



AGENDA

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

TUESDAY, MARCH 9, 2021
2:00 P.M.

Michael Saunders, President
Vacant, Vice President
Mike Thornbrough, Treasurer
Mitch MacDonald, Director
Donna Seaman, Director

NOTICE: THIS MEETING WILL BE HELD IN ACCORDANCE WITH EXECUTIVE ORDER N-29-20, ISSUED BY CALIFORNIA GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, THE RALPH M. BROWN ACT (CALIFORNIA GOVERNMENT CODE SECTION 54950, ET SEQ.), AND THE FEDERAL AMERICANS WITH DISABILITIES ACT.

THIS MEETING WILL NOT BE PHYSICALLY OPEN TO THE PUBLIC. ALL MEMBERS OF THE PUBLIC MAY PARTICIPATE IN THE MEETING VIA VIDEO CONFERENCE AT

<https://us02web.zoom.us/j/83401183913?pwd=WUVkS0QyYcmRaZU11Z1U5ajdHcEd2UT09>

MEETING ID: **834 0118 3913** AND PASSWORD: **008005** OR VIA TELECONFERENCE BY CALLING 1-669-900-6833, MEETING ID: **834 0118 2913** AND PASSWORD: **008005** AND WILL BE GIVEN THE OPPORTUNITY TO PROVIDE PUBLIC COMMENT. PLEASE NOTE THAT ANY PERSON ATTENDING VIA TELECONFERENCE WILL BE SHARING THE PHONE NUMBER FROM WHICH THEY CALL IN WITH THE BOARD AND THE PUBLIC.

We encourage Board members and participants to join the teleconference 15 minutes early. Due to high call volumes, we ask that Board members and participants retry calling in if there is a busy signal or if you cannot successfully connect to the meeting when you call in.

MISSION STATEMENT

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

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

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1. Please use the raise your hand feature when you wish to address the Board or, if participating via teleconference, dial *9 to indicate you would like to speak. The President will call upon you by addressing you by the name or phone number indicated.
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3. The Board will not entertain outbursts from the audience.
4. There is a three-minute time limit per speaker.
- 5.
6. Disruptive conduct shall not be permitted.
7. Persistence in disruptive conduct shall be grounds for removal of that person's privilege of address.

The Board President is responsible for maintaining an orderly meeting.

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

2. ADOPTION OF AGENDA

3. PROCESS FOR FILLING BOARD VACANCY

Report from Board President on Process for Filling Board Vacancy

Possible Action: Receive and file.

4. PUBLIC FORUM (ONLY ITEMS THAT ARE NOT ON THE AGENDA)

5. PROCLAMATIONS AND PRESENTATIONS

Proclamation Recognizing Cynthia Garcia for Dedicated Service to GDPUD

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

A. Approval of Minutes

1. Regular Meeting November 10, 2020
2. Regular Meeting February 9, 2021
3. Special Meeting February 26, 2021

B. Financial Reports

1. Fiscal Year 2019-2020 Fourth Quarter Budget Review
2. Month-End Cash Disbursements Report

7. INFORMATIONAL ITEMS

A. Board Reports

B. General Manager's Report

C. Operation Manager's Report

D. Water Resources Report

8. COMMITTEES

A. Ad Hoc Grant Writing Committee – Director Saunders

B. Ad Hoc Committee for the Finance Committee Policy - Director MacDonald and Director Thornbrough

C. Ad Hoc Committee for Policy Manual – To be appointed

D. Ad Hoc Committee for the Special Audit – Director Saunders

9. NEW BUSINESS

A. Receive Staff Briefing and R on Irrigation Ordinance

Possible Action: Receive Briefing and Provide Direction to Staff

B. Consider Changes to District Policy 5020 - Preparation of Board Agenda.

Possible Action: Adopt Resolution Adopting changes to Policy 5020

C. Consider Nomination to ACWA Region 3 Board

Possible Action: Adopt Resolution

D. Discuss Policy on the Roles and Responsibilities of the Finance Committee

Possible Action: Direct Staff on next steps for Considering Changes to Policy

E. Consider Contract with Doug Veerkamp for Parking Lot Paving Project

Possible Action: Adopt Resolution Authorizing Contact with Doug Veerkamp

F. Consider 2021 WaterSMART Grant – 2022 Upper Canal Reliability Project

Possible Action: Adopt Resolution Approving Grant Application for 2021 WaterSMART Grant

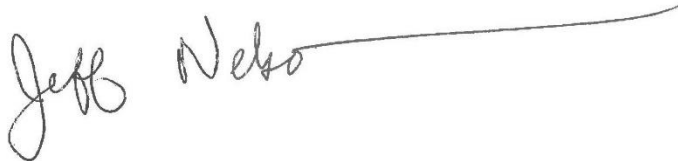
10. PUBLIC HEARING

A. None.

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

12. NEXT MEETING DATE AND ADJOURNMENT – The next Regular Meeting will be on April 13, 2021 at 2:00 P.M. via teleconference. Details to follow.

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 the District Office by telephone at 530-333-4356 or by fax at 530-333-9442. Requests must be made as early as possible and at least one-full business day before the start of the meeting. In accordance with Government Code Section 54954.2(a), this agenda was posted on the District's bulletin board at the Georgetown Divide Public Utility District office, at 6425 Main Street, Georgetown, California, on March 4, 2021.

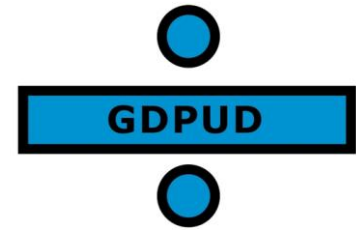


March 4, 2021

Jeff Nelson, Interim General Manager

Date

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF MARCH 9, 2021
AGENDA ITEM NO. 3**



AGENDA SECTION: MAIN AGENDA

SUBJECT: PROCESS FOR FILLING BOARD VACANCY

FROM: Michael Saunders, Board President

The purpose of this report is to inform the Board of Directors of the timeline to fill the current vacancy on the Board and the District's efforts to reach out to the community for interested applicants.

Pursuant to Government Code Section 1780, the District notified the El Dorado County Registrar of Voters on February 11, 2021 of the current vacancy on the Board of Directors. This was followed by the issuance of a press release (**Attachment 1**) on February 12, 2021 announcing the District is now accepting applications for an appointment to the Board. The press release was posted on the GDPUD website and emailed to the District's customer email list.

The press release outlined the following timeframe:

- Letter of Interest and Resume due **March 16, 2021 by 4:30 PM** (close of business).
- Selected Applicants to be interviewed during **the week of March 22, 2021**.
- Appointment of New Director at regular meeting of **April 13, 2021**.

Additional community outreach included the placement of an ad (**Attachment 2**) in the February 26, 2021 issue of the Mountain Democrat, the March 4, 2021 issue of the Georgetown Gazette and will be posted in the online issue of the Mountain Democrat until the application filing deadline. I also reached out to Supervisor Lori Parlin to post on her newsletter. The deadline for the Town Crier for the March issue had passed so we were unable to post in that publication.

I encourage the Board and the community to help get the word out by distributing the attached press release or ad.

Attachments:

- (1) Press Release
- (2) Ad

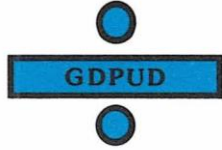
Board Meeting of March 9, 2021

AGENDA ITEM 3

Attachment 1

Press Release Announcing

Board Vacancy



GEORGETOWN DIVIDE
Public Utility District

P.O. BOX 4240

GEORGETOWN, CALIFORNIA 95634-4240

PHONE (530) 333-4356

FAX (530) 333-9442

gd-pud.org

PRESS RELEASE

FOR IMMEDIATE RELEASE:

February 12, 2021

CONTACT:

Jeff Nelson, PE, Interim General Manager
gm@gd-pud.org, 530-333-4356

**Announcement of Vacancy on the Georgetown Divide Public Utility District
Board of Directors and Invitation for Applications**

During the regular meeting of February 9, 2021, the Board of Directors of the Georgetown Divide Public Utility District (District) received the resignation of Vice President Cindy Garcia, effective at the end of the regular meeting of February 9, 2021.

Government Code Section 1780 requires the District to notify the El Dorado County Registrar of Voters of the vacancy no later than 15 days after the effective date of the resignation. The District officially notified the Registrar of Voters on February 11, 2021.

The District hereby announces the opening of one seat on the Board of Directors and is now accepting applications for an appointment by the Board to complete the remaining term of the announced vacant seat, which expires on November 8, 2022.

Applicants must be registered voters residing within the boundaries of the Georgetown Divide Public Utility District. A letter of interest/statement of qualifications and resume must be received by the District no later than **March 16, 2021, by 4:30 PM, close of business**. Applications can be sent or delivered to the **Georgetown Divide Public Utility District, Attn: General Manager, P.O. Box 4240, Georgetown CA 95634-4249** or by email to: gm@gd-pud.org by the stated deadline.

Selected applicants will be interviewed at a Special Meeting to be scheduled during the week of March 22, 2021. The new Director will be appointed at the regular meeting of **April 13, 2021**.

For more information, contact Interim General Manager, Jeff Nelson, at (530) 333-4356. To learn more about the Georgetown Divide Public Utility District, please visit: www.gd-pud.org

Board Meeting of March 9, 2021

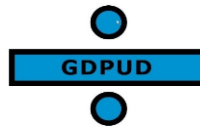
AGENDA ITEM 3

Attachment 2

Ad Announcing

Board Vacancy

ONLINE AD FOR MOUNTAIN DEMOCRAT



GDPUD IS ACCEPTING APPLICATIONS

FOR APPOINTMENT TO THE BOARD OF DIRECTORS

The Board of Directors of the Georgetown Divide Public Utility District is accepting applications for an appointment as Director to complete the remaining term of a vacant seat which expires on November 8, 2022.

Applicants must be registered voters residing within the boundaries of the District. A letter of interest/statement of qualifications and resume must be received by the District no later than **March 16, 2021, by 4:30 PM, close of business**. Applications can be sent or delivered to the **Georgetown Divide Public Utility District, Attn: General Manager, P.O. Box 4240, 6425 Main St., Georgetown CA 95634-4249**, or by email to: gm@gd-pud.org by the stated deadline. Selected applicants will be interviewed at a Special Meeting to be scheduled during the week of March 22, 2021. The new Director will be appointed at the regular meeting of April 13, 2021.

For more information, contact Interim General Manager Jeff Nelson at (530) 333-4356. To learn more about GDPUD, please visit www.gd-pud.org.

RESOLUTION NO. 2021-06
OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
IN RECOGNITION AND PROFOUND APPRECIATION
OF DISTINGUISHED SERVICE TO THE COMMUNITY BY
CYNTHIA GARCIA

WHEREAS, Cynthia Garcia was elected to the Board of Directors of the Georgetown Divide Public Utility District (“District”) on November 6, 2018; and

WHEREAS, during her term of office, Ms. Garcia has been mindful of the interests of the ratepayers of the District, and has worked to advance the mission of the 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; and ensure that fiscal responsibility and accountability are observed by balancing immediate and long-term needs; and

WHEREAS, prior to her election to the Board, Ms. Garcia served on the Finance Committee from October 1, 2017 to September 11, 2018; and

WHEREAS, during her term of office, Ms. Garcia served as Treasurer from January 2020 until December 2020, as Vice President from December 2020 until February 2021, and as a member of the Ad Hoc Grant Committee and the Special Audit Committee; and

WHEREAS, Cynthia Garcia has held numerous town hall meetings for the community and has faithfully served as Director of the George Divide Public Utility District.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT formally acknowledges that Cynthia Garcia is deserving of special public recognition, and hereby extends the respect, esteem, and gratitude of the residents of the District for her years of dedicated service to the community.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 9th day of March 2021, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

Michael Saunders, President, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Attest:

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

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2021-06 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 9th day of March 2021.

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



MINUTES

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

**TUESDAY, NOVEMBER 10, 2020
2:00 P.M.**

David Souza, President
Michael Saunders, Vice President
Cynthia Garcia, Treasurer
Dave Halpin, Director
Dane Wadle, Director

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

President Souza called the meeting to order at 2:00 PM.

Present: SAUNDERS, GARCIA, HALPIN, WADLE, SOUZA

Director Garcia led in the Pledge of Allegiance.

2. ADOPTION OF AGENDA

Director Saunders motioned to adopt the agenda. Second by Director Halpin.

The motion passed.

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

Tony Franco asked for an update on the formation of a panel to look why the District got an EIR exemption when the CEQA review was done incorrectly given there was an environmental impact. He stated the creek was flowing for a week because a fallen tree blocked the ditch and asked if the District knew where the tree had fallen.

General Manager Jeff Nelson confirmed the District knew the location of the fallen tree since they removed the tree. Mr. Nelson stated that it is Staff's position that the environmental document was done properly.

Mr. Franco stated there are two agencies whose reports indicate the ditch feeds the creek. He said he provided the District with copies of those reports.

Legal Counsel Barbara Brenner stated she went through all the materials that Franco provided to the District and the two agency reports being referenced do not conclude there is a connection between the ditch and the creek, only that there is a close proximity.

Mr. Franco said will resend and highlight the documentation.

4. PROCLAMATIONS AND PRESENTATIONS

None

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

A. Approval of Minutes

1. Closed and Regular Session Meeting of October 13, 2020

Director Saunders motioned to approve minutes and Director Garcia seconded the motion.

ROLL CALL VOTE:

AYES: SAUNDERS, GARCIA, HALPIN, WADLE, SOUZA

The motion passed.

B. Financial Reports

1. Statement of Cash Balances – September 2020

2. Month-End Cash Disbursements Report

Director Garcia pulled B.2. from the Agenda to ask why information was blocked out on some of the checks. Management Analyst Christina Cross explained these are customer refunds that contained personal customer information that had to be redacted.

Director Saunders to approve 5.B.2 seconded by Director Halpin.

The Board Clerk stated that the entire Consent Calendar should be approved except when items are pulled, and not approved item by item. Since Item A of the Consent calendar was already approved, Director Saunders reworded his motion.

Motioned by Director Saunders to approve Items B.1 and B.2 of the Consent Calendar. Director Halpin seconded the motion.

The motion passed by acclamation.

6. INFORMATIONAL ITEMS

A. Board Reports

Director Saunders reported that the District should receive preliminary measurements from the State Water Measurement Study based on the Model Water Landscape Ordinance. Upcoming legislation will provide the District with a budget for our overall indoor and outdoor water use that includes ag, residential, and commercial use.

Director Saunders reported that he continues to represent Special Districts as LAFCO commissioner where he brought up the issue of using municipality service reviews to ascertain what services are being provided when the Board of Supervisors is looking at the property taxes from districts, especially water districts.

Director Garcia provided details on the many classes she is currently taking relevant to the work of the District.

Director Wadle reported that he sent a Year-end Legislative Report to Staff for distribution. Additionally, the District needs to appoint a representative to the El Dorado County Water Agency. They meet the second Wednesday of each month.

There were no other Board reports.

B. General Manager's Report

Mr. Nelson highlighted his written report with the following:

- The Board will need to approve the new MOU with Local 39 before the end of the month or wait for the new Board.*
- The roof was replaced at both the District Administrative Building and the Shop.*
- Finally closed out the contract with Myers & Sons for the ALT Water Treatment Plant. Withheld approximately \$5,000 from the final payment request of \$100,000.*
- The conversion to the Tyler system is moving along.*
- Have received a few notes of appreciation from some customers.*

Director Wadle asked for an update on the loan for the water meter project and Adam Brown stated he is working with Legal Counsel regarding the Water Board inquiries on disclosures and everything was still on track to obtain the funding sometime in the Spring.

Director Saunders asked if there would be an ability to email customers through Tyler. Ms. Cross indicated we will be able to communicate with customers if they provide email addresses. Director Saunders stated customers should be encouraged to update their contact information by letting them know that providing an email address will allow the District to contact them in case of emergencies and to issue alerts.

C. Operation Manager's Report

Mr. Nelson then gave the Operation Manager's Report for Darrell Creeks who was out of state.

Director Garcia asked about the Stumpy level dropping down because of the water transfer stating it was her understanding that we it goes down to 12,800acre feet it triggers conservation measures.

Adam Brown stated those trigger levels are for April levels and that he expects Stumpy to start filling up with the onset of rains.

D. Water Resources Report

Adam Brown referenced a report that is being developed to give the District a snapshot of the October-September water year.

7. COMMITTEES:

A. Ad Hoc Grant Writing Committee – Verbal update by Director Saunders

Director Saunders report the committee met on October 30 which was attended by Director Garcia, Adam Brown, and volunteers from the community.

8. NEW BUSINESS

A. 2019/2020 Reserve Fund Transfer Analysis

Possible Board Action: Adopt Resolution

Mr. Nelson invited Financial Consultant Joe Aquilar to expand on the written report which was followed by lengthy discussion about the 120-day versus 180-day reserves.

150 days...\$616,134 recording not clear!!!

Public Comment: Mike Thornbrough commented.

It was motioned by Director Saunders to go with a 150-day reserve and into the Capital Reserve Fund and seconded by Director Garcia.

ROLL CALL:

AYES: Wadle, Halpin, Garcia, Saunders and Souza

The motion passed.

B. Supplemental CIP Report

Possible Board Action: Adopt Resolution

Mr. Nelson provided a description and explanation of costs for the additional projects for which funding is being requested.

It was motioned by Director Wadle to approve Staff's recommendation and seconded by Director Halpin.

ROLL CALL:

AYES: GARCIA, SAUNDERS, WADLE, HALPIN, SOUZA

The motion passed.

9. PUBLIC HEARING

A. None.

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

Director Garcia asked that the Asset Management Program be added to a future agenda.

11. NEXT MEETING DATE AND ADJOURNMENT – The next Regular Meeting will be on December 8, 2020 at 2:00 P.M. via teleconference. Details to follow.

It was motioned by Director Halpin to adjourn and seconded by Director Garcia.

The motion passed.

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Jeff Nelson, Interim General Manager

Date



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

TUESDAY, FEBRUARY 9, 2021
2:00 P.M.

Michael Saunders, President
Cynthia Garcia, Vice President
Mike Thornbrough, Treasurer
Mitch MacDonald, Director
Donna Seaman, Director

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

Director Saunders called the meeting to order at 2:06 PM.

PRESENT: DIRECTORS MACDONALD, THORNBROUGH, GARCIA, SAUNDERS:

OTHERS PRESENT: *Legal Counsel Barbara Brenner; General Manager Jeff Nelson;
Director Applicant: Donna Seaman*

Director Garcia led in the Pledge of Allegiance.

2. ADOPTION OF AGENDA

Director Thornbrough motioned to adopt the Agenda. Director MacDonald seconded the motion.

ROLL CALL VOTE:

AYE: MACDONALD, THORNBROUGH, GARCIA, SAUNDERS

NOES: None

The agenda was adopted.

3. FILLING OF BOARD VACANCY

A. Interviews for Director Vacancy

ANNOUNCEMENT (2/6/2021): Donna Seaman was the applicant selected for the interview.

Director Saunders described the process for selecting the applicant for an interview. The interview with applicant Donna Seaman was then started.

Director Thornbrough asked Ms. Seaman how many meetings she attended in the last year and she responded that she had attended one since COVID. Director Thornbrough had no further questions.

Director Garcia asked Ms. Seaman to expand on her NEPA CEQA experience and explain how she might be helpful to the Board on environmental issues.

Ms. Seaman cited examples during her career as a regulator and inspector to explain her experiences with CEQA and NEPA.

Director Garcia asked Ms. Seaman to briefly explain the inspections that she conducted as a stormwater regulator. Ms. Seaman said one of her assignments was to regulate and inspect a water treatment plant for a city. This involved quarterly soil and water sampling to verify that the documentation by this significant industrial user was complete and they were meeting local, state, and federal water regulations.

Director Garcia stated she thought Ms. Seaman's experience and knowledge of the environmental review process and facility inspection requirements would be valuable to the District.

Director MacDonald began by saying that when an entity is the "only game in town," there is sometimes little incentive to be creative and to think outside the box. He asked Ms. Seaman, with her experience working with the public, to share her thoughts for improving customer service as a member of the Board working as a team interfacing with all contacts in the community.

Ms. Seaman stated one of her key reasons for wanting to become involved is to improve customer service. Director MacDonald said he appreciated Ms. Seaman's attitude about good customer service.

Responding to Director Saunders' inquiry, Ms. Seaman stated that she has been a treated and irrigation water customer for a little over five years. Director Saunders then asked Ms. Seaman to describe her experience with budgets.

Ms. Seaman said she has not done a specific budget for a city or a special district. However, as a contractor she worked on large projects that involved the various aspects of budgeting. Ms. Seaman stated that as a small business owner, she must carefully budget money, be customer oriented and still survive.

Mr. Thornbrough had no additional questions stating the other Directors covered everything, and Ms. Seaman's resume speaks for itself.

Hearing no additional questions from the other Board members, Director Saunders asked one last question related to what Ms. Seaman saw as some of the challenges faced by the District by someone who has been a customer for five years.

Ms. Seaman stated that some of the problems are deeply rooted. She stated the first place to start is to make sure that everybody working for GDPUD is customer service oriented. Ms. Seaman said the District needs to listen to customers and start fixing the problems.

Mr. Nelson stated he was pleased to meet Ms. Seaman and hoped she would have an open mind commenting that since he has been with the District, staff members have been working very hard.

Public Comment:

Dane Wadlé began by congratulating Ms. Seaman on her impending selection. He asked what the Board's process was for determining who would be interviewed.

Director Saunders explained that because the deadline was extended to the last possible minute, which was Friday, February 5 at 4:30 PM, and the Board was required to announce by Saturday, a query of the Board members was done. Those queries were tabulated, and one candidate was selected for an interview. Director Saunders commented that if this occurs again, the Board will consider setting a minimum of applications so more than one candidate is interviewed.

Cherie Carlyon stated that Donna Seaman should be picked for the directorship.

There were no other public comments.

Director Saunders thanked the others who applied who were former Board Directors--past President Dane Wadle and past Treasurer Bonnie Neeley—who had good qualifications.

B. Appointment of New Director

It was motioned by Director Mitch MacDonald and seconded by Director Garcia to appoint Donna Seaman to fill the vacancy on the Board of Directors.

ROLL CALL VOTE:

AYES: MACDONALD, THORNBROUGH, GARCIA, SAUNDERS

The motion passed.

C. Oath of Office for Assigned Board of Director, Administered by Legal Counsel

Legal Counsel Barbara Brenner administered the Oath of office to Donna Seaman.

Director Saunders congratulated and welcomed Director Seaman to the Board. He

stated that she now represents the entire District and is a part of the machinery. She will be introduced to the staff, receive an orientation, taken on a tour of the facilities, and he will meet with her to go over some governance items.

The Directors welcomed Director Seaman and expressed appreciation that she has stepped up to serve the District.

4. PUBLIC FORUM (ONLY ITEMS THAT ARE NOT ON THE AGENDA)

None.

5. PROCLAMATIONS AND PRESENTATIONS

None.

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

A. Approval of Minutes

1. Regular Meeting November 10, 2020 (this item was previously removed from agenda)
2. Special Meeting December 15, 2020
3. Special Meeting January 7, 2021
4. Regular Meeting January 12, 2021
5. Special Board Meeting of January 28, 2021

B. Financial Reports

1. Fiscal Year 2019-2020 Fourth Quarter Budget Review
2. Fiscal Year 2020-2021 First Quarter Budget Review
3. Month-End Cash Disbursements Report

C. Authorizing Change of Bank Signatory Authority

Possible Board Action: Adopt Resolution

Director Saunders stated he has already received a request to pull Item B.1. There were no other items requested to be pulled.

It was motioned by Director Garcia and seconded by Director Thornbrough to approve the Consent Calendar, with the exception of Item B.1.

ROLL CALL VOTE:

AYES: MACDONALD, THORNBROUGH, GARCIA, SEAMAN, SAUNDERS

The motion passes.

The Board discussed Item B.1. – Fiscal Year 2019-2020 Fourth Quarter Budget Review.

Director Thornbrough stated he found the report to be confusing and pointed out some discrepancies in the information provided.

Mr. Nelson and Ms. Cross acknowledged the need to clarify the report. Mr. Nelson requested the Board's approval for Staff to bring back a revised report to the next meeting (March 9, 2021.) Director Thornbrough said he was okay with this.

Director Saunders noted the reduction in vehicle maintenance costs is due to the new trucks that have been purchased. He stated the District should incorporate a maintenance plan as the trucks get older.

Director Saunders also noted the big increase in overtime for the water treatment plant operation which may be related to the SCADA issues or due to the one-person call issue.

Mr. Nelson said he believes there are multiple reasons and asked Mr. Creeks to weigh in. Mr. Creeks stated much of the issues relates to a new plant with operational issues. He said it was always anticipated that this would be a several-year process, but it is still frustrating.

Director Saunders asked Ms. Cross to provide Director Seaman with a copy of the legend for the fund accounts to provide a better understanding of the budget departments. Director MacDonald said he would also like a copy. Staff was directed to provide the entire Board with this information.

Public Comments: None.

The Board directed Staff to revise and bring back Item B.1. to the next regular meeting (March 9, 2021).

7. INFORMATIONAL ITEMS

A. Board Reports

***Director Thornbrough** reported that he was sworn in as a Director on the Board of the El Dorado Water Agency and had an informative meeting with Ken Payne, the General Manager. He will be attending his first meeting the following day (February 10). It was noted that the District has one more year to serve on the EDWA Board due to the rotation in representation with another small district. Director Saunders stated that he hopes to push for the two districts to get a permanent voice on this Board.*

***Director Saunders** began by sharing the link to his report which also appeared on the "zoom" screen: <https://mailchi.mp/42a456c666738/febboardreport> or <https://www.facebook.com/DirectorSaunders>.*

Director Saunders summarized his Board Report which is included with the minutes as **Attachment 1**.

Public Comments: **Dane Wadlé** said he wanted to clarify that the Rivas bill was AB 361, not 391. Director Saunders acknowledged the correction and thanked Mr. Wadlé for the clarification.

Director MacDonald asked how long the March 1 deadline had been established for the Land Area Management Study. Director Saunders stated the District received the aerial at the end of December.

Director MacDonald then asked the General Manager how many manpower hours and resources would be required to do a boots-on-the-ground audit or survey. Mr. Nelson said the District will likely take a different strategy on how to push on this.

Director Saunders stated that he informed the Department of Water Resources (DWR) that the District does not have the manpower hours to complete the data by the deadline. He stated the easiest method is for DWR to drive around the District and they will immediately see that the study is not accurate. He added that he talked to the DWR representative who would do this, and he agreed.

Director Thornbrough asked about the date of the previous survey that Director Saunders referenced, and Director Saunders said that Phase 1 of the study might have ended last June. Director Saunders further noted that the closest water district to GDPUD is South Lake Tahoe which showed it only captured 50% of their irrigable and it overestimated their non-irrigable; it is assumed that's where GDPUD would be due to their proximity.

In response to Director Thornbrough's additional inquiry, Director Saunders clarified that there were over 400 districts and the State contracted with a consultant for the Model for Water Efficiency Landscape Ordinance (MWELo). They looked at aerial data and allowed the computer to determine what is dry land and what is wet land; what is cool and what is warm. Director Saunders stated there is a continuing process for improving on the data. The State knows there needs to be a period of discrepancies when districts must work with them to come up with actual numbers.

Mr. Creeks pointed out that it is going to be like any law that comes down from the State. The water districts in the area have the same problem and will have to share resources and work together. He said the larger districts want to help. Director Saunders added that he forwarded the report to Ken Payne who will look at the numbers and come up with strategy for the county.

There were no other Board Reports.

Public Comments: None

B. General Manager's Report

Mr. Nelson welcomed Director Seaman and said he was looking forward to working with her. He then highlighted his report as follows:

- *Received 10-12 bids for the parking lot repaving project and the low apparent bidder was below the engineer's estimate.*
- *Water Resources Manager Adam Brown is working with the consultant to finalize the RFP for the automated water meters, targeting the end of March to release that RFP.*
- *Regarding staffing, Kelly Malloy, who served as Board Clerk and Accounts Payable Clerk, has resigned. Gloria Omania is picking up the slack as Interim Board Clerk and District posted the Accounts Payable position. Mr. Nelson said announced that an internal candidate, Carrie Schroeder, has been hired for the A/P position leaving an opening in the Receptionist position.*
- *Regarding a COVID update, we are still at Tier 1C. HR Specialist Stephanie Beck is working hard to elevate the District's standing for vaccines.*
- *Receive an email from customer Carolyn Loomis expressing her appreciation for the work being done Carrie Schroeder. He also received a very complimentary voice mail from a gentleman regarding the good work of our maintenance crews working under Mr. Creeks.*

Director Saunders thanked and acknowledged the excellent work being done by all the office staff—Christina, Carrie, Bryce, and Stephanie. Mr. Nelson thanked Director Saunders and stated the District is still going through the very time-consuming transition to the Tyler system acknowledging the great job being done by Ms. Cross.

Public Comment: None

C. Operation Manager's Report

Darrell Creeks began by reporting what most people want to know: How full is Stumpy? It is currently at 14,381acre feet. There is over four feet of snow in the upper watershed, so hopes are high for a lot of water to come down when it starts to melt.

Mr. Creeks reported that due to the concrete shortage, the District is required to pick a delivery date a month in advance, and unfortunately the weather has caused some of these deliveries to be subsequently cancelled. Despite the weather causing the rescheduling of some work, the District is still making some progress.

Mr. Creeks noted that the office team is handling lots of calls for assistance and completing work orders trying to help people every day the best way we can. He said the customers that he's talked to have been great.

Director Seaman asked if the ditches were on easements or on GDPUD-owned property. Mr. Creeks stated that all the ditches are on easements and most are on unadjudicated prescriptive easements.

Director Saunders asked if there have been any issues with an increase in chlorine use this winter. Mr. Creeks responded that no complaints have been received this winter noting these issues usually occur during the summer. He pointed out when customers call, a crew goes right out right away to test the chlorine level. Mr. Creeks

went on to say that because of the new plant, the District is running far less chlorine in the history of the whole ALT area; the District was previously running 1.8 parts per million (ppm) and with the new plant now down to running 1 ppm.

Director MacDonald asked if there was a way to measure the actual depth of the lake and whether the 75% capacity is accurate without knowing the actual amount of sediment runoff that has occurred over the past few years.

Mr. Creeks stated that quite a bit of sediment has come down due to the King fire in 2014. A metric survey was done in 2015. The District wants to do another survey when the lake is full to know exactly how much sediment has come into the lake since the fire. Mr. Nelson added it would be prudent to survey it.

Mr. Creeks pointed out that if this survey could be done within this next year when the lake is full, the District may be eligible for a grant due to the fire to help pay to get it dredged out.

Public Comment: None

D. Water Resources Report

Adam Brown, Water Resources Manager, summarized his report with the following points:

It was the only straight forward month with the only difference from the previous report is we have no spill to report during the recent rain event when we exceeded our average daily effluent amount. We're keeping our infiltration program going to mitigate that, which is difficult with an older system.

Director Saunders thanked Mr. Brown for being at CABY meeting.

Public Comment: None

8. COMMITTEES

A. Ad Hoc Grant Writing Committee - Director Saunders and Director Garcia

Director Saunders reported the following:

- *Added sediment grant opportunity for help with dredging.*
- *Next meeting will be next month and have added Adam Brown and Gloria Omania to the meeting link to be held on the. 2nd or 3rd Friday.*
- *Preplanning for the next Bureau of Reclamation Water Smart grant will start in 2022.*
- *Emailed PGE regarding Grant which was due at the beginning of the year.*
- *FEMA BRIC (Building Resilient Infrastructure and Communities) Application – looking at replacing pumping station.*

Public Comment:

Dane Wadlé asked if the District applied for the Office of Emergency Services PSPS Grant and then indicated he would follow up offline.

B. Ad Hoc Committee for the Finance Committee Policy - Director MacDonald and Director Thornbrough

Director MacDonald announced that Steve Miller has accepted the invitation to be a part of an ad hoc committee to develop a Finance Committee policy.

Last April the previous board voted to dissolve? the Finance Committee and Director Garcia brought forward action to reconsider the Finance Committee's scope of responsibility, outline minimum qualifications for committee members, and establish a legitimate selection process.

No Director questions or comments followed Director MacDonald's report and there was no public comment.

C. Ad Hoc Committee for Policy Manual – To be appointed.

As background, Director Saunders indicated that the District did not really have a formalized policy for managing a policy manual. Mr. Nelson stated Staff will work with the ad hoc committee to develop recommendations for additional policies to bring back for the Board's consideration.

D. Ad Hoc Committee for the Special Audit – Director Saunders and Director Garcia

Director Saunders reported that the committee was still waiting for information.

Public Comment: *No public comment.*

9. NEW BUSINESS

A. Consideration of Changes to District Policy 4040 Duties of the Board President

Possible Board Action: Adopt Resolution Adopting Changes to Policy 4040

At the last regular Board meeting, the Board asked for a review and consideration of those changes to 4040. The General Manager asked Gloria Omania to present the staff report regarding Policy 4040 – Duties of the Board President.

Director Garcia stated the concerns relate to "when" an item would be placed on the agenda. Director Saunders stated that "next available agenda" would be better wording, adding "future agenda" pushes it down the line.

Director Garcia suggested that for clarification, Section 5020.5.8 could be worded to establish a timeframe so Directors can feel assured that within at least three months, their request will appear on the agenda in some form.

Director Saunders stated the timeframe could be "within the next three regular meetings: with the Director being directly apprised of any delays. Director Garcia and

Director Seaman stated the timeframe for adding agenda items from Directors should be consistent throughout Policy 5020.

Mr. Nelson suggested to the Board that language be added to acknowledge when a matter becomes mute by adding, "unless the Board member withdraws the request."

Legal Counsel Barbara Brenner reminded the Board that the item before them related to Policy 4040, not Policy 5020. She indicated the Board could direct Staff to come back with recommended changes to Policy 5020.

Public Comment: None

It was motioned by Director MacDonald to accept revisions as written in Policy 4040-2 included as Exhibit A of Resolution 2021-03. The motion was seconded by Director Thornbrough.

ROLL CALL VOTE:

AYE: MACDONALD, THORNBROUGH, GARCIA, SEAMAN, SAUNDERS

The motioned passed.

Staff was directed to bring back Policy 5020 with the revisions requested by the Board for the next regular meeting.

B. Legislative Liaison Report – Support for Special Districts Provide Essential Services Act

Possible Board Action: Support H.R. 535 and S.91 and Authorize General Manager/Board President to send letter of support to Legislative Delegation

Mr. Nelson thanked Dane Wadlé for calling the Board's attention to this legislation which Staff discussed with Director Saunders, the Board's Legislative Liaison.

Director Saunders invited Dane Wadlé, Field Coordinator for the California Special District's Association. Mr. Wadlé described the advocacy effort by CSDA, on which GDPUD is a member, to seek COVID assistance for special districts like GDPUD.

Public Comment: None.

It was motioned by Director Thornbrough to support H.R. 535 and S. 91 and direct the General Manager to send a letter of support to Congressional Legislative Delegation. The motion was seconded by Director Garcia.

ROLL CALL VOTE:

AYES: MACDONALD, THORNBROUGH, SEAMAN, GARCIA, SAUNDERS

The motion passed. The Board thanked Mr. Wadlé.

C. 2020 Supply and Demand Report

Possible Action: Receive and file.

Mr. Nelson asked Water Resources Manager Adam Brown to provide a summary of the Supply and Demand Report.

Mr. Brown stated the report provides a summary of the District's for 2020. It reports treated and irrigation water loss and demand and compares it to our firm yield, which is a study of Stumpy Meadows that indicates what the District can generally feel is available year after year with normal weather patterns. Stumpy Meadows has a capacity of 20,000 acre feet and we're at 60% of capacity.

Director Saunders commented on the need for a formula to determine amount of water loss, so they are not counted against the District for the water budget. Mr. Nelson stated staff could get that.

Public Comment:

Steve Dowd stated that four years ago the Board established that there was a 1/3 loss year after year due to evaporation and seepage in the ground. He said this is "set in stone" so he doesn't see how that could change unless the ditches don't leak as much as they used to. Director Saunders stated the District will have to justify it with the state. Mr. Nelson stated that seepage is mitigated with ditch lining through the CABY grant and such.

Director Saunders said that with these reports from Mr. Creeks and Mr. Brown, the District is not looking as dire as we thought.

10. PUBLIC HEARING

A. None.

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

*Director Garcia read a prepared statement announcing her resignation from the Board of Directors. (Director Garcia's Statement is included with the minutes as **Attachment 2.**)*

Director MacDonald expressed his thanks to Cindy for all she has done for the Board and the community. Director Saunders thanked Director Garcia for her service and extended best wishes to her and her mom. Jeff Nelson thanked Director Garcia for her support and wished her good luck.

Director Garcia acknowledged and thanked everyone for their well wishes.

Director Garcia motioned to adjourn the meeting and Director Thornbrough seconded the motion.

The motion passed by acclamation. The meeting was adjourned at 4:26 PM.

12. NEXT MEETING DATE AND ADJOURNMENT – The next Regular Meeting will be on March 9, 2021 at 2:00 P.M. via teleconference. Details to follow.

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 the District Office by telephone at 530-333-4356 or by fax at 530-333-9442. Requests must be made as early as possible and at least one-full business day before the start of the meeting. In accordance with Government Code Section 54954.2(a), this agenda was posted on the District's bulletin board at the Georgetown Divide Public Utility District office, at 6425 Main Street, Georgetown, California, on February 5, 2021.

Jeff Nelson, Interim General Manager

Date

DRAFT

Board Meeting of March 9, 2021

AGENDA ITEM 6A

Attachment 1

Director Saunders' Report



Director Report
Director Michael Saunders
President, GDPUD
February 9, 2021

MEETING ATTENDANCE

El Dorado LAFCO

Role: Special District Member, Alternate Commissioner

LAFCO met Jan 27, 2021. There were no issues directly impacting our District or Water Districts.

The next LAFCO meeting is Feb 23, 2021.

Department of Water Resources - Water Conservation Workgroups

Water Conservation Bills AB1668 and SB 606. These bills passed in 2018. The legislature tasked the Department of Water Resources to come up with recommendations and guidelines for these laws. In effect, workgroups have been working on this project with the help of stakeholders throughout the State and via public hearings. The recommendations are due by the end of 2021. The workgroups include Wholesale Water Loss; Water Use Studies; Standards, Methodologies, and Performance Measures; UWMP guidebook; Annual Water Supply and Demand Assessment; Data Streamlining; Landscape Area Measurement; including subgroups such as - Technical LAM, modeling, County Drought Advisory Group, and others. I have been attending these workgroups and have been a strong advocate and voice for our District, and rural and mountain county water Districts. The necessity of our district having a representative at these workgroups will be highlighted with the study results later in this report.

The upcoming workgroups I will be attending this month are:

Friday, Feb 12, 2021

Water Use Study Group

To inform on the development of the variances and bonus incentive considerations

- Present the overall process of the Water Use Efficiency Objectives development and specifically, the adjustments due to variances and bonus incentives.
- Review the list of variances and bonus incentives as directed by the Legislature.
- Present the approach and schedule for variance development and bonus incentive considerations.

Wednesday, Feb 24, 2021

Technical Workgroup on Standards, Methodologies, and Performance Measures

Cosumnes American Bear Yuba (CABY) Integrated Regional Water Management Plan

This group met Thursday, Feb 4, 2021 and Voted on the Consensus for the Plan to put forward to the State.

The Water Quality, Supply, and Infrastructure Improvement Act of 2014 (Prop 1) was approved by voters in November 2014 (California Water Code (CWC) Division 26.7). Funding from Prop 1 is intended to fund projects that provide more reliable water supplies, restore important species and habitat, and develop a more resilient and sustainably managed water system (water supply, water quality, flood protection, and environment) that can better withstand environmental pressures in the coming decades.

The Prop 1 bond money was distributed between the various regions of California and funding for our area is through the Department of Water Resources - Integrated Regional Water Management - CABY (based on the borders of the 4 rivers in this region).

In the first round of funding the District was able to secure money from Prop 1 via a CABY grant for the amount of \$860,894 which helped fund the District's Ditch lining project. Awarded in 2017, the lining process was completed 12/5/2018.

CABY Ditch Lining Project: This project involved the concrete-lining of approximately 10,500 linear feet of ditch to reduce seepage, increase stability and decrease water supply outages within the District's existing water conveyance system. Annual water savings was calculated to be approximately 600-acre feet. The project work area was broken into five sections through the communities of Kelsey, Georgetown, and Cool. Grant funding of \$860,894 was received as part of the Water Conservation, Supply Reliability, and Environmental Protection Project associated with the Cosumnes American Bear Yuba (CABY) Integrated Regional Water Management Plan. The District is subject to requirements of the Grant Agreement, including a monitoring plan and an annual post performance report for three years after the completion of the project. Information on this project can be found [here](https://www.gd-pud.org/files/43cbb9b2c/FINAL+10889+Project+4+GDPUD+Project+Completion+Report+COMPLETE.pdf).
<https://www.gd-pud.org/files/43cbb9b2c/FINAL+10889+Project+4+GDPUD+Project+Completion+Report+COMPLETE.pdf>

Total Cost: \$938,830

Notice of Exemption Filed: 10/24/2016

Date Completed: 12/5/2018

The next round of funding has a little over \$1 million dollars available for projects.

This meeting updated the IRWM CABY Plan from 2014 to the 2021 plan which can be found [here](http://cabyregion.org/mdocs-posts/2021-caby-plan-update/)

(<http://cabyregion.org/mdocs-posts/2021-caby-plan-update/>)

Once the Plan is approved by the State, the next steps will be to determine which projects will be funded.

The full project list can be found [here](http://cabyregion.org/mdocs-posts/caby-project-list/). (<http://cabyregion.org/mdocs-posts/caby-project-list/>)

There are 144 projects listed on the project list. GDPUD has 3 projects listed

North Fork American River Pumping Plant Evaluation	\$100,000
Reservoir and Stream Gaging	\$234,960
Upcountry Ditch Reliability Improvement	\$1,191,000

Land Area Management Study fo GDPUD

The information received from the study will be used in determining the outdoor water usage for our District for the upcoming Water Conservation legislations. The study showed:

The 4,438 single-family and multi-family residential parcels in Georgetown Divide Public Utility District are composed of 99.0 percent not irrigable, 0.6 percent irrigated, and 0.5 percent irrigable not-irrigated landscapes.

These results show that 99% of our District is not irrigable. That is the equivalent of 99% of our District being covered in asphalt. That means that only 1.1% of our District can be considered for outdoor watering and that is where the water budget of what is allowable for our District would start. This data is not accurate.

In a previous report from my workgroup attendance, I reported that the study has some flaws and limitations in it which will cause our area to be underestimated in our irrigable area and overestimated in our non-irrigable area. There is an objection and correction process. I have had discussions with the LAM manager from Department of Water Resources and the recommendations from my discussion have been given to staff. These are to 1) Ask for an extension of the March 1st, 2021 deadline, with 2) The District provide instances to where the study results for our area were impacted. The next steps will be to work with DWR and the aerial data to improve the accuracy of the data and it may also require a ground survey for our area.

The two workgroup meetings I have this month are critical to this process. One is for bonuses and variances. This will help give back water to the outdoor budget for things that are removed - such as horse corrals, and in some instances pastures. To allow for the watering of the livestock and horses contained within these areas.

The technical workgroup is for once again refining the data. One example - not treating ranches and multi-family house units the same as apartment complexes (these complexes automatically remove any irrigable lands around them as commercial and thus not part of the outdoor water budget).

Legislative Liaison Report

CA Assembly Bill 391 (Rivas)

Brown Act

During times of crisis or emergency, it is essential that public agencies are able to continue to provide critical services to the public. To assist in those efforts CSDA is sponsoring Assembly Bill 361 (Rivas), which will allow public agencies to meet remotely, as they do now under the Governor's Executive Orders related to COVID-19.

If passed by the Legislature, [Assembly Bill 361 \(Rivas\)](#) would allow the following:

- While maintaining transparency and public access, local agencies would be able to meet remotely during a declared state of emergency or a declared local emergency
- While agencies would still be required to post agendas and meeting information, agencies would not be required to post meeting notices and/or agendas in physical locations when remotely meeting during an emergency
- While the public must continue to have access to the remote meeting and provided the ability to make public comment, agencies would not be required to make all remote meeting sites accessible to the public, nor include the remote location details in the meeting notice or agenda during a declared state of emergency or a declared local emergency
- Additionally, agency board members would not be required to be at remote sites within the territorial bounds of the agency during a declared state of emergency or a declared local emergency

Michael Saunders,
President, GDPUD Board of Directors

Board Meeting of March 9, 2021

AGENDA ITEM 6A

Attachment 2

**Director Garcia's Prepared
Statement**

February 9, 2021

Michael Saunders, President
Board of Directors
Georgetown Divide Public Utilities District
6425 Main Street
Georgetown, CA 95634

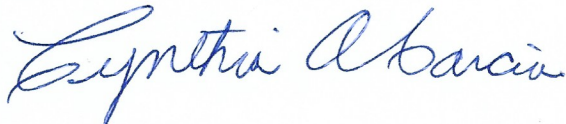
Dear President Saunders,

Please accept this letter as my formal resignation from the Board of Directors at the Georgetown Divide Public Utilities District effective immediately after the end of the February 9, 2021 Board meeting.

I appreciate the opportunities for growth and development that was provided during my tenure. And, I thank the Georgetown Divide Public Utilities District voting community for their support.

Please let me know how I can be of help during a transition period. I wish you and the Georgetown Divide Public Utilities District Board the very best going forward.

Sincerely,



Cynthia A Garcia

MINUTES
SPECIAL MEETING
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS
6425 MAIN STREET, GEORGETOWN, CALIFORNIA 95634

FEBRUARY 26, 2021
4:00 P.M.

MISSION STATEMENT

Michael Saunders, President
(Vacant), Vice President
Mike Thornbrough, Treasurer
Mitch Mac Donald, Director
Donna Seaman, Director

NOTICE: THIS MEETING WILL BE HELD IN ACCORDANCE WITH EXECUTIVE ORDER N-29-20, ISSUED BY CALIFORNIA GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, THE RALPH M. BROWN ACT (CALIFORNIA GOVERNMENT CODE SECTION 54950, ET SEQ.), AND THE FEDERAL AMERICANS WITH DISABILITIES ACT.

THIS MEETING WILL NOT BE PHYSICALLY OPEN TO THE PUBLIC. ALL MEMBERS OF THE PUBLIC MAY PARTICIPATE IN THE MEETING VIA VIDEO CONFERENCE AT

<https://us02web.zoom.us/j/81407425560?pwd=aitnOXlvZGhRdythS1N2V3lKlVXhhdz09>

MEETING ID: 814 0742 5560 AND PASSWORD: 609988 OR VIA TELECONFERENCE BY CALLING 1-669-900-6833, MEETING ID: 853 4176 9043 AND PASSWORD: 451987 AND WILL BE GIVEN THE OPPORTUNITY TO PROVIDE PUBLIC COMMENT. PLEASE NOTE THAT ANY PERSON ATTENDING VIA TELECONFERENCE WILL BE SHARING THE PHONE NUMBER FROM WHICH THEY CALL IN WITH THE BOARD AND THE PUBLIC.

We encourage Board members and participants to join the teleconference 15 minutes early. Due to high call volumes, we ask that Board members and participants retry calling in if there is a busy signal or if you cannot successfully connect to the meeting when you call in.

Out of respect for the meeting and others in attendance via teleconference and videoconference, please adhere to the guidance below for addressing the Board of Directors for both items on the agenda and a matter that is not on the agenda

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

the agenda. Please be aware of the following procedures for speaking during Public Forum or public comment sessions:

1. Please use the raise your hand feature when you wish to address the Board or, if participating via teleconference, dial 9* to indicate you would like to speak. The President will call upon you by addressing you by the name or phone number indicated.
2. Comments are to be directed only to the Board.
3. The Board will not entertain outbursts from the audience.
4. There is a three-minute time limit per speaker.
5. The Board is not permitted to take action on items addressed under Public Forum.
6. Disruptive conduct shall not be permitted.
7. Persistence in disruptive conduct shall be grounds for removal of that person's privilege of address.

The Board President is responsible for maintaining an orderly meeting.

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

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

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

Director Saunders called the meeting to order at 4:12 PM.

PRESENT: DIRECTORS MACDONALD, THORNBROUGH, SEAMAN, SAUNDERS

ABSENT:

OTHERS Erin Dervin, Legal Counsel, Jeff Nelson, Interim GM,

PRESENT: Heather Renschler, Ralph Anderson

Director Thornbrough led in the flag salute.

2. ADOPTION OF AGENDA

Director Thornbrough motioned to adopt the agenda and Director MacDonald seconded the motion.

The motion passed.

3. **PUBLIC FORUM** – Any member of the public may address the Board on any matter within the jurisdictional authority of the District. Public members desiring to provide comments, must be recognized by the Board President, and speak from the podium. Comments must

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

ANNOUNCE CLOSED SESSION AND ADJOURN OPEN SESSION TO CLOSED SESSION

The Board adjourned to closed session at 4:15 PM.

4. ADJOURN TO CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL

A. Public Employment (Gov. Code, § 54957)

Title: General Manager

ADJOURN CLOSED SESSION AND OPEN REGULAR SESSION

REPORT OUT OF CLOSED SESSION

The Board returned to Open Session at 4:54 PM.

President Saunders stated there was nothing to report from the closed session.

5. NEXT MEETING DATE AND ADJOURNMENT – Next Regular Meeting is March 9, 2021, at 2:00 P.M.

Director Thornbrough motioned to adjourn the meeting and Director Seaman seconded the motion.

The motion passed by acclamation.

The meeting was adjourned at 4:55 PM.

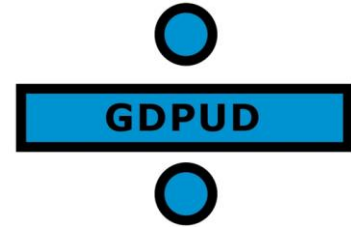
In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting via teleconference, please contact Jeff Nelson by telephone at 530-333-4356 or by fax at 530-333-9442. Requests must be made as early as possible and at least one-full business day before the start of the meeting. In accordance with Government Code Section 54954.2(a), this agenda was posted on the District's bulletin board at the Georgetown Divide Public Utility District office, at 6425 Main Street, Georgetown, California, on February 24, 2021.

Jeff Nelson, PE, Interim General Manager

Date

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF MARCH 9, 2021
AGENDA ITEM NO. 6.B.1.**

Tabled to this meeting from 2/9/221 Meeting



AGENDA SECTION: CONSENT CALENDAR

SUBJECT: FISCAL YEAR 2019-2020 FOURTH QUARTER BUDGET REVIEW

PREPARED BY: Christina Cross, Management Analyst

APPROVED BY: Jeff Nelson, PE, Interim General Manager

BACKGROUND

In order to provide timely information to the Board and the public, the attached report provides a comparison of approved operating budget to actual revenues and expenditures through the Fourth Quarter of Fiscal Year 2019-2020 (Attachment 1). Material differences are explained in the staff report.

DISCUSSION

Revenues

At the end of the fourth quarter, total water operating revenue and non-operating revenues were \$5,119,069.12, which is 3% less than the budgeted amount of \$5,263,483.00. These revenues amounts include residential water sales, commercial water sales, irrigation water sales, penalties, property taxes, interest, lease revenue. Residential and commercial water sales were less than the budget by 6%, irrigation water sales were 6.5% less and lease payments were 21.5% more than budgeted.

Total wastewater operating fund revenues were \$187,727, which is 98.5% of the budgeted amount of \$190,500. The 1.5% deficit is due to a shortfall in Zone Escrow Fees in the amount of \$12,140, which were budgeted in the amount of \$28,000.

Expenditures

At the end of the fourth quarter, total water operating expenditures were \$4,711,553.02, which is 103.2% of the budgeted amount of \$4,564,951. Total wastewater operating fund expenditures were \$221,848, which is 74% of the budgeted amount of \$298,001. The 26% decrease in projected expenses in the wastewater operating fund is mostly due to salaries and benefits savings.

FISCAL IMPACT

Overall, operating revenues were less than budgeted by 2.7% in the Water Fund and less than budgeted by 1.5% in Wastewater (Zone) Fund. Expenditures were over budget by 3.2% overall in the Water Fund and under budget by 15.6% in the Wastewater (Zone) Fund. .

CEQA ASSESSMENT

This action is not a CEQA Project.

RECOMMENDED ACTION

Regular Board Meeting of March 9, 2021
Agenda Item No. 6.B.1.

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

ATTACHMENTS

1. 4th Quarter FY 2019-20 Budget to Actual Report
2. 4th Quarter FY 2019-20 Budget for Expenditures

Board Meeting of March 9, 2021

AGENDA ITEM 6.B.1.

Attachment 1

2019-2020 Revenues

REPORT.: 01/08/21
 RUN...: 01/08/21 TIME: 11:13
 Run By.: Christina Cross

Georgetown Divide PUD
 Budget Report for Revenues by FUND
 For Calendar Period.: 06-20 Fiscal.: 12-20

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FUND #: 08		Name: SMUD FUND						
Revenue Description		Year-to-Date Proforma Budget	Year-to-Date Amended Budget	Current Actual	Year-to-Date Actual	Pct(%)	Budget Remaining	
4020	Interest	0.00	0.00	1,204.56	5,405.48	.0	-5,405.48	
4025	UNREALIZED G/L	0.00	0.00	1,621.84	1,322.58	.0	-1,322.58	
4080	SMUD REVENUE	0.00	110,900.00	0.00	114,339.00	-103.1	-3,439.00	
DEPT	Subtotal ----->	0.00	110,900.00	2,826.40	121,067.06	-109.2	-10,167.06	
FUND TOTAL		0.00	110,900.00	2,826.40	121,067.06	-109.2	-10,167.06	

Prepage

REPORT.: 01/08/21
RUN...: 01/08/21 TIME: 11:13
Run By.: Christina Cross

Georgetown Divide PUD
Budget Report for Revenues by FUND
For Calendar Period.: 06-20 Fiscal.: 12-20

PAGE: 002
ID #: GLRR
CTL.: GEO

FUND #: 09

Name: CABY GRANT

Revenue Description	Year-to-Date Proforma Budget	Year-to-Date Amended Budget	Current Actual	Year-to-Date Actual	Pct(%)	Budget Remaining
4090 Other/lease	0.00	0.00	531,491.70	531,491.70	.0	-531,491.70
FUND TOTAL	0.00	0.00	531,491.70	531,491.70	.0	-531,491.70

Draft

FUND #: 10		Name: Water Fund					
Revenue Description		Year-to-Date Proforma Budget	Year-to-Date Amended Budget	Current Actual	Year-to-Date Actual	Pct(%)	Budget Remaining
3010	Water Sales-Res	0.00	2,900,000.00	451,593.75	2,439,723.95	-84.1	460,276.05
3020	Water Sales-Com	0.00	0.00	52,735.18	294,562.59	.0	-294,562.59
3030	Water Sales-Cst	0.00	10,000.00	0.00	11,536.15	-115.4	-1,536.15
3040	Water Sales-Irr	0.00	436,179.00	-256.66	407,856.13	-93.5	28,322.87
3060	Installation	0.00	9,653.00	200.00	4,172.00	-43.2	5,481.00
3090	Other Operating	0.00	0.00	0.00	20.10	.0	-20.10
4020	Interest	0.00	52,100.00	8,110.05	55,142.65	-105.8	-3,042.65
4025	UNREALIZED G/L	0.00	0.00	9,624.39	6,429.52	.0	-6,429.52
4030	Penalties	0.00	46,000.00	317.70	30,830.57	-67.0	15,169.43
4040	Lease/Media One	0.00	89,551.00	2,000.26	108,769.82	-121.5	-19,218.82
4050	Property Taxes	0.00	1,720,000.00	120,530.38	1,710,211.38	-99.4	9,788.62
4070	GAIN/LOSS	0.00	0.00	-1,604.92	-1,604.92	.0	1,604.92
4095	MISC INCOME	0.00	0.00	178.61	51,550.18	.0	-51,550.18
4998	unreconciled***	0.00	0.00	0.00	-131.00	.0	131.00
DEPT	Subtotal ----->	0.00	5,263,483.00	643,428.74	5,119,069.12	-97.3	144,413.88
FUND TOTAL		0.00	5,263,483.00	643,428.74	5,119,069.12	-97.3	144,413.88

Draft

REPORT.: 01/08/21
 RUN...: 01/08/21 TIME: 11:13
 Run By.: Christina Cross

Georgetown Divide PUD
 Budget Report for Revenues by FUND
 For Calendar Period.: 06-20 Fiscal.: 12-20

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FUND #: 12		Name: RETIREE FUND						
Revenue Description		Year-to-Date Proforma Budget	Year-to-Date Amended Budget	Current Actual	Year-to-Date Actual	Pct(%)	Budget Remaining	
4020	Interest	0.00	0.00	1,164.07	6,722.97	.0	-6,722.97	
4025	UNREALIZED G/L	0.00	0.00	1,567.32	1,028.15	.0	-1,028.15	
4090	Other/lease	0.00	0.00	4,022.78	42,445.25	.0	-42,445.25	
DEPT	Subtotal ----->	0.00	0.00	6,754.17	50,196.37	.0	-50,196.37	
FUND TOTAL		0.00	0.00	6,754.17	50,196.37	.0	-50,196.37	

Prepared

FUND #: 14		Name: STEWART MINE FD						
Revenue Description		Year-to-Date Proforma Budget	Year-to-Date Amended Budget	Current Actual	Year-to-Date Actual	Pct(%)	Budget Remaining	
4020	Interest	0.00	0.00	95.95	470.03	.0	-470.03	
4025	UNREALIZED G/L	0.00	0.00	129.18	87.34	.0	-87.34	
DEPT	Subtotal ----->	0.00	0.00	225.13	557.37	.0	-557.37	
FUND TOTAL		0.00	0.00	225.13	557.37	.0	-557.37	

Prepade

FUND #: 17		Name: WATER DEVE.FUND						
Revenue Description		Year-to-Date Proforma Budget	Year-to-Date Amended Budget	Current Actual	Year-to-Date Actual	Pct(%)	Budget Remaining	
4020	Interest	0.00	0.00	1,183.06	6,507.87	.0	-6,507.87	
4025	UNREALIZED G/L	0.00	0.00	1,592.88	1,103.50	.0	-1,103.50	
DEPT	Subtotal ----->	0.00	0.00	2,775.94	7,611.37	.0	-7,611.37	
FUND TOTAL		0.00	0.00	2,775.94	7,611.37	.0	-7,611.37	

Prepade

FUND #: 19

Name: SMERFUND

Revenue Description	Year-to-Date Proforma Budget	Year-to-Date Amended Budget	Current Actual	Year-to-Date Actual	Pct (%)	Budget Remaining
4020 Interest	0.00	0.00	3,059.24	16,828.56	.0	-16,828.56
4025 UNREALIZED G/L	0.00	0.00	4,118.99	2,853.52	.0	-2,853.52
DEPT Subtotal ----->	0.00	0.00	7,178.23	19,682.08	.0	-19,682.08
FUND TOTAL	0.00	0.00	7,178.23	19,682.08	.0	-19,682.08

Prepage

FUND #: 20		Name: ALT Fund		Year-to-Date	Year-to-Date	Current	Year-to-Date	Budget	
Revenue Description		Proforma	Budget	Amended	Budget	Actual	Actual	Pct(%)	
								Budget	
								Remaining	
3045	SURCHARGE	0.00		648,923.00		109,936.99	660,026.46	-101.7	-11,103.46
4020	Interest	0.00		0.00		3,537.57	16,679.28	.0	-16,679.28
4025	UNREALIZED G/L	0.00		0.00		4,763.02	3,842.81	.0	-3,842.81
DEPT	Subtotal ----->	0.00		648,923.00		118,237.58	680,548.55	-104.9	-31,625.55
FUND TOTAL		0.00		648,923.00		118,237.58	680,548.55	-104.9	-31,625.55

Placeholder

FUND #: 24		Name: CAPITAL REPLACE						
Revenue Description		Year-to-Date Proforma Budget	Year-to-Date Amended Budget	Current Actual	Year-to-Date Actual	Pct(%)	Budget Remaining	
4020	Interest	0.00	0.00	0.00	3,271.19	.0	-3,271.19	
4025	UNREALIZED G/L	0.00	0.00	0.00	-744.02	.0	744.02	
DEPT	Subtotal ----->	0.00	0.00	0.00	2,527.17	.0	-2,527.17	
FUND TOTAL		0.00	0.00	0.00	2,527.17	.0	-2,527.17	

Prepare

FUND #: 29

Name: STATE REV FUND

Revenue Description	Year-to-Date Proforma Budget	Year-to-Date Amended Budget	Current Actual	Year-to-Date Actual	Pct(%)	Budget Remaining
4020 Interest	0.00	0.00	0.33	479.40	.0	-479.40
FUND TOTAL	0.00	0.00	0.33	479.40	.0	-479.40

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FUND #: 30		Name: Hydro Fund					
Revenue Description		Year-to-Date Proforma Budget	Year-to-Date Amended Budget	Current Actual	Year-to-Date Actual	Pct(%)	Budget Remaining
4020	Interest	0.00	0.00	2,146.83	11,555.19	.0	-11,555.19
4025	UNREALIZED G/L	0.00	0.00	2,890.52	2,065.14	.0	-2,065.14
4090	Other/lease	0.00	60,000.00	20,656.80	57,713.58	-96.2	2,286.42
DEPT	Subtotal ----->	0.00	60,000.00	25,694.15	71,333.91	-118.9	-11,333.91
FUND TOTAL		0.00	60,000.00	25,694.15	71,333.91	-118.9	-11,333.91

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FUND #: 37

Name: GARDEN VALLEY

Revenue Description	Year-to-Date Proforma Budget	Year-to-Date Amended Budget	Current Actual	Year-to-Date Actual	Pct(%)	Budget Remaining
4020 Interest	0.00	0.00	210.61	1,158.55	.0	-1,158.55
4025 UNREALIZED G/L	0.00	0.00	283.57	196.45	.0	-196.45
DEPT Subtotal ----->	0.00	0.00	494.18	1,355.00	.0	-1,355.00
FUND TOTAL	0.00	0.00	494.18	1,355.00	.0	-1,355.00

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FUND #: 39

Name: CAP FAC CHARGE

Revenue Description	Year-to-Date Proforma Budget	Year-to-Date Amended Budget	Current Actual	Year-to-Date Actual	Pct(%)	Budget Remaining
4020 Interest	0.00	0.00	1,203.63	16,607.90	.0	-16,607.90
4025 UNREALIZED G/L	0.00	0.00	1,620.58	-140.36	.0	140.36
4184 CAP FAC CHARGE	0.00	0.00	0.00	2,300.00	.0	-2,300.00
DEPT Subtotal ----->	0.00	0.00	2,824.21	18,767.54	.0	-18,767.54
FUND TOTAL	0.00	0.00	2,824.21	18,767.54	.0	-18,767.54

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REPORT.: 01/08/21
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Georgetown Divide PUD
 Budget Report for Revenues by FUND
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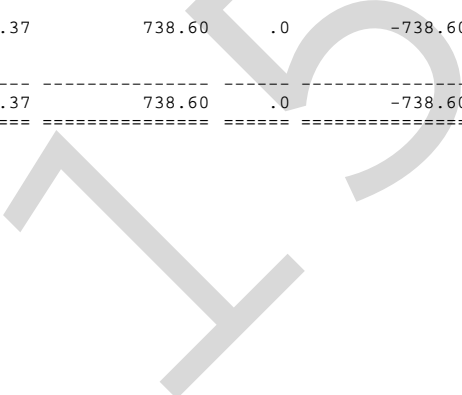
FUND #: 40

Name: Zone Fund

Revenue Description	Year-to-Date Proforma Budget	Year-to-Date Amended Budget	Current Actual	Year-to-Date Actual	Pct(%)	Budget Remaining
3192 Zone Charges	0.00	150,500.00	-15.10	149,283.71	-99.2	1,216.29
3193 ZONE-ESCROW FEE	0.00	28,000.00	1,300.00	15,860.00	-56.6	12,140.00
3194 Septic Design	0.00	3,000.00	820.00	4,100.00	-136.7	-1,100.00
4020 Interest	0.00	9,000.00	2,834.39	15,877.53	-176.4	-6,877.53
4025 UNREALIZED G/L	0.00	0.00	3,816.25	2,606.19	.0	-2,606.19
DEPT Subtotal ----->	0.00	190,500.00	8,755.54	187,727.43	-98.5	2,772.57
FUND TOTAL	0.00	190,500.00	8,755.54	187,727.43	-98.5	2,772.57

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FUND #: 41		Name: CDS M & O Fund						
Revenue Description		Year-to-Date Proforma Budget	Year-to-Date Amended Budget	Current Actual	Year-to-Date Actual	Pct (%)	Budget Remaining	
4020	Interest	0.00	0.00	114.80	631.52	.0	-631.52	
4025	UNREALIZED G/L	0.00	0.00	154.57	107.08	.0	-107.08	
DEPT	Subtotal ----->	0.00	0.00	269.37	738.60	.0	-738.60	
FUND TOTAL		0.00	0.00	269.37	738.60	.0	-738.60	



REPORT.: 01/08/21
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 Run By.: Christina Cross

Georgetown Divide PUD
 Budget Report for Revenues by FUND
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FUND #: 42		Name: CDS RESRV EXP.						
Revenue Description		Year-to-Date Proforma Budget	Year-to-Date Amended Budget	Current Actual	Year-to-Date Actual	Pct(%)	Budget Remaining	
4020	Interest	0.00	0.00	494.90	2,722.41	.0	-2,722.41	
4025	UNREALIZED G/L	0.00	0.00	666.34	461.62	.0	-461.62	
DEPT	Subtotal ----->	0.00	0.00	1,161.24	3,184.03	.0	-3,184.03	
FUND TOTAL		0.00	0.00	1,161.24	3,184.03	.0	-3,184.03	

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REPORT.: 01/08/21
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 Run By.: Christina Cross

Georgetown Divide PUD
 Budget Report for Revenues by FUND
 For Calendar Period.: 06-20 Fiscal.: 12-20

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FUND #: 43		Name: CAPITAL RESERVE						
Revenue	Description	Year-to-Date Proforma Budget	Year-to-Date Amended Budget	Current Actual	Year-to-Date Actual	Pct (%)	Budget Remaining	
4020	Interest	0.00	0.00	2,096.02	12,515.24	.0	-12,515.24	
4025	UNREALIZED G/L	0.00	0.00	2,822.10	2,292.91	.0	-2,292.91	
DEPT	Subtotal ----->	0.00	0.00	4,918.12	14,808.15	.0	-14,808.15	
FUND TOTAL		0.00	0.00	4,918.12	14,808.15	.0	-14,808.15	

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FUND #: 51		Name: KELSEY NORTH						
Revenue	Description	Year-to-Date Proforma Budget	Year-to-Date Amended Budget	Current Actual	Year-to-Date Actual	Pct(%)	Budget Remaining	
4020	Interest	0.00	0.00	308.53	1,612.72	.0	-1,612.72	
4025	UNREALIZED G/L	0.00	0.00	415.41	289.65	.0	-289.65	
DEPT	Subtotal ----->	0.00	0.00	723.94	1,902.37	.0	-1,902.37	
FUND TOTAL		0.00	0.00	723.94	1,902.37	.0	-1,902.37	

Page

Revenue Description	Year-to-Date Proforma	Year-to-Date Budget	Current Actual	Year-to-Date Actual	Pct(%)	Budget Remaining
08 SMUD FUND	0.00	110,900.00	2,826.40	121,067.06	-109.2	-10,167.06
09 CABY GRANT	0.00	0.00	531,491.70	531,491.70	.0	-531,491.70
10 Water Fund	0.00	5,263,483.00	643,428.74	5,119,069.12	-97.3	144,413.88
12 RETIREE FUND	0.00	0.00	6,754.17	50,196.37	.0	-50,196.37
14 STEWART MINE FD	0.00	0.00	225.13	557.37	.0	-557.37
17 WATER DEVE.FUND	0.00	0.00	2,775.94	7,611.37	.0	-7,611.37
19 SMERFUND	0.00	0.00	7,178.23	19,682.08	.0	-19,682.08
20 ALT Fund	0.00	648,923.00	118,237.58	680,548.55	-104.9	-31,625.55
24 CAPITAL REPLACE	0.00	0.00	0.00	2,527.17	.0	-2,527.17
29 STATE REV FUND	0.00	0.00	0.33	479.40	.0	-479.40
30 Hydro Fund	0.00	60,000.00	25,694.15	71,333.91	-118.9	-11,333.91
37 GARDEN VALLEY	0.00	0.00	494.18	1,355.00	.0	-1,355.00
39 CAP FAC CHARGE	0.00	0.00	2,824.21	18,767.54	.0	-18,767.54
40 Zone Fund	0.00	190,500.00	8,755.54	187,727.43	-98.5	2,772.57
41 CDS M & O Fund	0.00	0.00	269.37	738.60	.0	-738.60
42 CDS RESRV EXP.	0.00	0.00	1,161.24	3,184.03	.0	-3,184.03
43 CAPITAL RESERVE	0.00	0.00	4,918.12	14,808.15	.0	-14,808.15
51 KELSEY NORTH	0.00	0.00	723.94	1,902.37	.0	-1,902.37

Total of all FUNDS	0.00	6,273,806.00	1,357,758.97	6,833,047.22	-108.9	-559,241.22
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Draft

Board Meeting of March 9, 2021

AGENDA ITEM 6.B.1.

Attachment 2

2019-2020 Expenses

FUND #: 09		Name: * No Description *							
Expenditure Description		Year-to-Date	Year-to-Date	Encumbrance	Current	Year-to-Date	Pct(%)	Unencumbered	
		Prof Budget	Amended Budget	Balance	Actual	Actual		Balance	
7025	7100 Other Const Act Dist.Non.Op.Ex	0.00	0.00	0.00	0.00	254.80	.0	-254.80	
FUND TOTAL		0.00	0.00	0.00	0.00	254.80	.0	-254.80	

Page

FUND #: 10		Name: Water Fund	Year-to-Date	Year-to-Date	Encumbrance	Current	Year-to-Date	Pct(%)	Unencumbered
Expenditure Description		Prof Budget	Amended Budget	Balance	Actual	Actual		Balance	
5010	5100 Super & Labor Srce of Supply	0.00	143232.00	0.00	12464.52	102911.01	71.8	40320.99	
5013	5100 PERS UAL Srce of Supply	0.00	10856.00	0.00	0.00	10855.56	100.0	0.44	
5014	5100 P.E.R.S. Srce of Supply	0.00	13691.00	0.00	1382.00	11010.21	80.4	2680.79	
5016	5100 Payroll Taxes Srce of Supply	0.00	14323.00	0.00	1162.05	9816.64	68.5	4506.36	
5017	5100 Standby Srce of Supply	0.00	6630.00	0.00	1810.00	8210.00	123.8	-1580.00	
5018	5100 Insurance - H&L Srce of Supply	0.00	49150.00	0.00	3375.25	32763.62	66.7	16386.38	
5019	5100 Overtime Srce of Supply	0.00	8891.00	0.00	2162.94	14226.20	160.0	-5335.20	
5020	5100 Insurance - W.C Srce of Supply	0.00	4825.00	0.00	1812.10	6431.18	133.3	-1606.18	
5038	5100 Mat. & Supp. Srce of Supply	0.00	12594.00	0.00	381.26	6081.21	48.3	6512.79	
5039	5100 Materials - Oth Srce of Supply	0.00	0.00	0.00	0.00	2284.88	.0	-2284.88	
5041	5100 Staff Develop Srce of Supply	0.00	1500.00	0.00	0.00	0.00	.0	1500.00	
5044	5100 Utilities Srce of Supply	0.00	9498.00	0.00	106.70	4755.17	50.1	4742.83	
5046	5100 Veh. Maint. Srce of Supply	0.00	8000.00	0.00	0.00	9128.43	114.1	-1128.43	
5048	5100 Vehicle - Oper Srce of Supply	0.00	6200.00	0.00	366.03	6509.27	105.0	-309.27	
5080	5100 Outside Serv Srce of Supply	0.00	10000.00	0.00	0.00	10350.55	103.5	-350.55	
5084	5100 Government Reg Srce of Supply	0.00	56300.00	0.00	0.00	60762.93	107.9	-4462.93	
5089	5100 Memberships Srce of Supply	0.00	616.00	0.00	0.00	775.50	125.9	-159.50	
5095	5100 CAPITAL ACQ Srce of Supply	0.00	39500.00	0.00	-31542.41	2281.03	5.8	37218.97	
DEPT	5100 Subtotal ----->	0.00	395806.00	0.00	-6519.56	299153.39	75.6	96652.61	
5010	5200 Super & Labor T&D Raw Water	0.00	295792.00	0.00	35678.57	273837.28	92.6	21954.72	
5011	5200 Wages-Part time T&D Raw Water	0.00	5000.00	0.00	0.00	1656.20	33.1	3343.80	
5013	5200 PERS UAL T&D Raw Water	0.00	211683.00	0.00	0.00	211683.42	100.0	-0.42	
5014	5200 P.E.R.S. T&D Raw Water	0.00	28274.00	0.00	3699.81	28846.60	102.0	-572.60	
5016	5200 Payroll Taxes T&D Raw Water	0.00	29579.00	0.00	3108.92	25398.63	85.9	4180.37	
5017	5200 Standby T&D Raw Water	0.00	5237.00	0.00	3620.00	15110.00	288.5	-9873.00	
5018	5200 Insurance - H&L T&D Raw Water	0.00	101500.00	0.00	11909.88	90420.09	89.1	11079.91	
5019	5200 Overtime T&D Raw Water	0.00	18360.00	0.00	4670.42	28996.83	157.9	-10636.83	
5020	5200 Insurance - W.C T&D Raw Water	0.00	9964.00	0.00	3781.70	13508.23	135.6	-3544.23	
5038	5200 Mat. & Supp. T&D Raw Water	0.00	20416.00	0.00	1074.66	17380.72	85.1	3035.28	
5039	5200 Materials - Oth T&D Raw Water	0.00	0.00	0.00	0.00	657.90	.0	-657.90	
5040	5200 Office Supplies T&D Raw Water	0.00	100.00	0.00	0.00	0.00	.0	100.00	
5041	5200 Staff Develop T&D Raw Water	0.00	1500.00	0.00	0.00	0.00	.0	1500.00	
5044	5200 Utilities T&D Raw Water	0.00	1357.00	0.00	213.40	1284.72	94.7	72.28	
5046	5200 Veh. Maint. T&D Raw Water	0.00	10000.00	0.00	840.67	8415.19	84.2	1584.81	
5048	5200 Vehicle - Oper T&D Raw Water	0.00	15500.00	0.00	1313.47	14622.77	94.3	877.23	
5080	5200 Outside Serv T&D Raw Water	0.00	1700.00	0.00	0.00	2500.00	147.1	-800.00	
5084	5200 Government Reg T&D Raw Water	0.00	0.00	0.00	0.00	148.27	.0	-148.27	
5089	5200 Memberships T&D Raw Water	0.00	0.00	0.00	0.00	108.25	.0	-108.25	
5095	5200 CAPITAL ACQ T&D Raw Water	0.00	60900.00	0.00	0.00	1081.78	1.8	59818.22	
DEPT	5200 Subtotal ----->	0.00	816862.00	0.00	69911.50	735656.88	90.1	81205.12	
5010	5300 Super & Labor Water Treatmnt	0.00	189635.00	0.00	22054.57	204928.49	108.1	-15293.49	

FUND #:		Name:	Water Fund	Year-to-Date	Year-to-Date	Encumbrance	Current	Year-to-Date	Unencumbered
Expenditure Description			Prof Budget	Amended Budget	Balance	Actual	Actual	Pct (%)	Balance
5013	5300	PERS UAL Water Treatmnt	0.00	54278.00	0.00	0.00	54277.80	100.0	0.20
5014	5300	P.E.R.S. Water Treatmnt	0.00	18126.00	0.00	2427.25	21897.46	120.8	-3771.46
5016	5300	Payroll Taxes Water Treatmnt	0.00	18963.00	0.00	2042.33	18776.32	99.0	186.68
5017	5300	Standby Water Treatmnt	0.00	10473.00	0.00	1810.00	15960.00	152.4	-5487.00
5018	5300	Insurance - H&L Water Treatmnt	0.00	65073.00	0.00	5470.63	65096.43	100.0	-23.43
5019	5300	Overtime Water Treatmnt	0.00	11771.00	0.00	2828.90	35001.80	297.4	-23230.80
5020	5300	Insurance - W.C Water Treatmnt	0.00	6388.00	0.00	1442.65	5670.70	88.8	717.30
5038	5300	Mat. & Supp. Water Treatmnt	0.00	67763.00	0.00	818.69	73291.49	108.2	-5528.49
5039	5300	Materials - Oth Water Treatmnt	0.00	10000.00	0.00	4806.00	5161.25	51.6	4838.75
5040	5300	Office Supplies Water Treatmnt	0.00	300.00	0.00	0.00	0.00	.0	300.00
5041	5300	Staff Develop Water Treatmnt	0.00	1500.00	0.00	0.00	912.00	60.8	588.00
5044	5300	Utilities Water Treatmnt	0.00	179464.00	0.00	18344.23	205552.90	114.5	-26088.90
5046	5300	Veh. Maint. Water Treatmnt	0.00	7000.00	0.00	1890.19	7664.44	109.5	-664.44
5048	5300	Vehicle - Oper Water Treatmnt	0.00	6500.00	0.00	340.67	11802.77	181.6	-5302.77
5076	5300	Bldg. Maint. Water Treatmnt	0.00	2000.00	0.00	0.00	0.00	.0	2000.00
5080	5300	Outside Serv Water Treatmnt	0.00	8300.00	0.00	3276.79	8519.29	102.6	-219.29
5084	5300	Government Reg Water Treatmnt	0.00	60080.00	0.00	3507.66	52540.37	87.5	7539.63
5089	5300	Memberships Water Treatmnt	0.00	0.00	0.00	0.00	775.50	.0	-775.50
5095	5300	CAPITAL ACQ Water Treatmnt	0.00	30000.00	0.00	-27309.90	0.00	.0	30000.00
DEPT	5300	Subtotal ----->	0.00	747614.00	0.00	43750.66	787829.01	105.4	-40215.01
5010	5400	Super & Labor T&D Treated Wtr	0.00	308133.00	0.00	45462.62	360215.49	116.9	-52082.49
5013	5400	PERS UAL T&D Treated Wtr	0.00	37994.00	0.00	0.00	37994.46	100.0	-0.46
5014	5400	P.E.R.S. T&D Treated Wtr	0.00	29453.00	0.00	4373.70	35929.79	122.0	-6476.79
5016	5400	Payroll Taxes T&D Treated Wtr	0.00	30813.00	0.00	3679.78	31120.53	101.0	-307.53
5017	5400	Standby T&D Treated Wtr	0.00	0.00	0.00	1810.00	16660.00	.0	-16660.00
5018	5400	Insurance - H&L T&D Treated Wt	0.00	105735.00	0.00	8996.82	109248.45	103.3	-3513.45
5019	5400	Overtime T&D Treated Wtr	0.00	19126.00	0.00	5046.31	25147.85	131.5	-6021.85
5020	5400	Insurance - W.C T&D Treated Wt	0.00	10380.00	0.00	2435.50	9199.92	88.6	1180.08
5024	5400	Dental & Opticl T&D Treated Wt	0.00	0.00	0.00	96.51	96.51	.0	-96.51
5038	5400	Mat. & Supp. T&D Treated Wtr	0.00	90736.00	0.00	11590.68	89710.42	98.9	1025.58
5039	5400	Materials - Oth T&D Treated Wt	0.00	0.00	0.00	0.00	1000.00	.0	-1000.00
5040	5400	Office Supplies T&D Treated Wt	0.00	300.00	0.00	0.00	0.00	.0	300.00
5041	5400	Staff Develop T&D Treated Wtr	0.00	2000.00	0.00	0.00	797.75	39.9	1202.25
5044	5400	Utilities T&D Treated Wtr	0.00	20379.00	0.00	836.53	12045.26	59.1	8333.74
5046	5400	Veh. Maint. T&D Treated Wtr	0.00	10000.00	0.00	304.29	10231.74	102.3	-231.74
5048	5400	Vehicle - Oper T&D Treated Wtr	0.00	22000.00	0.00	1423.32	20834.44	94.7	1165.56
5084	5400	Government Reg T&D Treated Wtr	0.00	12200.00	0.00	3657.00	9333.02	76.5	2866.98
5089	5400	Memberships T&D Treated Wtr	0.00	0.00	0.00	0.00	1123.50	.0	-1123.50
5095	5400	CAPITAL ACQ T&D Treated Wtr	0.00	5500.00	0.00	0.00	5334.75	97.0	165.25
DEPT	5400	Subtotal ----->	0.00	704749.00	0.00	89713.06	776023.88	110.1	-71274.88
5010	5500	Super & Labor Customer Accts	0.00	135443.00	0.00	14007.84	82800.72	61.1	52642.28

FUND #: 10		Name: Water Fund	Year-to-Date	Year-to-Date	Encumbrance	Current	Year-to-Date	Unencumbered
Expenditure Description		Prof Budget	Amended Budget	Balance	Actual	Actual	Pct(%)	Balance
5011	5500 Wages-Part time Customer Accts	0.00	0.00	0.00	1101.44	21117.86	.0	-21117.86
5013	5500 PERS UAL Customer Accts	0.00	10856.00	0.00	0.00	10855.56	100.0	0.44
5014	5500 P.E.R.S. Customer Accts	0.00	12946.00	0.00	1148.18	6736.68	52.0	6209.32
5016	5500 Payroll Taxes Customer Accts	0.00	13544.00	0.00	959.11	5330.10	39.4	8213.90
5018	5500 Insurance - H&L Customer Accts	0.00	46476.00	0.00	1914.76	22652.12	48.7	23823.88
5019	5500 Overtime Customer Accts	0.00	8407.00	0.00	17.15	45.73	.5	8361.27
5020	5500 Insurance - W.C Customer Accts	0.00	4562.00	0.00	427.08	1530.09	33.5	3031.91
5040	5500 Office Supplies Customer Accts	0.00	27015.00	0.00	334.11	19583.59	72.5	7431.41
5041	5500 Staff Develop Customer Accts	0.00	1290.00	0.00	0.00	0.00	.0	1290.00
5044	5500 Utilities Customer Accts	0.00	6500.00	0.00	1206.91	7959.43	122.5	-1459.43
5060	5500 Payroll Process Customer Accts	0.00	0.00	0.00	0.00	170.00	.0	-170.00
5080	5500 Outside Serv Customer Accts	0.00	20000.00	0.00	79.95	995.40	5.0	19004.60
5095	5500 CAPITAL ACQ Customer Accts	0.00	60000.00	0.00	-33636.12	0.00	.0	60000.00
DEPT	5500 Subtotal ----->	0.00	347039.00	0.00	-12439.59	179777.28	51.8	167261.72
5010	5600 Super & Labor	0.00	395891.00	0.00	38628.54	388187.46	98.1	7703.54
5011	5600 Wages-Part time	0.00	20000.00	0.00	766.32	17690.92	88.5	2309.08
5013	5600 PERS UAL	0.00	200828.00	0.00	0.00	200827.86	100.0	0.14
5014	5600 P.E.R.S.	0.00	37842.00	0.00	3215.70	37091.39	98.0	750.61
5015	5600 I.C.M.A.	0.00	7750.00	0.00	0.00	5701.94	73.6	2048.06
5016	5600 Payroll Taxes	0.00	39589.00	0.00	2706.83	32418.59	81.9	7170.41
5018	5600 Insurance - H&L	0.00	135849.00	0.00	5020.30	83095.40	61.2	52753.60
5019	5600 Overtime	0.00	24573.00	0.00	0.00	265.87	1.1	24307.13
5020	5600 Insurance - W.C	0.00	13336.00	0.00	420.60	2229.64	16.7	11106.36
5027	5600 Audit	0.00	21945.00	0.00	0.00	21950.00	100.0	-5.00
5034	5600 Insurance - Gen	0.00	76126.00	0.00	0.00	79001.84	103.8	-2875.84
5036	5600 Legal	0.00	200000.00	0.00	22772.30	124947.10	62.5	75052.90
5038	5600 Mat. & Supp.	0.00	5568.00	0.00	262.52	3840.23	69.0	1727.77
5039	5600 Materials - Oth	0.00	2520.00	0.00	225.73	2366.87	93.9	153.13
5040	5600 Office Supplies	0.00	37900.00	0.00	1060.83	29772.45	78.6	8127.55
5041	5600 Staff Develop	0.00	6200.00	0.00	0.00	1881.53	30.3	4318.47
5042	5600 Travel	0.00	12220.00	0.00	0.00	7425.85	60.8	4794.15
5044	5600 Utilities	0.00	31814.00	0.00	2353.33	26412.04	83.0	5401.96
5046	5600 Veh. Maint.	0.00	0.00	0.00	0.00	115.69	.0	-115.69
5048	5600 Vehicle - Oper	0.00	0.00	0.00	0.00	297.63	.0	-297.63
5060	5600 Payroll Process	0.00	9400.00	0.00	1854.63	24647.11	262.2	-15247.11
5063	5600 BANK FEES	0.00	6000.00	0.00	30.00	144.00	2.4	5856.00
5070	5600 Director Remun	0.00	24000.00	0.00	2000.00	23234.60	96.8	765.40
5076	5600 Bldg. Maint.	0.00	5000.00	0.00	530.00	11605.98	232.1	-6605.98
5080	5600 Outside Serv	0.00	146080.00	0.00	35420.00	145868.97	99.9	211.03
5084	5600 Government Reg	0.00	0.00	0.00	306.00	4727.28	.0	-4727.28
5089	5600 Memberships	0.00	24450.00	0.00	0.00	34637.43	141.7	-10187.43
5090	5600 Other	0.00	3000.00	0.00	0.00	3534.72	117.8	-534.72
5095	5600 CAPITAL ACQ	0.00	65000.00	0.00	-33636.14	0.00	.0	65000.00

FUND #: 10

Name: Water Fund

Expenditure Description	Year-to-Date Prof Budget	Year-to-Date Amended Budget	Encumbrance Balance	Current Actual	Year-to-Date Actual	Pct (%)	Unencumbered Balance
7010 5600 Interest	0.00	0.00	0.00	0.00	217.27	.0	-217.27
7011 5600 PRINCIPLE EXP	0.00	0.00	0.00	-12080.52	0.00	.0	0.00
7021 5600 Environmental	0.00	0.00	0.00	0.00	150.00	.0	-150.00
DEPT 5600 Subtotal ----->	0.00	1552881.00	0.00	71856.97	1314287.66	84.6	238593.34
5018 6700 Insurance - H&L Zone	0.00	0.00	0.00	0.00	18.74	.0	-18.74
5020 6700 Insurance - W.C Zone	0.00	0.00	0.00	412.19	412.19	.0	-412.19
5040 6700 Office Supplies Zone	0.00	0.00	0.00	34.25	34.25	.0	-34.25
5044 6700 Utilities Zone	0.00	0.00	0.00	0.00	560.87	.0	-560.87
DEPT 6700 Subtotal ----->	0.00	0.00	0.00	446.44	1026.05	.0	-1026.05
5094 7100 Depreciation Dist.Non.Op.Exp	0.00	0.00	0.00	614716.37	614716.37	.0	-614716.37
7025 7100 Other Const Act Dist.Non.Op.Ex	0.00	0.00	0.00	0.00	3082.50	.0	-3082.50
DEPT 7100 Subtotal ----->	0.00	0.00	0.00	614716.37	617798.87	.0	-617798.87
FUND TOTAL	0.00	4564951.00	0.00	871435.85	4711553.02	103.2	-146602.02

Draft

FUND #: 12			Name: RETIREE FUND		Encumbrance Balance	Current Actual	Year-to-Date Actual	Pct(%)	Unencumbered Balance
Expenditure Description			Year-to-Date Prof Budget	Year-to-Date Amended Budget					
5018	5600	Insurance - H&L	0.00	0.00	0.00	5106.11	5106.11	.0	-5106.11
5068	5600	Retiree Bene	0.00	102000.00	0.00	2984.32	86642.88	84.9	15357.12
DEPT 5600 Subtotal ----->			0.00	102000.00	0.00	8090.43	91748.99	90.0	10251.01
FUND TOTAL			0.00	102000.00	0.00	8090.43	91748.99	90.0	10251.01

Draft

FUND #: 14			Name: STEWART MINE FD		Encumbrance Balance	Current Actual	Year-to-Date Actual	Pct (%)	Unencumbered Balance
Expenditure Description			Year-to-Date Prof Budget	Year-to-Date Amended Budget					
7010	7100	Interest Dist.Non.Op.Exp	0.00	0.00	0.00	8303.55	8303.55	.0	-8303.55
FUND TOTAL			0.00	0.00	0.00	8303.55	8303.55	.0	-8303.55

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FUND #: 20			Name: ALT Fund		Encumbrance Balance	Current Actual	Year-to-Date Actual	Pct (%)	Unencumbered Balance
Expenditure Description			Year-to-Date Prof Budget	Year-to-Date Amended Budget					
7023	5300	Const. Contract Water Treatmnt	0.00	0.00	0.00	-312240.85	0.00	.0	0.00
7010	7100	Interest Dist.Non.Op.Exp	0.00	0.00	0.00	75992.82	150195.01	.0	-150195.01
7011	7100	PRINCIPLE EXP Dist.Non.Op.Exp	0.00	0.00	0.00	-408978.27	0.00	.0	0.00
7025	7100	Other Const Act Dist.Non.Op.Ex	0.00	0.00	0.00	-7025.35	3770.85	.0	-3770.85
DEPT 7100 Subtotal ----->			0.00	0.00	0.00	-340010.80	153965.86	.0	-153965.86
FUND TOTAL			0.00	0.00	0.00	-652251.65	153965.86	.0	-153965.86

Pragade

FUND #: 24		Name: CAPITAL REPLACE		Encumbrance	Current	Year-to-Date	Unencumbered	
Expenditure Description		Year-to-Date Prof Budget	Year-to-Date Amended Budget	Balance	Actual	Year-to-Date Actual	Pct (%)	Balance
5044	5300 Utilities Water Treatmnt	0.00	0.00	0.00	-290.00	0.00	.0	0.00
7023	5300 Const. Contract Water Treatmnt	0.00	0.00	0.00	-385317.72	0.00	.0	0.00
7024	5300 Const, Eng. Water Treatmnt	0.00	0.00	0.00	-15846.00	0.00	.0	0.00
7025	5300 Other Const Act Water Treatmnt	0.00	0.00	0.00	-18147.13	0.00	.0	0.00
DEPT 5300 Subtotal ----->		0.00	0.00	0.00	-419600.85	0.00	.0	0.00
7024	7100 Const, Eng. Dist.Non.Op.Exp	0.00	0.00	0.00	-73190.00	0.00	.0	0.00
7025	7100 Other Const Act Dist.Non.Op.Ex	0.00	0.00	0.00	-28415.40	0.00	.0	0.00
DEPT 7100 Subtotal ----->		0.00	0.00	0.00	-101605.40	0.00	.0	0.00
FUND TOTAL		0.00	0.00	0.00	-521206.25	0.00	.0	0.00

Prepade

FUND #:			Name:		STATE REV FUND	Year-to-Date	Year-to-Date	Encumbrance	Current	Year-to-Date	Unencumbered
Expenditure Description			Prof	Budget	Amended	Budget	Balance	Actual	Actual	Pct(%)	Balance
7010	7100	Interest Dist.Non.Op.Exp	0.00		0.00		0.00	6063.11	6063.11	.0	-6063.11
FUND TOTAL			0.00		0.00		0.00	6063.11	6063.11	.0	-6063.11

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FUND #: 30		Name: Hydro Fund		Encumbrance Balance	Current Actual	Year-to-Date Actual	Pct (%)	Unencumbered Balance
Expenditure Description		Year-to-Date Prof Budget	Year-to-Date Amended Budget					
5010	5900 Super & Labor Hydro Fund	0.00	0.00	0.00	0.00	-187.39	.0	187.39
5014	5900 P.E.R.S. Hydro Fund	0.00	0.00	0.00	0.00	6.07	.0	-6.07
5016	5900 Payroll Taxes Hydro Fund	0.00	0.00	0.00	0.00	-1153.40	.0	1153.40
DEPT 5900 Subtotal ----->		0.00	0.00	0.00	0.00	-1334.72	.0	1334.72
FUND TOTAL		0.00	0.00	0.00	0.00	-1334.72	.0	1334.72

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FUND #:		Name:		CAP FAC CHARGE		Encumbrance Balance	Current Actual	Year-to-Date Actual	Pct (%)	Unencumbered Balance
Expenditure Description		Year-to-Date Prof Budget	Year-to-Date Amended Budget							
7025	5600	Other Const Act	0.00	0.00	0.00	-13323.97	0.00	.0	0.00	
5014	7100	P.E.R.S. Dist.Non.Op.Exp	0.00	0.00	0.00	-457.73	0.00	.0	0.00	
5016	7100	Payroll Taxes Dist.Non.Op.Exp	0.00	0.00	0.00	-678.59	0.00	.0	0.00	
5018	7100	Insurance - H&L Dist.Non.Op.Ex	0.00	0.00	0.00	-2675.71	0.00	.0	0.00	
7020	7100	Prelim. Eng. Dist.Non.Op.Exp	0.00	0.00	0.00	-30081.28	70.00	.0	-70.00	
7023	7100	Const. Contract Dist.Non.Op.Ex	0.00	0.00	0.00	-962054.62	0.00	.0	0.00	
7024	7100	Const, Eng. Dist.Non.Op.Exp	0.00	0.00	0.00	-1005.00	0.00	.0	0.00	
7025	7100	Other Const Act Dist.Non.Op.Ex	0.00	0.00	0.00	-44387.02	-254.80	.0	254.80	
DEPT	7100	Subtotal ----->	0.00	0.00	0.00	-1041339.95	-184.80	.0	184.80	
FUND TOTAL			0.00	0.00	0.00	-1054663.92	-184.80	.0	184.80	

Draft

FUND #: 40		Name: Zone Fund		Encumbrance Balance	Current Actual	Year-to-Date Actual	Pct(%)	Unencumbered Balance
Expenditure Description		Year-to-Date Prof Budget	Year-to-Date Amended Budget					
5010	6700 Super & Labor Zone	0.00	105022.00	0.00	8154.77	67020.45	63.8	38001.55
5013	6700 PERS UAL Zone	0.00	16283.00	0.00	0.00	16283.34	100.0	-0.34
5014	6700 P.E.R.S. Zone	0.00	10039.00	0.00	745.92	6209.92	61.9	3829.08
5016	6700 Payroll Taxes Zone	0.00	10502.00	0.00	625.01	5619.04	53.5	4882.96
5018	6700 Insurance - H&L Zone	0.00	36038.00	0.00	1386.66	20880.33	57.9	15157.67
5019	6700 Overtime Zone	0.00	6519.00	0.00	17.15	1810.29	27.8	4708.71
5020	6700 Insurance - W.C Zone	0.00	3538.00	0.00	0.00	1116.43	31.6	2421.57
5034	6700 Insurance - Gen Zone	0.00	5250.00	0.00	0.00	4647.62	88.5	602.38
5038	6700 Mat. & Supp. Zone	0.00	14074.00	0.00	57.68	4350.73	30.9	9723.27
5039	6700 Materials - Oth Zone	0.00	2750.00	0.00	0.00	2016.91	73.3	733.09
5040	6700 Office Supplies Zone	0.00	2000.00	0.00	0.00	2174.70	108.7	-174.70
5041	6700 Staff Develop Zone	0.00	1500.00	0.00	0.00	0.00	.0	1500.00
5044	6700 Utilities Zone	0.00	18300.00	0.00	1053.84	13367.99	73.0	4932.01
5046	6700 Veh. Maint. Zone	0.00	2000.00	0.00	0.00	2077.90	103.9	-77.90
5048	6700 Vehicle - Oper Zone	0.00	4500.00	0.00	381.77	4273.77	95.0	226.23
5080	6700 Outside Serv Zone	0.00	15720.00	0.00	59.00	8027.10	51.1	7692.90
5084	6700 Government Reg Zone	0.00	43350.00	0.00	0.00	33988.87	78.4	9361.13
5089	6700 Memberships Zone	0.00	616.00	0.00	0.00	775.50	125.9	-159.50
7023	6700 Const. Contract Zone	0.00	0.00	0.00	0.00	7500.00	.0	-7500.00
DEPT	6700 Subtotal ----->	0.00	298001.00	0.00	12481.80	202140.89	67.8	95860.11
5094	7100 Depreciation Dist.Non.Op.Exp	0.00	0.00	0.00	19707.57	19707.57	.0	-19707.57
FUND TOTAL		0.00	298001.00	0.00	32189.37	221848.46	74.4	76152.54

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FUND #: 43		Name: CAPITAL RESERVE							
Expenditure Description		Year-to-Date Prof Budget	Year-to-Date Amended Budget	Encumbrance Balance	Current Actual	Year-to-Date Actual	Pct (%)	Unencumbered Balance	
7023	5100 Const. Contract Srce of Supply	0.00	0.00	0.00	-17318.62	0.00	.0	0.00	
7023	5300 Const. Contract Water Treatmnt	0.00	0.00	0.00	-109240.00	0.00	.0	0.00	
7020	5600 Prelim. Eng.	0.00	0.00	0.00	-14168.91	0.00	.0	0.00	
7020	7100 Prelim. Eng. Dist.Non.Op.Exp	0.00	0.00	0.00	-858.75	0.00	.0	0.00	
7021	7100 Environmental Dist.Non.Op.Exp	0.00	0.00	0.00	-16217.97	0.00	.0	0.00	
7023	7100 Const. Contract Dist.Non.Op.Ex	0.00	0.00	0.00	-116607.05	902.50	.0	-902.50	
7024	7100 Const, Eng. Dist.Non.Op.Exp	0.00	0.00	0.00	-3018.75	0.00	.0	0.00	
7025	7100 Other Const Act Dist.Non.Op.Ex	0.00	0.00	0.00	-2340.83	3730.00	.0	-3730.00	
DEPT 7100 Subtotal ----->		0.00	0.00	0.00	-139043.35	4632.50	.0	-4632.50	
FUND TOTAL		0.00	0.00	0.00	-279770.88	4632.50	.0	-4632.50	

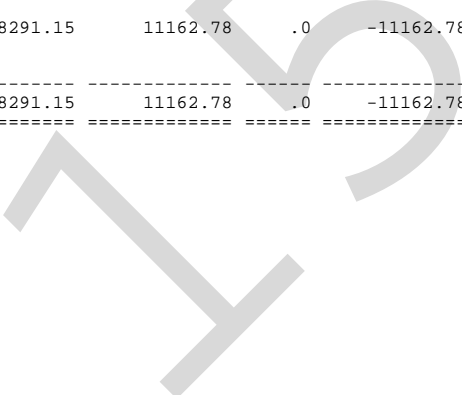
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REPORT.: 11/30/20
 RUN...: 11/30/20 TIME: 08:55
 Run By.: Christina Cross

Georgetown Divide PUD
 Budget Report for Expenditures by FUND
 For Calendar Period.: 06-20 Fiscal.: 12-20

PAGE: 015
 ID #: GLER
 CTL.: GEO

FUND #: 51			Name: KELSEY NORTH		Encumbrance Balance	Current Actual	Year-to-Date Actual	Pct(%)	Unencumbered Balance
Expenditure Description			Year-to-Date Prof Budget	Year-to-Date Amended Budget					
7010	7100	Interest Dist.Non.Op.Exp	0.00	0.00	0.00	8291.15	8291.15	.0	-8291.15
7090	7100	Other Dist.Non.Op.Exp	0.00	0.00	0.00	0.00	2871.63	.0	-2871.63
DEPT 7100 Subtotal ----->			0.00	0.00	0.00	8291.15	11162.78	.0	-11162.78
FUND TOTAL			0.00	0.00	0.00	8291.15	11162.78	.0	-11162.78



Expenditure Description	Year-to-Date Prof Budget	Year-to-Date Amended Budget	Encumbrance Balance	Current Actual	Year-to-Date Actual	Pct(%)	Unencumbered Balance
09 CABY GRANT	0.00	0.00	0.00	0.00	254.80	.0	-254.80
10 Water Fund	0.00	4564951.00	0.00	871435.85	4711553.02	103.0	-146602.02
12 RETIREE FUND	0.00	102000.00	0.00	8090.43	91748.99	90.0	10251.01
14 STEWART MINE FD	0.00	0.00	0.00	8303.55	8303.55	.0	-8303.55
20 ALT Fund	0.00	0.00	0.00	-652251.65	153965.86	.0	-153965.86
24 CAPITAL REPLACE	0.00	0.00	0.00	-521206.25	0.00	.0	0.00
29 STATE REV FUND	0.00	0.00	0.00	6063.11	6063.11	.0	-6063.11
30 Hydro Fund	0.00	0.00	0.00	0.00	-1334.72	.0	1334.72
39 CAP FAC CHARGE	0.00	0.00	0.00	-1054663.92	-184.80	.0	184.80
40 Zone Fund	0.00	298001.00	0.00	32189.37	221848.46	74.0	76152.54
43 CAPITAL RESERVE	0.00	0.00	0.00	-279770.88	4632.50	.0	-4632.50
51 KELSEY NORTH	0.00	0.00	0.00	8291.15	11162.78	.0	-11162.78

Total of all FUNDS	0.00	4964952.00	0.00	-1573519.24	5208013.55	105.0	-243061.55
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Draft



Georgetown Divide PUD

Check Report

By Check Number

Date Range: 02/01/2021 - 02/28/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: EDSB-EI Dorado Savings Bank						
ACW01	ACWA/JPIA	02/01/2021	Regular	0.00	9,021.54	31825
ACW02	ACWA	02/01/2021	Regular	0.00	16,860.00	31826
ADT01	ADT SECURITY SERVICES	02/01/2021	Regular	0.00	667.40	31827
ALL01	ALLEN KRAUSE	02/01/2021	Regular	0.00	487.43	31828
AME08	AMERICAN MESSAGING	02/01/2021	Regular	0.00	12.23	31829
AMS01	A-APPLIED MAILING SERVICE	02/01/2021	Regular	0.00	1,780.60	31830
AND01	ANDERSON'S SIERRA PIPE CO	02/01/2021	Regular	0.00	86.85	31831
ANS01	ANSWERING SPECIALISTS INC	02/01/2021	Regular	0.00	172.46	31832
ATE01	A T.E.E.M. ELECTRICAL	02/01/2021	Regular	0.00	570.00	31833
ATT02	AT&T	02/01/2021	Regular	0.00	2,976.25	31834
ATT03	AT&T LONG DISTANCE	02/01/2021	Regular	0.00	66.74	31835
ATT04	AT&T	02/01/2021	Regular	0.00	83.84	31836
B&K01	B&K VALVES & EQUIPMENT, INC	02/01/2021	Regular	0.00	7,194.00	31837
BLU06	BLUE SHIELD OF CALIFORNIA	02/01/2021	Regular	0.00	235.00	31838
BLU07	BLUE SHIELD OF CALIFORNIA	02/01/2021	Regular	0.00	669.00	31839
CAR08	CSI	02/01/2021	Regular	0.00	354.00	31840
CHU02	CHURCHWELL WHITE, LLP	02/01/2021	Regular	0.00	13,015.76	31841
CLS01	CLS LABS	02/01/2021	Regular	0.00	9,573.50	31842
	Void	02/01/2021	Regular	0.00	0.00	31843
COA01	COASTLAND CIVIL ENGINEERI	02/01/2021	Regular	0.00	980.00	31844
COS01	COSTCO	02/01/2021	Regular	0.00	60.00	31845
CWS01	CORBIN WILLITS SYS. INC.	02/01/2021	Regular	0.00	596.35	31846
DIG01	DIGITAL DEPLOYMENT INC	02/01/2021	Regular	0.00	300.00	31847
EDC01	EL DORADO COUNTY TRANSPOR	02/01/2021	Regular	0.00	563.60	31848
EID01	EIDE BAILLY LLP	02/01/2021	Regular	0.00	4,895.50	31849
ELD01	EDC REGISTRAR OF VOTERS	02/01/2021	Regular	0.00	8,951.69	31850
ELD11	EL DORADO COUNTY AIR QUALITY MGMT	02/01/2021	Regular	0.00	1,911.89	31851
EN201	EN2 RESOURCES, INC	02/01/2021	Regular	0.00	1,018.75	31852
ERS01	ERS INDUSTRIAL SVCS, INC.	02/01/2021	Regular	0.00	5,915.38	31853
FER01	FERRELLGAS	02/01/2021	Regular	0.00	3,312.42	31854
GAR02	GARDEN VALLEY FEED & HDW.	02/01/2021	Regular	0.00	105.83	31855
GEO01	GEORGETOWN ACE HDW	02/01/2021	Regular	0.00	77.13	31856
GEO04	DIVIDE SUPPLY ACE HARDWAR	02/01/2021	Regular	0.00	282.41	31857
GLO03	GLORIA R. OMANIA	02/01/2021	Regular	0.00	517.50	31858
HAR03	HARRIS INDUSTRIAL GASES	02/01/2021	Regular	0.00	48.00	31859
INT05	INTERWEST CONSULTING GROU	02/01/2021	Regular	0.00	20,300.00	31860
MCM01	MCM ROOFING COMPANY, INC	02/01/2021	Regular	0.00	7,632.30	31861
MJT01	MJT ENTERPRISES, INC.	02/01/2021	Regular	0.00	3,736.16	31862
MOB01	MOBILE MINI, LLC-CA	02/01/2021	Regular	0.00	1,223.36	31863
MOL01	KELLY MOLLOY	02/01/2021	Regular	0.00	416.20	31864
MOU02	MOUNTAIN DEMOCRAT	02/01/2021	Regular	0.00	540.00	31865
NBS01	NBS	02/01/2021	Regular	0.00	1,109.05	31866
NOR04	NORTHERN TOOL & EQUIPMENT	02/01/2021	Regular	0.00	534.46	31867
NTU01	NTU TECHNOLOGIES, INC.	02/01/2021	Regular	0.00	6,678.67	31868
PAC06	PACE SUPPLY 23714-00	02/01/2021	Regular	0.00	4,530.75	31869
PIC02	PICOVALE SERVICES, INC.	02/01/2021	Regular	0.00	15,044.64	31870
PRE01	PREMIER ACCESS INS CO	02/01/2021	Regular	0.00	2,800.84	31871
PRO04	PAUL FUNK	02/01/2021	Regular	0.00	265.00	31872
ROB02	ROBINSON ENTERPRISES	02/01/2021	Regular	0.00	2,748.54	31873
ROC02	KENNETH D. WELSH	02/01/2021	Regular	0.00	502.50	31874
RUL01	RULE, BRIAN	02/01/2021	Regular	0.00	300.00	31875
SIE12	Michael S Sallac	02/01/2021	Regular	0.00	560.00	31876
STE01	STEELHEAD SEAMLESS GUTTERS, INC	02/01/2021	Regular	0.00	1,770.00	31877
STREAM	Streamline	02/01/2021	Regular	0.00	600.00	31878

Check Report

Date Range: 02/01/2021 - 02/28/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
SWR01	SWRCB ACCOUNTING OFFICE	02/01/2021	Regular	0.00	18,215.40	31879
THA01	THATCHER COMPANY OF CALIF	02/01/2021	Regular	0.00	5,614.33	31880
TIR01	TIREHUB, LLC	02/01/2021	Regular	0.00	399.20	31881
TYL02	TYLER TECHNOLOGIES, INC	02/01/2021	Regular	0.00	16,488.00	31882
USB06	U.S. BANK EQUIPMENT FINAN	02/01/2021	Regular	0.00	554.12	31883
VER01	VERIZON WIRELESS	02/01/2021	Regular	0.00	1,038.22	31884
WAL02	WALKER'S OFFICE SUPPLY	02/01/2021	Regular	0.00	865.35	31885
WEL02	WELLS FARGO BANK	02/01/2021	Regular	0.00	2,296.95	31886
WES08	WESTERN HYDROLOGICS, LLP	02/01/2021	Regular	0.00	44,925.88	31887
WOO03	WOOD ENVIRONMENT & INFRAS	02/01/2021	Regular	0.00	3,671.17	31888
ACW05	ACWA/JPIA HEALTH	02/10/2021	Regular	0.00	42,473.62	31889
ARA01	ARAMARK	02/10/2021	Regular	0.00	150.38	31890
BJP01	BJ PEST CONTROL	02/10/2021	Regular	0.00	360.00	31891
CAR08	CSI	02/10/2021	Regular	0.00	59.00	31892
CLS01	CLS LABS	02/10/2021	Regular	0.00	286.08	31893
Deere	Deere & Company	02/10/2021	Regular	0.00	27,316.87	31894
DIT01	DITCH WITCH EQUIPMENT COM	02/10/2021	Regular	0.00	625.29	31895
DIV05	PLACERVILLE AUTO PARTS, I	02/10/2021	Regular	0.00	162.12	31896
EDC04	EDC ENVIRONMENTAL MGMT	02/10/2021	Regular	0.00	612.00	31897
ELD16	EL DORADO DISPOSAL SERVIC	02/10/2021	Regular	0.00	386.76	31898
EMC01	MESA ENERGY SYSTEMS, INC	02/10/2021	Regular	0.00	470.11	31899
GEO01	GEORGETOWN ACE HDW	02/10/2021	Regular	0.00	167.87	31900
GEO04	DIVIDE SUPPLY ACE HARDWAR	02/10/2021	Regular	0.00	446.38	31901
GEO05	GEORGETOWN PRE-CAST, INC.	02/10/2021	Regular	0.00	1,287.00	31902
GLO03	GLORIA R. OMANIA	02/10/2021	Regular	0.00	3,307.50	31903
GRA01	GRAINGER, INC.	02/10/2021	Regular	0.00	1,833.59	31904
HAR03	HARRIS INDUSTRIAL GASES	02/10/2021	Regular	0.00	180.00	31905
ICM02	ICMA-R.T.-457 (ee)	02/10/2021	Regular	0.00	864.54	31906
IUO01	IUOE, LOCAL 39	02/10/2021	Regular	0.00	351.17	31907
IUO02	PEU LOCAL #1	02/10/2021	Regular	0.00	256.80	31908
MAD01	KYLE MADISON	02/10/2021	Regular	0.00	243.11	31909
MJT01	MJT ENTERPRISES, INC.	02/10/2021	Regular	0.00	795.20	31910
MOU02	MOUNTAIN DEMOCRAT	02/10/2021	Regular	0.00	1,140.00	31911
NOR08	BLUETARP FINANCIAL, INC	02/10/2021	Regular	0.00	522.11	31912
PAC02	PACIFIC GAS & ELECTRIC	02/10/2021	Regular	0.00	7,769.39	31913
PAP03	PAPE MACHINERY, INC	02/10/2021	Regular	0.00	1,213.93	31914
POW01	POWERNET GLOBAL COMM.	02/10/2021	Regular	0.00	142.84	31915
PUM01	JERRY E. MERRY	02/10/2021	Regular	0.00	650.00	31916
ROB02	ROBINSON ENTERPRISES	02/10/2021	Regular	0.00	1,358.88	31917
THA01	THATCHER COMPANY OF CALIF	02/10/2021	Regular	0.00	4,865.90	31918
USA03	USA BLUE BOOK	02/10/2021	Regular	0.00	1,663.10	31919
USB06	U.S. BANK EQUIPMENT FINAN	02/10/2021	Regular	0.00	766.43	31920
WES08	WESTERN HYDROLOGICS, LLP	02/10/2021	Regular	0.00	9,525.00	31921
EDL01	ISAAC EDELMAN	02/16/2021	Regular	0.00	16,862.40	31937
AAR01	AARP MEDICARERX SAVER PLU	02/24/2021	Regular	0.00	58.40	31938
ADT01	ADT SECURITY SERVICES	02/24/2021	Regular	0.00	268.09	31939
AFL01	AMERICAN FAMILY LIFE INS	02/24/2021	Regular	0.00	1,298.88	31940
AIRGAS	AIRGAS USA, LLC	02/24/2021	Regular	0.00	213.56	31941
ALL01	ALLEN KRAUSE	02/24/2021	Regular	0.00	81.19	31942
ANS01	ANSWERING SPECIALISTS INC	02/24/2021	Regular	0.00	93.57	31943
ARA01	ARAMARK	02/24/2021	Regular	0.00	160.53	31944
ATE01	A T.E.E.M. ELECTRICAL	02/24/2021	Regular	0.00	2,240.00	31945
ATT02	AT&T	02/24/2021	Regular	0.00	135.40	31946
ATT03	AT&T LONG DISTANCE	02/24/2021	Regular	0.00	93.47	31947
ATT04	AT&T	02/24/2021	Regular	0.00	83.84	31948
BLU01	ANTHEM BLUE CROSS	02/24/2021	Regular	0.00	1,406.63	31949
BLU06	BLUE SHIELD OF CALIFORNIA	02/24/2021	Regular	0.00	235.00	31950
BLU07	BLUE SHIELD OF CALIFORNIA	02/24/2021	Regular	0.00	348.00	31951
CLS01	CLS LABS	02/24/2021	Regular	0.00	89.10	31952
COA01	COASTLAND CIVIL ENGINEERI	02/24/2021	Regular	0.00	700.00	31953
DIV05	PLACERVILLE AUTO PARTS, I	02/24/2021	Regular	0.00	15.00	31954

Check Report

Date Range: 02/01/2021 - 02/28/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
EID01	EIDE BAILLY LLP	02/24/2021	Regular	0.00	3,907.50	31955
FER01	FERRELLGAS	02/24/2021	Regular	0.00	1,716.94	31956
GEM01	GEMPLER'S, INC.	02/24/2021	Regular	0.00	750.69	31957
GEO05	GEORGETOWN PRE-CAST, INC.	02/24/2021	Regular	0.00	6,675.00	31958
ICM02	ICMA-R.T.-457 (ee)	02/24/2021	Regular	0.00	764.54	31959
INT05	INTERWEST CONSULTING GROU	02/24/2021	Regular	0.00	20,740.00	31960
IUO01	IUOE, LOCAL 39	02/24/2021	Regular	0.00	325.49	31961
IUO02	PEU LOCAL #1	02/24/2021	Regular	0.00	262.57	31962
MED01	MEDICAL EYE SERVICES	02/24/2021	Regular	0.00	307.30	31963
MJT01	MJT ENTERPRISES, INC.	02/24/2021	Regular	0.00	1,988.00	31964
MOB01	MOBILE MINI, LLC-CA	02/24/2021	Regular	0.00	257.30	31965
NAT04	NATIONAL DOCUMENT	02/24/2021	Regular	0.00	919.56	31966
NOR04	NORTHERN TOOL & EQUIPMENT	02/24/2021	Regular	0.00	620.77	31967
PAC06	PACE SUPPLY 23714-00	02/24/2021	Regular	0.00	552.21	31968
PRE01	PREMIER ACCESS INS CO	02/24/2021	Regular	0.00	2,831.47	31969
PRO04	PAUL FUNK	02/24/2021	Regular	0.00	265.00	31970
PUM01	JERRY E. MERRY	02/24/2021	Regular	0.00	1,050.00	31971
ROB02	ROBINSON ENTERPRISES	02/24/2021	Regular	0.00	2,421.50	31972
TEI01	A. TEICHERT & SON, INC	02/24/2021	Regular	0.00	405.38	31973
TYL02	TYLER TECHNOLOGIES, INC	02/24/2021	Regular	0.00	7,450.00	31974
UNI06	UNITEDHEALTHCARE INSURANC	02/24/2021	Regular	0.00	175.00	31975
VER01	VERIZON WIRELESS	02/24/2021	Regular	0.00	39.02	31976
WAL02	WALKER'S OFFICE SUPPLY	02/24/2021	Regular	0.00	576.62	31977
WEL02	WELLS FARGO BANK	02/24/2021	Regular	0.00	2,296.95	31978
WOO03	WOOD ENVIRONMENT & INFRAS	02/24/2021	Regular	0.00	500.00	31979
AND06	CHELSEA ANDERSON	02/26/2021	Regular	0.00	633.48	31980
AND06	CHELSEA ANDERSON	02/26/2021	Regular	0.00	823.18	31981

Bank Code EDSB Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	301	141	0.00	454,615.64
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	301	142	0.00	454,615.64

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	301	141	0.00	454,615.64
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	301	142	0.00	454,615.64

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash Fund	2/2021	454,615.64
			454,615.64



Director Report
Director Michael Saunders
President, GDPUD
March 9, 2021

MEETING ATTENDANCE

El Dorado LAFCO

Role: Special District Member, Alternate Commissioner

LAFCO met Mar 3, 2021.

Issues of relevance to GDPUD

LAFCO allowed the Out of Area Service Agreement (OASA) for a customer with EID that had a well go out of service and the EPA and CEQA did not allow for another well to be drilled on the property due to power lines.

Significance:

With well failures, contamination, and drought there is the possibility of the need to have well customers within and outside of our District to be added to our Customer base.

Queries for Staff:

1. Do we have OASA ?
2. Do we know what the additional water usage is per new customer parcel, so we can apply it to the UWMP for the need to incorporate new customers based on drought with well failures. The purpose would be to determine what the max number of new customers we can add before not being able to add additional customers or change whatever water restriction level status we might be in.

Queries for the Board:

Take a look at our current UWMP to get an understanding of our annual water requirements and restriction levels. The new requirements will include that plus one year of drought to be taken into consideration.

The next LAFCO meeting is Mar 24th, 2021.

Department of Water Resources - Water Conservation Workgroups

Water Conservation Bills AB1668 and SB 606. These bills passed in 2018. The legislature tasked the Department of Water Resources to come up with recommendations and guidelines for these laws. The goal is to make water conservation a California way of life. The workgroups have been working on this project with the help of stakeholders throughout the State and via public hearings. The recommendations are due by the end of 2021. The workgroups include Wholesale Water Loss; Water Use Studies; Standards, Methodologies, and Performance Measures; UWMP guidebook; Annual Water Supply and Demand Assessment; Data Streamlining; Landscape Area Measurement; including subgroups such as - Technical LAM, modeling, County Drought Advisory Group, and others. I have been attending these workgroups and have been a strong advocate and voice for our District, and rural and mountain county water Districts.

The reason our voice is important is to prevent a standard which does not have bearing to the makeup of our District based on geography, topography, climate, precipitation that will adversely impact any calculations. For example the current Land

Area Management report which basically removed all of our landscape areas and left 1% of household parcels as having irrigable landscape.:

Friday, Feb 12, 2021

Water Use Study Group

To inform on the development of the variances and bonus incentive considerations

- Present the overall process of the Water Use Efficiency Objectives development and specifically, the adjustments due to variances and bonus incentives.
- Review the list of variances and bonus incentives as directed by the Legislature.
- Present the approach and schedule for variance development and bonus incentive considerations.

The plus side, all of the variances I argued to be considered were added to the variance list and bonus incentives.

All of the variances include:

- Significant use of Evaporative coolers
- Significant Populations of horses and other livestock
- Significant Fluctuations in seasonal population
- Significant use of water for Irrigating landscape area with recycled water with high TDS
- Significant use of water for Soil Compaction and Dust Control
- Significant use of water for Supplemental Water to Ponds and Lake for Sustaining Wildlife
- Significant use of water for Irrigating Vegetation for Fire Protection
- Significant use of water for Commercial or Noncommercial Agricultural Use
- Significant use of water for Consideration of additional variances

The downside, the majority argued against having any variances and why should they even be considered.

We went over each variance and the studies that are being done to attempt to come up with a formula for water use. Again there are discrepancies in geography, topography, climate, precipitation. For example - the evaporation cooler study was done in the Mojave Desert.

Relevance to GDPUD:

There are no values for significance. The only way to accomplish this is by doing a survey of our customers to see

How many use evaporative coolers? How many A/C?

How many own livestock, what type, and how many?

How many have orchards, vineyards, pastures, etc.. that use irrigated water and those that use treated water?

How many have ponds that use irrigation water that are 1) permitted by the State for fish/wildlife or the SWRCB or 2) listed sanctuaries with the State for wildlife

How many have water tanks for fire insurance for whole house sprinklers?

We would need to find a way to do this survey to reach the majority of our customer base and not be an extra task for the staff. Committee, volunteer, online?

Wednesday, Feb 24, 2021

Technical Workgroup on Standards, Methodologies, and Performance Measures

The group started out by stating that the LAM reporting deadline will be extended across the board.

This was focused on the technical side of calculating Urban Water Use Objective specifically focused on the Outdoor Water Use Standard.

There are efficiency standards developed for outdoor water efficiency based on parcel size, district size, and service based. The group looked at DWR's Indoor Residential Water Use Studies which were used to calculate the Indoor Residential Per-Capita Demands. Looked at the numbers from the Landscape Area Management Study.

One determinant for Outdoor use would be by disaggregating Indoor residential use from total use to come up with the outdoor usage. The options looked at to best equitably determine outdoor usage is leaning towards A single outdoor standard based on irrigated area and a buffer based on irrigable area as needed.

Significance to GDPUD:

The main determinant in the buffer would be the Irrigable-not irrigated area. This is currently the number which is markedly off in our District's DWR study. For any accurate determination, our measured irrigable area must correlate with the actual area for our District.

The Stakeholder meeting for the LAM study will be in April.

Michael Saunders,
President, GDPUD Board of Director

Bottom-up Estimate of Water Supplier's Urban Water Use Objective

Urban Retail Water Supplier's Urban Water Use Objective (CWC §10609.20(c))

Aggregate estimated efficient indoor residential water use



Aggregate estimated efficient outdoor residential water use



Aggregate estimated efficient outdoor irrigation of landscape areas with dedicated irrigation meters or equivalent technology in connection with CII water use



Aggregate estimated efficient water losses



Aggregate estimated water use for variances approved by the State Water Board

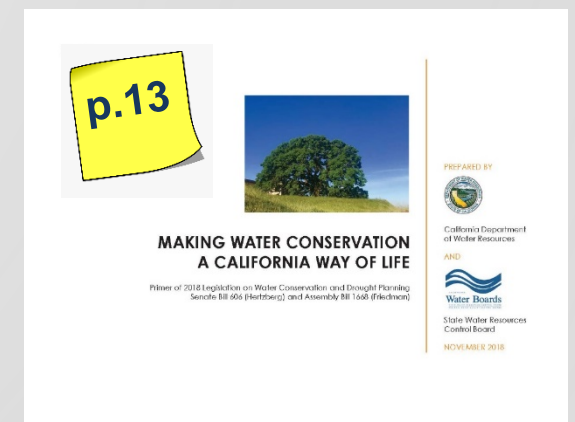


Allowable Bonus Incentive Adjustments (CWC §10609.20(d)), which shall be limited in accordance with one of the following:

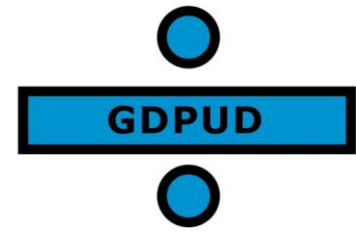
- Volume of potable reuse water from existing facility, with completed environmental review by Jan 1, 2019, that becomes operational by Jan 1, 2022, not to exceed **15% of urban water use objective**
- Volume of potable reuse water from new facility, not to exceed **10% of urban water use objective**



Urban Retail Water Supplier's Urban Water Use Objective, Adjusted For Bonus Incentive, for annual reporting purposes and comparison to the actual water use in the previous year



REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF March 9th, 2021
AGENDA ITEM NO. 7.B.



AGENDA SECTION: STAFF REPORT - GENERAL MANAGER

SUBJECT: General Managers Monthly report, February 10th – March 4th, 2021

PREPARED BY: Jeff Nelson, Interim General Manager

APPROVED BY: Jeff Nelson, Interim General Manager

BACKGROUND

General Manager's Report for the subject period.

SUMMARY OF ACTIVITIES

Staffing/Administration – Chelsea Anderson, Admin Aide I resigned effective Friday, February 26th. Staff held interviews for both vacant Admin Aide I positions during the week of March 1st. Staff are planning on extending offers to the two preferred candidates during the week of March 8th, and hope both candidates can begin work by the end of the month (March). The District made an employment offer to the a candidate for the open Maintenance Worker I position.

Irrigation applications – The 2021 irrigation water application period closed on March 1st. Staff are still processing applications, but it appears that the number of irrigation customers will be similar to last year, that being around 380 customers.

EI Dorado Water Agency – Adam and I met with with Ken Payne, General Manager of the EDWA and Rebecca Guo of his staff to discuss how the EDWA can support GDPUD on upcoming grant opportunities in general, and specifically on the Small-Scale Water Efficient Project grants (see agenda item 9.F).

Treated water billings – Staff read water meters and bills were reconciled for treated water for the January and February, 2021 billing period. Electronic bills were sent out during the week of February 22nd and paper bills were sent out to customers during the week of March 1st.

Canal Maintenance/ditch lining – staff patched cracks by hand with gunite on sections of the Cherry Acres canal, and gunited a 400 foot section also on the Cherry Acres canal. Staff installed 36-inch-diameter culverts near Pilot Hill at two fence crossings. Two new measuring flumes will be installed this month. The new flumes will be used to measure flow rates at different locations in District's water conveyance system.

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Operations Manager's Report for February 2020

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

March 9, 2021, AGENDA ITEM #7.C.

Water Production for the Month of November

Sweetwater Treatment Plant

13.427 million gallons
479,535 gallons/day average

Walton Lake Water Treatment Plant

15.290 million gallons
5 gallons/day average

Water Quality Monitoring

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

- ✓ The treatment plants are in compliance with all drinking water standards,
- ✓ Distribution system monitoring results showed all samples absent/negative of any bacteriological contamination and indicate adequate levels of disinfection through the system.

Stumpy Meadows Volume (Acre-FT) November 14,241

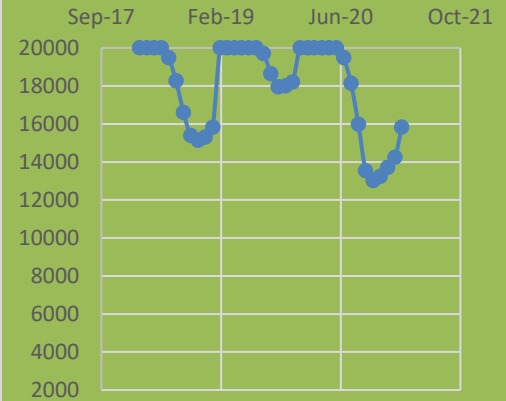
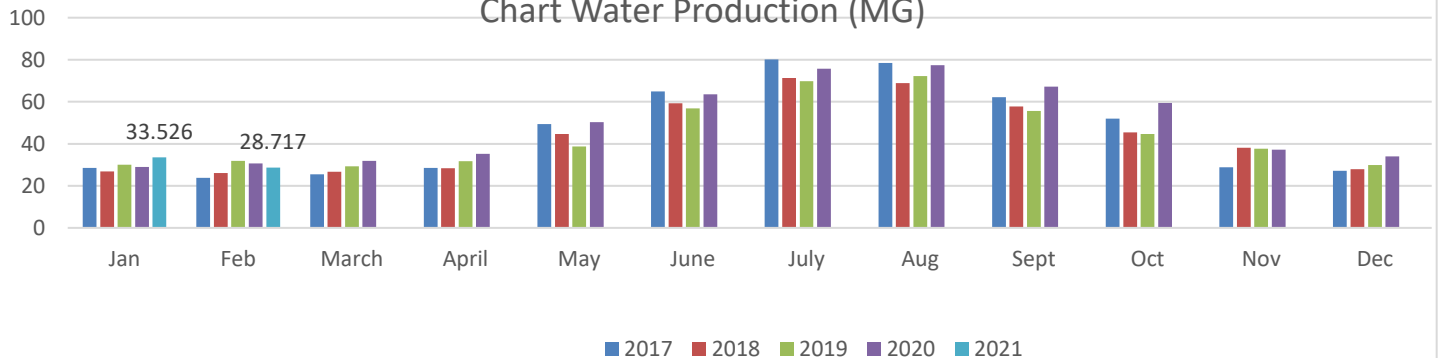


Chart Water Production (MG)



Summary of Field Work Activities

Operations Manager

A logic card in the Westech PLC at the Sweetwater Treatment Plant has tripped out two times since the plant has been in operation. This would not allow the plant to make water. The A-Team responded and showed us how to reset the Logic card. They said this does happen occasionally with this type of equipment for a myriad of reasons. Hopefully, we are prepared if it happens again.

Distribution Crew

- ✓ Repaired leaks: 9 leaks
- ✓ Repair/replace meters: 0
- ✓ Installed new service: 0 treated
- ✓ After Hours Callouts: 3
- ✓ Exercised 2 Valves

Rebuilt Vault at Hotchkiss Hill Sub Tank

Maintenance Crew

- ✓ Gunited 400 feet on the Cherry Acers Canal
- ✓ Sealed cracks in old Gunite at the end of the Cherry Acers canal
- ✓ Installed Two culverts for a customer in Pilot Hill where their fence crosses the canal
- ✓ Prepping canals for Gunite

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Auburn Lake Trails Wastewater Management Zone Report for February 2021

Presented to the GDPUD Board of Directors

March 9, 2021

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

- **Community Disposal System (CDS) Lots - 137**
- **Individual Wastewater Disposal System Lots - 894**

Field Activities

- ✓ Routine Inspections: 77
- ✓ Property Transfer Processing: 8 Initial
6e Follow Up
7a Follow Up
- ✓ New Inspection
 - Homeowner 1(1586)
 - Construction 1(209)
 - Plan Review 1
 - Watertight Test 2
- ✓ Weekly CDS Operational 4
 - New Wastewater System 0
 - New CDS Tank 0
 - New Pump Tank 1(1912)

Reporting

The monthly Sanitary Sewer Overflow (SSO) – *No Spill Certification* was submitted electronically to California Integrated Water Quality System (CIWQS) on March 1, 2021

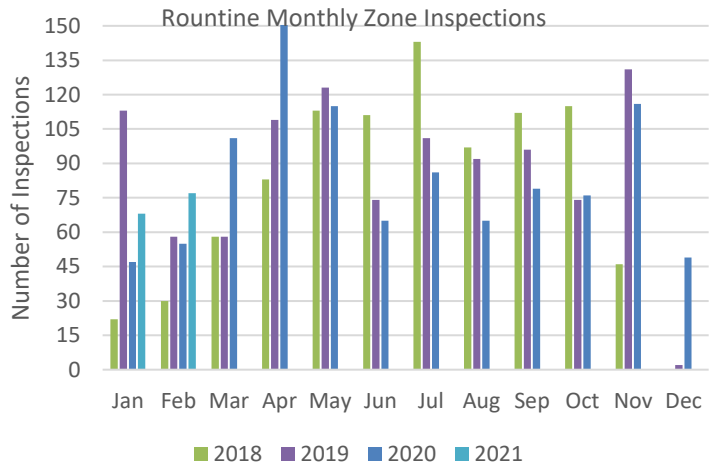
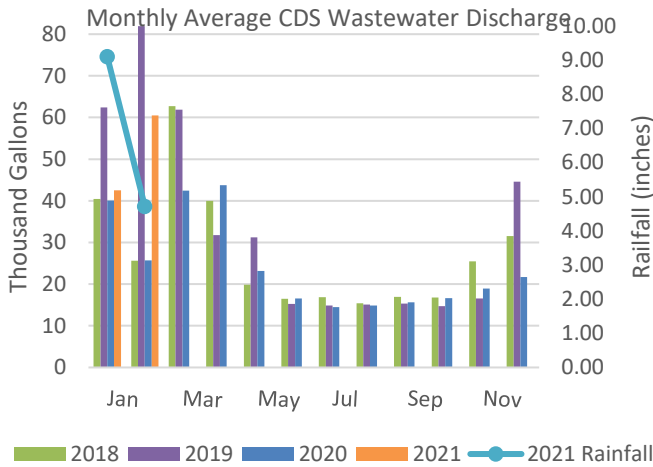
Monthly activities included meter reading and CDS brush clearing activities.

CDS – Wastewater Discharge

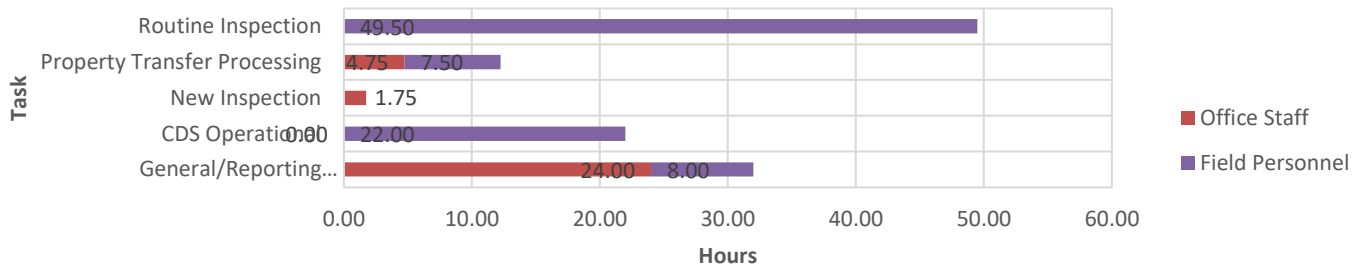
1,693,100 gallons / 60,467 gallon/day average

Rainfall

4.72-inches



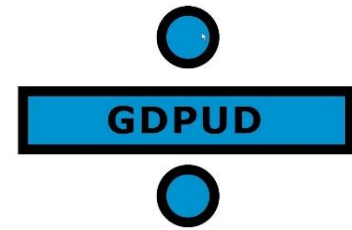
Monthly Labor Allocation



Georgetown Divide Public Utility District

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

REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF MARCH 9, 2021
AGENDA ITEM NO. 9.A.



AGENDA SECTION: NEW BUSINESS

SUBJECT: STAFF BRIEFING ON THE 2018 PUBLIC REVIEW OF IRRIGATION ORDINANCE 2005-01 AND REQUEST FOR BOARD DIRECTION

PREPARED BY: Gloria Omania, Interim Board Clerk

APPROVED BY: Jeff Nelson, PE, Interim General Manager

BACKGROUND

The Georgetown Divide Public Utility District (District) provides irrigation service to customers under rules and regulations adopted by Ordinance 2005-01 (**Attachment 1**). During the Board meeting on February 13, 2018, the Board expressed their desire to review and update the irrigation ordinance and directed the General Manager to bring back a plan for a process that would provide for customer input and staff analysis.

At the Board meeting of March 13, 2018, the Board approved the General Manager recommendation that Staff conduct a series of public workshops to gather input from the community, analyze their suggestions, and make recommendations to the Board on potential updates and changes to the Ordinance. The Board requested that Staff notice and facilitate the workshops according to the Brown Act to allow for full participation by the Board Members.

On August 14, 2018, the Board approved Staff's Irrigation Ordinance Update Plan which included two public workshops. The purpose of the first workshop was to educate and inform the participants about the Irrigation Ordinance, and to gather suggestions on changes for consideration by the Board.

Over 50 people participated in the first workshop held on September 20, 2018. Participants in the public process were offered three opportunities to provide input: (1) online survey; (2) public comments during workshop; (3) written comments submitted during Workshop #1 and to the District office. Staff presented the suggestions together with the corresponding Staff analysis during the second workshop. The goal of the Workshop #2 was to get direction from the Board on which suggestions to implement or analyze in more detail with the expectation that Staff would be able to draft an updated Irrigation Ordinance for the Board's consideration at a future meeting.

Included with this report are **Attachment 2** showing the responses to the survey and **Attachment 3** listing the verbal and written comments received during the 2018 public review process. **Attachment 4** is a summary of suggested changes to the Irrigation Ordinance.

DISCUSSION

The current Board requested a Staff briefing of the 2018 review of the Irrigation Ordinance through a public review process and to provide an update to determine what direction to give staff to complete the process or initiate a new one. **Attachment 5** of this report is a copy of the Power Point Staff presentation.

FISCAL IMPACT

There are no costs associated with this process at this time.

RECOMMENDED ACTION

Staff recommends that the Board of Directors receive the information presented regarding the 2018 Public Review of the Irrigation Ordinance and provide direction to Staff.

ATTACHMENTS

1. Ordinance 2005-01
2. 2018 Survey Responses
3. Summary of 2018 Public Comments
4. Summary of Suggested Changes to the Irrigation Ordinances
5. Power Point Presentation, including Staff Analysis of Suggested Changes to Irrigation Ordinance 2005-01

Board Meeting of March 9, 2021

AGENDA ITEM NO. 9A

Attachment 1

Irrigation Ordinance 2005-1

ORDINANCE 2005-01

AN ORDINANCE ESTABLISHING RULES AND REGULATIONS
FOR IRRIGATION SERVICE IN THE GEORGETOWN DIVIDE
PUBLIC UTILITY DISTRICT

BE IT ENACTED by the Board of Directors of the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT, County of El Dorado, State of California, as follows:

The rules and regulations for irrigation service within the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT ("District") are adopted by the Board of Directors of said District as hereinafter set forth.

SECTION 1. General Conditions:

(a) Control of System: District Works shall be under exclusive control and management of District personnel duly appointed by the Board of Directors.

(b) The District shall not be liable for interruption, shortage or insufficiency of irrigation water supply, or for any loss or damage occasioned thereby.

(c) The District shall not be liable for damage to person or property resulting directly or indirectly from privately owned conduits, meters or measuring devices.

(d) Irrigation water is used at the customer's own risk and the customer agrees to hold the District, its officers and employees free and harmless from liability and damages that may occur as the result of defective water quality, shortages, fluctuation in flow or pressure, interruptions in service or for failure to deliver water.

(e) Pumping of water by the customer is done at the customer's risk. The District assumes no liability for damage to pumping equipment or other damages as a result of turbulent water, shortages, excess of water or other causes.

(f) No purchaser of water from the District acquires a proprietary or vested right by reason of use. No purchaser acquires a right to resell water or to use for a purpose other than that for which it

was applied nor to use it on premises other than indicated on the application. The terms, conditions, priorities and allocation of irrigation service may be altered and amended by the Board of Directors. The District does not guarantee irrigation service customers the right to future service.

(g) The District expressly asserts the right to recapture, reuse and resell all waters originating from District Works.

(h) Ditchtenders and other agents of the District shall have access to all lands irrigated from its water system and to all conduits for the purpose of inspection, examination, measurements, surveys or other necessary purposes of the District with the right of installation, maintenance, control and regulation of all meters and other measuring devices, gates, turnouts and other structures necessary or proper for the measurement and distribution of water.

(i) No bridges, crossing, pipe or other structures shall be placed in or over a canal without written permission of the District. Maintenance of the canal crossings shall not be the District's responsibility but shall rest with the owner of the crossing. Where the owner fails to maintain the crossing, the District may perform the necessary repairs or removal at the expense of the owner. Notice of the District's intent will be given, if possible, to the owner prior to the work commencing.

(j) No rubbish, garbage, refuse, chemicals or animal matter from any source may be placed in or allowed to be emptied into any ditch, canal or reservoir of the District.

(k) District canals or reservoirs shall not be used for swimming or bathing.

(l) Livestock shall not be permitted to contaminate the water supply nor destroy or damage the canal system or use thereof. Property owners are liable for any damage due to livestock.

(m) No conveyance system shall cause a cross connection with the District's water system with any other source of water.

(n) No buildings, corrals or other structures, fences, trees, lines or bushes shall be permitted upon rights-of-way or use thereof be made in any way except by written authority of the District. Construction of

fences and/or gates is not permitted without written approval of the specifications by the General Manager.

(o) Violation of Rules and Regulations: Failure to comply with rules and regulations of the District shall be sufficient cause for terminating irrigation service as determined by the Board of Directors.

(p) Any person dissatisfied with any determination of the District management shall have the right to appeal to the Board of Directors.

(q) Amendments: The Board of Directors of the District may at their discretion alter, amend or add to these rules and regulations. The Board of Directors will follow applicable laws during this process.

SECTION 2. Application for an Irrigation Service Account:

(a) No irrigation service will be rendered until a complete application for an Irrigation Service Account has been approved and is on file at the office of the District. Applications will be accepted between January 1st and March 1st for the impending irrigation season. The application for service shall state that the customer agrees to abide by the terms and conditions for service as established in the Irrigation Ordinance.

(b) Applications will be approved where the District Works have sufficient capacity to meet service requested. Applications will be considered for approval utilizing the following priority system:

- Priority 1. Applications for Irrigation Service to parcels that received irrigation service during the immediate past irrigation season.
- Priority 2. Applications for Irrigation Service to parcels with the most recent active Irrigation Service Account during the previous ten (10) irrigation seasons
- Priority 3. New applications for irrigation service to parcels that have been made after the 2003 irrigation season with priority established by the earliest season applied for. Applications and priority are specific to the section of ditch the parcel is located near.

Competing applications within the same priority level, will be determined by public lottery.

(c) Applications for an increase to service will receive Priority 3 status for the requested increase.

(d) Applications must in all cases be signed by the holder of title to the property requesting irrigation service. If the property requesting irrigation service is leased, two months of charges must be paid in advance. The landowner of leased property shall be responsible for all charges or assessments.

(e) Applications for an Irrigation Service Account to benefit a parcel of land that is not adjacent to the District Works must be accompanied by a legally recorded easement that allows the conveyance of water to the parcel requesting irrigation service. The easement shall grant the District the right of ingress and egress for inspection, installation and maintenance purposes.

(f) New applications for Out-of-District Irrigation Service Accounts will not be approved by the Board of Directors. An existing Out-of-District Irrigation Service Account that is inactive for two or more years will be deleted from the District's accounts and the service will be permanently removed.

SECTION 3. Distribution of Water:

(a) The irrigation season shall generally be from May 1 through October 1 of each year. The Board of Directors shall consider changes to the irrigation season to respond to climactic conditions and may implement such changes by a majority vote.

(b) The District does not guarantee irrigation water under pressure from the District Works. Pressure requirements of the customer are the sole responsibility of the customer and the District shall not be liable for any damage to equipment used to provide pressure to the customer.

(c) Water is distributed under continuous flow. Water must be used continuously during all days and nights including holidays and Sundays and no allowances shall be made for failure to use water when it is made available. Failure to use water on schedule shall not entitle the customer to any rebate.

(d) Irrigation service is provided for the entire irrigation season. Customers shall pay for irrigation service for the entire irrigation season regardless of their interest or ability to use water.

(e) When interruptions to irrigation service due to failure of the District Works extend beyond five (5) days, proportionate adjustments for such water loss will be made.

(f) Irrigation customers shall pay a proportionate amount for irrigation service when the irrigation season is extended or shortened by the Board of Directors.

(g) Unauthorized connections or the taking of water in an amount greater than applied and paid for, by any means, is a misdemeanor under California Penal Code Section 498 and shall be subject to criminal prosecution under Section 498 and any other applicable laws. In addition, the District may bring a civil action for damages and may refuse future service to the parcel.

(h) Irrigation customers shall prevent any unnecessary or wasteful use of water. Should a customer permit wasteful use of water, the District may discontinue service if such condition is not corrected within five (5) days after giving the parcel owner written notice of intention to terminate service.

(i) No more than one parcel shall be served through each Irrigation Service Account except with the prior written approval of the Board of Directors. Any such approval shall be recorded against each parcel with the caveat that the agreement expires upon any change of ownership. Each Irrigation Service Account shall have independent service lines and sumps.

(j) The minimum irrigation service for each Irrigation Service Account shall be one miner's inch, from the open ditch system, and one-half miner's inch from the irrigation pipeline system. In the future, the District may consider reducing the minimum irrigation service to one-half miner's inch from the open ditch system and one-quarter miner's inch from the irrigation pipeline system.

(k) All pumped services shall utilize a sump provided by the customer and acceptable to the District.

(l) All Irrigation Service Accounts must have an appropriate measuring device which shall be installed by the District. The customer shall pay the cost thereof including costs of installation. The District shall approve the location of the measuring device.

(m) Customers receiving irrigation service who request a change in flow rate during the season shall be charged a fee set by the Board of Directors for the adjustment.

(n) Replacement of measuring devices shall be at the expense of the customer if the replacement is necessary due to abnormal wear or abuse.

(o) Alternate Boxes -The Board of Directors shall not approve any new applications for Alternate Boxes.

(p) Unusual costs incurred by the District to provide irrigation service shall be paid in full by the applicant or customer. An estimate of the expense shall be approved by the property owner prior to work commencing.

SECTION 4. Charges, Rates and Billings:

(a) The District will maintain a uniform rate schedule which may be changed from time to time upon action of the Board of Directors. The rate schedule, by reference, is attached hereto and made a part of these rules and regulations.

(b) Irrigation billings are made bi-monthly (every two months) in advance.

(c) All penalties shall be charged as outlined on the billings

(d) Disconnected irrigation service accounts shall pay a fee to re-establish service

(e) Irrigation service accounts requesting verification of flow will pay a fee if the delivered flow is within 10% of the contracted amount

SECTION 5. REPEAL

(a) Upon the effective date of this Ordinance 2005-__ all previously adopted Ordinances pertinent to the Rules and Regulations for

Irrigation Service will be superceded and repealed, including, but not limited to, Ordinance 79-2, 79-8, 87-1, and 04-01.

PASSED AND ADOPTED at a regularly held meeting of the Board of Directors of the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT this tenth day of May, 2005.

AYES: Bob Diekon, Norman Krizl, Doug Pickell, JoAnn Shepherd and Hy Vitcov

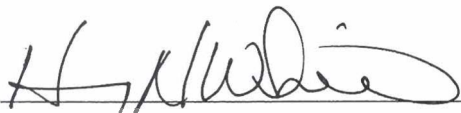
NOES: None

ABSENT: None



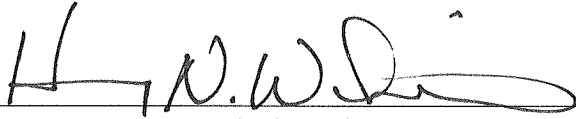
Bob Diekon, President
Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

ATTEST:



Henry N. White, Clerk and ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

I hereby certify that the foregoing is a full, true, and correct copy of Ordinance 2005-01 duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, El Dorado County, California, at a meeting duly held on the tenth day of May, 2005.



Henry N. White, Clerk and ex officio Secretary of the
Georgetown Divide Public Utility District

Board Meeting of March 9, 2021

AGENDA ITEM NO. 9A

Attachment 2

2018 Survey Results

2018 SURVEY ON IRRIGATION ORDINANCE

SURVEY RESPONSES (41 total responses received)

1	How long have you been an irrigation customer	Responses	%
Answer Choices	Not a current irrigation customer	3	7.32%
	Less than 6 months	0	0.00%
	1 year to less than 3 years	4	9.76%
	3 years to less than 5 years	2	4.88%
	5 years or more	31	75.61%
	Skipped question	1	2.44%
	Total	41	100.00%
2	How much irrigation water are you currently allocated?	Responses	%
Answer Choices	None	3	7.32%
	1/2 miner's inch	8	19.51%
	1 miner's inch	20	48.78%
	1.5 miner's inch	1	2.44%
	2 miner's inch	7	17.07%
	2.5 to 4 miner's inch	1	2.44%
	5 miner's inch	0	0.00%
	6 to 10 miner's inch	1	2.44%
	More than 10 miner's inch	0	0.00%
	Skipped question	0	0.00%
	Total	41	100.00%
3		Responses	%
Answer Choices	Pasture	15	28.85%
	Animals/Stock	7	13.46%
	Orchard, Garden, Other	30	57.69%
	Skipped question	0	0.00%
Total	52	100.00%	
4	How satisfied are you overall with your service?	Responses	%
Answer Choices	Do not have irrigation Service	3	7.32%
	Very satisfied	7	17.07%
	Satisfied	17	41.46%
	Neither satisfied nor dissatisfied	4	9.76%
	Dissatisfied	4	9.76%
	Very dissatisfied	3	7.32%
	Skipped question	3	7.32%
Total	41	100.01%	
5	Do you have any suggestions for improving the irrigation service? (18 responses)		
	my issue is the cost of irrigation water		
	Allow for half inch rates for current customers. The water flows good and the ditch levels are pretty consistent.		
	Yes, repair leaks, install pipes and secure water. Make sure that users bear the cost of the service.		
	Maybe fix the leaks and stop people from getting free irrigation.		
	Maintainwater level high enough in ditch so that it is always available. This year has been great.		
	I am satisfied with the service but extremely disappointed in the board decision to increase the rates so high without being able to present a plan of what they are going to do with the additional funds. There was talk of what they are thinking of doing but no actual plan.		
	Spread the payments out across the year		

	Stop people from taking water illegally
	No.
	Obviously wish we could figure out a way to pipe it. Then I'd only need 1/2 inch.
	Lower the monthly rates
	This response is for both potable and irrigation waters, the district must have a way to stop the overflowing of the ditches especially during storm related times and times of repairs to the ditches and adjacent lands. You have demonstrated that this is possible as demonstrated by your Emergency Ditch work at the beginning and of the previous month gunite work of this month, the depositing of the many discharges to adjacent customer lands impacts must be controlled to prevent these discharges from impacting public state and federal properties including District Facilitiles by using additional settling pods, and other methods that will controlling the silt and sedimentation from mpacting downstream properties and waterways of the state and federal lands.
	Stop the leaks on my property...it is doing damage.
	GDPUD should be responsible for making sure that the water is not blocked by debris in the ditch.
	Clean the ditches out on a regular basis, like they did years ago by hand. You now have equipment to help, use it!
	Mid-May to Mid-October as service timeframe?
	My ag water was put in long before ALT was even constructed. I feel like I am now subsidizing the expanded public water system. Isn't fair.
	No
	Have flexibility on start/end date of irrigation season depending on late rainy season, Stumpy's levels, etc.
	Yes - pipe as much as possible/practical. 1) If gunnite is only solution use welded wire or rebar reinforcement --Fibermesh is not reinforcement. Unreinforced gunnite is ruined by livestock and tree roots and equipment. 2) Newsletter (quarterly) - show costs and revenues; honor "Employee of the Quarter"; tips for customers (i.e. settig up a holding/sediment tank) - customer ranch photos; surplus equipment for sale... 3) Roll Back - hold at \$154/mi. for 3 years then at \$308/m.i. if necessary) 4) Hydro generation - Goals
	Pipe the canals. Filter some portion of irrigation water.
	Maybe filter the piped water? Adjust the time period of irrigation according to the season. Reduce the rates to reduce fire danger so more customrs can afford irrigaiton water. As you can see-- subscribers are down from 2017.
	Send renewal notice to each customer to get a yes or no for the same service as the previous year.
	Improve customer service, clean the ditches and extend season. Lower the rates!! Why aren't true costs posted on the website?
	Extend season thru Oct (6 month season) when water is available.
	Yes. Spread the prop 218 increase over 10 years rathern than 5 years. The project costs presented last year were "WAG's" and not supported by actual engineering and construction estimates.
	Section 3, item g is useless if you won't enforce it. My property was on wait list 10+ years waiting for water to be available before I got water. May enforcement of 3g would be a benefit.
	Spread billing over 12 months. Extend season through October.

		Use drones to check ditches for damage, repairs, and water theft; could eliminate some payroll, benefits & CalPERS. Allow paid for water to be used off parcel to help protect against wildfires. Give payment options to users with the 100% extreme fee increase. Irrigation service dollars used only to maintain canals not treatment plants treated water user dollars to be used for both. We receive no benefits of treated water still must use wells.		
		Skipped question	4	
6		The application process was simple, and the form was easy to complete.		
	Answer Choices	Strongly agree	7	17.07%
		Agree	12	29.27%
		Neither agree nor disagree	12	29.27%
		Disagree	1	2.44%
		Strongly disagree	1	2.44%
		Skipped question	8	19.51%
			Total	41
7		How would you improve the application process?		
		Don't understand this question - application process for what?		
		Doesn't apply. I have no idea what this question is for? Application for wat??		
		Have my parcel # prefilled as I give it to you every year. I have more than one parcel and need to look it up each time.		
		haven't had to apply, just renew each year, seems fine. Online would be nice.		
		so long ago I really do not remember but I think it was easy.		
		computerize the applications		
		I've been a customer so long I don't remember a process.		
		Wouldn't		
		Provide a way to give input by the public on each and every question including files and pictures, not just what the District puts down. How can you separate the Ditch water that is a mutual use facility/ There is not any reasoning, or project description for this survey given by the District, a Nexis on the way or who requested this survey is required as a possible decision that may be controlled by the Clean Water Act and/or NEPA and CEQA California Environmental Quality Act. notice of intent and additional relevant CEQA guidelines. The current Irrigation Ordinance must be at the beginning of the survey so the public can reference this document. There must be a clear understanding and definition of the Present Rules and Regulations as different methods have been used by the District as it chooses on any particular day/season.		
		Make it online and not needed if the service doesn't change.		
		Not sure-ben a customer since the later 1970's.		
		NA I applied over 30 years ago		
		Na		
		We rent from the account holder, so did not participate in the application process, but we are the		
		Communicate to new customer - costs for installation of "weir" or other measuring device is their 1 time expense.		
		Roll over year to year customers.		
		Not applicable. System was installed and entirely paid for by neighborhood and hundreds of hours of labor by neighbors. One year later turned over to GDPUD - one plus mile of pipe and two reducing stations - Rt 86.		
		Skipped question		
8		The current Irrigation Ordinance is fair and reasonable.		
	oices	Strongly agree	4	9.76%
		Agree	9	21.95%

	Answer Ch	Neither agree nor disagree	9	21.95%
		Disagree	6	14.63%
		Strongly disagree	4	9.76%
		Skipped question	9	21.95%
			Total	41
9		What changes would you make to the Ordinance?		
		Extend the irrigation season through October. Provide an option to spread the payments over a full year.		
		Need to see the ordinance.		
		Current and proposed rates are extremely high. Evaluate a rate reduction. Allow small low use customers the option of 1/2 inch of water service.		
		None		
		I don't know what the ordinance is. I have received notices about changes but nothing that states the ordinance		
		How would I know...I don't see the Ordinance!		
		I have to Strongly Disagree because you have not explained what the "irrigation Ordinance" is.		
		Not sure what the ordinance is???		
		new water rate is too high and is slated to go much higher. Keep rate the same ow or lower which I know will not happen.		
		none		
		lower cost		
		Would help to have had the ordinance published prior to this.		
		Lower monthly rates		
		A copy of the Ordinance must be included in this Survey, before truly meaningfl tatements can be made to enable survey participants to respond to this statement.		
		A lien should be applied 90 days after a bill was due. Not based on a government fiscal year.		
		Give other options to pay. Lower the prices.		
		Haven't seen current ordinance.		
		Cost of ag water is way too much. Seasonal limitations put into place 15 years ago were bad enough. Cost increases are ridiculous.		
		None		
		1) Have protocol in place for dealing with stolen water. 2) Clarify who is allowed to walk on GDPUD easements through Private Property (so homeowners/residents have something to refer to when people (general public) use the ditch easement as a walking path). 3) Please ban the use of pesticides/herbicides on the GDPUD easement -- by workers or the people who maintain personal property. There are people who try to garden as organically as possible, and use it for livestock (we use it for gardening, and would consider doing it for livestock, except for possibility of pesticide/herbicide contamination.		
		Section 1(f) - Allow sharing with neighbors - not for profit/one parcel # billing/paying. Section 1(g) - District not to resell off Divide; Section 1(l) No livestock allowed (cattle, horses, llamas, alpacas); Section 1(?) - 1st written notice by Board - then "failure to comply" termination; Section 3(c) - change "must be" to "may be used...) 24/7; Section 3(i) - Allow sharing w/neighbors (similar to 1(f) - not for rofit by customer; Section 3(l) - Costs for measuring devide is paid by customer initially upgraded devices are exense of GDPUD; Section 4(b) - voluntary pre pay year round is acceptable.		
		Ordinance is old and need to simplify as necessary.		
		Allow adjoining parcels owned by one customer to be irrigated with owner's existing allocation, even though the water may be assigned to only one of the parcels (without apply for Board permission).		

	<p>Somewhere in it there should be some guidelines as to the pay structure and expenses of the district personnel, its benefits, CalPERS, etc. Perhaps something about outsourcing some of the canal maintenance and repairs to cut down on those ongoing expenses. Perhaps investigate drone use-- seems to work well for other government agencies.</p>
	<p>It would be helpful to specify what happens when a property is sold which has irrigation water, does the same right to the water transfer from the old owner to the new owner automatically? Hank White told me several years ago the right to the water did indeed transfer to the new owner and I assume that is demonstrated by the priority system for approval of applications - Priority 1 Application for irrigation service to parcels that received irrigation service during the immediate past irrigation season. The assume the key word is parcel not property owner.</p>
10	How do you think this change will improve the irrigation services?
	The hot summer weather is lasting well into the fall. Some customers might find alternate payment options easier to budget.
	reducing cost will allow more people to utilize irrigation water.
	Revenue will be gained. Revenues were lost this year because the new higher charges for irrigation water forced many customers to reduce or stop their irrigation water purchases.
	N/A
	?
	we will be able to afford the water.
	I don't know what the change being proposed is.
	Haven't yet seen the proposed ordinance.
	Lower monthly rates
	Unknown without the additional information that should be in this survey. Purpose of this study must be given and the potential impacts that may occur.
	It won't. It will just piss off more customers.
	Not sure which "change" you are referring to here. If it's regarding my suggestion to move the service dates, I would say that this will help bridge the water a little later into the Fire season.
	Great already.
	1) There will be a mechanism in place that will make it easier to address theft of water, so ongoing issues can be curtailed more promptly and we (people who live next to the ditch) don't have to maintain as high a level of vigilance because of people cutting through this property to access the GDPD ditch to steal water. 2) This would give residents greater credibility where general public use of the ditch trail has caused privacy or safety concerns. 3) This would reduce the likelihood of pesticide/herbicides making it into the ag water that people use for food and livestock.
	- Sharing will promote more green hence reduce wildfire potential (Section 1(f) & 3(i); --Livestock (i.e. cattle & horses, llama, alpaca = accelerated erosion; Measuring device - should only be initial expense to new customers; Prepay - allows budgeting new rates - year round.P70
	Added money for new customers to system.
	It will help to level out fluctuations in flow at various points. It will help the property owner with fire protection. It would eliminate the Board approval step. Some Board members have acted in a punitive or negative way to some requests...depending on who submitted it.
	At some point in time GDPUD must look at ways to control ongoing expenses for the costs and retirements of all employees past and future.

Board Meeting of March 9, 2021

AGENDA ITEM NO. 9A

Attachment 3

Public Comments

**2018 REVIEW OF IRRIGATION ORDINANCE
SUMMARY OF PUBLIC COMMENTS**

Comment	Pertains to
Use irrigation service dollars only to maintain canals not treatment plants. Use treated water dollars for both.	Budget
Outsource some of the canal maintenance and repairs to cut down on those ongoing expenses. Perhaps investigate drone use--seems to work well for other government agencies.	Budget/Maintenance
Pipe as much as possible	CIP
Pipe the canals. Filter some portion of irrigation water.	CIP
Improve customer service.	Customer Service
Hydro generation - Goals	Hydro
Stop the overflowing of the ditches especially during storms and during repairs to the ditches and adjacent lands to prevent impacts to public state and federal properties by using additional settling ponds, and other methods that control the silt and sedimentation from impacting downstream properties and waterways of state and federal lands.	Maintenance
Stop the leaks on my property...it is doing damage.	Maintenance
GDPUD should be responsible for making sure that the water is not blocked by debris in the ditch.	Maintenance
Clean the ditches out on a regular basis, like they did years ago by hand. You now have equipment to help, use it!	Maintenance
If gunnite is only solution, use welded sere or rebar reinforcement. Fibermesh is not reimbursement.	Maintenance
Clean ditches	Maintenance
Use drones to check ditches for damage, repairs, and water theft (could eliminate some payroll, benefits & CalPers).	Maintenance
Obviously wish we could figure out a way to pipe it. Then I'd only need 1/2 inch.	Pipe Ditches
Quarterly Newsletter -- show costs and revenues; honor "Employee of the Quarter;" tips for customers (i.e. setting up a holding/sediment tank); customer ranch photos; surplus equipment for sale...	Public Information
Post costs on website.	Public Information
Repair leaks, install pipes and secure water. Make sure that users bear the cost of the service.	Repairs
Fix the leaks.	Repairs
Allow sharing with neighbors, not for profit/one parcel # billing/paying.	Section 1(f)
Allow sharing with neighbors, not for profit.	Section 1(f)
District not to resell off Divide.	Section 1(g)
Clarify who is allowed to walk on GDPUD easements through private property so homeowners/residents have something to refer to when people (general public) use the ditch easement as a walking path)	Section 1(h)
Ban the use of pesticides/herbicides on the GDPUD easement -- by workers or the people who maintain personal property. There are people who try to garden as organically as possible, and use it for livestock (we use it for gardening, and would consider doing it for livestock, except for possibility of pesticide/herbicide contamination.	Section 1(j)
No livestock allowed (cattle, horses, llamas, alpacas)	Section 1(l)

1st written notice by Board, then "failure to comply" termination.	Section 1(o)
Send renewal notice to each customer to get a yes or no for the same service as the previous year.	Section 2
Fill in parcel # on renewal applications.	Section 2
Online applications would be nice.	Section 2
Computerize applications	Section 2
Make it online and not needed if the service doesn't change.	Section 2
Roll over year to year customers.	Section 2
Clarify that when property is sold, irrigation service transfers from the old property owner to the new property owner automatically. The Ordinance indicates application for irrigation service is to parcel, not property owner.	Section 2(b)
Mid-May to Mid-October as service timeframe?	Section 3(a)
Have flexibility on start/end date of irrigation season depending on late rainy season, Stumpy's levels, etc.	Section 3(a)
Adjust the time period of irrigation according to the season.	Section 3(a)
Extend season	Section 3(a)
Extend season thru Oct (6 month season) when water is available.	Section 3(a)
Extend the irrigation season through October. Provide an option to spread the payments over a full year.	Section 3(a)
Stop people from getting free irrigation.	Section 3(g)
Stop people from taking water illegally	Section 3(g)
Section 3, item g is useless if you won't enforce it. My property was on wait list 10+ years waiting for water to be available before I got water. May enforcement of 3g would be a benefit.	Section 3(g)
Have protocol in place for dealing with stolen water.	Section 3(g)
Allow paid for water to be used off parcel to help protect against wildfires.	Section 3(i)
Allow adjoining parcels owned by one customer to be irrigated with owner's existing allocation, even though the water may be assigned to only one of the parcels (without having to apply for Board permission).	Section 3(i)
Allow for half inch rates for current customers. The water flows good and the ditch levels are pretty consistent.	Section 3(j)
Cost for measuring device paid by customer initially, upgraded devices are expense of GDPUD	Section 3(l)
Communicate to new customer - costs for installation of "weir" or other measuring device is their one-time expense.	Section 3(n)
Change "must be" to "may be used"	Section 3c
My issue is the cost of irrigation water	Section 4(a)
I am satisfied with the service but extremely disappointed in the board decision to increase the rates so high without being able to present a plan of what they are going to do with the additional funds. There was talk of what they are thinking of doing but no actual plan.	Section 4(a)
Lower the monthly rates	Section 4(a)
My ag water was put in long before ALT was even constructed. I feel like I am now subsidizing the expanded public water system. Isn't fair.	Section 4(a)
Roll back. Hold at \$154/MI for 3 years, then at \$308/MI if necessary.	Section 4(a)
Reduce rates to reduce fire danger so more customers can afford irrigation water. As you can see, subscribers are down from 2017.	Section 4(a)

Yes. Spread the prop 218 increase over 10 years rather than 5 years. The project costs presented last year were "WAG's" and not supported by actual engineering and construction estimates.	Section 4(a)
Current and proposed rates are extremely high. Evaluate a rate reduction. Allow small low use customers the option of 1/2 inch of water service.	Section 4(a)
new water rate is too high and is slated to go much higher. Keep rate the same ow or lower which I know will not happen.	Section 4(a)
Lower cost	Section 4(a)
Lower monthly rates	Section 4(a)
Cost of ag water is way too much. Seasonal limitations put into place 15 years ago were bad enough. Cost increases are ridiculous.	Section 4(a)
Spread the payments out across the year	Section 4(b)
Spread billing over 12 months. Extend season through October.	Section 4(b)
Give payment options to users with 100% extreme fee increase.	Section 4(b)
A lien should be applied 90 days after a bill was due. Not based on a government fiscal year.	Section 4(b)
Give other options to pay. Lower the prices.	Section 4(b)
Allow for pre-pay year round.	Section 4(b)
Filter the piped water.	Treatment Process
Maintain water level high enough in ditch so that it is always available. This year has been great.	Water Level

Board Meeting of March 9, 2021

AGENDA ITEM 9.A.

Attachment 4

Public Comments from 2018 Public Review

**Suggested Changes
to Irrigation Ordinance 2005-01
and Suggestions for Improving the
Irrigation Service were received
from the 2018 Public Review Process**

1

**Extend/adjust irrigation season. [Section 3(a)]
(10 responses)**

Challenges

- ◆ Ensure adequate water supply
- ◆ Ensure adequate time for offseason maintenance

Solutions

- ◆ Ordinance already allows Board to extend season
- ◆ Annual assessment of water supply risk
- ◆ Annual assessment of needed maintenance

**Spread billing over twelve months. [Section 4(b)]
(7 responses)**

Challenges

- ◆ Cash Flow - Payment delayed for months
- ◆ Timing of new applications (Jan 1- March 1)

Solutions

- Multi-year service agreement
- Early invoice (May 1)
- Late invoice (October 31)

2

Increase Enforcement of Theft [Section 3(i)]
(7 responses)

<p><u>Challenges</u></p> <ul style="list-style-type: none"> ▪ Lack of reporting ▪ Lack of resources (i.e. time) ▪ Lack of enforcement mechanism 	<p><u>Solutions</u></p> <ul style="list-style-type: none"> ▪ Increase penalties ▪ Improve ordinances ▪ Increase Staff time
--	---

Increase District Liability for Outages [Section 1(b)(d),Section 3(e)(f)]
(6 responses)

<p><u>Challenges:</u></p> <ul style="list-style-type: none"> ▪ Reduced revenue ▪ Likely result in shifting cost from a group of customers to all customers 	<p><u>Solutions</u></p> <ul style="list-style-type: none"> ▪ Revise Ordinance
--	--

3

Prevent District from Selling Water Outside the District [Section 1(g)]
(6 responses)

<p><u>Challenges:</u></p> <ul style="list-style-type: none"> ▪ Self Imposed Limitation on Water Rights ▪ Legal Implications 	<p><u>Solutions:</u></p> <ul style="list-style-type: none"> ▪ Currently not allowed without Board approval
---	---

Allow Sharing of Irrigation Service [Section 3(i)]
(4 responses)

<p><u>Challenges:</u></p> <ul style="list-style-type: none"> ▪ Disputes between property owners ▪ Property Transfers ▪ Right to Service 	<p><u>Solutions:</u></p> <ul style="list-style-type: none"> ▪ Increased Enforcement ▪ Record owner agreements against property
--	--

4

Clarify that Irrigation Service Runs with the Parcel
[Section 2(b)]
(3 responses)

<u>Challenges:</u> None - Ordinance already addresses this.	<u>Solutions:</u> Revise Ordinance to clarify.
--	---

Allow one-half (1/2) Miner's Inch Service for Ditch Customers [Section 3(j)]
(3 responses)

<u>Challenges:</u> <ul style="list-style-type: none">▪ Increased clogging and maintenance	<u>Solutions:</u> <ul style="list-style-type: none">▪ Increased maintenance and resources▪ May require more staff
---	--

5

District Pay for Upgraded Metering Device
[Section 3 (l and n)]
(2 responses)

<u>Challenges:</u> Shift costs from one customer to all customers	<u>Solutions:</u> Revise Ordinance
--	---------------------------------------

Change "Must Be" to "May Be" Used Continuously (Section 3(c))
(2 responses)

<u>Challenges:</u> <ul style="list-style-type: none">▪ Ditches run continuously▪ Flow based on annual allocations	<u>Solutions:</u> <ul style="list-style-type: none">▪ Replace gravity irrigation system with pressure system similar to treated water
--	---

6

District Must Notify of Outages [Section 3(c)]
(1 response)

<p><u>Challenges:</u></p> <ul style="list-style-type: none"> ▪ Emergencies 	<p><u>Solutions:</u></p> <ul style="list-style-type: none"> ▪ Provide advance notice of planned outages ▪ Utilize phones for widespread notices ▪ Ordinance update not required
---	--

Ban Pesticides/Herbicides by District or Property Owner [Section 1(j)]
(1 response)

<p><u>Challenges:</u></p> <ul style="list-style-type: none"> ▪ Keeping ditches clear ▪ Enforcement 	<p><u>Solutions:</u></p> <ul style="list-style-type: none"> ▪ Increase policing of ditches ▪ Increase manual ditch clearing ▪ Evaluate alternative herbicides
--	--

7

Other Suggested Changes to Ordinance

Suggestion	Solution
Clarify Public is Not Allowed on Ditch on Private Property	Update Ordinance
Clarify No Livestock Allowed	Update Ordinance
Clarify No Swimming or Bathing	Update Ordinance

8

SUGGESTED IMPROVEMENTS TO IRRIGATION SERVICE

Suggested Improvements to Maintenance

- ◆ Outsource maintenance
- ◆ Drone inspections
- ◆ Stop overflowing of the ditches
- ◆ Repair leaks
- ◆ Clean out ditches more regularly
- ◆ Use welded wire or rebar reinforcement in gunite

9

Suggested Improvements to Customer Service

- ◆ Issue quarterly newsletter
- ◆ Improve customer service
- ◆ Increase efficiency
- ◆ Review other agency irrigation ordinances
- ◆ Post costs on website
- ◆ Lower rates

10

SUGGESTED CAPITAL IMPROVEMENT PROJECTS

- ◆ Pipe canals and ditches.
- ◆ Filter some portion of irrigation water system
- ◆ Install more hydroelectric power generation
- ◆ Construct ponds to control silt
- ◆ Shift unallocated water between ditches

11

Suggested Changes Application Process

- Send renewal notice to customers
- Pre-fill as much information as possible
- On-line applications
- Post priority list of applications on website
- Simplify

Budget Suggestion

Use irrigation service dollars only to maintain canals, not treatment plants. Use treated water dollars for both.

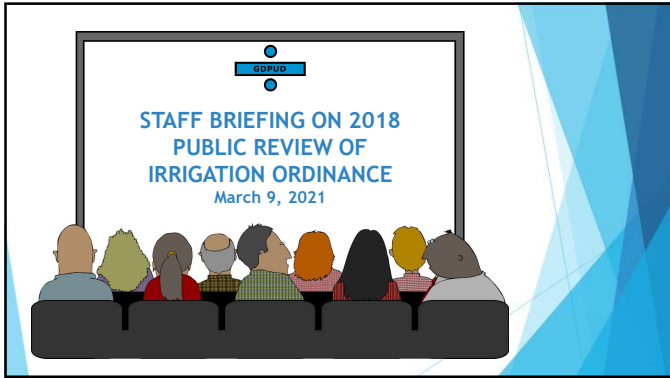
12

Board Meeting of March 9, 2021

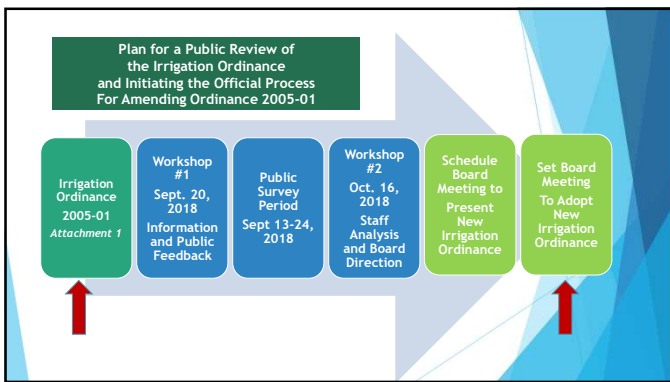
AGENDA ITEM 9.A.

Attachment 5

Power Point Presentation



1



2

Workshop #1
Sept. 20,
2018
Information
and
Public
Feedback

To provide the community with information about the District's irrigation system and an opportunity to give suggestions on changes to the Irrigation Ordinance.

- ◆ Press Release
- ◆ Website
- ◆ Flyer inserted with billing
- ◆ Facebook

- ◆ Over 50 people attended Workshop #1
- ◆ Received 41 responses to survey
- ◆ Comments sorted and summarized

3

Irrigation System

- ▶ Over 70 miles of canals/ditches and pipes
- ▶ Approximately 400 irrigation customers
- ▶ 18 service routes
- ▶ Each route has a finite capacity
- ▶ 632 Miner's Inch total capacity
- ▶ 523.5 Miner's Inch allocated in 2020
- ▶ 534.5 Miner's Inch allocated in 2019
- ▶ 562.5 Miner's Inch allocated in 2018
- ▶ 614.5 Miner's Inch allocated in 2017

4

Ditch Lining Projects



5



6

Workshop #1
Sept. 20, 2018
Information and Public Feedback

Public Survey and Written Comments
Attachment 2 and 3

Three opportunities for public input:
1. Online survey - Sept. 13 - 24.
2. Verbal comments at Workshop #1
3. Written comments at Workshop #1, District Office, Email

How long have you been an irrigation customer?

For what purpose do you (or would you) use your service?

How would you improve the application process?

What's Next?

7

Workshop #1
Sept. 20, 2018
Information and Public Feedback

Public Survey and Written Comments
Attachment 4

Workshop #2
Oct. 16, 2018
Staff Analysis

The purpose of Workshop #2 was to present the public comments received throughout the process and provide Staff's analysis of suggested changes to the Ordinance.

Workshop participants were given an opportunity to ask questions about the challenges and solutions Staff presented for each suggested change to the Ordinance.

8

The 2018 Irrigation Ordinance Review

Workshop #1
Sept. 20, 2018
Information and Public Feedback

Public Survey Period
Sept 13-24, 2018

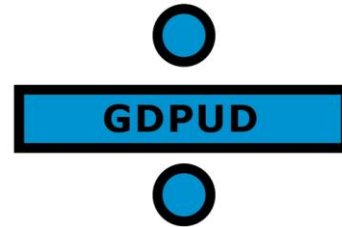
Workshop #2
Oct. 16, 2018
Staff Analysis and Board Direction

Staff Briefing on Irrigation Ordinance
March 9, 2021

What's Next?

9

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF MARCH 9, 2021
AGENDA ITEM NO. 9.B.**



AGENDA SECTION: **NEW BUSINESS**

SUBJECT: **CONSIDER REVISIONS TO DISTRICT POLICY 5020 – THE BOARD AGENDA**

PREPARED BY: Gloria Omania, Interim Board Clerk

APPROVED BY: Jeff Nelson, PE, Interim General Manager

BACKGROUND

The Board of Directors of the Georgetown Divide Public Utility District (GDPUD) adopted a set of policies on June 25, 2013 that included Policy 5020--Board Meeting Agenda (**Attachment 1**).

On January 14, 2020, the Board approved modifications to Policy 5020-1 (**Attachment 2**) to provide a detailed process for placing items on the Board meeting agenda and to outline a typical agenda format. Policy 5020 provides the parameters for Board members to submit items for the agenda.

On February 9, 2021, the Board considered revisions to Policy 4040—Duties of Board President, and discussed modifying Policy 5020 to address concerns with getting agenda items requested by Directors within a defined timeframe.

DISCUSSION

During the February 9, 2021 regular meeting, the Board discussed when a matter brought forth by a Director should be placed on the agenda. There was consensus of the Board that a timeframe for placing the item on the agenda should be established; and that an explanation should be provided the Board President to the Director requesting an item be agendaized if there is a deviation from that timeframe.

It was also discussed that there should be a formal acknowledgement if an agenda item request is withdrawn by the requesting Director. The Board directed Staff to make these revisions, specifically to Section 5020.5.8, and other sections of Policy 5020 if appropriate, that provide for when an agenda item request by a Director should be placed on the Board agenda. **Attachment 3** is the red-lined copy of Policy 5020-1.

In the process of reviewing and making requested modifications to Policy 5020-1, Staff found it necessary to make additional structural edits and reformatting. Since the Board has expressed a desire to “clean up” the District Policy Manual, Staff is taking the liberty to offer

the Board another option to consider. **Attachment 4** includes the additional structural and reformatting changes.

FISCAL IMPACT

This agenda item is not expected to result in a budget increase.

CEQA ASSESSMENT

This is not a CEQA Project

RECOMMENDED ACTION

Staff recommends the Board of Directors of the GDPUD consider the adoption of the attached Resolution approving revisions to District Policy 5020-1

ALTERNATIVES

The Board can request substantive changes to the Resolution for staff to implement; or the Resolution can be rejected.

ATTACHMENTS

1. Policy 5020, adopted June 25, 2013
2. Policy 5020-1 Revised on January 14, 2021
3. Option 1 Changes to Policy 5020-1
4. Option 2 Changes to Policy 5020-1
5. Resolution 2021-07 with Exhibit A – Policy 5020-2 DRAFT

Board Meeting of March 9, 2021

AGENDA ITEM 9.B.

Attachment 1

District Policy 5020 (Adopted 6/25/2013)

POLICY TITLE: Board Meeting Agenda

POLICY NUMBER: 5020

5020.1 The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Ralph M. Brown Act (California Government Code Section 54950)

5020.1.1 Any Director may contact the General Manager and request any item to be placed on the agenda no later than twelve (12) days prior to the next meeting date. With the approval of the Board President, the item shall be placed on the agenda for Board discussion on whether the item should be scheduled for further consideration and Board action on an upcoming meeting agenda. The Board Member requesting the item shall provide a brief description of the subject to be printed for the agenda packet

5020.1.2 A Director may request verbally during Board Member Requests for Additions to Future Meeting Agendas that an item be considered on a future agenda. Upon agreement by a majority of the Board, the item will be placed on a future agenda for Board discussion on whether the item should be scheduled for further consideration and Board action on an upcoming meeting agenda. The Board Member requesting the item shall provide a brief description of the subject to be printed for the agenda packet.

5020.2 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

5020.2.1 The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least seven business days prior to the date of the meeting;

5020.2.2 The General Manager shall confer with the Board President on whether the public request is or is not a "matter directly related to District business." If the matter is determined by both not to be a matter directly related to District business, the public member requesting the agenda item may appeal the decision at the next regular meeting of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.

5020.2.3 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

5020.3 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may

wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

5020.4 At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted in a place that is freely accessible to members of the public (California Government Code 54954.2 and emailed to those who have requested to receive the agenda via email.. If the District maintains a website, the agenda shall be posted on the website for public information at the same time. All information made available to the Board of Directors (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting.

5020.4.1 The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location as for Regular Meeting agendas (California Government Code Section 54956).

5020.5 The District Agenda for Regular meetings shall generally follow the following format. The General Manager, in cooperation with the Board President, may reorganize the template on a case-by-case basis if a variation in the normal order of business is appropriate. Director names and titles shall be included on the agenda.

5020.5.1 CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

5020.5.2 ADOPTION OF AGENDA

5020.5.3 PUBLIC FORUM

Members of the public wishing to address the Board on a matter that is not on the agenda and within the jurisdictional authority of the District may do so during Public Forum. The Board is not permitted to take action on items addressed in Public Forum.

5020.5.4 PROCLAMATIONS AND PRESENTATIONS

Proclamations made by the Board, and Presentations provided by outside organizations. Examples of Board Proclamations include recognizing employees for their service and supporting outreach efforts that align with the District's mission; such as Water Professionals Appreciation Week or other water related events.

5020.5.5 CONSENT CALENDAR

The Consent Calendar consists of those items which are routine and non-controversial. Following is a non-exclusive list of items that would typically appear on the Consent Calendar:

- Minutes
- Statement of Cash Balances
- Month-End Cash Disbursement Report
- Acceptance of Routine Projects without Fiscal Impact

The Consent Calendar would be approved by one motion of the Board adopting the Consent Calendar and authorizing the appropriate and necessary actions. Should any member of the Board or public wish to discuss any item appearing thereon, the Board member should request that the item be removed from the Consent Calendar. At the direction of the President, the item will be removed and discussed immediately after the approval of the Consent Calendar, or as soon thereafter as practicable.

5020.5.6 INFORMATIONAL ITEMS

1. BOARD REPORTS

Directors shall be allowed five (5) minutes each to provide brief reports on meetings, conferences, and seminars attended by the Directors of interest to the District and the public. Directors may also use this five (5) minutes to report on community comments and activities of interest. Additional time may be extended by the Board President, or Board Officer that is presiding over the meeting.

2. GENERAL MANAGER'S REPORT

The General Manager will provide a report on current activities within the District of interest to the public and the Board.

3. OPERATIONS MANAGER'S REPORT

The Operations Manager will provide a report on maintenance activities occurring during the previous month.

4. FINANCE COMMITTEE REPORT

The Chair of the Finance Committee will provide an oral report of activity at recent Finance Committee meeting(s).

5020.5.7 NEW BUSINESS

Items of regular District business which will be presented to the Board with a recommendation or for consideration by the General Manager or District staff

5020.5.8 BOARD MEMBER REQUESTS FOR ADDITIONS TO FUTURE MEETING AGENDAS AND REQUESTS FOR INFORMATION OR RESEARCH TO BE COMPLETED BY STAFF

Individual Board members may request items to be added to a future agenda item and may request information or research for Staff to respond at a future time. Requests for future agenda items will be considered as described in Section 5020.1.2

5020.5.9 NEXT MEETING DATE AND ADJOURNMENT

Board Meeting of March 9, 2021

AGENDA ITEM 9.B.

Attachment 3

District Policy 5020-1 (Red-lined)

Georgetown Divide Public Utility District ~~20210~~
Policy Manual

POLICY TITLE: **Board Meeting Agenda**

POLICY NUMBER: **5020-2**

5020.1 The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Ralph M. Brown Act (California Government Code Section 54950)

5020.1.1 Any Director may contact the General Manager and request any item to be placed on the agenda no later than twelve (12) days prior to the next meeting date. With the approval of the Board President, the item shall be placed on the agenda for Board discussion on whether the item should be scheduled for further consideration and Board action and placed on the agenda within three upcoming regular Board meetings, unless the Director withdraws the request on an upcoming meeting agenda. The Board Member requesting the item shall provide a brief description of the subject to be printed for the agenda packet

5020.1.2 A Director may verbally request ~~verbally~~ during *Board Member Requests for Additions to Future Meeting Agendas* that an item be considered for a future agenda. Upon agreement by a majority of the Board, the item will be placed on ~~a future the~~ Board agenda within three regular meetings for Board discussion on whether the item should be scheduled for further consideration and Board action. This item approved for consideration and action by the Board will be placed on the agenda within three regular Board meetings, unless the Director withdraws the request. If there are any delays to this timeframe, the Board President shall provide the Director with an explanation. on an upcoming meeting agenda. The Board Member requesting the item shall provide a brief description of the subject to be printed for the agenda packet.

5020.2 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

5020.2.1 The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least seven business days prior to the date of the meeting;

5020.2.2 The General Manager shall confer with the Board President on whether the public request is or is not a "matter directly related to District business." If the matter is determined by both not to be a matter directly related to District business, the public member requesting the agenda item may appeal the decision at the next regular meeting

Georgetown Divide Public Utility District ~~20210~~

Policy Manual

of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board within the next three regular meetings, unless the request is withdrawn. 's next regular meeting.

5020.2.3 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

5020.3 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

5020.4 At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted in a place that is freely accessible to members of the public (California Government Code 54954.2 and emailed to those who have requested to receive the agenda via email.. If the District maintains a website, the agenda shall be posted on the website for public information at the same time. All information made available to the Board of Directors (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting.

5020.4.1 The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location as for Regular Meeting agendas (California Government Code Section 54956).

5020.5 The District Agenda for Regular meetings shall generally follow the following format. The General Manager, in cooperation with the Board President, may reorganize the template on a case-by-case basis if a variation in the normal order of business is appropriate. Director names and titles shall be included on the agenda.

5020.5.1 CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

5020.5.2 ADOPTION OF AGENDA

5020.5.3 PUBLIC FORUM

Members of the public wishing to address the Board on a matter that is not on the agenda and within the jurisdictional authority of the District may do so during Public Forum. The Board is not permitted to take action on items addressed in Public Forum.

5020.5.4 PROCLAMATIONS AND PRESENTATIONS

Proclamations made by the Board, and Presentations provided by outside organizations. Examples of Board Proclamations include recognizing employees for their service and supporting outreach efforts that align with the District's mission; such as Water Professionals Appreciation Week or other water related events.

5020.5.5 CONSENT CALENDAR

The Consent Calendar consists of those items which are routine and non-controversial. Following is a non-exclusive list of items that would typically appear on the Consent Calendar:

- Minutes
- Statement of Cash Balances
- Month-End Cash Disbursement Report
- Acceptance of Routine Projects without Fiscal Impact

The Consent Calendar would be approved by one motion of the Board adopting the Consent Calendar and authorizing the appropriate and necessary actions. Should any member of the Board or public wish to discuss any item appearing thereon, the Board member should request that the item be removed from the Consent Calendar. At the direction of the President, the item will be removed and discussed immediately after the approval of the Consent Calendar, or as soon thereafter as practicable.

5020.5.6 INFORMATIONAL ITEMS

1. BOARD REPORTS

Directors shall be allowed five (5) minutes each to provide brief reports on meetings, conferences, and seminars attended by the Directors of interest to the District and the public. Directors may also use this five (5) minutes to report on community comments and activities of interest. Additional time may be extended by the Board President, or Board Officer that is presiding over the meeting.

2. GENERAL MANAGER'S REPORT

The General Manager will provide a report on current activities within the District of interest to the public and the Board.

3. OPERATIONS MANAGER'S REPORT

The Operations Manager will provide a report on maintenance activities occurring during the previous month.

4. FINANCE COMMITTEE REPORT

The Chair of the Finance Committee will provide an oral report of activity at recent Finance Committee meeting(s).

5020.5.7 NEW BUSINESS

Items of regular District business which will be presented to the Board with a recommendation or for consideration by the General Manager or District staff

5020.5.8 BOARD MEMBER REQUESTS FOR ADDITIONS TO FUTURE MEETING AGENDAS AND REQUESTS FOR INFORMATION OR RESEARCH TO BE COMPLETED BY STAFF

Individual Board members may request items to be added to ~~an a future~~ agenda ~~item~~ and may request information or research for Staff to respond at a future time. These items requested by individual Directors shall be placed on the agenda within three regular Board meetings, unless the request is withdrawn by the Director. If there are any delays to this timeframe, the Board President shall provide the Director with an explanation. Requests for future agenda items will be considered as described in Section 5020.1.2

5020.5.9 NEXT MEETING DATE AND ADJOURNMENT

Board Meeting of March 9, 2021

AGENDA ITEM 9.B.

Attachment 4

District Policy 5020-1

(Revised – 2nd Option)



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

POLICY MANUAL

POLICY TITLE: Board Meeting Agenda

POLICY NUMBER: 5020-2 (Revisions Approved March 9, 2021)

5020.1 The General Manager, in cooperation with the Board President, shall prepare an agenda for each Regular and Special Meeting of the Board of Directors in accordance with the Ralph M. Brown Act (California Government Code Section 54950).

5020.1.1 Any Director may contact the General Manager and request any item be placed on the Board agenda. With the approval of the Board President, the item shall be placed on a meeting agenda within three (3) upcoming Regular Board meetings, unless the Director withdraws the request. If there are any delays to this timeframe, the Board President shall provide the Director with an explanation. The Board Member requesting the item shall provide a brief written description of the requested item to be included in the Board packet.

5020.1.2 Any Director may verbally request an item be considered for a future Board meeting agenda during the standing Agenda Item, *Board Member Requests for Additions to Future Meeting Agendas*, that is usually included near the end of a Regular Board Meeting agenda. Upon agreement by a majority of the Board, the item will be placed on the Board agenda within three (3) upcoming Regular meetings, unless the Director withdraws the request. If there are any delays to this timeframe, the Board President shall provide the Director with an explanation. The Board Member requesting the item shall provide a brief written description of the requested item to be included in the Board packet.

5020.2 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

5020.2.1 The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least seven (7) business days prior to the date of the meeting;

5020.2.2 The General Manager shall confer with the Board President on whether the public request is or is not a "matter directly related to District business." If the matter is determined by both not to be a matter directly related to District business it will not be placed on the agenda. The public member requesting the agenda item may appeal the decision at the next regular meeting of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board within the next three (3) upcoming Regular meetings, unless the request is withdrawn by the requesting Director.



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

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If there are any delays to this timeframe, the Board President shall provide the Director with an explanation.

5020.2.3 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

5020.3 This policy does not prevent the Board from taking testimony at Regular and Special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

5020.4 At least 72 hours prior to the time of all Regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted in a place that is freely accessible to members of the public (California Government Code 54954.2 and emailed to those who have requested to receive the agenda via email. If the District maintains a website, the agenda shall be posted on the website for public information at the same time. All information made available to the Board of Directors (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting.

5020.4.1 The agenda for a Special Meeting shall be posted at least 24 hours before the meeting in the same location as for Regular Meeting agendas (California Government Code Section 54956).

5020.5 The District Agenda for Regular Meetings shall generally follow the following format. The General Manager, in cooperation with the Board President, may reorganize the template on a case-by-case basis if a variation in the normal order of business is appropriate. Director names and titles shall be included on the agenda.

5020.5.1 CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

5020.5.2 ADOPTION OF AGENDA

5020.5.3 PUBLIC FORUM

Members of the public wishing to address the Board on a matter that is not on the agenda and within the jurisdictional authority of the District may do so during Public Forum. The Board is not permitted to take action on items addressed in Public Forum.

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their service and supporting outreach efforts that align with the District's mission; such as Water Professionals Appreciation Week or other water related events.

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The Consent Calendar consists of those items which are routine and non-controversial. Following is a non-exclusive list of items that would typically appear on the Consent Calendar:

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5020.5.6 INFORMATIONAL ITEMS

1. BOARD REPORTS

Directors shall be allowed five (5) minutes each to provide brief reports on meetings, conferences, and seminars attended by the Directors of interest to the District and the public. Directors may also use this time period to report on community comments and activities of interest. Additional time may be extended by the Board President, or Board Officer that is presiding over the meeting.

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The General Manager will provide a report on current activities within the District of interest to the public and the Board.

3. OPERATIONS MANAGER'S REPORT

The Operations Manager will provide a report on maintenance activities occurring during the previous month.

4. FINANCE COMMITTEE REPORT

The Chair of the Finance Committee will provide an oral report of activity at recent Finance Committee meeting(s).



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

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5020.5.7 NEW BUSINESS

Items of regular District business which will be presented to the Board with a recommendation or for consideration by the General Manager or District staff

5020.5.8 BOARD MEMBER REQUESTS FOR ADDITIONS TO FUTURE MEETING AGENDAS AND REQUESTS FOR INFORMATION OR RESEARCH TO BE COMPLETED BY STAFF

Individual Board members may request items be added to an agenda and may request information or research for Staff to respond at a future time. These items requested by individual Directors shall be placed on the agenda within three (3) Regular Board meetings, unless the request is withdrawn by the Director. If there are any delays to this timeframe, the Board President shall provide the Director with an explanation. Requests for future agenda items will be considered as described in Section 5020.1.2

5020.5.9 NEXT MEETING DATE AND ADJOURNMENT

The Board shall adjourn to the noted date and time of the next meeting.

Board Meeting of March 9, 2021

AGENDA ITEM 9.B.

Attachment 5

Resolution 2021-07 (Draft)

RESOLUTION NO. 2021-07
OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
ADOPTING REVISIONS BOARD POLICY 5020 –
THE BOARD AGENDA

WHEREAS, the Board of Directors of the Georgetown Divide Public Utility District adopted a set of District policies on June 25, 2013 that included Policy 5020 outlining the process for preparing the Board Meeting Agenda; and

WHEREAS, on January 14, 2020, the Board approved Policy 5020-1-Board Meeting Agenda with modifications to provide a detailed process for placing items on the Board meeting agenda, to provide the parameters for Board members to submit items for the agenda, and to outline a typical agenda format; and

WHEREAS, during the regular Board meeting of February 9, 2021, the Board discussed modifying Policy 5020-1 to define the timeframe for when items requested by Board members are placed on the agenda.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT District Policy 5020-2–Board Meeting Agenda, included as **Exhibit A**, is hereby 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 9th day of March 2021, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

Michael Saunders
President, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Attest:

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

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2021-04 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 9th day of February 2021.

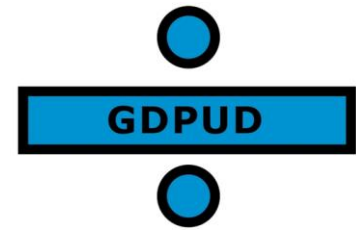
Jeff Nelson, Clerk and Ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

DRAFT

EXHIBIT A

DRAFT

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF MARCH 9, 2021
AGENDA ITEM NO. 9.C.**



AGENDA SECTION: NEW BUSINESS

**SUBJECT: NOMINATION OF INTERESTED BOARD MEMBER TO SERVE
ON THE ASSOCIATION OF CALIFORNIA WATER AGENCIES
REGION 3 BOARD**

PREPARED BY: Gloria Omania, Interim Board Clerk

APPROVED BY: Jeff Nelson, PE, Interim General Manager

BACKGROUND

The Association of California Water Agencies (ACWA) is a statewide coalition of more than 430 public water agencies with the mission “to help members promote the development, management and use of good quality water at the lowest practical cost and in an environmentally responsible manner.” ACWA provides a means for agencies throughout the State to share technical information, shape water policy, and advocate with the State regarding legislation and regulations.

ACWA is governed by a 37-member Board of Directors. ACWA membership is divided into ten (10) hydrologic regions, and each region has a governing board consisting of seven (7) members. The chair and vice-chair from each region Board also participate on the statewide board. The Georgetown Divide Public Utility District (“District”) belongs to ACWA Region 3.

The Region 3 Board is looking for ACWA members who are interested in a Board position for the remainder of the 2021-2021 term. The Board is seeking candidates from Region 3 to fill two board vacancies. The primary responsibility of each region is to:

- Provide a structure where agencies can come together and discuss/resolve issues of mutual concern and interest and based on that interaction, provide representative input to the ACWA board.
- Assist the Outreach Task Force in building local grassroots support for the ACWA Outreach Program in order to advance ACWA's legislative and regulatory priorities as determined by the ACWA Board and the State Legislative, Federal Affairs or other policy committees.
- Provide a forum to educate region members on ACWA's priorities and issues of local and statewide concern.
- Assist staff with association membership recruitment at the regional level.
- Recommend specific actions to the ACWA Board on local, regional, state and federal issues as well as to recommend endorsement for various government offices and positions.

- Individual region boards CANNOT take positions, action or disseminate communication on issues and endorsements without going through the ACWA Board structure.

The call for candidates (**Attachment 1**) requires that interested individuals submit a nomination form and resolution of support from their agency's Board of Directors by **March 10, 2021**.

DISCUSSION

Having a GDPUD Board Member serve as a Region 3 Board member will provide benefits to the District. The District will receive the benefits of a larger role and increased representation in state water issues, as well as input into ACWA related issues that concern the District.

By submitting the nomination and serving on the Region 3 Board, the Board Member nominated for this position is committing to:

- Participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Support program planning and activities for the region.
- Participate and encourage region involvement in ACWA's Outreach Program.
- Potentially serve as alternate for the chair and/or vice chair in their absence to represent the region to the ACWA Board.

To submit the nomination, the Board must adopt the attached resolution of support (**Attachment 2**).

FISCAL IMPACT

One of the commitments is to attend two meetings a year, which are held at the ACWA conferences. The District's annual operating budget will need to include the cost of attending these conferences. The cost to attend each conference, including conference fees, meals, lodging, and travel is typically between \$1,000 and \$1,600 per conference. The cost varies based on the location. This year's costs may have reduced fees if the conference is held virtually.

CEQA ASSESSMENT

This is not a CEQA Project.

RECOMMENDED ACTION

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District adopt Resolution 2018-59 (**Attachment 3**) nominating a member of the Board of Directors to serve as a member of the ACWA Region 3 Board.

ALTERNATIVES

(a) Reject the Resolution, and the General Manager will not submit the nomination packet.

ATTACHMENTS

1. ACWA Region 3 Call for Candidates Packet
2. Resolution 2021-08

Board Meeting of March 9, 2021

AGENDA ITEM 9.C.

Attachment 1

ACWA Regional 3 Board

Candidates Packet

MEMORANDUM

Date: February 8, 2021

To: Region 3 Member Agency Presidents and General Managers
(sent via e-mail)

From: ACWA Region 3 Board

The Region 3 Board is looking for ACWA members who are interested in leading the direction of ACWA Region 3 for the remainder of the 2020-2021 term. The Board is seeking candidates from Region 3 to fill two board vacancies.

The leadership of ACWA's ten geographical regions is integral to the leadership of the Association as a whole. The Chair and Vice Chair of Region 3 serve on ACWA's Statewide Board of Directors and recommend all committee appointments for Region 3. The members of the Region 3 Board determine the direction and focus of region issues and activities. Additionally, they support the fulfillment of ACWA's goals on behalf of members.

If you, or someone within your agency, are interested in serving in a leadership role within ACWA by becoming a Region 3 Board Member, please familiarize yourself with the Role of the Regions and Responsibilities; and the Region 3 Rules and Regulations [HERE](#) and complete the following steps:

- **Complete the Nomination Form [HERE](#)**
- **Obtain a Resolution of support from your agency's Board of Directors (sample resolution [HERE](#))**
- **Submit the requested nomination form to ACWA by 5:00 p.m. March 10, 2021**

The Region 3 Board will make their appointment shortly thereafter and will inform the region of the results.

If you have any questions, please contact ACWA Regional Affairs Representative Jennifer Rotz at JenniferR@acwa.com, or call (916) 441-4545.



REGION BOARD CANDIDATE NOMINATION FORM

Name of Candidate: _____

Agency: _____ Title: _____

Agency Phone: _____ Direct Phone: _____

E-mail: _____ ACWA Region: _____ County: _____

Address: _____

Agency Function(s): (check all that apply)

- | | | |
|--------------------|------------------------|--|
| Wholesale | Sewage Treatment | Flood Control |
| Urban Water Supply | Retailer | Groundwater Management / Replenishment |
| Ag Water Supply | Wastewater Reclamation | Other: _____ |

Describe your ACWA-related activities that help qualify you for this office:

In the space provided, please write or attach a brief, half-page bio summarizing the experience and qualifications that make you a viable candidate for ACWA Region leadership. Please include the number of years you have served in your current agency position, the number of years you have been involved in water issues and in what capacity you have been involved in the water community.

I acknowledge that the role of a region board member is to actively participate on the Region Board during my term, including attending region board and membership meetings, participating on region conference calls, participating in ACWA's Outreach Program, as well as other ACWA functions to set an example of commitment to the region and the association.

*I hereby submit my name for consideration by the Nominating Committee.
(Please attach a copy of your agency's resolution of support/sponsorship for your candidacy.)*

Signature Title Date

Submit completed form to Petra Rice at petrar@acwa.com.

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
(DISTRICT NAME)
PLACING IN NOMINATION (NOMINEE NAME)
AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES
REGION ____ (POSITION)**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF (DISTRICT NAME) AS FOLLOWS:

A. Recitals

(i) The Board of Directors (Board) of the (District Name) does encourage and support the participation of its members in the affairs of the Association of California Water Agencies (ACWA).

(ii) (Nominee Title), (Nominee Name) is currently serving as (Position) for ACWA Region ____

and/or

(iii) (Nominee Name) has indicated a desire to serve as a (Position) of ACWA Region ____.

B. Resolves

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF (DISTRICT NAME),

(i) Does place its full and unreserved support in the nomination of (Nominee Name) for the (Position) of ACWA Region ____.

(ii) Does hereby determine that the expenses attendant with the service of (Nominee Name) in ACWA Region ____ shall be borne by the (District Name).

Adopted and approved this ____ day of ____ (month) 2020.

(SEAL)

(Nominee Name), (Title)
(District Name)

ATTEST:

(Secretary Name), Secretary

I, (SECRETARY NAME), Secretary to the Board of Directors of (District Name), hereby certify that the foregoing Resolution was introduced at a regular meeting of the Board of Directors of said District, held on the ____ day of ____ (month) 2020, and was adopted at that meeting by the following roll call vote:

AYES:

NOES:

ABSENT:

ATTEST:

(Secretary Name), Secretary to the
Board of Directors of
(District Name)

ACWA Regions provide the grassroots support to advance ACWA's legislative and regulatory agenda.

Background

As a result of ACWA's 1993 strategic planning process, known as Vision 2000, ACWA modified its governance structure from one that was based on sections to a regional-based configuration. Ten regions were established to provide geographic balance and to group agencies with similar interests.

Primary Charge of Regions

- To provide a structure where agencies can come together and discuss / resolve issues of mutual concern and interest and based on that interaction, provide representative input to the ACWA board.
- To assist the Outreach Task Force in building local grassroots support for the ACWA Outreach Program in order to advance ACWA's legislative and regulatory priorities as determined by the ACWA Board and the State Legislative, Federal Affairs or other policy committees.
- To provide a forum to educate region members on ACWA's priorities and issues of local and statewide concern.
- To assist staff with association membership recruitment at the regional level.
- To recommend specific actions to the ACWA Board on local, regional, state and federal issues as well as to recommend endorsement for various government offices and positions.

Region chairs and vice chairs, with support from their region boards, provide the regional leadership to fulfill this charge.

Note: Individual region boards CANNOT take positions, action or disseminate communication on issues and endorsements without going through the ACWA Board structure.

GENERAL DUTIES / RESPONSIBILITIES FOR REGION OFFICERS

Region Chair

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Chair will also call at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Serves as a member of ACWA's Outreach Program, and encourages region involvement. Appoints Outreach Captain to help lead outreach effort within the region.
- Presides over all region activities and ensures that such activities promote and support accomplishment of ACWA's Goals.
- Makes joint recommendations to the ACWA President regarding regional appointments to all ACWA committees.
- Appoints representatives in concurrence of the region board, to serve on the region's nominating committee with the approval of the region board.
- Facilitates communication from the region board and the region membership to the ACWA board and staff.

Region Vice Chair

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Vice Chair will also participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Performs duties of the Region Chair in the absence of the chair.
- Serves as a member of ACWA's Outreach Program, and encourages region involvement.
- Makes joint recommendations to the ACWA president regarding regional appointments to all ACWA committees.

Region Board Member

- Participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Supports program planning and activities for the region.
- Actively participates and encourages region involvement in ACWA's Outreach Program.
- May serve as alternate for the chair and/or vice chair in their absence (if appointed) to represent the region to the ACWA Board.

ACWA Region 3 Rules & Regulations

Each region shall organize and adopt rules and regulations for the conduct of its meetings and affairs not inconsistent with the Articles of Incorporation or bylaws of the Association (ACWA Bylaw V, 6.).

Officers

The chair shall appoint a secretary to the Board if one is deemed necessary.

Meetings

Region 3 will hold full membership meetings at least three times a year, two of those meetings to be held at the ACWA spring and fall conferences.

Attendance

If a region chair or vice chair is no longer allowed to serve on the Board of Directors due to his / her attendance, the region board shall appoint from the existing region board a new region officer. (ACWA Policy & Guidelines Q, 1.)

If a region chair or vice chair misses three consecutive region board / membership meetings, the same process shall be used to backfill the region officer position. (ACWA Policy & Guidelines Q, 1.)

If a region board member has three consecutive unexcused absences from a region board meeting or general membership business meeting, the region board will convene to discuss options for removal of the inactive board member. If the vacancy causes the board to fail to meet the minimum requirement of five board members, the region must fill the vacancy according to its rules and regulations. (ACWA Policy & Guidelines Q, 3.)

Elections

All nominations received for the region chair, vice chair and board positions must be accompanied by a resolution of support from each sponsoring member agency, signed by an authorized representative of the Board of Directors. Only one individual may be nominated from a given agency to run for election to a region board. Agencies with representatives serving on the nominating committees should strive not to submit nominations for the region board from their agency. (ACWA Policy & Guidelines P, 2.)

Election ballots will be e-mailed to ACWA member agency general managers and presidents.

The nominating committee shall consist of three to five members.

The nominating committee should pursue qualified members within the region to run for the region board, and should consider geographic diversity, agency size and focus in selecting a slate.

See current region election timeline for specific dates.

Endorsements

ACWA, as a statewide organization, may endorse potential nominees and nominees for appointment to local, regional, and statewide commissions and boards. ACWA's regions may submit a recommendation for consideration and action to the ACWA Board of Directors to endorse a potential nominee or nominee for appointment to a local, regional or statewide commission or board. (ACWA Policy & Guidelines P, 3.)

Committee Recommendations & Representation

All regions are given equal opportunity to recommend representatives of the region for appointment to a standing or regular committee of the Association. If a region fails to provide full representation on all ACWA committees, those committee slots will be left open for the remainder of the term or until such time as the region designates a representative to complete the remainder of the term. (ACWA Policy & Guidelines P, 4. A.)

At the first region board / membership meeting of the term, regions shall designate a representative serving on each of the standing and regular committees to serve as the official reporter to and from the committee on behalf of the region to facilitate input and communication. (ACWA Policy & Guidelines P, 4. B.)

The chair and vice chair shall make all committee appointment recommendations to the ACWA committees, to be ratified by the region board prior to submission to the ACWA president for consideration.

Tours

ACWA may develop and conduct various tours for the regions. All tour attendees must sign a "release and waiver" to attend any and all region tours. Attendees agree to follow environmental guidelines and regulations in accordance with direction from ACWA staff; and will respect the rights and privacy of other attendees. (ACWA Policy & Guidelines P, 6.)

Finances

See "Financial Guidelines for ACWA Region Events" document.

Amending the Region Rules & Regulations

ACWA policies and guidelines can be amended by approval of the ACWA Board of Directors.

The Region 3 Rules & Regulations can be amended by a majority vote of those present at any Region 3 meeting as long as a quorum is present.

REGION MAP



REGIONS
1, 3, 5

Jennifer Rotz
Regional Affairs Representative
jenniferr@acwa.com

REGIONS
2, 6, 7

Michael Cervantes
Senior Regional Affairs Representative
michaelc@acwa.com

REGION
4

Ana Javaid
Region & Member Engagement
Specialist II
anaj@acwa.com

REGIONS
8, 9, 10

Augustine Han
Regional Affairs Representative
augustineh@acwa.com

ACWA Public Water Agency Members by County

<p>Alameda Alameda County Water District City of Pleasanton Dublin San Ramon Services District East Bay Municipal Utility District Zone 7 Water Agency</p> <p>Alpine Kirkwood Meadows PUD</p> <p>Amador Amador Water Agency</p> <p>Butte Butte Water District Ducor Community Services District Paradise Irrigation District Reclamation District #2047 Richvale Irrigation District South Feather Water and Power Agency Thermalito Water & Sewer District Western Canal Water District</p> <p>Calaveras Calaveras County Water District Calaveras Public Utility District San Andreas Sanitary District Utica Water Power Authority</p> <p>Colusa Colusa County Water District Knights Landing Ridge Drainage District Princeton-Codora-Glenn Irrigation District Reclamation District #1004 Reclamation District #108 Sacramento River West Side Levee District Sites Project Joint Powers Authority</p> <p>Contra Costa Byron Bethany Irrigation District Contra Costa Water District Diablo Water District East Contra Costa Irrigation District</p> <p>El Dorado El Dorado County Water Agency El Dorado Irrigation District Georgetown Divide PUD South Tahoe Public Utilities District</p> <p>Fresno City of Fresno Consolidated Irrigation District Dudley Ridge Water District Firebaugh Canal Water District Free Water County Water District Fresno Irrigation District Fresno Metropolitan Flood Control District Fresno Slough Water District Friant North Authority James Irrigation District Kings River Water District Laguna Irrigation District Laton Community Service District Malaga County Water District McMullin Area Groundwater Sustainability Agency Mid-Valley Water District Orange Cove Irrigation District Pacheco Water District Panoche Drainage District Panoche Water District Pinedale County Water District Raisin City Water District Reclamation District #1606 Riverdale Irrigation District Root Creek Water District Sierra Cedars Community Services District Tranquillity Irrigation District Westlands Water District</p> <p>Glenn Glenn-Colusa Irrigation District Glide Water District Kanawha Water District Orland-Artois Water District Provident Irrigation District Reclamation District #2047 Tehama Colusa Canal Authority</p> <p>Humboldt Humboldt Bay Harbor Rec. & CD Humboldt Bay Municipal WD Humboldt CSD McKinleyville CSD</p> <p>Imperial Bard Water District Imperial Irrigation District</p> <p>Inyo Wheeler Crest CSD Sierra Highlands CSD</p> <p>Kern Arvin-Edison Water Storage District Belridge Water Storage District Berrenda Mesa Water District</p>	<p>Boron Community Services District Buena Vista Water Storage District Cawelo Water District City of Tehachapi Delano-Earlmark ID Groundwater Sustainability Delano-Earlmark Irrigation District Frazier Park Public Utilities District Golden Hills CSD Greenfield County Water District Indian Wells Valley Water District Kern County Water Agency Kern Delta Water District Kern Tulare Water District Lost Hills Water District Mojave PUD North Kern WSD Rand Communities WD Rosamond CSD Rosedale-Rio Bravo WSD Semitropic WSD Shafter-Wasco ID Southern San Joaquin MUD Tehachapi-Cummings County WD West Kern WD Westside Water Authority Wheeler Ridge-Maricopa WSD</p> <p>Kings Angiola Water District Atwell Island Water District Corcoran Irrigation District Deer Creek Storm Water District El Rico GSA Empire West Side Irrigation District Green Valley Water District Kings County Water District Lakeside Irrigation Water District Tri-County Water Authority Tulare Lake Basin WSD W.H. Wilbur Rec. District #825</p> <p>Lake Clearlake Oaks County Water District Hidden Valley Lake Community Services District</p> <p>Los Angeles Antelope Valley State Water Contractors Antelope Valley-East Kern WA Azusa Light & Water Central Basin MWD Crescenta Valley Water District City of Glendora City of Compton-Water Division City of La Verne City of Long Beach Water Dept. Devils Den Water District Foothill Municipal Water District Glendale Water & Power Kinneloa Irrigation District La Canada Irrigation District La Puente Valley County WD Las Virgenes Municipal WD Littlerock Creek Irrigation District Los Angeles County Waterworks Districts Los Angeles Dept. of Water Power Main San Gabriel Basin Watermaster Metropolitan Water District of Southern California Orchard Dale Water District Palm Ranch Irrigation District Palmdale Water District Pasadena Water & Power Pico Water District Pomona-Walnut-Rowland JWLC Puente Basin Water Agency Quartz Hill Water Districts Rowland Water District San Gabriel Basin Water Quality Authority San Gabriel County Water District San Gabriel Valley Municipal Water District Santa Clarita Valley Water Agency SCV Groundwater Sustainability Agency South Montebello Irrigation District Three Valleys Municipal WD Upper San Gabriel Valley MWD Upper Santa Clara Valley Joint Power Authority Valley County Water District Walnut Valley Water District Water Replenishment District of Southern California West Basin Municipal Water District</p> <p>Madera Chowchilla Water District Gravelly Ford Water District Le Grand-Athlone Water District Madera County Water and Natural Resources</p>	<p>Madera Irrigation District Madera Water District Madera-Chowchilla Water and PA</p> <p>Marin Bolinas Community PUD Marin Municipal Water District North Marin Water District Stinson Beach County Water District</p> <p>Mariposa Mariposa Public Utilities District</p> <p>Mendocino Brooktrails Township Community Services District Calpella County Water District Laytonville County Water District Mendocino County Russian River Flood Control & Water Millview County Water District Redwood Valley County WD Upper Russian River Water Agency Willow County Water District</p> <p>Merced Central California Irrigation District Delhi County Water District Eastside Water District East Turlock Subbasin Groundwater Sustainability Agency Grassland Water District Henry Miller Rec. District #2131 Le Grand Community Services District Merced Integrated Regional Water Management Authority Merced Irrigation District Planada Community Services District San Luis & Delta-Mendota Water Authority San Luis Water District</p> <p>Mono Mammoth Community WD</p> <p>Monterey Aromas Water District Castroville Community Services District Marina Coast Water District Monterey One Water Monterey Peninsula Water Management District Pebble Beach Community Services District</p> <p>Napa Circle Oaks County Water District</p> <p>Nevada Nevada Irrigation District San Juan Ridge County WD Sierra Lakes County Water District Truckee Donner PUD</p> <p>Orange City of Newport Beach City of Santa Ana City of Seal Beach East Orange County Water District El Toro Water District Irvine Ranch Water District La Habra Heights County Water District Laguna Beach County Water District Mesa Water District Moulton Niguel Water District MWD of Orange County Orange County Water District Santa Margarita Water District Santiago Aqueduct Commission Serrano Water District South Coast Water District Trabuco Canyon Water District West Orange County Water Board Yorba Linda Water District</p> <p>Placer City of Roseville Midway Heights County WD Placer County Water Agency San Juan Water District Tahoe City Public Utilities District</p> <p>Riverside Beaumont-Cherry Valley WD Benford-Coldwater Groundwater Sustainability Agency City of Corona Dept. of Water & Power Coachella Valley Water District Coachella Water Authority Desert Water Agency Eastern Municipal Water District Elsinore Valley MWD Idyllwild Water District Indio Water Authority Jurupa Community Services District Lake Hemet Municipal WD</p>	<p>Mission Springs Water District Palo Verde Irrigation District Pinyon Pines County Water District Rancho California Water District Riverside County Flood Control & Water Conservation District Riverside Public Utilities Salton Sea Authority San Geronio Pass Water Agency Santa Ana Watershed Project Authority Santa Rosa Regional Resources Authority Western Municipal Water District</p> <p>Sacramento American River Flood Control District Carmichael Water District Citrus Heights Water District City of Folsom City of Sacramento - Dept. of Utilities Del Paso Manor Water District Delta Conveyance Design and Construction Authority Elk Grove Water District, Dept. of FRCD Fair Oaks Water District North Delta Water Agency Omochumne-Hartnell WD Reclamation District #1000 Rio Linda/Elverta Community WD Sacramento County Water Agency Sacramento Suburban WD South Yuba Water District</p> <p>San Benito City of San Juan Bautista San Benito County Water District Sunnyslope County Water District</p> <p>San Bernardino Apple Valley Foothill County WD Apple Valley Heights County WD Big Bear City Community Services District Big Bear Municipal Water District Chino Basin Water Conservation District Chino Basin Watermaster City of Rialto/Rialto Utility Authority Crestline Village Water District Crestline-Lake Arrowhead WA Cucamonga Valley Water District East Valley Water District Hi-Desert Water District Inland Empire Utilities Agency Joshua Basin Water District Mariana Ranchos County WD Mojave Water Agency Monte Vista Water District San Bernardino Valley Municipal Water District San Bernardino Valley Water Conservation District Twentynine Palms Water District West Valley Water District</p> <p>San Diego Borrego Water District Carlsbad Municipal Water District City of Escondido City of Oceanside-Water Utilities Dept. City of San Diego Public Utilities Fallbrook Public Utility District Helix Water District Lakeside Water District Majestic Pines Community Services District Olivenhain Municipal Water District Otay Water District Padre Dam Municipal Water District Rainbow Municipal Water District Ramona Municipal Water District Rincon del Diablo Municipal Water District San Diego County Water Authority San Dieguito Water District Santa Fe Irrigation District Sweetwater Authority Upper San Luis Rey RCD Vallecitos Water District Valley Center Municipal Water District Vista Irrigation District Wynola Water District Yuima Municipal Water District</p> <p>San Francisco San Francisco Public Utility Commission</p> <p>San Joaquin Banta-Carbona Irrigation District</p>	<p>Central San Joaquin Water Conservation District Mountain House Community Services District North San Joaquin Water Conservation District Pescadero Reclamation District #2058 Reclamation District #2026 South San Joaquin Irrigation District Stockton East Water District The West Side Irrigation District Woodbridge Irrigation District</p> <p>San Mateo Bay Area Water Supply & Conservation Agency Coastside County Water District Mid-Peninsula Water District Montara Water & Sanitary District North Coast County Water District San Francisquito Creek Joint Powers Authority Westborough Water District</p> <p>Santa Barbara Cachuma Operation and Maintenance Board Carpinteria Valley Water District Central Coast Water Authority City of Buellton City of Santa Barbara Goleta Water District Los Alamos Community Services District Mission Hills Community Services District Montecito Sanitation District Montecito Water District Santa Ynez River Water Conservation District Improvement District No. 1 Vandenberg Village Community Services District</p> <p>Santa Clara City of Mountain View Purissima Hills Water District Valley Water</p> <p>Santa Cruz Central Water District City of Santa Cruz Water Dept. City of Watsonville Water Department Pajaro Valley Water Management Agency Pajaro/Sunny Mesa Community Services District Scotts Valley Water District Soquel Creek Water District</p> <p>Shasta Anderson-Cottonwood ID Bella Vista Water District Centerville Community Services District City of Redding Water Utility City of Shasta Lake Clear Creek Community Services District Cottonwood Water District Fall River Valley Community Services District Mountain Gate Community Services District Rio Alto Water District Shasta Community Services District Shasta County Water Agency</p> <p>Sierra Sierra County WWD #1</p> <p>Siskiyou Montague Water Conservation District Scott Valley Irrigation District Tulelake Irrigation District</p> <p>Solano City of Fairfield City of Vacaville, Utilities Department City of Vallejo Maine Prairie Water District Reclamation District #2068 Rural North Vacaville Water District Solano County Water Agency Solano Irrigation District Suisun-Solano Water Authority</p> <p>Sonoma Bodega Bay PUD City of Santa Rosa - Water Dept. Forestville Water District Sonoma Mountain County WD Sonoma Valley Groundwater Sustainability Agency Sonoma Water Valley of the Moon Water District</p>	<p>Stanislaus City of Modesto, Utilities Department Del Puerto Water District Lake Don Pedro Community Services District Modesto Irrigation District Oakdale Irrigation District Patterson Irrigation District Stanislaus Regional Water Authority Turlock Irrigation District West Stanislaus Irrigation District</p> <p>Sutter Brophy Water District Feather Water District Reclamation District #1500 South Sutter Water District Sutter Extension Water District Tehama Corning Water District</p> <p>Trinity Weaverville Community Services District</p> <p>Tulare Alpaugh Community Services District Alpaugh Irrigation District Alta Irrigation District County of Tulare, County Administration Office Deer Creek & Tule River Authority Eastern Tule GSA JPA Exeter Irrigation District Friant Power Authority Friant Water Authority Ivanhoe Irrigation District Ivanhoe Public Utilities District Kaweah Delta Water Conservation District Kaweah River Power Authority Kings River East Groundwater Sustainability Agency Kings River Water District Lindsay-Strathmore Irrigation District Lower Tule River Irrigation District Lower Tule River Irrigation District GSA Mid-Kaweah Groundwater Sustainability Agency Orosi Public Utilities District Pixley Irrigation District Pixley Irrigation District GSA Porterville Irrigation District Saucelito Irrigation District South Valley Water Association South Valley Water Banking Authority St. Johns Water District Stone Corral Irrigation District Terra Bella Irrigation District Tri-Valley Water District Tulare Irrigation District</p> <p>Tuolumne Tri-Dam Project Tuolumne County Water Agency Tuolumne Utilities District</p> <p>Ventura Arroyo Santa Rosa GSA Calleguas Municipal Water District Camrosa Water District Casitas Municipal Water District Channel Islands Beach Community Services District County of Ventura Public Works Pleasant Valley County Water District Triunfo Water & Sanitation District United Water Conservation District Ventura County, Public Works Ventura River Water District Ventura Water, City of Ventura</p> <p>Yolo Nunnigan Water District Reclamation District #2035 Reclamation District #307 Reclamation District #744 Reclamation District #999 Woodland Davis Clean Water Agency Yolo County Flood Control and Water Conservation District</p> <p>Yuba Browns Valley Irrigation District Camp Far West Irrigation District Cordua Irrigation District North Yuba Water District Ramirez Water District Yuba County Water Agency</p>
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ACWA Region 3 Board 2020-2021 Term

Chair:

Joshua Alpine, Placer County Water Agency

144 Ferguson Road
Auburn, CA 95603
Phone: 530.823.4860
Cell: 530.613.8047

Email: josh@jalpine.com

Position: Director

Larry McKenney, Amador Water Agency

12800 Ridge Road
Sutter Creek, CA 95685
Phone: 209.257.5245
Cell: 949.697.8604

Email: lmckenney@amadorwater.org

Position: General Manager

Vice Chair:

Shannon Cotulla, South Tahoe Public Utility District

1275 Meadow Crest Drive
South Lake Tahoe, CA 96150
Phone: 530.544.6474

Email: scotulla@stpud.dst.ca.us

CC: sglaze@stpud.dst.ca.us

Position: Assistant General Manager

Michael Minkler, Calaveras County Water District

120 Toma Court
San Andreas, CA 95249
Phone: 209.754.3028

Email: michaelm@ccwd.org

CC: rebeccah@ccwd.org

Position: General Manager

Board Members:

Jim Abercrombie, El Dorado Irrigation District

2890 Mosquito Road
Placerville, CA 95667
Phone: 530.642.4055
Direct: 530.642.4041

Email: jmabercrombie@eid.org

CC: jsullivan@eid.org

Position: General Manager

VACANT

Erik Christeson, Kirkwood Meadows Public Utility District

PO Box 247
Kirkwood, CA 95646
Phone: 209.258.4444

Email: echristeson@kmpud.com

Position: General Manager

Board Meeting of March 9, 2021

AGENDA ITEM 9.C.

Attachment 2

Resolution 2021-08 (Draft)

RESOLUTION NO. 2020-08
OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
NOMINATING _____ TO SERVE ON THE
ASSOCIATION OF CALIFORNIA WATER AGENCIES REGION 3 BOARD

WHEREAS, the Association of California Water Agencies (ACWA) is a statewide coalition of more than 430 public water agencies with the mission “to help members promote the development, management and use of good quality water at the lowest practical cost and in an environmentally responsible manner.”

WHEREAS, ACWA membership is divided into ten (10) hydrologic regions, and each region has a governing board consisting of seven (7) members. The Georgetown Divide Public Utility District (GDPUD) belongs to ACWA Region 3; and

WHEREAS, the Board of Directors of GDPUD encourages and supports the participation of its members in the affairs of ACWA; and

WHEREAS, (Nominee Title), (Nominee Name) has indicated a desire to serve as a Board Member of ACWA Region 3.

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

1. Does place its full and unreserved support in the nomination of (Nominee Name) for the Board of ACWA Region 3; and
2. Does hereby determine that the expenses attendance with the service of (Nominee Name) in ACWA Region 3 shall be borne by the GDPUD.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 9th day of March 2021, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

Michael Saunders, President, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Attest:

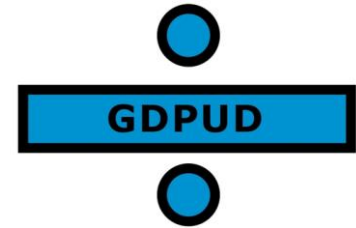
Jeff Nelson, Clerk and Ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2020-08 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 9th day of March 2021.

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

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF MARCH 9, 2021
AGENDA ITEM NO. 9C**



AGENDA SECTION: NEW BUSINESS

SUBJECT: CONSIDER ROLE AND RESPONSIBILITIES OF FINANCE COMMITTEE

PREPARED BY: Jeff Nelson, PE, Interim General Manager

APPROVED BY: Jeff Nelson, PE, Interim General Manager

BACKGROUND

The Board of Directors (Board) of the Georgetown Divide Public Utility District (District) is authorized to appoint a Finance Committee to provide input on areas related to financial matters and provide recommendations and present opinions on its findings to the Board.

On (date) the Board adopted Resolution 2017-25 to memorialize the membership, duties, responsibilities, and other matters pertaining to the Finance Committee. These duties and responsibilities are subject to periodic review and amendments for intent and effectiveness.

On March 13, 2018, Resolution 2017-25 was rescinded and replaced with Resolution 2018-14 Providing for the Role and Responsibilities of the Finance Committee (**Attachment 1**).

At the regular meeting of April 14, 2020, the Board discussed amendments to Resolution 2018-14 as submitted by former Director Garcia (**Attachment 2**).

DISCUSSION

The Board wishes to reestablish the Finance Committee. Before the Finance Committee can be created, a Charter providing guiding principals for the Finance Committee must be established by approval from the Board.

FISCAL IMPACT

The staff hours spent interacting with and providing support for the Finance Committee under the current policy is estimated to be 6-8 hours/month by the General Manager, 10-12 hours/month by the Management Analyst, and 6-8 hours/month by the Accounts Payable Clerk. (Annual Cost for Staff Support: GM hourly rate x 8 x 12 + MA hourly rate x 10 x 12 + APC hourly rate x 8 x 12 = estimated annual cost). Any expansion to the Finance Committee's responsibilities will likely increase the staff costs.

CEQA ASSESSMENT

This is not a CEQA Project.

RECOMMENDED ACTION

If the Board wishes to reestablish the Finance Committee, staff recommends the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) prepare a Charter document and Policy outlining the roles and responsibilities of the Finance Committee for adoption by the Board.

ALTERNATIVES

Detail alternative actions available to the Board; i.e. (a) Request substantive changes to the Resolution for staff to implement; (b) Reject the Resolution.

ATTACHMENTS

1. Resolution 2018-14
2. Recommended Amendments to Resolution 2018-14

Board Meeting of March 9, 2021

AGENDA ITEM 9.D.

Attachment 1

Resolution 2018-14

RESOLUTION NO. 2018-14

**OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
PROVIDING ROLE AND RESPONSIBILITIES OF THE FINANCE COMMITTEE**

WHEREAS, the Georgetown Divide Public Utility District (“District”) Board of Directors (“Board”) previously memorialized the membership, duties, responsibilities, and other matters pertaining to the Finance Committee through Resolution 2017-25; and

WHEREAS, the Board seeks to rescind and replace Resolution 2017-25 to modify the role and responsibilities of the Finance Committee; and

WHEREAS, the Finance Committee will assist the Board in the review of financial information of the District and make recommendations to the Board for actions related to the District’s finances and budgeting; and

WHEREAS, the Board finds it to be in the best interest of the public to establish the Finance Committee’s role as set forth herein.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS AS FOLLOWS:

SECTION 1: Resolution 2017-25 is hereby rescinded and replaced with this Resolution 2018-11 and shall be of no further force or effect following the Board’s adoption of this Resolution 2018-11.

SECTION 2. The Finance Committee ("Committee") shall be created as follows:

1. **Membership; Quorum.** The Committee shall be composed of no fewer than three (3) and no more than seven (7) members. A quorum shall consist of a simple majority of the total number of members currently appointed to the Committee.
2. **Selection of Committee Members.** The policy for selecting Committee members is shown in "*Exhibit A.*" which is attached hereto and incorporated herein by reference as if set forth in full.
3. **Role of the Committee.** The primary role of the Committee is to provide recommendations to the Board of Directors (“Board”) in response to proposals made by staff on matters related to the District’s finances. It shall be the responsibility of the Committee to:
 - a. Review annual operating budget proposed by staff and make recommendations to the Board.
 - b. Review long-range strategic financial planning proposed by staff and make recommendations to the Board.

- c. Review the audited annual financial statements and make recommendations to the Board.
 - d. Monitor District financial reports and investments and make any recommendations to the Board as requested by the Board.
 - e. Present all Committee identified financial goals and proposals to the Board for approval.
4. **Meetings.** The Committee shall meet at least quarterly, and more often if needed or requested by the Board. Meetings shall be held at the District's offices. The Rules of Operating Procedure are shown in "*Exhibit B.*" which is attached hereto and incorporated herein by reference as if set forth in full.
 5. **Terms.** The terms of the office shall be two (2) years. Committee members may be re-appointed to subsequent terms.
 6. **Vacancies.** Any vacancies shall be filled for the unexpired term by the Board of Directors.
 7. **Removal.** All Committee members serve at the will of the Board, and any member may be removed by an affirmative vote of three (3) members of the Board. There shall be no requirement to show cause for removal.
 8. **Officers.** The Committee shall designate from among its members a Chair, Vice- Chair, and Secretary. The Chair shall preside over the meetings, and in the Chair's absence the Vice-Chair shall preside. If both the Chair and the Vice-Chair are absent, the remaining members, if a quorum exists, shall select from among themselves a person to preside over the meeting. The Secretary (or another member if the Secretary is absent) shall prepare agendas and minutes of every meeting and shall be responsible for transmitting the agenda and the final copy of all minutes to the General Manager or designee. Items needing Board action shall be transmitted as soon as possible to the General Manager or designee for inclusion on the next available Board agenda.
 9. **Advisory Nature of the Committee.** The Committee is advisory in nature and shall report and be responsible to the Board of Directors. The Committee and its members have no authority to set policy, expend funds, or make obligations on behalf of the Board and/or the District.
 10. **Board Reports.** The Committee shall report on its activities to the Board at least quarterly, and more often if needed or requested by the Board. The Board Report can be either oral or written and shall include a description of the activities of the committee for the preceding period and any on-going or outstanding activities or tasks. Committee meeting minutes can be used to satisfy this requirement.
 11. **Board Liaison and Staff Support.** The Committee shall have the following Board and/or staff members to assist it with its work from time to time as may be necessary or

desired by the Committee and/or the Board: Board Treasurer who will serve as the Board Liaison, and a Staff Liaison designated by the General Manager. The Board Liaison and Staff Liaison shall (a) not be regular or ex officio members of the Committee; (b) not have the right to vote; and (c) not be counted for purposes of determining the presence of a quorum.

SECTION 3. This Resolution shall take effect immediately upon adoption. This Resolution shall remain in full force and effect until rescinded by a subsequent Resolution of the Board of Directors.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utilities District at a meeting of said Board held on the 13th day of March, 2018, by the following vote:

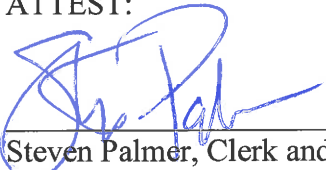
AYES: Halpin, Hanschild, Souza, Uso, Wadle

NOES:

ABSENT/ABSTAIN:

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


ATTEST:



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

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2018-14 duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on the 13th day of March, 2018.



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

EXHIBIT A

Policy for Selecting Finance Committee

- 1) Publish in a newspaper of general circulation in the District a notice of vacancy on the Committee and a desire to fill said vacancy.
- 2) The Board President will interview all applicants and return to the Board with recommendations for Committee appointment. All applicants will be eligible for the Board to appoint.
- 3) Alternatively, the Board President may elect to appoint a selection committee made up of two Board Members to interview applicants which will return to the Board with recommendation for Committee appointment. All applicants will be eligible for the Board to appoint.
- 4) The Committee will be made up of no less than three and no more than seven members.
- 5) The Board will confirm the selections by resolution.

EXHIBIT B

Finance Committee of the Georgetown Divide Public Utility District Rules of Operating Procedure

MEETINGS

- a) At any meeting of the Committee, the majority of the members currently appointed shall constitute a quorum for purposes of conducting business or meetings. Unless otherwise posted, a majority vote of those present and voting shall be sufficient to adopt any motion.
- b) All meetings of the Committee shall be open and public, and all persons shall be permitted to attend any meeting of the committee as provided by Government Code Section 54950 *et seq.*
- c) All meetings of the Committee shall be held in the GDPUD offices at 6425 Main Street, Georgetown, California 95634, unless there is a special need to hold a meeting at a different location.
- d) The proceedings of all meetings of the Committee shall be conducted in accordance with Robert's Rules of Order.
- e) Each Committee shall determine the order of business for the conduct of its meetings.
- f) Any meeting may be adjourned to a time and place stated in the Order of Adjournment. Less than a quorum may so adjourn from time to time. If all members are absent, the Secretary may declare the meeting adjourned to a stated time and place and shall cause such notice to be given in the same manner as for special meetings.
- g) Special meetings may be called at any time at the direction of the chairperson or by a majority of a Committee. Twenty-four hours advance written notice of special meetings shall be provided by the chairperson stating the time, place, and business to be transacted. The public shall be notified through the District's regular communications and procedures, in accordance with the Brown Act.
- h) At least 72 hours before a regular Committee meeting, the legislative body of the District, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting. The agenda shall be filed with the Staff Liaison for posting outside the District offices.

- i) The Committee shall maintain meeting minutes, including a complete record of all transactions, findings, and determinations and present a full statement to the Board of Directors upon request. A signed copy of meeting minutes shall be filed with the Staff Liaison.
- j) The Board Liaison to the Committee shall be the Board Treasurer.
- k) The duties of the Board Liaison include presenting relevant data to the Board and arranging for the presentation of important progress on projects to the Board by the Committee chairperson.
- l) The Board Liaison's role will be advisory to the Committee, but the process is meant to be staff driven.
- m) The Board Liaison will not have a vote on the Committee.

Board Meeting of March 9, 2021

AGENDA ITEM 9.D.

Attachment 2

Garcia Recommended Changes to

Resolution 2018-14

Resolution No. 2018-14 (revised draft)
of the Board of Directors of the
Georgetown Divide Utility District
Providing Role and Responsibilities of the Finance Committee.

Whereas, the Georgetown Divide Utility District (“District”) Board of Directors (“Board”) previously memorialized the membership, duties, responsibilities, and other matters pertaining to the Finance Committee through Resolution 2017-25; and

Whereas, the Board seeks to rescind and replace Resolution 2017-25 to modify the roles and responsibilities of the Finance Committee; and

Whereas, the Finance Committee will assist the Board in the review of financial information of the District and make recommendations to the Board for actions related to the District’s finance and budgeting; and financial policies and reports; and

Whereas, the Board finds it to be in the best interest of the public to establish the Finance Committee’s roles and responsibilities as set forth herein.

Now, therefore, be it resolved by the Board of Directors as follows:

SECTION 1: Resolution 2017-25 is hereby rescinded and replaced with this Resolution 2018-14 and shall be of no further force or effect following the Board’s adoption of this Resolution 2018-144.

SECTION 2: The Finance Committee (“Committee”) shall be created as follows:

1. **Membership; Quorum.** The Committee shall be composed of no fewer than three (3) and no more than seven (7) members. A quorum shall consist of a simple majority of the total number of members currently appointed to the Committee.
2. **Selection of Committee Members.** The policies for selecting Committee members isare shown in “Exhibit A and Exhibit C” which areis attached hereto and incorporated herein by references as if set forth in full.
3. **Role of the Committee.** The primary role of the Committee is to provide recommendations to the Board of Directors (“Board”) from their direction, or in response to proposals made by staff on matters related to the District’s finances with Board approval. It shall be the responsibility committee to adhere to the Board approved Conceptual Budget Timeline and to:
 - a. Review annual operating budget proposed by staff and make recommendations to the Board prior to the Board receiving the annual operating budget for approval.

- b. Review emergency, short-range, long-range strategic financial planning and quarterly financial reports proposed by staff and make recommendations to the Board prior to the Board receiving the proposed financial plans and reports for approval.
- c. Review the audited annual financial data and statements and make recommendations to the Board prior to the Board receiving the audited annual financial statements for approval.
- d. Review and monitor all District financial reports including budget amendments, quarterly reports, request for proposal budgets, Capital Improvement Plan project budget information, monthly cash balances, fund transfers, investments reports, and conduct an annual review of the reserve policy, and investments policy, and make any recommendations to the Board as requested by the board.
- e. Present all Committee identified financial goals and proposals to the Board for approval.

e.f. Accept all projects requested by the Board.

- 4. **Meetings.** The committee shall meet at least quarterly/monthly, and more often if needed or requested by the Bboard. Meetings shall be held at the District's offices. The Rules Operating Procedures are shown "Exhibit B." Which is attached hereto and incorporated herein by reference as if set forth in full.
- 5. **Terms.** The terms of the office shall be two (2) years. Committee members may be reappointed to subsequent terms b-y providing their resume' to the Board and the General Manager, and then the Board voting on the Committee member's reappointed during a Board meeting.
- 6. **Vacancies.** Any vacancies shall be filled after the General Manager advertises committee vacancies on the website, social media sites, or the newspaper and interested persons provide their resume' to the Board and the General Manager. Then the Board will evaluate and vote on the Committee members appointed during a Board meeting.~~the unexpired term by the Board of Directors.~~
- 7. **Removal.** All Committee members serve at the will of the Board, and any member may be removed by an affirmative vote of three (3) members of the board. There shall be no requirement to show cause for removal.
- 8. **Officers.** The Committee shall designate from among its members a Chair, Vice-Chair, and Secretary. The Chair shall preside over the meetings, and in the Chair's absence the Vice-Chair shall preside. If both the Chair and they Vice-Chair are absent, the remaining members, if a quorum exists, shall select from

among themselves a person to preside over the meeting. The Secretary (or another member if the Secretary's absence) shall prepare agendas and minutes of every meeting and shall be responsible for transmitting the agenda and the final copy of all minutes to the General Manager or designee. Items needing Board action shall be transmitted as soon as possible to the General Manager or designee for inclusion on the next available Board agenda.

9. **Advisory nature of the committee.** The Committee is advisory in nature and shall report and be responsible to the Board ~~of Directors~~. The Committee and its members have no authority to set policy, expend funds, or make obligations on behalf of the Board and/or the District.
10. **Board Reports.** The Committee shall report on its activities to the Board at least ~~quarterly~~ monthly, and more often if needed or requested by the Board. The Board Report can be either oral or written and shall include a description of the activities of the Ccommittee for the proceeding. And any on-going or outstanding activities or tasks. Committee meeting minutes can be used to satisfy this requirement.
11. **Board Liaison and Staff Support.** The Committee shall have a following Board and/or staff members to assist it with its work from time to time as may be necessary or desired by the Committee and/or the Board: Board Treasurer who will serve as the Board Liaison, and a Staff Liaison designated by the General Manager. The Board Liaison and Staff Liaison shall (a) not be regular or ex officio members of the committee; (b) not have the right to vote; and (c) not be counted for purposes of determining the presence of a quorum.

SECTION 3. This Resolution shall take effect immediately upon adoption. This Resolution shall remain in full force and effect until rescinded by a subsequent Resolution of the Board ~~of Directors~~.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utilities District at a meeting of said Board held on the 13th day of March, 2018, by the following vote:

AYES: Halpin, Hanschild, Souza, Uso, Wadle

NOES:

ABSENT/ABSTAIN:

Londres Uso, President

Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITIES DISTRICT

ATTEST:

Stephen Palmer, clerk and ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITIES DISTRICT

CERTIFICATION

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Stephen Palmer, clerk and ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITIES DISTRICT

EXHIBIT A

Policy for Selecting Finance Committee

- 1) Published [vacancies on the website, social media sites, or](#) in a newspaper or general circulation in the district a notice of vacancy on the [Finance Committee](#) ("[Committee](#)") and a desire to fill such vacancy.
- 2) The Board [and the General Manager](#) ~~President~~ will [receive interview](#) all applicant's [resumes. All applicants will be eligible for consideration by the Board. and return to the board with recommendations for committee appointment. All applicants will be eligible for the Board to a point.](#)
- 3) [The Board will use the selection ranking criteria form "Exhibit C" to evaluate and rank potential Committee members. The applicants with the highest scores will be appointed](#)

~~to the Committee during a Board meeting until all vacancies are filled. Alternatively, the Board President may elect to appoint a selection committee made up of two Board Members to interview applicants which will return to the Board with recommendations for the Committee appointment. All applicants will be eligible for the Board to a point.~~

4) The Committee will be made up of volunteers with no less than three and no more than seven members.

5) The Board will confirm the selections by resolution.

EXHIBIT B

Finance Committee of the Georgetown Divide Public Utility District Rules of Operating Procedures

MEETINGS

- a) At any meeting of the Finance Committee ("Committee"), the majority of the members currently appointed show constitute a quorum for purposes of conducting business or meetings. Unless otherwise posted, a majority vote of those present and voting shall be sufficient to adopt any motion.
- b) All meetings of the Committee shall be open and public, and all persons shall be permitted to attend any meeting of the committee as provided by Government Code Section 54950 et seq.
- c) All meetings of the Committee shall be held in the GDPUD offices at 6425 Main Street, Georgetown, CA 95634, unless there is a special need to hold a meeting at a different location.
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- e) Each Committee shall determine the order of business for the conduct of its meetings.
- f) Any meeting may be adjourned to a time and place stated in the Order of Adjournment. Less than a quorum may also adjourn from time to time. If all members are absent, the Secretary may declare the meeting adjourned to a stated time and place and shall cause each notice to be given in the same manner as for special meetings.

- g) Special meetings may be called at any time at the direction of the Chairperson or by a majority of the Committee. Twenty-Four hours advance written notice of special meetings shall be provided by the Chairperson stating the time, place, and business to be transacted. The public shall be notified through the district regular communications and procedures, in accordance with the Brown Act.
- h) At least 72 hours before a regular Committee meeting, the legislative body of the district, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting. The agenda shall be filed with the staff liaison for posting outside the District Offices.
- i) The Committee Secretary shall maintain meeting minutes, including a complete record of all transactions, findings, and determinations, and present a full statement to the General Manager for the Board ~~of directors upon request prior to the next Board meeting~~. A signed copy of meeting minutes shall be filed with the Staff Liaison.
- j) The Board Liaison to the Committee shall be the Board Treasurer.
- k) The duties of the Board Liaison include presenting relevant data to the Board and arranging for any presentation of important progress on projects to the Board by the Committee chairperson.
- l) The Board Liaison's role will be advisory to the Committee, but the process is meant to be staff driven.
- m.) The Board Liaison will not have a vote on the Committee.

EXHIBIT C

Georgetown Divide Public Utility District Finance Committee Applicant Evaluation Form

The scoring process from 5 to 1 will be used to rank each individual finance committee applicant over a range of criteria, and those achieving the highest total score will be placed on the GDPUD finance committee for which they have applied, for example:

Scoring

Candidate evaluation forms are to be completed by the Board of Directors to rank the candidate's overall qualifications for the position on the GDPUD Finance Committee.

Under each heading, the Board member should give the candidate a numerical rating and write specific job-related comments in the space provided. The numerical rating system is based on the following:

5 – Exceptional; 5+ years of educational or work experience.

4 - Above Average; 3-5 years of educational or work experience.

3 – Average; 1-2 years of educational or work experience.

2 - Below Average; 1-year or less educational or work experience.

1 – Unsatisfactory; no educational or work experience.

Candidate Name: _____ **Position:** _____

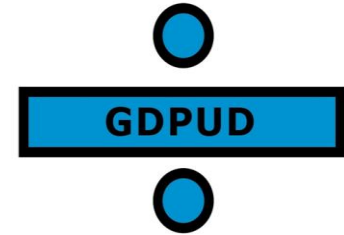
Interviewer Name: _____ **Date:** _____

	<u>Rating</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>
<p><u>Educational Background:</u> Does the candidate have the appropriate educational qualifications or training for this position?</p> <p><u>Comments:</u></p>					
<p><u>Prior Work Experience:</u> Has the candidate acquired similar skills or qualifications through past work experiences?</p> <p><u>Comments:</u></p> <p>-</p>					
<p><u>Technical Qualifications/Experience:</u> Does</p>					

<p><u>the candidate have the technical skills necessary for this position?</u> <u>Comments:</u></p>					
<p><u>Verbal Communication:</u> Did the candidate demonstrate effective communication skills during the interview? <u>Comments:</u></p>					
<p><u>Candidate Enthusiasm:</u> Did the candidate show enthusiasm for the position and the company? <u>Comments:</u></p>					
<p><u>Knowledge of Company:</u> Did the candidate show evidence of having researched the company prior to the interview? <u>Comments:</u></p>					
<p><u>Teambuilding/Interpersonal Skills:</u> Did the candidate demonstrate, through his or her answers, good teambuilding/interpersonal skills? <u>Comments:</u></p>					
<p><u>Initiative:</u> Did the candidate demonstrate, through his or her answers, a high degree of initiative? <u>Comments:</u></p>					
<p><u>Time Management:</u> Did the candidate demonstrate, through his</p>					

<u>or her answers, good time management skills?</u> <u>Comments:</u>					
<u>Customer Service:</u> <u>Did the candidate demonstrate, through his or her answers, a high level of customer service skills/abilities?</u> <u>Comments:</u>					
<u>Overall Impression and Recommendation:</u> <u>Final comments and recommendations for proceeding with the candidate.</u> <u>Comments:</u>					
<u>Totals:</u>					
<u>Overall total:</u>					

REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF March 9, 2021
AGENDA ITEM NO. 9.E.



AGENDA SECTION: NEW BUSINESS

SUBJECT: AUTHORIZE THE EXPENDITURE OF \$197,479.00 TO AWARD CONSTRUCTION CONTRACT TO DOUG VEERKAMP GENERAL ENGINEERING, INC. FOR THE DISTRICT OFFICE PARKING LOT REHABILITATION PROJECT

PREPARED BY: Adam Brown, Water Resources Manager

APPROVED BY: Jeff Nelson, Interim General Manager

BACKGROUND

The *District Office Parking Lot Rehabilitation* project was included in District FY2020-2021 FY 2019-20 Capital Improvement Plan, which was approved by the Board during the November 2020 Board meeting. A preliminary investigation that included subsurface borings and visual inspections found the parking lot to be in poor condition. The estimated budget for this project in the approved CIP is \$292,600. This project will be paid for with funds from Capital Reserve Fund (43).

DISCUSSION

On December 18, 2020, the District released a request for bids for the *District Office Parking Lot Rehabilitation Project* that generally consisted of removal of trees, the removal and replacement of existing pavement sections, site development for drainage, grinding and a HMA overlay.

On February 4, 2021, the District received eleven completed bid proposals ranging from a high bid of \$293,019 to a low bid of \$170,093.60 for this project. The bids were opened publicly at the appointed time and location. The bid schedule for each bid is included as **Attachment 1**.

Doug Veerkamp General Engineering, Inc. is the apparent low bidder with a bid of \$170,093.60. Veerkamp's bid is included as **Attachment 2**. Staff reviewed and accepted the bid proposal and was able to contact two of the four references supplied by Doug Veerkamp General Engineering, Inc. for previous similar projects. The references were positive in their assessment of Doug Veerkamp General Engineering, Inc.'s performance on the projects that were similar in nature to the District's project. The references summary sheet is included as **Attachment 3**. The construction project is planned to be completed by June 30, 2021.

FISCAL IMPACT

The current estimated budget included in the approved capital improvement program for this project budget is \$292,600. At this point in time, the projected expenditures are listed below:

Construction Inspection and Management	\$9,426.00
Construction Contract	\$170,093.60
Construction Contingency	<u>\$17,953.00</u>
Total	\$197,479.60

Staff do not anticipate exceeding the amount already planned to be used from capital reserves (Fund 43), so a budget adjustment is not needed at this time.

CEQA ASSESSMENT

This project is categorically exempt pursuant to CEQA Guidelines Section 15301, Existing Facilities, and Section 15061, No Possibility of Significant Effect on the Environment. The project is limited to maintenance of existing facilities and does not involve an expansion of use.

RECOMMENDED ACTION

Staff recommends that the Georgetown Divide Public Utility District Board of Directors adopt Resolution 2021-09 (**Attachment 4**) awarding the construction contract, authorizing the General Manager to execute a contract with Doug Veerkamp General Engineering, Inc. in the amount of \$170,100.

ATTACHMENTS

1. Bid Schedules
2. Doug Veerkamp General Engineering, Inc. – Bid Package
3. Doug Veerkamp General Engineering, Inc. – Experience Qualifications
4. Resolution 2021-09

Board Meeting of March 9, 2021

AGENDA ITEM 9.E.

Attachment 1

Bid Schedule

BID SCHEDULE

District Office Parking Lot Rehabilitation Project

BASE BID

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
1	Mobilization, Demobilization, Insurance & Bonds (Not to Exceed 6 (six) Percent of Total Bid)	LS	1	12 500	12 500
2	Water Pollution Control Plan	LS	1	14 000	14 000
3	Type A HMA Dike	LF	100	50	5 000
4	Type D HMA Dike	LF	56	50	2 800
5	HMA Overside Drain	SQFT	105	55	5 775
6	Parking Bumper (Wheel Stop)	EA	53	85	4 505
7	Paint Stripe and Pavement Markings	LF	1200	1	1 200
8	ADA Paint Pavement Marking	SQFT	23	20	460
9	Cold Plane Asphalt Concrete - 2"	SQYD	915	15	13 725
10	Hot Mix Asphalt, Type A - 2"	TON	110	200	22 000
11	Roadway Excavation - Digout	CY	40	160 160	11 200 6 400
12	Hot Mix Asphalt, Type A - 6" Digout	TON	70	160	11 200
13	Roadway Excavation	CY	450	45	20 250
14	Class 2 Aggregate Base	CY	280	130	36 400
15	Hot Mix Asphalt, Type A - 2.5"	TON	350	160	52 500
16	Rock Slope Protection	SQYD	2	2 000	4 000

Total Bid Base Price

212 715

BID SCHEDULE
District Office Parking Lot Rehabilitation Project

BASE BID

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
1	Mobilization, Demobilization, Insurance & Bonds (Not to Exceed 6 (six) Percent of Total Bid)	LS	1	\$10,500	\$10,500
2	Water Pollution Control Plan	LS	1	\$2,750	\$2,750
3	Type A HMA Dike	LF	100	\$68	\$6,800
4	Type D HMA Dike	LF	56	\$68	\$3,808
5	HMA Overside Drain	SQFT	105	\$61	\$6,405
6	Parking Bumper (Wheel Stop)	EA	53	\$110	\$5,830
7	Paint Stripe and Pavement Markings	LF	1200	\$0.50	\$600
8	ADA Paint Pavement Marking	SQFT	23	\$4	\$92
9	Cold Plane Asphalt Concrete - 2"	SQYD	915	\$12	\$10,980
10	Hot Mix Asphalt, Type A - 2"	TON	110	\$165	\$18,150
11	Roadway Excavation - Digout	CY	40	\$210	\$8,400
12	Hot Mix Asphalt, Type A - 6" Digout	TON	70	\$85	\$5,950
13	Roadway Excavation	CY	450	\$53	\$23,850
14	Class 2 Aggregate Base	CY	280	\$151	\$42,280
15	Hot Mix Asphalt, Type A - 2.5"	TON	350	\$143	\$50,050
16	Rock Slope Protection	SQYD	2	\$250	\$500

Total Bid Base Price

\$196,945.00

BID SCHEDULE

District Office Parking Lot Rehabilitation Project

BASE BID

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
1	Mobilization, Demobilization, Insurance & Bonds (Not to Exceed 6 (six) Percent of Total Bid)	LS	1		\$ 9,000.00
2	Water Pollution Control Plan	LS	1		5,000.00
3	Type A HMA Dike	LF	100	14.80	1,480.00
4	Type D HMA Dike	LF	56	14.82	829.92
5	HMA Overside Drain	SQFT	105	15.75	1,653.75
6	Parking Bumper (Wheel Stop)	EA	53	86.60	4,589.80
7	Paint Stripe and Pavement Markings	LF	1200	1.73	2,076.00
8	ADA Paint Pavement Marking	SQFT	23	13.00	299.00
9	Cold Plane Asphalt Concrete - 2"	SQYD	915	6.21	5,682.15
10	Hot Mix Asphalt, Type A - 2"	TON	110	187.40	20,614.00
11	Roadway Excavation - Digout	CY	40	131.20	5,248.00
12	Hot Mix Asphalt, Type A - 6" Digout	TON	70	193.30	13,531.00
13	Roadway Excavation	CY	450	51.95	23,377.50
14	Class 2 Aggregate Base	CY	280	82.00	22,960.00
15	Hot Mix Asphalt, Type A - 2.5"	TON	350	132.00	46,200.00
16	Rock Slope Protection	SQYD	2	1528.44	3,056.88

Total Bid Base Price

\$ 165,598.00

BID SCHEDULE

District Office Parking Lot Rehabilitation Project

BASE BID

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
1	Mobilization, Demobilization, Insurance & Bonds (Not to Exceed 6 (six) Percent of Total Bid)	LS	1	12,000	12,000.00
2	Water Pollution Control Plan	LS	1	7,864	7,864.00
3	Type A HMA Dike	LF	100	60	6,000.00
4	Type D HMA Dike	LF	56	60	3,360.00
5	HMA Overside Drain	SQFT	105	25	2,625.00
6	Parking Bumper (Wheel Stop)	EA	53	90	4,770.00
7	Paint Stripe and Pavement Markings	LF	1200	4	4,800.00
8	ADA Paint Pavement Marking	SQFT	23	12	276.00
9	Cold Plane Asphalt Concrete - 2"	SQYD	915	7	6,405.00
10	Hot Mix Asphalt, Type A - 2"	TON	110	220	24,200.00
11	Roadway Excavation - Digout	CY	40	100	4,000.00
12	Hot Mix Asphalt, Type A - 6" Digout	TON	70	210	14,700.00
13	Roadway Excavation	CY	450	64	28,800.00
14	Class 2 Aggregate Base	CY	280	100	28,000.00
15	Hot Mix Asphalt, Type A - 2.5"	TON	350	150	52,500.00
16	Rock Slope Protection	SQYD	2	850	1,700.00

Total Bid Base Price**\$202,000.00**

BID SCHEDULE

District Office Parking Lot Rehabilitation Project

BASE BID

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
1	Mobilization, Demobilization, Insurance & Bonds (Not to Exceed 6 (six) Percent of Total Bid)	LS	1	11000.00	11000.00
2	Water Pollution Control Plan	LS	1	950.00	950.00
3	Type A HMA Dike	LF	100	65.00	6500.00
4	Type D HMA Dike	LF	56	95.00	5320.00
5	HMA Overside Drain	SQFT	105	150.00	15750.00
6	Parking Bumper (Wheel Stop)	EA	53	155.00	8215.00
7	Paint Stripe and Pavement Markings	LF	1200	0.60	720.00
8	ADA Paint Pavement Marking	SQFT	23	5.00	115.00
9	Cold Plane Asphalt Concrete - 2"	SQYD	915	10.00	9150.00
10	Hot Mix Asphalt, Type A - 2"	TON	110	145.00	15950.00
11	Roadway Excavation - Digout	CY	40	150.00	6000.00
12	Hot Mix Asphalt, Type A - 6" Digout	TON	70	200.00	14000.00
13	Roadway Excavation	CY	450	70.00	31500.00
14	Class 2 Aggregate Base	CY	280	95.00	26600.00
15	Hot Mix Asphalt, Type A - 2.5"	TON	350	115.00	40250.00
16	Rock Slope Protection	SQYD	2	450.00	900.00

Total Bid Base Price

\$192,920.00

BID SCHEDULE

District Office Parking Lot Rehabilitation Project

BASE BID

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
1	Mobilization, Demobilization, Insurance & Bonds (Not to Exceed 6 (six) Percent of Total Bid)	LS	1	10,000.00	10,000.00
2	Water Pollution Control Plan	LS	1	6,415.00	6,415.00
3	Type A HMA Dike	LF	100	48.00	4,800.00
4	Type D HMA Dike	LF	56	48.00	2,688.00
5	HMA Overside Drain	SQFT	105	31.00	3,255.00
6	Parking Bumper (Wheel Stop)	EA	53	95.00	5,035.00
7	Paint Stripe and Pavement Markings	LF	1200	1.20	1,440.00
8	ADA Paint Pavement Marking	SQFT	23	19.00	437.00
9	Cold Plane Asphalt Concrete - 2"	SQYD	915	23.00	21,045.00
10	Hot Mix Asphalt, Type A - 2"	TON	110	265.60	29,216.00
11	Roadway Excavation - Digout	CY	40	31.00	1,240.00
12	Hot Mix Asphalt, Type A - 6" Digout	TON	70	92.00	6,440.00
13	Roadway Excavation	CY	450	54.00	24,300.00
14	Class 2 Aggregate Base	CY	280	118.00	33,040.00
15	Hot Mix Asphalt, Type A - 2.5"	TON	350	141.20	49,420.00
16	Rock Slope Protection	SQYD	2	784.00	1,568.00

Total Bid Base Price

\$200,339.00

BID SCHEDULE

District Office Parking Lot Rehabilitation Project

BASE BID

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
1	Mobilization, Demobilization, Insurance & Bonds (Not to Exceed 6 (six) Percent of Total Bid)	LS	1	6912.00	6,912.00
2	Water Pollution Control Plan	LS	1	8125.00	8,125.00
3	Type A HMA Dike	LF	100	50.00	5,000.00
4	Type D HMA Dike	LF	56	45.41	2,543.00
5	HMA Overside Drain	SQFT	105	46.83	4,918.00
6	Parking Bumper (Wheel Stop)	EA	53	102.98	5,458.00
7	Paint Stripe and Pavement Markings	LF	1200	2.21	2,655.00
8	ADA Paint Pavement Marking	SQFT	23	25.65	590.00
9	Cold Plane Asphalt Concrete - 2"	SQYD	915	13.88	12,701.00
10	Hot Mix Asphalt, Type A - 2"	TON	110	245.59	27,015.00
11	Roadway Excavation - Digout	CY	40	292.25	11,690.00
12	Hot Mix Asphalt, Type A - 6" Digout	TON	70	260.00	18,204.00
13	Roadway Excavation	CY	450	64.93	29,222.00
14	Class 2 Aggregate Base	CY	280	180.23	50,466.00
15	Hot Mix Asphalt, Type A - 2.5"	TON	350	144.79	50,677.00
16	Rock Slope Protection	SQYD	2	403.00	807.00

Total Bid Base Price

\$ 236,983.00

Ed Macauley, president

Ge
Req
Dist

BID SCHEDULE

District Office Parking Lot Rehabilitation Project

BASE BID

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
1	Mobilization, Demobilization, Insurance & Bonds (Not to Exceed 6 (six) Percent of Total Bid)	LS	1	12,750.00	12,750.00
2	Water Pollution Control Plan	LS	1	6,750.00	6,750.00
3	Type A HMA Dike	LF	100	66.00	6,600.00
4	Type D HMA Dike	LF	56	95.00	5,320.00
5	HMA Overside Drain	SQFT	105	80.00	8,400.00
6	Parking Bumper (Wheel Stop)	EA	53	131.00	6,943.00
7	Paint Stripe and Pavement Markings	LF	1200	2.30	2,760.00
8	ADA Paint Pavement Marking	SQFT	23	22.00	506.00
9	Cold Plane Asphalt Concrete - 2"	SQYD	915	18.00	16,470.00
10	Hot Mix Asphalt, Type A - 2"	TON	110	225.00	24,750.00
11	Roadway Excavation - Digout	CY	40	165.00	6,600.00
12	Hot Mix Asphalt, Type A - 6" Digout	TON	70	150.00	10,500.00
13	Roadway Excavation	CY	450	125.00	56,250.00
14	Class 2 Aggregate Base	CY	280	135.00	37,800.00
15	Hot Mix Asphalt, Type A - 2.5"	TON	350	115.00	40,250.00
16	Rock Slope Protection	SQYD	2	1,450.00	2,900.00

Total Bid Base Price

245,549.00

BID SCHEDULE

District Office Parking Lot Rehabilitation Project

BASE BID

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
1	Mobilization, Demobilization, Insurance & Bonds (Not to Exceed 6 (six) Percent of Total Bid)	LS	1	6,100	6,100 ⁰⁰
2	Water Pollution Control Plan	LS	1	1,000	1,000 ⁰⁰
3	Type A HMA Dike	LF	100	24	2,400 ⁰⁰
4	Type D HMA Dike	LF	56	75	4,200 ⁰⁰
5	HMA Overside Drain	SQFT	105	75	7,875 ⁰⁰
6	Parking Bumper (Wheel Stop)	EA	53	75	3,975 ⁰⁰
7	Paint Stripe and Pavement Markings	LF	1200	4 ²⁵	5,100 ⁰⁰
8	ADA Paint Pavement Marking	SQFT	23	15	345 ⁰⁰
9	Cold Plane Asphalt Concrete - 2"	SQYD	915	18	16,470 ⁰⁰
10	Hot Mix Asphalt, Type A - 2"	TON	110	195	21,450 ⁰⁰
11	Roadway Excavation - Digout	CY	40	156	6,240 ⁰⁰
12	Hot Mix Asphalt, Type A - 6" Digout	TON	70	178	12,460 ⁰⁰
13	Roadway Excavation	CY	450	125	56,250 ⁰⁰
14	Class 2 Aggregate Base	CY	280	150	42,000 ⁰⁰
15	Hot Mix Asphalt, Type A - 2.5"	TON	350	132	46,200 ⁰⁰
16	Rock Slope Protection	SQYD	2	1,250	2,500 ⁰⁰

Total Bid Base Price

\$ 234,565.00

BID SCHEDULE
District Office Parking Lot Rehabilitation Project

BASE BID

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
1	Mobilization, Demobilization, Insurance & Bonds (Not to Exceed 6 (six) Percent of Total Bid)	LS	1	9,760	9,760
2	Water Pollution Control Plan	LS	1	4,880	4,880
3	Type A HMA Dike	LF	100	36.66	3,660
4	Type D HMA Dike	LF	56	97.60	5,465.60
5	HMA Overside Drain	SQFT	105	97.60	10,248
6	Parking Bumper (Wheel Stop)	EA	53	128.10	6,789.30
7	Paint Stripe and Pavement Markings	LF	1200	2.26	2,712.00
8	ADA Paint Pavement Marking	SQFT	23	21.96	505.08
9	Cold Plane Asphalt Concrete - 2"	SQYD	915	5.34	4,883.10
10	Hot Mix Asphalt, Type A - 2"	TON	110	237.90	26,169
11	Roadway Excavation - Digout	CY	40	183	7,320
12	Hot Mix Asphalt, Type A - 6" Digout	TON	70	189.10	13,237
13	Roadway Excavation	CY	450	162.26	73,117
14	Class 2 Aggregate Base	CY	280	156.16	43,724.80
15	Hot Mix Asphalt, Type A - 2.5"	TON	350	161.04	56,364
16	Rock Slope Protection	SQYD	2	244	488

Total Bid Base Price

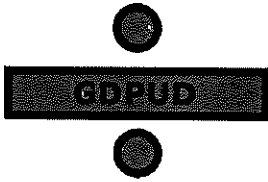
269,225.57

Board Meeting of March 9, 2021

AGENDA ITEM 9.E.

Attachment 2

Bid Package



Georgetown Divide Public Utility District

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

DISTRICT OFFICE PARKING LOT
REHABILITATION PROJECT

ADDENDUM NO. 1

January 13, 2021

This addendum forms a part of the Contract Documents and modifies the original Contract Documents as noted below. Acknowledge receipt of this addendum by including a signed copy of this addendum with bidder's proposal. Failure to do so may subject Bidder to disqualification.

Item #1: Bid Bond Form

Attached is the Bidder's Bond Form to be submitted with the Bid.

Thank you in advance for your bids.

Adam Brown
Water Resources Manager
Georgetown Divide Public Utility District

I acknowledge receipt of this addendum and all attachments by including a signed copy of this addendum with bidder's proposal. Failure to do so may subject Bidder to disqualification.

David B. Veeramp
Bidders' Signature

2-4-2021
Date

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

BIDDER'S BOND

We, Doug Veerkamp General Engineering, Inc.

_____ as Principal, and

Travelers Casualty and Surety Company of America

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

THE CONDITION OF THIS OBLIGATION IS SUCH, THAT:

WHEREAS, the Principal has submitted a proposal to the Obligee, for _____

(Copy here the exact description of work, including location as it appears on the proposal)

District Office Parking Lot Rehabilitation Project

for which bids are to be opened at *1 _____ on February 4, 2021

(Insert place where bids will be opened)

(Insert date of bid opening)

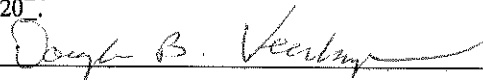
*1 Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, CA

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

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

Dated: January 15

, 20²¹



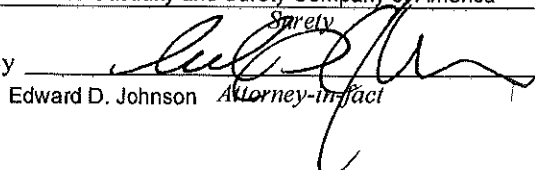
Doug Veerkamp General Engineering, Inc.

Principal

Travelers Casualty and Surety Company of America

Surety

By _____


Edward D. Johnson *Attorney-in-fact*

CERTIFICATE OF ACKNOWLEDGEMENT

ACKNOWLEDGMENT

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

See attached

State of California
County of _____)

On _____ before me _____
(insert name and title of the officer)

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

WITNESS my hand and official seal.

Signature _____ (Seal)

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

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

State of California }
County of Placer }

On January 15, 2021 before me, J. A. Shiroma, Notary Public, personally appeared
Date Here Insert Name and Title of the officer

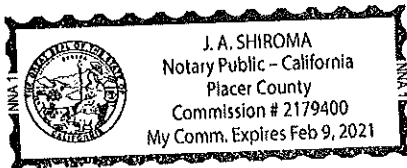
Edward D. Johnson
Name(s) of Signer(s)

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

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

WITNESS my hand and official seal.

Signature: *J. A. Shiroma*
Signature of Notary Public



Place Notary Seal Above

OPTIONAL

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

Description of Attached Document

Title or Type of Document: _____ Document Date: _____

Number of Pages: _____ Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

- Corporate Officer--Title(s): _____
- Partner- Limited General
- Individual Attorney in fact
- Trustee Guardian or Conservator
- Other: _____

Signer is Representing: _____

Signer's Name: _____

- Corporate Officer--Title(s): _____
- Partner- Limited General
- Individual Attorney in fact
- Trustee Guardian or Conservator
- Other: _____

Signer is Representing: _____





**Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company**

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Edward D. Johnson** of **ROSEVILLE California**, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 17th day of January, 2019.



State of Connecticut

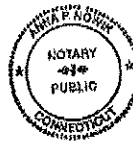
City of Hartford ss.

By: 
Robert L. Raney, Senior Vice President

On this the 17th day of January, 2019, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2021




Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

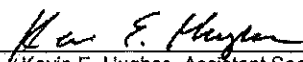
FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 15th day of January, 2021

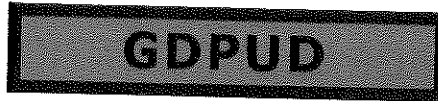



Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney-in-Fact and the details of the bond to which this Power of Attorney is attached.**

GDPUD Agreement for Contract Services with XXX

EXHIBIT A – REQUEST FOR BID



Georgetown Divide Public Utility District

REQUEST FOR BIDS

District Office Parking Lot Rehabilitation Project

Bid Release Date:
December 18, 2020

Bids Due Date:
February 4, 2020

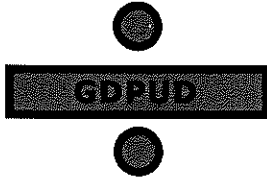
Bids shall be submitted by mail or delivered to:

Georgetown Divide Public Utility District
Attn: Adam Brown
6425 Main Street
P.O. 4240
Georgetown, CA 95634

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*****ITEMS IN BOLD ABOVE MUST BE SUBMITTED WITH THE BID PROPOSAL****



Georgetown Divide Public Utility District

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

GDPUD DISTRICT PARKING LOT REHABILITATION

ADDENDUM NO. 2

February 1, 2021

This addendum forms a part of the Contract Documents and modifies the original Contract Documents as noted below. Acknowledge receipt of this addendum by including a signed copy of this addendum with bidder's proposal. Failure to do so may subject Bidder to disqualification.

Item #1: Revised Sheet C-1

Attached is the Revised Sheet C-1, updated to reflect the additional removal of two trees for Alternative Bid 2.

Item #2: Revised Specification Pages 12, 49 and 50

Attached are the Revised Specification pages 12, 49 and 50. These pages were revised to include the correct quantity of tree removal from 9 to 11.

Item #3: Response to Bidder Questions

Attached is the Response to Bidder Questions.


Item #4: Prebid Meeting Sign In Sheet


Attached is the Prebid Meeting Sign In Sheet.

Thank you in advance for your bids.

Adam Brown
Water Resource Manager
Georgetown Divide Public Utility District

I acknowledge receipt of this addendum and all attachments by including a signed copy of this addendum with bidder's proposal. Failure to do so may subject Bidder to disqualification.


Bidders Signature


Date

District on the form provided in the Proposal section of the Contract Documents. Bidders are solely responsible for all costs associated with the preparation of their bids.

This work is subject to the provisions of the California Labor Code, pursuant to Section 1773, the general prevailing wage rates in the County in which the work is to be done have been determined by the Director of the California Department of Industrial Relations. These wages are set forth in the General Prevailing Wage Rates for this project, available from the California Department of Industrial Relations' Internet website at <http://www.dir.ca.gov>. Bids may be held by the Georgetown Divide Public Utility District for a period not to exceed sixty (60) calendar days from the date of opening bids for the purpose of reviewing the bids and investigating the qualifications of bidders prior to awarding the contract. Georgetown Divide Public Utility District reserves the right to reject any or all bids or to waive any informalities in the bidding.

Questions concerning the project should be directed to Adam Brown, Water Resources Manager, by calling (530) 333-4356, or by sending an email to abrown@gd-pud.org.

DATED: December 15, 2020

Georgetown Divide Public Utility District

BY:



Adam Brown, Water Resources Manager

GENERAL DESCRIPTION OF WORK

The Contractor shall provide all labor, materials, equipment and incidentals required to remove trees, grade, remove and replace existing pavement sections and grind and HMA overlay

SPECIAL NOTICE

This project includes, but is not limited to, the following special requirements:

- Bidder inquiries shall be directed to Adam Brown, Water Resources Manager, for the Georgetown Divide Public Utility District.
- Potential bidders are encouraged to review the insurance and bonding requirements included in the bid documents, including the General Provisions, with their insurance agent/broker prior to submitting a bid.
- **All work shall be completed on or before June 30, 2020.**

QUALIFICATION OF BIDDERS

It is the intention of the District to award a contract only to the bidder who furnishes satisfactory evidence that they have the required qualifications and ability and that they have sufficient resources to complete the work satisfactorily, and within the time identified in the Contract Documents.

To demonstrate Bidder's Qualifications to perform the work, within five days of Owner's request, Bidder shall submit written evidence such as financial data, previous experience, present comments, and such other data as may be called for by the District.

The District may make such investigations as it deems necessary to determine the qualifications and ability of the bidder to perform the work, and the Bidder shall furnish to District all the information and data for this purpose as the District may request. The District reserves the right to reject any Bid if evidence submitted by, or investigation of such Bidder fails to satisfy the District that such Bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated herein. Conditional Bids will not be accepted.

Prospective Bidders shall be licensed Contractors in the State of California and shall be skilled and regularly engaged in the general class or type of work called for under the Contract. Each Bidder shall have a current "Class A" Contractors License as issued by the State of California.

INTERPRETATIONS AND ADDENDA

All questions regarding the meaning or intent of the Bidding Documents are to be submitted to Adam Brown, Water Resources Manager, in writing via email. Interpretations or clarifications considered necessary by the Project Manager, in response to such questions, will be issued by Addenda emailed or delivered to all parties recorded by District as having received the Bidding Documents. Addenda may be issued to clarify, correct, or change the Bidding Documents as deemed advisable by the District. Questions received less than five days prior to the date for opening of Bids may not be answered. Only questions answered by Addenda will be binding. Oral or other interpretations of clarifications will be without legal effect.

AWARD OF CONTRACT

The District may award, after review and investigation, the contract to the lowest responsive and responsible bidder of the Base Bid. Alternative Bids may or may not be awarded with the contract.

WAGE RATES

Pursuant to Section 1770 to 1780 inclusive, of the California Labor Code, the successful bidder shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. The successful bidder shall post a copy of such determination at each job site. All subcontractors employed by the contractor shall pay not less than the specified prevailing wage rates to all workers employed in the execution of the Contract.

No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the State Department of Industrial Relations pursuant to Labor Code Section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code Section 1771.1(a)].

No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code Section 1725.5.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. All contractors and subcontractors must furnish electronic certified payroll records directly to the Labor Commissioner (aka Division of Labor Standards Enforcement) and must make certified copies of payroll records available for inspection by the District, a requesting employee, or the Division of Labor Standards Enforcement of the Department of Industrial Relations.

BID PROPOSAL

District Office Parking Lot Rehabilitation Project

NAME OF BIDDER: Doug Veerkamp General Engineering, Inc.
STREET ADDRESS: 2585 Cold Springs Road
CITY, STATE, ZIP: Placerville, CA 95667
PHONE NO. 530-676-0875 FAX NO. 530-676-0826
CONTRACTOR LICENSE TYPE & NO.: 440233 A HAZ C29 C21

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

The **Special Provisions** for the Work to be done are dated **November 19, 2020** and are entitled:

District Office Parking Lot Rehabilitation Project

Bids are to be submitted for the entire work. The amount of the bid for comparison will be the total of all items in the Base Bid.

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

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

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

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

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

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

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

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

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

The undersigned, as bidder, declares that the only persons or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, firm, or corporation; that he has carefully examined the plans therein referred to; and the contractor proposes, and agrees if this proposal is accepted, that they will contract with the Georgetown Divide Public Utility District, in the form of the copy of the contract annexed hereto, to provide all necessary machinery, tools, apparatus and other means of construction, and to do all the work and furnish all the materials specified in the contract, in the manner and time therein prescribed, and according to the requirements of the District as therein set forth, and that the contractor will take in full payment therefor the following prices, to wit:

BID SCHEDULE

District Office Parking Lot Rehabilitation Project

BASE BID

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
1	Mobilization, Demobilization, Insurance & Bonds (Not to Exceed 6 (six) Percent of Total Bid)	LS	1	8500.00	8500.00
2	Water Pollution Control Plan	LS	1	1600.00	1600.00
3	Type A HMA Dike	LF	100	20.90	2090.00
4	Type D HMA Dike	LF	56	37.50	2088.00
5	HMA Overside Drain	SQFT	105	24.00	2520.00
6	Parking Bumper (Wheel Stop)	EA	53	97.00	5141.00
7	Paint Stripe and Pavement Markings	LF	1200	1.92	2304.00
8	ADA Paint Pavement Marking	SQFT	23	13.90	319.70
9	Cold Plane Asphalt Concrete - 2"	SQYD	915	5.19	4748.85
10	Hot Mix Asphalt, Type A - 2"	TON	110	160.00	17,600.00
11	Roadway Excavation - Dlgout	CY	40	115.00	4600.00
12	Hot Mix Asphalt, Type A - 6" Dlgout	TON	70	152.00	10640.00
13	Roadway Excavation	CY	450	21.40	9630.00
14	Class 2 Aggregate Base	CY	280	100.00	28000.00
15	Hot Mix Asphalt, Type A - 2.5"	TON	350	120.00	42000.00
16	Rock Slope Protection	SQYD	2	614.00	1228.00

Total Bid Base Price

143,010.35

One hundred forty three thousand ten dollars + 35/100

Total Base Bid Amount in Words

ALTERNATE BID #1

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
17	Paving Interlayer - Fabric	SQYD	915	2.55	2335.25

Total Alternate #1 Bid Price 2,335.25

Two thousand three hundred thirty three + 25/100

Total Alternative #1 Bid Amount in Words

ALTERNATE BID #2

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
18	Remove Tree	EA	11	2250.00	24750.00

Total Alternate #2 Bid Price 24,750.00

Twenty four thousand seven hundred fifty + 10/100

Total Alternative #2 Bid Amount in Words

BID ITEMS DESCRIPTION

Bid Item 1: Mobilization/Demobilization:

The lump sum bid for Mobilization Demobilization shall not exceed six percent (6%) of the total bid price. Mobilization shall include: the obtaining of insurance and bonds; moving onto the site of all equipment; submittals required to begin work, submittal and approval of initial project schedule; obtaining and paying for all permits by other agencies as applicable and not delineated in other bid items; furnishing temporary construction utilities (temporary power, toilets, water, fences, etc.); installing construction signs; temporary buildings and field office trailer(s); establishment of temporary site access and staging area; installation of temporary construction fencing; and all other construction as required for the proper performance and completion of work.

Demobilization shall include: site cleaning and restoration of surfaces within the job site; post-construction meeting; removal of all temporary facilities and equipment from the work area; disconnection of the temporary construction utilities; and turnover of a project to the Owner.

Contractor may apply for payment of mobilization on a percent complete basis as the items covered in Mobilization are being completed, as described in the Mobilization Specification.

Contractor may apply for payment of Demobilization after the overall project substantial completion is achieved and the project begins to demobilize.

The lump sum price shall be full compensation for the preparation and installation or submittal of these materials, and for all labor, equipment, tools and incidentals to complete this item.

Bid Item 2: Water Pollution Control Plan:

The lump sum amount shall include all work and materials necessary for preparation and implementation of a Water Pollution Control Plan (WPCP) / Erosion Control and Best Management Practices (BMP's) and all other essentials required to complete this item as detailed in the Specifications and State Standards Specifications section 13 and section 21, including installation, monitoring, and removal of all BMP's required to maintain compliance.

The lump sum price shall be full compensation for all labor, equipment, tools, and incidentals to complete this item.

Bid Item 3: Type A HMA Dike:

The per linear foot amount shall include all work and materials necessary for preparation and construction of the Hot Mix Asphalt Type A Dike and all other essentials required to complete this item as detailed in the Specifications and Plans.

The per linear foot amount shall be full compensation for all labor, equipment, tools, and incidentals to complete this item.

Bid Item 4: Type D HMA Dike:

The per linear foot amount shall include all work and materials necessary for preparation and construction of the Hot Mix Asphalt Type D Dike and all other essentials required to complete this item as detailed in the Specifications and Plans.

The per linear foot amount shall be full compensation for all labor, equipment, tools, and incidentals to complete this item.

Bid Item 5: HMA Overside Drain:

The per square foot amount shall include all work and materials necessary for preparation of the site and construction of the Hot Mix Asphalt Overside Drain and all other essentials required to complete this item as detailed in the Specifications and Plans, including but not limited to clearing, grubbing, soil preparation, and formwork, if required.

The per square foot amount shall be full compensation for all labor, equipment, tools, and incidentals to complete this item.

Bid Item 6: Parking Bumper (Wheel Stop):

The per each amount shall include all work and materials necessary for site preparation and installation of the Parking Bumpers (Wheel Stops), and all other essentials required to complete this item as detailed in the Specifications and Plans.

The per each amount shall be full compensation for all labor, equipment, tools, and incidentals to complete this item.

Bid Item 7: Paint Stripe and Pavement Markings:

The per linear foot amount shall include all work and materials necessary for preparation and application of Paint Stipes and Pavement Markings (linear markings) and all other essentials required to complete this item as detailed in the Specifications and Plans.

The per linear foot amount shall be full compensation for all labor, equipment, tools, and incidentals to complete this item.

Bid Item 8: ADA Paint Pavement Marking:

The per square foot amount shall include all work and materials necessary for preparation and application of ADA Paint Pavement Markings and all other essentials required to complete this item as detailed in the Specifications and Plans.

The per square foot amount shall be full compensation for all labor, equipment, tools, and incidentals to complete this item.

Bid Item 9: Cold Plane Asphalt Concrete - 2":

The per square yard amount shall include all work and materials necessary in pavement planning, pavement conforms, removing quarter crowns, complete in place, including disposal or transport of planed material and all other essentials required to complete this item as detailed in the Specifications and Plans and require providing a completed project with transition to match existing grades.

The per square yard amount shall be full compensation for all labor, equipment, tools, and incidentals to complete this item.

Bid Item 10: Hot Mix Asphalt, Type A - 2":

The per ton amount for Hot Mix Asphalt (Type A) shall include all work and materials necessary for producing, providing, and placing asphalt as shown on the plans, as specified in the State Standard Construction Specifications, these Special Provisions, and as directed by the District. Material testing and quality assurance is included in this item.

The per ton amount shall be full compensation for all labor, equipment, tools, and incidentals to complete this item.

Bid Item 11: Roadway Excavation – Digout:

The cubic yard amount for Roadway Excavation shall include all work and materials necessary for the removal and off haul of all asphalt concrete (AC), aggregate base (AB), and native material to allow construction of Digouts as directed by the District. The total area of digouts shall not be greater than twenty percent 20% of the surface area to be cold paned and overlaid. Subsurface penetration of digout areas per these specifications is included in this item.

The per cubic yard amount shall be full compensation for all labor, equipment, tools, and incidentals to complete this item.

Bid Item 12: Hot Mix Asphalt, Type A - 6" Digout:

The per ton amount for Hot Mix Asphalt (Type A) shall include all work and materials necessary for producing, providing, and placing asphalt for Digouts as shown on the plans, as specified in the State Standard Construction Specifications, these Special Provisions, and as directed by the District. Material testing and quality assurance is included in this item.

The per ton amount shall be full compensation for all labor, equipment, tools, and incidentals to complete this item.

Bid Item 13: Roadway Excavation:

The cubic yard amount for Roadway Excavation shall include all work and materials necessary for the removal and off haul of all asphalt concrete (AC), aggregate base (AB), asphalt driveways, and native material to allow construction of improvements to the lines and grades shown on the Plans.

The per cubic yard amount shall be full compensation for all labor, equipment, tools, and incidentals to complete this item.

Bid Item 14: Class 2 Aggregate Base:

The per cubic yard amount shall include all work and materials necessary to place Class 2 Aggregate Base as shown to the plans, as specified in the State Standard Construction Specifications, these Special Provisions, and as directed by the District. Material testing and quality assurance is included in this item.

The per cubic yard amount shall be full compensation for all labor, equipment, tools, and incidentals to complete this item.

Bid Item 15: Hot Mix Asphalt, Type A - 2.5":

The per ton amount for Hot Mix Asphalt (Type A) shall include all work and materials necessary for producing, providing, and placing asphalt as shown on the plans, as specified in the State Standard Construction Specifications, these Special Provisions, and as directed by the District. Material testing and quality assurance is included in this item.

The per ton amount shall be full compensation for all labor, equipment, tools, and incidentals to complete this item.

Bid Item 16: Rock Slope Protection:

The per square yard amount shall include all work and materials necessary for providing the rock slope protection at the discharge of the overside drain, including clearing, grubbing, soil preparation, geotextile, and any form work require to keep the rock in place, as shown on the plans, as specified in the State Standard Construction Specifications, these Special Provisions, and as directed by the District.

The per square yard amount shall be full compensation for all labor, equipment, tools, and incidentals to complete this item.

Alternative Bid 1

Bid Item 17: Paving Interlayer – Fabric:

The per square yard amount shall include all work and materials necessary furnish and place Paving Interlayer Fabric as shown on the plans, as specified in the State Standard Construction Specifications, these Special Provisions, and as directed by the District.

The per square yard amount shall be full compensation for all labor, equipment, tools, and incidentals to complete this item.

Alternative Bid 2

Bid Item 18 – Remove Tree:

The per each amount shall include all work and materials necessary for removal of trees and all other essentials required to complete this item as detailed in the Specifications and Plans. If tree removal permits are required the Contractor shall pay for the submittal of the tree removal permit, provide an arborist if necessary and pay to replant trees or pay a mitigation fee if required.

If traffic control is required in the removal of trees, the per each price amount shall include all work and materials necessary to create, obtain approval, and implement a traffic control plan as required by El Dorado County for this project.

The per each price shall be full compensation for the preparation, submittal, approvals, fees, and implementation of these materials, and for all labor, equipment, tools, and incidentals to complete this item.

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Experience Qualifications

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

Experience in work, of a nature similar to that covered in the bid extends, over a period of 38
 years.

Has the Bidder ever failed to satisfactorily complete a contract awarded to it. Yes ___ No

If yes, please explain:

List of Previous Contracts Completed by Contractor

	DATE	NAME OF PROJECT	CONTRACT AMOUNT	OWNER	PHONE #
1.	1/2020	EID Asphalt Patch PAVE	435,670.00	E.I.D.	530 642-4018
2.	11/3/18	VARP PAVING	1,800,000.00	SMUD	530 647-5006
3.	9/24/18	VARP Gerle Creek	1,342,271.52	SMUD	530-647-5012
4.	6/18/20	Culver Street	192,875.65	City of Colfax	530-346-2313
5.	2/24/20	Upper Broadway	4,847,473.89	City of Placerville	530 642-5250

Please attach separate sheet, if needed.

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LIST OF SUBCONTRACTORS

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

Work to be Performed	Subcontractor License #	Percent of Total Contract	Subcontractor's Name and Address
#6 - Parking Bumper	C12 #1037114	40%	Wilson's Asphalt Inc.
#7 - Paint Stripe			PO Box 575
#8 - ADA Paint Pavement			Diamond Springs 95019
Alternate Bid # 2	826850	47% OF ALT Bid # 2	Carsten Tree Service
ONLY			PO Box 344
			Camino CA 95709

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ADDENDUM ACKNOWLEDGEMENT

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

Addendum No. 1	Date: 1-13-2021
Addendum No. 2	Date: 2-1-2021
Addendum No.	Date:
Addendum No.	Date:

ADDENDA

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

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

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

Date: 2-4-2021

Bidder: Doug Veerkamp General Engineering, Inc

By: Doug B. Veerkamp
(Signature)

Title: President

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WORKERS' COMPENSATION CERTIFICATE

Owner and Description of Contract:

Georgetown Divide Public Utility District

Parking Lot Rehabilitation Project

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

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

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

Dated: 2-4, 2020

Doug Veerkamp General Engineering, Inc.
(Contractor)

By: Doug B. Veerkamp
(Signature)

President
(Official Title)

(SEAL)

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

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NON-COLLUSION AFFIDAVIT

This Affidavit to be fully executed.

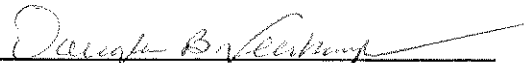
The undersigned declares:

I am the President of DVGE, Inc., the party making the foregoing bid.

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

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

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 2-4-21 [date], at Cameron Park [city], California [state]."

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

(Attach Notary Acknowledgement)

Print Name and Title below:

Douglas B. Veerkamp
President

CALIFORNIA ACKNOWLEDGMENT

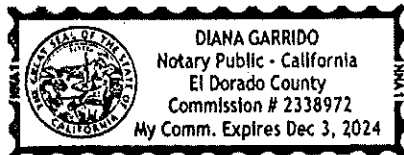
CIVIL CODE § 1189

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

State of California }
County of El Dorado

On 2-4-2021 before me, Diana Garrido, Notary Public
Date Here Insert Name and Title of the Officer
personally appeared Douglas B. Veerkamp
Name(s) of Signer(s)

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



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

WITNESS my hand and official seal.

Signature Diana Garrido
Signature of Notary Public

Place Notary Seal and/or Stamp Above

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

Corporate Officer – Title(s): _____

Partner – Limited General

Individual Attorney in Fact

Trustee Guardian or Conservator

Other: _____

Signer is Representing: _____

Signer's Name: _____

Corporate Officer – Title(s): _____

Partner – Limited General

Individual Attorney in Fact

Trustee Guardian or Conservator

Other: _____

Signer is Representing: _____

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SIGNATURE SHEET

SIGNATURE NOTICE

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

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

Douglas B. Veerkamp - President
Lori Veerkamp - Secretary / Treasurer
Loni Brewster - Vice President
Matt Veerkamp - Vice President

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

Contractor's License No.: 440233

Classification(s): A HAZ C29C21



CONTRACTORS
STATE LICENSE BOARD
ACTIVE LICENSE



License Number **440233**

Entity Type **CORP**

Business Name **DOUG VEERKAMP GENERAL
ENGINEERING INC**

Classification **A HAZ C29 C21**

Expiration Date **07/31/2022**

www.cslb.ca.gov



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Board Meeting of March 9, 2021

AGENDA ITEM 9.E.

Attachment 3

Veerkamp Qualifications

Experience Qualifications

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

Experience in work, of a nature similar to that covered in the bid extends, over a period of 38
 years.

Has the Bidder ever failed to satisfactorily complete a contract awarded to it. Yes ___ No

If yes, please explain:

List of Previous Contracts Completed by Contractor

	DATE	NAME OF PROJECT	CONTRACT AMOUNT	OWNER	PHONE #
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4.	6/18/20	Culver Street	192,875.65	City of Colfax	530-346-2313
5.	2/24/20	Upper Broadway	4,847,473.89	City of Placerville	530 642-5250

Please attach separate sheet, if needed.

Board Meeting of March 9, 2021

AGENDA ITEM 9.E.

Attachment 4

Resolution 2021-09 (Draft)

RESOLUTION NO. 2021-09
OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
AUTHORIZING THE GENERAL MANAGER TO EXPEND
UP TO \$197,479.00 INCLUDING EXECUTING A CONSTRUCTION
CONTRACT WITH DOUG VEERKAMP GENERAL ENGINEERING, INC.
FOR AN AMOUNT NOT TO EXCEED \$170,093.60 FOR THE DISTRICT
OFFICE PARKING LOT REHABILITATION PROJECT

WHEREAS, the District office parking lot rehabilitation project was identified in the District's Capital Improvement Plan; and

WHEREAS, a notice inviting bids to select a contractor to perform District Office Parking Lot Rehabilitation was issued on December 18, 2021, and eleven bids were received on February 4, 2021;

WHEREAS, after reviewing bids, District Staff have determined that Doug Veerkamp General Engineering, Inc. submitted the lowest responsive and qualified bidder; and

WHEREAS, the Doug Veerkamp General Engineering, Inc. bid is in the amount of \$170,100.60; and

WHEREAS, the project expenditures are expected to not to exceed be in the amount of \$197,479.60, which is within the total estimated project budget of \$292,600.

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

1. The construction contract is awarded to Doug Veerkamp General Engineering, Inc., and,
2. The General Manager is authorized to expend up to \$197,479.60 including executing a construction contract with Doug Veerkamp General Engineering, Inc. in the amount of \$170,093.60 for the District Office Parking Lot Rehabilitation project.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the ninth day of March 2021, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

Michael Saunders, President, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Attest:

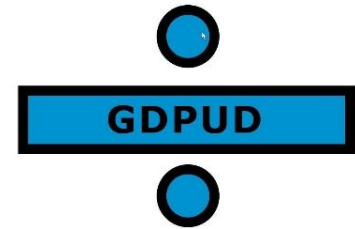
Jeff Nelson, Clerk and Ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2021-XX duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this ninth day of March 2021.

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

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF March 9, 2021
AGENDA ITEM NO. 9.F.**



AGENDA SECTION: NEW BUSINESS

SUBJECT: APPROVE RESOLUTION TO AUTHORIZE AN APPLICATION FOR FUNDING ASSISTANCE THROUGH THE BUREAU OF RECLAMATION'S WATERSMART: SMALL-SCALE WATER EFFICIENT PROJECTS GRANT FOR FISCAL YEAR 2021

PREPARED BY: Adam Brown, Water Resources Manager

APPROVED BY: Jeff Nelson, Interim General Manager

BACKGROUND

On January 29, 2021, Bureau of Reclamation (BOR) released information on a funding opportunity in water and energy efficiency grants for 2021.

“Through Small-Scale Water Efficiency Projects, Reclamation provides assistance to states, tribes, irrigation districts, water districts, and other entities with water or power delivery authority to undertake small-scale water efficiency projects that have been prioritized through planning efforts led by the applicant. These projects conserve and use water more efficiently; mitigate conflict risk in areas at a high risk of future water conflict; and accomplish other benefits that contribute to water supply reliability in the western United States.”

WaterSMART Grants: Eligible Small-Scale Water Efficiency Projects (ESSWEP) require a cost sharing of 50 percent or more of the total project cost. Cost sharing may be made through cash, costs contributed by the applicant, or third-party in-kind contributions.

Specific projects eligible through this Notice of Funding Opportunity (NOFO) include but are not limited to small-scale on-the-ground water efficiency projects which seek to implement work identified in an applicant's water planning efforts:

- Canal lining/piping
- Municipal metering
- Irrigation flow measurement
- Supervisory Control and Data Acquisition and Automation (SCADA)
- Irrigation measures

DISCUSSION

Georgetown Divide Public Utility District (District) staff evaluated projects for NOFO eligibility and identified the 2022 Upper Canal Reliability Project (UCRP) as an eligible project that has high potential to obtain funding from this Grant.

Applications are required to be submitted by Thursday, March 18, 2021, 4:00 p.m. Mountain Daylight Time. Funding awards are anticipated in Summer of 2021 and the 2022 UCRP must be completed within two years of award.

In order for the application to be complete, the BOR requires that the Board adopt the attached resolution authorizing the submittal of the grant application, committing the District to providing the required local cost sharing component of the funding to complete the 2022 UCRP, and designating the General Manager to execute the financial agreement and other 2022 UCRP related documents as required by the BOR.

FISCAL IMPACT

The lining of canals has historically been included in the Capital Improvement Plan (CIP). The project cost for this UCRP is estimated at \$186,000. If the District is successful in obtaining a an ESSWEP grant, our cost share component would be approximately \$111,000 funded through a combination of in-kind contributions and CIP funds with the remaining \$75,000 coming from the BOR grant.

CEQA/NEPA ASSESSMENT

There is no CEQA/NEPA action required for submitting the grant application. If the District receives the funding, then an Environmental Assessment under NEPA will be performed as part of the environmental work associated with this Project.

RECOMMENDED ACTION

Staff recommends that the Board adopt the attached Resolution (Attachment 1) authorizing the BOR grant application.

ATTACHMENTS

1. Resolution 2021-10 DRAFT
2. WaterSMART Grant Application Package

Board Meeting of March 9, 2021

AGENDA ITEM 9.F.

Attachment 1

Resolution 2021-10 (Draft)

RESOLUTION NO. 2021-10
OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

AUTHORIZING THE GENERAL MANAGER TO COMMIT TO THE FINANCIAL
AND LEGAL OBLIGATIONS ASSOCIATED WITH RECEIPT OF THE
WATERSMART SMALL-SCALE WATER EFFICIENT PROJECTS GRANT
FINANCIAL ASSISTANCE IF AWARDED FOR FISCAL YEAR 2021:
NOTICE OF FUNDING OPPURTUNITY NO. R21AS00300

WHEREAS, the Georgetown Divide Public Utility District (GDPUD) proposes to implement the 2022 Upper Canal Reliability Project (UCRP) to eliminate canal erosion, seepage loss and vegetation growth to ultimately increase water supply and overall reliability of water delivery within GDPUD's service area; and

WHEREAS, approximately 70 percent of GDPUD's 75 miles of conveyance is unlined ditch. GDPUD estimates that operational water requirements and losses total about 3,600 acre-feet per year. Lining ditches in areas that are known to have a high degree of conveyance losses will maximize water savings; and

WHEREAS, the GDPUD has identified itself as an eligible applicant under the U. S. Bureau of Reclamation's (Reclamation's) WaterSMART: Small-Scale Water Efficiency Projects for Fiscal Year 2021;

WHEREAS, Georgetown Divide Public Utility District is pursuing grant funding assistance under Reclamation's WaterSMART: Small-Scale Water Efficiency Projects in an amount up to \$75,000 to concrete line unlined ditches to increase water supply and overall reliability of water delivery; and

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

1. The Board finds that the proposed project will serve both the mission of GDPUD and satisfy the goals of the WaterSMART Program and, on that basis, supports staff's submittal of financial assistance application to Reclamation.
2. GDPUD is capable of funding \$110,000 share required to obtain grant funding under the WaterSMART: Small-Scale Water Efficiency Projects. A detailed breakdown of project costs is included with the application.
3. The Board has granted the General Manager, or his designee, the legal authority to enter into an agreement with Reclamation and hereby ratifies the action of its General Manager in applying for financial assistance from Reclamation's WaterSMART Program to promote water use efficiency, contribute to meeting state mandated water conservation and water loss goals, and increasing water supply and overall reliability of water delivery within GDPUD's service area.
4. The General Manager and staff are directed to take all other actions necessary to secure funding for the 2022 UCRP under the WaterSMART: Small-Scale Water

Efficiency Projects, including working with Reclamation to meet established deadlines for entering into a cooperative financial assistance agreement.

PASSED AND ADOPTED BY THE Board of Directors of the Georgetown Divide Public Utility District at a regular meeting of said Board, held on March 9, 2021, by the following vote of said Board:

Ayes:

Noes:

Absent/Abstain:

Michael Saunders, President, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Attest:

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

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2021-10 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 9th day of March 2021.

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

Board Meeting of March 9, 2021

AGENDA ITEM 9.F.

Attachment 2

WaterSMART Grant Application



— BUREAU OF —
RECLAMATION

WaterSMART Grants: Small-Scale Water Efficiency Projects

Notice of Funding Opportunity No. R21AS00300



Mission Statements

The Department of the Interior (DOI) conserves and manages the Nation's natural resources and cultural heritage for the benefit and enjoyment of the American people, provides scientific and other information about natural resources and natural hazards to address societal challenges and create opportunities for the American people, and honors the Nation's trust responsibilities or special commitments to American Indians, Alaska Natives, and affiliated island communities to help them prosper.

The mission of the Bureau of Reclamation is to manage, develop, and protect water and related resources in an environmentally and economically sound manner in the interest of the American public.

Synopsis

Federal Agency Name:	Department of the Interior, Bureau of Reclamation, Chief Engineer
Funding Opportunity Title:	WaterSMART Grants: Small-Scale Water Efficiency Projects
Announcement Type:	Notice of Funding Opportunity (NOFO)
Funding Opportunity Number:	R21AS00300
Catalog of Federal Domestic Assistance (CFDA) Number:	15.507
Dates: (See NOFO Sec. D.4)	Application due Date: Thursday, March 18, 2021, 4:00 p.m. Mountain Daylight Time (MDT)
Eligible Applicants: (See NOFO Sec. C.2.1)	<p>Category A: States; Indian Tribes; irrigation districts; water districts; state, regional, or local authorities, whose members include one or more organizations with water or power delivery authority; and other organizations with water or power delivery authority.</p> <p>Category B: Nonprofit conservation organizations that are acting in partnership and with the agreement of an entity described in Category A.</p> <p>All applicants must be located in the Western United States or United States Territories, including Alaska, Arizona, California, Colorado, Hawaii, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, American Samoa, Guam, the Northern Mariana Islands, the Virgin Islands, and Puerto Rico.</p>
Recipient Cost Share: (See NOFO Sec. C.2)	50 percent or more of total project costs.
Federal Funding Amount: (See NOFO Sec. B.1)	Up to \$75,000 per applicant. Total project costs should generally be \$200,000 or less
Estimated Number of Agreements to be Awarded: (See NOFO Sec. B.1)	Approximately 30-40 projects contingent upon available appropriations.

Application Checklist

The following table contains a summary of the information that you are required to submit with your application.

√	What to submit	Required content	Form or format	When to submit
	Mandatory Federal Forms: Application for Federal Financial Assistance Budget Information Assurances	See Sec. D.2.2.1	SF-424, SF-424A, SF-424B, SF-424C, SF-424D and SF-LLL forms may be obtained at www.grants.gov/web/grants/forms/sf-424-family.html	*
	Title page	See Sec. D.2.2.2	Page 13	*
	Table of contents	See Sec. D.2.2.3	Page 13	*
	Technical proposal:			*
	Executive summary	See Sec. D.2.2.4	Page 13	*
	Project location	See Sec. D.2.2.4	Page 14	*
	Project description	See Sec. D.2.2.4	Page 14	*
	Evaluation criteria	See Sec. E.1	Page 27	*
	Project Budget:			*
	Funding plan	See Sec. D.2.2.5	Page 15	*
	Budget proposal	See Sec. D.2.2.5	Page 16	*
	Budget narrative	See Sec. D.2.2.5	Page 18	*
	Environmental and cultural resources compliance	See Sec. D.2.2.6	Page 21	*
	Required permits or approvals	See Sec. D.2.2.7	Page 21	*
	Official Resolutions	See Sec. D.2.2.8	Page 21	**
	Unique Entity Identifier and System for Award Management	See Sec. D.3	Page 22	***

* Submit materials with your application.

** Document should be submitted with your application; however, please refer to the applicable section of the NOFO for extended submission date.

*** Should be completed prior to the application deadline; however, please refer to the applicable section of the NOFO for extended completion date.

Acronyms and Abbreviations

ASAP	Automated Standard Application for Payments
ARC	Application Review Committee
CE	Categorical Exclusion
CEC	Categorical Exclusion Checklist
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
CWA	Clean Water Act
Department	U.S. Department of the Interior
DUNS	Data Universal Number System
EA	Environmental Assessment
EIS	Environmental Impact Statement
EQIP	Environmental Quality Incentives Program
ESA	Endangered Species Act
FOIA	Freedom of Information Act
FONSI	Finding of No Significant Impact
FY	fiscal year
MDT	Mountain Daylight Time
MTDC	modified total direct costs
NEPA	National Environmental Policy Act
NHPA	National Historic Preservation Act
NOAA	National Oceanic and Atmospheric Administration
NOFO	Notice of Funding Opportunity
NRCS	Natural Resource Conservation Service
OM&R	operations, maintenance, and replacement
P.L.	Public Law
SAM	System of Award Management
SCADA	Supervisory Control and Data Acquisition and Automation
Reclamation	Bureau of Reclamation
USACE	United States Army Corps of Engineers
USDA	U.S. Department of Agriculture
U.S.C.	United States Code
USFWS	U.S. Fish and Wildlife Service
WaterSMART	Sustain and Manage America's Resources for Tomorrow

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Section A. Funding Opportunity Description

A.1. Program Information

The U.S. Department of the Interior's (Department) WaterSMART (Sustain and Manage America's Resources for Tomorrow) Program provides a framework for Federal leadership and assistance to stretch and secure water supplies for future generations. Through WaterSMART, the Bureau of Reclamation (Reclamation) leverages Federal and non-Federal funding to support stakeholder efforts to stretch scarce water supplies and avoid conflicts over water.

Through Small-Scale Water Efficiency Projects, Reclamation provides assistance to States, Tribes, irrigation districts, water districts, and other entities with water or power delivery authority to undertake small-scale water efficiency projects that have been prioritized through planning efforts led by the applicant. These projects conserve and use water more efficiently; mitigate conflict risk in areas at a high risk of future water conflict; and accomplish other benefits that contribute to water supply reliability in the western United States. For further information on WaterSMART Grants, please see www.usbr.gov/watersmart/index.html.

This Small-Scale Water Efficiency Projects Notice of Funding Opportunity (NOFO) supports Small-Scale Water Efficiency Projects that have been prioritized through planning efforts led by the applicant. These projects are generally in the final design stage, environmental and cultural resources compliance have been initiated or already completed, and the non-Federal funding, necessary permits, and other required approvals have been secured.

Small-Scale Water Efficiency Projects are a component of Reclamation's WaterSMART Grants Program, which also includes Water and Energy Efficiency Grants and Water Marketing Strategy Grants. For further information on the WaterSMART Grants Program, please see www.usbr.gov/watersmart/index.html.

A.2. Objective of this Notice of Funding Opportunity

The objective of this NOFO is to invite States, Indian Tribes, irrigation districts, water districts, and other organizations with water or power delivery authority to leverage their money and resources by cost sharing with Reclamation on small-scale on-the-ground projects that seek to conserve, better manage, or otherwise make more efficient use of water supplies.

Proposed projects that are supported by an existing water management and conservation plan, System Optimization Review, or other planning effort led by the applicant are prioritized. This prioritization will help ensure that projects funded under this NOFO are well thought out, have public support, and have been identified as the best way to address water management concerns.

A.2.1 Streamlined Application and Selection Process

Reclamation has simplified the evaluation criteria and streamlined the application process for this category of WaterSMART Grants to ensure the process works for smaller entities. Simplified evaluation criteria are intended to provide each applicant with an opportunity to succinctly explain how the proposed project would meet a defined need identified through a prior planning effort. Reclamation has also clarified the budget documentation necessary under this NOFO in recognition of the small-scale nature of the projects being funded.

A.3. Statutory Authority

This NOFO is issued under the authority of Section 9504(a) of the Secure Water Act, Subtitle F of Title IX of the Omnibus Public Land Management Act of 2009, Public Law (P.L.) 111-11 (42 United States Code [U.S.C.] 10364), as amended.

A.4. Other Related Funding Opportunities

Reclamation provides funding for water management projects through several other programs under WaterSMART. Through WaterSMART Grants, Reclamation provides two additional funding opportunities. Water and Energy Efficiency Grants focus on projects that result in quantifiable and sustained water savings and projects that increase hydropower use. Through Water Marketing Strategy Grants, Reclamation provides support for entities exploring actions that can be taken to develop or facilitate water marketing.

Through the Drought Response Program, Reclamation provides funding to help build resilience to drought. Through Drought Contingency Planning, Reclamation supports the development of drought contingency plans with participation from a diverse set of stakeholders. Reclamation also provides funding for Drought Resiliency Projects supported by an existing drought contingency plan to build long term resilience to drought.

Reclamation also provides financial assistance for watershed group development, restoration planning, and watershed management project design (Phase I) and watershed management project implementation through the Cooperative Watershed Management Program. For information on the NOFOs listed here, please visit the WaterSMART Program website: www.usbr.gov/watersmart/index.html.

A.5. Collaboration with the Natural Resources Conservation Service

Reclamation and the U.S. Department of Agriculture's (USDA) Natural Resources Conservation Service (NRCS) are collaborating to align program resources in areas where our mission areas overlap (17 Western States), to improve the impact of the agencies' respective drought resiliency and water efficiency investments. In 2011, NRCS and Reclamation began efforts to coordinate water conservation activities in California. Beginning in 2012, Reclamation made changes to WaterSMART Water and Energy Efficiency Grants to support similar collaboration on a West-wide basis. Applicants under the WaterSMART Grants program receive additional consideration in the

Section A. Funding Opportunity Description

evaluation process for delivery system improvements that complement on-farm improvements supported by NRCS such as through their Environmental Quality Incentives Program (EQIP). Contingent on available appropriations, NRCS provides dedicated EQIP funding to support on-farm water efficiency improvements by producers served by water delivery infrastructure improved through a WaterSMART Grant. In fiscal year (FY) 2017, Reclamation and NRCS began working together to expand this partnership to include collaboration on a broader range of activities, including projects funded through this NOFO.

Please note that on-farm improvements themselves are not eligible activities for funding under this NOFO. NRCS will have a separate application process for the on-farm components of selected projects.

Under this NOFO, consideration will be given under *Section E.1.1. Evaluation Criterion A—Project Benefits* for proposals that describe on-farm efficiency work that is currently being completed or is anticipated to be completed in collaboration with NRCS in the area (e.g., with a direct connection to the district's water supply). Please contact your local NRCS office for more information regarding NRCS assistance. You can find the contact information for your state NRCS office on the USDA's website, www.nrcs.usda.gov/wps/portal/nrcs/main/national/contact/states/.

Section B. Award Information

B.1. Total Funding

Approximately \$3 million is available for this NOFO, with per-project and recipient funding limits as described in *Section B.2. Project Funding Limitations*. The total amount of funding for awards under this NOFO will depend on the demand for funding under this and other categories of WaterSMART Grants.

Applications submitted under this NOFO may also be considered if additional funding becomes available in FY 2021 or thereafter.

B.2. Project Funding Limitations

No more than one award will be made to a Category A applicant per FY under this NOFO. Category B applicants may receive multiple awards for separate projects with different Category A partners. See *Section C.1. Eligible Applicants* for additional information on applicant eligibility. The Federal share of any one proposed project shall not exceed 50 percent of the total project costs. Generally, the non-Federal share of project costs must be expended at the same or greater rate as the Federal share of project costs.

Up to \$75,000 in Federal funds per proposal will be available through this NOFO to implement small-scale on-the-ground water efficiency projects. To be considered a small-scale project, total project costs should generally be \$200,000 or less. The budget proposal must include the cost of all equipment, materials and supplies, and labor or contractual costs to complete the project. Note: The Application Review Committee (ARC; See *Section E.2.2. Application Review Committee*) has final discretion to determine whether a project is “small-scale.”

Projects that have a total project costs totaling more than \$200,000 should be submitted under the WaterSMART Grants: Water and Energy Efficiency Grants NOFO. Reclamation will not award funding for the same activity under both this NOFO and this year’s Water and Energy Efficiency Grants NOFO.

B.3. Environmental and Cultural Resource Compliance

All projects selected for funding under this NOFO will be required to comply with Federal environmental and cultural resource laws and other regulations. Projects funded under this NOFO may require the completion of an environmental assessment (EA) under the National Environmental Policy Act (NEPA), which can be costly. Please consider this when developing your project budget. See *Section D.2.2.5 Project Budget* for additional information.

B.4. Assistance Instrument

Project awards will be made through grants or cooperative agreements as applicable to each project. If a cooperative agreement is awarded, the recipient should expect Reclamation to have substantial involvement in the project.

Substantial involvement by Reclamation may include:

- Collaboration and participation with the recipient in the management of the project and close oversight of the recipient's activities to ensure that the program objectives are being achieved.
- Oversight may include review, input, and approval at key interim stages of the project.

At the request of the recipient, Reclamation can provide technical assistance after award of the project. If you receive Reclamation's assistance, you must account for these costs in your budget. To discuss available assistance and these costs, contact the program coordinator identified in *Section G. Agency Contacts*.

Section C. Eligibility Information

C.1. Eligible Applicants

Under P.L. 111-11, Section 9502, applicants eligible to receive an award under this NOFO include:

1. **Category A:**
 - States, Indian Tribes, irrigation districts, and water districts;
 - State, regional, or local authorities, whose members include one or more organizations with water or power delivery authority; and
 - Other organizations with water or power delivery authority.

2. **Category B:** Nonprofit conservation organizations that are acting in partnership with and with the agreement of an entity described in Category A. Category B applicants must include with their application a letter from the Category A partner, stating that they are acting in partnership with the applicant and agree to the submittal and content of the proposal.

To be eligible, applicants must also be located in one of the following States or Territories: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, American Samoa, Guam, the Northern Mariana Islands, the Virgin Islands, and Puerto Rico.

Those **not eligible** include, but are not limited to, the following entities:

- Federal governmental entities
- Institutions of higher education
- Individuals
- 501(c)4 organizations
- 501(c)6 organizations

C.2. Cost-Sharing Requirements

Applicants must be capable of cost sharing **50 percent** or more of the total project cost. The total project cost is defined as the total allowable costs incurred under a Federal award and all required cost share and voluntary committed cost-share contributions, including third-party contributions.

Cost share may be made through cash, costs contributed by the applicant, or third-party in-kind contributions. Third-party in-kind contributions is the value of non-cash contributions of property or services that benefit the federally assisted project and are contributed by non-Federal third parties, without charge. Cost-share funding from sources outside the applicant's organization (e.g., loans or state grants) should be secured and available to the applicant prior to award.

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Please see *Section D.2.2.8. Official Resolution* and *Section D.2.2.5. Funding Plan and Letters of Commitment* for more information regarding the documentation required to verify commitments to meet cost-sharing requirements.

Other sources of Federal funding may not be counted towards the required cost share. The exception to this requirement is where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost-sharing requirements of other Federal programs, such as awards to tribal organizations under P.L. 93-638, as amended. *If it is determined that the Federal funding cannot be applied towards the non-Federal cost share, the work associated with the funding may be removed from the proposed project.*

C.2.1. Cost-Share Regulations

All cost-share contributions must meet the applicable administrative and cost principles criteria established in 2 Code of Federal Regulations (CFR) Part 200, available at www.ecfr.gov.

C.2.2. Third-Party In-Kind Contributions

Third-party in-kind contributions may be in the form of equipment, supplies, and other expendable property, as well as the value of services directly benefiting and specifically identifiable to the proposed project. The cost or value of third-party in-kind contributions that have been or will be relied on to satisfy a cost-sharing or matching requirement for another Federal financial assistance agreement, a Federal procurement contract, or any other award of Federal funds may not be relied on to satisfy the cost-share requirement for an award under this NOFO. Applicants should refer to 2 CFR §200.434 *Contributions and donations* for regulations regarding the valuation of third-party in-kind contributions, available at www.ecfr.gov.

C.3. Eligible Projects

C.3.1 Eligible Projects

Reclamation will provide funding for small-scale on-the-ground water efficiency projects which seek to implement work identified in an applicant's water planning efforts.

Example projects include, but are not limited to:

- Canal lining/piping
- Municipal metering
- Irrigation flow measurement
- Supervisory Control and Data Acquisition and Automation (SCADA)
- Irrigation measures

Other projects that are similar to those tasks listed above may be submitted for consideration and will be allowed to the extent that they are consistent with program authorization and goals.

C.3.2. Ineligible Projects

Projects that are not eligible for funding under this NOFO include, but are not limited to:

- Projects considered normal operations, maintenance, and replacement (OM&R)
- Reclamation, reuse, and desalination projects
- Water purchases
- Construction of buildings for administration purposes
- Pilot projects
- Installation of high-efficiency indoor appliances and fixtures, including toilets and urinals

The subsections below explain more about these types of ineligible projects.

C.3.2.1. Operations, Maintenance, and Replacement

In accordance with Section 9504 of Secure Water Act, projects that are considered normal OM&R are not eligible for funding under this NOFO. OM&R is described as system improvements that replace or repair existing infrastructure or function without providing increased efficiency or effectiveness of water distribution over the expected life of the improvement. Examples of ineligible OM&R projects include:

- Replacing malfunctioning components of an existing facility with the same components
- Improving an existing facility to operate as originally designed
- Performing an activity on a recurring basis, even if that period is extended (e.g., a 10-year interval)
- Sealing expansion joints of concrete lining because the original sealer or the water stops have failed
- Sealing cracks in canals and/or pipes, including those sealant projects intended to improve facilities with inherent design and construction flaws
- Replacing broken meters with new meters of the same type
- Replacing leaky pipes with new pipes of the same type
- Completion of one-time leak detection surveys

Applicants that have questions regarding OM&R are encouraged to contact the Program Coordinator (see *Section G. Agency Contacts*) prior to the application deadline for further information.

C.3.2.2. Reclamation, Reuse, and Desalination

Water reclamation, reuse, and desalination projects are not eligible for funding under this NOFO. Entities seeking funding for these types of projects should consider Reclamation's Title XVI Water Reclamation and Reuse Program and Drought Response Program. If you have questions about a water reclamation, reuse, or desalination project please contact Ms. Amanda Erath at 303-445-2766 or [aerath@usbr.gov](mailto: aerath@usbr.gov).

C.3.2.3. Water Purchase

Proposals to use Federal funding to purchase water are not eligible under this NOFO. Applicants seeking funding to purchase water in a drought emergency should request emergency drought assistance under Reclamation's Drought Response Program. For more information about the requirements for receiving emergency drought assistance, please see www.usbr.gov/drought/.

C.3.2.4. Building Construction

Proposals to construct a building are not eligible for Federal funding under this NOFO (e.g., a building to house administrative staff or to promote public awareness of water conservation).

C.3.2.5. Pilot Projects

Proposals to conduct a pilot study to evaluate technical capability, economic feasibility, or viability for full-scale implementation or to test an unproven material or technology are not eligible for Federal funding under this NOFO.

C.3.2.6. High-Efficiency Appliances and Fixtures

Proposals to install high-efficiency indoor appliances and fixtures, including toilets, either directly or through rebate programs, are not eligible for Federal funding under this NOFO.

C.3.3. Construction Start Date Restrictions

Proposed projects shall not have a construction start date that is prior to January 31, 2022.

C.3.4. Length of Projects

In general, proposed projects should be completed within two years of award. Applications for projects requiring more time will be considered for funding only under limited circumstances.

Reclamation retains the right to make a determination about the feasibility of a project to be completed within the timeframe identified in the application.

Section D. Application and Submission Information

D.1. Address to Request Application Package

This document contains all information, forms, and electronic addresses required to obtain the information required for submission of an application.

If you are unable to access this information electronically, you can request paper copies of any of the documents referenced in this NOFO by contacting:

By mail: Bureau of Reclamation
Financial Assistance Support Section
Attn: Mr. Matthew Reichert
P.O. Box 25007, MS 84-27133
Denver, CO 80225

By email: bor-sha-fafoa@usbr.gov

By phone: 303-445-3865

OR

By mail: Bureau of Reclamation
Financial Assistance Support Section
Attn: Mr. Ned Weakland
P.O. Box 25007, MS 84-27133
Denver, CO 80225

By email: bor-sha-fafoa@usbr.gov

By phone: 303-445-3757

D.2. Content and Form of Application Submission

All applications must conform to the requirements set forth below.

D.2.1. Application Format and Length

The total technical proposal and criteria section (defined below) shall be limited to a maximum of **15** consecutively numbered pages. If this section exceeds **15** pages, only the first **15** pages will be evaluated. The font shall be at least 12 points in size and easily readable. Page size shall be 8½ by 11 inches, including charts, maps, and drawings. Margins should be standard 1-inch margins. Oversized pages will not be accepted.

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Applications will be prescreened for compliance to the above page number limitation. Excess pages will be removed and will not be considered in the evaluation of the proposed project.

D.2.2. Application Content

The application must include the following elements to be considered complete:

- Mandatory Federal Forms
 - SF-424 Application for Federal Assistance
 - SF-424 Budget Information (A or C Form, as applicable to the project)
 - SF-424 Assurances (B or D Form, as applicable to the project)

These forms may be obtained at www.grants.gov/web/grants/forms/sf-424-family.html

- Title page
- Table of contents
- Technical proposal and evaluation criteria (limited to 15 pages)
 - Executive summary
 - Project location
 - Project description
 - Evaluation criteria
- Project budget
 - Funding plan and letters of commitment
 - Budget proposal
 - Budget narrative
- Environmental and cultural resources compliance
- Required permits or approvals
- Letters of project support
- Official resolution

It is highly recommended that application packages be structured in the order identified above.

D.2.2.1. Mandatory Federal Forms

The application must include the following standard Federal forms:

SF-424 Application for Federal Assistance

A fully completed SF-424, Application for Federal Assistance signed by a person legally authorized to commit the applicant to performance of the project must be submitted with the application. Failure to submit a properly signed SF-424 may result in the elimination of the application from further consideration.

SF-424 Budget Information

A fully completed SF-424A Budget Information Non-Construction Programs, or an SF-424C Budget Information Construction Programs must be submitted with the application.

SF-424 Assurances

A SF-424B Assurances Non-Construction Programs, or an SF-424D Assurances Construction Programs, signed by a person legally authorized to commit the applicant to performance of the project shall be included. Questions regarding whether to use SF-424B or SF-424D should be referred to the Grants Management Point of Contact under Agency Contacts. Failure to submit a properly signed SF-424B or SF-424D may result in the elimination of the application from further consideration.

D.2.2.2. Title Page

Provide a brief, informative, and descriptive title for the proposed work that indicates the nature of the project. Include the name and address of the applicant, and the name and address, email address, and telephone of the project manager.

D.2.2.3. Table of Contents

List all major sections of the proposal in the table of contents.

D.2.2.4. Technical Proposal and Evaluation Criteria

The technical proposal and evaluation criteria (15 pages maximum) include:

- (1) Executive summary
- (2) Project location
- (3) Project description
- (4) Evaluation criteria

Executive Summary

The executive summary should include:

- The date, applicant name, city, county, and state.
- Please indicate whether you are a Category A applicant or a Category B applicant. If you are a Category B applicant, please briefly explain how you are acting in partnership with a Category A partner. **Note:** If you are a Category B applicant, you must include a letter from the Category A partner confirming that they are partnering with you and agree to the submittal and content of the proposal (see *Section C.1. Eligible Applicants* for additional information).
- A one paragraph project summary that provides the location of the project, a brief description of the work that will be carried out, any partners involved, expected benefits and how those benefits relate to the water management issues you plan to address. This information will be used to create a summary of your project for Reclamation's website if the project is selected for funding.

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***Example:** The Newton Water Users Association, located in northern Utah, will upgrade the Jones Pipeline from 1.1 miles of transit pipe to high density polyethylene or polyvinyl chloride pipe. The project will also upgrade meters and isolation valves at 14 or the 28 customer turnouts along the Jones Pipeline. The upgrade will reduce seepage losses and enable the Association and stakeholders to better manage the water supply. The project will also make the Jones Pipeline compatible with the recently pressurized main canal and will enable agricultural customers to make future on-farm irrigation improvements. The project meets the goals of the Association's Water Management and Conservation Plan in 2015.*

- State the length of time and estimated completion date for the proposed project including the construction start date (month/year). **Note: Proposed projects shall not have a construction start date that is prior to January 31, 2022, for FY 2021 funding. See Section C.3.3. Construction Start Date Restrictions for additional information.**
- Whether or not the proposed project is located on a Federal facility.

Project Location

Provide detailed information on the proposed project location or project area including a map showing the geographic location. For example, {project name} is located in {state and county} approximately {distance} miles {direction, e.g., northeast} of {nearest town}. The project latitude is {##°##'N} and longitude is {###°##'W}.

Project Description

Provide a more comprehensive description of the technical aspects of your project, including the work to be accomplished and the approach to complete the work. This description should provide detailed information about the project including materials and equipment and the work to be conducted to complete the project. This section provides an opportunity for the applicant to provide a clear description of the technical nature of the project and to address any aspect of the project that reviewers may need additional information to understand.

Please do not include your project schedule and milestones here; that information is requested in response to the Readiness to Proceed criterion below. In addition, please avoid discussion of the benefits of the project, which are also requested in response to evaluation criteria. This section is solely intended to provide an understanding of the technical aspects of the project.

Please note, if the work for which you are requesting funding is a phase of a larger project, please only describe the work that is reflected in the budget and exclude description of other activities or components of the overall project.

Evaluation Criteria

The evaluation criteria portion of your application should thoroughly address each criterion and subcriterion in the order presented to assist in the complete and accurate evaluation of your proposal.

(See Section E.1. Technical Proposal: Evaluation Criteria for additional details, including a detailed description of each criterion and subcriterion and points associated with each.)

It is suggested that applicants copy and paste the evaluation criteria and subcriteria in Section E.1. Technical Proposal: Evaluation Criteria into their applications to ensure that all necessary information is adequately addressed.

D.2.2.5. Project Budget

The project budget includes:

- (1) Funding plan and letters of commitment
- (2) Budget proposal
- (3) Budget narrative

Project costs for environmental and cultural compliance and engineering/design that were incurred or are anticipated to be incurred prior to award should be included in the proposed project budget.

If the proposed project is selected, the awarding Reclamation Grants Officer will review the proposed pre-award costs to determine if they are consistent with program objectives and are allowable in accordance with the authorizing legislation. Proposed pre-award costs must also be compliant with all applicable administrative and cost principles criteria established in 2 CFR Part 200, available at www.ecfr.gov, and all other requirements of this NOFO. **In no case will costs incurred prior to July 1, 2020, be considered for inclusion in the proposed project budget.**

Note: Proposed projects shall not have a construction start date that is prior to January 31, 2022. See Section C.3.3. Construction Start Date Restrictions for additional information.

Please note that the costs for preparing and submitting an application in response to this NOFO, including the development of data necessary to support the proposal, are not eligible project costs under this NOFO and must not be included in the project budget. In addition, budget proposals must not include costs for the purchase of water or land, or to secure an easement other than a construction easement. These costs are not eligible project costs under this NOFO.

Funding Plan and Letters of Commitment

Describe how the non-Federal share of project costs will be obtained. Reclamation will use this information in making a determination of financial capability.

Project funding provided by a source other than the applicant shall be supported with letters of commitment from these additional sources. Letters of commitment shall identify the following elements:

- The amount of funding commitment
- The date the funds will be available to the applicant
- Any time constraints on the availability of funds
- Any other contingencies associated with the funding commitment

Commitment letters from third-party funding sources should be submitted with your application. If commitment letters are not available at the time of the application submission, please provide a timeline for submission of all commitment letters. Cost-share funding from sources outside the applicant's organization (e.g., loans or State grants), should be secured and available to the applicant prior to award.

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Reclamation will not make funds available for an award under this NOFO until the recipient has secured the non-Federal cost-share. Reclamation will execute a financial assistance agreement once non-Federal funding has been secured or Reclamation determines that there is sufficient evidence and likelihood that non-Federal funds will be available to the applicant subsequent to executing the agreement.

Please identify the sources of the non-Federal cost-share contribution for the project, including:

- Any monetary contributions by the applicant towards the cost-share requirement and source of funds (e.g., reserve account, tax revenue, and/or assessments)
- Any costs that will be contributed by the applicant
- Any third-party in-kind costs (i.e., goods and services provided by a third party)
- Any cash requested or received from other non-Federal entities
- Any pending funding requests (i.e. grants or loans) that have not yet been approved and explain how the project will be affected if such funding is denied

In addition, please identify whether the budget proposal includes any project costs that have been or may be incurred prior to award. For each cost, describe:

- The project expenditure and amount
- The date of cost incurrence
- How the expenditure benefits the project

Budget Proposal

The total project cost (Total Project Cost), is the sum of all allowable items of costs, including all required cost sharing and voluntary committed cost sharing, including third-party contributions, that are necessary to complete the project (Table 1). Note: The budget proposal must include the cost of all equipment, materials and supplies, and labor or contractual costs to complete the project. Applicants must include the costs of all equipment, materials and supplies, and labor required to complete the project in the budget proposal (Table 2).

Table 1.—Total Project Cost Table

SOURCE	AMOUNT
Costs to be reimbursed with the requested Federal funding	\$
Costs to be paid by the applicant	\$
Value of third-party contributions	\$
TOTAL PROJECT COST	\$

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Table 2.—Sample Budget Proposal Format

BUDGET ITEM DESCRIPTION	COMPUTATION		Quantity Type	TOTAL COST
	\$/Unit	Quantity		
Salaries and Wages				
Employee 1				\$
Employee 2				\$
Employee 3				\$
Fringe Benefits				
Full-Time Employees				\$
BUDGET ITEM DESCRIPTION				
COMPUTATION		Quantity Type	TOTAL COST	
\$/Unit	Quantity			
Salaries and Wages				
Employee 1				\$
Employee 2				\$
Employee 3				\$
Fringe Benefits				
Full-Time Employees				\$
Part-Time Employees				\$
Travel				
Trip 1				\$
Trip 2				\$
Trip 3				\$
Equipment				
Item A				\$
Item B				\$
Item C				\$
Supplies and Materials				
Item A				\$
Item B				\$
Contractual/Construction				
Contractor A				\$
Contractor B				\$
Other				
Other				\$
TOTAL DIRECT COSTS				\$
Indirect Costs				
Type of rate	percentage	\$base		\$
TOTAL ESTIMATED PROJECT COSTS				\$

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The budget proposal should include detailed information on the categories listed on the next page and must clearly identify all cost items, including those that will be contributed as non-Federal cost share by the applicant (required and voluntary), third-party in-kind contributions, and those that will be covered using the funding requested from Reclamation, including any requested pre-award costs.

Unit costs must be provided for all budget items including the cost of services or other work to be provided by consultants and contractors. Applicants are strongly encouraged to review the procurement standards for Federal awards found at 2 CFR §200.317 through §200.326 before developing their budget proposal.

It is also strongly advised that applicants use the budget proposal format shown below in Table 2 or a similar format that provides this information. If selected for award, successful applicants must submit detailed supporting documentation for all budgeted costs. It is not necessary to include separate columns indicating which cost is being contributed as non-Federal cost share or which costs will be reimbursed with Federal funds.

Note: The costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's application are not eligible project costs and should not be included in the budget proposal (2 CFR §200.460).

Budget Narrative

Submission of a budget narrative is mandatory. An award will not be made to any applicant who fails to fully disclose this information. The budget narrative provides a discussion of, or explanation for, items included in the budget proposal. The types of information to describe in the narrative include, but are not limited to, those listed in the following subsections. Costs, including the valuation of third-party in-kind contributions, must comply with the applicable cost principles contained in 2 CFR Part §200, available at the Electronic Code of Federal Regulations (www.ecfr.gov).

Salaries and Wages

Indicate the project manager and other key personnel by name and title. The project manager must be an employee or board member of the applicant. Other personnel should be indicated by title alone. For all positions, indicate salaries and wages, estimated hours or percent of time, and rate of compensation. The labor rates must identify the direct labor rate separate from the fringe rate or fringe cost for each position. All labor estimates must be allocated to specific tasks as outlined in the applicant's technical project description. Labor rates and proposed hours shall be displayed for each task.

The budget proposal and narrative should include estimated hours for compliance with reporting requirements, including the final financial and performance reports. Please see *Section F.3. Reporting Requirements and Distribution* information on types and frequency of reports required.

Generally, salaries of administrative and/or clerical personnel will be included as a portion of the stated indirect costs. If these salaries can be adequately documented as direct costs, they should be included in this section; however, a justification should be included in the budget narrative.

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Within the budget narrative, please provide a certification that the labor rates included in the budget proposal represent the actual labor rates of the identified personnel and are consistently applied to Federal and non-Federal activities. If the proposal is selected for award and the awarding Grants Officer determines that the provided rates fall within Bureau of Labor Statistic averages for personnel with similar job descriptions, no further documentation for this item of cost shall be requested during budget negotiations.

Fringe Benefits

Identify the rates/amounts, what costs are included in this category, and the basis of the rate computations. Federally approved rate agreements are acceptable for compliance with this item.

Travel

Travel related expenses are not eligible for reimbursement under this NOFO and should not be included within the proposed budget.

Equipment

If equipment will be purchased, itemize all equipment valued at or greater than \$5,000. For each item, identify why it is needed for the completion of the project and how the equipment was priced.

Note: If the value is less than \$5,000, the item should be included under materials and supplies.

If equipment is being rented, specify the number of hours and the hourly rate. Local rental rates are only accepted for equipment being rented or leased.

If the applicant intends to use their own equipment for the purposes of the project, the proposed usage rates should fall within the equipment usage rates outlined by the United States Army Corps of Engineers (USACE) within their Construction Equipment Ownership and Operating Expense Schedule (EP 1110-1-8) at www.publications.usace.army.mil/USACE-Publications/Engineer-Pamphlets/u43545q/313131302D312D38.

If the proposal is selected for award and the awarding Grants Officer determines that the proposed rates fall within those outlined within the USACE publication, no further documentation for this item of cost shall be requested during budget negotiations.

Note: If the equipment will be furnished and installed under a construction contract, the equipment should be included in the construction contract cost estimate.

Materials and Supplies

Itemize supplies by major category, unit price, quantity, and purpose, such as whether the items are needed for office use, research, or construction. Identify how these costs were estimated (i.e., quotes, past experience, engineering estimates, or other methodology). *Note: If the materials/supplies will be furnished and installed under a contract, the equipment should be identified as a contractual cost in the budget proposal.*

Contractual

Identify all work that will be accomplished by consultants or contractors, including a breakdown of all tasks to be completed, and a detailed budget estimate of time, rates, supplies, and materials that will be required for each task. For each proposed contract, identify the procurement method that

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will be used to select the consultant or contractor and the basis for selection. Please note that all procurements with an anticipated aggregate value that exceeds the Simplified Acquisition Threshold (currently \$10,000) must use a competitive procurement method (see 2 CFR §200.320 – *Methods of procurement to be followed*). Only contracts for architectural/engineering services can be awarded using a qualifications-based procurement method. If a qualifications-based procurement method is used, profit must be negotiated as a separate element of the contract price. See 2 CFR §200.317 through §200.326 for additional information regarding procurements, including required contract content.

If the proposal is selected for award and the awarding Grants Officer determines that the contractual engineering services costs for design engineering and/or construction management costs within the budget proposal do not exceed 8 percent of total project construction costs, then no further documentation for this item of cost shall be requested during budget negotiations.

Third-Party In-Kind Contributions

Identify all work that will be accomplished by third-party contributors, including a breakdown of all tasks to be completed, and a detailed budget estimate of time, rates, supplies, and materials that will be required for each task. Third-party in-kind contributions, including contracts, must comply with all applicable administrative and cost principles criteria, established in 2 CFR Part 200, available at www.ecfr.gov, and all other requirements of this NOFO.

Environmental and Regulatory Compliance Costs

Prior to awarding financial assistance, Reclamation must first ensure compliance with Federal environmental and cultural resources laws and other regulations (“environmental compliance”). Every project funded under this program will have environmental compliance activities undertaken by Reclamation and the recipient.

Depending on the potential impacts of the project, Reclamation may be able to complete its compliance activities without additional cost to the recipient. Where environmental or cultural resources compliance requires significant participation by Reclamation, costs incurred by Reclamation will be added as a line item to the budget during development of the financial assistance agreement and cost shared accordingly (i.e., withheld from the Federal award amount). Any costs to the recipient associated with compliance will be identified during the process of developing a final project budget for inclusion in the financial assistance agreement.

Other Expenses

Any other expenses not included in the above categories shall be listed in this category, along with a description of the item and why it is necessary. No profit or fee will be allowed.

Indirect Costs

Indirect costs are costs incurred by the applicant for a common or joint purpose that benefit more than one activity of the organization and are not readily assignable to the activities specifically benefitted without undue effort. Costs that are normally treated as indirect costs include, but are not limited to, administrative salaries and fringe benefits associated with overall financial and organizational administration, operation and maintenance costs for facilities and equipment, and payroll and procurement services.

Section D. Application and Submission Information

If indirect costs will be incurred, identify the proposed rate, cost base, and proposed amount for allowable indirect costs based on the applicable cost principles for the applicant's organization. It is not acceptable to simply incorporate indirect rates within other direct cost line items.

Any non-Federal entity that does not have a current negotiated (including provisional) rate, except for those non-Federal entities described in appendix VII to 2 CFR 200, paragraph D.1., may elect to charge a *de minimis* rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. For further information on MTDC, refer to 2 CFR §200.68 available at www.ecfr.gov.

If the applicant does not have a federally approved indirect cost rate agreement and is proposing a rate greater than the *de minimis* 10 percent rate, include the computational basis for the indirect expense pool and corresponding allocation base for each rate. Information on "Preparing and Submitting Indirect Cost Proposals" is available from the Department's Interior Business Center, and Indirect Cost Services, at www.doi.gov/ibc/services/finance/indirect-cost-services.

D.2.2.6. Environmental and Cultural Resources Compliance

Please answer the questions from *Section H.1. Environmental and Cultural Resource Considerations* in this section.

D.2.2.7. Required Permits or Approvals

Applicants must state in the application whether any permits or approvals are required and explain the plan for obtaining such permits or approvals.

Note that improvements to Federal facilities that are implemented through any project awarded funding through this NOFO must comply with additional requirements. The Federal government will continue to hold title to the Federal facility and any improvement that is integral to the existing operations of that facility. Please see P.L. 111-11, Section 9504(a)(3)(B). Reclamation may also require additional reviews and approvals prior to award to ensure that any necessary easements, land use authorizations, or special permits can be approved consistent with the requirements of 43 CFR Section 429, and that the development will not impact or impair project operations or efficiency.

D.2.2.8. Official Resolution

Include an official resolution adopted by the applicant's board of directors or governing body, or, for State government entities, an official authorized to commit the applicant to the financial and legal obligations associated with receipt of a financial assistance award under this NOFO, verifying:

- The identity of the official with legal authority to enter into an agreement
- The board of directors, governing body, or appropriate official who has reviewed and supports the application submitted
- The capability of the applicant to provide the amount of funding and/or in-kind contributions specified in the funding plan
- That the applicant will work with Reclamation to meet established deadlines for entering into a grant or cooperative agreement

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An official resolution meeting the requirements set forth above is mandatory. If the applicant is unable to submit the official resolution by the application deadline because of the timing of board meetings or other justifiable reasons, the official resolution may be submitted to bor-sha-fafoa@usbr.gov up to 30 days after the application deadline.

D.3. Unique Entity Identifier and System for Award Management

All applicants (unless the applicant has an exception approved by Reclamation under 2 CFR §25.110[d]) are required to:

- (i) Be registered in the System for Award Management (SAM) before submitting its application;
- (ii) Provide a valid unique entity identifier in its application; and
- (iii) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

Meeting the requirements set forth above is mandatory. If the applicant is unable to complete registration by the application deadline, the unique entity identifier must be obtained, and SAM registration must be initiated within 30 days after the application deadline in order to be considered for selection and award. You can find additional information on how to complete a SAM registration here: sam.gov/SAM/pages/public/loginFAQ.jsf.

D.4. Submission Date and Time

Thursday, March 18, 2021, 4:00 p.m. Mountain Daylight Time (MDT)

Applications received after the application deadline will not be considered unless it can be determined that the delay was caused by Reclamation mishandling or technical issues with the Grants.gov application system. Please note that difficulties related to an applicant's Grants.gov profile (e.g., incorrect organizational representative), uploading documents to Grants.gov, or an applicant's SAM registration are not considered technical issues with the Grants.gov system.

Please note that any application submitted for funding under this NOFO may be subjected to a Freedom of Information Act (FOIA) request (5 U.S.C. Section 552, as amended by P.L. No. 110-175), and as a result, may be made publicly available. Following awards of funding, Reclamation will post all successful applications on the Reclamation website, www.usbr.gov/watersmart/swep/selectedapps.html, after conducting any redactions determined necessary by Reclamation, in consultation with the recipient.

D.4.1. Application Delivery Instructions

The applications may be submitted electronically through Grants.gov (www.grants.gov) or a hard copy may be submitted to either one of the following addresses. Under no circumstances will applications received through any other method (such as email or fax) be considered eligible for award.

By mail or USPS overnight services:

Bureau of Reclamation
Financial Assistance Support Section
Attn: Mr. Matthew Reichert
P.O. Box 25007, MS 84-27133
Denver, CO 80225

All other express delivery:

Bureau of Reclamation mail services
Attn: Mr. Matthew Reichert
Denver Federal Center
Bldg. 67, Rm. 152
6th Avenue and Kipling Street
Denver, CO 80225

By courier services:

Bureau of Reclamation
Attn: Mr. Matthew Reichert
Denver Federal Center
Bldg. 67, Rm. 152
6th Avenue and Kipling Street
Denver, CO 80225

D.4.2. Instructions for Submission of Project Application

Each applicant should submit an application in accordance with the instructions contained in this section.

D.4.2.1. Applications Submitted by Mail, Express Delivery or Courier Services

Please follow these instructions to submit your application by mail, express delivery, or courier services.

- Applicants should submit one copy of all application documents for hardcopy submissions. **Only use a binder clip for documents submitted. Do not staple or otherwise bind application documents.**
- Hard copy applications may be submitted by mail, express delivery, or courier services to the addresses identified in this NOFO.
- Materials arriving separately will not be included in the application package and may result in the application being rejected or not funded. This does not apply to funding commitment letters or official resolutions.

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- Faxed and emailed copies of application documents will not be accepted.
- Do not include a cover letter or company literature/brochure with the application. All pertinent information must be included in the application package.

D.4.2.2. Applications Submitted Electronically

- If the applicant chooses to submit an electronic application, it must be submitted through Grants.gov (www.grants.gov). Reclamation encourages applicants to submit their applications for funding electronically through the URL: www.grants.gov/applicants/apply-for-grants.html. Applicant resource documents and a full set of instructions for registering with Grants.gov (www.grants.gov) and completing and submitting applications online are available at: www.grants.gov/applicants/apply-for-grants.html.
- Please note that submission of an application electronically requires prior registration through Grants.gov, which may take 7 to 21 days. Please see registration instructions at www.grants.gov/applicants/apply-for-grants.html. *In addition, please note that the Grants.gov system only accepts applications submitted by individuals that are registered and active in SAM as both a user and an Authorized Organizational Representative.*
- Applicants have experienced significant delays when attempting to submit applications through Grants.gov. If you plan to submit your application through Grants.gov you are encouraged to submit your application several days prior to the application deadline. If you are a properly registered Grants.gov applicant and encounter problems with the Grants.gov application submission process, you must contact the Grants.gov Help Desk to obtain a case number. This case number will provide evidence of your attempt to submit an application prior to the submission deadline.

Regardless of the delivery method used, you must ensure that your proposal arrives by the date and time deadline stated in this NOFO. Applications received after this date and time due to weather or express delivery/courier performance will not be considered for award. Late applications will not be considered unless it is determined that the delay was caused by Reclamation mishandling or technical issues with the Grants.gov application system. Please note that difficulties related to an applicant's Grants.gov profile (e.g., incorrect organizational representative), the upload of documents to Grants.gov, or an applicant's SAM registration are not considered technical issues with the Grants.gov system.

D.4.2.3. Acknowledgement of Application Receipt.

If an application is submitted by mail, express delivery, or courier, Reclamation will notify you via email that your application was received.

If an application is submitted through Grants.gov, you will receive an email acknowledging receipt of the application from Grants.gov. In addition, Reclamation will notify you in writing whether your application was successfully downloaded from Grants.gov.

D.5. Intergovernmental Review

This NOFO is not subject to Executive Order 12372, “Intergovernmental Review of Federal Programs”.

D.6. Automated Standard Application for Payments Registration

All applicants must also be registered with and willing to process all payments through the Department of Treasury Automated Standard Application for Payments (ASAP) system prior to award. All recipients with active financial assistance agreements with Reclamation must be enrolled in ASAP under the appropriate Agency Location Code(s) and the Data Universal Number System (DUNS) Number prior to the award of funds. Recipients with multiple DUNS numbers, must separately enroll within ASAP for each unique DUNS Number and/or Agency. For all the information on the enrollment process for recipients, including requesting the enrollment initiation form, contact the enrollment mailbox at sha-dro-ASAP_ENR@usbr.gov.

Note that if your entity is currently enrolled in the ASAP system with an agency other than Reclamation, you must enroll specifically with Reclamation in order to process payments.

Section E. Application Review Information

E.1. Technical Proposal: Evaluation Criteria

The evaluation criteria portion should be addressed in the technical proposal section of the application. Applications should thoroughly address each criterion and any subcriterion in the order presented below. **Applications will be evaluated against the evaluation criteria listed below.** If the work described in your application is a phase of a larger project, only discuss the benefits that will result directly from the work discussed in the technical project description and that is reflected in the budget, not the larger project.

Evaluation Criteria Scoring Summary	Points:
A. Project Benefits	35
B. Planning Efforts Supporting the Project	35
C. Project Implementation	10
D. Nexus to Reclamation	10
Total	90

It is suggested that applicants copy and paste the evaluation criteria and sub-criteria immediately below into their applications to ensure that all necessary information is adequately addressed.

E.1.1. Evaluation Criterion A—Project Benefits (35 points)

Up to **35 points** may be awarded based upon evaluation of the benefits that are expected to result from implementing the proposed project. This criterion considers a variety of project benefits, including the significance of the anticipated water management benefits and the public benefits of the project. This criterion prioritizes projects that modernize existing infrastructure in order to address water reliability concerns, including making water available for multiple beneficial uses and resolving water related conflict in the region.

- Describe the expected benefits and outcomes of implementing the proposed project.
 - What are the benefits to the applicant’s water supply delivery system?
 - If other benefits are expected explain those as well. Consider the following:
 - Extent to which the proposed project improves overall water supply reliability
 - The expected geographic scope benefits from the proposed project (e.g., local, sub-basin, basin)

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- Extent to which the proposed project will increase collaboration and information sharing among water managers in the region
- Any anticipated positive impacts/benefits to local sectors and economies (e.g., agriculture, environment, recreation, tourism)
- Extent to which the project will complement work done in coordination with NRCS in the area (e.g., with a direct connection to the district's water supply). Describe any on-farm efficiency work that is currently being completed or is anticipated to be completed in the future using NRCS assistance through EQIP or other programs.

Please note, on-farm improvements themselves are *not* eligible activities for funding under this NOFO. This criterion is intended to focus on how the WaterSMART Grant project will complement ongoing or future on-farm improvements. NRCS will have a separate application process for the on-farm components of selected projects that may be undertaken in the future, separate of the WaterSMART Grant project.

E.1.2. Evaluation Criterion B—Planning Efforts Supporting the Project (35 points)

Up to **35 points** may be awarded based on the extent to which the proposed on-the-ground project is supported by an applicant's existing water management plan, water conservation plan, System Optimization Review, or identified as part of another planning effort led by the applicant. This criterion prioritizes projects that are identified through local planning efforts and meet local needs.

Describe how your project is supported by an existing planning effort.

- Does the proposed project implement a goal or address a need or problem identified in the existing planning effort?
- Explain how the proposed project has been determined as a priority in the existing planning effort as opposed to other potential projects/measures.

E.1.3. Evaluation Criterion C—Project Implementation (10 points)

Up to **10 points** may be awarded based upon the extent to which the applicant is capable of proceeding with the proposed project upon entering into a financial assistance agreement. Applicants that describe a detailed plan (e.g., estimated project schedule that shows the stages and duration of the proposed work, including major tasks, milestones, and dates) will receive the most points under this criterion.

- Describe the implementation plan for the proposed project. Please include an estimated project schedule that shows the stages and duration of the proposed work, including major tasks, milestones, and dates.
- Describe any permits that will be required, along with the process for obtaining such permits.

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- Identify and describe any engineering or design work performed specifically in support of the proposed project.
- Describe any new policies or administrative actions required to implement the project.
- Describe the timeline for completion of environmental and cultural resource compliance. Was the timeline for completion of environmental and cultural resource compliance discussed with the local Reclamation office?

E.1.4. Evaluation Criterion D— Nexus to Reclamation (10 points)

Up to **10 points** may be awarded based on the extent that the proposal demonstrates a nexus between the proposed project and a Reclamation project or activity. Describe the nexus between the proposed project and a Reclamation project or activity, including:

- Is the proposed project connected to a Reclamation project or activity? If so, how? Please consider the following:
 - Does the applicant receive Reclamation project water?
 - Is the project on Reclamation project lands or involving Reclamation facilities?
 - Is the project in the same basin as a Reclamation project or activity?
 - Will the proposed work contribute water to a basin where a Reclamation project is located?
- Will the project benefit any tribe(s)?

E.2. Review and Selection Process

The Federal government reserves the right to reject any and all applications that do not meet the requirements or objectives of this NOFO. Awards will be made for projects most advantageous to the Federal Government. The evaluation process will be comprised of the steps described in the following subsections.

E.2.1. Initial Screening

All application packages will be screened to ensure that:

- The applicant meets the eligibility requirements stated in this NOFO.
- The applicant meets the unique entity identifier and SAM registration requirements stated in this NOFO (this may be completed up to 30 days after the application deadline).
- The application meets the content requirements of the NOFO package, including submission of a technical proposal, including responses to the evaluation criteria, a funding plan, budget proposal, and budget narrative.

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- The application contains a properly executed SF-424, Application for Financial Assistance and form SF-424B, Assurances Non-Construction Programs, or SF-424D, Assurances Construction Programs and a completed SF-424A, Budget Information Non-Construction Programs or SF-424C, Budget Information Construction Programs.
- The application includes an official resolution, adopted by the applicant's board of directors, governing body, or appropriate authorized official (this may be submitted up to 30 days after the application deadline).
- The application and funding plan meet or exceeds the minimum non-Federal cost-share requirements identified in this NOFO.

Reclamation reserves the right to remove an application from funding consideration if it does not pass all Initial Screening criteria listed above. An applicant that has submitted an application that is determined to be ineligible for funding will be notified along with other applicants, or sooner, if possible.

E.2.2. Application Review Committee

Evaluation criteria will comprise the total evaluation weight as stated in the *Section E.1 Evaluation Criteria*. Application Review Information. Applications will be scored against the evaluation criteria by an ARC, made up of experts in relevant disciplines selected from across Reclamation. The ARC will also review the application to ensure that the project meets the description of eligible projects and meets the objective of this NOFO. The ARC also has the discretion to determine whether a project is a Small-Scale Water Efficiency Project. If the ARC determines that the project is too large to be considered a small-scale project, the project may be determined ineligible under this NOFO.

During ARC review, Reclamation may contact applicants to request clarifications to the information provided, if necessary.

E.2.3. Red-Flag Review

Following the results of the ARC review, Reclamation offices will review the top- ranking applications and will identify any reasons why a proposed project would not be feasible or otherwise advisable, including environmental or cultural resources compliance issues, permitting issues, legal issues, or financial position. Positive or negative past performance by the applicant and any partners in previous working relationships with Reclamation may be considered, including whether the applicant is making significant progress toward the completion of outstanding financial assistance agreements and whether the applicant is in compliance with all reporting requirements associated with previously funded projects.

In addition, during this review, Reclamation will address any specific concerns or questions raised by members of the ARC, conduct a preliminary budget review, and evaluate the applicant's ability to meet cost share as required.

E.2.4. Managerial Review

Reclamation management will prioritize projects to ensure the total amount of all awards does not exceed available funding levels. Management will also ensure that all projects meet the scope, priorities, requirements, and objectives of this NOFO. Management may also prioritize projects to ensure that multiple project types are represented. After completion of the Managerial Review, Reclamation will notify applicants whose proposals have been selected for award consideration.

E.2.5. Pre-Award Clearances and Approvals

The following pre-award clearances and approvals must be obtained before an award of funding is made. If the results of all pre-award reviews and clearances are satisfactory, an award of funding will be made once the agreement is finalized (approximately one to three months from the date of initial selection). If the results of pre-award reviews and clearances are unsatisfactory, consideration of funding for the project may be withdrawn.

E.2.5.1. Environmental Review

Reclamation will forward all proposals to the appropriate Reclamation Regional or Area Office for completion of environmental compliance. To the extent possible, environmental compliance will be completed before a financial assistance agreement is signed by the parties. However, in most cases, the award will be made contingent on completion of environmental compliance. The financial assistance agreement will describe how compliance will be carried out and how the costs will be paid. Ground-disturbing activities, including any construction or installation activities, may not occur until environmental compliance is complete and a notice to proceed is issued.

Even in cases where environmental compliance work has been completed previously or is being completed by another Federal agency, Reclamation must still review and adopt such environmental compliance and issue a notice to proceed before ground disturbing activities may be initiated.

E.2.5.2. Budget Analysis and Business Evaluation

A Reclamation Grants Officer will also conduct a detailed budget analysis and complete a business evaluation and responsibility determination. During this evaluation, the Grants Officer will consider several factors that are important, but not quantified, such as:

- Allowability, allocability, and reasonableness of proposed costs
- Financial strength and stability of the applicant
- Past performance, including satisfactory compliance with all terms and conditions of previous awards, such as environmental compliance issues, reporting requirements, proper procurement of supplies and services, and audit compliance
- Adequacy of personnel practices, procurement procedures, and accounting policies and procedures, as established by applicable Office of Management and Budget circulars

E.4. Anticipated Announcement and Federal Award Date

Reclamation expects to contact potential award recipients and unsuccessful applicants in summer 2021 subject to the timing and amount of final FY 2021 appropriations. Financial assistance agreements will be awarded to applicants that successfully pass all pre-award reviews and clearances. Award recipients will be contacted individually to discuss the time frame for the completion of their agreement.

Section F. Federal Award Administration Information

F.1. Federal Award Notices

Successful applicants will receive by electronic mail, a notice of selection signed by a Reclamation Grants Officer. This notice is not an authorization to begin performance.

F.2. Administrative and National Policy Requirements

F.2.1. Environmental and Cultural Resources Compliance

All projects being considered for award funding will require compliance with NEPA before any ground-disturbing activity may begin. Compliance with all applicable state, Federal and local environmental, cultural, and paleontological resource protection laws and regulations is also required. These may include, but are not limited to, the Clean Water Act (CWA), Endangered Species Act (ESA), National Historic Preservation Act (NHPA), consultation with potentially affected tribes, and consultation with the State Historic Preservation Office.

Reclamation will be the lead Federal agency for NEPA compliance and will be responsible for evaluating technical information and ensuring that natural resources, cultural, and socioeconomic concerns are appropriately addressed. As the lead agency, Reclamation is solely responsible for determining the appropriate level of NEPA compliance. Further, Reclamation is responsible to ensure that findings under NEPA, and consultations, as appropriate, will support Reclamation's decision on whether to fund a project.

Depending on the potential impacts of the project, Reclamation may be able to complete its compliance activities without additional cost to the recipient. Where environmental or cultural resources compliance requires significant participation by Reclamation, costs anticipated to be incurred by Reclamation will be added as a line item to the budget during development of the financial assistance agreement and cost shared accordingly. Any costs to the recipient associated with compliance will be identified during the process of developing a final project budget for inclusion in the financial assistance agreement.

Note, if mitigation is required to lessen environmental impacts, the applicant may, at Reclamation's discretion, be required to report on progress and completion of these commitments. Reclamation will coordinate with the applicant to establish reporting requirements and intervals accordingly.

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Under no circumstances may an applicant begin any ground-disturbing activities (e.g., grading, clearing, and other preliminary activities) on a project before environmental and cultural resources compliance is complete and a Reclamation Grants Officer provides written notification that all such clearances have been obtained. This pertains to all components of the proposed project, including those that are part of the applicant's non-Federal cost share. An applicant that proceeds before environmental and cultural resources compliance is complete may risk forfeiting Reclamation funding under this NOFO.

F.2.2. Approvals and Permits

Recipients shall adhere to Federal, State, territorial, Tribal, and local laws, regulations, and codes, as applicable, and shall obtain all required approvals and permits. Recipients shall also coordinate and obtain approvals from site owners and operators.

F.2.3. Requirements for Agricultural Operations under P.L. 111-11, Section 9504(a)(3)(B)

In accordance with Section 9504(a)(3)(B) of P.L. 111-11, as amended, grants and cooperative agreements under this authority will not be awarded for an improvement to conserve irrigation water unless the applicant agrees to both of the following conditions (see exception for Tribes below):

- (1) Not to use any associated water savings to increase the total irrigated acreage of the eligible applicant
- (2) Not to otherwise increase the consumptive use of water in the operation of the eligible applicant, as determined pursuant to the law of the State in which the operation of the eligible applicant is located

Exception for tribes: requirements regarding irrigated acreage and consumptive use applicable to tribes are described in P.L. 116-9, Section 8501.

F.2.4. Title to Improvements P.L. 111-11, Section 9504(a)(3)(D)

If the activities funded through an agreement awarded under this NOFO result in a modification to a portion of a federally owned facility that is integral to the existing operations of that facility, the Federal government shall continue to hold title to the facility and the improvements thereto. Title to improvements, P.L. 111-11, Section 9504(a)(3)(D) that are not integral to existing water delivery operations shall reside with the project sponsor.

F.2.5. Operation and Maintenance Costs under P.L. 111-11, Section 9504(a)(3)(E)(iv)

The non-Federal share of the costs for operation and maintenance of any infrastructure improvement funded through an agreement awarded under this NOFO shall be 100 percent.

F.2.6. Liability under P.L. 111-11, Section 9504(a)(3)(F)

F.2.6.1. In General

Except as provided under Chapter 171 of Title 28, U.S.C. (commonly known as the Federal Tort Claims Act), the United States shall not be liable for monetary damages of any kind for any injury arising out of an act, omission, or occurrence that arises in relation to any facility created or improved through an agreement awarded under this NOFO, the title of which is not held by the United States.

F.2.6.2. Tort Claims Act

Nothing in this section increases the liability of the United States beyond that provided in Federal Tort Claims Act.

F.2.7. Intangible Property (2 CFR §200.315)

Title to intangible property acquired under a Federal award vests upon acquisition in the non-Federal entity (see 2 CFR §200.59 Intangible Property). The non-Federal entity must use that property for the originally authorized purpose and must not encumber the property without approval of the Federal awarding agency. When no longer needed for the originally authorized purpose, disposition of the intangible property must occur in accordance with the provisions in 2 CFR §200.313(e) Equipment.

The non-Federal entity may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a Federal award. The Federal awarding agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

The non-Federal entity is subject to applicable regulations governing patents and inventions, including government wide regulations issued by the Department of Commerce at 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Awards, Contracts and Cooperative Agreements.”

The Federal government has the right to:

- (1) obtain, reproduce, publish, or otherwise use the data produced under a Federal award and
- (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

F.2.8. Freedom of Information Act

In response to a Freedom of Information Act (FOIA) request for research data relating to published research findings produced under a Federal award that were used by the Federal government in developing an agency action that has the force and effect of law, the Federal awarding agency must request, and the non-Federal entity must provide, within a reasonable time, the research data so that they can be made available to the public through the procedures established under the FOIA. If the Federal awarding agency obtains the research data solely in response to a FOIA request, the Federal awarding agency may charge the requester a reasonable fee equaling the full incremental cost of obtaining the research data. This fee should reflect costs incurred by the

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Federal agency and the non-Federal entity. This fee is in addition to any fees the Federal awarding agency may assess under the FOIA (5 USC 552[a][4][A]).

Published research findings means when:

- (1) Research findings are published in a peer-reviewed scientific or technical journal; or
- (2) A Federal agency publicly and officially cites the research findings in support of an agency action that has the force and effect of law. “Used by the Federal government in developing an agency action that has the force and effect of law” is defined as when an agency publicly and officially cites the research findings in support of an agency action that has the force and effect of law.

Research data means the recorded factual material commonly accepted in the scientific community as necessary to validate research findings, but not any of the following: preliminary analyses, drafts of scientific papers, plans for future research, peer reviews, or communications with colleagues. This “recorded” material excludes physical objects (e.g., laboratory samples). Research data also does not include:

- (1) Trade secrets, commercial information, materials necessary to be held confidential by a researcher until they are published, or similar information which is protected under law and
- (2) Personnel and medical information and similar information the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, such as information that could be used to identify a particular person in a research study.

F.2.9. National Defense Authorization Act

Applicants may not use funding awarded under this NOFO to purchase certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (P.L. No. 115-232) (2 CFR §200.216).

F.3. Reporting—Requirements and Distribution

If the applicant is awarded an agreement as a result of this NOFO, the applicant will be required to submit the following reports during the term of the agreement. Recipients will also be required to have a system in place to comply with these reporting requirements (see 2 CFR §170.210 for additional information).

F.3.1. Financial Reports

Recipients will be required to submit a fully completed form SF-425 Federal Financial Report on at least an annual basis and with the final performance report. The SF-425 must be signed by a person legally authorized to obligate the recipient.

F.3.2. Interim Performance Reports

The specific terms and conditions pertaining to the reporting requirements will be included in the financial assistance agreement.

Interim performance reports submitted on at least an annual basis, that include the following information:

- A comparison of actual accomplishments to the milestones established by the financial assistance agreement for the period
- The reasons why established milestones were not met, if applicable
- The status of milestones from the previous reporting period that were not met, if applicable
- Whether the project is on schedule and within the original cost estimate
- Any additional pertinent information or issues related to the status of the project

F.3.3. Final Performance Reports

Recipients will be required to submit a final performance report encompassing the entire period of performance. The final performance report must include, but is not limited to, the following information:

- Whether the project objectives and goals were met
- Discussion of the benefits achieved by the project
- Photographs documenting the project are also appreciated

Note: Reclamation may print photos with appropriate credit to the applicant. Also, final reports are public documents and will be made available on Reclamation's website.

F.4. Conflicts of Interest

F.4.1. Applicability

This section intends to ensure that non-Federal entities and their employees take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements. In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 2 CFR 200.318 apply.

F.4.2. Requirements

Non-Federal entities must avoid prohibited conflicts of interest, including any significant financial interests that could cause a reasonable person to question the recipient's ability to provide impartial, technically sound, and objective performance under or with respect to a Federal financial assistance agreement.

In addition to any other prohibitions that may apply with respect to conflicts of interest, no key official of an actual or proposed recipient or subrecipient, who is substantially involved in the proposal or project, may have been a former Federal employee who, within the last year, participated personally and substantially in the evaluation, award, or administration of an award with respect to that recipient or subrecipient or in development of the requirement leading to the funding announcement.

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No actual or prospective recipient or subrecipient may solicit, obtain, or use non-public information regarding the evaluation, award, or administration of an award to that recipient or subrecipient or the development of a Federal financial assistance opportunity that may be of competitive interest to that recipient or subrecipient.

F.4.3. Notification

Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the Department's awarding agency or pass-through entity in accordance with 2 CFR 200.112, Conflicts of Interest. Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Financial Assistance Officer in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported by subrecipients.

F.4.4. Restrictions on Lobbying

Non-Federal entities are strictly prohibited from using funds under this grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to 43 CFR Part 18 and 31 U.S.C. 13 52.

F.4.5. Review Procedures

The Financial Assistance Officer will examine each conflict of interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement and will determine whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it.

F.4.6. Enforcement

Failure to resolve conflicts of interest in a manner that satisfies the Government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in 2 CFR 200.338, Remedies for Noncompliance, including suspension or debarment (see also 2 CFR Part 180).

F.5. Data Availability

F.5.1. Applicability

The Department is committed to basing its decisions on the best available science and providing the American people with enough information to thoughtfully and substantively evaluate the data, methodology, and analysis used by the Department to inform its decisions.

F.5.2. Use of Data

The regulations at 2 CFR 200.315 apply to data produced under a Federal award, including the provision that the Federal Government has the right to obtain, reproduce, publish, or otherwise use the data produced under a Federal award as well as authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

F.5.3. Availability of Data

The recipient shall make the data produced under this award and any subaward(s) available to the Government for public release, consistent with applicable law, to allow meaningful third-party evaluation and reproduction of the following:

- the scientific data relied upon;
- the analysis relied upon; and
- the methodology, including models, used to gather and analyze data.

F.6. Releasing Applications

Following awards of funding, Reclamation may post all successful applications on the Reclamation website after conducting any redactions determined necessary by Reclamation, in consultation with the recipient.

Section G. Agency Contacts

There will be no pre-application conference. Organizations or individuals interested in submitting applications in response to this NOFO may direct questions to the Reclamation personnel identified below.

G.1. Reclamation Financial Assistance Contact

Questions regarding application and submission information and award administration may be submitted to the attention of Mr. Matthew Reichert, Grants Management Specialist, as follows:

By mail: Bureau of Reclamation
Financial Assistance Support Section
Attn: Mr. Matthew Reichert
P.O. Box 25007, MS 84-27133
Denver, CO 80225

By email: BOR-SHA-FAFOA@usbr.gov

By phone: 303-445-3865

OR

By mail: Bureau of Reclamation
Financial Assistance Support Section
Attn: Mr. Ned Weakland
P.O. Box 25007, MS 84-27133
Denver, CO 80225

By email: BOR-SHA-FAFOA@usbr.gov

By phone: 303-445-3757

G.2. Reclamation Program Coordinator Contact

Questions regarding applicant and project eligibility and application review may be submitted to the attention of Ms. Robin Graber, Program Analyst, as follows:

By mail: Bureau of Reclamation
Water Resources and Planning Division
Attn: Ms. Robin Graber
P.O. Box 25007, MS 84-51000
Denver, CO 80225

By email: rgraber@usbr.gov

By phone: 303-445-2764

Section H. Other Information

The following is a brief overview of NEPA, NHPA, and ESA. This information is only relevant to proposals that include measurement, monitoring and field work. While these statutes are not the only environmental laws that may apply, they are the Federal laws that most frequently do apply. Compliance with all applicable environmental laws will be initiated by Reclamation concurrently, immediately following the initial recommendation to award a financial assistance agreement under this NOFO. The descriptions below are intended to provide you with information about the environmental compliance issues that may apply to your projects and to help you budget appropriately for the associated compliance costs.

H.1. Environmental and Cultural Resource Considerations

To allow Reclamation to assess the probable environmental and cultural resources impacts and costs associated with each application, all applicants should consider the following list of questions focusing on the NEPA, NHPA, and ESA requirements. Please answer the following questions to the best of your knowledge. If any question is not applicable to the project, please explain why.

The application should include the answers to:

- Will the proposed project impact the surrounding environment (e.g., soil [dust], air, water [quality and quantity], animal habitat)? Please briefly describe all earth-disturbing work and any work that will affect the air, water, or animal habitat in the project area. Please also explain the impacts of such work on the surrounding environment and any steps that could be taken to minimize the impacts.
- Are you aware of any species listed or proposed to be listed as a Federal threatened or endangered species, or designated critical habitat in the project area? If so, would they be affected by any activities associated with the proposed project?
- Are there wetlands or other surface waters inside the project boundaries that potentially fall under CWA jurisdiction as “Waters of the United States?” If so, please describe and estimate any impacts the proposed project may have.
- When was the water delivery system constructed?
- Will the proposed project result in any modification of or effects to, individual features of an irrigation system (e.g., headgates, canals, or flumes)? If so, state when those features were constructed and describe the nature and timing of any extensive alterations or modifications to those features completed previously.

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- Are any buildings, structures, or features in the irrigation district listed or eligible for listing on the National Register of Historic Places? A cultural resources specialist at your local Reclamation office or the State Historic Preservation Office can assist in answering this question.
- Are there any known archeological sites in the proposed project area?
- Will the proposed project have a disproportionately high and adverse effect on low income or minority populations?
- Will the proposed project limit access to and ceremonial use of Indian sacred sites or result in other impacts on tribal lands?
- Will the proposed project contribute to the introduction, continued existence, or spread of noxious weeds or non-native invasive species known to occur in the area?

H.2. Background on Federal Environmental and Cultural Resource Laws

H.2.1. National Environmental Policy Act

NEPA requires Federal agencies such as Reclamation to evaluate, during the decision-making process, the potential environmental effects of a proposed action and any reasonable mitigation measures. Before Reclamation can make a decision to fund an award under this NOFO, Reclamation must comply with NEPA. Compliance with NEPA can be accomplished in several ways, depending upon the degree and significance of environmental impacts associated with the proposal:

Some projects may fit within a recognized **Categorical Exclusion (CE)** to NEPA (i.e., one of the established categories of activities that generally do not have significant impacts on the environment). If a project fits within a CE, no further NEPA compliance measures are necessary. Use of a CE can involve simple identification of an applicable **Department CE** or documentation of a **Reclamation CE** using a **Categorical Exclusion Checklist (CEC)**. If a CE is being considered, Reclamation will determine the applicability of the CE and whether extraordinary circumstances (i.e., reasons that the CE cannot be applied) exist. That process can take anywhere from 1 day to about 30 days, depending upon the specific situation.

If the project does not fit within a CE, compliance with NEPA might require preparation of an **EA/Finding of No Significant Impact (FONSI)**. Generally, where no CE applies but there are not believed to be any significant impacts associated with the proposed action, an EA will be required. The EA is used to determine whether any potentially significant effects exist (which would trigger the further step of an **Environmental Impact Statement (EIS)**, below). If no potentially significant effects are identified, the EA process ends with the preparation of a FONSI. The EA/FONSI process is more detailed than the CE/CEC process and can take weeks or even months to complete. Consultation with other agencies and public notification are part of the EA process.

The most detailed form of NEPA compliance, where a proposed project has potentially significant environmental effects, is completion of an **EIS** and **Record of Decision**. An EIS requires months or years to complete, and the process includes considerable public involvement, including mandatory public reviews of draft documents. It is not anticipated that projects proposed under this program will require completion of an EIS.

During the NEPA process, potential impacts of a project are evaluated in context and in terms of intensity (e.g., will the proposed action affect the only native prairie in the county? Will the proposed action reduce water supplied to a wetland by 1 percent? or 95 percent?). The best source of information concerning the potentially significant issues in a project area is the local Reclamation staff that has experience in evaluating effects in context and by intensity.

Reclamation has the sole discretion to determine what level of environmental NEPA compliance is required. If another Federal agency is involved, Reclamation will coordinate to determine the appropriate level of compliance. You are encouraged to contact your regional or area Reclamation office. See www.usbr.gov/main/offices.html with questions regarding NEPA compliance issues. You may also contact the Program Coordinator for further information (see *Section G. Agency Contacts*).

H.2.2. National Historic Preservation Act

To comply with Section 106 of the NHPA, Reclamation must consider whether a proposed project has the **potential to cause effects to historic properties**, before it can complete an award under this NOFO. Historic properties are cultural resources (historic or prehistoric districts, sites, buildings, structures, or objects) that qualify for inclusion in the National Register of Historic Places. In some cases, water delivery infrastructure that is over 50 years old can be considered a historic property that is subject to review.

If a proposal is selected for initial award, the recipient will work with Reclamation to complete the Section 106 process. Compliance can be accomplished in several ways, depending on how complex the issues are, including:

- If Reclamation determines that the proposed project does not have the potential to cause effects to historic properties, then Reclamation will document its findings and the Section 106 process will be concluded. This can take anywhere from a couple of days to one month.
- If Reclamation determines that the proposed project could have effects on historic properties, a multi-step process, involving consultation with the State Historic Preservation Officer and other entities, will follow. Depending on the nature of the project and impacts to cultural resources, consultation can be complex and time consuming. The process includes:
 - A determination as to whether additional information is necessary.
 - Evaluation of the significance of identified cultural resources.
 - Assessment of the effect of the project on historic properties.
 - A determination as to whether the project would have an adverse effect and evaluation of alternatives or modifications to avoid, minimize, or mitigate the effects.

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- A Memorandum of Agreement is then used to record and implement any necessary measures. At a minimum, completion of the multi-step Section 106 process takes about two months.
- Among the types of historic properties that might be affected by projects proposed under this NOFO are **historic irrigation systems** and **archaeological sites**. An irrigation system or a component of an irrigation system (e.g., a canal or headgate) is more likely to qualify as historic if it is more than 50 years old, if it is the oldest (or an early) system/component in the surrounding area, and if the system/component has not been significantly altered or modernized. In general, proposed projects that involve ground disturbance, or the alteration of existing older structures, are more likely to have the potential to affect cultural resources. However, the level of cultural resources compliance required, and the associated cost, depends on a case-by-case review of the circumstances presented by each proposal.

You should contact your State Historic Preservation Office and your local Reclamation office's cultural resources specialist to determine what, if any, cultural resources surveys have been conducted in the project area. See www.usbr.gov/cultural/crmstaff.html for a list of Reclamation cultural resource specialists. If an applicant has previously received Federal financial assistance it is possible that a cultural resources survey has already been completed.

H.2.3. Endangered Species Act

Pursuant to Section 7 of the ESA, each Federal agency is required to consult with the U.S. Fish and Wildlife Service (USFWS) or the National Oceanic and Atmospheric Administration (NOAA) Fisheries Service to ensure any action it authorizes, funds, or carries out is not likely to **jeopardize the continued existence of any endangered or threatened species or destroy or adversely modify any designated critical habitat**.

Before Reclamation can approve funding for the implementation of a proposed project, it is required to comply with Section 7 of the ESA. The steps necessary for ESA compliance vary, depending on the presence of endangered or threatened species and the effects of the proposed project.

A rough overview of the possible course of ESA compliance is:

- If Reclamation can determine that there are no endangered or threatened species or designated critical habitat in the project area, then the ESA review is complete and no further compliance measures are required. This process can take anywhere from one day to one month.
- If Reclamation determines that endangered or threatened species may be affected by the project, then a **Biological Assessment** must be prepared by Reclamation. The Biological Assessment is used to help determine whether a proposed action may affect a listed species or its designated critical habitat. The Biological Assessment may result in a determination that a proposed action **is not likely to adversely affect** any endangered or threatened species.

If the USFWS/NOAA Fisheries Service concurs in writing, then no further consultation is required and the ESA compliance is complete. Depending on the scope and complexity of the proposed action, preparation of a Biological Assessment can range from days to weeks or even months. The USFWS/NOAA Fisheries Service generally respond to requests for concurrence within 30 days

- If it is determined that the project is **likely to adversely affect listed species**, further consultation (**formal consultation**) with USFWS or NOAA Fisheries Service is required to comply with the ESA. The process includes the creation of a **Biological Opinion** by the USFWS/NOAA Fisheries Service, including a determination of whether the project would **jeopardize** listed species and, if so, whether any **reasonable and prudent** alternatives to the proposed project are necessary to avoid jeopardy. Nondiscretionary **reasonable and prudent measures** and **terms and conditions** to minimize the impact of incidental take may also be included. Under the timeframes established in the ESA regulations, the Biological Opinion is issued within 135 days from the date that formal consultation was initiated, unless an extension of time is agreed upon.

The time, cost, and extent of the work necessary to comply with the ESA depends upon whether endangered or threatened species are present in the project area and, if so, whether the project might have effects on those species significant enough to require formal consultation.

ESA compliance is often conducted parallel to the NEPA compliance process and, as in the case of a CEC, documented simultaneously. The best source of information concerning the compliance with the ESA in a particular project area is the local Reclamation environmental staff that can be helpful in determining the presence of listed species and possible effects that would require consultation with the USFWS or NOAA Fisheries Service. Contact your regional or area Reclamation office, www.usbr.gov/main/offices.html with questions regarding ESA compliance issues.