

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF MAY 14, 2019
AGENDA ITEM NO. 7.A.**



AGENDA SECTION: NEW BUSINESS

SUBJECT: ADOPT RESOLUTION TO PROVIDE SECOND AMENDMENT TO PROFESSIONAL SERVICE AGREEMENT WITH NEXGEN UTILITY MANAGEMENT, INC., TO INCREASE CONSTRUCTION MANAGEMENT AND INSPECTION BUDGET

PREPARED BY: George Sanders, Engineering Consultant

A blue handwritten signature, appearing to be "GS", is written over the name George Sanders.

APPROVED BY: Steven Palmer, PE, General Manager

Handwritten initials "SP" in blue ink, positioned to the right of the name Steven Palmer.

BACKGROUND

On March 14, 2017, the Georgetown Divide Public Utility District ("District") Board of Directors ("Board") authorized the General Manager to execute a Professional Services Agreement with NEXGEN Utility Management, Inc. ("NEXGEN") to provide Construction Management and Inspection Services for the Auburn Lake Trails Water Treatment Plant Project (ALTWTPP), for an amount not to exceed \$650,000. Attachment 1 of this report is a copy of the executed contract.

On February 12, 2019, the Board adopted Resolution 2019-13 authorizing the General Manager to execute Contract Amendment One to the Professional Services Agreement with NEXGEN Utility Management, Inc., increasing their effort by an additional 53 working days resulting in an increase in the contract amount by \$77,880. Attachment 2 of this report is a copy of Contract Amendment One to the agreement with NEXGEN.

DISCUSSION

The current contract with NEXGEN is billed on a time and materials basis and was structured around a duration of 360 working days. As of the end of calendar year 2018 NEXGEN had been under contract for 435 working days. Through cost saving measures instituted by Engineering Consultant George Sanders, District Staff, and NEXGEN, that contract amount was exhausted by mid-February of this year. Contract Amendment One, in the amount of \$77,880, provided funding to extend the duration by an additional 53 working days. Funding within Contract Amendment One is expected to be exhausted by mid-May of this year.

NEXGEN has submitted a proposal (Attachment 3) identifying costs in the amount of \$66,800 associated with extending the schedule by an additional 48 working days. The District has evaluated the proposal, discussed elements of that proposal with NEXGEN, and both parties have agreed the time and compensation is warranted. Under Contract Amendment Two (Attachment 4) the District would be billed on a time and materials basis for the services needed.

NEXGEN has provided continuous construction management and inspection services for this project over the past twenty-four (24) months. The benefits of retaining the services of NEXGEN through the end of construction are significant from the standpoint of general project knowledge and overall continuity in inspection services.

FISCAL IMPACT

This action would result in an expenditure of \$66,800. Existing contracts identified under Construction Engineering, Construction Management and Environmental have encumbered funding within that element of the budget. There are adequate funds remaining in the approved overall project budget to fund this expenditure. A budget amendment is not needed at this time.

CEQA ASSESSMENT

A Mitigated Negative Declaration was adopted by the Board on April 12, 2016.

RECOMMENDED ACTION

Staff recommends that the Board of Directors of the Georgetown Divide Public Utility District adopt Resolution 2019-33 (Attachment 5) authorizing the General Manager to execute Contract Amendment Two to the Professional Services Agreement with NEXGEN Utility Management, Inc. in the amount of \$66,800.

ALTERNATIVES

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

ATTACHMENTS

1. Professional Services Agreement with NEXGEN Utility Management, Inc.
2. NEXGEN Contract Amendment One
3. NEXGEN Proposal for Contract Amendment Two
4. NEXGEN Contract Amendment Two
5. Resolution 2019-34

ATTACHMENT 1

PSA with NEXGEN Utility Management, Inc.

**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
PROFESSIONAL SERVICES AGREEMENT
WITH NEXGEN UTILITY MANAGEMENT, INC.
FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES,
AUBURN LAKE TRAILS WATER TREATMENT PLANT PROJECT**

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this 1st day of May 2017, (the "Effective Date") by and between the Georgetown Divide Public Utilities District, a California Public Utilities District ("District"), and NEXGEN Utility Management, Inc., a California Corporation ("Consultant"). District and Consultant may herein be referred to individually as a "Party" and collectively as the "Parties". There are no other parties to this Agreement.

RECITALS

A. District has determined that consultant services are required associated with the construction management, together with portions of construction inspection, for the Auburn Lake Trails Water Treatment Plant Project (the "Project").

B. Consultant has submitted a proposal to District that includes a scope of proposed consultant services, attached hereto and described more fully in **Exhibit A** ("Services").

C. Consultant represents that it is qualified, willing, and able to provide the Services to District, and that it will perform Services related to the Project per the rate schedule included in the scope of proposed consultant services attached hereto as **Exhibit B** (the "Rates").

D. A copy of District's request for proposal entitled "Construction Management and Inspection Services Auburn Lake Trails Water Treatment Plant Project" is incorporated into this agreement and attached hereto as **Exhibit C** (the "RFP").

NOW, THEREFORE, in consideration of the promises and covenants set forth below, the Parties agree as follows:

AGREEMENT

1. Recitals. The recitals set forth above ("Recitals") are true and correct and are hereby incorporated into and made part of this Agreement by this reference. In the event of any inconsistency between the Recitals and Sections 1 through 21 of this Agreement, Section 1 through 21 shall prevail.

2. Consulting Services. Consultant agrees, during the term of this Agreement, to perform the Services for the District in connection with the Project. Any request for services in addition to the Services described in **Exhibit A** will be considered a request for additional consulting services and not compensated unless the Parties otherwise agree in writing. No subcontract shall be awarded or an outside consultant engaged by Consultant unless prior written approval is obtained from District.

3. Compensation. District shall pay Consultant according to the fee schedule set forth in **Exhibit B**, as full remuneration for the performance of the Services. Consultant agrees to maintain a

log of time spent in connection with performing the Services. On a monthly basis, Consultant shall provide District, in reasonable and understandable detail, a description of the services rendered pursuant to the Services and in accordance with the Rates. If the work is satisfactorily completed, District shall pay such invoice within thirty (30) days of its receipt. If District disputes any portion of any invoice, District shall pay the undisputed portion within the time stated above, and at the same time advise Consultant in writing of the disputed portion.

4. Term. This Agreement shall become effective once all of the Parties have executed the Agreement (the "Effective Date") and will continue in effect until the Services provided herein have been completed, unless terminated earlier as provided in Section 6 or 7 below (the "Term").

5. Termination. District may terminate this Agreement prior to the expiration of the Term ("Termination"), without cause or reason, by notifying Consultant in writing of District's desire to terminate this Agreement (the "Termination Notice"). Upon receipt of a Termination Notice, Consultant shall immediately cease performing the Services. Consultant will be entitled to compensation, as of the date Consultant receives the Termination Notice, only for Services actually performed.

6. Termination for Cause. Notwithstanding Section 6 above, this Agreement may be terminated by the District for cause based on the loss or suspension of any licenses, permits or registrations required for the continued provision of the Services, or Consultant's malfeasance. Termination of the Agreement for cause as set forth in this Section shall relieve District from compensating Consultant.

7. Assurance of Performance. If, at any time, District believes Consultant may not be adequately performing its obligations under this Agreement or may fail to complete the Services as required by this Agreement, District may submit a written request to Consultant for written assurances of performance and a plan to correct observed deficiencies in Consultant's performance. Failure to provide written assurances subsequent to such written request, constitutes grounds to declare a breach under this Agreement.

8. Cancellation for Breach by Either Party. Should either Party fail to substantially perform its obligations in accordance with the provisions of this Agreement, the other Party shall thereupon have the right to cancel the Agreement by giving written notice and specifying the effective date of such cancellation. Recipient shall have at least fourteen (14) days to cure the breach. If District cancels this Agreement for breach and it is subsequently determined that Contractor did not fail to substantially perform its obligations in accordance with this Agreement, then cancellation for breach by District shall be deemed, and treated, as termination for convenience.

Neither Party waives the right to recover damages against the other for breach of this Agreement including any amount necessary to compensate District for all detriment proximately caused by Contractor's failure to perform its obligations hereunder or which in the ordinary course of things would be likely to result therefrom. District reserves the right to offset such damages against any payments owed to Contractor.

District shall not in any manner be liable for Contractor's actual or projected lost profits had Contractor completed the Services required by this Agreement.

In the event of cancellation by either Party, copies of all finished or unfinished work shall become the property of District.

9. Confidential Information. Consultant understands and agrees that, in the performance of Services under this Agreement or in the contemplation thereof, Consultant may have access to private or confidential information that may be owned or controlled by District and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to District ("Confidential Information").

Consultant shall not, either during or after the Term, disclose to any third party any Confidential Information without the prior written consent of District. If District gives Consultant written authorization to make any such disclosure, Consultant shall do so only within the limits and to the extent of that authorization. Such authorization does not guarantee that the District will grant any further disclosure of Confidential Information. Consultant may be directed or advised by the District's General Counsel on various matters relating to the performance of the Services on the Project or on other matters pertaining to the Project, and in such event, Consultant agrees that it will treat all communications between itself, its employees and its subcontractors as being communications which are within the attorney-client privilege.

10. Performance by Key Employee. Consultant has represented to District that Dan Rich will be the person primarily responsible for the performance of the Services and all communications related to the Services. District has entered into this Agreement in reliance on that representation by Consultant.

11. Property of District. The following will be considered and will remain the property of District:

A. Documents. All reports, drawings, graphics, working papers and Confidential Information furnished by District in connection with the Services ("Documents"). Nothing herein shall be interpreted as prohibiting or limiting District's right to assign all or some of District's interests in the Documents.

B. Data. All data collected by Consultant and produced in connection with the Services including, but not limited to, drawings, plans, specifications, models, flow diagrams, visual aids, calculations, and other materials ("Data"). Nothing herein shall be interpreted as prohibiting or limiting District's right to assign all or some of District's interests in the Data.

C. Delivery of Documents and Data. Consultant agrees, at its expense and in a timely manner, to return to District all Documents and Data upon the conclusion of the Term or in the event of Termination.

12. Duties of District. In order to permit Consultant to render the services required hereunder, District shall, at its expense and in a timely manner:

A. Provide such information as Consultant may reasonably require to undertake or perform the Services;

B. Promptly review any and all documents and materials submitted to District by Consultant in order to avoid unreasonable delays in Consultant's performance of the Services; and

C. Promptly notify Consultant of any fault or defect in the performance of Consultant's services hereunder.

13. Representations of Consultant. District relies upon the following representations by Consultant in entering into this Agreement:

A. Qualifications. Consultant represents that it is qualified to perform the Services and that it possesses the necessary licenses, permits and registrations required to perform the Services or will obtain such licenses or permits prior to the time such licenses or permits are required. Consultant represents and warrants to District that Consultant shall, at Consultant's sole cost and expense, keep in effect or obtain at all times during the Term of this Agreement, any licenses, permits, and registrations that are legally required for Consultant to practice Consultant's profession at the time the Services are rendered.

B. Consultant Performance. Consultant represents and warrants that all Services under this Agreement shall be performed in a professional manner and shall conform to the customs and standards of practice observed on similar, successfully completed projects by specialists in the Services to be provided. Consultant shall adhere to accepted professional standards as set forth by relevant professional associations and shall perform all Services required under this Agreement in a manner consistent with generally accepted professional customs, procedures, and standards for such Services. All work or products completed by Consultant shall be completed using the best practices available for the profession and shall be free from any defects. Consultant agrees that, if a Service is not so performed, in addition to all of its obligations under this Agreement and at law, Consultant shall re-perform or replace unsatisfactory Service at no additional expense to District.

14. Compliance with Laws and Standards. Consultant shall insure compliance with all applicable federal, state, and local laws, ordinances, regulations, and permits, including but not limited to federal, state, and county safety and health regulations. Consultant shall perform all work according to generally accepted standards within the industry. Consultant shall comply with all ordinances, laws, orders, rules, and regulations, including the administrative policies and guidelines of District pertaining to the work.

15. Independent Contractor; Subcontracting. Consultant will employ, at its own expense, all personnel reasonably necessary to perform the Services. All acts of Consultant, its agents, officers, employees, and all others acting on behalf of Consultant relating to this Agreement will be performed as independent contractors. Consultant, its agents, and employees will represent and conduct themselves as independent contractors and not as employees of District. Consultant has no authority to bind or incur any obligation on behalf of District. Except as District may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of District in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind District to any obligation whatsoever. Consultant is prohibited from subcontracting this Agreement or any part of it unless such subcontracting is expressly approved by District in writing.

16. Insurance. Consultant and all of Consultant's contractors and subcontractors shall obtain and maintain insurance of the types and in the amounts described in this paragraph and its subparagraphs with carriers reasonably satisfactory to District.

A. General Liability Insurance. Consultant shall maintain occurrence version commercial general liability insurance or an equivalent form with a limit of not less than Two Million Dollars (\$2,000,000) per claim and Two Million Dollars (\$2,000,000) for each occurrence.

B. Workers' Compensation Insurance. Consultant shall carry workers' compensation insurance as required by the State of California under the Labor Code. Consultant shall also carry employer's liability insurance in the amount of One Million Dollars (\$1,000,000.00) per accident, with a

One Million Dollar (\$1,000,000.00) policy limit for bodily injury by disease, and a One Million Dollar (\$1,000,000.00) limit for each employee's bodily injury by disease.

C. Automobile Insurance. Consultant shall carry automobile insurance for the vehicle(s) Consultant uses in connection with the performance of this Agreement in the amount of One Million Dollars (\$1,000,000.00) per occurrence for bodily injury and property damage.

D. Errors and Omissions Liability. Consultant shall carry errors and omissions liability insurance in the amount of no less than One Million Dollars (\$1,000,000.00) per occurrence or greater if appropriate for the Consultant's profession. Architects and Engineers coverage is to be endorsed to include contractual liability. Any deductibles or self-insured retentions must be declared to and approved by the District. At the option of the District, either the insurer shall reduce or eliminate such deductibles or self-insured retentions with respect to the District, elected and appointed councils, commissions, directors, officers, employees, agents, and representatives ("District's Agents"); or the Consultant shall provide a financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claims administration and defense expenses.

E. Other Insurance Requirements. Within five (5) days of the Effective Date, Consultant shall provide District with certificates of insurance for all of the policies required under this Agreement ("Certificates"), excluding the required worker's compensation insurance. Such Certificates shall be kept current for the Term of the Agreement and Consultant shall be responsible for providing updated copies and notifying District if a policy is cancelled, suspended, reduced, or voided. With the exception of the worker's compensation insurance, all of the insurance policies required in this Agreement shall: (a) provide that the policy will not be cancelled, allowed to expire, or materially reduced in coverage without at least thirty (30) days' prior written notice to District of such cancellation, expiration, or reduction and each policy shall be endorsed to state such; (b) name District, and District's Agents as additional insureds with respect to liability arising out of Services, work or operations performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied, or used by the Consultant, or automobiles owned, leased, or hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the District; (c) be primary with respect to any insurance or self-insurance programs covering District or District's Agents and any insurance or self-insurance maintained by District or District's Agents shall be in excess of Consultant's insurance and shall not contribute to it; (d) contain standard separation of insured provisions; and (e) state that any failure to comply with reporting or other provisions of the policy including breaches of warranties shall not affect the coverage provided to the District.

17. Indemnification. Consultant hereby agrees to indemnify and hold harmless District, its agents, officers, employees and volunteers, against all liability, obligations, claims, loss, and expense (a) caused or created by Consultant, its subcontractors, or the agents or employees of either, whether negligent or not, pertaining to or related to acts or omissions of Consultant in connection with the Services, or (b) arising out of injuries suffered or allegedly suffered by employees of Consultant or its subcontractors (i) in the course of their employment, (ii) in the performance of work hereunder, or (iii) upon premises owned or controlled by District. Consultant's obligation to defend, indemnify and hold District and its agents, officers, employees and volunteers harmless is not terminated by any requirement in this Agreement for Consultant to procure and maintain a policy of insurance.

18. Consequential Damages. Notwithstanding any other provision of this Agreement, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special,

consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed in connection with this Agreement.

19. Litigation. In the event that either Party brings an action under this Agreement for the breach or enforcement hereof, or must incur any collection expenses for any amounts due hereunder the prevailing Party in such action shall be entitled to its costs including reasonable attorney's fees, whether or not such action is prosecuted to judgment.

20. Notices. Any notice or communication required hereunder between District or Consultant must be in writing, and may be given either personally, by registered or certified mail (return receipt requested), or by Federal Express, UPS or other similar couriers providing overnight delivery. If personally delivered, a notice shall be deemed to have been given when delivered to the Party to whom it is addressed. Notices given by registered or certified mail shall be deemed to have been given and received on the first to occur of (a) actual receipt by any of the addressees designated below as the party to whom notices are to be sent, (b) on the date delivered as shown on a receipt issued by the courier, or (c) five (5) days after a registered or certified letter containing such notice, properly addressed, with postage prepaid, is deposited in the United States mail. If given by Federal Express or similar courier, a notice or communication shall be deemed to have been given and received on the date delivered as shown on a receipt issued by the courier. Any Party hereto may at any time, by giving ten (10) days written notice to the other Party hereto, designate any other address in substitution of the address to which such notice or communication shall be given. Such notices or communications shall be given to the Parties at the addresses in this paragraph set forth below:

If to District: Georgetown Divide Public Utility District
P.O. Box 4240
6425 Main Street
Georgetown, CA 95634
Attention: General Manager

With courtesy copies to: Churchwell White LLP
1414 K Street, 3rd Floor
Sacramento, California 95814
Attention: Barbara A. Brenner, Esq.

If to Consultant: NEXGEN Utility Management, Inc.
4010 Lennane Drive
Sacramento, CA 95834
Attention: Dan Rich, PE, Principal-In-Charge

21. General Provisions.

A. Modification. No alteration, modification, or termination of this Agreement shall be valid unless made in writing and executed by all Parties.

B. Waiver. The waiver by any Party of a breach of any provision hereof shall be in writing and shall not operate or be construed as a waiver of any other or subsequent breach hereof unless specifically stated in writing.

C. Assignment. No Party shall assign, transfer, or otherwise dispose of this Agreement in whole or in part to any individual, firm, or corporation without the prior written consent of the other Party. Subject to the forgoing provisions, this Agreement shall be binding upon, and inure to the benefit of, the respective successors and assigns of the Parties.

D. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the state of California.

E. Venue. Venue for all legal proceedings shall be in the Superior Court of California for the County of El Dorado.

F. Partial Invalidity. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

G. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall be deemed a single agreement.

H. Severability. If any term, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid, the remainder of this Agreement shall remain in effect.

I. Audit. District shall have access at all reasonable times to all reports, contract records, contract documents, contract files, and personnel necessary to audit and verify Consultant's charges to District under this Agreement.

J. Entire Agreement. This Agreement sets forth the entire understanding between the Parties as to the subject matter of this Agreement and supersedes and merges all prior discussions, negotiations, proposal letters or other promises, whether oral or in writing.

K. Headings Not Controlling. Headings used in this Agreement are for reference purposes only and shall not be considered in construing this Agreement.

L. Time is of the Essence. Time is of the essence in this Agreement for each covenant and term of a condition herein.

M. Drafting and Ambiguities. Any rule of construction that ambiguities are to be resolved against the drafting party does not apply in interpreting this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the last day and date below written.

DISTRICT:

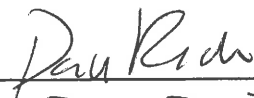
GEORGETOWN DIVIDE PUBLIC UTILITIES DISTRICT, a California Public Utilities District

By: 
Steven Palmer, General Manager

Date: 4/20/17

CONSULTANT:

NEXGEN Utility Management, Inc.,
a California Corporation

By: 
Name: Dan Rich

Date: 4-18-17

Approved as to Form:

Barbara A. Brenner, General Counsel

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the last day and date below written.

DISTRICT:

GEORGETOWN DIVIDE PUBLIC UTILITIES DISTRICT, a California Public Utilities District

By: 
Steven Palmer, General Manager

Date: 4/20/17

CONSULTANT:

NEXGEN Utility Management, Inc.,
a California Corporation

By: 

Name: Dan Rich, P.E.

Date: 4-18-17

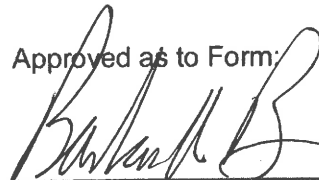
Approved as to Form:

Barbara A. Brenner, General Counsel

EXHIBIT A – Services

NEXGEN will provide construction management and inspection services through the course of the Auburn Lake Trails Water Treatment Plant Construction Project (“Project”). Scope of work includes:

- **Project Management and Coordination.** Coordinate activities of the District, Design Engineer, and Contractor through the course of the Project. Oversee Contractor progress and enforce the Contract Documents.
- **Recommendations with Respect to Defective Work.** Provide recommendations to the District that the Contractor’s work be disapproved and rejected while it is in progress if, on the basis of such observations, such work will not produce a completed Project that conforms generally to the Contract Documents.
- **Clarifications and Interpretations.** Respond to reasonable and appropriate Contractor requests for information and issue necessary clarifications and interpretations of the Contract Documents to District as appropriate to the orderly completion of Contractor’s work. Any orders authorizing variations from the Contract Documents will be made by the District.
- **Change Orders.** Provide recommendations on Change Orders to the District, and will review and make recommendations related to Change Orders submitted or proposed by the Contractor.
- **Submittal Database.** Establish a database to track submittals and the status of each. The submittals will be logged and reviewed by the Construction Manager for completeness, then immediately forwarded to the Design Engineer for review.
- **Shop Drawings and Samples.** Review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with the information given in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction or to related safety precautions and programs.
- **Substitutes and “or-equal.”** Evaluate and determine the acceptability of substitute or “or-equal” materials and equipment proposed by Contractor in accordance with the Contract Documents, but subject to the provisions of applicable standards of state or local government entities.

- **Disagreements between District and Contractor.** At the request of the District, render written decision on all claims of District and Contractor relating to the acceptability of Contractor's work or the interpretation of the requirements of the Contract Documents pertaining to the progress of Contractor's work. In rendering such decisions, we shall be fair and not show partiality to District or Contractor and shall not be liable in connection with any decision rendered in good faith.
- **Contractor Billing.** Request monthly progress payment estimates from the Contractor, detailed in terms of the schedule of values and tied to a cost loaded schedule as required by the Contract Documents. Once reviewed and accepted, the payment request will be forwarded to the District.
- **Construction Site Safety.** Review construction site safety and relay information to District staff. Meetings will be held, as necessary, at the project site with the Contractor and with selected District personnel to review the Contractor's safety procedures and discuss any safety issues. Prepare agendas for the progress meetings.
- **Onsite Inspection.** Photo-document existing conditions, monitor and inspect the progress of the work, and review Contractor's documentation of as-built conditions. Include structural and electrical inspections.
- **Coordinate Surveying, Materials Testing, and Specialty Materials Testing.** Determine the need for and coordinate the surveyors, materials testing for earthwork, and concrete testing. The actual surveying and testing will be by others, contracted directly to the District. Work with the Youngdahl Group to schedule and determine the need for earthwork inspections, including soil compaction testing, testing of stockpiled soil, concrete break strength and batch confirmation, specialty weld inspections, and special coating inspections.
- **Inspection Logs.** Complete daily inspection logs of all work on the Project. We will review labor compliance and maintain project records.
- **CEQA Compliance.** Work with the District and Foothill Associates to coordinate required surveys, BMPs, SWPPP development and other mitigation measures identified in the Project's CEQA document.
- **Compile Record Drawings.** Compile and submit to the Design Engineer all confirmed changes documented by the Contractor during construction needed for the preparation of record drawings.
- **Oversee Facilities Acceptance Testing and Start-up.** Provide final testing and inspection of staged improvements and attend all operations and maintenance demonstrations.

- ***Prepare Quarterly and Final Construction Reports.*** Prepare quarterly Status Reports required by the SRF Loan. Following the filing of the Notice of Completion, prepare a Final Construction Report which will include all database summary logs of the construction, and a summary of the construction activities.

EXHIBIT B – Fee Schedule

Construction Management & Inspection Budget

Name, Role	D Rich, PE Electrical	Joe D, PE C M	RITBD (if needed)	J Pollett, PE Electrical	B Friederichs, PE Structural	M Lee, PE SRF Adm	Admin	TOTAL HOURS
Billing Rate	\$190	\$170	\$140	\$150	\$150	\$120	\$70	
Task 1 - Project Management	236					172	100	508
Task 2 - Construction Management & Inspection(a)		2880						2880
Task 3 - Materials & Special Inspection					96			96
Task 4 - Electrical Testing and Inspection				400				400
Total Hours	236	2880		400	96	172	100	3,884
Total Labor Cost	\$44,840	\$489,600		\$60,000	\$14,400	\$20,640	\$7,000	\$636,480
VPM CM Software Monthly Fee (\$750/month)								\$13,500
Total Project Budget								\$649,980

(a) Budget is based on a 360-working day project duration. The level of effort will be adjusted based on project schedule and diligence of contractor.

ATTACHMENT 2

NEXGEN Contract Amendment No. 1

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

CONTRACT AMENDMENT ONE

TO PROFESSIONAL SERVICES AGREEMENT
WITH NEXGEN UTILITY MANAGEMENT, INC.
FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES
AUBURN LAKE TRAILS WATER TREATMENT PLANT PROJECT

The Professional Services Agreement previously entered into between the Georgetown Divide Public Utility District ("District) and NEXGEN Utility Management, Inc., (Consultant) on May 1, 2017, is hereby amended as follows:

Period of Performance

The project completion date has been moved from January 2019 to the end of March 2019. This Contract Amendment is based on a 53 working day period between mid-February to the end of April 2019.

Compensation and Method of Payment

The original contract agreement provides for billing on a time and materials basis for inspection and support services over a 360-work day project period.

The proposed additional services listed in the correspondence dated January 22, 2019, from the Consultant to the District, herein after referred to as Attachment 1. The table below provides the expected level of effort and budget negotiated by the District for this Contract Amendment:

Classification	Principal	Construction Management	Administrative	Expenses (b)	Total Budget
Billing Rate	190	170	70		
Hours (a)	15	424	10		
Labor Costs	\$2,850	\$72,080	\$700	\$2,250	\$77,800

(a) Budget based on 53 working days between mid-February to end of April 2019.

(b) Allowance for project-related expenses to be approved by district prior to use.

Payment for the additional services rendered shall be made on a time and materials basis with invoices submitted monthly. Invoicing must identify the specific tasks, personnel classification, number of hours, and receipts for required outside expenses (if applicable).

Remainder of Contract Provisions

Except as specified above, all other provisions as contained in the original contract agreement shall remain in force.

Board Approval

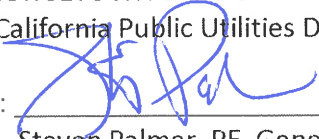
The Georgetown Divide Public Utility District Board of Directors approved Contract Amendment One at a regular meeting held on February 12, 2019, with the adoption of Resolution 2019-xx.

IN WITNESS THEREOF, this Contract Amendment One is executed as of the date(s) shown below:

DISTRICT:

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT,
A California Public Utilities District

By: _____


Steven Palmer, PE, General Manager

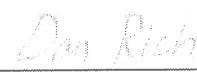
Date: _____



CONSULTANT:

NEXGEN Utility Management, Inc.,
A California Corporation

By: _____


Dan Rich, P.E., Vice-President

Date: _____



ATTACHMENT 3

NEXGEN Proposal for Contract Amendment No. 2

April 16, 2019

Mr. George Sanders, P.E.
Georgetown Divide Public Utility District
P.O. Box 4240,
Georgetown CA 95634



Dear Mr. Sanders:

Subject Proposed Contract Amendment No. 2 the Construction Management and Inspection Services at the Auburn Lakes Trails Water Treatment Plant

NEXGEN has an existing contract with the District for Construction Management and Inspection Services at the Auburn Lakes Trails Water Treatment Plant Upgrade Project (Project). That agreement was amended on January 22, 2019 for a not to exceed time and materials based budget of \$727,780. That budget assumed the project substantially complete by end of April 2019 consistent with the Contractor's schedule at that time. Current information from the contractor now suggests substantial completion at the end of May and project completion later this this summer. We would expect our level of effort onsite to be similar until substantial completion and then be reduced to "as needed" as punch list items are addressed. We have estimated our effort at around 48 working days. As we have under our current authorization, we would only invoice the District for hours actually worked on the job.

The table below provides our expected level of effort for Contract Amendment No. 2

Billing Rate	Principal	CM	PE	Expenses (b)	Total Budget
Hours (a)	20	220	164		
Labor Cost	\$ 3,800	\$ 37,400	\$ 24,600	\$ 1,000	\$ 66,800

(a) Budget based on 48 working days occurring in May, June, and part of July 2019.
(b) Allowance for project related expenses. Approved by District prior to use.

Please contact me if I can answer any questions regarding this proposal. Thank you for the opportunity to continue to serve the District on this important project.

NEXGEN Utility Management

Daniel Rich

Dan Rich, P.E.
Vice-President
T 916-779-7301 | drich@nexgenum.com |
Main Office Address: 4010 Lennane Drive, Sacramento, CA, 95834

ATTACHMENT 4

NEXGEN Contract Amendment No. 2

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

CONTRACT AMENDMENT TWO

**TO PROFESSIONAL SERVICES AGREEMENT
WITH NEXGEN UTILITY MANAGEMENT, INC.
FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES
AUBURN LAKE TRAILS WATER TREATMENT PLANT PROJECT**

The Professional Services Agreement previously entered into between the Georgetown Divide Public Utility District (“District”) and NEXGEN Utility Management, Inc., (Consultant) on May 1, 2017, together with Contract Amendment One, executed on February 27, 2019, is hereby amended as follows:

Period of Performance

The original contract agreement estimated a project period of 360 work days. The project completion date, as identified within Contract Amendment One, added 53 work days with an estimated end date of March 2019. Multiple on-going construction activities make it difficult to accurately identify the final project completion date at this time. For the purposes of this Contract Amendment the project completion date has been identified as mid-July 2019. This Contract Amendment is based on a 48 working day period occurring in May, June, and a portion of July 2019.

Compensation and Method of Payment

The proposed additional services under Contract Amendment Two are listed in that correspondence dated April 16, 2019, from the Consultant to the District, hereinafter referred to as Attachment 1 to this document. The table below provides the expected level of effort and budget negotiated by the District for this Contract Amendment:

Classification	Principal	Construction Management	PE	Expenses (b)	Total Budget
Billing Rate	190	170	150		
Hours (a)	20	220	164		
Labor Costs	\$3,800	\$37,400	\$24,600	\$1,000	\$66,800

(a) Budget based on 45 working days occurring in May, June, and part of July 2019.

(b) Allowance for project-related expenses to be approved by district prior to use.

Payment for the additional services rendered shall be made on a time and materials basis with invoices submitted monthly. Invoicing must identify the specific tasks, personnel classification, number of hours, and receipts for required outside expenses (if applicable).

Remainder of Contract Provisions

Except as specified above, all other provisions as contained in the original contract agreement shall remain in force.

Board Approval

The Georgetown Divide Public Utility District Board of Directors approved Contract Amendment Two at a regular meeting held on May 14, 2019, with the adoption of Resolution 2019-34.

IN WITNESS THEREOF, this Contract Amendment Two is executed as of the date(s) shown below:

DISTRICT:

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT,
A California Public Utilities District

CONSULTANT:

NEXGEN Utility Management, Inc.,
A California Corporation

By: _____
Steven Palmer, PE, General Manager

By: _____
Dan Rich, P.E., Vice-President

Date: _____

Date: _____

ATTACHMENT 5

Resolution 2019-34

RESOLUTION NO. 2019-34
OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
AUTHORIZING AMENDMENT TWO TO THE PROFESSIONAL SERVICES
AGREEMENT WITH NEXGEN UTILITY MANAGEMENT, INC.

WHEREAS, the Georgetown Public Utility District (“District”) Board of Directors (“Board”) authorized the General Manager to execute a Professional Services Agreement with NEXGEN Utility Management, Inc. (“NEXGEN”) on March 14, 2017; and

WHEREAS, the Professional Services Agreement was entered between the District and NEXGEN on May 1, 2017 to provide construction management and inspection services for the Auburn Lake Trails Water Treatment Plant Project for an amount not to exceed \$650,000; and

WHEREAS, on February 12, 2019, the Board adopted Resolution 2019-13 authorizing the General Manager to execute Contract Amendment One in the amount of \$77,880, due to the need for additional work related to the setup of the filters together with changes made in the Supervisory Control and Data Acquisition system; and

WHEREAS, NEXGEN has provided continuous construction management and inspection services for this project since May 1, 2017 and offers the benefits of their general project knowledge and overall continuity of inspection services; and

WHEREAS, the District has evaluated NEXGEN’s proposal identifying costs associated with extending the schedule by an additional 48 working days and increasing the construction management and inspection budget in the amount of \$66,800; and

WHEREAS, there are adequate funds remaining in the approved overall budget to fund this expenditure.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT the General Manager is authorized to execute Contract Amendment Two to the Professional Services Agreement with NEXGEN Utility Management, Inc., for an amount not to exceed \$66,880.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the fourteenth day of May 2019, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

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

Attest:

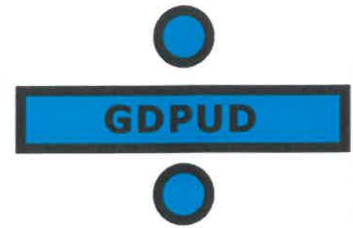
Steven Palmer, Clerk and Ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2019-34 duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this fourteenth day of May 2019.

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

REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF May 14, 2019
AGENDA ITEM NO. 7.B.



AGENDA SECTION: NEW BUSINESS

SUBJECT: APPROVAL OF TRACTOR LOADER PURCHASE IN AN AMOUNT NOT TO EXCEED \$100,000

PREPARED BY: Darrell Creeks, Operations Manager 

APPROVED BY: Steven Palmer, PE, General Manager 

BACKGROUND

At the March 12, 2019 Board of Directors meeting, Operations Manager Darrell Creeks reported that the District's 1992 Case backhoe has reached the end of its serviceable life and must be replaced. This piece of heavy equipment is used by the field crews for water line and road repair work and moving construction material.

At the March meeting, the Operations Manager requested the Board's approval to purchase a new John Deere tractor loader Model 210L to replace this backhoe. The staff report from the March Board meeting is included as Attachment 1. The Board did not act on Staff's recommendation, and instead requested that Staff research the availability of used equipment and the cost of new equipment by other manufacturers.

DISCUSSION

Justification: The staff report from the March Board meeting included an assessment of the backhoe's condition and reported that replacing the backhoe is a priority. The backhoe is once again not working. The dirt access road to the Garden Park Water Storage Tank was damaged from winter rain. The contractors who are currently recoating the tank need to utilize this access road.

Additionally, miles of road on the Upper Canal need road repair due to the damage caused by the winter months and heavy snowfall.

To maintain this work schedule, the District has rented equipment at a cost of \$3,000 per month.

Required Key Features of the Equipment: The March Board meeting staff report explained the reasons for purchasing a tractor loader instead of backhoe. The following key features of this equipment are essential for meeting the operational needs of the District:

- 1.25 cubic yard multipurpose loader bucket with bolt-on cutting edge. This is a four-in-one bucket that has many uses such as loading material, scaping roads, and removing brush and blackberries. The clamshell feature is used for quick cleanup of brush and moving logs.

- Rear scraper box with scarifier. This tool allows for hard ground to be broken up and graded and works great for spreading gravel.

Comparison of Three Leading Manufacturers: Staff researched the cost of new and used tractor loaders from three leading manufacturers: Case, Caterpillar, and John Deere. Relevant information is included as Attachment 2 for Case, Attachment 3 for Caterpillar, and Attachment 4 for John Deere equipment. As stated in the March Board meeting staff report, Staff recommends purchasing John Deere due to consistency with other local water agencies and experience with the manufacturer.

Pricing for new equipment is summarized in Table 1.

Table 1 – Comparison of New Equipment by Manufacturer

MANUFACTURER	CASE	CATEPILLAR	JOHN DEERE
Year/Model	2019 570N EP	2018 415F2IL	2019 210L
Government Price	\$85,167.13 incl. tax	90,990.00 + tax	89,985 + tax

Staff also researched the availability of used equipment by the three manufacturers. The currently available used equipment by manufacturer is summarized in Table 2.

Table 2 – Comparison of Available Used Equipment by Manufacturer

MANUFACTURER	CASE	CATERPILLAR	JOHN DEERE
Year/Model	2014 590 SN	2016 415F2IL	2018 210L
Usage Hours	4,432	1,840	800-1,000
Location	Santa Fe Springs, CA	Pleasant Grove, CA	Includes delivery
Asking Price	\$ 64,900 + tax	\$64,350 incl. tax	\$79,500 + tax

The used equipment listed is what was available at the time researched by staff. These exact pieces of equipment may or may not be available when the purchase is authorized.

New Versus Used: Purchasing used vehicles is not advised for public agencies. Older equipment requires increased maintenance which increases operating costs and increases down time. Used equipment also has a higher likelihood of costly failures. Additionally, the District can take advantage of government pricing from vendors for new equipment. Another disadvantage of used equipment is that it does not include a warranty. Furthermore, leasing equipment is not advised because it increases the total cost paid as the District typically keeps its vehicles for more than 15 years, and the District vehicles are used for many miles and hours per year.

Bid Process: As detailed in the staff report for the March Board meeting, Operations Manager Creeks obtained quotes from three (3) vendors of the John Deere 210L. The least expensive vendor was PAPÉ Machinery with a total price of \$96,508. In order to avoid any delays that could be caused by unanticipated taxes and fees, staff is requesting authority up to \$100,000.

FISCAL IMPACT

This purchase is included in the Fiscal Year 2018-2019 Operating Budget, and a budget adjustment is not required.

CEQA ASSESSMENT

This action is not a CEQA project.

RECOMMENDED ACTION

Adopt Resolution 2019-35 (Attachment 5) authorizing the purchase of one replacement tractor/loader for a total not to exceed the amount of \$100,000.

ATTACHMENTS

1. Staff Report from March 2019 Board Meeting
2. Case Quote and Specifications
3. Caterpillar Quote and Specifications
4. John Deere Quote and Specifications
5. Resolution 2019-35

ATTACHMENT 1

Staff Report from March 2019 Board Meeting

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF March 12, 2019
AGENDA ITEM NO. 7.B.**

GDPUD

COPY

AGENDA SECTION: NEW BUSINESS

SUBJECT: ADOPT A RESOLUTION APPROVING THE PURCHASE OF ONE NEW JOHN DEERE 210L TRACTOR LOADER TO REPLACE THE 1992 CASE BACKHOE THAT HAS REACHED THE END OF ITS SERVICEABLE LIFE

PREPARED BY: Darrell Creeks, Operations Manager

APPROVED BY: Steven Palmer, PE, General Manager



BACKGROUND

The District currently has one backhoe and three excavators. The backhoe has reached the end of its serviceable life and needs replacement.

The backhoe was purchased in 1992 and currently has over 10,000 hours on it.

Operations Manager Darrell Creeks has prepared an assessment of the backhoe using a tool presented at the annual Government Fleet Exposition (GFX) called the vehicle/equipment replacement scoreboard. The assessment is included as Attachment 1. The backhoe scored 76 points on the replacement scorecard assessment, and scores of 28 and greater indicate a priority replacement. Based on the assessment, Operations Manager Creeks recommends that the backhoe be replaced this year.

Operations Manager Creeks is recommending purchase of a tractor loader instead of a backhoe for the following reasons:

1. Staff utilizes digging with excavators now because they are lighter, smaller, more efficient and easier to operate than backhoes.
2. The John Deere 210L will be much quicker than a backhoe when loading the dump truck with material in the yard. It will also be more useful than a backhoe for road repair work such as grading and moving dirt/rock.
3. Our operators have used many different brands of equipment and find John Deere to be the most reliable and easy to use. Placer County Water Agency purchases John Deere equipment for the same reasons.

DISCUSSION

Staff was unable to use the Leveraged Procurement Agreements (LPAs) with fixed pricing for heavy equipment as it is not offered for heavy equipment and off-road vehicles.

Operations Manager Creeks contacted three (3) suppliers and obtained bids with a government discount. The bids with the government discount are shown in Attachment 2. Also shown in Attachment 2, prices for John Deere 210L tractor loaders range from \$96,508.00 to \$117,693.79. A John Deere from PAPE Machinery was the least expensive tractor. The total cost is estimated to be \$96,508.00.

The total costs for the John Deere 210L tractor loader is estimated to be \$96,508.00. According to the District's Procurement Policy and Procedures, purchases over \$45,000 require Board authorization. To avoid any delays caused by unanticipated changes in taxes and fees, Staff is requesting authority up to \$100,000.

FISCAL IMPACT

This purchase is included in the Fiscal Year 2018-2019 Operating Budget and a budget adjustment is not required.

CEQA ASSESSMENT

This action is not a CEQA project.

RECOMMENDED ACTION

Adopt Resolution 2019-18 (Attachment 3) approving the purchase of one replacement tractor/loader for a total not to exceed amount of \$100,000.

ATTACHMENTS

1. Vehicle/equipment Assessment
2. Bid Sheets
3. Resolution 2019-18 Approving the Purchase of a John Deere 210L

ATTACHMENT 2

Case Quote and Specifications



ENGINE

Model	FPT F5HFL463D
Emissions Certification	Tier 4 Final
Type	Diesel 4-stroke, Turbocharged
Cylinders	4
Bore/Stroke	3.90 x 4.33 in (99 x 110 mm)
Displacement	207 in3 (3.4 L)
Fuel injection	Direct, high pressure common rail – HPCR
Fuel	Diesel
Cooling	Charged air
Engine speeds	RPM
Rated speed – full load	2200
Low idle	900 – 1000
High idle – no load	2330 – 2430
Horsepower @ 2200 RPM:	
Gross	74 hp (55 kW)
Net*	72 hp (54 kW)
Maximum torque @ 1400 RPM:	
Gross	235 lb-ft (316 N-m)
Net*	228 lb-ft (310 N-m)
Torque rise at rated speed	35% +/- 5%
Radiator:	
Core size area	486 in2 (3 145 cm2)
Rows of tubes	5
33 Degree fan:	
Style	7 blade suction
Ratio	1.1:1
Water pump style	Integral
Engine oil	CJ-4 – semi-synthetic 10W40
Pump operating angle ratings:	
Side to side	Rated 35°
Fore and aft	Rated 35°
Oil filtration	Replaceable, spin on

NOTE: *with viscous fan.

DRIVETRAIN

Transmission – standard:
4F-4R Power Shuttle Synchronesh
Transmission manual gear shift,
fully synchronized

Gear ratios	Forward/Reverse
1st	5.603/5.603
2nd	3.481/3.481
3rd	1.584/1.584
4th	0.793/0.793

Travel speeds*	mph (kph)
1st	3.8 (6.1)
2nd	6.1 (9.8)
3rd	12.8 (20.6)
4th	24.0 (38.6)

Torque converter ratio* 3.01

Differential-lock On-the-go
push-button activation

Front 4WD/Rear axle*:	
Differential ratio	2.0/2.5
Planetary hub ratio	6.0/6.4
Total reduction ratio	12.0/16.0

Axles rating:

Maximum static – lb (kg):
70,821 (32 124)/90,145 (40 889)/
58,448 (26 511)

Dynamic operating – lb (kg):
44,261 (20 076)/56,200 (25 492)/
35,575 (16 136)

Static operating – lb (kg):
17,704 (8 030)/22,480 (10 197)/
14,230 (6 455)

Service brakes:

Individually applied, hydraulically actuated,
maintenance-free, outboard mounted,
wet disc, 2 per side.

Parking brakes Trans Mounted
spring-applied
hydraulic release – SAHR

NOTE: Travel speeds at 2293 engine RPM
w/ 19.5 L x 24.0 rear tires.

*Specs listed will differ w/ PTO option.

ELECTRICAL

Voltage 12 Volts

Alternator 120 amp

Battery 850 cold-cranking amps

Opt. batteries – 2 850 cold-cranking amps

Power plugs – 2 30 amps total

OPERATOR ENVIRONMENT

ROPS/FOPS certified protective canopy;
2 halogen headlights; 2 rear flood lights; 2 rear
tail and stop lights; 2 front flashers/turn lights;
2 rear flashers/turn lights; Anti-vandalism cover
for dash and front console – w/ canopy only;
Pre-wired for radio – cab only; Rear fenders w/
storage tray and molded beverage and thermos
holder; Coat hook w/ garment strap; Interior
rearview mirror; non-suspension seat – 15 degree
and 30 degree swivel to the right; 2 in (51 mm)
retractable seat belt; Cup holder/storage tray
mounted on LH fender.

Gauges:

Engine water temperature; Converter oil
temperature; Fuel level; Tachometer/
hourmeter; Voltmeter.

Warning lights:

Air cleaner restriction; Alternator; A/C high
pressure; Cold start; Engine oil pressure
low; Hydraulic oil filter bypass; Parking brake
engagement; Low fuel; Water in fuel.

Audible alarms:

Coolant temperature; Engine oil pressure;
Parking brake engagement; Shuttle
engagement/seat position; Backup; Horn.

OPERATING WEIGHT

Configuration 1 – Lightest:

82 in (2.08 m) Standard bucket, 4WD,
19.5 L x 24.0 rear tires, ROPS canopy,
suspension seat, dual batteries, no operator:
11,134 lb (5 051 kg)

Configuration 2 – Heaviest:

82 in (2.08 m) 4 IN 1[®] bucket, 4WD,
19.5 L x 24.0 rear tires, enclosed cab,
suspension seat, dual batteries, no operator,
440 lb front weight, 3-point hitch, box scraper:
14,508 lb (6 581 kg)

Attachments:

82 in (2.08 m) buckets:	
4 IN 1 [®]	1,451 lb (658 kg)
General purpose	686 lb (311 kg)
Box scraper	1,592 lb (722 kg)

Cab – over canopy 646 lb (293 kg)

Driveshaft guard 218 lb (99 kg)

Weights:

Counterweight	3,000 lb (1 360 kg)
Rear weight	500 lb (227 kg)
Front weight	440 lb (200 kg)

HYDRAULICS

Pump	Gear pump
Capacity	28.5 gal/min @ 3,000 psi (108 L/min @ 207 ba)

SERVICE CAPACITIES

Fuel tank	30 gal (114.0 L)
Hydraulic system:	
Total	72 qt (68.0 L)
Reservoir w/ filter	58 qt (55.0 L)
Reservoir w/o filter	56 qt (53.0 L)
Transmission:	
2WD – total	18 qt (17.0 L)
Reservoir	11 qt (10.4 L)
4WD – total	21 qt (20.0 L)
Reservoir	14 qt (13.2 L)
Front axle:	
Differential	5.8 qt (5.5 L)
Planetaries – each	0.7 qt (0.7 L)
Rear axle:	
Differential	14.4 qt (13.6 L)
Engine oil w/ filter	8.5 qt (8.0 L)
Cooling system	18.3 qt (17.3 L)
Turning radius - curb to curb, no bucket:	
2WD:	
Brakes on	12 ft 2 in (3.70 m)
Brakes off	12 ft 10 in (3.91 m)
4WD – engaged:	
Brakes on	11 ft 7 in (3.52 m)
Brakes off	13 ft 9 in (4.18 m)
4WD – disengaged:	
Brakes on	12 ft 3 in (3.72 m)
Brakes off	12 ft 11 in (3.92 m)

OTHER SPECIFICATIONS

3-point hitch:

Category I & II 3-point hitch

Hydraulic lift, pitch, tilt and 2 auxiliary remotes

Vertical lift force:

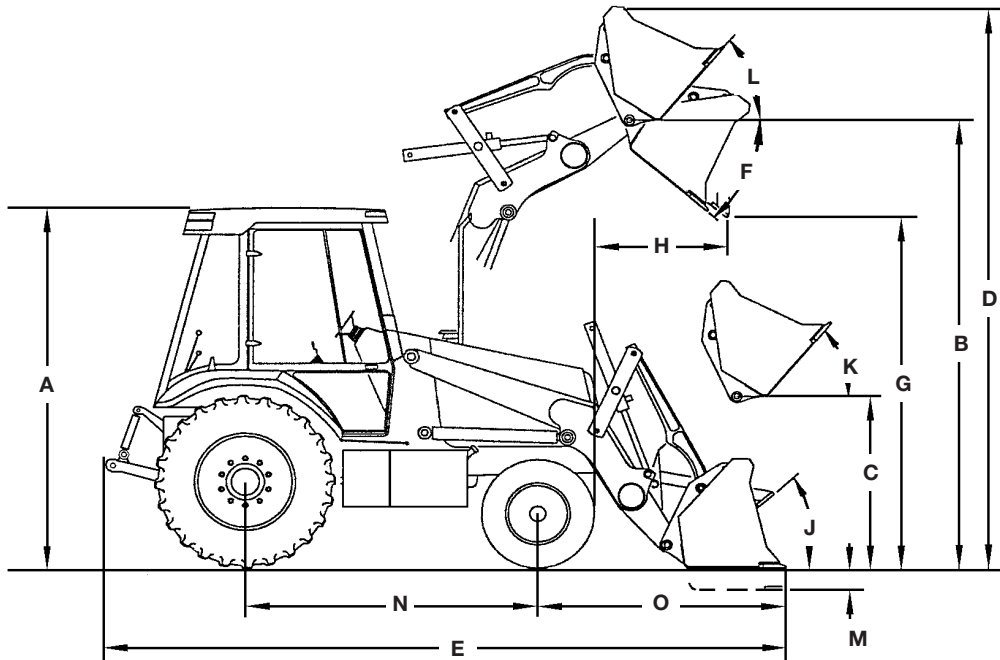
Lowest point	2,500 lb (11 121 N)
1/5	3,247 lb (14 444 N)
2/5	3,400 lb (15 125 N)
3/5	3,501 lb (15 574 N)
4/5	3,297 lb (14 666 N)
Highest point	2,984 lb (13 274 N)

Front tires:

2WD – 11.0 L x 16.0, 10-ply rating
4WD – 12.0 L x 16.5, 8-ply rating

Rear tires:

2/4WD – 19.5 L x 24.0, 10-ply rating
2/4WD – 17.5 L x 24.0, 10-ply rating



Line drawings are for illustrative purpose only and may not be exact representation of unit.

LOADER DIMENSIONS

	19.5 L x 24.0 Tires	17.5 L x 24.0 Tires
A. Height to:		
Top of canopy	9 ft 0 in (2.74 m)	8 ft 9 in (2.67 m)
Height to top of canopy – Low profile ROPS	8 ft 9 in (2.65 m)	8 ft 6 in (2.59 m)
Top of cab	9 ft 0 in (2.74 m)	8 ft 10 in (2.68 m)
	Long Lip Bucket	4 IN 1® Bucket
B. Bucket hinge pin fully raised	11 ft 3 in (3.41 m)	11 ft 3 in (3.41 m)
C. Bucket hinge pin at SAE carry	1 ft 1 in (0.33 m)	1 ft 3 in (0.37 m)
D. Overall operating height – fully raised	13 ft 8 in (4.17 m)	14 ft 3 in (4.35 m)
E. Overall length with 3-point hitch	16 ft 11 in (5.15 m)	16 ft 9 in (5.09 m)
Width over tires:		
11.0 L x 16.0	6 ft 8 in (2.02 m)	6 ft 8 in (2.02 m)
12.0 L x 16.5	6 ft 10 in (2.06 m)	6 ft 10 in (2.06 m)
19.5 L x 24.0	6 ft 10 in (2.07 m)	6 ft 10 in (2.07 m)
17.5 L x 24.0	6 ft 10 in (2.07 m)	6 ft 10 in (2.07 m)
F. Dump angle at full height	46°	45°
G. Dump clearance at full height, 45° dump:		
Bucket	8 ft 8 in (2.63 m)	8 ft 11 in (2.71 m)
Clam open	–	9 ft 8 in (2.93 m)
H. Dump reach at full height, 45° dump:		
Bucket	2 ft 2 in (0.66 m)	2 ft 2 in (0.64 m)
Clam open	–	11.9 in (0.3 m)
Bucket rollback:		
J. at Groundline	40°	40°
K. at SAE carry	45°	45°
L. at Full height	Adjustable	Adjustable
M. Digging depth below grade:		
Bucket flat	7.5 in (0.19 m)	6.8 in (0.17 m)
Clam open – dozing	–	4.1 in (0.10 m)
Ground clearance at front axle	10.9 in (0.28 m)	10.9 in (0.28 m)
N. Wheelbase	7 ft 0 in (2.13 m)	7 ft 0 in (2.13 m)
O. Reach from front axle centerline – bucket on ground	6 ft 3 in (1.89 m)	6 ft 1 in (1.85 m)
Maximum clam opening	–	3 ft 3 in (0.97 m)
Moldboard height	–	3 ft 1 in (0.93 m)
Lift capacity to full height	6,503 lb (2 950 kg)	6,537 lb (2 965 kg)
Breakout force:		
Lift cylinders	9,271 lb (41 239 N)	8,766 lb (38 993 N)
Dump cylinders	9,607 lb (42 734 N)	10,325 lb (45 928 N)

NOTE: Loader dimensions taken with 4WD, 19.5 L x 24.0 rear tires and 82 in (2.08 m) general purpose bucket except as noted.

STANDARD EQUIPMENT

OPERATOR ENVIRONMENT

See page 1

ENGINE

FPT 3.4 L diesel
Cooled EGR
Diesel Oxidation Catalyst
Full flow engine oil filter
Air cleaner – replaceable dry type with radial seal
Radiator with de-aeration bottle
Antifreeze to -34° F (-37° C)
Foot throttle
Self adjusting belt
Fuel filter with water trap

DRIVETRAIN

Front axle, as selected:
2WD heavy-duty front axle with 11.0 L x 16.0 tires
4WD heavy-duty mechanically driven rear axle, with 12.0 L x 16.5 tires
Rear axle:
2/4WD heavy-duty outboard planetary drive, with 17.5 L x 24.0 tires
4F-4R Power Shuttle
Synchronesh transmission
Torque converter
On-the-go electric 4WD control
Electric F/R shuttle control
Electric differential lock control, with push-button activation; Located on the loader control lever and side console
Park brake, spring-applied, hydraulic release

HYDRAULICS

Gear pump:
28.5 gal/min @ 3,000 psi
(108 L/min @ 207 bar)
Heavy-duty hydraulic oil cooler
7 micron, spin on oil filter

LOADER

Bucket position indicator
Lifting lugs on standard bucket
Single lever control, with Self-Leveling and Return-to-Dig
Hand-operated clutch disconnects on loader and shift levers
Single lever 5-function loader control: Lift; Dump; Auxiliary function; Clutch cut-out; Differential-lock

OPTIONAL EQUIPMENT

OPERATOR ENVIRONMENT

Manual Ride Control
Comfort Steer
ROPS and FOPS certified protective canopy: Short and standard height
ROPS certified cab with heater, defroster, front and rear wipers and floor mat
Cab Convenience Package containing:
Flip forward sun visor; Window washer – front and rear; Radio Ready kit, including wiring, speakers and DIN radio mounting; Deluxe Interior Package
Air-conditioning for cab models
Mechanical suspension seat:
With armrests – 15° and 30° swivel to the right; Cloth or vinyl; Adjustable seat height, backrest angle; Lumbar and thigh support
Wide seat belt – 3 in (75 mm)

ENGINE

Cold Weather Starting Aid
with dual 12 Volt batteries and glow plugs
Block heater
Master disconnect switch and remote jump-start terminals

TRACTOR

Chaff screen – dealer installed option
Auxiliary work lights:
2 front and 2 rear flood for tall canopy and cab
Canopy sun visor – tall canopy only
440 lb (200 kg) front counterweight
Hand throttle – electric
500 lb (227 kg) counterweight, bolted to hitch frame
5th spool auxiliary circuit for 3-point hitch valve
Tool portfolio of additional attachments
3-point hitch with 600 lb (272 kg) Plug in counterweight – cannot be used with PTO
Driveshaft guard
3,000 lb (1 360 kg) rear counterweight
Drawbar
Rear wheel weights 564 lb (256 kg)
PTO:
540 RPM, hydraulically powered rear PTO Ready. PTO hydraulic pump only, no motor

LOADER

Auxiliary hydraulics for loader-mounted equipment
Hydraulic front quick coupler
Mechanical front quick coupler
Buckets – less teeth:
82 in (2.08 m) general purpose Long Lip, with bolt-on cutting edge – includes lift eyes
82 in (2.08 m) general purpose Long Lip, without bolt-on cutting edge – includes lift eyes
82 in (2.08 m) 4 IN 1[®], includes 3 Bolt-on cutting edges; Unit must be equipped with auxiliary loader hydraulics
93 in (2.36 m) light duty loader bucket
Loader linkage without loader bucket

OTHER

Tool box – bolt-on step-mounted
Special paint
Spare tires

CaseCE.com

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IMPORTANT: CASE Construction Equipment Inc. reserves the right to change these specifications without notice and without incurring any obligation relating to such change. Availability of some models and equipment builds vary according to the country in which the equipment is used. The illustrations and text may include optional equipment and accessories and may not include all standard equipment. Your CASE dealer/distributor will be able to give you details of the products and their specifications available in your area.



CASE Construction Equipment is biodiesel-friendly. NOTE: All engines meet current EPA emissions regulations. All specifications are stated in accordance with SAE Standards or Recommended Practices, where applicable.



Always read the Operator's Manual before operating any equipment. Inspect equipment before using it, and be sure it is operating properly. Follow the product safety signs and use any safety features provided.

Form No. CCE201704570NEP
Replaces Form No. CCE201701570NEP



SONSRAY MACHINERY LLC

1751 Bell Avenue • Sacramento, CA 95838

800-541-0008 • Fax: 916-649-0584

www.sonsraymachinery.com

Ship To: SAME AS BELOW

Invoice To: GEORGETOWN DIVIDE P U D
 P O BOX 4240
 GEORGETOWN CA 95634

Branch 04		
04 - SACRAMENTO		
Date	Time	Page
05/03/2019	11:19:06 (O)	1
Account No	Phone No	Quote No
GEORG019	5303334356	Q01429-04
Ship Via	Purchase Order	
	570N EP	
Tax ID No		
SARAH HARRIS		Salesperson
		197

EQUIPMENT QUOTE / SALES ORDER

Description ** Q U O T E ** EXPIRY DATE: 05/22/2019 Amount

Stock #: 14668409 Serial #: NKC758105 75978.00

New 2019 CASE 570N EP 4WD TIER 4 FINAL

- THREE POINT HITCH
- 12X16.5 FRONT WHEELS
- 19.5X24 REAR WHEEL
- ROPS CANOPY
- MECH SUSPENSION SEAT
- 82" 4 IN 1
- 4WD SHAFT GUARD
- PTO READY
- BOX SCRAPER
- RIDE CONTROL
- TOOL BOX
- 3" SEAT BELT
- SUN VISOR

** OPTIONAL 3 YEAR/3000 HOUR/\$0 DEDUCTIBLE WARRANTY **

Miscellaneous Charges/Credits

DOCUMENT FEES	Qty: 1	Price: 395.00	395.00
CA TIRE FEE	4	1.75	7.00
EXTENDED WARRANTY	1	1725.00	1725.00
STEEL SURCHARGE	1	1448.69	1448.69

Subtotal: 79553.69
 CA STATE 7.25%: 5613.44
 Quote Total: 85167.13

Authorization: _____

NOTICE TO PURCHASER

1. Caution. Do not sign this contract before you thoroughly read both pages 1 and 2 of it or if it contains blank spaces, even if otherwise advised.
2. You are entitled to an exact and completely filled in copy of this Sales Order when you sign it. Keep it to protect your legal rights.
3. Store Manager signature required for final acceptance of Sales Order.

THIS AGREEMENT IS SUBJECT TO THE ADDITIONAL TERMS AND CONDITIONS ON THE REVERSE SIDE. CUSTOMER HAS HAD THE OPPORTUNITY TO READ THE TERMS OF THIS AGREEMENT PRIOR TO SIGNING.

Purchaser's Signature _____ Sales Consultant _____ Date _____

Print Name _____ Date _____ Accepted By _____ Date _____

Warranty on Equipment

Warranty coverage on the equipment covered by this order, if any, has been explained to purchaser. The warranty coverage is outlined below and indicated by the box checked.

NEW FACTORY PRODUCT WARRANTY or PURCHASED warranty, if qualified, is for the period offered by the product manufacturer. WARRANTIES PROVIDED BY THE SELLER ON NEW PRODUCTS SHALL BE GIVEN TO PURCHASER UNDER SEPARATE AGREEMENT, THE RECEIPT WHEREOF IS HEREBY ACKNOWLEDGED BY PURCHASER.

NEW - Other Manufactures warranty

USED - When the equipment covered by this order is used equipment, THE PURCHASER STATES THAT HE HAS EXAMINED THE EQUIPMENT and is buying the equipment AS IS and with NO REPRESENTATION OR WARRANTIES, unless otherwise specified UNDER SEPARATE AGREEMENT, THE RECEIPT WHEREOF IS HEREBY ACKNOWLEDGED BY PURCHASER.

ADDITIONAL TERMS AND CONDITIONS

1. This is a cash transaction. If the Purchaser so requests prior to acceptance, the Cash Due on Delivery may be financed as a time sale transaction, subject to credit approval. If this transaction becomes a time sale, Purchaser agrees (1) to make payments pursuant to the Sonsray Machinery Accounts Receivable System Agreement, which is incorporated into this Purchase Order by reference, and (2) that Seller retains a security interest in the goods described herein until all obligations of Purchaser are paid in full and discharged.
2. When trade-in equipment is not to be delivered to the Seller until delivery of the equipment purchased by this order, the trade-in equipment may be reappraised at that time and such reappraisal value shall determine the allowance made for such trade-in equipment. When the reappraised value is less than the original trade-in allowance shown on this form, the purchaser may terminate this order; however, this right of termination must be exercised prior to delivery of the equipment by Seller and surrender of the trade-in equipment to Seller.
3. The prices which Purchaser will pay for the new equipment set forth on the reverse side hereof shall be based upon the Case dealer price in effect on date of delivery of the new equipment. In the event Case dealer's price is changed prior to delivery, the purchase price shall be adjusted accordingly. If such price change results in an increase, purchaser has the option of canceling the order in writing immediately on being notified thereof.
4. The Seller shall be excused if delivery is delayed or rendered impossible by differences with workmen, strikes, work stoppages, car shortages, delays in transportation, inability to obtain labor or materials and also by any cause beyond the reasonable control of Seller, including but not restricted to acts of God, floods, fire, storms, acts of civil and military authorities, war and insurrections.
5. Purchaser shall keep the property free of all liens, taxes, encumbrances and seizure or levy, shall not use same illegally, shall not damage, abuse, misuse, abandon or lose said property, shall not part with possession thereof, whether voluntarily or involuntarily or transfer any interest therein or remove same out of the county or filing district in which Purchaser resides as indicated herein without the prior written consent of Seller, shall keep said property insured in such amounts and with such insurer as may be acceptable to Seller with any loss payable to Seller as his interest in the property may appear.
6. Time is of the essence of this contract and if purchaser fails to comply with any of the terms and conditions hereof or defaults in the payment of any installment hereunder or under any renewal or renewals hereof, or in the payment of interest or defaults in the payment of any installment due under any other indebtedness of contract held by the Seller or Assignee, or if proceedings are instituted against Purchaser under any bankruptcy or insolvency law or Purchaser makes an assignment for the benefit of creditors or if for any reason the Seller deems himself insecure and so declares all payments heretofore made by Purchaser shall be retained by the seller and all indebtedness hereunder shall become immediately due and payable, with or without notice, together with all expenses of collection by suit or otherwise, including reasonable attorney fees and Seller may, without notice or demand, take possession of the equipment set forth on the reverse hereof, or any additions to, replacements of, or any proceeds from said equipment or may render the property unusable or Seller may require Purchaser to assemble the property and make it available at a place designated by Seller. Seller may resell the retaken property at public or private Sale in accordance with the Uniform Commercial Code or applicable state or provincial law. After deducting reasonable expenses for retaking, repairing, holding, preparing for sale, other selling expenses including attorney fees and legal expenses, the remaining proceeds of Sale shall be credited upon the amount of indebtedness remaining unpaid hereunder, and Purchaser agrees to pay any deficiency upon demand by Seller, any surplus, however, shall be paid to Purchaser. Said retaking or repossession shall not be deemed rescission of the contract. Seller may exercise any other rights and remedies provided by applicable law.
7. No waivers or modifications hereof shall be valid unless written upon or attached to this contract. Waiver or conditions of any breach or default hereunder shall not constitute a waiver of any other or subsequent breach or default. Payments received by Seller are to be applied first to delinquent interest and then to principal.
8. The remedies provided for herein are not exclusive and any action to enforce payment shall not waive or affect any of the holder's rights to have recourse to the property. The transfer of this contract shall operate to pass a security interest in the property as security for the payment hereof.
9. Any provision of this contract prohibited by the laws of any state, the United States, any province of Canada, shall be ineffective to the extent of such prohibition without invalidating the remaining portions of the contract.
10. Each maker, endorser, guarantor and surety hereon severally waives presentment, demand protest, and notice of non-payment and all defenses of want of diligence in collection and bringing suit. This contract shall be binding upon and shall insure to the benefit of the parties hereto and their respective heirs, personal representative, successors, and signs.
11. Buyer authorizes Seller to insert the Serial and/or model numbers of the goods set forth on the reverse side hereof for the purposes of identifying said goods. The seller may correct patent errors herein.

Disclosure of Regulation Applicability:

When operated in California, any off-road diesel vehicle may be subject to the California Air Resources Board In-Use Off-Road Diesel Vehicle Regulation. It therefore could be subject to retrofit or accelerated turnover requirements to reduce emissions of air pollutants. For more information, please visit the California Air Resources Board website at <http://www.arb.ca.gov/msprog/ordiesel/ordiesel.htm>.

Purchaser's Initials: _____

ATTACHMENT 3

Caterpillar Quote and Specifications



May 1, 2019

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Account # 2204200
 PO BOX 4240
 GEORGETOWN, California 95634
 Attention: Darrell

New Caterpillar Model: 415F2IL Skip Loader with all standard equipment in addition to the additional specifications listed below:

YEAR: 2018 SMU: 5

ADDITIONAL SPECIFICATIONS

Reference #	Description of Material and Equipment	Reference #	Description of Material and Equipment
462-5265	415F2IL TIER 4 FINAL	337-7436	BUCKET-MULTI PURPOSE, 1.3 YD3, PO
462-5274	HYDRAULICS, MP, 3FCN/5BNK	9R-5321	CUTTING EDGE, TWO PIECE
447-0049	PRODUCT LINK, CELLULAR, PL6411	523-4442	RIDE CONTROL
462-5275	CANOPY	398-2875	RADIO READY HEADLINER, CANOPY
491-6733	WORKLIGHTS (4) HALOGEN LAMPS	454-6610	FAN, STANDARD CAB/ CANOPY
206-1748	SEAT BELT, 3" SUSPENSION	457-2797	BATTERY, HEAVY DUTY
464-9639	TIRES, 12.5 80/16.9-24, GY/TI	463-6939	COUNTERWEIGHT, 198 LBS
337-9696	COUNTERWEIGHT, 1015 LBS	461-9717	BOX, BLADE/SCARIFIER
462-5281	HITCH 3 POINT	470-5247	KIT, DUAL TILT CYLINDER

WARRANTY INFORMATION

Standard Warranty:

Premier Warranty 12 Months / Unlimited Hours

Extended Warranty:

Powertrain & Hydraulics Warranty 48 Months / 1500 Hours Which Ever Occurs First

GOVERNMENTAL DISCOUNT SELL PRICE	\$90,990.00
SALES TAX (7.25%)	\$6,596.78
AFTER TAX BALANCE	\$97,586.78

F.O.B/TERMS: CUSTOMER WILL CALL PICK UP PLEASANT GROVE STORE**STANDARD EQUIPMENT**

POWERTRAIN - Cat C3.4B, 55KW (Net 68HP/51kW) - - Direct Injection Turbo Charged Engine, - - US EPA Tier4 Final Emissions Compliant - Water separator - Thermal starting aid system - A dry type axial seal air cleaner with - - integral precleaner - - automatic dust ejection system - - filter condition indicator - Hydraulically boosted multi-plate wet - disk brake with - - dual pedals & interlock - Differential lock - Drive-line parking brake - Torque converter - Four Wheel Drive - Transmission-four speed manual shift - - neutral safety switch - Spin-on filters for - - fuel - - engine oil - - transmission oil - Outboard Planetary Rear Axles - Diesel Particulate Filter

HYDRAULICS - Load sensing, variable flow system with - - 35 gpm axial piston pump - 6 micron hydraulic filter - O-ring face seal hydraulic fittings - Caterpillar XT-3 hose - Hydraulic oil cooler - Flow-Sharing Hydraulic Valves - Hydraulic suction strainer

ELECTRICAL - 12 volt electrical start - 150 ampere alternator - Horn - Backup alarm - Hazard flashers/turn signals - Halogen head lights (2) - Halogen rear flood lights (2) - ELECTRICAL (Continued) - Stop and tail lights - Audible system fault alarm - Key start/stop system - 880 CCA maintenance free battery - Battery disconnect switch - External Power Receptacle (12v) - Remote jump start connector -

OPERATOR ENVIRONMENT - Lighted gauge group - Interior rearview mirror - Rear fenders - ROPS canopy - Foot throttle - Mechanical suspension seat - Coat Strap -

APPLICATION SPECIFIC COMPONENTS - Bucket level indicator - Lift cylinder brace - Return-to-dig - (automatic bucket positioner) - Self-leveling loader with single lever - control - Transmission neutralizer switch - Single Tilt Loader

FLUIDS - Antifreeze - Extended Life Coolant - -30C (-20F)

OTHER STANDARD EQUIPMENT - Hydrostatic power steering - Standard Storage Box - Transport tie-down points - Ground line fill fuel tank with - - 44 gallon capacity - Rubber impact strips on radiator guards - Bumper - CD-ROM Parts Manual - Safety Manual - Operations and Maintenance Manual - Lockable hood - Tire Valve Stem Protection

This quote is good for (30) days. Any machine quoted outside of HOLT of CALIFORNIA's inventory is subject to revision All quotes are subject to credit approval and prior sale. Any quoted interest rates are subject to change without notice. Quote is void unless machine is delivered, and remains, within HOLT of CALIFORNIA's Dealership territory for two years or unless the machine has at least 1000 hours if delivered outside of Holt's territory.

THE ADDITIONAL TERMS AND CONDITIONS ON THE REVERSE SIDE ARE PART OF AND INCORPORATED IN THIS AGREEMENT. THIS AGREEMENT SHALL NOT BE CONSIDERED ENFORCEABLE UNTIL ACCEPTED BY HOLT AND EXECUTED BY ITS OFFICE. ANY INDIVIDUAL SIGNING THIS AGREEMENT REPRESENTS AND WARRANTS THAT HE/SHE IS AT LEAST 18 YEARS OLD AND HAS THE AUTHORITY TO BIND CUSTOMER TO THE TERMS OF THE AGREEMENT.

Accepted by _____
 (Please Print)

Date _____

Signature _____

Sincerely,
 Jake Sclater
 Territory Manager
 Holt of California
 jsclater@holtca.com
 Cell: 916-240-2814

CASE
CONSTRUCTION

Tractor Loaders
N SERIES



570N EP

SINCE 1842

Efficient Power, Excellent Performance

The CASE 570N EP Tractor Loader offers industry-leading performance and is engineered with a maintenance-free Tier 4 Final solution. That means you get the same great lifting capacities, breakout forces, visibility and tractive effort that you'd expect from CASE, but in a cost-effective model that meets the industry's latest emission standards. On top of that, our PTO-ready and a new factory-installed PTO option helps take the 570N EP's versatility even further.

- + Industry-Leading Lift Capacity
- + Comfort Steer™*
*Optional Feature
- + Fastest Rounding Speed
- + Power Assist Brakes
- + Maintenance-Free Tier 4 Final Solution
- + Swiveling Seat



570N EP



VERSATILITY INSIDE AND OUT



BE READY TO REACT WITH CONVENIENT CONTROLS

Intuitive controls, such as a fully integrated loader control lever with finger-activated transmission disconnect and differential lock, as well as a toggle for auxiliary hydraulics, enable operators to quickly respond to changing conditions.



CUT TURNS IN HALF WITH COMFORT STEER™

Exclusive to CASE, the Comfort Steer option reduces lock-to-lock rotations when moving from full right to full left (and vice versa). You can load, stockpile and backfill considerably faster with less operator discomfort throughout the day.



360° VISIBILITY

From a sloped hood that allows for greater visibility of front attachments to the specially designed fenders that let you see more of rear implements to a canopy cutout* that gives you a clear view of the loader at full height, the 570N EP provides the all-around vision you need to do the best job.

*On low-profile canopy



CHOOSE CANOPY OR CAB

At a height of only eight-feet nine-inches, an optional ROPS/FOPS-certified low-profile canopy provides excellent clearance for treetops, sheds or short overhangs and incorporates a cutout for visibility of the loader at full height. Working in extreme weather? Choose the available two-door cab with floor-to-ceiling glass, heater, defroster, air conditioning and window wipers.

SWIVEL TO SEE

The 570N EP offers a three-position swivel seat that pivots 15° and 30° to the right for easy viewing of rear-facing attachments. It puts rear controls conveniently within reach while also allowing you to keep a hand on the wheel and an eye on what's ahead.



READY TO ROLL



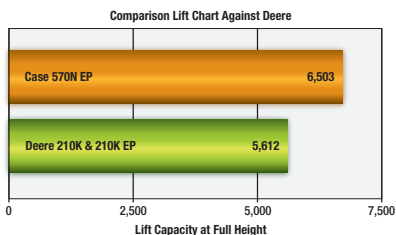


GET MORE DONE WITH RIDE CONTROL™

CASE created it. CASE perfected it. Experience Ride Control™ – a push-button loader arm stabilization option that reduces bounce at elevated speeds for greater load retention to help you get more moved, more quickly.

INDUSTRIAL-STRENGTH LOADER ARM

With 6,503 lbs. lifting capacity, no other tractor loader digs, lifts or loads like CASE. Heavy-duty in-line parallel linkage with a solid thru-pin design, dual bucket cylinders and a standard material retention feature evenly transfer bucket stress up and through full dump for faster cycles and minimal spillage. Plus, a mechanical stopper causes metal-to-metal impact to shake out material when dumping.



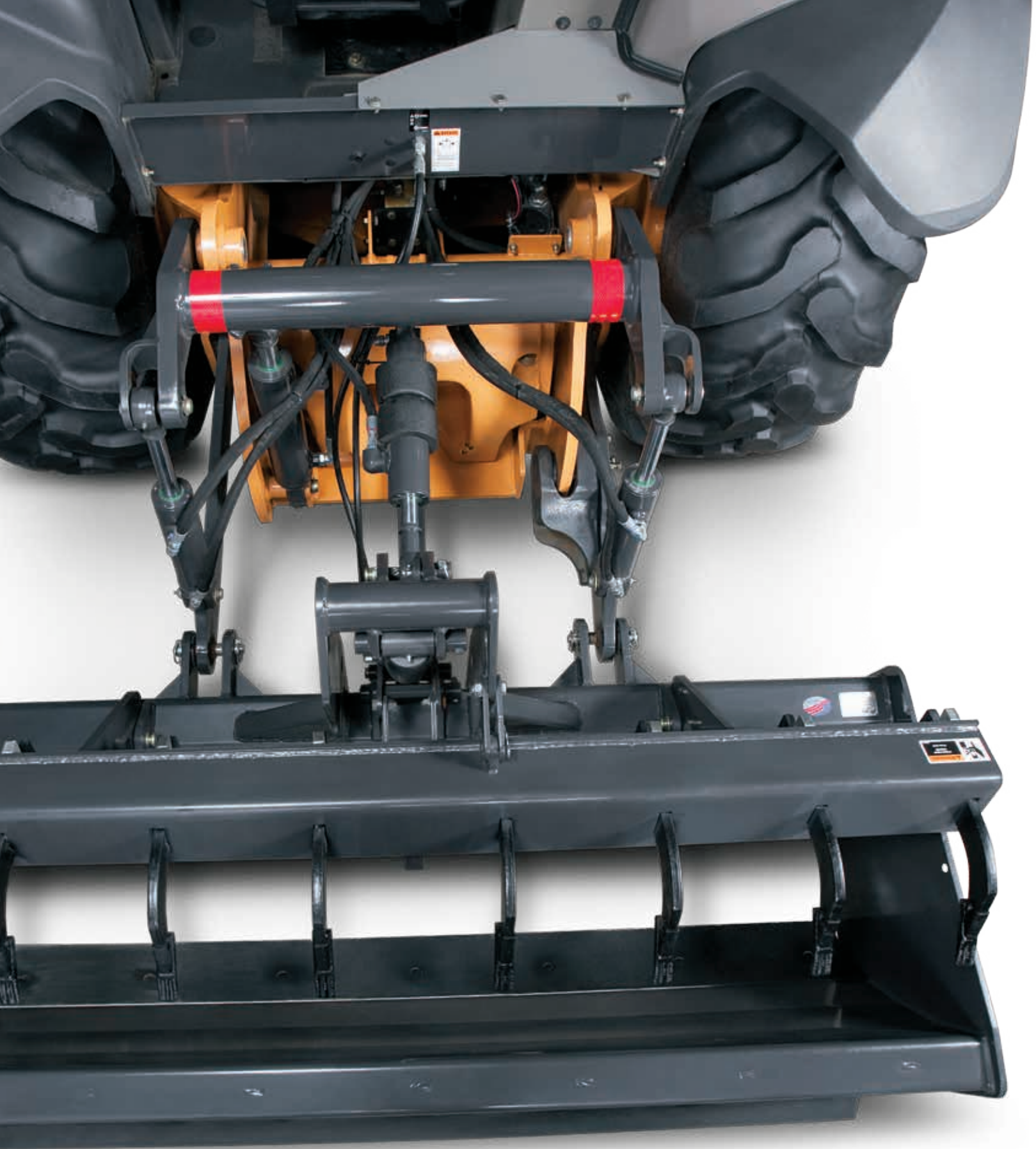
BETTER BRAKING WITH POWER ASSIST

Hydraulically assisted braking helps you slow and stop smoothly with greater ease. We've even lowered the location of our brake pedal to make braking a bit more comfortable for operators.



MAINTENANCE-FREE TIER 4 FINAL SOLUTION

The 570N EP uses a Diesel Oxidation Catalyst paired with a flow-through filter to meet Tier 4 Final emissions standards. What does that mean to you? We're proud to say – nothing. It's compliance that requires no extra work. No new fluid to add. No diesel particulate filter to replace. Just get in and go.



A LOADED LOADER

SWITCH FROM YOUR SEAT WITH THE HYDRAULIC COUPLER

CASE tractor loaders offer an optional hydraulic quick-coupler. Its distinctive design is built to match a wide array of buckets, forks, grapples and other attachments — all available through CNH Parts — and lets you conveniently switch out attachments from the comfort of your seat.

ATTACHMENTS GALORE AND ONE-OF-A-KIND HITCH

Beyond the 4-in-1 bucket and dozens of other versatile CASE attachments, your tractor loader also offers an assortment of rear three-point hitch attachments and is compatible with all standard Category 1 and Category 2 hitches. And only CASE offers a three-point hitch with adjustable calipers. This industry-exclusive feature allows operators to fine-tune the amount of sway in rear attachments for improved precision.

FACTORY-INSTALLED PTO OPTION

Need to use a rotary mower, wood chipper or other powered implements? No problem. The versatile 570N EP is available from the factory with a Power Take-Off (PTO) that delivers a power rating of 30 hp. Not sure? Choose the PTO-ready option. Both the PTO and the PTO-ready options come with a specially designed torque converter and rear axle combination to increase the tractive effort of your 570N EP.











MAINTENANCE MADE EASY

SERVICEABILITY IS IN OUR DNA

When you invest in equipment, you need it to last. CASE makes it simple and the 570N EP is no exception. From swing-out coolers, to a tilt-up hood and ground-level access of all service points, you can do daily maintenance in a matter of minutes. It's the easiest way to help you get the most performance and longest life out of your machine.



Easy access to everything

- 1 Easiest safety strut to lower/raise
- 2 Spin-on filters
- 3 Flip-up hood
- 4 Outboard-mounted wet disc brakes
- 5 Grouped site gauges
- 6 Swing-out coolers
- 7 Jump-start terminal and master disconnect switch (optional)
- 8 Hydraulic fluid access

NO TOOLS NECESSARY

The 570N EP tractor loader continues the CASE hallmark of simple serviceability with features like tool-free access to routine maintenance points.



Service-free features

- + Lube-for-life U-joints
- + Self-adjusting belt
- + Maintenance-free Tier 4 Final solution

SUPPORT COMES STANDARD

BASE & EXTENDED LIMITED WARRANTY COVERAGE:^{*}

1-YEAR/UNLIMITED-HOUR FULL-COVERAGE BASE LIMITED WARRANTY

2-YEAR/2,000-HOUR EXTENDED LIMITED ENGINE WARRANTY

Discuss the extended engine warranty coverage details with your dealer.

UPTIME SOLUTIONS

Your CASE dealer can provide solutions to meet all your needs and keep you productive.



STRONGER PRODUCT SUPPORT SOLUTIONS

Your CASE dealer knows best how you can maximize your equipment investment and uptime—with genuine CASE parts, expert service and a complete range of product support solutions including CASE remanufactured and all-makes parts. CASE supports better parts availability and faster deliveries through nine parts distribution centers in North America and a forecasting system to ensure that the right parts will be there when you need them. And only CASE dealers have exclusive access to the Electronic Service Tool (EST) that quickly pinpoints machine issues. Just ask your dealer for details.



FLEXIBLE FINANCIAL OPTIONS

Specialized finance programs and flexible leasing packages put you in the driver's seat of industry-leading CASE equipment while no-nonsense warranties and comprehensive protection plans ensure that your equipment is protected. As the only finance company dedicated to CASE, we offer strong products and services designed around your unique needs and are the only ones supported by the helpful service professionals at your CASE dealer.

^{*}Please see your CASE dealer for limitations, exclusions and confirmation of policies in effect.





REMOTE CONTROL

SiteWatch™

Available for the 570N EP tractor loader, CASE SiteWatch™ telematics breaks the boundaries of fleet management by allowing you to monitor and manage multiple machines from your office, wherever that may be. No more manually tracking down engine hours and fuel levels. Get real-time performance metrics, idle-time analytics, scheduled maintenance intervals and programmable security alerts sent to any computer, anytime, anywhere.



SPECIFICATIONS AND DIMENSIONS

SPECIFICATIONS	570N EP
Engine	FPT F5HFL463D
Displacement/Cylinders – in ³ (L)	207 (3.4)/4
Emissions Certification Solutions*	Tier 4 Final (DOC)
Gross Horsepower @ 2200 RPM – hp (kW)	74 (55)
Net Horsepower @ 2200 RPM – hp (kW)	72 (54)
Maximum Net Torque – lb-ft (N-m)	228 (310)
System Flow – gpm (L/min)	28.5 (108)
Maximum Travel Speed – Forward – mph (kph)	24 (38.6)
3-point Hitch Vertical Force – lb-ft (N-m)	3,501 (15 574)
Lift Capacity @ Full Height – lb (kg)	6,503 (2 950)
Maximum Operating Weight 4WD – lb (kg)	14,508 (6 581)
Lift Cylinders Breakout Force – lbf (kN)	9,271 (41.2)
Dump Cylinders Breakout Force – lbf (kN)	9,607 (42.7)
DIMENSIONS	570N EP
Height to Top of Cab	9 ft 0 in (2.74 m)
Bucket Hinge Pin Height – Fully Raised	11 ft 3 in (3.41 m)
Overall Operating Height – Fully Raised	13 ft 8 in (4.17 m)
Overall Length with 3-point Hitch	16 ft 11 in (5.15 m)
Dump Angle @ Full Height	46°
Dump Clearance @ Full Height, 45° Dump	8 ft 8 in (2.63 m)
Dump Reach @ Full Height, 45° Dump	2 ft 2 in (0.66 m)
Bucket Rollback @ Groundline	40°
Digging Depth Below Grade – Bucket Flat	7.5 in (0.19 m)
Wheelbase	7 ft 0 in (2.13 m)
Reach from Front Axle Centerline – Bucket on Ground	6 ft 3 in (1.89 m)
Turning Radius at Curb, 4WD, Brakes Applied	11 ft 7 in (3.52 m)

Loader dimensions taken with a 4WD, 19.5 L X 24.0 rear tires and 82 in (2.08 m) general-purpose bucket except as noted.

*DOC = Diesel Oxidation Catalyst



BUILDING A STRONG CASE

Since 1842, we at CASE Construction Equipment have lived by an unwavering commitment to build practical, intuitive solutions that deliver both efficiency and productivity. We continually strive to make it easier for our customers to implement emerging technologies and new compliance mandates.

Today, our global scale combined with our local expertise enables us to keep customers' real-world challenges at the center of our product development. This focus has led to numerous innovations like Ride Control™, EZ-EH controls, blade shake, PowerLift™, over-center boom design and the peace of mind that only CASE ProCare provides.

Every CASE machine is backed by more than 300 North American dealer locations, thousands of OEM, remanufactured and Gold Value™ parts, and flexible financing and insurance options that provide the kind of reliable, steadfast support you expect from a professional partner.

We are passionate about improving the lives of others, whether investing in our veterans or raising awareness about local infrastructure initiatives through Dire States. Our goal is to build both stronger machines — and stronger communities.

At the end of the day, we do what's right by our customers and our communities so that they can count on CASE.

CaseCE.com/TC

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Form No. CCE201904TC
Replaces Form No. CCE201610TC

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Always read the Operator's Manual before operating any equipment. Inspect equipment before using it, and be sure it is operating properly. Follow the product safety signs and use any safety features provided.



May 1, 2019

**GEORGETOWN DIVIDE PUBLIC UTILITY
DISTRICT**

Account # 2204200
PO BOX 4240
GEORGETOWN, California 95634
Attention: Darrell

Used Caterpillar Model: 415F2IL Skip Loader with all standard equipment in addition to the additional specifications listed below:

YEAR: 2016 SMU: ESTIMATED 1,840

ADDITIONAL SPECIFICATIONS

Reference #	Description of Material and Equipment	Reference #	Description of Material and Equipment
462-5265	415F2IL LOADER TIER 4	462-5281	HITCH 3 POINT
462-5274	HYDRAULICS, MP, 3FCN/5BNK	337-7436	BUCKET-MP, 1.3 YD3, PO
462-5275	CANOPY	9R-5321	CUTTING EDGE, TWO PIECE
206-1748	SEAT BELT, 3" SUSPENSION	447-0049	PRODUCT LINK, CELLULAR, PL641I
464-9639	TIRES, 12.5 80/16.9-24, GY/TI	457-2797	BATTERY, HEAVY DUTY
337-9695	COUNTERWEIGHT, 530 LBS	463-6939	COUNTERWEIGHT, 198 LBS

CASH SELL PRICE	\$60,000.00
SALES TAX (7.25%)	\$4,350.00
AFTER TAX BALANCE	\$64,350.00

F.O.B./TERMS: CUSTOMER WILL CALL PICK UP PLEASANT GROVE STORE

This quote is good for (30) days. Any machine quoted outside of HOLT of CALIFORNIA's inventory is subject to revision all quotes are subject to credit approval and prior sale. Any quoted interest rates are subject to change without notice. Quote is void unless machine is delivered, and remains, within HOLT of CALIFORNIA's Dealership territory for two years or unless the machine has at least 1000 hours if delivered outside of Holt's territory.

THE ADDITIONAL TERMS AND CONDITIONS ON THE REVERSE SIDE ARE PART OF AND INCORPORATED IN THIS AGREEMENT. THIS AGREEMENT SHALL NOT BE CONSIDERED ENFORCEABLE UNTIL ACCEPTED BY HOLT AND EXECUTED BY ITS OFFICE. ANY INDIVIDUAL SIGNING THIS AGREEMENT REPRESENTS AND WARRANTS THAT HE/SHE IS AT LEAST 18 YEARS OLD AND HAS THE AUTHORITY TO BIND CUSTOMER TO THE TERMS OF THE AGREEMENT.

Accepted by _____
(Please Print)

Date _____

Signature _____

Sincerely,
Jake Sclater
Territory Manager
Holt of California
jsclater@holtca.com
Cell: 916-240-2814

ATTACHMENT 4

John Deere Quote and Specifications



Mr. Darrell Creeks
 Georgetown Divide Public Utility District
 6425 Main St.
 Georgetown, CA 95634
 1-31-19
 (Received by GDPUD by email 5/6/2019)

Dear Darrell,

Thank you for the opportunity to speak to you by phone recently regarding pricing on a new John Deere Model 210L Tractor/Loader. Per our conversation, I am pleased to offer the following pricing on this model for your review and consideration.

(1) New John Deere model 210L Tractor/Loader standard equipped per the attached brochure and including;

7001T8 210L TRACTOR LOADER
 170C JDLink Machine Monitoring System (5 years data subscription fees paid)
 3045 MFWD Axle (4 x 4) with Limited Slip Differential with 12 - 16.5 In. 8 PR Traction Front Tires
 and 16.9 - 24 8 PR (R4) Rear Tires
 4200 Dual Rear Tilt Cylinders
 5330 3 Function, 1 Lever Loader Control
 2025 Open Canopy
 7006 Dual Batteries with Master Electrical Disconnect Switch
 7640 1.25 Cu. Yd. Multipurpose Loader Bucket with Bolt-on-Cutting Edge
 2215 Enhanced Vinyl Seat, Mechanical Suspension for Canopy with Tilt Steering Wheel
 8097 1,500 Lb. Hitch Weights
 8100 1,000 Lb. Wheel Weights
 8125 Rear Scraper Box with Scarifier - 88 inch Wide
 8050 Deluxe Electrical Lighting Package
 8095 Machine Security
 8110 Dial Hand Throttle
 8115 MFWD Drive Shaft Guard
 8160 Transmission Guard

Total "Base Machine" List price: **\$ 131,513.00 + tax**

Less Deere Gov't Discounts: **(\$ 41,528.00)**

Total Final Machine Sales Price: **\$ 89,985.00 + tax**
 (Includes Dealer Prep and delivery to Georgetown, CA)

Prices are current but subject to escalation and do not include any applicable taxes or fees. This price

03/13/15

quotation is firm for 60 days.

Darrell, thank you for the opportunity to quote John Deere tractor/loaders. Please do not hesitate to contact me should you have any questions or need any additional info.

Sincerely,

Mike Pilat

Mike Pilat – Territory Mgr., Corporate & Governmental Accounts

Pape Machinery

2850 El Centro Rd.

Sacramento, CA 95833 (916) 997-8626



Mr. Darrell Creeks
Georgetown Divide Public Utility District
6425 Main St.
Georgetown, CA 95634
5-6-19

Dear Darrell,

Thank you for the opportunity to speak to you by phone last week regarding pricing on a used John Deere Model 210L Tractor/Loader. Per our conversation, we have a few 2018 units in our Rental Fleet that would be available for sale. These units would have from 800 to 1,000 hours of use and are equipped as follows;

(1) used John Deere model 210L Tractor/Loader standard equipped per the attached brochure and including;

- 7001T8 210L TRACTOR LOADER
- 170C JDLink Machine Monitoring System (5 years data subscription fees paid)
- 3045 MFWD Axle (4 x 4) with Limited Slip Differential with 12 - 16.5 In. 8 PR Traction Front Tires and 16.9 - 24 8 PR (R4) Rear Tires
- 4200 Dual Rear Tilt Cylinders
- 5330 3 Function, 1 Lever Loader Control
- 2025 Open Canopy
- 7006 Dual Batteries with Master Electrical Disconnect Switch
- 7640 1.25 Cu. Yd. Multipurpose Loader Bucket with Bolt-on-Cutting Edge
- 2215 Enhanced Vinyl Seat, Mechanical Suspension for Canopy with Tilt Steering Wheel
- 8097 1,500 Lb. Hitch Weights
- 8100 1,000 Lb. Wheel Weights
- 8125 Rear Scraper Box with Scarifier - 88 inch Wide
- 8050 Deluxe Electrical Lighting Package
- 8095 Machine Security
- 8110 Dial Hand Throttle
- 8115 MFWD Drive Shaft Guard
- 8160 Transmission Guard

Total Final Machine Sales Price: \$ 79,500.00 + tax
(Includes Dealer Prep and delivery to Georgetown, CA)

Depending on the specific machine available, there may be some extended power-train remaining.

Prices are current but subject to escalation and do not include any applicable taxes or fees. This price quotation is firm for 60 days.

03/13/15

Darrell, thank you for the opportunity to quote John Deere tractor/loaders. Please do not hesitate to contact me should you have any questions or need any additional info.

Sincerely,

Mike Pilat

Mike Pilat – Territory Mgr., Corporate & Governmental Accounts
Pape Machinery
2850 El Centro Rd.
Sacramento, CA 95833 (916) 997-8626

ATTACHMENT 5

Resolution 2019-35

RESOLUTION NO. 2019-35

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
AUTHORIZING THE PURCHASE OF A JOHN DEERE 210L TRACTOR LOADER**

WHEREAS, the District's inventory of heavy equipment includes a 1992 Case backhoe which has reached the end of its serviceable life and must be replaced; and

WHEREAS, Staff recommends replacing the backhoe with a tractor loader which offers features for greater efficiency; and

WHEREAS, the Fiscal Year 2018-2019 Operating Budget includes funding to replace the backhoe; and

WHEREAS, the District has compared the cost of new and used equipment from three manufacturers; and

WHEREAS, Staff recommends the purchase of a new John Deere 210L Tractor Loader with the low bid price of \$89,985.00 plus tax, from PAPÉ Machinery; and

WHEREAS, the District's Procurement Policy and Procedures require Board authorization for purchases greater than \$45,000.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT the General Manager is authorized to purchase one replacement tractor for \$89,985.00 plus tax for a total amount not to exceed \$100,000.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the fourteenth day of May 2019, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

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

Attest:

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

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2019-35 duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this fourteenth day of May 2019.

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

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF MAY 14, 2019
AGENDA ITEM NO. 7.D.**



AGENDA SECTION: NEW BUSINESS

SUBJECT: COST OF SERVICE & RATE DESIGN FOR AUBURN LAKE TRAILS WASTEWATER MANAGEMENT ZONE

PREPARED BY: Adam Brown, Water Resources Manager *AB*

APPROVED BY: Steven Palmer, PE, General Manager

BACKGROUND

A Cost of Service & Rate Design for Auburn Lake Trails Wastewater Management Zone (Study) was prepared to evaluate and update fees associated with Auburn Lake Trails Wastewater Management Zone (Zone). The fees associated with the Zone include:

- Bi-monthly property-related fees;
- Inspection fees; and
- Community Disposal System (CDS) connection fee.

The current rate design for the Zone was last reviewed in 2008. However, the most recent rate update was completed in 2012. Rates have remained unchanged since 2012. It is considered best practice to evaluate wastewater rates every three to five years. A timeline on the Study was completed as follows:

- On April 17, 2018, the District issued a Request for Proposal in search for a qualified financial consultant via qualifications-based approach to complete a Cost of Service Study & Rate Design for Auburn Lake Trails Wastewater Disposal System. By May 4, 2018, The District received four proposals, granting three in person interviews with prospective financial consultants.
- At the August 14, 2018 Board Meeting, the District initiated the process to enlist Hansford Economic Consulting (HEC) to perform a cost of service and rate design for Auburn Lake Trails Wastewater Management Zone (Study). The purpose of the Study was to determine the level of revenue required to adequately fund the Zone while meeting requirements set forth by the California Regional Water Quality Control Board Central Valley Region, Waste Discharge Requirements Order No. R5-2002-0031;
- On October 31, 2018, District staff and HEC provided the Finance Committee with a presentation regarding the methodology being followed for the current Study and requested input regarding policy and accuracy related discussions. The main policy question discussed at the October 31, 2018 Finance Committee meeting was discussion of reserve funds that have accumulated since the implementation of the

previous rate study, and future reserve account status. In addition, discussions included minor corrections to Study inputs. The Finance Committee supported the Study as presented and recommended that Staff hold a public informational meeting then present the Study to the Board.

- On January 16, 2019, District staff and HEC held an informative presentation for Auburn Lake Trails rate payers at the Historical Cool Hall. The presentation detailed the methodology being followed for the development of the current Study. Questions and comments were received by District staff and HEC. Applicable comments were incorporated into final Study.

DISCUSSION

Based on input received from stakeholders involved and sound financial and best government practices, HEC prepared the attached Study for review by the Board of Directors included as Attachment 1. The Study provides an explanation and justification of the calculated wastewater rates for five years, and documents compliance with laws regulations. A presentation of the Study is included as Attachment 2.

Bi-Monthly Fees

The table below details the proposed bi-monthly fees calculated by the Study.

Customer Type	Bi-Monthly Fee					
	Current	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
CDS						
Developed Lot	\$101.74	\$75.42	\$83.24	\$91.38	\$99.77	\$108.58
Undeveloped Lot	\$35.20	\$56.03	\$62.45	\$69.09	\$76.01	\$83.35
Non-CDS						
Developed Lot	\$40.72	\$15.40	\$17.54	\$19.79	\$22.19	\$24.76
Undeveloped Lot	\$32.26	\$13.10	\$15.05	\$17.13	\$19.35	\$21.75

The Study calculates lower bi-monthly fees for all cases and years, except undeveloped CDS lots at year one (FY19/20) and developed CDS lots at year five (FY23/24). There are only two undeveloped CDS lots within the Zone.

The Board may lower rates by resolution without a formal protest vote process as described by Proposition 218. The protest vote process required by Proposition 218 is only required when increases are proposed. Since there are only two undeveloped CDS lots, Staff recommends that the Board adopt the bi-monthly fees as presented in the Study for years one through four (FY19/20 through FY23/24) and hold the bi-monthly fees at the current rate of \$35.20 for the two undeveloped CDS lots. Continuing the current bi-monthly fee of \$35.20 for the two undeveloped CDS lots would result in revenue of \$422.40 compared to \$672.36 in the first year; a difference of \$249.96. The remaining undeveloped CDS lots are projected to be developed by the end of fiscal year 2021.

In addition, a new rate study needs to be completed prior to year five to evaluate the bi-monthly fee structure and ensure the methodology of this Study is correctly allocating revenue to meet operating expenses, CDS infrastructure needs, reserve requirements and WDR permit compliance.

Inspection and Connection Fees

The table below details the proposed inspection fees and CDS connection fee as calculated by the Study.

Fee Description	Current	July 1, 2019
Escrow Inspection		
Escrow inspection, report, follow-up and final inspection	\$400	\$260
Each additional inspection (above the first two for the same lot)	\$200	\$100
Special Inspection Request		
Examples: Construction of barns, garages, patio additions, fencing and swimming pools	\$125	\$100
Wastewater System Design and Inspection Fees		
Design review, site analysis, testing review and inspection services	\$600	\$820
Community Disposal Systems		
Design review inspection	\$900	\$740
Connection fee	\$1,500	\$2,470

With the exception of the wastewater design review, inspection and CDS connection fee all one-time fees are proposed lower than current fees.

The Study also recommends the following changes to the District fund structure to provide more transparency and accountability:

- **Fund 40** – The existing account, Fund 40 is classified as undesignated cash reserve which has accumulated a significant reserve. Apart from a three-month operating expense reserve (approximately \$79,449), current funds are proposed to be transferred into a new permit compliance fund, Fund 43. At the end of the four-year period Fund 40 will have an estimated balance of \$88,497;
- **Fund 41** – Fund 41 was established as loan program to assist CDS customers to comply with California Regional Water Quality Control Board (CRWQCB) Waste Discharge Requirements (WDR). Specifically, with the significant potential expense of replacing a leaking septic tank. The Study proposes to leave Community Disposal System (CDS) tank improvement loan account intact. Current Fund 41 balance is \$39,450;
- **Fund 42** – Fund 42 was established to fund CDS Capital Improvement Projects (CIP). CIPs for the next two years include CDS disposal field replacement evaluation and CDS lift station upgrade. At the end of year four, including CIPs and deposits of \$45,000 annually, approximate fund balance will be \$176,463; and
- **Fund 43** – The Study proposes to establish a new Fund 43 account classified as a WDR Permit Compliance Reserve Fund. Except for a three-month operating expense reserve, current Fund 40 balance is proposed to be deposited into Fund 43. The Study proposes to draw down Fund 43 reserve at a rate of \$155,000 per year to an approximate fund balance of \$269,387 at end of year four.

At the end of year four, between Fund 40 and Fund 43 a six-month operating cash reserve would be established of approximately \$357,884.

FISCAL IMPACT

This item does not have a direct impact on the current Fiscal Year 2018/2019 operating or capital budget.

By design, the proposed bi-monthly fees are less than the annual expenses to operate the wastewater zone. While these fees are in effect, the District will be spending approximately \$155,000 per year from the wastewater operating fund. After four years, the operating cash reserve would be reduced to \$357,884, the CDS loan program fund would have \$39,450, and the CDS capital reserve fund would have \$176,463.

CEQA ASSESSMENT

This Study is statutorily exempt from CEQA pursuant to California Code of Regulation Section 15273 based on the following:

1. Meeting operating expenses, including employee wage rates and fringe benefits;
2. Purchasing or leasing supplies, equipment or materials;
3. Meeting financial reserve needs and requirements; and
4. Obtaining funds for capital projects, necessary to maintain service within existing service areas.

RECOMMENDED ACTION

Staff recommends the Board of Directors review the Study and adopt the associated resolution. (Attachment 3).

ALTERNATIVES

The Board of Directors may direct the General Manager and Consultant to revise the Study for review at a future Board meeting.

ATTACHMENTS

1. Wastewater Fees Study, dated May 8, 2019, by Hansford Economic Consulting
2. Wastewater Presentation
3. Resolution 2019-37

ATTACHMENT 1

Wastewater Fees Study (May 8, 2019)

HANSFORD

ECONOMIC CONSULTING

Georgetown Divide Public Utility District

Cost of Service and Rate Design for Auburn Lake Trails Wastewater Management Zone

FINAL REPORT

May 8, 2019

HEC No. 180281

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Appendix A: Bi-Monthly Fees Support Tables

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Section 1: INTRODUCTION

1.1 FEES STUDY BACKGROUND AND BEST PRACTICES

Background

The Georgetown Divide Public Utility District (District) provides water and wastewater services to the properties within the Auburn Lake Trails (ALT) subdivision. The District contracted with Hansford Economic Consulting (HEC) to perform a Wastewater Fees Study (Study) for the ALT service area. The purpose of this Study is to determine the level of funding required over the next five years to sufficiently fund the ALT wastewater utility services in fulfillment of the State Water Resources Control Board (State Water Board) Wastewater Discharge Requirement (WDR) Order R5-2002-0031.

The ALT wastewater service area comprises several types of wastewater disposal solutions. Customers are grouped into community disposal system (CDS) customers and non-CDS customers. The CDS system is a community septic system that collects wastewater from individual septic tanks on each lot which is pumped to a community leach field for disposal. The non-CDS system comprises individual septic systems on each lot. The individual septic system is designed as appropriate for each lot dependent on soil conditions encountered at the specific lot. Examples of individual septic systems include conventional systems, mound systems, sand systems, and pressure dosed systems.

The ALT wastewater service area is funded from the following revenue sources (and minor miscellaneous other revenues such as interest income):

- Bi-monthly property-related fees
- Inspection fees
- CDS Connection fee

This Study updates all three types of fees.

Bi-Monthly Property-Related Fees

The bi-monthly property-related fees (sometimes called “rates” in the Study) are exempt from Proposition 26 but are subject to California Constitution Article XIII D (commonly referred to as Proposition 218) requirements for water, wastewater, and solid waste property-related fees.

This Study provides an explanation of, and justification for, calculated bi-monthly wastewater fees by customer type through June 30, 2024 (a five-year period), and documents adherence to the law regarding the setting of property-related fees by a special district. Specifically, the California Constitution requires that the fees for wastewater service shall not be extended, imposed, or increased by any agency unless they meet all of the following requirements:

- (1) Revenues derived from the fee or charge shall not exceed the funds required to provide the property related service.

- (2) Revenues derived from the fee or charge shall not be used for any purpose other than that for which the fee or charge was imposed.
- (3) The amount of a fee or charge imposed upon any parcel or person as an incident of property ownership shall not exceed the proportional cost of the service attributable to the parcel.
- (4) No fee or charge may be imposed for a service unless that service is actually used by, or immediately available to, the owner of the property in question. Fees or charges based on potential or future use of a service are not permitted.
- (5) No fee or charge may be imposed for general governmental services including, but not limited to, police, fire, ambulance or library services, where the service is available to the public at large in substantially the same manner as it is to property owners.

The wastewater financial model projects revenues and expenses, demonstrates adjustments necessary to achieve cost of service, and calculates bi-monthly property-related fees for the next five years.

Inspection Fees and CDS Connection Fee

In addition, the wastewater financial model accounts for inspection fees and CDS connection fees which are one-time, non-recurring, fees. Inspection fees are adopted pursuant to Proposition 26 Section 1(e)(3) for issuing licenses and permits, performing investigations, inspections, and audits.

The CDS connection fee is only collected from lots that are developing and connecting to the CDS system (note, there are only 2 undeveloped lots remaining to connect to the CDS system). The CDS connection fee is charged to collect for costs already expended by the District for the benefit of the CDS system customers. The fee is adopted and collected pursuant to the Mitigation Fee Act (California Code 66013).

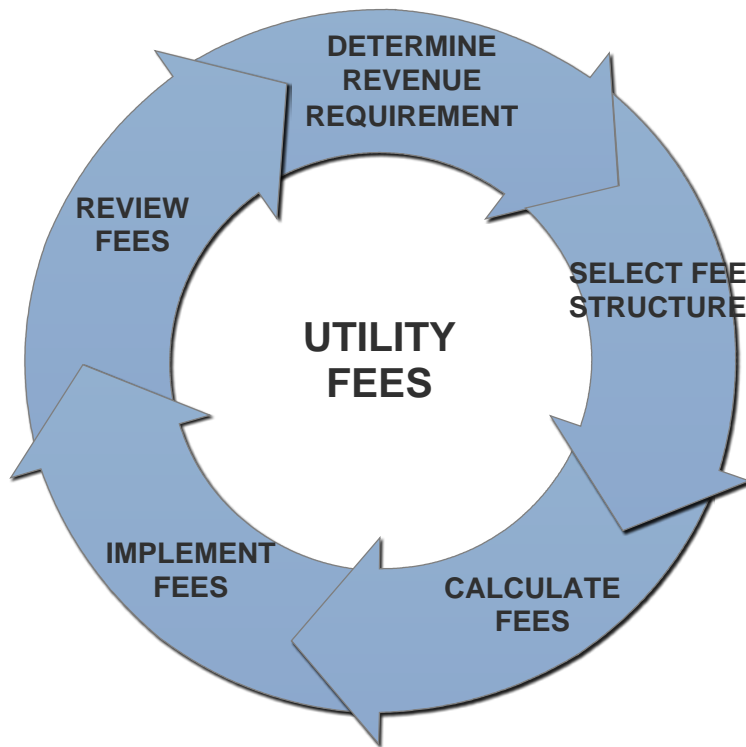
Best Practices

Fee studies are typically conducted every three to five years to ensure revenue sufficiency. A cost of service analysis, which not only allows for revenue sufficiency, but also examines whether customers are paying for their share of system costs and adjusts rates and customer classifications to achieve equity to the maximum extent practicable, is advisable every five to ten years, whenever there has been a shift in the economic base of the community, and whenever proportional cost of service is in question.

This Study incorporates all the major elements of cost-based rate making using the principles established by the Water Environment Federation Manual of Practice No. 27 and guidelines prepared by the California State Water Resources Control Board for State Revolving Fund financing.

Figure 1 illustrates the fee-setting process.

Figure 1
Fee-Setting Process



As part of the regular periodic reviews of the utility fees, best practices include maintaining financially self-sustaining utilities, setting policies on reserve levels for utility funds, including setting an amount aside every year into a special reserve account (or “sinking fund”) to pay for system rehabilitation, and conducting regular customer outreach/communications to educate the community on their utility system(s) and value of the service(s) provided.

Table 1 on the next page shows utility best practices and the District’s current practices for the ALT wastewater service area. The table demonstrates that although total fees collected are sufficient to service the ALT service area, cost-of-service (proportionality) and total revenues collected to fund the service are in need of review.

Table 1
Water Utility Best Practices

Best Practice	ALT Zone
Rate study every 3 to 5 years	No rate study within last 10 years (last documented was in 2008)
Collect for system rehabilitation (for upkeep of existing infrastructure) in rates	Yes, rehabilitation is included
Regular customer communications to educate on the utility system and value of service	The District is taking steps to improve communications; started with hiring a Water Resources Manager in 2018
Meet bond covenants	Not applicable (no ALT wastewater debt)
Self-sufficient enterprise fund	Yes
Meet target cash balance	Currently greater than industry guidelines

1.2 FEE SETTING PRINCIPLES

Draft fee study analyses were presented at a public meeting on January 16, 2019 to solicit feedback and input. Comments at and subsequent to the meeting, as well as input from the Finance Committee and staff, that have guided this report include:

- 1. Any drawdown of cash reserves should be gradual, particularly until the engineering study for the CDS leach field has been completed and potential capital costs associated with that facility identified.**

By gradually drawing down on reserves, the District can better measure actual revenues and expenditures with those projected in this Study. One potentially large unknown capital cost is associated with improvements to the CDS leach field. When the engineering study has been completed (within the next year), the District will be better informed regarding potential leach field costs and timing of necessary improvements, and will be able to better evaluate its ability to fund any associated projects.

- 2. Drawdown of cash reserves should be provided by way of reduced rates; checks cannot be distributed to ratepayers.**

If the District provided a lump sum to each property owner then people who just moved into the ALT subdivision would gain from something they did not pay into. This could constitute an impermissible gift of public funds. A drawdown of cash provides the most equitable and feasible method to reduce cash reserves.

3. The appropriate amount to keep as cash on hand has not been set formally by the Board; the best guidelines should be used for purposes of the fee calculations.

Currently, the District has about 37 months of operating expenses in undesignated cash reserves in the ALT Wastewater Zone fund. This amount is comprised of both CDS and non-CDS fee collections. The undesignated cash balance is reduced in the fee calculations to six months of operating expenses over the next five years. Six months of operating expenses was determined as a prudent reserve using Government Finance Officers Association (GFOA) guidelines.

4. A new sub-fund or account should be created that is held specifically for any kind of permit compliance activities.

In the rate model, undesignated cash is reduced from 37 months to six months; of this, three months is for cash flow purposes, irregularities in routine operating costs from one year to the next, and to allow for rate stabilization. The remaining cash is held for State permit compliance activities that apply to the whole ALT subdivision (CDS and non-CDS lots) in a new sub-fund or account. This money could be expended on any activity that enables the entire subdivision to stay in compliance with State and Federal water quality regulations.

5. Proposition 218 requires that each customer type pay their proportional share of costs of the wastewater utility.

One of the key reasons for performing the fee study is to demonstrate cost of service for each customer type. There are four customer types in the ALT Wastewater system (CDS developed, CDS undeveloped, non-CDS developed, and non-CDS undeveloped). Activities performed solely on the CDS system should only be paid for by CDS customers. For example, electricity costs and system rehabilitation costs for the CDS system are only allocated to CDS customers in the rate model. Capital and operating costs of benefit to both types of customers are allocated proportionately to each customer type.

1.3 KEY FINDINGS AND CALCULATED FEES

Key Findings

This Study makes the following key findings:

Bi-Monthly Fees

- Current reserves are greater than necessary, given today's best estimates of operating and capital costs over the next five years.
- Reserves can be drawn in the amount of \$155,000 per year over the next five years; this draw is estimated to result in undesignated cash reserves of about six months of

operating expenses by the end of fiscal year 2024, which is within the prudent cash reserve guidelines set forth by GFOA.

- The cost-of-service analysis demonstrates that there should be a shift in cost recovery from non-CDS to CDS lots.
- Bi-monthly rates can be reduced for all customer types except CDS Undeveloped lots, which should be paying higher bi-monthly rates based on the cost-of-service analysis performed in this Study.
- At the end of the five-year period, rates for developed CDS lots are calculated to be less than seven dollars more every two months than current rates; rates for non-CDS lots will still be lower than current rates.
- Except for the CDS undeveloped lots (there are two lots), the calculated bi-monthly fees for the next four fiscal years are at, or lower than, the current fees. The District can therefore adopt fees for up to the next four years without the public noticing period required for Proposition 218, as long as the bi-monthly fees for the remaining two CDS undeveloped lots are held at the current fees. Adopting a bi-monthly fee schedule for the next four fiscal years that follows the schedule of fees calculated in this Study would adjust the rates for cost of service, and begin drawdown of cash reserves pursuant to the requirements of the California Constitution, but it should not expose the District from potential currently unknown costs associated with the CDS leach field.

Inspection Fees

- Several inspection services currently listed on the fee schedule are no longer performed by the District; therefore, these need to be removed.
- Some inspection fees can be reduced; others need to be increased. An automatic inflator applied to the fees every twelve months would help keep the fees from falling behind over time as goods and services become more expensive.

CDS Connection Fee

- The CDS connection fee should be increased to pay for the remaining undeveloped lots' share of facilities constructed to service all CDS lots. Application of an automatic inflator every twelve months would help keep the fee in line with annual cost increases.

Calculated Fees

Table 2 on the next page provides current and calculated rates with drawdown of \$155,000 per year.

Table 3 on the next page presents the calculated updated inspection fees and the CDS connection fee. Fees that are no longer applicable have been removed.

Table 2
Calculated 5-Year Projection of ALT Wastewater Bi-Monthly Fees

Customer Type	Bi-Monthly Fee					
	Current	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
		Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
Community Disposal System (CDS)		<i>Rates Paid every 2 Months (Bi-Monthly)</i>				
Developed Lot	\$101.74	\$75.42	\$83.24	\$91.38	\$99.77	\$108.58
Undeveloped Lot [1]	\$35.20	\$56.03	\$62.45	\$69.09	\$76.01	\$83.35
Non-CDS						
Developed Lot	\$40.72	\$15.40	\$17.54	\$19.79	\$22.19	\$24.76
Undeveloped Lot	\$32.26	\$13.10	\$15.05	\$17.13	\$19.35	\$21.75

Source: HEC.

[1] The remaining 2 undeveloped lots are anticipated to be developed by the end of fiscal year 2020.

Table 3
Calculated Inspection Fees and CDS Connection Fee

Fee Description	Current	July 1 2019
Escrow Inspections		
Escrow inspection, report, follow-up and final inspection	\$400	\$260
Each additional inspection (above the first two for the same lot)	\$200	\$100
Special Inspection Request		
Examples: construction of barns, garages, patio additions, fencing, swimming pools	\$125	\$100
Wastewater System Design and Inspection Fees		
Standard wastewater disposal system and design and inspections	\$1,175	[1] removed
Pressure Dosed or Pumped wastewater disposal systems	\$1,400	removed
Mound Wastewater Disposal Systems	\$1,600	removed
Sand Filter Wastewater Disposal Systems	\$1,600	removed
Design Review, Site Analysis, Testing Review, and Inspection Services	\$600	\$820
Community Disposal Systems		
Design and Inspections	\$900	\$740
Connection Fee [2]	\$1,500	\$2,470
Total Community Disposal Systems	\$2,400	\$3,210

Source: Georgetown Divide PUD current rate structure, and GDPUD Time Study completed between January 22 and March 8, 2019.

[1] Removed - these services are no longer provided by the District.

[2] Connection fee calculated in Table 12.

Section 2: ALT WASTEWATER SYSTEM

2.1 ALT WASTEWATER FACILITIES

The ALT wastewater service area comprises several types of wastewater disposal systems. Customers are grouped into CDS customers and non-CDS customers.

The CDS system is a community septic system that collects wastewater from individual septic tanks on each lot which is pumped to a community leach field for disposal. Sanitary sewer conveyance piping, pump station and disposal fields are the only District owned facilities associated with ALT wastewater disposal.

The non-CDS system comprises individual septic systems on each lot. The individual septic system is designed as appropriate for each lot dependent on soil conditions encountered at the specific lot. Examples of individual septic systems include conventional systems, mound systems, sand systems, and pressure dosed systems.

The District is responsible for inspecting all wastewater disposal systems annually. In addition, the District monitors groundwater monitoring well water quality and reports results to the State on a quarterly and annual basis.

2.2 CUSTOMER BASE

The ALT wastewater system comprises 139 residential lots that are or will be served by the CDS system, and 960 lots that are or will be served by the non-CDS system, as shown in **Table 4**. Of the total 1,099 lots, 77 remain undeveloped. Only two of the undeveloped lots are in the CDS system.

Table 4
Number of Lots by Customer Type

System Lot Type	Developed	Undeveloped	Total	Percent of Total
CDS Lots	137	2	139	13%
Non-CDS Lots	885	75	960	87%
Total Lots	1,022	77	1,099	100%
Percent of Lots	93%	7%	100%	

Source: Annual Auburn Lake Trails Wastewater Management Zone Report, 1/31/2019.

The ALT wastewater customer base is shown in **Figure 2** below. The majority (87%) of ALT subdivision lots are (or will be when fully developed) utilizing individual septic systems.

Figure 2
Customer Base

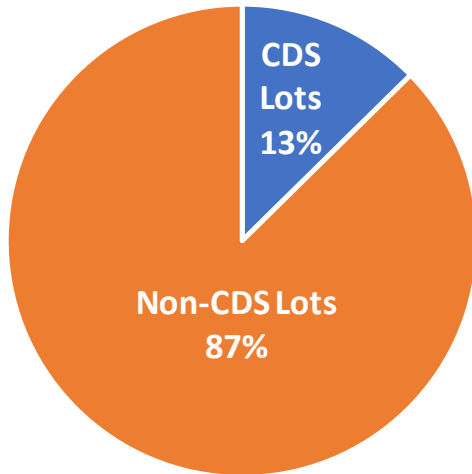


Table A-1 in Appendix A shows the projected development of lots based on the historical pace of development in the ALT subdivision. The fee study assumes that all CDS lots will be developed within the next two years, and that four non-CDS lots will be developed each year.

2.3 FINANCIAL HEALTH OF THE ALT WASTEWATER FUND

Historical financial audited statements for the wastewater disposal enterprise fund are summarized in **Table A-2 of Appendix A** for the last five years.

Three sub-funds currently comprise the ALT wastewater disposal enterprise fund.

1. **Fund 40** is an undesignated fund into which all revenues are deposited. Cash as of 6/30/18 was \$955,886.
2. **Fund 41** was established with Resolution No 2006-03 to provide a loan program for the CDS system. The loan program has been used to assist property owners make necessary modifications, repairs and replacements to septic facilities on their lots. Resolution No 2006-03 requires that the loan program will be funded solely by funds generated by the CDS.

The loan period is one year and it is interest-free. After one year the loan must be paid in full. If it is not fully repaid at that time, interest accrues at a rate of 7% per

year from the origination of the loan. In addition, penalties are assessed for delinquent payments on the same basis as for delinquent service charges. Cash as of 6/30/18 was \$39,450.

3. **Fund 42** is a CDS reserve from which CDS capital improvement projects are funded. Cash as of 6/30/18 was \$170,063.

The cash in funds 41 and 42 is designated, meaning that it is earmarked for specific funding purposes. The cash in fund 40 is undesignated, meaning it can be used for any purpose. The total undesignated cash represents 37 months of operating expenses. This is higher than would typically be recommended for a wastewater enterprise fund. Large reserves of cash can be strategic and deliberate; for example, cash may be accumulated over several years for a large capital improvement project so that less or no debt is necessary to pay for the improvements. When this financing strategy is employed, the money collected for the project is deposited into a separate “sinking fund” and designated for the project.

As a best management practice, service utilities need sufficient cash balance to:

- Serve cash flow needs
- Pay for emergency and unplanned necessary repairs
- Accumulate for system rehabilitation (planned improvements)
- Provide rate stabilization

While each utility needs to assess its risks on an individual basis using knowledge of the current status of infrastructure, regulatory requirements, cash flow “bumps” and so forth, there are some general guidelines to measure what a prudent reserve would be for the utility. The Government Finance Officers Association (GFOA) best practice is to start with a baseline of 90 days of operating expenses and adjust depending on local circumstance. For a small utility system, such as the ALT wastewater system, it is most typical to have an amount equal to between 3 and 6 months of operating expenses available in undesignated cash.

Considerations when establishing the reserve balance include:

- ALT has predictable, steady revenues – this lowers the cash flow concern.
- Improvement/replacement of the CDS leach field timing and cost has yet to be determined.
- ALT has a uniform customer base – it is not dependent on revenue from a few large customers.
- Unpredictable weather events – emergency work may be needed.
- Ever-increasing California environmental standards / requirements for treatment – may require new infrastructure and/or monitoring.
- Enterprise fund – all revenue is generated from fees, there is no general fund transfer potential. In addition, the water fund is allocated all the District’s property taxes.
- Rate stabilization – raising rates is unappealing; especially with a small customer base.

Given the above considerations, the fee Study reduces cash reserves to six months (180 days) of projected operating expenses gradually over five years. In addition, this Study recommends establishing a new fund for permit compliance activities. With the new fund in place the District would then:

- Keep three months of operating expenses in Fund 40. Temporary reductions in the reserve may be necessary, but the goal is to keep three months of operating expenses in the fund every year by fiscal year end.
- Deposit all remaining cash in the new Permit Compliance Reserve Fund.
- Deposit \$45,000 each year into Fund 42 and use available money in Fund 42 first to finance necessary CDS system improvements. If insufficient funds are available in any year to finance the improvements, the District can transfer money from the new Permit Compliance Reserve Fund. The District Board can decide whether the transfer will be repayable depending on the circumstances causing the need for the transfer.
- Leave Fund 41 as is, or dissolve the fund if the District dissolves the loan program. If more loan applications are received than there is available money for in Fund 41, the District can transfer money from the new Permit Compliance Reserve Fund, with the loan amount(s) repaid when the one-year loan(s) has matured. This would be appropriate because the Permit Compliance Reserve Fund will include fees paid by CDS customers, and the loan would fund activities that help keep the ALT wastewater service area in compliance with the State Water Board.

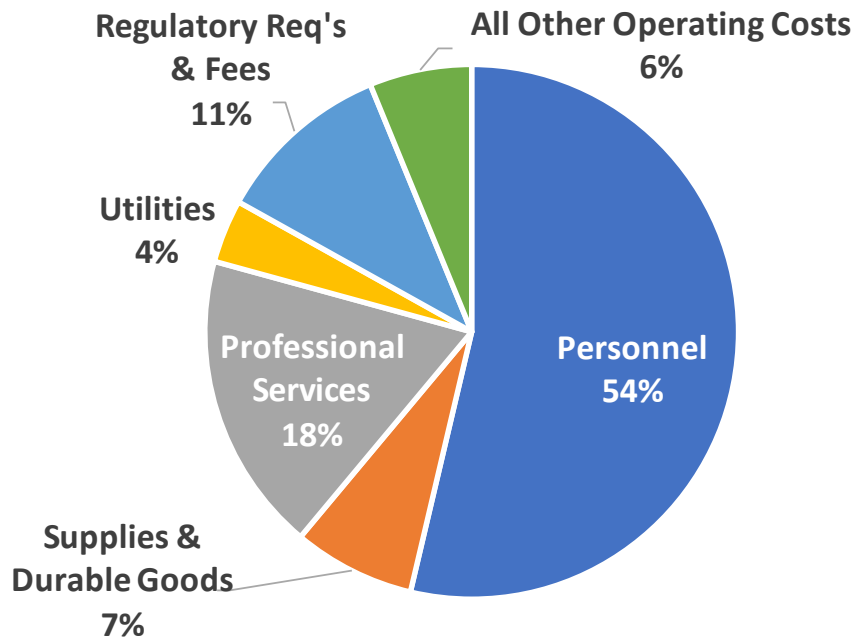
Section 3: PROJECTED COSTS AND REVENUES

3.1 OPERATING COSTS

Projected ALT operating costs are based on the fiscal year 2018/19 budget, with slight modifications for end of year estimates using actual costs expended to date. The fiscal year 2018/19 budget is shown in **Table A-3** in **Appendix A**. Budgeted expenses for the current fiscal year are \$377,671. With adjustments, the estimated actual expenses for the current fiscal year are \$317,795.

The largest operating costs are for personnel (salaries, wages and benefits) associated with ALT activities. Primarily, this includes time for the Water Resources Manager, who oversees ALT wastewater permit compliance, and the ALT Field Inspector. Professional services, which includes permit compliance activities performed by District consultants, financial services such as periodic fee study updates, and other outside expertise as necessary, comprise the next largest share of operating costs. Other activities that support wastewater service to ALT include utilities (electricity for the CDS lift station), costs associated with meeting State Water Board regulatory requirements and payment of fees, and supplies, tools, fleet, and other ancillary expense items. **Figure 3** below shows a breakdown of annual operating expenses.

Figure 3
Estimated Actual Fiscal Year 2018/19 Operating Expenses



3.2 CDS FACILITIES COSTS

The only District-owned wastewater assets in ALT belong to the CDS system. Customers of the CDS system are responsible for the upkeep of existing system facilities, as well as capital costs (and associated soft costs) of new facilities.

Table A-4 in Appendix A lists all of the major CDS system assets. Depreciation of the assets, calculated using the replacement cost method, is used as a proxy for the amount that should be collected each year to fund CDS system rehabilitation. The calculated annual system rehabilitation cost is \$44,628, which has been rounded to \$45,000 in the fee calculations. System rehabilitation costs collected in bi-monthly fees are transferred to Fund 42 to pay for capital improvement costs.

As part of 2018 District-wide five-year capital improvements planning, a capital improvement plan (CIP) for the ALT CDS system was prepared. Identified improvements include manhole sealing (to be completed this fiscal year) and an upgrade to the lift station in fiscal year 2020/21. In addition to these two projects identified in the 6/21/18 District-adopted CIP, staff identified the need for an engineering study in fiscal year 2019/20. The engineering study is specifically for the CDS infrastructure; therefore, this “soft” cost has been added to the CIP for purposes of the fee study.

Costs of CIP items are paid for from Fund 42 with available cash.

**Table 5
Estimated CDS System CIP Costs**

Capital Improvement Project	Fiscal Year Ending		
	2019 Current	2020 Year 1	2021 Year 2
District Cost Estimates (2018 \$s)	CDS SYSTEM COSTS		
Manhole Sealing	\$10,000		
Upgrade Lift Station			\$120,000
Engineering Study		\$48,500	
Estimated Cost - 2018 \$s	\$10,000	\$48,500	\$120,000
Estimated CDS Project Costs Inflated			
Manhole Sealing	\$10,000	\$0	\$0
Upgrade Lift Station	\$0	\$0	\$123,600
Engineering Study	\$0	\$50,000	\$0
Estimated Cost - Inflated \$s	\$10,000	\$50,000	\$123,600

Source: GDPUD adopted CIP 6/21/18, and staff estimate of engineering study cost.

3.3 PROJECTED REVENUE REQUIREMENT

The revenue requirement is the amount of money that must be raised through bi-monthly fees each year to achieve revenue sufficiency. The projected revenue requirement through the next five years is provided in **Table 6** on the next page.

Currently, bi-monthly wastewater fees collected from ALT customers totals approximately \$315,000 annually and the revenue requirement is approximately \$292,800. In the first year of fee adjustments, fiscal year 2019/20, the revenue requirement is projected to be approximately \$305,500. The removal of non-recurring costs included in the 2018/19 budget decreases operating expenses in the first year of the projection; however, a greater amount is included in the projection annually for CDS system rehabilitation costs. Additionally, in an effort to reduce cash reserves down from 37 months of operating expenses, \$155,000 is applied to reduce the revenue requirement. The resulting revenue requirement to be collected from bi-monthly fees in fiscal year 2019/20 is reduced to approximately \$150,500; this increases to \$232,200 by fiscal year 2023/24.

The revenue requirement increases each year for each type of operating expense. For personnel costs (which includes benefits), the range of minimum to maximum annual increases differs by type of employee. With negotiated employee contract provisions including cost of living increases and step increases each year, the average for all positions is estimated at 7.8% per year. Most of the other operating costs are increased 2.0% each year (the increase in the US urban consumer price index between 2017 and 2018). Utilities costs are increased 4.5% each year, which is the actual annual average increase experienced by the ALT wastewater disposal zone since 2013. Similarly, regulatory requirements and fees are increased 4.0% per year, the actual annual average increase since 2013.

Table 6
Projected Revenue Requirement

Item	inflater	Fiscal Year Ending					
		2019	2020	2021	2022	2023	2024
Operating Expenses		Est. Actuals					
Salaries & Wages	7.8%	\$105,169	\$113,372	\$122,215	\$131,748	\$142,024	\$153,102
Benefits	7.8%	\$65,459	\$70,565	\$76,069	\$82,002	\$88,398	\$95,293
Insurance	2.0%	\$9,412	\$9,600	\$9,792	\$9,988	\$10,188	\$10,392
Supplies & Durable Goods	2.0%	\$23,500	\$23,970	\$24,449	\$24,938	\$25,437	\$25,946
Professional/Outside Services [1]	2.0%	\$57,720	\$21,134	\$21,557	\$21,988	\$22,428	\$22,877
Utilities	4.5%	\$12,169	\$12,717	\$13,289	\$13,887	\$14,512	\$15,165
Fleet Operations & Maint.	2.0%	\$8,200	\$8,364	\$8,531	\$8,702	\$8,876	\$9,053
Regulatory Req's & Fees	4.0%	\$34,050	\$35,412	\$36,828	\$38,302	\$39,834	\$41,427
All Other	2.0%	\$2,116	\$2,158	\$2,201	\$2,246	\$2,290	\$2,336
Total Operating Expenses		\$317,795	\$297,293	\$314,933	\$333,801	\$353,988	\$375,591
Debt Service		\$0	\$0	\$0	\$0	\$0	\$0
System Rehabilitation and Improvements (CDS only)		\$10,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
Total Costs	<i>a</i>	\$327,795	\$342,293	\$359,933	\$378,801	\$398,988	\$420,591
Credits							
Interest Income		\$7,200	\$5,800	\$4,500	\$3,600	\$3,000	\$2,400
Design and Escrow Fees		\$27,800	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000
Total Credits	<i>b</i>	\$35,000	\$36,800	\$35,500	\$34,600	\$34,000	\$33,400
Subtotal Costs less Credits	<i>c = a - b</i>	\$292,795	\$305,493	\$324,433	\$344,201	\$364,988	\$387,191
less Use of Reserves (Fund 40)	<i>d</i>		\$155,000	\$155,000	\$155,000	\$155,000	\$155,000
Revenue Requirement	<i>e = c - d</i>	\$292,795	\$150,493	\$169,433	\$189,201	\$209,988	\$232,191
Current Collections			\$314,793	\$314,793	\$314,793	\$314,793	\$314,793
Additional Fees Needed			(\$164,300)	(\$145,360)	(\$125,592)	(\$104,805)	(\$82,602)

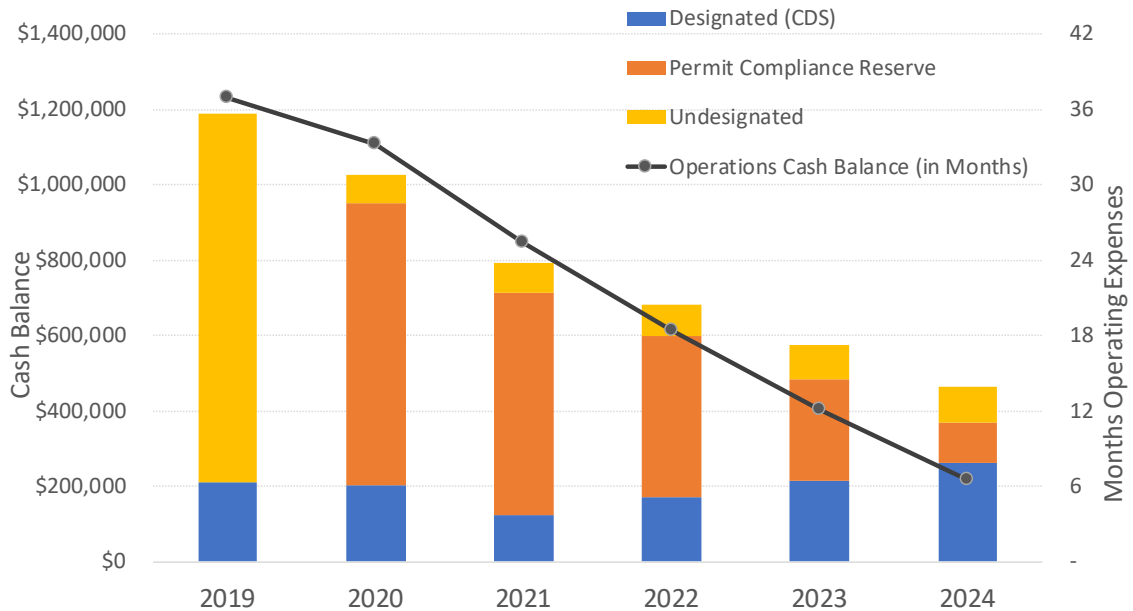
Source: GDPUD Fiscal Year 2018-2019 Budget, Adopted June 21, 2018, as modified.

[1] FY 2019 budget reduced by \$45,000 for estimated rate study cost; rate study costs of \$40,000 every 5 years annualized in projection.

3.4 CASH FLOW PROJECTION

If the bi-monthly fees are adjusted to generate the projected five-year revenue requirements, total undesignated cash is projected to decrease to six months of operating expenses as illustrated in **Figure 4**.

Figure 4
Projected ALT Wastewater Fund Cash



As discussed in Section 2 of this report, cash in funds 41 and 42 is designated for the CDS system. Undesignated cash for operating expenses equals three months of operating expenses, and all remaining cash is moved to the new Permit Compliance Reserve Fund. The undesignated cash and permit compliance reserves can be used for any ALT wastewater activity that supports compliance with the State Water Board. The detailed projected cash flow is provided in **Table 7** on the next page.

Table 7
Projected Cash Flow for ALT Wastewater Fund

Revenues and Expenses	Fiscal Year Ending					
	2019 Fee Increases ---->	2020 Year 1	2021 Year 2	2022 Year 3	2023 Year 4	2024 Year 5
Beginning Cash Balance [1]	\$1,165,399	\$1,187,397	\$1,027,397	\$793,797	\$683,797	\$573,797
Bi-Monthly Fees - Operating Expenses	\$304,793	\$105,493	\$124,433	\$144,201	\$164,988	\$187,191
Bi-Monthly Fees - System Rehabilitation (CDS Only)	\$10,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
Interest Income	\$7,200	\$5,800	\$4,500	\$3,600	\$3,000	\$2,400
Design and Escrow Fees	\$27,800	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000
less Operating Expenses	(\$317,795)	(\$297,293)	(\$314,933)	(\$333,801)	(\$353,988)	(\$375,591)
less Est. Cost of Capital Projects	(\$10,000)	(\$50,000)	(\$123,600)	\$0	\$0	\$0
Est. Ending Cash Balance ALT Zone Fund	\$1,187,397	\$1,027,397	\$793,797	\$683,797	\$573,797	\$463,797
Est. Undesignated Cash Balance - Fund 40 [2]	\$79,449	\$74,323	\$78,733	\$83,450	\$88,497	\$93,898
Est. Permit Compliance Reserve - NEW [3]	\$898,435	\$748,561	\$589,151	\$429,434	\$269,387	\$108,986
Subtotal Operations Cash Balance	\$977,884	\$822,884	\$667,884	\$512,884	\$357,884	\$202,884
Months operating expenses in Operations Cash Balance	37	33	25	18	12	6
Est. Designated Cash Balance - CDS Only	\$209,513	\$204,513	\$125,913	\$170,913	\$215,913	\$260,913
Designated Cash Balance (CDS Loan Program - Fund 41)						
Beginning	\$39,450	\$39,450	\$39,450	\$39,450	\$39,450	\$39,450
less loans	\$0	\$0	\$0	\$0	\$0	\$0
plus loan repayments	\$0	\$0	\$0	\$0	\$0	\$0
Est. Ending CDS Reserve Fund Balance	\$39,450	\$39,450	\$39,450	\$39,450	\$39,450	\$39,450
Designated Cash Balance (CDS Reserve - Fund 42)						
Beginning	\$170,063	\$170,063	\$165,063	\$86,463	\$131,463	\$176,463
System Rehabilitation Collection	\$10,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
less Est. Cost of Capital Projects	(\$10,000)	(\$50,000)	(\$123,600)	\$0	\$0	\$0
Est. Ending CDS Reserve Fund Balance	\$170,063	\$165,063	\$86,463	\$131,463	\$176,463	\$221,463

Source: Georgetown Divide PUD Fiscal Year 2018/19 adopted budget and HEC.

[1] Beginning cash balance for fiscal year 2019 includes:	<u>Undesignated</u>	<u>Designated</u>	
Fund 40	\$955,886	\$170,063	Fund 42
		\$39,450	Fund 41
Total	\$955,886	\$209,513	

[2] Three months of operating expenses.

[3] All remaining undesignated funds can be used toward any permit compliance activities.

SECTION 4: BI-MONTHLY FEE CALCULATIONS

4.1 BI-MONTHLY FEE METHODOLOGY

The bi-monthly fee calculations for each fiscal year follow these steps:

Step 1: Allocate the operating expenses to CDS and non-CDS lots. Both systems pay for personnel, insurance, supplies and durable goods, fleet costs, other miscellaneous small costs, regulatory requirements and fees. CDS lots also pay for utilities (developed lots only) and system rehabilitation costs (all CDS lots).

Step 2: Allocate credits to CDS and non-CDS lots. Credits include interest income and inspection fees.

Step 3: Apply \$155,000 reserves to CDS and non-CDS lots.

Step 4: Divide the resulting allocated revenue requirement by the number of lots within the customer groupings.

Steps 1 and 2 are the cost of service portion of the fee analysis. **Table 8** below shows Step 1 allocation of operating expenses to CDS and non-CDS systems.

Table 8
Cost Allocation of Operating Expenses

Revenue Requirement Items	Budget 2019	Allocation Basis	Allocation to System		System	
			CDS	Non-CDS	CDS	Non-CDS
Operating Expenses						
Salaries & Wages	\$105,169	Payroll	33%	67%	\$35,139	\$70,030
Benefits	\$65,459	Payroll	33%	67%	\$21,871	\$43,588
Insurance	\$9,412	# Lots	13%	87%	\$1,190	\$8,222
Supplies & Durable Goods	\$23,500	Records [1]	40%	60%	\$9,400	\$14,100
Professional/Outside Services [2]	\$57,720	# Lots	13%	87%	\$7,300	\$50,420
Fleet Operations & Maint.	\$8,200	# Lots	13%	87%	\$1,037	\$7,163
Regulatory Req's & Fees	\$34,050	# Lots	13%	87%	\$4,307	\$29,743
All Other	\$2,116	Payroll	33%	67%	\$707	\$1,409
Total Operating Expenses	\$305,626				\$80,951	\$224,675
<i>Percentage Share of Operating Expenses</i>					26%	74%
Utilities	\$12,169	CDS Only	100%	0%	\$12,169	\$0
Total with Utilities	\$317,795				\$93,120	\$224,675

Source: GDPUD Fiscal Year 2018/19 Budget, Adopted June 21, 2018, and analysis of Trial Balance generated from

MOM Accounting Software on February 19, 2019, of Fund 40, Department 6700 and Account 5038 - (7/1/18 through 2/28/19).

[1] Accounting records of supplies and goods, and the purposes to which they were put. Source: District February 2019.

[2] Includes quarterly and annual reports monitoring conducted by outside consultant and estimated rate study cost.

The majority of costs are for personnel. **Table A-5** in **Appendix A** shows a summary of ALT activity payroll records for the past year. Approximately one-third of labor efforts are expended on CDS system lots, and two-thirds on non-CDS lots. Although CDS lots only comprise 13% of total lots, there is greater effort required to service the system because of its infrastructure and associated operating components. Supplies and durable goods costs were allocated based on District accounting records. All other costs were allocated based on the number of lots in each system because these costs are incurred regardless of the type of customer. Only CDS lots pay for utilities because these costs are for the CDS lift station.

Table 9 on the next page shows the cost allocation to each customer type for the first year of fee changes, fiscal year 2019/20, including steps 2, 3, and 4 of the fee calculation methodology. Operating expenses are allocated for the next five years using the total percentage share to CDS and non-CDS as calculated in **Table 8**, rather than the percentage shown for each expense item. Projections inherently have some level of uncertainty; therefore, the last known share of costs is used for the entire projection period. In addition, CDS developed lots pay for electricity to run the lift station (utilities cost), and system rehabilitation costs of \$45,000 are allocated to all of the CDS lots. Credits are applied for interest income and design and escrow fee revenues based on the allocation of operating expenses, and use of reserves (to draw down total cash on hand) are allocated to each customer type based on allocation of total costs. The result is cost allocation to each customer type that sums to the revenue requirement for the year.

Fee calculations for years two through five are presented in **Appendix A, Tables A-6** through **A-9**.

4.2 CALCULATED BI-MONTHLY FEES

The calculated bi-monthly fees are summarized in **Table 10** below.

Table 10
Calculated ALT Bi-Monthly Wastewater Rates

Customer Type	Bi-Monthly Fee					
	Current	FY 19/20 Yr 1	FY 20/21 Yr 2	FY 21/22 Yr 3	FY 22/23 Yr 4	FY 23/24 Yr 5
Community Disposal System (CDS)		<i>Rates Paid every 2 Months (Bi-Monthly)</i>				
Developed Lot	\$101.74	\$75.42	\$83.24	\$91.38	\$99.77	\$108.58
Undeveloped Lot [1]	\$35.20	\$56.03	\$62.45	\$69.09	\$76.01	\$83.35
Non-CDS						
Developed Lot	\$40.72	\$15.40	\$17.54	\$19.79	\$22.19	\$24.76
Undeveloped Lot	\$32.26	\$13.10	\$15.05	\$17.13	\$19.35	\$21.75

Source: HEC.

[1] The remaining 2 undeveloped lots are anticipated to be developed by the end of fiscal year 2020.

Table 9
Year One ALT Bi-Monthly Wastewater Fees Calculation

Item	Total Cost	Allocation	CDS Disposal System			Non-CDS System		
			All Lots	Developed Lots	Total	All Lots	Developed Lots	Total
Operating Expenses		To All Lots			Table 8 26%			Table 8 74%
Salaries & Part-time	\$113,372	100%	\$30,029	\$0	\$30,029	\$83,343	\$0	\$83,343
Benefits	\$70,565	100%	\$18,691	\$0	\$18,691	\$51,874	\$0	\$51,874
Insurance	\$9,600	100%	\$2,543	\$0	\$2,543	\$7,057	\$0	\$7,057
Supplies & Durable Goods	\$23,970	0%	\$0	\$6,349	\$6,349	\$0	\$17,621	\$17,621
Professional/Outside Services	\$21,134	100%	\$5,598	\$0	\$5,598	\$15,537	\$0	\$15,537
Fleet Operations & Maint.	\$8,364	0%	\$0	\$2,215	\$2,215	\$0	\$6,149	\$6,149
Regulatory Req's & Fees	\$35,412	100%	\$9,380	\$0	\$9,380	\$26,032	\$0	\$26,032
All Other	\$2,158	0%	\$0	\$572	\$572	\$0	\$1,587	\$1,587
Utilities (CDS only)	\$12,717	0%	\$0	\$12,717	\$12,717	\$0	\$0	\$0
Total Operating Expenses	\$297,293		\$66,240	\$21,853	\$88,092	\$183,844	\$25,356	\$209,200
<i>Percentage of Operating Costs</i>			22%	7%	30%	62%	9%	70%
System Rehab. & Impr. (CDS only)	\$45,000	By % of op. exp.	\$33,837	\$11,163	\$45,000	\$0	\$0	\$0
Total Allocated Costs	\$342,293		\$100,077	\$33,016	\$133,092	\$183,844	\$25,356	\$209,200
Credits								
Interest Income	(\$5,800)	By % of op. exp.	(\$1,292)	(\$426)	(\$1,719)	(\$3,587)	(\$495)	(\$4,081)
Design and Escrow Fees	(\$31,000)	By % of total lots	(\$3,921)	\$0	(\$3,921)	(\$27,079)	\$0	(\$27,079)
Total Costs	\$305,493		\$94,864	\$32,589	\$127,453	\$153,178	\$24,862	\$178,040
<i>Percentage of Total Costs</i>			31%	11%	42%	50%	8%	58%
Use of Reserves	(\$155,000)	By % of total costs	(\$48,132)	(\$16,535)	(\$64,667)	(\$77,719)	(\$12,614)	(\$90,333)
Revenue Requirement	\$150,493		\$46,732	\$16,054	\$62,786	\$75,459	\$12,247	\$87,706
Number of Lots			139	138		960	889	
Revenue Requirement per Lot			\$336.20	\$116.33		\$78.60	\$13.78	
Bi-Monthly Charge per Developed Lot			\$56.03	\$19.39	\$75.42	\$13.10	\$2.30	\$15.40
Bi-Monthly Charge per Undeveloped Lot			\$56.03		\$56.03	\$13.10		\$13.10
<i>Undeveloped Charge as % of Developed Lot Charge</i>					74%			85%

Source: GDPUD Fiscal Year 2018-2019 Budget, Adopted June 21, 2018, as modified, available at www.gd-pud.org/district-budget.

4.3 ALT WASTEWATER BILL IMPACTS

Impacts on bi-monthly fees are illustrated in **Figure 5**. By the end of the five-year period, CDS developed lots fees are calculated to be less than seven dollars more every two months than they currently are. In the four in-between years, fees are calculated to be lower than they currently are. CDS undeveloped lots bi-monthly fees are not calculated to decrease because the cost of service analysis increases the ratio of costs between an undeveloped and developed CDS lot.

All non-CDS lots are calculated to have lower bi-monthly fees throughout the five-year period. The fees stay lower due to the shift in cost allocation between CDS and non-CDS lots.

Figure 5
Projected Bi-Monthly Fees

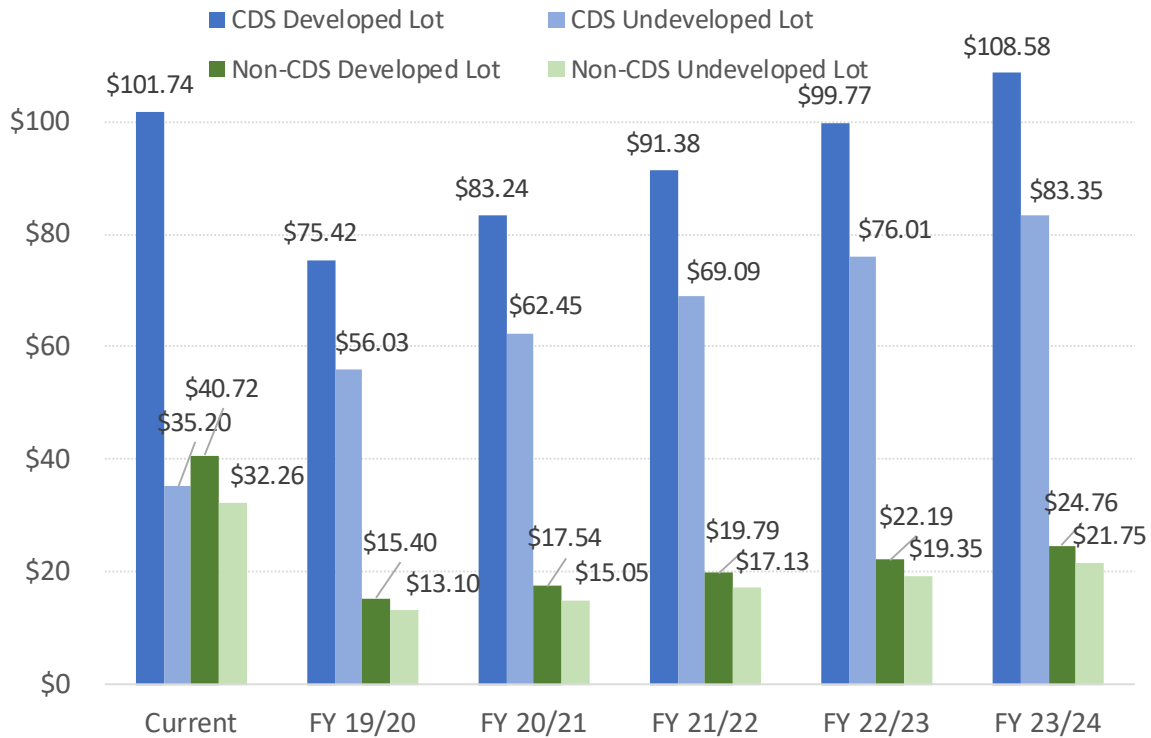


Figure 6 on the next page shows the components of the bi-monthly fees (what they are paying for). The figure illustrates components of developed lot fees. The non-CDS lots only pay for operating expenses (excluding utilities). The CDS lots pay for operating expenses, utilities, and rehabilitation. The percentage component of costs for CDS lots is displayed in **Figure 7** on the next page.

Figure 6
Comparison of FY 2019/20 Calculated Fees by Developed Lot

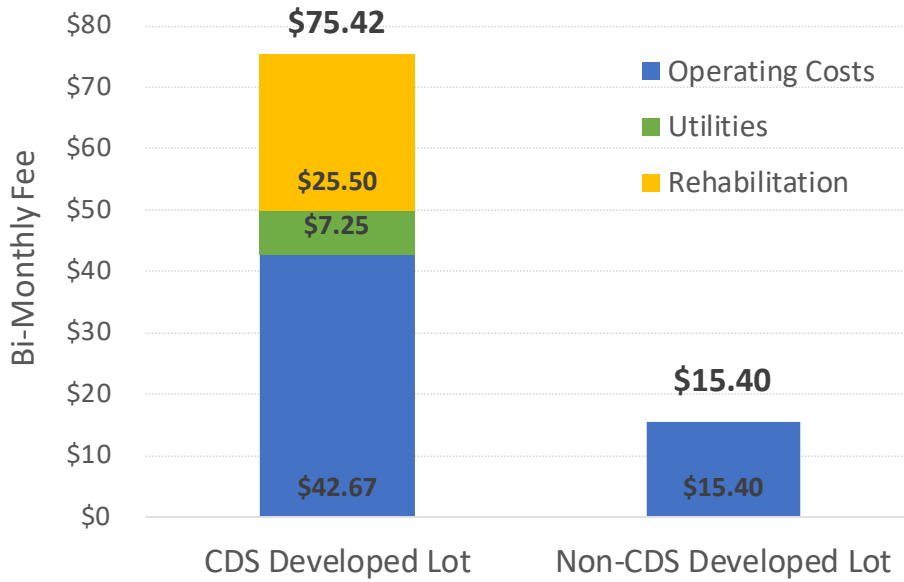
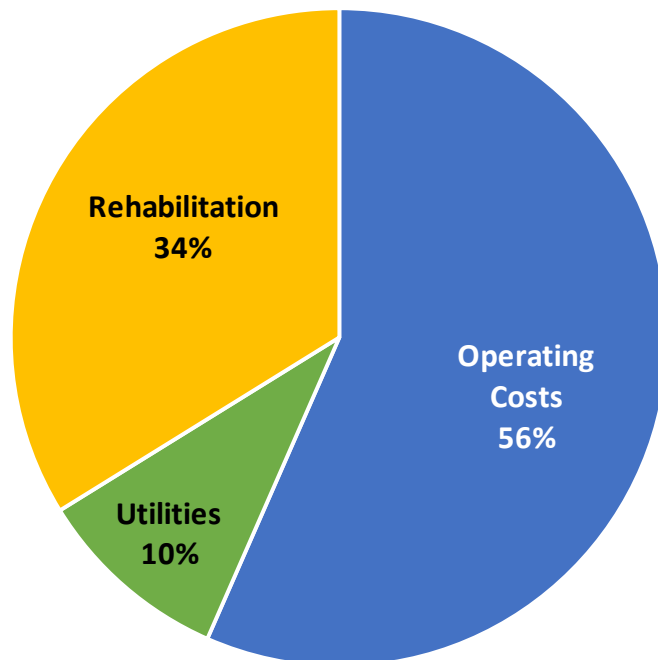


Figure 7
Components of CDS Bi-Monthly Fee



SECTION 5: INSPECTION AND CONNECTION FEES CALCULATIONS

5.1 INSPECTION FEES UPDATE

The District requires and provides inspections of newly constructed septic systems as well as inspections of existing septic systems at escrow. Lot owners are required to hire their own consultants to design septic systems. The inspection fees are one-time, non-recurring fees, payable whenever one of the inspection services is performed.

The current and calculated July 1, 2019 inspection fees schedule is shown in **Table 11** below. Fees that are no longer applicable have been removed.

Table 11
Summary of Updated Inspection Fees Schedule

Fee Description	Current	July 1 2019
Escrow Inspections		
Escrow inspection, report, follow-up and final inspection	\$400	\$260
Each additional inspection (above the first two for the same lot)	\$200	\$100
Special Inspection Request		
Examples: construction of barns, garages, patio additions, fencing, swimming pools	\$125	\$100
Wastewater System Design and Inspection Fees		
Standard wastewater disposal system and design and inspections	\$1,175	[1] removed
Pressure Dosed or Pumped wastewater disposal systems	\$1,400	removed
Mound Wastewater Disposal Systems	\$1,600	removed
Sand Filter Wastewater Disposal Systems	\$1,600	removed
Design Review, Site Analysis, Testing Review, and Inspection Services	\$600	\$820
Community Disposal Systems		
Design and Inspections	\$900	\$740
Connection Fee [2]	\$1,500	\$2,470
Total Community Disposal Systems	\$2,400	\$3,210

Source: Georgetown Divide PUD current rate structure, and GDPUD Time Study completed between January 22 and March 8, 2019.

[1] Removed - these services are no longer provided by the District.

[2] Connection fee calculated in Table 12.

The cost of the updated inspection fees is based on the time and hourly rate of District employees who perform the services. Employees working on inspections include the field inspector, wastewater treatment staff, management staff, and office staff. The number of

hours spent on each type of inspection by each staff person is based on completed inspections.

Tables B-1 and B-2 in Appendix B provide the calculations for each fee. The hourly staff rates, which include benefits for all the staff positions included in the fee calculations, are summarized in **Table B-3**. In addition to the fee calculation based on time and hourly rates, a markup factor of 15% is added. The markup factor captures the indirect (administrative) costs of the inspections. The markup factor is calculated in **Table B-4** using an average of the past five years of ALT-related administrative costs.

5.2 UPDATED CDS CONNECTION FEE

The CDS connection fee should be increased to pay for the remaining undeveloped lots' share of facilities that have already been constructed to service all CDS lots. This fee is sometimes referred to as the "buy-in" to existing facilities. The estimated net book value of existing CDS facilities, which uses the replacement cost method and deducts accumulated depreciation, (detailed in **Appendix A, Table A-4**) is \$343,897. All of the CDS developed lots have already paid for their share of the cost in connection fees. The remaining two lots (1.4% of total CDS lots) have a cost responsibility of \$4,948. Divided by two, this results in an updated CDS connection fee of \$2,470 per lot.

Table 12
Calculation of CDS Connection Fee

Item	Estimated Net Book Value	Future Customer Share	Estimated Future Customers Cost
		[1]	
Buy-In Existing Facilities	\$343,897	1.4%	\$4,948
Number of Customers			2
CDS System Connection Fee (rounded)			\$2,470

Source: GDPUD CDS asset list and HEC.

[1] Percentage of CDS lots remaining undeveloped.

The District may wish to consider inclusion of an automatic inflator that is applied to both the user fees and the CDS connection fee in the ordinance or resolution adopting the revised fee schedules. Automatic inflators (such as the Engineering News Record or Western Region Consumer Price Index) help keep fees from falling behind over time as goods and services become more expensive.

APPENDIX A

BI-MONTHLY FEES SUPPORT TABLES

Table A-1
Georgetown Divide PUD - ALT Wastewater Rates Study
Projection of Lot by Development Status by System Type

System Lot Type	Fiscal Year Ending					
	2019	2020	2021	2022	2023	2024
CDS Lots						
<i>Developed each Year</i>		1	1	0	0	0
Developed	137	138	139	139	139	139
Undeveloped	2	1	0	0	0	0
Total CDS Lots	139	139	139	139	139	139
Percent Built	99%	99%	100%	100%	100%	100%
Non-CDS Lots						
<i>Developed each Year</i>		4	4	4	4	4
Developed	885	889	893	897	901	905
Undeveloped	75	71	67	63	59	55
Total Non-CDS Lots	960	960	960	960	960	960
Percent Built	92%	93%	93%	93%	94%	94%
Total ALT Lots	1,099	1,099	1,099	1,099	1,099	1,099
Percent Built	93%	93%	94%	94%	95%	95%
Percent CDS	13%	13%	13%	13%	13%	13%
Percent non-CDS	87%	87%	87%	87%	87%	87%

Source: Annual Auburn Lake Trails Wastewater Management Zone Report, 1/31/19 and HEC.

lot proj

Table A-2

**Georgetown Divide PUD - ALT Wastewater Rates Study
Audited Financials for the Wastewater Disposal Enterprise Fund**

Revenues and Expenses	Fiscal Year Ending				
	2013	2014	2015	2016	2017
Revenues					
Zone Charges	\$321,270	\$310,840	\$310,661	\$311,629	\$311,477
Design Fees	\$600	\$900	\$1,200	\$1,200	\$6,600
Escrow Fees	\$30,550	\$28,600	\$32,996	\$33,600	\$29,505
Total Revenues	\$352,420	\$340,340	\$344,857	\$346,429	\$347,582
Operating Expenses	\$223,313	\$201,009	\$162,372	\$183,796	\$272,233
Net Operating Revenues	\$129,107	\$139,331	\$182,485	\$162,633	\$75,349
Non-Operating Revenues					
Interest Income	\$1,287	\$1,177	\$1,907	\$4,056	\$8,506
Transfers In	\$0	\$0	\$0	\$9,358	\$32,000
Transfers Out	\$0	\$0	\$0	\$0	(\$41,359)
Total Net Revenues	\$130,394	\$140,508	\$184,392	\$176,047	\$74,496
Undesignated Cash	\$433,856	\$578,294	\$433,856	\$879,974	\$892,404
Designated Cash [1]	\$175,949	\$176,026	\$175,949	\$225,158	\$253,328

Source: GDPUD Financial Audits (12/13 - 17/18) www.gd-pud.org/financial-audits

audits

[1] All CDS monies.

Table A-3
Georgetown Divide PUD - ALT Wastewater Rates Study
Fiscal Year 2018/19 Budgeted Expenses

Revenues and Expenses	Actual FY 2017	Estimated FY 2018	Budget FY 2019
Expenses			
Salaries & Wages	\$75,918	\$90,654	\$137,129
Benefits	\$84,915	\$41,337	\$93,375
Insurance	\$5,750	\$5,953	\$9,412
Supplies & Durable Goods	\$10,342	\$10,499	\$23,500
Professional/Outside Services	\$25,863	\$107,144	\$57,720
Utilities	\$12,186	\$9,311	\$12,169
Fleet Operations & Maint.	\$5,183	\$2,951	\$8,200
Regulatory Req's & Fees	\$33,393	\$38,373	\$34,050
All Other	\$316		\$2,116
Total Expenses	\$253,866	\$306,222	\$377,671

Source: GDPUD Fiscal Year 2018/19 Budget, adopted 6/21/18, www.gd-pud.org/district-budget

[1] The estimated actual salaries and wages expense for fiscal year 2019 is \$31,960 less (\$105,169).

The estimated actual benefits expense for fiscal year 2019 is \$27,916 less (\$65,459).

Table A-4

Georgetown Divide Public Utility District
 Estimated Depreciation of ALT Assets: Replacement Cost Method

Asset Description	Year Acquired	Original Cost	Inflator	Replacement Cost	Life	Annual Depreciation	Age	Remaining Life	Accumulated Depreciation	Net Book Value
CDS Plant										
CDS Collection System	1985	\$49,000	2.67	\$130,889	25	\$5,236	34	0	\$130,889	\$0
CDS Collection System	1985	\$90,000	2.67	\$240,409	35	\$6,869	34	1	\$233,540	\$6,869
CDS Pump Station	1985	\$13,500	2.67	\$36,061	35	\$1,030	34	1	\$35,031	\$1,030
CDS Disposal Field	1985	\$20,250	2.67	\$54,092	35	\$1,545	34	1	\$52,547	\$1,545
CDS Collection System	1985	\$235,000	2.67	\$627,735	40	\$15,693	34	6	\$533,575	\$94,160
Pump Station Generator & Switch	1990	\$19,740	2.37	\$46,747	20	\$2,337	29	0	\$46,747	\$0
CDS Pump Control Panel	1995	\$6,190	2.05	\$12,678	5	\$2,536	24	0	\$12,678	\$0
CDS Pump Expansion & Rehab	1999	\$207,528	1.85	\$383,810	40	\$9,595	20	20	\$191,905	\$191,905
CDS Flowmeter	2002	\$7,319	1.71	\$12,544	10	\$1,254	17	0	\$12,544	\$0
CDS Upgrade Serial Distribution	2003	\$12,999	1.67	\$21,760	20	\$1,088	16	4	\$17,408	\$4,352
Monitoring Wells	2004	\$48,300	1.57	\$76,070	20	\$3,804	15	5	\$57,053	\$19,018
CDS Line Expansion	2006	\$20,147	1.45	\$29,127	10	\$2,913	13	0	\$29,127	\$0
Tuff Shed Building	2006	\$7,639	1.45	\$11,044	10	\$1,104	13	0	\$11,044	\$0
Total Septic Collection Plant		\$737,612		\$1,682,967		\$55,005			\$1,364,087	\$318,879
Transportation Equipment and Other										
2019 Dodge Ram 1500 4WD	2019	\$23,826	1.00	\$23,826	5	\$4,765	0	5	\$0	\$23,826
Myron L Ultrameter II 6PFCE	2019	\$1,192	1.00	\$1,192	5	\$238	0	5	\$0	\$1,192
Total Transportation Equipment and Other		\$25,018		\$25,018		\$5,004			\$0	\$25,018
Total CDS Septic Collection System		\$762,630		\$1,707,985		\$60,008			\$1,364,087	\$343,897
Total for Assets Not Fully Depreciated		\$652,595		\$1,464,956		\$44,628			\$1,121,059	\$343,897

Source: GDPUD Detail of Fixed Assets and Depreciation, ENR CCI History, and HEC.

rep depr

Table A-5
Georgetown Divide PUD - ALT Wastewater Rates Study
ALT Zone Payroll Records

Time Period	All Zone	CDS	Non-CDS		Total
			Conventional	Non Conventional [1]	
2018 to date	\$47,775	\$8,303	\$8,437	\$8,110	
Percent Payroll Costs by System		33%	34%	33%	100%

Source: Analysis of Payroll Summary generated from MOM Accounting Software on October 22, 2018. pay

[1] Mound, sand filter, pressure dose system, or alternative technology.

Table A-6

Georgetown Divide PUD - ALT Wastewater Rates Study
Year 2 Bi-Monthly Rates Calculation

Fiscal Year
2021

Item	Total Cost	Allocation	CDS Disposal System			Non-CDS System		
			All Lots	Developed Lots	Total	All Lots	Developed Lots	Total
Operating Expenses		To All Lots			Table 8 26%			Table 8 74%
Salaries & Part-time	\$122,215	100%	\$32,371	\$0	\$32,371	\$89,844	\$0	\$89,844
Benefits	\$76,069	100%	\$20,148	\$0	\$20,148	\$55,920	\$0	\$55,920
Insurance	\$9,792	100%	\$2,594	\$0	\$2,594	\$7,199	\$0	\$7,199
Supplies & Durable Goods	\$24,449	0%	\$0	\$6,476	\$6,476	\$0	\$17,973	\$17,973
Professional/Outside Services	\$21,557	100%	\$5,710	\$0	\$5,710	\$15,847	\$0	\$15,847
Fleet Operations & Maint.	\$8,531	0%	\$0	\$2,260	\$2,260	\$0	\$6,272	\$6,272
Regulatory Req's & Fees	\$36,828	100%	\$9,755	\$0	\$9,755	\$27,074	\$0	\$27,074
All Other	\$2,201	0%	\$0	\$583	\$583	\$0	\$1,618	\$1,618
Utilities (CDS only)	\$13,289	0%	\$0	\$13,289	\$13,289	\$0	\$0	\$0
Total Operating Expenses	\$314,933		\$70,578	\$22,608	\$93,186	\$195,884	\$25,863	\$221,747
<i>Percentage of Operating Costs</i>			22%	7%	30%	62%	8%	70%
System Rehab. & Impr. (CDS only)	\$45,000	By % of op. exp.	\$34,083	\$10,917	\$45,000	\$0	\$0	\$0
Total Allocated Costs	\$359,933		\$104,661	\$33,525	\$138,186	\$195,884	\$25,863	\$221,747
Credits								
Interest Income	(\$4,500)	By % of op. exp.	(\$1,008)	(\$323)	(\$1,332)	(\$2,799)	(\$370)	(\$3,168)
Design and Escrow Fees	(\$31,000)	By % of total lots	(\$3,921)	\$0	(\$3,921)	(\$27,079)	\$0	(\$27,079)
Total Costs	\$324,433		\$99,731	\$33,202	\$132,933	\$166,006	\$25,494	\$191,500
<i>Percentage of Total Costs</i>			31%	10%	41%	51%	8%	59%
Use of Reserves	(\$155,000)	By % of total costs	(\$47,647)	(\$15,862)	(\$63,510)	(\$79,310)	(\$12,180)	(\$91,490)
Revenue Requirement	\$169,433		\$52,084	\$17,339	\$69,423	\$86,695	\$13,314	\$100,009
Number of Lots			139	139		960	893	
Revenue Requirement per Lot			\$374.70	\$124.74		\$90.31	\$14.91	
Bi-Monthly Charge per Developed Lot			\$62.45	\$20.79	\$83.24	\$15.05	\$2.48	\$17.54
Bi-Monthly Charge per Undeveloped Lot			\$62.45		\$62.45	\$15.05		\$15.05
<i>Undeveloped Charge as % of Developed Lot Charge</i>					75%			86%

Source: GDPUD Fiscal Year 2018-2019 Budget, Adopted June 21, 2018, as modified, available at www.gd-pud.org/district-budget.

yr2 calc

Table A-7

Georgetown Divide PUD - ALT Wastewater Rates Study
Year 3 Bi-Monthly Rates Calculation

Fiscal Year
2022

Item	Total Cost	Allocation	CDS Disposal System			Non-CDS System		
			All Lots	Developed Lots	Total	All Lots	Developed Lots	Total
Operating Expenses		To All Lots			Table 8 26%			Table 8 74%
Salaries & Part-time	\$131,748	100%	\$34,896	\$0	\$34,896	\$96,852	\$0	\$96,852
Benefits	\$82,002	100%	\$21,720	\$0	\$21,720	\$60,282	\$0	\$60,282
Insurance	\$9,988	100%	\$2,646	\$0	\$2,646	\$7,343	\$0	\$7,343
Supplies & Durable Goods	\$24,938	0%	\$0	\$6,605	\$6,605	\$0	\$18,333	\$18,333
Professional/Outside Services	\$21,988	100%	\$5,824	\$0	\$5,824	\$16,164	\$0	\$16,164
Fleet Operations & Maint.	\$8,702	0%	\$0	\$2,305	\$2,305	\$0	\$6,397	\$6,397
Regulatory Req's & Fees	\$38,302	100%	\$10,145	\$0	\$10,145	\$28,157	\$0	\$28,157
All Other	\$2,246	0%	\$0	\$595	\$595	\$0	\$1,651	\$1,651
Utilities (CDS only)	\$13,887	0%	\$0	\$13,887	\$13,887	\$0	\$0	\$0
Total Operating Expenses	\$333,801		\$75,231	\$23,392	\$98,623	\$208,797	\$26,381	\$235,178
<i>Percentage of Operating Costs</i>			23%	7%	30%	63%	8%	70%
System Rehab. & Impr. (CDS only)	\$45,000	By % of op. exp.	\$34,327	\$10,673	\$45,000	\$0	\$0	\$0
Total Allocated Costs	\$378,801		\$109,557	\$34,065	\$143,623	\$208,797	\$26,381	\$235,178
Credits								
Interest Income	(\$3,600)	By % of op. exp.	(\$811)	(\$252)	(\$1,064)	(\$2,252)	(\$285)	(\$2,536)
Design and Escrow Fees	(\$31,000)	By % of total lots	(\$3,921)	\$0	(\$3,921)	(\$27,079)	\$0	(\$27,079)
Total Costs	\$344,201		\$104,825	\$33,813	\$138,638	\$179,466	\$26,096	\$205,563
<i>Percentage of Total Costs</i>			30%	10%	40%	52%	8%	60%
Use of Reserves	(\$155,000)	By % of total costs	(\$47,205)	(\$15,227)	(\$62,431)	(\$80,817)	(\$11,752)	(\$92,569)
Revenue Requirement	\$189,201		\$57,620	\$18,586	\$76,207	\$98,649	\$14,345	\$112,994
Number of Lots			139	139		960	897	
Revenue Requirement per Lot			\$414.54	\$133.72		\$102.76	\$15.99	
Bi-Monthly Charge per Developed Lot			\$69.09	\$22.29	\$91.38	\$17.13	\$2.67	\$19.79
Bi-Monthly Charge per Undeveloped Lot			\$69.09		\$69.09	\$17.13		\$17.13
<i>Undeveloped Charge as % of Developed Lot Charge</i>					76%			87%

Source: GDPUD Fiscal Year 2018-2019 Budget, Adopted June 21, 2018, as modified, available at www.gd-pud.org/district-budget.

yr3 calc

Table A-8

Georgetown Divide PUD - ALT Wastewater Rates Study
Year 4 Bi-Monthly Rates Calculation

Fiscal Year
2023

Item	Total Cost	Allocation	CDS Disposal System			Non-CDS System		
			All Lots	Developed Lots	Total	All Lots	Developed Lots	Total
Operating Expenses		To All Lots			Table 8 26%			Table 8 74%
Salaries & Part-time	\$142,024	100%	\$37,618	\$0	\$37,618	\$104,406	\$0	\$104,406
Benefits	\$88,398	100%	\$23,414	\$0	\$23,414	\$64,984	\$0	\$64,984
Insurance	\$10,188	100%	\$2,698	\$0	\$2,698	\$7,489	\$0	\$7,489
Supplies & Durable Goods	\$25,437	0%	\$0	\$6,738	\$6,738	\$0	\$18,700	\$18,700
Professional/Outside Services	\$22,428	100%	\$5,941	\$0	\$5,941	\$16,487	\$0	\$16,487
Fleet Operations & Maint.	\$8,876	0%	\$0	\$2,351	\$2,351	\$0	\$6,525	\$6,525
Regulatory Req's & Fees	\$39,834	100%	\$10,551	\$0	\$10,551	\$29,283	\$0	\$29,283
All Other	\$2,290	0%	\$0	\$607	\$607	\$0	\$1,684	\$1,684
Utilities (CDS only)	\$14,512	0%	\$0	\$14,512	\$14,512	\$0	\$0	\$0
Total Operating Expenses	\$353,988		\$80,222	\$24,207	\$104,429	\$222,650	\$26,908	\$249,559
<i>Percentage of Operating Costs</i>			23%	7%	30%	63%	8%	70%
System Rehab. & Impr. (CDS only)	\$45,000	By % of op. exp.	\$34,569	\$10,431	\$45,000	\$0	\$0	\$0
Total Allocated Costs	\$398,988		\$114,791	\$34,638	\$149,429	\$222,650	\$26,908	\$249,559
Credits								
Interest Income	(\$3,000)	By % of op. exp.	(\$680)	(\$205)	(\$885)	(\$1,887)	(\$228)	(\$2,115)
Design and Escrow Fees	(\$31,000)	By % of total lots	(\$3,921)	\$0	(\$3,921)	(\$27,079)	\$0	(\$27,079)
Total Costs	\$364,988		\$110,190	\$34,433	\$144,623	\$193,684	\$26,680	\$220,364
<i>Percentage of Total Costs</i>			30%	9%	40%	53%	7%	60%
Use of Reserves	(\$155,000)	By % of total costs	(\$46,795)	(\$14,623)	(\$61,417)	(\$82,252)	(\$11,330)	(\$93,583)
Revenue Requirement	\$209,988		\$63,395	\$19,810	\$83,206	\$111,432	\$15,350	\$126,782
Number of Lots			139	139		960	901	
Revenue Requirement per Lot			\$456.08	\$142.52		\$116.07	\$17.04	
Bi-Monthly Charge per Developed Lot			\$76.01	\$23.75	\$99.77	\$19.35	\$2.84	\$22.19
Bi-Monthly Charge per Undeveloped Lot			\$76.01		\$76.01	\$19.35		\$19.35
<i>Undeveloped Charge as % of Developed Lot Charge</i>					76%			87%

Source: GDPUD Fiscal Year 2018-2019 Budget, Adopted June 21, 2018, as modified, available at www.gd-pud.org/district-budget.

yr4 calc

Table A-9

Georgetown Divide PUD - ALT Wastewater Rates Study
Year 5 Bi-Monthly Rates Calculation

Fiscal Year
2024

Item	Total Cost	Allocation	CDS Disposal System			Non-CDS System		
			All Lots	Developed Lots	Total	All Lots	Developed Lots	Total
Operating Expenses		To All Lots			Table 8 26%			Table 8 74%
Salaries & Part-time	\$153,102	100%	\$40,552	\$0	\$40,552	\$112,550	\$0	\$112,550
Benefits	\$95,293	100%	\$25,240	\$0	\$25,240	\$70,053	\$0	\$70,053
Insurance	\$10,392	100%	\$2,752	\$0	\$2,752	\$7,639	\$0	\$7,639
Supplies & Durable Goods	\$25,946	0%	\$0	\$6,872	\$6,872	\$0	\$19,074	\$19,074
Professional/Outside Services	\$22,877	100%	\$6,059	\$0	\$6,059	\$16,817	\$0	\$16,817
Fleet Operations & Maint.	\$9,053	0%	\$0	\$2,398	\$2,398	\$0	\$6,655	\$6,655
Regulatory Req's & Fees	\$41,427	100%	\$10,973	\$0	\$10,973	\$30,454	\$0	\$30,454
All Other	\$2,336	0%	\$0	\$619	\$619	\$0	\$1,717	\$1,717
Utilities (CDS only)	\$15,165	0%	\$0	\$15,165	\$15,165	\$0	\$0	\$0
Total Operating Expenses	\$375,591		\$85,577	\$25,054	\$110,631	\$237,514	\$27,446	\$264,960
<i>Percentage of Operating Costs</i>			23%	7%	29%	63%	7%	71%
System Rehab. & Impr. (CDS only)	\$45,000	By % of op. exp.	\$34,809	\$10,191	\$45,000	\$0	\$0	\$0
Total Allocated Costs	\$420,591		\$120,386	\$35,245	\$155,631	\$237,514	\$27,446	\$264,960
Credits								
Interest Income	(\$2,400)	By % of op. exp.	(\$547)	(\$160)	(\$707)	(\$1,518)	(\$175)	(\$1,693)
Design and Escrow Fees	(\$31,000)	By % of total lots	(\$3,921)	\$0	(\$3,921)	(\$27,079)	\$0	(\$27,079)
Total Costs	\$387,191		\$115,919	\$35,085	\$151,003	\$208,917	\$27,271	\$236,188
<i>Percentage of Total Costs</i>			30%	9%	39%	54%	7%	61%
Use of Reserves	(\$155,000)	By % of total costs	(\$46,404)	(\$14,045)	(\$60,450)	(\$83,633)	(\$10,917)	(\$94,550)
Revenue Requirement	\$232,191		\$69,514	\$21,040	\$90,554	\$125,283	\$16,354	\$141,637
Number of Lots			139	139		960	905	
Revenue Requirement per Lot			\$500.10	\$151.36		\$130.50	\$18.07	
Bi-Monthly Charge per Developed Lot			\$83.35	\$25.23	\$108.58	\$21.75	\$3.01	\$24.76
Bi-Monthly Charge per Undeveloped Lot			\$83.35		\$83.35	\$21.75		\$21.75
<i>Undeveloped Charge as % of Developed Lot Charge</i>					77%			88%

Source: GDPUD Fiscal Year 2018-2019 Budget, Adopted June 21, 2018, as modified, available at www.gd-pud.org/district-budget.

yr5 calc

APPENDIX B
INSPECTION FEES SUPPORT TABLES

Table B-1

**Georgetown Divide PUD - ALT Wastewater Rates Study
User Fees Calculation for Escrow and Special Inspections**

User Charge	Minutes	Hours	Hourly Rate	Staff Cost	Markup	Total
	<i>a</i>	<i>b=a/60</i>	[1] <i>c</i>	<i>d=b*c</i>	[2] <i>e</i>	<i>f=d*(1+e)</i>
Escrow Inspections: Report, Follow-up, & Final						
Management	60	1.00	\$72.18	\$72.18		
Office Staff	120	2.00	\$30.36	\$60.72		
Field Inspector	150	2.50	\$36.07	\$90.18		
Initial Escrow Inspections				\$223.08	15%	\$260
Escrow Inspections: Each Additional						
Management	30	0.50	\$72.18	\$36.09		
Office Staff	30	0.50	\$30.36	\$15.18		
Field Inspector	60	1.00	\$36.07	\$36.07		
Each Additional Escrow Inspection				\$87.34	15%	\$100
Special Inspection Request						
Management	30	0.50	\$72.18	\$36.09		
Office Staff	30	0.50	\$30.36	\$15.18		
Field Inspector	60	1.00	\$36.07	\$36.07		
Special Inspection Request				\$87.34	15%	\$100

Source: GDPUD Time Study completed between January 22 and March 8, 2019, historical financial audits, and HEC.

user1

[1] Loaded hourly rate (includes benefits) based on payroll records. See Table B-3.

[2] Markup based on indirect (administrative) costs. See Table B-4.

Table B-2

**Georgetown Divide PUD - ALT Wastewater Rates Study
User Fees Calculation for Design and Inspection Fees**

User Charge	Minutes	Hours	Hourly Rate	Staff Cost	Markup	Total
	<i>a</i>	<i>b=a/60</i>	[1] <i>c</i>	<i>d=b*c</i>	[2] <i>e</i>	<i>f=d*(1+e)</i>
Design Review, Site Analysis, Testing Review, and Inspection Services Fee						
Management	240	4.00	\$72.18	\$288.72		
Office Staff	120	2.00	\$30.36	\$60.72		
Field Inspector	600	10.00	\$36.07	\$360.73		
Design and Inspection Fees: Design by Private Consultant				\$710.16	15%	\$820
Wastewater System Design and Inspection Fee: Community Disposal System						
Management	240	4.00	\$72.18	\$288.72		
Office Staff	120	2.00	\$30.36	\$60.72		
Field Inspector	480	8.00	\$36.07	\$288.58		
Design and Inspection Fees: CDS				\$638.01	15%	\$740

Source: GDPUD Payroll records October 2018, historical financial audits, and HEC.

user2

[1] Loaded hourly rate (includes benefits). See Table B-3.

[2] Markup based on indirect (administrative) costs. See Table B-4.

Table B-3
Georgetown Divide PUD - ALT Wastewater Rates Study
Calculated Loaded Cost per Staff Hour

Staff	Cost per Hour	Benefits [1]	Loaded Cost per Hour
		68%	
Management	\$42.94	\$29.24	\$72.18
Office Staff	\$18.06	\$12.30	\$30.36
Field Inspector	\$21.46	\$14.61	\$36.07

Source: GDPUD 2019 budget, and GDPUD 2018 payroll hourly

[1] From fiscal year 2019 budget.

Table B-4

Georgetown Divide PUD - ALT Wastewater Rates Study
Calculation of User Fees Markup Factor

Expense Category	Total Costs Fiscal Year					5-Year TOTAL	% of Total
	2013	2014	2015	2016	2017		
ALT-Related Administrative Costs (see below)	\$468,650	\$666,574	\$413,144	\$758,924	\$734,791	\$3,042,083	15%
Non-ALT Administrative Costs	\$242,485	\$76,024	\$322,135	\$225,620	\$238,663	\$1,104,927	6%
Customer Service	\$342,093	\$223,879	\$277,601	\$268,062	\$262,614	\$1,374,249	7%
ALT Zone	\$255,142	\$228,387	\$190,637	\$211,666	\$296,263	\$1,182,095	6%
Water System	\$2,514,398	\$2,578,362	\$2,504,008	\$2,972,445	\$2,586,673	\$13,155,886	66%
TOTAL	\$3,822,768	\$3,773,226	\$3,707,525	\$4,436,717	\$4,119,004	\$19,859,240	100%
ALT Related Administrative							
Salaries and Wages	\$198,424	\$205,974	\$189,105	\$258,323	\$271,641	\$1,123,467	37%
CAIPERS	\$52,942	\$23,301	\$33,960	\$123,862	\$83,005	\$317,070	10%
Payroll Taxes	\$18,368	\$21,446	\$15,890	\$19,329	\$20,501	\$95,534	3%
Insurance - H&L	\$2,510	\$8,976	\$17,501	\$26,581	\$25,765	\$81,333	3%
Insurance - Workers Comp	\$2,123	\$1,935	\$1,944	\$5,470	\$1,235	\$12,707	0%
Insurance - district plan				\$13,800		\$13,800	0%
Accounting and Audit	\$8,595	\$8,949	\$13,800			\$31,344	1%
Building Maint. & Repairs	\$21,030					\$21,030	1%
Director Stipends		\$22,181				\$22,181	1%
Insurance - Gen	\$5,727	\$4,709	\$5,096	\$7,935	\$4,882	\$28,349	1%
Legal - Gen	\$52,762	\$68,579		\$79,692	\$103,522	\$304,555	10%
Supplies, rentals & durable goods	\$2,919	\$2,476	\$6,616	\$6,176	\$7,222	\$25,409	1%
Office supplies	\$9,754	\$7,554	\$11,987	\$30,791	\$31,979	\$92,065	3%
Outside services	\$34,606	\$80,890	\$57,222	\$123,259	\$97,291	\$393,268	13%
Retiree benefits		\$154,884				\$154,884	5%
Development & travel	\$1,500	\$2,582			\$8,143	\$12,225	0%
Utilities	\$15,658	\$14,056	\$16,044		\$22,970	\$68,728	2%
Equipment & vehicle maint.		\$12,432	\$11,038	\$23,192	\$2,235	\$48,897	2%
Vehicle operations	\$4,484	\$5,499	\$2,805	\$9,009		\$21,797	1%
Regulatory Reqs and Fees	\$3,731	\$4,163	\$4,431	\$530	\$125	\$12,980	0%
County Election Admin				\$5,600	\$5,491	\$11,091	0%
Memberships	\$15,450					\$15,450	1%
Depreciation	\$18,067	\$15,988	\$13,465		\$17,038	\$64,558	2%
Amortization				\$18,039		\$18,039	1%
Other			\$12,240	\$7,336	\$31,746	\$51,322	2%
Total ALT related Administrative	\$468,650	\$666,574	\$413,144	\$758,924	\$734,791	\$3,042,083	100%
Non-ALT Admin. & Hydro.	\$242,485	\$76,024	\$322,135	\$225,620	\$238,663	\$1,104,927	
Total Administrative Costs	\$711,135	\$742,598	\$735,279	\$984,544	\$973,454	\$4,147,010	

Source: GDPUD financial audits, supplementary section.

markup

ATTACHMENT 2

Wastewater Presentation

Cost of Service & Rate Design for Auburn Lake Trails Wastewater Management Zone

May 14th Board Meeting

GEORGETOWN DIVIDE PUBLIC
UTILITY DISTRICT

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Goal of an Adequately Funded ALT Wastewater Fund

Ensure compliance with State Permit

WDR Order R5-2002-0031 by:

- Adequately funding the provision of service to the ALT wastewater systems
- CDS System - Provide timely maintenance extending assets' useful lives as far as possible and collect sufficient revenues for future system rehabilitation costs

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Objectives of Fee Study

- Demonstrate costs of wastewater services provided to ALT
- Full and equitable cost recovery for wastewater services provided in ALT
- Provide a robust analysis from which the District can make decisions

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Best Practices and the ALT Wastewater Zone Fund

Best Practice	ALT Wastewater Zone
Rate study every 3-5 years	No rate study within last 10 years (last documented was in 2008)
Collect for system rehabilitation (for upkeep of existing infrastructure) in rates	Yes, rehabilitation is included in the rates
Regular customer communications to educate on the utility system and value of service	The District is taking steps to improve communications; started with hiring a Water Resources Manager in 2018
Meet bond covenants	Not applicable (no ALT wastewater debt)
Self-sufficient enterprise fund	Yes
Meet target cash balance	Cash balance is greater than industry guidelines (typically 3 to 6 months op. exp.)

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Financial Health of the ALT Wastewater Fund

Start of FY 2019 - \$1,165,000

	Undesignated Cash 6/30/18	Designated Cash 6/30/18	
Fund 40	\$955,886	\$170,063	Fund 41 – CDS Loan Program
		\$39,450	Fund 42 – CDS Reserve
	\$955,886	\$209,513	

End of FY 2019 Estimate - \$1,187,000

(about 37 months of operating expenses)

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ALT Wastewater Types of Fees

Property-related Fees --- Bi-Monthly Fees

- Adopted pursuant to Proposition 218 for wastewater service

User Fees --- One Time Fees

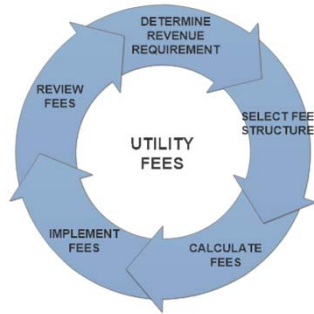
- Adopted pursuant to Proposition 26 Section 1(e)(3) for issuing licenses and permits, performing investigations, inspections, and audits

Connection Fees --- One Time Fees

- CDS System Only – applicable for remaining 2 lots
- Adopted pursuant to the Mitigation Fee Act (CA Code 66013)

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Property-Related Fees Fee-Setting Process: Every 3-5 Years



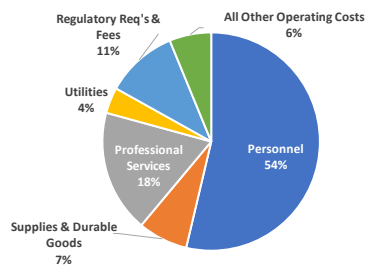
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Proposition 218 Requirements

1. Revenues from the fee shall not exceed funds required to provide the service.
2. Revenues from the fee shall not be used for any purpose other than that for which it was imposed.
3. The amount of the fee imposed as an incident of property ownership shall not exceed the proportional cost of service to the parcel.
4. No fee may be imposed for service unless the service is used OR is immediately available to the parcel.
5. No fee may be imposed for general governmental services (such as police, fire, library) where the service is available to the public at large in much the same manner as to the parcels charged the fee.

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What are Bi-Monthly Fees Spent On?



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Bi-Monthly Fees Revenue Requirement

Projection based on FY 2019 Adopted Budget with adjustments for estimated actual personnel costs and non-recurring costs

- Operating Expenses about \$318,000
- Add System Rehabilitation (for CDS lots)
- Deduct Interest Income and Design & Escrow Fees
- Revenue Requirement: \$293,000 /yr in 2019
increase to \$387,000 /yr in 2024

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Bi-Monthly Fees Cost of Service and Updated Fee Calculation

1. Operating Expenses allocated to all CDS and Non-CDS lots (Developed and Undeveloped). *All lots pay for personnel, insurance, regulatory requirements and fees.*
2. Utilities Costs allocated to Developed CDS lots.
3. System Rehabilitation Costs allocated to All CDS lots.
4. Credits allocated to all lots (*interest income, design review & escrow fees*)
6. Allocated Revenue Requirement divided by number of lots

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Rate Study Findings

- There should be a shift in cost recovery from Non-CDS to CDS Lots
- There should be a shift in the ratio of undeveloped CDS lot cost to developed CDS lot cost (increase); slight decrease in ratio for non-CDS lots
- Current Reserves are greater than necessary, barring a major new unknown permit requirement or infrastructure failure

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Additional Step in Methodology to Reduce Cash Balance

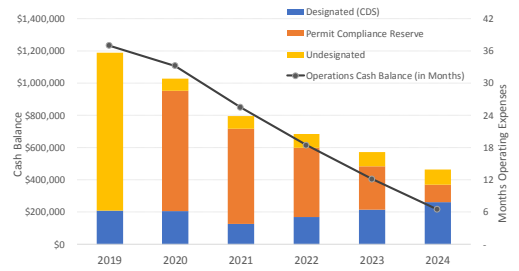
\$155,000 is deducted from the Revenue Requirement in each of the 5 years in the fee projection

• \$155,000 per year brings the undesignated cash balance down to 6 months of operating expenses in five years, which is considered a **prudent reserve**, per GFOA guidelines

- 3 months operating expenses in Fund 40
- 3 months in NEW Permit Compliance Reserve Fund – for use on ANY project needed to meet Permit requirements

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Projected Cash Balance



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Why not Immediately drawdown Reserves from 37 months to 6 months of operating expenses?

- A lump sum distribution (by way of a check) is problematic for these reasons:
 - It could constitute an impermissible gift of public funds.
 - Perceived inequity, as was expressed at the January workshop, as some people who recently moved out would not receive a distribution; similarly, people who recently moved in would benefit from something they did not pay into.
- Any cash drawdown should be gradual
 - District can better measure actual revenues and expenditures with projections and adjust bi-monthly fees accordingly to keep prudent reserves.

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What is Prudent Reserve?

Sufficient cash balance to be available to:

- Serve cash flow needs
- Pay for emergency and unplanned necessary repairs
- Accumulate for system rehabilitation (planned improvements)
- Provide rate stabilization

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Calculated Bi-Monthly Fees

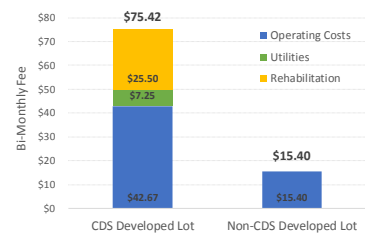
Fees decrease in first 4 years (except for CDS undeveloped lots)**

Customer Type	Current	Bi-Monthly Fee				
		FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
Community Disposal System (CDS)		<i>Rates Paid every 2 Months (Bi-Monthly)</i>				
Developed Lot	\$101.74	\$75.42	\$83.24	\$91.38	\$99.77	\$108.58
Undeveloped Lot	\$35.20	\$56.03	\$62.45	\$69.09	\$76.01	\$83.35
Non-CDS						
Developed Lot	\$40.72	\$15.40	\$17.54	\$19.79	\$22.19	\$24.76
Undeveloped Lot	\$32.26	\$13.10	\$15.05	\$17.13	\$19.35	\$21.75

** Only 2 lots – likely to develop within next 2 years; the Board could leave this rate at current level

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Comparison of Bi-Monthly Fees for next fiscal year for Developed Lots



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Property-Related Fees Board Decisions and Considerations

1. Amount of Reserve to apply to Fees and What Fees to Set

- At \$155,000 each year for next 5 years reserves are drawn down to 6 months of op. expenses; currently at 37 months of op. expenses.
- The calculated five-year fee schedule reflects the cost of service analysis so that lots pay their proportional share of costs.
- If the Undeveloped CDS lots bi-monthly fee is held at current amount, a Proposition 218 process NOT required.
- Adopting a 3-year schedule prudent.

2. Reorganize Sub-Funds within the ALT Wastewater Fund; Number of Sub-Funds

- Recommend establish new Permit Compliance Reserve Fund that can be used for CDS or non-CDS.
- Funds 41 & 42 could remain or simply be tracked. Fund 41 could be dissolved if the District dissolves the loan program.

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User Fees Methodology

- Remove fees for services no longer performed
- Determine staff time in hours by staff level to complete task (such as escrow inspection)
- Apply cost per hour to staff time
 - Cost per hour based on 2018 payroll records
 - Cost includes administrative cost markup of 15%
- Results in some fees increasing and some decreasing

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CDS Connection Fee Methodology

Fee **Increase** Applicable to 2 Remaining Undeveloped Lots

1. Determine net book value of CDS Assets
 - Methodology consistent with water rate study
2. Determine future customers' share of value
3. Divide future customers' share by number of lots undeveloped

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Calculated User Fees and CDS Connection Fees

Fee	Current	Updated
Escrow Inspection - First	\$400	\$260
Escrow Inspection – Each Additional	\$200	\$100
Special Inspection	\$125	\$100
Wastewater System Design Review & Inspection	\$600	\$820
CDS Only		
Design Review & Inspections	\$900	\$740
Connection Fee	\$1,500	\$2,470

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User Fees and Connection Fee Board Decisions

1. How and When to Update the Fees

- Notice and hold a public hearing to adopt new fees - not subject to Proposition 218
- Apply an automatic inflator each year to the fees?
Typical practice for these types of fees
- May be adopted by resolution or ordinance – latter requires two readings

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ATTACHMENT 3

Resolution 2019-37

RESOLUTION NO. 2019-37
OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
ADOPTING RATES FOR THE AUBURN LAKE TRAILS
WASTEWATER MANAGEMENT ZONE

WHEREAS, Georgetown Divide Public Utility District (the District) provides inspection and wastewater services to the Auburn Lake Trails Wastewater Management Zone (Zone) in compliance with California Regional Water Quality Control Board Central Valley Region, Waste Discharge Requirements Order No. R5-2002-0031; and

WHEREAS, a *Cost of Service & Rate Design for Auburn Lake Trails Wastewater Management Zone* (the Study), dated May 8, 2019, prepared by Hanford Economic Consultants (HEC), establishes various rates proposed therein, which the District Board finds are reasonably related to the cost of service for Auburn Lake Trails Wastewater Management Zone; and

WHEREAS, in preparing the Study staff and HEC held meetings and workshops to gain input during rate development and methodology.

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

Beginning July 1, 2019, the bi-monthly charges for Auburn Lake Trail Wastewater Management Zone customers are established as follows:

Customer Type	Bi-Monthly Fee			
	July 1, 2019	July 1, 2020	July 1, 2021	July 1, 2022
CDS				
Developed Lot	\$75.42	\$83.24	\$91.38	\$99.77
Undeveloped Lot	\$35.20	\$35.20	\$35.20	\$35.20
Non-CDS				
Developed Lot	\$15.40	\$17.54	\$19.79	\$22.19
Undeveloped Lot	\$13.10	\$15.05	\$17.13	\$19.35

Beginning July 1, 2019, the fees for Auburn Lake Trail Wastewater Management Zone customers are established as follows:

Fee Description	July 1, 2019
Escrow Inspection	
Escrow inspection, report, follow-up and final inspection	\$260
Each additional inspection (above the first two for the same lot)	\$100
Special Inspection Request	
Examples: Construction of barns, garages, patio additions, fencing and swimming pools	\$100
Wastewater System Design and Inspection Fees	
Design review, site analysis, testing review and inspection services	\$820
Community Disposal Systems	
Design review inspection	\$740
Connection fee	\$2,470

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the fourteenth day of May 2019, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

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

Attest:

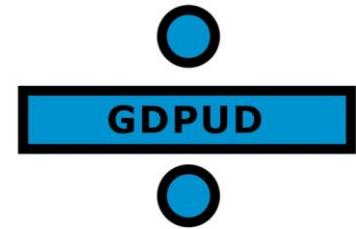
Steven Palmer, Clerk and Ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2019-37 duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this fourteenth day of May 2019.

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

REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF MAY 14, 2019
Agenda Item No. 7.E.



AGENDA SECTION: NEW BUSINESS

SUBJECT: REVIEW AND PROVIDE DIRECTION ON DRAFT FISCAL YEAR 2019/2020 BUDGET

PREPARED BY: Steven Palmer, PE, General Manager

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

BACKGROUND

On April 24, 2019 and May 1, 2019, Staff presented a working draft of the Fiscal Year 2019/2020 Budget to the District's Finance Committee for discussion and input. The Finance Committee reviewed the draft budget and recommended that the Board approve the budget and consider two modifications:

1. Increase budget for water sales revenue from \$2,757,375 to \$2,900,000. This would bring the revenue budget from water sales more closely in line with the current revenue projection for FY2018-19.
2. Increase transfer from General Fund 10 to capital reserves by \$500,000. This would bring the general fund balance more closely in line with the adopted reserve policy which requires a minimum of 120 days of operating expenses in the operating fund.

DISCUSSION

The Draft Budget worksheets are included in Attachment 1, and a summary of key points from the Draft Budget are presented below.

Fiscal Year 2019/2020 Goals and Objectives

The following deficiencies were identified by Staff and the General Manager during the budget preparation for fiscal year 2017/2018. The items identified with stars are ones that were sufficiently addressed during the last two fiscal years. The others still require significant resources to fully address.

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

Additionally, during the February 16, 2019 strategic planning workshop, *Developing Our Future Together*, the Board reaffirmed several goals and objectives for the upcoming fiscal year. The following goals were approved by the Board at the March 12, 2019 meeting:

- Goal A – Improve Transparency and Communications
- Goal B – Address Immediate Infrastructure Needs and Begin Long Term Planning
- Goal C – Develop and Retain Employees
- Goal D – Plan for Changes in Staff and in Board Composition
- Goal E – Continue to Review District Fees and Charges
- Goal F – Board Leadership

The Draft Budget for Fiscal Year 2019/2020 was developed with those deficiencies and Board goals in mind.

Proposed Expenditure Highlights

The Draft Budget for Fiscal Year 2019/2020 includes the following objectives and initiatives to be implemented by Administration:

1. Consultant services for an annual public outreach plan (*Board Goal A-2*)
2. Consultant services and software to improve records management system (*Board Goal D-1*)
3. Consultant services and software to acquire and implement new billing and accounting software (*Board Goal D-1*)
4. Outside services to live stream Board meetings and produce an interactive online agenda (*Board Goal A-4*)

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

1. Work trucks – two (2)
2. Forklift for water treatment plant
3. Polaris Ranger with tracks for Main Canal access
4. Laptops/tablets for field crew – two (2)
5. Winch for work truck
6. Water trailer for dust control
7. Portable canal flowmeter
8. Parshall flume for Main Canal flow measurement

Completed capital expenditure request forms for these new purchases are included as Attachment 2.

Consultant services and software to begin asset management program implementation (*Board Goal B-2*) was not included in the draft that was presented to the Finance Committee. This is included in the Fiscal Year 2018/2019 budget, and work has not started and is not anticipated to start before the end of the fiscal year. Therefore, staff recommends adding this to the Fiscal Year 2019/2020 budget for \$20,000.

A strategic planning workshop is not included in this draft proposed budget.

Wastewater disposal field upgrade evaluation is presented as being funded by Fund 40. This is related to capital improvements of the disposal field, so is more appropriately funded by Fund 42 as planned in the wastewater rate study update.

District Organization and Staffing

The Draft Budget includes a recommended organizational chart with an increase in the current staffing level. These changes are necessary to address several existing deficiencies in the organization structure and staffing, and in order to meet the Board Goals for Fiscal Year 2019/2020.

Significant progress has been made towards addressing the deficiencies identified last year, however more improvements need to be made. To address these deficiencies, the recommended organizational chart includes the following changes, as illustrated in Attachment 3. The Fiscal Year 2019/2020 organizational chart is included as Attachment 4.

1. Create an Administrative Services Manager position. During the Fiscal Year 2017/2018 budget presentation, this position was presented as Assistant General Manager, however it was downgraded to Administrative Services Manager and ultimately removed from the Fiscal Year 2018/2019 organizational chart due to budget constraints. This position will have primary responsibility for accounting and finance oversight and management, human resources management, and information technology. Budget for this position is not included in the Draft Fiscal Year 2019/2020 budget.
2. Create an Engineering Manager position to manage capital improvement projects and prepare and annually update the five-year capital improvement plan. The Engineering Manager would also provide management and oversight to the newly created Water Resources Manager position. The General Manager is currently responsible for preparing the 5-Year Capital Improvement Plan. Capital improvement projects are currently being managed by a retired part time employee who is retained through a Professional Services Agreement and is limited to 960 hours per year (20 hours per week), and the Operations Manager. The current part time contractor employee is managing one (1) capital improvement project. In order to deliver more than one or two capital projects per year, the District needs to hire a full-time engineer. This position was recommended during the last two years' budget presentations and has not been approved by the Board. Last year, in lieu of creating this position the Board directed the General Manager to contract with a consulting firm to provide project management services and to fund that contract from the capital project budgets.
3. Create an Office Assistant position to support the Engineering Manager in maintaining project files, writing staff reports, preparing and processing reimbursement requests, and preparing grant applications. This position would also serve as backup for the assistant Board clerk and Board meeting support. These functions are currently performed by a retired part time temporary employee that is hired through a temporary employment agency and is limited to roughly 960 hours per year (20 hours per week). This position was recommended during the last two years' budget presentations and has not been approved by the Board.

The recommended organizational chart adds three (3) full time employees which are partially offset by a reduction in contract staff and consultants. The recommended organizational structure will result in a District that is professional, sustainable in the long term, and provides for adequate succession planning.

The Proposed Fiscal Year 2019-2020 Budget is summarized below.

Revenues

TABLE 1 - GDPUD REVENUE BUDGET FOR OPERATING EXPENSES

Description	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Projected	FY 19-20 Proposed
WATER OPERATING REVENUE				
Residential Sales	\$ 1,350,610	\$ 1,862,227	\$ 2,558,900	\$ 2,757,375
Commercial/Construction Sales	201,348	260,936	354,855	10,000
Irrigation Sales	224,156	317,330	419,072	436,179
Penalties	43,652	46,739	45,625	46,000
Other (1)	23,576	10,951	9,368	9,653
Sub-Total	\$ 1,876,386	\$ 2,498,183	\$ 3,387,819	\$ 3,259,207
WASTEWATER OPERATING REVENUE				
Zone Charges	\$ 311,477	\$ 313,315	\$ 313,300	\$ 150,500
Escrow Fees	29,505	28,725	19,733	28,000
Septic Design Fees	6,600	2,400	800	3,000
Interest Income	6,777	10,581	10,624	9,000
Sub-Total	\$ 354,359	\$ 355,021	\$ 344,457	\$ 190,500
WATER NON-OPERATING REVENUE				
Property Taxes	\$ 1,524,159	\$ 1,577,792	\$ 1,655,400	\$ 1,660,000
Interest Income	44,787	18,884	52,225	17,300
Leases	65,795	73,023	90,388	89,551
Other (2)		291,035		
Sub-Total	\$ 1,792,125	\$ 1,960,734	\$ 1,798,013	\$ 1,766,851
TOTAL REVENUE	\$ 4,022,870	\$ 4,813,938	\$ 5,530,290	\$ 5,216,558

Notes: (1) – Other revenue under water operating are connection fees

(2) – Other revenue under water non-operating are transfers from reserves to fund operating

Table 1 only includes revenues that could be used towards operating expenses. It does not include the supplemental charge for ALT Water Treatment Plant Construction loan, grant funds, or revenue restricted to assessment district purposes. The anticipated revenues for Fiscal Year 2019-20 that could be used towards operating expenses total \$5,216,558. Under current Board direction, SMUD and hydroelectric income are placed in unrestricted designated reserve funds and not used for operating expenses. Water sales projections are based on the water sales projections from the October 2017 Water Financial Analysis prepared by Rural Community Assistance Corporation for one half of year one and one half of year two. These projections assume that rates will increase by 5% starting with the January/February 2019 billing cycle. This results in a draft proposed water revenue for Fiscal Year 2019/2020 that is \$128,612 less than the projections for Fiscal Year 2018/2019. The Finance Committee recommended that the draft proposed water revenue for Fiscal Year 2019/2020 be increased to more closely match the projected revenues for Fiscal Year 2018/2019. This would result in an increase of \$142,625 to the proposed draft water sales revenue.

The remaining water operating- and non-operating budget revenues are proposed to be similar to the revenues projected for Fiscal Year 2018/2019. The one anomaly is interest income which is projected at \$52,225 for Fiscal Year 2018/2019. This is much higher than recent actuals and staff is evaluating the Fiscal Year 2018/2019 projections.

The wastewater operating budget revenues are projected based on the proposed wastewater rates that are currently being revised by the District. The Fiscal Year 2018/2019 revenue projection

presented in this draft is less than what was presented to the Finance Committee. The projection was revised to reflect the actual amount billed this year. The proposed budget assumes that the Board will adopt the wastewater rates which lower wastewater rates by spending from reserves to fund operating costs. This results in wastewater revenue that is \$153,957 lower than projected for Fiscal Year 2018/2019.

Operating Expenses

The expenses are summarized in Table 2. These expenses are less than the anticipated revenues available for operating expenses in Fiscal Year 2019-2020.

TABLE 2 - GDPUD PROPOSED BUDGET

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT				
Proposed Budget				
<i>Fund Summary</i>				
Fiscal Year 2019-2020				
May 14, 2019				
Description	Beginning Balance	Revenues	Expenses	Ending Balance
10 - GENERAL FUND				
<i>Revenue</i>				
Water operating revenue	\$ -	\$ 3,259,207	\$ -	\$ -
Non-operating revenue		1,766,851		
Supplemental charge		648,923		
<i>Total revenue</i>	<u>\$ -</u>	<u>\$ 5,674,981</u>	<u>\$ -</u>	<u>\$ -</u>
<i>Expenses</i>				
5100 - Source of Supply	\$ -	\$ -	\$ 395,376	\$ -
5200 - Raw Water			803,628	
5300 - Water Treatment			721,543	
5400 - Treated Water			702,582	
5500 - Customer Service			346,184	
5600 - Admin			1,596,863	
Low Income Rate Assistance Program (Property Tax)			35,000	
<i>Total expenses</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,601,176</u>	<u>\$ -</u>
<i>Transfers</i>				
Transfer supplemental charge to SRF Fund 29			\$ 648,923	
Transfer from Operating to Capital Reserve			992,825	
<i>Total Transfers</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,641,748</u>	<u>\$ -</u>
TOTAL GENERAL FUND	<u>\$ 3,099,666</u>	<u>\$ 5,674,981</u>	<u>\$ 6,242,923</u>	<u>\$ 2,531,724</u>
40 - ALT ZONE FUND				
<i>Revenue</i>				
Wastewater operating revenue	\$ -	\$ 190,500	\$ -	\$ -
<i>Total revenue</i>	<u>\$ -</u>	<u>\$ 190,500</u>	<u>\$ -</u>	<u>\$ -</u>
<i>Expenses</i>				
6700 - Zone	\$ -	\$ -	\$ 294,505	\$ -
<i>Total expenses</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 294,505</u>	<u>\$ -</u>
TOTAL ALT ZONE FUND	<u>\$ 1,032,472</u>	<u>\$ 190,500</u>	<u>\$ 294,505</u>	<u>\$ 928,468</u>
GRAND TOTAL REVENUES AND EXPENSES	<u>\$ 4,132,138</u>	<u>\$ 5,865,481</u>	<u>\$ 6,537,429</u>	<u>\$ 3,460,192</u>

Excluding the supplemental charge of \$648,923, the projected water expenses are \$4,601,176, which is \$424,882 less than the anticipated water revenues of \$5,026,058. The projected water expenses include \$260,900 in capital outlay to replace aging equipment and outdated information technology business systems. In addition, the Fiscal Year 2019/2020 budget includes \$110,900 in SMUD revenue and \$60,000 in hydroelectric revenue that will be placed in reserve accounts. The Board has directed that the hydroelectric revenue be set aside and reserved for future replacement/repair of the hydroelectric facilities. This means that including the capital outlay of \$260,900, capital reserve contributions from operating revenue of \$992,825, and SMUD revenue of \$110,900, the District is able to invest \$1,364,625 into addressing its aging infrastructure from operating revenue. This does not include the funds expended as part of the five-year capital improvement plan. During Fiscal Year 2019/2020, the updated capital improvement plan includes \$1,739,685 in investment towards infrastructure replacement and upgrades, all from District capital reserves.

The Finance Committee recommended that the Board transfer an additional \$500,000 from the General Fund 10 to capital reserves, thereby reducing the projected June 30, 2019 general fund balance to approximately \$2,000,000. This recommendation is consistent with the Board adopted reserve policy stating that the operating fund balance be a minimum of 120 days of operating expenses (~\$1,500,000). As stated in the June 12, 2018 staff report for the adoption of the Fiscal Year 2018/2019 budget, this is possible because the District's revenue from Fiscal Year 2017/2018 exceeded the budget amount by roughly \$650,000.

No significant changes in wastewater operations are anticipated as compared to last year. The increase over project actuals for Fiscal Year 2018/2019 are due to reaching full staffing for Fiscal Year 2019/2020 and adjustments in labor allocations. Wastewater expenses are planned to exceed wastewater revenue for Fiscal Year 2019/2020. This is because the proposed budget assumes that the Board will adopt the wastewater rates which lower wastewater rates by spending from reserves to fund operating costs.

ANALYSIS

The Fiscal Year 2019/2020 Budget is balanced. The Budget increases sustainability of the District and makes significant progress towards achieving the Board of Directors Goals for Fiscal Year 2019/2020.

The following deficiencies that were identified by the General Manager in June 2017 are still not able to be fully addressed by this budget:

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

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

Goal C – Develop and Retain Employees

Goal D – Plan for Changes in Staff and in Board Composition

The Board adopted reserve policy has an operating fund (i.e. General Fund 10) goal of 120 days of operating reserves. This currently equates to a balance of \$1,500,000, and the proposed budget exceeds that goal.

Unrestricted reserve fund balances are listed in the table below. These funds are in addition to the general fund and are not legally restricted. They currently function as capital reserves.

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Proposed Budget
Fund Summary
 Fiscal Year 2019-2020
 May 14, 2019

Description	Beginning Balance	Revenues	Expenses	Ending Balance
UNRESTRICTED RESERVE FUNDS				
08 - SMUD	\$ 307,710	\$ 110,900	\$ -	\$ 418,610
19 - Stumpy Meadows	1,064,692	13,454	-	1,078,146
24 - ALT Capital Reserve	(0)	-	-	(0)
30 - Small Hydro	691,887	60,000	-	751,887
43 - Capital Reserve	1,094,057	992,825	1,005,185	1,081,697
TOTAL UNRESTRICTED RESERVE FUNDS	\$ 3,158,345	\$ 1,177,179	\$ 1,005,185	\$ 3,330,339

The reserve policy also states that the District will accumulate funds in the capital reserves an amount determined by the annual amount needed for replacement and rehabilitation as calculated using methodology recommended by the American Water Works Association (AWWA) or as described in a Board adopted rate study. For Fiscal Year 2019/2020 the Board adopted rate study (October 2017 Water Financial Analysis by RCAC) calculated a contribution to reserves of \$992,825 (one half of year one and one half of year two). The proposed Fiscal Year 2019/2020 budget includes a transfer to reserves for this exact amount. The proposed budget achieves the Board adopted goal for capital reserve contributions.

FISCAL IMPACT

The Fiscal Year 2019/2020 Budget is balanced, allows \$992,825 to be added to Fund 43 – Capital Reserves, and allows \$110,900 in SMUD revenue and \$60,000 in hydroelectric revenue to be set aside for future needs. Additionally, the Finance Committee recommends that the District transfer an additional \$500,000 to capital reserves. This \$500,000 is a one-time transfer resulting from Fiscal Year 2017/2018 actual revenues exceeding the budgeted revenues as discussed in the June 12, 2018 staff report for the Fiscal Year 2018/2019 budget adoption. The Fiscal Year 2017/2018 budget did not include revenues from the rate increase that was approved by the Board in late 2017.

The resulting total contribution to capital reserves in Fiscal Year 2019/2020 would be \$1,663,725, and the resulting Projected Operating Fund Balance at the end of Fiscal Year 2019/2020 will be \$2,031,980. That operating fund balance exceeds the reserve policy goal of 120 days of operating expenses.

CEQA ASSESSMENT

This is not a CEQA Project.

RECOMMENDED ACTION

Staff recommends the Board of Directors review and provide direction on the draft proposed Fiscal Year 2019/2020 budget, including the Finance Committee recommendations to increase the water sales revenue budget to \$2,900,000 and to transfer an additional \$500,000 to capital reserves; and funding an asset management program.

ATTACHMENTS

1. Fiscal Year 2019-20 Budget
2. Capital Expenditure Requests
3. Recommended Organizational Chart
4. Existing Organizational Chart

ATTACHMENT 1

DRAFT PROPOSED FISCAL YEAR 2019/2020 BUDGET

DRAFT
MAY 14, 2019

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Proposed Budget
Fund Summary
Fiscal Year 2019-2020
May 14, 2019

Description	Beginning Balance	Revenues	Expenses	Ending Balance
<u>10 - GENERAL FUND</u>				
<i>Revenue</i>				
Water operating revenue	\$ -	\$ 3,259,207	\$ -	\$ -
Non-operating revenue		1,766,851		
Supplemental charge		648,923		
<i>Total revenue</i>	<u>\$ -</u>	<u>\$ 5,674,981</u>	<u>\$ -</u>	<u>\$ -</u>
<i>Expenses</i>				
5100 - Source of Supply	\$ -	\$ -	\$ 395,376	\$ -
5200 - Raw Water			803,628	
5300 - Water Treatment			721,543	
5400 - Treated Water			702,582	
5500 - Customer Service			346,184	
5600 - Admin			1,596,863	
Low Income Rate Assistance Program (Property Tax)			35,000	
<i>Total expenses</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,601,176</u>	<u>\$ -</u>
<i>Transfers</i>				
Transfer supplemental charge to SRF Loan Fund			\$ 648,923	
Transfer from Operating to Capital Reserve (Fund 43)			992,825	
<i>Total Transfers</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,641,748</u>	<u>\$ -</u>
TOTAL GENERAL FUND	<u>\$ 3,099,666</u>	<u>\$ 5,674,981</u>	<u>\$ 6,242,923</u>	<u>\$ 2,531,724</u>
<u>40 - ALT ZONE FUND</u>				
<i>Revenue</i>				
Wastewater operating revenue	\$ -	\$ 190,500	\$ -	\$ -
<i>Total revenue</i>	<u>\$ -</u>	<u>\$ 190,500</u>	<u>\$ -</u>	<u>\$ -</u>
<i>Expenses</i>				
6700 - Zone	\$ -	\$ -	\$ 294,505	\$ -
<i>Total expenses</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 294,505</u>	<u>\$ -</u>
TOTAL ALT ZONE FUND	<u>\$ 1,032,472</u>	<u>\$ 190,500</u>	<u>\$ 294,505</u>	<u>\$ 928,468</u>
GRAND TOTAL REVENUES AND EXPENSES	<u>\$ 4,132,138</u>	<u>\$ 5,865,481</u>	<u>\$ 6,537,429</u>	<u>\$ 3,460,192</u>
<u>UNRESTRICTED RESERVE FUNDS</u>				
08 - SMUD	\$ 307,710	\$ 110,900	\$ -	\$ 418,610
19 - Stumpy Meadows	1,064,692	13,454	-	1,078,146
24 - ALT Capital Reserve	(0)	-	-	(0)
30 - Small Hydro	691,887	60,000	-	751,887
43 - Capital Reserve	1,094,057	992,825	1,005,185	1,081,697
TOTAL UNRESTRICTED RESERVE FUNDS	<u>\$ 3,158,345</u>	<u>\$ 1,177,179</u>	<u>\$ 1,005,185</u>	<u>\$ 3,330,339</u>

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Proposed Budget

Revenue Summary

Fiscal Year 2019-20

Description	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 Proposed
WATER OPERATING REVENUE				
Water Sales				
Residential	\$ 1,862,227	\$ 2,381,907	\$ 2,558,900	\$ 2,757,375
Commercial/Construction	260,936	304,393	354,855	10,000
Irrigation	317,330	480,000	419,072	436,179
Penalties	46,739	46,000	45,625	46,000
Other (2)	10,951	10,436	9,368	9,653
	\$ 2,498,183	\$ 3,222,736	\$ 3,387,819	\$ 3,259,207
WATER NON-OPERATING REVENUE				
Property taxes	1,577,792	1,660,000	1,655,400	1,660,000
Interest Income	18,884	10,500	52,225	17,300
Leases	73,023	105,500	90,388	89,551
Sale of Assets				
Other	291,035	-	-	-
	\$ 1,960,734	\$ 1,776,000	\$ 1,798,013	\$ 1,766,851
Supplemental Charge (1)	657,545	648,923	648,923	648,923
	\$ 5,116,462	\$ 5,647,659	\$ 5,834,756	\$ 5,674,981
WASTEWATER OPERATING REVENUE				
Zone charges	313,315	391,600	313,327	150,500
Escrow fees	28,725	25,100	19,733	28,000
Septic design fees	2,400	2,700	800	3,000
Interest income	10,581	7,200	10,624	9,000
Other	-	-	-	-
	\$ 355,021	\$ 426,600	\$ 344,484	\$ 190,500
	\$ 5,471,483	\$ 6,074,259	\$ 6,179,240	\$ 5,865,481

Notes:

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

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Proposed Budget
Water Fund Summary
 Fiscal Year 2019-2020

ACCOUNT	ACCOUNT DESC.	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19			FY 2019-20	
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	MARCH 2019 ACTUAL	PROJECTED ACTUAL	PROPOSED	ADOPTED
<i>Revenues</i>											
3010	Water Sales-Res	1,497,583	1,236,738	1,244,193	1,350,610	1,862,227	\$ 2,381,907	\$ 1,705,934	\$ 2,558,900	\$ 2,757,375	\$ -
3020	Water Sales-Com	230,942	153,729	175,997	201,348	253,058	\$ 294,393	228,823	343,235	-	-
3030	Water Sales-Cst	2,813	17,068	1,034	23,576	7,878	\$ 10,000	7,746	11,619	10,000	-
3040	Water Sales-Irr	187,705	157,407	135,218	224,156	317,330	\$ 480,000	251,302	419,072	436,179	-
3045	SURCHARGE	-	-	-	328,751	657,545	\$ 648,923	439,572	648,923	648,923	-
3060	Installation	780	1,942	14,703	33,044	10,854	\$ 10,436	6,816	9,372	9,653	-
3090	Other Operating	14	11	1,002	32	97	\$ -	(3)	(4)	-	-
3180	MAT/LABOR CHG	143	-	306	-	260	\$ -	55	76	-	-
4020	Interest	2,987	2,203	3,053	3,250	13,099	\$ 10,500	34,083	46,864	13,100	-
4025	Unrealized gains and losses	-	-	-	-	(1,895)	\$ -	-	-	-	-
4020	Interest	-	-	-	-	5,785	\$ -	3,899	5,361	4,200	-
4025	Unrealized gains and losses	-	-	-	-	(652)	\$ -	-	-	-	-
4030	Penalties	34,218	48,532	39,885	43,652	46,739	\$ 46,000	33,182	45,625	46,000	-
4040	Lease/Media One	48,399	49,356	60,230	65,795	72,984	\$ 105,500	63,911	87,877	89,551	-
4050	Property Taxes	1,326,152	1,379,559	1,447,381	1,524,159	1,577,792	\$ 1,660,000	827,700	1,655,400	1,660,000	-
4060	Sale of Assets	-	-	1,527	-	875	\$ -	-	-	-	-
4090	Other/lease	41,231	9,942	7,662	4,407	39	\$ -	1,826	2,511	-	-
4999	Transfers In	-	-	-	-	291,035	\$ -	-	-	-	-
Total Revenues		\$ 3,372,966	\$ 3,056,486	\$ 3,132,193	\$ 3,802,779	\$ 5,115,051	\$ 5,647,659	\$ 3,604,846	\$ 5,834,831	\$ 5,674,981	\$ -

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Proposed Budget

Water Fund Summary

Fiscal Year 2019-2020

ACCOUNT	ACCOUNT DESC.	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19			FY 2019-20	
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	MARCH 2019 ACTUAL	PROJECTED ACTUAL	PROPOSED	ADOPTED
<i>Expenses</i>											
5010 Super & Labor		997,616	898,537	1,097,914	880,112	1,213,744	\$ 1,369,931	\$ 975,823	\$ 1,292,966	\$ 1,468,125	\$ -
5011 Wages-Part time		58,184	61,963	42,783	63,846	74,717	10,000	57,107	64,307	25,000	
5012 Pension Expense		-	-	(174,873)	(276,889)	-	-	-	-	-	
5013 PERS UAL		-	-	40,439	284,934	434,952	479,751	359,808	503,968	490,882	
5014 P.E.R.S.		155,948	289,779	252,982	86,306	113,776	135,262	93,106	123,365	140,332	
5015 I.C.M.A.		-	-	-	2,385	7,750	7,790	5,664	7,750	7,750	
5016 Payroll Taxes		89,343	60,651	65,839	79,839	110,132	136,993	86,298	114,345	146,812	
5017 Standby		48,759	45,199	34,800	39,322	49,630	51,010	41,610	55,133	22,340	
5018 Insurance - H&L		233,997	153,245	207,077	237,829	374,523	458,781	319,520	423,364	503,783	
5019 Overtime		64,866	56,639	41,387	55,509	81,123	73,359	59,739	79,076	91,128	
<i>Total salaries and benefits</i>		<u>1,648,713</u>	<u>1,566,013</u>	<u>1,608,347</u>	<u>1,453,194</u>	<u>2,460,347</u>	<u>2,722,877</u>	<u>1,998,675</u>	<u>2,664,274</u>	<u>2,896,153</u>	<u>-</u>
5020 Insurance - W.C		61,660	46,446	54,885	19,662	43,410	46,441	16,311	21,612	49,455	
5024 Dental & Opticl		-	-	-	-	-	-	-	-	-	
5027 Audit		8,949	13,800	13,800	16,640	16,773	21,945	18,560	21,945	21,945	
5028 Engineering		14,672	36,312	25,858	31,877	-	-	-	-	-	
5030 Equipment Maint		-	-	40	253	-	-	-	-	-	
5034 Insurance - Gen		43,573	48,820	53,160	36,992	59,023	72,500	70,024	72,500	76,126	
5036 Legal		68,579	89,517	79,692	103,522	200,384	150,000	134,458	179,277	200,000	
5038 Mat.& Supp.		168,611	138,386	185,926	155,450	192,092	202,700	90,974	121,298	197,078	
5039 Materials - Oth		22,678	66,194	57,531	22,817	9,279	12,400	3,965	5,286	12,520	
5040 Office Supplies		9,717	14,722	32,335	35,394	63,488	58,350	46,718	62,290	65,616	
5041 Staff Develop		5,143	5,337	17,041	8,702	6,423	12,790	4,104	5,472	13,990	
5042 Travel		703	1,808	4,740	6,154	3,715	9,140	1,485	1,980	12,220	
5044 Utilities		187,669	172,432	174,105	188,870	207,406	215,461	163,466	217,954	249,012	
5046 Veh. Maint.		47,322	38,044	40,762	24,442	23,757	36,000	19,702	26,269	35,000	
5048 Vehicle - Oper		48,543	38,614	34,021	26,542	48,720	45,500	36,622	48,829	50,200	
5060 Payroll Process		4,279	4,473	5,386	5,312	5,200	6,000	7,056	9,408	9,400	
5063 Bank Fees		-	-	-	-	-	1,000	193	257	6,000	
5068 Retiree Bene		-	-	-	139,148	76,048	90,000	76,344	101,792	102,000	
5070 Director Remun		22,181	23,600	23,200	-	24,031	24,000	17,600	24,000	24,000	
5076 Bldg. Maint. Water Treatmnt		5,692	4,440	6,281	6,618	4,599	7,000	6,742	7,000	7,000	
5080 Outside Serv		131,625	96,204	155,499	157,471	315,003	218,600	117,425	156,567	141,080	
5084 Government Reg		73,760	72,523	89,974	116,156	77,136	84,200	46,283	61,710	107,800	
5089 Memberships Srce of Supply		12,359	16,076	12,111	12,663	29,243	25,000	22,881	25,000	25,682	
5090 Other		47,502	50,113	72,178	77,906	20,577	28,000	2,309	3,078	3,000	
5091 Elections		-	6,466	-	6,816	-	10,000	6,782	9,043	-	

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Proposed Budget
Water Fund Summary
 Fiscal Year 2019-2020

ACCOUNT	ACCOUNT DESC.	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19		FY 2019-20		
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	MARCH 2019 ACTUAL	PROJECTED ACTUAL	PROPOSED	ADOPTED
	<i>Total services and supplies</i>	985,218	984,326	1,138,524	1,199,408	1,426,306	1,377,027	910,001	1,182,567	1,409,123	-
	<i>Total operating expenses</i>	2,633,931	2,550,340	2,746,871	2,652,601	3,886,653	4,099,904	2,908,676	3,846,842	4,305,275	-

DRAFT
MAY 14, 2019

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Proposed Budget
Water Fund Summary
 Fiscal Year 2019-2020

ACCOUNT	ACCOUNT DESC.	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19		FY 2019-20		
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	MARCH 2019 ACTUAL	PROJECTED ACTUAL	PROPOSED	ADOPTED
5094	Depreciation	548,657	554,004	18,040	535,983	-	-	-	-	-	-
7010	Interest	-	-	547	1,861	1,322	-	570	570	-	-
7011	PRINCIPLE EXP	-	-	-	-	-	-	9,277	9,277	-	-
7090	Other	-	-	-	-	-	-	-	-	-	-
5095	Capital Outlay	-	-	-	-	2,332	-	-	-	260,900	-
	<i>Total capital outlay</i>	548,657	554,004	18,587	537,844	3,654	-	9,847	9,847	260,900	-
7999	Transfers Out	56,000	143,000	28,000	28,000	648,923	-	-	-	1,641,748	-
	<i>Total Expenses</i>	\$ 3,238,588	\$ 3,247,344	\$ 2,793,457	\$ 3,218,446	\$ 4,539,230	\$ 4,099,904	\$ 2,918,523	\$ 3,856,689	\$ 6,207,923	\$ -

DRAFT
MAY 14, 2019

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Proposed Budget
Expense Detail
 Fiscal Year 2019-2020

Description	Account	Department							Total Budgeted
		10-5100	10-5200	10-5300	10-5400	10-5500	10-5600	40-6700	
Materials and Supplies	5038								
Misc. Supplies (Ace Hardware/Divide Supply)		\$ 1,700	\$ 3,500	\$ 700	\$ 3,000		\$ 1,000	\$ 1,500	\$ 11,400
Pipe & tools (Pace/Ferguson/Anderson Sierra Pipe)		800	3,000		70,000			600	\$ 74,400
Water Chemicals (Thatcher & NTU Tech)				57,015					\$ 57,015
Gravel backfill (Teichert)		1,500			6,000				\$ 7,500
Chainsaw & Brushcutter (Allen Krouse)								750	\$ 750
Pipe & fittings (HD Supply & Grainger)			5,000		5,000			750	\$ 10,750
Tools & Supplies (USA Bluebook)		500		2,000	5,000			1,200	\$ 8,700
Aramark- Uniform Services		594	1,416	548	1,736		4,568	274	\$ 9,137
Misc. Supplies		7,500	7,500	7,500				9,000	\$ 31,500
TOTAL - Materials and Supplies	5038	\$ 12,594	\$ 20,416	\$ 67,763	\$ 90,736	\$ -	\$ 5,568	\$ 14,074	\$ 211,152
Materials (OTHER)	5039								
Misc. Supplies (Ace Hardware/Divide Supply)								\$ 1,000	\$ 1,000
Mobile Mini (Storage Rental)							2,520		\$ 2,520
Metering equipment (Hach)				10,000					\$ 10,000
Tools & Supplies (USA Bluebook)								1,000	\$ 1,000
Misc. Supplies								750	\$ 750
TOTAL - Materials and Supplies	5039	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 2,520	\$ 2,750	\$ 15,270
Office Supplies	5040								
Copy Machine Lease & Service							9,000		9,000
Folding Machine Lease/maintenance							3,900		3,900
Misc Office (Paper, postage, etc)			100	300	300	20,000	25,000	2,000	47,700
MOM SOFTWARE						7,016			7,016
TOTAL - Office Supplies	5040	\$ -	\$ 100	\$ 300	\$ 300	\$ 27,016	\$ 37,900	\$ 2,000	\$ 67,616
Staff Development (Training)	5041								
CSMFO Annual Conference							\$ 2,000		\$ 2,000
Customer Service Training						\$ 1,290			\$ 1,290
MMANC Annual Conference (2)							2,200		\$ 2,200
Human Resources							1,000		1,000
AWWA (distribution and treatment classes)		1,000	1,000	1,000	1,500		500	1,000	6,000
Safety Training		500	500	500	500		500	500	3,000
TOTAL - Staff Development	5041	\$ 1,500	\$ 1,500	\$ 1,500	\$ 2,000	\$ 1,290	\$ 6,200	\$ 1,500	\$ 15,490

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Proposed Budget
Expense Detail
 Fiscal Year 2019-2020

	5042	10-5100	10-5200	10-5300	10-5400	10-5500	10-5600	40-6700	
Travel Conference									
Conference (ACWA 2 Staff, 2 Board)							\$ 6,320		\$ 6,320
Conference-CSDA Leadership (2 Board)							\$ 1,500		\$ 1,500
Government Finance Office Conference							1,800		1,800
CSDA General Manager Leadership Summit							1,600		1,600
CRWA Conference (Ops Mgr, 2 Leads)				1,000	1,000		1,000		3,000
TOTAL - Travel-Conference	5042	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 12,220	\$ -	\$ 14,220
Utilities	5044	10-5100	10-5200	10-5300	10-5400	10-5500	10-5600	40-6700	
Pagers (American Messaging)		\$ -	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ 200
ADT (Security System)				\$ 600			\$ 2,000		\$ 2,600
Ferrellgas				\$ 22,000			\$ 5,000		\$ 27,000
Water Flow Measuring (Picovale)		8,820	-	3,340	9,670				21,830
Royal Septic (Walton Lake)						1,500			1,500
Trash (El Dorado & Sierra Disposal)				2,500			1,200		3,700
Telephone (AT&T)				4,000		5,000	5,000	2,500	16,500
Telephone (Powernet Global)							2,000		2,000
Telephone (Verizon)		678	1,357	1,824	2,709		1,614	800	8,982
Electricity (PG&E)		-	-	145,000	8,000	-	15,000	15,000	183,000
TOTAL - Utilities	5044	\$ 9,498	\$ 1,357	\$ 179,464	\$ 20,379	\$ 6,500	\$ 31,814	\$ 18,300	\$ 267,312
Vehicle & Equipment Maintenance	5046	10-5100	10-5200	10-5300	10-5400	10-5500	10-5600	40-6700	
Generator Mainenance (C&D Power)				\$ 2,000				\$ 1,000	\$ 3,000
General Vehicle & Equipment Maintenance		\$ 8,000	\$ 10,000	\$ 5,000	\$ 10,000			\$ 1,000	\$ 34,000
TOTAL - Vehicle & Equipment Maintenance	5046	\$ 8,000	\$ 10,000	\$ 7,000	\$ 10,000	\$ -	\$ -	\$ 2,000	\$ 37,000
Vehicle Operations	5048	10-5100	10-5200	10-5300	10-5400	10-5500	10-5600	40-6700	
TOTAL - Vehicle Operations (Fuel)	5048	\$ 6,200	\$ 15,500	\$ 6,500	\$ 22,000			\$ 4,500	\$ 54,700

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Proposed Budget
Expense Detail
Fiscal Year 2019-2020

Outside Service/Consultants	5080	10-5100	10-5200	10-5300	10-5400	10-5500	10-5600	40-6700		
Accounting/Finance (VTD)							\$ 58,480		\$	58,480
IT/Computer Service (Carnahan)							3,000			3,000
GIS Subscription-Support			1,700	7,800						9,500
Livestream Board Meetings / Online Agenda (Startup)							7,000			7,000
Livestream Board Meetings / Online Agenda (Annual Fee)							4,000			4,000
Website Hosting (Streamline)							3,600			3,600
Wastewater Database (Carmody)								720		720
CCR Distribution				500						500
Water Rights Reporting (Ecorps)		10,000								10,000
Wastewater Testing (Holdrege & Kull)								15,000		15,000
Public Outreach (Consultant)						20,000				20,000
Dam Inundation Maps & EAPs (Consultant)							25,000			25,000
TOTAL - Outside Service/Consultants	5080	\$ 10,000	\$ 1,700	\$ 8,300	\$ -	\$ 20,000	\$ 101,080	\$ 15,720	\$	156,800
Govt Reg/Lab Fees	5084	10-5100	10-5200	10-5300	10-5400	10-5500	10-5600	40-6700		
State Division of Safety of Dams (DWR)		\$ 39,000		\$ 10,000					\$	49,000
State Division of Drinking Water				20,000						20,000
Regional Water Board (stormwater)					600					600
Regional Water Board (wastewater)								19,000		19,000
Water Rights Fees		11,000			5,100					16,100
Laboratory Testing		1,300		7,800	6,500			24,000		39,600
USDA Forest Svc		5,000								5,000
Air Quality Eldorado County/		-		1,500				350		1,850
TOTAL - Govt Reg/Lab Fees	5084	\$ 56,300	\$ -	\$ 39,300	\$ 12,200	\$ -	\$ -	\$ 43,350	\$	151,150
Other: Memberships	5089	10-5100	10-5200	10-5300	10-5400	10-5500	10-5600	40-6700		
CRWA		\$ 301	\$ 301	\$ 301				\$ 301	\$	1,204
AWWA		315	315	315	80			315		1,340
Mountain Counties							\$ 4,300			4,300
CSMFO							\$ 300			300
CSDA							\$ 6,850			6,850
ACWA							\$ 13,000			13,000
TOTAL - Other: Memberships	5089	\$ 616	\$ 616	\$ 616	\$ 80	\$ -	\$ 24,450	\$ 616	\$	26,994

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Proposed Budget

Expense Detail

Fiscal Year 2019-2020

CAPITAL ACQUISITION	5095	10-5100	10-5200	10-5300	10-5400	10-5500	10-5600	40-6700	
Vehicle (2 dodge 1500)			\$ 50,000						\$ 50,000
Forklift (Treatment Plant)				30,000					\$ 30,000
Polaris Ranger with Tracks		35,000							\$ 35,000
Computer for Distribution					3,500				\$ 3,500
Winch and Bumper for Unit 2		3,500							\$ 3,500
Backflow Testing Program Software							5,000		\$ 5,000
Water Trailer		1,000	1,000		2,000				\$ 4,000
Billing/Accounting Software						60,000	60,000		\$ 120,000
Canal Flowmeter			1,400						\$ 1,400
Parshall Flume (24 Inches)			8,500						\$ 8,500
									\$ -
	\$ 39,500	\$ 60,900	\$ 30,000	\$ 5,500	\$ 60,000	\$ 65,000	\$ -	\$ 260,900	
Total	\$ 144,208	\$ 112,089	\$ 351,743	\$ 164,195	\$ 114,806	\$ 286,752	\$ 104,810	\$ 1,278,603	

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GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Proposed Budget
5100 - Source of Supply
 Fiscal Year 2019-2020

ACCOUNT	ACCOUNT DESC.	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19			FY 2019-20	
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	MARCH 2019 ACTUAL	PROJECTED ACTUAL	PROPOSED	ADOPTED
<i>Expenses</i>											
5010 Super & Labor		113,343	65,505	114,997	89,803	135,151	\$ 113,229	\$ 87,589	\$ 116,055	\$ 143,232	
5011 Wages-Part time		-	-	-	7,490	-	\$ 5,000	2,554	2,554	-	
5012 Pension Expense		-	-	-	(87,364)	-	\$ -	-	-	-	
5013 PERS UAL		-	-	-	33,170	83,821	\$ 19,189	14,392	19,190	10,426	
5014 P.E.R.S.		12,891	19,558	46,317	8,201	12,689	\$ 11,180	9,159	12,136	13,691	
5016 Payroll Taxes		8,803	5,515	-	8,276	11,248	\$ 11,323	8,439	11,182	14,323	
5017 Standby		5,645	4,220	4,500	6,890	6,250	\$ 6,530	8,370	11,090	6,630	
5018 Insurance - H&L		24,216	16,402	-	28,261	39,195	\$ 37,920	34,168	45,272	49,150	
5019 Overtime		2,868	3,504	5,555	5,902	9,404	\$ 6,063	9,678	12,823	8,891	
<i>Total salaries and benefits</i>		<u>167,766</u>	<u>114,704</u>	<u>171,369</u>	<u>100,628</u>	<u>297,757</u>	<u>210,434</u>	<u>174,349</u>	<u>230,302</u>	<u>246,342</u>	<u>-</u>
5020 Insurance - W.C		11,479	11,056	14,259	7,537	5,905	\$ 3,838	1,524	2,019	4,825	
5028 Engineering		21,155	36,312	25,858	30,633	-	\$ -	-	-	-	
5030 Equipment Maint		-	-	-	107	-	\$ -	-	-	-	
5034 Insurance - Gen		2,837	2,919	3,356	4,146	6,658	\$ -	-	-	-	
5038 Mat.& Supp.		6,830	3,222	4,015	5,837	10,508	\$ 11,900	4,765	6,353	12,594	
5039 Materials - Oth		13,680	-	9,251	(3,627)	2,050	\$ -	2,050	2,733	-	
5040 Office Supplies		62	-	-	14	567	\$ -	-	-	-	
5041 Staff Develop		-	-	-	200	50	\$ 1,500	-	-	1,500	
5044 Utilities		2,729	2,808	2,160	2,729	3,995	\$ 9,491	3,817	5,089	9,498	
5046 Veh. Maint.		3,815	3,413	4,131	3,398	3,595	\$ 8,000	3,372	4,496	8,000	
5048 Vehicle - Oper		7,187	5,976	4,104	4,150	6,236	\$ 6,000	4,625	6,166	6,200	
5068 Retiree Bene		-	-	-	-	-	\$ -	-	-	-	
5080 Outside Serv		6,970	1,172	21,094	19,593	87,406	\$ 18,000	14,290	19,053	10,000	
5084 Government Reg		34,612	31,979	37,860	43,296	36,453	\$ 34,300	18,685	24,913	56,300	
5089 Memberships Srce of Supply		-	-	-	-	310	\$ -	-	-	616	
5090 Other		784	18	13,590	380	17,900	\$ -	-	-	-	
<i>Total services and supplies</i>		<u>112,141</u>	<u>98,875</u>	<u>139,680</u>	<u>118,391</u>	<u>181,633</u>	<u>93,029</u>	<u>53,127</u>	<u>70,823</u>	<u>109,533</u>	<u>-</u>
<i>Total operating expenses</i>		<u>\$ 279,906</u>	<u>\$ 213,578</u>	<u>\$ 311,049</u>	<u>\$ 219,019</u>	<u>\$ 479,390</u>	<u>\$ 303,463</u>	<u>\$ 227,475</u>	<u>\$ 301,125</u>	<u>\$ 355,876</u>	<u>\$ -</u>

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Proposed Budget
5100 - Source of Supply
 Fiscal Year 2019-2020

ACCOUNT	ACCOUNT DESC.	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19		FY 2019-20		
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	MARCH 2019 ACTUAL	PROJECTED ACTUAL	PROPOSED	ADOPTED
5094	Depreciation	111,814	115,216	-	108,330	-	\$ -	-	-	-	-
5095	CAPITAL ACQUISITION	-	-	-	-	-	\$ 86,033	48,091	86,033	39,500	-
	<i>Total capital outlay</i>	111,814	115,216	-	108,330	-	86,033	48,091	86,033	39,500	-
7999	Transfers Out	-	-	-	-	-	-	-	-	-	-
	<i>Total Expenses</i>	\$ 391,721	\$ 328,794	\$ 311,049	\$ 327,350	\$ 479,390	\$ 389,496	\$ 275,566	\$ 387,158	\$ 395,376	\$ -

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GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Proposed Budget
5200 - Raw Water
Fiscal Year 2019-2020

ACCOUNT	ACCOUNT DESC.	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20			
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	MARCH 2019 ACTUAL	PROJECTED ACTUAL	PROPOSED	ADOPTED
<i>Expenses</i>											
5010 Super & Labor		213,827	234,644	190,888	247,107	254,422.21	\$ 259,665	\$ 191,656	\$ 253,945	\$ 295,792	
5011 Wages-Part time		18,662	13,690		25,051	19,334.40	\$ 5,000	3,580	3,580	5,000	
5012 Pension Expense		-	-	-	(174,873)	-	\$ -	-	-	-	
5013 PERS UAL		-	-		40,439	167,911.19	\$ 155,606	116,687	155,583	198,450	
5014 P.E.R.S.		24,320	69,170	74,865	25,078	24,164.87	\$ 25,638	18,330	24,287	28,274	
5016 Payroll Taxes		19,106	19,662		22,654	22,201.65	\$ 25,967	16,727	22,164	29,579	
5017 Standby		19,907	10,590	10,024	14,390	11,680.00	\$ 13,060	9,040	11,978	5,237	
5018 Insurance - H&L		67,739	60,753		76,683	85,145.85	\$ 86,960	73,137	96,907	101,500	
5019 Overtime		16,191	18,628	19,331	21,967	22,228.38	\$ 13,905	11,337	15,021	18,360	
<i>Total salaries and benefits</i>		<u>379,751</u>	<u>427,138</u>	<u>295,108</u>	<u>298,496</u>	<u>607,089</u>	<u>585,801</u>	<u>440,494</u>	<u>583,464</u>	<u>682,192</u>	<u>-</u>
5020 Insurance - W.C		29,854	30,749	18,600	20,578	16,784	\$ 8,803	6,452	8,548	9,964	
5034 Insurance - Gen		13,378	13,998	14,147	17,010	16,139	\$ -	-	-	-	
5038 Mat.& Supp.		25,394	38,814	45,692	15,772	22,561	\$ 22,200	8,196	10,928	20,416	
5039 Materials - Oth		8,654	360	41,456	8,577	3,859	\$ -	-	-	-	
5040 Office Supplies		337	230	125	344	722	\$ 1,600	-	-	100	
5041 Staff Develop		-	-	90	600	50	\$ 1,500	-	-	1,500	
5044 Utilities		149	284	1,380	337	1,417	\$ 1,292	748	997	1,357	
5046 Veh. Maint.		13,235	14,598	12,110	13,930	9,277	\$ 10,000	6,007	8,010	10,000	
5048 Vehicle - Oper		21,562	19,270	14,658	13,607	15,117	\$ 13,500	11,449	15,266	15,500	
5068 Retiree Bene		-	-	-	-	-	\$ -	-	-	-	
5080 Outside Serv		26,827	24,649	6,012	1,816	1,159	\$ -	-	-	1,700	
5084 Government Reg		372	674	610	170	118	\$ -	-	-	-	
5090 Other		-	3,886	1,228	857	240	\$ -	-	-	-	
<i>Total services and supplies</i>		<u>139,761</u>	<u>147,511</u>	<u>156,107</u>	<u>93,599</u>	<u>87,443</u>	<u>58,895</u>	<u>32,853</u>	<u>43,750</u>	<u>60,537</u>	<u>-</u>
<i>Total operating expenses</i>		<u>\$ 519,513</u>	<u>\$ 574,649</u>	<u>\$ 451,216</u>	<u>\$ 392,095</u>	<u>\$ 694,531</u>	<u>\$ 644,696</u>	<u>\$ 473,347</u>	<u>\$ 627,214</u>	<u>\$ 742,728</u>	<u>\$ -</u>
5094 Depreciation		-	-	-	-	-	\$ -	-	-	-	
5095 CAPITAL ACQUISITION		-	-	-	-	-	\$ 36,033	439	36,033	60,900	
<i>Total capital outlay</i>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>36,033</u>	<u>439</u>	<u>36,033</u>	<u>60,900</u>	<u>-</u>
7999 Transfers Out		-	-	-	-	-	-	-	-	-	
<i>Total Expenses</i>		<u>\$ 519,513</u>	<u>\$ 574,649</u>	<u>\$ 451,216</u>	<u>\$ 392,095</u>	<u>\$ 694,531</u>	<u>\$ 680,729</u>	<u>\$ 473,786</u>	<u>\$ 663,247</u>	<u>\$ 803,628</u>	<u>\$ -</u>

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Proposed Budget
 5300 - Water Treatment
 Fiscal Year 2019-2020

ACCOUNT	ACCOUNT DESC.	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19			FY 2019-20	
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	MARCH 2019 ACTUAL	PROJECTED ACTUAL	PROPOSED	ADOPTED
<i>Expenses</i>											
5010 Super & Labor		141,880	131,243	127,906	121,849	138,048	\$ 227,281	\$ 132,636	\$ 175,743	\$ 189,635	
5011 Wages-Part time		-	-	-	517	-	\$ -	-	-	-	
5012 Pension Expense		-	-	-	(17,359)	-	\$ -	-	-	-	
5013 PERS UAL		-	-	-	49,291	17,105	\$ 28,490	21,381	28,508	48,371	
5014 P.E.R.S.		16,137	49,663	60,510	13,428	14,280	\$ 22,441	13,875	18,384	18,126	
5016 Payroll Taxes		14,595	13,476	-	13,325	14,922	\$ 22,728	13,052	17,294	18,963	
5017 Standby		17,109	15,166	15,910	16,672	15,470	\$ 15,710	12,100	16,033	10,473	
5018 Insurance - H&L		48,633	40,391	-	45,404	54,245	\$ 76,115	49,691	65,841	65,073	
5019 Overtime		24,463	15,984	13,676	22,796	16,735	\$ 12,171	18,726	24,812	11,771	
<i>Total salaries and benefits</i>		<u>262,818</u>	<u>265,923</u>	<u>218,001</u>	<u>265,924</u>	<u>270,806</u>	<u>404,936</u>	<u>261,461</u>	<u>346,614</u>	<u>362,412</u>	<u>-</u>
5020 Insurance - W.C		9,525	7,023	6,214	4,818	5,461	\$ 7,705	2,368	3,138	6,388	
5028 Engineering		(6,484)	-	-	760	-	\$ -	-	-	-	
5034 Insurance - Gen		10,998	11,488	11,214	10,735	8,844	\$ -	-	-	-	
5038 Mat.& Supp.		66,288	61,941	67,015	63,286	62,536	\$ 69,400	42,533	56,711	67,763	
5039 Materials - Oth		1,321	-	3,603	2,985	-	\$ 10,000	135	180	10,000	
5040 Office Supplies		163	927	1,276	183	-	\$ 1,800	-	-	300	
5041 Staff Develop		117	-	90	-	250	\$ 1,500	250	333	1,500	
5044 Utilities		155,739	137,956	133,006	149,812	160,724	\$ 164,829	125,960	167,946	179,464	
5046 Veh. Maint.		5,624	1,563	5,131	5,937	1,244	\$ 7,000	3,765	5,020	7,000	
5048 Vehicle - Oper		4,423	3,454	5,508	4,943	5,457	\$ 6,000	4,785	6,380	6,500	
5068 Retiree Bene		-	-	-	-	-	\$ -	-	-	-	
5076 Bldg. Maint. Water Treatmnt		-	-	-	-	-	\$ 2,000	-	-	2,000	
5080 Outside Serv		8,726	22,834	8,796	8,618	60,577	\$ -	-	-	8,300	
5084 Government Reg		17,852	27,765	39,834	58,677	27,547	\$ 35,000	22,495	29,994	39,300	
5089 Memberships Srce of Supply		-	-	-	-	310	\$ -	-	-	616	
5090 Other		-	9	107	81	-	\$ -	-	-	-	
<i>Total services and supplies</i>		<u>274,290</u>	<u>274,960</u>	<u>281,793</u>	<u>310,834</u>	<u>332,949</u>	<u>305,234</u>	<u>202,291</u>	<u>269,702</u>	<u>329,131</u>	<u>-</u>
<i>Total operating expenses</i>		<u>\$ 537,109</u>	<u>\$ 540,883</u>	<u>\$ 499,795</u>	<u>\$ 576,758</u>	<u>\$ 603,756</u>	<u>\$ 710,170</u>	<u>\$ 463,752</u>	<u>\$ 616,316</u>	<u>\$ 691,543</u>	<u>\$ -</u>

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Proposed Budget
 5300 - Water Treatment
 Fiscal Year 2019-2020

ACCOUNT	ACCOUNT DESC.	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19		FY 2019-20		
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	MARCH 2019 ACTUAL	PROJECTED ACTUAL	PROPOSED	ADOPTED
5094	Depreciation	189,041	180,010	-	161,504	-	\$ -	-	-	-	-
5095	CAPITAL ACQUISITION	-	-	-	-	-	\$ -	-	-	30,000	-
	<i>Total capital outlay</i>	189,041	180,010	-	161,504	-	-	-	-	30,000	-
7999	Transfers Out	-	-	-	-	-	-	-	-	-	-
	<i>Total Expenses</i>	\$ 726,149	\$ 720,893	\$ 499,795	\$ 738,262	\$ 603,756	\$ 710,170	\$ 463,752	\$ 616,316	\$ 721,543	\$ -

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GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Proposed Budget
5400 - Treated Water
Fiscal Year 2019-2020

ACCOUNT	ACCOUNT DESC.	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19		FY 2019-20		
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	MARCH 2019 ACTUAL	PROJECTED ACTUAL	PROPOSED	ADOPTED
<i>Expenses</i>											
5010 Super & Labor		217,807	220,185	285,950	332,093	\$ 306,325	\$ 375,487	\$ 214,464	\$ 284,164	\$ 308,133	
5012 Pension Expense		-	-	-	(106,242)	-	-	-	-	-	
5013 PERS UAL		-	-	-	33,803	102,677	168,773	126,547	168,729	35,827	
5014 P.E.R.S.		24,772	65,128	-	33,653	28,131	37,074	20,244	26,823	29,453	
5016 Payroll Taxes		18,600	18,436	24,008	29,873	29,946	37,549	18,868	25,000	30,813	
5017 Standby		15,415	15,790	-	15,760	16,230	15,710	12,100	16,033	-	
5018 Insurance - H&L		62,983	55,034	84,039	103,276	111,562	125,748	80,169	106,225	105,735	
5019 Overtime		17,548	14,018	-	25,483	30,565	20,107	19,681	26,077	19,126	
<i>Total salaries and benefi</i>		-	-	-	-	625,436	780,448	492,072	653,050	529,088	-
		357,125	388,591	393,998	467,699						
5020 Insurance - W.C		-	-	-	-	12,650	12,729	4,758	6,305	10,380	
5024 Dental & Opticl		-	-	-	-	-	-	-	-	-	
5028 Engineering		-	-	-	484	-	-	-	-	-	
5030 Equipment Maint		-	-	40	147	-	-	-	-	-	
5034 Insurance - Gen		11,032	11,541	13,359	16,737	16,496	-	-	-	-	
5038 Mat.& Supp.		42,337	12,518	79,441	68,034	96,488	99,200	35,480	47,306	90,736	
5039 Materials - Oth		5,036	22,285	33,838	20,909	932	-	-	-	-	
5040 Office Supplies		1,708	1,682	295	3,218	758	300	-	-	300	
5041 Staff Develop		60	-	270	3,034	348	2,000	125	167	2,000	
5044 Utilities		10,171	8,468	10,515	11,976	11,846	21,850	10,547	14,063	20,379	
5046 Veh. Maint.		12,454	9,911	8,392	12,723	9,538	10,000	6,425	8,567	10,000	
5048 Vehicle - Oper		12,163	11,721	10,272	17,324	21,860	19,000	15,030	20,040	22,000	
5068 Retiree Bene		-	-	-	-	-	-	-	-	-	
5080 Outside Serv		14,120	8,201	7,195	31,808	197	-	-	-	-	
5084 Government Reg		16,459	7,738	6,510	8,692	6,296	11,600	4,984	6,646	12,200	
5089 Memberships Srce of Supply		153	153	163	-	919	-	-	-	-	
5090 Other		-	3,700	113	242	-	-	-	-	-	
<i>Total services and supplies</i>		125,693	97,918	170,402	195,326	178,328	176,679	77,350	103,093	167,994	-
<i>Total operating expenses</i>		\$ 482,818	\$ 486,509	\$ 564,400	\$ 663,025	\$ 803,764	\$ 957,127	\$ 569,422	\$ 756,143	\$ 697,082	\$ -

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Proposed Budget
 5400 - Treated Water
 Fiscal Year 2019-2020

ACCOUNT	ACCOUNT DESC.	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19		FY 2019-20		
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	MARCH 2019 ACTUAL	PROJECTED ACTUAL	PROPOSED	ADOPTED
5094	Depreciation	231,815	245,312	-	249,111	-	\$ -	-	-	-	-
5095	CAPITAL ACQUISITION	-	-	-	-	-	\$ 38,833	3,961	38,833	5,500	-
	<i>Total capital outlay</i>	231,815	245,312	-	249,111	-	38,833	3,961	38,833	5,500	-
7999	Transfers Out	-	-	-	-	-	-	-	-	-	-
	<i>Total Expenses</i>	\$ 714,633	\$ 731,821	\$ 564,400	\$ 912,136	\$ 803,764	\$ 995,960	\$ 573,383	\$ 794,976	\$ 702,582	\$ -

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GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Proposed Budget
5500 - Customer Service
Fiscal Year 2019-2020

ACCOUNT	ACCOUNT DESC.	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19			FY 2019-20
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	MARCH 2019 ACTUAL	PROJECTED ACTUAL	PROPOSED
<i>Expenses</i>										
5010 Super & Labor		85,072	107,357	81,553	93,121	\$ 93,538	\$ 99,684	\$ 72,432	\$ 95,973	\$ 135,443
5011 Wages-Part time		44,494	59,130	-	28,713	29,511	-	26,773	26,773	-
5012 Pension Expense		-	-	-	(7,806)	-	-	-	-	-
5013 PERS UAL		-	-	-	49,828	7,587	12,819	9,633	12,843	9,998
5014 P.E.R.S.		9,676	25,600	27,246	8,744	8,044	9,842	6,647	8,807	12,946
5016 Payroll Taxes		6,237	7,391	-	7,864	7,498	9,968	5,934	7,862	13,544
5018 Insurance - H&L		28,436	23,917	19,774	35,123	32,725	33,384	22,548	29,876	46,477
5019 Overtime		255	1,662	-	138	1,627	5,338	242	242	8,407
<i>Total salaries and benefits</i>		<u>174,169</u>	<u>225,056</u>	<u>128,573</u>	<u>215,725</u>	<u>180,531</u>	<u>171,035</u>	<u>144,207</u>	<u>182,375</u>	<u>226,815</u>
5020 Insurance - W.C		7,972	7,823	8,364	6,072	1,350	3,379	680	901	4,562
5034 Insurance - Gen		-	3,629	286	492	5,708	-	-	-	-
5038 Mat.& Supp.		14,148	10,850	15,769	13,622	-	-	-	-	-
5040 Office Supplies		-	-	-	-	23,472	16,500	16,256	21,675	27,016
5041 Staff Develop		3,597	4,171	3,239	3,479	-	1,290	450	600	1,290
5044 Utilities		4,692	5,776	4,895	1,383	4,441	5,830	4,221	5,629	6,500
5046 Veh. Maint.		280	150	169	150	-	-	-	-	-
5060 Payroll Process		-	-	-	-	1,906	-	20	27	-
5068 Retiree Bene		-	-	-	3,369	-	-	-	-	-
5080 Outside Serv		548	763	215	161	465	48,000	1,002	1,336	20,000
5090 Other		15,987	16,827	18,039	17,038	10	-	-	-	-
<i>Total services and supplies</i>		<u>47,225</u>	<u>49,990</u>	<u>50,976</u>	<u>45,766</u>	<u>37,351</u>	<u>74,999</u>	<u>22,629</u>	<u>30,167</u>	<u>59,368</u>
<i>Total operating expenses</i>		<u>\$ 221,394</u>	<u>\$ 275,046</u>	<u>\$ 179,549</u>	<u>\$ 261,491</u>	<u>\$ 217,882</u>	<u>\$ 246,034</u>	<u>\$ 166,837</u>	<u>\$ 212,542</u>	<u>\$ 286,184</u>
5094 Depreciation		-	-	-	-	-	-	-	-	-
5095 CAPITAL ACQUISITION		-	-	-	-	-	30,000	-	30,000	60,000
<i>Total capital outlay</i>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>30,000</u>	<u>-</u>	<u>30,000</u>	<u>60,000</u>
7999 Transfers Out		-	-	-	-	-	-	-	-	-
<i>Total Expenses</i>		<u>\$ 221,394</u>	<u>\$ 275,046</u>	<u>\$ 179,549</u>	<u>\$ 261,491</u>	<u>\$ 217,882</u>	<u>\$ 276,034</u>	<u>\$ 166,837</u>	<u>\$ 242,542</u>	<u>\$ 346,184</u>

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Proposed Budget
5600 - Administration
Fiscal Year 2019-2020

ACCOUNT	ACCOUNT DESC.	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19			FY 2019-20	
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	MARCH 2019 ACTUAL	PROJECTED ACTUAL	PROPOSED	ADOPTED
<i>enses</i>											
5010 Super & Labor		204,870	183,360	240,401	243,246	286,259	\$ 294,584	\$ 277,046	\$ 367,086	\$ 395,891	
5011 Wages-Part time		-	2,833	17,732	27,126	25,872	\$ -	24,201	31,401	20,000	
5012 Pension Expense		-	-	-	(58,118)	-	\$ -	-	-		
5013 PERS UAL		-	-	-	118,842	55,851	\$ 94,873	71,168	94,298	187,810	
5014 P.E.R.S.		23,301	54,965	93,830	22,281	26,467	\$ 29,086	24,852	32,929	37,842	
5015 I.C.M.A.		-	-	-	2,385	7,750	\$ 7,790	5,664	7,750	7,750	
5016 Payroll Taxes		21,446	15,833	19,176	20,501	24,317	\$ 29,458	23,277	30,842	39,589	
5018 Insurance - H&L		8,976	17,501	26,581	25,765	51,650	\$ 98,654	59,807	79,245	135,849	
5019 Overtime		1,104	2,140	189	1,190	563	\$ 15,775	76	101	24,573	
<i>Total salaries and benefits</i>		<u>259,697</u>	<u>276,631</u>	<u>397,910</u>	<u>403,217</u>	<u>478,728</u>	<u>570,220</u>	<u>486,092</u>	<u>643,652</u>	<u>849,304</u>	<u>-</u>
5020 Insurance - W.C		1,935	1,944	5,470	1,235	1,261	\$ 9,986	529	700	13,336	
5027 Audit		8,949	13,800	13,800	16,640	16,773	\$ 21,945	18,560	21,945	21,945	
5034 Insurance - Gen		4,709	5,096	7,935	4,882	5,178	\$ 72,500	70,024	72,500	76,126	
5036 Legal		68,579	89,517	79,692	103,522	200,384	\$ 150,000	134,458	179,277	200,000	
5038 Mat. & Supp.		194	4,163	3,913	4,672	-	\$ -	-	-	5,568	
5039 Materials - Oth		2,281	2,453	2,264	2,549	2,437	\$ 2,400	1,780	2,373	2,520	
5040 Office Supplies		7,554	11,988	30,420	31,979	37,969	\$ 38,150	30,462	38,150	37,900	
5041 Staff Develop		1,369	1,076	12,842	1,989	5,726	\$ 5,000	3,279	4,372	6,200	
5042 Travel		703	1,808	4,740	6,154	3,715	\$ 9,140	1,485	9,140	12,220	
5044 Utilities		14,056	16,044	23,192	22,970	24,983	\$ 12,169	18,173	24,230	31,814	
5046 Veh. Maint.		10,551	10,897	9,009	2,235	103	\$ 1,000	132	176	-	
5048 Vehicle - Oper		5,499	2,805	530	125	50	\$ 1,000	733	977	-	
5060 Payroll Process		4,279	4,473	5,386	5,312	3,294	\$ 6,000	7,036	9,381	9,400	
5063 Bank Fees		-	-	-	-	-	\$ 1,000	193	257	6,000	
5068 Retiree Bene		-	-	-	135,779	76,048	\$ 90,000	76,344	101,792	102,000	
5070 Director Remun		22,181	23,600	23,200	-	24,031	\$ 24,000	17,600	24,000	24,000	
5076 Bldg. Maint. Water Treatmnt		5,692	4,440	6,281	6,618	4,599	\$ 5,000	6,742	7,000	5,000	
5080 Outside Serv		76,611	57,222	116,384	97,291	165,199	\$ 152,600	102,133	136,177	101,080	
5084 Government Reg		4,163	4,431	5,600	5,491	6,722	\$ 3,300	118	157	-	
5089 Memberships Srce of Supply		12,206	15,923	11,949	12,663	27,704	\$ 25,000	22,881	25,000	24,450	
5090 Other		26,845	28,332	39,470	60,167	2,427	\$ 18,000	2,309	3,078	3,000	
5091 Elections		-	6,466	-	6,816	-	\$ 10,000	6,782	9,043	-	
<i>Total services and supplies</i>		<u>278,357</u>	<u>306,478</u>	<u>402,074</u>	<u>529,091</u>	<u>608,602</u>	<u>658,190</u>	<u>521,751</u>	<u>669,727</u>	<u>682,559</u>	<u>-</u>
<i>Total operating expenses</i>		<u>\$ 538,055</u>	<u>\$ 583,109</u>	<u>\$ 799,984</u>	<u>\$ 932,308</u>	<u>\$ 1,087,330</u>	<u>\$ 1,228,410</u>	<u>\$ 1,007,843</u>	<u>\$ 1,313,379</u>	<u>\$ 1,531,863</u>	<u>\$ -</u>

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Proposed Budget
 5600 - Administration
 Fiscal Year 2019-2020

ACCOUNT	ACCOUNT DESC.	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19		FY 2019-20		
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	MARCH 2019 ACTUAL	PROJECTED ACTUAL	PROPOSED	ADOPTED
5094 Depreciation		15,987	13,466	18,040	17,038	-	\$ -	-	-		
7010 Interest		-	-	547	1,861	1,322	\$ -	570	570		
7011 PRINCIPLE EXP		-	-	-	-	-	\$ -	9,277	9,277		
5095 CAPITAL ACQUISITION		-	-	-	-	2,332	\$ 30,000	7,385	30,000	65,000	
<i>Total capital outlay</i>		<u>15,987</u>	<u>13,466</u>	<u>18,587</u>	<u>18,898</u>	<u>3,654</u>	<u>30,000</u>	<u>17,232</u>	<u>39,847</u>	<u>65,000</u>	<u>-</u>
7999 Transfers Out		-	-	-	-	-	\$ -	-	-		
<i>Total Expenses</i>		<u>\$ 554,042</u>	<u>\$ 596,574</u>	<u>\$ 818,571</u>	<u>\$ 951,206</u>	<u>\$ 1,090,984</u>	<u>\$ 1,258,410</u>	<u>\$ 1,025,075</u>	<u>\$ 1,353,226</u>	<u>\$ 1,596,863</u>	<u>\$ -</u>

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 MAY 14, 2019

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Proposed Budget
Fund 40 - ALT Wastewater Zone
 Fiscal Year 2019-2020

ACCOUNT	ACCOUNT DESC.	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19			FY 2019-20	
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	MARCH 2019 ACTUAL	PROJECTED ACTUAL	PROPOSED	ADOPTED
<i>Revenues</i>											
3192 Zone Charges		\$ 310,840	\$ 310,661	\$ 311,629	\$ 311,477	\$ 313,315	\$ 391,600	\$ 260,960	\$ 313,327	\$ 150,500	
3193 ZONE-ESCROW FEE		\$ 28,600	\$ 32,996	\$ 33,600	\$ 29,505	\$ 28,725	\$ 25,100	\$ 14,800	\$ 19,733	\$ 28,000	
3194 Septic Design		\$ 900	\$ 1,200	\$ 1,200	\$ 6,600	\$ 2,400	\$ 2,700	\$ 600	\$ 800	\$ 3,000	
4020 Interest		\$ 640	\$ 1,521	\$ 3,175	\$ 6,777	\$ 10,581	\$ 7,200	\$ 7,968	\$ 10,624	\$ 9,000	
4090 Other/lease		\$ 236	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Revenues		\$ 341,217	\$ 346,379	\$ 349,603	\$ 354,359	\$ 355,021	\$ 426,600	\$ 284,328	\$ 344,484	\$ 190,500	\$ -
<i>Expenses</i>											
5010 Super & Labor		59,282	40,176	51,187	73,776	\$ 91,197	\$ 130,159	\$ 63,245	\$ 83,800	\$ 105,023	
5011 Wages-Part time		-	-	-	1,824	-	-	-	-	-	
5012 Pension Expense		-	-	-	(31,427)	-	-	-	-	-	
5013 PERS UAL		-	-	-	83,222	14,007	\$ 23,917	17,943	23,924	12,786	
5014 P.E.R.S.		-	11,207	12,262	6,162	7,715	\$ 12,851	5,249	6,955	10,039	
5016 Payroll Taxes		-	3,274	-	5,822	6,951	\$ 13,016	5,031	6,667	10,502	
5017 Standby		-	-	-	303	-	-	-	-	-	
5018 Insurance - H&L		-	11,727	-	21,136	27,261	\$ 43,589	20,028	26,537	36,038	
5019 Overtime		-	-	-	14	757	\$ 6,970	36	48	6,519	
Total salaries and benefits		59,282	66,383	63,449	160,833	147,889	230,502	111,533	147,931	180,907	-
5020 Insurance - W.C		-	5,862	3,579	3,294	2,534	\$ 4,412	918	1,217	3,538	
5034 Insurance - Gen		-	5,281	3,542	2,456	3,633	\$ 5,000	4,829	5,000	5,250	
5036 Legal		-	-	9,768	13,125	-	\$ -	-	-	-	
5038 Mat. & Supp.		-	3,267	5,827	5,294	9,503	\$ 18,000	3,598	4,797	14,074	
5039 Materials - Oth		-	-	1,410	2,935	573	\$ 2,750	1,192	1,589	2,750	
5040 Office Supplies		204	2,186	2,059	2,113	1,772	\$ 2,750	1,331	1,775	2,000	
5041 Staff Develop		-	-	-	200	225	\$ 1,500	800	1,066	1,500	
5044 Utilities		-	10,389	10,236	12,186	11,495	\$ 12,169	10,873	14,497	18,300	
5046 Veh. Maint.		-	3,504	3,045	2,968	1,112	\$ 4,000	0	1	2,000	
5048 Vehicle - Oper		-	5,552	4,297	2,215	2,491	\$ 4,200	2,470	3,293	4,500	
5080 Outside Serv		-	26,097	18,298	25,863	93,345	\$ 57,720	25,790	34,387	15,720	
5084 Government Reg		-	32,633	34,574	33,393	32,359	\$ 34,050	33,775	45,033	43,350	
5089 Memberships Srce of Supply		-	18	215	116	-	\$ -	-	-	616	
Total services and supplies		204	94,790	96,850	106,158	159,042	146,551	85,577	112,656	113,598	-
Total operating expenses		\$ 59,486	\$ 161,173	\$ 160,299	\$ 266,990	\$ 306,931	\$ 377,053	\$ 197,110	\$ 260,587	\$ 294,505	\$ -

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Proposed Budget
Fund 40 - ALT Wastewater Zone
 Fiscal Year 2019-2020

ACCOUNT	ACCOUNT DESC.	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19		FY 2019-20		
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	MARCH 2019 ACTUAL	PROJECTED ACTUAL	PROPOSED	ADOPTED
5094	Depreciation	-	28,265.52	27,869.04	24,031.08	23,394	\$ -	-	-	-	-
7010	Interest	-	-	-	-	-	\$ -	-	-	-	-
7011	PRINCIPLE EXP	-	-	-	-	-	\$ -	-	-	-	-
7090	Other	-	-	-	-	-	\$ -	-	-	-	-
5095	CAPITAL ACQUISITION	-	-	-	-	-	\$ 25,000	23,826	23,826	-	-
	<i>Total capital outlay</i>	-	28,266	27,869	24,031	23,394	25,000	23,826	23,826	-	-
7999	Transfers Out	-	-	-	32,000.00	-	-	-	-	-	-
	<i>Total Expenses</i>	\$ 59,486	\$ 189,439	\$ 188,168	\$ 323,021	\$ 330,325	\$ 402,053	\$ 220,936	\$ 284,412	\$ 294,505	\$ -

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ATTACHMENT 2

Capital Expenditure Requests

**CAPITAL EXPENDITURE REQUEST
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
FISCAL YEAR 2019-2020**

Title:

Two Dodge Pickup Trucks

Department:

5200 – Raw Water

Description:

Will replace two older trucks. Unit 33 is a 2007 Chevy 2500 with 204,000 miles. Unit 33 has had numerous problems and had to be towed to a mechanic last year during an emergency call out. Unit 9 is a 2002 Ford F150 with 158,176 miles. Unit 9 experienced engine failure last year and has been parked.

Narrative Justification and Impact Statement:

- **Describe the way in which way this item contributes to the District.**

Water Reliability and/or Water Quality (District Mission)

Reliable response time to canal issues

Protect Community Resources, Public Health, Quality of Life (District Mission)

Will allow for safe and reliable transport to canals for daily and emergency work

Excellent and Responsive Customer Service (District Mission)

Will allow for safe and reliable transport for customer service

Fiscal Responsibility and/or Accountability (District Mission)

New trucks require less maintenance allowing more work time and less down time

Improve Transparency and Communications (Board Goal)

Address Immediate Infrastructure Needs and/or Long Term Planning (Board Goal)

Develop and Retain Employees

Plan for Changes in Staff and Board Composition

**CAPITAL EXPENDITURE REQUEST
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
FISCAL YEAR 2019-2020**

Review District Fees and Charges

Board Leadership

Measure Detail.

Reduced down time due to vehicle maintenance

- **Impact on Residents/Customers and Services.**

Improved reliability

- **Impact on Other District Programs.**

- **Relationship to Operating Budget**

In operating budget as a capital expenditure

- **Alternatives Explored.**

Do not purchase new trucks, lease trucks, purchase used trucks. Leasing trucks is not advised because leases increase the total cost paid for the vehicle, the District typically keeps its vehicles for more than 15 years, and the District vehicles are used for many miles and hours per year. Purchasing used vehicles is not advised for public agencies. Older vehicles require increased maintenance which increases operating costs and increases down time and have higher likelihood of costly failures. Additionally, the District is able to take advantage of fleet pricing obtained by the State of California.

- **Evaluation of One-Time and Ongoing Costs and Impacts to Future Budgets.**

One time capital expense of \$25,000 per truck to purchase, including licensing and sales tax. Annual operating expenses for vehicle maintenance and fuel estimated to be \$150.00 each for oil changes and \$3,900 each for fuel.

- **Consequences of Not Funding this Request.**

Less reliable customer service. Increased vehicle maintenance costs.

- **Revenue and Expenditure Calculations and Assumptions and Staffing (FTE) Assumptions.**

Budgeted cost is based on prices for recent purchases of similar vehicles.

DRAFT
Replacement Guidelines
Sedans and Light Trucks (1 Ton and Less)

Factor	Points	Description
Age	1	Each year of chronological age.
Miles/Hours	1	Each 10,000 miles of usage.
	1	Each 250 hours of usage.
Type of Service	1	Standard sedans and light pickups.
	2	Standard vehicles with occasional off-road usage.
	3	Any vehicle that pulls trailers, hauls heavy loads, and has continued off-road usage.
	4	Any vehicle involved in snow removal.
	5	Police, Fire, and Rescue service vehicles.
Reliability (PM work is not included)	1	In shop one time within three month time period, no major breakdowns or road calls.
	2	In shop one time within three month time period, 1 breakdown/road call within 3 month time period.
	3	In shop more than twice within one month time period, no major breakdowns or road calls.
	4	In shop more than once within one month time period, two or more breakdowns/road calls within same time period.
	5	In shop more than twice monthly, two or more breakdowns within one month time period.
M&R Costs (Accident repairs not included)	1	Maintenance costs are less than or equal to 20% of replacement cost.
	2	Maintenance costs are 21-40% of replacement cost.
	3	Maintenance costs are 41-60% of replacement cost.
	4	Maintenance costs are 61-80% of replacement cost.
	5	Maintenance costs are greater than or equal to 81% of replacement cost.
Condition	1	No visual damage or rust and a good drive train
	2	Minor imperfections in body and paint, interior fair (no rips, tears, burns), and a good drive train.
	3	Noticeable imperfections in body and paint surface, some minor rust, minor damage from add-on equipment, worn interior (one or more rips, tears, bums), and a weak or noisy drive train.
	4	Previous accident damage, poor paint and body condition, rust (holes), bad interior (tears, rips, cracked dash), major damage from on equipment, and one drive train component bad.
	5	Previous accident damage, poor paint, bad interior, drive train that is damaged or inoperative, and major damage from add-on equipment.

Point Ranges

0-17	Excellent	Do not replace.
18-22	Good	Re-evaluate for next year's budget.
23-27	Satisfactory	Qualifies for replacement this year if budget allows.
28+	Poor	Needs priority replacement.



JUNE 18-20 • DENVER CONVENTION CENTER • DENVER, COLORADO

City of Troy Fleet Division
 Vehicle/Equipment Replacement Scorecard

Vehicle # 9 Dept. Maint 5100

Year/Make/Model: 2002 F150

Age:
 In Service Date: 2002
 Total Time (months): 192
 Points: 16

Mileage:
 Mileage or hours: 158,176
 Points: 16

Type of Service:
 Description: ~~Light~~ Light duty
 Points: 1

Reliability:
 Avg. WO @ Month: ?
 Road calls: _____
 PMs: _____
 Points: 1

M&R Costs:
 Total Maintenance: See Records
 Replacement Cost: _____
 % of Repl. Cost: _____
 Points: 2

Condition:
 Accidents: Y N
 If yes, #: _____
 Paint/Body: /
 Interior: /
 Drive Train: _____
 Points: 1

Total Points: 37 *currently Broken*

23-27	Satisfactory	Do not Replace. Re-evaluate for next year's budget. Qualifies for replacement this year if budget allows. Needs priority replacement.
-------	---------------------	--

Prepared by: DAE Date: 4-17-18



JUNE 18-20 • DENVER CONVENTION CENTER • DENVER, COLORADO

**City of Troy Fleet Division
Vehicle/Equipment Replacement Scorecard**

Vehicle # 33 Dept. 520 maint

Year/Make/Model: 2007 Chevy 2500

Age:
In Service Date: 2007
Total Time (months): 132
Points: 11

Mileage:
Mileage or hours: 204,000
Points: 24

Type of Service:
Description: Heavy -
Points: 1

Reliability:
Avg. WO @ Month: ?
Road calls: _____
PMs: _____
Points: 1

M&R Costs:
Total Maintenance: see records
Replacement Cost: _____
% of Repl. Cost: _____
Points: 1

Condition:
Accidents: Y N
If yes, #: _____
Paint/Body: ✓
Interior: _____
Drive Train: _____
Points: 1

Total Points: 35

	Do not Replace. Re-evaluate for next year's budget. Qualifies for replacement this year if budget allows. Needs priority replacement.
--	--

Prepared by: [Signature] Date: 4-7-18



JUNE 18-20 • DENVER CONVENTION CENTER • DENVER, COLORADO

**CAPITAL EXPENDITURE REQUEST
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
FISCAL YEAR 2019-2020**

Title:
Forklift

Department:
5300 – Water Treatment

Description:

Forklift will be used at the New ALT Water Treatment Plant to move chemicals. Chemicals are currently moved by hand. The new secondary containment structures required by State law do not allow Staff to move the chemicals by hand any more.

Narrative Justification and Impact Statement:

- **Describe the way in which way this item contributes to the District.**

Water Reliability and/or Water Quality (District Mission)

Forklift is used to move Chemicals to make drinking water. Chemicals are stored on Secondary containment structures that will catch any possible spills.

Protect Community Resources, Public Health, Quality of Life (District Mission)

Secondary chemical containment protects against chemicals from reaching the environment and waterways.

Excellent and Responsive Customer Service (District Mission)

Fiscal Responsibility and/or Accountability (District Mission)

Improve Transparency and Communications (Board Goal)

Address Immediate Infrastructure Needs and/or Long Term Planning (Board Goal)

Develop and Retain Employees

Plan for Changes in Staff and Board Composition

**CAPITAL EXPENDITURE REQUEST
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
FISCAL YEAR 2019-2020**

Review District Fees and Charges

Board Leadership

- **Measure Detail.**

(Describe and quantify any changes to output, outcome or performance measures that would result from this request)

- **Impact on Residents/Customers and Services.**

Secondary chemical containment protects against chemicals from reaching the environment and waterways.

- **Impact on Other District Programs.**

- **Relationship to Capital Budget**

In operating budget as a capital expenditure

- **Alternatives Explored.**

Moving chemicals by hand is no longer feasible. Other alternatives include renting a forklift, purchasing used, or leasing. Leasing is not advised because leases increase the total cost paid for the equipment, the District typically keeps its equipment for more than 15 years. Renting is not feasible due to lack of equipment availability. Purchasing used equipment is not advised for public agencies. Older equipment requires increased maintenance which increases operating costs and increases down time and have higher likelihood of costly failures.

- **Evaluation of One-Time and Ongoing Costs and Impacts to Future Budgets.**

Purchase requires one time capital expenditure of \$30,000. Estimated fuel is \$200.00 per year and Maintenance is \$150.00 per year.

- **Consequences of Not Funding this Request.**

**CAPITAL EXPENDITURE REQUEST
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
FISCAL YEAR 2019-2020**

- **Revenue and Expenditure Calculations and Assumptions and Staffing (FTE) Assumptions.**
Budgeted cost is estimated based on readily available pricing information.

**CAPITAL EXPENDITURE REQUEST
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
FISCAL YEAR 2019-2020**

Title:

Polaris Ranger with Snow Tracks

Department:

5100 – Source of Supply

Description:

Our current snow cat is underpowered and breaks down often. We need to be safely get to the upper canal during the winter to remove trees and debris from the canal and make water adjustments. It will also be used to patrol the upper canal in the summer instead of using a truck.

Narrative Justification and Impact Statement:

- **Describe the way in which way this item contributes to the District.**

Water Reliability and/or Water Quality (District Mission)

Will give us a Safe way to view and maintain the upper canal in the winter with deep snow on the ground.

Protect Community Resources, Public Health, Quality of Life (District Mission)

The upper canal supplies drinking water to the Divide. It is susceptible to failure in the winter during ground saturating conditions. Trees also fall into the canal blocking the flow of water and need to be removed.

Excellent and Responsive Customer Service (District Mission)

Fiscal Responsibility and/or Accountability (District Mission)

Improve Transparency and Communications (Board Goal)

Address Immediate Infrastructure Needs and/or Long Term Planning (Board Goal)

Develop and Retain Employees

Plan for Changes in Staff and Board Composition

**CAPITAL EXPENDITURE REQUEST
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
FISCAL YEAR 2019-2020**

Review District Fees and Charges

Board Leadership

Measure Detail.

Improved maintenance and monitoring of Main Canal.

- **Impact on Residents/Customers and Services.**

- **Impact on Other District Programs.**

- **Relationship to Capital Budget**

In operating budget as a one time capital expense

- **Alternatives Explored.**

Do not purchase new snow equipment, lease snow equipment, or purchase used snow equipment. Leasing equipment is not advised because leases increase the total cost paid for the vehicle, the District typically keeps its equipment for more 15 years. Purchasing used equipment is not advised for public agencies. Older equipment requires increased maintenance which increases operating costs and increases down time and have higher likelihood of costly failures.

- **Evaluation of One-Time and Ongoing Costs and Impacts to Future Budgets.**

One time capital expense of \$35,000. Reduced annual maintenance cost estimated at \$1,000 between parts and labor. The District spent approximately \$6,000 this winter renting equipment to access the upper canal.

- **Consequences of Not Funding this Request.**

Not funding this request will result in continued high annual maintenance costs to keep snow equipment functioning and endangering staff in remote locations with faulty equipment. The District will continue to spend thousands renting large excavators and dozers to access upper canal during deep snow conditions.

**CAPITAL EXPENDITURE REQUEST
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
FISCAL YEAR 2019-2020**

- **Revenue and Expenditure Calculations and Assumptions and Staffing (FTE) Assumptions.**

Equipment was researched online. And maintenance costs were estimated from snow cat repairs.

DRAFT
**Replacement Guidelines
 Off-Road Equipment**

Factor	Points	Description
Age	1	Each year of chronological age.
Miles/Hours	1	Each 5,000 miles of usage.
	1	Each 250 hours of usage.
Type of Service	1	Standard duties as equipped.
	2	Standard duties when used with attachments (sickle bar, backhoes, rear bushhoqs).
	3	Multiple duties based on seasons (snow, mowing, leaf).
	4	Extreme duties in harmful atmosphere (dust, salt, water).
	5	Heavy construction work including snow removal.
Reliability (PM work is not included)	1	In shop one time within three month time period, no major breakdowns or road calls.
	2	In shop one time within three month time period, 1 breakdown/road call within 3 month time period.
	3	In shop more than once within three month time period, 1 breakdown/road call within 3 month time period.
	4	In shop more than twice within one month time period, 1 or more breakdowns/road calls within same time period.
	5	In shop more than twice monthly, two or more breakdowns within one month time period.
M&R Costs (Accident repairs not included)	1	Maintenance costs are less than or equal to 20% of replacement cost.
	2	Maintenance are 21-40% of replacement cost.
	3	Maintenance costs are 41-60% of replacement cost.
	4	Maintenance costs are 61-80% of replacement cost.
	5	Maintenance costs are greater than or equal to 81% of replacement cost.
Condition	1	Good condition, fully functional.
	2	Fair body, functional.
	3	Minor body damage, weak operating system.
	4	Severe damage, component not functional.
	5	Extreme damage, inoperable.

Point Ranges

0-17	Excellent	Do not replace.
18-22	Good	Re-evaluate for next year's budget.
23-27	Satisfactory	Qualifies for replacement this year if budget allows.
28+	Poor	Needs priority replacement.



JUNE 18-20 • DENVER CONVENTION CENTER • DENVER, COLORADO

**City of Troy Fleet Division
Vehicle\Equipment Replacement Scorecard**

Vehicle # 25 Dept. SICU

Year/Make/Model: Mid 90's Range Runner Snow cat

Age:
 In Service Date: 1995
 Total Time (months): 288
 Points: 24

Mileage:
 Mileage or hours: Estimated 500
 Points: 2

Type of Service:
 Description: Standard
 Points: 1

Reliability:
 Avg. WO @ Month: 3
 Road calls: 1
 PMs: 3
 Points: 3

M&R Costs:
 Total Maintenance: See Records
 Replacement Cost: _____
 % of Repl. Cost: _____
 Points: 2

Condition:
 Accidents: Y N
 If yes, #: _____
 Paint/Body: _____
 Interior: _____
 Drive Train: _____
 Points: 3

Total Points: 35

18-22	Good	Do not Replace.
23-27	Satisfactory	Re-evaluate for next year's budget.
		Qualifies for replacement this year if budget allows.
		Needs priority replacement.

Prepared by: _____ Date: _____



JUNE 18-20 • DENVER CONVENTION CENTER • DENVER, COLORADO

**CAPITAL EXPENDITURE REQUEST
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
FISCAL YEAR 2019-2020**

Title:

Two Tablets for Distribution

Department:

5400 – Treated Water Distribution

Description:

The Tablets would be used to view the Districts GIS program in the field. This would allow staff to locate valves and other infrastructure while in the field greatly reducing the time required to shut off the system during water break emergencies. They could also locate valves that have paved over by other agencies. Staff would use a Hot Spot from their District smart phones to access the GIS over the internet.

Narrative Justification and Impact Statement:

- **Describe the way in which way this item contributes to the District.**

Water Reliability and/or Water Quality (District Mission)

Field viewing of the GIS program would allow for locating valves and other District infrastructure much quicker.

Protect Community Resources, Public Health, Quality of Life (District Mission)

Excellent and Responsive Customer Service (District Mission)

Reduced response time by having more data regarding pipe location, size, and material on hand at all times.

Fiscal Responsibility and/or Accountability (District Mission)

Improve Transparency and Communications (Board Goal)

Address Immediate Infrastructure Needs and/or Long Term Planning (Board Goal)

Develop and Retain Employees

**CAPITAL EXPENDITURE REQUEST
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
FISCAL YEAR 2019-2020**

Plan for Changes in Staff and Board Composition

Review District Fees and Charges

Board Leadership

Measure Detail.

Improve employee efficiency by allowing research to be done in the field without returning to the office.

- **Impact on Residents/Customers and Services.**

Reduced response time by having more data regarding pipe location, size, and material on hand at all times.

- **Impact on Other District Programs.**

- **Relationship to Capital Budget**

In operating budget as a capital expenditure.

- **Alternatives Explored.**

Do not purchase.

- **Evaluation of One-Time and Ongoing Costs and Impacts to Future Budgets.**

One time capital expense of \$2,000. Requires internet access through cell phones hot spot, which is already available. No other annual cost is anticipated.

- **Consequences of Not Funding this Request.**

Staff will continue to rely on office staff, office computers, and paper field maps to establish pipe locations and materials.

- **Revenue and Expenditure Calculations and Assumptions and Staffing (FTE) Assumptions.**

Various items were researched online, including tablets, laptops and notebooks.

**CAPITAL EXPENDITURE REQUEST
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
FISCAL YEAR 2019-2020**

Title:

Winch and Bumper for Unit 2

Department:

5100 – Source of Supply

Description:

Unit 2 is used on the upper canal. The bumper would be used to mount the winch. The winch would be used to remove trees from the access roads and from the canal. The most important function of the winch is that it would be used as a recovery tool if the vehicle gets stuck in the mud or snow, allowing staff to safely continue their work. Unit 2 is a 2017 F150. The District had a jeep with a winch on it but sold it a few years ago. Currently, staff uses the excavator to remove large debris, or manually cuts the debris into sizes that can be removed by hand. The winch would significantly decrease the time needed the time it takes in removing debris by hand.

Narrative Justification and Impact Statement:

- **Describe the way in which way this item contributes to the District.**

Water Reliability and/or Water Quality (District Mission)

Keeping trees and debris out of the canal

Protect Community Resources, Public Health, Quality of Life (District Mission)

Keeping the canal free of debris protects the canal from failure.

Excellent and Responsive Customer Service (District Mission)

Fiscal Responsibility and/or Accountability (District Mission)

Using the right sized equipment for this work reduces operating costs for the excavator and improves efficiency of staff.

Improve Transparency and Communications (Board Goal)

Address Immediate Infrastructure Needs and/or Long Term Planning (Board Goal)

Develop and Retain Employees

**CAPITAL EXPENDITURE REQUEST
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
FISCAL YEAR 2019-2020**

Plan for Changes in Staff and Board Composition

Review District Fees and Charges

Board Leadership

Measure Detail.

- **Impact on Residents/Customers and Services.**

- **Impact on Other City Programs.**

- **Relationship to Capital Budget**

In operating budget as a capital expenditure

- **Alternatives Explored.**

Alternative is to continue as currently operating, using the excavator to clear the upper canal.

- **Evaluation of One-Time and Ongoing Costs and Impacts to Future Budgets.**

One time capital expense of \$3,500. Purchase anticipated to reduce operating expenses of excavator by \$1,000 and reduce man hours required to clear main canal. This will allow staff to clear more linear feet of canal each year and safely free vehicle from mud and snow.

- **Consequences of Not Funding this Request.**

Vehicle could get stuck in the mud or snow and we would have to send up heavy equipment to free it. District will continue to clear main canal by hand or with excavator.

- **Revenue and Expenditure Calculations and Assumptions and Staffing (FTE) Assumptions.**

Found Bumper and Winch online by reputable Dealers. Cost savings come from less time spent hauling the excavator and less fuel used by the excavator and the truck used to haul it.

**CAPITAL EXPENDITURE REQUEST
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
FISCAL YEAR 2019-2020**

Title:

Water Trailer

Department:

5100, 5200, 5400

Description:

This water trailer will help with dust abatement during road work projects. It can also be used as a water supply for the Vactor trailer and to wet the ground for soil compaction. Currently we have no dust control on job sites and have to drive the Vactor trailer to a fire hydrant to refill it. We currently have to rent or hire a water truck when we have a project requiring soil compaction. Having our own water supply will increase productivity.

Narrative Justification and Impact Statement:

- **Describe the way in which way this item contributes to the District.**

Water Reliability and/or Water Quality (District Mission)

Protect Community Resources, Public Health, Quality of Life (District Mission)

Improved dust abatement during excavating activities will provide improved air quality for employees and residents.

Excellent and Responsive Customer Service (District Mission)

This water trailer will allow for quicker time to make water line repairs due to increased volume of water available to the Vactor trailer.

Fiscal Responsibility and/or Accountability (District Mission)

Reduced time to repair water lines will reduce man hours spent per repair.

Improve Transparency and Communications (Board Goal)

Address Immediate Infrastructure Needs and/or Long Term Planning (Board Goal)

This purchase addresses immediate infrastructure needs by providing more efficient means to make repairs.

Develop and Retain Employees

**CAPITAL EXPENDITURE REQUEST
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
FISCAL YEAR 2019-2020**

Plan for Changes in Staff and Board Composition

Review District Fees and Charges

Board Leadership

Measure Detail.

This purchase will allow for reduced time to repair water line breaks due to reducing number of trips to get water for Vactor trailer.

- **Impact on Residents/Customers and Services.**

Improved dust abatement during excavation will improve air quality

- **Impact on Other District Programs.**

- **Relationship to Capital Budget**

Capital expense from operating budget.

- **Alternatives Explored.**

Alternatives include no change to current operations, purchase water trailer, purchase water truck, or rent equipment when needed. Renting is not feasible due to lack of equipment availability. Water trailer is less expensive than a water truck.

- **Evaluation of One-Time and Ongoing Costs and Impacts to Future Budgets.**

One time cost to purchase of approximately \$4,000. Increased operating costs for annual registration fees, trailer maintenance, and fuel costs to haul trailer. Operating costs estimated to be \$500 per year.

- **Consequences of Not Funding this Request.**

Staff will not be able to provide dust control at excavation sites, and will not be able to improve time required to make water line repairs.

- **Revenue and Expenditure Calculations and Assumptions and Staffing (FTE) Assumptions.**

Budgeted cost is based on readily available pricing information.



PRODUCTS

USED PRODUCTS

SERVICE

INFORMATION



Home » Multiquip WT5C Water Trailer 500 Gal TRLR70H QP2H

Multiquip WT5C Water Trailer 500 Gal TRL...



-4%

Brand: Views: 17277

Multiquip

Product Code: WT5C Water Trailer 500 Gal TRLR70H QP2H

Availability: In Stock

~~\$7,930.00~~

\$7,595.95

FINANCE AS LOW AS

\$209 / mo

CLICK TO APPLY

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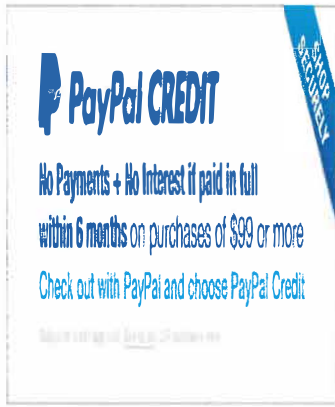
New Arrivals



Briggs and Stratton ... \$189.25



Bomag Rammer 057... \$53.98



DESCRIPTION SPECIFICATION REVIEWS (0)

Please note: This unit equipped with hydraulic brake system

Description (Price include shipping cost)

Shipping weight 1428 lbs.

Dimension: 12 feet long, 7 feet width and 7 feet height

- Store up to 500 gallons of water in a durable polypropylene water tank with integrated baffles to support water movement during transportation
- Dependable performance with Multiquip QP2H 2 inch centrifugal pump
- Components protected from damage by low profile manifold assembly
- Switch easily from suction to discharge mode by turning a single manifold lever
- Very flexible water manifold delivery system -to tackle job site challenges, the WT5C offers five outlets/inlets of varying diameters with the convenience of left/right water movement, one high pressure fill pipe, and rear spray bar operations.
- Rear spray bar operates under pressurized or gravity feed settings
- Quickly fill tank through 2" diameter steel pipe with QD coupler or vented 12" diameter fill port
- Rapid hose setup with standard Quick Disconnect (cam & groove) fittings - three 2" diameter and one 1.5" diameter for quick hose set-up and operation expedience.
- Transport hoses and accessories in convenient steel storage bin
- Safe towing and braking assured by a dual axle DOT approved trailer and rugged hydraulic brake system
- Convenient Hose Kit provided (Quick Coupler HSQ220 2" x 20' Suction & Quick Coupler HDQ50 2" x 50' Discharge)

Max pressure 50 psi

Unit Specifications

Water Tank	525 Gal. Polyethylene
Trailer	DOT certified, dual axle, 3500 LB.
Power Source	HONDA GX120 recoil start
Pump	Multiquip QP2H 2 in. Centrifugal
Flow / Head	158 GPM / 115 Ft.
Manifold	

**CAPITAL EXPENDITURE REQUEST
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
FISCAL YEAR 2019-2020**

Title:

Portable Flow Meter

Department:

5200 – RAW WATER

Description:

In general portable a flow meter will allow the District to verify flows throughout the conveyance system. More specifically, the recent CABY project requires performance reporting. The flow meter will allow the District to verify and report the reduction of water loss.

Narrative Justification and Impact Statement:

- **Describe the way in which way this item contributes to the District.**

Water Reliability and/or Water Quality (District Mission)

Verification of water delivery could lead to additional water reliability funding.

Protect Community Resources, Public Health, Quality of Life (District Mission)

Verification of water delivery could lead to additional water reliability funding.

Excellent and Responsive Customer Service (District Mission)

Verification of water delivery could lead to additional water reliability funding.

Fiscal Responsibility and/or Accountability (District Mission)

Verification of water delivery could lead to additional water reliability funding.

Improve Transparency and Communications (Board Goal)

Verification of water delivery could lead to additional water reliability funding.

Address Immediate Infrastructure Needs and/or Long-Term Planning (Board Goal)

N/A

Develop and Retain Employees

N/A

Plan for Changes in Staff and Board Composition

N/A

Review District Fees and Charges

N/A

**CAPITAL EXPENDITURE REQUEST
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
FISCAL YEAR 2019-2020**

Board Leadership

N/A

Measure Detail.

- **Impact on Residents/Customers and Services.**

Verification of water delivery could lead to additional water reliability funding.

- **Impact on Other District Programs.**

N/A

- **Relationship to Capital Budget**

\$1,400

- **Alternatives Explored.**

Multiple location throughout the conveyance system needs to be monitored. Permanent structures would not be a viable option.

- **Evaluation of One-Time and Ongoing Costs and Impacts to Future Budgets.**

Equipment is a one-time cost.

- **Consequences of Not Funding this Request.**

Not meet reporting requirements and potential to lose out on further funding.

- **Revenue and Expenditure Calculations and Assumptions and Staffing (FTE) Assumptions.**

Upfront equipment cost and labor cost associated with field work, collecting readings. Cost of equipment is estimated at \$1,400



USGS Type AA Current Meter Wading Rod Outfits

Price:
\$1,245.00

Item No.:
103-012

Weight:
15.00 LBS

Select Current Meter
and Counter:

AA Meter w/ 4ft Rod & Headphones ▼

Quantity:

1 ▼ [ADD TO CART](#)

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Click the button below to add the USGS Type AA Current Meter Wading Rod Outfits to your wish list.

[ADD TO WISH LIST](#)



[Pin it](#)

Product Overview

The Rod Outfit is for shallow streams, irrigation ditches, canals, water supply conduits, and sewers. This rod outfit can be used by wading, from a small boat or a low bridge. The Top Setting wading rod comes in English or Metric units and is included because of the ease and accuracy of setting the 0.2, 0.6 or 0.8 depth for flow measurement with the vernier scale on the handle of the rod. Also no exposed wires clip along the rod.

Outfit Includes:

- Type AA or Type AA Magnetic Head current meter with meter case, rating table, instrument oil, screwdriver, cleaning cloth
- Spare Parts: extra pivot with lock nut, hanger screw, tailpiece screw, insulation bushing
- Top Setting Wading Rod: 4 ft. or 1.2m with vernier handle and single plug connector.
- Headphones, AquaCalcPro Plus, AquaCalc 5000, or AquaCMD.

Options Include:

**CAPITAL EXPENDITURE REQUEST
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
FISCAL YEAR 2019-2020**

Title:

Parshall Flume

Department:

5200 – Raw Water

Description:

Flow monitoring flumes allow the District to accurately record raw water that is transferred through the conveyance system. Flumes will be installed at select locations along the main ditch and will be manually recorded during routine inspections. Recording of flow volumes will facilitate District compliance with SB 606 and AB1668.

Narrative Justification and Impact Statement:

- **Describe the way in which way this item contributes to the District.**

Water Reliability and/or Water Quality (District Mission)

Updated tracking will allow for more efficient and reliable water delivery.

Protect Community Resources, Public Health, Quality of Life (District Mission)

Updated tracking will allow for more efficient and reliable water delivery.

Excellent and Responsive Customer Service (District Mission)

Updated tracking will allow for more efficient and reliable water delivery.

Fiscal Responsibility and/or Accountability (District Mission)

Updated tracking will allow for more efficient and reliable water delivery.

Improve Transparency and Communications (Board Goal)

Updated tracking will allow for more efficient and reliable water delivery.

Address Immediate Infrastructure Needs and/or Long-Term Planning (Board Goal)

N/A

Develop and Retain Employees

N/A

Plan for Changes in Staff and Board Composition

N/A

Review District Fees and Charges

N/A

**CAPITAL EXPENDITURE REQUEST
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
FISCAL YEAR 2019-2020**

Board Leadership

N/A

Measure Detail.

- **Impact on Residents/Customers and Services.**

Updated tracking will allow for more efficient and reliable water delivery.

- **Impact on Other District Programs.**

N/A

- **Relationship to Capital Budget**

\$8,500

- **Alternatives Explored.**

Alternative is manual reading of flows. Manual reading of flows would be cost prohibitive.

- **Evaluation of One-Time and Ongoing Costs and Impacts to Future Budgets.**

Equipment is a one-time cost. Little maintenance is required and have long life expectancy.

- **Consequences of Not Funding this Request.**

An increase in labor hours for manual monitoring and unreliable method to track water delivery and losses.

- **Revenue and Expenditure Calculations and Assumptions and Staffing (FTE)
Assumptions.**

Upfront labor cost include purchase of equipment and District staff for installation. Very low long term maintenance cost. Anticipated material cost is approximately \$8,500 for a total of two flumes.



122 Ethan Allen Drive
 Dahlonega, GA 30533
 jwachter@openchannelflow.com
 O: 855.481.1118 | F: 855.331.6475

Quotation	
Page 1 of 1	
Date	Number
19/04/02	190402-CA00c25U01

Prepared For
Georgetown Divide Public Utility District

Destination

Attention	Reference	Terms	FOB / Shipping & Handling
Adam Brown E: abrown@gd-pud.org V: 530.333.4360	Project Name	1% 15 or Net 30	Factory, PP&A

Item	Quantity	Product Description	Price	Total
A	1	24-Inch Parshall Flume Fiberglass laminate construction Dual scale staff gauge in cm and 1/100-foot increments	4,490	
B	1	36-Inch Parshall Flume Fiberglass laminate construction Dual scale staff gauge in cm and 1/100-foot increments	5,050	
C	1	24-Inch Parshall Flume Galvanized steel construction Dual scale staff gauge in cm and 1/100-foot increments	3,660	
D	1	36-Inch Parshall Flume Galvanized steel construction Dual scale staff gauge in cm and 1/100-foot increments	4305	

Quotation based solely upon Section(s) XXXXX and Sheet(s) XXXXX.
Standard manufacturing lead-time: 7-9 weeks. Prices are valid for (60) days and only for the quantities quoted above.

Ships	palletted via OCF selected LTL carrier (commercial location - no notification). via OCF selected flatbed carrier (partial dedicated shipment). boxed via UPS Ground.
-------	--

In purchasing the above Products, you agree to accept and include, in their entirety and without exception or modification, Openchannelflow's Terms and Conditions and Warranty. Details of the Terms and Warranty can be found at www.openchannelflow.com.

**CAPITAL EXPENDITURE REQUEST
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
FISCAL YEAR 2019-2020**

Title:

Backflow Tracking Software

Department:

5400 – TREATED WATER DISTRIBUTION

Description:

The District has identified customers in the district that require a cross-connection device as required by the State of California. The list needs to be updated with new devices and each device is required to be tested annually. The current list is in excel format which does not provide the tracking option which is a very time consuming process. Software would automatically notify, track and issue letters so the District and customers are in compliance with State law in order to ensure high quality drinking water.

Narrative Justification and Impact Statement:

- **Describe the way in which way this item contributes to the District.**

Water Reliability and/or Water Quality (District Mission)

In the event of a backflow situation an annual test will ensure potential low-quality water does not enter the distribution system.

Protect Community Resources, Public Health, Quality of Life (District Mission)

In the event of a backflow situation an annual test will ensure potential low-quality water does not enter the distribution system.

Excellent and Responsive Customer Service (District Mission)

Software will provide prompt customer service by automatically providing notifications.

Fiscal Responsibility and/or Accountability (District Mission)

Software will save significant labor cost with the first year of implementation.

Improve Transparency and Communications (Board Goal)

Software would be fully searchable and to ensure compliance.

Address Immediate Infrastructure Needs and/or Long-Term Planning (Board Goal)

N/A

Develop and Retain Employees

N/A

Plan for Changes in Staff and Board Composition

N/A

**CAPITAL EXPENDITURE REQUEST
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
FISCAL YEAR 2019-2020**

Review District Fees and Charges

N/A

Board Leadership

N/A

• **Measure Detail.**

• **Impact on Residents/Customers and Services.**

Software would allow for streamline tracking of backflow prevention.

• **Impact on Other District Programs.**

Software has potential to integrate in Districts upgraded accounting software.

• **Relationship to Capital Budget**

\$5,000

• **Alternatives Explored.**

Alternative is manual tracking which is very labor intensive. Various tracking programs are available and will be evaluated at time of software acquisition.

• **Evaluation of One-Time and Ongoing Costs and Impacts to Future Budgets.**

Depending on software. Some are one-time cost and others have annual fees.

• **Consequences of Not Funding this Request.**

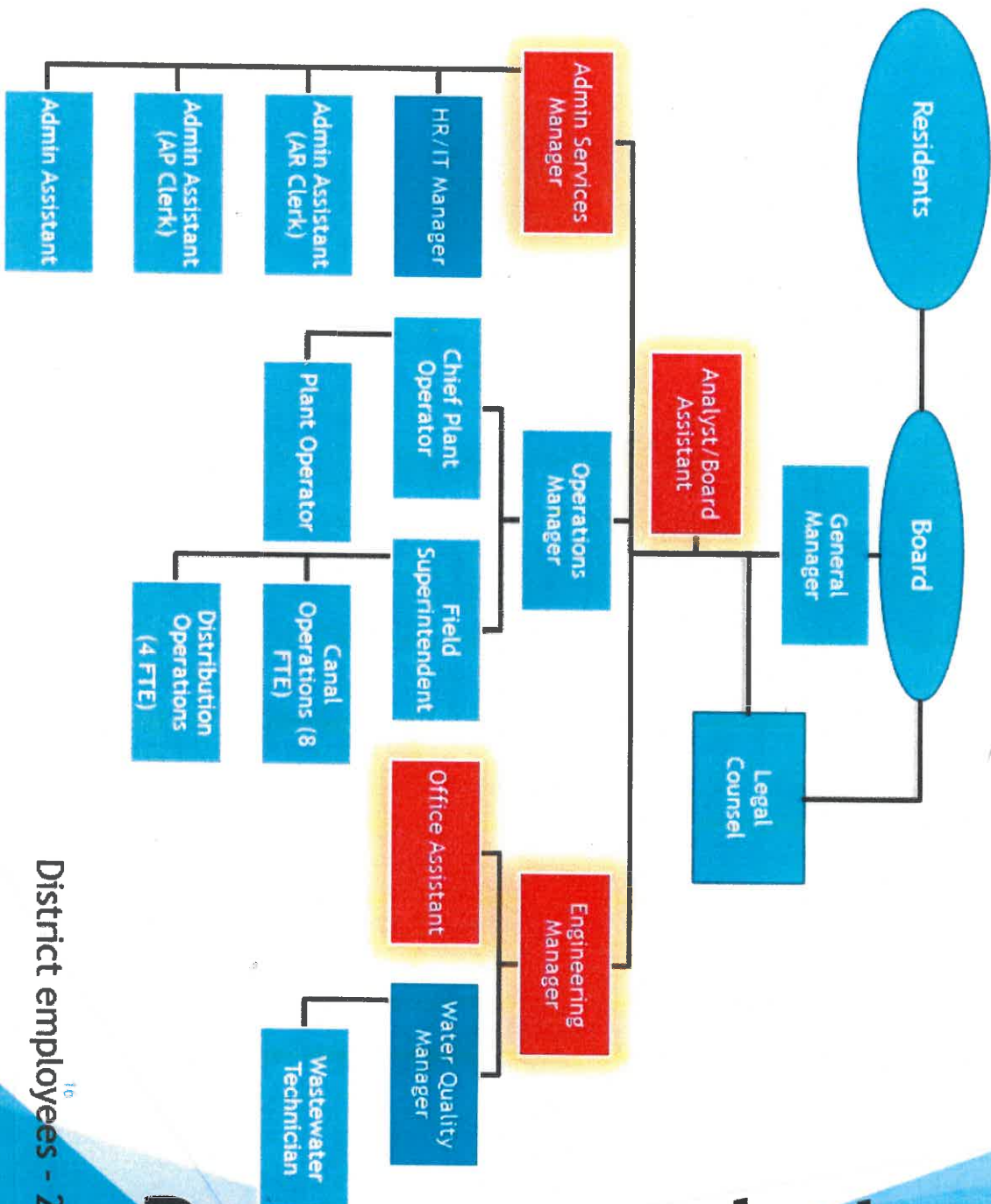
An increase in labor hours to track.

• **Revenue and Expenditure Calculations and Assumptions and Staffing (FTE) Assumptions.**

Upfront labor cost includes transferring backflow into software system. System would be self-sustainable with the exception of additions/deletion and customer support/questions. Cost was estimated from discussions with backflow software companies. Formal request for bid will be issued for software acquisition upon approval.

ATTACHMENT 3

Recommended Organizational Chart

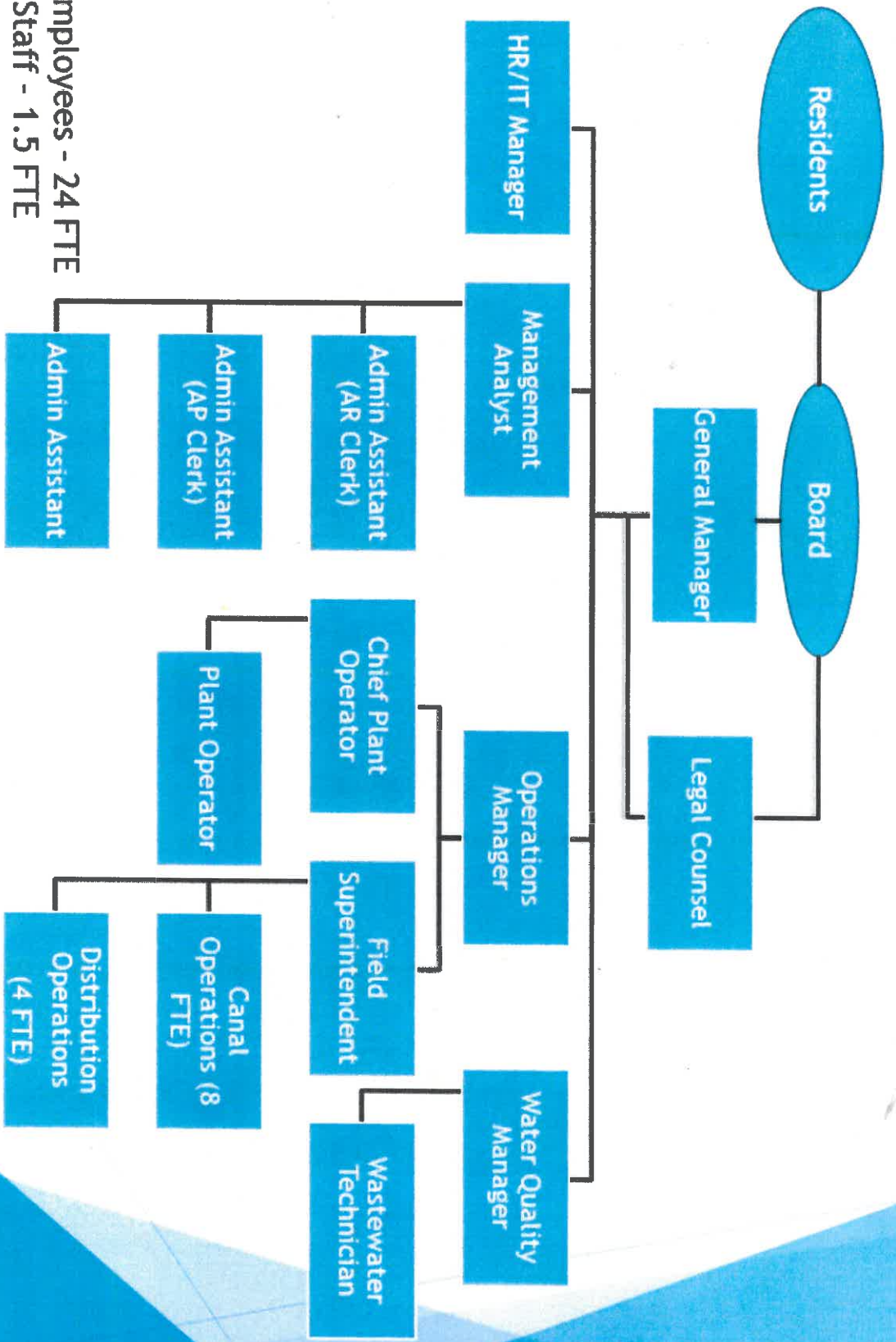


Recommended Organizational Chart

District employees - 27 FTE

ATTACHMENT 4

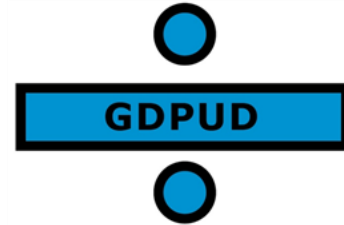
Existing Organizational Chart



District employees - 24 FTE
 Contract Staff - 1.5 FTE

FY 19/20 Organizational Chart

REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF MAY 14, 2019
Agenda Item No. 7.F.



AGENDA SECTION: NEW BUSINESS

SUBJECT: REVIEW FIVE-YEAR CAPITAL IMPROVEMENT PLAN

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

BACKGROUND

At the Finance Committee meeting on May 1, 2019, Staff presented a Draft Five-Year Capital Improvement Plan (CIP) for review and discussion by the District's Finance Committee for discussion and input.

The Finance Committee was recommended approval of the Draft CIP by the Board and had the following comments:

1. Add future parking lot maintenance costs to the capital improvement plan
2. Accelerate the meter replacement project by moving to Fiscal Year 2019/2020
3. Delay North Fork American River Pumping Station project evaluation by one year to Fiscal Year 2020/2021
4. Accelerate the Upcountry Ditch Rehabilitation Project forward one year to Fiscal Year 2019/2020.

DISCUSSION

The CIP is a five-year planning tool that identifies anticipated capital improvements and their funding sources from Fiscal Year 2019-2020 through 2023-2024 (Attachment 1). The CIP does not appropriate funds, but rather, it functions as a budgeting and planning tool which supports actual appropriations that are made through adoption of the budget. The revenues and expenditures included in the first fiscal year of this CIP are incorporated into the Fiscal Year 2019-2020 Budget. The subsequent four years are subject to change due to more detailed engineering analysis, Board direction of project priorities, updates to revenues, and changes in project costs. This is why the five-year CIP is updated annually. Table 1 summarizes the CIP projects and expenditures by fiscal year, and Table 2 summarizes the funding by fiscal year.

Table 1 – CIP Project List

Project	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	TOTAL 2019-2024
Upcountry Ditch Rehabilitation	--	\$ 138,000	\$ 526,500	\$526,500	--	\$ 1,191,000
Reservoir & Stream Gauging	\$ 208,460	--	--	--	--	\$ 208,460
Office and Corp Yard Building Roof Repairs	\$ 30,000	--	--	--	--	\$ 30,000
Annual Tank Recoating	\$ 230,000	\$ 261,050	\$ 266,800	\$ 272,550	\$ 278,300	\$ 1,308,700
Repair Safety Walkways	\$ 10,000	--	--	--	--	\$ 10,000
Treated Water Line Replacement	\$ 379,500	--	\$ 396,750	--	\$ 412,850	\$ 1,189,100
2018 Main Canal Reliability	\$ 345,000	--	--	--	--	\$ 345,000
North Fork American River Pumping Plant Evaluation	\$ 100,000	--	--	--	--	\$ 100,000
Meter Replacement	--	\$1,925,000	--	--	--	\$1,925,000
Annual Canal Lining	--	--	\$ 100,000	\$ 100,000	--	\$ 200,000
Old ALT WTP Demolition	\$ 75,000	--	--	--	--	\$ 75,000
Replace Pump Stations	\$ 123,400	--	\$ 128,385	--	\$ 133,572	\$ 385,357
Rehabilitate District Parking Lots	\$ 121,325	--	--	--	--	\$ 121,325
Install Backup Generator	\$ 22,000	--	--	--	--	\$ 22,000
Rebuild Filter at Walton Lake Treatment Plant	\$ 100,000	--	--	--	--	\$ 100,000
Engineering Evaluation of CDS Field	\$ 48,500	--	--	--	--	\$ 48,500
Manhole Sealing	\$ 10,000	--	--	--	--	\$ 10,000
Wastewater Lift Station Upgrade	--	\$ 120,000	--	--	--	\$ 120,000
Total	\$1,803,185	\$2,444,050	\$1,418,435	\$ 899,050	\$ 824,722	\$7,389,442

Table 2 – Funding Source

Fund	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	TOTAL 2019-2024
Capital Reserve	\$1,020,185	\$ 742,300	\$692,472	\$899,050	\$824,722	\$4,178,729
ALT Zone Fund	\$ 58,500	\$ 120,000	\$0	\$0	\$0	\$ 178,500
Capital Facility Charge	\$ 724,500	\$ 138,000	\$725,963	\$0	\$0	\$1,588,463
Loan (TBD/SRF)	--	\$1,443,750	--	--	--	\$1,443,750
Total	\$1,803,185	\$2,444,050	\$1,418,435	\$899,050	\$824,722	\$7,389,442

FISCAL IMPACT

The CIP consists of 14 projects, totaling approximately \$7.4 million and constrained against \$5.9 million of available funding over the next five years. CIP costs for fiscal year 2019/2020 are included in the Fiscal Year 2019/2020 Budget. All expenditures and revenues identified beyond Fiscal Year 2019/2020 have no direct fiscal impact at this time because the CIP is not a financial commitment by the Board, but rather a planning and forecasting tool.

CEQA ASSESSMENT

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

RECOMMENDED ACTION

Staff recommends the Board of Directors review and provide direction on the Draft CIP for Fiscal Year 2019-2020 to 2023-2024.

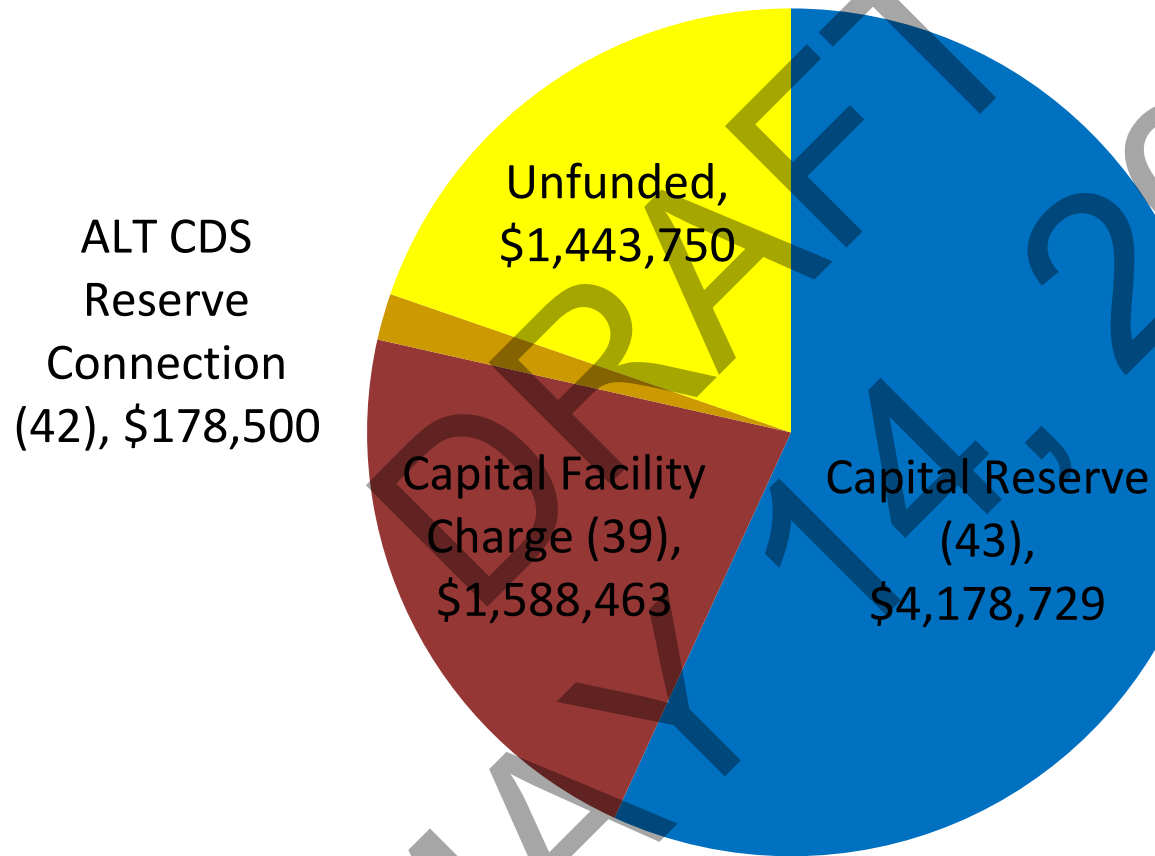
ATTACHMENTS

1. Draft Five-Year Capital Improvement Plan

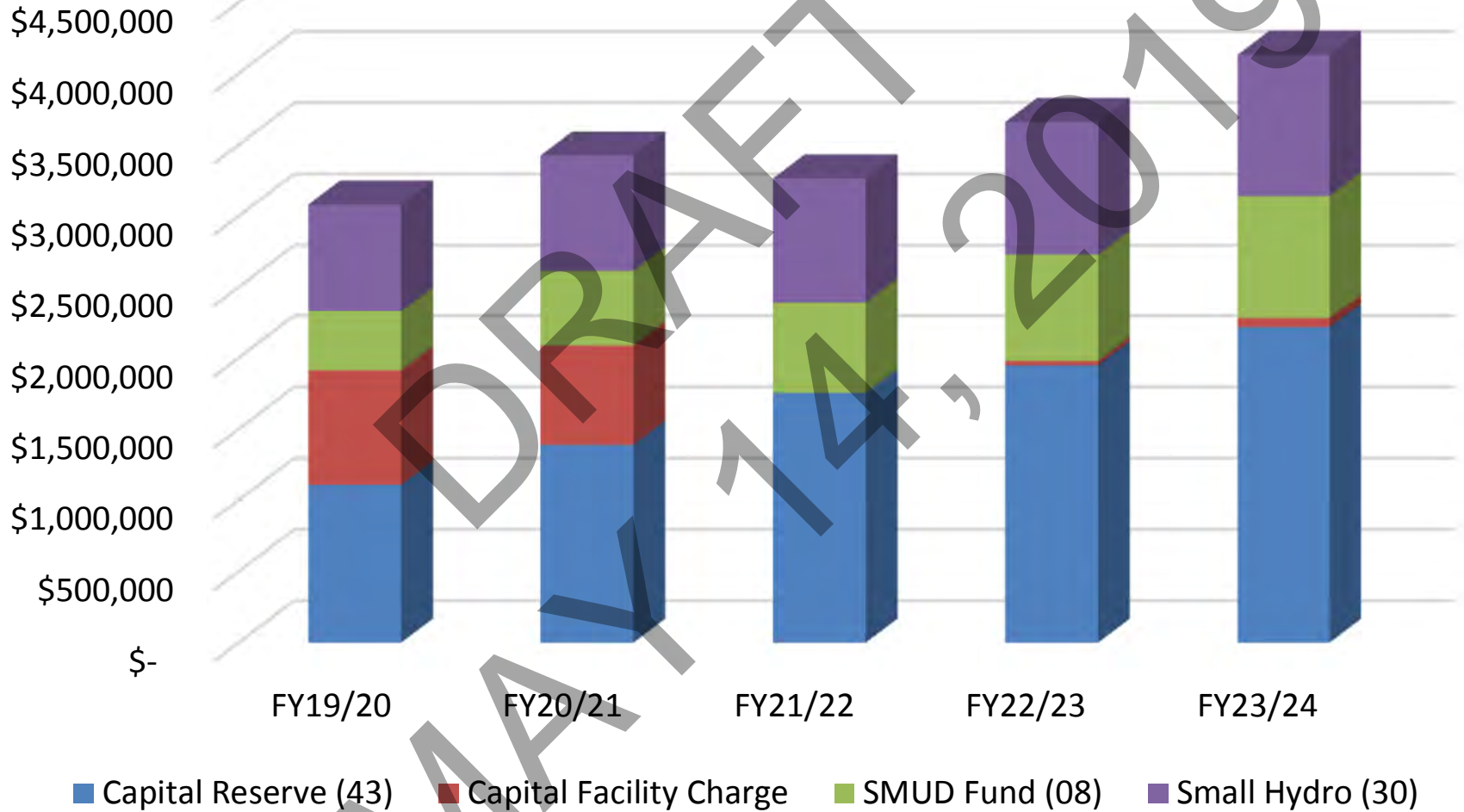
ATTACHMENT 1

Draft 5-Year CIP

Funding Source



Capital Reserve Balance



Funding Source	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Total	%
Capital Reserve (43)	\$1,020,185	\$742,300	\$692,472	\$899,050	\$824,722	\$4,163,729	57%
Capital Facility Charge (39)	\$724,500	\$138,000	\$725,963	\$0	\$0	\$1,588,463	21%
ALT CDS Reserve Connection (42)	\$58,500	\$120,000	\$0	\$0	\$0	\$130,000	2%
Unfunded	\$0	\$1,443,750	\$0	\$0	\$0	\$1,443,750	20%
<i>Total</i>	<i>\$1,803,185</i>	<i>\$2,444,050</i>	<i>\$1,418,435</i>	<i>\$899,050</i>	<i>\$824,722</i>	<i>\$7,389,442</i>	<i>100%</i>

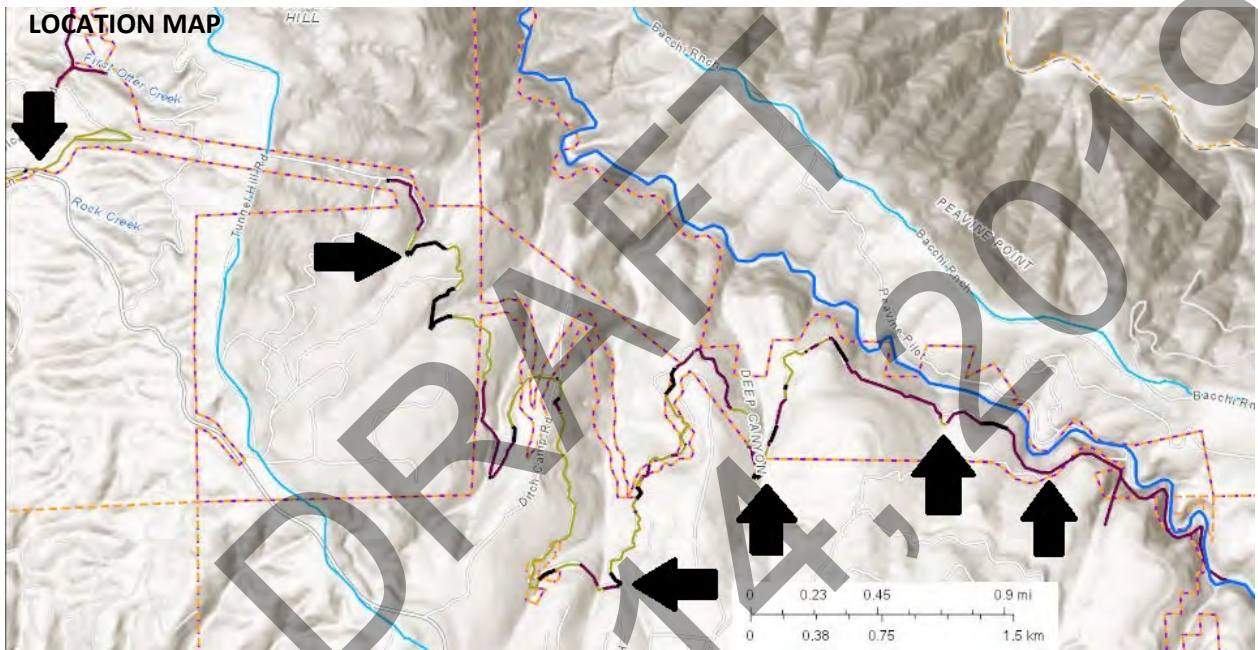
DRAFT
MAY 14, 2019

PROJECT NAME: Reservoir and Stream Gauging

PROJECT NUMBER: 911

PROJECT DESCRIPTION:

This Project will install necessary gages located at direct diversions to comply with Senate Bill 88. The bill requires all water rights holders to measure and report use of diversions. This Project includes contracting development of engineering plans and construction.



PHOTOS

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

Sources	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)	26,500	208,460						234,960
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)								0
ALT WTP Capital Reserve (24)								0
ALT Zone Fund (40)								0
ALT Tank Replacement Loans & Repair (41)								0
ALT CDS Reserve Connection (42)								0
Grants (EPA)								0
SRF Loan								0
General Fund (10)								0
Other (EDCWA Cost Share)								0
Unfunded								0
Total	26,500	208,460	0	0	0	0	0	234,960

Project Cost Estimate:

Elements	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
Preliminary Engineering (7020)	8,100	8,000						16,100
Environmental (7021)		41,650						41,650
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)	2,400	33,060						35,460
Construction Contract (7023)	16,000	125,750						141,750
Other CIP Costs (7025)								0
Other - TBD								0
Total	26,500	208,460	0	0	0	0	0	234,960

DRAFT
 MAY 14, 2019

PROJECT NAME: Annual Tank Recoating

PROJECT NUMBER: 914

PROJECT DESCRIPTION:

This Project will recoat the interior and exterior of one of ten treated water storage tanks. For Fiscal Year 2019/2020, the District plans on recoating the Spanish Dry Diggins Tank. This is an important maintenance technique to prolong the life of a critical piece of District infrastructure

LOCATION MAP



PHOTOS



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

Sources	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)		230,000	261,050	266,800	272,550	278,300		1,308,700
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)								0
ALT WTP Capital Reserve (24)								0
ALT Zone Fund (40)								0
ALT Tank Replacement Loans & Repair (41)								0
ALT CDS Reserve Connection (42)								0
Grants (EPA)								0
SRF Loan								0
General Fund (10)								0
Other								0
Unfunded								0
Total	0	230,000	261,050	266,800	272,550	278,300	0	1,308,700

Project Cost Estimate:

Elements	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
Preliminary Engineering (7020)		0	0	0	0	0		0
Environmental (7021)								0
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)		30,000	30,000	31,000	32,000	33,000		156,000
Construction Contract (7023)		170,000	197,000	201,000	205,000	209,000		982,000
Other CIP Costs (7025)		30,000	34,050	34,800	35,550	36,300		170,700
Other - TBD								0
Total	0	230,000	261,050	266,800	272,550	278,300	0	1,308,700

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 MAY 14, 2019

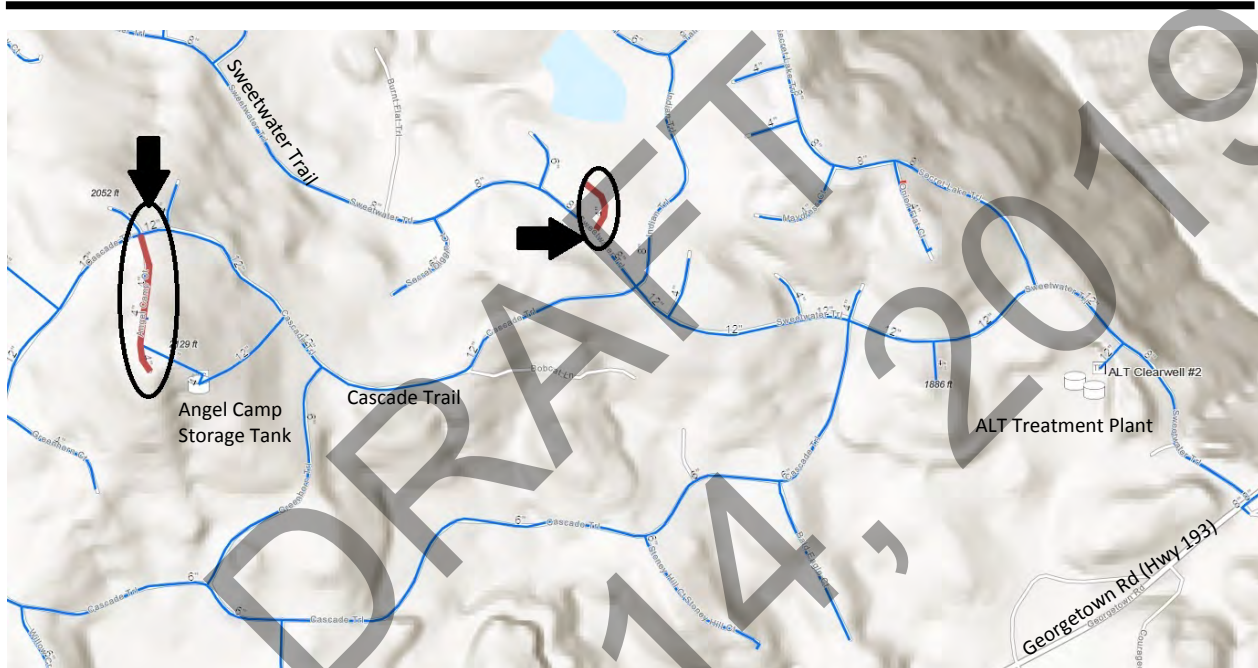
PROJECT NAME: 2018 Treated Water Line Replacement/Rehab

PROJECT NUMBER: 922

PROJECT DESCRIPTION:

This Project will replace and rehabilitate treated water lines in Kit Fox Court and Angel Camp Court (approximately 1,350 linear feet). These water lines have experienced a higher than expected rate of breakage. Staff has also determined that much of these water lines materials and bedding do not meet current engineering and construction standards.

LOCATION MAP



PHOTOS



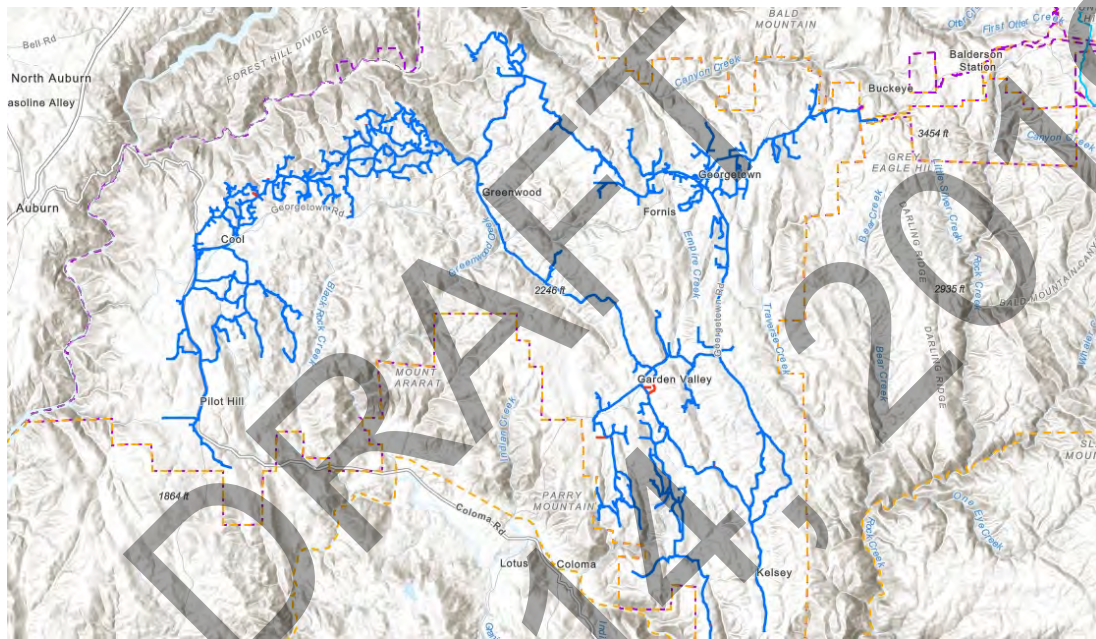
PROJECT NAME: Annual Treated Water Line Replacement/Rehab

PROJECT NUMBER: TBD

PROJECT DESCRIPTION:

This Project will annually replace or rehabilitate treated water lines. Water line selection will be based on recent failure rate, criticality of facility, pipe material, pipe age, and available funding. No water lines are planned for Fiscal Year 2019/2020.

LOCATION MAP



PHOTOS

Project Name: 2018 Treated Water Line Replacement/Rehab
Project Number: 922
Project Description: Prioritized replacement or rehabilitation of treated water lines
Funding Sources:

Sources	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)						412,850		412,850
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)		379,500		396,750				776,250
ALT WTP Capital Reserve (24)								0
ALT Zone Fund (40)								0
ALT Tank Replacement Loans & Repair (41)								0
ALT CDS Reserve Connection (42)								0
Grants (EPA)								0
SRF Loan								0
General Fund (10)								0
Other (EDCWA Cost Share)								0
Unfunded								0
Total	0	379,500	0	396,750	0	412,850	0	1,189,100

Project Cost Estimate:

Elements	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
Preliminary Engineering (7020)		60,000		63,000		65,000		188,000
Environmental (7021)								0
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)		30,000		32,000		34,000		96,000
Construction Contract (7023)		240,000		250,000		260,000		750,000
Other CIP Costs (7025)		49,500		51,750		53,850		155,100
Other - TBD								0
Total	0	379,500	0	396,750	0	412,850	0	1,189,100

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 MAY 14, 2019

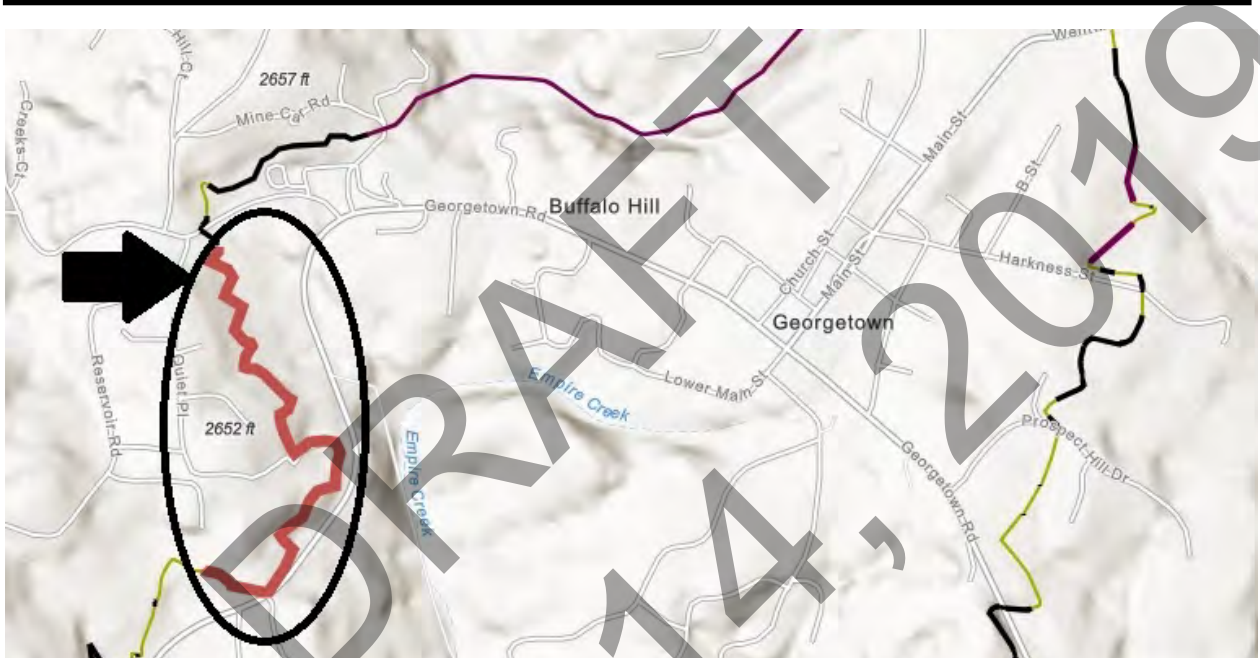
PROJECT NAME: 2018 Main Canal Reliability

PROJECT NUMBER: 924

PROJECT DESCRIPTION:

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

LOCATION MAP



PHOTOS



Project Name: 2018 Main Canal Reliability
Project Number: 924
Project Description: Prioritized repair and lining of Main Canal
Funding Sources:

Sources	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)								0
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)		345,000						345,000
ALT WTP Capital Reserve (24)								0
ALT Zone Fund (40)								0
ALT Tank Replacement Loans & Repair (41)								0
ALT CDS Reserve Connection (42)								0
Grants (EPA)								0
SRF Loan								0
General Fund (10)								0
Other (EDCWA Cost Share)		0						0
Unfunded								0
Total	0	345,000	0	0	0	0	0	345,000

Project Cost Estimate:

Elements	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
Preliminary Engineering (7020)		54,000						54,000
Environmental (7021)								0
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)		30,000						30,000
Construction Contract (7023)		216,000						216,000
Other CIP Costs (7025)		45,000						45,000
Other - TBD								0
Total	0	345,000	0	0	0	0	0	345,000

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 MAY 14, 2019

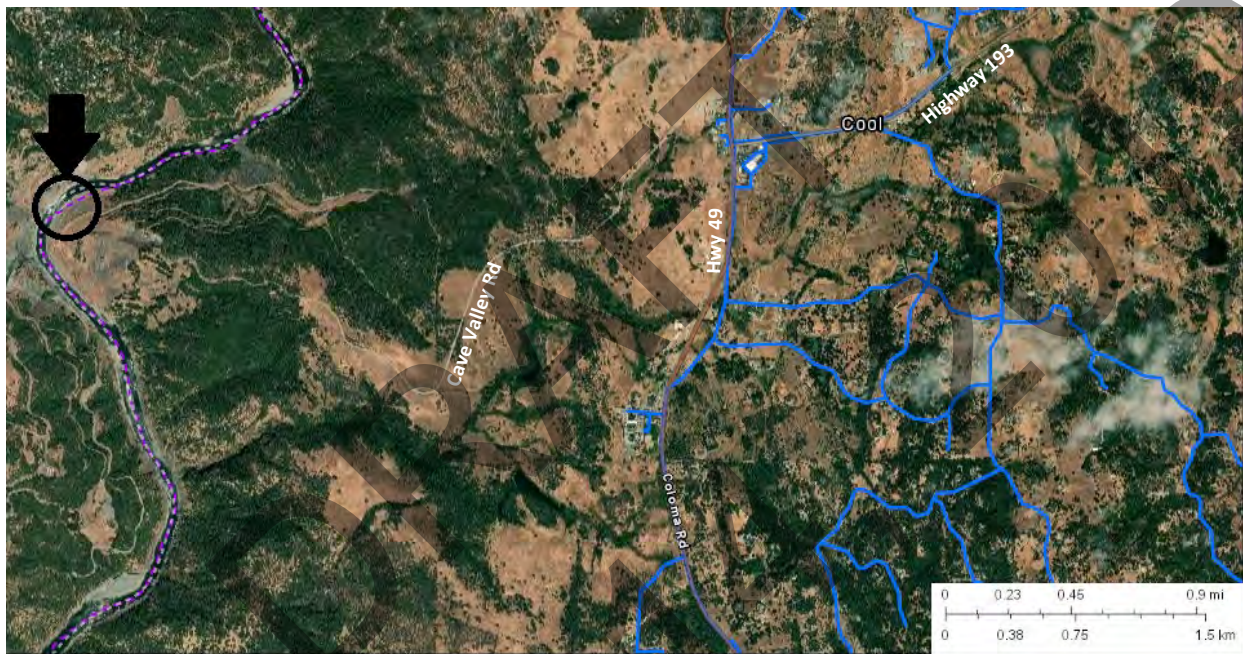
PROJECT NAME: North Fork American River Pumping Plant

PROJECT NUMBER: TBD

PROJECT DESCRIPTION:

This Project would provide the District an alternative source of water in the case of drought or failure of the raw water conveyance from Stumpy Meadows Reservoir. The Project would provide the ability to draw water from the American River. This option was reviewed in the 2009 Options to Increase Water Supply study by California Water Consulting. The first phase of this Project includes a water rights analysis, conceptual engineering design, and evaluation of capital and operating costs.

LOCATION MAP



PHOTOS

MAY

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

Sources	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)		100,000						100,000
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)								0
ALT WTP Capital Reserve (24)								0
ALT Zone Fund (40)								0
ALT Tank Replacement Loans & Repair (41)								0
ALT CDS Reserve Connection (42)								0
Grants (EPA)								0
SRF Loan								0
General Fund (10)								0
Other (EDCWA Cost Share)								0
Unfunded							28,500,000	28,500,000
Total	0	100,000	0	0	0	0	28,500,000	28,600,000

Project Cost Estimate:

Elements	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
Preliminary Engineering (7020)		100,000					1,900,000	2,000,000
Environmental (7021)							1,000,000	1,000,000
Land/ROW Acquisition (7022)							5,000,000	5,000,000
Construction Engineering (7024)							1,500,000	1,500,000
Construction Contract (7023)							19,100,000	19,100,000
Other CIP Costs (7025)								0
Other - TBD								0
Total	0	100,000	0	0	0	0	28,500,000	28,600,000

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 MAY 14, 2019

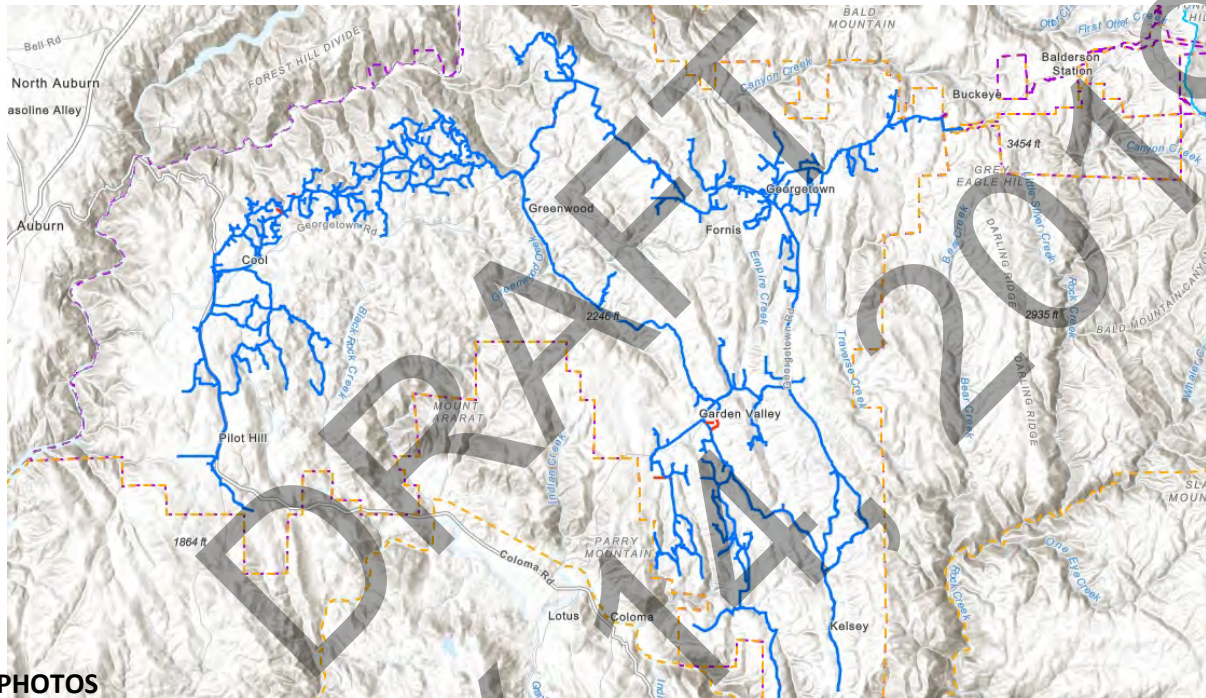
PROJECT NAME: Automated Meter Reading and Meter Replacement

PROJECT NUMBER: TBD

PROJECT DESCRIPTION:

This Project will replace all meters and upgrade the District to an automated meter reading system. District currently reads meters manually with pen and paper, which takes a large amount of staff time and is susceptible to weather and human error. A 2014 Meter Accuracy and Related Water Loss Study reported that the majority of the residential meters were over 26 years old, reading with 92% accuracy, and losing 0.25% accuracy per year. New meters read at 98.5% or better.

LOCATION MAP



PHOTOS

Project Name: Automated Meter Reading and Meter Replacement Project

Project Number:

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

Funding Sources:

Sources	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)			481,250					481,250
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)								0
ALT WTP Capital Reserve (24)								0
ALT Zone Fund (40)								0
ALT Tank Replacement Loans & Repair (41)								0
ALT CDS Reserve Connection (42)								0
Grants (EPA)								0
SRF Loan								0
General Fund (10)								0
Other								0
Unfunded			1,443,750					1,443,750
Total	0	0	1,925,000	0	0	0	0	1,925,000

Project Cost Estimate:

Elements	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
Preliminary Engineering (7020)								0
Environmental (7021)								0
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)			150,000					150,000
Construction Contract (7023)			1,614,000					1,614,000
Other CIP Costs (7025)			161,000					161,000
Other - TBD								0
Total	0	0	1,925,000	0	0	0	0	1,925,000

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MAY 14, 2019

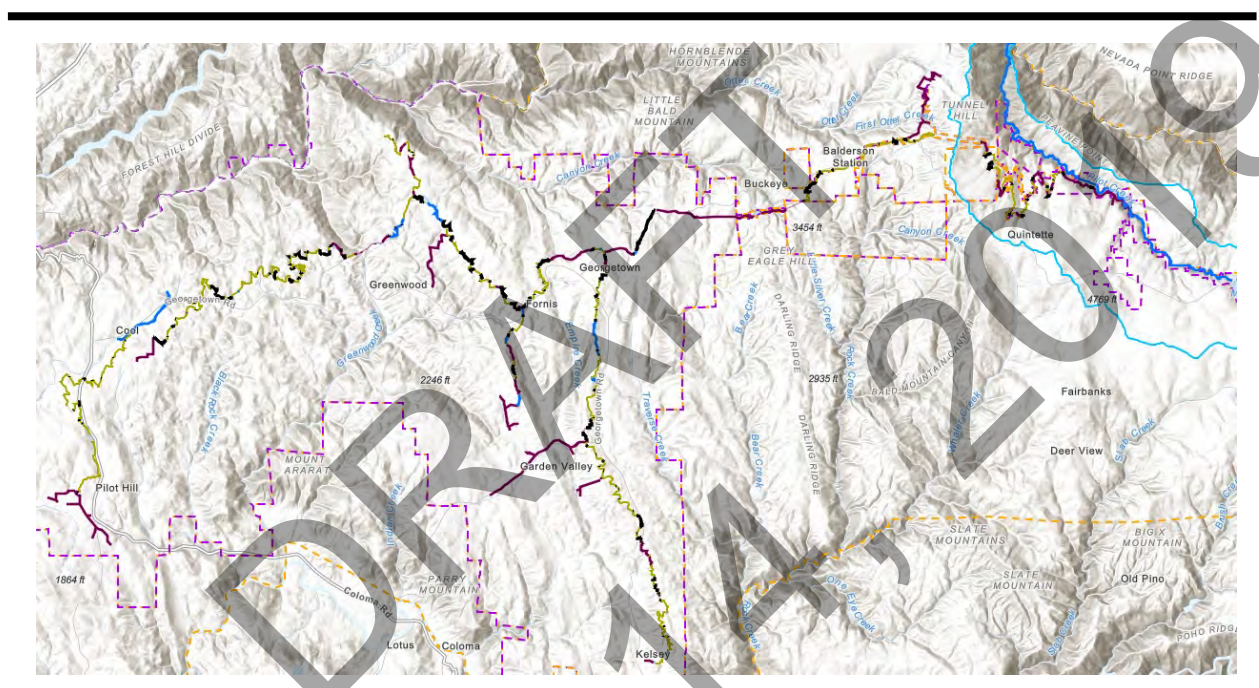
PROJECT NAME: Annual Canal Lining

PROJECT NUMBER: TBD

PROJECT DESCRIPTION:

This Project will line repair and line short segments of canals and ditches as funds are available. No work is planned for Fiscal Year 2019/2020.

LOCATION MAP



PHOTOS

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

Sources	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)				100,000	100,000			200,000
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)	40,000							40,000
ALT WTP Capital Reserve (24)								0
ALT Zone Fund (40)								0
ALT Tank Replacement Loans & Repair (41)								0
ALT CDS Reserve Connection (42)								0
Grants (EPA)								0
SRF Loan								0
General Fund (10)								0
Other (EDCWA Cost Share)		0						0
Unfunded								0
Total	40,000	0	0	100,000	100,000	0	0	240,000

Project Cost Estimate:

Elements	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
Preliminary Engineering (7020)								0
Environmental (7021)								0
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)								0
Construction Contract (7023)	40,000			100,000	100,000			240,000
Other CIP Costs (7025)								0
Other - TBD								0
Total	40,000	0	0	100,000	100,000	0	0	240,000

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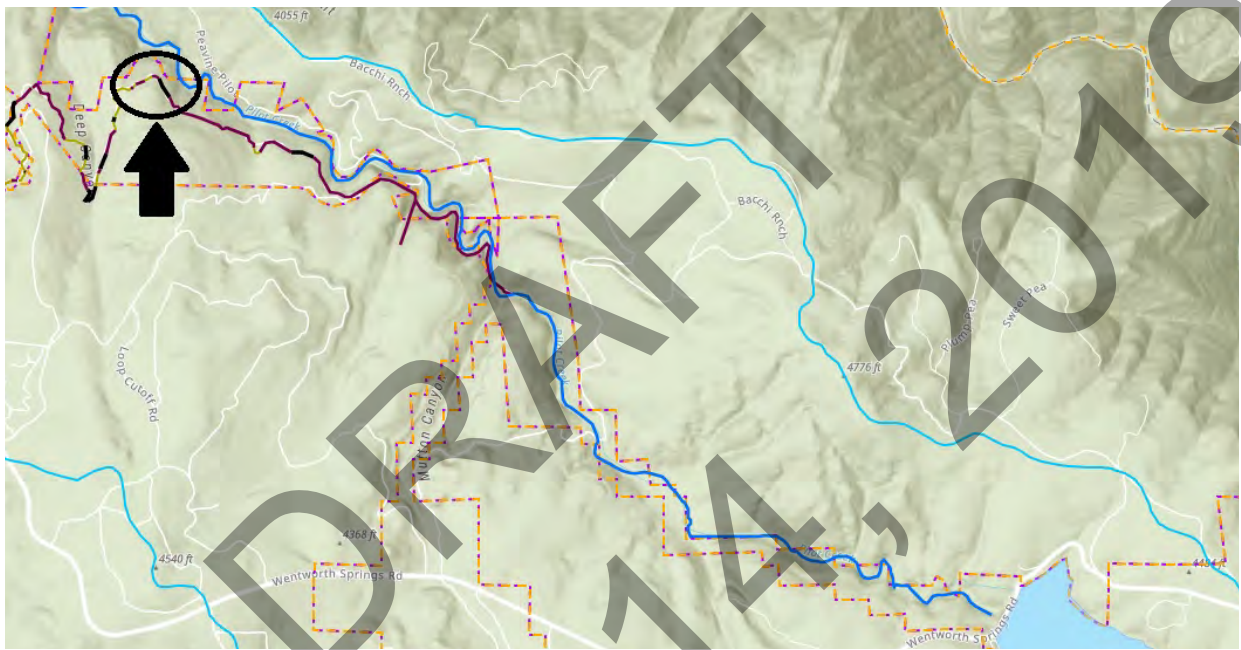
PROJECT NAME: Upcountry Ditch Reliability Improvement

PROJECT NUMBER: TBD

PROJECT DESCRIPTION:

This Project will improve a section of the Main Ditch identified as a priority segment in the 2002 Water System Reliability Study by KASL Engineering Consultants. This is a segment of the only conveyance facility that delivers raw water from Stumpy Meadows Reservoir to both water treatment plants and irrigation water customers. It is an earthen canal that is prone to slope failures and leakage. Anticipated improvement is to stabilize the adjacent slope and replace 250 feet of earthen canal with a pipe.

LOCATION MAP



PHOTOS

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

Sources	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)				197,287	526,500			723,787
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)			138,000	329,213				467,213
ALT WTP Capital Reserve (24)								0
ALT Zone Fund (40)								0
ALT Tank Replacement Loans & Repair (41)								0
ALT CDS Reserve Connection (42)								0
Grants (EPA)								0
SRF Loan								0
General Fund (10)								0
Other (EDCWA Cost Share)		0						0
Unfunded								0
Total	0	0	138,000	526,500	526,500	0	0	1,191,000

Project Cost Estimate:

Elements	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
Preliminary Engineering (7020)			95,000					95,000
Environmental (7021)			43,000					43,000
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)				25,000	25,000			50,000
Construction Contract (7023)				476,500	476,500			953,000
Other CIP Costs (7025)				25,000	25,000			50,000
Other - TBD								0
Total	0	0	138,000	526,500	526,500	0	0	1,191,000

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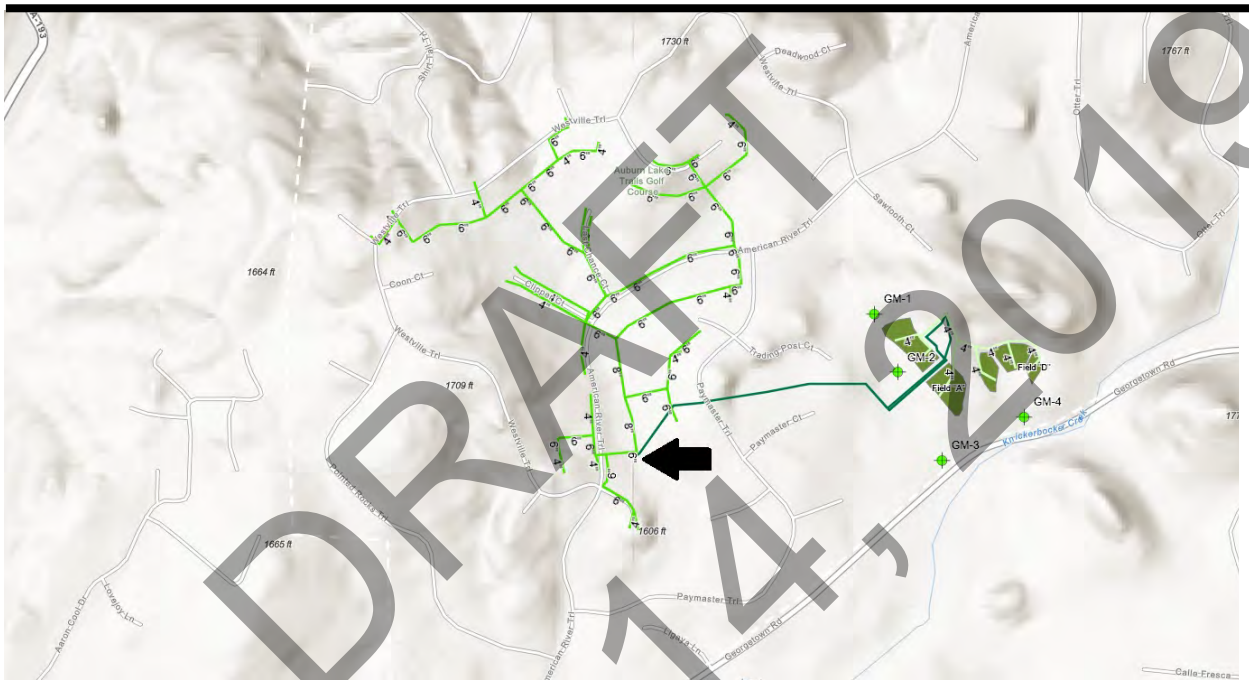
PROJECT NAME: Wastewater Lift Station Upgrade

PROJECT NUMBER: TBD

PROJECT DESCRIPTION:

This Project will upgrade the wastewater lift station in the Auburn Lake Trails Wastewater Zone by replacing the structure and worn out components. No funding is proposed for Fiscal Year 2019/2020.

LOCATION MAP



PHOTOS



Project Name: Wastewater Lift Station Upgrade

Project Number:

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

Funding Sources:

Sources	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	Ffy23/24	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)								0
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)								0
ALT WTP Capital Reserve (24)								0
ALT Zone Fund (40)								0
ALT Tank Replacement Loans & Repair (41)								0
ALT CDS Reserve Connection (42)			120,000					120,000
Grants (EPA)								0
SRF Loan								0
General Fund (10)								0
Other								0
Unfunded								0
Total	0	0	120,000	0	0	0	0	120,000

Project Cost Estimate:

Elements	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	Ffy23/24	Future Years	Total
Preliminary Engineering (7020)			12,000					12,000
Environmental (7021)								0
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)			6,000					6,000
Construction Contract (7023)			102,000					102,000
Other CIP Costs (7025)								0
Other - TBD								0
Total	0	0	120,000	0	0	0	0	120,000

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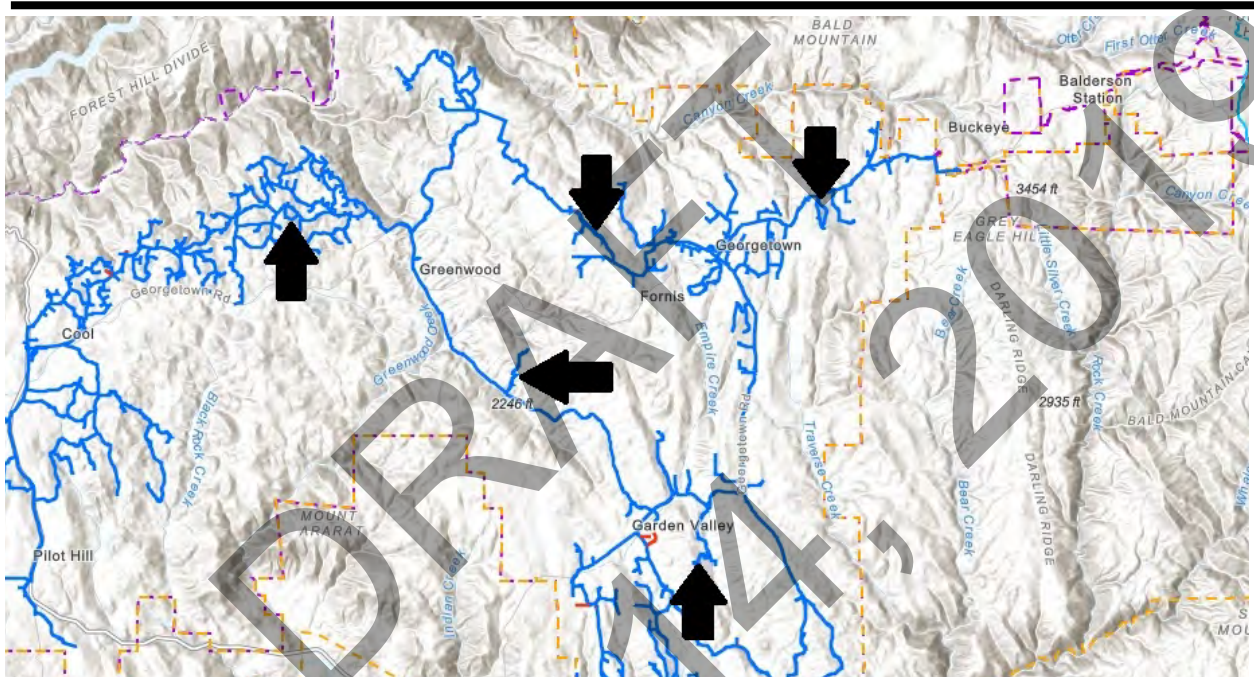
PROJECT NAME: Replace Pump Stations

PROJECT NUMBER: TBD

PROJECT DESCRIPTION:

This Project will replace pump stations on Chipmunk Road, Irish Lane, Black Ridge Road, Reservoir Road, Angel Camp Court that are nearing the end of their useful life. Pump station structures, electrical, and communication systems are beginning to fail. Structures and components will be replaced as necessary to provide improved service.

LOCATION MAP



PHOTOS



Project Name: Replace Pump Stations
Project Number: TBD
Project Description: Replace pump stations that have reached the end of their useful life
Funding Sources:

Sources	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)		123,400		128,385		133,572	283,551	668,909
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)								0
ALT WTP Capital Reserve (24)								0
ALT Zone Fund (40)								0
ALT Tank Replacement Loans & Repair (41)								0
ALT CDS Reserve Connection (42)								0
Grants (EPA)								0
SRF Loan								0
General Fund (10)								0
Other								0
Unfunded								0
Total	0	123,400	0	128,385	0	133,572	283,551	668,909

Project Cost Estimate:

Elements	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
Preliminary Engineering (7020)		10,000		10,404		10,824	22,978	54,207
Environmental (7021)								0
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)								0
Construction Contract (7023)		106,000		110,282		114,738	243,569	574,589
Other CIP Costs (7025)		7,400		7,699		8,010	17,004	40,113
Other - TBD								0
Total	0	123,400	0	128,385	0	133,572	283,551	668,909

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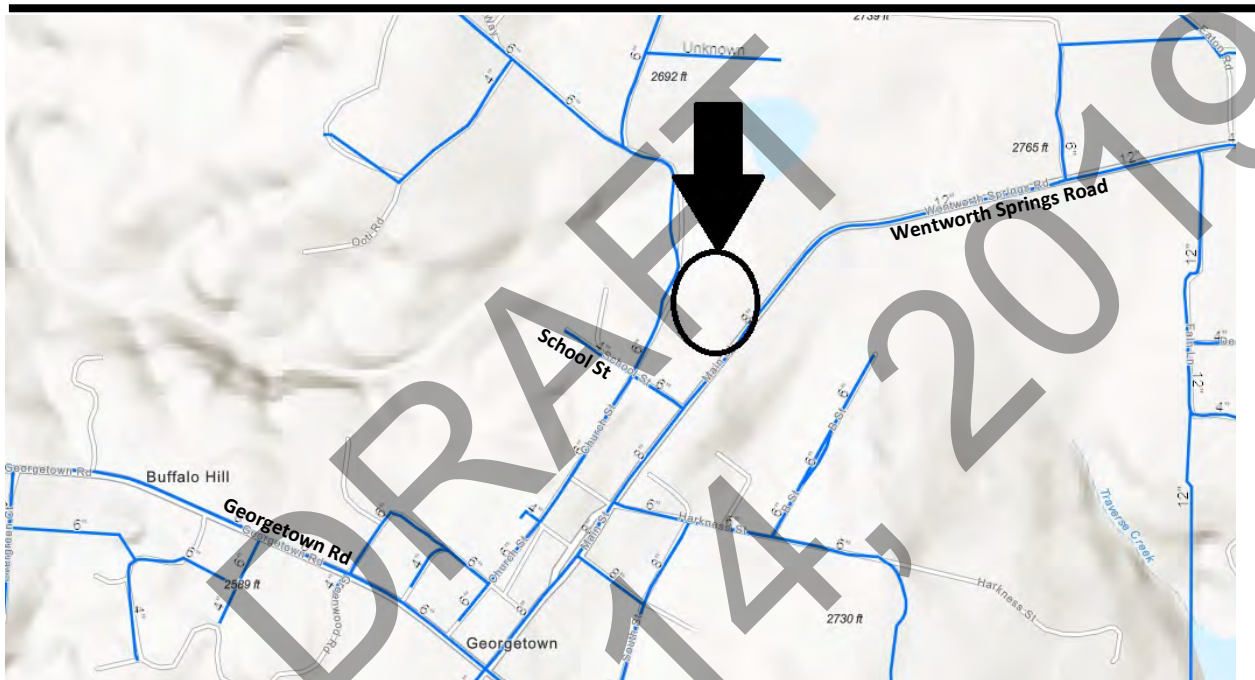
PROJECT NAME: District Office Parking Lot Rehabilitation

PROJECT NUMBER: TBD

PROJECT DESCRIPTION:

This Project will rehabilitate asphalt paving in the front and rear parking lots at the District office. The parking lots are in a state of severe disrepair. The rear parking lot likely will require complete reconstruction. The front parking lot is assumed to need an asphalt overlay. ADA accessible parking and path of travel will be provided in the front parking lot.

LOCATION MAP



PHOTOS



Project Name: District Office Parking Lot Rehabilitation
Project Number: TBD
Project Description: Rehabilitate the asphalt paving in front and rear parking lots.
Funding Sources:

Sources	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)		121,325					0	121,325
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)								0
ALT WTP Capital Reserve (24)								0
ALT Zone Fund (40)								0
ALT Tank Replacement Loans & Repair (41)								0
ALT CDS Reserve Connection (42)								0
Grants (EPA)								0
SRF Loan								0
General Fund (10)								0
Other								0
Unfunded								0
Total	0	121,325	0	0	0	0	0	121,325

Project Cost Estimate:

Elements	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
Preliminary Engineering (7020)		21,665						21,665
Environmental (7021)								0
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)		6,500						6,500
Construction Contract (7023)		86,660						86,660
Other CIP Costs (7025)		6,500						6,500
Other - TBD								0
Total	0	121,325	0	0	0	0	0	121,325

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

Sources	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)		30,000						30,000
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)								0
ALT WTP Capital Reserve (24)								0
ALT Zone Fund (40)								0
ALT Tank Replacement Loans & Repair (41)								0
ALT CDS Reserve Connection (42)								0
Grants (EPA)								0
SRF Loan								0
General Fund (10)								0
Other (EDCWA Cost Share)								0
Unfunded								0
Total	0	30,000	0	0	0	0	0	30,000

Project Cost Estimate:

Elements	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
Preliminary Engineering (7020)		5,000						5,000
Environmental (7021)								0
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)								0
Construction Contract (7023)		25,000						25,000
Other CIP Costs (7025)								0
Other - TBD								0
Total	0	30,000	0	0	0	0	0	30,000

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PROJECT NAME: Install Backup Generator at the District Office

PROJECT NUMBER: TBD

PROJECT DESCRIPTION:

The District frequently loses power during the fall and winter due to failure and shutdown of the public electrical grid. These outages can last multiple days in a row. This results in the District office unable to provide customer service during these times, and results in an unsafe environment for District employees. This Project will provide the office with a backup source of electricity

LOCATION MAP



Project Name: Install Backup Generator at the Office
Project Number: TBD
Project Description: Install backup generator at the District office for power outages
Funding Sources:

Sources	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)		22,000					0	22,000
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)								0
ALT WTP Capital Reserve (24)								0
ALT Zone Fund (40)								0
ALT Tank Replacement Loans & Repair (41)								0
ALT CDS Reserve Connection (42)								0
Grants (EPA)								0
SRF Loan								0
General Fund (10)								0
Other								0
Unfunded								0
Total	0	22,000	0	0	0	0	0	22,000

Project Cost Estimate:

Elements	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
Preliminary Engineering (7020)								0
Environmental (7021)								0
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)								0
Construction Contract (7023)		20,000						20,000
Other CIP Costs (7025)		2,000						2,000
Other - TBD								0
Total	0	22,000	0	0	0	0	0	22,000

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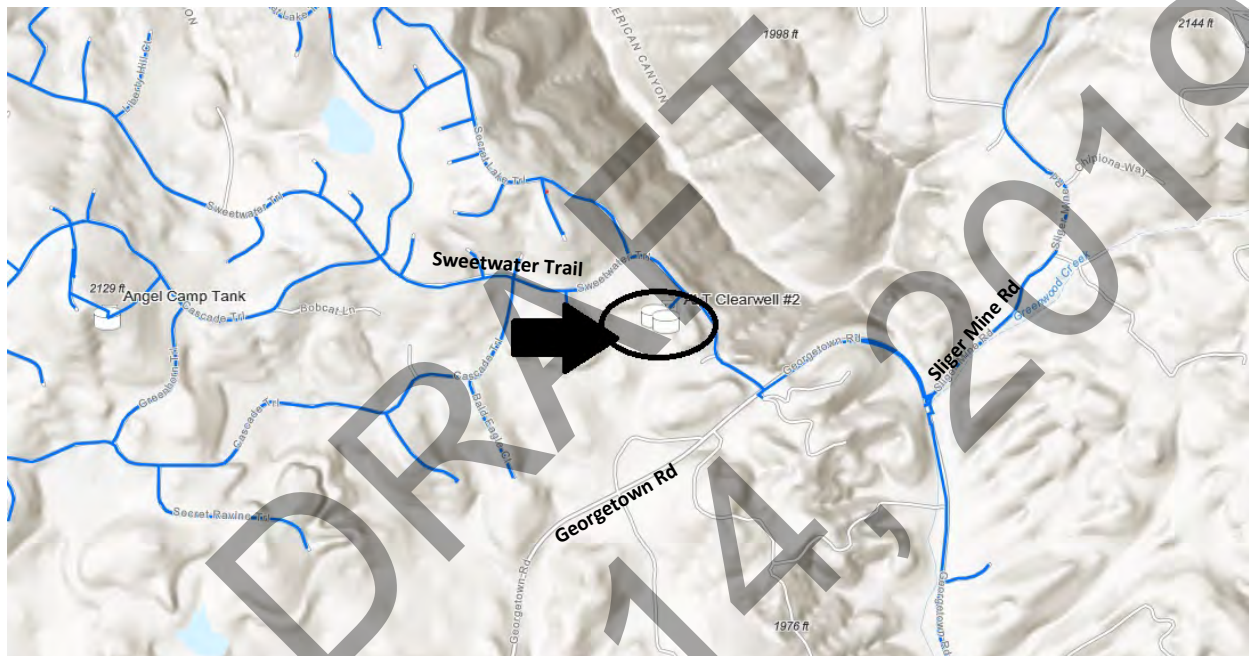
PROJECT NAME: Decommission Old Auburn Lake Trails Water Treatment Plant

PROJECT NUMBER: TBD

PROJECT DESCRIPTION:

This Project will remove structures and components at the Old Auburn Lake Trails Water Treatment Plant that are no longer needed due to construction of the new water treatment plant. Decommissioning cost will be offset by salvaging old equipment when practical.

LOCATION MAP



PHOTOS



Project Name: Old ALT Water Treatment Plant Demolition
Project Number: TBD
Project Description: Remove Unneeded Structures & Components of Old Water Treatment Plant
Funding Sources:

Sources	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)		75,000						75,000
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)								0
ALT WTP Capital Reserve (24)								0
ALT Zone Fund (40)								0
ALT Tank Replacement Loans & Repair (41)								0
ALT CDS Reserve Connection (42)								0
Grants (EPA)								0
SRF Loan								0
General Fund (10)								0
Other								0
Unfunded								0
Total	0	75,000	0	0	0	0	0	75,000

Project Cost Estimate:

Elements	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
Preliminary Engineering (7020)		5,000						5,000
Environmental (7021)								0
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)		5,000						5,000
Construction Contract (7023)		60,000						60,000
Other CIP Costs (7025)		5,000						5,000
Other - TBD								0
Total	0	75,000	0	0	0	0	0	75,000

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PROJECT NAME: Rebuild Filter No.3 at Walton Water Treatment Plant

PROJECT NUMBER: TBD

PROJECT DESCRIPTION:

Filter number 3 at Walton Water Treatment Plant is showing signs that it needs to be rebuilt. Filters are a critical component of the treatment process and failure can lead to the inability to produce water suitable for consumption.

LOCATION MAP



PHOTOS



Project Name: Rebuild Filter No. 3 at Walton Water Treatment Plant
Project Number: TBD
Project Description: Filter No. 3 needs rebuilding before it fails
Funding Sources:

Sources	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)		100,000					0	100,000
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)								0
ALT WTP Capital Reserve (24)								0
ALT Zone Fund (40)								0
ALT Tank Replacement Loans & Repair (41)								0
ALT CDS Reserve Connection (42)								0
Grants (EPA)								0
SRF Loan								0
General Fund (10)								0
Other								0
Unfunded								0
Total	0	100,000	0	0	0	0	0	100,000

Project Cost Estimate:

Elements	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
Preliminary Engineering (7020)								0
Environmental (7021)								0
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)		25,000						25,000
Construction Contract (7023)		70,000						70,000
Other CIP Costs (7025)		5,000						5,000
Other - TBD								0
Total	0	100,000	0	0	0	0	0	100,000

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

Sources	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)		10,000						10,000
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)								0
ALT WTP Capital Reserve (24)								0
ALT Zone Fund (40)								0
ALT Tank Replacement Loans & Repair (41)								0
ALT CDS Reserve Connection (42)								0
Grants (EPA)								0
SRF Loan								0
General Fund (10)								0
Other								0
Unfunded								0
Total	0	10,000	0	0	0	0	0	10,000

Project Cost Estimate:

Elements	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
Preliminary Engineering (7020)								0
Environmental (7021)								0
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)								0
Construction Contract (7023)								0
Other CIP Costs (7025)		10,000						10,000
Other - TBD								0
Total	0	10,000	0	0	0	0	0	10,000

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

Sources	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)								0
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)								0
ALT WTP Capital Reserve (24)								0
ALT Zone Fund (40)								0
ALT Tank Replacement Loans & Repair (41)								0
ALT CDS Reserve Connection (42)	5,000	10,000						15,000
Grants (EPA)								0
SRF Loan								0
General Fund (10)								0
Other								0
Unfunded								0
Total	5,000	10,000	0	0	0	0	0	15,000

Project Cost Estimate:

Elements	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
Preliminary Engineering (7020)								0
Environmental (7021)								0
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)								0
Construction Contract (7023)	5,000	10,000						15,000
Other CIP Costs (7025)								0
Other - TBD								0
Total	5,000	10,000	0	0	0	0	0	15,000

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