

AGENDA
REGULAR MEETING
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS
6425 MAIN STREET, GEORGETOWN, CA 95634
TUESDAY, FEBRUARY 13, 2018
2:00 P.M.

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.
-

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

2. ADOPTION OF AGENDA

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

4. CONSENT CALENDAR

A. Approval of Minutes

1. Regular Meeting of January 9, 2018

B. Financial Reports

1. Month End Cash Disbursements Report
2. Statement of Cash and Investment Balances

5. INFORMATIONAL ITEMS

A. President's

B. Board Reports

C. General Manager's Report

D. Operation Manager's Report

E. ALT Treatment Plant Update

F. Finance Committee Report

6. NEW BUSINESS

A. El Dorado County Water Agency Cost-Sharing Agreement for FY 2017-18

Possible Board Action: Adopt Resolution 2018-09 authorizing the General Manager to execute cost sharing agreements with El Dorado County Water Agency in the amount of \$18,500 for an Update to the Geographic Information System and Development of an Asset Management System.

B. Procurement Policy and the Uniform Public Construction Cost Accounting Act

Possible Board Action: Adopt Resolution 2018-05 adopting the Purchasing Policy and Resolution 2018-08 Electing to Become Subject to the Uniform Public Construction Cost Accounting Act.

C. Consumnes American Bear Yuba (CABY) Grant Water Conservation, Supply Reliability, and Environmental Protection Project

Possible Board Action: Adopt Resolution 2018-10 approving the plans and specifications for the Consumnes American Bear Yuba Grant Water Conservation, Supply Reliability and Environmental Protection Project and authorizing the General Manager to initiate the construction bid process.

D. Appointments to the Finance Committee

A. Possible Board Action: Adopt Resolution 2018-11 appointing Sierra Nyokka and Thomas Crawford to the Finance Committee

7. DISCUSSION ITEMS *(No action shall be undertaken on any Discussion Item. The Board may: acknowledge receipt of the information or report and make comments; refer the matter to Staff for further study or report; or refer the matter to a future agenda.)*

A. Base Charges for Inactive Accounts (as requested by Board President Lon Uso)

8. ADJOURN TO CLOSED SESSION - CONFERENCE WITH LEGAL COUNSEL - LABOR NEGOTIATION.

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

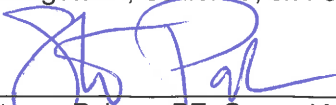
District Representatives: General Manager Steven Palmer; District General Counsel

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

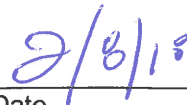
9. BOARD MEMBER COMMENTS, REQUESTS FOR ADDITIONS TO FUTURE MEETING AGENDAS AND REQUESTS FOR INFORMATION OR RESEARCH TO BE COMPLETED BY STAFF –Opportunity for Board members to discuss matters of interest to them and provide input for future meetings as well as report on their District-related meeting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

10. NEXT MEETING DATE AND ADJOURNMENT – Next regular meeting is March 13, 2018, at 2:00 PM, at the Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, CA 95634.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Steve Palmer by telephone at 530-333-4356 or by fax at 530-333-9442. Requests must be made as early as possible and at least one-full business day before the start of the meeting. In accordance with Government Code Section 54954.2(a), this agenda was posted on the District's bulletin board at the Georgetown Divide Public Utility District office, at 6425 Main Street, Georgetown, California, on February 8, 2017.



Steven Palmer, PE, General Manager



Date

CONFORMED AGENDA
REGULAR MEETING
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS
6425 MAIN STREET, GEORGETOWN, CALIFORNIA 95634
TUESDAY, FEBRUARY 13, 2018
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MISSION STATEMENT

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

The meeting was called to order at 2:01 PM. Director Souza led in the Pledge of Allegiance.

Directors Present: David Halpin, Jesse Hanschild, David Souza, Lon Uso, Dane Wadle

Staff Present: General Manager Steven Palmer, Operations Manager Darrell Creeks, Engineering Consultant George Sanders, Board Assistant Gloria Omania. Legal Counsel: Barbara Brenner, Churchwell White, LLP

2. ADOPTION OF AGENDA

Motion by Director Halpin to adopt the agenda. Second by Director Hanschild.

Public Comment: *Cindy Garcia asked why the five points discussed at the meeting on irrigation was not on the agenda. Director Uso indicated it would be presented during his President's Report.*

Vote: The motion passed unanimously.

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

Steve Dowd stated that the rates are too high and the Board should cut them.

Cherie Carlyon stated she had some corrections to the minutes of January 9, 2018. Director Uso informed her that this would be taken up during the next agenda item.

Mike Saunders informed the Board that he had resent his application for an appointment to the Finance Committee through a new email account. Director Uso thanked him.

4. CONSENT CALENDAR

A. Approval of Minutes

1. Regular Meeting of January 9, 2018

B. Financial Reports

1. Month End Cash Disbursements Report
2. Statement of Cash and Investment Balances

Director Uso acknowledged Ms. Carlyon's request during Public Comment that the Approval of Minutes and the Month End Cash Disbursement Report be pulled from the Consent Calendar and entertained a motion.

Motion by Director Halpin to pull Items 4A1 and 4B2 from the Consent Calendar and approve the balance of the Consent Calendar. Second by Director Hanschild.

The motion passed unanimously.

The Board then considered the Approval of the January 9, 2018, minutes.

Public Comment:

Ms. Carlyon requested the following corrections to the minutes of January 9, 2018, Agenda Item #7D, Low-Income Assistance Program Policy:

- *Page 6, Line 2: Correct \$3500 to \$35,000*
- *The motion by Director Souza should be corrected to indicate that he moved to have the Low-Income Assistance Program tabled to the next meeting.*

Director Uso stated that the Board discussed that the Low-Income Assistance Program should be considered along with the Mid-Year Budget which will take place in March.

The Board Secretary was directed to listen to that portion of the recording and make the necessary adjustments to the minutes. Director Uso stated the Board will review the minutes of January 9, 2018, at the March meeting.

The Board then discussed the Month-End Cash Disbursements Report.

Ms. Carlyon asked why the report did not include all electronic transactions, including payroll. The General Manager stated the report includes all payments made to outside vendors, including electronic payments and payroll is not typically reported in this format.

Ms. Carlyon inquired about payments to Nexgen. Engineering Consultant George Sanders indicated that there have been payments to Nexgen, but not during this reporting period. Director Uso suggested that Ms. Carlyon meet with the General Manager with her concerns about the way the report is presented.

Motion by Director Halpin to approve the Month-End Cash Disbursements Report. Second by Director Wadle.

The motion passed unanimously.

5. INFORMATIONAL ITEMS

A. President's Report

Director Uso reported that he and Director Hanschild held an informal meeting with community members regarding irrigation service. He stated that he and Director Hanschild made no promises at this meeting other than to bring this back to the Board. They made it clear that they were hosting this meeting as individual Board members wanting to have a conversation with their constituents outside of the formal Board meeting process.

Director Uso reported that the following items were discussed. He invited Cindy Garcia to add whatever he might have missed:

1. *Placing a moratorium on selling to other customers when some people decide they want to give up their water for this year. Director Uso stated that he informed the group that this recommendation had little chance of being approved. The District cannot hold on to water that is available to sell.*
2. *Splitting the billing over 12 months, rather than 5, to allow for better management of finances by ratepayers. This would not be mandatory.*
3. *Allowing 1" customers to split the service with neighbors as part of the District's policy.*
4. *Reducing the minimum pipe size from 1" to ½".*

Cindy Garcia stated that there was a second part to the discussion on how to split the billing over a 12-month period. This was the ability to request a refund of payments made in advance if there is a drought.

Ms. Garcia stated that another item discussed was extending the irrigation season. Director Uso stated that the Board has the ability to extend the season if water is available and if Staff can ensure their ability to properly maintain the system.

Director Hanschild stated that there was great interest in the 12-month billing process and feels this should be considered by the Board as an agenda item. He stated the request to allow for a ½" line will require greater maintenance and demonstrated how a few leaves could easily cause a back-up in the ½" line.

Director Uso stated that he thought the meeting was productive because the conversation was not restrained by the requirements of a public meeting. He encouraged other Board members to think about conducting their own meeting with their constituents.

Director Hanschild stated that the District needs to establish a policy to review shut-off requests that might impact neighbors with a pond. The District should consider keeping the water flowing if there is someone else willing to continue to make the payments. He asked that this matter be brought back in a resolution for the Board's consideration.

Director Uso stated the Board should host a public workshop on the Irrigation Policy. Director Souza said that he thought this was a good idea. Director Wadle asked if this workshop could be a part of a regular Board agenda.

Mr. Palmer recommended that this be a public workshop, outside the Board room setting with greater publicity to draw wider public participation. He stated he could come back with a work plan that would include the parameters of such a workshop.

Director Halpin stated that from hearing Director Uso's report, there is a great deal of support for splitting the irrigation billing over a 12-month period. He asked if the Board could proceed with implementing that change.

Legal Counsel Barbara Brenner stated the Irrigation Ordinance will have to be amended. The General Manager expressed his concern that this would be piecemealing and stated that he preferred a wholistic approach to amending the Ordinance.

Director Halpin stated that he understood the General Manager's concern, but feels the Board should piecemeal the "low-hanging good ideas."

After some additional discussion, Staff was directed to include the suggested billing change as a stand-alone item hopefully in next month's agenda. Mr. Palmer stated that he would bring back an analysis for the Board's review.

Public Comment: *Rena Lowry stated that Section 4, Item B, of the Irrigation Ordinance seems to provide some leeway to allowing the Board to move quickly on the billing change.*

Tara Goutenay asked the Board to consider the cost of mailing because it would double and how the late penalty would be applied. She urged the Board to think through these kinds of things because it is going to be very complicated. The General Manager confirmed that he wrote these ideas down.

Bill Johnson of Greenwood asked how the Board came up with the irrigation rates. The General Manager offered to meet with Mr. Greenwood to go over the rate study with him.

Mr. Johnson also commented that he called office and was told he could go down from 2" to 1" this year and go back to the 2" next year if his system could not work with the 1". Mr. Palmer offered to go over that matter with Mr. Johnson as well.

Kristin McKay commented that it is important that a Board decision on the 12-month billing decision be made before the March 1 irrigation contract deadline.

B. Board Reports

Director Wadle stated that, as the appointed Legislative Liaison and in accordance with the newly adopted legislation policy, he worked with the General Manager to consider a request from the Mountain Counties Association for the District to sign onto a letter opposing new regulations proposed by the State Water Resources Control Board that would ban certain water uses. After researching the proposal, he and Mr. Palmer agreed to sign on the letter. Mr. Palmer indicated that once the letter is finalized, he will provide the Board with a copy.

Director Uso then stated that he was asked about the statewide tax on water to fund a State Low-Income Rate Assistance program. Legal Counsel Barbara Brenner stated that there is a lot of opposition, but the Governor is trying to add it to the budget through a trailer bill.

C. General Manager's Report

The General Manager provided the following highlights from his written report:

- *Adam Brown has started as the Water Resources Manager, a key position critical to the District's ability to comply with State reporting and permitting requirements. Mr. Brown will assist in long-range planning. Director Uso stated that it's a plus that he's also a resident of the Divide.*
- *The District is currently recruiting to fill the open Administrative Aide position.*
- *The District's auto pay system provides for the payment of the total amount due. Mr. Palmer cautioned that the auto pay system through the banks may be different.*
- *Mr. Palmer also provided a preview of upcoming agenda items, including the budget adoption process, and the State-required dam spillway emergency action plan.*
- *Monday, February 19, is President's Day so the office will be closed.*

D. Operation Manager's Report

Operations Manager Darrell Creeks summarized his monthly report indicating that the system is running smoothly.

Mr. Creeks stated that Stumpy is still spilling. Discussion followed about water capacity and demand, as well as anticipated big decisions coming down from the State. Engineering Consultant George Sanders stated that there have been some forecasting and planning to help the District anticipate what the capacity and needs might be in the future.

E. ALT Treatment Plant Update

Engineering Consultant George Sanders summarized his progress report on the ALT Treatment Plant Project and presented some slides to enhance his presentation. He described, for the benefit of those attending the Board meeting for the first time, the role of each of the project partners.

He reported that a change order was processed related to back fill material at a cost of \$12,184.

Director Uso stated that people have asked him why the District needs a construction management firm when we have a consulting engineer.

Mr. Sanders responded that because the ALT project is funded through an SRF (State Revolving Fund) loan, managing the project is very complex with extensive documentation and reporting requirements. Nexgen has experienced professionals who are able to provide the necessary horse power to keep the project in compliance. He also added that he's retired and does not have the time and energy that is required to manage a project of this magnitude.

Mr. Sanders reported that the close out documents on the EPA grant have been filed since these funds were exhausted before the District began drawing from the State Revolving Fund.

Director Uso stated it is difficult to keep a project of this size on time and on budget and commended Mr. Sanders on his efforts to do so.

F. Finance Committee Report

Committee Chair Rick Gillespie reported that the Finance Committee met on January 16, 2018. The committee is in the process of restructuring so they tabled the election of officers until a full committee could be seated.

The committee reviewed the Auditor's Report and the proposed Purchasing Policy which the Committee recommended be implemented.

Mr. Gillespie reported that Donna Bruss, who has served on the Finance Committee for several years, is unable to continue.

The next Finance Committee meeting is scheduled for Tuesday, February 20, at 2 PM, at the District Office.

6. NEW BUSINESS

A. El Dorado County Water Agency Cost-Sharing Agreement for FY 2017-18

Possible Board Action: Adopt Resolution 2018-09 authorizing the General Manager to execute cost sharing agreements with El Dorado County Water Agency in the amount of \$18,500 for an Update to the Geographic Information System and Development of an Asset Management System.

The General Manager provided an overview on the FY 2017-18 Cost-sharing Agreement with the El Dorado County Water Agency that will provide much needed update to the District's Geographic Information System and develop an asset management system.

Mr. Palmer confirmed Director Wadle's understanding that funds for asset management and the GIS have been budgeted and will not require funds from reserves.

In response to the General Manager's description of the value of this project, Director Uso commented on the value of a cost-benefit analysis that will provide a quantifiable basis to determine priority for maintenance.

Motion by Director Halpin to adopt Resolution 2018-09. Second by Director Hanschild.

Public Comment: Steve Dowd commented that the District will allow a failure in the system before replacing it. Mr. Palmer stated that preventative maintenance would be conducted in a planned, organized fashion.

In response to Cindy Garcia's inquiry, Mr. Palmer stated that a demo could be provided on the system.

VOTE: The motion passed unanimously

B. Procurement Policy and the Uniform Public Construction Cost Accounting Act

Possible Board Action: Adopt Resolution 2018-05 adopting the Purchasing Policy and Resolution 2018-08 Electing to Become Subject to the Uniform Public Construction Cost Accounting Act.

Mr. Palmer acknowledged that the work on the procurement policy was done by Christina Cross and Kristin with guidance from Legal Counsel. He proceeded to explain the policy and the Uniform Public Construction Cost Account Act.

There was some discussion about increasing the General Manager's funding authority from \$10K to \$45K. Director Souza stated that this should be less. Directors Wadle and Hanschild agreed that the authority should be up to \$45K.

MOTION by Director Halpin to adopt Resolution 2018-05 and 2018-08. Second by Director Hanschild.

Cindy Garcia stated that the Finance Committee recommended a \$10K authority for the General Manager.

Director Uso commented that the General Manager, with the professional credentials that he has, would exercise appropriate discretion when applying this authority.

Modify the policy to require GM to report to the Board any actions taken at the following meeting. Mark Saunders: Does he have to come back – approved the expenditure, haven't approved the contract.

Sierra commented that there is already transparency in that it is in the budget and included in the cash disbursement reports.

Vote:

Ayes: Halpin, Hanschild, Uso, Wadle
Noes: Souza
Abstain:

The motion passed on a 4 to 1 vote.

C. Consumnes American Bear Yuba (CABY) Grant Water Conservation, Supply Reliability, and Environmental Protection Project

Possible Board Action: Adopt Resolution 2018-10 approving the plans and specifications for the Consumnes American Bear Yuba Grant Water Conservation, Supply Reliability and Environmental Protection Project and authorizing the General Manager to initiate the construction bid process.

George Sanders explained the District's agreement with the Nevada Irrigation District (NID), the agency that disburses CABY funds from the Department of Water Resources. The District is one of 7 small water districts receiving funds through NID. Mr. Sanders described the ditch lining project that will receive CABY funds from the Water Conservation, Supply Reliability and Environmental Protection Project Grant. This ditch lining project of approximately 10,500 linear feet must be completed by June 2019.

Motion by Director Hanschild to adopt Resolution 2018-10 approving the plans and specifications for the CABY Grant Water Conservation, Supply Reliability and Environmental Protection Project and authorizing the General Manager to initiate the construction bid process. Second by Director Halpin.

Vote: The motion passed unanimously.

D. Appointments to the Finance Committee

A. Possible Board Action: Adopt Resolution 2018-11 appointing Sierra Nyokka and Thomas Crawford to the Finance Committee

Mr. Palmer stated that there are currently two vacancies and applications were received from Ms. Nyokka and Mr. Crawford. Since then the District received two additional applications.

Sierra Nyokka introduced herself as a businesswoman whose family has lived in the area for over 40 years. She expressed her interest in serving the community and her passion for securing quality water.

Director Uso stated that Mr. Crawford regretted that he could not be present. He found Mr. Crawford to be very level-headed and pragmatic. Applications have also been received from Mike Saunders and Ken Pauley.

Motion by Director Souza to adopt Resolution 2018-11. Second by Director Hanschild.

Rick Gillespie stated Ms. Nyokka has attended three meetings of the Finance Committee and is very interested.

Vote: The motion passed unanimously

Director Uso called for a break at 3:55 PM. The meeting was called back to order at 4:05 PM.

7. **DISCUSSION ITEMS** (No action shall be undertaken on any Discussion Item. The Board may: acknowledge receipt of the information or report and make comments; refer the matter to Staff for further study or report; or refer the matter to a future agenda.)

A. Base Charges for Inactive Accounts (as requested by Board President Lon Uso)

Director Uso stated that he has been approached by many about charging for inactive meters. At the conclusion of the discussion, the Board will be able to give Staff some direction, but will not be able to take any action. Director Uso said he had no expectations on how this should be resolved, but felt it was important to have a public discussion about it. He stated that the Board could consider the following actions:

- We could reduce the charge for these meters (i.e. 50%)
- We could decide charge nothing for the inactive meters.
- Find some way to give some certainty to these folks that have these meters that make the decision to pull them that some future Board is not going to replacing those meters as a revenue stream.

Director Uso stated that the District cannot charge any more than what it costs to reinstall these meters, so customers are already protected by law to not be inordinately charged if they decide to have the meters reinstalled. Legal Counsel Barbara Brenner stated that she would guess that this would not change.

Discussion ensued about the misinformation in social media and the merits of sending another letter to inactive meter customers with accurate information. Other ideas for outreach was discussed included posting to Frequently Asked Questions on the website as well as the GDPUD Facebook page.

Director Souza asked if the District could get rid of the basic charge for inactive meters and asked Legal Counsel if there was a problem with this. Ms. Brenner indicated this would require a re-evaluation of the rate study.

The General Manager confirmed Director Halpin's understanding that there is no charge to remove the meter and it will cost them \$130 to reconnect it, or whatever it costs the District at the time it is reinstalled. The District owns the meter and the only cost that can be recovered is the cost of labor for installing.

Public member Leon Alevantis stated that he and his wife met with the General Manager about their two meters that are inactive. He acknowledged that Mr. Palmer followed up with an informative email which he thinks should be shared with other customers. Mr. Alevantis commented that the bigger issue is the District's drought and capacity policy. He commented that he may not get our meters back with more drought years in the future. He stated that he understands that it is up to the General Manager to decide whether you can get your meter back during a severe drought.

Director Uso asked if the Board can determine whether those meters will be replaced regardless of a drought. Mr. Palmer responded that the Urban Management Plan, reviewed by the State and adopted by the Board, provides guidelines on what to do during a drought situation; i.e. a moratorium is imposed on new connections during a Stage 3 drought. He pointed out that these are just guidelines and the Board can define the drought stages. In the past it was left up to the General Manager.

Director Uso asked if the Board could define what a new connection is since there is no definition in the Urban Management Plan. Legal Counsel Barbara Brenner stated that she was not in a position to answer this question without some additional research, as it could be defined somewhere else.

Director Uso indicated that the Board will provide assurances to the extent that is allowed by law. The Board directed staff and Legal Counsel to research this further to determine what assurances can be provided. Using Cherry Acres as an example, Director Uso stated that the Board has allowed the installation of already-paid for meters.

Mr. Alevantis asked if this would be placed on the next agenda. Director Uso indicated it will be up to the General Manager and Legal Counsel, since they're doing to work, to determine when this item can be placed on the Board's agenda.

It was noted that the next two agenda items were listed in the wrong order so the Board moved on to agenda item #9 before adjourning to closed session.

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

Director Souza stated that he has been approached by some ratepayers about changing the time of the Board meeting to the morning and the Board agreed to place this item on the next month's agenda.

- 8. ADJOURN TO CLOSED SESSION - CONFERENCE WITH LEGAL COUNSEL - LABOR NEGOTIATION**

Meeting adjourned to close session at 5:40 PM.

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

District Representatives: General Manager Steven Palmer; District General Counsel

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

- 10. NEXT MEETING DATE AND ADJOURNMENT** – Next regular meeting is March 13, 2018, at 2:00 PM, at the Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, CA 95634.

The Board returned to open session at 5:55 PM with no reportable action from closed session.

The meeting adjourned at 5:56 PM.

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Steven Palmer, PE, General Manager

4/11/18

Date

**GDPUD BOARD MEETING
OF FEBRUARY 13, 2018**

AGENDA ITEM 4B.1

MONTH END CASH DISBURSEMENTS REPORT

Date...: Feb 8, 2018
 Time...: 3:24 pm
 Run by.: Christina Cross

Georgetown Divide PUD
 BOARD CHECK REVIEW

Page: 1
 List: BOAR
 ID #: PYDMPH

Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
028293	01/11/18	GEO08		Ck# 028293 Reversed	-200.00
028293	01/11/18	GEO08		Ck# 028293 Reversed	-125.00
Sub-Total: (1)					-325.00
Sub-Count: 2					
028523	01/17/18	AFL01	AMERICAN FAMILY LIFE INS	AFLAC Premiums	1596.50
Sub-Total: (1)					1596.50
Sub-Count: 1					
028524	01/17/18	CAL18	California State Disbursement	PAYROLL CLEARING-N TILMAN	366.92
Sub-Total: (1)					366.92
Sub-Count: 1					
028525	01/17/18	ICM02	ICMA-R.T.-457 (ee)	Payroll withholding-ICMA	1349.75
Sub-Total: (1)					1349.75
Sub-Count: 1					
028526	01/17/18	IUO01	IUOE, LOCAL 39	Union Dues Payable-LOCAL 39	346.17
Sub-Total: (1)					346.17
Sub-Count: 1					
028527	01/17/18	IUO02	PEU LOCAL #1	UNION DUES-LOCAL 1	146.25
Sub-Total: (1)					146.25
Sub-Count: 1					
028528	01/16/18	ACW01	ACWA/JPIA	WORKERS COMPENSATION 10/01-12/31/17	1664.34
028528	01/16/18	ACW01	ACWA/JPIA	WORKERS COMPENSATION 10/01-12/31/17	3913.74
028528	01/16/18	ACW01	ACWA/JPIA	WORKERS COMPENSATION 10/01-12/31/17	757.87
028528	01/16/18	ACW01	ACWA/JPIA	WORKERS COMPENSATION 10/01-12/31/17	2872.94
028528	01/16/18	ACW01	ACWA/JPIA	WORKERS COMPENSATION 10/01-12/31/17	270.12
028528	01/16/18	ACW01	ACWA/JPIA	WORKERS COMPENSATION 10/01-12/31/17	289.64
028528	01/16/18	ACW01	ACWA/JPIA	WORKERS COMPENSATION 10/01-12/31/17	607.21
Sub-Total: (1)					10375.86
Sub-Count: 7					
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028529	01/16/18	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS FEBRUARY 2018	5127.53
028529	01/16/18	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS FEBRUARY 2018	5254.51
028529	01/16/18	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS FEBRUARY 2018	8753.04
028529	01/16/18	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS FEBRUARY 2018	5631.04
028529	01/16/18	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS FEBRUARY 2018	8480.97
028529	01/16/18	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS FEBRUARY 2018	1756.97
028529	01/16/18	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS FEBRUARY 2018	4090.46
Sub-Total: (1)					43463.83
Sub-Count: 8					
028530	01/16/18	ADT01	ADT SECURITY SERVICES	SECURITY SERVICES 1/20-2/19/18	42.08
028530	01/16/18	ADT01	ADT SECURITY SERVICES	SECURITY SERVICE 1/21-2/20/18	153.84
Sub-Total: (1)					195.92
Sub-Count: 2					
028531	01/16/18	BLU01	ANTHEM BLUE CROSS	Prepaid HEALTH INSURANCE 2/1-2/28/18	1050.85
Sub-Total: (1)					1050.85
Sub-Count: 1					
028532	01/16/18	CLS01	CLS LABS	MONTHLY TREATMENT - RAW	78.40
Sub-Total: (1)					78.40
Sub-Count: 1					
028533	01/16/18	COM02	COMMUNITY DEVELOPMENT AGENCY	UTILITY ENCROACHMENT PERMIT	118.00
Sub-Total: (1)					118.00
Sub-Count: 1					
028534	01/16/18	DEL05	DELAGE LANDEN, INC	COPIER CONTRACT 1/1-1/31/18	228.20
028534	01/16/18	DEL05	DELAGE LANDEN, INC	FORMAX FOLDING MACHINE CONTRACT 1/1-1/31/18	185.65
Sub-Total: (1)					413.85
Sub-Count: 2					

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028535	01/16/18	EN201	EN2 RESOURCES, INC	PROFESSIONAL SERVICE THRU NOV 30 2017	10811.00
Sub-Total: (1)					10811.00
Sub-Count: 1					
028536	01/16/18	FEC01	FECHTER & COMPANY	6/30/17 FISCAL YR AUDIT 100% COMPLETED	1738.00
Sub-Total: (1)					1738.00
Sub-Count: 1					
028537	01/16/18	FER01	FERRELLGAS	Utilities-PROPANE	720.56
Sub-Total: (1)					720.56
Sub-Count: 1					
028538	01/16/18	MYE01	Myers and Sons	CONTRACTOR'S APPLICATION #8	952915.98
Sub-Total: (1)					952915.98
Sub-Count: 1					
028539	01/16/18	ONT01	ONTRAC	DELIVERY SERVICE	16.34
Sub-Total: (1)					16.34
Sub-Count: 1					
028540	01/16/18	PUL01	PULFER, JEFF	T-3 LICENSE	90.00
Sub-Total: (1)					90.00
Sub-Count: 1					
028541	01/16/18	RIV02	RIVER CITY RENTALS	EXCAVATOR RENTAL	2050.00
Sub-Total: (1)					2050.00
Sub-Count: 1					
028542	01/16/18	UNI06	UNITEDHEALTHCARE INSURANCE CO	PREPAID HEALTH INSURANCE D SCHWAGEL 2/1-2/28/18	149.25
Sub-Total: (1)					149.25
Sub-Count: 1					
028543	01/16/18	UNI07	UNITEDHEALTHCARE CLAIM DIVISIO	PREPAID HEALTH INSURANCE J ST DENNIS 2/1-2/28/18	153.85
Sub-Total: (1)					153.85
Sub-Count: 1					
028544	01/16/18	USB05	U.S. BANK CORPORATE PAYMENT SY	PAYPAL	32.94
028544	01/16/18	USB05	U.S. BANK CORPORATE PAYMENT SY	JAMES CARNAHAN	655.49
028544	01/16/18	USB05	U.S. BANK CORPORATE PAYMENT SY	MICROSOFT	16.00
028544	01/16/18	USB05	U.S. BANK CORPORATE PAYMENT SY	MICROSOFT	12.00
028544	01/16/18	USB05	U.S. BANK CORPORATE PAYMENT SY	MICROSOFT	73.50
028544	01/16/18	USB05	U.S. BANK CORPORATE PAYMENT SY	EXPEDIA	259.93
028544	01/16/18	USB05	U.S. BANK CORPORATE PAYMENT SY	CSOM	110.00
028544	01/16/18	USB05	U.S. BANK CORPORATE PAYMENT SY	CRAIGSLIST	20.00
028544	01/16/18	USB05	U.S. BANK CORPORATE PAYMENT SY	CRAIGSLIST	35.00
028544	01/16/18	USB05	U.S. BANK CORPORATE PAYMENT SY	PRO SOUND	164.09
028544	01/16/18	USB05	U.S. BANK CORPORATE PAYMENT SY	CPS	145.00
028544	01/16/18	USB05	U.S. BANK CORPORATE PAYMENT SY	CSD	243.56
028544	01/16/18	USB05	U.S. BANK CORPORATE PAYMENT SY	STAMPS	15.99
Sub-Total: (1)					1783.50
Sub-Count: 13					
028545	01/16/18	VAV01	VAVRINEK, TRINE, DAY & CO., LL	2017 PROFESSIONAL SERVICE AGREEMENT	12130.00
Sub-Total: (1)					12130.00
Sub-Count: 1					
028546	01/16/18	VER01	VERIZON WIRELESS	Utilities-CELL PHONE 11/16-12/15/17	53.59
028546	01/16/18	VER01	VERIZON WIRELESS	Utilities-CELL PHONE 11/16-12/15/17	107.18
028546	01/16/18	VER01	VERIZON WIRELESS	Utilities-CELL PHONE 11/16-12/15/17	27.28
028546	01/16/18	VER01	VERIZON WIRELESS	Utilities-CELL PHONE 11/16-12/15/17	107.18
028546	01/16/18	VER01	VERIZON WIRELESS	Utilities-CELL PHONE 11/16-12/15/17	134.02
028546	01/16/18	VER01	VERIZON WIRELESS	Utilities-CELL PHONE 11/16-12/15/17	80.38
Sub-Total: (1)					509.63
Sub-Count: 6					
028547	01/31/18	CAL18	California State Disbursement	PAYROLL CLEARING-N. TILMAN	366.92
Sub-Total: (1)					366.92
Sub-Count: 1					

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028548	01/31/18	ICM02	ICMA-R.T.-457 (ee)	Payroll withholding-ICMA	1349.75
Sub-Total:(1)					1349.75
Sub-Count: 1					
028549	01/31/18	IU001	IUOE, LOCAL 39	Union Dues Payable-LOCAL 39	346.17
Sub-Total:(1)					346.17
Sub-Count: 1					
028550	01/31/18	IU002	PEU LOCAL #1	UNION DUES-LOCAL 1	146.25
Sub-Total:(1)					146.25
Sub-Count: 1					
028551	01/31/18	AAR01	AARP MEDICARERX SAVER PLUS, PD AARP MEDICARE M DAVIS FEBRUARY 2018		44.20
Sub-Total:(1)					44.20
Sub-Count: 1					
028552	01/31/18	ATT02	AT&T	UTILITIES PHONE 530-885-6287	127.47
028552	01/31/18	ATT02	AT&T	UTILITIES PHONE 234-343-7252	66.91
028552	01/31/18	ATT02	AT&T	UTILITIES PHONE 234-343-7252-777	66.91
028552	01/31/18	ATT02	AT&T	UTILITIES PHONE 530-333-4356	154.73
028552	01/31/18	ATT02	AT&T	UTILITIES PHONE 530-333-4356	154.73
028552	01/31/18	ATT02	AT&T	UTILITIES PHONE 530-333-4356	103.16
028552	01/31/18	ATT02	AT&T	UTILITIES PHONE 530-333-9442	104.25
028552	01/31/18	ATT02	AT&T	UTILITIES PHONE 530-333-1119	128.26
Sub-Total:(1)					906.42
Sub-Count: 8					
028553	01/31/18	BLU07	BLUE SHIELD OF CALIFORNIA	PREPAID HEALTH INSURANCE E LE 2/1-4/30/18	837.00
028553	01/31/18	BLU07	BLUE SHIELD OF CALIFORNIA	PREPAID HEALTH INSURANCE 2/1-4/30/18	757.00
Sub-Total:(1)					1594.00
Sub-Count: 2					
028554	01/31/18	CAL16	CALTRONICS BUSINESS SYSTEMS CO	COPIER CONTRACT 12/14/17-1/13/18	388.28
Sub-Total:(1)					388.28
Sub-Count: 1					
028555	01/31/18	CLS01	CLS LABS	ROUTINE DISY. SYST. BACTERIA	44.10
Sub-Total:(1)					44.10
Sub-Count: 1					
028556	01/31/18	CWS01	CORBIN WILLITS SYS. INC.	MONTHLY CHARGE FOR FEB 2018	573.20
Sub-Total:(1)					573.20
Sub-Count: 1					
028557	01/31/18	ECO01	ECORP CONSULTING, INC.	PROFESSIONAL SERVICES FOR DEC 2017 PROJ 2016-186	2051.46
Sub-Total:(1)					2051.46
Sub-Count: 1					
028558	01/31/18	FER02	FERGUSON ENTERPRISES INC	STOCK FOR WAREHOUSE DIST.	7603.07
Sub-Total:(1)					7603.07
Sub-Count: 1					
028559	01/31/18	MAC01	MAC'S TRAX	SNOW CAT PARTS	139.14
Sub-Total:(1)					139.14
Sub-Count: 1					
028560	01/31/18	MED01	MEDICAL EYE SERVICES	VISION INSURANCE FEB 2018	18.74
028560	01/31/18	MED01	MEDICAL EYE SERVICES	VISION INSURANCE FEB 2018	46.85
028560	01/31/18	MED01	MEDICAL EYE SERVICES	VISION INSURANCE FEB 2018	18.74
028560	01/31/18	MED01	MEDICAL EYE SERVICES	VISION INSURANCE FEB 2018	46.85
028560	01/31/18	MED01	MEDICAL EYE SERVICES	VISION INSURANCE FEB 2018	28.11
028560	01/31/18	MED01	MEDICAL EYE SERVICES	VISION INSURANCE FEB 2018	191.11
028560	01/31/18	MED01	MEDICAL EYE SERVICES	VISION INSURANCE FEB 2018	9.37
Sub-Total:(1)					359.77
Sub-Count: 7					

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028561	01/31/18	PAC02	PACIFIC GAS & ELECTRIC	Utilities-ELECTRIC 9644745072-5	63.34
028561	01/31/18	PAC02	PACIFIC GAS & ELECTRIC	Utilities-ELECTRIC 1383483826-3	57.68
028561	01/31/18	PAC02	PACIFIC GAS & ELECTRIC	Utilities-ELECTRIC 8019291332-7	30.68
028561	01/31/18	PAC02	PACIFIC GAS & ELECTRIC	Utilities-ELECTRIC 9592050405-7	25.74
028561	01/31/18	PAC02	PACIFIC GAS & ELECTRIC	Utilities-ELECTRIC 7269328928-1	19.71
028561	01/31/18	PAC02	PACIFIC GAS & ELECTRIC	Utilities-ELECTRIC 9103062795-3	226.78
028561	01/31/18	PAC02	PACIFIC GAS & ELECTRIC	Utilities-ELECTRIC 0800178691-5	53.50
028561	01/31/18	PAC02	PACIFIC GAS & ELECTRIC	Utilities-ELECTRIC 2102211877-8	100.29
028561	01/31/18	PAC02	PACIFIC GAS & ELECTRIC	Utilities-ELECTRIC 7804325001-4	21.64
028561	01/31/18	PAC02	PACIFIC GAS & ELECTRIC	Utilities-ELECTRIC 2060545213-3	381.79
028561	01/31/18	PAC02	PACIFIC GAS & ELECTRIC	Utilities-ELECTRIC 2060545213-3	127.26
028561	01/31/18	PAC02	PACIFIC GAS & ELECTRIC	Utilities-ELECTRIC 6228064022-8	475.67
Sub-Total: (1)					1584.08
Sub-Count: 12					
028562	01/31/18	POW01	POWERNET GLOBAL COMM.	Utilities-LONG DISTANCE 12/18/17-1/17/18	117.76
Sub-Total: (1)					117.76
Sub-Count: 1					
028563	01/31/18	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE FEB 2018	174.90
028563	01/31/18	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE FEB 2018	233.20
028563	01/31/18	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE FEB 2018	58.30
028563	01/31/18	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE FEB 2018	291.50
028563	01/31/18	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE FEB 2018	174.90
028563	01/31/18	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE FEB 2018	1865.97
028563	01/31/18	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE FEB 2018	116.60
Sub-Total: (1)					2915.37
Sub-Count: 7					
028564	01/31/18	PRO04	PAUL FUNK	CLEANING SERVICES FOR JAN 2018	250.00
Sub-Total: (1)					250.00
Sub-Count: 1					
028565	01/31/18	ROB02	ROBINSON ENTERPRISES	T & D RAW WATER FUEL USAGE ALLOCATION	392.51
028565	01/31/18	ROB02	ROBINSON ENTERPRISES	WATER TREATMENT FUEL USAGE ALLOCATION	165.01
028565	01/31/18	ROB02	ROBINSON ENTERPRISES	T & D TREATED WTR FUEL USAGE ALLOCATION	703.73
028565	01/31/18	ROB02	ROBINSON ENTERPRISES	ZONE FUEL USAGE ALLOCATION	94.90
028565	01/31/18	ROB02	ROBINSON ENTERPRISES	UPCOUNTRY FUEL USAGE ALLOCATION	171.88
028565	01/31/18	ROB02	ROBINSON ENTERPRISES	ADMIN. FUEL USAGE ALLOCATION	.00
Sub-Total: (1)					1528.03
Sub-Count: 6					
028566	01/31/18	USD01	USDA-FOREST SERVICE	SPECIAL USES GTN19 & GTN 20 2013	8927.81
Sub-Total: (1)					8927.81
Sub-Count: 1					
028567	01/31/18	VER01	VERIZON WIRELESS	Utilitie CELL PHONE 12/176/17-1/15/18	53.68
028567	01/31/18	VER01	VERIZON WIRELESS	Utilitie CELL PHONE 12/176/17-1/15/18	107.36
028567	01/31/18	VER01	VERIZON WIRELESS	Utilitie CELL PHONE 12/176/17-1/15/18	97.21
028567	01/31/18	VER01	VERIZON WIRELESS	Utilitie CELL PHONE 12/176/17-1/15/18	107.36
028567	01/31/18	VER01	VERIZON WIRELESS	Utilitie CELL PHONE 12/176/17-1/15/18	134.09
028567	01/31/18	VER01	VERIZON WIRELESS	Utilitie CELL PHONE 12/176/17-1/15/18	150.45
Sub-Total: (1)					650.15
Sub-Count: 6					
028568	02/13/18	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS MARCH 2018	2849.05
028568	02/13/18	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS MARCH 2018	8059.11
028568	02/13/18	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS MARCH 2018	4584.43
028568	02/13/18	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS MARCH 2018	9762.75
028568	02/13/18	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS MARCH 2018	1133.13
028568	02/13/18	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS MARCH 2018	9040.58
028568	02/13/18	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS MARCH 2018	2522.88
028568	02/13/18	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS MARCH 2018	4090.46
Sub-Total: (1)					42042.39
Sub-Count: 8					
028569	02/13/18	ADT01	ADT SECURITY SERVICES	SECURITY SERVICE 2/20-3/18/18	42.08
Sub-Total: (1)					42.08
Sub-Count: 1					
028570	02/13/18	ALL01	ALLEN KRAUSE	MATERIAL AND SUPPLIES - BELT/TENSIONER	100.62
028570	02/13/18	ALL01	ALLEN KRAUSE	FILTER, SPARK ARRESTOR, LOOP CLIP	44.40
028570	02/13/18	ALL01	ALLEN KRAUSE	LUBE, OIL, FILTER CHANGE	57.70
028570	02/13/18	ALL01	ALLEN KRAUSE	MATERIAL AND SUPPLIES - WEED EATER	56.82

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028570	02/13/18	ALL01	ALLEN KRAUSE	EQUIP REPAIR	148.57
Sub-Total: (1)					408.11
Sub-Count: 5					
028571	02/13/18	AME08	AMERICAN MESSAGING	PAGECOPY USAGE 1/26/18	10.73
Sub-Total: (1)					10.73
Sub-Count: 1					
028572	02/13/18	BEA01	BUTTE EQUIPMENT RENTALS	MATERIAL AND SUPPLIES - MAIN DITCH	386.10
Sub-Total: (1)					386.10
Sub-Count: 1					
028573	02/13/18	BEN04	BENNETT ENGINEERING SERVICES	PROFESSIONAL SERVICES FOR 12/1-12/31/17	1610.00
Sub-Total: (1)					1610.00
Sub-Count: 1					
028574	02/13/18	CAR08	CSI	MONTHLY SERVICE FEE FEB 2018	59.00
Sub-Total: (1)					59.00
Sub-Count: 1					
028575	02/13/18	CCS01	CCSINTERACTIVE	MONTHLY WEBSITE HOUSING	69.00
Sub-Total: (1)					69.00
Sub-Count: 1					
028576	02/13/18	CHU02	CHURCHWELL WHITE, LLP	GENERAL COUNSEL SERVICES	4364.00
028576	02/13/18	CHU02	CHURCHWELL WHITE, LLP	MECKLENBERG V GDPUD	900.00
028576	02/13/18	CHU02	CHURCHWELL WHITE, LLP	PROP 218 - 2016	9919.64
028576	02/13/18	CHU02	CHURCHWELL WHITE, LLP	HR	1955.08
Sub-Total: (1)					17138.72
Sub-Count: 4					
028577	02/13/18	CLS01	CLS LABS	ROUTINE DIST. SYST. BACTERIA	44.10
028577	02/13/18	CLS01	CLS LABS	ROUTINE DIST. SYST. BACTERIA	44.10
028577	02/13/18	CLS01	CLS LABS	ALT ZONE/CDS INFLUENT WASTEWATER SAMPLING	149.94
028577	02/13/18	CLS01	CLS LABS	ALT ZONE SURFACE WATER MONITORING	744.80
028577	02/13/18	CLS01	CLS LABS	ALT ZONE-ANNUAL MOUND SAMPLING	376.32
028577	02/13/18	CLS01	CLS LABS	ROUTINE DIST SYST. BACTERIA	44.10
Sub-Total: (1)					1403.36
Sub-Count: 6					
028578	02/13/18	COS01	COSTCO	2018 MEMBERSHIP RENEWAL	60.00
Sub-Total: (1)					60.00
Sub-Count: 1					
028579	02/13/18	DEL01	DEL PASO PIPE & STEELE	MATERIAL FOR ALT	151.38
Sub-Total: (1)					151.38
Sub-Count: 1					
028580	02/13/18	DIV05	PLACERVILLE AUTO PARTS, INC	MATERIAL AND SUPPLIES	137.20
Sub-Total: (1)					137.20
Sub-Count: 1					
028581	02/13/18	ECO01	ECORP CONSULTING, INC.	JULY 11, 2017 PSA	267.50
Sub-Total: (1)					267.50
Sub-Count: 1					
028582	02/13/18	EDC04	EDC ENVIRONMENTAL MGMT	BUSINESS PLAN/SML BUSINESS	295.00
028582	02/13/18	EDC04	EDC ENVIRONMENTAL MGMT	BUSINESS PLANS/HAZMAT	295.00
Sub-Total: (1)					590.00
Sub-Count: 2					
028583	02/13/18	ELD11	EL DORADO COUNTY	AQMD FEES STATION 16	571.97
028583	02/13/18	ELD11	EL DORADO COUNTY	AQMD FEES WALTON TP	571.97
028583	02/13/18	ELD11	EL DORADO COUNTY	AQMD FEE-ALT TP 2018-2019	666.97
Sub-Total: (1)					1810.91
Sub-Count: 3					

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028584	02/13/18	ELD16	EL DORADO DISPOSAL	UTILITIES-GARBAGE 6425 MAIN ST 1/1-1/31/18	103.58
028584	02/13/18	ELD16	EL DORADO DISPOSAL	UTILITIES-GARBAGE 3650 SWEETWATER 1/1-1/31/18	105.17
028584	02/13/18	ELD16	EL DORADO DISPOSAL	UTILITIES-GARBAGE 8180 BALDERSTON 1/1-1/31/18	105.17
Sub-Total: (1)					313.92
Sub-Count: 3					
028585	02/13/18	FER02	FERGUSON ENTERPRISES INC	STOCK FOR WAREHOUSE	2208.49
Sub-Total: (1)					2208.49
Sub-Count: 1					
028586	02/13/18	GAR02	GARDEN VALLEY FEED & HDW.	PARTS AND GLUE PRIMER	46.12
Sub-Total: (1)					46.12
Sub-Count: 1					
028587	02/13/18	GEI02	GEI Consultants, Inc.	2017 PROFESSIONAL SERVICE AGREEMENT	5684.25
Sub-Total: (1)					5684.25
Sub-Count: 1					
028588	02/13/18	GEM01	GEMPLER'S, INC.	MAT. AND SUP.	221.82
028588	02/13/18	GEM01	GEMPLER'S, INC.	MAT. AND SUP.	262.42
028588	02/13/18	GEM01	GEMPLER'S, INC.	MAT. AND SUP.	135.92
028588	02/13/18	GEM01	GEMPLER'S, INC.	MAT. AND SUP. SALES TAX	44.96
Sub-Total: (1)					665.12
Sub-Count: 4					
028589	02/13/18	GEO01	GEORGETOWN ACE HDW	MATERIAL AND SUPPLIES-BUCKETS	34.70
028589	02/13/18	GEO01	GEORGETOWN ACE HDW	MATERIAL AND SUPPLIES - PROPANE	11.54
028589	02/13/18	GEO01	GEORGETOWN ACE HDW	1/2" ROD MATERIAL AND SUPPLIES	34.21
028589	02/13/18	GEO01	GEORGETOWN ACE HDW	MATERIAL AND SUPPLIES - SCREWS/DRIVER BIT	12.43
028589	02/13/18	GEO01	GEORGETOWN ACE HDW	MATERIAL AND SUPPLIES- SPRAY CANS	42.29
028589	02/13/18	GEO01	GEORGETOWN ACE HDW	MATERIAL AND SUPPLIES BOLTS/NUTS	154.19
028589	02/13/18	GEO01	GEORGETOWN ACE HDW	MATERIAL AND SUPPLIES DITCH	89.48
028589	02/13/18	GEO01	GEORGETOWN ACE HDW	MATERIAL AND SUPPLIES DITCH	734.48
Sub-Total: (1)					1113.32
Sub-Count: 8					
028590	02/13/18	GEO02	GEORGETOWN GAZETTE	PUBLIC NOTICE 8/17/17-1/25/18	42.28
Sub-Total: (1)					42.28
Sub-Count: 1					
028591	02/13/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	MATERIAL AND SUPPLIES	244.60
028591	02/13/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	MATERIAL AND SUPPLIES ALT GATE VALVE	57.17
Sub-Total: (1)					301.77
Sub-Count: 2					
028592	02/13/18	GEO12	GEORGE SANDERS	PROFESSIONAL SERVICES FOR JAN 2018	4480.00
028592	02/13/18	GEO12	GEORGE SANDERS	PROFESSIONAL SERVICES FOR JAN 2018	240.00
028592	02/13/18	GEO12	GEORGE SANDERS	PROFESSIONAL SERVICES FOR JAN 2018	4695.30
Sub-Total: (1)					9415.30
Sub-Count: 3					
028593	02/13/18	HAR03	HARRIS INDUSTRIAL GASES	GAS FOR WELDER	148.28
028593	02/13/18	HAR03	HARRIS INDUSTRIAL GASES	ONE YEAR LEASE 2018-2019	90.00
028593	02/13/18	HAR03	HARRIS INDUSTRIAL GASES	ONE YEAR LEASE 2018-2019	90.00
Sub-Total: (1)					328.28
Sub-Count: 3					
028594	02/13/18	HOL02	HOLDREGE & KULL	PROFESSIONAL SERVICES THROUGH 1/20/18	2000.00
Sub-Total: (1)					2000.00
Sub-Count: 1					
028595	02/13/18	HOM01	HOME DEPOT CREDIT SERVICE	OFFICE SUPPLIES	236.65
Sub-Total: (1)					236.65
Sub-Count: 1					
028596	02/13/18	MAT01	MATHIS LAND SURVEYING	SURVEY AND REPORT	3750.00
Sub-Total: (1)					3750.00
Sub-Count: 1					

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Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
028597	02/13/18	MJT01	MJT ENTERPRISES, INC.	TEMP EMPLOYEE WAGES 12/25-12/31/17 G.OMANIA	254.80
028597	02/13/18	MJT01	MJT ENTERPRISES, INC.	TEMP EMPLOYEE WAGES G.OMANIA	882.00
028597	02/13/18	MJT01	MJT ENTERPRISES, INC.	TEMPORARY WAGES 1/8-1/14/18 G. OMANIA	627.20
028597	02/13/18	MJT01	MJT ENTERPRISES, INC.	TEMPORARY WAGES 1/8-1/14/18 G. OMANIA	19.60
028597	02/13/18	MJT01	MJT ENTERPRISES, INC.	TEMPORARY WAGES 1/8-1/14/18 J.SIMPSON	296.87
028597	02/13/18	MJT01	MJT ENTERPRISES, INC.	TEMP EMPLOYEE WAGES 01/15-01/21/1 G.OMANIA	235.20
028597	02/13/18	MJT01	MJT ENTERPRISES, INC.	TEMP EMPLOYEE WAGES 01/15-01/21/1 C.ADAMSON	351.84
028597	02/13/18	MJT01	MJT ENTERPRISES, INC.	TEMP EMPLOYEE WAGES 1/22-1/28/18 C.ADAMSON	527.76
028597	02/13/18	MJT01	MJT ENTERPRISES, INC.	TEMP EMPLOYEE WAGES 1/22-1/28/18 G.OMANIA	450.80
028597	02/13/18	MJT01	MJT ENTERPRISES, INC.	TEMP EMPLOYEE WAGES 1/22-1/28/18 G.OMANIA	137.20
Sub-Total: (1)					3783.27
Sub-Count: 10					
028598	02/13/18	MOB01	MOBILE MINI, LLC-CA	STORAGE RENTAL 1/24-2/20/18	184.39
Sub-Total: (1)					184.39
Sub-Count: 1					
028599	02/13/18	MOU02	MOUNTAIN DEMOCRAT	ANNUAL SUBSCRIPTION 2018	111.54
Sub-Total: (1)					111.54
Sub-Count: 1					
028600	02/13/18	MYE01	Myers and Sons	CONTRACTOR'S APPLICATION #10	350605.10
028600	02/13/18	MYE01	Myers and Sons	CONTRACTOR'S APPLICATION #9	218722.30
Sub-Total: (1)					569327.40
Sub-Count: 2					
028601	02/13/18	NOR07	NOR-CAL EQUIPMENT RENTALS	RENTAL - CAT SKID STEER	1908.50
Sub-Total: (1)					1908.50
Sub-Count: 1					
028602	02/13/18	PAC02	PACIFIC GAS & ELECTRIC	Utilities-ELECTRIC 7727208388-0	2421.88
028602	02/13/18	PAC02	PACIFIC GAS & ELECTRIC	Utilities-ELECTRIC 0967683154-9	5762.79
Sub-Total: (1)					8184.67
Sub-Count: 2					
028603	02/13/18	PAL01	STEVE PALMER	MILEAGE REIMB	24.96
Sub-Total: (1)					24.96
Sub-Count: 1					
028604	02/13/18	PIC02	PICOVALE SERVICES, INC.	DATA/WEB SERVICE FEE JAN-DEC 2018	3360.92
028604	02/13/18	PIC02	PICOVALE SERVICES, INC.	DATA/WEB SERVICE FEE JAN-DEC 2018	4840.92
028604	02/13/18	PIC02	PICOVALE SERVICES, INC.	DATA/WEB SERVICE FEE JAN-DEC 2018	660.91
028604	02/13/18	PIC02	PICOVALE SERVICES, INC.	REPAIR - PILOT CREEK	119.00
Sub-Total: (1)					8981.75
Sub-Count: 4					
028605	02/13/18	PSO01	PSOMAS	PROFESSIONAL SERVICES FROM 11/24-12/28/17	8299.50
Sub-Total: (1)					8299.50
Sub-Count: 1					
028606	02/13/18	ROB02	ROBINSON ENTERPRISES	T & D RAW WATER FUEL USAGE ALLOCATION	657.27
028606	02/13/18	ROB02	ROBINSON ENTERPRISES	WATER TREATMENT FUEL USAGE ALLOCATION	331.40
028606	02/13/18	ROB02	ROBINSON ENTERPRISES	T & D TREATED WTR FUEL USAGE ALLOCATION	1356.67
028606	02/13/18	ROB02	ROBINSON ENTERPRISES	ZONE FUEL USAGE ALLOCATION	.00
028606	02/13/18	ROB02	ROBINSON ENTERPRISES	UPCOUNTRY FUEL USAGE ALLOCATION	365.07
028606	02/13/18	ROB02	ROBINSON ENTERPRISES	ADMIN. FUEL USAGE ALLOCATION	.00
Sub-Total: (1)					2710.41
Sub-Count: 6					
028607	02/13/18	ROC02	KENNETH D. WELSH	9" STEEL TRIM BLADES SET AND SHARPEN	247.50
028607	02/13/18	ROC02	KENNETH D. WELSH	9" STEEL TRIM BLADES SET AND SHARPEN	247.50
Sub-Total: (1)					495.00
Sub-Count: 2					
028608	02/13/18	SAN02	Santander Leasing	TRUCK LEASE PAYMENT	108.29
028608	02/13/18	SAN02	Santander Leasing	TRUCK LEASE PAYMENT	1122.59
Sub-Total: (1)					1230.88
Sub-Count: 2					

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Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
028609	02/13/18	SIE06	SIERRA CHEMICAL CO.	DEPOSIT REFUND	360.00
Sub-Total: (1)					360.00
Sub-Count: 1					
028610	02/13/18	SIE12	MICHAEL S. SALLAC	#17 INSPECTION	80.00
028610	02/13/18	SIE12	MICHAEL S. SALLAC	#17 INSPECTION	80.00
028610	02/13/18	SIE12	MICHAEL S. SALLAC	#17 INSPECTION	80.00
028610	02/13/18	SIE12	MICHAEL S. SALLAC	#25 REPAIRS	80.00
028610	02/13/18	SIE12	MICHAEL S. SALLAC	#25 REPAIRS	80.00
028610	02/13/18	SIE12	MICHAEL S. SALLAC	#25 REPAIRS	80.00
028610	02/13/18	SIE12	MICHAEL S. SALLAC	#25 REPAIRS	80.00
Sub-Total: (1)					560.00
Sub-Count: 7					
028611	02/13/18	SIR01	REBECCA SIREN	PROFESSIONAL SERVICES FROM 1/3-1/31/18	2625.00
028611	02/13/18	SIR01	REBECCA SIREN	PROFESSIONAL SERVICES FROM 1/3-1/31/18	2636.50
Sub-Total: (1)					5261.50
Sub-Count: 2					
028612	02/13/18	SWR01	SWRCB ACCOUNTING OFFICE	ANNUAL PERMIT FEE 1/1-12/31/18	484.00
028612	02/13/18	SWR01	SWRCB ACCOUNTING OFFICE	WATER SYSTEM FEES 7/1/17-6/30/18	14988.00
Sub-Total: (1)					15472.00
Sub-Count: 2					
028613	02/13/18	USA03	USA BLUE BOOK	MATERIAL AND SUPPLIES	302.39
028613	02/13/18	USA03	USA BLUE BOOK	MATERIAL AND SUPPLIES	184.39
028613	02/13/18	USA03	USA BLUE BOOK	EYE SALINE SUPPLIES	94.37
028613	02/13/18	USA03	USA BLUE BOOK	EYE SALINE SUPPLIES	94.38
028613	02/13/18	USA03	USA BLUE BOOK	EYE SALINE SUPPLIES	94.38
Sub-Total: (1)					769.91
Sub-Count: 5					
028614	02/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	RESORT AT SQUAW CREEK	197.44
028614	02/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	CSDA	725.00
028614	02/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	USPS POSTAGE STAMPS	400.00
028614	02/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	STAMPS.COM	15.99
028614	02/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	MCDONALD	9.15
028614	02/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	MCDONALD	7.76
028614	02/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	MCDONALD	9.92
028614	02/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	IHOP	19.18
028614	02/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	IHOP	21.34
028614	02/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	CHEVRON	50.41
028614	02/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	RIEBES	54.53
028614	02/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	COSTCO	26.58
028614	02/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	COSTCO	63.26
028614	02/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	COSTCO	68.62
028614	02/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	COSTCO	12.86
028614	02/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	MICROSOFT	432.00
028614	02/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	MICROSOFT	84.00
028614	02/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	MICROSOFT	12.00
028614	02/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	MICROSOFT	16.00
028614	02/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	PAYPAL	31.28
028614	02/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	DHS EQUIP	103.59
028614	02/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	CSMFO	30.00
028614	02/13/18	USB05	U.S. BANK CORPORATE PAYMENT SY	SKARPAZ TOOLING	291.77
Sub-Total: (1)					2682.68
Sub-Count: 23					
028615	02/13/18	VAU01	VAUGHN JOHNSON	PROFESSIONAL SERVICES FOR DEC2017	2250.00
Sub-Total: (1)					2250.00
Sub-Count: 1					
028616	02/13/18	WAL02	WALKER'S OFFICE SUPPLY	Office Supplies	234.47
028616	02/13/18	WAL02	WALKER'S OFFICE SUPPLY	Office Supplies	154.38
028616	02/13/18	WAL02	WALKER'S OFFICE SUPPLY	Office Supplies	2987.99
Sub-Total: (1)					3376.84
Sub-Count: 3					
028617	02/13/18	YOU01	YOUNGDAHL CONSULTING GRP.	PROFESSIONAL SERVICES THROUGH 12/31/17	280.00
Sub-Total: (1)					280.00
Sub-Count: 1					
028618	02/13/18	\P004	PETERSON, DEBORAH	MQ CUSTOMER REFUND FOR PET0056	976.54
Sub-Total: (1)					976.54

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Sub-Count:	1				
028619	02/13/18	\S003	SCHUBERT, MATTHEW	MQ CUSTOMER REFUND FOR SCH0083	180.96

Sub-Total: (1)					180.96
Sub-Count:	1				

Grn-Total:					1803836.02
Ttl-Count:	268				

**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
STATEMENT OF CASH AND INVESTMENT BALANCES JANUARY 31, 2018**

	BEGINNING BALANCE	CASH RECEIPTS	CASH DIS- BURSEMENTS	TRANSFERS IN (OUT)	ENDING BALANCE
8 SMUD Fund	324,069.00				324,069.00
9 CABY Grant	(24,946.70)		(11,390.60)		(36,337.30)
10 General Fund	926,873.44	1,135,938.22	(358,607.76)		1,704,203.90
12 Retiree	506,882.74	3,430.08	(6,171.76)		504,141.06
14 Stewart Mine	30,082.01		(339.29)		29,742.72
25 Bayne Road & Other Assessment Districts	45,208.28				45,208.28
17 Water Development	404,927.85				404,927.85
19 Stumpy Meadows Emergency Reserve Fund (SMERF)	1,051,614.53		(4,538.51)		1,047,076.02
43 Capital Reserve Cash Clearing	675,419.93		(11,037.34)		664,382.59
53 Pilot Hill North	(7,480.80)				(7,480.80)
54 Pilot Hill South	53.68				53.68
51 Kelsey North	111,392.79		(678.69)		110,714.10
52 Kelsey South	55,124.83				55,124.83
29 State Revolving Fund	54,957.05	2,296.95	(2,296.95)		54,957.05
30 Small Hydro Fund	654,693.90	2,112.76	(133.80)		656,672.86
31 Pipeline Extension Holding Fund to 26	0.00				0.00
20 ALT	410,911.47		(980,820.54)		(569,909.07)
35 Environmental Protection Agency	(90,530.11)				(90,530.11)
37 Garden Valley Water Improvement District	72,087.42				72,087.42
39 Capital Facility Charges	1,728,039.40				1,728,039.40
24 ALT - WTP Capital Reserve	656,905.16		(39.20)		656,865.96
40 Auburn Lake Trails (ALT) Zone Fund	903,276.71	44,745.54	(38,958.11)		909,064.14
41 ALT Tank Replacement Loans & Repair Activity	39,293.79				39,293.79
42 ALT CDS Reserve Connection Fund	199,684.92		(1,300.00)		198,384.92
	8,728,541.29	1,188,523.55	(1,416,312.55)	0.00	8,500,752.29

Totals by Type of Account:

Rate Information:

El Dorado Savings Bank Checking	66,700.25	0.03%
El Dorado Savings Bank Savings	1,416,926.25	0.14%
Wells Fargo State Revolving Fund Debt Accounts	46,855.22	
Wells Fargo Brokered Time Deposits		2.00%
Local Agency Investment Fund	6,970,270.57	1.08%
Grand Total	\$8,500,752.29	

**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
STATEMENT OF CASH AND INVESTMENT BALANCES JANUARY 31, 2018**

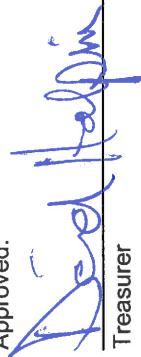
Accounting Basis Unrestricted, Designated and Restricted Funds Recap:
 Unrestricted Undesignated Funds \$1,704,203.90
Designated Funds are in Italics 3,816,870.19
 Restricted Funds are Shaded 2,979,678.20
\$8,500,752.29

	Estimated 2016-17 Budget	Calculated from 2014-15 Audited	
District Designated Funds/Reserve Policy Funds Recap:			
Water - Operations	1,704,204	510,000	Two month operations expense
Water - Cash Flow	209,000	197,222	10% Water Sales
Water - Capital:			
Stumpy Meadows Emergency Reserve Fund	1,047,076		
Capital Facility Charges	1,728,039		
Replacement Reserve (required by USDA)	656,866		
Other reserves	674,217	7,871,516	50% Accumulated Depreciation
Sub Total - Water	5,810,402	8,578,738	
Debt Service	288,320	480,991	Actual amounts
Retiree Health	504,141	421,765	Actual amount
Hydroelectric	656,673	461,219	Actual amount
Wastewater - Operations	909,064	45,978	Two month operations expense
Zone - Capital	5,000	5,000	Amount set at \$5,000
Community Disposal System - Capital	237,679	250,211	50% Accumulated Depreciation
Sub Total - Wastewater/Zone	1,146,743	301,189	
	8,406,278.77	10,243,902.00	

Actual total reserves as of June 30, 2015
Actual total reserves as of June 30, 2014
Actual total reserves as of June 30, 2013
Actual total reserves as of June 30, 2012

\$9,162,818
\$8,725,362
\$8,427,421
\$7,595,078

Approved:


 Treasurer


 General Manager

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF FEBRUARY 13, 2018
AGENDA ITEM NO. 5C**



AGENDA SECTION: INFORMATIONAL ITEMS

SUBJECT: GENERAL MANAGER'S REPORT

PREPARED BY: Steven Palmer, PE, General Manager

A handwritten signature in blue ink, appearing to be "SP", is located to the right of the "PREPARED BY" line.

RECRUITMENTS

I am pleased to announce that Adam Brown started as the District's new Water Resources Manager on Monday, February 5, 2018. This is a key position that is critical to the District's ability to maintain regulatory compliance and assist with long range water resource planning. Adam holds a Bachelor of Science in Earth Systems Science and Policy with a concentration in watershed management and brings 11 years' experience in the environmental services industry. His experience working with regulators along with his analytical and writing skills will be very valuable to the District.

Approximately 29 applications were received for the Administrative Aide II position (Accounts Payable) that was vacated when Christina Cross accepted the Management Analyst position. An internal candidate, Hannah Schnetz, has accepted the position, and we will begin searching for someone to backfill the newly vacated position.

RATES

The newly adopted rates will be effective with next billing cycle. Customers that are enrolled in the District autopay are able to automatically pay the full amount due, even if the amount is different each time. If customers are enrolled in the autopay through another provider, such as their bank, they may need to verify/check with their provider.

MISC

The District received an Educational Award of \$625 from California Special District Association (CSDA) to attend the CSDA General Manager Leadership Summit in Olympic Valley on June 24-26. Scholarship opportunities are also available to Board members if they want to attend the CSDA Special District Leadership Academy in Napa on July 8-11, 2018.

UPCOMING BOARD ITEMS

February

- ✓ Approve ACWA Conference Attendance
- ✓ Purchasing Policy
- ✓ Approve Cost Sharing Applications with El Dorado County Water Agency
 - ✓ GIS Update
 - ✓ Asset Management Program
- ✓ Approve plans and specifications and authorize bid for canal lining project

March

Mid-Year Budget Adjustment
Low Income Rate Assistance Program
PG&E Hotchkiss Hill Antenna Lease
Board of Director Goal Setting
Fiscal Year 2018-2019 El Dorado County Water Agency Cost Sharing Request
Prior Year Water Supply and Demand Report

April

Construction Management/Inspection Agreement for 2018-2019 Tank Recoating
Construction Contract for 2018-2019 Tank Recoating
Consideration of Irrigation Applications
Declaration of Projected Water Year
Fishing Derby Resolution
Budget Workshop
Professional Services Agreement(s) for Dam Inundation Maps and Emergency Action Plans
Award Water Conservation, Supply Reliability, and Environmental Protection Project (aka CABY)

Future

Board policy updates
Update Financial Reserve Policy
Wastewater Fee Review
Capital Facility Charge Update
District Fee Update
Five-Year Capital Improvement Plan Update
Personnel Manual
Fiscal Year 2018-2019 Budget

HOLIDAY SCHEDULE

District offices will be closed on February 19, 2018 in observance of President's Day.

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Operations Manager's Report for February 2018

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

February 13, 2018, AGENDA ITEM #5D

Water Production for the Month of

January

Auburn Lake Trails Water Treatment Plant

12.532 million gallons
404,258 gallons/day average

Walton Lake Water Treatment Plant

15.294 million gallons
493,354 gallons/day average

Water Quality Monitoring

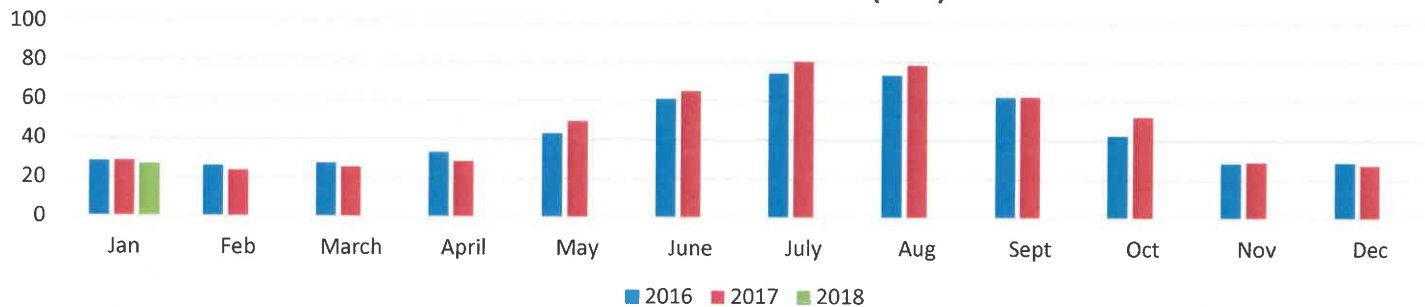
Monitoring has been completed and reports have been submitted to the State Water Resources Control Board.

- ✓ The treatment plants are in compliance with all drinking water standards, with the exception of the ALTWTP which is currently under a SWRCB Compliance Order. To comply with this Order, a new plant is under construction.
- ✓ Distribution system monitoring results showed all samples absent/ negative of any bacteriological contamination and adequate levels of disinfection through the system.

Stumpy Meadows Volume (Acre-FT)



Chart Water Production (MG)



Waste Water: Auburn Lake Trails

The Leachfield Capacity Report and Water Balance Report was submitted to the State on November 25th. Smoke testing of sewer lines was completed September 21.

Average daily flows in the community disposal system were 40,458 gallons per day. This value does not exceed the limit of 71,800 gallons per day as identified in the Waste Discharge Requirements. A new magnetic flowmeter has been installed to improve accuracy.

The District has, to date, completed all required laboratory monitoring of groundwater, surface water and wastewater effluent.

The District is currently up to date in the monitoring of waste water systems in the zone.

Summary of Field Work Activities

Distribution Crew

- ✓ Repaired leaks: 7
- ✓ Repair/replace meters: 1
- ✓ Installed new service: 6 treated
- ✓ Adjusted altitude and pressure reducing valves

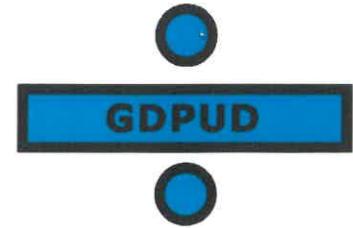
Maintenance Crew

The maintenance crew continued to use the excavator and brush cutters to clean over 3500 feet of canal. Installed railing and safety walkways in two locations.

Georgetown Divide Public Utility District

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

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF FEBRUARY 13, 2018
Agenda Item No. 5E**



AGENDA SECTION: INFORMATIONAL ITEMS

SUBJECT: ALT WATER TREATMENT PLANT PROJECT UPDATE

PREPARED BY: George Sanders, Engineering Consultant

APPROVED BY: Steven Palmer, PE, General Manager

This is a summary of the various work activities at the ALT Treatment Plant for the month of January. Attachment 1 is the 9th in a series of update flyers that will be posted on the District's website and Facebook.

In addition to the construction work performed by Myers & Sons, the District is also under contract with NEXGEN for construction management, PSOMAS for Engineering Support during construction, Youngdahl Consulting Group for material testing, and Foothill Associates for CEQA compliance.

Myers & Sons Construction

Construction activities at the site, during the month of January, continue to concentrate work activities in three areas. These are identified as the Filter Building, Raw Water Pump Station Building, and Sludge Drying Beds.

- Filter Building – This is the largest building at the site, approximately 5,500 SF. It is a metal building on a concrete slab with exterior footings. The Chlorine Contact Basin is below grade and under the center portion of this building. Work activities during this reporting period continue to concentrate on the fabrication of the metal building. The roof, exterior siding and many of the doors are now in place, along with portions of the framing for the interior walls.
- Raw Water Pump Station Building – This is a metal building on a concrete slab with exterior footings, consisting of approximately 1350 SF. The building fabrication is complete and the Contractor is preparing to install the piping and raw water pumps.

- Sludge Drying Beds – These are concrete bays, 4 in number, covering a total area of approximately 4,000 SF. Work activities during this reporting period have concentrated on pouring the concrete aprons together with miscellaneous piping.

PSOMAS

This firm is under contract with the District to provide Engineering Support during construction. Primary functions consist of the review of contractor submittals, requests for information (RFI) and to provide added clarity on various construction related matters.

Youngdahl Consulting Group

This firm is under contract to provide the material testing of soils and concrete. This firm has not perform any material testing during this reporting period.

Foothill Associates

This firm is under contract with the District to assist with CEQA compliance together with implementation of the Storm Water Pollution Prevention Plan (SWPPP). This firm has not performed any work activities during this reporting period.

SWPPP – Myers & Sons Under the construction contract, Myers & Sons is responsible for the installation and maintenance of the storm water improvements together with the inspection and reporting of individual storm events. During the month of January the site experienced two qualifying rain events. The first multi-day event produced 5.1 inches of rain and the second multi-day event produced 3.4 inches of rain.

NEXGEN

This firm is under contract with the District to provide Construction Management Services. NEXGEN is currently providing construction inspection at the site on a daily basis.

Budget

Project expenses since start of construction as compared to budget are summarized in the table below. At this point, projected expenditures are within the approved project budget.

Phase	Expended to Date	Budget
Construction	\$ 5,717,351	\$ 11,249,000
Construction Engineering, Construction Management, and Environmental	\$ 451,890	\$ 1,076,226
Total	\$ 6,169,241	\$ 12,325,226

Contract Change Orders

One Contract Change Order was processed during this reporting period. Contract Change Order Number 1 resulted in a net increase in the contract amount by \$39,772. This Change Order was identified at the regular Board meeting in September. Contract Change Order Number 2 resulted in a net decrease in the contract amount by <\$970.41>. This Change Order was identified at the regular Board meeting in October. Contract Change Order Number 3, a no cost change order, increased the contract time by 17 days due to weather related days during the months of March, April, May and June of this year. This Change Order was identified at the regular Board meeting in November. Contract Change Order Number 4 resulted in a net increase in the contract amount by \$12,184.00. This Change Order relates to the placement of additional backfill material in the sludge drying beds.

EPA Grant and State SRF Payment Requests

There is no change in the reporting under this activity from that of the Board meeting in October. All monies have been received under the EPA Grant. Staff is currently working on the final reporting as required to close out the Grant.

The District has received seven reimbursement payments from the State Revolving Fund Loan Agreement for a total amount of \$ 4,300,878. The first payment was received during the month of June in the amount of \$ 1,157,141. The second payment was received in August in the amount of \$ 439,850. The third payment was received in September in the amount of \$ 68,457. The fourth payment was received in October in the amount of \$ 540, 675. The fifth payment was received in November in the amount of \$ 497,125. The sixth payment was received in December in the amount of \$ 550,310. The seventh payment was received in January in the amount of \$ 1,047,320. At the time of this report, the District has two outstanding reimbursement requests. Reimbursement Request #8 is for the amount of \$ 218,722 and Request #9 is for the amount of \$ 350,605.

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



GDPUD

Georgetown Divide Public Utility District

Update No. 9 ♦ Jan. 31, 2017

AUBURN LAKE TRAILS WATER TREATMENT PLANT

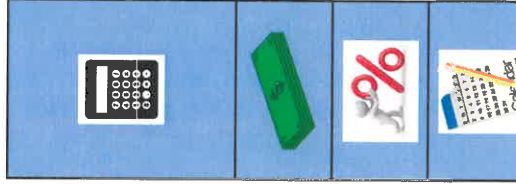
PROJECT UPDATE

UPCOMING ACTIVITIES:

- Filter Bldg.- Bldg. Const.
- Raw Water Pump Station – Install Pumps and Pipes
- Sludge Drying Beds – Filter Media and Install Pipes
- Filters – Internal Components

COMPLETED ACTIVITIES:

- Mobilization
- Raw Water Siphon
- Temporary Finish Water Bypass Line
- Concrete Pours- Filter Bldg. Chlorine Contact Basin, Filter Pedestals & Floor Slabs
- Raw Water Pump Station Footing, Slab & Building
- Concrete Pour – Sludge Drying Beds- Slab & Walls



CONTRACT UPDATE:

Original Contract Amount: \$ 10,249,000
 Contract Change Order #1: \$ 39,772
 Contract Change Order #2: (\$ 970)
 Contract Change Order #3: No Cost
 Contract Change Order #4: \$ 12,184
New Contract Amount \$10,299,986

Expended thru January 2018

\$5,717,351

Percent Complete

56%

Anticipated Completion Date

December 2018

PROJECT CONSTRUCTION SCHEDULE

2017												2018									
J	F	M	A	M	J	J	A	S	O	N	D	J	J	J	A	S	O	N	D		
		Issue Notice to Proceed		Complete Raw Water Siphon	First Concrete Pour - Filter Building	Complete Earthwork	Complete Chlorine Contact Basin	Erect Raw Water Pump Station Bldg.	Complete Concrete Filter Building	Filters Placed in Building	Erect Filter Building	Erect Filter Building	100% Complete Sludge Drying Beds	100% Filter Building Structure	100% Complete Raw Water Pump Station	Complete Filter Installation	100% Backwash Recovery Basin	100% Complete Site Work	100% Complete Filter Building	Operator Training	PROJECT 100% COMPLETE

**GEORGETOWN DIVIDE
PUBLIC UTILITY DISTRICT**

6425 Main Street
P.O. Box 4240

Georgetown, CA 95634
www.gd-pud.org (530) 333-4356

Steven Palmer, PE,
General Manager

For additional information, contact:
George Sanders, Project Manager,
at gsanders@gd-pud.org or
Call (530) 333-4356

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF FEBRUARY 13, 2018
AGENDA ITEM NO. 6A**



AGENDA SECTION: CONSENT CALENDAR

SUBJECT: AUTHORIZE GENERAL MANAGER TO EXECUTE COST SHARING AGREEMENTS WITH EL DORADO COUNTY WATER AGENCY FOR AN UPDATE TO THE GEOGRAPHIC INFORMATION SYSTEM AND DEVELOPMENT OF AN ASSET MANAGEMENT SYSTEM, IN THE AMOUNT OF \$18,500

PREPARED BY: Steven Palmer, PE, General Manager

APPROVED BY: Steven Palmer, PE, General Manager

A blue ink signature of Steven Palmer, General Manager.

BACKGROUND

The El Dorado County Water Agency ("Agency") has a program in place where funding is made available to local water purveyors for projects that help to improve water supply reliability and water quality. This is a cost share grant program where the Agency and District share a 50% match of the cost. The consulting firm of EN2 Resources Inc. (EN2) assisted the District, under a separate contract with the Agency, in the development and submittal of applications for the Agency cost share grant program.

District staff, in coordination with EN2, submitted cost share grant applications to the Agency for Fiscal Year 2017/2018 for two activities:

1. **Geographic Information System Update.** The application requested a 50% match of the estimated \$12,000 in consultant costs. The scope of work for this activity is utilize consultant services to update the District's GIS information system using new field and collection procedures, transfer the District's GIS data from the existing standalone system to a cloud based system using ESRI ArcGIS Online, thereby enabling ready access by all District staff. The project would put all current electronic and paper information to a platform which would include customer meter locations and data. As part of the project, the consultant would also develop an interactive web based map of planned projects for use by District customers. In addition to 50% of the consultant costs, the District is responsible for the \$3,000 per year software license fee paid directly to ESRI; since software costs are not eligible for cost sharing. The total cost of this task is \$15,000, and up to \$6,000 will be reimbursed by the Agency.
2. **Asset Management System.** The application requested a 50% match of the estimated \$25,000 in consultant costs. The scope of work for this activity is to utilize consultant

services to link the data from the new GIS system update to an asset management system. This would give the District the ability to track and attach values for each pipeline and facility for age, repairs, leaks, condition, and importance. The final product will be an electronic software database that can be updated each year with the work completed and funding availability in order to prioritize work the following year so that program maintenance activities and replacements can be completed in an efficient and effective manner.

The Agency Board took action on January 10, 2018 to approve these cost agreements. In order to receive reimbursement from the Agency, the District Board must now approve the agreements before moving forward with these activities.

DISCUSSION

The District's current GIS system utilizes standalone software by ESRI. It includes valuable data that is often used by the Operations Manager to research system information and prepare reports to the regulatory agencies. Currently, the usefulness of that data is limited because it resides on a standalone computer that is in the Operations Manager's office. The current GIS data could be better utilized if it was easily accessible to office and field staff for them to research system information and track repairs. At this time, the most cost-effective way to make this GIS data available to more District employees is by transitioning to a cloud based system by ESRI. Additionally, the existing GIS data needs to be updated with recent field work as well as meter locations and meter data.

Asset management is a process that utilities use to make sure that capital assets (pumps, motors, pipes, etc.) are repaired, replaced, or upgraded on time; and ensures there is enough money to fund these activities when they are needed. The goal of asset management is to ensure long term sustainability of the District water system and to deliver consistent, cost-effective service that avoids expensive failures and unnecessary service interruptions. The District does not currently have an asset management system. Repairs are tracked on paper field logs

This work is the first step towards implementing an asset management system that will allow the Operations Manager to make better operational decisions, and allow the General Manager to make better decisions about planning for replacements and the necessary funding.

The term of the cost share agreement is through June 30, 2018, and any costs incurred after that time may not be eligible for cost sharing without an amendment to the agreement.

FISCAL IMPACT

The total cost for implementing these two tasks is currently estimated as \$40,000. The Agency will reimburse the District for a maximum of \$18,500 for this work, leaving the District responsible for \$21,500. The Fiscal Year 2017-2018 allows for expenditures up to \$26,000 for this work, therefore there is no net increase to this year's budget. A budget amendment is needed to reflect a revenue increase of \$18,500 and an expenditure increase of \$14,000 from \$26,000 to \$40,000. A budget amendment form is included in Attachment 2.

CEQA ASSESSMENT

This action is not a project as defined by the California Environmental Quality Act (CEQA).

RECOMMENDED ACTION

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District adopt Resolution 2018-09, **Attachment 3**, authorizing the General Manager to execute the Cost Share Agreements and approving a budget amendment to recognize the increased revenue and expenditure.

ALTERNATIVES

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

ATTACHMENTS

1. Cost Share Agreements
2. Budget Amendment
3. Resolution

COST SHARE GRANT AGREEMENT
BETWEEN THE EL DORADO COUNTY WATER AGENCY AND
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

This Agreement to share costs is made and entered into by the El Dorado County Water Agency (“Agency”), a California public agency formed pursuant to the El Dorado County Water Agency Act, California Water Code Appendices Chapter 96 (“Act”) and the Georgetown Divide Public Utility District (“Organization”), a California public utility district organized and existing under the Public Utility District Act of 1946, (“Agreement”), with reference to the following facts and representations:

- A. Agency is charged with and its mission is ensuring that all El Dorado County residents have a clean, abundant supply of water, and to partially perform that obligation, Agency cooperates with local public entities to plan, design, protect and develop water supplies and facilities within or that materially affect water supplies in or for El Dorado County.
- B. Agency’s Board of Directors (“Board”) has adopted policies regulating its assistance to El Dorado County water purveyors and other public entities whose activities or programs contribute to realizing the Agency’s mission, as well as to areas of El Dorado County not represented by water purveyors, subject, however, to availability of fiscal year funding, but conditional on project compliance with Agency’s legislative mandate contained in the Act and Agency’s adopted Policies implementing the Act.
- C. Agency and Organization mutually desire to enter into an agreement on a cost sharing basis, with a not-to-exceed maximum amount for those Organization projects previously approved by Agency’s Board of Directors on May 17, 2017 (Agenda Item #4), with the adoption of the Agency’s final budget on June 14, 2017 (Agenda Item #13), and approved by Agency’s Board of Directors on January 10, 2018 (Agenda Item #7).

Now, Therefore, in consideration of the foregoing recitals and the mutual covenants and conditions in this Agreement, Agency and Organization agree as follows:

- 1. **Projects.** Organization agrees and represents that it shall contract with consultants and use such of its staff as are necessary to complete the projects as described in Attachment 1. Projects may only be substituted with prior written agreement from the Agency in accordance with Agency Policies.
- 2. **Term.** The term of this Agreement shall begin as of its Effective Date, but not prior to July 1, 2017, and extend until the earlier of Agency having paid the Organization the Not-to-Exceed Amount, or June 30, 2018.
- 3. **Organization’s Contributions.** Agency’s Board of Directors has approved, prior to Agency’s entering into this Agreement with Organization to share costs for the approved

projects, the percentage contribution each is to make as described on Attachment 1, and the composition of Organization's total cost share to consist of the following: i) consultant's contracts with Organization for the project; ii) Organization's employees work cost credits (in lieu allowances against Organization's total cost share amounts) referred to here as "Offsets" that are devoted solely to the project as documented in conformance with this Agreement; and iii) Agency allowable reimbursable expenses.

Organization is responsible for its percentage of the project costs, all as described on Attachment 1, in accordance with this paragraph 3, provided, however, Organization's allowable cost share amount shall not include Organization's administrative and operating costs and expenses: i) deemed solely by the Agency as Organization's statutory or other costs-of-doing business; and ii) irrespective of how the Organization categorizes or treats them for tax, accounting, or any other purpose or reason. Organization's Offsets may be used towards its percentage contribution, but Offsets are not eligible for reimbursement. If Offsets exceed the Organization's percentage contribution, the Offsets will be reduced in accordance with total project costs and the required percentage contribution.

4. Not-to-Exceed Amount. The total amount to be paid by Agency for its cost share under this Agreement may be less but shall not be more than the not-to-exceed amount of \$75,500. Subject to the not-to-exceed amount, the actual amount to be paid by Agency under this Agreement may be reduced if Organization's Contributions allowed under paragraph 3, above, all as described on Attachment 1, are less than projected.

5. Restrictions. Agency is entering into this Agreement with Organization to reimburse the eligible project costs as described in Paragraph 1 above on the basis that the Organization's request of the Agency complies with the restrictions of the Act, fits within the eligibility guidelines established in Agency Expenditure Priority Policy No. B-1003 ("Policy"), and is subject to and is governed by the Cost Sharing Principles of such Policy, as approved by Board action on November 14, 2012. The Organization agrees to use the Agency's cost share participation reimbursement payments solely to pay for services described in Attachment 1.

6. Reimbursements. The Agency shall pay the full amount of eligible costs of each billing statement, up to the not-to-exceed amount provided in Attachment 1, unless the Organization's Contributions percentage are less than projected, in which case, Agency shall reimburse up to the Agency's total agreed percentage share.

Eligible Expenses. Expenses eligible include: (1) consultant billings for services received during the Term of this Agreement; and (2) Offsets incurred during the Term of this Agreement that do not exceed the Organization's percentage contribution. Organization's Offset allowances are expressed as a percentage of over-all project costs; as a result, if Offsets are more than the Organization's percentage contribution, Agency shall provide reimbursements consistent with the approved Agency percentage. The Organization is solely liable for all fees, costs and expenses in excess of Agency's cost share contribution provided in this Agreement which it agrees to fund as necessary to fulfill the Paragraph 1 commitment.

Availability of Funds. Approved funds shall be made available by the Agency to the Organization on a reimbursement of actual costs expended for approved and Policy compliant projects during the budgeted fiscal year basis, as evidenced by a completed reimbursement cover sheet, complete copies of each fully executed contract the Organization has entered into for the performance of the Work, together with the Organization's paid invoices, and any other documentation the Agency may require to verify eligibility. For projects with Offsets, Organizations shall also provide copies of each participating person's job description, time spent and confirming payroll reports.

Invoices shall be submitted to the Agency by March 1 of the Agency's fiscal year and no later than July 15 after the end of the Agency's fiscal year to be eligible for reimbursement by the Agency. Agency shall make payments not more often than twice each fiscal year, within 30 days of invoice deadlines.

7. Organization Sole Responsibility. The parties expressly agree that Agency is not entering into any partnership, joint venture or other entity or relationship, and has no ownership interest with Organization or any of Organization's consultants or contractors with respect to any project undertaken by Organization, and Agency expressly does not have control over, responsibility for, or interest in the method, means, outcome or product of such services or project, by virtue of this Agreement or any contract or conduct engaged in by either of the parties pursuant to this Agreement or any of such consultants or contractors, in further consideration of which Organization has entered into the Indemnity provided below.

8. Indemnity. Organization shall indemnify and defend (with legal counsel reasonably acceptable to Agency), and hold Agency and its officers, directors, agents, officials, representatives, employees, consultants performing essential Agency services and authorized volunteers, and each and all of them (collectively "Agency Parties") harmless from and against any and all claims, suits, losses, damages and liability for damages of every name, kind and description including consequential losses (including, without limitation, court costs, attorneys' fees, litigation expenses and fees of expert consultants and/or expert witnesses and costs of investigation, and all appellate representation of Agency Parties) (collectively "Losses") for all such Losses for which Organization does not have any insurance (including where Agency has waived or not required any insurance), except for such loss or damage which was caused by the active negligence, sole negligence, or willful misconduct of the Agency.

9. Effective Date and Delivery. After approval of this cost share agreement by Agency's Board of Directors and its signature by Organization, Agency's General Manager shall sign it for the Agency on the date shown below. Agency and Organization agree that this Agreement is in operation and therefore delivered as of its Effective Date, and each of them is bound by it accordingly, irrespective of the method used to communicate delivery.

10. Subject to the terms and application of the Agency's Act and Policies, this Agreement constitutes the entire agreement between the Agency and Organization relative to their cost share obligations to each other.

In Witness Whereof, Agency and Organization have executed this Agreement on the dates set by their signatures.

-- EL DORADO COUNTY WATER AGENCY --

Dated: _____ **By** _____
Kenneth V. Payne, P.E.
General Manager
"Agency"

-- ORGANIZATION --

Georgetown Divide Public Utility District

Dated: _____ **By** _____
Steven Palmer, P.E.
General Manager
"Organization"

Attachment 1

**EL DORADO COUNTY WATER AGENCY (“Agency”) and
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT (“Organization”)
Summary of Approved Cost Share Projects and Maximum Agency Fundingⁱ
Fiscal Year 2017/18**

Project Number	Project Description ⁱⁱ	Total Project Cost ⁱⁱⁱ	Cost Share Percentage ^{iv}	Organization Matching Funds and In-kind Contribution (Offsets) ^v	Agency Maximum Reimbursement ^{vi}
1A	GIS System Update (Data Reliability and Management Efficiency (Attachment 1A))	\$12,000	Agency: 50% Organization: 50%	\$6,000	\$6,000
1B	Asset Management System (Data Reliability and Management Efficiency)	\$25,000	Agency: 50% Organization: 50%	\$12,500	\$12,500
	Total Approved Funding^{vii}	\$37,000		\$18,500	\$18,500

ⁱ Projects were reviewed for compliance with Expenditure Priority Policy No. B-1003 (approved November 14, 2012) and reimbursement percentages set for each project. The approved projects were approved by the Agency Board of Directors on January 10, 2018 (Agenda Item #7).

ⁱⁱ Projects were reviewed and certified based on the attached documentation provided by Organization (Attachment 1A through 1B).

ⁱⁱⁱ Total project costs may include a combination of eligible staff in-kind costs and consultants (matching funds).

^{iv} Agency's reimbursement cannot exceed the total project cost times the cost share percentage.

^v Organization's total contribution may be a combination of staff in-kind allowed costs and allowed consultants (matching funds); however in-kind staff costs cannot be directly reimbursed and if these costs exceed the Organization's Cost Share Percentage of Total Project Costs, the reimbursement will be reduced.

^{vi} Organization is solely liable for all fees, costs and expenses in excess of Agency's maximum reimbursement.

^{vii} Agency's "Total Approved Funding" was approved as part of the Fiscal Year 2017/18 Recommended Budget adopted by the Agency Board of Directors on June 14, 2017 (Agenda Item #13).

Attachment 1A



El Dorado County Water Agency Cost Share Grant Application Checklist

1.1 **Applicant Name** Georgetown Divide Public Utility District
 1.2 **Project Title** GIS System Update
 1.3 **Contact Person Name, Title** Steven Palmer, General Manager
 Phone (530) 333-4356
 E-mail spalmer@gd-pud.org

1.4 Person Authorized to Sign Cost Share Grant Agreement

Name, Title Steven Palmer, General Manager
 Does the agreement require Board approval? YES NO
 Mailing Address P.O. Box 4240 Georgetown, CA 95634

1.5 **Cost Share Grant Funds Requested (dollar amount)** \$6,000
 1.6 **Applicant Funds Pledged (dollar amount)** \$6,000
 1.7 **Applicant In-Kind Funds (dollar amount)¹** _____
 1.8 **Total Project Cost** \$12,000

1.9 **Project term (month/year to month/year)²** January/2018 TO June/2018

1.10 **Is Applicant submitting multiple cost share grant funding requests?** YES NO
 If yes, rank the funding preference for this project. 1 of 2

I, Steven Palmer, have read and understand the cost share grant requirements and restrictions of fund use, and am authorized to submit this cost share grant request. Furthermore, I understand that funding for multiple year projects is not guaranteed.

General Manager

Authorized Applicant Signature _____ Title _____ Date _____

¹ In-kind funds cannot exceed Applicant's share of its required total matching funds (generally 50% of the total project cost.)

² If project spans multiple fiscal year, Applicant is required to submit extension request during next annual cost share grant application. Funding for multiple year projects is based on availability.]



El Dorado County Water Agency Cost Share Grant Application Description of Project

2.1 Project Title GIS Update

2.2 Project Description

Provide a description of the proposed project, including the location of the project. Limit description to box viewing size below.

Utilize consultant services to update the District's GIS information system using new field and data collection procedures. The District's GIS data would then be transferred from the standalone system to a cloud based system, thereby enabling ready access by all District staff. The project would put all current electronic and paper information to a platform which would include customer meter locations and data. As part of the project, the consultant would also develop an interactive web based map of planned projects for use by District customers and the public.

Complete the attached Table. See sample table for additional information:

- a. Keep descriptions brief
- b. Indicate whether a consultant will be hired to complete the task and the type of consultant
- c. Provide the type of applicant's technical staff that will be providing in-kind contributions
- d. Provide an estimated breakdown of funding sources for each component.

2.4 Justification for Agency-Applicant funding split

Limit description to box viewing size below.

According to the "Expenditure Priority Policy", second priority projects include " Agency administrative operations, including costs of staff, salaries and benefits, facilities, consultants, studies, investigations, reports, membership or participation in regional or statewide alliances and organizations and appropriate fiscal reserves all related to the exercise of the powers specified by the Act and in performance of the priorities described in this Policy.

2.5 Project Schedule

- a. Estimated Start Date: January/2018
- b. Estimated Completion Date June/2018



El Dorado County Water Agency Cost Share Grant Application Project Goals and Objectives

3.1 **Project Title** GIS Update

3.2 **Goals and Objectives**

Provide a narrative of the goals and objectives. Limit response to box viewing size.

This project would update the District's GIS information system to the Esri ArcGIS Online cloud platform which will allow for an updated field data collection and office data storage procedures. The District's existing GIS database would be transferred from the existing standalone (single computer-based) system that is slow and outdated to a cloud based system, which would improve and expand staff access to the data remotely and throughout the District's departments. A consultant will assist with the procurement and the initial setup process. As part of the project, the consultant would also develop an interactive web based map of planned projects for use of customers and by the public.

3.3 **Benefits**

Provide a narrative of the project's benefits. Limit response to box viewing size.

The benefits of implementing this project would include a more streamlined, broadly accessible (to all District staff), and organized approach to facility and field data storage, which would in turn increase the efficiency of District operations such as facility management, responsiveness to water customers, and prioritizing District O&M and capital improvement projects.

3.4 **Project Justification**

Provide a project need explanation, including the urgency for the project, and the negative consequences or impacts to the applicant's service area or jurisdiction are if not implemented. Limit response to box viewing size.

The need for this project is to replace the District's limited capability, outdated, inefficient, and single computer-based GIS database system that is inefficient and at risk of failure due to its age. The existing system is time-intensive for staff, cumbersome, and subject to errors and omissions due to the multiple steps required for data collection, GIS computer data entry, and the existing paper archive system. In addition, the age of the system represents a risk of extensive operations and maintenance data loss if the aging system were to crash.

**El Dorado County Water Agency
Cost Share Grant Program Project Breakdown and Funding Requirements Table**

Project Title _____ GIS Update _____

	Project Phase	Description	Responsible Party (type of consultant or staff)	Amount Requested from Agency	Applicant Matching Funds	Applicant In-kind Contributions	Total Cost
1	Data Reliability and Management Efficiency	Update the District's GIS information using new field and paper data collection. The District's GIS data would then be transferred from the standalone system to a cloud based system for data reliability.	GIS/IT Consultant	6,000	6,000		12,000
2							-
3							-
4							-
5							-
6							-
7							-

Project Title _____ GIS Update _____

	Project Phase	Description	Responsible Party (type of consultant or staff)	Amount Requested from Agency	Applicant Matching Funds	Applicant In-kind Contributions	Total Cost
8				-	-	-	-
9				-	-	-	-
10				-	-	-	-
Totals				6,000	6,000	-	12,000

Percentage of Total Project
 50.00% 50.00% 0.00%

<i>For Office Use Only</i>		
	Costs	%
Applicant Funds	6,000	50.00%
In-kind Contributions	-	0.00%
Total Matching Funds	6,000	50.00%
Agency Funds	6,000	50.00%
Total Costs	12,000	

Attachment 1B



El Dorado County Water Agency Cost Share Grant Application Checklist

1.1 Applicant Name Georgetown Divide Public Utility District

1.2 Project Title Asset Management System

1.3 Contact Person
Name, Title Steven Palmer, General Manager
Phone (530) 333-4356
E-mail spalmer@gd-pud.org

1.4 Person Authorized to Sign Cost Share Grant Agreement
Name, Title Steven Palmer, General Manager
Does the agreement require Board approval? YES NO
Mailing Address P.O Box 4240 Georgetown, CA 95634

1.5 Cost Share Grant Funds Requested (dollar amount) \$12,500

1.6 Applicant Funds Pledged (dollar amount) \$12,500

1.7 Applicant In-Kind Funds (dollar amount)¹ _____

1.8 Total Project Cost \$25,000

1.9 Project term (month/year to month/year)² January/2018 TO June/2018

1.10 Is Applicant submitting multiple cost share grant funding requests? YES NO
If yes, rank the funding preference for this project. 2 of 2

I, Steven Palmer, have read and understand the cost share grant requirements and restrictions of fund use, and am authorized to submit this cost share grant request. Furthermore, I understand that funding for multiple year projects is not guaranteed.

Authorized Applicant Signature General Manager _____
Title Date

¹ In-kind funds cannot exceed Applicant's share of its required total matching funds (generally 50% of the total project cost.)

² If project spans multiple fiscal year, Applicant is required to submit extension request during next annual cost share grant application. Funding for multiple year projects is based on availability.]



El Dorado County Water Agency Cost Share Grant Application Description of Project

2.1 Project Title Asset Management System

2.2 Project Description

Provide a description of the proposed project, including the location of the project. Limit description to box viewing size below.

The District will hire a consultant to take the data from the new GIS system update and link it to an asset management system. This would give the District the ability to track and attach values for each pipeline and facility for age, repairs, leaks, condition, and importance. The final product will be an electronic software database that can updated each year with the work completed and track funding availability in order to prioritize work the following year so that program maintenance activities and replacements can be completed.

2.3 Breakdown of Required Work and Funding

Complete the attached Table. See sample table for additional information:

- a. Keep descriptions brief
- b. Indicate whether a consultant will be hired to complete the task and the type of consultant
- c. Provide the type of applicant's technical staff that will be providing in-kind contributions
- d. Provide an estimated breakdown of funding sources for each component.

2.4 Justification for Agency-Applicant funding split

Limit description to box viewing size below.

According to the "Expenditure Priority Policy", second priority projects include" Agency administrative operations, including costs of staff, salaries and benefits, facilities, consultants, studies, investigations, reports, membership or participation in regional or statewide alliances and organizations and appropriate fiscal reserves all related to the exercise of the powers specified by the Act and in performance of the priorities described in this Policy.

2.5 Project Schedule

- a. Estimated Start Date: January/2018
- b. Estimated Completion Date June/2018



El Dorado County Water Agency Cost Share Grant Application Project Goals and Objectives

Asset Management System

3.1 **Project Title** _____

3.2 **Goals and Objectives**

Provide a narrative of the goals and objectives. Limit response to box viewing size.

The District will hire a consultant to take the data from the new GIS system update and link/integrate it with an asset management system. This would give the District the ability to track and attach values for each pipeline and facility for age, repairs, leaks, condition, and importance. The final product will be an electronic software database that can be readily updated with the work completed, track funding availability, and prioritize work the following year so that system maintenance activities and replacements can be completed in a systematic, efficient manner.

3.3 **Benefits**

Provide a narrative of the project's benefits. Limit response to box viewing size.

The benefits to implementing this project is to have a more efficient way to track and monitor assets that belong to the District. This will streamline District staff's work load and create a more efficient way to track and account for repairs and maintenance that need to be completed. The asset management system would help develop a decision making tree to prioritize specific maintenance treatments for the assets (eg, slip line, burst, replacement, etc.).

3.4 **Project Justification**

Provide a project need explanation, including the urgency for the project, and the negative consequences or impacts to the applicant's service area or jurisdiction are if not implemented. Limit response to box viewing size.

This project is needed to improve District staff, funding, and water system management capabilities. It will allow the District to develop a software based asset management system to track system asset age, repairs, leaks, condition, and water system maintenance activities and replacements. This project has urgency as GDPUD needs a reliable way to track and account for maintenance activities that need addressing now versus activities that can be deferred to the future. No negative environmental impact will result from this project. Without this project the District will have limited ability to efficiently maintain existing infrastructure, repair customer leaks, and address challenges with maintenance scheduling.

**El Dorado County Water Agency
 Cost Share Grant Program Project Breakdown and Funding Requirements Table**

Project Title Asset Management System

	Project Phase	Description	Responsible Party (type of consultant or staff)	Amount Requested from Agency	Applicant Matching Funds	Applicant In-kind Contributions	Total Cost
1	Data Reliability and Mangement Efficiency	This project will take information from the GIS Update and use it to develop a software based asset management system to track system asset age, repairs, leaks, condition; and program maintenance activities and replacements.	Consultant	12,500	12,500		25,000
2							-
3							-
4							-
5							-
6							-
7							-

Project Title Asset Management System

	Project Phase	Description	Responsible Party (type of consultant or staff)	Amount Requested from Agency	Applicant Matching Funds	Applicant In-kind Contributions	Total Cost
8				-	-	-	-
9				-	-	-	-
10				-	-	-	-
Totals				12,500	12,500	-	25,000

Percentage of Total Project

50.00%	50.00%	0.00%
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<i>For Office Use Only</i>		
	Costs	%
Applicant Funds	12,500	50.00%
In-kind Contributions	-	0.00%
Total Matching Funds	12,500	50.00%
Agency Funds	12,500	50.00%
Total Costs	25,000	

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
 Administrative Directive 2018-08
 Budget Change Request Form
 Fiscal Year 2017-18

Date: 1/31/2018

To: Steven Palmer, PE, General Manager

From: Christina Cross, Management Analyst

Source of Funds or Transfer from:

Account Description	Account Number	Current Budget	Amount	
			Budget Change	Amended Budget
Water Fund Reserves	Fund 10	\$	(21,500)	(21,500)
Water Other Revenue	10-3090	\$	(18,500)	(18,500)
		\$		-
		\$		-
		\$		-
		Total:	\$	<u>(40,000)</u>

New Appropriation or Transfer to:

Account Description	Account Number	Current Budget	Amount	
			Budget Change	Amended Budget
Water-Outside Services/Consultants	10-5080-5600	\$	40,000	40,000
		\$	-	-
		\$		-
		\$		-
		\$		-
		Total:	\$	<u>40,000</u>

Reason for change:

GIS update
 Asset Management System

Requested by: CCross Date: 2/8/18
 Christina Cross, Management Analyst

General Manager: _____ Date: _____
 Steven Palmer, PE, General Manager

Recommended: Yes: No:
 Approved: Yes: No:

RESOLUTION NO. 2018-09

**OF THE BOARD OF DIRECTORS
OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
AUTHORIZING THE GENERAL MANAGER TO EXECUTE COST SHARING
AGREEMENTS WITH EL DORADO COUNTY WATER AGENCY FOR AN UPDATE
TO THE GEOGRAPHIC INFORMATION SYSTEM AND DEVELOPMENT OF AN ASSET
MANAGEMENT SYSTEM, IN THE AMOUNT OF \$18,500; AND AUTHORIZING A
BUDGET AMENDMENT INCREASING EXPENDITURES BY \$14,000 AND
INCREASING REVENUE BY \$18,500**

WHEREAS, the El Dorado County Water Agency has a 50% cost share grant program where funding is made available to local water purveyors for projects that help to improve water supply reliability and water quality; and

WHEREAS, the consulting firm of EN2 Resources Inc. (EN2) assisted the District, under a separate contract with the El Dorado County Water Agency, in the development and submittal of applications for the Agency cost share grant program; and

WHEREAS, District staff, in coordination with EN2, submitted cost share grant applications for Fiscal Year 2017-2018 for two activities: Geographic Information System Update, and Asset Management System; and

WHEREAS, the total cost of these tasks is estimated to be \$40,000 and the El Dorado County Water Agency will reimburse the District actual costs up to \$18,500; and

WHEREAS, a budget amendment is needed to recognize a \$14,000 increase in expenditure in the Administration Department (5600), and a \$18,500 increase in non-operating revenue.

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT:

1. The General Manager is authorized to execute the Cost Share Agreements.
2. The budget amendment is approved to increase expenditures by \$14,000 in the Administration Department (5600), and a \$18,500 increase in non-operating revenue.

PASSED AND ADOPTED on this 13th day of February 2018, by the following vote:

AYES: *Halpin, Hanschild, Souza, Uso, Wadle*

NOES:

ABSENT:

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

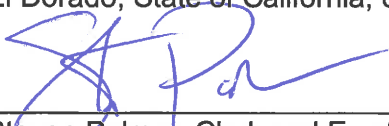
ATTEST:



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

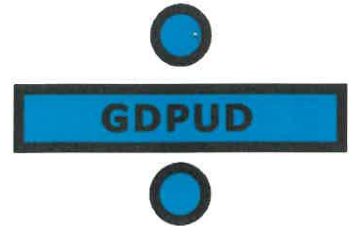
CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2017-09 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 February 2018.



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

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF FEBRUARY 13, 2018
AGENDA ITEM NO. 6B**



AGENDA SECTION: NEW BUSINESS

SUBJECT: Review and Adopt a Procurement Policy and Elect to Comply with the Uniform Public Construction Cost Accounting Act

PREPARED BY: Kristen West, Finance Consultant
Christina Cross, Management Analyst

Handwritten initials in blue ink, "CC" for Christina Cross and "SP" for Steven Palmer.

APPROVED BY: Steven Palmer, PE, General Manager

BACKGROUND

The current *Accounting Policies and Procedures Manual* for the Georgetown Divide Public Utility District ("District") provides limited guidance and procedures for purchasing and contracting. Currently all District purchases and contract agreements over \$10,000 require Board approval and the District does not have a policy, guidance, or procedures for formal and informal bidding procedures. Having sound financial policies are key to a functioning District and important to clarify roles, establish consistency, and promote compliance with State and Federal laws. Our goal is to have a more transparent process that not only promotes public confidence but also promotes increased economic efficiency and responsibility on the part of the District. For these reasons, Staff prepared a Procurement Policy for review and approval by the Finance Committee and the Board.

Additionally, State law allows the District to elect to perform public contract work of up to \$45,000 with their own workforces and use informal bidding procedures for contracts up to \$175,000, if the District elects to follow the cost accounting procedures set forth in the *Cost Accounting Policies and Procedures Manual* by the California Uniform Construction Cost Accounting Commission (Public Contract Code 22000 et seq). Electing to follow these procedures would shorten the timeline and process to bid projects valued at less than \$175,000.

DISCUSSION

Currently all District purchases and contract agreements over \$10,000 require Board approval and no guidance or procedures for formal and informal bidding procedure. The proposed Procurement Policy developed by District staff in accordance with the Public Contract Code details guidance and procedures for purchasing materials, supplies, construction contracts, and services. Purchasing Agents are defined as the Operations Manager and General Manager, with approval limits of \$5,000 and \$45,000, respectively; as well as purchase order requisition and bidding procedures. The guidance and procedures defined allow for the

Operations Manager to approve purchases up to the capital asset threshold so to allow for department discretionary approval over daily operations; and for uniformity, are also consistent with the General Manager's approval limit for construction contracts. Purchase order requisition and bidding procedures are designed to allow for General Manager oversight of the Operations Manager's purchases and due diligence in procuring appropriate pricing. The Policy requires different bidding procedures depending on the procurement amount as listed in the tables below.

PURCHASING AND CONTRACTING FOR SUPPLIES AND EQUIPMENT

Procurement Limits	Purchase Order	Bidding Procedures
< \$500	No purchase order required	No quotes
\$500 - \$1,000	Purchase order required Second signature by General Manager	No quotes
\$1,001 - \$2,999	Purchase order required Second signature by General Manager	Attempt 3 quotes
\$3,000 - \$10,000	Purchase order required	3 quotes required
> \$10,000	Purchase order required	Formal bidding procedure

CONTRACTING FOR NEW CONSTRUCTION, ALTERATION, MAINTENANCE, OR REPAIR SERVICES

Procurement Limits	Purchase Order	Bidding Procedures
< \$500	No purchase order required	No quotes
\$500 - \$1,000	Purchase order required Second signature by General Manager	No quotes
\$1,001 - \$2,999	Purchase order required Second signature by General Manager	Attempt 3 quotes
\$3,000 - \$15,000	Purchase order required	3 quotes required
> \$15,000	Purchase order required	Formal bidding procedure

When setting limits for the General Manager we researched other local agencies as well as surveyed other state agencies. The amount of \$45,000.00 was taken from the Cost Accounting Policies and Procedures Manual due to the wide range of signing authority that other agencies have. Below is a table with three local agencies and their General Manager's signing authority.

General Manager Signing Authority	Agency
\$30,000	PCWA
\$50,000	EID
\$100,000	NID

The *Cost Accounting Policies and Procedures Manual* by the California Uniform Construction Cost Accounting Commission (Public Contract Code 22000 et seq) provides guidance for force account limits and formal and informal bidding procedures required by public construction projects. By electing to adopt these policies and procedures projects are completed in a timely manner as a result of the streamlined awards process and the reduction in paperwork related to advertising and report filing. This Manual requires the District to elect by resolution to become subject to the uniform construction cost accounting procedures promulgated by the State Controller pursuant to the Public Contract Code section 22019. An informal bidding ordinance, or a board adopted policy equivalent to such as required by the district, shall be enacted pursuant to Public Contract Code section 22034. Once the district has elected to become subject to the uniform construction cost accounting procedures we must establish and maintain a list of registered contractors, send requests for bids to construction trade journals, and join a qualified bidders list within El Dorado County.

Both of these items were presented to the Finance Committee for review at their meeting on January 16, 2018, and the Finance Committee recommended approval. The only substantive change requested by the Finance Committee was to increase the purchasing authority of the Operations Manager from \$3,000 to \$5,000 to reflect the high cost of purchasing chemicals and equipment. This change was made in the proposed Purchasing Policy presented in this staff report.

FISCAL IMPACT

None.

CEQA ASSESSMENT

Not a CEQA project.

RECOMMENDED ACTION

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) adopt the attached Resolutions to elect the Uniform Public Construction Contract Cost Accounting Procedures (2018-08), and approve the Procurement Policy (2018-05).

ATTACHMENTS

1. Resolution 2018-08 Elect the Uniform Public Construction Cost Accounting Procedures
2. Resolution 2018-05 Procurement Policy
3. Procurement Policy
4. Uniform Public Construction Cost Accounting Policy and Procedures Manual

RESOLUTION NO. 2018-08

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
ELECTING TO BECOME SUBJECT TO THE UNIFORM PUBLIC
CONSTRUCTION COST ACCOUNTING PROCEDURES**

WHEREAS, prior to the passage of Assembly Bill No. 1666, Chapter 1054, Statutes of 1983, which added Chapter 2, commencing with Section 22000, to Part 3 of Division 2 of the Public Contract Code, existing law did not provide a uniform cost accounting standard for construction work performed or contracted by local public agencies; and

WHEREAS, Public Contract Code Section 22000 et seq., the Uniform Public Construction Cost Accounting Act, establishes such a uniform cost accounting standard; and

WHEREAS, the Commission established under the Act has developed uniform public construction cost accounting procedures for implementation by local public agencies in the performance of or in the contracting for construction of public projects.

NOW, THEREFORE, IT IS HEREBY RESOLVED that Georgetown Divide Public Utility District hereby elects under Public Contract Code Section 22030 to become subject to the uniform public construction cost accounting procedures set forth in the Act and to the Commission's policies and procedures manual and cost accounting review procedures, as they may each from time to time be amended, and directs that the Clerk of the Board notify the State Controller forthwith of this election. This Resolution shall take effect upon its adoption.

PASSED AND ADOPTED on this 13th day of February 2018, by the following vote:

AYES: *Hanschield, Halpin, Uso, Waddle*

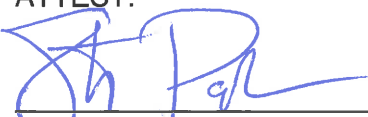
NOES: *Souza*

ABSENT:



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

ATTEST:



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

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2018-08, duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on the 13th day of February 2018.



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

RESOLUTION NO. 2018-05

**OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
ADOPTING A PROCUREMENT POLICY**

WHEREAS, the Board of Directors of the Georgetown Divide Public Utility District ("District") desires to adopt a Procurement Policy; and

WHEREAS, the District participated in extensive review of the current Procurement Policy and it was determined that the District's current policies required realignment with Public Contract code and the Uniform Public Construction Cost Accounting Procedure; and

WHEREAS, The District updated the Procurement Policy to include provisions for purchasing procedures governing over supplies, equipment, maintenance services, construction and professional services. The Procurement Policy further defines the signature authority, formal and informal bidding procedures; and

WHEREAS, The District believes with this new policy establishes a more uniformed structure for an open and transparent process that (1) promotes public confidence in the District's procurements; (2) ensures the equitable treatment of all persons and entities that participate in the District's procurement system; (3) fosters appropriate competition and provides safeguards for maintaining a procurement system of quality and integrity; (4) promotes increased economic efficiency and responsibility on the part of the District; and

WHEREAS, The Finance Committee reviewed and recommended the adoption of the Procurement Policy during the Finance Committee Meeting on January 16, 2018; and

WHEREAS, the Procurement Policy, dated February 13, 2018 was presented to and reviewed by the Board on February 13, 2018.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the attached Procurement Policy is approved.

PASSED AND ADOPTED on this 13th day of February 2018, by the following vote:

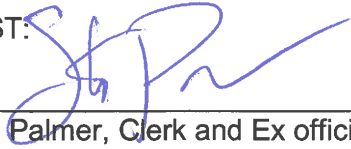
AYES: *Halpin, Hanschild, Uso, Wadke*

NOES: *Souza*

ABSENT:

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

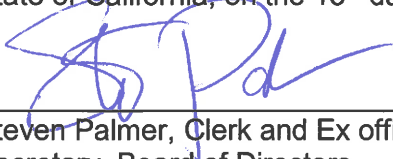
ATTEST:



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

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2018-5, 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 February 2018.



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

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Procurement Policy and Procedures

ARTICLE I. GENERAL

GDPUD Board Meeting of 2/13/2018
AGENDA ITEM 6B
Attachment 3

Section 1.01 Purpose

The purpose of this policy is to establish the procedures governing purchase requisitions for materials, supplies and equipment in accordance with the State of California Government Code and contracting for public projects and consulting services in accordance with the State of California Public Contract Code and Uniform Public Construction Cost Accounting Act.

Section 1.02 Definitions

For the purposes of this chapter, unless otherwise apparent from the context, certain words and phrases used in this chapter are defined as follows:

- (a) "District" refers to the Georgetown Divide Public Utility District.
- (b) "Board" refers to the Board of Directors of Georgetown Divide Public Utility District.
- (c) "General Manager" is the General Manager as appointed by the Board of Directors of Georgetown Divide Public Utility District.
- (d) "Government Code" refers to the Government Code of the State of California.
- (e) "Public Contract Code" refers to the Public Contract Code of the State of California.
- (f) "Supplies" includes materials, small tools and equipment, and other goods or commodities utilized in the daily operational efforts of the District.
- (g) "Equipment" includes large heavy equipment, vehicles, furniture and fixtures.
- (h) "Public project" is as defined in Chapter 2, Section 22002 of the Public Contract Code:
 - (i) Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased or operated facility.
 - (ii) Painting or repainting of any publicly owned, leased, or operated facility.
 - (iii) In the case of a publicly owned utility system, "public project" shall include only the construction, erection, improvement, or repair of dams, reservoirs, power plants, and electrical transmission lines of 230,000 volts and higher.
 - (iv) "Public project" does not include maintenance work. For purposes of this policy, "maintenance work" includes all of the following:
 - 1) Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes.
 - 2) Minor repainting.
 - 3) Resurfacing of streets and highways at less than one inch.
 - 4) Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.

Procurement Policy and Procedures

- 5) Work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including, but not limited to, dams, reservoirs, power plants, and electrical transmission lines of 230,000 volts and higher.
- (i) For purposes of this chapter, "facility" means any plant, building, structure, ground facility, utility system, subject to the limitation found in Public Contract Code section 22002(c)(3), real property, streets and highways, or other public work improvement.
 - (j) "Bidders list" refers to a list of prospective vendors.
 - (k) "Contractors list" refers to a list of contractors qualified to perform the duties required to construct public projects, of which should be developed and maintained by the General Manager using the criteria detailed by the California Uniform Construction Cost Accounting Commission.
 - (l) "Local business preference list" refers to a list of vendors located within the District and are qualified to provide supplies, equipment, and services for maintenance and public projects.
 - (m) "Consultant" refers to a specially trained and experienced individual or firm for which they are qualified to provide expert services or advice related to financial, economic, accounting, architectural, engineering, legal, insurance, data processing, personnel or other administrative matters.
 - (n) "Professional services" shall mean and include professional services of any type or variety, including, but not limited to, services rendered by accountants, appraisers, architects, attorneys, auditors, designers, engineers, inspectors, physicians, surveyors, and other professional and technical callings requiring special licenses or certifications.
 - (o) "Purchase" refers to the acquisition of property including rental, lease or trade.
 - (p) "Responsible bidder" refers to a bidder who has demonstrated the specified qualifications and capabilities to satisfy the proposed work requirements.
 - (q) "Responsive bidder" refers to a bidder that responds appropriately according to the demands of the bidding instructions.
 - (r) "Purchasing agent" refers to the appointed positions of the District charged with responsibilities governing procurement of supplies, equipment, and contracts for maintenance and public project services.
 - (s) "Emergency" refers to a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

Section 1.03 Purchasing Agents

Procurement limits and contract signing authority are listed below.

Procurement Policy and Procedures

Title	Procurement Limit	Contract Authority
General Manager	Up to \$45,000	\$45,001 and over with Board authorization Up to \$45,000 without Board Authorization
Operations Manager	Up to \$5,000	None

This table serves to summarize the provisions of Section 1.03. If this table conflicts with the language of Section 1.03, the latter shall control.

- (a) The Operations Manager or General Manager shall act as the Purchasing Agent for procurements up to Five Thousand Dollars (\$5,000). The Operations Manager does not have signature authority on contracts procured pursuant to this policy.
- (b) The General Manager shall act as the Purchasing Agent for procurements with a value of more than Five Thousand Dollars (\$5,000.00) and up to Forty-Five Thousand Dollars (\$45,000.00).

Section 1.04 Purchasing Agent Duties

The purchasing agent shall have the authority to:

- (a) Purchase or contract for supplies, equipment, maintenance services, or public projects in accordance with the purchasing procedures detailed in this directive;
- (i) *Exception.* The Operations Manager does not have signature authority on contracts procured pursuant to this policy;
- (b) Procure quality supplies, equipment, and services for maintenance and public projects at the least expense to the District;
- (c) Obtain as full and open competition as possible on all purchases and contracts;
- (d) Keep informed of the current developments in the field of purchasing and contract administration as well as prices, market conditions and new products;
- (e) Maintain reasonably necessary forms for the administration and operation of adhering to the procedures detailed in this directive;
- (f) Supervise the regular inspection of all supplies and equipment for adequacies in their intended use;
- (g) Obtain chemical and physical tests of samples submitted with bids which are necessary to determine their quality and conformance with specifications, where the cost may be covered by the District, or the District may order the cost be covered by the bidder;
- (h) Recommend the transfer of surplus or unused supplies and equipment between departments as needed and the sale of all supplies and equipment that cannot be used by the District;
- (i) Maintain bidders list, contractors list, local business preference list, current vendor list and other related records required to perform the duties of the purchasing function.

Section 1.05 Purchase Orders

{CW051214.5}

Procurement Policy and Procedures

Standardized purchase orders and contracts for supplies, equipment, maintenance services and public projects are to be submitted to the purchasing agent prior to procurement.

Section 1.06 Encumbrance of Funds

The purchasing agent is only authorized to procure supplies, equipment, and contracts for maintenance or public project services for which there is an unencumbered appropriation available to be charged.

Section 1.07 Staging of Purchases

Staging purchases and contracts into smaller units for the purposes of evading competitive bidding procedures in this directive is explicitly prohibited.

Section 1.08 Exemptions

The purchasing procedures detailed in this policy do not include the following:

- (a) Travel expenses
- (b) Subscriptions
- (c) Advertisement of government mandated notices
- (d) Reimbursement expenses
- (e) Payroll and personnel related expenses
- (f) Insurance claims
- (g) Conference fees
- (h) Banking services
- (i) Postage, courier and delivery service charges
- (j) Dues to approved organizations
- (k) Payments to other government agencies
- (l) Land
- (m) Debt Service
- (n) Claims settlements
- (o) Grants

ARTICLE II. PURCHASING AND CONTRACTING FOR SUPPLIES AND EQUIPMENT

Section 2.01 Purchasing Procedures for Supplies and Equipment

Purchasing procedures for supplies and equipment authorize the purchasing agent to acquire such items within their authorized purchasing threshold, as defined in Section 1.03.

Section 2.02 Purchase Requisition Procedures

Purchase requisitions for the purchase of supplies and equipment are subject to the dollar limits provided in the table below.

{CW051214.5}

Procurement Policy and Procedures

Procurement Limits	Purchase Order	Bidding Procedures
< \$500	No purchase order required	No quotes
\$500 - \$1,000	Purchase order required Second signature by General Manager	No quotes
\$1,001 - \$2,999	Purchase order required Second signature by General Manager	Attempt 3 quotes
\$3,000 - \$10,000	Purchase order required	3 quotes required
> \$10,000	Purchase order required	Formal bidding procedure
This table serves to summarize the provisions of Section 2.02. If this table conflicts with the language of Section 2.02, the latter shall control.		

- (a) Purchase orders are required for all purchases over Five Hundred Dollars (\$500.00).
- (b) Purchase greater than Five Hundred Dollars (\$500.00) and up to the limit of the Operations Manager's threshold, as defined in Section 1.03, require a second approval signature by the General Manager.
- (c) Purchases greater than One Thousand Dollars (\$1,000.00) must include attempts to receive at least three (3) quotes.
- (d) Purchases greater than Three Thousand Dollars (\$3,000.00) and up to Ten Thousand Dollars (\$10,000.00) require three (3) quotes.
- (e) Purchases greater than Ten Thousand Dollars (\$10,000.00) require a formal bidding procedure before the purchase order requisition is issued.

Section 2.03 Types of Purchase Orders

There are two (2) types of purchase orders the purchasing agent may issue, blanket purchase orders and individual purchase order requisitions. Procedures for each are provided below.

- (a) *Blanket purchase orders.* Blanket purchase orders are issued by the purchasing agent for the purchase of supplies and equipment from the vendor for which there will be multiple or for ongoing monthly purchases. A blanket purchase order is issued to cover all amounts anticipated to be paid to the supplier for the fiscal year or contract term and typically expires at the end of the fiscal year or contract term. Blanket purchase orders are subject to the thresholds of the purchasing agents, as defined in Section 1.03. Once the dollar limit of the blanket purchase order has been met all subsequent purchases must revert to the use of individual purchase order requisitions.

Procurement Policy and Procedures

- (b) *Purchase order requisitions.* Individual purchase order requisitions are to be submitted to the purchasing agent, as described in Section 1.05, for the purchase of supplies, equipment, and materials from vendors without blanket purchase orders, or from vendors with blanket purchase orders for which the dollar limit has been met.

Section 2.04 Formal Bidding Procedures

The following provisions shall apply in contracting for supplies and equipment:

- (a) *Notices inviting bids.* Notices inviting bids shall be prepared describing the bid items in general terms; referencing how to obtain more detailed information about the bid items; stating that the conditions and schedule may be found in the office of the District clerk; mentioning that the supplies and equipment are to be delivered at such times, in such quantities, and in such a manner as the Board may designate; and stating the time, date, and place for the submission of sealed bids.
- (b) *Material changes to the bid.* If a material change to the bid specification is issued by the District later than seventy-two (72) hours prior to the opening of bids, the date and time shall be extended by no less than seventy-two (72) hours. The term "material change" means a change with a substantial cost impact on the total bid as determined by the District.
- (c) *Base Contract.* Bid specifications which include one or more alternative bid schedules, shall identify and define the base bid for the purpose of awarding to the lowest responsive and responsible bidder.
- (d) *Bid opening procedure.* Sealed bids shall be submitted to the Purchasing Agent and shall be identified as bids on the envelope. Such bids shall be opened in public at the time and place stated in the notice inviting bids, in the presence of all bidders who attend. A tabulation of all bids received shall be open for public inspection during regular business hours until award of the contract.
- (e) *Records of bid documents.* Bid documents received by the District shall be maintained by the District department issuing the bid in accordance with the District's records retention schedule.
- (f) *Award of contracts.* Contracts shall be awarded by the District to the responsible bidder that submits the lowest bid.
- (g) *No bids received.* In the event no bids are received, the District shall have the option of any of the following:
 - (i) Abandon the purchase; or
 - (ii) Rebid the purchase.
- (h) *Rejection of bids.* The District may elect to reject all bids. In the event all bids are rejected, the District shall have the option of any of the following:
 - (i) Abandon the purchase or service; or
 - (ii) Rebid the purchase.

Procurement Policy and Procedures

- (i) *Tie bids.* If two (2) or more bids are received from responsive and responsible bidders for the same total amount or unit price, and are the lowest, the District may accept the bid it chooses.
- (j) *Written contracts.* Written contracts in the form approved by the District Legal Counsel shall be used in the award of bids.
- (k) *Sending, mailing, and publishing of notices.* Notices inviting formal bids shall be published, sent, and mailed as follows:
 - (i) Sent electronically, by facsimile or electronic mail, or mailed to all prospective vendors and firms at least fifteen (15) calendar days before the date of the bid opening;
 - (ii) Published at least once in a newspaper of general circulation, printed and published in the District, at least fourteen (14) calendar days before the date of the bid opening; and
 - (iii) Other mailings, advertisements, and notifications deemed appropriate by the General Manager.
- (l) *Emergencies.* In case of an emergency, the Board shall respond to the emergency pursuant to Section 4.02 of this policy.

Section 2.05 Local Business Preference

The District recognizes that local businesses make significant contributions to the economic health of the District. The District supports local business opportunities, which encourage businesses to move into and stay within the District, promote economic development, and maintain a strong local economic base, which in turn foster economic growth in the District. Therefore, the Board has determined it is in the District's best interest to establish and provide a preference to local businesses.

- (a) *Competitive bid process.* The General Manager is authorized to extend a preference to a responsible and responsive local business in a competitive bid for the procurement of supplies, equipment, and materials not to exceed five percent (5%) of the local business's total bid price, or Two Thousand Five Hundred Dollars (\$2,500.00), whichever is lower, for the purpose of determining the lowest bid.
- (b) *Local preference.* When a non-local business has submitted the lowest responsive and responsible bid, and when one or more local businesses have also bid, the local business's total bid amount will be reduced by five percent (5%) for bid comparison purposes. If the net amount is lower than the lowest bid, the bid will be awarded to the local business for the full amount of its bid.
- (c) *Local business.* For purposes of this chapter, "local business" means a vendor or contractor that has an office with at least one employee physically located within the District.

Exemptions. The local business preference does not apply to contracts funded by grants which prohibit the use of preferences.

**ARTICLE III. CONTRACTING FOR NEW CONSTRUCTION,
ALTERATION, MAINTENANCE, OR REPAIR SERVICES**

Section 3.01 Contracting Procedures for New Construction, Alteration, Maintenance, or Repair Services

Purchasing procedures for new construction that is not a public project, alteration, maintenance, or repair services, authorize the Purchasing Agent to acquire such items within his or her authorized purchasing threshold, as defined in Section 1.03.

Section 3.02 Contracting Procedures

Contracting procedures for new construction that is not a public project, alteration, maintenance, or repair services, are subject to the dollar limits provided in the table below.

Procurement Limits	Purchase Order	Bidding Procedures
< \$500	No purchase order required	No quotes
\$500 - \$1,000	Purchase order required Second signature by General Manager	No quotes
\$1,001 - \$2,999	Purchase order required Second signature by General Manager	Attempt 3 quotes
\$3,000 - \$15,000	Purchase order required	3 quotes required
> \$15,000	Purchase order required	Formal bidding procedure

This table serves to summarize the provisions of Section 3.02. If this table conflicts with the language of Section 3.02, the latter shall control.

- (a) Purchase orders are required for all purchases over Five Hundred Dollars (\$500.00).
- (b) Purchases greater than Five Hundred Dollars (\$500.00) and up to the limit of the Operations Manager's threshold, as defined in Section 1.03, require a second approval signature by the General Manager.
- (c) Purchases greater than One Thousand Dollars (\$1,000.00) must include attempts to receive at least three (3) quotes.
- (d) Purchases greater than Three Thousand Dollars (\$3,000.00) and up to Fifteen Thousand Dollars (\$15,000.00) require three (3) quotes.
- (e) Purchases greater than Fifteen Thousand Dollars (\$15,000.00) require a formal bidding procedure before the District enters into a contract for new construction that is not a public project, or alteration, maintenance or repair services, is issued.

Section 3.03 Purchase Orders

Purchase orders shall be submitted to the purchasing agent, as described in Section 1.05, for requests for new construction not deemed a public project, alteration, maintenance, or repair services.

Procurement Policy and Procedures

Section 3.04 Work by District

Nothing in this article prohibits the Board from doing, or causing to be done directly by the District, and without any contract, any or all work necessary or proper in or about the making of all current and ordinary repairs, upkeep, or maintenance.

Section 3.05 Bonds

Bidders for construction contracts shall give bonds for the faithful performance of the construction contract.

Section 3.06 Formal Bidding Procedures

The provisions in Section 2.04 shall apply to formal bidding procedures for contracting for new construction, alteration, maintenance, or repair services, except for subdivisions (g) and (h), which shall read:

- (g) *No bids received.* In the event no bids are received, the District shall have the option of any of the following:
 - (i) Abandon the service; or
 - (ii) Rebid the service.
- (h) *Rejection of bids.* The District may elect to reject all bids. In the event all bids are rejected, the District shall have the option of any of the following:
 - (i) Abandon the service;
 - (ii) Rebid the service; or
 - (iii) Perform the service by employees of the District after the Board passes, by a two-thirds (2/3rd) vote, a resolution declaring that all bids submitted are unsatisfactory or excessive.

ARTICLE IV. PURCHASING AND CONTRACTING FOR PUBLIC PROJECTS

Purchases and contracts for public projects are subject to the Public Contract Code and Uniform Public Construction Cost Accounting Act and shall adhere to the following competitive bidding procedures in the following sections of this article. The estimated value of purchases and contracts shall not include sales tax or freight.

Section 4.01 Purchasing and Contracting Procedures for Public Projects

- (a) *Open market bidding procedures.* Purchases and contracts of an estimated value in the amount of Forty-Five Thousand Dollars (\$45,000.00) or less may be made by force account, negotiated contract or by purchase order pursuant to the provisions of Section 4.04 of this article, except as otherwise provided in this section.
- (b) *Informal bidding procedures.* Purchases and contracts of an estimated value in the amount of One Hundred Seventy-Five Thousand Dollars (\$175,000.00) or less may be made by

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informal bidding procedures pursuant to the provisions of Sections 4.05 and 4.06 of this article, except as otherwise provided in this section.

- (c) *Formal bidding procedures.* Purchases and contracts of an estimated value in an amount greater than One Hundred Seventy-Five Thousand and no/100ths Dollars (\$175,000.00) shall be made by formal bidding procedures pursuant to the provisions of Sections 4.05 and 4.07 of this article, except as otherwise provided in this section.
- (d) *Exceptions.* The bidding procedures and force account restrictions set forth in this article shall be dispensed with when bidding would be impossible, impractical, or incongruent; in an emergency; when the price is controlled by law; when the commodity, or maintenance service, or project can only be provided or performed by one vendor. For the purposes of this section:
 - (i) "Impossible" shall mean actual impossibility or extreme and unreasonable difficulty or expense.
 - (ii) "Impractical" shall mean incapable of being performed by the bid procedure.
 - (iii) "Incongruous" shall mean not suitable to the bid procedure.
- (e) *Cooperative agreements.* No provision of this article shall be interpreted or construed to prohibit or prevent the District from purchasing or contracting for supplies, equipment, maintenance services, or public projects by contracts, arrangements, and agreements for cooperative purchasing programs not otherwise prohibited by law with any federal government agency, the state, the county, any other public agencies, or with any cooperative purchasing alliance acting on behalf of governmental entities. Any such contract, agreement, or arrangement otherwise subject to open market or informal bidding procedures shall be first approved by the Purchasing Agent and if subject to formal bidding procedures shall be first approved by the Board, or by the General Manager if the funding for the purchase has already been approved by the Board through the budget process. At the discretion of the appropriate approving authority, the bidding procedures of any agency may be used in such joint contracting arrangements.

Section 4.02 Emergencies

Procurement Policy and Procedures

- (a) *Generally.* In cases of emergency, the Board shall follow the procedures in Public Contract Code section 22050.
- (b) *Authority to Act.* In cases of emergency, the Board, by a four-fifths (4/5ths) vote, may direct the General Manager to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts.
- (c) *Work by Day Labor or Contract.* The work may be done by day labor under the direction of the Board, by contract, or by a combination of the two.
- (d) *Review of Board Actions.* Where the Board orders any action as permitted by Public Contract Code section 22050, the Board shall review the emergency action every fourteen (14) days thereafter until the action is terminated, to determine, by a four-fifths (4/5) vote, that there is a need to continue the action.
- (e) *Review of General Manager Actions.* Where the General Manager orders any action as permitted by Public Contract Code section 22050, the Board shall initially review the emergency action not later than seven (7) days after the action. The Board shall review the emergency action every fourteen (14) days thereafter until the action is terminated, to determine, by a four-fifths (4/5) vote, that there is a need to continue the action, unless the General Manager has terminated that action prior to the Board reviewing the emergency action and making a determination pursuant to this subdivision.
- (f) *Termination of Emergency Action.* When the Board reviews the emergency action, it shall terminate the action at the earliest possible date that conditions warrant so that the remainder of the emergency action may be completed by giving notice for bids to let contracts.

Section 4.03 Authorized Signature

- (a) *Board President.* The President shall be authorized to sign on behalf of the District all approved contracts provided for in this article. In the absence of the President, the Vice President shall be so authorized.
- (b) *General Manager.* The General Manager shall be authorized to sign on behalf of the District all contracts provided for in Section 4.06 of this article and such other approved contracts as the Board may specifically direct from time to time.

Section 4.04 Open Market Bidding Procedures

Except as otherwise provided in subsections (d) and (e) of Section 4.01 of this article, the solicitation of bids and award of contracts for public projects with an estimated value in the amount of Forty-Five Thousand Dollars (\$45,000.00) or less may be made by the Purchasing Agent by force account, negotiated contract or by purchase order. Whenever possible, bids shall be obtained in the open market in accordance with the following procedures:

- (a) *Minimum number of bids.* Open market purchases, whenever possible, shall be based on at least three (3) bids and shall be awarded to the lowest responsive and responsible bidder.
- (b) *Notices inviting bids.* The Purchasing Agent shall solicit bids from prospective vendors by written requests, by telephone, by facsimile or electronic mail, or by other advertising.

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- (c) *Written records of bids.* Written records of bids received shall be maintained by the Purchasing Agent in accordance with the District's records retention schedule. Such records, while so kept, shall be open to public inspection and shall include the business name, address, and telephone number of the vendor; vendor representative; description of the bid items, including unit quantities if applicable, unit prices or lump sum amount quoted by the vendor; and the date the bid was received.

Section 4.05 General Provisions for Informal and Formal Bidding Procedures

The following provisions shall apply in contracting for public projects under both informal and formal bidding procedures:

- (a) *Material changes to the bid.* If a material change to the bid specification is issued by the District later than seventy-two (72) hours prior to the opening of bids, the date and time shall be extended by no less than seventy-two (72) hours. The term "material change" means a change with a substantial cost impact on the total bid as determined by the District.
- (b) *Base Contract.* Bid specifications which include one or more alternative bid schedules, shall identify and define the base bid for the purpose of awarding to the lowest responsive and responsible bidder.
- (c) *Bid opening procedure.* Sealed bids shall be submitted to the Purchasing Agent and shall be identified as bids on the envelope. Such bids shall be opened in public at the time and place stated in the notice inviting bids in the presence of all bidders who attend. A tabulation of all bids received shall be open for public inspection during regular business hours until award of the contract.
- (d) *Records of bid documents.* Bid documents received by the District shall be maintained by the District department issuing the bid in accordance with the District's records retention schedule.
- (e) *Award of contracts.* Contracts shall be awarded by the District to the responsive and responsible bidder that submits the lowest bid.
- (f) *No bids received.* In the event no bids are received, the District shall have the option of any of the following:
 - (i) Abandoning the purchase or project;
 - (ii) Rebidding the purchase or project; or
 - (iii) Perform the work by employees of the District.
- (g) *Rejection of bids.* The District may elect to reject all bids. In the event the District anticipates rejecting all bids, the District shall provide a written notice to an apparent low bidder, pursuant to Public Contract Code section 22038. Furthermore, the District shall have the option of any of the following:
 - (i) Abandon the project;
 - (ii) Rebid the purchase or project using the appropriate bidding procedures; or

Procurement Policy and Procedures

- (iii) Perform the project by force account without further complying with Public Contract Code section 22020 et seq., after the Board passes a resolution by a four-fifths (4/5th) vote of its governing body declaring that the project can be performed more economically by District employees.
- (h) *Tie bids.* If two (2) or more bids are received from responsive and responsible bidders for the same total amount or unit price, and are the lowest, the District may accept the bid it chooses.
- (i) *Written contracts.* Written contracts in the form approved by the District Legal Counsel shall be used in the award of bids.
- (j) *Bidders' security.* Security will be required in an amount equal to ten percent (10%) of the bid quotation as described in the Public Contract Code. Upon an award to the lowest bidder, the security of an unsuccessful bidder shall be returned in a reasonable period of time, but in no event shall that security be held by the district beyond sixty (60) days from the time the award is made.
- (k) *Bonds.* Bidders for construction contracts shall give bonds for the faithful performance of the construction contract.

Section 4.06 Informal Bidding Procedures

Except as otherwise provided in subsections (a), (d), and (e) of Section 4.01 and in Section 4.02 of this article, the solicitation of bids may be authorized by the Purchasing Agent and the award of contracts for public projects with an estimated value in the amount of One Hundred Seventy-Five Thousand Dollars (\$175,000.00) or less may be made by the General Manager in accordance with the requirements of the Public Contract Code section 22032, et seq., and the following informal bidding procedures:

- (a) *Budgetary authorization.* The bid items shall have been authorized as a part of an approved budget of the District, and the purchase or contract shall not exceed the amount so authorized.
- (b) *Contractor's List.* A list of contractors shall be developed and maintained in accordance with the provisions of section 22034 of the Public Contract Code and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.
- (c) *Notices inviting bids.* Notices inviting bids shall be prepared describing the bid items in general terms; referencing how to obtain more detailed information about the bid items; and stating the time, date, and place for the submission of sealed bids.
- (d) *Mailing of notices.* Notices inviting informal bids shall be mailed at least ten (10) calendar days before the due date of the submission of bids as follows:
 - (i) Mailed to all firms on the bidders list or contractors list for the category of work being bid;
 - (ii) For bid items defined as public projects, mailed to all construction trade journals designated by the California Uniform Construction Cost Accounting Commission; and
 - (iii) Other mailings, advertisements, and notifications as deemed appropriate by the purchasing agent.

Procurement Policy and Procedures

- (e) *Bids received in excess of One Hundred Seventy-Five Thousand Dollars (\$175,000.00)*. If all bids received are in excess of One Hundred Seventy-Five Thousand Dollars (\$175,000.00), the Board may award the contract to the lowest responsive and responsible bidder by adoption of a resolution by a four-fifths (4/5ths) vote if the purchasing agent determines the cost estimate was reasonable and the low bid does not exceed One Hundred Eighty-Seven Thousand Five Hundred Dollars (\$187,500.00).

Section 4.07 Formal Bidding Procedures

Except as provided in subsections (d) and (e) of Section 4.01 of this article, the solicitation of bids and award of contracts for public projects with an estimated value in excess of One Hundred Seventy-Five Thousand Dollars (\$175,000.00) shall be made in accordance with the requirements of the Public Contract Code section 22031 et seq., and the following formal bidding procedures:

- (a) *Plans and specifications*. The Board shall adopt any plans, specifications, and working details as appropriate for the bid items prior to a solicitation for formal bids.
- (b) *Notices*. Notices inviting formal bids shall state the time and place for the receiving and opening of sealed bids and distinctly describe the project.
- (c) *Sending, mailing, and publishing of notices*. Notices inviting formal bids shall be published, sent, and mailed as follows:
 - (i) For bid items defined as public projects, sent electronically, by either facsimile or electronic mail and mailed to all construction trade journals designated by the California Uniform Construction Cost Accounting Commission at least fifteen (15) calendar days before the date of the bid opening;
 - (ii) Sent electronically, by facsimile or electronic mail, or mailed to all firms on the bidders list at least fifteen (15) calendar days before the date of the bid opening;
 - (iii) Published at least once in a newspaper of general circulation, printed and published in the District, at least fourteen (14) calendar days before the date of the bid opening, or in a manner as authorized by Public Contract Code section 22037 if there is no newspaper of general circulation; and
 - (iv) Other mailings, advertisements, and notifications deemed appropriate by the department head of the requesting agency.

Section 4.08 Local Business Preference

The District recognizes that local businesses make significant contributions to the economic health of the District. The District supports local business opportunities, which encourage businesses to move into and stay within the District, promote economic development and maintain a strong local economic base, which in turn foster economic growth in the District. Therefore, the Board has determined it is in the District's best interest to establish and provide a preference to local businesses.

Procurement Policy and Procedures

- (a) *Competitive bid process.* The General Manager is authorized to extend a preference to a responsible and responsive local business in a competitive bid for a public project not to exceed five percent (5%) of the local business's total bid price, or Two Thousand Five Hundred Dollars (\$2,500.00), whichever is lower, for the purpose of determining the lowest bid.
- (b) *Local preference.* When a non-local business has submitted the lowest responsive and responsible bid, and when one or more local businesses have also bid, the local business's total bid amount will be reduced by five percent (5%) for bid comparison purposes. If the net amount is lower than the lowest bid, the bid will be awarded to the local business for the full amount of its bid.
- (c) *Local business.* For purposes of this chapter, "local business" means a vendor or contractor that has an office with at least one (1) employee physically located within the District.
- (d) *Exemptions.* The local business preference does not apply to the following:
 - (i) Contracts funded by grants which prohibit the use of preferences, and
 - (ii) Contracts for services.

ARTICLE V. CONTRACTS FOR PROFESSIONAL AND CONSULTING SERVICES

Section 5.01 Contracting Procedures

Contracts for consultant/professional services shall be made pursuant to the provisions of this article.

Section 5.02 Architectural, Landscape Architectural, Professional Engineering, Environmental, Land Surveying, and Construction Management Services

- (a) Procurements for architectural, landscape architectural, professional engineering, environmental, land surveying, and construction management services contracts shall comply with this section and Section 5.03.
- (b) *Selection.* Contracts for architectural, landscape architectural, engineering, environmental, land surveying, and construction management services are subject to the provisions of this article and shall be awarded in accordance with the California Government Code section 4525 et seq. Selection process will be designed to select the most qualified firm to provide the desired services at a reasonable price. Selection will not be solely based on price; however, price may be a factor in selecting a firm. If price will be a factor, it will be discussed in the RFP, along with the method used to consider price.
- (c) *Maximum Participation of Small Business Firms.*
 - (i) Definition of Small Business. "Small business," as used in this section, shall have the same definition in Government Code section 14837(d)(1).
 - (ii) Quotes. The District shall attempt to obtain at least two (2) quotes or proposals from a small business, where this article requires quotes or RFPs under Section 5.03.

Procurement Policy and Procedures

- (d) *Prohibition of Unlawful Activity.* The District specifically prohibits practices which might result in unlawful activity, including but not limited to rebates, kickbacks, or other unlawful consideration. The District also prohibits its employees from participating in the selection process when those employees have a financial interest with an individual or business entity seeking a contract under this Section and would be subject to the prohibition of Government Code section 87100.

Section 5.03 Procurement

- (a) *Procurement of Professional and Consultant Services: \$45,000.00 or Less.*
- (i) Informal Request for Proposal Procedure. Except as set forth herein, the procurement of consultant or professional services with a value of Forty-Five Thousand Dollars (\$45,000.00) or less shall be made following the procedure prescribed below:
- (1) Solicitation of Proposals. The General Manager may solicit proposals by written (including e-mail) or verbal request to prospective consultants. Informal requests for proposals shall attempt, whenever feasible, to obtain at least three (3) proposals.
 - (2) Award of Contracts. The General Manager shall award contracts pursuant to this subdivision to the best qualified and most responsible proposer, which may not necessarily be the lowest priced proposal. The dollar amount of the proposal shall be considered but the award need not be made to the lowest dollar proposal.
 - (3) Signature Authority. The General Manager shall have the authority to execute a contract granted pursuant to this section. Such contracts shall be formal written agreements executed by the General Manager on behalf of the District.
- (ii) Exceptions. The General Manager may dispense with the informal RFP procedure, whether the informal RFP procedure has been initiated or not, for the reasons set forth below:
- (1) In an emergency;
 - (2) When the services can be obtained from only one (1) source which has been reviewed and approved in writing by the General Manager;
 - (3) When, in the judgment of the General Manager, compliance with the procedure is not in the best interest of the District; or
 - (4) When processed through a cooperative purchasing agreement with another public agency, whose procurement process is substantially consistent with the provisions of this article.

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- (b) *Procurement of Professional and Consultant Services: More than \$45,000.00.*
- (i) **Formal Request for Proposal Procedure.** Except as set forth herein, the procurement of consultant or professional services with a value of more than Forty-Five Thousand Dollars (\$45,000.00) shall be made following the procedure prescribed below:
- (1) **Solicitation of Proposals.** The General Manager shall solicit proposals by written (including e-mail) or verbal request to prospective consultants. Informal requests for proposals shall, whenever feasible, be based on at least three (3) proposals.
 - (2) **Award of Contracts.** The Board shall award contracts pursuant to this subdivision to the best qualified and most responsible proposer, which may not necessarily be the lowest priced proposal. The dollar amount of the proposal shall be considered but the award need not be made to the lowest dollar proposal.
 - (3) **Signature Authority.** The Board President, or General Manager with the Board's approval, shall have the authority to execute a contract granted pursuant to this section. Such contracts shall be formal written agreements executed by the Board President, or General Manager on behalf of the District.
- (ii) **Exceptions.** The Board may dispense with the informal RFP procedure, whether the informal RFP procedure has been initiated or not, for the reasons set forth above under subdivision (a)(ii).

Cost Accounting Policies and Procedures Manual



January 2017
Edition

California State Controller's Office

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FOREWORD

The Uniform Public Construction Cost Accounting Act (Act), enacted in 1983 under Public Contract Code section 22000 et seq., allows local agencies to perform public project work of up to \$45,000 with their own workforces if the agencies elect to follow the cost accounting procedures set forth in the *Cost Accounting Policies and Procedures Manual* by the California Uniform Construction Cost Accounting Commission.

Every five years, the California Uniform Construction Cost Accounting Commission reviews the informal bid limits for inflation and other factors to determine whether adjustments should be made. If an adjustment is made, the State Controller notifies the affected public agencies. The adjustment may become effective before it appears as a formal change in the Public Contract Code pursuant to Public Contract Code section 22020. The most recently posted bid limits can be found at www.sco.ca.gov/ard_cuccac.html titled under [New Informal Bid Limit Increase \(Pursuant to PCC 22032\)](#)

Any local agency can voluntarily elect to become a participating agency of the Act. Local agencies include cities, counties, redevelopment agencies, special districts, school districts, and community college districts. Participating agencies benefit from the raised force account limit and the informal bidding procedures. More projects are completed in a timely manner as a result of the streamlines awards process and the reduction in paperwork related to advertising and report filing.

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California Uniform Construction Cost Accounting Commission Cost Accounting Policies and Procedures Manual

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CHAPTER 1 INFORMATION FOR ADOPTION AND IMPLEMENTATION OF THE CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

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CHAPTER 1 Information for Adoption and Implementation of the California Uniform Public Construction Cost Accounting Act

Instructions for Adoption and Implementation of the Uniform Construction Cost Accounting Procedures

1.01 Instructions for Adoption and Implementation of the Uniform Public Construction Cost Accounting Act (ACT) by Local Agencies

- 1) The Governing Board must elect by resolution to become subject to the uniform construction cost accounting procedures promulgated by the State Controller pursuant to the Public Contract Code section 22019. The resolution shall specify that the local agency will meet the requirements prescribed in the California Uniform Construction Cost Accounting Commission's *Cost Accounting Policies and Procedures Manual* and state the effective date the agency will implement the accounting and bidding procedures.
- 2) The local agency must notify the State Controller in writing of the election to become subject to the uniform construction cost accounting procedures along with a copy of the resolution mailed to the following address:

Office of the State Controller
Local Government Programs and Services Division
Local Government Policy Section
P.O. Box 942850
Sacramento CA 94250

- 3) When a local agency elects to become subject to the uniform construction cost accounting procedures, the entire entity is considered subject to the Act and no departments will be exempt. However, Special Districts which are governed by a board of supervisors or city council are subject only if a separate election is made.
- 4) An informal bidding ordinance, or a board adopted policy equivalent to such as required by the participating agency, shall be enacted pursuant to Public Contract Code section 22034.
- 5) Once opting into the Act, participating agencies must always adhere to the terms of the Act until such time the agency formally opts out by resolution of its governing board. Having opted in, selective adherence to the terms of the Act is a violation.
- 6) The governing board may discontinue the agency's participation under the uniform public construction cost accounting procedures by adopting a resolution stating this fact. A copy of the resolution shall be filed with the State Controller.
- 7) The State Controller shall notify the California Uniform Construction Cost Accounting Commission (Commission) of all local agencies electing to become subject to the uniform public construction cost accounting procedures. In addition, the Commission shall also be notified of local agencies electing to discontinue participation under these procedures.

CHAPTER 1 INFORMATION FOR ADOPTION AND IMPLEMENTATION OF THE CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

1.02 Sample Election Resolution – Model

This sample *Election Resolution* may be used by any public agency’s governing body.

RESOLUTION OF THE _____, STATE OF CALIFORNIA IN THE MATTER OF
UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES

Resolution No. _____

WHEREAS, prior to the passage of Assembly Bill No. 1666, Chapter 1054, Statutes of 1983, which added Chapter 2, commencing with Section 22000, to Part 3 of Division 2 of the Public Contract Code, existing law did not provide a uniform cost accounting standard for construction work performed or contracted by local public agencies; and

WHEREAS, Public Contract Code section 22000 et seq., the Uniform Public Construction Cost Accounting Act, establishes such a uniform cost accounting standard;

WHEREAS, the Commission established under the Act has developed uniform public construction cost accounting procedures for implementation by local public agencies in the performance of or in the contracting for construction of public projects; and

NOW, THEREFORE, BE IT RESOLVED that the _____ of _____, California, hereby elects under Public Contract Code section 22030 to become subject to the uniform public construction cost accounting procedures set forth in the Act and to the Commission's policies and procedures manual and cost accounting review procedures, as they may each from time to time be amended, and directs that the _____ - notify the State Controller forthwith of this election.

This Resolution shall take effect upon its adoption.

PASSED AND ADOPTED this ____ day of _____, ____ by the following vote;

AYES:
NOES: *Insert Seal if Applicable*
ABSENT:

Signature Title

City of _____ County of _____

CHAPTER 1 INFORMATION FOR ADOPTION AND IMPLEMENTATION OF THE CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

1.03 Sample Informal Bidding Ordinance

(This SAMPLE INFORMAL BIDDING ORDINANCE or POLICY indicates action by a county board of supervisors. However, the sample format shall be modified to conform to your governing agency's rules).

ORDINANCE NO. _____
AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF _____
ADDING SECTION _____ TO THE ORDINANCE CODE OF THE COUNTY OF _____
TO PROVIDE INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC
CONSTRUCTION COST ACCOUNTING ACT (Section 22000, et seq. of the Public Contract Code)

The Board of Supervisors of the County of _____ do ordain as follows:

SECTION 1
Section _____ is hereby added to the County Code of the County of _____ to provide as follows:

Section _____. Informal Bid Procedures. Public projects, as defined by the Act and in accordance with the limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032, et seq., of the Public Contract Code.

Section _____. Contractors List. The agency shall comply with the requirements of Public Contract Code Section 22034.

Section _____. Notice Inviting Informal Bids. Where a public project is to be performed which is subject to the provisions of this Ordinance, a notice inviting informal bids shall be circulated using one or both of the following alternatives:

1. Notices inviting informal bids may be mailed, faxes, or emailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with Section _____.
2. Notices inviting informal bids may be mailed to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the department/agency soliciting bids, provided however:

(1) If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

Section _____. Award of Contracts

The County Purchasing Agent and the Director of Public Works are each authorized to award informal contracts pursuant to this Section.

SECTION 2
This Ordinance shall take effect and be in force thirty (30) days from the date of its passage, and before the expiration of fifteen (15) days after its passage, it or a summary of it, shall be published once, with the names of the members of the Board of Supervisors voting for and against the same in the _____, a newspaper of general circulation published in the County of _____.

PASSED, APPROVED and ADOPTED by the Board of Supervisors of the County of _____, State of California, this ____ day of _____, _____, by the following vote:

AYES:
NOES:
ABSENT:

Procedure for Establishment and Maintenance of List of Registered Contractors

1.04 Procedure for Establishment and Maintenance of List of Registered Contractors Per Section 22034 of the Public Contract Code

Section 22034 of the Public Contract Code specifies the requirements for mailing, faxing, or emailing notices to contractors for work to be bid under the Act. As specified therein, an agency shall provide notices by electing a), b) or both methods listed as follows:

- a) In lieu of a contractors list, mailing, faxing, or emailing notices to all construction trade journals specified in section 22036
- b) Mailing, faxing, or emailing notices to all contractors on the list established by the agency for the work being paid
- c) Both (a) and (b) pursuant to section 22034(a)(1)

In the event an agency elects to provide notice by mailing, faxing, or emailing notices to all contractors on the list established by the agency for the work being bid, the agency shall utilize the following procedure to establish and maintain the list of registered contractors outlined in section 22034 (a)(1):

- a) Notice to contractors shall be provided in accordance with either paragraph (1) or (2), or both.
 - 1) The public agency shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors list shall be determined by the commission. All contractors on the list for the category of work being bid shall be mailed, faxed, or emailed a notice inviting informal bids unless the product or service is proprietary. All mailing of notices to contractors pursuant to this subdivision shall be completed not less than 10 calendar days before bids are due.
 - 2) The public agency may elect to mail, fax, or email a notice inviting informal bids to all construction trade journals specified in section 22036.
- b) The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids.
- c) The governing body of the public agency may delegate the authority to award informal contracts to the public works director, general manager, purchasing agent, or other appropriate person.
- d) If all bids received are in excess of one hundred seventy-five thousand dollars (\$175,000), the governing body of the public agency may, by adoption of a resolution by a four-fifths vote, award the contract, at one hundred eighty-seven thousand five hundred dollars (\$187,500) or less, to the lowest responsible bidder, if it determines the cost estimate of the public agency was reasonable.

(Amended by Stats. 2015, Ch. 269, Sec. 29. Effective January 1, 2016.)

CHAPTER 1 INFORMATION FOR ADOPTION AND IMPLEMENTATION OF THE CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

1.05 County-by-County List of Construction Trade Journals

The Commission shall determine, on a county-by-county basis, the appropriate construction trade journals which shall receive mailed, faxed, or emailed notice of all informal and formal construction contracts being bid for work within the specified county per section 22036 of the Public Contract Code.

Per Public Contract Code section 22037, notices inviting formal bids must be published at least 14 calendar days before the date of opening the bids in a newspaper of general circulation, printed and published in the jurisdiction of the public agency. In addition, the Commission has determined that all public agencies that adopt and contract under the Act shall be required to mail, email, or fax a notice to the following specified construction trade publications of all formal construction contracts being bid and all invitations to join an agency’s qualified bidders list (i.e. the informal bidding list) within the specified county (as provided in sections 22034 and 22037 of the Public Contract Code). The numbers following the name of each county refer to the corresponding numbered trade journals listed starting on page 14.

Users will note that the notification of the trade journals listed in Column B for their county is required. Additionally, the user will have to notify at least two of the trade journals listed in Column C, unless there is only one listed, in which case notification of that trade journal is sufficient. The Commission urges each public agency to select additional publications from its geographical area and include them on its list of publications to be notified. Sample information to be included in the mailed notice to trade journals is listed on page 13.

Note: Users are not required to mail a notice to a trade journal if the trade journal listed under their county is now charging for its services, or is out of business. Instead, the Commission requests that users find some other method of notifying potential contractors of published jobs and how to be added to their informal bidding lists (e.g. internet – county’s web page).

COUNTY NAME (A)	TRADE JOURNALS REQUIRED TO BE NOTIFIED (B)	NOTIFY TWO OF THE TRADE JOURNALS LISTED BELOW (C)
ALAMEDA	2, 3	8, 11, 14, 15, 16, 17, 18, 19
ALPINE	2, 3	11
AMADOR	2, 3	11, 13, 20
BUTTE	2, 3	5, 6, 11, 12
CALAVERAS	2, 3	11, 19, 20, 23
COLUSA	2, 3	5, 6, 11
CONTRA COSTA	2, 3	8, 11, 15, 16, 17, 19
DEL NORTE	2, 3	4, 5, 11
EL DORADO	2, 3	10, 11, 12, 13, 16
FRESNO	2, 3	11, 19, 21, 23, 24, 25
GLENN	2, 3	5, 6, 11, 12
HUMBOLDT	2, 3	4, 5, 11
IMPERIAL	2, 3	29, 31
INYO	2, 3	25
KERN	2, 3	21, 23, 24, 25, 26, 31
KINGS	2, 3	21, 23, 24, 25
LAKE	2, 3	4, 5, 7, 8, 11, 16
LASSEN	2, 3	5, 11, 12

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COUNTY NAME (A)	TRADE JOURNALS REQUIRED TO BE NOTIFIED (B)	NOTIFY TWO OF THE TRADE JOURNALS LISTED BELOW (C)
LOS ANGELES	2, 3	8, 29, 31, 36
MADERA	2, 3	11, 19, 21, 23
MARIN	2, 3	7, 8
MARIPOSA	2, 3	11, 21, 23
MENDOCINO	2, 3	4, 7, 8, 11, 16
MERCED	2, 3	11, 19, 20, 21, 23
MODOC	2, 3	5, 11
MONO	2, 3	11
MONTEREY	2, 3	11, 18, 22, 26
NAPA	2, 3	7, 8, 9, 11, 16
NEVADA	2, 3	10, 11, 12, 13
ORANGE	2, 3	29, 31, 35
PLACER	2, 3	10, 11, 12, 13, 16
PLUMAS	2, 3	5, 6, 11, 12
RIVERSIDE	2, 3	29, 31, 35
SACRAMENTO	2, 3	5, 8, 10, 11, 12, 13, 16, 19
SAN BENITO	2, 3	11, 22
SAN BERNARDINO	2, 3	29, 31, 35
SAN DIEGO	2, 3	29, 31, 35
SAN FRANCISCO	2, 3	8, 11, 14, 15, 16, 17, 18
SAN JOAQUIN	2, 3	8, 11, 19, 20, 21, 23
SAN LUIS OBISPO	2, 3	22, 25, 26, 27, 31, 36, 37
SAN MATEO	2, 3	8, 14, 15, 17, 18
SANTA BARBARA	2, 3	26, 27, 28, 31, 36, 37
SANTA CLARA	2, 3	8, 11, 14, 15, 16, 17, 18
SANTA CRUZ	2, 3	18, 22
SHASTA	2, 3	4, 5, 11
SIERRA	2, 3	11, 12
SISKIYOU	2, 3	5, 11
SOLANO	2, 3	8, 9, 10, 11, 16, 19
SONOMA	2, 3	7, 8, 11, 16
STANISLAUS	2, 3	11, 19, 20, 21, 23
SUTTER	2, 3	6, 10, 11, 12
TEHAMA	2, 3	5, 11, 12
TRINITY	2, 3	4, 5, 11
TULARE	2, 3	23, 24, 25
TUOLUMNE	2, 3	11, 20, 23
VENTURA	2, 3	27, 31, 36, 37
YOLO	2, 3	8, 10, 11, 13
YUBA	2, 3	6, 10, 11, 12

1.06 Sample Information for Mailed Notice

Following provides the type of information that could be included in the mailed notice to the construction trade journals. This list should be used only as a guide.

- Project title and contract number, if any
- Cost range
- Site location
- Who is taking bids/date and time due
- Owner's address and phone number
- Architect's address and phone number
- Brief description of work to be done
- Where plans may be obtained/deposit required/whether or not refundable
- Percentage of bid bond/percentage of performance bond/percentage of payment bond

1.07 List of Construction Trade Journals

The following organizations have indicated to the Commission that they:

- a) Publish a newsletter or trade journal, on a weekly or more frequent basis, that contains a section listing projects being bid; or provide a telephone notice service to their members.
- b) Do not charge for publishing or otherwise disseminating a Notice to Contractors.

These organizations have indicated to the Commission that they serve subscribers or members in the counties listed to the right of each organization.

Organizations that meet criteria (a) and (b) above may be added to the list, or changes or corrections can be made to the list by contacting:

Office of the State Controller
Local Government Programs and Services Division
Local Government Policy Section
P. O. Box 942850
Sacramento, CA 94250

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ORGANIZATION		AREAS OF MEMBERS OR SUBSCRIBERS BY COUNTY
1	<p>CMD (Construction Market Data) Document Processing Center 30 Technology Parkway South, Suite 100 Norcross, GA 30092-2912 Phone: 800-424-3996 Email: customercare@cmdgroup.com Website www.cmdgroup.com</p>	California
2	<p>Construction Bidboard (Ebidboard) 11622 El Camino Real, #100 San Diego, CA 92130 Phone: 800-479-5314 Email: support@ebidboard.com Website: www.ebidboard.com</p>	California
3	<p>Dodge Data & Analytics 830 Third Avenue, 6th Floor New York, NY 10022 Phone: 877-784-9556 Email: support@construction.com Website: www.construction.com</p>	California
4	<p>Humboldt Builders' Exchange, Inc. 1213 5th Street Eureka, California 95501 Phone: 707-442-3708 Website: www.humbx.com</p>	Del Norte, Humboldt, Lake, Mendocino, Shasta, and Trinity
5	<p>Shasta Builders' Exchange 5800 Airport Road Redding, CA 96002 Phone: 530-221-5556 Email: info@shastabe.com Website: www.shastabe.com</p>	Butte, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Modoc, Plumas, Sacramento, Shasta, Siskiyou, Tehama, and Trinity
6	<p>Valley Contractors Exchange, Inc. 951 East Eighth Street Chico, CA 95928 Phone: 530-343-1981 Email: info@vceonline.com Website: www.vceonline.com</p>	Butte, Colusa, Glenn, Plumas, Sutter, and Yuba

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ORGANIZATION		AREAS OF MEMBERS OR SUBSCRIBERS BY COUNTY
7	<p>North Coast Builders Exchange 1030 Apollo Way Santa Rosa, CA 95407 Phone: 707-542-9502 Fax: 707-542-2027 Website: www.ncbeonline.com</p>	Lake, Marin, Mendocino, Napa, and Sonoma
8	<p>Marin Builders Association 660 Las Gallinas Avenue San Rafael, CA 94903 Phone: 415-462-1220 Fax: 415-462-1225 Email: mba@marinbuilders.org Website: www.marinba.org</p>	Alameda, Contra Costa, Lake, Los Angeles, Marin, Mendocino, Napa, Sacramento, San Francisco, San Joaquin, San Mateo, Santa Clara, Solano, Sonoma, and Yolo
9	<p>Solano-Napa Builders Exchange 135 Camino Dorado Napa, CA 94558 Phone: 707-255-2515 Fax: 707-255-2749 Email: membership@snbe.com Website: http://snbe.org</p>	Napa and Solano
10	<p>Sacramento Regional Builders' Exchange 1331 T Street Sacramento, CA 95811 Phone: 916-442-8991 Fax: 916-446-3117 Email: tbrennan@srbx.org Website: www.srbx.org</p>	El Dorado, Nevada, Placer, Sacramento, Solano, Sutter, Yolo, and Yuba
11	<p>Placer County Contractors Association & Builders Exchange 10656 Industrial Avenue, Suite 160 Roseville, CA 95678 Phone: 916-771-7229 Fax: 916-771-0556 Website: www.pccamembers.com</p>	Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Lake, Lassen, Madera, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, Santa Clara, Shasta, Sierra, Siskiyou, Stanislaus, Solano, Sonoma, Sutter, Tehama, Trinity, Tuolumne, Yolo, and Yuba

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ORGANIZATION		AREAS OF MEMBERS OR SUBSCRIBERS BY COUNTY
12	Nevada County Contractors' Association 149 Crown Point Court Grass Valley, CA 95945 Phone: 530-274-1919 Email: nccaexec@pacbell.net Website: www.nccabuildingpros.com	Butte, El Dorado, Glenn, Lassen, Nevada, Placer, Plumas, Sacramento, Sierra, Sutter, Tehama, and Yuba
13	El Dorado Builders' Exchange 3430 Robin Lane, Suite 7 Shingle Springs, CA 95682 Phone: 530-672-2955	Amador, El Dorado, Nevada, Placer, Sacramento, and Yolo
14	The San Francisco Builders Exchange 850 South Van Ness Avenue San Francisco, CA 94110-1911 Phone: 415-282-8220 Email: deanna@bxofsf.com Website: www.bxofsf.com	Alameda, San Francisco, San Mateo, and Santa Clara
15	Bay Area Builders Exchange 3055 Alvarado Street San Leandro, CA 94577 Phone: 510-483-8880 Email: info@bayareabx.com Website: www.bayareabx.com	Alameda, Contra Costa, San Francisco, San Mateo, and Santa Clara
16	Bay Area Builders Exchange 2440 Stanwell Drive, Suite B Concord, CA 94520 Phone: 925-685-8630 Website: www.bayareabx.com	Alameda, Contra Costa, El Dorado, Lake, Mendocino, Napa, Placer, Sacramento, San Francisco, Santa Clara, Solano, and Sonoma
17	Peninsula Builders Exchange 735 Industrial Road San Carlos, CA 94070 Phone: 650-591-4486 Website: www.safetystar.org/safetystar	Alameda, Contra Costa, San Francisco, San Mateo, and Santa Clara
18	Builders' Exchange of Santa Clara County 400 Reed Street Santa Clara, CA 95050 Phone: 408-727-4000 Fax: 408-727-2779 Website: www.bxscco.com	Alameda, Monterey, San Francisco, San Mateo, Santa Clara, and Santa Cruz

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ORGANIZATION		AREAS OF MEMBERS OR SUBSCRIBERS BY COUNTY
19	<p>Builders' Exchange of Stockton 7500 West Lane Stockton, CA 95210 Phone: 209-478-1000 Email: crobinson@besonline.com Website: www.besonline.com</p>	Alameda, Calaveras, Contra Costa, Fresno, Madera, Merced, Sacramento, San Joaquin, Solano, and Stanislaus
20	<p>Valley Builders Exchange, Inc. 1118 Kansas Avenue Modesto, CA 95351 Phone: 209-522-9031 Email: info@valleybx.com Website: www.valleybx.com</p>	Amador, Calaveras, Merced, San Joaquin, Stanislaus, and Tuolumne
21	<p>Builders Exchange of Merced & Mariposa 646 CA-HWY 59 Merced, CA 95341 Phone: 209-722-3612 Website: www.bxmm.org</p>	Fresno, Kern, Kings, Madera, Mariposa, Merced, San Joaquin, and Stanislaus
22	<p>Central Coast Builders Association 242 East Romie Lane Salinas, CA 93907 Phone: 831-758-1624 Email: staff@ccbabuilds.com Website: www.ccbabuilds.com</p>	Monterey, San Benito, San Luis Obispo, and Santa Cruz
23	<p>Central California Builders Exchange 1244 N. Mariposa Street Fresno, CA 93703 Phone: 559-237-1831 Email: info@cencalbx.com Website: http://cencalbx.com/</p>	Calaveras, Fresno, Kern, Kings, Madera, Mariposa, Merced, San Joaquin, Stanislaus, Tulare, and Tuolumne
24	<p>Tulare & Kings Counties Builders Exchange 1223 S. Lovers Lane Visalia, CA 93292 Phone: 559-732-4568 Email: info@tkcbe.com Website: www.tkcbe.com</p>	Fresno, Kern, Kings, and Tulare
25	<p>Kern County Builders' Exchange, Inc. 4310 Ardmore Avenue, Ste. 100 Bakersfield, CA 93309 Phone: 661-324-4921 Website: www.kcbex.com</p>	Kern

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	ORGANIZATION	AREAS OF MEMBERS OR SUBSCRIBERS BY COUNTY
26	<p>San Luis Obispo County Builders Exchange 153 Cross Street, #130 San Luis Obispo, CA 93401 Phone: 805-543-7330 Email: info@slocbe.com Website: www.slocbe.com</p>	Kern, Monterey, San Luis Obispo, and Santa Barbara
28	<p>Ventura County Contractors Association 1830 Lockwood Street, No. 110 Oxnard, CA 93036 Phone: 805-981-8088 Email: vcca@vccainc.com Website: www.vccainc.com</p>	Santa Barbara and Ventura
29	<p>Southern California Builders Association 732 N. Diamond Bar Blvd. #224 Diamond Bar, CA 91765 Phone: 909-396-1451 Email: scba@socalbuilders.org Website: www.socalbuilders.org</p>	Imperial, Los Angeles, Orange, Riverside, San Bernardino, and San Diego
30	<p>Construction Data Company 2001 9th Avenue, 2nd Floor Vero Beach, FL 32960 Phone: 800-800-652-0008 Email: service@cdcnews.com Website: www.cdcnews.com/</p>	Southern California-Imperial, Kern , Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura
31	<p>BidAmerica 41085 Elm Street Murrieta, CA 92562 Phone: 951-677-4819 Email: support@bidamerica.com Website: www.bidamerica.com</p>	Imperial, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura
32	<p>Construction Bid Source Interactive 6265 HWY 9 Felton, CA 95018 Phone: 888-786-9450 Website: www.constructionbidsource.com</p>	California

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ORGANIZATION		AREAS OF MEMBERS OR SUBSCRIBERS BY COUNTY
33	Demandstar – Onvia Supplier Services 509 Olive Way, Suite 400 Seattle, WA 98101 Phone: 800-575-1736 Website: www.demandstar.com or Website: www.onvia.com	California
34	Challenge News 1276 Lincoln Avenue, Suite 203 San Jose, CA 95125 Phone: 408-998-2534 Email: challengenews@yahoo.com	California
35	Associated General Contractors of America San Diego Chapter, Inc. 6212 Ferris Square San Diego, CA 92121 Phone: 858-558-7444 Email: planroom@agcsd.org Website: www.agcsd.org	Orange, Riverside, San Bernardino, and San Diego
36	Builders Notebook P.O. Box 4883 Santa Barbara, CA 93140 Phone: 877-776-5436 Email: planroom@buildersnotebook.com Website: www.buildersnotebook.com	Los Angeles, San Luis Obispo, Santa Barbara, and Ventura
37	Tri-Co Reprographics 513 Laguna Street Santa Barbara, CA 93101 Phone: 805-966-1701 Email: sbplots@tricoblue.com Website: www.tricoblue.com	Santa Barbara, Ventura, and San Luis Obispo

Accounting Procedures Review Process

1.08 Accounting Procedures Review

- A. Pursuant to the provisions of Public Contract Code section 22042, the Commission has adopted the following procedures for conducting an Accounting Procedures Review, where an interested party presents evidence that the work undertaken by the public agency falls within any of the following categories:
- 1) It is to be performed by a public agency after rejection of all bids, claiming work can be done less expensively by the public agency.
 - 2) It exceeded the force account limit.
 - 3) It has been improperly classified as maintenance.
- B. As used in the Accounting Procedures Review, "interested party" shall mean: a licensed contractor eligible to bid on the public project involved in the review; a labor organization whose members would be eligible to perform work on the public project if it were performed by contract; an association of licensed contractors and/or labor organizations; or a taxpayer of the public agency cited in the account review request.
- C. If an inquiry comes to the State Controller's Office (SCO) and/or a single Commissioner, and the assistance of the Commission is needed, the inquiry will be sent to the Chair of the Commission. The Chair will then appoint one or more Commissioners, not to constitute a quorum, from the public and private sectors to assist with responding to the inquiry in a timely manner. A summary of the inquiry and response will be forwarded to the SCO upon completion for incorporation into Frequently Ask Questions as appropriate.
- D. Request for Accounting Procedures Review
- 1) Pursuant to Public Contract Code section 22043(a), in those circumstances as set forth in subdivision (a) of section 22042 above, a request for Commission review shall be in writing, by certified or registered mail received by the Commission postmarked no later than eight business days from the date the public agency has rejected all bids.
 - 2) In those circumstances set forth in subdivision (b) or (c) of section 22042, a request for Commission review shall be in writing, sent to the Commission by certified or registered mail, postmarked no later than eight business days from the date an interested party formally complains in writing to the public agency.
 - 3) The address for purpose of notice herein is:

CALIFORNIA UNIFORM CONSTRUCTION COST ACCOUNTING COMMISSION
Office of the State Controller
Local Government Programs and Services Division
Local Government Policy Section
P.O. Box 942850
Sacramento, CA 94250

- 4) Such written notice shall include the following information:
 - a) The name, address, phone number of interested party as defined on page 20, and person to be contacted presenting evidence.
 - b) An indication that work undertaken by the public agency falls within one of the following categories:
 - 1) It is to be performed by a public agency after rejection of all bids, claiming work can be done less expensively by the public agency.
 - 2) It exceeded the force account limits.
 - 3) It has been improperly classified as maintenance.
 - c) The name, address, and phone number of the public agency involved.
 - d) The project name, location, or other project identification number.
 - e) The bid date and rejection date, if application.
 - f) The low bid dollar amount, if applicable.
 - g) The agency estimate, if available.
 - h) Other documentation supporting the request. If the requestor is unable to obtain information from the participating agency, the request should so note the fact and include an explanation of the circumstances. The statutory limit to complete the account review begins as of the day the request is received by the SCO. Incomplete review requests may affect the ability of the Commission to render a timely decision.
 - 5) At the time it transmits its request to the Commission for review, the interested party shall mail a copy of the request by first class mail, postage prepaid, to the public agency involved.
- E. The Commission shall approve and designate in writing the consultants available to investigate requests for Accounting Procedures Review, if needed. Such consultants shall be prequalified as follows:
- 1) They shall submit resumes including experience to the Commission for prequalification.
 - 2) Each applicant shall have at least five years' experience with, and be knowledgeable of, public works construction or accounting under contracts let by public agencies.
 - 3) They shall submit their schedule of fees required to perform such service.
- F. Immediately upon receipt of a request for Accounting Procedures Review, the Chairperson shall assign it to a working group consisting of two or more Commissioners. Each working group must have both private and public representations.
- 1) The working group may contact either the interested party or the signatory agency involved for additional information. They may also request a statement of the public agency's position with respect to the claim being set forth. Participating agencies are required to cooperate with any

account reviews pursuant to this Act. Agencies failing to cooperate fully, either through unwillingness or inability, may be found to be non-compliant.

- 2) If the work group deems it necessary, it may utilize the SCO audit division or a consultant deemed qualified for the purpose of this investigation. The auditor or consultant will conduct a thorough investigation of the facts surrounding the claim. This investigation may include any field work deemed necessary by the auditor or consultant. The auditor or consultant shall interview the public agency involved and submit as a part of the findings a complete statement of the public agency's position with respect to the review being conducted.
 - 3) The auditor or consultant shall prepare written findings and a recommended decision within twenty calendar days from the date the request for review was received by the Commission.
- G. The Commission shall review the findings of the work group and the report of the auditor or, consultant, if utilized, and render its final decision within thirty calendar days of the date on which the request was received by the Commission. A copy of the decision shall be mailed by first class mail, postage prepaid, to each Commission member, the interested party, and the public agency involved.
 - H. Decisions on Accounting Procedures Reviews shall be collected and maintained at the offices of the Commission and shall be available for public inspection during regular working hours. Such decisions may be cited and relied upon by interested parties and public agencies in subsequent reviews.
 - I. Pursuant to Public Contract Code section 22044.5, if the Commission makes a finding(s) on three separate occasions within a 10-year period, the Commission shall notify the public agency of the finding in writing by certified mail and the public agency shall not use the bidding procedures provided by the Act for five years from the date of the commission's finding. For the purposes of these review procedures, one investigation resulting in a finding(s) shall equate to one occasion. These review procedures are based on current statutory law.
 - J. Changes to statutory law shall be deemed to be automatically adopted into these procedures.

Uniform Public Construction Cost Accounting Act

1.09 California Public Contract Code

Chapter 2 Bidding on Public Contracts (The following statute is current as of January 1, 2017)

Article 1. Legislative Intent and Definitions.

Code	Statute
22000 Name of the Act	This chapter shall be known and may be cited as the "Uniform Public Construction Cost Accounting Act."
22001 Legislative Findings and Declaration	The Legislature finds and declares that there is a statewide need to promote uniformity of the cost accounting standards and bidding procedures on construction work performed or contracted by public entities in the state. This chapter provides for the development of cost accounting standards and an alternative method for the bidding of public works projects by public entities.
22001.5 Notice describing chapter provisions to public agencies	On or before January 1, 2009, the State Controller shall send a notice to all public agencies describing the provisions of this chapter and the benefits of using its provisions. This notice shall also be included in any notification issued by the State Controller pursuant to Section 22020.
22002 Definitions	<p>a) "Public agency" for purposes of this chapter, means a city, county, city and county, including chartered cities and chartered counties, any special district, and any other agency of the state for the local performance of governmental or proprietary functions within limited boundaries. "Public agency" also includes a nonprofit transit corporation wholly owned by a public agency and formed to carry out the purposes of the public agency.</p> <p>b) "Representatives of the construction industry" for purposes of this chapter, means a general contractor, subcontractor, or labor representative with experience in the field of public works construction.</p> <p>c) "Public project" means any of the following:</p> <ol style="list-style-type: none"> 1) Construction reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility. 2) Painting or repainting of any publicly owned, leased, or operated facility. 3) In the case of a publicly owned utility system, "public project" shall include only the construction erection, improvement, or repair of dams, reservoirs, powerplants, and electrical transmission lines of 230,000 volts and higher. <p>d) "Public project" does not include maintenance work. For purposes of this section, "maintenance work" includes all of the following:</p> <ol style="list-style-type: none"> 1) Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes. 2) Minor repainting.

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Code	Statute
	<p>3) Resurfacing of streets and highways at less than one inch.</p> <p>4) Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.</p> <p>5) Work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including, but not limited to, dams, reservoirs, powerplants, and electrical transmission lines of 230,000 volts and higher.</p> <p>e) For purposes of this chapter, "facility" means any plant, building, structure, ground facility, utility system, subject to the limitation found in paragraph (3) of subdivision (c), real property, streets and highways, or other public work improvement.</p>
<p>22003 Public Agency Subject to Uniform Cost Accounting Procedures, Bidding Procedures</p>	<p>A public agency which has, by resolution, elected to become subject to the uniform construction cost accounting procedures set forth in Article 2 (commencing with Section 22010), may utilize the bidding procedures set forth in Article 3 (commencing with Section 22030) when contracting for "maintenance work," as defined in Section 22002, or when contracting for any other work which does not fall within the definition of "public project," as defined in Section 22002.</p>

Article 2. California Uniform Construction Cost Accounting Commission

Code	Statute
<p>22010 Creation; Membership; Appointment</p>	<p>There is hereby created the California Uniform Construction Cost Accounting Commission. The commission is comprised of 14 members.</p> <p>a) Thirteen of the members shall be appointed by the State Controller as follows:</p> <ol style="list-style-type: none"> 1) Two members who shall each have at least 10 years of experience with, or providing professional services to, a general contracting firm engaged, during that period, in public works construction in California. 2) Two members who shall each have at least 10 years of experience with, or providing professional services to, a firm or firms engaged, during that period, in subcontracting for public works construction in California. 3) Two members who shall each be a member in good standing of, or have provided professional services to, an organized labor union with at least 10 years of experience in public works construction in California. 4) Seven members who shall each be experienced in, and knowledgeable of, public works construction under contracts let by public agencies; two each representing cities, counties, respectively, and two members representing school districts, and one member representing a special district. At least one of the two county representatives shall be a county auditor or his or her designee.

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Code	Statute
	<p>b) The member of the Contractors' State License Board who is a general engineering contractor as that term is defined in Section 7056 of the Business and Professions Code shall serve as an ex officio voting member.</p> <p><i>(Amended by Stats. 2015, Ch. 269, Sec. 24. Effective January 1, 2016.)</i></p>
22011 Appointment Recommendations	<p>The Controller, in an effort to select highly qualified commission members, shall solicit from organized representatives of the construction industry and public agencies recommendations for appointments to the commission.</p>
22012 Members; Accounting Experience	<p>At least one commission member of the seven representing the construction industry and at least one of the seven representing public agencies shall have previous accounting experience.</p>
22013 Chairperson; Term	<p>The commission members shall select a chairperson from among its membership. The chairperson shall serve as chair for a term of two years from the date of selection. In no event shall two consecutive chairpersons be appointees representing either the construction industry or public agencies.</p>
22014 Members; Term; Vacancies	<p>a) The members of the commission shall hold office for terms of three years, and until their successors are appointed.</p> <p>b) Members may be reappointed, by the Controller, for subsequent terms of three years.</p> <p>c) The Controller may appoint a successor for any commissioner after his or her three-year term expires.</p> <p>d) The Controller shall, within 120 days, appoint a replacement to fill any vacancy on the commission.</p> <p><i>(Amended by Stats. 2015, Ch. 269, Sec. 25. Effective January 1, 2016.)</i></p>
22015 Staff; Members' Compensation; Grants	<p>a) The Controller shall make available for the conduct of the commission's business, such staff and other support as does not conflict with the accomplishment of the other business of the office of the Controller</p> <p>b) Each member of the commission shall serve without compensation, but shall be reimbursed for travel and other expenses necessarily incurred in the performance of the member's duties. Reimbursement rates shall conform to the Controller's travel guideline rates.</p> <p>c) The commission may accept grants from federal, state, or local public agencies, or from private foundations or individuals, in order to assist it in carrying out its duties, functions, and powers under this chapter.</p> <p><i>(Amended by Stats. 2015, Ch. 269, Sec. 26. Effective January 1, 2016.)</i></p>
22016 Meetings	<p>The commission shall meet not less than once each year, at a time and place chosen by its membership.</p>

CHAPTER 1 INFORMATION FOR ADOPTION AND IMPLEMENTATION OF THE CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

Code	Statute
<p>22017 The Commission's Four Principle Duties</p>	<p>The commission shall do all of the following:</p> <ul style="list-style-type: none"> a) After due deliberation and study, recommend for adoption by the Controller, uniform construction cost accounting procedures for implementation by public agencies in the performance of, or in contracting for, construction on public projects. The procedures shall, to the extent deemed feasible and practicable by the commission, incorporate, or be consistent with construction cost accounting procedures and reporting requirements utilized by state and federal agencies on public projects, and be uniformly applicable to all public agencies that elect to utilize the uniform procedures. As part of its deliberations and review, the commission shall take into consideration relevant provisions of the Office of Management and Budget Circular A-76, as periodically revised. b) After due deliberation and study, recommend for adoption by the Controller cost accounting procedures designed especially for implementation by California cities with a population of less than 75,000. The procedures shall incorporate cost accounting and reporting requirements deemed practicable and applicable to all cities under 75,000 population which elect to utilize the uniform procedures. For the purpose of these cost accounting procedures, the following shall apply: <ul style="list-style-type: none"> 1) Cities with a population of less than 75,000 shall assume an overhead rate equal to 20 percent of the total costs of a public project, including the costs of material, equipment, and labor. 2) Cities with a population of more than 75,000 may either calculate an actual overhead rate or assume an overhead rate equal to 30 percent of the total costs of a public project, including the costs of material, equipment, and labor. c) Recommend for adoption by the Controller, procedures and standards for the periodic evaluation and adjustment, as necessary, of the monetary limits specified in Section 22032. d) The commission shall make an annual report to the Legislature with respect to its activities and operations, together with those recommendations as it deems necessary. <p><i>(Amended by Stats. 2015, Ch. 269, Sec. 27. Effective January 1, 2016.)</i></p>
<p>22018 Recommended Procedure; Controller's Review</p>	<p>The Controller shall, upon receipt of the commission's recommendations, review and evaluate the recommended procedures and either formally adopt or reject the recommended procedures within 90 days of submission by the commission.</p>
<p>22019 Adoption; Promulgation of Uniform Procedure</p>	<p>Upon determining that the recommended uniform construction cost accounting procedures will serve the best interest of the state and public agencies, and upon formal adoption by the Controller, the Controller shall promulgate the uniform procedure for all public agencies electing to participate, together with instructions for their adoption and implementation by any public agency.</p>

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Code	Statute
22020 Five Year Consideration; Material Changes; Adjustments	<p>In accordance with procedures and standards adopted pursuant to Section 22017, every five years the commission shall consider whether there have been material changes in public construction costs and make recommendations to the Controller regarding adjustments in the monetary limits prescribed by Section 22032, but in no case shall the amount, as adjusted, be less than fifteen thousand dollars (\$15,000).</p> <p>Any adjustment shall be effective beginning with the fiscal year that commences not less than 60 days following the Controller's notification to all public agencies of the adjustment. That notification shall also describe the provisions of this chapter and the benefits of using its provisions.</p>

Article 3. Public Projects; Alternative Procedures

Code	Statute
22030 Application of Article	<p>a) This article applies only to a public agency whose governing board has by resolution elected to become subject to the uniform construction cost accounting procedures set forth in Article 2 (commencing with Section 22010) and which has notified the Controller of that election. In the event of a conflict with any other provision of law relative to bidding procedures, this article shall apply to any public agency which has adopted a resolution and so notified the Controller.</p> <p>b) A county, whether general law or charter, containing a population of less than 500,000 may award individual annual contracts as provided in Section 20128.5. <i>(Amended by Stats. 2015, Ch. 269, Sec 28. Effective January 1, 2016)</i></p>
22031 Alternative Procedures	<p>a) Prior to January 1, 2013, this article shall not prohibit a board of supervisors or a county road commissioner from utilizing, as an alternative to the procedures set forth in this article, the procedures set forth in Article 25 (commencing with Section 20390) of Chapter 1.</p> <p>b) On or after January 1, 2013, this article shall not prohibit a board of supervisors or a county road commissioner from utilizing, as an alternative to the procedures set forth in this article, the procedures set forth in Article 25 (commencing with Section 20390) of Chapter 1 for both of the following:</p> <ol style="list-style-type: none"> 1) Maintenance and emergency work. 2) New road construction and road reconstruction as long as the total value of the new road construction and the road reconstruction performed under the procedures set forth in subdivision (c) of Section 20395 during a fiscal year does not exceed 30 percent of the total value of all work performed by force account other than maintenance as reported in the Controller's Streets and Roads Annual Report as of March 1 of each year prior to the fiscal year. <p>c) The value of force account work necessary to facilitate capital projects for the purpose of contracting to the private sector, including design, engineering, inspection, testing, and other force account work necessary to administer private contracts, shall be excluded from the 30-percent limit in subdivision (b).</p>

CHAPTER 1 INFORMATION FOR ADOPTION AND IMPLEMENTATION OF THE CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

Code	Statute
	<p>d) The value of force account work necessary to facilitate projects performed by county employees, including design, engineering, inspection, testing, and other force account work necessary to administer work performed under subdivision (b), shall apply to the 30-percent limit in subdivision (b).</p> <p>e) On or after January 1, 2013, for a county with a population of less than 50,000, this article shall not prohibit a board of supervisors or a county road commissioner from utilizing, as an alternative to the procedures set forth in this article, the procedures set forth in Article 25 (commencing with Section 20390) of Chapter 1.</p> <p>f) The requirements set forth in Section 22038 shall apply to any county subject to this section.</p> <p>g) Any county board of supervisors or county road commissioner acting pursuant to the authority granted in paragraph (2) of subdivision (b) shall publicly declare its intention to use this authority prior to commencing work. The public declaration may be on a project-by-project basis, via a list of anticipated projects for the fiscal year, or via a list that may be included in the county's annual budget.</p> <p><i>(Amended by Stats. 2014, Ch. 345, Sec. 3. Effective January 1, 2015.)</i></p>
<p>22032 Contracting Procedures; Dollar Amount Limitations</p>	<p>a) Public projects of forty-five thousand dollars (\$45,000) or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order.</p> <p>b) Public projects of one hundred seventy-five thousand dollars (\$175,000) or less may be let to contract by informal procedures as set forth in this article.</p> <p>c) Public projects of more than one hundred seventy-five thousand dollars (\$175,000) shall, except as otherwise provided in this article, be let to contract by formal bidding procedure.</p> <p><i>76 Op. Atty. Gen. 126,7-14-93 = Job order contracts - General law county or general law city may not enter into a "job order contract" in excess of \$50,000 for the performance of public projects involving minor construction, and the renovation, alteration, painting, and repair of existing facilities, except under narrowly defined statutory conditions applicable only to counties.</i></p>
<p>22033 Separation of Work orders of Projects; Evasion of Provision of Article</p>	<p>It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of this article requiring work to be done by contract after competitive bidding.</p>
<p>22034 Informal Bidding Ordinance</p>	<p>Each public agency that elects to become subject to the uniform construction accounting procedures set forth in Article 2 (commencing with Section 22010) shall enact an informal bidding ordinance to govern the selection of contractors to perform public projects pursuant to subdivision (b) of Section 22032. The ordinance shall include all of the following:</p>

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Code	Statute
	<p>a) Notice to contractors shall be provided in accordance with either paragraph (1) or (2), or both.</p> <p>1) The public agency shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors list shall be determined by the commission. All contractors on the list for the category of work being bid shall be mailed, faxed, or emailed a notice inviting informal bids unless the product or service is proprietary. All mailing of notices to contractors pursuant to this subdivision shall be completed not less than 10 calendar days before bids are due.</p> <p>2) The public agency may elect to mail, fax, or email a notice inviting informal bids to all construction trade journals specified in Section 22036.</p> <p>b) The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids.</p> <p>c) The governing body of the public agency may delegate the authority to award informal contracts to the public works director, general manager, purchasing agent, or other appropriate person.</p> <p>d) If all bids received are in excess of one hundred seventy-five thousand dollars (\$175,000), the governing body of the public agency may, by adoption of a resolution by a four-fifths vote, award the contract, at one hundred eighty-seven thousand five hundred dollars (\$187,500) or less, to the lowest responsible bidder, if it determines the cost estimate of the public agency was reasonable.</p> <p><i>(Amended by Stats. 2015, Ch. 269, Sec. 29. Effective January 1, 2016.)</i></p>
<p>22035 Emergencies</p>	<p>a) In cases of emergency when repair or replacements are necessary, the governing body may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the governing body, by contractor, or by a combination of the two.</p> <p>b) In case of an emergency, if notice for bids to let contracts will not be given, the public agency shall comply with Chapter 2.5 (commencing with Section 22050).</p>
<p>22035.5 Overcrowded Justice Facilities; Court Ordered Relief; Application of Section 22034</p>	<p>In counties that are under court order to relieve justice facility overcrowding, the procedures and restrictions specified in Section 20134 shall apply to all contracts issued under this chapter.</p>

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Code	Statute
<p>22036 Determination of Construction Trade Journals to Receive Notice of Informal and Formal Construction Contracts</p>	<p>The commission shall determine, on a county-by-county basis, the appropriate construction trade journals which shall receive mailed, faxed, or emailed notice of all informal and formal construction contracts being bid for work within the specified county.</p> <p><i>(Amended by Stats. 2015, Ch. 269, Sec. 30. Effective January 1, 2016.)</i></p>
<p>22037 Notice Inviting Formal Bids; Information; Publication</p>	<p>Notice inviting formal bids shall state the time and place for the receiving and opening of sealed bids and distinctly describe the project. The notice shall be published at least 14 calendar days before the date of opening the bids in a newspaper of general circulation, printed and published in the jurisdiction of the public agency; or, if there is no newspaper printed and published within the jurisdiction of the public agency, in a newspaper of general circulation which is circulated within the jurisdiction of the public agency, or, if there is no newspaper which is circulated within the jurisdiction of the public agency, publication shall be by posting the notice in at least three places within the jurisdiction of the public agency as have been designated by ordinance or regulation of the public agency as places for the posting of its notices. The notice inviting formal bids shall also be sent electronically, if available, by either facsimile or electronic mail and mailed to all construction trade journals specified in Section 22036. The notice shall be sent at least 15 calendar days before the date of opening the bids. In addition to notice required by this section, the public agency may give such other notice as it deems proper.</p>
<p>22038 Rejection of Bids; Failure to Receive Bids; Options</p>	<p>a) In its discretion, the public agency may reject any bids presented, if the agency prior to rejecting all bids and declaring that the project can be more economically performed by employees of the agency, furnishes a written notice to an apparent low bidder. The notice shall inform the bidder of the agency's intention to reject the bid and shall be mailed at least two business days prior to the hearing at which the agency intends to reject the bid. If after the first invitation for bids all bids are rejected, after reevaluating its cost estimates of the project, the public agency shall have the option of either of the following:</p> <ol style="list-style-type: none"> 1) Abandoning the project or readvertising for bids in the manner described by this article. 2) By passage of a resolution by a four-fifths vote of its governing body declaring that the project can be performed more economically by the employees of the public agency, may have the project done by force account without further complying with this article. <p>b) If a contract is awarded, it shall be awarded to the lowest responsible bidder. If two or more bids are the same and the lowest, the public agency may accept the one it chooses.</p>

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Code	Statute
	<p>c) If no bids are received through the formal or informal procedure, the project may be performed by the employees of the public agency by force account, or negotiated contract without further complying with this article.</p> <p><i>(Amended by Stats. 2003, Ch. 296, Sec. 29. Effective January 1, 2004.)</i></p>
<p>22039 Adoption of Plans, Specifications, and Working Detail</p>	<p>The governing body of the participating public agency or its designated representative shall adopt plans, specifications, and working details for all public projects exceeding the amount specified in subdivision (c) of Section 22032.</p> <p><i>(Amended by Stats. 2015, Ch. 269, Sec. 31. Effective January 1, 2016.)</i></p>
<p>22040 Plans, Specifications of Working Details; Examination</p>	<p>Any person may examine the plans, specifications, or working details, or all of these, adopted by the public agency for any project.</p>
<p>22041 Exemptions</p>	<p>This article does not apply to the construction of any public building used for facilities of juvenile forestry camps or juvenile homes, ranches, or camps established under Article 15 (commencing with Section 880) of Chapter 2 of Part 1 of Division 3 of the Welfare and Institutions Code, if a major portion of the construction work is to be performed by wards of the juvenile court assigned to those camps, ranches, or homes.</p>
<p>22042 Accounting Procedures Review</p>	<p>The commission shall review the accounting procedures of any participating public agency where an interested party presents evidence that the work undertaken by the public agency falls within any of the following categories:</p> <ul style="list-style-type: none"> a) Is to be performed by a public agency after rejection of all bids, claiming work can be done less expensively by the public agency. b) Exceeded the force account limits. c) Has been improperly classified as maintenance.
<p>22042.5 Informal Bidding Procedures Review</p>	<p>The commission shall review practices of any participating public agency where an interested party presents evidence that the public agency is not in compliance with Section 22034.</p> <p><i>(Added by Stats. 2015, Ch. 269, Sec. 32. Effective January 1, 2016.)</i></p>
<p>22043 Work Done by Public Agency; Commission Review Request</p>	<ul style="list-style-type: none"> a) In those circumstances set forth in subdivision (a) of Section 22042, a request for commission review shall be in writing, sent by certified or registered mail received by the commission postmarked not later than eight business days from the date the public agency has rejected all bids. b) In those circumstances set forth in subdivision (b) or (c) of Section 22042, a request for commission review shall be by letter received by the commission not later than eight days from the date an interested party formally complains to the public agency.

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Code	Statute
	<p>c) The commission review shall commence immediately and conclude within the following number of days from the receipt of the request for commission review:</p> <ol style="list-style-type: none"> 1) Forty-five days for a review that falls within subdivision (a) of Section 22042. 2) Ninety days for a review that falls within subdivision (b) or (c) of Section 22042. <p>d) During the review of a project that falls within subdivision (a) of Section 22042, the agency shall not proceed on the project until a final decision is received by the commission.</p> <p>e) A request for commission review pursuant to Section 22042.5 shall be in writing, sent by certified or registered mail, and received by the commission no later than eight days from the day an interested party formally complains to the public agency. The commission review shall commence immediately and conclude within 90 days from the receipt of the request for commission review.</p> <p><i>(Amended by Stats. 2015, Ch. 269, Sec. 33. Effective January 1, 2016.)</i></p>
<p>22044 Written Findings; Failure to Comply with Chapter; Action</p>	<p>The commission shall prepare written findings, which shall be presented to the public agency within 30 calendar days of formal commission review. Should the commission find that the provisions of this chapter or of the uniform cost accounting procedures provided for in this chapter were not complied with by the public agency, the following steps shall be implemented by that agency:</p> <ol style="list-style-type: none"> a) On those projects set forth in subdivision (a) of section 22042, the public agency has the option of either (1) abandoning the project, or (2) awarding the project to the lowest responsible bidder. b) On those projects set forth in subdivision (b) or (c) of section 22042, the public agency shall present the commission’s findings to its governing body within 30 calendar days of receipt of written notice of the findings and that governing body shall conduct a public hearing with regard to the commission’s findings within 60 calendar days of receipt of the findings. c) <ol style="list-style-type: none"> 1) On findings of noncompliance pursuant to section 22042.5, the public agency shall notify its governing body of the commissioner’s findings within 60 calendar days of receipt of written notice of the findings from the commission. 2) The public agency shall notify the commission in writing, within 90 days of receipt of written notice of the findings, of the public agency’ best efforts to comply. <p><i>(Amended by Stats. 2015, Ch. 269, Sec. 34. Effective January 1, 2016.)</i></p>
<p>22044.5 Compliance; Removal from Act</p>	<p>If the commission makes a finding, in accordance with section 22043, on three separate occasions within a 10-year period, that the work undertaken by a public agency falls within any of the categories described in section 22042, the commission shall notify the public agency of that finding in writing by certified mail and the public agency shall not</p>

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Code	Statute
	<p>use the bidding procedures provided by this article for five years from the date of the commission's findings.</p> <p><i>(Amended by Stats. 2015, Ch. 269, Sec. 34. Effective January 1, 2016.)</i></p>
<p>22045 Implementation of Procedures Review: Commission Recommendations</p>	<p>a) No later than January 1, 1985, the commission shall recommend, for adoption by the Controller, written procedures implementing the accounting procedures review provided for in this article.</p> <p>b) The Controller shall, upon receipt of the commission's recommendation, review and evaluate the recommended procedures and either formally adopt or reject the recommended procedures within 90 days of submission of the commission.</p>

Chapter 2.5 Emergency Contracting Procedures

Code	Statute
<p>22050 Contract Without Bids; Procedures</p>	<p>a) 1) In the case of an emergency, a public agency, pursuant to a four-fifths vote of its governing body, may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts.</p> <p>2) Before a governing body takes any action pursuant to paragraph (1), it shall make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency.</p> <p>b) 1) The governing body, by a four-fifths vote, may delegate, by resolution or ordinance, to the appropriate county administrative officer, city manager, chief engineer, or other nonelected agency officer, the authority to order any action pursuant to paragraph (1) of subdivision (a).</p> <p>2) If the public agency has no county administrative officer, city manager, chief engineer, or other nonelected agency officer, the governing body, by a four-fifths vote, may delegate to an elected officer the authority to order any action specified in paragraph (1) of subdivision (a).</p> <p>3) If a person with authority delegated pursuant to paragraph (1) or (2) orders any action specified in paragraph (1) of subdivision (a), that person shall report to the governing body, at its next meeting required pursuant to this section, the reasons justifying why the emergency will not permit a delay resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency.</p> <p>c) 1) If the governing body orders any action specified in subdivision (a), the governing body shall review the emergency action at its next regularly scheduled meeting and, except as specified below, at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths</p>

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Code	Statute
	<p>vote, that there is a need to continue the action. If the governing body meets weekly, it may review the emergency action in accordance with this paragraph every 14 days.</p> <p>2) If a person with authority delegated pursuant to subdivision (b) orders any action specified in paragraph (1) of subdivision (a), the governing body shall initially review the emergency action not later than seven days after the action, or at its next regularly scheduled meeting if that meeting will occur not later than 14 days after the action, and at least at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action, unless a person with authority delegated pursuant to subdivision (b) has terminated that action prior to the governing body reviewing the emergency action and making a determination pursuant to this subdivision. If the governing body meets weekly, it may, after the initial review, review the emergency action in accordance with this paragraph every 14 days.</p> <p>3) When the governing body reviews the emergency action pursuant to paragraph (1) or (2), it shall terminate the action at the earliest possible date that conditions warrant so that the remainder of the emergency action may be completed by giving notice for bids to let contracts.</p> <p>d) As used in this section, “public agency” has the same meaning as defined in Section 22002.</p> <p>e) A three-member governing body may take actions pursuant to subdivision (a), (b), or (c) by a two-thirds vote.</p> <p>f) This section applies only to emergency action taken pursuant to Sections 20133, 20134, 20168, 20193, 20205.1, 20213, 20223, 20233, 20253, 20273, 20283, 20293, 20303, 20313, 20331, 20567, 20586, 20604, 20635, 20645, 20685, 20736, 20751.1, 20806, 20812, 20914, 20918, 20926, 20931, 20941, 20961, 20991, 21020.2, 21024, 21031, 21043, 21061, 21072, 21081, 21091, 21101, 21111, 21121, 21131, 21141, 21151, 21161, 21171, 21181, 21191, 21196, 21203, 21212, 21221, 21231, 21241, 21251, 21261, 21271, 21290, 21311, 21321, 21331, 21341, 21351, 21361, 21371, 21381, 21391, 21401, 21411, 21421, 21431, 21441, 21451, 21461, 21472, 21482, 21491, 21501, 21511, 21521, 21531, 21541, 21552, 21567, 21572, 21581, 21591, 21601, 21618, 21624, 21631, 21641, and 22035.</p>

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CHAPTER 2 THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

Uniform Public Construction Cost Accounting Act

2.01 The Uniform Public Construction Cost Accounting Act

As specified in the State of California Public Contract Code, all governmental jurisdictions are limited to the dollar amount of public project work that can be performed using internal resources. The jurisdictions are further required to follow various bidding procedures in undertaking construction work performed or contracted in the jurisdiction. The passage of Chapter 1054, Statutes of 1983, Uniform Public Construction Cost Accounting Act (Act), and subsequent amendments provides for alternative bidding procedures by public agencies in undertaking public project work, provided they subscribe to uniform construction cost accounting policies and procedures developed in accordance with the law.

The purpose of this document is to give public agencies those construction cost accounting policies and procedures required in accordance with this above-mentioned legislation. To assist in understanding these policies and procedures, we have provided examples throughout the manual. These examples are for illustrative purposes only and, although they may be used, should not be considered required formats for public agencies operating under this program.

2.02 Public Agency

Public Contract Code section 22002(a) provides the definition of a public agency for the purposes of the Act. Public agencies are cities, counties, a city and county, chartered cities and chartered counties, any special district and any other agency of the state responsible for the local performance of governmental or proprietary functions within limited boundaries. Public agency includes a nonprofit transit corporation wholly owned by a public agency and formed to carry out the purposes of the public agency.

2.03 Public Project

As defined in Public Contract Code section 22002(c), all public projects performed by public agencies may include:

- Construction, reconstruction, erection, alteration, renovation, improvement, demolition and repair work involving any publicly owned, leased or operated facility.
- Painting or repainting of any publicly owned, leased or operated facility.
- In the case of publicly owned utility system, construction, erection, improvement or repair of dams, reservoirs, power plants and electrical transmission lines of 230,000 volts and higher.

2.04 Exemptions

Construction of any public building used for facilities of juvenile forestry camps or juvenile homes, ranches, or camps established under Article 15 (commencing with section 880) of Chapter 2 of Part 1 of Division 2 of the Welfare and Institutions Code, if a major portion of the construction work is to be performed by wards of the juvenile court assigned to those camps, ranches or homes, is exempt from the provisions of the Act.

In addition, in cases of great emergency, as determined by the governing body of the public agency, including, but not limited to, states of emergency defined in Government Code section 8558. When repair or replacements are necessary to permit the continued conduct of the operation or services of a public agency or to avoid danger to life or property. The governing body by majority vote, may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the governing body, by

contract, or by a combination of the two. The governing body, by majority vote, may delegate to the appropriate county administrative officer or city manager the power to declare a public emergency subject to confirmation by the governing body, by a four-fifths vote, at its next meeting.

2.05 Bid Limitations

For those agencies whose governing board has by resolution elected to become subject to the uniform construction cost accounting policies and procedures and which have notified the State Controller of that election, the following bid limitations will be in effect pursuant to Public Contract Code section 22032 and 22034(d):

- Public projects of \$45,000 or less may be performed by the employees of a public agency by force account (for definition see page 39 section 2.2), by negotiated contract, or by purchase order.
- Public projects of \$175,000 or less may be let to contract by informal procedures as set forth in this legislation.
- Public projects of more than \$175,000 shall, except as otherwise provided in this legislation, be let to contract by formal bidding procedures.
- If all bids received are in excess of \$175,000, the governing body of the public agency may by adoption of a resolution by a four-fifths vote, award the contract, at \$187,500 or less, to the lowest responsible bidder, if it determines the cost estimate of the public agency was reasonable.

2.06 Award of Bid

Public Contract Code section 22038 allows the public agency in its discretion to reject any bids presented. If the agency prior to rejecting all bids and declaring that the project can be more economically performed by employees of the agency provides a written notice to an apparent low bidder that:

- Informs the lowest responsible bidder of the agency's intention to reject the bid.
- Is mailed to at least two business days prior to the hearing at which the agency intends to reject the bid.

If after opening bids all bids are rejected, the public agency shall have the option, after reevaluating its cost estimates of the project, of one of the following:

- The public agency may abandon the project or re-advertise for bids in the manner described by this legislation; or
- By passage of a resolution by a four-fifths majority of its governing body declaring that its employees can perform the project more economically, the public agency may have the project done by force account without further complying with this legislation.

If a contract is awarded, it shall be awarded to the lowest bidder. If two or more bids are the same as the lowest, the public agency may accept the one it chooses.

If no bids are received, the project may be performed by employees of the public agency by force account or by informal bidding procedures set forth in section 22034 of the Public Contract Code.

California Uniform Construction Cost Accounting Commission

2.07 California Uniform Construction Cost Accounting Commission

Chapter 1054, Statutes of 1983, created the California Uniform Construction Cost Accounting Commission (CUCCAC or the Commission). The Commission is comprised of 14 members, 13 members are appointed by the State Controller and one member of the Contractors' State License Board pursuant to section 22010 of the Public Contract Code.

- a) Thirteen of the members shall be appointed by the Controller as follows:
 - 1) Two members who shall each have at least 10 years of experience with, or providing professional services to, a general contracting firm engaged, during that period, in public works construction in California.
 - 2) Two members who shall each have at least 10 years of experience with, or providing professional services to, a firm or firms engaged, during that period, in subcontracting for public works construction in California.
 - 3) Two members who shall each be a member in good standing of, or have provided professional services to, an organized labor union with at least 10 years of experience in public works construction in California.
 - 4) Seven members who shall each be experienced in, and knowledgeable of, public works construction under contracts let by public agencies; two each representing cities, counties, respectively, and two members representing school districts, and one member representing a special district. At least one of the two county representatives shall be a county auditor or his or her designee.
- b) The member of the Contractors' State License Board who is a general engineering contractor as that term is defined in Section 7056 of the Business and Professions Code shall serve as an ex officio voting member.

2.08 Implementation

The public agency must perform several administrative steps to comply and elect into the law. The major steps include:

- Adopting a resolution electing to become subject to the Act.
- Adopting ordinances or regulations providing informal bidding procedures as required by the law.
- Notifying the State Controller of the election.
- Complying with the cost accounting construction policies and procedures presented in this manual.

The Commission shall review the accounting procedures of any participating agency where an interested party presents evidence that the work undertaken by the public agency falls within any of the following categories stated in Public Contract Code section 22042:

- Is to be performed by a public agency after rejection of all bids, claiming work can be done less expensively by the public agency.
- Exceeded the force account limits.
- Has been improperly classified as maintenance.

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CHAPTER 3 UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING POLICIES AND PROCEDURES

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CHAPTER 3 UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING POLICIES AND PROCEDURES

Uniform Public Construction Cost Accounting Policies and Procedures

The California Uniform Construction Cost Accounting Commission (CUCCAC or the Commission) is responsible for the review and development of uniform public construction cost accounting policies and procedures to be followed by public agencies electing to participate in the program. This section of the manual discusses the basic philosophy and intent of the Commission in developing these cost accounting policies and procedures, the range of public construction projects that may be undertaken by a public agency that would utilize the cost accounting policies and procedures, and the support systems deemed necessary to comply with this program.

3.01 CUCCAC Philosophy

The policies and procedures, as dictated by Public Contract Code section 22017, shall, to the extent deemed feasible and practicable, incorporate or be consistent with construction cost accounting guidelines and standards and reporting requirements utilized by state and federal agencies on public projects and be uniformly applicable to all public agencies which elect to utilize the policies and procedures. The Commission recognizes the wide divergence in the size, capabilities and scope of operations of various public agencies operating under this legislation. Therefore, in developing this manual, the Commission wishes to present policies and procedures that are reasonable and do not demand extensive tracking of detail. The Commission feels that all cost elements, including personnel, materials, supplies and subcontracts, equipment, and overhead, associated with a project must be recorded and reported at the project level. Each of the cost elements is to be expressed in the initial bid/estimate process, captured and recorded during the construction period and compared to the initial estimate at the conclusion of the public project. This shall require the existence of a project tracking system, as discussed later in this section. The Commission refrains from dictating a specific system but requires a system to estimate for bidding purposes, and to capture the actual costs in a manner consistent with the bid estimate. In this manner, the policies and procedures are results-oriented. The Commission has determined that the Standardized Account Code Structures meets the requirements of the Act.

3.02 Applicable Projects

In keeping with the Commission's objective of providing cost accounting policies and procedures that are specific in concept yet broad enough to encompass all public agencies, regardless of size and scope of services, these policies and procedures should enable the public agencies to track all applicable construction-oriented public projects.

While allowing for the divergence of activities performed, these policies and procedures should parallel construction cost accounting practices as much as possible to allow for a comparability of private and public estimates and actual costs incurred in constructing public projects.

3.03 Definitions

The definitions listed below will assist users of the manual in interpreting and understanding the policies and procedures as stated in this manual. It is important to note that these definitions pertain only to the contents of this manual.

Cost Finding. A less formal method than project accounting of cost determination or estimation on an irregular basis. There may be no formal accounting entries during the year to record costs incurred in specific cost accounts. Instead, cost finding usually involves taking available fund financial accounting data and recording it and adjusting it to devise the cost data or estimate needed. This approach will be used in selected instances as defined in this manual.

Direct Costs. Direct costs represent economic resources that can be specifically identified with a particular construction activity or function. To the extent possible, such costs should be charged directly to the project for purposes of cost determination rather than being subjected to allocation procedures.

End Cost Objective. An end cost objective is a cost center or activity established for the accumulation of the direct costs of performing government services. All costs should be considered to indirectly support the performance of these services.

Equipment Usage Tracking System. An equipment usage tracking system allows for the identification, recording, accumulation and reporting of usage of a specific piece of equipment or type of equipment and the unit of usage, e.g., hours, days, mileage, to a particular activity.

Force Account. A force account accurate for work performed on public projects using internal resources, including but not limited to labor, equipment, materials, supplies, and subcontracts of the public agency.

Government-Wide Overhead. Government-wide overhead is defined to include all costs of a public agency not associated with organizational units performing services which support all end cost objectives of the government entity.

Materiality. It is the Commission's position that, if the value of those goods obtained from inventory is material, the cost must be recorded to the public project code as a direct cost item. Materiality is defined for purposes of this manual to be any item that has a unit or aggregate value of \$25 or more.

Materials, Supplies, and Subcontracts Tracking System. A materials, supplies, and subcontracts tracking system allows for the identification, recording, accumulation, and reporting of materials, supplies, and subcontracts used on a particular activity.

Object Cost. A cost center or activity (account code assigned to a department or project) established for the accumulation of the direct and indirect cost to arrive at a total cost of performing government services.

Overhead Costs. Overhead costs represent economic resources that are employed for common or joint purposes benefiting several projects or functions. As such, overhead costs are not as readily chargeable to individual projects and, therefore, generally require allocation based upon statistical relationships.

Personnel Tracking System. A personnel tracking system allows for the identification, recording, accumulation, and reporting of personnel working on a particular activity.

Project Accounting. Project accounting is the continuous process of analyzing, classifying, recording, and summarizing cost data within the confines and controls of a formal project accounting system and reporting them to users on a regular basis.

Project Tracking System. A project tracking system allows for the identification and establishment of cost (account) codes to particular activities. The system would be used to record, accumulate, and report personnel costs; equipment costs; material, supplies, and subcontracts costs; and allocated overhead to activities identified.

Public Project Unit. A public project unit (e.g. public works department) is an identifiable organizational unit of any size within a public agency whose primary goals include the undertaking and completion of public projects as defined in Public Contract Code section 22002. The Commission would, in general, consider a unit to be a public project unit when over 25% of the total unit's annual budget is expended on public projects. It is more common to have these organizational units in the larger public agencies - urban counties, cities, and school districts.

Subcontract. A subcontract provides for the use of an outside contractor with specialized skills and/or equipment needed to complete an element of work on the public project.

Unit Overhead. Unit overhead is defined as all costs incurred by an organizational unit, such as a public project unit, department, division or section, that are not directly attributable to any end cost objective, whether it be a public project or not. These costs include personnel costs, materials, supplies and subcontracts, and equipment costs not directly attributable to any end cost objective.

Work Order. A work order is written authorization for the performance of a particular project. It contains a description and location of the project and specifications for the work to be performed. Work orders are assigned an identification code and are used to record all costs both direct and indirect incurred in completing the project.

3.04 Public Agency Organization Structure

In general, public agencies will contract out design-and-build and heavy construction projects and perform only general building projects and specialty construction projects with internal resources. Frequently, this decision to undertake general building and specialty construction projects is made based on the agency's organization structure, current workload requirements, and available staffing resources.

Often, in large organizations, due to the ongoing workload, there are organizational units whose stated objective is to undertake and complete on an as-needed basis general building and specialty construction projects. These organizational units are project-oriented. Their end cost objectives primarily consists of the performance of public projects. Costs specifically incurred in connection with individual end cost objectives are considered to be direct costs. Costs not specifically incurred to support individual and cost objectives are considered to be overhead costs associated with the organizational units taken as a whole. To recognize all the costs associated with an end cost objective, these overhead costs must be allocated back to this end cost objective. Examples of end cost objectives include public projects, such as the construction of a warehouse, renovation of a lunch room, or street reconstruction and resurfacing over 1 inch. Smaller public agencies, which comprise the majority of public agencies in the state, usually do not have organizational units whose annual budgets represent more than 25% of public project work. Frequently, these employees perform general maintenance duties in addition to working on public projects. The public project costs incurred by these employees are more difficult to identify yet equally important.

3.05 Classification of Costs

It is the stated objective of the law and the Commission to have public agencies estimate the cost of public projects and track these project costs in a manner similar to private industry. Essential to achieving this objective is the understanding and agreement by both parties as to the components of costs that are included in public projects.

The major classification of cost components for construction projects includes: direct, indirect, and overhead costs.

3.06 Direct Costs

Direct costs generally include these categories of costs: labor, bonds, permits, licensing fees (if any), equipment, permanent materials and supplies, subcontracts, nonpermanent materials and supplies. Components of each of these direct project cost categories are shown below and include costs applicable to the construction industry.

Labor

Hourly Pay/Salary
Payroll Taxes (Employer Contribution)
Worker’s Compensation Insurance (Allocation of Self Insurance)
Group Health Insurance
Group Life Insurance
Retirement Plan (Employer Contribution)
Holiday Leave
Vacation
Sick Leave
Unassigned Time
Disability Insurance
Unemployment Insurance
Military Leave
Jury Duty Leave
Management Leave/Compensatory Leave
Uniform/Uniform Allowance
Tuition Reimbursement
Union Time Off
Time Off for Illness or Death of Family Member
Personal Liability Insurance
Administration/Employer Contribution of Deferred Compensation Program/401K
Overtime Premium

Use employee’s productive hourly rate to calculate direct labor costs.

Equipment

Internal Equipment Rate

Depreciation
Insurance (Allocation of Self Insurance)
Initial Assembling and Dismantling Costs
Maintenance Costs
Repair Costs
Provision for Major Overhauls
Unassigned Time
Maintenance and Storage Yard Facilities Costs
Fuel and Oil
Tires and Grease

Or Use:

Caltrans Equipment Rental Rates and Labor Surcharge Book:

<http://www.dot.ca.gov/hq/construc/equipmnt.html>

External Equipment Rate (Leased or Rented from Commercial Dealer) which includes, if charged by the Lessor or are the responsibility of the agency, the following costs:

Rental Rate
Maintenance Costs
Assembling and Dismantling Costs
Insurance Costs
Fuel and Oil
Tires and Grease

Permanent Materials and Supplies

Cost of Permanent Materials and Supplies-Charged Directly to Job

Permanent Materials and Supplies Cost
Sales/Use Tax
Freight
Discounts Taken

Cost of Permanent Materials and Supplies Costs

Substantiated by most recent Invoice
Handling
Warehouse and Transportation Costs

Subcontracts

Payments made to Subcontractors

Nonpermanent Materials and Supplies/Miscellaneous Costs

Permits
Fees
Performance Bonds
Licenses

3.07 Indirect Costs

Indirect costs can be identified with a project but not with a specific job or unit of production within the project.

Indirect costs generally include two categories of costs: labor and other miscellaneous project site expenses. Components of each of these indirect cost categories are shown below.

Labor

Quality Control and Inspection
Field Supervisors
Security Guards
Superintendent
Job Secretary

Other Project Expenses

Mobilization, Assembly, Move-Out Costs
Yarding and Hauling
Trailer
Utilities
Telephone
Warehouse Costs
Spoilage, Loss and Theft
Other Costs

3.08 Overhead Costs

Simplified Overhead Rate

Prior to January 1, 2004, the Commission allowed all agencies to use a 20% overhead rate applied to all direct costs in lieu of calculating their overhead rates. An amendment to Public Contract Code section 22017 provides that cities with a population of less than 75,000 can assume the 20% rate. Cities with a population of 75,000 or over can either assume a 30% overhead rate or calculate an actual overhead rate.

Calculated Overhead Rate

The Commission determined that counties, special districts, and school districts can use a 30% rate or calculate an actual overhead rate, which is the same rule that applies to cities with a population of over 75,000.

Agencies may elect to calculate their overhead rates by one of the three following methods:

- 1) Appendix A describes the federal government’s method of calculating overhead (2 CFR Part 220).
- 2) Appendix B describes a method of calculating overhead by allocating overhead costs as a percentage of direct labor costs.
- 3) Any method of calculating overhead is satisfactory with the Commission, provided that acceptable accounting procedures are used and all administrative costs are included.

Overhead costs should be applied on total project costs, including costs of material, equipment, and labor.

Overhead costs cannot be identified with or charged to jobs or units of production unless some more or less arbitrary allocation basis is used.

Components of overhead are shown below and include costs applicable to the construction industry, public agencies or both, e.g., public agencies do not have to pay surety bond premiums as does the construction industry to perform construction work, but both have costs incurred due to the processing of payroll.

Payroll
Personnel
Purchasing/Procurement
Bid/Estimate Expense
Advertising Expense
Legal Costs
General Government
General Accounting/Finance
Departmental Accounting/Finance
Facilities
Data Processing
Top Management
Management Expenses

Typically public agencies recognize only two classifications of costs: direct and overhead.

It is important to note that this does not suggest that public agencies exclude indirect costs but rather that they classify a majority of them as direct costs. For example, in the construction industry a foreman supervising employees working at the job site would have his personnel costs pooled and allocated to a job or unit of production. In a public agency, the foreman's labor cost would be charged directly to the appropriate public projects.

Regardless of the differences in how the various costs are classified, both the construction industry and public agencies recognize that the significant cost elements of any construction project include:

- Personnel
- Materials, supplies and subcontracts
- Equipment
- Overhead

3.09 Project Identification

Public projects, as defined in section 2.03, shall be identified and given specific project codes. These codes are generally referred to as project or work order numbers. These codes shall enable the public agency to segregate the cost elements discussed above, thereby allowing for the proper estimation, tracking, and comparison of estimated vs. actual cost elements incurred at the completion of a public project.

3.10 Project Tracking

The public agency shall have a manual or automated system that records, accumulates, and periodically reports the cost elements - personnel; materials, supplies and subcontracts; equipment; and overhead - incurred in completing all public projects. The public agency shall be required to account for the costs of the public project in a manner consistent with the way in which the project was bid/estimated. An audit trail of the accumulation of these cost elements shall be maintained. Source documents shall be retained identifying costs incurred on the project. These documents may include timesheets, equipment tracking records, requisitions of materials

and supplies used at the project site, and the documentation of the development of overhead rates. The project tracking system does not have to be a part of the public agency's fiscal system but should capture the major cost elements and comply with the other requirements stated in this manual. This may require the agency to establish a project tracking system or alter an existing cost accounting system.

Project Tracking Systems

Project tracking refers to the management of projects which includes but is not limited to measuring and reporting the status of milestones, tasks and activities required in achieving the pre-defined project results. Project tracking can also refer to project management software which automates the tracking of tasks, assignments, event and activities related to the project.

Most counties and larger school districts, cities, and special districts have established automated cost accounting systems that can track all identified public projects. Other project tracking systems include work order systems and project ledger card systems.

Work orders are written authorizations for the performance of a particular project. They contain a description and location of the project and the specifications for the work to be performed. These authorizations, used extensively by public agencies, are assigned an identification code and are used to accumulate and report labor, materials and supplies, and other costs associated with the project. Work orders can be used to cost public project work, as well as maintenance work and other types of end cost objective work.

A project ledger card system establishes a single ledger card to be used in recording, in summary, all cost elements associated with a particular public project.

Discussion of Example

An excel spreadsheet, is listed as a template named *Sample Estimating Form* and is available online at http://www.sco.ca.gov/ard_cuccac.html

The sample project ledger card has been established by the school district's accounting area to estimate the costs of remodeling the Main Street School. This sample can be used for estimating a project. The following data elements are included on the ledger card to establish the public project:

- Project code
- Start date
- End date
- Person responsible for work
- Name of project

Chapter 4 IDENTIFICATION, REPORTING, AND COMPUTATION OF PERSONNEL COSTS

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CHAPTER 4 IDENTIFICATION, REPORTING, AND COMPUTATION OF PERSONNEL COSTS

Identification, Reporting, and Computation of Personnel Costs

The accurate estimating, tracking and costing of personnel costs is imperative to ensure accurate reporting and future estimating of these costs. Personnel costs are those costs associated with employing public agency personnel in the performance of a specific job. They include three elements:

- 1) Annual salary or wage paid by the public agency.
- 2) Benefits received by employees such as a public agency's contribution to employee retirement programs, group health plans, and unemployment insurance.
- 3) Benefits paid to employee such as salaries or wages paid to employees who are on holidays, vacation leave, and sick leave.

This section of the manual describes the systems and methods used to track personnel time, determine the costs associated with personnel, and record these costs to a project tracking system.

Tracking Personnel Time

Critical to the public agency's determination of personnel costs is the ability to identify time spent by employees performing work on all public projects.

4.01 Timekeeping System

A public agency shall have a timekeeping system that accumulates hours worked by employees and assigns these hours to all public project codes. Typically, this project code is assigned by the agency's accounting department and conveyed to the person responsible for the public project, generally the foreman or equivalent position. This system shall enable the agency to track hours worked on public projects to allow for the subsequent distribution of the appropriate personnel costs.

4.02 Examples of Timekeeping Systems

The simplest of timekeeping records is a foreman's time book. These books usually have 50 pages and the foreman records on a daily or weekly basis the employee and his daily time spent on a particular project. These books have heavy tagboard covers so they can remain at the job site and be carried in a foreman's pocket. Typically, at the week's end, the foreman's time book is copied onto timesheets or timecards. This may be done at the central office by the foreman, timekeeper, payroll clerk or bookkeeper. This timekeeping system has the advantage of actual timekeeping being performed at the job site; but if the book is lost, the entire project's time record is lost.

Weekly timesheets or timecards and electronic timekeeping systems can also be used to record time. These documents should be completed by employees no later than at the end of the week showing the hours worked on each public project. For the employees to complete the cards or sheets, they must be informed of the appropriate project code to charge. This appears to be an insignificant issue; but without the establishment of a project code and the conveyance of that information to personnel working on the public project, the costs may never get recorded accurately. This decentralization of timekeeping presents the opportunity for possible inaccuracies in the recording of time spent on public projects. Therefore, this system may warrant additional review by management.

Work orders can be used to record time by the appropriate employee. As discussed in the project tracking requirements, work orders are written authorization for the performance of a particular job containing a project code, a description and location of the job, and specifications for the work to be performed. Work orders are the most frequent public project timekeeping systems used by public agencies. These are generally completed by the supervisor of the public project who records the employees' time spent on a public project.

It is important to note that work performed on public projects, unlike timekeeping in the construction industry, requires close supervision by management to ensure that hours worked on end cost objectives as defined by this manual are recorded properly.

4.03 Application of Timekeeping Systems

As discussed earlier, there are two types of organizational units within public agencies that may perform public project work. These are (1) public project units and (2) other organizations that may, in addition to their primary duties, work on public projects.

Public Project Unit

A public project unit is an identifiable organizational unit of any size whose primary goals include the undertaking and completion of public projects. Typically, these units perform construction, reconstruction, erection, alteration, renovation, improvement, demolition, repair work, and painting of any publicly owned, leased, or operated facility. For example, a public works department may have a division/section comprised of employees who as defined by this bill are dedicated to the undertaking and completion of public projects such as road resurfacing, painting, landscaping and building/remodeling. The Commission would, in general, consider a unit to be a public project unit when over 25% of the total unit's annual budget is expended on public projects. It is more common to have these organizational units in the larger public agencies--urban counties, cities and school projects.

Timekeeping Requirements

Employees who generally are considered direct labor and are assigned to a public project unit shall record their time on an hourly basis and record all hours of a full work day. This includes time spent on public projects as well as time spent on projects excluded from this program. Unassigned time by these employees will also be recorded and charged to an appropriate code.

Employees not performing labor on public projects, but who provide administrative support services to the employees of the public project unit, shall also record their time on an hourly basis and record all hours of a full work day. This time will be charged to an appropriate overhead account and will be used in the development of the organizational unit's overhead rate as discussed in Chapter 7.

Other Organizational Units Performing Work on Public Projects

There are other organizational units that have employees who perform work on public projects but whose primary goal is the performance of routine maintenance work and/or other general government services. Typically, these organizational units include: parks and recreation departments; divisions of public works agencies that have not been identified specifically as public project units, such as engineering; water and sewer; street maintenance; and routine maintenance.

a. Timekeeping Requirements

Employees of these organizational units shall report time worked on public projects. Although the Commission strongly believes that it is advisable for employees to record an eight-hour day to various end cost objectives, work performed outside of public projects is excluded from the scope of the program and is not required to be reported. All time worked on public projects by a public agency employee shall be posted to a project tracking system on a timely basis with an adequate audit trail maintained.

b. Discussion of Example

An employee of an organizational unit who performs work on a public project, but whose organization is not identified as a public project unit, must report his time. The employee has recorded only the time worked on a public project. Unit management, employees performing maintenance work, and unassigned employees need not record their time as do similar employees in a public project unit.

4.04 Recording Time to Public Projects

A public project's direct labor time shall be recorded to a project code under the following circumstances:

- The employee worked on a public project.
- The employees were in transit to or from a project site.
- The employee performed clean-up work on a public project, e.g., the employee returned to central headquarters to complete paperwork attributable to a public project.
- The employee was assigned to work on a public project but was unable to work due to unforeseen circumstances, e.g., equipment breakdown or inclement weather, and was therefore idle.

Computing Personnel Costs

In determining personnel costs, three different rates must be determined and applied: the employee's productive hourly rate, the department's overhead rate, and the general government overhead rate.

4.05 Productive Hourly Rate

Personnel costs in many public projects represent the single largest cost of a public project. In calculating these costs it is important to include the three components of personnel costs:

- 1) Annual salary/wages
- 2) Benefits received
- 3) Benefits paid

The calculation of an hourly rate integrating these three costs components is commonly called a "productive hourly rate."

A productive hourly rate shall be used to cost time reported to public projects. A productive hourly rate determines the full costs per hour of employing public agency personnel on a public project. A productive hourly rate is calculated by dividing annual personnel costs by an employee's available hours for work assignment.

Annual Personnel Cost

The annual personnel costs of an employee or class of employees shall be determined by the public agency. These costs shall include annual salary/wages and fringe benefits paid by the public agency.

Fringe benefits are generally calculated as a percentage of annual salary/wages or as an annual cost per employee.

If the productive hourly rate is calculated by employee class, members of each class should have reasonably comparable fringe benefits. Otherwise, further division of the employee class should be performed.

Fringe benefit calculations shall take into consideration, but not be limited to, the employer contribution portion of the following costs:

- Disability insurance
- Life insurance
- Retirement plan
- Unemployment insurance
- Worker's compensation insurance
- Personal liability insurance

The fringe benefits calculation is not required to include accrued benefits, such as sick leave or vacation earned but not taken, as a component of personnel costs. It is recognized that these accrued benefits represent a significant future cost to the public agency. Yet, many public agencies do not account for these costs and would have difficulty in developing accurate figures. If further pronouncements concerning accrued benefits of public agencies are issued, the Commission will determine whether inclusions of these costs are appropriate.

Productive Hours

The public agency shall start with the assumption of 2,080 productive hours in a year if a 40-hour work week is the standard for the public agency. If a 40-hour work week is not the standard, the appropriate number of annual productive hours must be determined by the agency. The public agency shall then determine average annual nonproductive time either by employee, class of employee, or agency-wide. Nonproductive time is time when the employee is not available to work or assignment to work and includes but is not limited to:

- Vacation
- Sick leave
- Holidays
- Military leave
- Jury duty
- Training

4.06 Unit Overhead Rate

Public Project Unit

A unit overhead rate shall be developed for each public project unit. This unit overhead rate shall include all public project costs that are not direct costs. The overhead rate shall be developed and added to the productive hourly rate.

Organizational Unit Performing Public Project Work

A unit overhead rate shall be developed for each organizational unit performing work on public projects in addition to its primary duties. This unit overhead rate shall include all of the organizational unit's costs that are not direct costs. The overhead rate should be developed and applied to the employee's productive hourly rate.

4.07 Government-Wide Overhead Rate

A government-wide overhead rate shall be developed to include all costs of a public agency not associated with organizational units performing services that support all end cost objectives of the government entity. The government-wide rate shall be developed and applied to the productive hourly rate after unit overhead has been applied.

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CHAPTER 5 IDENTIFICATION, REPORTING, AND COSTING OF MATERIALS, SUPPLIES, AND SUBCONTRACTS

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CHAPTER 5 IDENTIFICATION, REPORTING, AND COSTING MATERIALS, SUPPLIES, AND SUBCONTRACTS

Identification, Reporting, and Costing of Materials, Supplies, and Subcontracts

Materials, supplies, and subcontracts used on public projects are considered a cost element by the Commission and include such items as lumber, bricks, cement, doors, paint, asphalt, wire, sand, gravel, pipe, and work performed under a subcontract. Materials and supplies used on public projects shall be tracked and charged to project codes as discussed in Chapter 2 and can be accounted for either as direct purchase or inventory.

This section of the manual describes the systems and methods used to track materials, supplies, and subcontracts; determine their value, as well as the other costs associated with providing materials and supplies; and record these costs to a project tracking system.

Materials and Supplies

Critical to the public agency's determination of personnel costs is the ability to identify time spent by employees performing work on all public projects.

5.01 Tracking Materials and Supplies

The Commission wishes to provide policies and procedures so that public agencies account for public projects in a manner similar to the construction industry. The nature of governmental procurement and inventory practices presents challenges to the public agency's ability to meet the Commission's objective of effectively measuring material and supply costs for public projects.

Direct Purchases

Materials and supplies are often purchased directly for use on a public project. The public agency can thus identify the associated dollar value of items purchased to the public project code, which should be identified on the purchase order when the procurement is initiated.

Inventory

It is more difficult to identify the associated costs of items obtained from the public agency's inventory of materials and supplies, generally maintained at a warehouse or stockroom. The major challenge is identifying and recording the costs of material and supplies utilized for the public project which are obtained from the public agency's inventory. It is the Commission's position that, if the value of these goods obtained from inventory is material, the cost must be recorded to the public project code as a direct cost item. Materiality is defined for purposes of this manual to be any item that has a unit or aggregate value of \$25 or more.

Items purchased and placed into inventory that would subsequently be used on public projects and which may exceed the \$25 limit shall be issued to projects in a manner consistent with good accounting controls.

5.02 Costing Materials and Supplies

Direct Purchase

The total material and supplies costs are the invoiced amount. This amount should be posted to the project tracking system for direct purchases on a timely basis. This recorded amount should include the cost of the materials and supplies, freight, sales tax, use tax and any other appropriate costs.

Inventory

The public agency shall have a method to provide for the valuation of the inventory it releases to public projects. Acceptable methods include:

First-In, First-Out (FIFO) – The earliest acquired stock is assumed to be used first, the latest acquired stock is assumed to be still on hand. Therefore, when inventory is issued, it is valued at the cost of the earliest acquired stock.

Last-In, First-Out (LIFO) – The earliest acquired stock is assumed to be still on hand, the latest acquired stock is assumed to have been used immediately. Therefore, when inventory is issued, it is valued at the cost of the most recently (latest) acquired stock.

Weighted Average – In this type of inventory valuation system, each purchase of stock is aggregated with the former inventory balances so that a new average unit price is used to price the subsequent issues of inventory.

Recent Costs – The most recent unit costs is applied to units consumed to yield total cost.

5.03 Handling/Carrying Cost

Personnel, equipment and facilities costs are incurred by the public agency to store and transport inventoried items. This is separate and distinct from the cost of procurement that is considered to be recaptured through general government overhead, as discussed in Chapter 4. (If warehousing and transportation costs are not provided by a central organization, it is assumed that these costs are recovered through the government-wide overhead rate).

5.04 Subcontracts

A public agency may wish to complete work on a public project by subcontracting, i.e., hiring an outside contractor to perform a portion of the work.

Subcontractors shall be accounted for in a manner similar to a direct purchase of materials and supplies. Contracts or purchase orders should be coded with the appropriate project code and the subcontract costs recorded onto the project tracking system in a timely manner. The handling/carrying overhead rate shall be calculated to recover:

- Warehouse/storeroom personnel costs
- Facility costs of storeroom/warehouse
 - Utilities
 - Rent
 - Insurance
- Transportation costs associated with the receipt/delivery of materials and supplies.

CHAPTER 6 IDENTIFICATION, REPORTING, AND COSTING EQUIPMENT

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CHAPTER 6 IDENTIFICATION, REPORTING, AND COSTING EQUIPMENT

Identification, Reporting, and Costing Equipment

Usage of equipment on public projects is a cost element of performing those public projects. Equipment usage, excluding passenger riding sedans, must be tracked when a piece of equipment is assigned to a public project. Equipment used on public projects shall be charged to a project cost code. This section describes the systems and methods used to track equipment usage, determine equipment costs, and record the costs to a projects tracking system.

6.01 Equipment Tracking Systems

The public agency shall have a manual or automated system that tracks the appropriate equipment by time, mileage or other usage factor to a public project. The system shall have the capability to track equipment usage to a public project:

- When it is in motion to/from a project site;
- When at a public project site (whether in use or not), if time is the means of equipment tracking and
- When at public project site and in use, if mileage or some other mechanism is the means of equipment tracking.

Examples of Tracking Systems

One of the simplest forms for tracking equipment is a weekly timesheet for each piece of equipment that has been assigned to the public project and the time or mileage incurred by the public project. These sheets should be submitted weekly with labor timesheets or cards. They should then be sent to the accounting area and charged to a project tracking system.

6.02 Equipment Tracking of Agency Owned/Operated Equipment

As will be seen in this chapter heading Equipment Usage Rates on page 68, the public agency can cost out equipment it owns and operates in one of two ways. The public agency can either utilize internally developed equipment rates or rates from industry equipment rate books.

Internal Rates

When an agency develops internal equipment rates for certain or all types of equipment, that agency must track the time that equipment was used on end cost objectives such as public projects, maintenance work, and unassigned time. This enables the public agency to determine what the equipment's history of productive hours has been. This enables a better forecast of projected productive hours to be made for rate development purposes.

Equipment Rate Book Rates

When an agency utilizes the calculated equipment rate from rate books, it must record the time or mileage the equipment is used on public projects. Since these equipment rates generally factor in idle time, a full tracking of the equipment as performed for "internal rate" equipment is not mandated.

Equipment Usage Rates

There are three acceptable means of determining equipment rates. They include rates developed internally for public agency owned and operated equipment, equipment rate books used by the construction industry and rental or lease rates charged by commercial vendors. Each of these methods attempts to recapture the costs associated with the equipment's purchase and operations, such as depreciation, fuel, maintenance, repair and insurance.

6.03 Internal Rates (Equipment Owned by Public Agency)

Public agencies shall utilize internally developed equipment usage rates that reflect the full cost of owning, operating and maintaining types of equipment. Rates should be developed for classes of equipment and should comply with the following guidelines:

- The internal equipment rate methodology shall be documented and an adequate audit trail provided.
- The costs of depreciation, fuel and oil, equipment storage, and income are to be included in the internally developed rates.

Depreciation

Depreciation is the method used to spread the cost of equipment, capital lease, or replacement value less residual value, over a piece of equipment's useful life. The public agency's capitalization policy should be used to determine whether a piece of equipment should be depreciated. Generally, equipment that costs more than \$1,000 and has a useful life of more than one year should be depreciated.

Depreciation should be calculated as follows:

1) Useful Life

Depreciation should be based on the average useful life for the piece of equipment in a particular operation. Determination of useful life should be based on actual or planned retirement and replacement practices.

2) Residual Value

Residual value is the value at disposition (less costs of disposal) estimated at the time of acquisition. In many cases, the estimated residual value is so small and occurs so far in the future that it has no significant impact. As well, residual value may be almost or completely offset by removal and dismantling costs. Normally, public agency equipment will be used through the end of its estimated useful life and the residual value may be carried at zero. In the event that it is known at the time of acquisition that the capital equipment will not be used for at least 75% of its scheduled useful life, residual value should be estimated.

3) Capital Improvements

Capital improvements are the costs of major overhauls and modifications that add value and prolong the life of a piece of equipment. These costs should be treated as capital expenditures and depreciated over the extended or remaining useful life of either the asset or improvement, whichever is less.

4) Straight Line Depreciation Method

The straight-line depreciation method charges an equal amount for each period of useful life (generally a year). This method is considered the most practical and reasonable method for determining equipment usage costs.

5) Calculation of Depreciation Method

For annual depreciation for capitalized equipment will be estimated as follows:

- A. Start with the acquisition cost (purchase price) plus capital improvements, plus all other costs incurred to place the equipment in usage, e.g., transportation, installation. The public agency may choose to utilize replacement value for this calculation.
- B. Determine the useful life of the equipment, utilizing applicable guides such as the IRS guide.
- C. Compute annual depreciation by dividing the depreciable basis (acquisition cost plus capital improvements less residual value) by the useful life.
- D. Maintenance and Repairs
These are costs (labor and parts) that are incurred for maintenance repairs to keep the equipment in normal operating condition. These costs do not include capital improvements that add value to equipment and are accounted for under depreciation. Tires and grease are included in this classification of cost. Typically, a ledger card for each piece of equipment will be necessary to record these costs.
- E. Fuel and Oil
These costs include the labor and fuel costs of supplying the equipment with fuel of any type and oil.
- F. Equipment Storage Costs
Equipment storage costs include the cost of facilities associated with the use of equipment. These costs include equipment yards, warehouse facilities, and the cost of guards and other security measures.
- G. Insurance
These costs include the premiums paid by the public agency (whether self-insured or paid to an outside agency) for equipment insurance.

A good discussion of the calculation of internal equipment rates can be found in State Controller's Office website, http://www.sco.ca.gov/pubs_guides.html *Accounting Standards and Procedures for Counties* in the Road Fund Accounting section.

6.04 Equipment Rate Books (Equipment Owned by Public Agency)

Public agencies that own equipment used on public projects but do not calculate internal equipment rates shall utilize appropriate private industry equipment rate books. It is understood that industrial rates may include certain costs that are not incurred by public agencies, such as personal property taxes paid on the assessed value of the equipment and interest charges. However, these equipment usage rates in some cases do not include: the cost of fuel or other energy costs to operate a particular piece of equipment; the cost of preparatory work performed before a piece of equipment can be made operative; the costs of dies, blades or welding rods that are normally consumed in the operation of a piece of equipment; or the costs of extraordinary wear and tear. Therefore, the use of industrial rates is assumed to provide a reasonable approximation of internal rates.

Equipment rate books that are acceptable to the commission for use in lieu of internal rates include:

- *Caltrans Labor Surcharge and Equipment Rental Rates*
<http://www.dot.ca.gov/hq/construc/equipmnt.html>
- *Mechanical Contractors Association Tool and Equipment Rental Guide*
- *National Electrical Contractors Association Tool and Equipment Rental Schedule*

Use of other guides must first be reviewed and approved by the Commission.

These guides are maintained and updated on a periodic basis by the appropriate agency or association to accurately reflect current costs associated with equipment usage. If a piece of equipment or comparable piece of equipment is not included in an established guide, an internal rate shall be developed or a documented quote from an equipment leasing or rental agency may be utilized.

6.05 Rental or Lease Rates

Rented or leased equipment to be used partially or completely on public projects shall be tracked and have the appropriate amount charged to the public project. Additional costs associated with the leasing or renting of equipment used partially on a public project shall be charged on a pro rata basis, if appropriate to that project. Costs related to renting or leasing equipment generally include, but are not limited to:

- Rates
- Moving, loading, and assembly costs
- Maintenance and repairs
- Insurance
- Fuel (under some rate schedules)

CHAPTER 7 IDENTIFICATION, RATE DEVELOPMENT, AND ALLOCATION OF OVERHEAD

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CHAPTER 7 IDENTIFICATION, RATE DEVELOPMENT, AND ALLOCATION OF OVERHEAD

Identification, Rate Development, and Allocation of Overhead

7.01 Commission Adopted Simplified Overhead Rate

Prior to January 1, 2004, the Commission allowed all agencies to use a 20% overhead rate applied to all direct costs in lieu of calculating their overhead rates. Amendments to Public Contract Code section 22017 provides that cities with a population of less than 75,000 can assume the 20% rate. Cities with a population of 75,000 or over can either assume a 30% overhead rate or calculate an actual overhead rate.

The Commission determined that counties, special districts, and school districts can use a 30% rate or calculate an actual overhead rate, which is the same rule that applies to cities with a population of over 75,000.

Agencies may elect to calculate their overhead rates by one of three following methods:

- 1) Appendix A describes the federal government's method of calculating overhead (2CFR Part 200).
- 2) Appendix B describes a method of calculating overhead by allocating overhead costs as a percentage of direct labor costs.
- 3) Any method of calculating overhead is satisfactory with the Commission, provided that acceptable accounting procedures are used and all administrative costs are included.

Chapter 3, Definitions, lists items that define overhead.

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APPENDIX A COST PRINCIPLES FOR STATE, LOCAL, AND INDIAN TRIBAL GOVERNMENTS

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Cost Principles for State, Local, and Indian Tribal Governments

APPENDIX A COST PRINCIPLES FOR STATE, LOCAL AND INDIAN TRIBAL GOVERNMENTS

2 CFR Part 200
(OMB Circular A-87)
Please refer to:

www.ecfr.gov

Browse: Title 2 – Grants and Agreements
Volume 1, Chapter II, Part 200

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APPENDIX B OVERHEAD DETERMINATION AND ALLOCATION PERCENTAGE OF DIRECT LABOR COSTS METHOD

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APPENDIX B OVERHEAD DETERMINATION AND ALLOCATION PERCENTAGE OF DIRECT LABOR COSTS METHOD

Identification, Rate Development, and Allocation of Overhead

B.01 Identification, Rate Development, and Allocation of Overhead

Overhead is the one cost element most frequently misunderstood and absent from public agency costs. This section defines overhead costs and the various methods used to identify, track, and allocate these costs. The Commission believes that overhead is a significant factor and that it is essential that public agencies record and allocate their costs to fairly reflect the total cost of performing public projects. It is not intended that public agencies be required to recover all their overhead costs but that overhead costs reasonably borne by public projects be allocated to these projects.

Overhead includes all costs except:

- Labor performed at the site and directly charged to any end costs objective (including other than public projects) including a pro rata share of payroll taxes and related employee benefits, such as workers' compensation, group insurance, holiday and sick leave, and similar "fringe benefits." As discussed previously, an end cost objective is a pool, center, or activity established for the accumulation of the direct cost of performing fundamental government services. Labor charged to an end cost objective should be traceable to the finished goods or services performed.
- Materials, supplies, and subcontracts actually consumed on and directly charged to any end cost objective, including related freight, sales or use tax, and handling/carrying charges if appropriate. Materials and supplies charged to an end cost objective should be traceable to the finished goods or services provided.
- Equipment costs directly charged to any end cost objective. Equipment costs charged to an end cost objective should be traceable to the finished goods or services provided.

Overhead costs represent economic resources that are employed for common or joint purposes benefiting several end cost objectives and are not identifiable to an individual end cost objective. The challenge is to achieve an equitable allocation of overhead costs to these various end cost objectives of the public agency.

Public agencies shall calculate two overhead rates or use the simplified overhead rates noted in Chapter 7:

- Unit overhead rate
- Government-wide overhead rate

Unit overhead is defined as all costs incurred by an organizational unit, such as a public project unit, department, division or section, which are not directly attributable to any end cost objective whether it be a public project or not. These costs include personnel costs, materials, supplies and subcontracts and equipment costs not directly attributable to any end cost objective. As was discussed in Chapter 4, unit overhead must be developed for public project units and organization units performing public project work.

Government-wide overhead is defined to include all costs of a public agency not associated with organizational units performing services which support all end cost objectives of the government entity.

The unit and government-wide overhead rates must be developed on an annual basis. These rates should be developed prior to the fiscal year and applied to the productive hourly rate as discussed in Chapter 4.

B.02 Unit Overhead

Unit overhead is made up of personnel costs, materials, supplies and subcontracts, equipment usage and facilities costs that are not identified as direct costs. As was stated in Chapter 4, unit overhead rates shall be developed for public project units and any other organizational units whose employees may perform work on public projects.

Cost Components

Components which shall be included in the calculation of unit overhead include, but are not limited to, costs incurred within the organizational unit related to:

- Administration
- Accounting/finance
- Clerical assistance
- Facilities
 - Rental costs (Depreciation of facilities purchased or constructed by a public agency is not required by the Commission).
 - Utilities
 - Insurance
- Data processing
- Direct labor not charged to direct activities
- Materials and supplies not charged to direct activities
- Under-realization of labor and equipment rates

Unit overhead components shall not be included in the government-wide overhead.

Tracking of Unit Overhead

The tracking of overhead costs can be performed in two ways. Overhead can be determined through the utilization of a formal cost accounting system. This system allows for the identification of such costs as salaries and indirect materials and supplies as overhead costs, and records these costs to management overhead codes. Alternatively, cost-finding studies can be performed. A cost finding study, a less precise method of overhead determination, is usually performed on an annual basis and generally involves taking available financial accounting data and determining the value of overhead pools through various estimation techniques.

a. Public Project Unit

As discussed in Chapter 4, a public project unit's personnel shall record and account for a full workday. This enables the public project unit to track and record time spent on overhead activities and unassigned time on an actual basis. As well, the public project shall record equipment usage costs, subcontractor costs, materials, supplies and subcontracts, and facilities costs to overhead codes when not identifiable to a specific project. Thus, the public project unit accounts for all of its

costs, whether they are direct costs or overhead. The public project unit will use the resulting data to develop its unit overhead rate.

b. Organizational Unit Performing Public Project Work

Personnel working for an organizational unit whose primary goals include the performance of routine maintenance work and/or other general government work are not required to account for a full workday. However, these employees must record all hours of work performed on public projects. This organizational unit shall develop a unit overhead rate through an annual cost finding study which distinguishes direct costs for end cost objectives from indirect (overhead) costs.

B.03 Government-Wide Overhead

Government-wide overhead represents costs incurred by the support functions of the governmental entity, which are not associated with an organizational unit performing end cost objectives. As was stated in Chapter 4, government-wide overhead rates shall be determined by each public agency.

Internally Developed Government-Wide Overhead Rate

Public agencies shall utilize an internally developed government-wide overhead rate. The rate methodology shall be documented and an adequate audit trail provided.

a. Cost Components

The government-wide overhead rate shall include but not be limited to costs associated with the functions shown below to the extent that they are not included in specific unit overhead rates:

- Payroll department
- Procurement/purchasing department
- Legal function
- Central administrative function
- Accounting/finance budget function
- Data processing
- Insurance (whether self-insured or premiums are paid to an agency)
- Public Relations
- Vehicle Pool

The government-wide overhead rate may exclude the costs associated with the legislative and judicial branches of the public agency.

b. Rate Development

The public agency shall develop the government-wide overhead rate of the public agency using direct labor dollars to allocate these government-wide overhead costs in a manner similar to the allocation of unit overhead.

Government-Wide Overhead

Where a government-wide cost allocation plan has been prepared under the auspices of 2 CFR Part 200 or other government-wide rate methodologies, the public agency may utilize the overhead costs or rates developed in lieu of an internally developed government-wide overhead rate, as described in this manual. The Commission recognizes that public agencies may consider these rates imprecise or inappropriate. It is acknowledged that, in developing these rates, some costs are not included because they are considered "not allowable." Thus, the rate may not recover all costs associated with the program. In contrast, an argument could be made that the rates are calculated to recover the costs of government-wide overhead, which would occur whether or not the specially funded program was undertaken. In this instance, the rate would be considered too high.

In acknowledging these arguments, the Commission wishes to identify the issues but still allow the use of these rates as a reasonable alternative for the calculation of government-wide overhead.

Overhead Allocation

The government-wide overhead rate shall be applied to the appropriate productive hourly rate after the unit overhead has been applied. See Chapter 4 for a more detailed discussion.

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State Controller's Office
Local Government Programs and Services Division
Local Government Policy Section
www.sco.ca.gov

If you have any questions contact:
LocalGovPolicy@sco.ca.gov

For additional copies:
http://www.sco.ca.gov/ard_cuccac.html

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF FEBRUARY 13, 2018
AGENDA ITEM NO. 6C**



AGENDA SECTION: NEW BUSINESS

**SUBJECT: AUTHORIZE CONSTRUCTION BID PROCESS FOR CABY
GRANT WATER CONSERVATION, SUPPLY RELIABILITY, AND
ENVIRONMENTAL PROTECTION PROJECT**

PREPARED BY: George Sanders, Engineering Consultant

APPROVED BY: Steven Palmer, PE, General Manager

A blue ink handwritten signature, likely of Steven Palmer, is written over the name in the "APPROVED BY" line.

BACKGROUND

Through a Local Sponsor Agreement ("Agreement"), effective July 16, 2015, between the Georgetown Divide Public Utility District ("District") and the Nevada Irrigation District ("NID"), the District was designated as a Local Project Sponsor ("LPS") to receive CABY (Consumnes American Bear Yuba) grant funding for a Project 4 Water Conservation, Supply Reliability and Environmental Protection Project ("Project"). The Local Sponsor Agreement is included with this staff report as **Attachment 1**.

Since the execution of this Agreement, the District has submitted to NID the required environmental documentation and quarterly progress reports, and is now prepared to proceed with the construction bid process.

DISCUSSION

The District's engineering consultant, George Sanders, has worked with District staff in the collection of field data used in the design, prepared the specifications and reviewed the plans prepared by EN2 and Domenichelli & Associates. This has been a coordinated effort to gather the necessary materials to begin bidding this project. Work areas identified under this project include two sections of the Main Ditch, three sections of the Kelsey Ditch together with one section within the community of Auburn Lake Trails.

This is a time sensitive project with construction limitations resulting from the need to maintain water in all of the ditches during the 5-month irrigation season (May 1 – September 30).

The Contract Documents are pending final review and approval by District's Legal Counsel. Recommendations resulting from that review would be incorporated in the subject documents.

Staff has reviewed this process under the terms and conditions of the agreement with NID. NID has authorized the District (GDPUD) to move forward with this project pending the approval of the Board. Staff is presenting plans and specifications for the Board's approval and authorization to begin soliciting bids.

The plans and specifications are on file at the District office and available for public review upon request.

FISCAL IMPACT

The construction cost for the project with a 10 % contingency is estimated to be \$ 750,000 and is within the project budget and the fiscal year budget.

Phase	Expended to Date	Budget
Planning/Design/Environmental	\$ 93,874	\$ 85,350
Construction Engineering	\$ 0	\$ 97,509
Construction	\$ 0	\$ 930,000
Total	\$ 93,874	\$ 1,112,859

Construction Bids have not been received. The construction cost is currently based on an engineer's estimate plus a contingency. For that reason, Staff is not initiating a budget amendment at this time and will re-evaluate the overall Project Budget after construction bids are received. If a budget amendment is required, it will be presented to the Board as part of the action item to award the construction contract.

CEQA ASSESSMENT

A Notice of CEQA, Categorical Exemption was filed on October 19, 2016, at the California State Clearinghouse, and on October 24, 2016 with El Dorado County. The project is categorically exempt pursuant to Class 1, Existing Facilities, Section 15301.

RECOMMENDED ACTION

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) adopt the attached Resolution approving the plans and specifications for the CABY Water Conservation, Supply Reliability and Environmental Protection project and authorizing the solicitation of construction bids.

ALTERNATIVES

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

ATTACHMENTS

1. NID/GDPUD Local Project Sponsor Agreement
2. Resolution

LOCAL PROJECT SPONSOR AGREEMENT

THIS AGREEMENT (Agreement) is made effective as of July 16, 2015 by and between (i) Nevada Irrigation District (the District), and (ii) the Georgetown Divide Public Utility District (Local Project Sponsor), with respect to the following facts and circumstances:

A. The District has obtained or will obtain Proposition 84 grant funding from the California Department of Water Resources ("DWR") in the maximum amount of \$6,184,197 under the terms of that certain Grant Agreement by and between the District and DWR, as interpreted, and amended from time to time, a copy of which is attached hereto as Exhibit 1 (the "Grant Agreement"). Local Project Sponsor (LPS) is thoroughly familiar with the Grant Agreement, including without limitation all exhibits thereto.

B. The funds provided under the Grant Agreement are for the purpose of implementing components of the Cosumnes American Bear Yuba Integrated Regional Water Management Plan (the "IRWMP").

C. One component of the IRWMP is LPS's Georgetown Divide PUD Water Conservation, Supply Reliability and Environmental Protection Project (the "Project"), which is listed as "Project 4" and more thoroughly described in Exhibit A (entitled "Work Plan") to the Grant Agreement, Exhibit 1 hereto. The Grant Agreement contemplates that approximately \$860,894 of the available grant funds (the "Grant Funds") will be disbursed to or for the benefit of LPS as a "Local Project Sponsor" for implementation of the Project.

D. Because LPS is not a party to the Grant Agreement, the parties desire to establish by this Agreement the terms and conditions for LPS's use of the Grant Funds and its role as a Local Project Sponsor for the Project under the Grant Agreement.

THEREFORE, in consideration of the mutual terms and conditions contained herein, the parties agree as follows:

1. Grant Funds. By the parties' respective approval and execution of this Agreement, LPS hereby agrees to serve as, and the District hereby agrees to formally designate LPS to be, the Local Project Sponsor (as defined in the Grant Agreement) for the Project. District shall advise DWR of such designation, and shall make the Grant Funds available to LPS; as such funds are made available to the District from DWR, under the terms and subject to the conditions of the Grant Agreement and this Agreement.

2. LPS to Perform Certain Obligations.

a. The terms of the Grant Agreement are hereby incorporated within this Agreement. The parties acknowledge that the District's role is solely to consolidate items for review, reporting and invoicing, as well as to coordinate with DWR pursuant to the Grant

Agreement and that LPS is to be responsible for all other aspects of performance of and compliance with the Grant Agreement in connection with the Project. LPS shall further perform all obligations of the Local Project Sponsor for the Project under the Grant Agreement.

b. Any term or provision of the Grant Agreement that imposes any duty or obligation on the District as "Grantee" in connection with the Project shall be deemed to apply to, and be an obligation of, LPS (the "Project Obligations"). Except as expressly provided in this Agreement, LPS hereby agrees to be bound by, perform and be solely responsible for compliance with all Project Obligations. Any provisions of the Grant Agreement that do not apply to the Project shall not be considered as included among the Project Obligations.

c. Grant Funds received by LPS pursuant hereto shall be applied only to eligible Project Costs for work performed after the date of grant award on Jan. 17, 2014, as more thoroughly described in Section 11 of the Grant Agreement (Exhibit 1 hereto), and in accordance with the requirements therein set forth.

d. LPS shall be responsible to develop and submit to the District all necessary information and documents described in the Grant Agreement at least 15 days prior to the time that the District is required to submit such items to DWR. LPS shall also be responsible for any compliance requirements relating to the Project. If LPS fails to timely submit any such information and documents, (i) it shall be deemed a material breach of this Agreement that shall allow the District to suspend its performance hereunder and to otherwise invoke Section 11 of this Agreement and (ii) LPS shall submit such information and documents within five days of a written demand therefor from the District.

e. Without limiting the breadth of the Project Obligations to be undertaken by LPS, LPS shall be responsible to perform the various tasks more particularly described in Exhibit A to the Grant Agreement insofar as they relate to the Project within the time frames specified in Exhibit B to the Grant Agreement and in accordance with the applicable Budget set forth in Exhibit C to the Grant Agreement.

3. Communication with DWR by LPS. Notwithstanding any other provision of this Agreement, all materials or other deliverables, and all communications, relating to the Project, Grant Agreement or Grant Funds to be provided by LPS to DWR shall be provided by LPS to the District, which will in turn provide them to DWR.

4. Disbursement of Grant Funds.

a. In order to receive disbursement of Grant Funds, LPS shall submit to the District invoices for eligible expenses in a form required by the District. Supporting documentation as described in the Grant Agreement shall accompany each invoice. Such documentation required by this Section 5 shall be sent to:

Nevada Irrigation District
Mr. Timothy A. Crough, P.E.
Assistant General Manager
1036 West Main Street
Grass Valley, CA 95945

or such other address as the District may provide.

b. LPS shall not request disbursement for any cost until such cost has been incurred and has been (i) paid by or (ii) is due and payable by LPS. All Grant Fund disbursements received by LPS shall be paid to applicable contractors and vendors within 30 days from receipt of the funds by LPS from the District subject to resolving any dispute or issue of contention between LPS and affected contractors, subcontractors or vendors. LPS shall indemnify, defend and hold harmless the District and the District's officers, directors, agents, and employees (each, an "Indemnified Person") from and against any and all judgments, losses, claims, damages or liabilities, joint or several, to which any Indemnified Person may become subject which relate to or arise out of LPS's failure to return promptly any funds as required by this Section 5.

c. Notwithstanding any other provision of this Agreement, no disbursement shall be required to be made by the District at any time or in any manner which is in violation of, or in conflict with, federal or state laws, rules, or regulations.

5. Budget Detail and Reporting. LPS shall be responsible to comply with all budget detail and reporting provisions of the Grant Agreement to the extent such provisions constitute the Project Obligations. All such information shall be in the form required by and shall include such supporting documentation as may be required by DWR.

6. Grantee Costs. The reasonable costs of the Project are estimated to be \$1,147,859, which is the basis upon which the amount of the Grant Funds for the Project was determined. LPS agrees to fund the difference between the estimate of the Project cost and the Grant Funds from available funds. LPS's cost share for this project is estimated to be \$286,965. If match funds are required for the Project, LPS shall provide the District evidence that match funds have been expended prior to submittal of a request for Grant Fund reimbursement. LPS agrees that it will provide for payment of its full share, if any, of the Project costs and that all costs connected with the Project will be paid on a timely basis.

7. District Costs. The District shall invoice LPS for the District's reasonable costs for time and materials expended by the District or its agents in connection with the administration of this Agreement and the Grant Agreement insofar as it relates to the Project. Such costs shall include without limitation the District's reasonable costs of developing and complying with this Agreement. The estimated cost of administering this agreement is \$475,711, based on the Grant Funds for the Project. The Grant Agreement contemplates that

approximately \$420,711 of the available grant funds (the "Grant Funds") will be disbursed as part of Project 1: Grant Agreement Administration to the District. LPS agrees to pay the District \$8,250 of the \$55,000 Funding Match (or 15%) for this Project. LPS shall pay all such invoices within 30 days of receipt. LPS may not submit these invoices for reimbursement as these expenses are matching funding and not eligible for reimbursement by grant funding.

8. General Conditions. LPS shall comply with all standard conditions and requirements set forth at Exhibits D and E of the Grant Agreement to the extent they apply to the Project, and shall not fail to take any action that would result in a breach of such standard conditions or requirements.

9. Indemnification. The parties agree that review or approval of the Project applications, documents, permits, plans and specifications, or other Project information by DWR and/or the District is for administrative purposes only and does not relieve LPS of its responsibility to properly plan, design, construct, operate, maintain, implement, or otherwise carry out the Project. To the fullest extent permitted by law, LPS agrees to indemnify, defend and hold harmless the District, its employees, officers, agents, and assigns (Indemnified Persons) against any loss or liability arising out of any claim or action brought against the Indemnified Person from and against any and all losses, claims, damages, liabilities or expenses, of every conceivable kind, character and nature whatsoever arising out of, resulting from, or in any way connected with this Agreement, including without limitation, the design, construction and use of the Project. To the fullest extent not prohibited by law, LPS agrees to pay and discharge any judgment or award entered or made against an Indemnified Person with respect to any such claim or action, and any settlement, compromise, or other voluntary resolution. The provisions of this Section 10 shall survive the term of this Agreement.

10. Defaults by LPS. In the event of a default by LPS under this Agreement, the District may suspend performance of any or all of its obligations under this Agreement. If such default is not cured within ten days of written notice of default provided by the District to LPS, the District may terminate this Agreement and LPS's access to Grant Funds without any liability whatsoever to the District.

11. Representations and Warranties. LPS hereby makes all of the representations and warranties contained in the Grant Agreement, for the benefit of the District.

12. Further Assurances. From time to time and at any time after the execution and delivery hereof, each of the parties, at its own expense, shall execute, acknowledge and deliver any further instruments, documents and other assurances reasonably requested by the other party, and shall take any other action consistent with the terms of this Agreement that may reasonably be requested by the other party, to evidence or carry out the intent of this Agreement.

13. Compliance with Grant Agreement.

a. Notwithstanding any other provision of this Agreement, LPS shall not take any action or fail to take any action that would result in a breach by the District under the Grant

Agreement. LPS shall be solely responsible for all costs incurred by the District of any kind as a result of a breach of the Grant Agreement to the extent such breach resulted from the action or inaction of LPS.

b. The parties understand that amendments to the Grant Agreement may be proposed from time to time by either the DWR or the District, and nothing in this Agreement shall be interpreted to prohibit such amendments. However, any proposed amendment to the Grant Agreement shall be provided to LPS for comment not less than 15 days before it is executed by the District. If a proposed amendment would impose no additional obligations on LPS if it became a part of the Grant Agreement, or if the District is required to execute such amendment in order to maintain the Grant Agreement in full effect, after such 15-day period it may be executed by the District and upon such amendment becoming effective it shall be deemed to be a part of the Grant Agreement for all purposes under this Agreement. If a proposed amendment would impose additional obligations on LPS if it became a part of the Grant Agreement, unless the District is required to execute such amendment in order to maintain the Grant Agreement in full effect, the District shall not execute it if LPS reasonably objects to such execution during the 15-day comment period. If LPS does not so reasonably object, or if LPS subsequently confirms in writing that it consents to the amendment, the District may thereafter execute such amendment and upon such amendment becoming effective it shall be deemed to be a part of the Grant Agreement for all purposes under this Agreement.

14. Time and Computation of Time. Time is of the essence of this Agreement and each and all of its provisions.

15. Entire Agreement. This Agreement constitutes the entire agreement between the parties pertaining to the subject matter contained in it and supersedes all prior and contemporaneous agreements, representations, and understandings of the parties. Except as expressly provided in Section 14(b) of this Agreement, no supplement, modification, or amendment of this Agreement shall be binding unless executed in writing by all of the parties hereto.

16. Waiver. Waiver of any breach of this Agreement by any party hereto shall not constitute a continuing waiver or a waiver of any breach of the same or another provision of this Agreement.

17. Counterparts; Fax and Email Signatures. This Agreement may be executed in any number of counterparts and each such counterpart shall be deemed to be an original instrument, all of which together shall constitute one and the same instrument. Facsimile and electronic mail signature pages shall constitute originals.

18. Assignment; Binding Effect. Neither party shall assign any interest in this Agreement without the express written consent of the other party. This Agreement shall be binding upon and inure to the benefit of the heirs, executors, administrators, assigns, and successors of the parties hereto.

19. Interpretation. It is agreed and acknowledged by the parties that this Agreement has been arrived at through negotiation, and that each party has had a full and fair opportunity to revise the terms of this Agreement. Consequently, the normal rule of construction that any ambiguities are to be resolved against the drafting party shall not apply in construing or interpreting this Agreement.

20. Governing Law. This Agreement shall be governed by the laws of the State of California.

21. Parties in Interest. Nothing in this Agreement, whether expressed or implied, is intended to confer any rights or remedies on any persons other than the parties hereto and their respective successors and assigns, nor is anything in this Agreement intended to relieve or discharge the obligation or liability of any third person to any party to this Agreement, nor shall any provision give any third person any right of subrogation or action over and against any party to this Agreement.

22. Survival. Each of the terms, provisions, representations, warranties, and covenants of the parties shall be continuous and shall survive the closing or other consummation of the transactions contemplated in this Agreement.

23. Notices. All notices and other communications required under this Agreement shall be in writing and properly addressed as follows:

To the District:

Nevada Irrigation District
Timothy A. Crough, P.E.
Assistant General Manager
1036 West Main Street
Grass Valley, CA 95945

To LPS:

Georgetown Divide Public Utility District
Wendell B. Wall, General Manager
6425 Main Street
P.O. Box 4240
Georgetown, CA 95634-4240

A party may change its address for notices by providing notice to the other parties as provided above.

24. Venue and Jurisdiction. Each of NID and LPS consent to the jurisdiction of the Superior Court for the County of Nevada, and any disputes arising out of or related to this agreement shall be resolved therein.

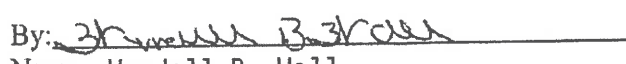
IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their respective officers on the date set forth in the preamble above.

NEVADA IRRIGATION DISTRICT

By: 
Name: Remleh Scherzinger
Title: General Manager

By: 
Name: Lisa Francis Tassone
Title: Secretary of the Board

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

By: 
Name: Wendell B. Wall
Title: General Manager

By: 
Name: Wendell B. Wall
Title: Secretary of the Board

RESOLUTION NO. 2018-10

RESOLUTION APPROVING PLANS AND SPECIFICATIONS FOR THE CABY GRANT WATER CONSERVATION, SUPPLY RELIABILITY, AND ENVIRONMENTAL PROJECT AND AUTHORIZING THE INITIATION OF THE CONSTRUCTION BID PROCESS

WHEREAS, a Local Sponsor Agreement (“Agreement”), executed on July 16, 2015, between the Georgetown Divide Public Utility District (“District”) and the Nevada Irrigation District (“NID”) designated the District as a Local Project (“LPS”) to receive grant funding from the Department of Water Resources through NID for a Water Conservation, Supply Reliability and Environmental Protection Project (“Project”);

WHEREAS, since the execution of this Agreement, the District has submitted to NID the required environmental documentation and quarterly progress reports; and

WHEREAS, a categorical exemption was filed on October 19, 2016, with the Office of Planning and Research and the County of El Dorado.

WHEREAS, the cost of the Project is estimated to be \$1,112,859. An amount not to exceed \$860,894 is available through the grant; and

WHEREAS, the Project plans and specifications have been prepared as part of a coordinated effort with EN2, the environmental consulting firm, to gather the necessary materials to begin bidding this Project.

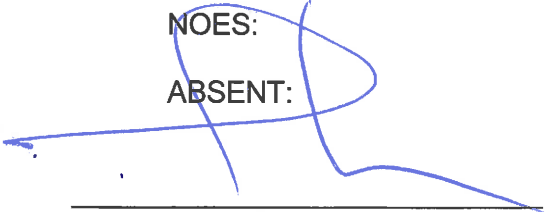
NOW, THEREFORE, IT IS HEREBY RESOLVED that Georgetown Divide Public Utility District hereby approves the plans and specifications for the CABY Water Conservation, Supply Reliability and Environmental Project and authorizes the General Manager to initiate the construction bid process.

PASSED AND ADOPTED on this 13th day of February 2018, by the following vote:

AYES: *Halpin, Henschild, Souza, Uso, Wadde*

NOES:

ABSENT:



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

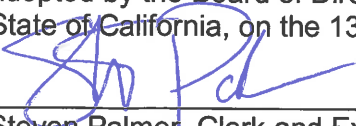
ATTEST:



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

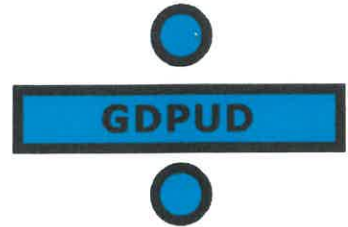
CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2018-10, duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on the 13th day of February 2018.



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

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF FEBRUARY 13, 2018
AGENDA ITEM NO 6D**



AGENDA SECTION: NEW BUSINESS

SUBJECT: APPROVING FINANCE COMMITTEE APPOINTMENT

PREPARED BY: Christina Cross, Management Analyst

Handwritten initials "CC" in blue ink, positioned to the right of the name Christina Cross.

APPROVED BY: Steven Palmer, PE, General Manager

Handwritten signature in blue ink, positioned to the right of the name Steven Palmer.

BACKGROUND

The governing body ("Board") of the Georgetown Divide Public Utility District ("District") is authorized to appoint a Finance Committee. Committee members are charged with the responsibility to oversee areas related to financial matters and provide recommendations on its findings and opinions to the Board. These duties and responsibilities are subject to review and amendments for intent and effectiveness. The District memorialized the membership, duties, and responsibilities of the Finance Committee most recently through Resolution 2017-25.

The Finance Committee currently has three appointed members, and the Board desires to have up to five members appointed. Staff advertised for more applications on January 11, 2018. That recruitment does not have a closing date, and to date two applications were received from Sierra Nyokka and Thomas Crawford. Board action is required in order to confirm these appointments.

DISCUSSION

The resolution for consideration by the Board appoints two new members, Sierra Nyokka and Thomas Crawford. Board President Lon Uso reviewed both applications and requested that the Board take action on these appointments to the Finance Committee. Ms. Nyokka's letter is included as **Attachment 1**; Mr. Crawford's letter is included as **Attachment 2**

FISCAL IMPACT

There's no fiscal impact associated with this action.

RECOMMENDED ACTION

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) review and take action on Resolution 2018-11, confirming the appointments of Sierra Nyokka and Thomas Crawford to the Finance Committee.

ATTACHMENTS

1. Sierra Nyokka Letter
2. Thomas Crawford Letter
3. Resolution 2018-11 Confirming Finance Committee Appointment

Sierra Nyokka

December 20, 2017

Dear Rick,

RE: Qualifications

Here are what I feel are good qualifications to work on the GDPUD Finance Committee.

I've owned my own accessories business since 2002 with the Dolly Sisters, followed in 2008 as Nyokka Designs.

I have a variety of experience dealing face to face the public both individually and in groups.

I've managed various retail stores in my 20's. I've owned my own art gallery.
I've worked various positions including management in the restaurant industry.

I am a co-owner of property in Garden Valley which my family acquired in 1988. I have studied water issues in order to understand the importance of protecting our water and infrastructure here.

I strongly believe we have a public responsibility to volunteer where we can support the community.

Feb 1, 2018
Cherry Acres, Cool, CA

Dear Mr. Palmer,

I would like to be considered for the GDPUD Finance Committee.

I have been a resident of Cool since 2000. I will be 76 years old on my birthday, and am registered to vote.

My wife and I are customers of the District, buying both treated and irrigation water.

I am volunteering for this committee for two reasons: First, I think it is about my turn to give some time to the community, and second, I would hope to influence the District to continue on its path to fiscal sustainability. While we are not thrilled with the rate increase, we understand the need.

I can do elementary arithmetic without a calculator, and have done a few non-trivial spreadsheets. Finally, I understand that two plus two always makes four, regardless of one's desires.

I have attached a brief resume.

Thomas Crawford

tomc@vfr.net

Resume of Thomas Crawford

- Born in 1942. Elementary School, High School, one year Oregon State College
- 1960-1967: U S Army. Honorable Discharge, SSGT E-6 over 6, P2
- 1967-1976: Scientific Data Systems, then various startup companies.
- 1976-1999: Silicon Valley. Fairchild, Advanced Micro Devices, Cirrus Logic
- 2000- Now: Retired, dabbling in hobby electronics, computing

RESOLUTION NO. 2018-11

**OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
CONFIRMING APPOINTMENTS TO THE FINANCE COMMITTEE**

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

WHEREAS, the Board seeks to confirm appointment of a member to the Finance Committee; and

WHEREAS, the Board President recommends the appointment of Sierra Nyokka and Thomas Crawford to the Finance Committee.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT Sierra Nyokka and Thomas Crawford are confirmed as appointees to the Finance Committee for a term of two (2) years, beginning February 14, 2018 and ending on February 14, 2020.

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

AYES:


Helpin, Hanschild, Souza, Uso, Wadle

NOES:

ABSENT/ABSTAIN:

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

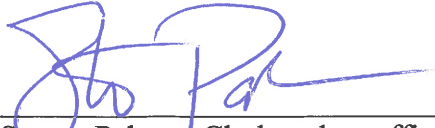
ATTEST:



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 2018-11 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 February 2018.



Steven Palmer, Clerk and ex officio

Secretary, Board of Directors

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF NOVEMBER 14, 2017
AGENDA ITEM NO. 6E**

GDPUD

AGENDA SECTION: NEW BUSINESS

SUBJECT: WATER RATE STUDY AND INACTIVE METERS

PREPARED BY: Steven Palmer, PE, General Manager

APPROVED BY: Steven Palmer, PE, General Manager

BACKGROUND

As of November 6, 2017, the District currently has 3,774 treated water customers. Of those, 223 customers have a meter installed but do not use any water and are considered "inactive" customers. The meters are turned off, and are not connected to on-site plumbing. They currently do not pay a water bill to the District. During regular meter reading activities every other month, District staff verifies that these meters are still locked off from use.

The water rate study prepared by Rural Community Assistance Corporation (RCAC) treats all customers the same, and therefore all customers, active and inactive, pay the base rate. Consequently, all District water customers (active and inactive treated water, and irrigation) were notified of the Proposition 218 required public hearing regarding water rates that will be held on December 12.

President Uso has requested that this item be presented to the Board for discussion.

DISCUSSION

The approach in RCAC's water rate study to charge inactive customers the base rate is consistent with American Water Works Association (AWWA) guidelines and with Proposition 218 requirements. Reasons for this approach include, but are not limited to:

- Inactive customers have a meter which could be activated at any time. All necessary connections have been made and treated water is immediately available to inactive customers upon request by the customer. Therefore, the District's water supply system must have adequate treatment and distribution capacity to provide inactive customers with water.
- District staff checks all meters bi-monthly, including inactive meters. Inactive meters are checked to verify that they have not been unlocked or turned on by the customer.

1. Because inactive customers have a meter installed on their property, they are a District customer and must be treated similar to other customers with meters. This avoids active customers subsidizing the fixed costs for inactive customers.

- Fixed costs are funded through the base charge.

Charging the base rate to inactive customers is consistent with AWWA recommendations, and is a best practice that is recognized in legal decisions.

If an inactive customer does not want to pay the base rate, they can request the District to terminate their service and remove the meter. Under current District ordinance and fee schedule, they would not pay for removal of the meter. If they wish to start active service again in the future, they would only pay the District meter installation fee; which is currently \$130 for smaller meters and \$200 for larger meters.

ANALYSIS

RCAC's rate study calculated the cost of providing treated water service to all active and inactive District customers. Based on the recommendation in the RCAC rate study, inactive customers would be subject to the fixed charge unless they terminate service and have their meters removed. Alternatively, the District could opt to continue the District's practice of not imposing the base charge on inactive customers. This approach would be permissible provided that the District backfills the lost revenue with the District's ad valorem property tax revenue, as opposed to adjusting the monthly charges for treated water customers to make up the difference in lost revenue.

Under either scenario, the District's active and inactive customers will be allowed participate in the Proposition 218 proceedings.

FISCAL IMPACT

The proposed monthly base charge is \$29.41 in the first year of the proposed water rates. If all 223 inactive customers decided to terminate service and remove their meter, the District's revenue would decrease by approximately \$78,701 in the first year of the proposed rate structure. This loss of revenue would only be realized if all inactive customers requested that the District remove their meters. There would be additional staff time required to remove all of the meters.

If the District does not impose the base charge on inactive customers, then the revenue received from water rates will be \$78,701 less than calculated in the rate study.

CEQA ASSESSMENT

This action is not a CEQA project.

RECOMMENDED ACTION

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) receive and file this report. If the Board wishes to provide different direction regarding water rates and inactive customers, then the Board should provide that direction to the General Manager by motion action.

As requested by the Board at a previous meeting, the General process for responding to proposed legislation and explained the Special Districts Association for the Board's consideration.

Director Halpin stated that he preferred Model Four that would provide the General Manager with a framework for adopting bill positions based on policy guidelines set by the Board.

Director Hanschild disagreed stating he preferred Model One that would authorize the General Manager to contact the Board President for a timely response to requests for the District's bill position.

Director Wadle stated that he agreed with Director Halpin relative to Model Four--the Board should develop some policy principals for the General Manager to follow in taking a position on legislation.

Director Uso stated that the Board should set a time to develop these policy principals and provide the General Manager with some flexibility so he's able to react on behalf of the District in a timely fashion.

Based on a combination of Models Two and Four, the Board directed the General Manager to set policy principals for the Board's review and authorized the General Manager and a designated Board member to act on legislation and other policy proposals on behalf of the Board based on those principals to allow for timely response.

D. Authorize Fiscal 2017-2018 Budget Amendment Increasing Budget for Wastewater Operations by \$2,300 for leach field investigation, and \$29,300 for force main and pump station repairs and maintenance

Possible Board Action: Adopt a Resolution Authorizing Fiscal 2017-2018 Budget Amendment Increasing Budget for Wastewater Operations

After the General Manager provided an overview on this item, the following motion was made:

Motion by Director Hanschild to adopt Resolution 2017-28, authorizing a budget amendment to increase the budget for wastewater operations and for repairs and maintenance. Second by Director Wadle.

Public Comment:

Cherle Carlyon asked how the District selects contractors. Mr. Creeks responded that the District doesn't normally need contractors, since most of the work is done in-house.

Mr. Prau commented that since the main line goes through the seasonal wetland area, the District should have been required to report the effluent leak to EPA and other regulatory agencies.

Mr. Creeks responded that it was immediately reported to the Regional Water Quality Control Board and the Department of Fish and Game who conducted site inspections. The District followed clean-up guidelines specified by these regulatory agencies. Representatives of Fish and Game commended the District for immediately reporting the incident and meeting clean-up requirements.

Director Uso called for the vote, and the motion passed unanimously.

E. Review and Provide Direction Regarding Inactive Meters and Proposed Water Rates

Possible Board Action: Provide direction on proposed water rates for inactive meters

The General Manager summarized his staff report and clarified that customers with inactive meters will be billed if the rate increase is approved.

The Rate Study Consultant followed industry standards, which is different from what was previously done, stated Director Uso. He asked that staff issue a notice to inactive customers beyond what has already been sent to make sure they are aware of this.

Discussion ensued about sending out a letter, after the December 12 public hearing and if the increase is approved, to inactive meter customers to give them an opportunity to pull their meters if they don't want to be billed.

Director Wadle commented on the need to set a policy that Directors bring questions from the public to staff for answers. There was discussion about adding Frequently Asked Questions to the District website.

Motion by Director Halpin that, if the Prop 218 passes, letters must be sent to all current inactive customers to notify them that they will pay the base rate unless they have their meter removed. Second by Director Hanschild.

Public Comment:

Bill Johnson expressed his concern that inactive people will not vote.

Carolyn O'Connor stated that she would like to know right now and not after it passes.

Steve Prau asked where he could find the specific portion of 218 that describes the process requirements. Legal Counsel responded that this can be found in Article 13D, Section 6, of California Government Code.

Director Uso called for the vote and the motion passed unanimously.

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

None.

8. ADJOURN TO CLOSED SESSION

The Board adjourned to closed session at 4:31 PM.

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

*(Pursuant to Government Code section 54957(b)(1))
Title: General Manager*

B. CONFERENCE WITH LEGAL COUNSEL--LABOR NEGOTIATION

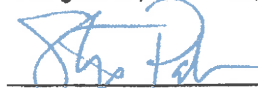
*(Pursuant to Government Code Section 54954.5(f) and Government Code 54957.6)
District Representatives: General Manager Steven Palmer; District General Counsel
Employee Organization: International Union of Operating Engineers Stationary Engineers, Local No. 39*

The Board returned to open session at 6:30 PM and reported that no action was taken in closed session.

- 9. NEXT MEETING DATE AND ADJOURNMENT** – Next regular meeting is December 12, 2017, at 5:30 PM, at the Georgetown Community Center, 6329 Lower Main Street, Georgetown, CA 95634.

The meeting was adjourned at 6:33 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, please contact Steve Palmer by telephone at 530-333-4356 or by fax at 530-333-9442. Requests must be made as early as possible and at least one-full business day before the start of the meeting. In accordance with Government Code Section 54954.2(a), this agenda was posted on the District's bulletin board at the Georgetown Divide Public Utility District office, at 6425 Main Street, Georgetown, California, on November 9, 2017



Steven Palmer, PE, General Manager

Date

1/10/18