 2018-2019 District Budget**

**Possible Board Action:** Adopt Resolution 2018-36 approving the Fiscal Year 2018-2019 District Budget.

*General Manager Steve Palmer presented the budget.*

***Motion by Director Hanschild to adopt the Fiscal Year 2018-2019 District Budget. Second by Director Souza.***

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

***Vote: The motion passed unanimously.***

**B. Consider Adoption of 5-Year Capital Improvement Plan**

**Possible Board Action:** Adopt Resolution 2018-37 approving the 5-Year Capital Improvement Plan for Fiscal Years 2018-2019 – 2022-2023.

*General Manager Steve Palmer presented the 5-Year Capital Improvement Plan.*

**Motion by Director Souza to adopt the 5-Year Capital Improvement Plan. Second by Director Hanschild.**

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

**Vote:** *The motion passed unanimously.*

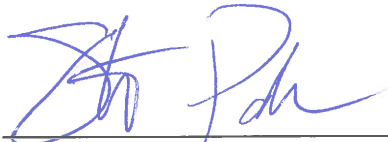
5. **BOARD MEMBER COMMENTS, REQUESTS FOR ADDITIONS TO FUTURE MEETING AGENDAS AND REQUESTS FOR INFORMATION OR RESEARCH TO BE COMPLETED BY STAFF** – Opportunity for Board members to discuss matters of interest to them and provide input for future meetings as well as report on their District-related meeting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

*Director Uso asked that the Board address at a future Board meeting the current policy relating to reinstating meters that have previously been disconnected.*

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

*The meeting adjourned at 2:09 P.M.*

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Steven Palmer, PE, General Manager



Date

**REPORT TO THE BOARD OF DIRECTORS**  
**BOARD MEETING OF JUNE 21, 2018**  
**Agenda Item No. 4.A.**



**AGENDA SECTION: NEW BUSINESS**

**SUBJECT: CONSIDER ADOPTION OF FISCAL YEAR 2018-19 BUDGET**

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

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

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

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**BACKGROUND**

On April 17, 2018, Staff presented a working draft of the Fiscal Year 2018-19 Budget to the District's Finance Committee for discussion and input. The Finance Committee reviewed the draft budget and did not provide comments at that time. A draft budget was then prepared by Staff and presented to the Board of Directors and Finance Committee at a joint meeting on May 7, 2018.

A summary of key points from the Draft Budget are presented below.

**Fiscal Year 2018/2019 Goals and Objectives**

The following deficiencies were identified by Staff and the General Manager during the budget preparation last fiscal year. The items identified with stars are ones that were sufficiently addressed during this fiscal year. The others still require significant resources to fully address.

1. Accounting and finance oversight and management
2. Contract administration
3. Human resources management
4. ★ Drinking water quality oversight and reporting
5. ★ Water rights monitoring, reporting, and permitting
6. ★ Wastewater reporting and permitting
7. ★ Storm water reporting and permitting
8. Capital project management
9. Prepare Five Year Capital Improvement Plan
10. Prepare infrastructure master plans
11. Infrastructure asset management
12. Records management
13. Succession planning

Additionally, during the March 30, 2018 strategic planning workshop, Creating Stability and Looking to the Future, the Board identified several goals and objectives for the upcoming fiscal year. The following goals were approved by the Board at the May 7, 2018 meeting:

Goal A – Improve Transparency and Communications

Goal B - Address Immediate Infrastructure Needs and Begin Long Term Planning

Goal C - Develop and Retain Employees

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- Goal D - Plan for Changes in Staff and in Board Composition
  - Goal E - Continue to Review District Fees and Charges
  - Goal F – Board Leadership

The Draft Budget for Fiscal Year 2018/2019 was developed with those deficiencies and Board goals in mind.

Proposed Expenditure Highlights

The Draft Budget for Fiscal Year 2018/2019 included the following new objectives and initiatives to be implemented by Administration:

1. Consultant services for website update (*Board Goal A-1*)
2. Consultant services for an annual public outreach plan (*Board Goal A-2*)
3. Consultant services and software to improve GIS and begin asset management program implementation (*Board Goal B-2*)
4. Consultant services and software to improve records management system (*Board Goal D-1*)
5. Consultant services and software to acquire and implement new billing and accounting software (*Board Goal D-1*)

The draft budget also included the following significant operations equipment purchases in order to replace aging equipment and improve operational efficiency (*Board Goal B-6*):

1. Work trucks – three (3)
2. Brush cutters – two (2)
3. Cement mixer
4. Portable bandsaw
5. Mobile generators (2)
6. Backhoe

District Organization and Staffing

The Draft Budget included a recommended organizational chart with an increase in the current staffing level. These changes are necessary to address several existing deficiencies in the organization structure and staffing, and in order to meet the Board Goals for Fiscal Year 2018/2019.

Significant progress has been made towards addressing the deficiencies identified last year, however more improvements need to be made. To address these deficiencies, the recommended organizational chart includes the following changes, as illustrated in Attachment 2. The Fiscal Year 2017/2018 organizational chart is included as Attachment 3.

1. Create an Administrative Services Manager. During last year's budget presentation, this position was presented as Assistant General Manager, however it was downgraded to Administrative Services Manager and ultimately removed from this year's organizational chart due to budget constraints. This position will have primary responsibility for accounting and finance oversight and management, human resources management, and information technology. Budget for this position is not included in the Draft Fiscal Year 2018/2019 budget.
2. Create a Human Resources Specialist to support the Administrative Services Manager. During last year's budget presentation, this position was presented as Human Resources/IT Manager, however it was removed from this year's organizational chart due to budget constraints. The Human Resources Specialist would be responsible for Human Resources, payroll, and information technology functions.
3. Create an Engineering Manager position to manage capital improvement projects, and prepare and annually update the five-year capital improvement plan. The Engineering

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Manager would also provide management and oversight to the newly created Water Resources Manager position. The General Manager is currently responsible for preparing the 5-Year Capital Improvement Plan. Capital improvement projects are currently being managed by a retired part time employee who is retained through a Professional Services Agreement and is limited to 960 hours per year (20 hours per week), and by the Chief Water Treatment Plant Operator. The current part time contractor employee is managing two (2) capital improvement projects. In order to deliver more than one or two capital projects per year, the District needs to hire a full-time engineer. This position was recommended during last year's budget presentation; however, it was removed from this year's organizational chart due to budget constraints.

4. Create an Office Assistant position to support the Engineering Manager in maintaining project files, writing staff reports, preparing and processing reimbursement requests, and preparing grant applications. This position would also serve as backup for the assistant Board clerk and Board meeting support. These functions are currently performed by a retired part time temporary employee that is hired through a temporary employment agency and is limited to roughly 960 hours per year (20 hours per week). This position was recommended during last year's budget presentation; however, it was removed from this year's organizational chart due to budget constraints.

These recommended changes result in an increase of four (4) full time employees which are partially offset by a reduction in contract staff and consultants. The recommended organizational structure will result in a District that is professional, sustainable in the long term, and provides for adequate succession planning.

At the Board meeting on May 12, 2018, the Board expressed concern about funding the Administrative Services Manager position and did not approve the draft budget as presented. The Board directed the General Manager to develop a budget that increased the capital reserve contributions and capital replacement expenditures.

June 12, 2018 the Board directed the General Manager to not fund the Engineering Manager and Office Assistant but to utilize contract staff instead.

### **DISCUSSION**

After the Board meeting on May 12, 2018, the General Manager made the following changes to the budget:

- Increased non-operating revenue by \$25,500 due to the AT&T lease agreement which was approved by the Board on May 12, 2018.
- Added the low income rate assistance program subsidy as an expense of \$35,000.
- Removed funding for the Administrative Services Manager position
- Increased communications consultant cost from \$20,000 to \$48,000
- Added annual uniform expenses for \$3,200
- Added estimated consultant cost for wastewater fee update for \$45,000
- Added annual LAFCO expense of \$3,000
- Revised personnel related insurance costs to more closely reflect employee elections
- Revised personnel related expenses to reflect one planned retirement
- Increased insurance costs by \$77,500 to reflect prior omission.

Since the Board meeting on June 12, 2018 the General Manager made the following changes:

- Removed funding for the Engineering Manager and Office Assistant positions
- Increased the transfer amount to Fund 43 from \$471,125 to \$652,932
- Increased funding for the Capital Improvement Plan in order to fund contract engineering project management.

The Proposed Fiscal Year 2018-2019 Budget is summarized below.

Revenues

**TABLE 1 - GDPUD REVENUE BUDGET FOR OPERATING EXPENSES**

Description	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Projected	FY 18-19 Proposed
<b>WATER OPERATING REVENUE</b>				
Residential Sales	\$ 1,244,193	\$ 1,350,610	\$ 2,028,335	\$ 2,381,907
Commercial Sales	177,031	201,348	253,455	304,393
Irrigation Sales	135,218	224,156	289,372	480,000
Penalties	39,885	43,652	46,133	46,000
Other	16,540	23,576	10,147	10,436
<b>Sub-Total</b>	<b>\$ 1,612,867</b>	<b>\$ 1,876,386</b>	<b>\$ 2,627,443</b>	<b>\$ 3,222,736</b>
<hr/>				
Zone Charges	\$ 311,547	\$ 311,477	\$ 391,644	\$ 391,600
Escrow Fees (2)	33,600	29,505	25,088	25,100
Septic Design Fees	1,200	6,600	2,700	2,700
Interest Income	3,175	6,777	7,168	7,200
<b>Sub-Total</b>	<b>\$ 349,522</b>	<b>\$ 354,359</b>	<b>\$ 426,600</b>	<b>\$ 426,600</b>
<hr/>				
Property Taxes	\$ 1,447,381	\$ 1,524,159	\$ 1,662,995	\$ 1,660,000
SMUD	108,515	107,729	108,515	110,900
Interest Income	45,466	44,787	10,220	10,500
Leases		65,795	62,498	105,500
Hydro		49,655	45,055	45,000
<b>Sub-Total</b>	<b>\$ 1,601,362</b>	<b>\$ 1,792,125</b>	<b>\$ 1,889,283</b>	<b>\$ 1,931,900</b>
<b>TOTAL REVENUE</b>	<b>\$ 3,563,751</b>	<b>\$ 4,022,870</b>	<b>\$ 4,943,325</b>	<b>\$ 5,581,236</b>

Table 1 only includes revenues that could be used towards operating expenses. It does not include the supplemental charge for ALT Water Treatment Plant Construction loan, grant funds, or revenue restricted to assessment district purposes. The anticipated revenues for fiscal year 2018-19 that could be used towards operating expenses total \$5,581,236. Under current Board direction, SMUD and hydroelectric income are placed in unrestricted designated reserve funds and not used for operating expenses. This results in \$5,425,336 in revenue available for operating expenses. This represents a \$1,529,260 increase over Fiscal Year 2017/2018 budget revenue, with \$1,346,350 due to the change in water rates; and the remainder due to increases in property tax payments from the County, lease payments, escrow fees, and penalties.

Operating Expenses

The expenses are summarized in Table 2. These expenses are less than the anticipated revenues available for operating expenses in Fiscal Year 2018-2019.

**TABLE 2 - GDPUD PROPOSED BUDGET**

**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**  
**June 21, 2018**  
*Fund Summary*  
 Fiscal Year 2018-19

Description	Beginning Balance	Revenues	Expenses	Ending Balance
<b><u>10 - GENERAL FUND</u></b>				
<i>Revenue</i>				
Water operating revenue	\$ -	\$ 3,222,736	\$ -	\$ -
Non-operating revenue		1,776,000		
Supplemental charge		648,923		
<i>Total revenue</i>	<u>\$ -</u>	<u>\$ 5,647,659</u>	<u>\$ -</u>	<u>\$ -</u>
<i>Expenses</i>				
5100 - Source of Supply	\$ -	\$ -	\$ 389,497	\$ -
5200 - Raw Water			680,729	
5300 - Water Treatment			710,170	
5400 - Treated Water			995,961	
5500 - Customer Service			276,035	
5600 - Admin			1,258,412	
Low Income Rate Assistance Subsidy (Property tax)			35,000	
<i>Total expenses</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,345,804</u>	<u>\$ -</u>
<i>Transfers</i>				
Transfer supplemental charge to Special Fund			\$ 648,923	
Transfer from Operating to Capital Reserve			652,932	
		\$ -		
<i>Total Transfers</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,301,855</u>	<u>\$ -</u>
<b>TOTAL GENERAL FUND</b>	<u><b>\$ 1,238,352</b></u>	<u><b>\$ 5,647,659</b></u>	<u><b>\$ 5,647,659</b></u>	<u><b>\$ 1,238,352</b></u>
<b><u>40 - ALT ZONE FUND</u></b>				
<i>Revenue</i>				
Wastewater operating revenue	\$ -	\$ 426,600	\$ -	\$ -
<i>Total revenue</i>	<u>\$ -</u>	<u>\$ 426,600</u>	<u>\$ -</u>	<u>\$ -</u>
<i>Expenses</i>				
6700 - Zone	\$ -	\$ -	\$ 498,025	\$ -
<i>Total expenses</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 498,025</u>	<u>\$ -</u>
<i>Transfers</i>				
Transfer from Operating to Wastewater Reserve			\$ -	
<i>Total Transfers</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL ALT ZONE FUND</b>	<u><b>\$ 1,099,420</b></u>	<u><b>\$ 426,600</b></u>	<u><b>\$ 498,025</b></u>	<u><b>\$ 1,027,995</b></u>
<b>GRAND TOTAL REVENUES AND EXPENSES</b>	<u><b>\$ 2,337,772</b></u>	<u><b>\$ 6,074,259</b></u>	<u><b>\$ 6,145,684</b></u>	<u><b>\$ 2,266,348</b></u>

Excluding the supplemental charge of \$648,923, the projected water expenses are \$4,345,804, which is \$652,932 less than the anticipated water revenues of \$4,998,736. The projected water expenses include \$220,900 in capital outlay to replace aging equipment and outdated information technology business systems. In addition, the Fiscal Year 2018/2019 budget includes \$110,900 in SMUD revenue and \$45,000



in hydroelectric revenue that will be placed in reserve accounts. The Board has directed that the hydroelectric revenue be set aside and reserved for future replacement/repair of the hydroelectric facilities. This means that including the capital outlay of \$220,900, capital reserve contributions from operating revenue of \$652,932, SMUD revenue of \$110,900, and hydroelectric revenue of \$45,000; the District is able to invest \$1,029,732 into addressing its aging infrastructure. This does not include funds expended on capital projects. During Fiscal Year 2018/2019, the updated capital improvement plan includes \$7,816,272 in investment towards infrastructure replacement and upgrades, with \$5,659,987 coming from grants and loans, and \$2,156,285 from District capital reserves.

**ANALYSIS**

The Fiscal Year 2018-2019 Budget is balanced. The Budget increases sustainability of the District and makes significant progress towards achieving the Board of Directors Goals for Fiscal Year 2018/2019.

This Budget reflects a lower level of service than the Draft that was presented to the Board on May 12, 2018. The following deficiencies that were identified by the General Manager in June 2017 are still not able to be fully addressed by this budget:

1. Accounting and finance oversight and management
2. Contract administration
3. Prepare infrastructure master plans
4. Infrastructure asset management
5. Records management
6. Succession planning

Additionally, the following Board of Director Goals will be difficult to meet under the Revised Draft Budget:

- Goal C - Develop and Retain Employees
- Goal D - Plan for Changes in Staff and in Board Composition

Unrestricted reserve fund balances are listed in the table below.

**TABLE 3 – UNRESTRICTED FUND BALANCE**

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT				
June 21, 2018				
Fund Summary				
Fiscal Year 2018-19				
Description	Beginning Balance	Revenues	Expenses	Ending Balance
<b><u>UNRESTRICTED RESERVE FUNDS</u></b>				
08 - SMUD	\$ 434,164	\$ 110,900	\$ -	\$ 545,064
19 - Stumpy Meadows	1,049,397	-	-	1,049,397
24 - ALT Capital Reserve	690,941	-	328,982	361,959
30 - Small Hydro	624,847	45,000	-	669,847
43 - Capital Reserve	1,015,419	652,932	711,160	957,191
<b>TOTAL UNRESTRICTED RESERVE FUNDS</b>	<b>\$ 3,814,768</b>	<b>\$ 808,832</b>	<b>\$ 1,040,142</b>	<b>\$ 3,583,458</b>

Reserve guidance from the Board Resolution 2005-05, District Finance Committee from December 2015, and Government Finance Officers Association (GFOA) are listed in Table 4.

**TABLE 4 – RESERVE GUIDANCE**

<b>FUND</b>	<b>BOARD RESOLUTION 2005-05</b>	<b>FINANCE COMMITTEE DECEMBER 2015</b>	<b>GFOA</b>
<b>8 - SMUD FUND</b>	<b>NA</b>	<b>0</b>	<b>NA</b>
<b>10 - GENERAL FUND</b>	<b>776,304 (2 MO)</b>	<b>1,552,608 (4 MO)</b>	<b>791,830 (17%) 1,148,500 (90 DAYS)</b>
<b>19 - STUMPY MEADOWS RESERVE</b>	<b>NA</b>	<b>1,000,000</b>	<b>NA</b>
<b>43 - CAPITAL RESERVE</b>	<b>5,300,000</b>	<b>NA</b>	<b>NA</b>
<b>30 - SMALL HYDRO FUND</b>	<b>NA</b>	<b>0</b>	<b>NA</b>
<b>24 - ALT WTP CAPITAL RESERVE</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>
<b><i>Unrestricted Reserve Funds</i></b>	<b><i>\$ 6,076,304</i></b>	<b><i>\$ 2,552,608</i></b>	<b><i>\$ 1,148,500</i></b>

The District is still not meeting the Board Financial Reserve Policy goal of \$5,300,000 for capital reserves.

**FISCAL IMPACT**

The Fiscal Year 2018-19 Budget is balanced, and allows \$652,932 to be added to Fund 43 – Capital Reserves, and allows \$110,900 in SMUD revenue and \$45,000 in hydroelectric revenue to be set aside for future needs. Additionally, the District’s revenue from Fiscal Year 2017-2018 is projected to exceed the budget amount by roughly \$800,000. Those revenues can be used to increase operating and capital reserves. The resulting Projected Unrestricted Reserve Fund Balance at the end of Fiscal Year 2018-2019 will be \$3,583,458. That unrestricted reserve fund balance meets the recommendations of the Board, Finance Committee, and GFOA for operating and emergency reserves. The District is not currently meeting Board Financial Reserve Policy goal of \$5,300,000 for capital reserves, and it is not meeting the annual capital reserve contribution goal of \$1,500,000 calculated in the Water Financial Analysis prepared by Rural Community Assistance Corporation and accepted by the Board in December 2017.

**CEQA ASSESSMENT**

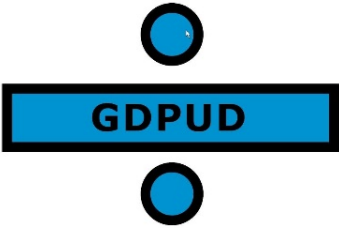
This is not a CEQA Project.

**RECOMMENDED ACTION**

Staff recommends the Board of Directors adopt the attached resolution approving the Fiscal Year 2018-2019 budget.

**ATTACHMENTS**

1. Fiscal Year 2018-19 Budget
2. Recommended Organizational Chart
3. Existing Organizational Chart
4. Resolution 2018-36



# FISCAL YEAR 2018-2019 BUDGET

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

June 21 2018



June 21, 2018

President Uso, Board of Directors, and Customers,

I am submitting the proposed Fiscal Year 2018-19 Operating Budget for the Georgetown Divide Public Utility District (District). Once again, the theme of this budget is long term sustainability, defined as a functional organization, functional infrastructure, and adequate revenue.

#### Background

While the six (6) year drought appears to be over, the State continues to pass legislation and institute policies that make drought restrictions the new normal in California and make water conservation the way of life in the State. Addressing these new requirements will require a significant amount of District resources from now into the foreseeable future.

I commend the Board for the courage and leadership that was demonstrated in adopting much needed rate update for the first time in over six (6) years; and for participating in a goal setting workshop to discuss important issues facing the District. Those goals that were adopted by the Board will provide much needed direction and guidance to the District staff as we budget and set priorities for the coming year.

#### Overview

The adoption of a new District rate structure is a critical step towards establishing sufficient capital reserves to address aging infrastructure and improvements required by increased State regulation. It is important to note, that while the new rates will allow the District to significantly increase funds placed in capital reserve accounts; the infrastructure needs are still much larger than available revenue and the District will need to continue to do more with less and continue to make infrastructure last longer than typical useful lifespans.

Revenues available for operations are projected to increase by \$1.5M over the budget for the previous fiscal year. Approximately \$1.4M of this increase is due to the newly adopted rate structure. This budget includes a total revenue of roughly \$6.1M when including the newly imposed supplemental charge and \$5.4M without the new supplemental charge. This compares to total revenue budget of \$4.7M for fiscal year 2017-2018; and \$4.0M without the new supplemental charge.

With the rate adoption complete, the District needs to shift its focus towards replacing aging infrastructure, continuing to address operational deficiencies, and dealing with increasing regulations from the State.

District staff continues to be very dedicated and passionate about delivering a high level of customer service. It has been an honor to work with them in improving the District's operations and service that we provided to our customers.

Sincerely,

Steven Palmer, PE  
General Manager

**II. GDPUD Overview**

The Georgetown Divide Public Utility District (District) serves communities located in western El Dorado County among the foothills of the Sierra Nevada Mountain Range, situated in the heart of the Mother Lode. The Georgetown Divide is located between the Middle and South Forks of the American River, nestled in the heart of the Sierra Nevada Foothills and Northern California’s Gold Country. Access is through Highway 50 and Interstate 80, making it in close proximity to either metropolitan cities or recreational activities of Lake Tahoe. The cornerstone of the District’s water supply system is the Stumpy Meadows Reservoir with a storage capacity of 20,000 acre-feet.

- ◆ Location — 72,000 acres serving unincorporated areas of western El Dorado County
- ◆ Services — Irrigation and domestic water supplies, on-site wastewater disposal
- ◆ Population of area served — 15,000
- ◆ Formation Date — June 4, 1946
- ◆ Type of District (Act) — California Public Utility District Act
- ◆ Source of Water — Pilot Creek and other tributary water rights
- ◆ Amount of Water Served — Approximately 12,000 acre-feet per year
- ◆ Predecessor Agencies — A series of private water companies dating back to 1852 and the El Dorado, Pilot and Rock Creek Canal Companies

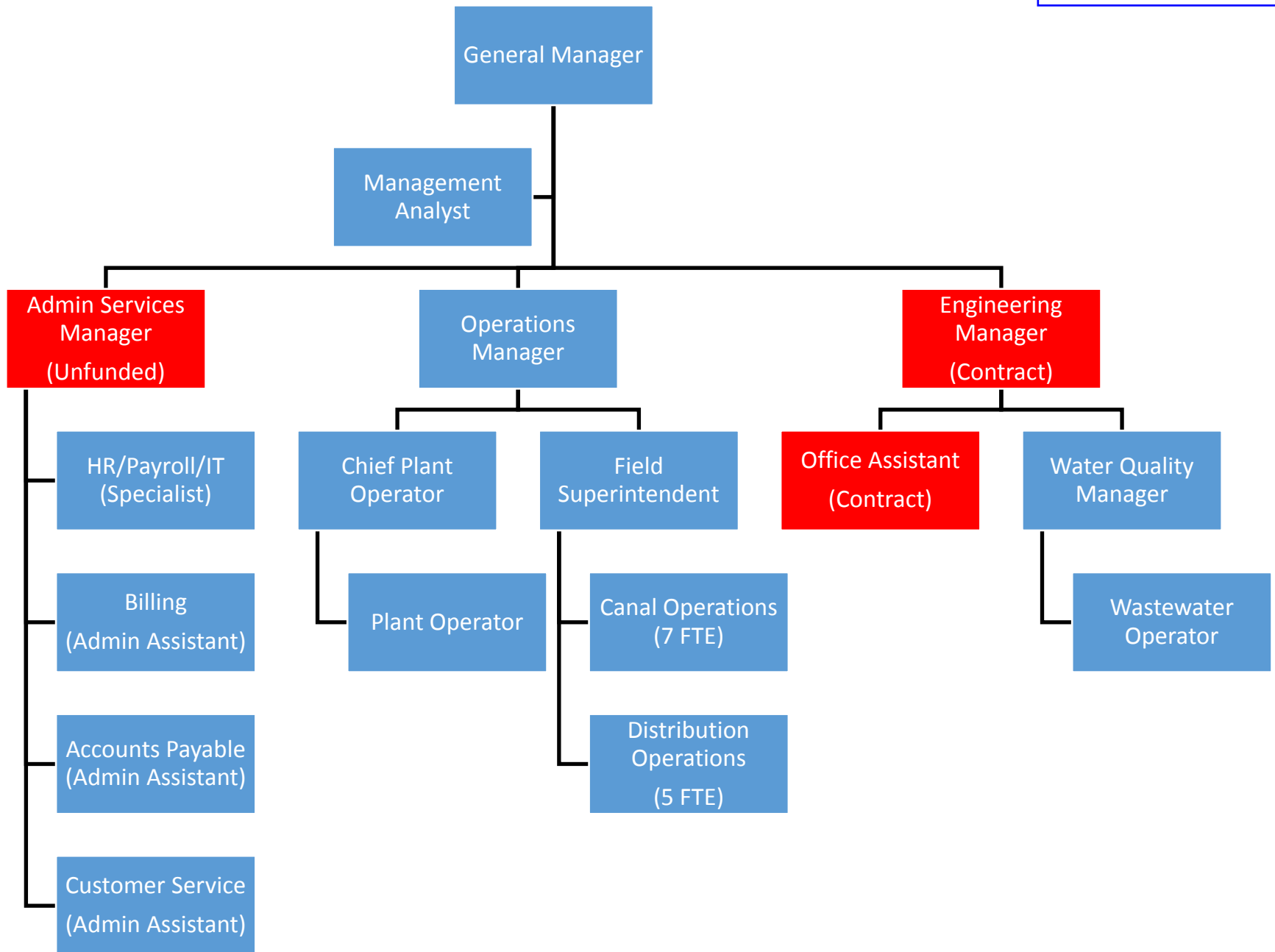
**GDPUD History**

The origins of District facilities can be directly traced back to 1852 and the El Dorado, Pilot and Rock Creek Canal Companies, one of the first established water purveyors in the State of California; resulting from James Marshall's discovery of gold in nearby Coloma. Following the decline in gold production, agriculture and lumbering became the staple industries on the Divide for many years.

The focus of the District water supply system is the Stumpy Meadows Reservoir, a 20,000 acre-foot impoundment on Pilot Creek, at the eastern edge of the District. Water from this source of supply traverses through approximately 75 miles of ditch and pipeline to provide both agricultural water for customers, and raw water supplies for the District's water treatment plants.

**III. District Organizational Chart**

A revised District organizational chart is presented below. The chart identifies several new positions, including ones that are not budgeted.



## Fund Budget Summary

### GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

June 21, 2018

Fund Summary

Fiscal Year 2018-19

Description	Beginning Balance	Revenues	Expenses	Ending Balance
<b><u>10 - GENERAL FUND</u></b>				
<i>Revenue</i>				
Water operating revenue	\$ -	\$ 3,222,736	\$ -	\$ -
Non-operating revenue		1,776,000		
Supplemental charge		648,923		
<i>Total revenue</i>	<u>\$ -</u>	<u>\$ 5,647,659</u>	<u>\$ -</u>	<u>\$ -</u>
<i>Expenses</i>				
5100 - Source of Supply	\$ -	\$ -	\$ 389,497	\$ -
5200 - Raw Water			680,729	
5300 - Water Treatment			710,170	
5400 - Treated Water			995,961	
5500 - Customer Service			276,035	
5600 - Admin			1,258,412	
Low Income Rate Assistance Subsidy (Property tax)			35,000	
<i>Total expenses</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,345,804</u>	<u>\$ -</u>
<i>Transfers</i>				
Transfer supplemental charge to Special Fund			\$ 648,923	
Transfer from Operating to Capital Reserve			652,932	
		\$ -		
<i>Total Transfers</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,301,855</u>	<u>\$ -</u>
<b>TOTAL GENERAL FUND</b>	<u><b>\$ 1,238,352</b></u>	<u><b>\$ 5,647,659</b></u>	<u><b>\$ 5,647,659</b></u>	<u><b>\$ 1,238,352</b></u>
<b><u>40 - ALT ZONE FUND</u></b>				
<i>Revenue</i>				
Wastewater operating revenue	\$ -	\$ 426,600	\$ -	\$ -
<i>Total revenue</i>	<u>\$ -</u>	<u>\$ 426,600</u>	<u>\$ -</u>	<u>\$ -</u>
<i>Expenses</i>				
6700 - Zone	\$ -	\$ -	\$ 498,025	\$ -
<i>Total expenses</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 498,025</u>	<u>\$ -</u>
<i>Transfers</i>				
Transfer from Operating to Wastewater Reserve			\$ -	
<i>Total Transfers</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL ALT ZONE FUND</b>	<u><b>\$ 1,099,420</b></u>	<u><b>\$ 426,600</b></u>	<u><b>\$ 498,025</b></u>	<u><b>\$ 1,027,995</b></u>
<b>GRAND TOTAL REVENUES AND EXPENSES</b>	<u><b>\$ 2,337,772</b></u>	<u><b>\$ 6,074,259</b></u>	<u><b>\$ 6,145,684</b></u>	<u><b>\$ 2,266,348</b></u>
<b><u>UNRESTRICTED RESERVE FUNDS</u></b>				
08 - SMUD	\$ 434,164	\$ 110,900	\$ -	\$ 545,064
19 - Stumpy Meadows	1,049,397	-	-	1,049,397
24 - ALT Capital Reserve	690,941	-	328,982	361,959
30 - Small Hydro	624,847	45,000	-	669,847
43 - Capital Reserve	1,015,419	652,932	711,160	957,191
<b>TOTAL UNRESTRICTED RESERVE FUNDS</b>	<u><b>\$ 3,814,768</b></u>	<u><b>\$ 808,832</b></u>	<u><b>\$ 1,040,142</b></u>	<u><b>\$ 3,583,458</b></u>



**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**

**June 21, 2018**

*Summary of Restricted Funds*

Fiscal Year 2018-19

Fund	Beginning Fund Balance	Revenues	Expenses	Ending Fund Balance
<b>RESTRICTED FUNDS (3) (4) (5)</b>				
09 CABY Grant	\$ 74,521	665,866	740,387	\$ 0
14 Stewart Mine	\$ -	-	-	\$ -
17 Water Development	\$ 403,798	-	-	\$ 403,798
20 ALT SRF Loan	\$ 648,923	3,822,823	3,173,900	\$ 1,297,846
25 Bayne Rd Assessment District	\$ 45,264	-	-	\$ 45,264
29 State Revolving Fund	\$ 29,630	-	27,552	\$ 2,078
35 EPA Grant	\$ 1,118,031	-	-	\$ 1,118,031
37 Graden Valley Water Improvement District	\$ 106,135	-	-	\$ 106,135
39 Capital Facility Charges	\$ 1,732,287	-	1,156,143	\$ 576,144
41 ALT Tank Replacement and Loan	\$ 39,425	-	-	\$ 39,425
42 ALT Community Disposal Service Reserve	\$ 185,069	-	10,000	\$ 175,069
51 Kelsey North Assessment District	\$ 26,154	-	-	\$ 26,154
52 Kelsey South Assessment District	\$ 55,259	-	-	\$ 55,259
Low Income Rate Assistance Subsidy (Property tax)				
53 Pilot Hill North Assessment District	\$ 7,481	-	-	\$ 7,481
54 Pilot Hill South Assessment District	\$ (1,118)	-	-	\$ (1,118)

**Notes:**

- (3) Restricted funds are those whose usage are legally restricted for specific purposes
- (4) Retiree fund (12 is not shown to avoid duplicate budget)
- (5) State Revolving Fund Fund 29 expenses include \$2,296 per month for existing SRF Loan for Walton WTP

**IV. Schedule of Transfers**

Description	From		To	
	Fund	Amount	Fund	Amount
Transfer Supplemental Charge to Fund	10	\$ 648,923		648,923
Transfer Revenue to Capital Reserves	10	\$ 652,932	43	652,932
<i>Total Transfers</i>		<i>\$ 1,301,855</i>		<i>\$ 1,301,855</i>

**V. Revenue Sources**

District revenues are divided into three broad categories: Water Operating Revenue, Wastewater Operating Revenue, and Non Operating Revenue.

## **A. Operating Revenue**

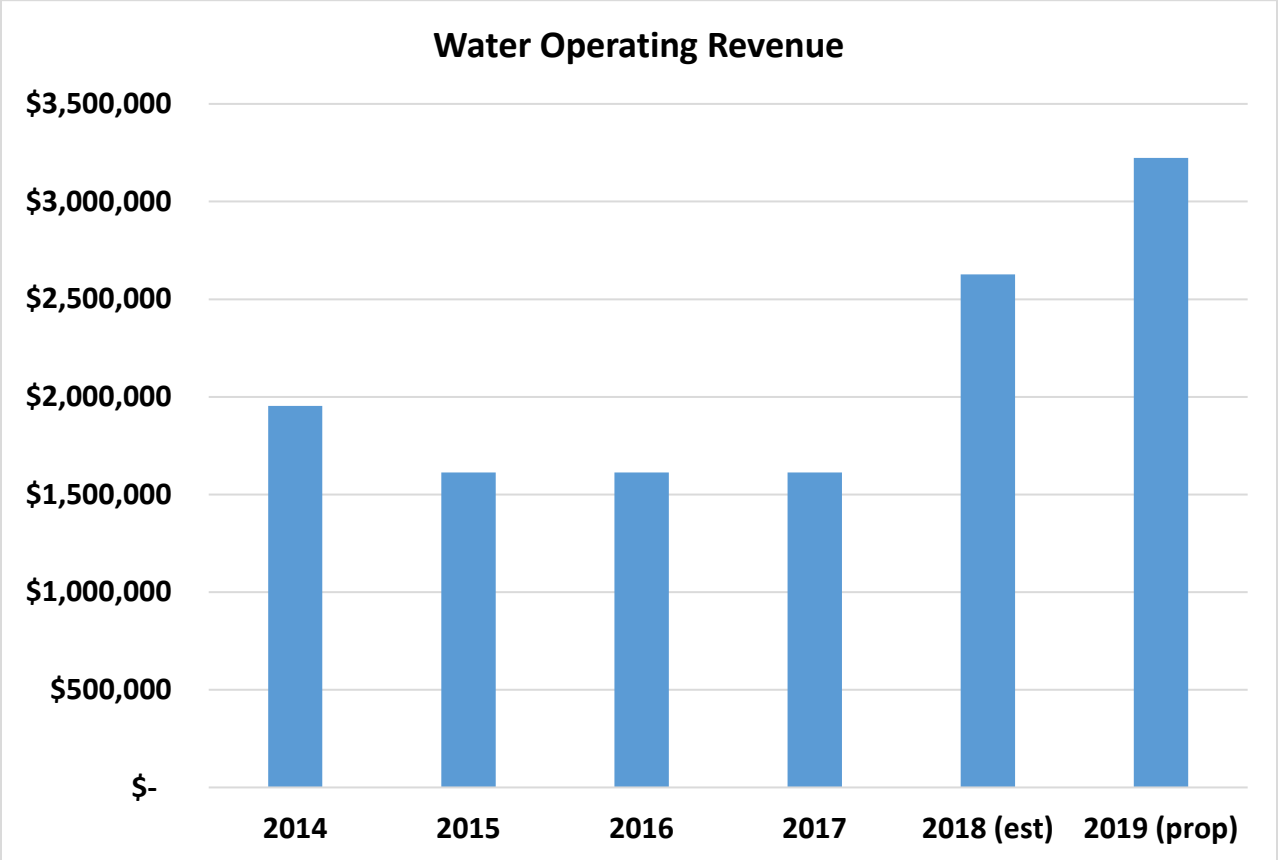
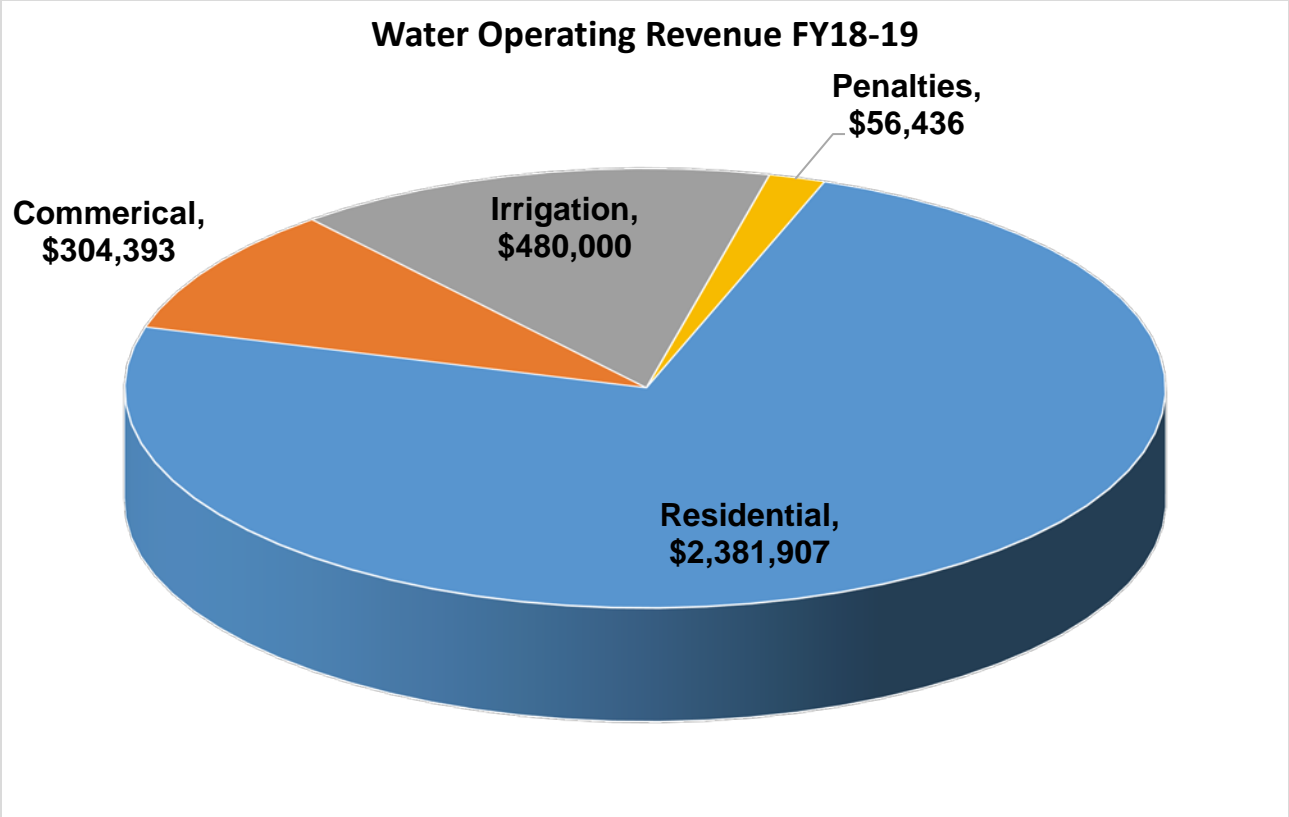
### Water Sales

Water Operating Revenue includes all revenue generated by the sale of water and associated penalties. The District sells both treated water and untreated water. For budgeting purposes, treated water sales are divided into residential and commercial. The largest source of operating revenue is the sale of residential water. In FY 17-18, residential water sales were budgeted at \$1.3M and are estimated to total \$2.0M, which is approximately 77% of water operating revenues and approximately 37% of total revenue. Projected FY17-18 residential water sales exceeded the amount budgeted due to the newly adopted rates. For FY18-19, residential water sales are projected to be \$2.4M, representing 72% of water operating revenue and 39% of total revenue.

Commercial water sales are estimated to total approximately \$253,455 for FY17-18, which is approximately 10% of water operating revenues and 5% of total revenue. Due to the newly adopted rates, commercial water sales in FY18-19 are projected to be \$304,393, representing 10% of water operating revenue and 5% of total revenue.

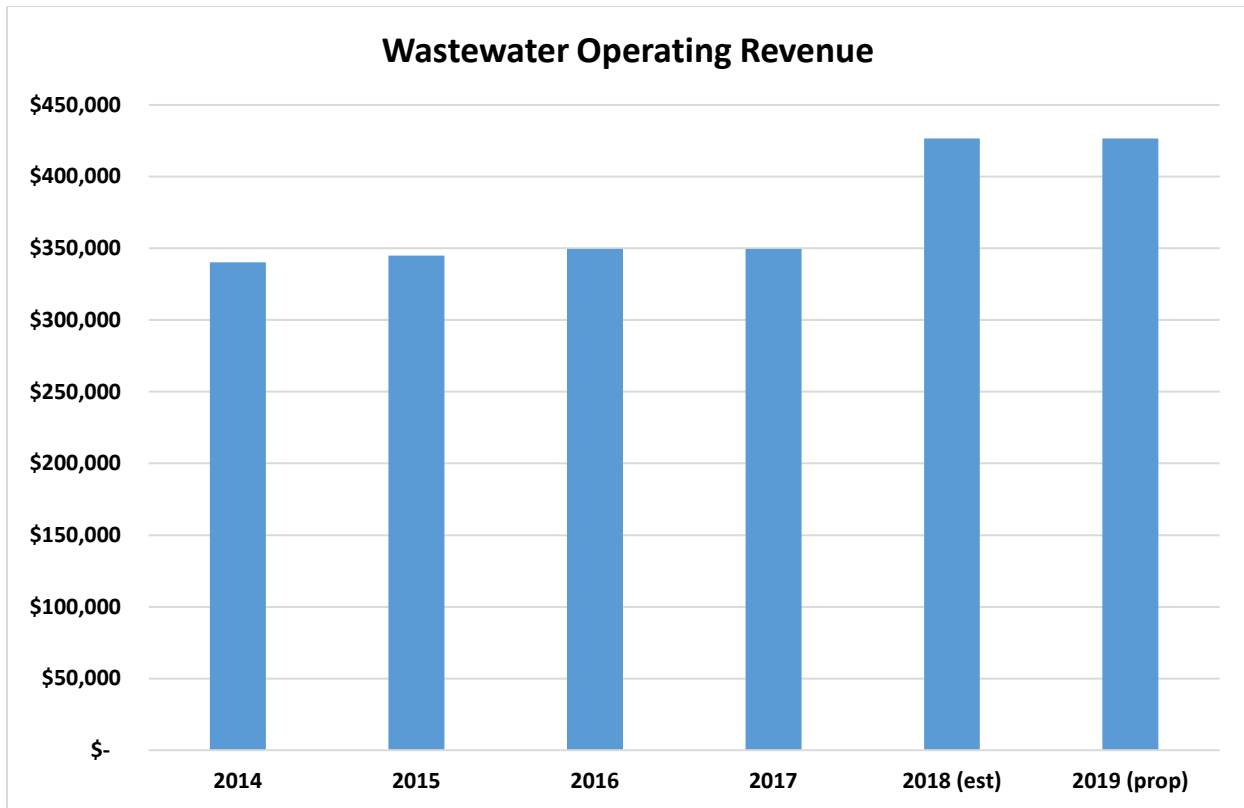
Untreated (irrigation) water sales are estimated to total approximately \$289,37 for FY17-18, which is 11% of water operating revenues and 5% of total revenue. Due to the newly adopted rates, the projected revenue from irrigation water sales in FY18-19 is anticipated to be \$480,000, representing 11% of water operating revenue and 5% of total revenue.

The following charts summarize the operating revenues for FY18-19, and the last four fiscal years.



Wastewater Charges/Fees

Revenue collected and used for oversight of the Auburn Lake Trails On-Site Wastewater Disposal Zone is estimated to total \$426,600 for FY17-18, which is roughly 8% of the total revenues. This revenue expected to stay about the same for FY18-19 and the projected revenue is \$426,600. The revenue represents homeowners' bimonthly fees collected separate from residential water costs for the State mandated oversight of waste water activities in the Auburn Lake Trails subdivision. The amount also includes a minor amount for additional fees related to homeowner requested activities. Wastewater operating revenues for FY18-19 and the last four years are summarized below.



**B. Non Operating Revenue**

Non-operating revenues include grant revenue, interest income, restricted benefit charges, hydroelectric payments, lease payments and general property tax revenues. Non-operating revenues are projected to total \$1,776,000 in FY18-19.

Property Tax

The largest non-operating revenue source is property tax revenue. The District receives a portion of the ad valorem property tax from El Dorado County based on the assessed value of the properties within the District. The actual amount varies based on the tax rate that was established when each individual property annexed into the district. On average,

the District receives about \$0.12 per \$100 of assessed property value within the District. Property tax revenue for FY17-18 is estimated to be \$1,662,995, which is 96% of non-operating revenues, and 30% of total revenue. Based on information obtained from El Dorado County, it is anticipated that property tax revenue will be roughly the same for FY18-19 and is budgeted as \$1,660,000.

Sacramento Municipal Utility District (SMUD)

The District receives payments each year from SMUD in accordance with the 2005 cooperation agreement between El Dorado Water and Power Authority and SMUD. That agreement was reached as a requirement of SMUD's relicensing of the Upper American River Project through the Federal Energy Regulatory Commission (FERC). The payment to the District for FY18-19 is estimated to be \$110,900, which is roughly 5% of non-operating revenues, and 2% of total revenue.

Interest, Leases, Hydroelectric

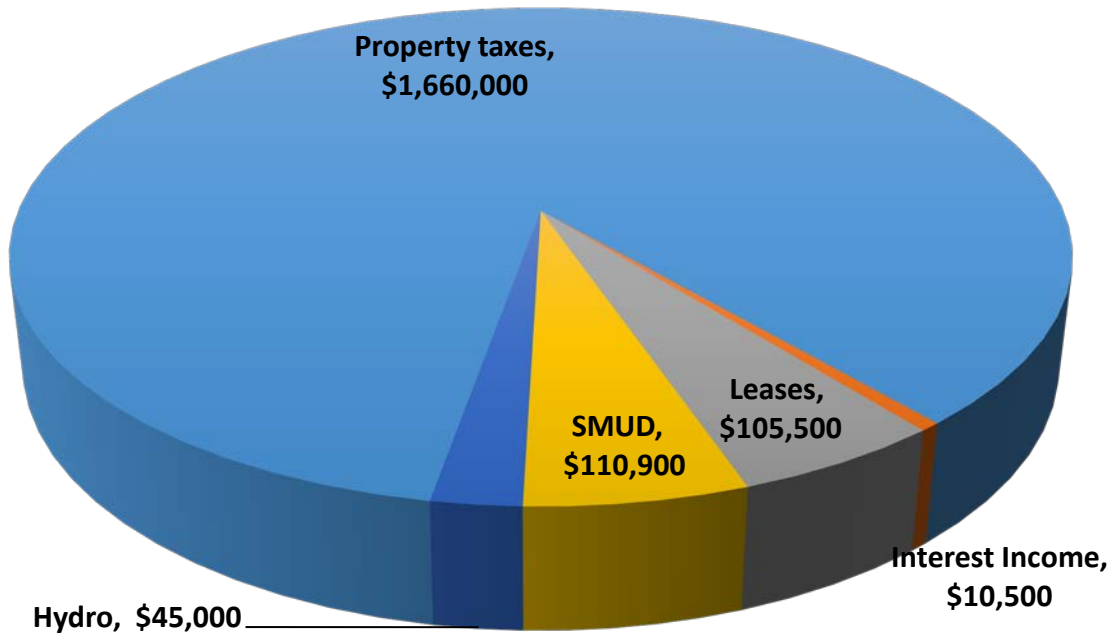
Interest income is earned on all general, restricted and designated funds. Interest income is projected to be approximately \$10,500 in FY18-19.

The district has leases with several companies that pay to place their communications equipment on district facilities. Lease revenue is estimated to be \$62,498 for FY17-18 and projected to be \$105,500 in FY18-19. The increase is due to a new lease agreement with AT&T that was approved by the Board.

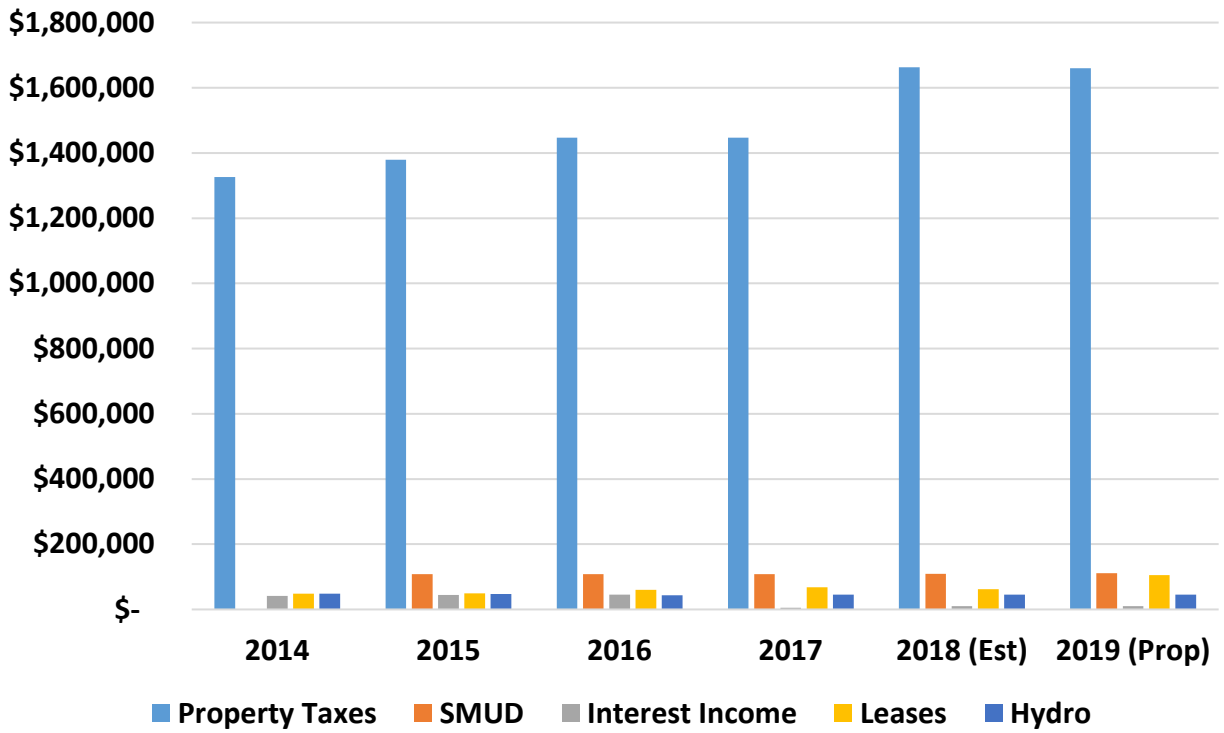
The district also receives hydroelectric royalty payments for the Buckeye and Tunnel Hill facilities. During FY17-18, the hydroelectric royalty payments are estimated to be \$45,500 and they are projected to be \$45,500 for FY18-19.

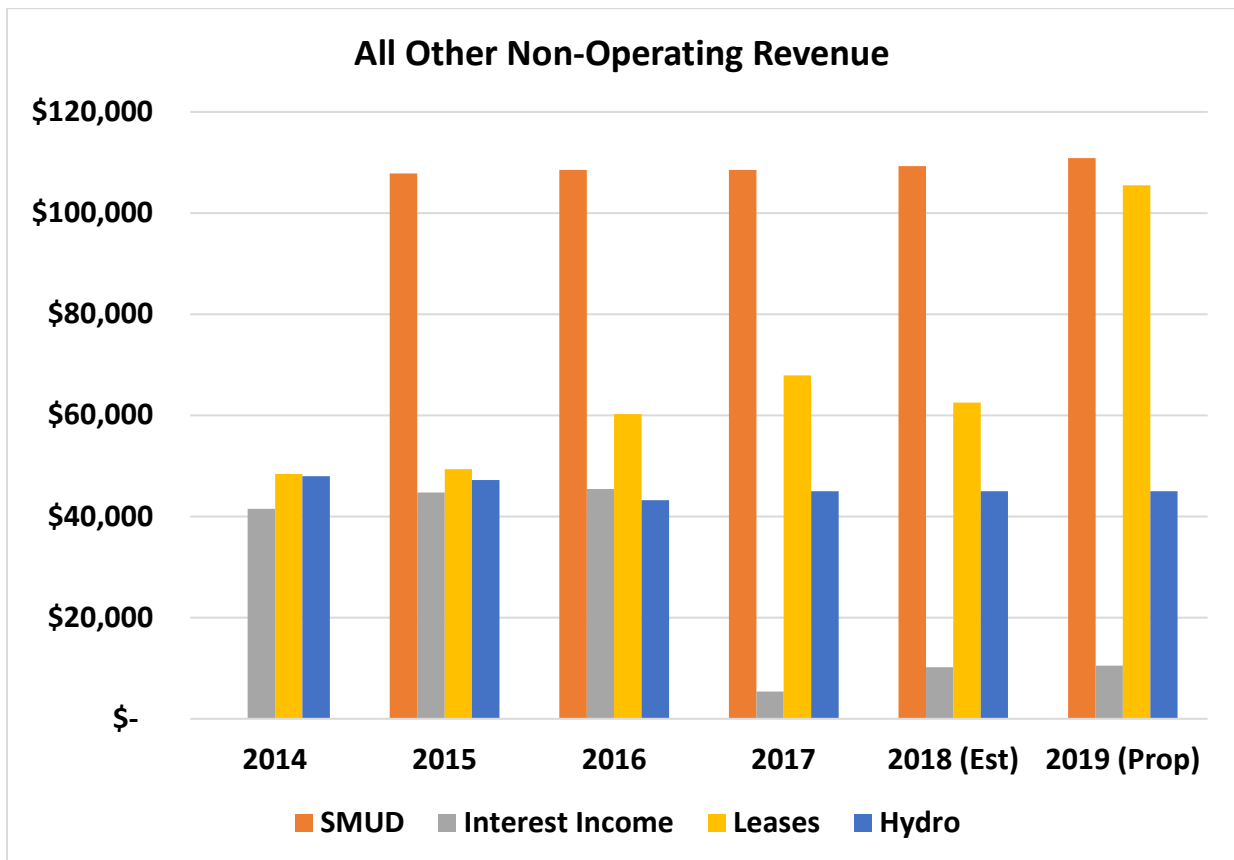
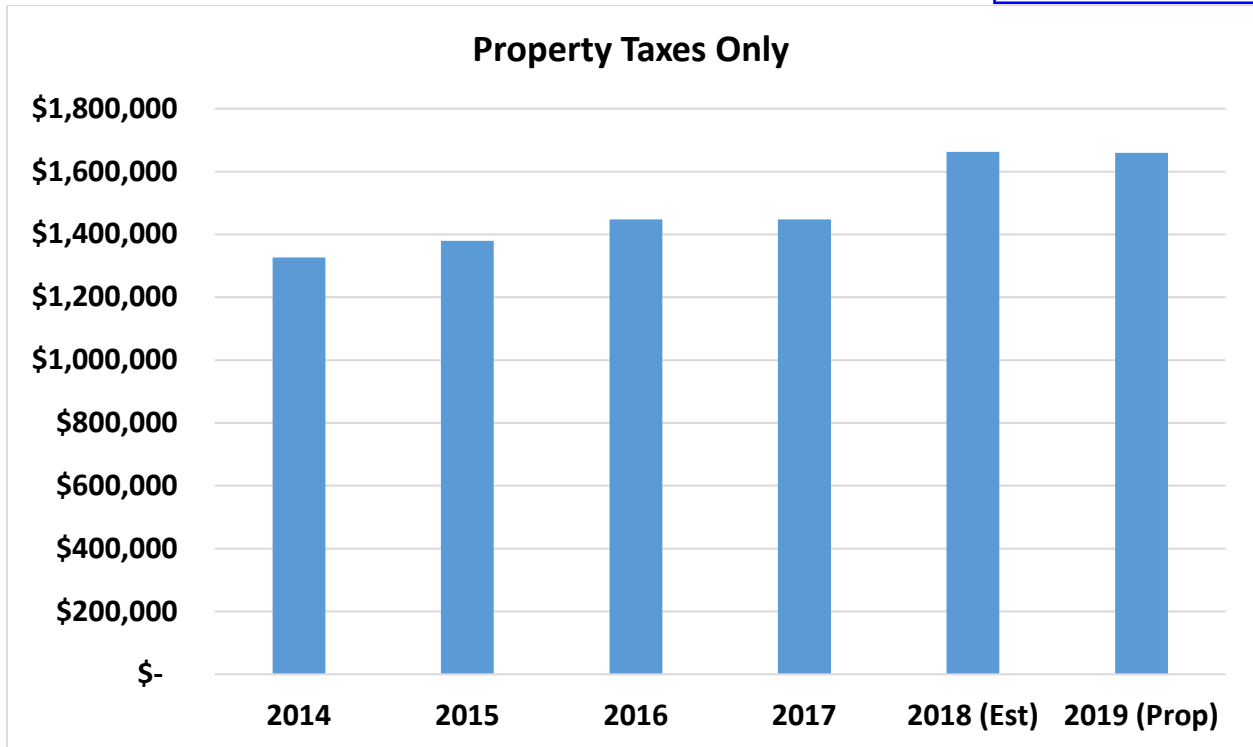
The following charts summarize non-operating revenues for FY18-19 and the last four fiscal years.

### Non-Operating Revenue FY18-19



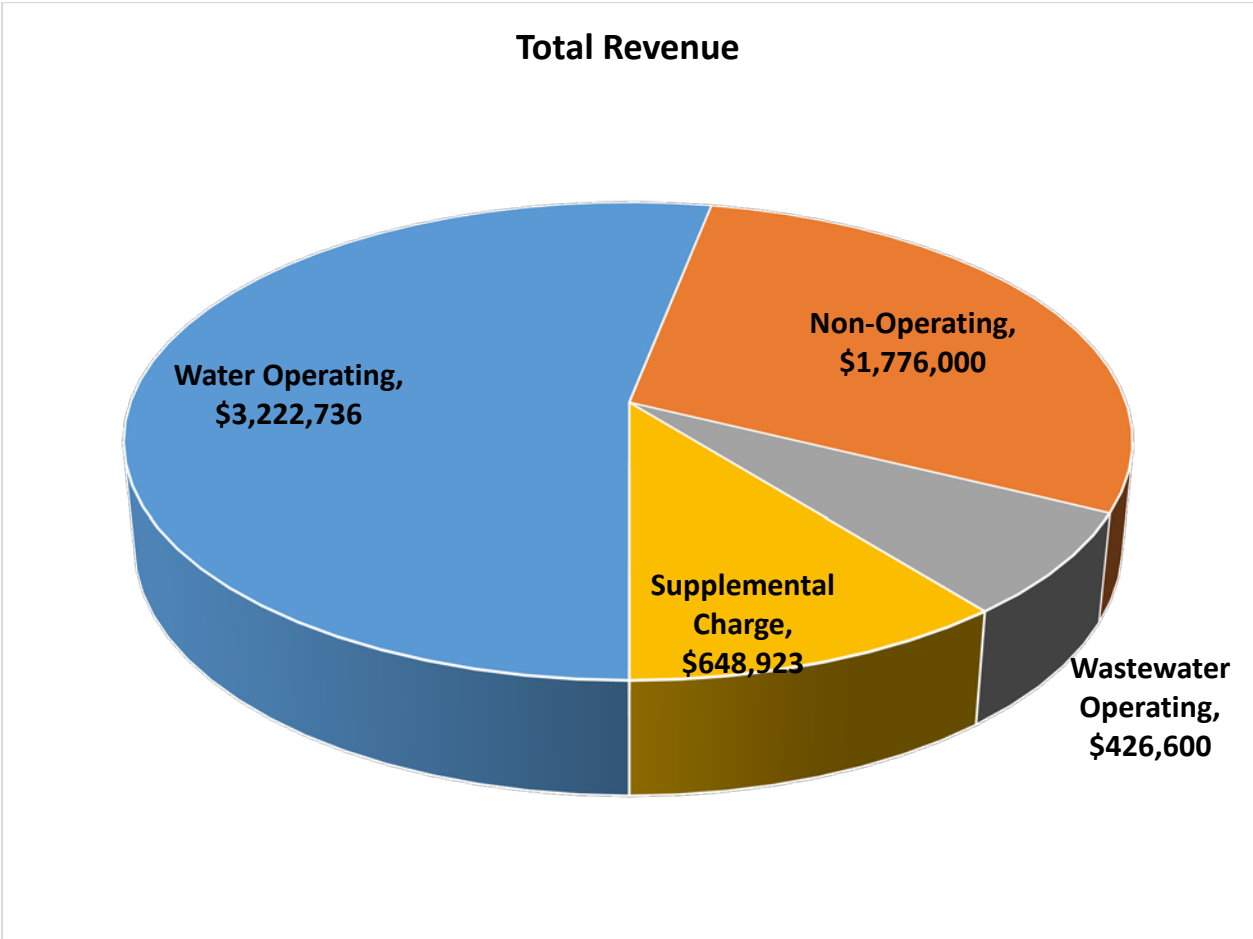
### Non-Operating Revenue





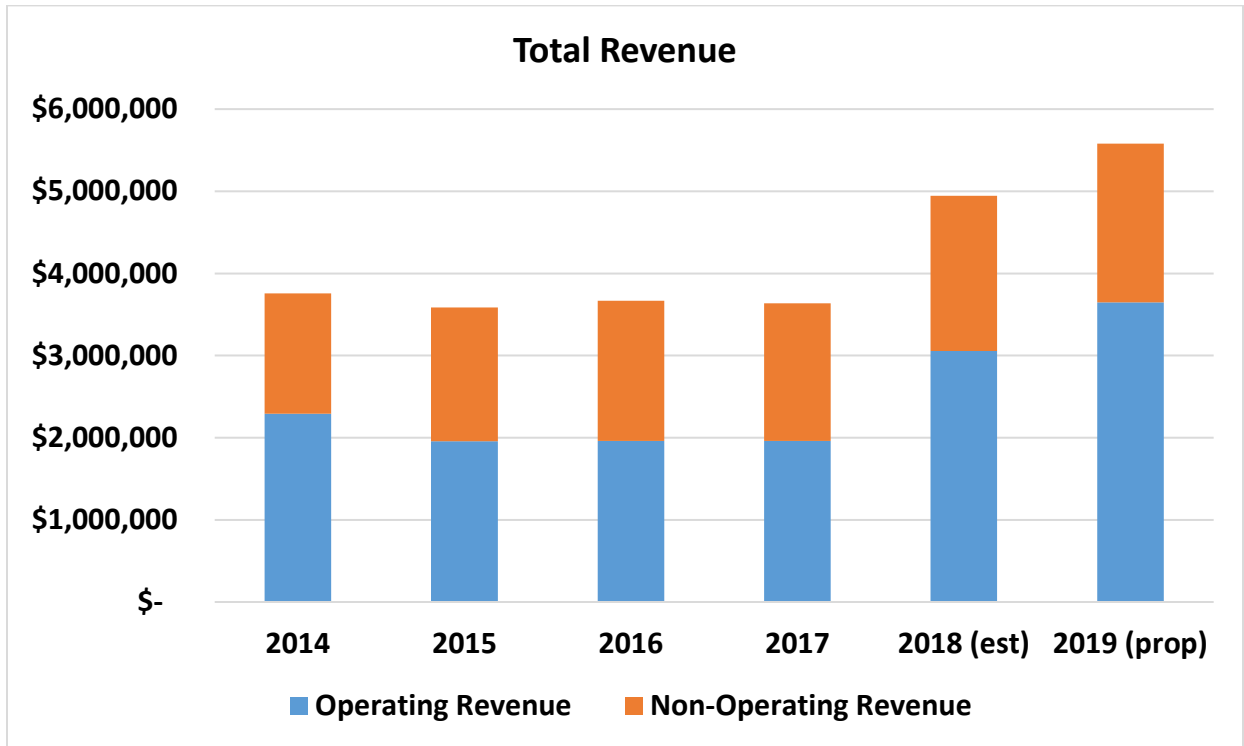
**C. Supplemental Charge**

In 2015 the District conducted Proposition 218 proceedings and adopted a supplemental monthly charge in the amount of \$15.08 per month on treated water accounts. The Supplemental Charge is for the specific purpose of paying off a loan from the State Revolving Fund that is being used to finance construction of a new water treatment plant to replace the aging plant located in Cool near the Auburn Lake Trails subdivision. The District Board of Directors adopted a resolution stating that the Supplemental Charge “will be held in separate, restricted account, used solely for servicing SWRCB low-interest loan and reserve account.” For this reason, the charge is listed separately in the budget and cannot be used to fund operating expenses. The Supplemental Charge was approved in September 2015 and first began appearing on customers’ bills in February 2017. The supplemental charge is projected to generate \$648,923 of total revenue each year.



The last several years of revenue, excluding the supplemental charge, are presented along with the FY18-19 projection in the following chart.





## **VI. Expenses**

### **A. Operating**

Operating expenses are divided into seven departments: 5100 – Source of Supply, 5200 – Transmission & Distribution of Raw Water, 5300 – Water Treatment, 5400 – Transmission & Distribution of Treated Water, 5500 – Customer Service, 5600 – General & Administration, and 6700 – Wastewater (Zone).

#### **5100 – Source of Supply**

Activities related to the maintenance and operation of the upper canal system from Stump Meadows Reservoir to Tunnel Hill. In addition to physical maintenance of the reservoir and canal system, this also includes water rights monitoring and reporting, dam surveying and monitoring, and dam safety compliance.

#### **5200 - Transmission & Distribution of Raw Water**

Activities related to the conveyance of untreated water, including the transmission of untreated water to the water treatment plants.

#### **5300 – Water Treatment**

Activities related to the treatment plants and treating water for domestic use. This includes water quality monitoring, and compliance with State regulations related to water treatment plant operation.

#### **5400 – Transmission & Distribution of Treated Water**

Activities related to operation and maintenance of treated water pipelines and associated facilities. Also includes activities such as backflow testing compliance program, laboratory testing, and water quality sampling and reporting.

#### **5500 – Customer Service**

Activities directly related to assisting customers, reading meters, and preparing and processing water billing.

#### **5600 – General & Administration**

Activities not directly attributed to any one other department but supporting all District activities, except wastewater. Examples include financial planning and management, accounting, information technology, records management, website hosting and management, Board of Directors support, payroll, and human resources.

#### **6700 – Wastewater (Zone)**

Activities related to overseeing wastewater collection and disposal. Includes compliance with State regulations including the waste discharge requirements adopted by the Water Quality Control Board.

### **B. Capital Improvement Projects**

The five-year capital improvement plan (CIP) is adopted each year by the Board separately from the budget. The expenditures in the CIP for the current fiscal year are incorporated into this budget and shown as expenses within the Fund Summary.

**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**  
**June 21, 2018**  
*Revenue Summary*  
 Fiscal Year 2018-19

<b>Description</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Adopted</b>	<b>FY 2017-18 Projected</b>	<b>FY 2018-19 Proposed</b>
<b>WATER OPERATING REVENUE</b>				
Water Sales				
Residential	\$ 1,244,193	\$ 1,319,000	\$ 2,028,335	\$ 2,381,907
Commercial	177,031	214,000	\$ 253,455	304,393
Irrigation	135,218	269,000	\$ 289,372	480,000
Penalties	39,885	37,000	\$ 46,133	46,000
Other (2)	15,705	-	10,147	10,436
<i>Total Operating Revenue</i>	<u>\$ 1,612,033</u>	<u>\$ 1,839,000</u>	<u>\$ 2,627,443</u>	<u>\$ 3,222,736</u>
<b>WATER NON-OPERATING REVENUE</b>				
Property taxes	1,447,381	1,569,000	1,662,995	1,660,000
Interest Income	5,386	6,339	10,220	10,500
Leases	67,893	70,000	62,498	105,500
Sale of Assets				
Other	-	-	-	-
<i>Total Non-Operating Revenue</i>	<u>\$ 1,520,660</u>	<u>\$ 1,645,339</u>	<u>\$ 1,735,713</u>	<u>\$ 1,776,000</u>
Supplemental Charge (1)	-	648,923	648,923	648,923
<i>Total Water Revenue</i>	<u>\$ 3,132,692</u>	<u>\$ 4,133,262</u>	<u>\$ 5,012,078</u>	<u>\$ 5,647,659</u>
<b>WASTEWATER OPERATING REVENUE</b>				
Zone charges	311,629	344,000	391,644	391,600
Escrow fees	33,600	-	25,088	25,100
Septic design fees	1,200	4,000	2,700	2,700
Interest income	3,175	-	7,168	7,200
Other	-	-	-	-
<i>Total Wastewater Revenue</i>	<u>\$ 349,603</u>	<u>\$ 348,000</u>	<u>\$ 426,600</u>	<u>\$ 426,600</u>
<b>TOTAL REVENUE</b>	<u><b>\$ 3,482,296</b></u>	<u><b>\$ 4,544,999</b></u>	<u><b>\$ 5,438,678</b></u>	<u><b>\$ 6,074,259</b></u>

Notes:

- (1) Supplemental charge revenue can only be used to fund the State Revolving Fund loan
- (2) Other revenue are connection fees

**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**  
**June 21, 2018**  
*Water Fund Summary*  
 Fiscal Year 2018-19

ACCOUNT	ACCOUNT DESC.	Fiscal Year 2018-19									
		FY 2016-17		FY 2017-18					FY 2018-19		
		ACTUAL	ANNUAL BUDGET	FEBRUARY 2018 ACTUAL	VARIANCE	PCT VARIANCE	MAR - JUN 2018 PROJECTED	PROJECTED ACTUAL	PROPOSED	ADOPTED	
<i>Revenues</i>											
3010	Water Sales-Res	\$ 1,350,610	\$ 1,319,000	\$ 1,112,223	\$ (206,777)	-16%	\$ 916,112	\$ 2,028,335	\$ 2,381,907	\$ -	
3020	Water Sales-Com	201,348	211,860	162,410	(49,450)	-23%	81,205.01	243,615	294,393		
3030	Water Sales-Cst	23,576	2,140	6,560	4,420	207%	3,280.12	9,840	10,000		
3040	Water Sales-Irr	224,156	269,000	144,686	(124,314)	-46%	144,685.90	289,372	480,000		
3045	SURCHARGE	328,751	648,923	438,490	(210,433)	-32%	219,245.12	648,923	648,923		
3060	Installation	33,044	-	6,755	6,755	100%	3,377.35	10,132	10,436		
3090	Other Operating	32	-	10	10	100%	5.10	15			
3180	MAT/LABOR CHG	-	-	1,248	1,248	100%	623.79	1,871			
4020	Interest	3,250	3,594	4,103	509	14%	2,051.72	6,155	6,300		
4020	Interest	4,006	2,745	2,710	(35)	-1%	1,355.04	4,065	4,200		
4030	Penalties	43,652	37,000	30,756	(6,244)	-17%	15,377.77	46,133	46,000		
4040	Lease/Media One	65,795	70,000	41,640	(28,360)	-41%	20,819.77	62,459	105,500		
4050	Property Taxes	1,524,159	1,569,000	831,497	(737,503)	-47%	831,497.45	1,662,995	1,660,000		
4060	Sale of Assets	-	-	875	875	100%	437.50	1,313			
4090	Other/lease	4,407	-	26	26	100%	12.75	38			
4999	Transfers In	37,736	-	50,000	50,000	100%	25,000.00	75,000	-		
<i>Total Revenues</i>		<u>\$ 3,844,521</u>	<u>\$ 4,133,262</u>	<u>\$ 2,833,989</u>	<u>\$ (1,299,273)</u>	<u>-31%</u>	<u>\$ 2,265,086</u>	<u>\$ 5,090,262</u>	<u>\$ 5,647,659</u>	<u>\$ -</u>	

**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**  
**June 21, 2018**  
*Water Fund Summary*  
 Fiscal Year 2018-19

ACCOUNT	ACCOUNT DESC.	FY 2016-17		FY 2017-18				FY 2018-19		
		ACTUAL	ANNUAL BUDGET	FEBRUARY 2018 ACTUAL	VARIANCE	PCT VARIANCE	MAR - JUN 2018 PROJECTED	PROJECTED ACTUAL	PROPOSED	ADOPTED
<i>Expenses</i>										
5010 Super & Labor		\$ 1,127,219	\$ 1,325,599	\$ 766,880	\$ (558,719)	-42%	\$ 383,440	\$ 1,150,320	\$ 1,369,931	\$ -
5011 Wages-Part time		88,897	69,816	47,837	(21,979)	-31%	23,918	71,755	10,000	
5012 Pension Expense		(451,762)	-	-	-	100%	-	-	-	
5013 PERS UAL		325,372	435,500	181,230	(254,270)	-58%	90,615	435,500	479,751	
5014 P.E.R.S.		111,384	129,443	70,889	(58,554)	-45%	35,444	106,333	135,262	
5015 I.C.M.A.		2,385	7,790	5,067	(2,723)	-35%	2,534	7,790	7,790	
5016 Payroll Taxes		102,494	133,060	72,519	(60,541)	-45%	36,260	108,779	136,993	
5017 Standby		53,712	51,010	33,020	(17,990)	-35%	16,510	51,010	51,010	
5018 Insurance - H&L		314,512	439,544	163,711	(275,833)	-63%	81,855	439,544	458,780	
5019 Overtime		77,476	91,135	50,013	(41,122)	-45%	25,006	91,135	73,359	
<i>Total salaries and benefits</i>		<u>1,751,690</u>	<u>2,682,897</u>	<u>1,391,167</u>	<u>(1,291,730)</u>	<u>-48%</u>	<u>695,583</u>	<u>2,462,167</u>	<u>2,722,877</u>	<u>-</u>
5020 Insurance - W.C		49,570	47,236	21,730	(25,506)	-54%	10,865	47,236	46,441	
5027 Audit		16,640	16,773	16,773	-	0%	8,387	25,160	21,945	
5030 Equipment Maint		253	-	-	-	100%	-	-	-	
5034 Insurance - Gen		59,583	62,655	62,650	(5)	0%	31,325		72,500	
5036 Legal		103,522	110,000	86,100	(23,900)	-22%	43,050	129,150	150,000	
5038 Mat.& Supp.		158,093	203,100	125,830	(77,270)	-38%	62,915	188,744	202,700	
5039 Materials - Oth		31,393	30,130	13,128	(17,002)	-56%	6,564	19,692	12,400	
5040 Office Supplies		49,360	54,895	31,876	(23,019)	-42%	15,938	47,814	58,350	
5041 Staff Develop		5,822	9,871	3,814	(6,057)	-61%	1,907	5,722	12,790	
5042 Travel		6,154	8,625	2,305	(6,320)	-73%	1,153	3,458	9,140	
5044 Utilities		191,303	197,375	133,047	(64,328)	-33%	66,524	199,571	215,461	
5046 Veh. Maint.		39,604	22,000	14,484	(7,516)	-34%	7,242	21,726	35,000	
5048 Vehicle - Oper		40,150	42,640	26,991	(15,649)	-37%	13,495	40,486	44,500	
5060 Payroll Process		5,462	5,600	2,874	(2,726)	-49%	1,437	4,311	6,000	
5068 Retiree Bene		135,779	136,000	35,402	(100,598)	-74%	17,701	53,102	90,000	
5070 Director Remun		24,031	24,000	14,800	(9,200)	-38%	7,400	24,000	-	
5076 Bldg. Maint. Water Treatmnt		6,618	6,648	2,644	(4,004)	-60%	1,322	3,966	7,000	
5080 Outside Serv		162,494	314,652	183,279	(131,373)	-42%	91,639	314,652	218,600	
5084 Government Reg		116,326	80,200	35,569	(44,631)	-56%	17,785	80,200	84,200	
5089 Memberships Srce of Supply		12,663	26,848	24,418	(2,430)	-9%	12,209	26,848	25,000	
5090 Other		61,887	51,400	6,875	(44,525)	-87%	3,438	51,400	45,000	
5091 Elections		6,816	-	-	-	100%	-	-	10,000	
<i>Total services and supplies</i>		<u>1,315,401</u>	<u>1,450,648</u>	<u>844,589</u>	<u>(606,059)</u>	<u>-42%</u>	<u>422,295</u>	<u>1,287,239</u>	<u>1,367,027</u>	<u>-</u>
<i>Total operating expenses</i>		<u>3,067,091</u>	<u>4,133,545</u>	<u>2,235,756</u>	<u>(1,897,789)</u>	<u>-46%</u>	<u>1,117,878</u>	<u>3,749,406</u>	<u>4,089,904</u>	<u>-</u>

**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**  
**June 21, 2018**  
*Water Fund Summary*  
 Fiscal Year 2018-19

		FY 2016-17	FY 2017-18					FY 2018-19		
ACCOUNT	ACCOUNT DESC.	ACTUAL	ANNUAL BUDGET	FEBRUARY 2018 ACTUAL	VARIANCE	PCT VARIANCE	MAR - JUN 2018 PROJECTED	PROJECTED ACTUAL	PROPOSED	ADOPTED
5094	Depreciation	642,579	-	-	-	100%		-	-	
7010	Interest	1,861	-	838	838	100%		838	-	
7011	PRINCIPLE EXP	-	-	7,778	7,778	100%		7,778	-	
7090	Other	-	-	-	-	100%		-	-	
5095	Capital Outlay	-	-	-	-	100%		-	220,900	
	<i>Total capital outlay</i>	644,440	-	8,616	8,616	100%	-	8,616	220,900	-
7999	Transfers Out	28,000	-	-	-	100%		-	1,301,855	
	<i>Total Expenses</i>	\$ 3,739,531	\$ 4,133,545	\$ 2,244,372	\$ (1,889,173)	-46%	\$ 1,117,878	\$ 3,758,022	\$ 5,612,659	\$ -
<i>Department Summary</i>										
	5100 - Source of Supply	327,350	479,094	261,757	(217,337)	-45%	130,879	392,636	389,497	-
	5200 - Raw Water	481,653	720,302	372,775	(347,527)	-48%	186,388	559,163	680,729	-
	5300 - Water Treatment	738,262	726,096	406,225	(319,871)	-44%	203,112	609,337	710,170	-
	5400 - Treated Water	926,416	905,068	506,868	(398,200)	-44%	253,434	759,389	995,961	-
	5500 - Customer Service	262,613	228,860	124,855	(104,005)	-45%	62,427	187,282	276,035	-
	5600 - Admin	975,237	1,074,125	571,892	(502,233)	-47%	281,638	831,330	1,258,412	-
		3,711,531	4,133,545	2,244,372	(1,889,173)	-46%	1,117,878	3,339,137	4,310,804	-

**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**  
**June 21, 2018**  
*Expense Detail*  
 Fiscal Year 2018-19

Description	Account	Department							Total Budgeted
	5038	10-5100	10-5200	10-5300	10-5400	10-5500	10-5600	40-6700	
<b>Materials and Supplies</b>	<b>5038</b>								
Misc. Supplies (Ace Hardware/Divide Supply)	\$	1,700	\$ 4,700	\$ 700	\$ 3,000			\$ 1,500	\$ 11,600
Pipe & tools (Ferguson & Andersons Sierra Pipe)		800	3,000		70,000			600	74,400
Water Chemicals (Sierra Chemical & NTU Tech)				54,300					54,300
Gravel backfill (Teichert)		500			6,000				6,500
Chainsaw & Brushcutter (Allen Krouse)								750	750
Pipe & fittings (HD Supply & Grainger)			5,000		14,000			750	19,750
Uniform Expenses		400	1,000	400	1,200			200	3,200
Tools & Supplies (USA Bluebook)				3,000	5,000			1,200	9,200
Misc. Supplies		8,500	8,500	11,000				13,000	41,000
<b>TOTAL - Materials and Supplies</b>	<b>5038</b>	<b>\$ 11,900</b>	<b>\$ 22,200</b>	<b>\$ 69,400</b>	<b>\$ 99,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,000</b>	<b>\$ 220,700</b>
<b>Materials (OTHER)</b>	<b>5039</b>								
Misc. Supplies (Ace Hardware/Divide Supply)								\$ 1,000	\$ 1,000
Mobile Mini (Storage Rental)							2,400		2,400
Metering equipment (Hach)				10,000					10,000
Tools & Supplies (USA Bluebook)								1,000	1,000
Misc. Supplies								750	750
<b>TOTAL - Materials and Supplies</b>	<b>5039</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,400</b>	<b>\$ 2,750</b>	<b>\$ 15,150</b>

	5040	10-5100	10-5200	10-5300	10-5400	10-5500	10-5600	40-6700	
<b>Office Supplies</b>									
Furniture (2 offices)							\$ 6,250	\$	6,250
Copy Machine Lease & Service							6,000		6,000
Folding Machine Lease							2,400		2,400
Misc Office (Paper, postage, etc)			100	300	300	16,500	22,000	1,500	40,700
Computer (Shop, WLT, WW, Office)			1,500	1,500			1,500	1,250	5,750
<b>TOTAL - Office Supplies</b>	<b>5040</b>	<b>\$ -</b>	<b>\$ 1,600</b>	<b>\$ 1,800</b>	<b>\$ 300</b>	<b>\$ 16,500</b>	<b>\$ 38,150</b>	<b>\$ 2,750</b>	<b>\$ 61,100</b>
<b>Staff Development (Training)</b>									
Board Clerk							\$ 2,000	\$	2,000
Customer Service Training						\$ 1,290			
Finance Manager							1,000		1,000
Human Resources							1,000		1,000
AWWA (distribution and treatment classes)		1,000	1,000	1,000	1,500		500	1,000	6,000
Safety Training		500	500	500	500		500	500	3,000
<b>TOTAL - Staff Development</b>	<b>5041</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 2,000</b>	<b>\$ 1,290</b>	<b>\$ 5,000</b>	<b>\$ 1,500</b>	<b>\$ 13,000</b>
<b>Travel Conference</b>									
Conference (ACWA or CSDA) (3)							\$ 4,740	\$	4,740
Government Finance Office Conference							1,800		1,800
CSDA General Manager Leadership Summit							1,600		1,600
CRWA Conference (Ops Mgr, 2 Leads)				1,000	1,000		1,000		3,000
<b>TOTAL - Travel-Conference</b>	<b>5042</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ 9,140</b>	<b>\$ -</b>	<b>\$ 11,140</b>
<b>Utilities</b>									
Pagers (American Messaging)		\$ -	\$ -	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ 50
Water Flow Measuring (Picovale)		8,820	-	3,340	9,670				21,830
Trash (El Dorado & Sierra Disposal)		25		8,110			4,275		12,410
Telephone (AT&T)				8,000		5,830	6,560	1,200	21,590
Telephone (Verizon)		646	1,292	329	2,580		1,614	969	7,430
Electricity (PG&E)		-	-	145,000	9,600	-	9,000	10,000	173,600
<b>TOTAL - Utilities</b>	<b>5044</b>	<b>\$ 9,491</b>	<b>\$ 1,292</b>	<b>\$ 164,829</b>	<b>\$ 21,850</b>	<b>\$ 5,830</b>	<b>\$ 21,449</b>	<b>\$ 12,169</b>	<b>\$ 236,910</b>



	5046	10-5100	10-5200	10-5300	10-5400	10-5500	10-5600	40-6700	
Vehicle & Equipment Maintenance	5046								
Generator Maintenance (C&D Power)				\$ 2,000				\$ 1,000	\$ 4,000
General Vehicle & Equipment Maintenance		\$ 8,000	\$ 10,000	\$ 5,000	\$ 10,000			\$ 3,000	\$ 36,000
<b>TOTAL - Vehicle &amp; Equipment Maintenance</b>	<b>5046</b>	<b>\$ 8,000</b>	<b>\$ 10,000</b>	<b>\$ 7,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,000</b>	<b>\$ 40,000</b>
Vehicle Operations	5048								
TOTAL - Vehicle Operations (Fuel)	5048	\$ 6,000	\$ 13,500	\$ 6,000	\$ 19,000			\$ 4,200	\$ 48,700
Outside Service/Consultants	5080								
Accounting/Finance (VTD)							\$ 50,000		\$ 50,000
IT/Computer Service (Carnahan)							6,000		6,000
Asset Management/GIS Subscription-Support							11,000		11,000
Records Management							20,000		20,000
Website Hosting (Streamline)							3,600		3,600
Wastewater Database (Carmody)								720	720
Wastewater Reporting (Siren)		500							500
Wastewater Fee Update								45,000	45,000
Water Rights Reporting (Ecorps)		10,000							10,000
Dam Monitoring (GEI)		7,500							7,500
Wastewater Testing (Holdrege & Kull)								12,000	12,000
Public Outreach (Consultant)						48,000			48,000
Dam Innundation Maps & EAPs (Consultant)							62,000		62,000
<b>TOTAL - Outside Service/Consultants</b>	<b>5080</b>	<b>\$ 18,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 48,000</b>	<b>\$ 152,600</b>	<b>\$ 57,720</b>	<b>\$ 276,320</b>
Govt Reg/Lab Fees	5084								
State Division of Safety of Dams		\$ 24,000		\$ 6,000					\$ 30,000
State Division of Drinking Water				20,000					20,000
Regional Water Board (stormwater)					500				500
Regional Water Board (wastewater)								15,500	15,500
Water Rights Fees		9,000			5,100				14,100
LAFCO							3,000		3,000
Laboratory Testing		1,300		7,800	6,000			18,000	33,100
Air Quality Eldorado County		-		1,200				550	1,750
<b>TOTAL - Govt Reg/Lab Fees</b>	<b>5084</b>	<b>\$ 34,300</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ 11,600</b>	<b>\$ -</b>	<b>\$ 3,000</b>	<b>\$ 34,050</b>	<b>\$ 117,950</b>
Other: Memberships	5089								
CRWA		\$ 301	\$ 301	\$ 301				\$ 301	\$ 1,204
AWWA		315	315	315	80			315	1,340
Mountain Counties							\$ 4,300		4,300
CSMFO							\$ 300		300
CSDA							\$ 6,850		6,850
ACWA							\$ 13,000		13,000



**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**  
**June 21, 2018**  
*5100 - Source of Supply*  
 Fiscal Year 2018-19

ACCOUNT	ACCOUNT DESC.	FY 2016-17		FY 2017-18				FY 2018-19		
		ACTUAL	ANNUAL BUDGET	FEBRUARY 2018 ACTUAL	VARIANCE	PCT VARIANCE	MAR - JUN 2018 PROJECTED	PROJECTED ACTUAL	PROPOSED	ADOPTED
<i>Expenses</i>										
5010 Super & Labor		\$ 89,803	\$ 126,801	\$ 85,160	\$ (41,641)	-33%	\$ 42,580	\$ 127,740	\$ 113,229	
5011 Wages-Part time		7,490	8,500	6,840	(1,660)	-20%	3,420.00	10,260	5,000	
5012 Pension Expense		(87,364)	-	-	-	100%	-	-	-	
5013 PERS UAL		33,170	83,930	34,925	(49,005)	-58%	17,463	52,388	19,189	
5014 P.E.R.S.		8,201	12,335	8,412	(3,923)	-32%	4,206	12,618	11,180	
5016 Payroll Taxes		8,276	12,680	7,519	(5,161)	-41%	3,759	11,278	11,323	
5017 Standby		6,890	6,530	3,920	(2,610)	-40%	1,960	5,880	6,530	
5018 Insurance - H&L		28,261	41,887	20,497	(21,390)	-51%	10,249	30,746	37,920	
5019 Overtime		5,902	6,759	5,090	(1,669)	-25%	2,545	7,635	6,063	
<i>Total salaries and benefits</i>		<u>100,628</u>	<u>299,422</u>	<u>172,363</u>	<u>(127,059)</u>	<u>-42%</u>	<u>86,182</u>	<u>258,545</u>	<u>210,434</u>	<u>-</u>
5020 Insurance - W.C		7,537	4,501	3,473	(1,028)	-23%	1,737	5,210	3,838	
5028 Engineering		30,633	-	-	-	100%	-	-	-	
5030 Equipment Maint		107	-	-	-	100%	-	-	-	
5034 Insurance - Gen		4,146	7,740	7,738	(2)	0%	3,869	11,607	-	
5038 Mat.& Supp.		5,837	12,700	5,702	(6,998)	-55%	2,851	8,553	11,900	
5039 Materials - Oth		(3,627)	5,000	2,050	(2,950)	-59%	1,025	3,075	-	
5040 Office Supplies		14	-	-	-	100%	-	-	-	
5041 Staff Develop		200	1,000	50	(950)	-95%	25	75	1,500	
5044 Utilities		2,729	9,015	3,673	(5,342)	-59%	1,836	5,509	9,491	
5046 Veh. Maint.		3,398	3,000	2,456	(544)	-18%	1,228	3,684	8,000	
5048 Vehicle - Oper		4,150	5,000	3,165	(1,835)	-37%	1,583	4,748	6,000	
5068 Retiree Bene		-	-	-	-	100%	-	-	-	
5080 Outside Serv		19,593	85,800	46,977	(38,823)	-45%	23,488	70,465	18,000	
5084 Government Reg		43,296	34,300	9,373	(24,927)	-73%	4,686	14,059	34,300	
5089 Memberships Srce of Supply		-	616	-	(616)	-100%	-	-	-	
5090 Other		380	11,000	4,737	(6,263)	-57%	2,369	7,106	-	
<i>Total services and supplies</i>		<u>118,391</u>	<u>179,672</u>	<u>89,394</u>	<u>(90,278)</u>	<u>-50%</u>	<u>44,697</u>	<u>134,091</u>	<u>93,029</u>	<u>-</u>
<i>Total operating expenses</i>		<u>\$ 219,019</u>	<u>\$ 479,094</u>	<u>\$ 261,757</u>	<u>\$ (217,337)</u>	<u>-45%</u>	<u>\$ 130,879</u>	<u>\$ 392,636</u>	<u>\$ 303,463</u>	<u>\$ -</u>
5094 Depreciation		108,330	-	-	-	100%	-	-	-	
5095 CAPITAL ACQUISITION		-	-	-	-	-	-	-	86,033	
<i>Total capital outlay</i>		<u>108,330</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>100%</u>	<u>-</u>	<u>-</u>	<u>86,033</u>	<u>-</u>
7999 Transfers Out		-	-	-	-	100%	-	-	-	
<i>Total Expenses</i>		<u>\$ 327,350</u>	<u>\$ 479,094</u>	<u>\$ 261,757</u>	<u>\$ (217,337)</u>	<u>-45%</u>	<u>\$ 130,879</u>	<u>\$ 392,636</u>	<u>\$ 389,497</u>	<u>\$ -</u>

**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**  
**June 21, 2018**  
 5200 - Raw Water  
 Fiscal Year 2018-19

ACCOUNT	ACCOUNT DESC.	FY 2016-17		FY 2017-18				FY 2018-19		
		ACTUAL	ANNUAL BUDGET	FEBRUARY 2018 ACTUAL	VARIANCE	PCT VARIANCE	MAR - JUN 2018 PROJECTED	PROJECTED ACTUAL	PROPOSED	ADOPTED
<i>Expenses</i>										
5010 Super & Labor		\$ 247,107	\$ 270,961	\$ 148,006	\$ (122,955)	-45%	74,003	\$ 222,009	\$ 259,665	
5011 Wages-Part time		25,051	18,716	14,045	(4,671)	-25%	7,022	21,067	5,000	
5012 Pension Expense		(174,873)	-	-	-	100%	-	-	-	
5013 PERS UAL		40,439	168,160	69,963	(98,197)	-58%	34,982	104,945	155,606	
5014 P.E.R.S.		25,078	26,360	14,048	(12,312)	-47%	7,024	21,072	25,638	
5016 Payroll Taxes		22,654	27,096	12,972	(14,124)	-52%	6,486	19,459	25,967	
5017 Standby		14,390	13,060	7,020	(6,040)	-46%	3,510	10,530	13,060	
5018 Insurance - H&L		76,683	89,508	40,308	(49,200)	-55%	20,154	60,461	86,960	
5019 Overtime		21,967	14,443	9,230	(5,213)	-36%	4,615	13,846	13,905	
<i>Total salaries and benefits</i>		<u>298,496</u>	<u>628,304</u>	<u>315,592</u>	<u>(312,712)</u>	<u>-50%</u>	<u>157,796</u>	<u>473,388</u>	<u>585,801</u>	<u>-</u>
5020 Insurance - W.C		20,578	9,619	8,337	(1,282)	-13%	4,169	12,506	8,803	
5034 Insurance - Gen		17,010	16,094	16,093	(1)	0%	8,047	24,140		
5038 Mat.& Supp.		15,772	23,700	11,701	(11,999)	-51%	5,850	17,551	22,200	
5039 Materials - Oth		8,577	15,000	3,859	(11,141)	-74%	1,930	5,789	-	
5040 Office Supplies		344	645	155	(490)	-76%	78	233	1,600	
5041 Staff Develop		600	1,000	50	(950)	-95%	25	75	1,500	
5044 Utilities		337	1,400	772	(628)	-45%	386	1,158	1,292	
5046 Veh. Maint.		13,930	9,000	7,052	(1,948)	-22%	3,526	10,578	10,000	
5048 Vehicle - Oper		13,607	13,140	8,085	(5,055)	-38%	4,043	12,128	13,500	
5068 Retiree Bene		-	-	-	-	100%	-	-	-	
5080 Outside Serv		1,816	2,000	720	(1,280)	-64%	360	1,081	-	
5084 Government Reg		170	-	118	118	100%	59	177	-	
5090 Other		857	400	240	(160)	-40%	120	360	-	
<i>Total services and supplies</i>		<u>93,599</u>	<u>91,998</u>	<u>57,183</u>	<u>(34,815)</u>	<u>-38%</u>	<u>28,592</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Total operating expenses</i>		<u>\$ 392,095</u>	<u>\$ 720,302</u>	<u>\$ 372,775</u>	<u>\$ (347,527)</u>	<u>-48%</u>	<u>\$ 186,388</u>	<u>\$ 559,163</u>	<u>\$ 644,696</u>	<u>\$ -</u>
5094 Depreciation		89,558	-	-	-	100%	-	-	-	
5095 CAPITAL ACQUISITION									36,033	
<i>Total capital outlay</i>		<u>89,558</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>100%</u>	<u>-</u>	<u>-</u>	<u>36,033</u>	<u>-</u>
7999 Transfers Out		-	-	-	-	100%	-	-	-	
<i>Total Expenses</i>		<u>\$ 481,653</u>	<u>\$ 720,302</u>	<u>\$ 372,775</u>	<u>\$ (347,527)</u>	<u>-48%</u>	<u>\$ 186,388</u>	<u>\$ 559,163</u>	<u>\$ 680,729</u>	<u>\$ -</u>

**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**  
**June 21, 2018**  
 5300 - Water Treatment  
 Fiscal Year 2018-19

ACCOUNT	ACCOUNT DESC.	FY 2016-17	FY 2017-18					FY 2018-19		
		ACTUAL	ANNUAL BUDGET	FEBRUARY 2018 ACTUAL	VARIANCE	PCT VARIANCE	MAR - JUN 2018 PROJECTED	PROJECTED ACTUAL	PROPOSED	ADOPTED
<i>Expenses</i>										
5010 Super & Labor		\$ 121,849	\$ 216,417	\$ 87,283	\$ (129,134)	-60%	\$ 43,641.52	\$ 130,925	\$ 227,281	
5011 Wages-Part time		517	-	-	-	100%	-	-	-	
5012 Pension Expense		(17,359)	-	-	-	100%	-	-	-	
5013 PERS UAL		49,291	17,120	7,127	(9,993)	-58%	3,564	10,691	28,490	
5014 P.E.R.S.		13,428	21,053	8,440	(12,613)	-60%	4,220	12,660	22,441	
5016 Payroll Taxes		13,325	21,642	9,846	(11,796)	-55%	4,923	14,769	22,728	
5017 Standby		16,672	15,710	10,660	(5,050)	-32%	5,330	15,990	15,710	
5018 Insurance - H&L		45,404	71,490	26,199	(45,291)	-63%	13,099	39,298	76,115	
5019 Overtime		22,796	16,600	11,750	(4,850)	-29%	5,875	17,626	12,171	
<i>Total salaries and benefits</i>		<u>265,924</u>	<u>380,032</u>	<u>161,305</u>	<u>(218,727)</u>	<u>-58%</u>	<u>80,653</u>	<u>241,958</u>	<u>404,936</u>	<u>-</u>
5020 Insurance - W.C		4,818	7,683	2,462	(5,221)	-68%	1,231	3,693	7,705	
5028 Engineering		760	-	-	-	100%	-	-	-	
5034 Insurance - Gen		10,735	9,561	9,560	(1)	0%	4,780	14,341	-	
5038 Mat. & Supp.		63,286	76,700	43,141	(33,559)	-44%	21,571	64,712	69,400	
5039 Materials - Oth		2,985	2,830	2,830	(0)	0%	1,415	4,245	10,000	
5040 Office Supplies		183	-	-	-	100%	-	-	1,800	
5041 Staff Develop		-	1,000	-	(1,000)	-100%	-	-	1,500	
5044 Utilities		149,812	141,650	102,981	(38,669)	-27%	51,490	154,471	164,829	
5046 Veh. Maint.		5,937	1,000	709	(291)	-29%	354	1,063	7,000	
5048 Vehicle - Oper		4,943	5,500	3,015	(2,485)	-45%	1,508	4,523	6,000	
5068 Retiree Bene		-	-	-	-	100%	-	-	-	
5076 Bldg. Maint. Water Treatmnt		-	1,000	-	(1,000)	-100%	-	-	2,000	
5080 Outside Serv		8,618	63,524	60,577	(2,947)	-5%	30,288	90,865	-	
5084 Government Reg		58,677	35,000	19,644	(15,356)	-44%	9,822	29,466	35,000	
5089 Memberships Srce of Supply		-	616	-	(616)	-100%	-	-	-	
5090 Other		81	-	-	-	100%	-	-	-	
<i>Total services and supplies</i>		<u>310,834</u>	<u>346,064</u>	<u>244,919</u>	<u>(101,145)</u>	<u>-29%</u>	<u>122,460</u>	<u>367,379</u>	<u>305,234</u>	<u>-</u>
<i>Total operating expenses</i>		<u>\$ 576,758</u>	<u>\$ 726,096</u>	<u>\$ 406,225</u>	<u>\$ (319,871)</u>	<u>-44%</u>	<u>\$ 203,112</u>	<u>\$ 609,337</u>	<u>\$ 710,170</u>	<u>\$ -</u>
5094 Depreciation		161,504	-	-	-	100%	-	-	-	
5095 CAPITAL ACQUISITION		-	-	-	-	-	-	-	-	
<i>Total capital outlay</i>		<u>161,504</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>100%</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
7999 Transfers Out		-	-	-	-	100%	-	-	-	
<i>Total Expenses</i>		<u>\$ 738,262</u>	<u>\$ 726,096</u>	<u>\$ 406,225</u>	<u>\$ (319,871)</u>	<u>-44%</u>	<u>\$ 203,112</u>	<u>\$ 609,337</u>	<u>\$ 710,170</u>	<u>\$ -</u>

**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**  
**June 21, 2018**  
 5400 - Treated Water  
 Fiscal Year 2018-19

ACCOUNT	ACCOUNT DESC.	FY 2016-17	FY 2017-18				FY 2018-19			
		ACTUAL	ANNUAL BUDGET	FEBRUARY 2018 ACTUAL	VARIANCE	PCT VARIANCE	MAR - JUN 2018 PROJECTED	PROJECTED ACTUAL	PROPOSED	ADOPTED
<i>Expenses</i>										
5010 Super & Labor		\$ 332,093	\$ 372,485	\$ 209,198	\$ (163,287)	-44%	\$ 104,599	\$ 313,797	\$ 375,487	
5012 Pension Expense		(106,242)	-	-	-	100%	-	-	-	
5013 PERS UAL		33,803	102,800	42,782	(60,018)	-58%	21,391	64,173	168,773	
5014 P.E.R.S.		33,653	36,236	18,407	(17,829)	-49%	9,204	27,611	37,074	
5016 Payroll Taxes		29,873	37,249	21,746	(15,503)	-42%	10,873	32,619	37,549	
5017 Standby		15,760	15,710	11,420	(4,290)	-27%	5,710	17,130	15,710	
5018 Insurance - H&L		103,276	123,045	57,489	(65,556)	-53%	28,745	86,234	125,748	
5019 Overtime		25,483	35,000	23,062	(11,938)	-34%	11,531	34,593	20,107	
<i>Total salaries and benefits</i>		467,699	722,525	384,105	(338,420)	-47%	192,052	576,157	780,448	-
5020 Insurance - W.C		14,280	13,223	6,252	(6,971)	-53%	3,125.8	9,377	12,729	
5024 Dental & Opticl		-	-	-	-	100%	-	-	-	
5028 Engineering		484	-	-	-	100%	-	-	-	
5030 Equipment Maint		147	-	-	-	100%	-	-	-	
5034 Insurance - Gen		16,737	17,159	17,159	(0)	0%	8,579.3	25,738	-	
5038 Mat. & Supp.		68,034	90,000	65,285	(24,715)	-27%	32,642.7	97,928	99,200	
5039 Materials - Oth		20,909	5,000	3,098	(1,902)	-38%	1,549.0	4,647	-	
5040 Office Supplies		3,218	300	192	(108)	-36%	95.8	288	300	
5041 Staff Develop		3,034	1,000	230	(770)	-77%	114.8	344	2,000	
5044 Utilities		11,976	19,645	9,086	(10,559)	-54%	4,543.2	13,630	21,850	
5046 Veh. Maint.		12,723	9,000	4,267	(4,733)	-53%	2,133.6	6,401	10,000	
5048 Vehicle - Oper		17,324	19,000	12,725	(6,275)	-33%	6,362.6	19,088	19,000	
5068 Retiree Bene		-	-	-	-	100%	-	-	-	
5080 Outside Serv		31,808	-	-	-	100%	-	-	-	
5084 Government Reg		8,692	7,600	3,861	(3,739)	-49%	1,930.6	5,792	11,600	
5089 Memberships Srce of Supply		-	616	609	(7)	-1%	304.5	-	-	
5090 Other		242	-	-	-	100%	-	-	-	
<i>Total services and supplies</i>		209,606	182,543	122,764	(59,779)	-33%	61,382	183,232	176,679	-
<i>Total operating expenses</i>		\$ 677,305	\$ 905,068	\$ 506,868	\$ (398,200)	-44%	\$ 253,434	\$ 759,389	\$ 957,127	\$ -
5094 Depreciation		249,111	-	-	-	100%	-	-	-	
5095 CAPITAL ACQUISITION		-	-	-	-	-	-	-	38,833	
<i>Total capital outlay</i>		249,111	-	-	-	100%	-	-	38,833	-
7999 Transfers Out		-	-	-	-	100%	-	-	-	
<i>Total Expenses</i>		\$ 926,416	\$ 905,068	\$ 506,868	\$ (398,200)	-44%	\$ 253,434	\$ 759,389	\$ 995,961	\$ -

**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**  
**June 21, 2018**  
 5500 - Customer Service  
 Fiscal Year 2018-19

ACCOUNT	ACCOUNT DESC.	FY 2016-17		FY 2017-18				FY 2018-19		
		ACTUAL	ANNUAL BUDGET	FEBRUARY 2018 ACTUAL	VARIANCE	PCT VARIANCE	MAR - JUN 2018 PROJECTED	PROJECTED ACTUAL	PROPOSED	ADOPTED
<i>Expenses</i>										
5010 Super & Labor		\$ 93,121	\$ 105,925	\$ 62,467	\$ (43,458)	-41%	31,234	\$ 93,701	\$ 99,684	
5011 Wages-Part time		28,713	17,000	13,252	(3,748)	-22%	6,626	19,878		
5012 Pension Expense		(7,806)	-	-	-	100%	-	-		
5013 PERS UAL		49,828	7,590	3,161	(4,429)	-58%	1,581	4,742	12,819	
5014 P.E.R.S.		8,744	10,791	5,491	(5,300)	-49%	2,746	8,237	9,842	
5016 Payroll Taxes		7,864	11,092	5,049	(6,043)	-54%	2,524	7,573	9,968	
5018 Insurance - H&L		35,123	36,642	14,794	(21,848)	-60%	7,397	22,191	33,384	
5019 Overtime		138	5,913	359	(5,554)	-94%	179	538	5,338	
<i>Total salaries and benefits</i>		<u>215,725</u>	<u>194,953</u>	<u>104,573</u>	<u>(90,380)</u>	<u>-46%</u>	<u>52,287</u>	<u>156,860</u>	<u>171,036</u>	<u>-</u>
5020 Insurance - W.C		1,122	3,938	616	(3,322)	-84%	308	925	3,379	
5034 Insurance - Gen		6,072	6,108	6,107	(1)	0%	3,054	9,161		
5038 Mat.& Supp.		492	-	-	-	100%	-	-		
5040 Office Supplies		13,622	15,800	11,669	(4,131)	-26%	5,835	17,504	16,500	
5041 Staff Develop		-	1,731	-	(1,731)	-100%	-	-	1,290	
5044 Utilities		3,479	5,830	1,739	(4,091)	-70%	870	2,609	5,830	
5046 Veh. Maint.		1,383	-	-	-	100%	-	-		
5060 Payroll Process		150	-	80	80	100%	40	120		
5068 Retiree Bene		-	-	-	-	100%	-	-		
5080 Outside Serv		3,369	500	70	(430)	-86%	35	105	48,000	
5090 Other		161	-	-	-	100%	-	-		
<i>Total services and supplies</i>		<u>29,850</u>	<u>33,907</u>	<u>20,282</u>	<u>(13,625)</u>	<u>-40%</u>	<u>10,141</u>	<u>30,422</u>	<u>74,999</u>	<u>-</u>
<i>Total operating expenses</i>		<u>\$ 245,576</u>	<u>\$ 228,860</u>	<u>\$ 124,855</u>	<u>\$ (104,005)</u>	<u>-45%</u>	<u>\$ 62,427</u>	<u>\$ 187,282</u>	<u>\$ 246,035</u>	<u>\$ -</u>
5094 Depreciation		17,038	-	-	-	100%	-	-		
5095 CAPITAL ACQUISITION		-	-	-	-		-	-	30,000	
<i>Total capital outlay</i>		<u>17,038</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>100%</u>	<u>-</u>	<u>-</u>	<u>30,000</u>	<u>-</u>
7999 Transfers Out		-	-	-	-	100%	-	-		
<i>Total Expenses</i>		<u>\$ 262,613</u>	<u>\$ 228,860</u>	<u>\$ 124,855</u>	<u>\$ (104,005)</u>	<u>-45%</u>	<u>\$ 62,427</u>	<u>\$ 187,282</u>	<u>\$ 276,035</u>	<u>\$ -</u>

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
 June 21, 2018  
 5600 - Administration  
 Fiscal Year 2018-19

ACCOUNT	ACCOUNT DESC.	FY 2016-17	FY 2017-18					FY 2018-19		
		ACTUAL	ANNUAL BUDGET	FEBRUARY 2018 ACTUAL	VARIANCE	PCT VARIANCE	MAR - JUN 2018 PROJECTED	PROJECTED ACTUAL	PROPOSED	ADOPTED
<i>Expenses</i>										
5010 Super & Labor		\$ 243,246	\$ 233,010	\$ 174,766	\$ (58,244)	-25%	87,383	\$ 262,149	\$ 294,584	
5011 Wages-Part time		27,126	25,600	13,700	(11,900)	-46%	6,850	20,551	-	
5012 Pension Expense		(58,118)	-	-	-	100%	-	-	-	
5013 PERS UAL		118,842	55,900	23,271	(32,629)	-58%	11,636	34,907	94,873	
5014 P.E.R.S.		22,281	22,668	16,090	(6,578)	-29%	8,045	24,135	29,086	
5015 I.C.M.A.		2,385	7,790	5,067	(2,723)	-35%	2,534	7,601	7,790	
5016 Payroll Taxes		20,501	23,301	15,388	(7,913)	-34%	7,694	23,082	29,458	
5018 Insurance - H&L		25,765	76,972	4,424	(72,548)	-94%	2,212	6,636	98,654	
5019 Overtime		1,190	12,420	522	(11,898)	-96%	261	783	15,775	
<i>Total salaries and benefits</i>		<u>403,217</u>	<u>457,661</u>	<u>253,229</u>	<u>(204,432)</u>	<u>-45%</u>	<u>126,614</u>	<u>379,843</u>	<u>570,221</u>	<u>-</u>
5020 Insurance - W.C		1,235	8,272	589	(7,683)	-93%	295	884	9,986	
5027 Audit		16,640	16,773	16,773	-	0%	8,387	25,160	21,945	
5034 Insurance - Gen		4,882	5,993	5,993	(0)	0%	2,996	8,989	72,500	
5036 Legal		103,522	110,000	86,100	(23,900)	-22%	43,050	129,150	150,000	
5038 Mat. & Supp.		4,672	-	-	-	100%	-	-	-	
5039 Materials - Oth		2,549	2,300	1,291	(1,009)	-44%	645	1,936	2,400	
5040 Office Supplies		31,979	38,150	19,860	(18,290)	-48%	9,930	29,790	38,150	
5041 Staff Develop		1,989	4,140	3,485	(655)	-16%	1,743	5,228	5,000	
5042 Travel		6,154	8,625	2,305	(6,320)	-73%	1,153	3,458	9,140	
5044 Utilities		22,970	19,835	14,797	(5,038)	-25%	7,398	22,195	12,169	
5046 Veh. Maint.		2,235	-	-	-	100%	-	-	-	
5048 Vehicle - Oper		125	-	-	-	100%	-	-	-	
5060 Payroll Process		5,312	5,600	2,794	(2,806)	-50%	1,397	4,191	6,000	
5068 Retiree Bene		135,779	136,000	35,402	(100,598)	-74%	17,701	53,102	90,000	
5070 Director Remun		24,031	24,000	14,800	(9,200)	-38%	7,400	-	-	
5076 Bldg. Maint. Water Treatmnt		6,618	5,648	2,644	(3,004)	-53%	1,322	3,966	5,000	
5080 Outside Serv		97,291	162,828	74,935	(87,893)	-54%	37,467	112,402	152,600	
5084 Government Reg		5,491	3,300	2,573	(727)	-22%	1,287	3,860	3,300	
5089 Memberships Srce of Supply		12,663	25,000	23,809	(1,191)	-5%	11,904	35,713	25,000	
5090 Other		60,167	40,000	1,898	(38,102)	-95%	949	2,847	45,000	
5091 Elections		6,816	-	-	-	100%	-	-	10,000	
<i>Total services and supplies</i>		<u>553,122</u>	<u>616,464</u>	<u>310,048</u>	<u>(306,416)</u>	<u>-50%</u>	<u>155,024</u>	<u>442,871</u>	<u>658,190</u>	<u>-</u>
<i>Total operating expenses</i>		<u>\$ 956,339</u>	<u>\$ 1,074,125</u>	<u>\$ 563,276</u>	<u>\$ (510,849)</u>	<u>-48%</u>	<u>\$ 281,638</u>	<u>\$ 822,714</u>	<u>\$ 1,228,412</u>	<u>\$ -</u>
5094 Depreciation		17,038	-	-	-	100%	-	-	-	
7010 Interest		1,861	-	838	838	100%	-	838	-	
7011 PRINCIPLE EXP		-	-	7,778	7,778	100%	-	7,778	-	
5095 CAPITAL ACQUISITION		-	-	-	-	-	-	-	30,000	
<i>Total capital outlay</i>		<u>18,898</u>	<u>-</u>	<u>8,616</u>	<u>8,616</u>	<u>100%</u>	<u>-</u>	<u>8,616</u>	<u>30,000</u>	<u>-</u>
7999 Transfers Out		-	-	-	-	100%	-	-	-	



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
 June 21, 2018  
 5600 - Administration  
 Fiscal Year 2018-19

ACCOUNT	ACCOUNT DESC.	FY 2016-17	FY 2017-18					FY 2018-19		
		ACTUAL	ANNUAL BUDGET	FEBRUARY 2018 ACTUAL	VARIANCE	PCT VARIANCE	MAR - JUN 2018 PROJECTED	PROJECTED ACTUAL	PROPOSED	ADOPTED
	<i>Total Expenses</i>	\$ 975,237	\$ 1,074,125	\$ 571,892	\$ (502,233)	-47%	\$ 281,638	\$ 831,330	\$ 1,258,412	\$ -

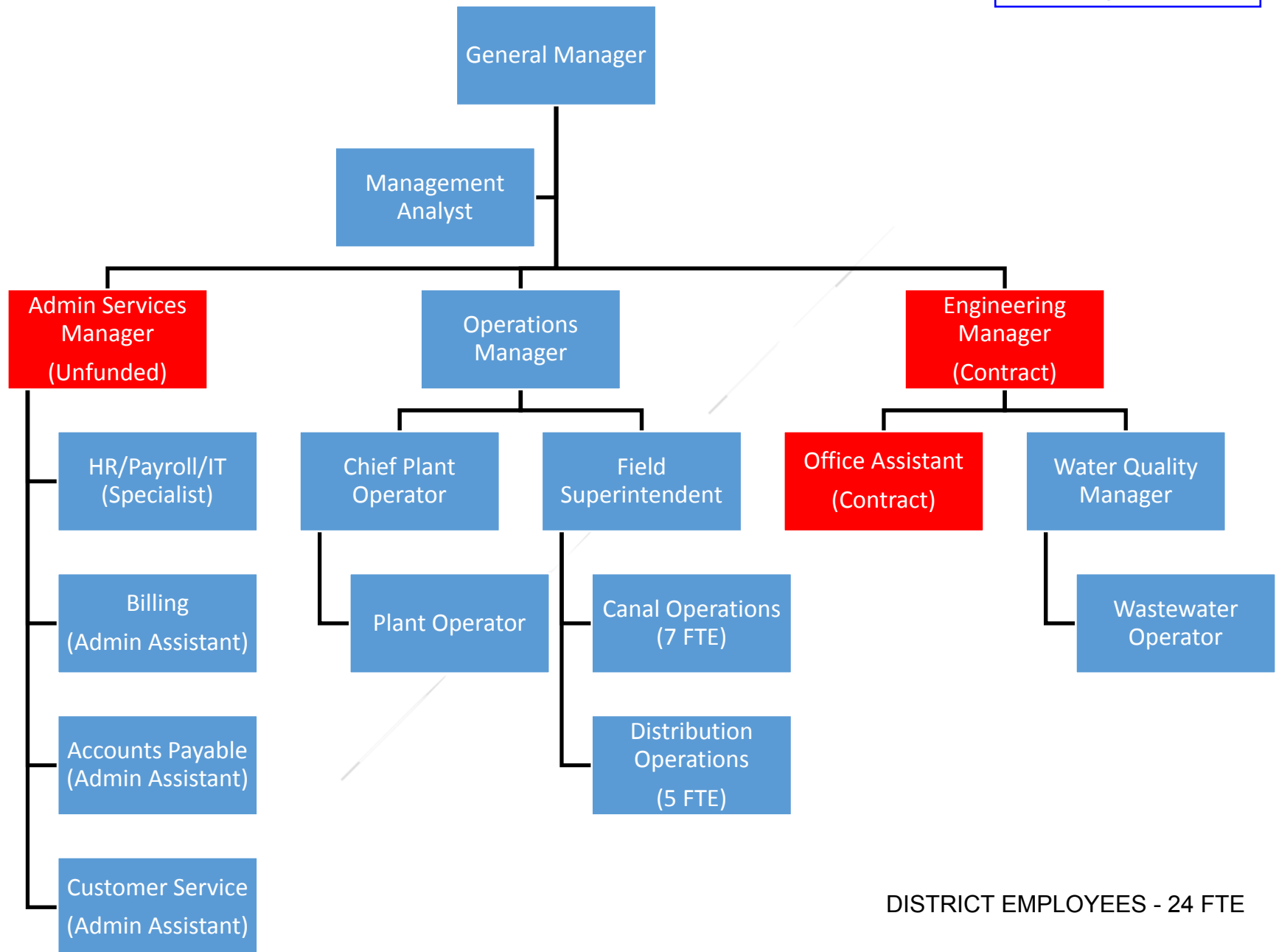
**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**  
**June 21, 2018**  
*Fund 40 - ALT Wastewater Zone*  
 Fiscal Year 2018-19

		FY 2016-17	FY 2017-18				FY 2018-19			
ACCOUNT	ACCOUNT DESC.	ACTUAL	ANNUAL BUDGET	FEBRUARY 2018 ACTUAL	VARIANCE	PCT VARIANCE	MAR - JUN 2018 PROJECTED	PROJECTED ACTUAL	PROPOSED	ADOPTED
<i>Revenues</i>										
3192	Zone Charges	\$ 311,477	\$ 344,000	\$ 261,096	\$ (82,904)	-24%	\$ 130,548	\$ 391,644	\$ 391,600	
3193	ZONE-ESCROW FEE	29,505	-	16,725	16,725	100%	8,363	25,088	25,100	
3194	Septic Design	6,600	4,000	1,800	(2,200)	-55%	900	2,700	2,700	
4020	Interest	6,777	3,737	4,779	1,042	28%	2,389	7,168	7,200	
4090	Other/lease	-	60,000	-	(60,000)	-100%	-	-	-	
	<i>Total Revenues</i>	<u>\$ 354,359</u>	<u>\$ 348,000</u>	<u>\$ 279,621</u>	<u>\$ (68,379)</u>	<u>-20%</u>	<u>\$ 142,200</u>	<u>\$ 426,600</u>	<u>\$ 426,600</u>	<u>\$ -</u>
<i>Expenses</i>										
5010	Super & Labor	\$ 73,776	\$ 132,572	\$ 59,679	\$ (72,893)	-55%	29,839	\$ 89,518	\$ 130,159	
5011	Wages-Part time	1,824	-	-	-	100%	-	-	-	
5012	Pension Expense	(31,427)	-	-	-	100%	-	-	-	
5013	PERS UAL	83,222	14,030	5,836	(8,194)	-58%	2,918	8,755	23,917	
5014	P.E.R.S.	6,162	12,897	5,005	(7,892)	-61%	2,503	7,508	12,851	
5016	Payroll Taxes	5,822	13,257	4,800	(8,457)	-64%	2,400	7,200	13,016	
5017	Standby	303	-	-	-	100%	-	-	-	
5018	Insurance - H&L	21,136	43,793	11,916	(31,877)	-73%	5,958	17,875	43,589	
5019	Overtime	14	7,066	757	(6,309)	-89%	379	1,136	6,970	
	<i>Total salaries and benefits</i>	<u>160,833</u>	<u>159,499</u>	<u>70,521</u>	<u>(88,978)</u>	<u>-56%</u>	<u>43,997</u>	<u>105,781</u>	<u>166,928</u>	<u>-</u>
5020	Insurance - W.C	3,294	4,706	1,168	(3,538)	-75%	584	1,753	4,412	
5034	Insurance - Gen	2,456	4,200	4,195	(5)	0%	2,097	4,200	5,000	
5036	Legal	13,125	-	-	-	100%	-	-	18,000	
5038	Mat.& Supp.	-	-	-	-	100%	-	-	\$ 2,750	
5038	Mat.& Supp.	5,294	6,800	5,935	(865)	-13%	2,967	8,902	2,750	
5039	Staff Develop	-	1,000	-	-	-	-	-	1,500	
5039	Materials - Oth	2,935	-	-	-	100%	-	-	12,169	
5040	Office Supplies	-	-	-	-	100%	-	-	4,000	
5040	Office Supplies	2,113	3,400	1,064	(2,336)	-69%	532	1,597	4,200	
5041	Staff Develop	200	1,000	-	(1,000)	-100%	-	-	57,720	
5044	Utilities	12,186	11,200	6,207	(4,993)	-45%	3,104	9,311	34,050	
5046	Veh. Maint.	2,968	1,000	761	(239)	-24%	381	1,142	-	
5048	Vehicle - Oper	2,215	4,000	1,206	(2,794)	-70%	603	1,809	4,200	
5080	Outside Serv	25,863	100,688	71,429	(29,259)	-29%	35,715	107,144	57,720	
5084	Government Reg	33,393	35,550	25,582	(9,968)	-28%	12,791	38,373	34,050	
5090	Other	116	-	-	-	100%	-	-	-	
	<i>Total services and supplies</i>	<u>106,158</u>	<u>32,306</u>	<u>18,570</u>	<u>(12,736)</u>	<u>-39%</u>	<u>58,774</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<i>Total operating expenses</i>	<u>\$ 266,990</u>	<u>\$ 397,159</u>	<u>\$ 205,543</u>	<u>\$ (190,616)</u>	<u>-48%</u>	<u>\$ 102,771</u>	<u>\$ 306,222</u>	<u>\$ 473,025</u>	<u>\$ -</u>

**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**  
**June 21, 2018**  
*Fund 40 - ALT Wastewater Zone*  
 Fiscal Year 2018-19

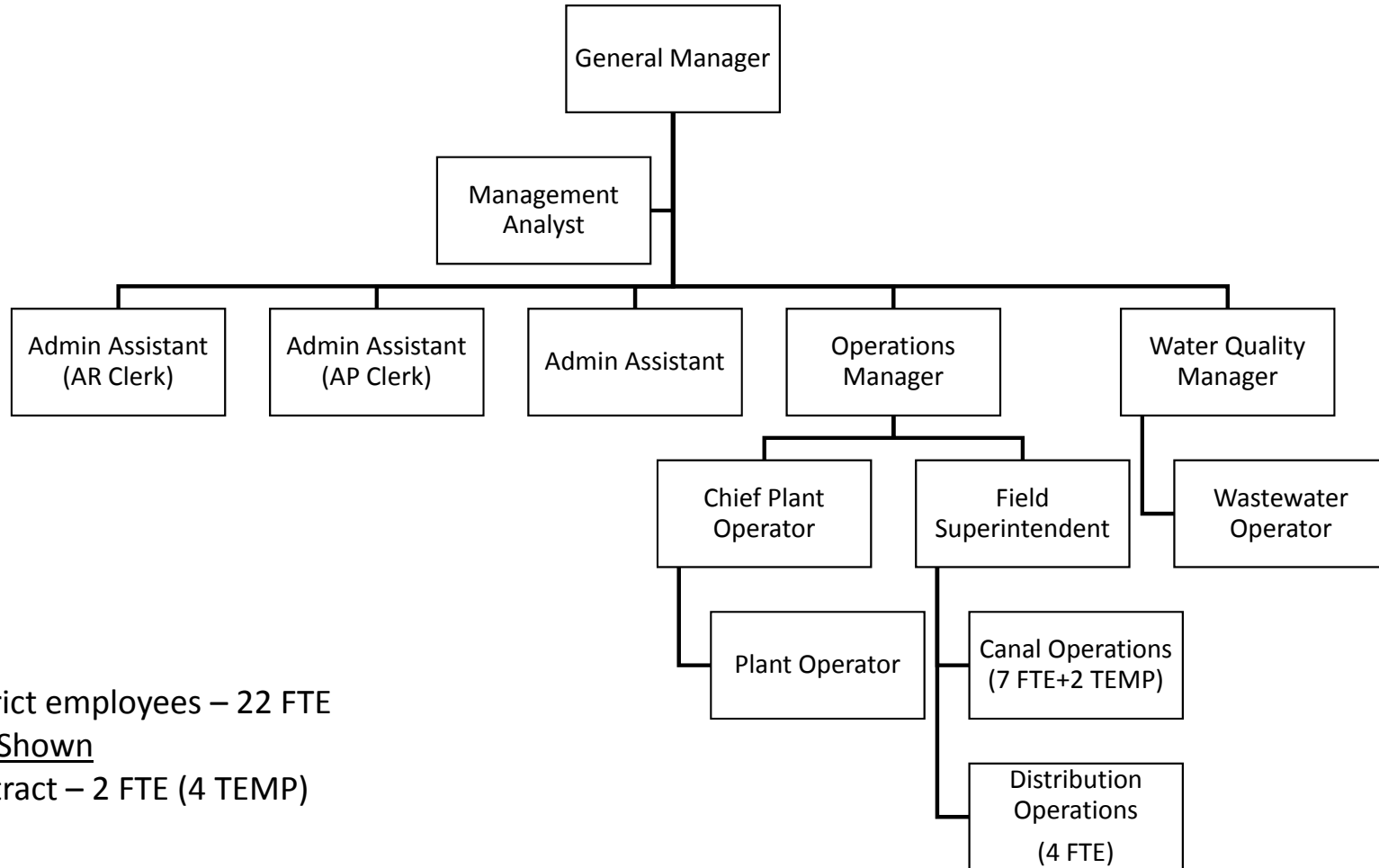
		FY 2016-17	FY 2017-18				FY 2018-19			
ACCOUNT	ACCOUNT DESC.	ACTUAL	ANNUAL BUDGET	FEBRUARY 2018 ACTUAL	VARIANCE	PCT VARIANCE	MAR - JUN 2018 PROJECTED	PROJECTED ACTUAL	PROPOSED	ADOPTED
	5094 Depreciation	24,031	-	-	-	100%		-		
	7010 Interest	-	-	-	-	100%		-		
	7011 PRINCIPLE EXP	-	-	-	-	100%		-		
	7090 Other	-	-	-	-	100%		-		
	5095 CAPITAL ACQUISITION								25,000	
	<i>Total capital outlay</i>	24,031	-	-	-	100%	-	-	25,000	-
	7999 Transfers Out	32,000	-	-	-	100%		-		
	<i>Total Expenses</i>	\$ 323,021	\$ 397,159	\$ 205,543	\$ (190,616)	-48%	\$ 102,771	\$ 306,222	\$ 498,025	\$ -

# 2018 ORGANIZATIONAL CHART



DISTRICT EMPLOYEES - 24 FTE

# FY17/18 Organizational Chart



District employees – 22 FTE

Not Shown

Contract – 2 FTE (4 TEMP)

**RESOLUTION NO. 2018-36  
OF THE BOARD OF DIRECTORS OF THE  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**

**APPROVING THE ANNUAL BUDGET FOR FISCAL YEAR 2018-2019**

**WHEREAS**, the General Manager has prepared a budget for Fiscal Year 2018-2019 that estimates operating and maintenance, capital improvement program, debt service, reserve requirements, and other expenses of the District; and estimates revenue from all sources; and

**WHEREAS**, the General Manager presented a draft budget to the District Finance Committee on April 17, 2018 and June 5, 2018, and to the Board of Directors on May 7, 2018 and June 12, 2018 for review; and

**WHEREAS**, the Board of Directors provided direction on expenses for Fiscal Year 2018-2019, and that direction has been incorporated into the proposed budget.

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

1. Revenue estimates and appropriations by fund and department are shown in "Exhibit A", a copy of which is attached and hereby made part of this Resolution is hereby adopted.
2. Any remaining capital fund projects and encumbrances will be rolled into next fiscal year.
3. The General Manager may authorize the transfer of appropriations within and between departments so long as total appropriations are not increased within a fund.
4. The Board of Directors has the overriding authority to control the use of revenues and the appropriations of funds and therefore may modify this policy at any time. The total appropriations in any fund may not be increase expect by the Board of Directors.
5. All changes in appropriations will be authorized on a budget adjustment form. Any increase in appropriations will be authorized by the Board.

**PASSED AND ADOPTED** by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 21<sup>st</sup> day of June 2018, by the following vote:


AYES: Directors Hanschild, Souza, Uso

NOES:

ABSENT: Directors Halpin, Wadle

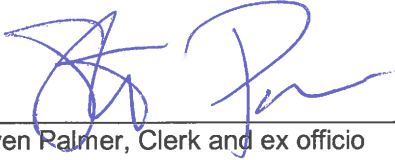
  
\_\_\_\_\_  
Londres Uso, President  
Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

ATTEST:

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

**CERTIFICATION**

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2018-36 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 21<sup>st</sup> day of June 2018.



---

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

**REPORT TO THE BOARD OF DIRECTORS**  
**BOARD MEETING OF JUNE 21, 2018**  
**Agenda Item No. 4.B.**



**AGENDA SECTION: NEW BUSINESS**

**SUBJECT: REVIEW AND APPROVE FIVE-YEAR CAPITAL IMPROVEMENT PLAN**

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

A blue ink signature of Steven Palmer, General Manager, written over the name in the "PREPARED BY" line.

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**BACKGROUND**

At the Board meeting on May 7, 2018, Staff presented a Draft Five-Year Capital Improvement Plan (CIP) for review and discussion by the District's Finance Committee and Board of Directors. On April 17, 2018 and June 5, 2018, Staff presented the Draft Five-Year Capital Improvement Plan to the District's Finance Committee for discussion and input.

The Finance Committee and the Board were supportive of the Draft CIP and its inclusion in the draft budget.

**DISCUSSION**

The Draft CIP was presented to the Board again on June 12, 2018 in conjunction with the draft operating budget. At that meeting, the Board provided direction to update the CIP to include the costs to utilize a consultant engineering project manager instead of creating an engineering manager position. This Final Draft CIP has been updated to reflect that direction.

The CIP is a five-year planning tool that identifies anticipated capital improvements and their funding sources from Fiscal Year 2018-2019 through 2022-2023 (Attachment 1). The CIP does not appropriate funds, but rather, it functions as a budgeting and planning tool which supports actual appropriations that are made through adoption of the budget. The revenues and expenditures included in the first fiscal year of this CIP are incorporated into the Fiscal Year 2018-2019 Budget. The subsequent four years are subject to change due to more detailed engineering analysis, Board direction of project priorities, updates to revenues, and changes in project costs. This is why the five-year CIP is updated annually. Table 1 summarizes the CIP projects and expenditures by fiscal year, and Table 2 summarizes the funding by fiscal year.



*Table 1 – CIP Project List*

<b>Project</b>	<b>FY18/19</b>	<b>FY19/20</b>	<b>FY20/21</b>	<b>FY21/22</b>	<b>FY22/23</b>	<b>TOTAL 2018-2023</b>
ALT Water Treatment Plant	\$ 3,502,882	--	--	--	--	\$ 3,502,882
Reservoir & Stream Gauging	\$ 208,460	--	--	--	--	\$ 208,460
Office and Corp Yard Building Roof Repairs	\$ 30,000	--	--	--	--	\$ 30,000
2017 Pavement Repair	\$ 86,250	--	--	--	--	\$ 86,250
Annual Tank Recoating	\$ 256,450	\$261,050	\$266,800	\$372,500	\$378,300	\$ 1,915,743
2016 Canal Lining	\$ 1,082,030	--	--	--	--	\$ 1,082,030
Repair Safety Walkways	\$ 30,000	--	--	--	--	\$ 30,000
2017 Manhole Sealing	\$ 10,000	--	--	--	--	\$ 10,000
Treated Water Line Replacement	\$ 379,500	--	\$396,750	--	\$412,850	\$ 1,189,100
2018 Main Canal Reliability	\$ 345,000	--	--	--	--	\$ 345,000
North Fork American River Pumping Plant	\$ 100,000	--	--	--	--	\$ 100,000
Meter Replacement	\$ 1,745,700	--	--	--	--	\$ 1,745,700
Annual Canal Lining	\$ 40,000	--	--	\$100,000	\$100,000	\$ 240,000
Wastewater Lift Station Upgrade	--	--	\$120,000	--	--	\$ 120,000
<b>Total</b>	<b>\$ 7,816,272</b>	<b>\$261,050</b>	<b>\$783,550</b>	<b>\$372,500</b>	<b>\$791,150</b>	<b>\$10,024,572</b>

*Table 2 – Funding Source*

<b>Fund</b>	<b>FY18/19</b>	<b>FY19/20</b>	<b>FY20/21</b>	<b>FY21/22</b>	<b>FY22/23</b>	<b>TOTAL 2018-2023</b>
Capital Reserve	\$ 711,160	\$261,050	\$266,800	\$372,500	\$378,300	\$1,989,860
CABY Grant	\$ 740,387	--	--	--	--	\$ 740,387
ALT Zone Fund	\$ 10,000	--	\$120,000	--	--	\$ 130,000
Capital Facility Charge	\$1,106,143	--	\$396,750	--	\$412,850	\$1,915,743
ALT WTP Reserve	\$ 328,982	--	--	--	--	\$ 328,982
SRF Loan	\$3,173,900	--	--	--	--	\$3,173,900
Loan (TBD/SRF)	\$1,745,700	--	--	--	--	\$1,745,700
Total	\$7,816,272	\$261,050	\$783,550	\$372,500	\$791,150	\$10,024,572

**FISCAL IMPACT**

The CIP consists of 14 projects, totaling approximately \$9.7 million and constrained against \$7.9 million of available funding over the next five years. CIP costs for fiscal year 2018/2019 are included in the Fiscal Year 2018/2019 Budget. All expenditures and revenues identified beyond Fiscal Year 2018/2019 have no direct fiscal impact at this time because the CIP is not a financial commitment by the Board, but rather a planning and forecasting tool.

**CEQA ASSESSMENT**

This is not a CEQA Project. Each individual project is subject to a separate CEQA review and assessment.

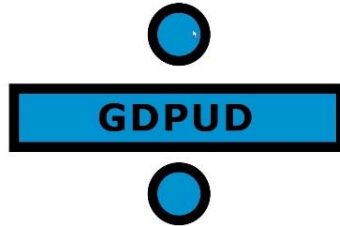
**RECOMMENDED ACTION**

Staff recommends the Board of Directors adopt a resolution approving the CIP for Fiscal Year 2018-2019 to 2022-2023.

**ATTACHMENTS**

1. Five-Year Capital Improvement Plan
2. Resolution 2018-37





# CAPITAL IMPROVEMENT PLAN 2018/2019 TO 2022/2023

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

FINAL DRAFT  
June 21, 2018

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**APPENDIX A - Project Descriptions**

## I. Introduction

Georgetown Divide Public Utility District's (District) five-year Capital Improvement Plan (CIP) is a multi-year planning instrument to guide the construction of new facilities/infrastructure; and for the expansion, rehabilitation or replacement of existing District assets. The five-year CIP is developed by Staff and adopted by the Board of Directors, then becomes the guiding document for the prioritization of projects.

The information included in the CIP is based on the current information available and updated regularly to reflect changing priorities, funding availability and project completion. A new five-year CIP will be submitted to the Board annually with recommended adjustments to project budgets, funding sources, descriptions, and/or schedules. Inclusion of a project in the CIP does not commit the District to specific expenditures or appropriations for any particular project.

The CIP includes all projects and programs expected to be undertaken during the next five fiscal years. Specific projects and related schedules are selected based upon:

- Availability of funding
- Minimizing disruptions associated with construction activity
- Board direction

Approximately \$10 million in CIP programs and projects over the next five years have been identified.

## II. Infrastructure

District infrastructure includes the water and wastewater physical structures, systems, and facilities needed to provide services to customers and for the functioning of a community and its economy. Infrastructure impacts public health, safety, and the quality of life for District customers and residents. Decisions made regarding infrastructure projects are very important because they are generally large and expensive, and the assets created will require decades of public use.

The District is responsible for maintaining the following infrastructure:

- Over 70 miles of canals
- Over 200 miles of water pipeline
- Two (2) water treatment plants
- Ten (10) water storage tanks
- Five (5) pumping stations
- Three (3) reservoirs
- Two (2) State regulated dams
- Two (2) miles of sewer pipelines
- Five (5) community wastewater disposal fields
- Corporation yard and office building

**CAPITAL IMPROVEMENT PLAN, 2018/2019 to 2022/2023**

Providing ongoing maintenance and repair, such as repairing or replacing water and wastewater piping, is vital for maintaining the condition of assets. When maintenance and repair is not fully funded, deferred maintenance and capital improvement costs increase significantly. The District has not fully funded maintenance and repair due to tight budgetary constraints and competing priorities for several years. As a result the District now has a multi-million dollar backlog in deferred maintenance of water treatment and distribution system, wastewater collection and disposal system, and District buildings and facilities. Without adequate investment, these deferred maintenance costs will increase significantly over time.

Compounding the problem, as assets continue to deteriorate, the cost of repair exponentially increases and can result in peripheral damage. For example, deferring roof replacement could later result in needing to replace the roof structural members, walls, and floor of a building.

**III. Funding Sources**

The Five-Year CIP is funded by various unrestricted and restricted funds. Unrestricted funds are free from external restrictions and can be used for any purpose, as directed by the Board. For example, the District’s General Fund is an unrestricted fund. The General Fund is primarily made up of funding from water sales, and property tax revenue. Restricted funds are legally required to be used for a specific purpose. For example, ALT Zone Funds can only be used to fund activities within the wastewater zone. Other examples of restricted funding sources include local, state, and federal grants and loans; and capital facility charges. A detailed description of the various funding sources is presented in the following table.

Funding Source	Description and Restrictions
Capital Reserve	<b>Description:</b>
	These are funds set aside at Board direction to fund capital improvements to the water system. The original source of these funds is water sales, property tax, and other General Fund revenues.
	<b>Restrictions:</b>
	These funds are not legally restricted, however they have been designated by the Board to be used to fund capital improvements to the water system.
ALT WTP Capital Reserve	<b>Description:</b>
	These are funds set aside at Board direction to fund construction of the new ALT Water Treatment Plant. The original source of these funds is water sales, property tax, and other General Fund revenues.
	<b>Restrictions:</b>
	These funds are not legally restricted, however they have been designated by the Board to be used to fund construction of the new ALT Water Treatment Plant.

CAPITAL IMPROVEMENT PLAN, 2018/2019 to 2022/2023

Funding Source	Description and Restrictions
Grant and Loan Funding	<b>Description:</b>
	Some projects are entirely or partially funded by grants, reimbursements, or loans from the State and federal government, as well as other agencies.
	<b>Restrictions:</b>
	Funding restrictions related to grant and loan funding can vary greatly, and each grant will have specific project restrictions related to the funding source.
Capital Facility Charge	<b>Description:</b>
	In 2005, the District retained Stantec to prepare a Capital Facility Charge Study, analyzing the impact of development on certain capital facilities and to calculate impact fees based on that analysis. The methods used to calculate impact fees in the study were intended to satisfy all legal requirements.
	<b>Restrictions:</b>
	By Law impact fees can only be collected to cover the impact of new development on existing infrastructure. Impact fees cannot be used to correct “existing deficiencies”. This fund is used to accumulate funds from new or proposed development to pay for Water System Capital Improvements needed to support new development.
ALT Zone	<b>Description:</b>
	These funds are collected from properties within the wastewater zone at Auburn Lake Trails subdivision.
	<b>Restrictions:</b>
	Funds collected in this fund can only be used to inspect, monitor, operate, and maintain the wastewater collection and disposal system.

**IV. Project Summary**

The CIP includes Projects that support the treatment and delivery of water throughout the District, upgrading infrastructure and improvements to existing water system; as well as collection and disposal of wastewater within the Auburn Lake Trails subdivision. The District complies with all applicable local, state and federal regulations related to water and wastewater. Funding for water projects is from water rates, property taxes bonds, grants, and development impact fees. Funding for wastewater projects is from fees collected from properties within the wastewater zone at Auburn Lake Trails subdivision. The table below summarizes the funding source for projects by fiscal year.



**CAPITAL IMPROVEMENT PLAN, 2018/2019 to 2022/2023**

<b>Fund</b>	<b>FY18/19</b>	<b>FY19/20</b>	<b>FY20/21</b>	<b>FY21/22</b>	<b>FY22/23</b>	<b>TOTAL 2018-2023</b>
Capital Reserve	\$ 711,160	\$261,050	\$266,800	\$372,500	\$378,300	\$1,989,860
CABY Grant	\$ 740,387	--	--	--	--	\$ 740,387
ALT Zone Fund	\$ 10,000	--	\$120,000	--	--	\$ 130,000
Capital Facility Charge	\$1,106,143	--	\$396,750	--	\$412,850	\$1,915,743
ALT WTP Reserve	\$ 328,982	--	--	--	--	\$ 328,982
SRF Loan	\$3,173,900	--	--	--	--	\$3,173,900
Loan (TBD/SRF)	\$1,745,700	--	--	--	--	\$1,745,700
<b>Total</b>	<b>\$7,816,272</b>	<b>\$261,050</b>	<b>\$783,550</b>	<b>\$372,500</b>	<b>\$791,150</b>	<b>\$10,024,572</b>

Capital improvement projects programmed in the 2018/2019 to 2022/2023 Capital Improvement Plan are listed below. A project is only listed if there is funding programmed during Fiscal Year 2018/19 through Fiscal Year 2022/23. Detailed project costs estimates with expenditure plans for each project listed below are included in Appendix A.

<b>Project</b>	<b>FY18/19</b>	<b>FY19/20</b>	<b>FY20/21</b>	<b>FY21/22</b>	<b>FY22/23</b>	<b>TOTAL 2018- 2023</b>
ALT Water Treatment Plant	\$ 3,502,882	--	--	--	--	\$ 3,502,882
Reservoir & Stream Gauging	\$ 208,460	--	--	--	--	\$ 208,460
Office and Corp Yard Building Roof Repairs	\$ 30,000	--	--	--	--	\$ 30,000
2017 Pavement Repair	\$ 86,250	--	--	--	--	\$ 86,250
Annual Tank Recoating	\$ 256,450	\$261,050	\$266,800	\$372,500	\$378,300	\$ 1,915,743
2016 Canal Lining	\$ 1,082,030	--	--	--	--	\$ 1,082,030
Repair Safety Walkways	\$ 30,000	--	--	--	--	\$ 30,000
2017 Manhole Sealing	\$ 10,000	--	--	--	--	\$ 10,000
Treated Water Line Replacement	\$ 379,500	--	\$396,750	--	\$412,850	\$ 1,189,100
2018 Main Canal Reliability	\$ 345,000	--	--	--	--	\$ 345,000
North Fork American River Pumping Plant	\$ 100,000	--	--	--	--	\$ 100,000
Meter Replacement	\$1,745,700	--	--	--	--	\$ 1,745,700
Annual Canal Lining	\$ 40,000	--	--	\$100,000	\$100,000	\$ 240,000
Wastewater Lift Station Upgrade	--	--	\$120,000	--	--	\$ 120,000
<b>Total</b>	<b>\$ 7,816,272</b>	<b>\$261,050</b>	<b>\$783,550</b>	<b>\$372,500</b>	<b>\$791,150</b>	<b>\$10,024,572</b>

**APPENDIX A**

Project Name: ALT Treatment Plant Replacement  
 Project Number: 907  
 Project Description: Construct new replacement water treatment plant  
 Funding Sources:

Sources	Prior Years	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)								0
Prior Reimbursements Received from EPA - 5								0
Capital Facility Charge (39) - 4								0
ALT WTP Capital Reserve (24) - 3	966,327	328,982						1,295,309
ALT Zone Fund (40)								0
ALT Tank Replacement Loans & Repair (41)								0
ALT CDS Reserve Connection (42)								0
EPA Grant (35) - 1	1,433,600							1,433,600
SRF Loan - 2	6,826,100	3,173,900						10,000,000
General Fund (10)								0
Other								0
Unfunded								0
<b>Total</b>	<b>9,226,027</b>	<b>3,502,882</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,728,909</b>

*Project Cost Estimate:*

Elements	Prior Years	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Future Years	Total
Preliminary Engineering (7020)	402,601							402,601
Environmental (7021)	49,382							49,382
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)	597,244	290,582						887,826
Construction Contract (7023)	8,100,000	3,173,900						11,273,900
Other CIP Costs (7025)	76,800	38,400						115,200
Other - TBD								0
<b>Total</b>	<b>9,226,027</b>	<b>3,502,882</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,728,909</b>

**Project Name:** Reservoir and Stream Gauging Improvements  
**Project Number:** 911  
**Project Description:** Improve gauging of direct diversions and storage as required by SB88  
**Funding Sources:**

Sources	Prior Years	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)	26,500	208,460						234,960
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)								0
ALT WTP Capital Reserve (24)								0
ALT Zone Fund (40)								0
ALT Tank Replacement Loans & Repair (41)								0
ALT CDS Reserve Connection (42)								0
Grants (EPA)								0
SRF Loan								0
General Fund (10)								0
Other (EDCWA Cost Share)								0
Unfunded								0
<b>Total</b>	<b>26,500</b>	<b>208,460</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>234,960</b>

**Project Cost Estimate:**

Elements	Prior Years	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Future Years	Total
Preliminary Engineering (7020)	8,100	8,000						16,100
Environmental (7021)		41,650						41,650
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)	2,400	33,060						35,460
Construction Contract (7023)	16,000	125,750						141,750
Other CIP Costs (7025)								0
Other - TBD								0
<b>Total</b>	<b>26,500</b>	<b>208,460</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>234,960</b>

**Project Name:** Office and Corporation Yard Roof Repair  
**Project Number:** 912  
**Project Description:** Repair roofs of the office building and shop building at the corporation yard  
**Funding Sources:**

Sources	Prior Years	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)		30,000						30,000
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)								0
ALT WTP Capital Reserve (24)								0
ALT Zone Fund (40)								0
ALT Tank Replacement Loans & Repair (41)								0
ALT CDS Reserve Connection (42)								0
Grants (EPA)								0
SRF Loan								0
General Fund (10)								0
Other (EDCWA Cost Share)								0
Unfunded								0
<b>Total</b>	0	30,000	0	0	0	0	0	30,000

**Project Cost Estimate:**

Elements	Prior Years	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Future Years	Total
Preliminary Engineering (7020)		5,000						5,000
Environmental (7021)								0
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)								0
Construction Contract (7023)		25,000						25,000
Other CIP Costs (7025)								0
Other - TBD								0
<b>Total</b>	0	30,000	0	0	0	0	0	30,000

Project Name: 2017 Pavement Repair  
 Project Number: 913  
 Project Description: Permanent repair of various temporary asphalt patches  
 Funding Sources:

Sources	Prior Years	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)	5,000	86,250						91,250
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)								0
ALT WTP Capital Reserve (24)								0
ALT Zone Fund (40)								0
ALT Tank Replacement Loans & Repair (41)								0
ALT CDS Reserve Connection (42)								0
Grants (EPA)								0
SRF Loan								0
General Fund (10)								0
Other								0
Unfunded								0
<b>Total</b>	<b>5,000</b>	<b>86,250</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>91,250</b>

*Project Cost Estimate:*

Elements	Prior Years	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Future Years	Total
Preliminary Engineering (7020)	5,000	0						5,000
Environmental (7021)								0
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)		5,000						5,000
Construction Contract (7023)		70,000						70,000
Other CIP Costs (7025)		11,250						11,250
Other - TBD								0
<b>Total</b>	<b>5,000</b>	<b>86,250</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>91,250</b>

Project Name: Annual Tank Recoating  
 Project Number: 914  
 Project Description: Recoat interior and exterior of water storage tank  
 Funding Sources:

Sources	Prior Years	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)	218,600	256,450	261,050	266,800	272,550	278,300		1,553,750
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)								0
ALT WTP Capital Reserve (24)								0
ALT Zone Fund (40)								0
ALT Tank Replacement Loans & Repair (41)								0
ALT CDS Reserve Connection (42)								0
Grants (EPA)								0
SRF Loan								0
General Fund (10)								0
Other								0
Unfunded								0
<b>Total</b>	<b>218,600</b>	<b>256,450</b>	<b>261,050</b>	<b>266,800</b>	<b>272,550</b>	<b>278,300</b>	<b>0</b>	<b>1,553,750</b>

*Project Cost Estimate:*

Elements	Prior Years	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Future Years	Total
Preliminary Engineering (7020)		0	0	0	0	0		0
Environmental (7021)								0
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)	29,400	30,000	30,000	31,000	32,000	33,000		185,400
Construction Contract (7023)	189,200	193,000	197,000	201,000	205,000	209,000		1,194,200
Other CIP Costs (7025)		33,450	34,050	34,800	35,550	36,300		174,150
Other - TBD								0
<b>Total</b>	<b>218,600</b>	<b>256,450</b>	<b>261,050</b>	<b>266,800</b>	<b>272,550</b>	<b>278,300</b>	<b>0</b>	<b>1,553,750</b>

**Project Name:** 2016 Canal and Ditch Lining  
**Project Number:** 915  
**Project Description:** Prioritized repair and lining of canals and ditches  
**Funding Sources:**

Sources	Prior Years	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Future Years	Total
CABY Grant (9)	105,507	740,387						845,894
Capital Reserve (43)								0
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)		341,643						341,643
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	30,965							30,965
Unfunded								0
<b>Total</b>	<b>136,472</b>	<b>1,082,030</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,218,502</b>

*Project Cost Estimate:*

Elements	Prior Years	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Future Years	Total
Preliminary Engineering (7020)	124,472							124,472
Environmental (7021)								0
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)								0
Construction Contract (7023)		1,031,030						1,031,030
Other CIP Costs (7025)	12,000	51,000						63,000
Other - TBD	0							0
<b>Total</b>	<b>136,472</b>	<b>1,082,030</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,218,502</b>



**Project Name:** Repair Saftey Walkways  
**Project Number:** 916  
**Project Description:** Repair and replace prioritized safety walkways thought District  
**Funding Sources:**

Sources	Prior Years	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)	30,000	30,000						60,000
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)								0
ALT WTP Capital Reserve (24)								0
ALT Zone Fund (40)								0
ALT Tank Replacement Loans & Repair (41)								0
ALT CDS Reserve Connection (42)								0
Grants (EPA)								0
SRF Loan								0
General Fund (10)								0
Other								0
Unfunded								0
<b>Total</b>	<b>30,000</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60,000</b>

**Project Cost Estimate:**

Elements	Prior Years	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Future Years	Total
Preliminary Engineering (7020)								0
Environmental (7021)								0
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)								0
Construction Contract (7023)								0
Other CIP Costs (7025)	30,000	30,000						60,000
Other - TBD								0
<b>Total</b>	<b>30,000</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60,000</b>

**Project Name:** 2017 Manhole Sealing  
**Project Number:** 917  
**Project Description:** Prioritized sealing of wastewater manholes  
**Funding Sources:**

Sources	Prior Years	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)								0
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)								0
ALT WTP Capital Reserve (24)								0
ALT Zone Fund (40)								0
ALT Tank Replacement Loans & Repair (41)								0
ALT CDS Reserve Connection (42)		10,000						10,000
Grants (EPA)								0
SRF Loan								0
General Fund (10)								0
Other								0
Unfunded								0
<b>Total</b>	0	10,000	0	0	0	0	0	10,000

**Project Cost Estimate:**

Elements	Prior Years	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Future Years	Total
Preliminary Engineering (7020)								0
Environmental (7021)								0
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)								0
Construction Contract (7023)		10,000						10,000
Other CIP Costs (7025)								0
Other - TBD								0
<b>Total</b>	0	10,000	0	0	0	0	0	10,000

**Project Name:** 2018 Treated Water Line Replacement/Rehab  
**Project Number:**  
**Project Description:** Prioritized replacement or rehabilitation of treated water lines  
**Funding Sources:**

Sources	Prior Years	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)								0
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)		379,500		396,750		412,850		1,189,100
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	379,500	0	396,750	0	412,850	0	1,189,100

*Project Cost Estimate:*

Elements	Prior Years	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	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>	0	379,500	0	396,750	0	412,850	0	1,189,100

**Project Name:** 2018 Main Canal Reliability  
**Project Number:**  
**Project Description:** Prioritized repair and lining of Main Canal  
**Funding Sources:**

Sources	Prior Years	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)								0
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)		345,000						345,000
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	345,000	0	0	0	0	0	345,000

*Project Cost Estimate:*

Elements	Prior Years	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Future Years	Total
Preliminary Engineering (7020)		54,000						54,000
Environmental (7021)								0
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)		30,000						30,000
Construction Contract (7023)		216,000						216,000
Other CIP Costs (7025)		45,000						45,000
Other - TBD								0
<b>Total</b>	0	345,000	0	0	0	0	0	345,000

**Project Name:** North Fork American River Pumping Plant Evaluation  
**Project Number:**  
**Project Description:** Construct infrastructure needed to draw water from NF American River  
**Funding Sources:**

Sources	Prior Years	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)		100,000						100,000
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)								0
ALT WTP Capital Reserve (24)								0
ALT Zone Fund (40)								0
ALT Tank Replacement Loans & Repair (41)								0
ALT CDS Reserve Connection (42)								0
Grants (EPA)								0
SRF Loan								0
General Fund (10)								0
Other (EDCWA Cost Share)								0
Unfunded							28,500,000	28,500,000
<b>Total</b>	0	100,000	0	0	0	0	28,500,000	28,600,000

**Project Cost Estimate:**

Elements	Prior Years	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Future Years	Total
Preliminary Engineering (7020)		100,000					1,900,000	2,000,000
Environmental (7021)							1,000,000	1,000,000
Land/ROW Acquisition (7022)							5,000,000	5,000,000
Construction Engineering (7024)							1,500,000	1,500,000
Construction Contract (7023)							19,100,000	19,100,000
Other CIP Costs (7025)								0
Other - TBD								0
<b>Total</b>	0	100,000	0	0	0	0	28,500,000	28,600,000

**Project Name:** Automated Meter Reading and Meter Replacement Project

**Project Number:**

**Project Description:** Replace meters and install automated meter reading hardware and software

*Funding Sources:*

Sources	Prior Years	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)								0
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)								0
ALT WTP Capital Reserve (24)								0
ALT Zone Fund (40)								0
ALT Tank Replacement Loans & Repair (41)								0
ALT CDS Reserve Connection (42)								0
Grants (EPA)								0
SRF Loan								0
General Fund (10)								0
Other								0
Unfunded		1,745,700						1,745,700
<b>Total</b>	0	1,745,700	0	0	0	0	0	1,745,700

*Project Cost Estimate:*

Elements	Prior Years	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Future Years	Total
Preliminary Engineering (7020)								0
Environmental (7021)								0
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)		187,000						187,000
Construction Contract (7023)		1,417,000						1,417,000
Other CIP Costs (7025)		141,700						141,700
Other - TBD								0
<b>Total</b>	0	1,745,700	0	0	0	0	0	1,745,700

**Project Name:** Annual Canal Lining  
**Project Number:**  
**Project Description:** Prioritized repair and lining of canals and ditches  
**Funding Sources:**

Sources	Prior Years	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)			0	0	100,000	100,000		200,000
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)		40,000						40,000
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>	<b>0</b>	<b>40,000</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>100,000</b>	<b>0</b>	<b>240,000</b>

**Project Cost Estimate:**

Elements	Prior Years	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Future Years	Total
Preliminary Engineering (7020)								0
Environmental (7021)								0
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)								0
Construction Contract (7023)		40,000			100,000	100,000		240,000
Other CIP Costs (7025)								0
Other - TBD								0
<b>Total</b>	<b>0</b>	<b>40,000</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>100,000</b>	<b>0</b>	<b>240,000</b>

**Project Name:** Wastewater Lift Station Upgrade

**Project Number:**

**Project Description:** Upgrade wastewater lift station by replacing worn out components & structure

*Funding Sources:*

Sources	Prior Years	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)								0
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)								0
ALT WTP Capital Reserve (24)								0
ALT Zone Fund (40)								0
ALT Tank Replacement Loans & Repair (41)								0
ALT CDS Reserve Connection (42)				120,000				120,000
Grants (EPA)								0
SRF Loan								0
General Fund (10)								0
Other								0
Unfunded								0
<b>Total</b>	0	0	0	120,000	0	0	0	120,000

*Project Cost Estimate:*

Elements	Prior Years	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Future Years	Total
Preliminary Engineering (7020)				12,000				12,000
Environmental (7021)								0
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)				6,000				6,000
Construction Contract (7023)				102,000				102,000
Other CIP Costs (7025)								0
Other - TBD								0
<b>Total</b>	0	0	0	120,000	0	0	0	120,000



**RESOLUTION NO. 2018-37  
OF THE BOARD OF DIRECTORS OF THE  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**

**APPROVING THE 5-YEAR CAPITAL IMPROVEMENT PLAN FOR FISCAL YEARS  
2018/2019 to 2022/2023**

**WHEREAS**, the General Manager has submitted the Capital Improvement Plan for Fiscal Year 2018/2019 to Fiscal Year 2022/2023 (CIP) to the GDPUD Finance Committee and Board of Directors; and

**WHEREAS**, the CIP was prepared in accordance with the Board of Director's goals, and budget assumptions and policies; and

**WHEREAS**, the CIP is consistent with the Fiscal Year 2018/2019 budget; and

**WHEREAS**, the GDPUD Finance Committee reviewed and approved the CIP at their meeting on June 5, 2018.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT** the Capital Improvement Plan for Fiscal Years 2018/2019 to 2022/2023 is approved:

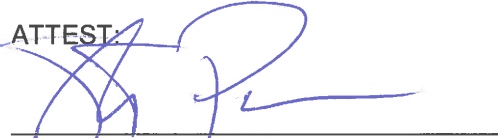
**PASSED AND ADOPTED** by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 21<sup>st</sup> day of June 2018, by the following vote:

AYES: Directors Hanschild, Souza, Uso

NOES:

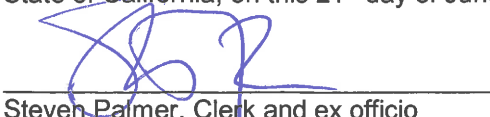
ABSENT: Directors Halpin, Wadle

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

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

**CERTIFICATION**

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2018-37 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 21<sup>st</sup> day of June 2018.

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