

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

TUESDAY, OCTOBER 9, 2018
2:00 P.M.

MISSION STATEMENT

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

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

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

2. ADOPTION OF AGENDA

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

4. PROCLAMATIONS AND PRESENTATIONS

- A. GASB 68 Unfunded Liability Planning – Presentation by Brandon Young, LSL CPAs**

5. CONSENT CALENDAR

A. Approval of Minutes

1. Regular Meeting of September 11, 2018

B. Financial Reports

1. Statement of Cash Balances
2. Month-End Cash Disbursements Report

C. Adopt Amended Conflict of Interest Code

Possible Board Action: Adopt Resolution 2018-48.

D. Approve Revision to Procurement Policy to Clarify Purchasing through Cooperative Agreements, add Federal Grant Provisions, and Clarify Contract Authority

Possible Board Action: Adopt Resolution 2018-46.

6. INFORMATIONAL ITEMS

A. President's Report

B. Board Reports

C. General Manager's Report

D. Operation Manager's Report

E. ALT Treatment Plant Update

F. Finance Committee Report

7. NEW BUSINESS

A. Approve Purchase of Two Replacement Trucks

Possible Board Action: Adopt Resolution 2018-49.

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

9. ADJOURN TO CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL

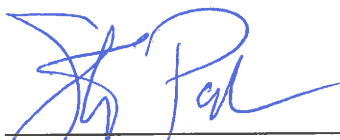
A. Conference with Labor Negotiators Pursuant to Government Code Section 54954.5(f) and Government Code 54957.6:

District Representatives – District General Manager Steven Palmer; District General Counsel.

Employee Organization – Management and Confidential Employees, Local No. 1.

10. NEXT MEETING DATE AND ADJOURNMENT – Next Regular Meeting is November 13, 2018, at 2:00 P.M. at the Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, California 95634.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Steve Palmer by telephone at 530-333-4356 or by fax at 530-333-9442. Requests must be made as early as possible and at least one-full business day before the start of the meeting. In accordance with Government Code Section 54954.2(a), this agenda was posted on the District's bulletin board at the Georgetown Divide Public Utility District office, at 6425 Main Street, Georgetown, California, on October 5, 2018.



Steven Palmer, PE, General Manager

10/4/18

Date

CONFORMED AMENDED AGENDA – DRAFT

REGULAR MEETING

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

**TUESDAY, SEPTEMBER 11, 2018
2:00 P.M.**

MISSION STATEMENT

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

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

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

The meeting was called to order at 2:03 P.M. Director Wadle led in the Pledge of Allegiance.

Directors Present: Jesse Hanschild, Lon Uso, David Souza; Dane Wadle. (Director Halpin had not yet arrived.)

Staff Present: General Manager Steven Palmer; Operations Manager Darrell Creeks; Board Assistant Diana Michaelson. Legal Counsel: Kerry Fuller, Churchwell White, LLP.

2. ADOPTION OF AGENDA

Motion by Director Wadle to adopt the agenda. Second by Director Souza.

Public Comment: *There were no comments from the public.*

Vote: *The motion passed unanimously.*

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

conduct shall be grounds for summary termination, by the President, of that person's privilege of address.

Cindy Garcia stated that she had sent a letter to the customers on the lien list.

Jim Stone read a letter that he sent to the District. (See Attachment 1.)

Cindy Garcia stated that she is resigning from the Finance Committee effective immediately.

Stephen Dowd spoke in support of Cindy Garcia.

Unidentified person asked if there will be any candidate forums. Director Uso responded that one is scheduled at the Cool Hall on September 26.

Phyllis Little thanked Cindy Garcia for her service on the Finance Committee.

4. PROCLAMATIONS AND PRESENTATIONS

A. Water Professionals Appreciation Week October 6 – 14

General Manager Palmer noted that this proclamation was put together by the Association of California Water Agencies. He then read the proclamation.

5. CONSENT CALENDAR

Michael Saunders requested that Item 5.D be removed from the Consent Calendar to be discussed separately. Cherie Carlyon requested that Items 5.B.1 and 5.B.2 be removed from the Consent Calendar.

NOTE: Director Halpin arrived at this point.

Motion by Director Halpin to adopt the remaining item on the Consent Calendar. Second by Director Souza.

Public Comment: *There were no public comments.*

Vote: The Consent Calendar minus Items 5. B.1, 5.B.2, and 5.D was approved unanimously.

A. Approval of Minutes

1. Regular Meeting of August 14, 2018

B. Financial Reports

Items 5.B.1. and 5.B.2. were pulled from the Consent Calendar.

1. Statement of Cash Balances

Cherie Carlyon asked why Wells Fargo is not listed. Mr. Palmer stated that he did not have an answer at this time.

2. Month-End Cash Disbursements Report

Ms. Carlyon asked what Verbal Judo is for \$450. Mr. Palmer responded that it is for customer service training. She then asked what the four Pay Pal charges were under reference 029192. Operations Manager Creeks responded that they are one item, an ice machine. Mr. Palmer added that the charge was spread over four departments.

Motion to adopt the financial reports by Director Souza. Second by Director Halpin.

Vote: The motion passed unanimously.

C. Approval of Irrigation Season Ending Date of September 30, 2018

Possible Board Action: Adopt Resolution 2018-44.

D. Approve Reimbursement of Director Expenses to Attend ACWA Region 4 Event – Folsom Dam: Multiple Benefits for All of California

Possible Board Action: Adopt Resolution 2018-47.

Item 5.D. was pulled from the Consent Calendar.

Mr. Saunders asked to see the policy for travel related expenditures. Mr. Palmer responded that he could provide a copy.

Motion to adopt Resolution 2018-47 by Director Wadle. Second by Director Halpin.

Vote: The motion passed unanimously.

6. INFORMATIONAL ITEMS

A. President's Report

There was no President's Report.

B. Board Reports

Director Wadle reported that he attended a Board approved financial training on August 21 and 22 regarding long-term financial planning. He will forward a packet of information to Staff.

C. General Manager's Report

Mr. Palmer reported that the District's GIS system is being updated and is being transitioned from a stand-alone system to a web-based platform which will allow information to be accessed by the public.

The General Manager published an RFP for Engineering Design Services for the treated water line replacement project and the main canal reliability project.

The ditch lining project being funded by a CABY grant will begin immediately following irrigation season. George Sanders is the project manager.

Mr. Palmer then reported on recent legislative activity at the Capitol.

- *SB 845 was not acted on during this session. It may come back.*
- *SB 929 is awaiting signature by the Governor.*
- *SB 998 is awaiting signature by the Governor.*

Continuing his report, Mr. Palmer spoke to a question that is repeatedly being asked by customers about third-party transaction fees. He explained that the fees are only charged to those customers who use the online bill pay from the GDPUD website or use a credit or debit card to pay by phone or in person. The transaction fees are charged directly by the third-party processor of the electronic transaction and are not collected by GDPUD. Because electronic payment is optional, and the service is not used by every customer, these transaction fees cannot be allocated among all the District's customers and must be paid by the customers who choose to use the service. Spreading these transaction fees among all customers could result in an illegal subsidy where customers who do not use electronic payments are subsidizing customers that use electronic payments. Mr. Palmer explained that third-party electronic transaction fees vary and proceeded to list the various fees.

GDPUD Website (Public Utility Web Corp) – Pay by Check
Payments \$99 and up - Transaction Fee = \$1.20
Payments under \$99 – Transaction Fee = \$0.39+0.82%

GDPUD Website (Public Utility Web Corp) – Pay by Credit Card/Debit Card
Transaction Fee = 3.5% plus \$0.20

Phone or in Person (MuniciPay) – Pay by Credit Card/Debit Card
Transaction Fee = 2.65%, \$3.00 minimum

There are several other payment options for customers who do not wish to pay third-party transaction fees. These include paying by check or money order by mail or in person at the GDPUD office, paying by cash at the GDPUD office, or by using their own bank's online bill pay service.

Mr. Palmer concluded his report by pointing out that two public workshops have been scheduled to gather public input regarding updates to the Irrigation Ordinance. The first workshop will take place on September 20 at the Georgetown School. At this workshop, staff will outline the current way the ordinance works and then take comments from the public. The purpose being strictly to gather information. The workshop will be noticed as a Special Board Meeting, so all the Directors can attend, but it will be staff driven. After the workshop, staff will tabulate and analyze the suggestions. The second workshop will take place on October 16 at Northside

School. The purpose of that workshop will be twofold: 1) for staff to present an outline of challenges and opportunities relating to the suggestions presented at the first workshop, and 2) to get direction from the Board as to what changes to make to the Ordinance. The goal is to have the ordinance updated prior to January 1.

D. Operation Manager's Report

Operations Manager Darrell Creeks reported that Stumpy Meadows is still at 83% capacity. All systems are working well. The emergency gunite repairs went smoothly and the affected residents were very appreciative of the work that was done.

E. ALT Treatment Plant Update

Engineering Consultant George Sanders presented the report. He talked about the video tour that is currently being prepared that will be placed on the GDPUD website to share current construction activity with the community. Mr. Sanders then described some of the work that was done during the last month. His report included a slide show of photos to provide visuals of some of the work that had been done at the plant.

F. Finance Committee Report

Finance Committee Chair Rick Gillespie reported that the committee did not meet this month. He noted that one of the committee members now has a conflict with meeting dates due to the Fall semester class schedule. The committee stands ready to assist staff with the evaluation of new software for the accounting system, and also for the ALT Wastewater Cost Analysis.

7. NEW BUSINESS

A. Review and Approve Sewer System Management Plan

Possible Board Action: Adopt Resolution 2018-45.

Water Resources Manager Adam Brown presented the staff report. GDPUD prepared a Sewer System Management Plan (SSMP) in 2010. The State Water Resources Control Board (SWRCB) requires the SSMP to be updated and adopted by the GDPUD Board every five years and uploaded to the SWRCB website. The update is overdue. In September 2018, GDPUD staff prepared an updated SSMP to meet current SWRCB regulatory guidelines. GDPUD will conduct annual internal audits which will focus on evaluating the effectiveness of the SSMP and GDPUD's compliance with the SSMP requirements. The final step in development of the SSMP is approval of the final SSMP by the GDPUD governing board at a public meeting. Resolution 2018-45 would approve the GDPUD SSMP as required by the SWRCB.

Motion by Director Hanschild to adopt Resolution 2018-45. Second by Director Halpin.

Public Comment: *There were no comments from the public.*

Vote: *The motion passed unanimously.*

B. Consider Removing Cynthia Garcia from the Finance Committee

Possible Board Action: Adopt Resolution 2018-46.

This item was not acted on as Ms. Garcia had resigned from the committee earlier in the meeting.

Members of the public were given the opportunity to comment.

Tom Crawford and Mike Saunders, members of the finance committee, spoke in support of Ms. Garcia.

C. Consider Approval of Letter to Editor regarding the Leow v. Georgetown Divide Public Utility District Case

Possible Board Action: Approve Submission of Letter to the Editor of the Mountain Democrat

Director Uso presented the letter for discussion. General Counsel Kerry Fuller summarized the case as follows. The Leow case involved a claim of inverse condemnation. The District Court found in favor of GDPUD several years ago. The case was appealed to the Court of Appeal. The court ruled in favor of GDPUD finding that the District had not exceeded its property rights. The case was then appealed to the Supreme Court, which denied the appeal. In the time between the appeal ruling and the Supreme Court, an article was written in the Mountain Democrat about the case, and the letter under discussion was written as a proposed response to that article. Director Uso explained his position and reason for wishing to respond to the article. There was some discussion between the Board Directors. The resulting consensus was to leave things as is and not respond.

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

A. Proposition 5: Base Value Property Tax Portability (as requested by Board Member Dane Wadle)

Director Wadle presented information on Proposition 5, which will appear on the November Statewide Ballot.

- 9. BOARD MEMBER COMMENTS, REQUESTS FOR ADDITIONS TO FUTURE MEETING AGENDAS AND REQUESTS FOR INFORMATION OR RESEARCH TO BE COMPLETED BY STAFF** – Opportunity for Board members to discuss matters of interest to them and provide input for future meetings as well as report on their District-related meeting attendance.
- 10. NEXT MEETING DATE AND ADJOURNMENT** – Next Regular Meeting is October 9, 2018, at 2:00 P.M. at the Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, California 95634.

The meeting adjourned at 3:59 P.M.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Steve Palmer by telephone at 530-333-4356 or by fax at 530-333-9442. Requests must be made as early as possible and at least one-full business day before the start of the meeting. In accordance with Government Code Section 54954.2(a), this agenda was posted on the District's bulletin board at the Georgetown Divide Public Utility District office, at 6425 Main Street, Georgetown, California, on September 6, 2018.

Steven Palmer, PE, General Manager

Date

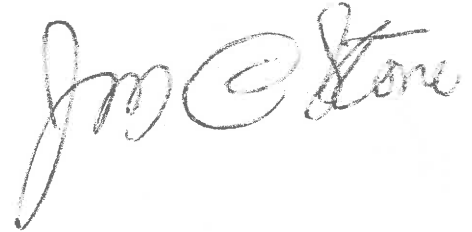
29 Aug 2018

GDPUD Board Mtg. of 10/9/2018
AGENDA ITEM 5.A.1.
Attachment 1
Page 1 of 1

Untitled
Georgetown Divide Public District
P.O. Box 4240
Georgetown CA 95634

I received a letter Aug 17 that I was delinquent in my account and that a
lein had been placed on my property. I assumed it a tax from the water district
and paid it. Later I found out that this was a metercharge for a meter which had
been placed. I had no knowledge of its placement nor had I requested it.

This letter is a demand that the meter be removed at no expense to my self
and payment of \$142.35 be returned.



Property Assessment Parcel

61-810-02

Address: No Mail Box

3246 Chipmunk Trail
Georgetown CA.

Mailing Address

7995 Morning side Dr
Granite Bay CA 95746

Phone

916-791-1530

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF OCTOBER 9, 2018
AGENDA ITEM NO. 5.B.1.**



AGENDA SECTION: CONSENT CALENDAR

SUBJECT: CASH BALANCES – AUGUST 2018

PREPARED BY: Christina Cross, Management Analyst *cc*

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

BACKGROUND

The Cash Balances Report details the District's cash position as of the month end to demonstrate transparency and accountability of relevant financial data from which prudent fiscal decisions and policies are made. The Cash Balances Report is unlike a quarterly budget to actual report; its purpose is to report on ending cash balances and the related sources and uses of cash during the period.

DISCUSSION

The Cash Balance Report as of month ending August 31, 2018 shows the District's cash balances total \$9,837,827.82.

Cash is held with the following institutions in the amounts of:

El Dorado Savings Bank - Checking	\$	187,306.79
El Dorado Savings Bank - Savings		2,599,778.32
Local Agency Investment Fund (LAIF)		7,050,742.71
	\$	<u>9,837,827.82</u>

Cash balances are allocated based on the Fund for which the source of the monies are generated by or used from.

Fund	Beginning Balance	Debits	Credits	Ending Balance
08 SMUD FUND	194,522.78	0	0	\$ 194,522.78
09 CABY GRANT	-49,149.82	0	799.2	(49,949.02)
10 Water Fund	1,977,340.03	127,371.87	355,069.37	1,749,642.53
12 RETIREE FUND	488,166.41	6,108.99	8,615.05	485,660.35
14 STEWART MINE FD	44,248.58	0	0	44,248.58
17 WATER DEVE.FUND	408,426.83	0	0	408,426.83
19 SMERFUND	1,056,141.39	0	0	1,056,141.39
20 ALT Fund	920,195.46	513,640.00	518,470.88	915,364.58
24 CAPITAL REPLACE	662,509.62	0	0	662,509.62
25 BAYNE RD BND FD	45,700.08	0	0	45,700.08
29 STATE REV FUND	-3,329.31	0	4,593.90	(7,923.21)
30 Hydro Fund	683,873.68	8,883.62	134.52	692,622.78
35 Restricted P/L	-90,530.11	0	0	(90,530.11)
37 GARDEN VALLEY	72,710.33	0	0	72,710.33
39 CAP FAC CHARGE	1,752,160.21	0	235.2	1,751,925.01
40 Zone Fund	990,002.25	10,350.89	18,567.52	981,785.62
41 CDS M & O Fund	39,633.34	0	0	39,633.34
42 CDS RESRV EXP.	170,855.72	0	0	170,855.72
43 CAPITAL RESERVE	597,543.75	67,450.00	128,553.00	536,440.75
51 KELSEY NORTH	129,681.56	0	0	129,681.56
52 KELSEY SOUTH	55,785.43	0	0	55,785.43
53 PILOT HILL NO.	-7,480.80	0	0	(7,480.80)
54 PILOT HILL SO.	53.68	0	0	53.68
	<u>\$ 10,139,061.09</u>	<u>\$ 733,805.37</u>	<u>\$ 1,035,038.64</u>	<u>\$ 9,837,827.82</u>

Sources of cash during the month were from recurring utility payments. The details of the uses of cash during the month can be seen on the approved warrant register (Attachment 3) in the amount of \$864,673.65.

Additional uses of cash during the month, not in the warrant register, include payroll disbursements in the amount of \$109,284.56 (Attachment 4), and PERS Unfunded Liability payments in the amount of \$41,972.32 and bi-weekly retirement contributions in the amounts of \$9,097.75 and \$8,698.24 (Attachment 5). The remaining \$1,312.12 is customer adjustments and returned checks including related fees. The total uses of cash during the month is \$1,035,038.64.

FISCAL IMPACT

No fiscal impact.

CEQA ASSESSMENT

Not a CEQA Project.

RECOMMENDED ACTION

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) discuss and receive Cash Balances for month ending August 31, 2018.

ALTERNATIVES

No alternatives.

ATTACHMENTS

1. Cash Balances August 2018
2. Cash Balance by Fund August 2018
3. Check Register August 2018
4. Payroll Journals August 2018
5. CALPERS Journal August 2018

Report Date: 10/05/18
 Run Date...: 10/05/18 12:28
 Run by.....: Christina Cross

Georgetown Divide PUD
 G/L Trial Balance - Summary in the Order of FUND
 For All Accounts From 99 1000 To 99 1022 ||||
 With a Mask of 99* ***** **

GDPUD Bd Mtg of 10/0
 AGENDA ITEM 5.B.1
 Attachment 1

CTL.: GEO

Beginning of.: August 1, 2018 (02-19) Thru Ending of.: August 31, 2018 (02-19)

G/L Account No	Description	Beginning Balance	Debit	Credit	Ending Balance
99 1000	Cash Clearing El Dorado Savings Checking	211,856.75	9,283,664.27	9,308,214.23	187,306.79
99 1010	Cash Clearing El Dorado Savings Bank Collect	2,876,461.63	9,009,731.20	9,286,414.51	2,599,778.32
99 1022	Cash Clearing LAIF	7,050,742.71	.00	.00	7,050,742.71
REPORT TOTAL ---->		10,139,061.09	18,293,395.47	18,594,628.74	9,837,827.82

Report Date: 10/05/18
 Run Date: 10/05/18 13:38
 Run by: Christina Cross

Georgetown Divide PUD
 G/L Trial Balance - Summary in the Order of FUND
 For All Accounts From 1099 To 98 1099 ||||
 With a Mask of *** 1099* ****

GDPUD Bd Mtg of 10/09/18
 AGENDA ITEM 5.B.1
 Attachment 2

Page.: 1
 ID # GLTB
 CTL.: GEO

Beginning of.: August 1, 2018 (02-19) Thru Ending of.: August 31, 2018 (02-19)

G/L Account No	Description	Beginning Balance	Debit	Credit	Ending Balance
08 1099	SMUD FUND Cash Clearing	194,522.78	.00	.00	194,522.78
09 1099	CABY GRANT Cash Clearing	-49,149.82	.00	799.20	-49,949.02
10 1099	Water Fund Cash Clearing	1,977,340.03	127,371.87	355,069.37	1,749,642.53
12 1099	RETIREE FUND Cash Clearing	488,166.41	6,108.99	8,615.05	485,660.35
14 1099	STEWART MINE FD Cash Clearing	44,248.58	.00	.00	44,248.58
17 1099	WATER DEVE.FUND Cash Clearing	408,426.83	.00	.00	408,426.83
19 1099	SMERFUND Cash Clearing	1,056,141.39	.00	.00	1,056,141.39
20 1099	ALT Fund Cash Clearing	920,195.46	513,640.00	518,470.88	915,364.58
24 1099	CAPITAL REPLACE Cash Clearing	662,509.62	.00	.00	662,509.62
25 1099	BAYNE RD BND FD Cash Clearing	45,700.08	.00	.00	45,700.08
29 1099	STATE REV FUND Cash Clearing	-3,329.31	.00	4,593.90	-7,923.21
30 1099	Hydro Fund Cash Clearing	683,873.68	8,883.62	134.52	692,622.78
35 1099	Restricted P/L Cash Clearing	-90,530.11	.00	.00	-90,530.11
37 1099	GARDEN VALLEY Cash Clearing	72,710.33	.00	.00	72,710.33
39 1099	CAP FAC CHARGE Cash Clearing	1,752,160.21	.00	235.20	1,751,925.01
40 1099	Zone Fund Cash Clearing	990,002.25	10,350.89	18,567.52	981,785.62
41 1099	CDS M & O Fund Cash Clearing	39,633.34	.00	.00	39,633.34
42 1099	CDS RESRV EXP. Cash Clearing	170,855.72	.00	.00	170,855.72
43 1099	CAPITAL RESERVE Cash Clearing	597,543.75	67,450.00	128,553.00	536,440.75
51 1099	KELSEY NORTH Cash Clearing	129,681.56	.00	.00	129,681.56
52 1099	KELSEY SOUTH Cash Clearing	55,785.43	.00	.00	55,785.43
53 1099	PILOT HILL NO. Cash Clearing	-7,480.80	.00	.00	-7,480.80
54 1099	PILOT HILL SO. Cash Clearing	53.68	.00	.00	53.68
REPORT TOTAL ---->		10,139,061.09	733,805.37	1,035,038.64	9,837,827.82

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
08-18	029063	08/01/18	ANS01 (ANSWERING SPECIALISTS INC)		69.95	.00	69.95	Automatic Generated Check
	029064	08/01/18	ATT02 (AT&T)		1,378.57	.00	1,378.57	Automatic Generated Check
	029065	08/01/18	BEC01 (STEPHANIE BECK)		39.13	.00	39.13	Automatic Generated Check
	029066	08/01/18	BRO05 (BROWN, ADAM)		21.04	.00	21.04	Automatic Generated Check
	029067	08/01/18	CAL16 (CALTRONICS BUSINESS SYSTEMS CORP.)		422.93	.00	422.93	Automatic Generated Check
	029068	08/01/18	CIT01 (CITY OF SACRAMENTO)		3,654.69	.00	3,654.69	Automatic Generated Check
	029069	08/01/18	CWS01 (CORBIN WILLITS SYS. INC.)		573.20	.00	573.20	Automatic Generated Check
	029070	08/01/18	FRE03 (FREEMAN, D'AIUTO, PIERCE)		14,080.45	.00	14,080.45	Automatic Generated Check
	029071	08/01/18	PAC02 (PACIFIC GAS & ELECTRIC)		2,033.90	.00	2,033.90	Automatic Generated Check
	029072	08/01/18	POW01 (POWERNET GLOBAL COMM.)		134.75	.00	134.75	Automatic Generated Check
	029073	08/01/18	PUL01 (PULFER, JEFF)		96.81	.00	96.81	Automatic Generated Check
	029074	08/01/18	TYL01 (ERIC TYLER)		200.00	.00	200.00	Automatic Generated Check
	029075	08/01/18	USA01 (UNDERGROUND SERVICE ALERT)		542.70	.00	542.70	Automatic Generated Check
	029076	08/01/18	USA03 (USA BLUE BOOK)		343.88	.00	343.88	Automatic Generated Check
	029077	08/01/18	VAV01 (VAVRINEK, TRINE, DAY & CO., LLP)		15,852.00	.00	15,852.00	Automatic Generated Check
	029078	08/01/18	VER01 (VERIZON WIRELESS)		510.17	.00	510.17	Automatic Generated Check
	029079	08/14/18	ALL01 (ALLEN KRAUSE)		525.05	.00	525.05	Automatic Generated Check
	029080	08/14/18	AME08 (AMERICAN MESSAGING)		10.73	.00	10.73	Automatic Generated Check
	029081	08/14/18	AWW02 (AWWA)		420.00	.00	420.00	Automatic Generated Check
	029082	08/14/18	BAR07 (BARBOUR, CHRIS)		100.00	.00	100.00	Automatic Generated Check
	029083	08/14/18	BEA01 (BUTTE EQUIPMENT RENTALS)		360.00	.00	360.00	Automatic Generated Check
	029084	08/14/18	BJP01 (BJ PEST CONTROL)		220.00	.00	220.00	Automatic Generated Check
	029085	08/14/18	CAR08 (CSI)		59.00	.00	59.00	Automatic Generated Check
	029086	08/14/18	CCS01 (CCSINTERACTIVE)		69.00	.00	69.00	Automatic Generated Check
	029087	08/14/18	CLS01 (CLS LABS)		1,397.76	.00	1,397.76	Automatic Generated Check
	029088	08/14/18	DIV05 (PLACERVILLE AUTO PARTS, INC)		72.07	.00	72.07	Automatic Generated Check
	029089	08/14/18	ECO01 (ECORP CONSULTING, INC.)		1,910.80	.00	1,910.80	Automatic Generated Check
	029090	08/14/18	ELD16 (EL DORADO DISPOSAL)		324.52	.00	324.52	Automatic Generated Check
	029091	08/14/18	FER01 (FERRELLGAS)		12.00	.00	12.00	Automatic Generated Check
	029092	08/14/18	FER02 (FERGUSON ENTERPRISES INC)		7,062.89	.00	7,062.89	Automatic Generated Check
	029093	08/14/18	GAR02 (GARDEN VALLEY FEED & HDW.)		69.84	.00	69.84	Automatic Generated Check
	029094	08/14/18	GEO02 (GEORGETOWN GAZETTE)		95.78	.00	95.78	Automatic Generated Check
	029095	08/14/18	GEO04 (DIVIDE SUPPLY ACE HARDWARE)		421.17	.00	421.17	Automatic Generated Check
	029096	08/14/18	GEO12 (GEORGE SANDERS)		5,950.10	.00	5,950.10	Automatic Generated Check
	029097	08/14/18	HAR08 (KEITH HARSTON, DC)		100.00	.00	100.00	Automatic Generated Check
	029098	08/14/18	HDS01 (HD SUPPLY WATERWORKS, LTD)		1,265.01	.00	1,265.01	Automatic Generated Check
	029099	08/14/18	MJT01 (MJT ENTERPRISES, INC.)		5,805.87	.00	5,805.87	Automatic Generated Check
	029100	08/14/18	MYE01 (Myers and Sons)		500,218.18	.00	500,218.18	Automatic Generated Check
	029101	08/14/18	OLY02 (OLYMPUS AND ASSOCIATES, INC)		8,378.00	.00	8,378.00	Automatic Generated Check
	029102	08/14/18	PAC02 (PACIFIC GAS & ELECTRIC)		17,925.85	.00	17,925.85	Automatic Generated Check
	029103	08/14/18	PRO04 (PAUL FUNK)		265.00	.00	265.00	Automatic Generated Check
	029104	08/14/18	PSO01 (PSOMAS)		11,577.00	.00	11,577.00	Automatic Generated Check
	029105	08/14/18	ROB02 (ROBINSON ENTERPRISES)		2,653.66	.00	2,653.66	Automatic Generated Check
	029106	08/14/18	ROC02 (KENNETH D. WELSH)		165.00	.00	165.00	Automatic Generated Check
	029107	08/14/18	ROY01 (KENNETH ROYAL)		520.00	.00	520.00	Automatic Generated Check
	029108	08/14/18	RUL01 (RULE, BRIAN)		200.00	.00	200.00	Automatic Generated Check
	029109	08/14/18	SAN02 (Santander Leasing)		1,230.88	.00	1,230.88	Automatic Generated Check
	029110	08/14/18	SIR01 (REBECCA SIREN)		440.00	.00	440.00	Automatic Generated Check
	029111	08/14/18	TEI01 (A. TEICHERT & SON, INC)		675.43	.00	675.43	Automatic Generated Check
	029112	08/14/18	THA01 (THATCHER COMPANY OF CALIFORNIA INC)		2,052.08	.00	2,052.08	Automatic Generated Check
	029113	08/14/18	TIR01 (TIREHUB, LLC)		1,085.19	.00	1,085.19	Automatic Generated Check
	029114	08/14/18	UNI08 (UNIFIED FIELD SERVICES CORPORATION)		175.00	.00	175.00	Automatic Generated Check
	029115	08/14/18	WAL02 (WALKER'S OFFICE SUPPLY)		842.32	.00	842.32	Automatic Generated Check
	029116	08/14/18	WEL02 (WELLS FARGO BANK, NA)		4,593.90	.00	4,593.90	Automatic Generated Check
	029117	08/14/18	WGO03 (GAULT, KEITH)		7.86	.00	7.86	Automatic Generated Check
	029118	08/14/18	WIO01 (IRELAND, MICHAEL/JERI)		28.04	.00	28.04	Automatic Generated Check
	029119	08/15/18	CAL18 (California State Disbursement Unit)		366.92	.00	366.92	Automatic Generated Check
	029120	08/15/18	ICM02 (ICMA-R.T.-457 (ee))		1,587.51	.00	1,587.51	Automatic Generated Check
	029121	08/15/18	IUO01 (IUOE, LOCAL 39)		327.71	.00	327.71	Automatic Generated Check
	029122	08/15/18	IUO02 (PEU LOCAL #1)		214.18	.00	214.18	Automatic Generated Check
	029123	08/14/18	ELL01 (WARREN ELLIOTT)		20.59	.00	20.59	Automatic Generated Check
	029124	08/14/18	ELL01 (WARREN ELLIOTT)		4,907.33	.00	4,907.33	Automatic Generated Check
	029126	08/15/18	VAV01 (VAVRINEK, TRINE, DAY & CO., LLP)		10,005.00	.00	10,005.00	Automatic Generated Check
	029127	08/29/18	AFLO1 (AMERICAN FAMILY LIFE INS)		1,255.80	.00	1,255.80	Automatic Generated Check
	029128	08/29/18	CAL18 (California State Disbursement Unit)		366.92	.00	366.92	Automatic Generated Check
	029129	08/29/18	ICM02 (ICMA-R.T.-457 (ee))		1,519.84	.00	1,519.84	Automatic Generated Check
	029130	08/29/18	IUO01 (IUOE, LOCAL 39)		305.49	.00	305.49	Automatic Generated Check
	029131	08/29/18	IUO02 (PEU LOCAL #1)		214.18	.00	214.18	Automatic Generated Check
	029132	08/29/18	JOH02 (JOHN D'AGOSTINI SHERIFF-CORONER-PUB)		519.36	.00	519.36	Automatic Generated Check
	029133	08/29/18	AAR01 (AARP MEDICAREX SAVER PLUS, PDP)		44.20	.00	44.20	Automatic Generated Check
	029134	08/29/18	ACW05 (ACWA/JPIA HEALTH)		48,817.38	.00	48,817.38	Automatic Generated Check
	029135	08/29/18	ADT01 (ADT SECURITY SERVICES)		42.08	.00	42.08	Automatic Generated Check
	029136	08/29/18	ADT01 (ADT SECURITY SERVICES)		153.84	.00	153.84	Automatic Generated Check
	029137	08/29/18	ANS01 (ANSWERING SPECIALISTS INC)		69.95	.00	69.95	Automatic Generated Check
	029138	08/29/18	ATT02 (AT&T)		1,437.06	.00	1,437.06	Automatic Generated Check
	029139	08/29/18	BEA01 (BUTTE EQUIPMENT RENTALS)		800.00	.00	800.00	Automatic Generated Check
	029140	08/29/18	BEC01 (STEPHANIE BECK)		53.86	.00	53.86	Automatic Generated Check
	029141	08/29/18	BLU01 (ANTHEM BLUE CROSS)		1,728.03	.00	1,728.03	Automatic Generated Check
	029142	08/29/18	BLU06 (BLUE SHIELD OF CALIFORNIA)		546.00	.00	546.00	Automatic Generated Check
	029143	08/29/18	BRO05 (BROWN, ADAM)		62.35	.00	62.35	Automatic Generated Check
	029144	08/29/18	CAL16 (CALTRONICS BUSINESS SYSTEMS CORP.)		575.91	.00	575.91	Automatic Generated Check
	029145	08/29/18	CHU02 (CHURCHWELL WHITE, LLP)		11,629.89	.00	11,629.89	Automatic Generated Check
	029146	08/29/18	CLS01 (CLS LABS)		238.14	.00	238.14	Automatic Generated Check
	029147	08/29/18	CWS01 (CORBIN WILLITS SYS. INC.)		573.20	.00	573.20	Automatic Generated Check
	029148	08/29/18	DEL05 (DELAGE LANDEN, INC)		413.85	.00	413.85	Automatic Generated Check
	029149	08/29/18	GEO02 (GEORGETOWN GAZETTE)		20.00	.00	20.00	Automatic Generated Check
	029150	08/29/18	HOL02 (HOLDREGE & KULL)		2,000.00	.00	2,000.00	Automatic Generated Check
	029151	08/29/18	MED01 (MEDICAL EYE SERVICES)		374.76	.00	374.76	Automatic Generated Check
	029152	08/29/18	MOB01 (MOBILE MINT, LLC-CA)		197.79	.00	197.79	Automatic Generated Check
	029153	08/29/18	NTU01 (NTU TECHNOLOGIES, INC.)		7,255.25	.00	7,255.25	Automatic Generated Check
	029154	08/29/18	POW01 (POWERNET GLOBAL COMM.)		206.32	.00	206.32	Automatic Generated Check
	029155	08/29/18	ROB02 (ROBINSON ENTERPRISES)		2,470.97	.00	2,470.97	Automatic Generated Check
	029156	08/29/18	THA01 (THATCHER COMPANY OF CALIFORNIA INC)		3,901.76	.00	3,901.76	Automatic Generated Check
	029157	08/29/18	UNI06 (UNITEDHEALTHCARE INSURANCE CO)		149.25	.00	149.25	Automatic Generated Check
	029158	08/29/18	UNI07 (UNITEDHEALTHCARE CLAIM DIVISION)		167.07	.00	167.07	Automatic Generated Check
	029159	08/29/18	USB05 (U.S. BANK CORPORATE PAYMENT SYSTEM)		699.71	.00	699.71	Automatic Generated Check

REPORT.: Oct 05 18 Friday
 RUN...: Oct 05 18 Time: 12:52
 Run By.: Christina Cross

Georgetown Divide PUD
 Month End Cash Disbursements Report
 Prior Period Report for 08-18 BANK ACCOUNT 1000

PAGE: 002
 ID #: PY-CD
 CTL.: GEO

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
08-18	029160	08/29/18	USP01 (POSTMASTER)		3,000.00	.00	3,000.00	Automatic Generated Check
	029161	08/29/18	VAV01 (VAVRINEK, TRINE, DAY & CO., LLP)		12,950.00	.00	12,950.00	Automatic Generated Check
	029162	08/29/18	WAL02 (WALKER'S OFFICE SUPPLY)		245.05	.00	245.05	Automatic Generated Check
Total for Bank Account 1000 ----->					864,673.65	.00	864,673.65	

Grand Total of all Bank Accounts -----> 864,673.65 .00 864,673.65
 =====

REPORT.: Oct 05 18 Friday
 RUN....: Oct 05 18 Time: 13:14
 Run by.: Christina Cross

Georgetown Divide PUD
 Search and Reprint Update Journal
 *** PRINT of EXISTING JOURNALS ***

GDPUD Bd Mtg of 10/09/18 PAGE: 001
 AGENDA ITEM 5.B.1 ID #: GL-JU
 Attachment 4 CTL.: GEO

Journal.: PR-00 Name.: PAYROLL JOURNAL ENTRY '+'=DEBIT, '-'=
 Fiscal Period.: 02-19 Calendar Period.: 08-18

Line	Description	G/L	Account No	Ctr	Amount	Extension
0001	RAW WTR UPCOUNTRY PP#17	10	5010	5100	2,438.28	2438.28
0002	RAW WTR UPCOUNTRY STANDBY PP#17	10	5017	5100	600.00	3038.28
0003	RAW WTR UPCOUNTRY OT PP#17	10	5019	5100	471.96	3510.24
0004	RAW WTR MAIN SYST PP#17	10	5010	5200	11,732.21	15242.45
0005	RAW WTR MAIN SYST STANDBY PP#17	10	5017	5200	1,200.00	16442.45
0006	RAW WTR MAIN SYST OT PP#17	10	5019	5200	1,152.92	17595.37
0007	GUNITE PROJECT OT PP#17	10	5019	5200 918	436.67	18032.04
0008	WATER TREATMENT PP#17	10	5010	5300	6,521.64	24553.68
0009	WATER TREATMENT STANDBY PP#17	10	5017	5300	600.00	25153.68
0010	WATER TREATMENT OT PP#17	10	5019	5300	540.66	25694.34
0011	ALT RETROFIT PP#17	10	5010	5300 907	486.24	26180.58
0012	TREATED WTR DIST PP#17	10	5010	5400	11,611.00	37791.58
0013	TREATED WTR DIST STANDBY PP#17	10	5017	5400	600.00	38391.58
0014	TREATED WTR DIST OT PP#17	10	5019	5400	654.57	39046.15
0015	CUST SRV/METER READ PP#17	10	5010	5500	3,507.88	42554.03
0016	CROSS CONNECTION PP#17	10	5010	5500 008	425.28	42979.31
0017	GEN ADMIN PP#17	10	5010	5600	12,078.20	55057.51
0018	ACCTS PAYABLE PP#17	10	5010	5600 011	1,049.37	56106.88
0019	PAYROLL/HR PP#17	10	5010	5600 012	664.82	56771.70
0020	ZONE PP#17	40	5010	6700	2,228.88	59000.58
0021	ZONE-CONVENTIONAL PP#17	40	5010	6700 Z01	588.90	59589.48
0022	ZONE- NON CONVENTIONAL PP#17	40	5010	6700 Z02	588.90	60178.38
0023	EMPLOY TAXES-RAW WTR UPCOUNTRY PP#17	10	5016	5100	255.03	60433.41
0024	EMPLOY TAXES-RAW WTR MAIN SYST PP#17	10	5016	5200	1,054.98	61488.39
0025	EMPLOY TAXES-WTR TREATMENT PP#17	10	5016	5300	591.98	62080.37
0026	EMPLOY TAXES-TREATED WTR PP#17	10	5016	5400	934.66	63015.03
0027	EMPLOY TAXES-CUST SRV/METER READ PP#17	10	5016	5500	285.74	63300.77
0028	EMPLOY TAXES-GEN/ADMIN PP#17	10	5016	5600	1,001.99	64302.76
0029	EMPLOY TAXES-ZONE PP#17	40	5016	6700	247.49	64550.25
0030	ICMA DIST CONT PP#17	10	5015	5600	298.08	64848.33
0031	EMPLOY DEF COMP PP#17	10	2134		-1,289.43	63558.90
0032	AFLAC PP#17	10	5018	5600	-126.54	63432.36
0033	UNION DUES PP#17	10	2136		-541.88	62890.48
0034	CALPERS-MEMBER CONTRI PP#17	10	2137		-3,859.75	59030.73
0035	MED125 W/O AFLAC PP#17	10	5018	5600	-3,183.11	55847.62
0036	EMPLOY ADD'L LIFE PP#17	10	5018	5600	-55.36	55792.26
0037	PAYROLL CLEAR FEE-N TILMAN PP#17	10	4090		-1.50	55790.76
0038	PAYROLL CLEAR-N TILMAN PP#17	10	1512		-366.92	55423.84
0039	CASH-ICMA S PALMER PP#17	10	2134		-298.08	55125.76
0040	CASH-POOLED CASH PP#17	99	1000		-55,125.76	0.00

Journal.: PR-01 Name.: PAYROLL JOURNAL ENTRY '+'=DEBIT, '-'=CREDIT
 Fiscal Period.: 02-19 Calendar Period.: 08-18

Line Description	G/L	Account No	Ctr	Amount	Extension
0001 RAW WTR UPCOUNTRY PP#18	10	5010	5100	3,058.51	3058.51
0002 RAW WTR UPCOUNTRY STANDBY PP#18	10	5017	5100	600.00	3658.51
0003 RAW WTR UPCOUNTRY OT PP#18	10	5019	5100	1,236.60	4895.11
0004 RAW WTR MAIN SYST PP#18	10	5010	5200	9,212.34	14107.45
0005 RAW WTR MAIN SYST STANDBY PP#18	10	5017	5200	1,200.00	15307.45
0006 RAW WTR MAIN SYST OT PP#18	10	5019	5200	1,022.28	16329.73
0007 WATER TREATMENT PP#18	10	5010	5300	5,904.92	22234.65
0008 WATER TREATMENT STANDBY PP#18	10	5017	5300	600.00	22834.65
0009 WATER TREATMENT OT PP#18	10	5019	5300	596.64	23431.29
0010 ALT RETROFIT PP#18	10	5010	5300 907	56.20	23487.49
0011 TREATED WATER DIST PP#18	10	5010	5400	9,083.23	32570.72
0012 TREATED WATER DIST STANDBY PP#18	10	5017	5400	600.00	33170.72
0013 TREATED WATER DIST OT PP#18	10	5019	5400	1,140.30	34311.02
0014 CUST SRV/METER READ PP#18	10	5010	5500	7,096.88	41407.90
0015 CROSS CONNECTIONS PP#18	10	5010	5500 008	112.40	41520.30
0016 GEN/ADMIN PP#18	10	5010	5600	11,849.18	53369.48
0017 ACCTS PAYABLE PP#18	10	5010	5600 011	902.09	54271.57
0018 PAYROLL/HR PP#18	10	5010	5600 012	990.15	55261.72
0019 ZONE PP#18	40	5010	6700	1,429.36	56691.08
0020 ZONE-CDS OPERATIONAL PP#18	40	5010	6700 CDS	665.92	57357.00
0021 ZONE-CONVENTIONAL PP#18	40	5010	6700 Z01	372.97	57729.97
0022 ZONE- NON CONVENTIONAL PP#18	40	5010	6700 Z02	372.97	58102.94
0023 DIRECTOR RENUM PP#18	40	5070	5600	2,000.00	60102.94
0024 EMPLOY TAXES-RAW WTR UPCOUNTRY PP#18	10	5016	5100	415.06	60518.00
0025 EMPLOY TAXES-RAW WTR MAIN SYST PP#18	10	5016	5200	969.54	61487.54
0026 EMPLOY TAXES-WATER TREATMENT PP#18	10	5016	5300	606.90	62094.44
0027 EMPLOY TAXES-TREATED WATER DIST PP#18	10	5016	5400	917.72	63012.16
0028 EMPLOY TAXES-CUST SRV/METER READ PP#18	10	5016	5500	611.27	63623.43
0029 EMPLOY TAXES-GEN/ADMIN PP#18	10	5016	5600	1,334.71	64958.14
0030 EMPLOY TAXES-ZONE PP#18	40	5016	6700	240.91	65199.05
0031 ICMA-S PALMER PP#18	10	5015	5600	298.08	65497.13
0032 EMPLOY DEF COMP PP#18	10	2134		-1,221.76	64275.37
0033 AFLAC PP#18	10	5018	5600	-126.54	64148.83
0034 UNION DUES PP#18	10	2136		-519.66	63629.17
0035 CALPERS MEMBER CONTRI PP#18	10	2137		-3,709.27	59919.90
0036 MED125 W/O AFLAC PP#18	10	5018	5600	-3,259.60	56660.30
0037 EMPLOY ADD'L LIFE PP#18	10	5018	5600	-55.36	56604.94
0038 PAYROLL CLEAR FEE- N TILMAN PP#18	10	4090		-1.50	56603.44
0039 PAYROLL CLEAR- N TILMAN PP#18	10	1512		-366.92	56236.52
0040 PAYROLL CLEAR- C CROSS PP#18	10	1512		-519.36	55717.16
0041 CASH ICMA SPALMER PP#18	10	2134		-298.08	55419.08
0042 UNRECONCILED CLEARING PP#18	10	4998		-1,260.28	54158.80
0043 CASH- POOLED CASH PP#18	99	1000		-54,158.80	0.00

REPORT.: Oct 05 18 Friday
 RUN...: Oct 05 18 Time: 13:17
 Run by.: Christina Cross

Georgetown Divide PUD
 Search and Reprint Update Journal
 *** PRINT of EXISTING JOURNALS ***

GDPUD Bd Mtg of 10/09/18 PAGE: 001
 AGENDA ITEM 5.B.1 ID #: GL-JU
 Attachment 5 CTL.: GEO

Journal.: 00-00 Name.: General Journal '+'=DEBIT, '-'=CRE
 Fiscal Period.: 02-19 Calendar Period.: 08-18

Line	Description	G/L	Account No	Ctr	Amount	Extension
0001	CALPERS OTHER OBL FOR PP#17	99	1000		-41,972.32	-41972.32
0002	CALPERS OTHER OBL FOR PP#17	10	5013	5100	7,836.23	-34136.09
0003	CALPERS OTHER OBL FOR PP#17	10	5013	5200	15,697.65	-18438.44
0004	CALPERS OTHER OBL FOR PP#17	10	5013	5300	1,599.15	-16839.29
0005	CALPERS OTHER OBL FOR PP#17	10	5013	5400	9,599.07	-7240.22
0006	CALPERS OTHER OBL FOR PP#17	10	5013	5500	709.33	-6530.89
0007	CALPERS OTHER OBL FOR PP#17	10	5013	5600	5,221.36	-1309.53
0008	CALPERS OTHER OBL FOR PP#17	40	5013	6700	1,309.53	0.00
0009	CALPERS ALLOCATION FOR PP#17	99	1000		-9,097.75	-9097.75
0010	CALPERS EMPLOYEE CONTRIBUTION FOR PP#17	10	2137		3,859.75	-5238.00
0011	CALPERS EMPLOYER CONTRIBUTION FOR PP#17	10	5014	5100	307.86	-4930.14
0012	CALPERS EMPLOYER CONTRIBUTION FOR PP#17	10	5014	5200	1,273.63	-3656.51
0013	CALPERS EMPLOYER CONTRIBUTION FOR PP#17	10	5014	5300	714.66	-2941.85
0014	CALPERS EMPLOYER CONTRIBUTION FOR PP#17	10	5014	5400	1,088.45	-1853.40
0015	CALPERS EMPLOYER CONTRIBUTION FOR PP#17	10	5014	5500	344.96	-1508.44
0016	CALPERS EMPLOYER CONTRIBUTION FOR PP#17	10	5014	5600	1,209.66	-298.78
0017	CALPERS EMPLOYER CONTRIBUTION FOR PP#17	40	5014	6700	298.78	0.00
0018	CALPERS ALLOCATION FOR PP#18	99	1000		-8,698.24	-8698.24
0019	CALPERS EMPLOYEE CONTRIBUTION FOR PP#18	10	2137		3,709.27	-4988.97
0020	CALPERS EMPLOYER CONTRIBUTION FOR PP#18	10	5014	5100	403.36	-4585.61
0021	CALPERS EMPLOYER CONTRIBUTION FOR PP#18	10	5014	5200	942.22	-3643.39
0022	CALPERS EMPLOYER CONTRIBUTION FOR PP#18	10	5014	5300	589.80	-3053.59
0023	CALPERS EMPLOYER CONTRIBUTION FOR PP#18	10	5014	5400	928.32	-2125.27
0024	CALPERS EMPLOYER CONTRIBUTION FOR PP#18	10	5014	5500	594.05	-1531.22
0025	CALPERS EMPLOYER CONTRIBUTION FOR PP#18	10	5014	5600	1,297.10	-234.12
0026	CALPERS EMPLOYER CONTRIBUTION FOR PP#18	40	5014	6700	234.12	0.00

Date...: Oct 5, 2018
 Time...: 1:03 pm
 Run by.: Hannah Schnetz

Georgetown Divide PUD
 BOARD CHECK REVIEW

GDPUD Bd Mtg of 10/09/18
AGENDA ITEM 5.B.2
Disbursement Report
Page 1 of 8

Page: 1
 List: BOAR
 ID #: PYDMPH

Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
029202	09/12/18	CAL18	California State Disbursement	PAYROLL CLEARINGN-TILMAN	366.92
Sub-Total:(1)					366.92
Sub-Count: 1					
029203	09/12/18	ICM02	ICMA-R.T.-457 (ee)	Payroll withholding-ICMA	1519.84
Sub-Total:(1)					1519.84
Sub-Count: 1					
029204	09/12/18	IU001	IUOE, LOCAL 39	Union Dues Payable-LOCAL 39	8.97
029204	09/12/18	IU001	IUOE, LOCAL 39	Union Dues Payable-LOCAL39	308.17
Sub-Total:(1)					317.14
Sub-Count: 2					
029205	09/12/18	IU002	PEU LOCAL #1	UNION DUES-LOCAL 1	214.18
Sub-Total:(1)					214.18
Sub-Count: 1					
029206	09/12/18	JOH02	JOHN D'AGOSTINI SHERIFF-CORONE	WAGE GARNISHMENT CROSS(MEYER) CASE#3401400169820	155.00
Sub-Total:(1)					155.00
Sub-Count: 1					
029207	09/12/18	MYE01	Myers and Sons	CONTRACTOR'S APPLICATION #16 PERIOD: 6/1-6/30/18	192102.27
Sub-Total:(1)					192102.27
Sub-Count: 1					
029208	09/18/18	AAR01	AARP MEDICARERX SAVER PLUS, PD	AARP MEDICARE M DAVIS OCTOBER 2018	44.20
Sub-Total:(1)					44.20
Sub-Count: 1					
029209	09/18/18	ACW01	ACWA/JPIA	WORKERS COMPENSATION 4/1/18-6/30/18	960.79
029209	09/18/18	ACW01	ACWA/JPIA	WORKERS COMPENSATION 4/1/18-6/30/18	4243.24
029209	09/18/18	ACW01	ACWA/JPIA	WORKERS COMPENSATION 4/1/18-6/30/18	1414.91
029209	09/18/18	ACW01	ACWA/JPIA	WORKERS COMPENSATION 4/1/18-6/30/18	2987.95
029209	09/18/18	ACW01	ACWA/JPIA	WORKERS COMPENSATION 4/1/18-6/30/18	356.38
029209	09/18/18	ACW01	ACWA/JPIA	WORKERS COMPENSATION 4/1/18-6/30/18	324.32
029209	09/18/18	ACW01	ACWA/JPIA	WORKERS COMPENSATION 4/1/18-6/30/18	549.54
Sub-Total:(1)					10837.13
Sub-Count: 7					
029210	09/18/18	ACW05	ACWA/JPIA HEALTH	EMPLOYEE HEALTH INSURANCE PREMIUMS OCTOBER 2018	2948.01
029210	09/18/18	ACW05	ACWA/JPIA HEALTH	EMPLOYEE HEALTH INSURANCE PREMIUMS OCTOBER 2018	6886.35
029210	09/18/18	ACW05	ACWA/JPIA HEALTH	EMPLOYEE HEALTH INSURANCE PREMIUMS OCTOBER 2018	4310.67
029210	09/18/18	ACW05	ACWA/JPIA HEALTH	EMPLOYEE HEALTH INSURANCE PREMIUMS OCTOBER 2018	6518.33
029210	09/18/18	ACW05	ACWA/JPIA HEALTH	EMPLOYEE HEALTH INSURANCE PREMIUMS OCTOBER 2018	4341.69
029210	09/18/18	ACW05	ACWA/JPIA HEALTH	EMPLOYEE HEALTH INSURANCE PREMIUMS OCTOBER 2018	9480.06
029210	09/18/18	ACW05	ACWA/JPIA HEALTH	EMPLOYEE HEALTH INSURANCE PREMIUMS OCTOBER 2018	1711.09
029210	09/18/18	ACW05	ACWA/JPIA HEALTH	RETIREE HEALTH INSURANCE PREMIUMS OCTOBER 2018	5094.54
Sub-Total:(1)					41290.74
Sub-Count: 8					
029211	09/18/18	ADT01	ADT SECURITY SERVICES	SECURITY SERVICE 9/20-10/19/18 8180 BALDERSTON RD	42.08
Sub-Total:(1)					42.08
Sub-Count: 1					
029212	09/18/18	ADT01	ADT SECURITY SERVICES	SECURITY SERVICE 9/21-10/20/18 6425 MAIN ST	153.84
Sub-Total:(1)					153.84
Sub-Count: 1					
029213	09/18/18	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	378.29
029213	09/18/18	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	94.57
029213	09/18/18	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	94.57
029213	09/18/18	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	-189.14
029213	09/18/18	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	30.00
029213	09/18/18	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	7.50
029213	09/18/18	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	7.50
029213	09/18/18	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	-15.00
029213	09/18/18	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	120.00
029213	09/18/18	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	30.00
029213	09/18/18	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	30.00
029213	09/18/18	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	-60.00

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029213	09/18/18	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	57.70
029213	09/18/18	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	14.43
029213	09/18/18	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	14.43
029213	09/18/18	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	-28.86
Sub-Total:(1)					585.99
Sub-Count: 16					
029214	09/18/18	CLS01	CLS LABS	ROUTINE DIST. SYST. BACTERIA	44.10
029214	09/18/18	CLS01	CLS LABS	ZONE SAMPLING	2830.24
Sub-Total:(1)					2874.34
Sub-Count: 2					
029215	09/18/18	DEL05	DELAGE LANDEN, INC	KONICA COPIER CONTRACT 9/1-9/30/18	238.61
029215	09/18/18	DEL05	DELAGE LANDEN, INC	FORMAX FOLDING MACHINE 9/1-9/30/18	193.97
Sub-Total:(1)					432.58
Sub-Count: 2					
029216	09/18/18	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. Vehicle Maintenance, Materials & Supplies	18.97
029216	09/18/18	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. Vehicle Maintenance, Materials & Supplies	35.33
029216	09/18/18	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. Vehicle Maintenance, Materials & Supplies	76.10
029216	09/18/18	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. Vehicle Maintenance, Materials & Supplies	69.66
029216	09/18/18	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. Vehicle Maintenance, Materials & Supplies	6.78
029216	09/18/18	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. Vehicle Maintenance, Materials & Supplies	6.78
029216	09/18/18	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. Vehicle Maintenance, Materials & Supplies	6.79
029216	09/18/18	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. Vehicle Maintenance, Materials & Supplies	9.63
029216	09/18/18	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. Vehicle Maintenance, Materials & Supplies	18.22
029216	09/18/18	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. Vehicle Maintenance, Materials & Supplies	18.22
029216	09/18/18	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. Vehicle Maintenance, Materials & Supplies	18.23
029216	09/18/18	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. Vehicle Maintenance, Materials & Supplies	11.47
Sub-Total:(1)					296.18
Sub-Count: 12					
029217	09/18/18	ENV01	ENVIRO TECH SERVICES COMPANY,	GLOVES FOR ZONE	146.14
Sub-Total:(1)					146.14
Sub-Count: 1					
029218	09/18/18	GAR02	GARDEN VALLEY FEED & HDW.	Misc. Materials & Supplies for treated water and	43.95
029218	09/18/18	GAR02	GARDEN VALLEY FEED & HDW.	Misc. Materials & Supplies for treated water and	9.64
029218	09/18/18	GAR02	GARDEN VALLEY FEED & HDW.	Misc. Materials & Supplies for treated water and	307.67
029218	09/18/18	GAR02	GARDEN VALLEY FEED & HDW.	Misc. Materials & Supplies for treated water and	50.38
Sub-Total:(1)					411.64
Sub-Count: 4					
029219	09/18/18	GEM01	GEMPLER'S, INC.	PO#017896 - RUBBER BOOTS BACKORDERED	182.47
029219	09/18/18	GEM01	GEMPLER'S, INC.	PO#017896 - RUBBER BOOTS BACKORDERED	182.48
Sub-Total:(1)					364.95
Sub-Count: 2					
029220	09/18/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. Materials & Supplies for treated water and	261.84
029220	09/18/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. Materials & Supplies for treated water and	17.30
029220	09/18/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. Materials & Supplies for treated water and	4.91
029220	09/18/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. Materials & Supplies for treated water and	66.47
029220	09/18/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. Materials & Supplies for treated water and	12.21
029220	09/18/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. Materials & Supplies for treated water and	14.07
029220	09/18/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. Materials & Supplies for treated water and	14.07
029220	09/18/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. Materials & Supplies for treated water and	14.07
029220	09/18/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. Materials & Supplies for treated water and	13.70
029220	09/18/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. Materials & Supplies for treated water and	7.26
029220	09/18/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. Materials & Supplies for treated water and	63.62
029220	09/18/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. Materials & Supplies for treated water and	63.62
029220	09/18/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. Materials & Supplies for treated water and	63.62
Sub-Total:(1)					616.76
Sub-Count: 13					
029221	09/18/18	GEO14	GEORGETOWN DIVIDE ROTARY CLUB	FOUNDERS DAY BOOTH 9/23/18	45.00
Sub-Total:(1)					45.00
Sub-Count: 1					
029222	09/18/18	HAN09	HANSFORD ECONOMIC CONSULTING	WASTEWATER RATE STUDY AUGUST 2018	601.25
Sub-Total:(1)					601.25
Sub-Count: 1					

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029223	09/18/18	KEY01	KEYS PLUS	New Key for Office	256.14
Sub-Total:(1)					256.14
Sub-Count: 1					
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	DIANA M. 7/30-8/05/18	637.00
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 7/30-8/05/18	294.00
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 7/30-8/05/18	19.60
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 7/30-8/05/18	274.40
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	MINDEE R. 7/30-8/05/18	909.85
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	MINDEE R. 7/30-8/05/18	11.00
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	DIANA M. 8/6-8/12/18	1048.60
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 8/6-8/12/18	137.20
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 8/6-8/12/18	509.60
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 8/6-8/12/18	78.40
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	MINDEE R. 8/6-8/12/18	874.10
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	MINDEE R. 8/6-8/12/18	5.50
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	BRETT S. 8/6-8/12/18	889.20
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	DIANA M. 8/13-8/19/18	715.40
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 8/13-8/19/18	235.20
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 8/13-8/19/18	264.60
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	MINDEE R. 8/13-8/19/18	819.13
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	MINDEE R. 8/13-8/19/18	5.50
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	BRETT S. 8/13-8/19/18	912.00
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	SEAN W. 8/13-8/19/18	912.00
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	DIANA M. 8/20-8/26/18	509.60
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 8/20-8/26/18	294.00
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 8/20-8/26/18	19.60
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	MINDEE R. 8/20-8/26/18	874.10
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	MINDEE R. 8/20-8/26/18	5.50
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	BRETT S. 8/20-8/26/18	912.00
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	SEAN W. 8/20-8/26/18	912.00
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	DIANA M. 8/27-9/02/18	362.60
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 8/27-9/02/18	156.80
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 8/27-9/02/18	343.00
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 8/27-9/02/18	127.40
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	MINDEE R. 8/27-9/02/18	879.60
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	BRETT S. 8/27-9/02/18	866.40
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	SEAN W. 8/27-9/02/18	729.60
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	DIANA M. 9/3-9/9/18	970.20
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 9/3-9/9/18	490.00
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 9/3-9/9/18	156.80
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	MINDEE R. 9/3-9/9/18	676.20
029224	09/18/18	MJT01	MJT ENTERPRISES, INC.	MINDEE R. 9/3-9/9/18	27.48
Sub-Total:(1)					18865.16
Sub-Count: 39					
029225	09/18/18	MMA01	MMANC	CLASS REGISTRATION D. CREEKS	20.00
Sub-Total:(1)					20.00
Sub-Count: 1					
029226	09/18/18	MOB01	MOBILE MINI, LLC-CA	STORAGE RENTAL 9/5/18-10/2/18	197.79
Sub-Total:(1)					197.79
Sub-Count: 1					
029227	09/18/18	NEX00	NEXGEN	2017 PROFESSIONAL SERVICE AGREEMENT	78430.00
Sub-Total:(1)					78430.00
Sub-Count: 1					
029228	09/18/18	PAL01	STEVE PALMER	MILEAGE REIMB FOR EDCWA MEETING 8/31/18	21.04
Sub-Total:(1)					21.04
Sub-Count: 1					
029229	09/18/18	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE SEPTEMBER 2018	174.90
029229	09/18/18	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE SEPTEMBER 2018	116.60
029229	09/18/18	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE SEPTEMBER 2018	116.60
029229	09/18/18	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE SEPTEMBER 2018	291.50
029229	09/18/18	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE SEPTEMBER 2018	174.90
029229	09/18/18	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE SEPTEMBER 2018	2070.06
029229	09/18/18	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE SEPTEMBER 2018	116.60
Sub-Total:(1)					3061.16
Sub-Count: 7					
029230	09/18/18	PRE03	SACRAMENTO PRESTIGE GUNITE, IN	GUNITE 2500 PSI	29325.00
Sub-Total:(1)					29325.00
Sub-Count: 1					

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029231	09/18/18	PRO04	PAUL FUNK	CLEANING SERVICES FOR SEPTEMBER 2018	265.00
Sub-Total:(1)					265.00
Sub-Count: 1					
029232	09/18/18	ROB02	ROBINSON ENTERPRISES	T & D RAW WATER FUEL USAGE ALLOCATION	923.88
029232	09/18/18	ROB02	ROBINSON ENTERPRISES	WATER TREATMENT FUEL USAGE ALLOCATION	376.66
029232	09/18/18	ROB02	ROBINSON ENTERPRISES	T & D TREATED WTR FUEL USAGE ALLOCATION	1098.44
029232	09/18/18	ROB02	ROBINSON ENTERPRISES	ZONE FUEL USAGE ALLOCATION	144.98
029232	09/18/18	ROB02	ROBINSON ENTERPRISES	UPCOUNTRY FUEL USAGE ALLOCATION	204.98
029232	09/18/18	ROB02	ROBINSON ENTERPRISES	ADMIN. FUEL USAGE ALLOCATION	.00
Sub-Total:(1)					2748.94
Sub-Count: 6					
029233	09/18/18	SIE10	SIERRA SAFETY	PO#017901: SAFETY SUPPLIES FOR MAINT. AND DIST.	70.97
029233	09/18/18	SIE10	SIERRA SAFETY	PO#017901: SAFETY SUPPLIES FOR MAINT. AND DIST.	70.97
029233	09/18/18	SIE10	SIERRA SAFETY	PO#017901: SAFETY SUPPLIES FOR MAINT. AND DIST.	70.97
Sub-Total:(1)					212.91
Sub-Count: 3					
029234	09/18/18	SWR03	STATE WATER RESOURCES CONTROL	DRINKING WATER TREAT OPER CERT RENEWAL: K MADISON	60.00
Sub-Total:(1)					60.00
Sub-Count: 1					
029235	09/18/18	TIR01	TIREHUB, LLC	TIRES FOR UNIT #30	684.39
Sub-Total:(1)					684.39
Sub-Count: 1					
029236	09/18/18	UNI06	UNITEDHEALTHCARE INSURANCE CO	PREPAID HEALTH INSURANCE D SCHWAGEL 10/1-10/31/18	149.25
Sub-Total:(1)					149.25
Sub-Count: 1					
029237	09/18/18	UNI07	UNITEDHEALTHCARE CLAIM DIVISIO	PREPAID HEALTH INSURANCE J ST DENNIS 10/1-10/31/18	167.07
Sub-Total:(1)					167.07
Sub-Count: 1					
029238	09/18/18	VAV01	VAVRINEK, TRINE, DAY & CO., LL	INCREASE IN CONTRACT AS OF JANUARY 9, 2018	-13275.00
029238	09/18/18	VAV01	VAVRINEK, TRINE, DAY & CO., LL	INCREASE IN CONTRACT AS OF JANUARY 9, 2018	12209.82
029238	09/18/18	VAV01	VAVRINEK, TRINE, DAY & CO., LL	INCREASE IN CONTRACT AS OF JANUARY 9, 2018	14340.18
Sub-Total:(1)					13275.00
Sub-Count: 3					
029239	09/26/18	AFL01	AMERICAN FAMILY LIFE INS	AFLAC Premiums	1223.40
Sub-Total:(1)					1223.40
Sub-Count: 1					
029240	09/26/18	CAL18	California State Disbursement	PAYROLL CLEARING-N TILMAN	366.92
Sub-Total:(1)					366.92
Sub-Count: 1					
029241	09/26/18	ICM02	ICMA-R.T.-457 (ee)	Payroll withholding-ICMA	1519.84
Sub-Total:(1)					1519.84
Sub-Count: 1					
029242	09/26/18	IUO01	IUOE, LOCAL 39	Union Dues Payable-LOCAL 39	308.17
Sub-Total:(1)					308.17
Sub-Count: 1					
029243	09/26/18	IUO02	PEU LOCAL #1	UNION DUES-LOCAL 1	214.18
Sub-Total:(1)					214.18
Sub-Count: 1					
029244	09/26/18	JOH02	JOHN D'AGOSTINI SHERIFF-CORONE	CHRISTINA MEYER(CROSS)	155.00
Sub-Total:(1)					155.00
Sub-Count: 1					

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029245	09/26/18	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	144.85
029245	09/26/18	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	36.21
029245	09/26/18	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	36.21
029245	09/26/18	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	-72.42
Sub-Total:(1)					144.85
Sub-Count: 4					
029246	09/26/18	ANS01	ANSWERING SPECIALISTS INC	SEPTEMBER 2018 ANSWERING SERVICE	79.95
Sub-Total:(1)					79.95
Sub-Count: 1					
029247	09/26/18	BEC01	STEPHANIE BECK	MILEAGE REIMB FOR TRAINING 9/19/18	38.81
Sub-Total:(1)					38.81
Sub-Count: 1					
029248	09/26/18	BLU01	ANTHEM BLUE CROSS	PREPAID HEALTH INSURANCE J. MANZER 10/1-10/31/18	298.35
029248	09/26/18	BLU01	ANTHEM BLUE CROSS	PREPAID HEALTH INSURANCE W. MANZER 10/1-10/31/18	298.35
029248	09/26/18	BLU01	ANTHEM BLUE CROSS	PREPAID HEALTH INSURANCE R PRINCE JR 10/1-10/31/18	234.81
029248	09/26/18	BLU01	ANTHEM BLUE CROSS	PREPAID HEALTH INSURANCE M. WILSON 10/1-10/31/18	298.35
Sub-Total:(1)					1129.86
Sub-Count: 4					
029249	09/26/18	CHA03	MICHAEL CHAIDEZ	BOOT REIMB 2018-2019 FISCAL YEAR PER MOU	193.02
Sub-Total:(1)					193.02
Sub-Count: 1					
029250	09/26/18	CLS01	CLS LABS	LT2ESWTR RAW BACT	78.40
029250	09/26/18	CLS01	CLS LABS	ROUTINE DIST. SYST. BACTERIA	44.10
Sub-Total:(1)					122.50
Sub-Count: 2					
029251	09/26/18	CWS01	CORBIN WILLITS SYS. INC.	MONTHLY CHARGE FOR OCTOBER 2018	573.20
Sub-Total:(1)					573.20
Sub-Count: 1					
029252	09/26/18	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. Vehicle Maintenance, Materials & Supplies	6.43
029252	09/26/18	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. Vehicle Maintenance, Materials & Supplies	6.43
029252	09/26/18	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. Vehicle Maintenance, Materials & Supplies	6.43
Sub-Total:(1)					19.29
Sub-Count: 3					
029253	09/26/18	ECO01	ECORP CONSULTING, INC.	JULY 11, 2017 PSA	3066.29
Sub-Total:(1)					3066.29
Sub-Count: 1					
029254	09/26/18	GEO03	STEPHANIE BECK	SAFETY MEETING SUPPLIES	20.45
029254	09/26/18	GEO03	STEPHANIE BECK	POSTAGE SAFETY VIDEO RETURN TO ACWA/JPIA	3.50
029254	09/26/18	GEO03	STEPHANIE BECK	EL DORADO COUNTY MAP COPIES FOR CABY PROJECT	15.50
029254	09/26/18	GEO03	STEPHANIE BECK	POSTAGE SAFETY VIDEO RETURN TO ACWA/JPIA	7.00
Sub-Total:(1)					46.45
Sub-Count: 4					
029255	09/26/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. Materials & Supplies for treated water and	68.59
029255	09/26/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. Materials & Supplies for treated water and	22.86
029255	09/26/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. Materials & Supplies for treated water and	-22.86
029255	09/26/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. Materials & Supplies for treated water and	53.61
029255	09/26/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. Materials & Supplies for treated water and	17.87
029255	09/26/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. Materials & Supplies for treated water and	-17.87
029255	09/26/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. Materials & Supplies for treated water and	36.00
029255	09/26/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. Materials & Supplies for treated water and	12.00
029255	09/26/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. Materials & Supplies for treated water and	-12.00
Sub-Total:(1)					158.20
Sub-Count: 9					
029256	09/26/18	HAR03	HARRIS INDUSTRIAL GASES	PO#017906: UPCOUNTRY WALKWAYS MATERIALS & SUPPLIES	110.57
Sub-Total:(1)					110.57
Sub-Count: 1					

Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
029257	09/26/18	MED01	MEDICAL EYE SERVICES	VISION INSURANCE OCTOBER 2018	18.74
029257	09/26/18	MED01	MEDICAL EYE SERVICES	VISION INSURANCE OCTOBER 2018	37.48
029257	09/26/18	MED01	MEDICAL EYE SERVICES	VISION INSURANCE OCTOBER 2018	18.74
029257	09/26/18	MED01	MEDICAL EYE SERVICES	VISION INSURANCE OCTOBER 2018	28.11
029257	09/26/18	MED01	MEDICAL EYE SERVICES	VISION INSURANCE OCTOBER 2018	28.11
029257	09/26/18	MED01	MEDICAL EYE SERVICES	VISION INSURANCE OCTOBER 2018	185.49
029257	09/26/18	MED01	MEDICAL EYE SERVICES	VISION INSURANCE OCTOBER 2018	18.74
Sub-Total:(1)					335.41
Sub-Count: 7					
029258	09/26/18	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE OCTOBER 2018	174.90
029258	09/26/18	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE OCTOBER 2018	174.90
029258	09/26/18	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE OCTOBER 2018	116.60
029258	09/26/18	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE OCTOBER 2018	174.90
029258	09/26/18	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE OCTOBER 2018	174.90
029258	09/26/18	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE OCTOBER 2018	1778.48
029258	09/26/18	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE OCTOBER 2018	116.60
Sub-Total:(1)					2711.28
Sub-Count: 7					
029259	09/26/18	SAN02	Santander Leasing	INTEREST - TRUCK LEASE PAYMENT	77.24
029259	09/26/18	SAN02	Santander Leasing	PRINCIPAL - TRUCK LEASE PAYMENT	1153.64
Sub-Total:(1)					1230.88
Sub-Count: 2					
029260	09/26/18	THA01	THATCHER COMPANY OF CALIFORNIA	PO#017904: SODA ASH & CHLORINE 3650 SWEETWATER TR	3527.83
029260	09/26/18	THA01	THATCHER COMPANY OF CALIFORNIA	DEPOSIT REFUND: 12 DRUMS	-480.00
029260	09/26/18	THA01	THATCHER COMPANY OF CALIFORNIA	PO#017904: SODA ASH & CHLORINE 8180 BALDERSTON RD	3502.83
029260	09/26/18	THA01	THATCHER COMPANY OF CALIFORNIA	DEPOSIT REFUND: 11 DRUMS	-440.00
Sub-Total:(1)					6110.66
Sub-Count: 4					
029261	09/26/18	UNI08	UNIFIED FIELD SERVICES CORPORA	APP#4 TO 8/3/18 RECOAT WALTON WTP #2 STORAGE TANK	7900.00
Sub-Total:(1)					7900.00
Sub-Count: 1					
029262	09/26/18	USB05	U.S. BANK CORPORATE PAYMENT SY	CAL CARD - MISSED PAYMENT FROM LAST INVOICE	287.64
Sub-Total:(1)					287.64
Sub-Count: 1					
029263	10/09/18	ACW01	ACWA/JPIA	AUTO & GENERAL LIABILITY 10/1/18-9/30/19	70024.27
029263	10/09/18	ACW01	ACWA/JPIA	AUTO & GENERAL LIABILITY 10/1/18-9/30/19	4829.26
Sub-Total:(1)					74853.53
Sub-Count: 2					
029264	10/09/18	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	42.84
029264	10/09/18	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	42.85
029264	10/09/18	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	.00
Sub-Total:(1)					85.69
Sub-Count: 3					
029265	10/09/18	AME08	AMERICAN MESSAGING	PAGECOPY USAGE 9/21/18	10.73
Sub-Total:(1)					10.73
Sub-Count: 1					
029266	10/09/18	ATT02	AT&T	Utilities-PHONE 530-333-4356 918 9 9/14-10/13/18	208.18
029266	10/09/18	ATT02	AT&T	Utilities-PHONE 530-333-4356 918 9 9/14-10/13/18	312.26
029266	10/09/18	ATT02	AT&T	Utilities-PHONE 530-333-4356 918 9 9/14-10/13/18	312.26
029266	10/09/18	ATT02	AT&T	Utilities-PHONE 530-333-9442 243 7 9/14-10/13/18	114.22
029266	10/09/18	ATT02	AT&T	Utilities-PHONE 530-333-1119 106 5 9/14-10/13/18	181.01
029266	10/09/18	ATT02	AT&T	Utilities-PHONE 530-885-6287 473 6 9/14-10/13/18	164.00
029266	10/09/18	ATT02	AT&T	Utilities-PHONE 234-343-7252 777 4 9/14-10/13/18	67.07
029266	10/09/18	ATT02	AT&T	Utilities-PHONE 234-371-7957 823 9 9/14-10/13/18	67.07
Sub-Total:(1)					1426.07
Sub-Count: 8					
029267	10/09/18	BRO05	BROWN, ADAM	MILEAGE REIMB FOR GAS PER MOU 8/30-9/20/18	11.99
029267	10/09/18	BRO05	BROWN, ADAM	MILEAGE REIMB FOR GAS PER MOU 8/30-9/20/18	42.40
029267	10/09/18	BRO05	BROWN, ADAM	MILEAGE REIMB FOR GAS PER MOU 8/30-9/20/18	13.73
029267	10/09/18	BRO05	BROWN, ADAM	MILEAGE REIMB FOR GAS PER MOU 8/30-9/20/18	21.04
029267	10/09/18	BRO05	BROWN, ADAM	MILEAGE REIMB FOR GAS PER MOU 8/30-9/20/18	46.76
Sub-Total:(1)					135.92

Date...: Oct 5, 2018
 Time...: 1:03 pm
 Run by.: Hannah Schnetz

Georgetown Divide PUD
 BOARD CHECK REVIEW

GDPUD Bd Mtg of 10/09/18
AGENDA ITEM 5.B.2
Disbursement Report
Page 7 of 8

Page: 7
 List: BOAR
 ID #: PYDMPH

Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
Sub-Count: 5					
029268	10/09/18	CAL16	CALTRONICS BUSINESS SYSTEMS CO	KONICA COPIER CONTRACT 8/14-9/13/18	935.66
Sub-Total:(1)					935.66
Sub-Count: 1					
029269	10/09/18	CAR08	CSI	MONTHLY SERVICE FEE OCTOBER 2018	59.00
Sub-Total:(1)					59.00
Sub-Count: 1					
029270	10/09/18	CCS01	CCSINTERACTIVE	MONTHLY WEBSITE HOSTING OCTOBER 2018	69.00
Sub-Total:(1)					69.00
Sub-Count: 1					
029271	10/09/18	CHU02	CHURCHWELL WHITE, LLP	PROFESSIONAL SERVICES THROUGH 8/31/18	8920.59
Sub-Total:(1)					8920.59
Sub-Count: 1					
029272	10/09/18	DEL05	DELAGE LANDEN, INC	2018 PROPERTY TAX FOR KONICA COPIER	40.79
029272	10/09/18	DEL05	DELAGE LANDEN, INC	2018 PROPERTY TAX FOR FORMAX FOLDING MACHINE	82.09
Sub-Total:(1)					122.88
Sub-Count: 2					
029273	10/09/18	ELD16	EL DORADO DISPOSAL	Utilities-GARBAGE 6425 MAIN ST 9/1-9/30/18	110.47
029273	10/09/18	ELD16	EL DORADO DISPOSAL	Utilities-GARBAGE 3650 SWEETWATER TR 9/1-9/30/18	110.47
029273	10/09/18	ELD16	EL DORADO DISPOSAL	Utilities-GARBAGE 8180 BALDERSTON 9/1-9/30/18	110.47
Sub-Total:(1)					331.41
Sub-Count: 3					
029274	10/09/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. Materials & Supplies for treated water and	15.00
029274	10/09/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. Materials & Supplies for treated water and	5.00
029274	10/09/18	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. Materials & Supplies for treated water and	-5.00
Sub-Total:(1)					15.00
Sub-Count: 3					
029275	10/09/18	GEO12	GEORGE SANDERS	PROFESSIONAL SERVICES AGREEMENT: GEORGE SANDERS	5890.90
029275	10/09/18	GEO12	GEORGE SANDERS	PROFESSIONAL SERVICES AGREEMENT: GEORGE SANDERS	1980.00
Sub-Total:(1)					7870.90
Sub-Count: 2					
029276	10/09/18	HOM01	HOME DEPOT CREDIT SERVICE	PO#017900: CEMENT MIXER (CAPITAL ACQ)	234.65
029276	10/09/18	HOM01	HOME DEPOT CREDIT SERVICE	PO#017900: CEMENT MIXER (CAPITAL ACQ)	234.65
029276	10/09/18	HOM01	HOME DEPOT CREDIT SERVICE	PO#017900: CEMENT MIXER (CAPITAL ACQ)	204.57
029276	10/09/18	HOM01	HOME DEPOT CREDIT SERVICE	PO#017900: CEMENT MIXER (CAPITAL ACQ)	204.57
Sub-Total:(1)					878.44
Sub-Count: 4					
029277	10/09/18	MJT01	MJT ENTERPRISES, INC.	DIANA M. 9/10-9/16/18	627.20
029277	10/09/18	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 9/10-9/16/18	411.60
029277	10/09/18	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 9/10-9/16/18	274.40
029277	10/09/18	MJT01	MJT ENTERPRISES, INC.	MINDEE R. 9/10-9/16/18	802.64
029277	10/09/18	MJT01	MJT ENTERPRISES, INC.	MINDEE R. 9/10-9/16/18	49.47
Sub-Total:(1)					2165.31
Sub-Count: 5					
029278	10/09/18	MYE01	Myers and Sons	CONTRACTOR'S APPLICATION #17 PERIOD: 7/1-7/31/18	240040.35
Sub-Total:(1)					240040.35
Sub-Count: 1					
029279	10/09/18	NAT04	NATIONAL DOCUMENT	PO#017902: BILLING ENVELOPES & BILLING PAPER	1930.65
Sub-Total:(1)					1930.65
Sub-Count: 1					
029280	10/09/18	NBS01	NBS	KELSEY NORTH ADMIN FEES 10/1/18-12/31/18	696.22
029280	10/09/18	NBS01	NBS	STEWART MINE ADMIN FEES 10/1/18-12/31/18	348.11
Sub-Total:(1)					1044.33
Sub-Count: 2					

Date...: Oct 5, 2018
 Time...: 1:03 pm
 Run by.: Hannah Schnetz

Georgetown Divide PUD
 BOARD CHECK REVIEW

GDPUD Bd Mtg of 10/09/18
 AGENDA ITEM 5.B.2
 Disbursement Report

Page: 8
 List: BOAR
 ID #: PYDMPH

Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
029281	10/09/18	PAC02	PACIFIC GAS & ELECTRIC	7727208388-0	4108.09
029281	10/09/18	PAC02	PACIFIC GAS & ELECTRIC	0967683154-9	12672.83
029281	10/09/18	PAC02	PACIFIC GAS & ELECTRIC	9644745072-5	70.00
029281	10/09/18	PAC02	PACIFIC GAS & ELECTRIC	1383483826-3	19.20
029281	10/09/18	PAC02	PACIFIC GAS & ELECTRIC	8019291332-7	45.33
029281	10/09/18	PAC02	PACIFIC GAS & ELECTRIC	9592050405-7	36.46
029281	10/09/18	PAC02	PACIFIC GAS & ELECTRIC	7269328928-1	21.03
029281	10/09/18	PAC02	PACIFIC GAS & ELECTRIC	9103062795-3	265.66
029281	10/09/18	PAC02	PACIFIC GAS & ELECTRIC	0800178691-5	73.74
029281	10/09/18	PAC02	PACIFIC GAS & ELECTRIC	2102211877-8	36.67
029281	10/09/18	PAC02	PACIFIC GAS & ELECTRIC	7804325001-4	10.88
029281	10/09/18	PAC02	PACIFIC GAS & ELECTRIC	2060545213-3	594.18
029281	10/09/18	PAC02	PACIFIC GAS & ELECTRIC	2060545213-3	198.07
029281	10/09/18	PAC02	PACIFIC GAS & ELECTRIC	6228064022-8	384.37
Sub-Total:(1)					18536.51
Sub-Count: 14					
029282	10/09/18	POW01	POWERNET GLOBAL COMM.	Utilities-LONG DISTANCE 8/19/18-9/19/18	215.61
Sub-Total:(1)					215.61
Sub-Count: 1					
029283	10/09/18	VER01	VERIZON WIRELESS	530-333-3494	53.59
029283	10/09/18	VER01	VERIZON WIRELESS	530-333-3760	53.59
029283	10/09/18	VER01	VERIZON WIRELESS	530-333-3872	53.59
029283	10/09/18	VER01	VERIZON WIRELESS	530-333-3940	53.59
029283	10/09/18	VER01	VERIZON WIRELESS	530-333-3970	.18
029283	10/09/18	VER01	VERIZON WIRELESS	530-333-3978	.18
029283	10/09/18	VER01	VERIZON WIRELESS	530-333-7608	27.17
029283	10/09/18	VER01	VERIZON WIRELESS	530-957-4413	53.59
029283	10/09/18	VER01	VERIZON WIRELESS	530-957-5427	53.59
029283	10/09/18	VER01	VERIZON WIRELESS	530-957-5471	53.59
029283	10/09/18	VER01	VERIZON WIRELESS	530-957-5472	53.59
029283	10/09/18	VER01	VERIZON WIRELESS	530-957-5492	53.59
Sub-Total:(1)					509.84
Sub-Count: 12					
029284	10/09/18	WAL02	WALKER'S OFFICE SUPPLY	PO#017903 FURNITURE FOR MAINTENANCE OFFICE	566.82
029284	10/09/18	WAL02	WALKER'S OFFICE SUPPLY	PO#017903 FURNITURE FOR DARRELL'S OFFICE	1565.85
029284	10/09/18	WAL02	WALKER'S OFFICE SUPPLY	PO#017903 FURNITURE FOR HR OFFICE	1507.94
029284	10/09/18	WAL02	WALKER'S OFFICE SUPPLY	PO#017903 HIGH BACK MESH CHAIR-BLK 9106	268.11
029284	10/09/18	WAL02	WALKER'S OFFICE SUPPLY	Misc. Office Supplies	356.26
Sub-Total:(1)					4264.98
Sub-Count: 5					
029285	10/09/18	WEL02	WELLS FARGO BANK, NA	WALTON LAKE ANNUAL RESERVE OCTOBER 2018	2296.95
Sub-Total:(1)					2296.95
Sub-Count: 1					
029286	10/09/18	WOO03	WOOD ENVIRONMENT & INFRASTRUCT	PROFESSIONAL SERVICES THROUGH 8/31/18	4958.50
Sub-Total:(1)					4958.50
Sub-Count: 1					
029287	10/09/18	WSO01	WATER SYSTEMS OPTIMIZATION, IN	LEVEL 1 VALIDATION	2500.00
Sub-Total:(1)					2500.00
Sub-Count: 1					
029288	10/05/18	STA09	STATE WATER RESOURCES	FEE FOR PERMIT ON CABY PROJECT	484.00
Sub-Total:(1)					484.00
Sub-Count: 1					
Grn-Total:					803865.24
Ttl-Count: 290					

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF OCTOBER 9, 2018
AGENDA ITEM NO. 5.C.**



AGENDA SECTION: CONSENT

**SUBJECT: AMEND DISTRICT'S CONFLICT OF INTEREST CODE TO
INCLUDE THE MANAGEMENT ANALYST POSITION**

PREPARED BY: Christina Cross, Management Analyst

A handwritten signature in blue ink, appearing to be "ce", is written to the right of the name Christina Cross.

APPROVED BY: Steven Palmer, PE, General Manager

A handwritten signature in blue ink, appearing to be "SP", is written to the right of the name Steven Palmer.

BACKGROUND

Every other year the County Recorder-Clerk-Registrar of Voters requests that the District review its Conflict of Interest Code ("Code") pursuant to Government Code 87306.5(a) (b) and amend the Code, if needed. During the August 14, 2018 meeting the Board approved amending the current code to include the newly created position for Management Analyst.

DISCUSSION

The notice of intent to adopt/amend the conflict-of-interest code was published in the Georgetown Gazette August 30, 2018. The District did not receive any comments on the amendment.

Staff has made the appropriate amendment to the Conflict of Interest Code and Board approval is required.

FISCAL IMPACT

There is no fiscal impact.

CEQA ASSESSMENT

This is not a CEQA Project.

RECOMMENDED ACTION

Staff recommends the Board of Directors adopt the attached Resolution 2018-48 amending the current Conflict of Interest Code.

ATTACHMENTS

1. Proof of Publication
2. Resolution 2018-48 – Conflict of Interest Code



PROOF OF PUBLICATION
(2015.5 C.C.P.)

GDPUD Board Mtg. of 10/9/2018
AGENDA ITEM 5.C.
Attachment 1
Page 1 of 1

GEORGETOWN
DIVIDE PUD

STATE OF CALIFORNIA
County of El Dorado

I am a citizen of the United States and a resident of the County aforesaid; I'm over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am a principal agent of and/or the publisher of the El Dorado Gazette, Georgetown Gazette & Town Crier, a newspaper of general circulation printed and published once each week in the town of Georgetown, Ponderosa Judicial District, County of El Dorado, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court to the County of El Dorado, State of California, under the date of April 3, 1970, Case Number 18589; that the notice, of which the attached is a printed copy (set in type no smaller than non-pareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

08/30

All in the year 2018

I certify (or declare) under penalty of perjury that the foregoing is true and correct.
Dated at Placerville, California, this 30TH day of AUGUST, 2018

Signature

Proof of Publication of:

Georgetown Divide Public Utility District
NOTICE OF INTENTION TO ADOPT OR AMEND A CONFLICT-OF-INTEREST CODE
NOTICE IS HEREBY GIVEN that the Georgetown Divide Public Utility District intends to adopt or amend a conflict-of-interest code pursuant to Government Code Section 87300 and 87306. Pursuant to Government Code Section 87302, the code will designate employees who must disclose certain investments, income, interests in real property and business positions, and who must disqualify themselves from making or participating in the making of governmental decisions affecting those interests. A written comment period has been established commencing on August 22, 2018 and terminating on October 8, 2018. Any interested person may present written comments concerning the proposed code no later than October 8, 2018 to the Georgetown Divide Public Utility District at 6425 Main St, PO Box 4240 Georgetown, CA 95634. No public hearing on this matter will be held unless any interested person or his or her representative requests no later than 15 days prior to the close of the written comment period, a public hearing. The Georgetown Divide Public Utility District has prepared a written explanation of the reasons for the designations and the disclosure responsibilities and has available all of the information upon which its proposal is based. The Conflict of Interest Code is being amended to include the new position of Management Analyst to appendix A. Copies of the proposed code and all of the information upon which it is based may be obtained from the Georgetown Divide Public Utility District at 6425 Main St Georgetown, CA 95634. Any inquiries concerning the proposed code should be directed to Steven Palmer at (530)-333-4356 x 101. NOTE: This notice should be filed with the Fair Political Practices Commission and served individually on agency employees and officers affected by this code 45 days prior to agency action.
8/30 000965

RESOLUTION NO. 2018-48
OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
AMENDING ITS CONFLICT OF INTEREST CODE
AND AUTHORIZING THE FILING THEREOF WITH THE
EL DORADO COUNTY CLERK

WHEREAS, the Georgetown Divide Public Utility District (District) adopted a Conflict of Interest Code in El Dorado County; and

WHEREAS, the Political Reform Act, Government Code section 81000 et seq., requires that the District review its conflict of interest code biennially to determine if it is accurate, or alternatively, must be amended; and

WHEREAS, the District has reviewed its current positions, the duties assigned to each position, the current conflict of interest code, including the appendices for its designated employees and disclosure categories, and determined that revisions to the current conflict of interest code are necessary to address newly created staff positions; and

WHEREAS, the conflict of interest code adopted by this resolution more accurately reflects the duties and responsibilities of each current position of the District's employees.

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

1. Notice of a Public Hearing for the amendment to its Conflict of Interest Code, as of the date of this Resolution, together with its Appendices for the Georgetown Divide Public Utility District, was given by publication in the Georgetown Gazette at the times set forth in the Affidavit of Publication on file with the Secretary attached to this Resolution.

2. All officers and designated employees of the Georgetown Divide Public Utility District affected by the Code and the Appendices have been notified and received copies of the Conflict of Interest Code and Appendices.

3. After the Public Hearing as so noticed, and there being no oral or written comments received, the Board of Directors takes the action by this Resolution hereafter set forth.

4. The Conflict of Interest Code, as amended, for state and local agencies as set forth by the Fair Political Practices Commission is hereby adopted by reference as the Conflict of Interest Code for Georgetown Divide Public Utility District, a copy of which is

attached to this Resolution and made a part hereof.

5. The Appendices for the Georgetown Divide Public Utility District to said Conflict of Interest Code, adopted by this Resolution, setting forth the Disclosure Categories and Designated Employee Positions is attached to said Code and made a part of the Code.

6. The Board of Directors authorizes a certified copy of this Resolution and the Code, including the Appendices, be submitted to the El Dorado County Clerk, Elections Department, for review and County approval in accordance with the applicable Government Code and Fair Political Practices Commission regulations.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 9th day of October 2018, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

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

Attest:

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

**CONFLICT OF INTEREST CODE FOR THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**

The Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code Regulations Section 18730, attached hereto, and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which members and employees are designated and disclosure categories are set forth, constitute the conflict of interest code of the Georgetown Divide Public Utility District.

Pursuant to Section 18730 of Title 2 California Code of Regulations, Board Members, the General Manager and designated employees of Georgetown Divide Public Utility District shall file statements of economic interests with the Clerk of the District. Upon receipt of the statements of the Georgetown Divide Public Utility District Board Members, General Manager and other designated employees, the Clerk of the District shall make and retain a copy of each statement and forward the original of these statements to the El Dorado County Elections Department. The District Clerk shall make all statements of economic interests available for public inspection and reproduction.

(Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations.)

§ 18730. Provisions of Conflict of Interest Codes.

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code section 87300 or the amendment of a conflict of interest code within the meaning of Government Code section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. sections 18110, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code sections 87200, et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

- (A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;
- (B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code section 87200; and
- (C) The filing officer is the same for both agencies.¹

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those economic interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.²

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

(1) File a written resignation with the appointing power; and

(2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

(A) Contents of Initial Statements.

Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements.

Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Government Code section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to 2 Cal. Code Regs. section 18754.

(D) Contents of Leaving Office Statements.

Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investment and Real Property Disclosure.

When an investment or an interest in real property³ is required to be reported,⁴ the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property equals or exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).

(B) Personal Income Disclosure. When personal income is required to be reported,⁵ the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;

2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);

3. A description of the consideration, if any, for which the income was received;

4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;

5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;

2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (a), (b), and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.

This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code section 89506.

(8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of \$420.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$420 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (e), (f), and (g) of Government Code section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

(A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.
2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.
4. Loans made, or offered in writing, before January 1, 1998.

(8.3) Section 8.3. Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of five hundred dollars (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

(8.4) Section 8.4. Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.

2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:

- a. The date the loan was made.
- b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.
- c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.

2. A loan that would otherwise not be a gift as defined in this title.

3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.

4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.

5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

(9) Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to,

received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$420 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

(9.5) Section 9.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

(10) Section 10. Disclosure of Disqualifying Interest.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

(11) Section 11. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code section 83114 and 2 Cal. Code Regs. sections 18329 and 18329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(12) Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code section 91003.

¹Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code section 81004.

²See Government Code section 81010 and 2 Cal. Code of Regs. section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

³For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

⁴Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

⁵A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

⁶Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

CONFLICT OF INTEREST CODE

APPENDIX A

DESIGNATED EMPLOYEE POSITIONS

The following employees are designated employees under the Conflict of Interest Code for the Georgetown Divide Public Utility District:

Directors
Attorney
General Manager
Operations Managers
Business/Finance Manager
Management Analyst

The aforesaid designated employees shall comply with disclosure categories 1 through 6.

Specialized Consultant: The Special Consultants employed by the District in a decision-making capacity shall make such disclosure as the General Manager shall determine is required by any particular consultant or any particular task order of employment.

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

CONFLICT OF INTEREST CODE

APPENDIX B

DISCLOSURE CATEGORIES

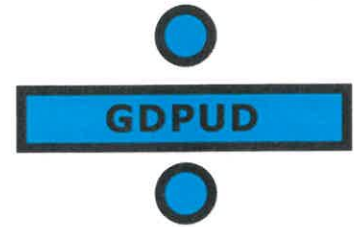
- CATEGORY 1: Investments, business positions in business entities, and sources of income, of the type which contract with the agency to supply materials, commodities, supplies, books, machinery, vehicles, or equipment utilized by the agency.
- CATEGORY 2: Investments, business positions in business entities, and sources of income, which are contractors, subcontractors, or consultants engaged in the performance of work or services of the type utilized by the agency, including, but not limited to, insurance companies, carriers, holding companies, underwriters, agents, or accounting firms.
- CATEGORY 3: Investments, business positions in business entities, and sources of income, which have filed claims against the agency.
- CATEGORY 4: All interest in real property located within the jurisdiction of the District or within two miles of its boundaries except for the primary residence.
- CATEGORY 5: All investments in, and sources of income from business entities doing business within the jurisdiction of the Georgetown Divide Public Utility District. All investments and sources of income from business entities having done business within the jurisdiction of said District during the past two years. All investments and sources of income from business entities planning to do business within the jurisdiction of said District, and all other sources of income within the jurisdiction of said District.
- CATEGORY 6: All investments and business positions in any business entity and income from any source which is (1) a private water company; or (2) an entity or person engaged in real estate, or real estate development within the jurisdiction of the District.

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2018-48 duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 9th day of October 2018.

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

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF OCTOBER 9, 2018
AGENDA ITEM NO. 5.D.**



AGENDA SECTION: CONSENT

SUBJECT: Review and Adopt a Resolution Approving a Revised Procurement Policy that Allows Purchasing Supplies and Equipment through Cooperative Agreements or Piggybacking, adds Federal Grant Procurement Provisions, and Clarifies General Manager Contract Authority Inconsistencies

PREPARED BY: Steven Palmer, PE, General Manager

APPROVED BY: Steven Palmer, PE, General Manager

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

BACKGROUND

On February 13, 2018 the Board of Directors for the Georgetown Divide Public Utility District ("District") adopted a Procurement Policy and Procedures (Attachment 1) by Resolution 2018-15. The Procurement Policy details guidance and procedures for purchasing materials, supplies, construction contracts, and services. Purchasing Agents are defined as the Operations Manager and General Manager, with approval limits of \$5,000 and \$45,000, respectively. The guidance and procedures defined allow for the Operations Manager to approve purchases up to the capital asset threshold to allow for department discretionary approval over daily operations; and for uniformity they are also consistent with the General Manager's approval limit for construction contracts. Purchase order requisition and bidding procedures are designed to allow for General Manager oversight of the Operations Manager's purchases and due diligence in procuring appropriate pricing. The Policy requires different bidding procedures depending on the procurement amount.

DISCUSSION

Cooperative Agreements

The use of cooperative agreements or piggybacking allows the District to acquire goods or services using an existing contract through another public entity. Article IV Purchasing and Contracting for Public Projects and Article V Contracts for Professional and Consulting Services of the adopted Procurement Policy identify that cooperative agreements may be used for public projects and professional services. Additionally, Section 4.01(e) clearly states that the policy is not to be construed to prohibit cooperative agreements, arrangements, or programs. However, Article III Purchasing and Contracting for Supplies and Equipment does not mention cooperative agreements.

In order to clarify that the intent of the policy is to allow cooperative agreements, arrangements, or programs for supplies and equipment, the Revised Procurement Policy includes a new Section 2.04(m) which states that a separate formal bidding process is not required when purchases are made through a cooperative agreement or piggybacking with another public agency whose procurement process is substantially consistent with the provisions of the Procurement Policy.

Cooperative agreements and piggybacking are extremely helpful in reducing costs and administrative burden when purchasing vehicles, large equipment, and chemicals. For example, the State of California has obtained competitively bid pricing for vehicles and large equipment which are equal to or lower than pricing that the District could negotiate on its own. Also, local agencies such as the District often pool their resources to obtain bids on water treatment chemicals. By joining together and issuing one bid with larger quantities, local agencies can often obtain better pricing and delivery terms.

Legal Review

District Legal Counsel has brought to the attention of the General Manager that there are apparent discrepancies between the Procurement Policy adopted by Resolution 2018-15, Resolution 2012-18, and the General Manager's Employment Agreement. Resolution 2012-18 was adopted on November 13, 2012 and outlined purchasing procedures for the General Manager. Resolution 2012-18 states that General Manager contract authority is up to \$10,000 and that "at any time the Board may reconsider and establish new or additional purchasing procedures for the General Manager." The Purchasing Policy that was adopted in February 2018, and this Revised Purchasing Policy provide a much more robust and detailed purchasing policy and procedure for the General Manager. Legal Counsel recommends that the resolution adopting the Revised Procurement Policy also clarify that this action supersedes Resolution 2012-18 (Attachment 2). Additionally, Section 2.3B of the General Manager's Employment Agreement states that the General Manager contract authority is up to \$10,000 "consistent with District Ordinance [Resolution] 2012-18 or any modification thereto, which sets forth the General Manager's contracting authority." This resolution clarifies that this resolution and the Revised Purchasing Policy are intended to modify Resolution 2012-18 by superseding Resolution 2012-18.

Federal Grants

The Office of Management and Budget (OMB) is a Federal oversight agency to the Executive branch of the Office of the President of the United States of America. It has released a *Super Circular* known as the Uniform Grant Guidance (UGG) which provides certain procurement provisions codified in the Code of Federal Regulations (2 CFR §200.317-326). The UGG was effective December 26, 2014; however, it included a grace period option to elect July 1, 2018 effective date for agencies with year ends at June 30th.

The 2 CFR §200.317-326 includes procurement provisions for Federal Grants in the following areas:

- §200.319 Competition
- §200.320 Methods of procurement

-
- §200.321 Contracting with small and minority businesses
 - §200.322 Procurement for recovered materials
 - §200.323 Contract cost and price
 - §200.324 Federal awarding agency or pass-through entity review
 - §200.325 Bonding requirements
 - §200.326 Contract provisions

The OMB requires these provisions be adopted by non-Federal agencies and codified in their current procurement policies. These requirements only apply to projects that receive Federal funding. In certain cases, the District's procurement policy may already be in line with these requirements. The areas with the greatest departure from the current procurement policy include §200.320 Methods of procurement, §200.321 Contracting with small and minority businesses, and §200.323 Contract cost and price. §200.320 Methods of procurement provides specific bid requirements for certain dollar thresholds and is further specified in §200.323 Contract cost and price. §200.321 is a new requirement for the purpose of stimulating community commerce.

The District has elected the grace period option for the July 1, 2018 effective date, and excerpt language from 2 CFR §200.317-326 has been included in the revised procurement policy enclosed with this report. As such, the specific language included is not open for interpretation or revision, as these provisions are legally mandated by OMB.

FISCAL IMPACT

None.

CEQA ASSESSMENT

Not a CEQA project.

RECOMMENDED ACTION

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) adopt the attached Resolution approving a revised Procurement Policy.

ATTACHMENTS

1. Adopted Procurement Policy
2. Resolution 2012-18 – GM Purchasing Authority
3. Resolution 2018-46 – Procurement Policy
4. Revised Procurement Policy

ARTICLE I. GENERAL

Section 1.01 Purpose

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

Section 1.02 Definitions

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

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

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

Section 1.03 Purchasing Agents

Procurement limits and contract signing authority are listed below.

Title	Procurement Limit	Contract Authority
General Manager	Up to \$45,000	\$45,001 and over with Board authorization Up to \$45,000 without Board Authorization
Operations Manager	Up to \$5,000	None
This table serves to summarize the provisions of Section 1.03. If this table conflicts with the language of Section 1.03, the latter shall control.		

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

Section 1.04 Purchasing Agent Duties

The purchasing agent shall have the authority to:

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

Section 1.05 Purchase Orders

{CW051214.5}

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

Section 1.06 Encumbrance of Funds

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

Section 1.07 Staging of Purchases

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

Section 1.08 Exemptions

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

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

ARTICLE II. PURCHASING AND CONTRACTING FOR SUPPLIES AND EQUIPMENT

Section 2.01 Purchasing Procedures for Supplies and Equipment

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

Section 2.02 Purchase Requisition Procedures

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

{CW051214.5}

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

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

Section 2.03 Types of Purchase Orders

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

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

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

Section 2.04 Formal Bidding Procedures

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

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

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

Section 2.05 Local Business Preference

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

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

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

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

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

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

Section 3.02 Contracting Procedures

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

Procurement Limits	Purchase Order	Bidding Procedures
< \$500	No purchase order required	No quotes
\$500 - \$1,000	Purchase order required Second signature by General Manager	No quotes
\$1,001 - \$2,999	Purchase order required Second signature by General Manager	Attempt 3 quotes
\$3,000 - \$15,000	Purchase order required	3 quotes required
> \$15,000	Purchase order required	Formal bidding procedure
This table serves to summarize the provisions of Section 3.02. If this table conflicts with the language of Section 3.02, the latter shall control.		

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

Section 3.03 Purchase Orders

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

{CW051214.5}

Section 3.04 Work by District

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

Section 3.05 Bonds

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

Section 3.06 Formal Bidding Procedures

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

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

ARTICLE IV. PURCHASING AND CONTRACTING FOR PUBLIC PROJECTS

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

Section 4.01 Purchasing and Contracting Procedures for Public Projects

- (a) *Open market bidding procedures.* Purchases and contracts of an estimated value in the amount of Forty-Five Thousand Dollars (\$45,000.00) or less may be made by force account, negotiated contract or by purchase order pursuant to the provisions of Section 4.04 of this article, except as otherwise provided in this section.
- (b) *Informal bidding procedures.* Purchases and contracts of an estimated value in the amount of One Hundred Seventy-Five Thousand Dollars (\$175,000.00) or less may be made by informal bidding procedures pursuant to the provisions of Sections 4.05 and 4.06 of this article, except as otherwise provided in this section.
- (c) *Formal bidding procedures.* Purchases and contracts of an estimated value in an amount greater than One Hundred Seventy-Five Thousand and no/100ths Dollars (\$175,000.00) shall be made by formal bidding procedures pursuant to the provisions of Sections 4.05 and 4.07 of this article, except as otherwise provided in this section.
- (d) *Exceptions.* The bidding procedures and force account restrictions set forth in this article shall be dispensed with when bidding would be impossible, impractical, or incongruent; in an emergency; when the price is controlled by law; when the commodity, or maintenance service, or project can only be provided or performed by one vendor. For the purposes of this section:
 - (i) "Impossible" shall mean actual impossibility or extreme and unreasonable difficulty or expense.
 - (ii) "Impractical" shall mean incapable of being performed by the bid procedure.
 - (iii) "Incongruous" shall mean not suitable to the bid procedure.
- (e) *Cooperative agreements.* No provision of this article shall be interpreted or construed to prohibit or prevent the District from purchasing or contracting for supplies, equipment, maintenance services, or public projects by contracts, arrangements, and agreements for cooperative purchasing programs not otherwise prohibited by law with any federal government agency, the state, the county, any other public agencies, or with any cooperative purchasing alliance acting on behalf of governmental entities. Any such contract, agreement, or arrangement otherwise subject to open market or informal bidding procedures shall be first approved by the Purchasing Agent and if subject to formal bidding procedures shall be first approved by the Board, or by the General Manager if the funding for the purchase has already been approved by the Board through the budget process. At the discretion of the appropriate approving authority, the bidding procedures of any agency may be used in such joint contracting arrangements.

Section 4.02 Emergencies

- (a) *Generally.* In cases of emergency, the Board shall follow the procedures in Public Contract Code section 22050.
- (b) *Authority to Act.* In cases of emergency, the Board, by a four-fifths (4/5ths) vote, may direct the General Manager to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts.

- (c) *Work by Day Labor or Contract.* The work may be done by day labor under the direction of the Board, by contract, or by a combination of the two.
- (d) *Review of Board Actions.* Where the Board orders any action as permitted by Public Contract Code section 22050, the Board shall review the emergency action every fourteen (14) days thereafter until the action is terminated, to determine, by a four-fifths (4/5) vote, that there is a need to continue the action.
- (e) *Review of General Manager Actions.* Where the General Manager orders any action as permitted by Public Contract Code section 22050, the Board shall initially review the emergency action not later than seven (7) days after the action. The Board shall review the emergency action every fourteen (14) days thereafter until the action is terminated, to determine, by a four-fifths (4/5) vote, that there is a need to continue the action, unless the General Manager has terminated that action prior to the Board reviewing the emergency action and making a determination pursuant to this subdivision.
- (f) *Termination of Emergency Action.* When the Board reviews the emergency action, it shall terminate the action at the earliest possible date that conditions warrant so that the remainder of the emergency action may be completed by giving notice for bids to let contracts.

Section 4.03 Authorized Signature

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

Section 4.04 Open Market Bidding Procedures

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

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

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

Section 4.05 General Provisions for Informal and Formal Bidding Procedures

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

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

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

Section 4.06 Informal Bidding Procedures

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

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

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

Section 4.07 Formal Bidding Procedures

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

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

Section 4.08 Local Business Preference

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

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

ARTICLE V. CONTRACTS FOR PROFESSIONAL AND CONSULTING SERVICES

Section 5.01 Contracting Procedures

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

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

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

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

Section 5.03 Procurement

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

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

RESOLUTION NO. 2012 - 18

**OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
CONFIRMING THE AUTHORIZATION OF THE GENERAL MANAGER TO
PURCHASE GOODS AND SERVICES ON BEHALF OF THE DISTRICT**

WHEREAS, from time to time the General Manager purchases goods and services on behalf of the District; and

WHEREAS, the payment of such goods and services are approved by the Board of Directors; and

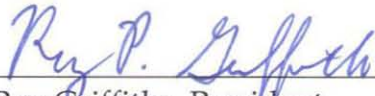
WHEREAS, the Board wishes to hereby confirm its authorization for the General Manager to purchase goods and services on behalf of the District provided that each payment for the goods and services is approved by the Board.

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


1. The Board hereby confirms the authority of the General Manager to purchase goods and services and enter into contracts on behalf of the District in an amount not to exceed \$10,000, provided that the payments for the goods and services are approved by the Board. The Board hereby ratifies all such contracts entered into by the General Manager on behalf of the District, provided that the payments for such goods and services are approved by the Board under the account payable section of the agenda.
2. The Board from time to time authorizes the General Manager to enter into contracts for professional services in excess of \$10,000 on behalf of the District. The Board hereby ratifies all such contracts entered into by the General Manager on behalf of the District, provided that the payments for such professional services are approved by the Board under the accounts payable section of the agenda.
3. At any time the Board may reconsider and establish new or additional purchasing procedures for the General Manager.

PASSED AND ADOPTED at a regularly held meeting of the Board of Directors of the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT this THIRTEENTH day of NOVEMBER, 2012.

AYES: Griffiths, Krizl and Neeley
NOES: McLane and Otermat
ABSENT/ABSTAIN: None



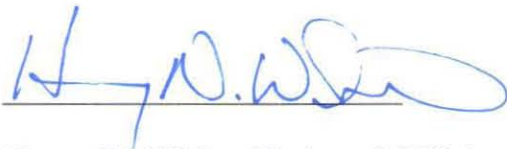
Ray Griffiths, President
Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

ATTEST:


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

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution No.: 2012-18 duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on the thirteenth day of November, 2012.



Henry N. White, Clerk and Officio

Secretary, Board of Directors

Georgetown Divide Public Utility District

RESOLUTION NO. 2018-46
OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
ADOPTING A REVISED PROCUREMENT POLICY

WHEREAS, the Board of Directors of the Georgetown Divide Public Utility District (“District”) adopted a Procurement Policy on February 13, 2018; and

WHEREAS, Article IV Purchasing and Contracting for Public Projects and Article V Contracts for Professional and Consulting Services of the adopted Procurement Policy identify that cooperative agreements may be used for public projects and professional services; and

WHEREAS, Section 4.01(e) clearly states that the policy is not to be construed to prohibit cooperative agreements, arrangements, or programs; and

WHEREAS, Article III Purchasing and Contracting for Supplies and Equipment does not mention cooperative agreements; and

WHEREAS, Cooperative agreements and piggybacking are extremely helpful in reducing costs and administrative burden when purchasing supplies and equipment; and

WHEREAS, The District wishes to clarify that the intent of the policy is to allow cooperative agreements, arrangements, or programs for supplies equipment; and

WHEREAS, Effective on July 1, 2018, Code of Federal Regulations 2 CFR 200.317-326 requires that non-Federal agencies adopt provisions that apply to procurement for projects receiving Federal funds; and

WHEREAS, The District wishes to be eligible to receive Federal grants; and

WHEREAS, the Procurement Policy which was adopted by Resolution 2018-15 increased the General Manager contract authority to \$45,000, while Resolution 2012-18 states that the General Manager contract authority is limited to \$10,000; and

WHEREAS, Section 2.3B of the General Manager’s Employment Agreement states that the General Manager contract authority is \$10,000, consistent with District Ordinance (Resolution) 2012-18, or any modification thereto, which sets forth the General Manager’s contracting authority; and

WHEREAS, the Revised Procurement Policy, dated October 9, 2018 was presented to and reviewed by the Board on October 9, 2018.

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

1. This resolution and the terms and provisions of the attached Procurement Policy supersede Resolution 2012-18 and are considered a modification as described in Section 2.3B of the General Manager Employment Agreement.
2. The attached Revised Procurement Policy is approved.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 9th day of October 2018, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

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

Attest:

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

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2018-46 duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 9th day of October 2018.

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

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Procurement Policy and Procedures

ARTICLE I. GENERAL

Section 1.01 Purpose

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

Section 1.02 Definitions

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

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

Procurement Policy and Procedures

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

Section 1.03 Purchasing Agents

Procurement limits and contract signing authority are listed below.

Procurement Policy and Procedures

Title	Procurement Limit	Contract Authority
General Manager	Up to \$45,000	\$45,001 and over with Board authorization Up to \$45,000 without Board Authorization
Operations Manager	Up to \$5,000	None
This table serves to summarize the provisions of Section 1.03. If this table conflicts with the language of Section 1.03, the latter shall control.		

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

Section 1.04 Purchasing Agent Duties

The purchasing agent shall have the authority to:

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

Section 1.05 Purchase Orders

{CW051214.5}

Procurement Policy and Procedures

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

Section 1.06 Encumbrance of Funds

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

Section 1.07 Staging of Purchases

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

Section 1.08 Exemptions

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

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

ARTICLE II. PURCHASING AND CONTRACTING FOR SUPPLIES AND EQUIPMENT

Section 2.01 Purchasing Procedures for Supplies and Equipment

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

Section 2.02 Purchase Requisition Procedures

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

{CW051214.5}

Procurement Policy and Procedures

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

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

Section 2.03 Types of Purchase Orders

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

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

Procurement Policy and Procedures

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

Section 2.04 Formal Bidding Procedures

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

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

Procurement Policy and Procedures

- (i) *Tie bids.* If two (2) or more bids are received from responsive and responsible bidders for the same total amount or unit price, and are the lowest, the District may accept the bid it chooses.
- (j) *Written contracts.* Written contracts in the form approved by the District Legal Counsel shall be used in the award of bids.
- (k) *Sending, mailing, and publishing of notices.* Notices inviting formal bids shall be published, sent, and mailed as follows:
 - (i) Sent electronically, by facsimile or electronic mail, or mailed to all prospective vendors and firms at least fifteen (15) calendar days before the date of the bid opening;
 - (ii) Published at least once in a newspaper of general circulation, printed and published in the District, at least fourteen (14) calendar days before the date of the bid opening; and
 - (iii) Other mailings, advertisements, and notifications deemed appropriate by the General Manager.
- (l) *Emergencies.* In case of an emergency, the Board shall respond to the emergency pursuant to Section 4.02 of this policy
- (m) *Exceptions.* A separate formal bidding process is not required when purchases are made through a cooperative purchasing agreement or "piggy backing" with another public agency whose procurement process is substantially consistent with the provisions of this article.

Section 2.05 Local Business Preference

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

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

Procurement Policy and Procedures

- (c) *Local business.* For purposes of this chapter, "local business" means a vendor or contractor that has an office with at least one employee physically located within the District.

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

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

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

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

Section 3.02 Contracting Procedures

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

Procurement Limits	Purchase Order	Bidding Procedures
< \$500	No purchase order required	No quotes
\$500 - \$1,000	Purchase order required Second signature by General Manager	No quotes
\$1,001 - \$2,999	Purchase order required Second signature by General Manager	Attempt 3 quotes
\$3,000 - \$15,000	Purchase order required	3 quotes required
> \$15,000	Purchase order required	Formal bidding procedure
This table serves to summarize the provisions of Section 3.02. If this table conflicts with the language of Section 3.02, the latter shall control.		

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

Procurement Policy and Procedures

Section 3.03 Purchase Orders

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

Section 3.04 Work by District

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

Section 3.05 Bonds

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

Section 3.06 Formal Bidding Procedures

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

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

ARTICLE IV. PURCHASING AND CONTRACTING FOR PUBLIC PROJECTS

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

Section 4.01 Purchasing and Contracting Procedures for Public Projects

Procurement Policy and Procedures

- (a) *Open market bidding procedures.* Purchases and contracts of an estimated value in the amount of Forty-Five Thousand Dollars (\$45,000.00) or less may be made by force account, negotiated contract or by purchase order pursuant to the provisions of Section 4.04 of this article, except as otherwise provided in this section.
- (b) *Informal bidding procedures.* Purchases and contracts of an estimated value in the amount of One Hundred Seventy-Five Thousand Dollars (\$175,000.00) or less may be made by informal bidding procedures pursuant to the provisions of Sections 4.05 and 4.06 of this article, except as otherwise provided in this section.
- (c) *Formal bidding procedures.* Purchases and contracts of an estimated value in an amount greater than One Hundred Seventy-Five Thousand and no/100ths Dollars (\$175,000.00) shall be made by formal bidding procedures pursuant to the provisions of Sections 4.05 and 4.07 of this article, except as otherwise provided in this section.
- (d) *Exceptions.* The bidding procedures and force account restrictions set forth in this article shall be dispensed with when bidding would be impossible, impractical, or incongruent; in an emergency; when the price is controlled by law; when the commodity, or maintenance service, or project can only be provided or performed by one vendor. For the purposes of this section:
 - (i) "Impossible" shall mean actual impossibility or extreme and unreasonable difficulty or expense.
 - (ii) "Impractical" shall mean incapable of being performed by the bid procedure.
 - (iii) "Incongruous" shall mean not suitable to the bid procedure.
- (e) *Cooperative agreements.* No provision of this article shall be interpreted or construed to prohibit or prevent the District from purchasing or contracting for supplies, equipment, maintenance services, or public projects by contracts, arrangements, and agreements for cooperative purchasing programs not otherwise prohibited by law with any federal government agency, the state, the county, any other public agencies, or with any cooperative purchasing alliance acting on behalf of governmental entities. Any such contract, agreement, or arrangement otherwise subject to open market or informal bidding procedures shall be first approved by the Purchasing Agent and if subject to formal bidding procedures shall be first approved by the Board, or by the General Manager if the funding for the purchase has already been approved by the Board through the budget process. At the discretion of the appropriate approving authority, the bidding procedures of any agency may be used in such joint contracting arrangements.

Section 4.02 Emergencies

Procurement Policy and Procedures

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

Section 4.03 Authorized Signature

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

Section 4.04 Open Market Bidding Procedures

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

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

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

Section 4.05 General Provisions for Informal and Formal Bidding Procedures

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

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

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

Section 4.06 Informal Bidding Procedures

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

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

Procurement Policy and Procedures

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

Section 4.07 Formal Bidding Procedures

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

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

Section 4.08 Local Business Preference

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

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

ARTICLE V. CONTRACTS FOR PROFESSIONAL AND CONSULTING SERVICES

Section 5.01 Contracting Procedures

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

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

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

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

Section 5.03 Procurement

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

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

ARTICLE VI. PURCHASING AND CONTRACTING FOR FEDERAL GRANTS

Section 6.01 Codified Guidance

The Code of Federal Regulations (CFR) lists the general and permanent rules published in the Federal Register by each of the executive departments and agencies of the Federal Government. The CFR is a systematic collection of rules that are published in the Federal Register by the executive departments and agencies within the Federal government. It is divided into different Titles which represent areas subject to Federal regulation. Regulations are created through an enabling statute of Congress and serve as administrative law.

The Office of Management and Budget (OMB) is charged with the responsibility of the oversight and preparation of the Federal budget, in addition to the supervision of the budget of the various Federal agencies. OMB oversees and coordinates the Administration's procurement, financial management, information, and regulatory policies and serves on behalf of the President of the United States in developing government-wide policies which aid in ensuring that Federal grants are managed properly and that Federal grant monies are spent in accordance with applicable laws and regulations.

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OMB issued what is commonly referred to as its “Super Circular” or Uniform Grants Guidance (UGG) effective December 26, 2014, with an option to elect July 1, 2018 as the grace period option effective date. The District has elected this grace period effective date. The following summarizes the revisions to the guidance for Federal Award Programs:

- Supersedes and streamlines various OMB Circulars
- Aims to be more efficient, effective and transparent
- Strengthen oversight of federal funds to reduce waste, fraud, and abuse
- Review UGG (Title 2, Subtitle A, Chapter II, Part 200)

UGG §200.317-326 specifically relates to procurement and are incorporated in this policy in the sections that follow.

Procurement Policy and Procedures

Section 6.02 Competition (OMB §200.319)

- (a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:
- (i) Placing unreasonable requirements on firms in order for them to qualify to do business;
 - (ii) Requiring unnecessary experience and excessive bonding;
 - (iii) Noncompetitive pricing practices between firms or between affiliated companies;
 - (iv) Noncompetitive contracts to consultants that are on retainer contracts;
 - (v) Organizational conflicts of interest;
 - (vi) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
 - (vii) Any arbitrary action in the procurement process.
- (b) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
- (c) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
- (i) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

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- (ii) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- (d) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

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Section 6.03 Methods of Procurement (OMB §200.320)

- (a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.
- (b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
- (c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.
 - (i) In order for sealed bidding to be feasible, the following conditions should be present:
 - 1) A complete, adequate, and realistic specification or purchase description is available;
 - 2) Two or more responsible bidders are willing and able to compete effectively for the business; and
 - 3) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
 - (ii) If sealed bids are used, the following requirements apply:
 - (iii) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publically advertised;
 - (iv) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
 - (v) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

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- (vi) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- (vii) Any or all bids may be rejected if there is a sound documented reason.
- (d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
 - (i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - (ii) Proposals must be solicited from an adequate number of qualified sources;
 - (iii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - (iv) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - (v) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.
- (e) [Reserved]
- (f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - (i) The item is available only from a single source;
 - (ii) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - (iii) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
 - (iv) After solicitation of a number of sources, competition is determined inadequate.

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Section 6.04 Contracting with Small and Minority Businesses (OMB §200.321)

- (a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.
- (b) Affirmative steps must include:
 - (i) Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;
 - (ii) Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources;
 - (iii) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises;
 - (iv) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises;
 - (v) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - (vi) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

Section 6.05 Procurement of Recovered Materials (OMB §200.322)

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

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Section 6.06 Contract Cost and Price (OMB §200.323)

- (a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.
- (b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
- (c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E—Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.
- (d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

Section 6.07 Federal Awarding Agency or Pass-through Entity Review (OMB §200.324)

- (a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.
- (b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:
 - (i) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;
 - (ii) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
 - (iii) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;

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- (iv) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
- (v) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.
- (c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.
 - (i) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;
 - (ii) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

Section 6.08 Bonding Requirements (OMB §200.325)

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

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- (a) A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- (b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor’s obligations under such contract.
- (c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

Section 6.09 Contract Provisions (OMB §200.326)

The non-Federal entity’s contracts must contain the applicable provisions described in Appendix II to Part 200— Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF OCTOBER 9, 2018
AGENDA ITEM NO. 6.C.**

GDPUD

AGENDA SECTION: INFORMATIONAL ITEMS

SUBJECT: GENERAL MANAGER'S REPORT

PREPARED BY: Steven Palmer, PE, General Manager



PROJECTS

- GIS Update – Two public tools on website
 - Capital Improvement Program Story Board
 - Fire Hydrant Locator
- Water Conservation, Supply Reliability, and Environmental Protection Project funded by CABY
 - Construction started on October 3. Completion anticipated in December 2018
- Treated Water Line Replacement and Main Canal Reliability Projects
 - Proposals for Engineering Services received on October 5, 2018
- Automated Meter Reading and Meter Replacement Project
 - Reviewing finance application with State
- Irrigation Ordinance Update
 - First Workshop was held on September 20

UPCOMING BOARD ITEMS

October

- October 16 – Irrigation Ordinance Workshop at Northside School

November

- Review Irrigation Ordinance
- Communication/Outreach Professional Services Agreement
- Professional Services Agreement for Engineering Services
- Fiscal Year 2017/2018 Year End Budget to Actual Report
- Preliminary Wastewater Fee Review

Future

- Update Financial Reserve Policy
- Board Policy Updates
- Accounting/Finance Software Contract
- Personnel Manual
- Memorandum of Understanding – Local 1
- Capital Facility Charge Update
- District Fee Update

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Operations Manager's Report for October 2018

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

October 9, 2018, AGENDA ITEM #6.D.

Water Production for the Month of

September

Auburn Lake Trails Water Treatment Plant

29.323 million gallons
977,433 gallons/day
average

Walton Lake Water Treatment Plant

28.454 million gallons
948,466 gallons/day
average

Water Quality Monitoring

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

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

Stumpy Meadows Volume (Acre-FT)



Chart Water Production (MG)



Summary of Field Work Activities

Distribution Crew

- ✓ Repaired leaks: 11
- ✓ Repair/replace meters: 3
- ✓ Installed new service: 0 treated
- ✓ Adjusted altitude and pressure reducing valves
- ✓ Replaced two pressure reducing valves. One in Garden Park and one in Pilot Hill

Maintenance Crew

The maintenance crew continued to use the excavator and brush cutters to clean canals. Trying to stop leaks in high priority areas where properties could be impacted.

Georgetown Divide Public Utility District

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



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

P.O. Box 4240, Georgetown, CA 95634-4240
(530) 333-4356 Fax: (530) 333-9442
www.gd-pud.org

MEMORANDUM

DATE: September 30, 2018
TO: Darrell Creeks, Operations Manager
FROM: Adam Brown, Water Resources Manager *AB*
SUBJECT: Auburn Lake Trails Monthly Zone Activity Summary (September 2018)

This memorandum has been prepared to summarize inspections, zone monitoring, maintenance, repairs and other activities completed to wastewater disposal systems located in Auburn Lake Trails (ALT) during the month of September 2018. Activities were completed in compliance with California Regional Water Quality Control Board (CRWQCB) Monitoring and Reporting Program (MRP) No. R5-2002-0031 for Georgetown Divide Public Utility District (GDPUD) ALT On-Site Wastewater Disposal Zone (OSWDS). As of October 1, 2018, there are 1,017 developed lots utilizing septic systems within ALT. The following activities occurred during the month of August.

ALT Zone Activities

Wastewater Disposal Systems Finalled	1
Routine Inspections	112
Follow-up Inspections	4
Routine POA Inspections	0
Escrow Inspections	4
Homeowner Requests for Service	0
Construction Inspection	Lot 1392,1708
Plan/Review Inspections	0
Re-testing of Lots	0
New Wastewater Disposal Systems Design	0
Enforcement/Correction Notices Sent	80 door hangers

ALT Zone Activities and Homeowner Requests for Service

New Conventional System	0
New Pump Tank	0
CDS Tank Replacement	1

ALT CDS Activities

Number of CDS connections	137
---------------------------	-----

Routine CDS Inspections	0
Follow-up CDS Inspections	0
CDS Tanks Replaced to Date	83
Lots Video Camera Inspected	0
CDS Watertight Test	1
New CDS Tank	1
Routine Community Disposal Field Inspections	4
CDS Pump Station Inspections	4

Monitoring Activities – Groundwater Monitoring Wells

The third quarter 2018 groundwater monitoring and sampling was conducted on August 30, 2018, by GDPUD staff. The third quarter monitoring and sampling report will be submitted by October 31, 2018.

Training

N/A

ALT Regulatory Zone Reports

The monthly Sanitary Sewer Overflow (SSO) – *No Spill Certification* was submitted electronically to California Integrated Water Quality System (CIWQS) October 1, 2018.

CDS Average Daily Flow & Average Daily Wastewater Flow/Home

Month	Flow Amount (gallons)	Per Home Per Day (gallons)	Rain (inches)	Date Range
September 2017	12,814	94.92	0.3	9/13 – 10/2/17
October 2017	16,194	119.95	0.75	10/1 – 11/1/17
November 2017	24,274	179.80	10.85	11/1 – 11/30/17
December 2017	23,209	168.18	1.02	12/1/17 – 1/1/18
January 2018	40,458	295.31	7.84	1/1 – 2/1/18
February 2018	25,607	186.91	1.40	2/1 – 3/1/18
March 2018	62,727	457.86	12.95	3/1 – 4/2/18
April 2018	40,000	291.97	4.31	4/1 – 5/1/18
May 2018	19,838	144.8	0.5	5/1 – 6/1/18
June 2018	16,454	120.1	0	6/1 – 7/1/18
July 2018	16,845	122.9	0	7/1 – 8/2/18
August 2018	15,412	112.4	0	8/2/18-8-31-18
September 2018	16,974	123.9	0	8/31-18-10/1/18

Notes: WDR Limit – 71,800 gallons/day



REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF October 9, 2018
Agenda Item No. 6.E.



AGENDA SECTION: INFORMATIONAL ITEMS

SUBJECT: ALT WATER TREATMENT PLANT PROJECT UPDATE

PREPARED BY: George Sanders, Engineering Consultant

APPROVED BY: Steven Palmer, PE, General Manager

Handwritten signatures in blue ink, including a signature that appears to be "S" and another that appears to be "P".

This is a summary of the various work activities at the ALT Treatment Plant for the month of September. Attachment 1 is an updated flyer that will be posted on the District's website and Facebook.

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

Myers & Sons Construction

Construction activities at the site, during the month of September, have concentrated in the Filter Building, the Raw Water Pump Station Building, modifications to the Backwash Water Storage Tank, together with miscellaneous Site Improvements.

- **Filter Building** – This is the largest building at the site, approximately 5,500 SF. It is a metal building on a concrete slab with exterior footings. The Chlorine Contact Basin is below grade and under the center portion of this building.

Work activities during this reporting period have concentrated on electrical wiring, sheetrock, miscellaneous piping within the building together with the continued installation of pipe support systems.

- **Raw Water Pump Station Building** – This is a metal building on a concrete slab with exterior footings, consisting of approximately 1350 SF.

Work activities within this building have concentrated on electrical connections together with the painting of the piping.

- **Backwash Water Storage Tank** – The clarifier at the existing plant will be retrofitted to serve as a storage tank for the backwash water from the filters. Work activities on this tank have concentrated on the continued blasting the surface and painting of the interior and exterior of the tank.

- **Site Improvements** – Site improvements have consisted of the completion of the timber retaining wall, the continued installation of electrical wires together with final grading around the Filter Building and access road.

PSOMAS

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

Youngdahl Consulting Group

This firm is under contract to provide the material testing of soils and concrete. This firm conducted compaction testing on portions of the internal access road during this reporting period.

Foothill Associates

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

SWPPP – Myers & Sons

Under the construction contract, Myers & Sons is responsible for the installation and maintenance of the storm water improvements together with the inspection and reporting of individual storm events. There were no qualifying rain events during the month of August.

NEXGEN

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

Budget

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

Phase	Expended to Date	Budget
Construction	\$ 9,137,571	\$ 11,249,000
Construction Engineering, Construction Management, and Environmental	\$ 594,489	\$ 1,076,226
Total	\$ 9,732,060	\$ 12,325,226

Contract Change Orders

There were no Contract Change Orders processed during this reporting period. Contract Change Orders are summarized as follows:

- Contract Change Order Number 1 resulted in a net increase in the contract amount by \$39,772. This Change Order was identified at the regular Board meeting in September.
- Contract Change Order Number 2 resulted in a net decrease in the contract amount by <\$970.41>. This Change Order was identified at the regular Board meeting in October.

- Contract Change Order Number 3, a no cost change order, increased the contract time by 17 days due to weather related days during the months of March, April, May and June of this year. This Change Order was identified at the regular Board meeting in November.
- Contract Change Order Number 4 resulted in a net increase in the contract amount by \$12,184.00. This Change Order relates to the placement of additional backfill material in the sludge drying beds and was identified at the regular Board meeting in February.
- Contract Change Order Number 5 resulted in a net increase in the contract amount by \$20,922. This change order relates to the addition and upgrade of miscellaneous pipe supports to meet current seismic requirements together with an upgrade of moisture resistant sheetrock in all rooms within the Filter Building. This Change Order was identified at the regular Board Meeting in June.

State SRF Payment Requests

The District has received fourteen reimbursement payments from the State Revolving Fund Loan Agreement for a total amount of \$ 7,692,131. The first payment was received during the month of June in the amount of \$ 1,157,141. The second payment was received in August in the amount of \$ 439,850. The third payment was received in September in the amount of \$ 68,457. The fourth payment was received in October in the amount of \$ 540,675. The fifth payment was received in November in the amount of \$ 497,125. The sixth payment was received in December in the amount of \$ 550,310. The seventh payment was received in January in the amount of \$ 1,047,320. The eighth payment was received in February in the amount of \$218,722. The ninth payment was received in March in the amount of \$350,605. The tenth payment was received in March in the amount of \$ 891,256. The eleventh payment was received in April in the amount of \$ 766,107. The twelfth payment was received in the month of May in the amount of \$395,007. The thirteenth payment was received in the month of June in the amount of \$255,916. The fourteenth payment was received in the month of August in the amount of \$513,640. The fifteenth payment was received on October 1st in the amount of \$336,926. At the time of this report, the District has two outstanding reimbursement requests. The first in the amount of \$249,456 and the second in the amount of \$250,012.

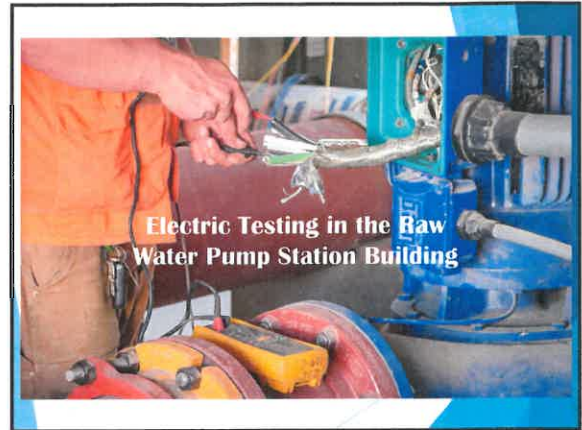
Information contained in this report will be supplemented with project-related photos. This concludes the ALT update for work activities during the month of September. Staff remains available to answer questions.

ATTACHMENTS

1. Project Update #17

A Presentation for the
GDPUD Board of Directors
October 9, 2018

**Summary of
Work Activities at ALT Plant
September 2018**



ALT Water Treatment Plant Project Partners

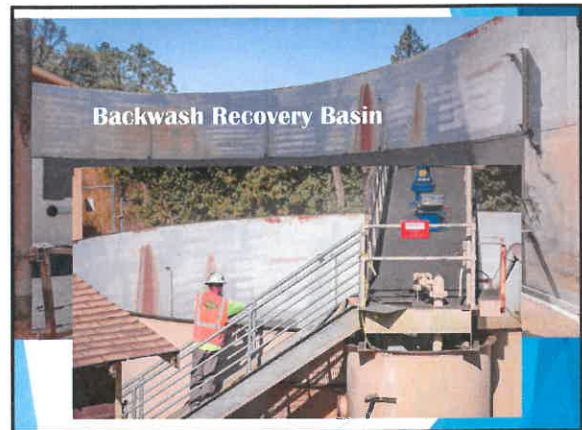
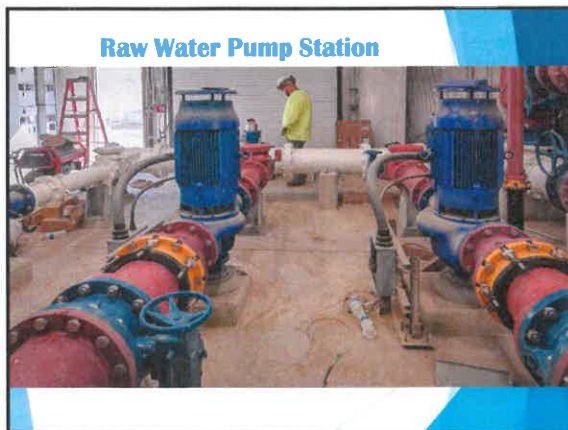
MYERS Construction
Construction

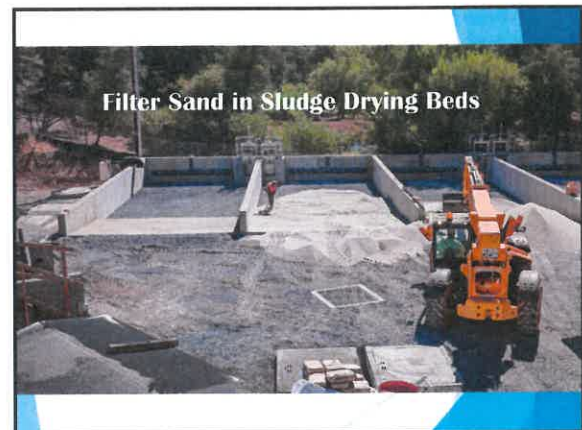
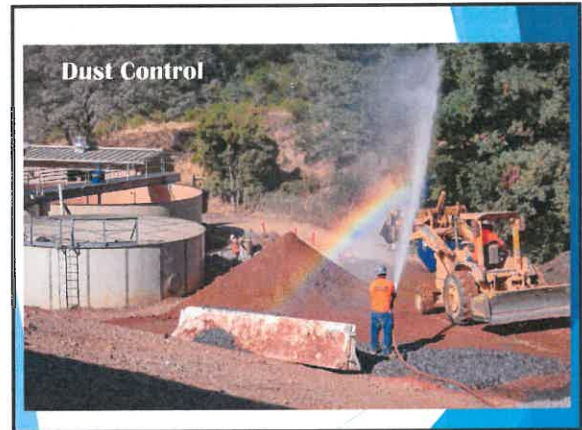
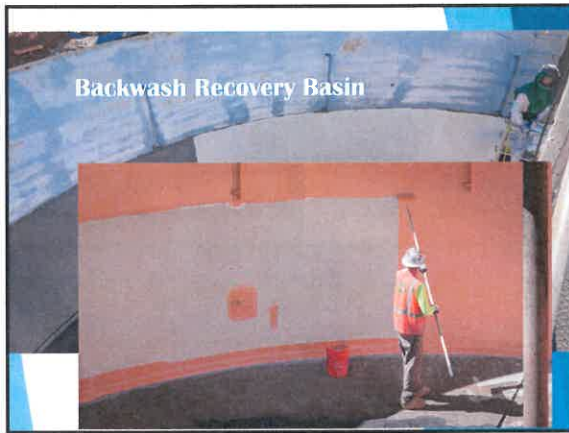
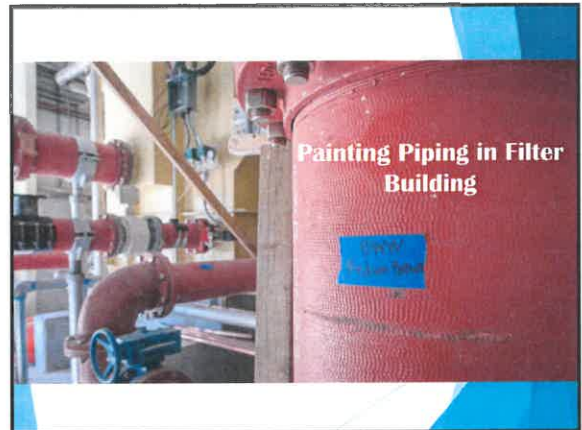
PSOMAS Engineering Support
Engineering Support

YOUNGDAHL 30 CONSULTING GROUP INC.
Materials Testing

FOOTHILL ASSOCIATES
ENVIRONMENTAL CONSULTING • PLANNING • LANDSCAPE ARCHITECTURE
CEQA Compliance and SWPPP

NIXON Construction Management
Construction Management

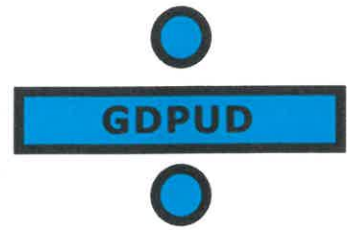






	CLAIM NO	CONSTRUCTION	CONST MGMT & ADMIN	AMOUNT
STATE SRF PAYMENTS RECEIVED	1	1,101,614	55,527	1,157,141
	2	439,850	0	439,850
	3	0	68,457	68,457
	4	540,675	0	540,675
	5	395,965	101,200	497,165
	6	550,310	0	550,310
	7	952,916	94,404	1,047,320
	8	218,722	0	218,722
	9	350,605	0	350,605
	10	830,366	60,890	891,256
	11	744,230	21,877	766,107
	12	329,492	65,515	395,007
	13	255,916	0	255,916
	14	509,295	4,345	513,640
	15	192,102	144,824	336,926
	TOTALS	7,412,058	617,039	8,029,097
Submitted for Processing	16	240,040	9,416	249,456
	17	219,332	30,682	250,012

REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF October 9, 2018
AGENDA ITEM NO. 7.A.



AGENDA SECTION: NEW BUSINESS

SUBJECT: ADOPT A RESOLUTION APPROVING THE PURCHASE OF TWO TRUCKS TO REPLACE TWO TRUCKS THAT HAVE REACHED THE END OF THEIR SERVICEABLE LIFE

PREPARED BY: Darrell Creeks, Operations Manager

APPROVED BY: Steven Palmer, PE, General Manager

Two handwritten signatures in blue ink are present. The first signature is above the "PREPARED BY" line, and the second is above the "APPROVED BY" line.

BACKGROUND

The District currently has a fleet of 15 work trucks, one dump truck, one backhoe, and three excavators. Four of the work trucks have reached the end of their serviceable life and are in need of replacement. Three of these trucks are experiencing significant mechanical failures.

Vehicle Number 4 is a 2005 Chevy Colorado with 107,085 miles. Vehicle Number 9 is a 2002 Ford F150 with 158,176 miles. Vehicle Number 16 is a 1998 Ford F150 with 194,436 miles. Vehicle Number 32 is a 2006 Chevy Colorado with 174,260 miles.

Operations Manager Darrell Creeks has prepared an assessment of each vehicle using a tool presented at the annual Government Fleet Exposition (GFX) called the vehicle replacement scoreboard. The assessments are included as Attachment 1. Based on those assessments and the current budget for vehicle replacement, Operations Manager Creeks recommends that Vehicle Numbers 4, 16, and 32 be replaced this year.

DISCUSSION

The State of California issues numerous requests for bids each year and enters into Leveraged Procurement Agreements (LPAs) with fixed pricing. Local agencies in the State of California are able to purchase directly from suppliers through these LPAs. This allows local agencies to obtain competitive pricing and reduces the administrative burden of issuing a separate request for bids. These LPAs are made available to the local agencies through the Cal eProcure website. Using the Cal eProcure website, Staff has reviewed pricing for replacement trucks. In order to fit the District's needs, the trucks need to be four-wheel drive, extra cab, and use gasoline fuel. As shown on Item 13 of the Cal eProcure contract list in Attachment 2, prices for trucks meeting this criterion range from \$22,207 to \$25,375. A Dodge Ram from Elk Grove Auto Group was the least expensive truck meeting these criteria. The total cost is estimated to be \$23,669.52 per truck.

Vehicle Number 32 unexpectedly went out of service in September 2018 due to engine failure, and Staff is being shuttled to and from work sites during the day. This is very inefficient and places an unacceptable burden on Staff. To eliminate the shuttling as soon as possible, the General Manager already approved the purchase of one replacement truck.

To avoid a situation where Staff must again be shuttled between worksites, Vehicle Numbers 4 and 16 need to be replaced now. Once the order is placed, delivery is anticipated to take 6-8 weeks. The total costs for the two vehicles are estimated to be \$47,339.04. 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 \$50,000.

FISCAL IMPACT

These purchases are 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 the attached resolution authorizing the purchase of two replacement trucks for a total not to exceed amount of \$50,000.

ATTACHMENTS

1. Vehicle Assessments
2. Bid Sheet from Cal eProcure website.
3. Resolution 2018-49 Approving the Purchase of Two Replacement Trucks

City of Troy Fleet Division
 Vehicle/Equipment Replacement Scorecard

Vehicle # 4 Dept. Zone 6700
 Year/Make/Model: 2005 Chevy Colorado

Age:
 In Service Date: 2005
 Total Time (months): _____
 Points: 14

Mileage:
 Mileage or hours: 107,085
 Points: 11

Type of Service:
 Description: light duty
 Points: 1

Reliability:
 Avg. WO @ Month: 1
 Road calls: 1
 PMs: _____
 Points: 2

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

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

Total Points: 29

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: Darrell Coecks Date: 8/2/18



City of Troy Fleet Division
 Vehicle/Equipment Replacement Scorecard

Vehicle # 32 Dept. 5100
 Year/Make/Model: 2006 Chevy Colorado

Age:
 In Service Date: 2006
 Total Time (months): 169
 Points: 12

Mileage:
 Mileage or hours: 174,260
 Points: 17

Type of Service:
 Description: 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: 1

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

33

Total Points:

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: [Signature] Date: 07-17-18



City of Troy Fleet Division
 Vehicle\Equipment Replacement Scorecard

Vehicle # 16 Dept. Maint 5200

Year/Make/Model: 1998 F150

Age: 1998
 In Service Date: 2-90
 Total Time (months): 20
 Points: 20

Mileage: 190,457
 Mileage or hours: 19
 Points: 19

Type of Service: lots -
 Description: 1
 Points: 1

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

M&R Costs: See Records
 Total Maintenance: 25,000
 Replacement Cost: 1
 % of Repl. Cost: 1
 Points: 1

Condition: Y
 Accidents: N
 If yes, #: 0
 Paint/Body: OK
 Interior: OK
 Drive Train: OK
 Points: 2

44

Total Points:

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: JAR Date: 4-17-18



City of Troy Fleet Division
 Vehicle/Equipment Replacement Scorecard

Vehicle # 9 Dept. Maint 5A00

Year/Make/Model: 2002 F 150

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

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

Type of Service: Light duty
 Description: Light duty
 Points: _____

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

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

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

37 Currently Broken

Total Points:

18-27	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: DA Date: 4-17-18



Contact Line Item # (CLIN)	Description	FOB	UNSPSC Code	Unit of Measure (UOM)	Quantity in Unit of Measure	Make	Model	Vehicle Unit Price	Maintenance Plan Contract Unit Price	Dealer	Contract Number	Technical Questionnaire (Click to Follow)
9	Full Size Pickup, 4x2, Regular Cab, Regular Box, 119 in. WB, 6000 lb. GVWR, GASOLINE Fueled Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101507	Each	1	Ford	F150	\$19,853.00	\$499.00	Downtown Ford Sales	1-18-23-20A	Technical Questionnaire
						Ram	1500	\$17,949.00	\$749.00	Elk Grove Auto Group	1-18-23-20B	Technical Questionnaire
						Chevrolet	Silverado 1500	\$21,295.00	\$749.00	Winner Chevrolet	1-18-23-20D	Technical Questionnaire
10	Full Size Pickup, 4x2, Extra Cab, Regular Box, 140 in. WB, 6100 lb. GVWR, GASOLINE Fueled Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101507	Each	1	Ford	F150	\$21,032.00	\$499.00	Downtown Ford Sales	1-18-23-20A	Technical Questionnaire
						Ram	1500	\$19,060.00	\$749.00	Elk Grove Auto Group	1-18-23-20B	Technical Questionnaire
						Chevrolet	Silverado 1500	\$22,680.00	\$749.00	Winner Chevrolet	1-18-23-20D	Technical Questionnaire
11	Full Size Pickup, 4x2, Crew Cab, Short Box, 140 in. WB, 6100 lb. GVWR, GASOLINE Fueled Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101507	Each	1	Ford	F150	\$22,415.00	\$499.00	Downtown Ford Sales	1-18-23-20A	Technical Questionnaire
						Ram	1500	\$21,963.00	\$749.00	Elk Grove Auto Group	1-18-23-20B	Technical Questionnaire
						Chevrolet	Silverado 1500	\$24,634.00	\$749.00	Winner Chevrolet	1-18-23-20D	Technical Questionnaire
12	Full Size Pickup, 4x4, Regular Cab, Regular Box, 119 in. WB, 6000 lb. GVWR, GASOLINE Fueled Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101507	Each	1	Ram	1500	\$20,719.00	\$499.00	Leehan of Davis	1-18-23-20H	Technical Questionnaire
						Ford	F150	\$23,027.00	\$499.00	Downtown Ford Sales	1-18-23-20A	Technical Questionnaire
						Chevrolet	Silverado 1500	Currently Unavailable	\$749.00	Winner Chevrolet	1-18-23-20D	Technical Questionnaire
13	Full Size Pickup, 4x4, Extra Cab, Regular Box, 140 in. WB, 6300 lb. GVWR, GASOLINE Fueled Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101507	Each	1	Nissan	Titan	\$27,101.40	\$499.00	Wondries Fleet Group	1-18-23-20E	Technical Questionnaire
						Ford	F150	\$23,160.00	\$499.00	Downtown Ford Sales	1-18-23-20A	Technical Questionnaire
						Ram	1500	\$22,207.00	\$749.00	Elk Grove Auto Group	1-18-23-20B	Technical Questionnaire
						Chevrolet	Silverado 1500	\$25,375.00	\$749.00	Winner Chevrolet	1-18-23-20D	Technical Questionnaire
14	Full Size Pickup, 4x4, Crew Cab, Short Box, 140 in. WB, 6300 lb. GVWR, GASOLINE Fueled Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101507	Each	1	Ford	F150	\$26,572.00	\$499.00	Downtown Ford Sales	1-18-23-20A	Technical Questionnaire
						Ram	1500	\$23,050.00	\$499.00	Wondries Fleet Group	1-18-23-20E	Technical Questionnaire
						Chevrolet	Silverado 1500	\$26,618.00	\$749.00	Winner Chevrolet	1-18-23-20D	Technical Questionnaire
15	Full Size Pickup, 4x2, Extra Cab, Regular Box, 140 in. WB, 6100 lb. GVWR, E85 Fueled Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101507	Each	1	Ford	F150	\$21,107.00	\$499.00	Downtown Ford Sales	1-18-23-20A	Technical Questionnaire
						Ram	1500	\$19,060.00	\$749.00	Elk Grove Auto Group	1-18-23-20B	Technical Questionnaire
						Chevrolet	Silverado 1500	\$22,578.00	\$749.00	Winner Chevrolet	1-18-23-20D	Technical Questionnaire
16	Full Size Pickup, 4x4, Extra Cab, Regular Box, 140 in. WB, 6300 lb. GVWR, E85 Fueled Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101507	Each	1	Ford	F150	\$23,410.00	\$499.00	Downtown Ford Sales	1-18-23-20A	Technical Questionnaire
						Ram	1500	\$22,207.00	\$749.00	Elk Grove Auto Group	1-18-23-20B	Technical Questionnaire
						Chevrolet	Silverado 1500	\$25,438.00	\$749.00	Winner Chevrolet	1-18-23-20D	Technical Questionnaire

RESOLUTION NO. 2018-49

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
APPROVING THE PURCHASE OF TWO REPLACEMENT TRUCKS**

WHEREAS, four of the District's fifteen work trucks have reached the end of their serviceable life and are in need of replacement; and

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

WHEREAS, the District obtained pricing for replacement trucks using State of California Leveraged Procurement Agreements, which allow local agencies to utilize State contracts to purchase directly from suppliers; and

WHEREAS, Staff recommends purchasing 4-wheel drive, extra cab, Dodge Ram 1500s with the low bid price of \$22,207 plus tax and tire fees;

WHEREAS, the General Manager previously approved replacement of one non-working truck, and there is a need to replace two more; 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 two replacement trucks for \$22,207 plus tax and fees each for a total not to exceed amount of \$50,000.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 9th day of October 2018, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

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

Attest:

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

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2018-49 duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 9th day of October 2018.

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

