

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

TUESDAY, OCTOBER 13, 2015

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
 - Insure fiscal responsibility and accountability are observed by balancing immediate and long term needs
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1. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

2. ADOPTION OF AGENDA

A. Board Action to adopt 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. APPROVAL OF MINUTES

- A. Regular Meeting of September 8, 2015; Special Meeting of September 14, 2015.
- B. Board Action to approve and file minutes.

5. FINANCIAL REPORTS:

- A. Accounts Payable for October 2015
- B. Cash Disbursements for September 2015
- C. Revenue and Expense Summary for July and August 2015
- D. Cash and Investment Reports for July and August 2015
- E. ALT Zone and CDS Summary for the two months ended August 2015

F. Board Action to accept and adopt financial reports

6. PRESIDENT'S REPORT

7. BOARD REPORTS

8. GENERAL MANAGER'S REPORT

9. FINANCE COMMITTEE REPORT

10. PROP 218 OFFICIAL PROTEST VOTE COUNT

A. Discussion – On September 14, 2015 the GDPUD Board of Directors held a public hearing to consider the possible implementation of a Supplemental Surcharge on all treated water accounts to pay for construction of the ALT Treatment Plant Project. At the close of the hearing staff made a cursory count of the ballots. On September 17, 2015 staff validated the protest ballots. The official count is 769 protests, which represents 22% of the treated water customer base.

B. Receive and File.

11. COST OF MAILING OLD STYLE BILLS COMPARED TO MAILING NEW STYLE BILLS

A. Discussion – At the September 8, 2015 Board Meeting, Director Capraun requested a report comparing the cost of mailing the old style postcard bills with the new envelope style mailing. Staff will present a cost-benefit analysis with graphics showing a substantial savings to the District after implementing the new style of bill.

B. Receive and File.

12. BOARD MEMBERS' ELIGIBILITY FOR UNEMPLOYMENT INSURANCE BENEFITS

A. Discussion – At the September 8, 2015 Board Meeting, Director Krizl requested that staff report back to either confirm or disconfirm an assertion that the District is funding unemployment insurance for some Board members. Staff will present the results of its investigation.

B. Receive and File.

13. THE DISTRICT'S PROVISION OF WATER FOR LIVESTOCK DURING THE DROUGHT

A. Discussion – At the September 8, 2015 Board Meeting, Director Uso requested that this item be put on a future agenda. Staff will present a report regarding water for livestock during drought conditions.

B. Receive and File.

14. WATER CONSERVATION LETTER

A. Discussion – The District was unable to meet the State mandated water conservation reduction for the month of September and anticipates receiving a water conservation warning letter from the State Water Board. Staff has identified a number of projects as possible candidates for funding.

B. Receive and File.

15. WATER THEFT AND TAMPERING ORDINANCE

A. Discussion – To date, the District does not have an ordinance or policy that regulates the theft of water or tampering with District property. In response to the drought, and recent increases in water theft and tampering with District property, the District proposes Ordinance 2015-02 to penalize any theft of water and damage to District facilities.

B. Possible Board Action – Introduction and first reading of Ordinance 2015-02.

16. EL DORADO COUNTY WATER AGENCY COST SHARING OPPORTUNITIES

A. Discussion – The District has received notice from the El Dorado County Water Agency that funds remain on reserve to support specific needs of local water purveyors. These funds normally require a 50% match and are dedicated to providing financial assistance to support studies and the preparation of other technical reports.

B. Possible Board Action – Direct staff to make application with the El Dorado County Water Agency to assist in funding District needs relating to a Sanitary Survey, updates to GIS, ALT Community Disposal System, ALT Water Plant Pre-Construction Surveys, Cost of Service Study, and Stumpy Review and Reporting.

17. ALT TREATMENT UPDATE

A. Discussion – Recap and extension of prior month report on progress towards plant replacement.

B. Possible Board Action –

18. CONTRACT WITH FOOTHILL ASSOCIATES – ENVIRONMENTAL DOCUMENTS – AUBURN LAKE TRAILS WATER TREATMENT PLANT

A. Discussion – An addendum to the CEQA document will be required to the Auburn Lake Trails Treatment Plant Project. Per the Water Board, as of January 1, 2015, all CEQA documents must be no older than two years. The CEQA document for this project is dated 2010. Foothill Associates, under contract with Psomas, prepared the original Mitigated Negative Declaration in 2010 and the Revisions to Site Plan dated 2014; the firm has submitted a proposal to GDPUD to assist in the preparation of the required addendum.

B. Board Action – Authorize the General Manager to enter into contract with Foothill Associates, in an amount not to exceed \$20,367 for the preparation of an addendum

to the CEQA document for the Auburn Lake Trails Water Treatment Plant Project. All contract language to be subject to review and approval of District Counsel prior to final execution.

19. SELECTION OF AUDIT COMMITTEE MEMBERS

- A. **Discussion** – The District’s Finance Committee historically has selected the members of the Audit Committee. At its October 5, 2015 meeting, the Finance Committee selected Donna Bruss, Dennis Goodenow, Maria Capraun, and Victoria Knoll to serve on the Audit Committee to review the FY 2014-2015 Audit.
- B. **Possible Board Action** – Approve the Finance Committee’s selection.

20. CONSIDERATION OF ELECTING NEW BOARD TREASURER

- A. **Discussion** – President Krizl requests the Board consider electing a new Board Treasurer.
- B. **Board Action** – Board will nominate and elect a new treasurer or leave existing treasurer in office.

21. 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.

22. CLOSED SESSION

- A. CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation. Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code Section 54956.9: (two potential cases).
- B. CONFERENCE WITH LEGAL COUNSEL – Board to consider the appointment, employment, evaluation of performance, discipline or dismissal of a public employee pursuant to Government Code Section 54 957 (b)(1).

23. ADJOURN TO OPEN SESSION – Announcement of action taken in closed session.

24. NEXT MEETING DATE AND ADJOURNMENT – Next regular meeting November 10, 2015 at 2:00 PM at the Georgetown Divide Public Utility District office.

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 Wendell Wall 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 7, 2015.

CONFORMED AGENDA
REGULAR MEETING
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS
6425 MAIN STREET, GEORGETOWN, CALIFORNIA
TUESDAY, OCTOBER 13, 2015
2:00 P.M.

MISSION STATEMENT

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- Provide reliable water supplies
 - Ensure high quality drinking water
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 - Provide excellent and responsive customer services through dedicated and valued staff
 - Insure fiscal responsibility and accountability are observed by balancing immediate and long term needs
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1. **CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE** – *The meeting was called to order at 2:05 PM. Directors present: Krizl, Hoelscher, Capraun, Hanschild, Uso. Staff present: General Manager Wendell Wall, Engineering Consultant George Sanders, Office Manager Victoria Knoll. Legal Counsel: Barbara Brenner of Churchwell White.*

2. **ADOPTION OF AGENDA**

- A. Board Action to adopt agenda.

Motion by Director Uso to amend and adopt the agenda so that Item #20 Consideration of Electing New Board Treasurer will be heard after Item #9 and correcting a typographical mistake by removing the last sentence under Item #14.A and adding it as the last sentence under Item #16.A; second by Director Hoelscher.

Public Comment: None

Vote: Motion carries

Ayes: Krizl, Hoelscher, Capraun, Hanschild, Uso.

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.

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

Bill Johnson commented regarding a likely pipe leak along Hwy 193 and Sliger Mine Road and provided photos of water coming out of the side of a hill. He offered to accompany staff to the spot and point out the area.

Steven Proe prefaced his remarks by noting that the pipe in question was replaced many years ago and was severely rusted at that time, but the entire pipe was not replaced. Mr. Proe provided a "Cure and Correct" document to the Board and an ADA complaint regarding the location of the September 14, 2015 Prop 218 Hearing.

Michele Turney provided a "Cure and Correct" letter from the group "Divide Citizens for Justice."

4. APPROVAL OF MINUTES

- A. Regular Meeting of September 8, 2015; Special Meeting of September 14, 2015.
- B. Board Action to approve and file minutes.

Motion by Director Uso to approve the minutes; second by Director Hanschild.

Public Comment: None

Vote: Motion carries

Ayes: Krizl, Hoelscher, Capraun, Hanschild, Uso.

5. FINANCIAL REPORTS:

- A. Accounts Payable for October 2015
- B. Cash Disbursements for September 2015
- C. Revenue and Expense Summary for July and August 2015
- D. Cash and Investment Reports for July and August 2015
- E. ALT Zone and CDS Summary for the two months ended August 2015
- F. Board Action to accept and adopt financial reports

Motion by Director Uso to receive and file the financial reports; second by Director Hoelscher.

Public Comment: Steve Proe commented regarding irrigation season billing. Dennis Smith commented concerning the Churchwell White invoice.

Vote: Motion carries

Ayes: Krizl, Hoelscher, Capraun, Hanschild, Uso.

- 6. PRESIDENT'S REPORT** – Director Krizl noted that on Friday, October 16, Mountain Counties will have an event that three Board members have signed up to attend.

7. **BOARD REPORTS** – *Director Uso thanked staff for the new Board packet format. Director Hanschild asked the General Manager how the recent salvage auction came out. GM Wall reported that six vehicles were auctioned at \$254 each.*

8. **GENERAL MANAGER'S REPORT**

At the request of General Manager Wall, Engineering Consultant George Sanders, who was substituting for Operations Manager Darrell Creeks, reported on the District's water use for the previous month. Mr. Sanders noted that Mr. Creeks was not available because he was accompanying a representative of the State Water Board for its annual inspection of the District's system. Mr. Sanders reported that the Auburn Lake Trails Water Treatment Plant produced 25.289 million gallons of potable water for the month of September. This is a decrease in flow of 3.520 million gallons from the month of August. The Walton Lake Water Treatment Plant produced 27.202 million gallons of potable water for the month of September. This is a decrease of 3.402 million gallons from the month of August.

He commended the community for reducing water usage by 17% from 2013 for the month of September. Early significant rains in September 2013, together with a full irrigation season that year would have reduced demands on potable water making it difficult to achieve the state mandated 31% reduction. More will be said in a subsequent agenda item.

He continued, noting that the District conducted the required water quality monitoring at the treatment plants and in the distribution system and submitted the required water quality monitoring reports to the State (SWRCB). Under contract with the District, Becky Siren prepared the required reports and reviewed key elements of the same with the General Manager prior to submittal.

The Treatment Plant reports showed compliance with all drinking water standards, with the exception of the Auburn Lake Trails Water Treatment Plant which is currently under a compliance order from SWRCB for failure to meet the requirements of the Surface Water Treatment Rule.

The distribution system monitoring results showed all samples absent/negative of any bacteriological contamination and adequate levels of disinfection through the system.

Average daily flows in the Community Disposal System were 16,663 gallons per day. This value is far below the limit of 71,800 gallons per day as identified in the Waste Discharge Requirements.

The District is currently up to date in the monitoring of waste water systems in the zone. It is anticipated the District will stay on schedule as a result of dedicating permanent staff to this effort.

Relating to Stumpy Meadows Reservoir, the latest measurements collected at Stumpy Meadows Reservoir on October 2, 2015, showed a reservoir elevation of 4,218 feet 8 inches, representing storage of 8,234 acre feet, or 41% of capacity. This represents a decrease in storage of approximately 308 acre feet over the prior month.

Current releases from Stumpy on this date were 5 CFS. Flow into Stumpy on this date was recorded at 5 CFS. Mr. Sanders provided a visual aid showing a sample of water collected at Stumpy after the last storm event.

Office Manager Victoria Knoll reported on the CABY grant. Staff has compiled the data for the

first quarter billing of time accrued to date under the category of "Direct Administration Costs." The invoice will be submitted prior to October 15, 2015.

General Manager Wendell Wall continued his report, providing a status update on the District's new website. He said that public access to information relating to the District remains on the current website. Portions of that information have undergone transfer to the new site but are not ready for public viewing. Staff continues to work with the contractor to load data onto several pages of the new site. The contractor was to create new email boxes for staff and Directors, but the GM is not satisfied with that system and is shopping for better options. Staff anticipates launch of the new website in mid to late October.

He noted that the District anticipates another 218 process which will address the cost of providing service to customers of both treated and untreated water. Under this plan, it will be necessary for the District to contract with an outside consulting firm for the preparation of a rate study to accurately identify the costs associated with providing water service to District customers.

Office Manager Knoll reported that the auditor has completed field work for the FY 2014-2015 Audit. The FY 2014-2015 Draft Audit Report will be ready for Board review prior to the November 2015 Board Meeting. Once the report is completed and approved, the District's FY 2014-2015 financials will be finalized.

GM Wall reported that staff received a request from the office of Congressman McClintock to reserve space, in the GDPUD Board Room, for meetings between a representative from his office and members of the public. The tentative schedule for the meetings will be the third Thursday of every month, beginning on October 15.

On October 19 and 20, ADT Security Services will be installing security systems at the District administration office, the garage, and the ALT water treatment plant. Based on the importance of the safety and security of these facilities, staff is moving forward with these installations.

The District has received the funding application from the SWRCB for a loan in the amount of \$10,000,000. Staff is currently in the process of completing the tax questionnaire, as required under the SWRCB application process. In addition, staff has submitted a draft Pledged Revenue and Funds Resolution, another requirement of the loan, for SWRCB review and approval. Once this is approved by the SWRCB, the subject resolution will be presented to this Board for approval. When these activities are complete, a Reimbursement Resolution will be drafted and submitted to this Board for approval.

9. FINANCE COMMITTEE REPORT

The Finance Committee (the "Committee") met on October 5, 2015. The following individuals were present: Committee members Dennis Goodenow, Ray Kringel, Donna Bruss, and Rick Gillespie; staff members General Manager Wendell Wall, and Office Manager Victoria Knoll; Committee liaison Director Maria Capraun. Committee member Dane Wadle was absent.

The first action of the Committee was to select Dennis Goodenow as Vice Chairman and Donna Bruss as Secretary of the Committee.

The Finance Committee reviewed accounts 08, 10, 12, 19, 24, 30, and 37 and discussed whether they are "Designated" or "Restricted" and are driven by an Ordinance, a Resolution, or contract

with an outside entity. The Committee requested that staff provide the supporting documentation at the next Committee meeting. The Committee also reviewed Zone Reserve accounts 40, 41, and 42, and will be investigating the accounts as to the service levels and internal cost accounting pertaining to staff and consultant work.

The Committee reviewed a draft "Accounting and Management Policy and Procedures Manual" and made recommendations in which changes were made. The draft will be available for the Board of Directors' review by October 27, 2015. Staff is planning to request the approval and adoption of the Manual at the November 10, 2015 regular Board meeting. The Committee agreed that the Capital Expense floor should be set at \$3,000 or 5 years. Computers will be categorized as office equipment and will not fall under capital assets.

The Finance Committee selected members to serve on the Audit Committee to review the FY 2014-2015 Audit. Those members will be presented for Board approval in a subsequent agenda item.

Motion by Director Uso to receive and file the Finance Committee report; second by Director Hoelscher.

Public Comment: Ray Kringel requested that the report on the production of water compared with 2013 (in the GM Report) be provided in table rather than paragraph format to make it easier for the Finance Committee to use.

Vote: Motion carries

Ayes: Krizl, Hoelscher, Capraun, Hanschild, Uso.

10. PROP 218 OFFICIAL PROTEST VOTE COUNT

A. Discussion – On September 14, 2015 the GDPUD Board of Directors held a public hearing to consider the possible implementation of a Supplemental Surcharge on all treated water accounts to pay for construction of the ALT Treatment Plant Project. At the close of the hearing staff made a cursory count of the ballots. On September 17, 2015 staff validated the protest ballots. The official count is 769 protests, which represents 22% of the treated water customer base.

B. Receive and File.

Motion by Director Uso to receive and file the report; second by Director Hoelscher.

Public Comment: Johanna Friesen spoke regarding the voting procedure. Steven Proe spoke regarding the validation process. Ray Kringel spoke regarding the structure of the surcharge.

Vote: Motion carries

Ayes: Krizl, Hoelscher, Capraun, Hanschild, Uso.

11. COST OF MAILING OLD STYLE BILLS COMPARED TO MAILING NEW STYLE BILLS

- A. Discussion** – At the September 8, 2015 Board Meeting, Director Capraun requested a report comparing the cost of mailing the old style postcard bills with the new envelope style mailer. Staff will present a cost-benefit analysis with graphics showing a substantial savings to the District after implementing the new style of bill.

Office Manager Knoll presented a report comparing costs of mailing old style bills with the costs of mailing the new style bill.

B. Receive and File.

12. BOARD MEMBERS' ELIGIBILITY FOR UNEMPLOYMENT INSURANCE BENEFITS

- A. Discussion** – At the September 8, 2015 Board Meeting, Director Krizl requested that staff report back to either confirm or disconfirm an assertion that the District is funding unemployment insurance for some Board members. Staff will present the results of its investigation.

Ms. Knoll presented the following report: Staff investigated and confirmed that 1) elected officials in California are exempt from state unemployment, and 2) four GDPUD Directors had previously been set up in the payroll system as non-exempt. Upon confirming that Board members are exempt, staff instructed ADP to change the filing status of all Board members to "exempt," and to amend filings for the first two quarters of 2015. All five Board members are now correctly filed as UI exempt.

B. Receive and File.

13. THE DISTRICT'S PROVISION OF WATER FOR LIVESTOCK DURING THE DROUGHT

- A. Discussion** – At the September 8, 2015 Board Meeting, Director Uso requested that this item be put on a future agenda. Staff will present a report regarding water for livestock during drought conditions.

Mr. Sanders presented the following report: The District is currently under a Stage 3 Drought Declaration, as identified within the Urban Water Management Plan of 2010. The Urban Water Management Plan of 2010 together with the Drought Plan of 2007 place restrictions on the drafting of water from fire hydrants. The Plans allow for the drafting of water from hydrants for the watering of livestock. Staff will continue to work with the community to provide service under those specialized needs as identified within the Plans.

B. Receive and File.

14. WATER CONSERVATION LETTER

- A. Discussion** – The District was unable to meet the State mandated water conservation reduction for the month of September and anticipates receiving a water conservation warning letter from the State Water Board.

Mr. Sanders reported that the District was unable to meet the State mandated water conservation reduction for the month of September. The mandated amount for the District is a 32% reduction from 2013 usage. The reduction for the month of September was 17%, which falls short of the required water conservation target by nearly half. Staff anticipates receiving a warning letter from the State Water Board. There is a need for the District to stay proactive with measures supporting the state conservation mandate in an effort to offset potential formal enforcement by the state.

B. Receive and File.

15. WATER THEFT AND TAMPERING ORDINANCE

- A. Discussion** – To date, the District does not have an ordinance or policy that regulates the theft of water or tampering with District property. In response to the drought, and recent increases in water theft and tampering with District property, the District proposes Ordinance 2015-02 to penalize any theft of water and damage to District facilities.

Copies of the Ordinance were provided to those present in the audience. The Ordinance will be posted at the District Office and a summary will be published in the Georgetown Gazette. The Ordinance will be presented at the November 10, 2015 Board meeting for discussion and possible vote for adoption of the Ordinance. If adopted, the Ordinance Summary and roster of votes for and against will be published within 15 days with the full Ordinance posted at the District office. The Ordinance will be effective 30 days after adoption.

- B. Possible Board Action** – Introduction and first reading of Ordinance 2015-02.

Motion by Director Uso to introduce for first reading Ordinance 2015-02 and waive reading the full ordinance, reading a summary instead; second by Director Hoelscher.

Public Comment: Steven Proe asked about opportunities for the public to comment on the ordinance. There was some discussion, and it was agreed that written comments or questions may be submitted to the GDPUD General Manager for presentation to the Board of Directors at the November 10 meeting. Ray Kringle asked if the Ordinance allows fines to be imposed on non-customers. It does.

Vote: Motion carries

Ayes: Krizl, Hoelscher, Capraun, Hanschild, Uso.

GM Wall read a summary of the Ordinance.

16. EL DORADO COUNTY WATER AGENCY COST SHARING OPPORTUNITIES

- A. Discussion** – The District has received notice from the El Dorado County Water Agency that funds remain on reserve to support specific needs of local water purveyors. These funds normally require a 50% match and are dedicated to providing financial assistance to support studies and the preparation of other

technical reports. Staff has identified a number of projects as possible candidates for funding.

- B. Possible Board Action** – Direct staff to make application with the El Dorado County Water Agency to assist in funding District needs relating to a Sanitary Survey, updates to GIS, ALT Community Disposal System, ALT Water Plant Pre-Construction Surveys, Cost of Service Study, and Stumpy Review and Reporting.

Director Uso moved staff recommendation; second by Director Hoelscher.

Public Comment: *Johanna Friesen asked if this is to apply for funds with a 50% match. Director Capraun confirmed that it is.*

Vote: *Motion carries*

Ayes: Krizl, Hoelscher, Capraun, Hanschild, Uso.

17. ALT TREATMENT UPDATE

- A. Discussion** – Recap and extension of prior month report on progress towards plant replacement.

Mr. Sanders reported that US Fish and Wildlife has given conditional approval which will allow the District to move forward with the Project. Staff is currently working with District Counsel and Foothill Associates in a review of the environmental documents. The purpose of this review is to assure completeness of the process, as materials have been compiled from 2010 to present. Per direction from the Water Board, this review is required as a result of recent changes in Water Board policy, which require an updated review and possible noticing of all environmental documents that are two years or older. Staff is getting positive feedback from Bruce Berger of the Water Board regarding review of the plans. Mr. Sanders will present a PG&E contract to the Board for discussion and possible approval at the November 10 Board meeting. Psomas has prepared bid documents and money remains in that contract to go out to bid. At the November Board meeting, Mr. Sanders will provide a project schedule for information purposes.

- B. Possible Board Action – Receive and file.**

18. CONTRACT WITH FOOTHILL ASSOCIATES – ENVIRONMENTAL DOCUMENTS – AUBURN LAKE TRAILS WATER TREATMENT PLANT

- A. Discussion** – An addendum to the CEQA document will be required to the Auburn Lake Trails Treatment Plant Project. Per the Water Board, as of January 1, 2015, all CEQA documents must be no older than two years. The CEQA document for this project is dated 2010. Foothill Associates, under contract with Psomas, prepared the original Mitigated Negative Declaration in 2010 and the revisions to the Site Plan dated 2014; the firm has submitted a proposal to GDPUD to assist in the preparation of the required addendum.

- B. Board Action** – Authorize the General Manager to enter into contract with Foothill Associates, in an amount not to exceed \$20,367 for the preparation of an addendum to the CEQA document for the Auburn Lake Trails Water Treatment Plant Project. All contract language to be subject to review and approval of District Counsel prior to final execution.

Director Uso moved staff recommendation; second by Director Hoelscher.

Public Comment: None.

Vote: *Motion carries*

Ayes: Krizl, Hoelscher, Capraun, Hanschild, Uso.

19. SELECTION OF AUDIT COMMITTEE MEMBERS

- A. Discussion** – The District’s Finance Committee historically has selected the members of the Audit Committee. At its October 5, 2015 meeting, the Finance Committee selected Donna Bruss, Dennis Goodenow, Maria Capraun, and Victoria Knoll to serve on the Audit Committee to review the FY 2014-2015 Audit.

Director Capraun clarified that historically the Finance Committee selected two members of its committee to serve on the Audit Committee and that the past Board Treasurer, the current Board Treasurer, the Office Manager, and General Manager were what the Board chose to serve on the Audit Committee.

- B. Possible Board Action** – Approve the Finance Committee’s selection.

Motion by Director Uso to appoint Donna Bruss, Dennis Goodenow, Maria Capraun, Lon Uso, Victoria Knoll, and Wendell Wall to serve on the Audit Committee; second by Director Hoelscher.

Public Comment: *Johanna Friesen asked for clarification regarding the appointment of staff members to the Audit Committee.*

Vote: *Motion carries*

Ayes: Krizl, Hoelscher, Capraun, Hanschild, Uso.

20. CONSIDERATION OF ELECTING NEW BOARD TREASURER

- A. Discussion** – President Krizl requests the Board consider electing a new Board Treasurer.

Director Krizl stated that the Board has had the same Treasurer for almost three years and now has a new Finance Committee with a collective new face and it is timely to bring in a new face with new ideas to represent the Board. Director Uso stated that he has little interest in making this change at this time but is looking for assurances that he would be able to continue attending Finance Committee meetings. Director Hoelscher stated that he would not stop attending. Director Capraun asked Director Krizl if the reason for asking for this change is so that Director Uso can attend the meetings. Director Krizl reiterated that it is time to bring

in a new face. Director Uso stated that he would be willing to serve if someone would nominate him.

- B. Board Action** – Board will nominate and elect a new treasurer or leave existing treasurer in office.

Motion by Director Hanschild to replace Director Capraun with Director Uso as Treasurer of the Board; second by Director Krizl.

Public Comment: *Ray Kringle and several other audience members spoke against the motion; Rick Gillespie suggested that the Board designate members to attend the Committee on a rotating basis; Dennis Goodenow spoke in favor of the motion.*

Vote: ***Motion carries***

Ayes: Krizl, Hanschild, Uso

Noes: Hoelscher

Abstain: Capraun

- 21. 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.

There were no requests by Board members.

22. CLOSED SESSION

- A. CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation. Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code Section 54956.9: (two potential cases).
- B. CONFERENCE WITH LEGAL COUNSEL – Board to consider the appointment, employment, evaluation of performance, discipline or dismissal of a public employee pursuant to Government Code Section 54 957 (b)(1).

- 23. ADJOURN TO OPEN SESSION** – Announcement of action taken in closed session.

The Board returned to open session at 6:05 PM and reported that no action was taken in closed session.

- 24. NEXT MEETING DATE AND ADJOURNMENT** – Next regular meeting November 10, 2015 at 2:00 PM at the Georgetown Divide Public Utility District office.

Meeting adjourned at 6:05 PM.

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Signed Wendell B. Wall
Wendell B. Wall, General Manager

Date 11-12-2015

GDPUD
PO BOX 4240
Georgetown, CA 95634
(530) 333 4356
Fax: (530) 333-9442

Memo

To: Board of Directors
From: Sarah Wright, Administrative Aide
Date: October 13, 2015
Re: Final Pay Accounts Payable for October 13, 2015

Please take note that the following checks were printed to take advantage of early payment discounts or to comply with payment/mailling deadline.

ACWA Service Corp

ACWA

All Cycles

American Messaging

ATT

Bear Creek Quarry

Caltronics

CA Water Boards

CCSInteractive

Churchwell White

Corbin Willits System

De Lage Landen

Diamond Well Drilling

Divide Auto Parts

Divide Supply

ECORP

El Dorado Disposal

Freeman Firm

GDPUD Petty cash

Gempler's

George Sanders

Georgetown Ace Hardware

Global Machinery

Goodyear Wholesale - Tires

Groeniger & Co

HD Supply

Hopkins Tech

Legalshield

Menig Weed Control

MC Engineering

Medical Eye Services

MJT Enterprises

Mobile Mini

Moss, Levy & Hartzheim

Mountain Democrat Inc

National Document

NBS

Occu Med

Pedri Plumbing

PG&E

Powernet Global

Premier Access

Proline Cleaning

Riebes Auto

Robinson Enterprise

Sierra Chemical Co

Sierra Coffee

Sierra Heavy Equip.

Sierra Safety

Uline Shipping

United Healthcare

USA Bluebook

US Bank

Vaughn Johnson, CPA

Verizon Wireless

Walker's Office Supply

Wells Fargo

Wendall Wall

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Accounts Payable --October 2015 Final Pay

Name Description	Amount	Account	Amount
ACWA Services Corp. (Health & Life)--Ins. Prepay 09/01-10/31	\$ 55,587.38	12-1157	\$ 10,385.12
		40-6718	\$ 2,048.35
		10-5118	\$ 10,683.84
		10-5218	\$ 1,249.45
		10-5318	\$ 6,733.05
		10-5418	\$ 13,246.69
		10-5518	\$ 1,729.03
		10-5618	\$ 9,511.85
ACWA-2015 Agency Dues	\$ 51,716.87	10-1158	\$ 51,716.87
All Cycles --Miscellaneous Supplies	\$ 283.04	5246	\$ 50.00
		5238	\$ 100.60
		5446	\$ 50.00
		5038	\$ 63.94
		6746	\$ 18.50
American Messaging - Pager charges	\$ 64.00	5144	
		5444	\$ 64.00
AT&T- Monthly Serv 09/14-10-13	\$ 756.10	5344	\$ 256.16
		5544	\$ 98.31
		5644	\$ 138.49
		6744	\$ 196.63
		30-1226	\$ 66.51
Bear Creek Quarry/Butte Equipment	\$ 2,311.25	10-1414	
		5438	\$ 2,311.25
Caltronics-Copier contract-copy charges	\$ 188.30	5646	\$ 188.30
CCSInteractive - Website Development	\$ 1,083.33	5680	\$ 1,083.33
Churchwell White - General Counsel, Aug 2015	\$ 10,832.44	5636	\$ 10,832.44
		6784	\$ 26.00
Corbin Willits Systems Inc- -Service Fees & Consulting	\$ 337.38	5546	
		5646	\$ 337.38
Customer Refund for overpayment - 103.	\$ 103.28	2010	\$ 103.28
De lage Landen-Copier Contract , Oct 2015	\$ 414.72	5646	\$ 414.72
Diamond Well Drilling Company -- Lab Testing	\$ 440.00	5384	
		5484	\$ 440.00
Divide Auto Parts --Misc. Supplies	\$ 258.63	5238	\$ 16.44
		5146	\$ 3.58
		5240	\$ 30.04
		5246	\$ 132.11
		5440	\$ 30.04
		5446	\$ 46.42
Divide Supply- -Misc. Supplies	\$ 309.17	5146	

		5338	\$ 276.30
		6738	\$ 32.87
Ecorp Consulting Group - Prof Serv Aug 2015	\$ 1,793.39	5128	\$ 1,793.39
El Dorado Disposal- Garbage service	\$ 305.40	5344	\$ 203.60
		5644	\$ 101.80
Freeman Firm--Legal Services	\$ 1,559.21	5236	\$ 1,559.21
GDPUD--Petty Cash - September 2015	\$ 141.31	5244	
		5344	\$ 23.85
		5440	\$ 13.00
		5638	\$ 11.97
		5640	\$ 38.92
		5644	\$ 53.57
Gempler's-- Misc. Supplies	\$ 93.52	5138	
		6738	\$ 93.52
George Sanders - Professional Services	\$ 2,400.00	5300-1553	\$ 2,160.00
		5200-1560	\$ 240.00
Georgetown Ace Hdw --Misc. Supplies	\$ 168.90	5238	\$ 62.92
		5338	\$ 97.38
		5638	\$ 8.60
Global Machinery- -Miscellaneous Supplies	\$ 171.75	5238	\$ 171.75
Goodyearwholesale--Tires (dappertire.com)	\$ 693.32	5146	
		5246	\$ 346.66
		5446	\$ 346.66
Groeniger & Co.- -Misc. Parts & Supplies	\$ 6,755.73	5238	
		5438	\$ 6,755.73
HD Supply --Materials	\$ 339.49	5238	\$ 339.49
Hopkins Technical Products, Inc-- Treatment Plant Supplies	\$ 531.52	5338	\$ 531.52
LegalShield	\$ 170.05	5190	\$ 17.90
		5290	\$ 35.80
		5390	\$ 8.95
		5490	\$ 8.95
		5590	\$ 17.90
		5690	\$ 35.80
		5690-010	\$ 26.85
		6790	\$ 17.90
Mc Engineering, INC. - Professional Services	\$ 570.00	5439	\$ 570.00
Medical Eye Services--Vision Prepay--JULY 2015	\$ 262.34	10-1157	\$ 243.60
		40-1157	\$ 18.74
Menig Weed Control --Weed Abatement Contract	\$ 2,658.56	5280	\$ 2,658.56
MJT Enterprises, Inc. --Temporary Labor	\$ 13,767.81	5411	
		5511	\$ 13,767.81
Mobile Mini, LLC- -Storage Unit Rental 10/7/15-11/3/15	\$ 197.85	5639	\$ 197.85
Moss, Levy & Hartzheim- - Audit fieldwork	\$ 11,000.00	5627	\$ 10,120.00
		6727	\$ 880.00
Mountain Democrat - Public Notice	\$ 13.50	5690	\$ 13.50

National Document Solutions, LLC --Office supplies	\$ 1,600.50	5544	
		5640	\$ 1,600.50
NBS--Quarterly Admin Fees	\$ 2,208.45	5190	\$ 630.99
		5290	\$ 630.99
		25-2540-21	\$ 220.85
		25-2540-22	\$ 252.39
		25-2540-23	\$ 157.75
		25-2540-24	\$ 315.48
Occu-Med --Pre Employment Physicals	\$ 196.50	5590	
		5618	\$ 196.50
Pedri Plumbing- -Repairs in Office	\$ 120.00	5676	\$ 120.00
PG&E --Utilities	\$ 15,457.13	5344	\$ 13,460.09
		5444	\$ 556.49
		5644	\$ 1,167.24
		6744	\$ 273.31
PowerNet Global Communications--Long Distance Service	\$ 141.72	5644	\$ 141.72
Premier Access--Dental Prepay Sept 2015	\$ 2,008.40	10-5618	\$ 1,896.84
		40-5618	\$ 111.56
Pro-Line Cleaning Services--Janitorial Services	\$ 250.00	5676	\$ 250.00
Riebes Automotive--Misc Supplies	\$ 249.36	5138	
		5646	\$ 249.36
Robinson Enterprise --Georgetown Gas & Go - Fuel	\$ 2,652.67	5148	\$ 277.16
		5248	\$ 936.87
		5348	\$ 158.61
		5448	\$ 853.57
		5648	\$ 36.02
		6748	\$ 390.44
Sierra Chemical Co .--Supplies-Water Treatment	\$ 3,077.46	5338	\$ 3,077.46
Sierra Coffee Service --Office Supplies	\$ 88.00	5640	\$ 88.00
Sierra Heavy Equipment Repair	\$ 874.00	5146	\$ 177.33
		5246	\$ 291.33
		5446	\$ 405.34
Sierra Safety--Safety Supplies	\$ 210.67	5238	\$ 105.34
		5438	\$ 105.33
State Water Boards - Enforcement Activities	\$ 306.00	5384	\$ 306.00
Uline Shipping Supply Specialists	\$ 243.40	5638	
USA BlueBook --Misc. Supplies	\$ 945.63	5338	\$ 753.59
		5339	\$ 192.04
US Bank	\$ 1,380.32	5246	\$ 462.36
		5690	\$ 155.96
		5640	\$ 25.61
		5641	\$ 368.76
		5644	\$ 361.63
		5490	\$ 6.00

Vaughn Johnson - Prof Services September 2015	\$ 3,450.00	5680	\$ 3,450.00
Verizon Wireless--Utilities	\$ 453.27	5344	\$ 27.53
		5444	\$ 159.24
		5644	\$ 239.85
		6744	\$ 26.65
Walker's Office Supply --Office Supplies	\$ 310.04	5540	\$ 42.65
		5440	\$ 47.64
		5640	\$ 219.75
Wendell Wall-Reimbursement	\$ 50.00	5641	\$ 50.00
Total General Fund	\$ 204,579.06		\$ 204,579.06

Fund #10 \$50248.54

Fund #40/41 \$ 1880.13

RETIREE FUND			
AARP Medicare Rx - Oct 2015	\$ 28.00	12-1157	\$ 28.00
ACWA Services Corp.--Retirees Health Insurance Prepay 10/15	\$ 147.00	12-1157	\$ 147.00
Blue Cross--Retirees Health Insurance- 10/1/15 - 01/01/15	\$ 475.41	12-1157	\$ 475.41
Unitedhealthcare Ins - Prepay for D Schwagel, Sept/Oct	\$ 275.00	12-1157	\$ 275.00
Total Retiree Fund	\$ 925.41	Fund #12	

STEWART MINE FUND			
NBS--1915 Act Administration 7/1/15 thru 9/30/15		7190	
Total Stewart Mine Fund	\$ -	Fund #14	

VARIOUS WATER ASSESSMENT DISTRICT			
NBS--1915 Act Administration 7/1/15 thru 9/30/15		2540	
Total Various Fund	\$ -	Fund #25	

STATE REVOLVING FUND			
Wells Fargo Bank, NA--Walton SRF Loan Trust Accts.- July 2015	\$ 2,296.95	29-1115	\$ 2,296.95
State Revolving Fund	\$ 2,296.95	Fund #29	

KELSEY NORTH DEBT SERVICE FUND			
NBS--1915 Act Administration 7/1/15 thru 9/30/15		7090	
Total Kelsey North Debt Service Fund	\$ -	Fund #51	

KELSEY SOUTH DEBT SERVICE FUND			
NBS--1915 Act Administration 7/1/15 thru 9/30/15		7090	
Total Kelsey South Debt Service Fund	\$ -	Fund #52	

PILOT HILL SOUTH DEBT SERVICE FUND			
NBS--1915 Act Administration,7/1/15 thru 9/30/15		7090	
Total Pilot Hill South Debt Service Fund	\$ -	Fund #54	

TOTAL ALL FUNDS IN GENERAL ACCOUNT	\$ 207,801.42	\$ 207,801.42
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Approved for Payment:

Maria Capraun

Treasurer

Thomas Brown

General Manager

GDPU D CASH DISBURSEMENTS
September 1, 2015 - September 30, 2015

Vendor Name	Ck Date	Ck Amt
AMERICAN FAMILY LIFE INS	9/2/2015	1,127.18
ALLEN KRAUSE	9/8/2015	383.79
AMERICAN MESSAGING	9/8/2015	71.52
	9/8/2015	34.72
	9/8/2015	31.03
BJ PEST CONTROL	9/8/2015	300
BLUE SHIELD OF CALIFORNIA	9/8/2015	147
BLUE SHIELD OF CALIFORNIA	9/8/2015	433
California State Disburse	9/2/2015	380.76
	9/16/2015	380.76
CSI	9/8/2015	59
CCSINTERACTIVE	9/8/2015	1,083.33
CORBIN WILLITS SYS. INC.	9/8/2015	65
	9/8/2015	65
DITCH WITCH EQUIPMENT COM	9/11/2015	48,517.28
PLACERVILLE AUTO PARTS, I	9/8/2015	80.77
	9/8/2015	12.88
	9/8/2015	13.76
	9/8/2015	10.08
	9/8/2015	10.08
	9/8/2015	10.08
	9/8/2015	7.53
EL DORADO COUNTY SHERIFF(ck vd)	9/4/2015	0
G & O BODY SHOP	9/8/2015	133
GARDEN VALLEY FEED & HDW.	9/8/2015	67.71
GEORGETOWN ACE HDW	9/8/2015	21.75
	9/8/2015	25.75
	9/8/2015	17.18
	9/8/2015	64.48
DIVIDE SUPPLY INC.	9/8/2015	12.66
	9/8/2015	39.19
	9/8/2015	10.55
	9/8/2015	13.58

Vendor Name	Ck Date	Ck Amt
PACIFIC GAS & ELECTRIC	9/8/2015	20.51
	9/8/2015	15.31
	9/8/2015	11,156.76
	9/8/2015	2,656.46
	9/8/2015	10.74
	9/8/2015	92.66
	9/8/2015	23.65
	9/8/2015	1,237.45
	9/8/2015	57.29
	9/8/2015	19.71
	9/8/2015	210.09
P.E.R.S	9/2/2015	2,989.88
	9/16/2015	2,989.88
	9/2/2015	216.54
	9/2/2015	792.18
	9/2/2015	585.67
	9/2/2015	990.01
	9/2/2015	384.82
	9/2/2015	815.47
	9/2/2015	185.96
	9/16/2015	755.28
	9/16/2015	374.79
	9/16/2015	549.38
	9/16/2015	886.58
	9/16/2015	141.06
	9/16/2015	1,114.83
	9/16/2015	148.73
	9/16/2015	31,510.00
PSOMAS	9/8/2015	339.88
ROBINSON ENTERPRISES	9/8/2015	298.87
	9/8/2015	777.23
	9/8/2015	62.05
	9/8/2015	573.26

GDPU D CASH DISBURSEMENTS
September 1, 2015 - September 30, 2015

Vendor Name	Ck Date	Ck Amt
	9/8/2015	52.66
	9/8/2015	48.88
	9/8/2015	39.76
	9/8/2015	1.06
GREY SKY MEDIA	9/8/2015	150
HACH COMPANY	9/8/2015	434.52
	9/8/2015	303.21
HOLDREGE & KULL	9/8/2015	1,800.00
ICMA-R.T.-457 (ee)	9/2/2015	588.67
	9/16/2015	588.67
IUOE, LOCAL 39	9/2/2015	266.66
	9/16/2015	266.66
PEU LOCAL #1	9/2/2015	84.84
	9/16/2015	84.84
JOE VICINI, INC	9/10/2015	18,244.00
MJT ENTERPRISES, INC.	9/8/2015	2,239.34
	9/8/2015	2,652.48
		81,476.65

Vendor Name	Ck Date	Ck Amt
SIERRA DISPOSAL SERVICE	9/8/2015	316.75
	9/8/2015	94.04
	9/8/2015	94.04
	9/8/2015	94.04
SIERRA CHEMICAL CO.	9/8/2015	2,599.91
	9/8/2015	2,599.91
MICHAEL S. SALLAC	9/8/2015	114
	9/8/2015	114
	9/8/2015	114
	9/8/2015	114
REBECCA SIREN	9/8/2015	3,843.70
	9/8/2015	105
THOMPSON AUTO & TRUCK	9/8/2015	1,882.73
POSTMASTER	9/8/2015	1,875.00
	9/8/2015	375
	9/8/2015	250
VAUGHN JOHNSON	9/8/2015	3,000.00
WALKER'S OFFICE SUPPLY	9/8/2015	108.37
	9/8/2015	317.15
		80,994.62

TOTAL DISBURSEMENTS for Sept 1, 2015 - Sept 30, 2015:

162,471.27

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Revenue Summary*
For the The Month Ended July 31, 2015

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REVENUE CATEGORY	Budget 15-16	To Date 7/1/15-7/31/15	Balance	% of Budget Earned	
Operating Revenue:					
Residential Sales	\$1,120,000	123,027	996,973	10.98%	A
Commercial Sales	162,750	21,435	141,315	13.17%	A
Irrigation Sales	100,000	24,595	75,405	24.60%	B
Wastewater	352,420	27,957	324,463	7.93%	C
Penalties	36,060		36,060	0.00%	D
Other	1,550	188	1,362	12.10%	E
Total Operating Revenue	\$1,772,780	197,202	1,575,578	11.12%	
Non-Operating Revenue:					
Property Taxes-General	\$1,349,360	113,358	1,236,002	8.40%	F
SMUD	\$90,000				
Restricted Benefit Charge	10,000	0	10,000	0.00%	G
Interest Income	62,500	1,478	61,022	2.36%	H
Water Agency Cost Share	32,500	0	32,500	0.00%	
Leases	47,000	8,678	38,322	18.46%	
Hydro	63,000	8,928	54,072	14.17%	
Other	1,000		1,000	0.00%	
Total Nonoperating Revenue	\$1,655,360	132,442	\$1,432,918	8.00%	
Total Revenue Before Transfers In	\$3,428,140	329,644	3,008,496	9.62%	
Transfers In	0		0	-	
Total Revenue After Transfers In	\$3,428,140	329,644	3,008,496	9.62%	

NOTES:

- A - Revenue accrued through July 31, 2015
- B - Represents irrigation revenue for July 2015
- C - Revenue of July 2015
- D - Penalties for July 2015
- E - Primarily connection and installation fees
- F - Property Taxes based on County Estimate
- G - Represents ordinance charges
- H - The interest revenue represents interest on checking, savings, money markets, time deposits, LAIF and Kelsey and Pilot Hill Assessment Receivable Contracts

*Subject to revision with actual audit.

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Expense Summary*
For the The Month Ended July 31, 2015

Acct#	EXPENSE CATEGORY	Budget 2015-2016	To Date 7/1/15-7/31/15	Balance	% of Budget Spent
Operating Expenses:					
5010	Labor	1,100,000	51,484	1,048,516	5%
5019	Overtime	58,500	5,185	53,315	9%
5017	Standby	42,500	4,150	38,350	10%
5011	Temporary Labor	158,800	12,697	146,103	8%
5014	PERS Benefits	115,000	7,888	107,112	7%
5016	Payroll Taxes	95,000	6,739	88,261	7%
5018/5071	Insurance: Health & Life Plans	260,000	19,267	240,733	7%
5020	Insurance: Worker's Comp.	75,000	7,000	68,000	9%
5027	Audit	15,000	0	15,000	0%
5028	Engineering-Studies, including Ecorp.	40,000	0	40,000	0%
5034	Insurance: General	55,000	4,807	50,193	9%
5036	Legal--General	80,000	4,975	75,025	6%
5038	Materials and Supplies	145,000	13,464	131,536	9%
5039	Rentals/ Outsourced Maintenance	6,000	597	5,403	10%
5040	Office Supplies	25,000	2,857	22,143	11%
5041	Staff Development	6,000	0	6,000	0%
5042	Travel--Conference	10,000	0	10,000	-
5044	Utilities	175,000	13,687	161,313	8%
5046	Vehicle & Equipment Maintenance	47,000	1,818	45,182	4%
5048	Vehicle Operations	52,000	5,027	46,973	10%
5060	Bank Fees & Payroll Services	4,000	332	3,668	8%
5068	Retiree Health Premiums	120,000	10,358	109,642	9%
5070	Director Stipends	24,000	1,600	22,400	7%
5076	Building Maintenance	6,000	250	5,750	4%
5080	Outside Service/Consultants	140,000	8,674	131,326	6%
5084	Govt. Regulation/Lab Fees	110,000	7,771	102,229	7%
5090	Other: Recruitment	6,000	54	5,946	1%
5090	Other: County Tax Admin. Fees	22,000	1,964	20,036	9%
5089	Other: Memberships	16,500	1,018	15,482	6%
5094	Depreciation			0	
	Contingency	9,000			
	Total Operating Expense	\$3,018,300	193,661	2,824,639	6%

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Revenue Summary*
For the The Two Months Ended August 31, 2015

REVENUE CATEGORY	Budget 15-16	To Date 7/1/15-8/31/15	Balance	% of Budget Earned
Operating Revenue:				
Residential Sales	\$1,120,000	245,054	874,946	21.88%
Commercial Sales	162,750	42,869	119,881	26.34%
Irrigation Sales	100,000	48,456	51,544	48.46%
Wastewater	352,420	57,114	295,306	16.21%
CA Waste Fee				
Zone Charges				
Zone Escrow Fees				
Septic Design Fees				
Soil Evaluations/Loans				
Penalties	36,060	4,791	31,269	13.29%
Other	1,550	561	989	36.21%
Connection Fees				
Installation Fees				
Material Sales				
Other (primarily photo copies)				
Water Fund Material/Labor				
Total Operating Revenue	\$1,772,780	398,846	1,373,934	22.50%
Non-Operating Revenue:				
Property Taxes-General	\$1,349,360	226,716	1,122,645	16.80%
SMUD	\$90,000	108,515		
Restricted Benefit Charge	10,000	0	10,000	0.00%
Interest Income	62,500	2,961	59,539	4.74%
Water Agency Cost Share	32,500	0	32,500	0.00%
Leases	47,000	12,429	34,571	26.44%
Hydro	63,000	8,928	54,072	14.17%
Other	1,000		1,000	0.00%
Total Nonoperating Revenue	\$1,655,360	359,549	\$1,314,326	21.72%
Total Revenue Before Transfers In	\$3,428,140	758,395	2,688,260	22.12%
Transfers In	0		0	-
Total Revenue After Transfers In	\$3,428,140	758,395	2,688,260	22.12%

NOTES:

A - Revenue accrued through August 31, 2015

B - Represents irrigation revenue for August 2015

C - Revenue of August 2015

D - Penalties for August 2015

E - Primarily connection and installation fees

F - Property Taxes based on County Estimate

G - Represents ordinance charges

H - The interest revenue represents interest on checking, savings, money markets, time deposits, LAIF and Kelsey and Pilot Hill Assessment Receivable Contracts

Expense Summary*
For the The Two Months Ended August 31, 2015

Acct#	EXPENSE CATEGORY	Budget 2015-2016	To Date 7/1/15-8/31/15	Balance	% of Budget Spent
Operating Expenses:					
5010	Labor	1,100,000	168,797	931,203	15%
5019	Overtime	58,500	11,618	46,882	20%
5017	Standby	42,500	9,550	32,950	22%
5011	Temporary Labor	158,800	22,304	136,496	14%
5014	PERS Benefits	115,000	16,839	98,161	15%
5015	Deferred Compensation	0	0	0	-
5016	Payroll Taxes	95,000	16,401	78,599	17%
5018/5071	Insurance: Health & Life Plans	260,000	39,231	220,769	15%
5020	Insurance: Worker's Comp.	75,000	14,000	61,000	19%
5024	Insurance: Dental/Optical District Plan		0	0	0%
5027	Audit	15,000	0	15,000	0%
5028	Engineering-Studies, including Ecorp.	40,000	1,793	38,207	4%
5034	Insurance: General	55,000	9,613	45,387	17%
5036	Legal--General	80,000	9,790	70,210	12%
5038	Materials and Supplies	145,000	31,192	113,808	22%
5039	Rentals/ Outsourced Maintenance	6,000	1,652	4,348	28%
5040	Office Supplies	25,000	5,169	19,831	21%
5041	Staff Development	6,000	0	6,000	0%
5042	Travel--Conference	10,000	0	10,000	-
5044	Utilities	175,000	32,500	142,500	19%
5046	Vehicle & Equipment Maintenance	47,000	6,209	40,791	13%
5048	Vehicle Operations	52,000	8,809	43,191	17%
5060	Bank Fees & Payroll Services	4,000	695	3,305	17%
5068	Retiree Health Premiums	120,000	20,579	99,421	17%
5070	Director Stipends	24,000	3,200	20,800	13%
5076	Building Maintenance	6,000	500	5,500	8%
5080	Outside Service/Consultants	140,000	13,563	126,437	10%
5082	Public Information	0	0	0	
5084	Govt. Regulation/Lab Fees	110,000	14,538	95,462	13%
5090	Other: Recruitment	6,000	270	5,730	5%
5090	Other: County Tax Admin. Fees	22,000	3,651	18,349	17%
5089	Other: Memberships	16,500	1,729	14,771	10%
5091	Other: Elections		0	0	-
5091	Other: Elections		0	0	
5094	Depreciation			0	
	Contingency	9,000			
	Total Operating Expense	\$3,018,300	464,190	2,554,110	15%

Acct#	EXPENSE CATEGORY	Budget 2015-2016	To Date 7/1/15-8/31/15	Balance	% of Budget Spent
Non-operating Expenses:					
7010	Interest Expense	\$33,000	4,373	28,627	13%
	Debt Payment	\$110,500	0	110,500	
7090	Other		1,544	(1,544)	
7095	Investment in Capital		0		
	Capital Improvement				
	Total Non-operating Expenses	\$143,500	5,916	137,584	4%
	Total Expenses Before Transfers	\$3,161,800	470,107	2,691,693	15%
Designated Fund Transfers:					
Fd#10	Water Fund	0		0	-
Fd#40	Zone Fund	0		0	-
Fd#24	USDA Replacement Reserve	0		0	-
	Total Designated Fund Transfers	\$0	0	0	-
	Total Expenses	\$3,161,800	470,107	2,691,693	15%
	Net Income (Loss)	\$573,200	\$288,288	631,665	50%

**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
STATEMENT OF CASH AND INVESTMENT BALANCES JULY 31, 2015**

	BEGINNING BALANCE	CASH RECEIPTS	CASH DIS- BURSEMENTS	TRANSFERS IN (OUT)	ENDING BALANCE
10 General Fund	1,562,799.25	256,598.48	(252,085.19)		1,567,312.54
12 Retiree	621,235.79	6,165.91	(6,722.06)		620,679.64
14 Stewart Mine	35,725.66				35,725.66
25 Bayne Road & Other Assessment Districts	62,983.32				62,983.32
16 Georgetown-Buckeye Water Improvement District	2.68				2.68
17 Water Development	355,927.97				355,927.97
19 Stumpy Meadows Emergency Reserve Fund (SMERF)	2,206,200.10				2,206,200.10
53 Pilot Hill North	(7,480.80)				(7,480.80)
54 Pilot Hill South	46,567.65				46,567.65
51 Kelsey North	120,395.59				120,395.59
52 Kelsey South	211,969.56				211,969.56
29 State Revolving Fund	50,935.67	2,296.95	(2,296.95)		50,935.67
30 Small Hydro Fund	504,191.18	1,005.90	(65.63)		505,131.45
35 Environmental Protection Agency	(24,507.83)				(24,507.83)
37 Garden Valley Water Improvement District	106,924.78				106,924.78
39 Capital Facility Charges	1,615,068.66				1,615,068.66
24 Replacement Reserve (required by USDA)	760,538.91				760,538.91
40 Auburn Lake Trails (ALT) Zone Fund	708,990.58	53,971.50	(8,755.85)		754,206.23
41 ALT Tank Replacement Loans & Repair Activity	43,928.20				43,928.20
42 ALT CDS Reserve Connection Fund	180,421.13				180,421.13
	9,162,818.05	320,038.74	(269,925.68)	0.00	9,212,931.11
Totals by Type of Account:					
		Rate Information:			
EI Dorado Savings Bank Checking	52,921.46		0.03%		
EI Dorado Savings Bank Savings	2,105,933.92		0.16%		
Wells Fargo State Revolving Fund Debt Accounts	29,732.31			41,573.85	
Wells Fargo Brokered Time Deposits	200,000.00		2.00%		
Local Agency Investment Fund	6,865,917.27		0.28%		
Grand Total	\$9,254,504.96				

**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
STATEMENT OF CASH AND INVESTMENT BALANCES JULY 31, 2015**

Accounting Basis Unrestricted, Designated and Restricted Funds Recap:	Estimated 2012-13 Budget	Calculated from 2011-12 Audited	
Unrestricted Undesignated Funds	\$2,321,518.77		
<i>Designated Funds are in Italics</i>	3,438,938.65		
Restricted Funds are Shaded	3,452,473.69		
	\$9,212,931.11		
District Designated Funds/Reserve Policy Funds Recap:			
Water - Operations	1,567,313	473,289	Two month operations expense
Water - Cash Flow		189,383	10% Water Sales
Water - Capital:			
Stumpy Meadows Emergency Reserve Fund	2,206,200		
Capital Facility Charges	1,615,069		
Replacement Reserve (required by USDA)	760,539		
Other reserves	438,348	7,260,095	50% Accumulated Depreciation
Sub Total - Water	6,587,468	7,922,767	
Debt Service	521,097	525,352	Actual amounts
Retiree Health	620,680	547,639	Actual amount
Hydroelectric	505,131	343,869	Actual amount
Wastewater - Operations	754,206	45,978	Two month operations expense
Zone - Capital		5,000	Amount set at \$5,000
Community Disposal System - Capital	224,349	250,211	50% Accumulated Depreciation
Sub Total - Wastewater/Zone	978,556	301,189	
	\$9,212,931	\$9,640,816	
Actual total reserves as of June 30, 2013		\$8,427,421	
Actual total reserves as of June 30, 2012		\$7,595,078	
Actual total reserves as of June 30, 2011		\$7,283,032	
Actual total reserves as of June 30, 2010		\$7,768,261	

* June 30, 2012 GASB 45 calculation of liability estimates the liability to be \$1,704,000.

Approved:

Maria Caprum
Treasurer

John B. ...
General Manager

**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
STATEMENT OF CASH AND INVESTMENT BALANCES AUGUST 31, 2015**

	BEGINNING BALANCE	CASH RECEIPTS	CASH DISBURSEMENTS	TRANSFERS IN (OUT)	ENDING BALANCE
10 General Fund	1,567,312.54	117,713.86	(210,567.21)		1,474,459.19
12 Retiree	620,679.64	3,093.77	(3,785.34)		619,988.07
14 Stewart Mine	35,725.66	34.24			35,759.90
25 Bayne Road & Other Assessment Districts	62,983.32	34.88			63,018.20
16 Georgetown-Buckeye Water Improvement District	2.68				2.68
17 Water Development	355,927.97	404.28			356,332.25
19 Stumpy Meadows Emergency Reserve Fund (SMERF)	2,206,200.10		(720.04)		2,205,480.06
53 Pilot Hill North	(7,480.80)				(7,480.80)
54 Pilot Hill South	46,567.65	101.08			46,668.73
51 Kelsey North	120,395.59	88.37			120,483.96
52 Kelsey South	211,969.56	177.78			212,147.34
29 State Revolving Fund	50,935.67	2,308.68	(2,296.95)		50,947.40
30 Small Hydro Fund	505,131.45	544.46	(66.51)		505,609.40
35 Environmental Protection Agency	(24,507.83)				(24,507.83)
37 Garden Valley Water Improvement District	106,924.78	116.86			107,041.64
39 Capital Facility Charges	1,615,068.66	1,606.05			1,616,674.71
24 Replacement Reserve (required by USDA)	760,538.91	831.26			761,370.17
40 Auburn Lake Trails (ALT) Zone Fund	754,206.23	10,506.58	(14,659.27)		750,053.54
41 ALT Tank Replacement Loans & Repair Activity	43,928.20	48.10			43,976.30
42 ALT CDS Reserve Connection Fund	180,421.13	160.51			180,581.64
	9,212,931.11	137,770.76	(232,095.32)	0.00	9,118,606.55
Totals by Type of Account:		Rate Information:			
El Dorado Savings Bank Checking	6,339.36	0.03%			
El Dorado Savings Bank Savings	2,009,450.11	0.16%			
Wells Fargo State Revolving Fund Debt Accounts	32,029.26			0.00	
Wells Fargo Brokered Time Deposits	200,000.00	2.00%			
Local Agency Investment Fund	6,870,787.82	0.28%			
Grand Total	\$9,118,606.55				

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
STATEMENT OF CASH AND INVESTMENT BALANCES AUGUST 31, 2015

	Accounting Basis Unrestricted, Designated and Restricted Funds Recap:	Estimated 2012-13 Budget	Calculated from 2011-12 Audited	
Unrestricted Undesignated Funds	\$2,224,512.73			
<i>Designated Funds are in Italics</i>	3,438,121.85			
Restricted Funds are Shaded	3,455,971.97			
	\$9,118,606.55			
District Designated Funds/Reserve Policy Funds Recap:				
Water - Operations	1,474,459	507,000	473,289	
Water - Cash Flow		211,000	189,383	Two month operations expense 10% Water Sales
Water - Capital:				
Stumpy Meadows Emergency Reserve Fund	2,205,480			
Capital Facility Charges	1,616,675			
Replacement Reserve (required by USDA)	761,370			
Other reserves	438,869	7,260,000	7,260,095	50% Accumulated Depreciation
Sub Total - Water	6,496,853	7,978,000	7,922,767	
Debt Service	521,545	439,000	525,352	Actual amounts
Retiree Health	619,988	568,000 *	547,639	Actual amount
Hydroelectric	505,609	401,000	343,869	Actual amount
Wastewater - Operations	750,054	52,000	45,978	Two month operations expense
Zone - Capital		5,000	5,000	Amount set at \$5,000
Community Disposal System - Capital	224,558	250,000	250,211	50% Accumulated Depreciation
Sub Total - Wastewater/Zone	974,611	307,000	301,189	
	\$9,118,607	\$9,693,000	\$9,640,816	
Actual total reserves as of June 30, 2013				
Actual total reserves as of June 30, 2012				
Actual total reserves as of June 30, 2011				
Actual total reserves as of June 30, 2010				

* June 30, 2012 GASB 45 calculation of liability estimates the liability to be \$1,704,000.

Approved:

Maria Capraun

Treasurer

Stacy Brown

General Manager

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Auburn Lake Trails ZONE and CDS Summary*
For the One Month Ended July 31, 2015

REVENUE CATEGORY	Budget 13-14	To Date 7/1/15-7/31/15	Balance	% of Budget Earned
Operating Revenue:				
Zone Charges	\$ 310,000	50,040.14	\$ 259,960	16%
Zone Escrow Fees	30,000	2,400	27,600	8%
Septic Design Fees	1,000		1,000	-
Soil Evaluations/Loans/Repairs	0		0	-
Total Operating Revenue	341,000	52,440	288,560	15%
Non-Operating Revenue:				
Interest Income	1,000	728	272	-
Reimbursement of Recording Fees		0	0	-
Total Nonoperating Revenue	\$1,000	728	\$272	-
Total Revenue	342,000	53,168	288,832	16%
EXPENSE CATEGORY				
Operating Expenses:				
Labor	132,000	2,287	129,713	2%
Overtime	0		0	-
Standby	0		0	-
Temporary Labor	0		0	-
PERS Benefits	39,000	281	38,719	1%
Deferred Compensation	0		0	-
Payroll Taxes	11,000	240	10,760	2%
Insurance: Health & Life	34,000	2,035	31,965	6%
Insurance: Worker's Comp.	4,000		4,000	0%
Insurance: Dental/Optical	1,000		1,000	0%
Audit			0	-
Engineering-Studies	1,000		1,000	0%
Insurance: General	6,000	447	5,553	7%
Legal--General	4,000		4,000	0%
Materials and Supplies	4,000	1,191	2,809	30%
Rentals/ Outsourced Maintenance	2,000		2,000	0%
Office Supplies	3,000	200	2,800	7%
Staff Development	1,000		1,000	0%
Travel--Conference	1,000		1,000	0%
Utilities	9,000	648	8,352	7%
Vehicle & Equipment Maintenance	4,000	84	3,916	2%
Vehicle Operations	6,000	523	5,477	9%
Bank Fees & Payroll Services			0	-
Retiree Health Premiums			0	-
Director Remuneration			0	-
Building Maintenance			0	-
Outside Service/Consultants	6,000	248	5,752	4%
Public Information			0	-
Govt. Regulation/Lab Fees	43,000	153	42,847	0%
Other	0	17	(17)	-
Other: Memberships	0		0	-
Depreciation	34,000	2,322	31,678	7%
Total Operating Expense	345,000	10,677	334,323	3%
Net Income (Loss)	(\$3,000)	\$42,491	\$45,491	

*Subject to revision with actual audit.

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Auburn Lake Trails ZONE and CDS Summary*
For the Two Months Ended August 31, 2015

REVENUE CATEGORY	Budget 13-14	To Date 7/1/15-8/31/15	Balance	% of Budget Earned
Operating Revenue:				
Zone Charges	\$ 310,000	51,114.36	\$ 258,886	16%
Zone Escrow Fees	30,000	6,000	24,000	20%
Septic Design Fees	1,000		1,000	-
Soil Evaluations/Loans/Repairs	0		0	-
Total Operating Revenue	341,000	57,114	283,886	17%
Non-Operating Revenue:				
Interest Income	1,000		1,000	-
Reimbursement of Recording Fees		0	0	-
Total Nonoperating Revenue	\$1,000	-	\$1,000	-
Total Revenue	342,000	57,114	284,886	17%
EXPENSE CATEGORY				
Operating Expenses:				
Labor	132,000	8,347	123,653	6%
Overtime	0		0	-
Standby	0		0	-
Temporary Labor	0		0	-
PERS Benefits	39,000	694	38,306	2%
Deferred Compensation	0		0	-
Payroll Taxes	11,000	688	10,312	6%
Insurance: Health & Life	34,000	2,125	31,875	6%
Insurance: Worker's Comp.	4,000	700	3,300	18%
Insurance: Dental/Optical	1,000		1,000	0%
Audit			0	-
Engineering-Studies	1,000		1,000	0%
Insurance: General	6,000	894	5,106	15%
Legal--General	4,000		4,000	0%
Materials and Supplies	4,000	1,191	2,809	30%
Rentals/ Outsourced Maintenance	2,000		2,000	0%
Office Supplies	3,000	320	2,680	11%
Staff Development	1,000		1,000	0%
Travel--Conference	1,000		1,000	0%
Utilities	9,000	2,381	6,619	26%
Vehicle & Equipment Maintenance	4,000	198	3,802	5%
Vehicle Operations	6,000	1,065	4,935	18%
Bank Fees & Payroll Services			0	-
Retiree Health Premiums			0	-
Director Remuneration			0	-
Building Maintenance			0	-
Outside Service/Consultants	6,000	2,382	3,618	40%
Public Information			0	-
Govt. Regulation/Lab Fees	43,000	3,037	39,963	7%
Other	0	36	(36)	-
Other: Memberships	0		0	-
Depreciation	34,000	4,645	29,355	14%
Total Operating Expense	345,000	28,703	316,297	8%
Net Income (Loss)	(\$3,000)	\$28,411	\$31,411	

*Subject to revision with actual audit.

Memo

To: Board of Directors

From: Wendell Wall, General Manager

Date: October 6, 2015

Re: GENERAL MANAGER'S REPORT

Board Meeting of October 13, 2015; Agenda Item #8

BACKGROUND / DISCUSSION

Information relating to the Treatment Plants, Water Quality Reports and ALT Disposal Fields will be presented by Darrell Creeks, Operations Manager.

Water Treatment (ALT & Walton)

The Auburn Lake Trails Water Treatment Plant produced 25.289 million gallons of potable water for the month of September. This equates to an average of 842,967 gallons per day. This flow is a decrease of 3.520 million gallons from the month of August. The Walton Lake Water Treatment Plant produced 27.202 million gallons of potable water for the month of September. This equates to an average of 906,733 gallons per day. This flow is a decrease of 3.402 million gallons from the month of August.

As of July of last year, the District is required to report to the State the amount of total potable water produced through the two plants (ALT and Walton) on a monthly basis and to compare that value with the demands of the prior year over the same reporting period. Records on file at the District show a reduction of 24% for the month of July, a reduction of 27% for the month of August, a reduction of 12% for the month of September, a reduction of 15% for the month of October, a reduction of 19% for the month of November, a reduction of 29% for the month of December, a reduction of 13% (reduction of 9% from 2013) for the month of January, an **increase** of 4% (reduction of 5% from 2013) for the month of February, an **increase** of 19% (increase of 2% from 2013) for the month of March, an **increase** of 3% (reduction of 24% from 2013) for the month of April, a reduction of 16% (reduction of 41% from 2013) for the month of May, a reduction of 22% (reduction of 39% from 2013) for the month of June, a reduction of 20% (reduction of 41% from 2013) for the month of July, a reduction of 10% (reduction of 31% from 2013) for the month of August and a reduction of 6% (reduction of 17% from 2013) for the month of September.

Copies of all production reports for the plants at Auburn Lake Trails and Walton Lake are no longer included as an element of this report.

Water Quality

The District conducted the required water quality monitoring at the treatment plants and in the distribution system and submitted the required water quality monitoring reports to the State (SWRCB). Under contract with the District, Becky Siren prepared the required reports and reviewed key elements of the same with the General Manager prior to submittal.

The Treatment Plant reports showed compliance with all drinking water standards, with the exception of the Auburn Lake Trails Water Treatment Plant which is currently under a compliance order from SWRCB for failure to meet the requirements of the Surface Water Treatment Rule.

The distribution system monitoring results showed all samples absent/negative of any bacteriological contamination and adequate levels of disinfection through the system.

A copy of the report, as submitted to the State, has not been included in this report due to the technical nature and overall size of the document.

Waste Water; Auburn Lake Trails

Average daily flows in the Community Disposal System were 16,663 gallons per day. This value is far below the limit of 71,800 gallons per day as identified in the Waste Discharge Requirements.

The District is currently up to date in the monitoring of waste water systems in the zone. It is anticipated the District will stay on schedule as a result of dedicating permanent staff to this effort.

Stumpy Meadows Reservoir

The latest measurements collected at Stumpy Meadows Reservoir on October 2, 2015 showed a reservoir elevation of 4,218 feet 8 inches, representing storage of 8,234 acre feet, or 41% of capacity. This represents a decrease in storage of approximately 308 acre feet over the prior month.

Current releases from Stumpy on this date were 5 CFS. Flow into stumpy on this date was recorded at 5 CFS.

Drought Funding

This item relates to the CABY Grant. Staff has compiled the data for the first quarter billing of time accrued to date under the category of "Direct Administration Costs." The

invoice will be submitted prior to October 15, 2015.

Website Update

Public access to information relating to the District remains on the current website. Portions of that information have undergone transfer to the new site but are not ready for public viewing. Staff continues to work with the contractor to load data onto several pages of the new site. The contractor will be creating email boxes for staff and Directors. Staff anticipates launch of the new website in mid to late October.

Rate/Cost of Service Study – Next Proposition 218

The District anticipates another 218 process which will address the cost of providing service to customers of both treated and untreated water.

Under this plan, it will be necessary that the District contract with an outside consulting firm for the preparation of a rate study. The purpose of the study is to accurately identify the costs associated with providing water service to District customers.

RCAC had previously provided the District with assistance in the preparation of a rate study. That process was never finalized to the stage of providing a written final report.

FY 2014-2015 Audit Update

Moss, Levy & Hartzheim LLP has completed field work for the FY 2014-2015 Audit. The FY 2014-2015 Draft Audit Report will be ready for Board review prior to the November 2015 Board Meeting. Once the report is completed and approved, the District's FY 2014-2015 financials will be finalized.

SMUD Payment

The District is in receipt of two SMUD payments from the County of El Dorado for FY 2014-15 (\$108,615) and FY 2015-16 (\$107,825) for a total of \$216,440. The dedication of these funds will be part of a staff recommendation for discussion, with the Board, under a future agenda item.

Security – District Facilities

On October 19 and 20, ADT Security Services will be installing security systems at the District administration office, the garage, and the ALT water treatment plant. Based on the importance of the safety and security of these facilities, staff is moving forward with these installations.

Disposal of Vehicles

On Saturday, September 26, 2015, six of the District's obsolete vehicles were

successfully auctioned to the public. Total revenue from the sale amounted to \$1,527. The vehicles were removed from the District yard on Monday, September 28. Plans are underway for a second auction. Items for disposal will include two remaining vehicles as well as an obsolete pump and other scrap materials.

Congressman McClintock – Public Outreach

Staff received a request from the office of Congressman McClintock to reserve space, in the GDPUD Board Room, for meetings between a representative from his office and members of the public. The tentative schedule for the meetings will be the third Thursday of every month, beginning on October 15.

Auburn Lake Trails WTP Loan – State of California

The District is in receipt of the Funding Application from the State Water Resources Control Board (SWRCB) for a loan in the amount of \$10,000,000. Staff is currently in the process of completing the Tax Questionnaire, as required under the SWRCB application process. In addition, staff has submitted a draft *Pledged Revenue and Funds Resolution*, another requirement of the loan, for SWRCB review and approval. Once this is approved by the SWRCB, the subject resolution will be presented to this Board for approval. When these activities are complete, a *Reimbursement Resolution* will be drafted and submitted to this Board for approval.

RECOMMENDATION

Receive and file this report.

Memo

To: Board of Directors

From: Wendell Wall, General Manager

Date: October 6, 2015

Re: FINANCE COMMITTEE REPORT

Board Meeting of October 13, 2015; Agenda Item #9

BACKGROUND / DISCUSSION

The Finance Committee (the "Committee") met on October 5, 2015. The following individuals were present: Committee members Dennis Goodenow, Ray Kringel, Donna Bruss, and Rick Gillespie; staff members General Manager Wendell Wall and Office Manager Victoria Knoll; Committee liaison Director Maria Capraun. Committee member Dane Wadle was absent.

The first action of the Committee was to select Dennis Goodenow as Vice Chairman and Donna Bruss as Secretary of the Committee.

The Finance Committee reviewed accounts 08, 10, 12, 19, 24, 30, and 37 and discussed whether they are "Designated" or "Restricted" and are driven by an Ordinance, a Resolution, or contract with an outside entity. The Committee requested that staff provide the supporting documentation at the next Committee meeting. The Committee also reviewed Zone Reserve accounts 40, 41, and 42, and will be investigating the accounts as to the service levels and internal cost accounting as it pertains to staff and consultant work.

The Committee reviewed a draft "Accounting and Management Policy and Procedures Manual" and made recommendations in which changes were made. The draft will be available for the Board of Directors' review by October 27, 2015. Staff is planning to request the approval and adoption of the Manual at the November 10, 2015 regular Board Meeting. The Committee agreed that the Capital Expense floor should be set at \$3,000 or 5 years. Computers will be categorized as office equipment and will not fall under capital assets.

The Finance Committee selected members to serve on the Audit Committee to review the FY 2014-2015 Audit. Those members will be presented for Board approval in a subsequent agenda item.

RECOMMENDATION

Receive and file.

Memo

To: Board of Directors
From: Wendell Wall, General Manager
Date: October 6, 2015
Re: PROP 218 OFFICIAL PROTEST VOTE COUNT
Board Meeting of October 13, 2015; Agenda Item #10

BACKGROUND / DISCUSSION

The GDPUD Board of Directors held a public hearing on September 14, 2015 to consider the possible implementation of a Supplemental Surcharge on all treated water accounts. At the close of the hearing staff counted the ballots.

On September 17, 2015, staff validated the protest ballots that had been collected and counted at the conclusion of the hearing. A total of 1,778 protest ballots were required to prevent the implementation of the Supplemental Charge. The breakdown of the total count is described as follows:

Total customer base	3,554	
Total protest ballots received	874	
Invalid ballots	105	(12% of all protests)
Total valid protest ballots	769	(22% of customer base)

Description of invalid ballots:

- 47 Duplicate ballot
- 30 Not a potable water customer
- 28 Various: wrong person signed ballot; missing both customer number *and* APN; address did not match customer information; ballot received after close of hearing.

769 ballots were validated as the official protest count.

The validation process consisted of four staff persons checking each vote against a District customer list. This process took 16 hours to complete. Two members of the public attended the beginning of the validation count but only stayed for about an hour.

District Board and staff appreciate the participation of the public throughout this process. Community members on both sides of the issue voiced their opinions, offered suggestions, and were engaged in the process. We all, together, have worked hard to get to this point. And now we are entering the next phase. The District anticipates and encourages the continued involvement of the public as we move forward to bring the ALT Treatment Plant into compliance with state mandates.

RECOMMENDATION

Receive and file.

Memo

To: Board of Directors

From: Victoria Knoll, Office Manager

Date: October 6, 2015

Re: COST BENEFIT REPORT FOR NEW BILLING PROCESS

Board Meeting of October 13, 2015; Agenda Item #11

BACKGROUND / DISCUSSION

At the September 8, 2015 Board Meeting, Director Capraun requested a report comparing the cost of mailing the old-style postcard bills with the new envelope style mailers. This report is a comparison of the old billing system versus the new, comparing labor costs, software upgrade costs, lease payments for the Caltronic stuffer, and material and postage costs.

The old billing system generated an invoice on a blue postcard. The postcards were printed onto a letter size template with four postcards. The postcards were manually ripped and then sorted for bulk mailing. The postcards were printed on an old printer that ran on the Microsoft XP operating system. When the old office computers were replaced, the antiquated printer became obsolete and incompatible with the new operating system. At that time, a new billing system was implemented which included an invoice and a return envelope. In March 2015, GDPUD entered into a 5-year capital lease for a machine that will automatically stuff both invoice and return envelope. Customers now receive a full page invoice as well as a return envelope.

An analysis is provided as **Exhibit 1**, showing the Net Present Value (NPV) of six cost categories. Totals are shown for a 5-year cost stream for each of the expense categories. An assumption of 2% per annum inflation rate for labor, materials, and postage was used. The lease will remain constant. The software upgrade, lease of the Caltronic stuffer, materials, and postage added costs. However, labor costs were significantly reduced.

The new software included a new bulk mailing system that could automatically print pre-sorted invoices. The new billing system requires 8 labor hours to process invoices, as compared to the old system, which required 32 labor hours to rip, sort, and mail the bills. In addition, with fewer invoices being lost (envelopes vs. postcards), and the convenience of the return envelope, late payments were reduced; in fact, the number of late-notice door hangers was cut in half, resulting in 64 labor hours, versus 128 labor hours.

October 13, 2015

Agenda Item #11

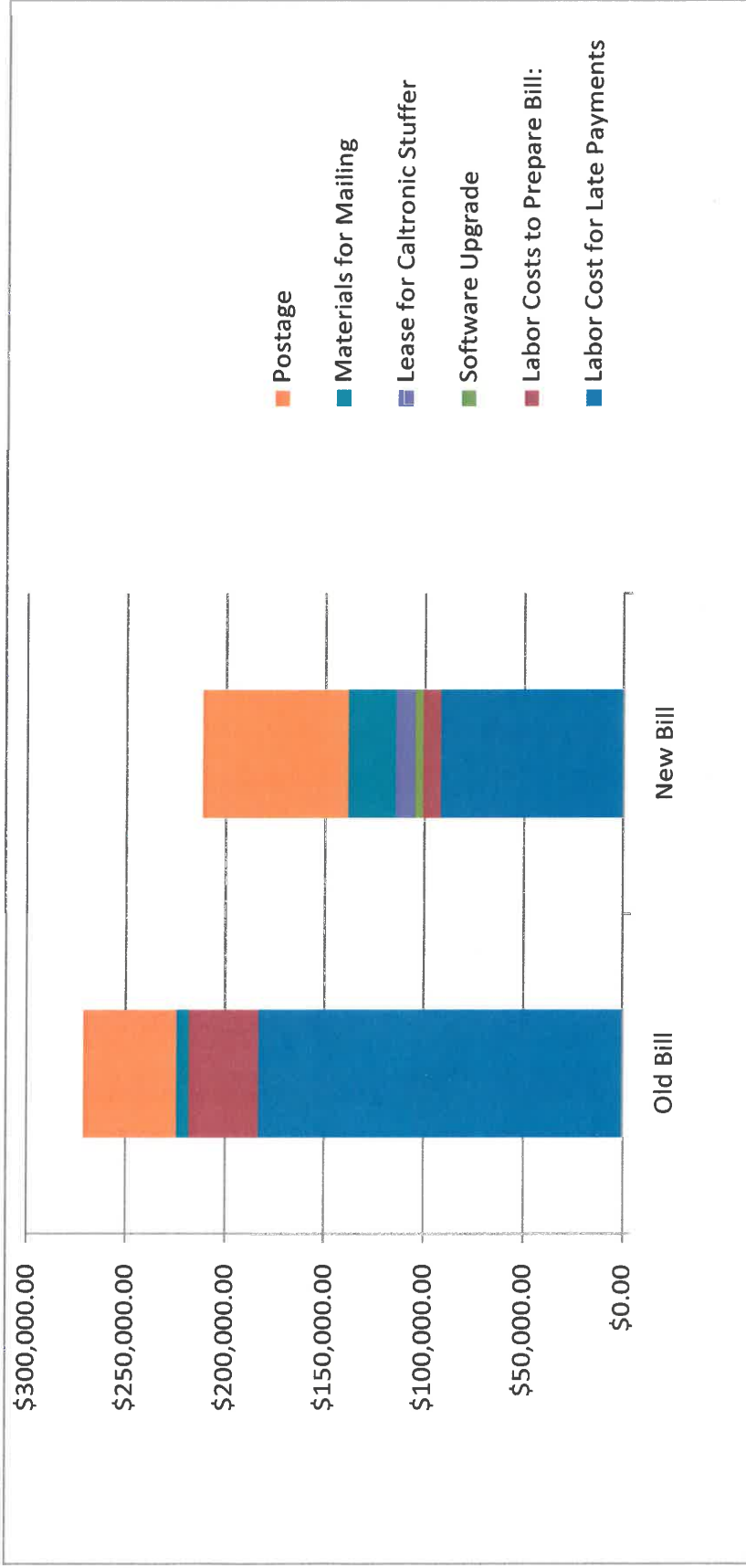
Customers now have a full page invoice with more information and the convenience of a return envelope. The District has received positive feedback from many customers who appreciate the new invoice. The intangible of a satisfied customer is not easily quantifiable, but it is a key benefit that speaks to the District's mission of providing excellent and responsive services to our valued customers.

RECOMMENDATION:

Receive and file.

EXHIBIT 1

NPV of 5-yr Costs for New Billing vs. Old Billing:



	Old Bill	New Bill	Benefits of New Billing:
Labor Cost for Late Payments 128 lbr hrs vs 64	\$183,671.91	\$91,835.96	1. Replaced outdated software
Labor Costs to Prepare Bill 32 lbr hrs vs 8 lbr hrs	\$35,714.00	\$8,928.50	2. Reduced Labor Costs for Billing
Software Upgrade		\$4,000.00	3. Reduced labor costs for late payments
Lease for Caltronic Stuffer		\$9,950.00	4. Eliminated Lost postcard bill
Materials for Mailing	\$6,058.62	\$23,915.61	5. Easier to read bill
Postage	\$46,715.17	\$73,341.22	6. Now includes a return envelope
TOTAL:	\$272,159.70	\$211,971.28	

Memo

To: Board of Directors

From: Victoria Knoll, Office Manager

Date: October 6, 2015

Re: STATE UNEMPLOYMENT TAX FOR BOARD MEMBERS

Board Meeting of October 13, 2015; Agenda Item #12

BACKGROUND / DISCUSSION

At the September 8, 2015 Board Meeting, Director Krizl requested staff to report back either confirming or disconfirming an assertion that the District is funding unemployment insurance for some Board members, and if true, to provide a solution.

Staff investigated and confirmed that

1. Elected officials in California are exempt from state unemployment, and
2. Four GDPUD Directors had previously been set up in the payroll system as non-exempt.

A review of payroll processing records revealed that up until the November 2014 Board elections, GDPUD was paying unemployment insurance (UI) for one Director, but not for the other four. After the November 2014 election, the three new Directors were set up with ADP (the payroll processing company) as non-exempt. As a result, GDPUD paid into the system for four Board members but not for one. It is unclear whether it was ADP or GDPUD who erroneously set up the one Director as non-exempt prior to 2014. Staff attempted to discern exactly when this occurred, but was unable, because ADP had updated its systems in 2014 and had archived all the old employee records. This resulted in the availability of summary information only, without specific details.

Upon confirming that Board members are exempt, staff instructed ADP to change the filing status of all Board members to "exempt," and to amend filings for the first two quarters of 2015. All five Board members are now correctly filed as UI exempt.

RECOMMENDATION

Receive and file.

Memo

To: Board of Directors

From: Darrell Creeks, Operations Manager

Date: October 6, 2015

Re: WATER FOR LIVESTOCK

Board Meeting of October 13, 2015; Agenda Item #13

BACKGROUND / DISCUSSION

The District is currently under a Stage 3 Drought Declaration, as identified within the *Urban Water Management Plan of 2010*. The *Urban Water Management Plan of 2010*, together with the *Drought Plan of 2007* ("The Plans"), place restrictions on the drafting of water from fire hydrants. The Plans allow for the drafting of water from hydrants for the watering of livestock.

Under District Policy, the drafting of all water through hydrants, with the exception of fire-fighting needs, is controlled through a metering device, commonly referred to as a construction meter. The construction meter allows for the smooth control of flow, through a separate valve, while recording water usage. The District has a policy in place which allows the public use of the required construction meters, subject to certain terms and conditions, including the payment of fees.

Under the current drought declaration, staff is in receipt of requests from the public to allow the drafting and use of potable water under a variety of terms and conditions that are not normal to the industry. One such request relates to the use of potable water for the watering of livestock, without the hydrant and construction meter.

Consistent with the Plans, staff will continue to work with the community to provide service under those specialized needs (provide water to livestock through hydrants and construction meter) as identified within the Plans.

RECOMMENDATION

Receive and file.

Memo

To: Board of Directors

From: Darrell Creeks, Operations Manager

Date: October 6, 2015

Re: WATER CONSERVATION WARNING LETTER – STATE WATER BOARD
Board Meeting of October 13, 2015; Agenda Item #14

BACKGROUND / DISCUSSION

The District was unable to meet the State mandated water conservation reduction for the month of September. All values used in the reporting are based on potable water produced at the treatment plants, and not based on individual customer usage. The mandated amount for the District is a 32% reduction from that of 2013. The reduction for the month of September is 17%, which falls short of the required water conservation target by nearly half.

Data collected over prior months has shown that the community has done an outstanding job of reducing water consumption and complying with the State mandate. There are a multitude of variables that staff has attributed to the variation in September. Weather is likely the controlling factor, because of early significant rains in September 2013, together with a full irrigation season that year. Both factors in 2013 would have reduced demands on potable water.

The District is in receipt of a sample **WATER CONSERVATION WARNING LETTER**, as generated by the State Water Board. Although the District is currently not in receipt of the subject warning, staff is confident that the warning is forthcoming. A copy of the subject matter, to be included in the State Warning Letter, is attached to this item for reference.

It is important to note, the District is better prepared to find and repair system leaks through adjustments in staffing and added support equipment such as the Vactor Trailer and Water Leak Locator. Other conservation measures currently under District consideration are enhanced water conservation outreach through attachments that could be included in the billing.

There is a need for the District to stay proactive with measures supporting the State Conservation Mandate in an effort to offset potential formal enforcement by the State.

RECOMMENDATION

Receive and file.



EDMUND G. BROWN JR.
GOVERNOR

MATTHEW RODRIGUEZ
SECRETARY FOR
ENVIRONMENTAL PROTECTION

State Water Resources Control Board

SUBJECT: WATER CONSERVATION WARNING LETTER

We have reviewed your water conservation data submitted for June 2015 and have determined that the <<INSERT WATER SUPPLIER>> was within 4 percent of meeting its required water conservation target. Although you were close to meeting your target, you should immediately take additional steps to enhance water conservation efforts and ensure the conservation requirement is met in future months. Moving forward, it will be important to increase conservation efforts because compliance is based on cumulative water saving and any conservation deficiencies in the month of June will need to be made up in future months.

As you know, the greatest opportunity to conserve water occurs during the warmer summer months, so quick action now will be critical to meeting your conservation requirement. Following are some actions you should consider:

- Further reducing the number of days and/or total run times that outdoor irrigation is allowed;
- Increasing staffing and budgets for water conservation messaging/outreach, surveillance, and enforcement;
- Imposing fines for water waste or violation of conservation requirements and publicizing those efforts;
- Finding and repairing system leaks;
- Adjusting rate structures to incentivize water conservation; and,
- Reviewing water meter data to identify high water users for targeted outreach

Be advised that the State Water Resources Control Board may initiate formal enforcement if the <<INSERT WATER SUPPLIER>> does not meet its conservation requirement in the future. If you have any questions or need assistance regarding this matter, please contact Mr. Matthew Buffleben at (916) 341-5891.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Carrigan".

**Christian M. Carrigan, Director
Office of Enforcement**

FELICIA MARCUS, CHAIR | THOMAS HOWARD, EXECUTIVE DIRECTOR

1001 I Street, Sacramento, CA 95814 | Mailing Address: P.O. Box 100, Sacramento, Ca 95812-0100 | www.waterboards.ca.gov

Memo

To: Board of Directors

From: Wendell Wall, General Manager

Date: October 6, 2015

Re: PROPOSED WATER THEFT AND TAMPERING ORDINANCE No. 2015-02
Board Meeting of October 13, 2015; Agenda Item #15

BACKGROUND / DISCUSSION

To date, the Georgetown Divide Public Utility District (the "District") does not have an ordinance or policy that regulates the theft of water or tampering with District property. In response to the drought, and recent increases in water theft and tampering with District property, the District proposes **Ordinance 2015-02** (the "Ordinance") to penalize any theft of water and damage to District facilities.

The Ordinance complies with State Penal and Civil Code sections which prohibit the theft or tampering with public utilities, such as water. The Ordinance defines what activities qualify as theft or tampering, and identifies the specific remedies that are available to the District in response to each violation.

The Ordinance would create enforceable penalties for theft and tampering violations that the District could then prosecute either criminally or civilly, and recover monetary damages caused by the violations. The Ordinance also includes provisions that require the District to send potential violators notice of the penalty to be assessed, and appeal procedures if the alleged violator feels he or she is wrongfully charged.

To adopt the Ordinance, the Board of Directors ("Board") must use the following procedures:

Step 1: First Reading. The Ordinance is introduced and the Board has its first opportunity to discuss the Ordinance at its meeting. The Board votes to introduce the Ordinance for first reading.

Step 2: Second Reading. At a Board meeting at least five days after the Board meeting at which the First Reading took place, the Ordinance must be presented a second time. The Board may again discuss the Ordinance and may vote to adopt the Ordinance once the Second Reading is complete. Note, the full text of the Ordinance must be read at either the First or Second Reading, or the Board must pass a motion that waives reading the full text.

Step 3: Publication. After adoption, the Ordinance Summary and roster of votes for and against must be published within 15 days with the full ordinance posted at the District office.

Step 4: Ordinance Effective Date. The Ordinance will be effective 30 days after adoption.

RECOMMENDATION

Staff recommends a motion to introduce for first reading **Ordinance 2015-02** adding a District Ordinance for the Theft of Water and Tampering with District Facilities.

ORDINANCE NO. 2015-02
OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
ESTABLISHING A DISTRICT ORDINANCE FOR THE THEFT OF WATER
AND TAMPERING WITH DISTRICT FACILITIES

Be it enacted by the Board of Directors of the Georgetown Divide Public Utility District that:

WHEREAS, California Penal Code section 498 prohibits the theft of utility services, including water; and

WHEREAS, California Penal Code section 624 prohibits every person from willfully damaging, tampering with, or digging up water pipes or waterworks; and

WHEREAS, California Penal Code section 625 prohibits every person who, with intent to defraud or injure, opens or causes to be opened, or draws water from any disconnected utility connection after having been notified that the same has been closed or shut for specific cause, by order of competent authority; and

WHEREAS, any person who violates Penal Code sections 498, 624, or 625 is guilty of a misdemeanor; and

WHEREAS, California Civil Code section 1882 et seq. authorizes the Georgetown Divide Public Utility District (the "District") to bring a civil action for damages against any person who commits, authorizes, solicits, aids, abets, or attempts any of the following acts:

- a. Diverts, or causes to be diverted, utility services by any means whatsoever.
- b. Makes, or causes to be made, any connection or reconnection with property owned or used by the utility to provide utility service without the authorization or consent of the utility.
- c. Prevents any utility meter, or other device used in determining the charge for utility services, from accurately performing its measuring function by tampering or by any other means.
- d. Tampers with any property owned or used by the utility to provide utility services.

e. Uses or receives the direct benefit of all, or a portion, of the utility service with knowledge of, or reason to believe that, the diversion, tampering, or unauthorized connection existed at the time of the use, or that the use or receipt, was without the authorization or consent of the utility; and

WHEREAS, pursuant to California Government Code section 53069.4, the District may, by ordinance, make the violation of any ordinance enacted by its Board of Directors subject to a civil administrative fine or penalty; and

WHEREAS, because water is a vital resource, the District has determined that it is appropriate to impose civil administrative fines for the theft of water to protect this vital resource; and

WHEREAS, the District Board of Directors finds that this Ordinance is in the best interest of the District to protect the health, safety and welfare of the community; and

WHEREAS, the Board of Directors finds that this Ordinance is consistent with state law and the policies of the District.

NOW, THEREFORE, the Board of Directors of the Georgetown Divide Public Utility District does ordain as follows:

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THEFT OF SERVICE AND TAMPERING VIOLATIONS

Section 1. Recitals. The District hereby finds and determines that the above recitals are true and correct and are incorporated herein.

Section 2. Violations.

- a. For the purposes of this Ordinance, "water theft" means and includes all of the following:
 1. the use, diversion, receipt or taking of District water by any means from any public fire hydrant, blow-off valve, water main, water service lateral or other District facility or connection to a District facility; and
 2. the use, diversion, receipt, or taking of District water by any means without paying the full and lawful District charges for such water, or by tampering with District property or facilities.

3. For the purposes of this ordinance, “unauthorized use” includes the use of water from a stationary service connection where lawful water service has been discontinued or from a public fire hydrant, regardless of whether payment is provided to the District for the water drawn from the public fire hydrant, or any use of a hydrant meter in violation of the terms and conditions of a hydrant meter permit.
- b. “Tampering” with District equipment or facilities is considered grounds for discontinuance of utility service. “Tampering” shall include, but not be limited to:
 1. Opening valves at the Curb or meters that have been turned off by District personnel.
 2. Breaking, picking or damaging cut-off locks.
 3. Bypassing meter in any way.
 4. Taking unmetered water from hydrants by anyone other than authorized officials of a recognized fire department, fire insurance company or District employee for any purpose other than firefighting, testing or flushing of hydrants.
 5. Use of sprinkler system water service for any purpose other than fire protection.
 6. Removing, disabling or adjusting meter registers.
 7. Connecting to or intentionally damaging water lines, valves or other appurtenances.
 8. Moving the meter or extending service without permission of the District.
 9. Any intentional act of defacement, destruction or vandalism to District property or an act that affects District property.
 10. Unauthorized use of a pump or device for removal of water from the ditch system.
 11. Any intentional blockage or obstruction of District property.

- c. Water theft and tampering are prohibited. Each act of water theft or tampering constitutes a misdemeanor.
- d. If any person takes water from a fire hydrant without authorization or otherwise tampers with District property, the District will submit a record of the vehicle license plate number or photo (if available) to El Dorado County Sheriff Department for investigation.
- e. The District may report any water theft to the appropriate prosecuting agency and press for prosecution of said activity pursuant to the Penal Code.

Section 3. Administrative Penalties. In addition to pursuing criminal penalties, the District, upon discovering water theft or tampering with District property, may also pursue the following remedies or other remedies available at law or equity:

- a. require the immediate removal of any equipment, connections or tools used to accomplish the water theft that is attached to District property;
- b. charge the customer or perpetrator an administrative penalty of:
 - 1. \$150 for the first violation;
 - 2. \$250 for a second violation within a twelve-month period; and
 - 3. \$350 for each violation thereafter within a twelve-month period.

Section 4. Other Remedies. In addition to any other remedies provided in this Ordinance or available under applicable law, the District may alternatively seek injunctive relief in the Superior Court or take enforcement action. All remedies provided herein shall be cumulative and not exclusive. If a customer or any other person turns on water service without District authorization, tampers with any locked water meter, tampers with a service connection or District facilities, bypasses a meter, or otherwise makes an unauthorized connection to District facilities without District permission, or commits water theft, the District may:

- a. turn off the water service and install a lock;
- b. estimate, if necessary, the water taken and charge the customer, offender or water recipient three times the normal rate of the water taken from the District facility;

- c. charge the customer, offender or water recipient for the damage to the District lock, meter or other property;
- d. remove the meter and plug the service;
- e. terminate and remove the service from its connection to the water main;
- f. charge a deposit of two times the amount of the average use to reestablish service;
- g. require the return of any District hydrant meter; and
- h. prohibit any person who has committed three violations of this Ordinance within a twelve-month period from obtaining a District hydrant meter permit for a period of three (3) years from the date of the third violation.

Section 5. Notice.

- a. A "Notice of Violation" will be mailed or delivered to the customer for the following:
 - 1. Evidence suggests the possibility of theft of service, including irrigation water, at the customer's property.
 - 2. If the violation does not constitute an immediate threat of safety or equipment integrity to the system, the customer will be ordered to immediately cease any unlawful practice.
- b. A "Notice of Violation" will be mailed or delivered to the customer after service is cut-off for the following:
 - 1. In the opinion of the District's General Manager, theft of service is clearly evident on the customer's property and immediate action is necessary.
 - 2. In the opinion of the District's General Manager, there is an immediate danger to public health or safety.

Section 6. Payment and Appeal Procedures. The District shall calculate the amount of damages and penalty(ies) to be imposed, and shall send a bill to the customer, or if the offender is not a customer of record, an invoice for payment of the damages or penalty(ies) may be sent to the offender, water user or recipient.

- a. All costs relating to the District's processing and handling of the water theft, investigation and enforcement thereof, and potential charges for reestablishment of service, shall be borne by the party having responsibility for the water account at the time of the water theft, or if there is no customer of record, by the offender, water user or recipient. These charges include, but are not limited to, service call charges, water charges, turnoff of service, charges for damage to District facilities and equipment, and plug or termination fees. Before the meter will be replaced and service reestablished, the party requesting service, if in any way involved in or related to, or associated with, parties involved in the water theft, shall deposit twice the average bi-monthly water bill, plus the standard meter reinstallation fee, in addition to all service call charges, and an amount representing any damage to District property.
- b. All charges relating to the District's processing and handling of the water theft involving the taking of water from a public fire hydrant shall be borne by the offender, water user or recipient, including, but not limited to, the cost of any water, charges for any damage to District facilities and equipment, and costs of investigation and enforcement.
- c. Any person (an "appellant") who wishes to appeal the imposition of an administrative penalty imposed by the District pursuant to this Ordinance, or who wishes to appeal the imposition of a three-year prohibition on a hydrant meter permit pursuant to Section 4(h), shall comply with the following procedures:
 1. The appellant shall submit an appeal request to the District no later than fifteen (15) calendar days from the date of the bill or invoice sent to the customer or offender.
 2. A response to the appeal request shall be provided by the District within thirty (30) calendar days from receipt of the appeal request.
 3. If an appeal request is denied, the appellant may resubmit the appeal request to the District Board of Directors no later than fifteen (15) calendar days from the date of the denial.
 4. The appellant may request to provide evidence in writing or in person in support of his or her appeal.
 5. The decision by the District Manager or if appealed to the Board of Directors, their final decision, shall be final.

6. Within ten (10) days after the denial of the appeal is deemed final, the appellant shall pay any disputed penalty(ies) imposed by the District.
7. The provisions of Section 1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of the decision.

Section 7. Effective Date. This Ordinance shall become effective and in full force thirty days after its passage.

I HEREBY CERTIFY that the foregoing Ordinance was duly INTRODUCED at a regularly held meeting of the Board of Directors of the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT on the ____ day of ____, 2015, and was PASSED AND ADOPTED by the Board of Directors of the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT on this ____ day of ____, 2015, by the following vote:

AYES:

NOES:

ABSENT:

Norman A. Krizl, President
Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

ATTEST:

Wendell Wall, Clerk and ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT



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

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:

10/22

All in the year 2015

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at Placerville, California, this **22nd** day of **OCTOBER, 2015**

Signature

A/P VENDOR # GEO 22
FUND/DEPT# 10 5500
EXP ACCT# 5084
APPROVED VK

**Proof of Publication of:
NOTICE OF PUBLIC HEARING**

**NOTICE OF PUBLIC HEARING
GEORGETOWN DIVIDE PUBLIC UTILITY
DISTRICT BOARD OF DIRECTORS
AN ORDINANCE OF THE BOARD OF
DIRECTORS OF THE GEORGETOWN
DIVIDE PUBLIC UTILITY DISTRICT**

**ADDING ORDINANCE 2015-02 THEFT OF SERVICE AND TAMPERING VIOLATIONS
NOTICE IS HEREBY GIVEN** that a public hearing will be held by the Board of Directors of the Georgetown Divide Public Utility District (the "District") at its next regularly scheduled meeting on November 10, 2015 at 2:00 p.m. at the District Office: 6425 Main Street, Georgetown, California to consider the adoption of an ordinance (the "Ordinance") adding The Georgetown Divide Public Utility District Theft of Service and Tampering Violations, providing specific violations and penalties for theft of District water and tampering with District facilities or property. If approved by a majority vote of the Board of Directors, the Ordinance will become effective 30 days after adoption.

In response to the drought, and recent increases in water theft and tampering with District property, the District proposes this Ordinance to penalize any theft of water or damage to District facilities. The Ordinance complies with State Penal Code and Civil Code sections which prohibit the theft or tampering with public utilities, such as water. The Ordinance defines what activities qualify as theft or tampering, and identifies the specific remedies that are available to the District in response to each violation.

ALL INTERESTED PARTIES: are invited to attend the November 10, 2015 public hearing to express opinions or submit evidence for or against the approval of the Ordinance. At the above noted time and place, testimony from interested persons will be heard and considered by the District Board of Directors prior to taking action or making any recommendation on the Ordinance. Upon request, the agenda and the documents in the hearing agenda packet can be made available to persons with a disability. In compliance with the Americans with Disabilities Act, the Georgetown Divide Public Utility District encourages those with disabilities to participate fully in the public hearing process. Any person requiring special assistance to participate in the meeting should call (530) 333-4356 or email gm@gd-pud.org at least forty-eight (48) hours prior to the meeting.

Written comments are also accepted, prior to the hearing by the District, at: P.O. Box 4240 Georgetown, CA 95634. Information regarding the hearing is on file and may be viewed by interested individuals at the District Office: 6425 Main Street, Georgetown, California. If a challenge to the above proposed actions is made in court, persons may be limited to raising only those issues they or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the District Board.

Copies of the proposed Ordinance are available for public review at District Office: 6425 Main Street, Georgetown, California, 95634.

If you have any questions, please call the District Clerk at (530) 333-4356, or stop by the office at 6425 Main Street, Georgetown, California, 95634.

Memo

To: Board of Directors

From: Darrell Creeks, Operations Manager

Date: October 6, 2015

Re: EL DORADO COUNTY WATER AGENCY FUNDING REQUEST

Board Meeting of October 13, 2015; Agenda Item #16

BACKGROUND / DISCUSSION

The District has received notice from Mr. Ken Payne, Interim General Manager, El Dorado County Water Agency, that funds remain on reserve to support specific needs of local water purveyors. These funds normally require a 50% match and are dedicated to providing financial assistance to support studies and the preparation of technical reports.

Under direction of the General Manager, staff has identified the following projects as possible candidates for funding:

- Preparation of a Sanitary Survey of the watershed within Stumpy. This is a requirement of the State, as noted in our most recent Annual Inspection by the State Water Quality Control Board (former CDPH). Estimated cost \$20,000.
- Update the current GIS system. Update would allow staff in the office to recover basic system and customer information while supporting field personnel in the location of valves and other pipeline infrastructure. Estimated cost \$15,000.
- Study of the current Community Disposal System within Auburn Lake Trails. Purpose of study would be to evaluate system needs and identify a suitable replacement area. This study was funded through the Water Agency under a prior year but the work was never completed. Estimated cost \$50,000.
- Pre-Construction Surveys as identified in the environmental documents for the Auburn Lake Trails Water Treatment Plant Project. Estimated cost \$15,000.
- Cost of Service Study that will be needed for a proposed Prop 218 Rate Increase. Estimated Cost \$30,000.
- Special Review and Reporting at Stumpy. The Division of the Safety of Dams has notified the District of the need to review and report on key components at the top and toe of the dam. Estimated cost \$10,000.

RECOMMENDATION

Direct staff to make application with the El Dorado County Water Agency to assist in funding District needs relating to a Sanitary Survey, updates to GIS, ALT Community Disposal System, ALT Water Plant Pre-Construction Surveys, Cost of Service Study and Stumpy Review and Reporting.

Memo

To: Board of Directors
From: George Sanders, Engineering Consultant
Date: October 6, 2015
Re: AUBURN LAKE TRAILS WATER TREATMENT PLANT
Board Meeting of October 13, 2015; Agenda Item #17

BACKGROUND / DISCUSSION

This is part of a monthly update, provided by staff, relating to the status of the Auburn Lake Trails Water Treatment Plant Project.

US Fish & Wildlife – Staff is in receipt of correspondence from this Federal Agency which was addressed to the State Water Quality Control Board. The District is now in receipt of their review and conditional approval which will allow the District to move forward with the Project.

Foothill Associates – Environmental Document – Staff is currently working with District Counsel and Foothill Associates in a review of the environmental documents. The purpose of this review is to assure completeness of the process as materials have been compiled from 2010 to present.

Staff has reviewed the proposal from Foothill for the biological surveys, as identified under the project mitigation measures, and compared that with the existing contract with PSOMAS. In that review staff has identified an overlap, or duplication of work. These surveys would include a Raptor Survey, a Pond Turtle Survey, a Red-Legged Frog Survey, and a Special-Status Plant Survey, together with Worker Awareness Training. Staff anticipates resolving this overlap in work between the two Firms and moving forward with a contract with FOOTHILL for Board action in November.

Fire Marshall – The Fire Marshall has completed the plan review, the necessary corrections have been made to the plans, and fees have been paid for inspection of the work. This activity is deemed complete.

State Water Board (WRCB) Environmental Document – The State has confirmed receipt of the recent findings by the US Fish & Wildlife Service which will allow the project to move forward with the implementation of the biological mitigation measures. As identified by the State, this action at the Federal level was critical to the State moving forward with their final

review and assessment of the environmental documents.

The District is in receipt of notice, from the Water Board, of the need for the District to review and evaluate the current environmental documents due to their age. Per direction from the Water Board, this review is required as a result of recent changes in state law, which require an updated review and possible noticing of all environmental documents that are two years or older. The Mitigated Negative Declaration for this project was adopted in 2010. Staff is currently working with Counsel and Foothill Associates in an effort to determine the extent of review and possible noticing required to bring the same current.

State Water Board (WRCB) Plan Review – The review of the plans has been ongoing for more than a year. To date the District has received no response. It is likely this activity will move forward the State funding (loan) is in place. This is likely not a controlling factor for construction. Staff anticipates WRCB review and approval to be completed once funding is secure.

Utility Reviews and Design – Staff is in receipt of a contract agreement from PG&E for its portion of the construction work associated with the extension of the facilities. This item will be brought forward for Board action at the November Board meeting. This activity appears to be on schedule and is not a controlling factor for construction.

Funding – Key elements of that funding include the following sources:

- District Reserves....approx \$1,000,000. Replacement Reserve (Fund 24) \$760,000. Portion of Capital Facility Charges (Fund 39) \$240,000. This funding is currently in place.
- EPA Grant.....approx \$1,081,599 in grant funds. The District has received notice from EPA that the extension for funding has been approved. In an effort to keep this funding in place it will be necessary that staff update the current Work Plan. Staff is in the process of updating the Work Plan.
- State Loan....The loan amount has been identified under prior Board action at \$10,000,000.

Bid Documents – Psomas, working under a prior contract amendment, is preparing the bid documents. This item is generally complete.

Other – Prior to construction, the District will need to contract for outside services in the areas of Construction Management, Construction Staking (Surveying), and Materials Testing (Soils and Concrete).

RECOMMENDATION

Possible Board Action.

Memo

To: Board of Directors

From: Wendell Wall, General Manager

Date: October 6, 2015

Re: CONTRACT WITH FOOTHILL ASSOCIATES – ENVIRONMENTAL
DOCUMENTS – Auburn Lake Trails Water Treatment Plant

Board Meeting of October 13, 2015; Agenda Item #18

BACKGROUND / DISCUSSION

The State Water Resources Control Board (“Water Board”) notified the District that an Addendum to the CEQA Document will be required to the Auburn Lake Trails Treatment Plant Project, EA/IS 2010-20100042096 (“Project”). Per the Water Board, as of January 1, 2015, all CEQA documents must be no older than two years. The CEQA document for this project is dated 2010.

The District is in receipt of a proposal from the consulting firm of Foothill Associates (“Foothill”) to assist in the preparation of the required Addendum to the CEQA document for the Project. The work to be performed by Foothill is outlined in the attached proposal, dated October 6, 2015, for an amount not to exceed \$20,367.

Foothill, under contract with Psomas, prepared the original Mitigated Negative Declaration in 2010 together with Revisions to Site Plan dated 2014. Staff at Foothill has assisted the District in working with both the State Water Board and the US Fish & Wildlife Service in their most recent review of the current CEQA Documents. There is likely a benefit to the District, in both time and cost savings, to continue to contract with this firm for the required work as they are most familiar with the subject matter.

Staff has reviewed the proposal and has identified the need to work with Counsel in the review and possible modification of certain elements of the Terms and Conditions as submitted by Foothill.

RECOMMENDATION

Authorize the General Manager to enter into contract with Foothill Associates in an amount not to exceed \$20,367. Work to be performed shall consist of an addendum to the CEQA document for the Auburn Lake Trails Water Treatment Plant Project. All language within the subject contract shall be subject to the review and approval of District Counsel prior to final execution.



ENVIRONMENTAL CONSULTING • PLANNING • LANDSCAPE ARCHITECTURE

SCOPE OF WORK - Hourly, Not To Exceed

OCTOBER 7, 2015

CLIENT: Wendell Wall, General
Manager

WITH: Georgetown Divide Public Utility District

FROM: Kyrsten Shields

PROJECT: Auburn Lake Trails Water Treatment Plant
Upgrade(s)

TASK	DESCRIPTION	COST
One:	<p>California Environmental Quality Act/National Environmental Policy Act Document</p> <p>Foothill Associates will update the April 2010 Environmental Assessment/Initial Study (EA/IS) previously adopted by the Georgetown Divide Public Utility District (GDPUD) consistent with the currently defined improvements as described within the August 20, 2015 Project Description submitted to the U.S. Fish & Wildlife Service to facilitate Section 7 Consultation.</p> <p>Foothill Associates will prepare an updated Administrative Draft EA/IS for review by the District. If, based on the results of the analyses, public circulation of the updated EA/IS is required by Statute or otherwise desired by the District, Foothill Associates will prepare a public review document for circulation for public review and comment under separate contract with the District.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>One (1) digital copy of Administrative Draft Updated EA/IS to the District.</i> 	\$9,550
Two:	<p>Air Quality and Greenhouse Gas Emissions</p> <p>As a subconsultant to Foothill Associates, KD Anderson & Associates (KDA) will prepare an analysis and technical memorandum analyzing air quality effects resulting from the Georgetown Divide Public Utility District Auburn Lake Trails Water Treatment Plant Project (due to the fact that the project would not result in a substantial increase in long-term operational emissions, KDA will focus only on short-term construction related emissions). The analysis will include both criteria pollutant emissions and greenhouse gas (GHG) emissions associated with global climate change. KDA will conduct the analysis in support of a California Environmental Quality Act (CEQA) environmental document for the proposed project.</p> <p>The analysis will be conducted using the CalEEMod emissions model. KDA will quantify the following types of emissions:</p>	\$6,535

- reactive organic gases (ROG),
- nitrogen oxides (NO_x),
- inhalable particulate matter less than 10 micrometers in diameter (PM₁₀),
- fine particulate matter less than 2.5 micrometers in diameter (PM_{2.5}),
- carbon monoxide (CO),
- carbon dioxide (CO₂),
- methane (CH₄), and

The latter three types of emissions are considered GHG pollutants. The amount of these three types of emissions will be used to calculate a combined carbon dioxide equivalent (CO₂e) value.

KDA will compare criteria pollutant emission and GHG emissions to the El Dorado County Air Pollution Control District (APCD) document, *Guide to Air Quality Assessment*. This document presents quantitative significance thresholds for criteria pollutant emissions, but does not provide quantitative significance thresholds for GHG emissions. However, the Sacramento Metropolitan Air Quality Management District (SMAQMD) adopted GHG significance thresholds in October 2014, and APCD staff are recommending use of the SMAQMD thresholds in El Dorado County.

The significance of construction-related emissions will be determined using the significance thresholds for criteria pollutant emission from the APCD and quantitative significance thresholds for GHG emissions from the SMAQMD. Based on these comparisons, KDA will identify significant project-related impacts. If significant impacts are identified, KDA will consult with the project team and County staff to identify mitigation measures needed to reduce the impact to a less-than-significant level.

Construction of the Auburn Lake Trails Water Treatment Plant Project could potentially result in the exposure of sensitive receptors to toxic air contaminant (TAC) emissions. To assess the potential impact of TAC emissions, KDA will complete the following tasks:

- Naturally-Occurring Asbestos (NOA) – document that NOA may be present in the project site, identify a potentially significant impact associated with fugitive dust emissions containing NOA, and identify mitigation such as preparation of a Fugitive Dust Plan and/or Asbestos Dust Mitigation Plan.
- Diesel Exhaust Emissions – screening level assessment for

	<p>construction-related diesel exhaust emissions</p> <ul style="list-style-type: none"> • Federal Conformity Rule for the Federal Clean Air Act (CAA) – assess the applicability of the general conformity rule for the federal CAA because the proposed project is located in a designated nonattainment area for the federal eight-hour ozone standard and federal PM_{2.5} standard. If emissions are found to be higher than the de minimis levels, modification of this scope of work and cost estimate may be needed. <p><i>Deliverables:</i></p> <ul style="list-style-type: none"> • <i>One hard copy of the Technical Memorandum will be submitted to the District.</i> • <i>One PDF copy of the Technical Memorandum will be submitted to the District.</i> 	
<p>Three:</p>	<p>Cultural Resources Assessment for CEQA Review</p> <p>As a subconsultant to Foothill Associates, Registered Professional Archaeologist Ric Windmiller will prepare a Cultural Resource Assessment to meet the requirements specified for review of the Auburn Lake Trails Water Treatment Plant Upgrades Project under the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).</p> <p>The following tasks will be performed in preparation of a Cultural Resources Assessment:</p> <ul style="list-style-type: none"> • A records search will be conducted by the North Central Information Center, California Historical Resources Information System; • A paleo localities database search will be conducted by a professional paleontologist; • A Sacred Lands file search will be conducted by the Native American Heritage Commission; • The sub-consultant will contact Native Americans listed by the commission in an effort to identify any tribal cultural resources or traditional cultural properties; • The sub-consultant will contact the El Dorado County History Museum in an effort to identify historical resources; • As the federal funding (lead) agency, the U.S. EPA will be consulted to determine the Area of Potential Effect; • Field survey will be conducted by an archaeologist who meets the Secretary of the Interior’s Professional Qualifications 	<p>\$4,282</p>

	<p>Standards in prehistoric and historical archaeology. All identified archaeological resources 45 years old and older will be documented on DPR 523 series forms distributed by the State Office of Historic Preservation; and</p> <ul style="list-style-type: none"> • A technical report will be written scaled to the size of the project with format and contents compatible with State Office of Historic Preservation guidelines. <p><i>Deliverables:</i></p> <ul style="list-style-type: none"> • <i>Three hard copies and one electronic copy (*.PDF) of the final cultural resources report will be provided to the client.</i> 	
	TOTAL:	\$20,367



ENVIRONMENTAL CONSULTING • PLANNING • LANDSCAPE ARCHITECTURE

TERMS AND CONDITIONS

This document constitutes an agreement for environmental consulting services to be provided by Whitney Environmental Consulting, Inc., dba Foothill Associates (FOOTHILL) on behalf of Georgetown Divide Public Utility District (CLIENT).

Services/Expenses:

Services to be provided by FOOTHILL under this agreement are described in the attached scope of work. Consulting Services shall be performed on an Hourly, Not to Exceed basis. CLIENT also agrees to pay reimbursable expenses necessary for the performance of the services listed in the attached scope of work. Additional services beyond those outlined in the attached scope of work may be provided if confirmed in writing.

Landscape Architect agrees to provide its professional services in accordance with generally accepted professional standards. Landscape Architect agrees to put forth reasonable efforts to comply with codes, laws, and regulations in effect as of the date of this agreement. Landscape Architects are licensed by the State of California and/or the State of Nevada and/or the State of Oregon.

Billings/Payments:

Invoices for FOOTHILL'S services and expenses shall be submitted, at FOOTHILL'S option, either upon completion of such services or on a monthly basis. Invoices shall be payable within 30 days after the invoice date. If the invoice is not paid within 30 days, FOOTHILL may, without waiving any claim or right against CLIENT, and without liability whatsoever to CLIENT, terminate the performance of the service.

Late Payments:

Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% (or the legal rate) on the then unpaid balance. In the event any portion or all of an account remains unpaid 90 days after billing, CLIENT shall pay all costs of collection.

Delay, Changes in Scope:

In the event that CLIENT requests a work stoppage of more than 45 days, FOOTHILL reserves the right to renegotiate our fees for the remaining work. Any required services additional to those specifically included herein shall be provided as an extra service on a time and material basis or at an agreed additional fixed fee amount. If the Scope of Work is significantly different from what is described herein, FOOTHILL reserves the right to renegotiate the fee for services based on a revised Scope of Work. Requests for additional consulting services by CLIENT from FOOTHILL beyond the Scope of Work will be billed on a time and materials basis.

Contract Assumptions, Adequacy of Base Data, Project Changes:

FOOTHILL assumes that any base data or engineering drawings provided by CLIENT in support of this Scope of Work are complete, accurate, and are adequate for use by FOOTHILL in completing the work described in this Scope of Work. If this is not the case, FOOTHILL, at CLIENTS expense, or CLIENT, will develop adequate supporting data.

Access to Project Site and Materials:

CLIENT agrees to comply with all requests made by FOOTHILL for information held by CLIENT reasonably necessary for the performance of FOOTHILL'S duties under this Agreement. FOOTHILL will have access to the project site for activities necessary for the performance of the services described in this Agreement. FOOTHILL will take precautions to minimize damage due to these activities, but have not included in the fee the cost of restoration of any resulting damage.

Ownership of Documents:

All instruments of professional services prepared by FOOTHILL including, but not limited to, drawings and specifications are the property of FOOTHILL, and these documents shall not be reused without FOOTHILL'S written permission. FOOTHILL retains all rights, including copyright, of its documents. CLIENT or others are not permitted to use FOOTHILL'S documents to complete this project unless FOOTHILL is found to have materially breached this agreement. FOOTHILL reserves the right to include representations of the project in its promotional and professional materials.

Dispute Resolution:

Any claims or disputes made during performance of the services between CLIENT and FOOTHILL shall be submitted to non-binding mediation. CLIENT and FOOTHILL agree to include a similar mediation agreement with all contractors, sub contractors, sub consultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between all parties.

Limitation of Liability:

CLIENT agrees that FOOTHILL'S total liability to CLIENT for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out of this agreement, from any cause or causes, shall not exceed the amount of services for which invoices have been issued and payments have been received. Such causes include, but are not limited to, FOOTHILL'S negligence, errors, omissions, strict liability, breach of contract, or breach of warranty.

Termination of Services:

This agreement may be terminated by CLIENT at any time, upon written notice, prior to the completion of the terms of this agreement. In the event of termination, CLIENT shall pay FOOTHILL for reimbursable expenses and services rendered to the date of termination.

Board of Landscape Architects:

The California Board of Landscape Architects regulates Landscape Architects. Any questions concerning a Landscape Architect may be referred to the Board at:

California Board of Landscape Architects
2420 Del Paso Road, Suite 105
Sacramento, CA 95834
Telephone: (916) 757-7230

This agreement shall be interpreted in accordance with the laws of the State of California.

Offered by:

Meredith Branstad, Vice President
For Whitney Environmental Consulting, Inc.

Date

Accepted by:

Wendell Wall, General Manager
For Georgetown Divide Public Utility District

Date

For Landscape Architect Services:

Kathleen M. C. Kirsh
California Landscape Architect License Number: 4362

Edward T. Armstrong
California Landscape Architect License Number: 4870
Oregon Landscape Architect License Number: 717

Meredith M. Branstad
California Landscape Architect License Number: 5122
Nevada Landscape Architect License Number 803

Memo

To: Board of Directors

From: Wendell Wall, General Manager

Date: October 6, 2015

Re: SELECTION OF AUDIT COMMITTEE MEMBERS

Board Meeting of October 13, 2015; Agenda Item #19

BACKGROUND / DISCUSSION

The District's Finance Committee historically has selected the members of the Audit Committee. At its October 5, 2015 meeting, the Finance Committee selected Donna Bruss, Dennis Goodenow, Wendell Wall, and Victoria Knoll to serve on the Audit Committee to review the FY 2014-2015 Audit.

RECOMMENDATION

Staff recommends the Board approve the Finance Committee selection of the individuals listed above to serve on Audit Committee to review the FY 2014-2015 Audit.

Memo

To: Board of Directors

From: Wendell Wall, General Manager

Date: October 6, 2015

Re: CONSIDER ELECTING NEW BOARD TREASURER

Board Meeting of October 13, 2015; Agenda Item #20

BACKGROUND / DISCUSSION

President Krizl requests the Board consider electing a new Board Treasurer.

RECOMMENDATION

Staff remains neutral on this item.

Board will nominate and elect a new treasurer or leave existing treasurer in office.