

**AGENDA**  
**SPECIAL MEETING**  
**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS**  
**6425 MAIN STREET, GEORGETOWN, CA 95634**  
**WEDNESDAY, DECEMBER 13, 2017**  
**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. CONSENT CALENDAR**

**A. Development Impact Fee Annual Report**

**Possible Board Action:** Adopt Resolution 2017-31 Approving the Development Impact Fee Report.

**5. NEW BUSINESS**

**A. APPOINT NEW DIRECTOR TO FILL VACANCY ON THE BOARD**

**Possible Board Action:** Adopt Resolution appointing new director to fill vacancy on the Board.

**B. LOW-INCOME ASSISTANCE PROGRAM**

**Possible Board Action:** Adopt Resolution adopting policy for a Low-Income Assistance Program.

**6. ADJOURN TO CLOSED SESSION**

**A. CONFERENCE WITH LEGAL COUNSEL--LABOR NEGOTIATION**

(Pursuant to Government Code Section 54954.5(f) and Government Code 54957.6)

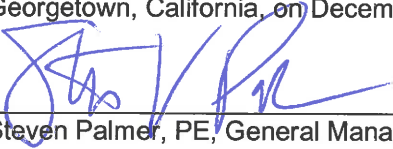
District Representatives: General Manager Steven Palmer; District General Counsel

Employee Organization: International Union of Operating Engineers Stationary Engineers, Local No. 39

7. **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.

8. **NEXT MEETING DATE AND ADJOURNMENT** – Next regular meeting is January 9, 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 December 11, 2017.

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

12/12/17  
\_\_\_\_\_  
Date

**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF DECEMBER 13, 2017  
AGENDA ITEM NO. 4A**



**AGENDA SECTION: CONSENT CALENDAR**

**SUBJECT: FY 2016-17 AB 1600 DEVELOPMENT IMPACT FEE REPORT**

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

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**BACKGROUND**

Assembly Bill 1600 passed by the California State Legislature and put in effect January 1, 1989 was codified in Government Code §66000 *et seq.* *The California Mitigation Fee Act*. The Mitigation Fee Act imposes accounting and reporting requirements governing the collection of Development Impact Fees. Development Impact Fees are defined as fees charged to cover the impact of new development on existing infrastructure.

In 2005, the District retained the services of Stantec to prepare a Capital Facility Charge Study, analyzing the impact of development on certain capital facilities and to calculate impact fees based on their findings. Stantec finalized their report in March 2007, and the District passed and adopted Ordinance No. 07-01 on April 10, 2007. On July 1, 2007, the authorized Capital Facility Connection Fee and Capacity Charge fee went in to effect.

The District currently charges connection fees for treated and untreated water in the amount of \$9,200 and \$2,000, respectively. To date, these fees have accumulated in the Capital Facility Charges Fund to be appropriated at a future date to cover the cost of infrastructure developments that are described in Exhibit A of the Stantec Capital Facility Charge Study.

The Mitigation Fee Act requires the District to perform annual reporting, and five-year reporting, to account for the Development Impact Fees that have been collected, expended, and which remain unexpended. The annual reporting requirements (Gov. Code § 66006) require the District to make available to the public information regarding its Development Impact Fee funds, such as (1) a brief description of each type of impact fee collected; (2) the amount of the fee; (3) the beginning and ending balance of the account or fund; (4) the amount of the fees collected and the interest earned; (5) identification of the public facilities in which fees were expended, including the percentage of the cost of each public facility that was funded with impact fees.

**Five-Year Reporting Requirements:**

In addition, Government Code § 66001 requires the District to make findings with respect to funds that remain unexpended, in order to demonstrate how the fees will be utilized towards their intended purpose and to estimate the approximate date on which the anticipated funding is expected to be deposited into the appropriate account or fund.

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**DISCUSSION**

In order to meet the annual reporting requirements, the District has prepared the attached Development Impact Fee Report for the fiscal year ended June 30, 2017 (Attachment 2). Pursuant to the requirements within State Law, this report is being presented to the Board of Directors for review at a regularly scheduled public meeting no fewer than 15 days after the information was made available to the public.

State Law also requires periodic review of balances held in excess of five years. In the event that any fees remain unexpended and unencumbered for more than five years, the District may retain the fees if the Board adopts certain findings which substantiate the need for retaining such funds.

As of June 30, 2017, the following Fund Account hold funds in excess of five years:

Capital Facility Charges Fund	\$1,547,268
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The funds being accumulated in the Capital Facility Charges Fund are to be used for Water System Capital Improvements needed to support new development. These funds are to be the use for the projects identified in the 2007 Stantec Capital Facility Charge Study, such as lining earthen canals/ditches with concrete, and replacing water distribution mains. The pace of new development within the District is slow and it takes several years to accumulate enough revenue to fund projects from the Capital Facility Charges Fund. Additionally, since the Capital Facility Charge can only fund new development's share of projects, the District must provide most of the funding for these projects from other sources of revenue. The District relies on water rates, property tax, and grants to fund the portions of the project that are not attributable to new development. Presently, there are not sufficient funds available from other sources to commence the projects.

**FISCAL IMPACT**

The Mitigation Fee Act requires that Impact Fees be maintained in special, restricted accounts to be used for their intended purpose. The finding by the Board to commit funds in the amount of \$1,547,268 from the Capital Facility Charges Fund to various applicable capital improvement projects would support current and future capital outlay endeavors identified in the 2007 Stantec Capital Facility Charge Study.

**RECOMMENDED ACTION**

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) adopt the finding that the present funds collected in excess of five years are to be used in the projects noted in the 2007 Stantec Capital Facility Charge Study, and adopt the attached Resolution 2017-31 approving the FY 2016-17 Development Impact Fee Report.

**ATTACHMENTS**

1. Resolution 2017-31
2. FY 2016-17 Development Impact Fee Report

**RESOLUTION NO. 2017-31  
OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
APPROVING THE DEVELOPMENT IMPACT FEE REPORT FOR THE YEAR ENDED  
JUNE 30, 2017 AND FINDINGS FOR FUNDS HELD IN EXCESS OF FIVE YEARS IN  
THE CAPITAL FACILITY CHARGE FUND**

**WHEREAS**, development impact fee expenditures for the year ended June 30, 2017 is required by Section 66000 et seq. to the Government Code, commonly known as AB1600. Section 66000 and following, imposes certain accounting and reporting requirements on local agencies that collect development fees.

**WHEREAS**, the attached AB 1600 report is designed to ensure that the District complies with the accounting and reporting requirements of the Section 66000 et seq. to the Government Code; and

**WHEREAS**, the Capital Facility Fees are imposed pursuant to Georgetown Divide Public Utility District Ordinance No. 07-01 on April 10, 2007; and

**WHEREAS**, the District has collected fees in the Capital Facility Charges Fund as authorized by the Ordinance; and

**WHEREAS**, at the end of fiscal year 2016-17, the Capital Facility Charges Fund contained the sum of \$1,700,902 representing fees collected and interest accrued thereon; and

**WHEREAS**, Government Code section 66001 (d) provides that the City must, on a five-year basis, make certain findings with respect to unexpended fees; and

**WHEREAS**, at the end of fiscal year 2016-17, the Capital Facility Charges Fund is holding funds in excess of five years in the amount of \$1,547,268.

**NOW THEREFORE, GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT FINDS:**

1. The funds in the Capital Facility Charges Fund will be used for capital improvement projects identified in the 2007 Stantec Capital Facility Charge Study. The District's Capital Improvement Plan was completed June 29, 2017. However, the Capital Improvement Plan needs general updating to include projects identified in aforementioned study.
2. The purpose of the fee is for the cost of new treated and untreated water infrastructure developments on existing infrastructure. Costs include those related to study, design, construction and general administration.
3. Therefore, a reasonable relationship exists between the use of these funds and the purpose for which the fees in the Capital Facility Charges Fund were collected.
4. The attached AB 1600 report meets the requirements of Section 66000 et seq. to the Government Code and is accepted by the Board of Directors.

**PASSED AND ADOPTED** by the Board of Directors of the Georgetown Divide Public Utilities District at a meeting of said Board held on the 13th day of December, 2017, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

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

ATTEST:

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

#### CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2017-31 duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on the 13th day of December 2017.

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

**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**  
**AB1600 Development Impact Fee Report**  
*Capital Facility Connection Fee*  
 Fiscal Year Ended June 30, 2017

	Fiscal Year <u>2016-17</u>
Beginning Balance	\$ 1,641,898
Impact Fee	50,900
Interest	8,105
Non AB1600 Interest	
Revenue Other Agencies	
Other Revenue	
Transfers In	
Other Expenses	-
AB1600 Expenses	
Developer Reimb	
AB1600 Trans Out	
Total Ending Balance	\$ 1,700,902

**Capital Facility Connection Fee description**

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District Ordinance 07-01 established the Capital Facility Charge Fund to accumulate revenues from water connection fees. Article 4 Section B of the aforementioned ordinance states the use of these funds are to finance capital improvements due to the impact of increased capacity from additional connections to the current water systems.

**Fee schedule**

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<i>Capital Facility Connection Fee</i>	
Untreated Water Connection Fee	\$2,000
Treated Water Connection Fee	
5/8 - 3/4 inch meter	\$9,200
1 inch meter	\$22,575
1 1/2 inch meter	\$45,148
2 inch meter	\$72,239

**Scheduled projects**

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Capital improvement projects are identified in the 2007 Stantec Capital Facility Charge Study. At this time there are not sufficient funds to commence construction on the schedule of projects as detailed in the Santec report.

**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF DECEMBER 13, 2017  
AGENDA ITEM NO. 5A**



**AGENDA SECTION: NEW BUSINESS**

**SUBJECT: APPOINTMENT TO FILL ONE (1) VACANCY ON THE BOARD OF DIRECTORS**

**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 of the General Manager in the "APPROVED BY" line.

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**BACKGROUND**

On October 17, 2017, Director Carl Hoelscher notified the General Manager in writing that he has moved out of the boundaries of the Georgetown Divide Public Utility District (District) and resigned from his position on the Board of Directors. This was effective on Tuesday, October 17, 2017 at 4:00 pm. Director Hoelscher's term was to continue through December 7, 2018; thereby leaving the seat vacant for approximately 14 months.

Pursuant to Public Utilities Code section 16003, vacancies on the board of directors are governed by Government Code section 1780, which requires the District to notify the county elections official of the vacancy no later than 15 days after the effective date of the vacancy, which was Wednesday, November 1, 2017. The District notified the elections official of the vacancy on Tuesday, October 31, 2017.

The State Code allows the remaining Board members to either appoint or call an election to fill the vacancy. The newly appointed/elected Board member would serve until the end of Director Hoelscher's term on December 7, 2018.

At the November 14, 2017 Board meeting, the Board directed the General Manager to proceed with the legally required process to appoint a new Director. As required by Government Code section 1780, the District posted a notice of the vacancy in three or more conspicuous places in the District at least 15 days before the Board makes the appointment. The notice was posted and emailed to the District email list on November 17, 2017. The notice directed those interested in serving to submit a letter of interest to the General Manager prior to noon on Monday, December 4, 2017.

Appointment of a new Director needs to be made within 60 days after the effective date of the vacancy, which is Monday, December 18, 2017.



**DISCUSSION**

Four (4) letters of interest were received at the District Office prior to noon on Monday December 4, 2017. Interviews with the ad hoc committee occurred on Friday, December 8, between 10:00 am and 12:30 pm. Letters of interest were received from the following individuals, and all four (4) were interviewed by the ad hoc committee: Bob Diekon, Ray Griffiths, Mae Harms, and Dave Sousa.

The ad hoc committee will recommend one of the four candidates for appointment to the Board. The Board may accept the ad hoc committee's recommendation and appoint the recommended candidate, or the Board may elect to appoint a different candidate.

**FISCAL IMPACT**

There is no fiscal impact to appointing a Director to the vacant seat.

**CEQA ASSESSMENT**

Not a CEQA project.

**RECOMMENDED ACTION**

The General Manager recommends that the Board adopt the attached resolution making an appointment to fill the vacant Director position.

**ATTACHMENTS**

1. Resolution

**RESOLUTION NO. 2017-32**

**A RESOLUTION APPOINTING A CANDIDATE TO FILL ONE (1) VACANCY ON  
THE BOARD OF DIRECTORS**

**WHEREAS**, Director Carl Hoelscher resigned from his position on the Board of Directors, effective at 4:00 pm on Tuesday, October 17, 2017; and

**WHEREAS**, Carl Hoelscher's term was to continue through December 7, 2018; and

**WHEREAS**, as required by Public Utility Code Section 16003 and Government Code Section 1780, the District notified the county elections official of the vacancy on October 31, 2017, within 15 days of the effective date of Director Hoelscher's resignation; and

**WHEREAS**, the Government Code allows the remaining Board members to either appoint or call an election to fill the vacancy; and

**WHEREAS**, on November 14, 2017 the Board, by motion action, directed the General Manager to proceed with the legally required process to appoint a new Director; and

**WHEREAS**, notice of the vacancy was posted and delivered to interested parties on November 17, 2017; and

**WHEREAS**, letters of interest were received from four (4) candidates (Bob Diekon, Ray Griffiths, Mae Harms, and Dave Sousa) and they were all interviewed by the ad hoc committee consisting of Board President Lon Uso and Director Dane Wadle on December 8, 2017; and

**WHEREAS**, the ad hoc committee presented its recommendation to the Board at the meeting on December 13, 2017.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that \_\_\_\_\_ is appointed to the vacant Board of Director position to serve the remainder of the current term which ends on December 7, 2018.

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

AYES:

NOES:

ABSENT:

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

ATTEST:

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

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2017-32, duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on the 13<sup>th</sup> day of December 2017.

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

**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF DECEMBER 13, 2017  
AGENDA ITEM NO. 5B**



**AGENDA SECTION: NEW BUSINESS**

**SUBJECT: PROVIDE DIRECTION ON POLICY FOR A LOW-INCOME RATE ASSISTANCE PROGRAM FOR TREATED WATER RATES WITH A SOURCE OF FUNDING OTHER THAN WATER RATES**

**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**

At previous meetings, the Board has expressed interest in developing a program to provide discounts to treated water customers that have difficulties in paying their water bills each month. At the February 2017 meeting, the Board directed Staff to pursue partnering with a local non-profit to establish a mechanism for District employees to make voluntary contributions to a local non-profit fund dedicated to helping customers pay their water bills. The non-profit was to administer and manage the program, with the District only committing to provide employees with the option to make a voluntary contribution via payroll deduction. This program has not yet been implemented.

The concept of low-income discounts and a low-income rate assistance program (LIRA) was also raised during rate study presentations to the Finance Committee and the Board on April 25, 2017, and May 8, 2017, respectively. At these meetings, the Finance Committee and Board both recommended that if the District developed a LIRA program that the District should minimize the Staff time required to administer the program.

The General Manager requested direction from the Board regarding developing a policy for a LIRA at the August 8, 2017 Board meeting. At that time, the General Manager presented a discussion of other agencies that have a LIRA, and included an assessment of the number of customers that might be able to qualify for the program. The direction received from the Board at that time was to utilize voluntary donations for the program.

Since that time, new increased water rates have been proposed. At the October 24, 2017 Board meeting regarding rates, the Board directed Staff to assume that \$35,000 of property tax revenue would be budgeted for a future LIRA. The Board further directed the General Manager to bring a LIRA policy for Board action at a future meeting.

One additional nuance to a District LIRA is that the State of California Water Resources Control Board (State) is developing guidelines for a Statewide LIRA. This statewide program is required by AB401, and is still being developed. The State has presented several scenarios for public comment, and a final report is due to the legislature in early 2018. Implementation would take additional time after that, and additional details are not clear. It is possible that the District may be subject to the new State program in lieu of its' own LIRA program.

**DISCUSSION**

Other LIRA Programs

The August 8, 2017 Staff Report provided a discussion and results from the General Manager's survey of other local water agencies LIRA Programs. The results are summarized below.

<b>Agency</b>	<b>LIRA</b>	<b>Source</b>	<b>Notes</b>
California Water Service	Yes	Donations	Accepts various recognized low-income programs. Discount of 50% of monthly base charge.
EID	Yes	Donations	One time catastrophic
NID	No	--	--
PCWA	No	--	--
City of Roseville	No	--	--
City of Sacramento	Yes	General Fund (Utility User Tax)	SMUD EAP guidelines, Approx. \$300,000 per year
San Juan Water	No	--	--

The City of Sacramento and California Water Service LIRA Program income limits are the same as the United States Department of Health and Human Services (HHS) poverty guidelines of 200% of poverty level. These income limits are also the same for the Pacific Gas & Electric (PG&E) California Alternate Rates for Energy Program (CARE), which are shown in the table below.

<b>Number of Persons in Household</b>	<b>Total Gross Annual Household Income</b>
1-2	\$ 32,840
3	\$ 40,840
4	\$ 49,200
5	\$ 57,560
6	\$ 65,920
7	\$ 74,280
8	\$ 82,640
9	\$ 91,000
10	\$ 99,360
Each additional person	\$ 8,360

Water Affordability and Poverty

According to estimates from the United States Census Bureau, the annual median household income in El Dorado County in 2015 was \$69,584, with 2.69 residents per household. The same data source also indicates that 9.1% of El Dorado County residents are in poverty.

The District encompasses two Census Designated Places (CDP) with available data from the 2011-2015 American Community Survey 5-Year Estimates. The CDPs are Auburn Lake Trails and Georgetown. The data shows that Auburn Lake Trails CDP has a median household income of \$100,875 and 2.0% of residents below the poverty level, and Georgetown CDP has a median household income of \$44,241 and 13.5% of residents below the poverty level. A review of the data indicates that roughly 544 households within these two CDPs are below the annual income limit for a two (2) person household used by PG&E and the agencies surveyed in this report. This equates to 24% of the households surveyed.

Water affordability is typically measured as a percentage of median household income. The California Department of Health Services defines water affordability as 1.5% of annual median household income and the United States Environmental Protection Agency considers the threshold to be 2-2.5% for water. Households paying more than this amount are considered to be paying an unaffordable amount for water service. Current District residential water rates are \$38.65 per month, or \$77.30 for two months and 2,000 cubic feet of water. For a similar sized meter, the first year of proposed new water rates for two months and 2,000 cubic feet of water would be \$139.98. The table below summarizes the current and proposed affordability of 2,000 cubic feet of water.

Area	Current Water Bill Percentage of Median Household Income	Proposed Year 1 Water Bill Percentage of Median Household Income
El Dorado County	0.67%	1.21%
Auburn Lake Trails CDP	0.46%	0.83%
Georgetown CDP	1.05%	1.90%
GDPUD (RCAC)	0.99%	1.80%

The California Department of Housing and Community Development (HCD) also publishes guidelines for determining if a household is in poverty. Their guidelines for El Dorado County are summarized below.

Income Category	Persons in Household							
	1	2	3	4	5	6	7	8
Extremely Low	16,000	18,300	20,600	24,600	28,780	32,960	37,140	41,320
Very Low	26,650	30,450	34,250	38,050	41,100	44,150	47,200	50,250
Low	42,650	48,750	54,850	60,900	65,800	70,650	75,550	80,400

Using the ACS data, the assumption can be made that up to 24% of households within the District might qualify for assistance. Based on 3,486 active single family residential accounts and 10 multi-family residential accounts (94 households) representing a total of 3,580 households, this equates to 859 households which could qualify for a LIRA program. The annual fiscal impact of various levels of assistance is summarized below. These annual amounts are based on the proposed fixed rate of \$58.81 for two months.

<b>Percent Discount</b>	<b>Bi-Monthly Discount per Household</b>	<b>Annual Discount per Household</b>	<b>Total Annual Discount Program Budget</b>
10%	\$ 5.88	\$ 35.28	\$ 30,306
20%	\$ 11.76	\$ 70.56	\$ 60,612
30%	\$ 17.64	\$ 105.84	\$ 90,926
40%	\$ 23.52	\$ 141.12	\$ 121,223
50%	\$ 29.41	\$ 176.46	\$ 151,580

*Proposed Policy*

At this point, Board direction has been to set aside \$35,000 for a LIRA program. According to the analysis in this report, this would fund an 11.5% discount for 859 households each year. Based on research performed by the General Manager into other LIRA programs run by the Cities of Sacramento and Long Beach, it is unlikely that all 859 households will participate in the program and it is more likely that only half of the qualifying households will participate. For that reason, a higher subsidy may be appropriate and the General Manager recommends starting the LIRA with a discount of 25%. This discount amount and the amount budgeted from property tax revenue will be evaluated by the Board quarterly. The PG&E CARE rate program appears to have a much higher participation rate than those reported by water agencies. The State's Low-Income Oversight Board ([www.liob.org](http://www.liob.org)) reports that the 90% of eligible households are enrolled in the PG&E CARE rate program, and that about 30% of PG&E customers participate.

A proposed LIRA policy is included as Attachment 3. The policy includes the following elements:

- Must be a treated water customer.
- Customer must meet HCD or PG&E income guidelines for very low income, or extremely low-income households in El Dorado County; whichever is higher.
- Customer must live at the residence at which the discount applies.
- Customer must be a residential customer.
- Customers will receive a 25% discount off the base rate for water services, not including the supplemental charge.
- The maximum property tax subsidy in Fiscal Year 2017/18 will be \$35,000. Future maximum annual amounts will be determined as part of the annual budget process.
- Customers may apply at any time and must reapply annually each year.
- Customers will be enrolled into the program on a first come, first served basis until the annual budget amount is reached.
- Outreach will be conducted through bill inserts, brochures, website, email, social media, community presentations, etc.

Alternative to Proposed Policy

The key variable affecting the success of this program is the number of eligible customers that participate. Since this is a new program for the District, we have very little data to help estimate the number of participants, and it is difficult to establish an amount to budget for this program. The percent discount rate is completely at the discretion of the Board and can be adjusted based on the amount that the Board budgets to the program each year. As an alternative to establishing the discount percentage, the District could allocate the amount budgeted each year evenly among qualified applicants. The following elements of the proposed LIRA in Attachment 3 would need to change:

- Instead of accepting applicants year-round, applications would only be accepted during a specific time of year, immediately after the annual budget is adopted.
- Any applications received after the deadline would be placed on a waitlist until the next application period.
- A maximum percentage discount would need to be established.
- Instead of a percentage discount, customers would receive a defined discount amount that is the annual amount budgeted for discount divided by the number of qualified applicants.

**FISCAL IMPACT**

Due to restrictions imposed by Proposition 218, LIRA Programs cannot be funded by water rate revenues. They must be funded by other revenue sources such as property tax, hydroelectric revenue, SMUD revenue, lease revenue, or voluntary contributions.

Fiscal Year 2017-2018 budget does not include any funding for a LIRA Program. At this point, Board direction has been to set aside \$35,000 for a LIRA program. The budget would need to be amended to set aside an amount to fund the LIRA.

**CEQA ASSESSMENT**

Not a CEA project.

**RECOMMENDED ACTION**

The General Manager recommends that the Board adopt the attached resolution adopting the Low-Income Rate Assistance Program policy.

**ATTACHMENTS**

1. City of Sacramento LIRA
2. California Water Service LIRA
3. Low Income Rate Assistance Program Policy
4. Resolution



# SACRAMENTO UTILITY RATE ASSISTANCE

GDPUD Special Board Meeting of  
12/13/2017, Agenda Item 5B,  
Attachment #1



## SAVE MONEY on your utility bill

The City of Sacramento offers a rate assistance program. If you are an income-eligible customer, you can get a monthly credit on your **water, sewer and garbage bill**. Your total annual savings can add up to over \$180 a year depending on the services you receive. Apply today!

### Does your household qualify?

If you answer yes to the statements below, you qualify for the Sacramento Utility Rate Assistance Program.

- Yes, I pay the City of Sacramento for water, sewer and garbage services **AND**
- Yes, I live at the property that receives these services and the City of Sacramento utility bill is in my name **AND**
- A** Yes, I participate in SMUD's Energy Assistance Program Rate **OR**
  - B** My household meets the income eligibility requirements (see back of page)

### Declaration and Signature

- I will notify the City of Sacramento if I no longer qualify to receive the Sacramento Utility Rate Assistance credit on my water, sewer and garbage bill.
- I understand the City of Sacramento may share my information with municipal, state or federal agencies or other utilities to enroll me in their rate assistance programs.

I certify, under penalty of perjury, that the information on this application is true and correct.

Signature \_\_\_\_\_  
(Person whose name is on the City of Sacramento water, sewer and garbage bill.)

Date \_\_\_\_\_

INTERNAL USE ONLY

APPROVED  DENIED DENIAL REASON: \_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_ PROCESSED BY: \_\_\_\_\_

# SACRAMENTO UTILITY RATE ASSISTANCE APPLICATION

Skip this page if you participate in SMUD's Energy Assistance Program Rate. Otherwise, if you meet the income eligibility requirements, complete this page, sign the Declaration and Signature and return application.

## Customer Information

First name	Last name	Account #
Property address		Telephone

## Household Income Sources

Fill in all sources of household income. All monthly income sources must add up to the total household gross income. Attach copies of income documentation for all household members. Do not provide originals.\*

**Total # of adults (18 or older) in your household:** \_\_\_\_\_

**Total # of children in your household:** \_\_\_\_\_

## Income Eligibility Requirements

Persons in Household	Monthly Income	Annual Income
1-2	\$2,706	\$32,480
3	\$3,403	\$40,840
4	\$4,100	\$49,200
5	\$4,796	\$57,560
6	\$5,493	\$65,920
7	\$6,190	\$74,280
8	\$6,886	\$82,640
Each Additional Member	\$696	\$8,360

Wages (4 weeks of paystubs within past 2 months) \$ \_\_\_\_\_

Child support ..... \_\_\_\_\_

Spousal/alimony support..... \_\_\_\_\_

Retirement/pensions..... \_\_\_\_\_

SSI/SSDI/SSA..... \_\_\_\_\_

Unemployment compensations (pay slip)..... \_\_\_\_\_

Disability ..... \_\_\_\_\_

Veterans benefits ..... \_\_\_\_\_

CalWORKS (cash aid) ..... \_\_\_\_\_

CalFresh (food stamps) ..... \_\_\_\_\_

TANF (AFDC)..... \_\_\_\_\_

Self employment income (include Schedule C). \_\_\_\_\_

Rental income (include Schedule E). ..... \_\_\_\_\_

Other income (cash, stocks/bonds, IRA/annuities, any aid for living expenses)..... + \_\_\_\_\_

**If you have questions or need help completing your application, please call 916-808-5454.**

\* A current 1040, Pages 1 and 2, must be included as part of income documentation for each adult. If a household adult has no income, contact customer service for a zero income form to submit.

**Total monthly GROSS income before deductions for everyone in your household. \$ \_\_\_\_\_**  
**Compare total to chart on the left to see if you qualify. Once completed, sign the Declaration and Signature.**

**Mail your application and documentation to:**  
**City of Sacramento, Department of Utilities**  
**Sacramento Utility Rate Assistance**  
**1395 35th Avenue**  
**Sacramento, CA 95822**

## Declaration and Signature

- I will notify the City of Sacramento if I no longer qualify to receive the Sacramento Utility Rate Assistance credit on my water, sewer and garbage bill.
- I understand the City of Sacramento may share my information with municipal, state or federal agencies or other utilities to enroll me in their rate assistance programs.

I certify, under penalty of perjury, that the information on this application is true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Person whose name is on the City of Sacramento water, sewer and garbage bill.)



916-808-5454 Español | 中文 | Tagalog | Tiếng Việt | Hmoob | Русский

INTERNAL USE ONLY  
 APPROVED  DENIED DENIAL REASON: \_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_ PROCESSED BY: \_\_\_\_\_



**Low-Income Rate Assistance (LIRA) Program Application**

At California Water Service (Cal Water), we care about our customers. We are pleased to offer our Low-Income Rate Assistance (LIRA) program to those who meet the income guidelines below or participate in other assistance programs listed. The California Public Utilities Commission (CPUC) has approved LIRA for Cal Water's residential customers throughout California. Qualifying customers receive a fixed monthly discount equal to 50% of the 5/8 x 3/4-inch meter service charge.

If you qualify for this discount, please complete the application below and return to: California Water Service, Attn: Customer Service Department, 1720 North First Street, San Jose, CA 95112.

**New and existing LIRA applicants:**  
Please complete this form and return it to Cal Water at the address above. LIRA is not retroactive; customers who qualify will begin receiving the discount in the month after application is received.

**Note to existing LIRA customers:**  
We are asking you to complete this form because California law requires that customers who currently receive the LIRA discount periodically certify that they still qualify for the discount.

For questions, please e-mail [LIRA@calwater.com](mailto:LIRA@calwater.com) or call toll-free 1-877-419-1701.

**Program qualifications:**

- The Cal Water bill must be in your name.
- You must live at the address where the discount will be received.
- Your household must meet the income guidelines listed below **OR** someone in your household must be enrolled in one of the public assistance programs described below.
- You must notify Cal Water if your household no longer qualifies for the LIRA discount.
- Following enrollment, you may be required to provide proof of eligibility.
- You are required to recertify your eligibility every two years (four years if you can prove handicapped/elderly (62+) status).

**1 CALIFORNIA WATER SERVICE CUSTOMER INFORMATION** (please type or print)

New LIRA applicant       Existing LIRA customer

Customer Account Number: (Located on front page of your Cal Water bill)

Name \_\_\_\_\_ E-mail \_\_\_\_\_  
As it appears on your water bill

Service Address \_\_\_\_\_ City \_\_\_\_\_ CA Zip Code \_\_\_\_\_  
Do NOT use a P.O. Box

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ CA Zip Code \_\_\_\_\_  
If different from the address above

Daytime Telephone Number  Home  Cell   
Please include area code

Total number of adults and children living in your household  Birth Date

**2 PLEASE CHOOSE BASIS FOR ELIGIBILITY** (select A or B)

A. Someone in my household is enrolled in one or more of the following assistance programs:

<input type="radio"/> Medicaid/Medi-Cal for Families A & B	<input type="radio"/> Low-Income Home Energy Assistance Program (LIHEAP)	<input type="radio"/> National School Lunch Program (NSLP)
<input type="radio"/> Supplemental Security Income (SSI)	<input type="radio"/> CalWORKs/Temporary Assistance for Needy Families (TANF)	<input type="radio"/> Bureau of Indian Affairs General Assistance
<input type="radio"/> CalFresh SNAP		<input type="radio"/> Head Start Income Eligible (Tribal only)
<input type="radio"/> Women, Infants, & Children Program (WIC)		<input type="radio"/> Tribal TANF
		<input type="radio"/> CARE (gas & electric company discount)

B. My household income does not exceed the following:

Your household's gross annual income may not exceed these LIRA income guidelines. (effective June 1, 2017 – May 31, 2018)

Total number of people in household	1	2	3	4	5	6	7	8
Total combined annual income	\$32,480	\$32,480	\$40,840	\$49,200	\$57,560	\$65,920	\$74,280	\$82,640

Add \$8,360 for each additional household member

Please declare your annual household income: \$  ,

**3 DECLARATION** (please read carefully and sign below)

I state that the information I have provided in this application is true and correct. I agree to provide proof of eligibility if asked. I agree to inform California Water Service if I no longer qualify to receive the discount. I understand that if I receive the discount without qualifying for it, I may be required to pay back the discount I received. I understand that Cal Water can share my information with other utilities or their agents to enroll me in their assistance programs.

X \_\_\_\_\_  
California Water Service Customer Signature       fill in circle if guardian or power of attorney

\_\_\_\_\_ Date

**POLICY TITLE: Low Income Rate Assistance Program**

**POLICY NUMBER:**

**I. PURPOSE:**

The Board of Directors of the Georgetown Divide Public Utility District (District) desires to offer financial assistance to low-income treated water customers.

**II. POLICY:**

**1. Eligibility**

- a. Receive treated water service from the District.
- b. Customer must live (primary residence) at the address receiving the discount.
- c. Must be a residential customer
- d. Meet the income guidelines outlined in Section 3.
- e. Customer must notify the District when no longer eligible
- f. Customer must submit for renewal each year Eligibility is renewed annually in June
- g. Qualification is based on the total income of everyone living in the home or participation in qualifying public assistance programs

**2. Income Verification**

- a. Qualification is based on the total gross income of everyone living in the household
- b. Two methods of demonstrating:
  - i. Provide copy of PG&E bill showing CARE rate for treated water account holder; or
  - ii. Submit income documentation to the District for review and approval
    1. Customer must account for all sources of qualifying household income
    2. To ensure consistency with PG&E CARE Program income requirements, the District will request the same income information and back-up documents as the PG&E CARE program
    3. Customers must black out any account numbers or Social Security numbers

# Georgetown Divide Public Utility District 2017

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4. Customers must provide income information for all members of the household. This information may include several of the documents listed below:

If you or someone in your household participates in	You should send in a copy of
Public Assistance Programs	Award letter(s) OR letter of participation in the program(s)
Medicaid/Medi-cal, Supplemental Security Income (SSI), CalFresh/SNAP (Food Stamps), LIHEAP, WIC, Healthy Families A & B, Cal WORKs (TANF), National School Lunch Program (NSLP), Bureau of Indian Affairs General Assistance, Head Start Income Eligible (Tribal Only)	

If you or someone in your household receives income from:	You should send in a copy of:
Wages, Salaries, Tips, Commissions	Two most recent consecutive check stubs, W2 or IRS 1040 Form
Pensions, Social Security, SSP, SSDI, Disability Payments, Workers Compensation, Unemployment Benefits, VA Benefits, Foster Care Payments	Award letter(s), two most recent consecutive check stubs or the most recent bank statement (to show direct deposit)
School Grants, Scholarships, Other Aid	Award Letter(s) OR two most recent consecutive check stubs
Insurance and/or Legal Settlements	Settlement Documents
Child and/or Spousal Support	Court documents OR two most recent consecutive check stubs
Farm Income	First page of IRS 1040
Interest and/or Dividends from Savings, Stocks, Bonds, Mutual Funds	IRS Form 1040 or IRS Form 1099(s) or three consecutive bank statements
401K or IRA withdrawals or Annuities	Investment account statement(s), IRS Form 1040 or IRS Form 1099
Capital Gains	Investment account statement(s), IRS Form 1040 or IRS Form 1099
Rental and/or Royalty Income	IRS Form 1040 AND Schedule E for Rental Income
Profit from Self-Employment	IRS Form 1040 and Schedule C
Gambling/Lottery Winnings	Determined on a case-by-case basis

# Georgetown Divide Public Utility District 2017

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If you or someone in your household receives income from:	You should send in a copy of:
Union Strike Fund Benefits	Two most recent consecutive benefit check stubs
Cash Income (when you have not filed federal or state taxes)	Signed letter detailing type of work, estimated monthly amount of cash payment, employer name and phone number
Monetary gifts, none of the examples apply or if you do not receive any income	Signed letter explaining the current source(s) of income used to support your household.

### 3. Gross Income Limits

- a. The District will use the most current income limit information from the PG&E Care Program (Updated in May) and/or the CA Department of Housing and Community Development Official State Income Limits for El Dorado County (updated in December) for the extremely low and very low categories. The highest income limit shall apply. As of February 14, 2017, the income limits are:

Number of Persons in Household	Total Gross Annual Household Income
1-2	\$32,480 or less
3	\$40,840 or less
4	\$49,200 or less
5	\$57,560 or less
6	\$65,920 or less
7	\$74,280 or less
8	\$82,640 or less
9	\$91,000 or less
10	\$99,360 or less
Each additional person, add	\$8,360

\*Before taxes based on current income sources. Valid through May 31, 2018

### 4. Discount Amount

- a. Customers will receive a discount of 25% off the base rate of treated water.
- b. This will be reviewed by staff annually on or before June 30, beginning in 2018 to determine suitability. Any changes require approval by the Board.

**5. Eligibility Renewal**

- a. Renewal information must be received by the District before June 1 annually
- b. Participants will be notified by mail to resubmit their eligibility information

**6. Fund Limit and Waitlist**

- a. The maximum property tax revenue that will be allocated to this program (fund limit) will be \$35,000 in FY 17/18. Future maximum amounts will be determined as part of the annual budget process.
- b. A change to the fund limit can be authorized by action of the Board of Directors
- c. Staff will provide information on projected discount expenses during the quarterly financial reports to the Board.
- d. If customer demand exceeds fund limit, a waitlist will be created
- e. Customers on the waitlist will be enrolled into the program on first come-first served basis as funds become available.
  - i. If a customer has been on the waitlist for more than 6 months, they must re-submit income eligibility information

**7. Discount Distribution**

- a. When the owner and the account holder are the same individual, a monthly bill credit will be issued.
- b. When the owner and the account holder are not the same individual or in the case of a shared meter then a written agreement must be signed by the District, owner, and account holder with the following terms:
  - i. District will give monthly bill credit to the account holder
  - ii. If the qualifying household is a tenant who is not the account holder, then the account holder will pass the discount through to the tenant via a reduced utility bill or rent reduction.
  - iii. All discounts must be given to the eligible tenant and not spread across all tenants.
- c. Definitions
  - i. Owner- is the legal property owner of a parcel
  - ii. Account holder- is the name on a treated water account
  - iii. Tenant- is a leaseholder of a house, apartment, condominium or similar residential dwelling OR the owner of an individual mobile/manufactured home in a mobile home park.

**8. Program Acceptance**

- a. Customers may apply at any time; however, they may be placed on a waitlist based on funding availability.
- b. District may require up to 60 days to provide determination of customers income eligibility
- c. Discounts will be distributed as listed in Section 7
- d. For customers described in Section 7 (b), additional time may be required for written agreements before discount can be applied.

**9. Marketing and Outreach**

- a. The District will attempt to reach all eligible customers about the program including:
  - i. Bill Inserts
  - ii. Email, website, email, and social media notification
  - iii. Press releases to local newspapers
  - iv. Creating partnerships to share information
  - v. Brochures at the post office, library, nonprofits and other gathering places
  - vi. Community Presentations

**10. Policy Review**

- a. This policy should be reviewed prior to June 30, 2018 and annually thereafter for consistency with applicable state laws, income levels and discount rates.
- b. Staff will provide information on projected discount expenses during the quarterly financial reports to the Board.



**RESOLUTION NO. 2017-33**

**RESOLUTION ADOPTING A LOW-INCOME RATE ASSISTANCE PROGRAM FOR TREATED WATER RATES WITH A SOURCE OF FUNDING OTHER THAN WATER RATES**

**WHEREAS**, the Board of Directors of the Georgetown Divide Public Utility District (“District”) desires to provide assistance to low-income customers who are having difficulty paying their treated water bills; and

**WHEREAS**, the Board desires to fund this program from sources other than water rate revenues; and

**WHEREAS**, the Low-Income Rate Assistance Program Policy, dated December 13, 2017 was presented to and reviewed by the Board on December 13, 2017.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the attached Low-Income Rate Assistance Program for Treated Water Rates is approved, subject to the amount in each adopted annual budgeted and as amended by the Board.

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

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
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 2017-, duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on the 13<sup>th</sup> day of December 2017.

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