

**AGENDA
REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**

6425 Main Street,
Georgetown California 95634

**WEDNESDAY, JUNE 11, 2025
2:00 P.M.**

BOARD OF DIRECTORS

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

MISSION STATEMENT

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

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

NOTICE: This meeting will be held in person in the Board room of the Georgetown Divide Public Utility District office, located at 6425 Main Street in Georgetown. This meeting will be open to all members of the public. As a courtesy, and technology permitting, the public may also choose to observe and participate via video conference. In the event of a disruption to Zoom for any reason, Zoom may be disabled, and remote participation may be suspended or eliminated without notice. Remote participants are encouraged to attend in person rather than via Zoom to ensure their opportunity to participate in the meeting. Zoom is a courtesy to the public, but the District cannot guarantee against any interruption or disruption of the meeting to Zoom participants.

<https://us02web.zoom.us/j/81476655076?pwd=UIZJNEw4eVZ1STJNTHZ5TXFiNGp3Zz09>

Meeting ID: **814 7665 5076** and Passcode: **982328** or via teleconference by calling **1-669-900-6833**, Please note that any person attending via teleconference will be sharing the phone number from which they call with the Board and the public.

How to Submit Written Public Comment

Written public comment submissions should be received by noon on the day of the meeting. All written comments received will be distributed to the Board, identified as written public comment for the applicable agenda item(s), and made available for inspection upon request, but will not be read aloud during the meeting. Unless otherwise exempt, please note that personal information provided in communications may be subject to disclosure under the California Public Records Act.

- **By Email:** Send your comment to jbuckle@gd-pd.org
- **By Mail:** Address your comment to the Clerk of the Board, 6425 Main Street, Georgetown, CA 95634

Please state the meeting date and agenda item number(s) your public comment(s) apply to. For further information, please contact the Clerk of the Board at jbuckle@gd-pud.org

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

2. ADOPTION OF AGENDA

3. PUBLIC FORUM (Please review the criteria below before participating in the public forum.)

Pursuant to the Government Code Section 54954.3 (The Brown Act), members of the public shall be afforded the opportunity to speak on any agenda item. The Board President will call for public comment. Those wishing to address the Board on a matter that is not on the agenda, and within the jurisdictional authority of the District, may do so during the Public Forum. Follow the procedures for speaking:

- A.** Public members desiring to provide comments, must raise their hand and wait to be recognized by the Board President, speak from the podium, and begin by stating their name.
- B.** If participating via teleconference, please utilize the raise your hand feature. The President will call upon you by addressing you by the name or phone number indicated.
- C.** Comments must be directed only to the Board.
- D.** Disruptive conduct shall not be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination of the privilege to address the Board of Directors.
- E.** There is a three (3)–minute time limit per speaker and/or 15 minutes in total.
- F.** The Board is not permitted to take action on items addressed under the Public Forum.
- G.** The Board President is responsible for maintaining an orderly meeting.

4. PUBLIC HEARING

- A.** AB 2561 – VACANCIES: Informational Public Hearing Only - Regarding Recruitment and Retention and Vacant Positions as Required by New State Law

5. CONSENT CALENDAR

- A.** Approval of Minutes
 - May 8, 2025, Regular Meeting
- B.** FY 25-26 District Events Participation Calendar
- C.** Update to Low-Income Rate Assistance Program Limits
- D.** Consider Approval of Director Saunders Attendance at an Official Event - MCWRA Legislative Day and Related Eligible Expenses

6. OFFICE/FINANCE MANAGER'S REPORT

- A.** Financial Reports
- B.** Q3 Investment Report
- C.** Grant Report

7. INFORMATIONAL ITEMS

- A. Board Reports
- B. Operation Manager's Report
- C. Water Resources Manager's Report
- D. General Manager's Report

8. COMMITTEES

- A. **Irrigation Committee** – Kristy McKay, Chair – Next June 17, 2025, 2:00 pm
 - **Board Liaisons:** Directors Seaman and Thornbrough
- B. **Finance Committee** – Andy Fisher, Chair – Next July 24, 2025, 2:00 pm
 - **Board Liaisons:** Directors Saunders and Stovall
- C. **Ad-Hoc Strategic Planning Committee** – Meetings will be held as necessary.
 - **Board Liaisons:** Directors Seaman and Stovall

9. ACTION ITEMS

- A. **Receive Legislative Update and Vectis DC Updates**
 - **Possible Action-** Discuss and establish District positions on the presented legislation and developments.
- B. **Consider Proposed Fiscal Year 2025-26 Operating Budget and Capital Improvement Spending Plan (CIP)**
 - **Possible Action-** Adopt Resolutions 2025-XX Approving Final Operating Budget for FY 2025-26 and Gann Limit and Resolution 2025-XX Approving the Capital Improvement Spending Plan.
- C. **Consider Updates to the Board of Directors Stipend as Required by District Policy 4030 Annual Review Procedure.**
 - **Possible Action:** Discuss and update the Districts Board of Directors stipend per policy 4030.
- D. **Consider an Amendment to the Employment Agreement with the General Manager.**
 - **Possible Action-** Adopt Resolution 2025-XX Approving Second Amendment to the Employment Agreement with the General Manager.

10. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Significant exposure to litigation (Gov. Code § 54956.9(d)(2)): 1 case

B. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Initiation of litigation (Gov. Code § 54956.9(d)(4)): 1 case

C. CONFERENCE WITH LABOR NEGOTIATIONS (Gov. Code § 54957.6)

Agency Designated Representative: General Manager

Employee Organization: Local 1, Local 39

D. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION (Gov. Code§ 54956.9(d)(1))

Name of Case: GDPUD v. PG&E

E. REPORT OUT OF CLOSED SESSION

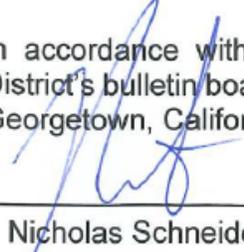
11. BOARD MEMBER REQUESTS FOR ADDITIONS TO FUTURE MEETING AGENDAS

A. Opportunity for Board members to discuss and provide input for future meetings.

12. NEXT MEETING DATE AND ADJOURNMENT

A. The next Regular Meeting will be on July 9, 2025, at 2:00 p.m., at the District

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 June 6, 2025.



Nicholas Schneider General Manager

6-6-25

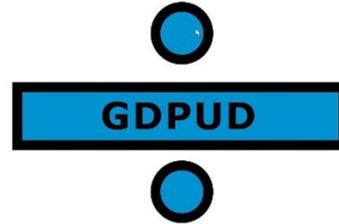
Date

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District Office by telephone at 530-333-4356 or by fax at 530-333-9442. Requests must be made as early as possible and at least one full business day before the start of the meeting.

Public documents related to an item on the open session portion of this agenda, which are distributed to the Board less than 72 hours prior to the meeting, shall be available for public inspection at the office of the Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, California 95634, and at the time of the meeting.

Unless otherwise noted below, Board actions include a determination they are not a "Project" under Section 15378 under the California Environmental Quality Act (CEQA) Guidelines.

REPORT TO THE BOARD OF DIRECTORS
Board Meeting of JUNE 11, 2025
Agenda Item No. 4. A.



AGENDA SECTION: PUBLIC HEARING

SUBJECT: Report on District Vacancies, Recruitment, and Retention

PREPARED BY: Stephanie Beck, HR/IT Specialist

Approved By: Nicholas Schneider, General Manager

BACKGROUND

California Assembly Bill 2561 (AB 2561), enacted in 2024 and effective January 1, 2025, aims to address staffing vacancies in local public agencies. The bill mandates California's local public agencies conduct at least one public hearing per fiscal year, prior to adopting their final budgets, to present data on job vacancies, recruitment, and retention efforts.

DISCUSSION

In accordance with California Government Code Section 3502.3 (AB 2561), the District will hold a public hearing at least once each fiscal year and provide reports on vacancies, recruitment, and retention efforts. The purpose is to ensure transparency, accountability and responsiveness to community needs regarding the Districts staffing and employment practices.

FISCAL IMPACT

Except for staff time, there is no direct fiscal impact.

CEQA ASSESSMENT

Not a CEQA Project

RECOMMENDED ACTION

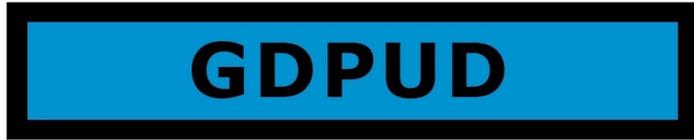
Review and receive the information provided in this report.

ALTERNATIVES

There are no alternatives available. Compliance with Government Code Section 3502.3, as enacted by AB 2561, is mandatory.

ATTACHMENTS

1. PowerPoint Presentation



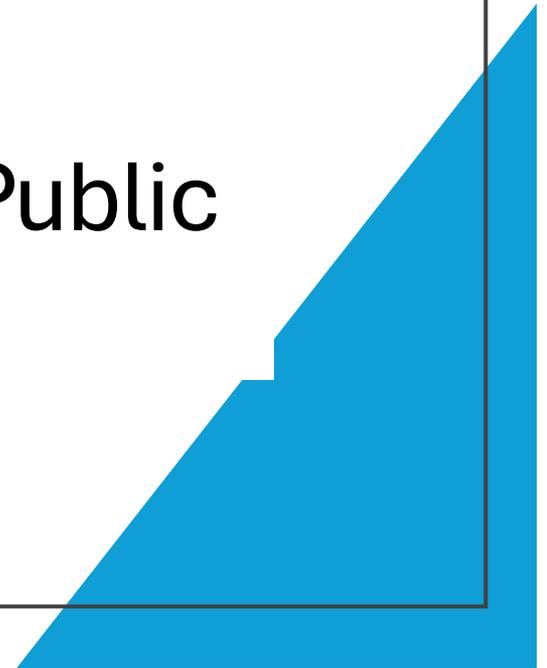
AB 2561

Addressing Vacancies for Public Sector Employers

BOARD OF DIRECTORS MEETING

JUNE 11, 2025

NICHOLAS SCHNEIDER/STEPHANIE BECK



Legislative Intent of AB 2561

- Effective January 1, 2025 public employers are required to disclose the status of vacancies and recruitment/retention efforts.
- Long-term or position-specific vacancies in local government can be a problem in the public sector affecting occupations across wage levels and educational requirements.
- High vacancies impact public service delivery and can impact other workers.
- AB 2561 is designed to foster transparency about the number and types of vacancies the District is experiencing, and how the District conducts recruitments and staff efforts to address them.

GDPUD Full-Time Position Overview

- Total Authorized FTE Positions: 27
- Number of Vacancies: 2
- Percentage of Vacancies: 7.69%

International Union of Operating Engineers Stationary Engineers, Local 39

- Total authorized FTE positions: 18
- Number of vacancies: 2
- Percentage of vacancies: 11.11%

Management and Confidential Employees AFSCME, Local 1

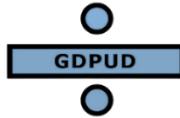
- Total authorized FTE positions: 8
- Number of vacancies: 0
- Percentage of vacancies: 0%

Management and Confidential Employees Unrepresented

- Total authorized FTE positions: 1
- Number of vacancies: 0
- Percentage of vacancies: 0%

Recruitment & Retention Efforts

- Compensation study
- Use social media (Facebook)
- Training and Development
- Tuition Reimbursement
- Flexible schedules
- Quarterly awards



**MINUTES
REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**

6425 Main Street,
Georgetown California 95634

**THURSDAY, MAY 8, 2025
2:00 P.M.**

BOARD OF DIRECTORS

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

MISSION STATEMENT

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

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

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

President Seaman called the meeting to order at 2:00 PM

Roll Call:

Present: MacDonald, Saunders, Seaman, Stovall and Thornbrough

Absent: None

Director Stovall led the Pledge of Allegiance

2. ADOPTION OF AGENDA

Public Comment:

No public comment

Director MacDonald motioned to adopt the agenda; Director Saunders seconded the motion.

Ayes: MacDonald, Thornbrough, Stovall, Saunders, and Seaman

Nays: None

The motion passed unanimously.

3. PUBLIC FORUM

None

4. CONSENT CALENDAR

A. Approval of Minutes

- April 3, 2025, Regular Meeting

B. Request to Stop Irrigation Services

- **080-0085-001**
- **096-0050-001**

C. Update to Administrative Aide I/II/III Job Descriptions

Public Comment:

None.

Director MacDonald motioned to adopt the Consent calendar items, Director Stovall, seconded the motion.

President Seaman called for the vote:

Ayes: MacDonald, Thornbrough, Stovall, Saunders, and Seaman

Nays: None

The motion passed unanimously.

5. OFFICE/FINANCE MANAGER'S REPORT

A. Financial Reports

B. Q3 Investment Report

C. Grant Report

Nicholas Schneider reported out that our CA Class Investment Pool representative, Bob Shull reached out about a new investment pool fund called "Enhanced Cash Fund" that is currently at a 4.33% rate set at 360 days is compared to our current "Prime Fund" which is currently at 4.38%. Both funds have a same-day liquidity.

Director MacDonald expressed interest in receiving more information about the CA Class new "enhanced cash" account and secondly inquired about PG&E bills and the variance of rates between different accounts. Jessica Buckle will reach out to PG&E and find out why the rates vary.

President Seaman asked about the credit card check stub and why all of the vendors are not listed. Jessica Buckle explained that there is a spreadsheet on the following page that lists out all charges.

Public Comment:

Cherie Carlyon

6. INFORMATIONAL ITEMS

A. Board Reports

Director MacDonald

- Nothing to report

Director Saunders

- Reviewed his report on Legislative updates

Director Stovall

- Nothing to report

Director Seaman

- Nothing to report

Director Thornbrough

- Nothing to report

B. Operation Manager's Report

- Monthly Water Demand Assessment

Operations Manager Adam Brown reviewed his report.

Director MacDonald reported that District staff is doing a great job and has displayed a positive presence in the public in regards to service calls and maintenance projects in Auburn Lake Trails.

Director Stovall inquired about the canal lining grants.

Director Thornbrough inquired about dredging Greenwood Lake regarding the cost of service and grant funding supplements. Building maintenance project and the FY25-26 budget for mini splits in the BOD room and with noise concerns.

Director Seaman requested clarification on the report's mention of staff time cost of services, location of ditches and hydrant flushing tracking. Adam Brown stated that the hydrant flushing statistics are included in the annual EAR report.

Public Comment:

Cherie Carlyon

C. Water Resources Manager's Report

Water Resources Manager Alexis Elliott reviewed her report.

D. General Manager's Report

General Manager Nicholas Schneider reviewed his report and provided an update on his activities.

7. COMMITTEES

A. Irrigation Committee – Kristy McKay, Chair – Next May 20, 2025, 2:00 pm

- **Board Liaisons:** Directors Seaman and Thornbrough

Comments: Director Seaman reported that the Irrigation ordinance updates on this agenda were reviewed. Cancel May 20th meeting and meet June 17th.

B. Finance Committee – Andy Fisher, Chair – Next May 22, 2025, 2:00 pm

- **Board Liaisons:** Directors Saunders and Stovall

Comments:

C. Ad-Hoc Strategic Planning Committee – Meetings will be held as necessary.

- **Board Liaisons:** Directors Seaman and Stovall

Comments:

8. ACTION ITEMS

A. Receive Legislative Update and Vectis DC Updates

Don Polese from Vectis DC gave a Legislative update. Don explained “Executive Orders” and how they could potentially affect our Special District.

Director Saunders inquired about the frozen FEMA Building Resilient Infrastructure and Communities (BRIC) grant funds.

Director MacDonald inquired about infrastructure regulations regarding increasing water storage capacity. Don elaborated on the status/possibility of Bureau of Reclamation, EPA and Army Corps of Eng providing loans or grants for increasing water storage.

Nicholas met with an EPA representative about the tank storage \$1.25M grant at Sweetwater.

Director Saunders read the legislative report.

Public Comment:

Cherie Carlyon

Director Saunders motioned to provide advocacy letters to FEMA for Community Wildfire Protection Plans and to support bill HR1267 Water Systems PFAS Liability Protection Act. Director MacDonald seconded the motion.

President Seaman called for the vote:

Ayes: MacDonald, Thornbrough, Stovall, Saunders, and Seaman

Nays: None

The motion passed unanimously.

B. Consider Submitting a Letter of Intent to the State Water Resources Control Board (SWRCB) Dept. of Financial Assistance Regarding Consolidation Action with Quintette Service Corporation

Nicholas Schneider explained the consolidation process and introduced Jeff Ortmeier, a Sanbell Consultant, Maria Vasquez Project Manager, Division of Financial Assistance – State Water Resources Control Board (DFA) and Eric Uppal (DFA). A new water supply would need to be constructed to supply the new water treatment plant in Quintette. If this process is completed,

Quintette residents would be considered District customers and would pay Districts rates.

Eric Uppal and Jeff Ortmeier – State Water Board. This project will potentially be 100% grant-funded at approximately \$10-\$12 million dollars.

Mitch MacDonald inquired about drilling a well vs. constructing a secondary water supply fed by the raw water canal in an emergency. What is the “big ask” of the current District customers?

Nicholas Schneider explained increased staff and District costs to incorporate an additional 60 Quintette customers. This project would require the state to build a secondary water supply if the QSC’s water supply fails. The raw water canal could be utilized as a failsafe to provide water to the new treatment plant.

Director Saunders questioned when LAFCO would get involved. Eric responded that it’s too early to know if we’ll need any additional funding. LAFCO will not be included in the project until the planning stage is complete, which may take a couple of years. Can the draft engineering report from Ortmeier be furnished to the Board? Are there identified “at risk” water agencies in EDC listed on the state website?

Director Stovall mentioned bonds and grants mentioned back in 2015. 60 customers would generate approximately \$63,000 in revenue which includes property taxes and base charges. Current Quintette customers pay \$450 per year for water.

Director Thornbrough inquired about the costs like SWTP even though Quintette is much smaller. Nicholas explained that it is a completely new build/system, not an upgrade. Thornbrough expressed his support for moving forward on the incorporation. Board President should sign all letters on behalf of the Board/District along with the GM.

Director Seaman inquired about LAFCO and using SCADA at the proposed treatment plant. Will there be a cost-of-service analysis incorporated into the total project cost. Nicholas will work with a consultant to address cost of service.

Maria Vasquez from LAFCO expressed her gratitude for the District moving forward on this project. Annexation of the Quintette Water Company (QWC) into the Georgetown Divide District. QWC is within the GDPUD “sphere of influence”.

Public Comment:

Stacy Snowman

Director Saunders motioned to Submit letter of intent to the SWRCB to further evaluate the potential of consolidation with the Quintette Service Corporation with the Board President and General Manager signatures. Director Thornbrough seconded the motion.

President Seaman called for the vote:

Ayes: MacDonald, Thornbrough, Stovall, Saunders, and Seaman

Nays: None

The motion passed unanimously.

C. Discuss Initiating Local Agency Formation Commission (LAFCO) Annexation to Include Irrigation Customers

Nicholas Schneider presented the LAFCO item. Introduced the Wright family who initiated this annexation and Shiva Frentzen, representative of LAFCO. A deposit of \$5,000 would be required to initiate this process. Nicholas explained the property tax revenue “in perpetuity”.

Director Seaman inquired about the protest process for the 10 inactive customers. Expressed concerns that there are 10 out of district customers that have not responded. 11 out of 21 proposed customers have agreed to move forward. 15 customers are required to move forward, or 75%.

Shiva Frentzen sent formal notifications to every interested party included on the resolution. Must meet the threshold to be able to remove parcels from annexation. Once the process is completed, the new parcels are sent to the Board of Equalization and then to the Property Tax Board for the next fiscal year.

Director Thornbrough voted for the District to pay the entire LAFCO fee to incorporate these 21 customers into the District, referencing increased property tax revenue. Votes no on granting an in-District rate while the LAFCO process is being finalized.

Director Stovall inquired about the allowance of a discounted rate in relation to the recent Prop 218 designation. Asked Maria about the timeline for receiving property tax revenue. Asked for clarification on how many customers need to oppose the annexation for it to not go forward. What is the difference between providing a discount or a reimbursement of irrigation rates. Brian Hughes explained the differences between proration and reimbursement of season rates and multiple resolution motions that are appropriate.

Director Saunders asked about the process of removing customers during the process that changed their minds about being incorporated.

Director MacDonald votes to move forward with discounting the out of district customers rates during this process.

Public Comment:

Cherie Carlyon
Anne Wright
Ronald Wright

Director Saunders motioned to initiate a LAFCO annexation to Include Irrigation Customers, with the additional language to letter A on the resolution that the General Manager has the authority to subtract parcels from exhibit A and allows for the deposit of \$5,000 to be paid to LAFCO. Director Stovall seconded the motion.

President Seaman called for the vote:

Ayes: MacDonald, Thornbrough, Stovall, Saunders, and Seaman

Nays: None

The motion passed unanimously.

Director Saunders motioned to grant out of district customers a refund of the difference once the annexation is approved and for staff to send letters to the current active customers. Director Thornbrough seconded the motion.

President Seaman called for the vote:

Ayes: MacDonald, Thornbrough, Stovall, Saunders, and Seaman

Nays: None

The motion passed unanimously.

D. Update to Organizational Chart

Nicholas Schneider discussed the staff report and proposal of amending the organizational chart, including current FTE staff and vacancies. Increase to Maintenance Lead salary, require a Class A license and remove the next two equity increases. Add one Maintenance Worker and add one Distribution Operator to the organization chart. Nicholas explained that the Distribution and Maintenance Leads are the only classifications which require a Class A license. Confirmed to Director Seaman that the Local 39 Union has approved this new salary schedule and amendment to the 2024 MOU.

Adam Brown elaborated on why we would need to add an additional staff member and gave reassurance to Director Thornbrough that the additional staff members would be picking up the slack on maintenance projects while the leads are performing additional administrative work. Nicholas explained that the Distribution and Maintenance Leads are the only classifications which require a Class A license.

Director MacDonald inquired about any additional requirements conditional on the class A license for the salary increase. Clarified the details of the resolution. Customer satisfaction.

Director Thornbrough asked which other classifications are required to have a Class A license? Thornbrough disagrees that the District needs more staff due to advancements in technology like AMR and equipment.

Public Comment:

Cherie Carlyon

Steven Down

Director MacDonald motioned to approve the amended organization chart and amendments to the Maintenance Lead position with letter from the union. Director Stovall seconded the motion.

President Seaman called for the vote:

Ayes: MacDonald, Stovall, Saunders, and Seaman

Nays: Thornbrough

The motion passed four to one.

E. Automated Meter Infrastructure (AMI) Upgrades

Nicholas Schneider presented the staff report. Will be meeting with Ferguson Enterprises to discuss issues with Neptune meters.

Adam Brown explained that with the additional AMI antennas, coverage area will increase. External antennas would need to be on each meter box. Explained AMI range of coverages in certain areas.

Director Thornbrough asked for clarification that only grant funds will be used on this project besides the \$958 for Materials & Supplies.

Director Saunders inquired about WaterSmart meter reading and mobile phone devices. Adam confirms that there is no app available to read meters.

Public Comment:

Cherie Carlyon

Director Thornbrough motioned to approve contracting with Ferguson Corporation to purchase materials for AMI upgrades. Director MacDonald seconded the motion.

President Seaman called for the vote:

Ayes: MacDonald, Thornbrough, Stovall, Saunders, and Seaman

Nays: None

The motion passed unanimously.

F. Participation in the Water Transfer Program

Nicholas Schneider provided clarification on the water transfer program.

5:23 Director Saunders asked a question

Public Comment:

Cherie Carlyon

Director Saunders motioned to direct staff to authorize the General Manager to pursue information regarding the water transfer program. Director MacDonald seconded the motion.

President Seaman called for the vote:

Ayes: MacDonald, Thornbrough, Stovall, Saunders, and Seaman

Nays: None

The motion passed unanimously.

G. Consider Proposed Fiscal Year 2025-26 Operating Budget and Capital Improvement Plan (CIP)

Nicholas Schneider, Adam Brown and Jessica Buckle presented the FY 2025-26 operating budget. Professional services placed into CIP because they are directly related to CIP projects.

Alexis Elliott elaborated on the district property being held down at station 16 and the need for

additional storage. Equipment is currently subject to water damage and should be locked in the Conex box. If the carport is purchased, the tractor and attachments could be under the carport.

Donna Seaman inquired about the JComm, Inc. Watershed Outreach. Asked why the contracted professional services are in the CIP Spending Plan. i.e. eCorp, Bennett Engineering, Vectis, and Zanjero.

Director MacDonald is it a one-time cost or annual? Nicholas states it's an annual cost.

Public Comment:

Cherie Carlyon

H. Amendments to Irrigation Ordinance Establishing Rules and Regulations for Irrigation Service 2025-01

Nicholas Schneider presented the amendments to the Ordinance.

Public Comment:

None.

Director Thornbrough motioned to adopt amendments to Irrigation Ordinance Establishing Rules and Regulation for Irrigation Service. Director MacDonald seconded the motion.

President Seaman called for the vote:

Ayes: MacDonald, Thornbrough, Stovall, Saunders, and Seaman

Nays: None

The motion passed unanimously.

I. Consider Changing the Regular Date and Time of the Board of Directors Regular Meeting Schedule

Director Thornbrough requests that the regular Board Meetings be limited to 2-3 hours long. Also requests that all agenda items be submitted by the Friday before the meeting or be removed from the agenda.

Nicholas suggests that non-controversial items should be added to the consent calendar.

Director MacDonald proposes that the Regular Board Meeting be moved to the second Wednesday of the month.

Director Seaman suggests that we put all board reports and financials be added to the consent calendar to save time. If there are questions, the item can be pulled for further discussion.

Director Saunders further explains why the legislative reports are beneficial to be presented.

Director Stovall suggests that the Board narrow their speaking time to concise questions to limit time spent on action items.

Public Comment:

Cherie Carlyon

Director MacDonald motioned to move the regular meeting to second Wednesdays of the month. Director Stovall seconded the motion.

President Seaman called for the vote:

Ayes: MacDonald, Thornbrough, Stovall, Saunders, and Seaman

Nays: None

The motion passed unanimously.

J. Nomination for ACWA Region 3 Chair

Nichol

Public Comment:

Director MacDonald motioned to Nominate Director Michael Saunders for the position of ACWA Region 3 Chair. Director Stovall seconded the motion.

President Seaman called for the vote:

Ayes: MacDonald, Thornbrough, Stovall, Saunders, and Seaman

Nays: None

The motion passed unanimously.

9. BOARD MEMBER REQUESTS FOR ADDITIONS TO FUTURE MEETING AGENDAS

A. Opportunity for Board members to discuss and provide input for future meetings.

President Seaman adjourned the open session to a closed session at 6:31 PM

10. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Significant exposure to litigation (Gov. Code§ 54956.9(d)(2)): 1 case

B. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION (Gov. Code§ 54956.9(d)(1))

Name of Case: GDPUD v. PG&E

C. REPORT OUT OF CLOSED SESSION

No report out of closed session

President Seaman adjourned the closed session to an open session at 6:51 PM

12. NEXT MEETING DATE AND ADJOURNMENT

- A. The next Regular Meeting will be on June 11, 2025, at 2:00 p.m., at the District Office, 6425 Main Street, Georgetown, California 95634.

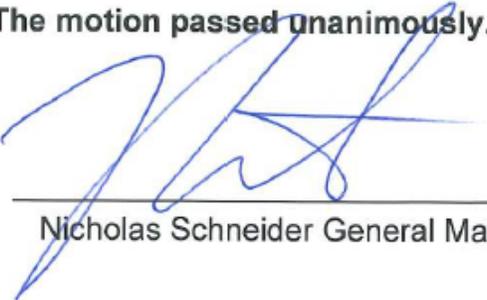
Director Saunders motioned to adjourn the meeting. Director MacDonald seconded the motion.

President Seaman called for the vote:

Ayes: Saunders, Stovall, Thornbrough, MacDonald and Seaman

Nays: None

The motion passed unanimously. The meeting adjourned at 6:52 p.m.



Nicholas Schneider General Manager

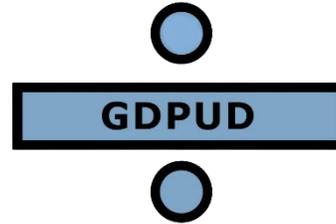


Date

REPORT TO THE BOARD OF DIRECTORS

Board Meeting of June 11, 2025

Agenda Item No. 5.B.



AGENDA SECTION: CONSENT CALENDAR

SUBJECT: BOARD EVENT CALENDAR DETERMINATIONS FOR FISCAL YEAR 2025-26

PREPARED BY: Nicholas Schneider, General Manager

Approved By: Nicholas Schneider, General Manager

BACKGROUND

The Georgetown Divide Public Utility District (GDPUD) supports Directors in their community engagement and representation of the District at various events. Community engagement bolsters the District’s relationship with the ratepayers and residents.

DISCUSSION

The Board of Directors has an interest in increasing public engagement through participation at local events. These occasions provide opportunities for the public to interface and connect with the District. Potential events are listed below:

Fourth of July	July 4th
National Night Out	August 5th
Founder’s Day	September 21st
Halloween on Main	October 31st
Christmas in Cool	Date to be Decided

Board discussion and assignment of which events the Directors will be attending is requested by staff. Discussion will establish the annual calendar allowing for planning arrangements to occur.

FISCAL IMPACT

Fiscal impact will be based on the events chosen. Supplies for all events are estimated at approximately \$100.

4th of July	Booth \$20
National Night Out	Booth free
Founder’s Day	Booth \$50
Halloween on Main	Booth free
Christmas in Cool	Booth \$50 (estimate)

CEQA ASSESSMENT

This is not a CEQA project.

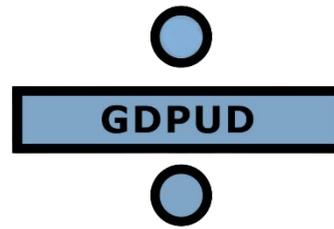
RECOMMENDED ACTION

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) discuss and direct staff regarding which events they desire Board participation during FY 2025-26.

ALTERNATIVES

The Board may (a) Request substantive changes to the options for staff to implement; (b) Reject the request for Board determination thus soliciting an alternate arrangement.

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF JUNE 11, 2025
AGENDA ITEM NO. 5. C.**



AGENDA SECTION: CONSENT CALENDAR

SUBJECT: Receive Update and Set the Annual Limit for \$50,000 on the Low Income Rate Assistance Program (LIRA Program Renewal)

PREPARED BY: Jessica Buckle, Office/Finance Manager

APPROVED BY: Nicholas Schneider, General Manager

BACKGROUND

During the December 13, 2018, regular meeting of the Board of Directors, the Board established a District policy for a Low-Income Rate Assistance (LIRA) program for treated water customers. The Board of Directors adopted Resolution 2018-04 (**Attachment 1**) on March 13, 2018, to approve the Low-Income Rate Increase Policy (**Attachment 2**) authorizing the use of ad valorem funds and establishing the process for applying for and renewing LIRA benefits. The Board requested an annual status report on or before June 30 to determine the need to adjust the discount percentage of 25% off the base rate of treated water and determine maximum program amounts.

During the December 12, 2024, regular meeting of the Board of Directors, the Board adopted Resolution 2024-52 (**Attachment 3**) setting the LIRA discount percentage of 50% off the base rate of treated water. Due to the increase in rates and the LIRA program discount, the Cost-of-Service Analysis suggests that the LIRA program budget be increased to \$50,000 annually.

DISCUSSION

The Low Income Rate Assistance (LIRA) program renewal information was delivered to currently active LIRA Customers via WaterSmart emails, texts and phone calls on May 20, 2025. Customers will have until June 30, 2025, to renew or apply for the LIRA program for the 2025-2026 fiscal year. Customers will be required to show proof of enrollment in the California Alternate Rates for Energy (CARE) program with Pacific Gas & Electric (PG&E) or other income documentation for all household members, showing they meet LIRA income limits.

FISCAL IMPACT

Due to restrictions imposed by Proposition 218, the LIRA Program cannot be funded by water rate revenues. The approved FY 2024-2025 Budget provides funding in the amount of \$35,000 for the LIRA Program drawn from property tax revenue. As of May 30, 2025, the

2024-2025 LIRA program has awarded \$14,065.37 to eligible customers, with a projected FYE close of \$17,941.43.

LIRA applicants FY 2024-2025

Billing Cycle	# of Customers	X \$15.44	25% of the base rate (\$15.44 per billing cycle)
July-Aug 2024	172	\$2,655.68	
Sept-Oct 2024	102	\$1,574.88	
Nov-Dec 2024	107	\$1,652.08	
Rate increase – January 1, 2025			50% of the base rate (\$34.62 - \$54.06 per billing cycle)
Jan-Feb 2025	113	\$4,029.71	
Mar-Apr 2025	116	\$4,153.02	
	TOTAL AS OF 5/30/25	\$14,065.37	
May-Jun 2025	108	\$3,876.06	Projected amount for FYE
	TOTAL AWARDED	\$17,941.43	
(\$35,000 avail)	FUNDS AVAIL	\$17,058.57	

CEQA ASSESSMENT

Not a CEQA Project.

RECOMMENDED ACTION

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) receive and file the Status Report, provide direction on the amount for the discount being offered by the program, and set the annual limit.

ATTACHMENTS

1. Resolution 2018-04
2. Low-Income Rate Assistance Program Policy
3. LIRA Application 2024-25

RESOLUTION NO. 2018-04

**OF THE BOARD OF DIRECTORS
OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
ADOPTING A LOW-INCOME RATE ASSISTANCE PROGRAM FOR TREATED
WATER RATES WITH A SOURCE OF FUNDING OTHER THAN WATER RATES**

WHEREAS, the Board of Directors of the Georgetown Divide Public Utility District ("District") desires to provide assistance to low-income customers who are having difficulty paying their treated water bills; and

WHEREAS, the Board desires to fund this program from sources other than water rate revenues; and

WHEREAS, the Low-Income Rate Assistance Program Policy, dated March 13, 2018 was presented to and reviewed by the Board on March 13, 2018.

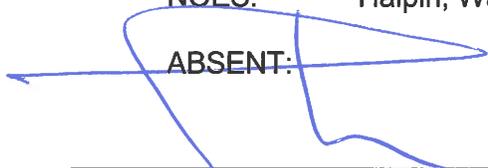
NOW, THEREFORE, IT IS HEREBY RESOLVED that the attached Low-Income Rate Assistance Program for Treated Water Rates is approved, subject to the amount in each adopted annual budget and as amended by the Board.

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

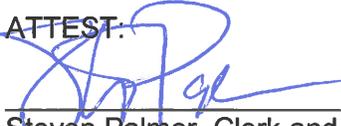
AYES: Hanschild, Souza, Uso

NOES: Halpin, Wadle

ABSENT:



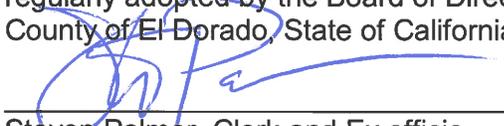
Londres Uso, President
Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

ATTEST:


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

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2018-04, duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on the 13th day of March 2018.



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



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: Low-Income Rate Assistance Program

POLICY NUMBER: 2180

Adopted: March 13, 2018

Amended:

REFERENCES:

Section 2180.01 Purpose

The Board of Directors of the Georgetown Divide Public Utility District (District) desires to offer financial assistance to low-income treated water customers.

Section 2180.02 Eligibility

1. Must receive treated water service from the District.
2. Customer must live (primary residence) at the address receiving the discount.
3. Must be a residential customer.
4. Meet the income guidelines outlined in Section 3.
5. Customer must notify the District when no longer eligible.
6. Customer must submit for renewal by June 30 each year.
7. Qualification is based on the total income of everyone living in the home or participation in qualifying public assistance programs.

Section 2180.03 Income Verification

1. Qualification is based on the total household gross income as specified in Section 2180.04.
2. Two methods of demonstrating:
 - i. Provide a copy of PG&E bill showing CARE rate for treated water account holder; or
 - ii. Submit income documentation to the District for review and approval.
 - a. Customer must account for all sources of qualifying household income.
 - b. To ensure consistency with PG&E CARE Program income requirements, the District will request the same income information and backup documents as the PG&E CARE program.
 - c. Customers must black out any account numbers or Social Security numbers.
 - 1) Customers must provide income information for all members of the household. This information may include several of the documents listed below:

If you or someone in your household participates in	You should send in a copy of:
Public Assistance Programs	Award letter(s) OR letter of participation in the program(s)
Medicaid/Medi-CAL, Supplemental Security Income (SSI), CalFresh/SNAP (Food Stamps), LIHEAP, WIC, Healthy Families A & B, Cal WORKs (TANF), National School Lunch Program (NSLP), Bureau of Indian Affairs General Assistance, Head Start Income Eligible (Tribal Only)	

If you or someone in your household receives income from:	You should send in a copy of:
Wages, Salaries, Tips, Commissions	Two most recent consecutive check stubs, W2 or IRS 1040 Form
Pensions, Social Security, SSP, SSDI, Disability Payments, Workers Compensation, Unemployment Benefits, VA Benefits, Foster Care Payments	Award letter(s), two most recent consecutive check stubs, or the most recent bank statement (to show direct deposit)
School Grants, Scholarships, Other Aid	Award Letter(s) OR two most recent consecutive check stubs
Insurance and/or Legal Settlements	Settlement Documents
Child and/or Spousal Support	Court documents OR two most recent consecutive check stubs
Farm Income	First page of IRS 1040
Interest and/or Dividends from Savings, Stocks, Bonds, Mutual Funds	IRS Form 1040 or IRS Form 1099(s) or three consecutive bank statements
401K or IRA withdrawals or Annuities	Investment account statement(s), IRS Form 1040 or IRS Form 1099
Capital Gains	Investment account statement(s), IRS Form 1040 or IRS Form 1099
Rental and/or Royalty Income	IRS Form 1040 AND Schedule E for Rental Income
Profit from Self-Employment	IRS Form 1040 and Schedule C
Gambling/Lottery Winnings	Determined on a case-by-case basis
Union Strike Fund Benefits	Two most recent consecutive benefit check stubs
Cash Income (when you have not filed federal or state taxes)	Signed letter detailing type of work, estimated monthly amount of cash payment, employer name and phone number
Monetary gifts, none of the examples apply or if you do not receive any income	Signed letter explaining the current source(s) of income used to support your household.

Section 2180.04 Gross Income Limits

1. The District will use the most current income limit information from the PG&E Care Program (updated in May each year) and/or the CA Department of Housing and Community Development Official State Income Limits for El Dorado County (updated in December each year) for the extremely low (15-30% of AMI) and very low (30% to 50% of AMI) categories.

Section 2180.05 Discount Amount

1. Customers will receive a discount of 25% off the base rate of treated water.
2. This will be reviewed by staff annually on or before June 30, to determine suitability. Any changes require approval by the Board of Directors.

Section 21803.06 Eligibility Renewal

1. Renewal information must be received by the District before June 30th annually.
2. Participants will be notified by mail in the April and May bills to resubmit their eligibility information.

Section 21803.07 Fund Limit \$30,000 and Wait List

1. The maximum property tax revenue that will be allocated to this program (fund limit \$30,000) will be determined as part of the annual budget process. Rate revenues shall not be used to fund the discount.
2. A change to the fund limit can be authorized by action of the Board of Directors.
3. Staff will provide information on projected discount expenses during the annual budget process to the Board of Directors
4. Discounts for the fiscal year will be applied on a first-come, first-served basis for both new applicants and renewal applicants.
5. If customer demand exceeds the fund limit, a waitlist will be created.
6. Customers on the wait list will be enrolled into the program on a first-come, first-served basis as funds become available.
 - i. If a customer has been on the waitlist for more than 6 months, the customer must re-submit income eligibility information in order for the application to be reviewed before enrollment in the program.

Section 21803.09 Program Acceptance

1. Customers may apply at any time for initial applications and by June 1 for renewals; however, they may be placed on a waitlist based on funding availability.
2. The District may require up to 30 days to provide a determination of a customer's eligibility for a discount.
3. Discounts will be distributed as listed in Section 2180.03.
4. For customers described in Section 2180.03 (b), additional time may be required for written agreements before a discount can be applied.
5. Applicants will be sent verification of the District's receipt of the application via email or WaterSmart notification.

Section 21803.10 Marketing and Outreach

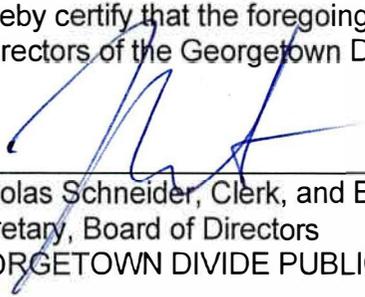
1. The District will attempt to reach all eligible customers about the program including:
 - i. Bill Inserts
 - ii. Email, website, email, and social media notifications
 - iii. Press releases to local newspapers
 - iv. Creating partnerships to share information
 - v. Brochures at the post office, library, nonprofits, and other gathering places
 - vi. Community Presentations

Section 21803.11 Policy Review

1. This policy shall be reviewed annually by the Board of Directors for consistency with applicable state laws, income levels, and discount rates.
2. Staff will provide information on projected discount costs during the annual budget process to the Board of Directors.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 2195 adopted by the Board of Directors of the Georgetown Divide Public Utility District on March 7, 2024.



Nicholas Schneider, Clerk, and Ex-Officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

DISTRIBUTION:



Low Income Rate Assistance Program Application

The Georgetown Divide Public Utility District (District) is pleased to offer a Low-Income Rate Assistance (LIRA) Program to qualifying residential customers (single family dwellings). The LIRA program applies a discount to your *Base Service Charge*. The guidelines listed below must be met to qualify for the LIRA program:

- 1) You must be a residential customer and receive treated water service from the District;
- 2) The Georgetown Divide Public Utility District bill must be in your name;
- 3) You must live at the address where the discount will be received;
- 4) Your household must:
 - a) Participate in the California Alternate Rates for Energy (CARE) program with Pacific Gas & Electric (PG&E); or
 - b) Meet LIRA income limits.
- 5) At the time of enrollment, you must provide proper income documentation for all household members; and
- 6) You must submit for renewal each year. Eligibility is renewed annually in June. (provided funding available).

I state that the information I have provided is true and correct. I agree to inform the District if I no longer qualify to receive the discount. I understand that if I receive the discount without qualifying for it, I may be required to pay back the discount I received.

GDPUD Account No _____ Phone # _____

Service Address: _____

Mailing Address (if different) _____

E-mail _____

Print Name

Customer Signature

Georgetown Divide Public Utility District Board of Directors reserves the right to make changes to the program and the amount of discount at any time.

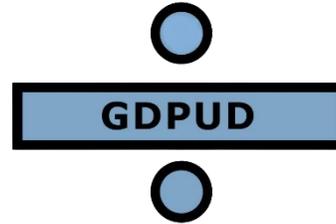
LIRA program funding is limited.

WS note	SCAN	LIRA date	S.O. done
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REPORT TO THE BOARD OF DIRECTORS

Board Meeting of June 11, 2025

Agenda Item No. 5. D.



AGENDA SECTION: CONSENT CALENDAR

SUBJECT: Consider Approval of Director Saunders Attendance at an Official Event - MCWRA Legislative Day and Related Eligible Expenses

PREPARED BY: Nicholas Schneider, General Manager

Approved By: Nicholas Schneider, General Manager

BACKGROUND

Annually, several industry conferences and training opportunities are available to the members of the Board of Directors. Engagement at these events allows the Directors to remain updated on industry trends and developments, gain insights, connect with peers and experts, as well as learn best practices contributing to the growth of the District.

DISCUSSION

The report outlines conferences, events, and training opportunities available to the Board of Directors for the 2025 calendar year. Participation in these events provides leadership training aligned with the District's goals and enhances GDPUD's presence and influence in industry discussions.

The conferences scheduled for consideration include:

ACWA Federal Affairs Conference	February 25-27	Washington D.C.
ACWA/JPIA Conference	May 13-15	Monterey
ACWA/Spring Conference	May 13-15	Monterey
CSDA Annual Conference	August 25-28	Monterey
CSDA SDLA Annual Conference and Training	November 16-19	Monterey
ACWA/JPIA Fall Conference	December 2-4	San Diego
ACWA Fall Annual Conference	December 2-4	San Diego
MCWRA – Legislative Day	May 21	Sacramento

Approving Expenses

Pursuant to Policy 4090 amended by the Board at its January 9, 2025, meeting (Attachment 4), any otherwise Eligible Expenses shall not be paid or reimbursed by the District if such expense(s) have not been previously requested by such Board Member and approved by the Board by specific motion or action on a duly agendaized item. Just because a Board member has been authorized to attend an Official Event, separate approval is still needed to incur any Eligible Expense to be paid or reimbursed by the District.

Policy 4090 also specifies that, as it relates to Eligible Expenses, the staff report shall disclose (a) each eligible expense category requested, (b) estimated amounts of each requested eligible expense (except for mileage), and (c) the daily limits for lodging and meals and incidental expenses as set forth in subsections 1.B. and 1.C. of Section 4090.03 of this Policy.

The attached forms (Attachment 2) provide the reimbursable expenses.

FISCAL IMPACT

There is no additional impact as funding was allocated for Board Official Event participation as part of the annual budget adoption process.

CEQA ASSESSMENT

This is not a CEQA project.

RECOMMENDED ACTION

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) approve the reimbursement of expenses from Director Saunders attendance at an Official Event – MCWRA Legislative Day and all eligible related expenses.

ALTERNATIVES

The Board may reject the reimbursement of expenses

ATTACHMENTS

1. Board Official Event Eligible Expenses and Receipts
2. Board of Directors Official Event Attendance Request Form
3. Policy 4090
4. Resolution 2025-XX

Board Official Event Eligible Expense Form

Board Member Name: Michael Saunders

Official Event Name(s)/Location(s): MCWRA Legislative Advocacy Day

Official Event Dates: May 21, 2025

Eligible Expenses:

Registration:

Estimated Total Cost: \$ 65.93

Lodging:

Dates of Attendance: May 21, 2025

Total Nights Stayed: _____

Total Maximum Lodging Costs at the Group Rates (or if no published group rates by the Official Event sponsor, the maximum daily lodging rates (excluding taxes and fees) for the location of the Official Event as published by the U.S. General Services Administration): _____

Meals and Incidentals:

U.S. GSA Maximum Daily Amount at Location of Official Event: \$10 (Parking)

Mileage Reimbursement Requested? Yes or No (circle one)

Transportation Expenses:

Estimated Flight Costs: _____

Estimated Alternate Transportation Costs (rideshare, taxi, etc.) : _____

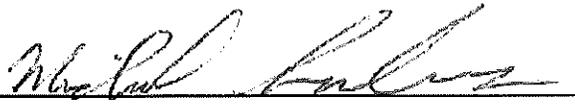
Acknowledgment:

By signing below, I confirm that I understand the following:

1. **Mileage Reimbursement at IRS Rate:** Mileage will be reimbursed at the IRS standard mileage rate, which may change throughout the year.
2. I will submit all required receipts and documentation in accordance with Policy 4090.03.F. within 60 days.

3. I will deliver a written or verbal report to the Board of Directors regarding my representation at the meeting immediately following the event pursuant to Policy 4090.05.
4. I have read and understand all the requirements and responsibilities set forth in Policy 4090.

I agree to the terms above and will submit the necessary documents for reimbursement as required.

Signature: 

Date: 5/27/25

 This route has restricted usage or private roads.

Cool, CA 95614

Get on I-80 W in Auburn from CA-193 W/CA-49 N

-  1. Head southwest on Cool I toward 15 min (6.7 mi)
-  2. Turn left onto Cool 0.2 mi
 Partial restricted usage road
-  3. Turn right onto CA-193 W/CA-49 N 0.4 mi
-  4. Turn left onto CA-193 W/CA-49 N/El Dorado St 3.3 mi
-  5. Turn right onto Elm Ave 2.4 mi
-  6. Turn left to merge onto I-80 W toward Sacramento 0.3 mi
- 0.1 mi

Continue on I-80 W to Sacramento

-  7. Merge onto I-80 W 29 min (31.7 mi)
-  8. Use the right 3 lanes to take the exit toward I-80BUS W/Capital City Fwy 24.2 mi
-  9. Continue onto I-80BUS W/Capital City Fwy (signs for Sacramento) 0.2 mi
-  10. Use the right 2 lanes to turn slightly right onto CA-160 S 4.7 mi
- 2.6 mi

Continue on N 12th St to your destination

-  11. Continue onto N 12th St 6 min (1.8 mi)
-  12. Turn left onto C St 0.7 mi
- 0.2 mi

- 13. Turn right onto 15th St
0.6 mi
- ↶ 14. Turn left onto K St
407 ft
- ↶ 15. Turn left at the 1st cross street onto 16th St
220 ft
- 16. Turn right onto Jazz Alley
240 ft
- 17. Turn right
Ⓜ Destination will be on the left
52 ft

1621 K St
Sacramento, CA 95814

▲ This route has restricted usage or private roads.

1621 K St
Sacramento, CA 95814

Take 16th St to CA-160 N

5 min (1.4 mi)

- ↑ 1. Head northeast toward Jazz Alley
52 ft
- ↘ 2. Turn right onto Jazz Alley
154 ft
- ↙ 3. Turn left at the 1st cross street onto 17th St
● Pass by BevMo! (on the right)
0.1 mi
- ↙ 4. Turn left onto I St
400 ft
- ↘ 5. Turn right onto 16th St
1.2 mi

Take I-80 E to Elm Ave in Auburn. Take exit 119C from I-80 E

29 min (31.8 mi)

- ↑ 6. Continue onto CA-160 N
2.4 mi
- ⤴ 7. Merge onto I-80BL E
4.4 mi
- 8. Use the left 3 lanes to merge onto I-80 E toward Reno
24.9 mi
- ↘ 9. Take exit 119C toward California 49 S/Placerville
407 ft
- ⤴ 10. Use the left lane to take the ramp to CA-49 S/Placerville
144 ft

Take CA-193 E/CA-49 S to

15 min (6.5 mi)

- ↙ 11. Turn left onto Elm Ave
0.2 mi

↶ 12. Turn left onto CA-193 E/CA-49 S/El Dorado St/High St
① Continue to follow CA-193 E/CA-49 S/El Dorado St

2.4 mi

↷ 13. Turn right onto CA-193 E/CA-49 S

3.3 mi

↶ 14. Turn left onto ,
▲ Partial restricted usage road

0.4 mi

↷ 15. Turn right onto
① Destination will be on the left

0.2 mi

PRIORITY PARKING SAC
LOT 116
ALL DAY PARKING

1621 K Street
Sacramento CA 95814

Space: 022
Time: 8:13AM MAY 21
Meter: 03008526-6092
Trans: 012984

THIS IS YOUR RECEIPT

Price: \$10.00
Card: *****
Auth: 656092

Permit Expires:

6:13PM
MAY 21 2025

DISPLAY PERMIT ON DASH
OR PAY INVOICE
NO IN AND OUT
NO REFUNDS

THIS SIDE UP - ON DASH

P - ON DASH



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: Eligible Expenses Related to Director Training, Education, Conferences, and Meetings

POLICY NUMBER: 4090

Adopted: June 25, 2013

Amended: January 9, 2025

REFERENCES: Internal Revenue Service Publication 535, Government Service Administration Per Diem Rates.

SECTION 4090.01 Purpose

Members of the Board of Directors are encouraged to attend Official Event(s) that directly relates to and benefits the District, subject to the rules and restrictions set forth in this policy. There is no limit as to the number of Directors attending an Official Event(s), provided such attendance otherwise complies with this policy. This policy establishes the procedures governing the payment and/or reimbursement of certain eligible expenses incurred by a Board Member, or on behalf of a Board Member, of the Georgetown Divide Public Utility District. This policy is intended to prevent "junkets" (which, for purposes of this Policy, means a tour or journey for personal pleasure at public expense). This policy shall not be construed to allow or otherwise permit junkets, which shall not be eligible expenses, as set forth in Section 4090.03.

SECTION 4090.02 Definitions

For the purposes of this Policy, the following term is defined as follows:

- 1. Official Event(s):** A Board Member's participation or representation at a training or training program, educational activity, meeting, conference, or event or activity concerning a matter, issue, or topic that directly relates to and benefits the District.

SECTION 4090.03 Eligible Expenses

- 1.** Eligible expenses for Director participation in Official Events are permitted as follows:

A. Registration Expenses: The District shall pay for Registration at the rates published by the sponsor of the Official Event (e.g., conference or event sponsor).

B. Lodging Expenses: For one-day Official Events, the minimum distance of the Official Event to be eligible for lodging expenses must be at least 70 miles from the District office (for consecutive day Official Events, there is no minimum distance required). The Board Member must pay, and may seek reimbursement for, lodging expenses at the group rates published or advertised by the Official Event sponsor; provided, however, that the District shall only reimburse the Board Member for any such lodging expenses up to the amount of the group rates published

or advertised by the Official Event sponsor. Alternatively, if there are no group rates published or advertised by the Official Event sponsor, the District shall only reimburse the Board Member for any such lodging expenses up to the daily lodging rate (excluding taxes and fees) for the location of the Official Event as published by the U.S. General Service Administration. Cash advances or use of District credit cards for these purposes is not permitted.

C. Meals and Incidental Expenses: The Board Member must pay, and may seek reimbursement for, his or her own personal meals and incidental expenses (for purposes of this Policy, “incidental” means “fees and tips”) incurred in connection with his or her performance of Official Duties; provided, however, that a Board Member shall not be reimbursed for such meals and incidental expenses which exceed the daily amount for the location of the Official Event as published by the U.S. General Service Administration. Cash advances or use of District credit cards for these purposes is not permitted.

D. Transportation Expenses: The Board Member must pay, and may only seek reimbursement for transportation expenses consistent with the following: (i) must be non-premium (e.g., coach instead of first class) transportation expenses, (ii) must use government and/or group rates offered by a provider of transportation for travel when available, (iii) must be kept to a minimum by utilizing recommendations for transportation put forth by the Clerk of the Board, (iv) may travel together with other Directors whenever feasible and economically beneficial, and (v) must request reservations sufficiently in advance, when possible, to obtain discounted airfares. Cash advances or use of District credit cards for these purposes is not permitted.

E. Mileage Expenses: Mileage incurred by Board Members in connection with their participation in an Official Event in their own vehicle shall be set at the rate of reimbursement allowed under Publication 535 of the Internal Revenue Service.

F. Procedure for Reimbursements to Board Members: All expenses for which reimbursements are requested by Directors, shall be submitted to the Office/Finance Manager and Accounts Payable and Clerk of the Board, together with validated receipts in accordance with State law. Any and all requested reimbursements must be submitted no later than sixty days of incurring such expense(s).

SECTION 4090.04 Other Conditions on Eligibility of Expenses

1. Must be Compliant and Budgeted. Expenses shall not be paid or reimbursed by the District if it is not compliant with the eligible expense requirements as set forth immediately above in Section 4090.03 or have not been appropriated in the approved District budget. The Board shall set an annual maximum allowance for Eligible Expenses for the Board as a whole.

2. Prior Approval Required. Except where a majority of the Board find that the Board meeting schedule did not reasonably permit prior approval of the request, expenses shall not be paid or reimbursed by the District if such expense(s) have not been previously requested by such Board Member and approved by the Board by specific motion or action on a duly agendized item. The motion shall specify (a) the requesting Director(s), and (b) the applicable Official Event(s). The staff report shall disclose (a) each eligible expense category requested, (b) estimated amounts of each requested eligible expense (except for mileage), and (c) the daily limits for lodging and meals and incidental expenses as set forth in subsections 1.B. and 1.C. of Section 4090.03 of this Policy

3. An expense shall not be paid or reimbursed by the District for the Board Member to participate in an Official Event after the Board Member has announced his or her pending

resignation (or 90 days before an election if the Board Member is not seeking re-election), or after it has been determined that the Board Member will not retain his or her seat on the Board after a contested election.

4. Where lodging, transportation, or registration expenses have been incurred for an Official Event, and where that Director does not attend the Official Event, the Board Member shall not be entitled to reimbursement and the Board Member shall be responsible to reimburse the District, as the case may be, to the extent such lodging, transportation, or registration expense has not been refunded.

SECTION 4090.05

Upon returning from the Official Event where expenses are incurred or reimbursed by the District, the Board Member shall either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the Official Event that will be of benefit to the District. Materials from the Official Event may be delivered to the District office to be included in the District library for the future use of other Board Members and staff.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 4090 amended by the Board of Directors of the Georgetown Divide Public Utility District on January 9, 2024.

Nicholas Schneider, Clerk, and Ex-Officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

**RESOLUTION NO. 2025-XX
OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
AUTHORIZING ATTENDANCE AND APPROVING ELIGIBLE EXPENSES FOR
BOARD MEMBER PARTICIPATION AT AN OFFICIAL EVENT FOR THE
2025 CALENDAR YEAR**

WHEREAS, The Board of Directors (Board) of the Georgetown Divide Public Utility District (District) recognizes the value of continued professional development, representation of the District, and active participation in industry-related events to enhance effectiveness of its members in their governance roles; and

WHEREAS, Staff has requested formal approval to ensure a clear record of who may attend Official Events and what Eligible Expenses are reimbursable, so it may administer and process Eligible Expenses in accordance with Policy 4090.

WHEREAS, the Directors will approve the participation in the following event for calendar year 2025:

- **MCWRA Legislative Day** Director Saunders

WHEREAS, Staff has requested formal approval to ensure a clear record of who may attend Official Events and what Eligible Expenses are reimbursable, so it may administer and process Eligible Expenses in accordance with Policy 4090.

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

1. The following Directors are authorized to attend the following Official Events:

- **MCWRA Legislative Day** Director Saunders

2. The categories of Eligible Expenses requested for each Director at each such Official Event, as set forth in, and attached to, the accompanying staff report, are hereby authorized and approved.

3. Reimbursement for all actual expenses incurred in relation to such participation and/or attendance shall be processed in accordance with District Policy 4090.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 11th day of June 2025, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

Donna Seaman, President, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Attest:

Nicholas Schneider, Clerk, and Ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

CERTIFICATION

I hereby certify that the foregoing is a full, true, and correct copy of Resolution 2025-XX duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 11th day of June 2025.

Nicholas Schneider, Clerk, and Ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT