



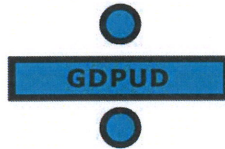
GDPUD



**REGULAR BOARD MEETING
PACKET**

Tuesday, October 13, 2020

2:00 PM



AGENDA

SPECIAL MEETING

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

**TUESDAY, OCTOBER 13, 2020
2:00 P.M.**

David Souza, President
Michael Saunders, Vice President
Cynthia Garcia, Treasurer
Dave Halpin, Director
Dane Wadle, Director

NOTICE: THIS MEETING WILL BE HELD IN ACCORDANCE WITH EXECUTIVE ORDER N-29-20, ISSUED BY CALIFORNIA GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, THE RALPH M. BROWN ACT (CALIFORNIA GOVERNMENT CODE SECTION 54950, ET SEQ.), AND THE FEDERAL AMERICANS WITH DISABILITIES ACT.

THIS MEETING WILL NOT BE PHYSICALLY OPEN TO THE PUBLIC. ALL MEMBERS OF THE PUBLIC MAY PARTICIPATE IN THE MEETING VIA VIDEO CONFERENCE AT

<https://us02web.zoom.us/j/87360885462?pwd=VFMxNEY3cjgzOCs2QzZRVM5OL1JPZz09>

MEETING ID: 873 6088 5462 AND PASSWORD: 028705 OR VIA TELECONFERENCE BY CALLING 1-669-900-6833, MEETING ID: 873 6088 5462 AND PASSWORD: 028705 AND WILL BE GIVEN THE OPPORTUNITY TO PROVIDE PUBLIC COMMENT. PLEASE NOTE THAT ANY PERSON ATTENDING VIA TELECONFERENCE WILL BE SHARING THE PHONE NUMBER FROM WHICH THEY CALL IN WITH THE BOARD AND THE PUBLIC.

We encourage Board members and participants to join the teleconference 15 minutes early. Due to high call volumes, we ask that Board members and participants retry calling in if there is a busy signal or if you cannot successfully connect to the meeting when you call in.

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.
-

Out of respect for the meeting and others in attendance via teleconference and videoconference, please adhere to the guidance below for addressing the Board of Directors for both items on the agenda and a matter that is not on the agenda

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, provided they are first recognized by the presiding officer. The Board President will call for public comment on each agenda item. 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 portion of the agenda. Please be aware of the following procedures for speaking during Public Forum or public comment sessions:

1. Please use the raise your hand feature when you wish to address the Board or, if participating via teleconference, dial *9 to indicate you would like to speak. The President will call upon you by addressing you by the name or phone number indicated.
2. Comments are to be directed only to the Board.
3. The Board will not entertain outbursts from the audience.
4. There is a three-minute time limit per speaker.
5. The Board is not permitted to take action on items addressed under Public Forum.
6. Disruptive conduct shall not be permitted.
7. Persistence in disruptive conduct shall be grounds for removal of that person's privilege of address.

The Board President is responsible for maintaining an orderly meeting.

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

2. ADOPTION OF AGENDA

3. PUBLIC FORUM (ONLY ITEMS THAT ARE NOT ON THE AGENDA)

4. PROCLAMATIONS AND PRESENTATIONS

5. CONSENT CALENDAR – Any member of the public may contact a Board member prior to the meeting to request that an item be pulled from the Consent Calendar

A. Approval of Minutes

1. Closed and Regular Session Meeting of September 15, 2020

B. Financial Reports

1. Statement of Cash Balances – August 2020
2. Month-End Cash Disbursements Report

6. INFORMATIONAL ITEMS

- A. Board Reports
- B. General Manager's Report
- C. Operation Manager's Report
- D. Water Resources Report
 - 1. Zone
 - 2. Water Transfer Update
- E. Tyler Technologies Update

7. COMMITTEES:

- A. Ad Hoc Grant Writing Committee – Verbal update by Director Saunders

8. NEW BUSINESS

- A. Leakage Consideration – J. Crowley
Possible Board Action: Board Discussion
- B. Finance Committee
Possible Board Action: Board Discussion
- C. Draft District Policy Manual
Possible Board Action: Board Discussion
- D. Reserve Fund Analysis
Possible Board Action: Board Discussion

9. PUBLIC HEARING

- A. None.

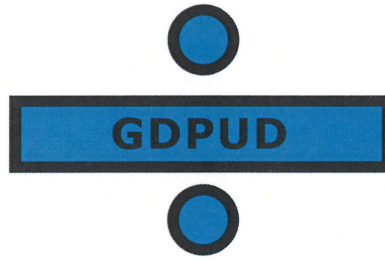
10. BOARD MEMBER REQUESTS FOR ADDITIONS TO FUTURE MEETING AGENDAS AND REQUESTS FOR INFORMATION OR RESEARCH TO BE COMPLETED BY STAFF – Opportunity for Board members to discuss matters of interest to them and provide input for future meetings as well as report on their District-related meeting attendance.

11. NEXT MEETING DATE AND ADJOURNMENT – The next Regular Meeting will be on November 10, 2020 at 2:00 P.M. via teleconference. Details to follow.

12. 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. 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 8, 2020.

Jeff Nelson, Interim General Manager

Date



CONSENT CALENDAR

ITEM 5.A.1.



MINUTES

CLOSED SESSION AND REGULAR MEETING

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

SEPTEMBER 15, 2020
2PM

David Souza, President
Michael Saunders, Vice President
Cynthia Garcia, Treasurer
Dave Halpin, Director
Dane Wadle, 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.
-

Out of respect for the meeting and others in attendance, please turn off all cell phones or put in the silent mode.

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, provided they are first recognized by the presiding officer. The Board President will call for public comment on each agenda item. 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 portion of the agenda. Please be aware of the following procedures for speaking during Public Forum or public comment sessions:

1. When called on to speak by the Board President, please approach and speak from the podium.
2. Comments are to be directed only to the Board.
3. The Board will not entertain outbursts from the audience.
4. There is a three-minute time limit per speaker.

5. The Board is not permitted to take action on items addressed under Public Forum.
6. Disruptive conduct shall not be permitted.
7. Persistence in disruptive conduct shall be grounds for removal of that person's privilege of address.

The Board President is responsible for maintaining an orderly meeting.

Director Souza called the Closed Session Meeting to order at 1307hrs.

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

PRESENT: DIRECTORS SOUZA, WADLE, HALPIN, GARCIA, SAUNDERS

ABSENT:

OTHERS Barbara Brenner, Legal Council

PRESENT:

Director Wadle motioned to approve 2) ADOPTION OF AGENDA. Director Souza seconded the motion.

Roll Call vote was taken:

Aye: SOUZA, WADLE, HALPIN, GARCIA, SAUNDERS

Nay: None

The motion CARRIED

Director Saunders said a member of the public contacted him and requested the agenda be more specific.

ANNOUNCE AND ADJOURN OPEN SESSION TO CLOSED SESSION

Director Souza adjourned to a Closed Session conference with Legal Counsel at 1309 hrs.

Public Employee Appointment – Pursuant to Government Code section 54957
Title: General Manager

Director Souza adjourned the Closed Session and opened the Regular Session at 1326hrs.

REPORT OUT OF CLOSED SESSION

Director Souza said there will be a new search for a General Manager, and the Board will report out to the public of findings in November.

All Directors left the Zoom meeting to rejoin the Regular Session at 1400hrs.

Director Souza called the Regular Session Meeting to order at 1404hrs.

2) CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

PRESENT: DIRECTORS SOUZA, WADLE, HALPIN, GARCIA, SAUNDERS

ABSENT:

OTHERS Barbara Brenner, Legal Council

PRESENT:

2) ADOPTION OF AGENDA

Director Saunders motioned to approve 2) ADOPTION OF AGENDA. Director Wadle seconded the motion.

Roll Call vote was taken:

Aye: SOUZA, WADLE, HALPIN, GARCIA, SAUNDERS

Nay: None

The motion CARRIED

3) PUBLIC FORUM (ONLY ITEMS THAT ARE NOT ON THE AGENDA)

None Was offered.

4) PROCLAMATIONS AND PRESENTATIONS

Executive Director of the Regional Water Authority, Jim Peifer presented the Board with information about what services the Regional Water Authority provides to its' members. (Presentation attached)

5) CONSENT CALENDAR

A. Approval of Minutes

1. Regular Meeting of August 11, 2020

B. Financial Reports

1. Statement of Cash Balances – July 2020
2. Month-End Cash Disbursements Report

Director Saunders pulled item 5.A.1., Regular Meeting of August 1, 2020
Director Saunders said he wanted to ensure his report from the August 1, 2020 meeting were going to be attached.

Director Saunders made a motion to approve 5.A.1. Director Halpin seconded the motion.

Roll Call vote was taken:

Aye: SOUZA, WADLE, HALPIN, GARCIA, SAUNDERS
Nay: None

The motion CARRIED

Mr. Stephen Proe asked if he could make a public comment.

Director Saunders asked him to speak.

Mr. Proe asked how the Board can approve things without changes being completed prior to being changed.

Jeff said Director Saunders pulled item 5.A.1. He asked if the entire consent calendar had been approved.

Director Garcia said there was additional information sent and questioned if it is on the website.

Director Saunders made a motion to approve 5.A.1. Director Halpin seconded the motion.

Roll Call vote was taken:

Aye: SOUZA, WADLE, HALPIN, GARCIA, SAUNDERS
Nay: None

The motion CARRIED

6) INFORMATIONAL ITEMS

A. Board Reports

Director Saunders talked about the Urban Water Management Plan. Director Saunders said he has been dealing with discrimination over the last three months, is having problems and has notified law enforcement.

Director Wadle the talked about several bills moving through the legislature. He said there was a missed opportunity for funding related to wildfire mitigation.

Director Garcia said all of the information she submitted has been added to the website. She said she would be sending Jeff information from the State and Federal Government about information related to the fires and what EPA states about ash, contaminants, falling in water sheds, etc.

Director Souza, said the fire closest to Georgetown was 7% contained. He said crews are working in the airport area. He said he met the chief operations manager on this fire. They are from Arizona. He met the Division Chief of CalFire. He said a few of the firefighters are from Isreal. He said there is quite a few different resources dealing with this fire. He asked Darrell if there were any contaminants in Stumpy. Darrell said there wasn't any contaminants yet. Dave said the King Fire started on September 14, and the current fire is burning into that space now.

B. General Manager's Report

Jeff said the posted the trench lining fact sheet on the website. He said it has a description and a link to all the documents Mr. Franco wants access too. He said Mr. Wallace had another high-water bill, and he plans to contact Mr. Wallace.

Jeff said the District received a letter from the County requesting information about what the District appropriation of property taxes are used for, and what would happen if that revenue went away. He said the Temporary Water Transfer is in full swing. He said the transfer should be completed on September 23. He said the District has received a \$80K payment.

Jeff said the Administrative Aide I position was filled by Carrie Schroeder.

Jeff said staff would like to work with President Souza on the policy manual. Staff would like to compile all the polices the District currently has, and then compile a comprehensive manual. He said staff would like to submit a draft version in October for the Directors to consider, get feedback, and bring a final draft policy manual back to the Board to be formally approved.

Jeff said the minutes within the packet, are the new format to the minutes per Granicus.

He said the District will be in negotiations with Local 39 to arrange discussions related to the MOU. He said in compliance with Ordinance 5101, Darrell is working on a vegetation management plan. He said staff is currently working on upgrading security features.

Joe Aguilar he said he was aware of the letter, and the questions. The monies that the District gets, the same proportion of taxes will not be received. The District receives 3-5% of the general levy. The County is telling the District that this is a negotiable item. He said as the District takes in other services areas, the County is saying those monies will not be coming in the same property tax percentage. The State is putting a lot of pressure on the Counties. The District may not get the same amount, and the District needs to be aware that these things are negotiable, and this will impact future annexations. He said the District has done very well because it has reserves. He said the District needs to be mindful that the property tax revenues are at risk.

Jeff said he and Joe are still working on the evaluations of the reserve funds.

Director Garcia asked to look at a copy of the letter from the County and the response to the County.

Joe said the District will need to continue to do a good job.

Public Comment:

Mr. Proe asked if it was possible for the County to request a forensic audit of their operations.

Jeff asked why.

Joe said under state statute, the District is required to have an independent audit, and the District does that through the current auditors LSL.

Mr. Proe asked if the County can ask where tax appropriations are spent.

Joe Aguilar said the County can make additional inquiries.

Director Saunders said LAFCO does a full review.

Stephen Dowd said she agrees with Cindy Garcia.

C. Operation Manager's Report

Darrell gave his update on operations.

Public Comment:

Mr. Dowd asked if the District has used the gunnite machine yet. Darrell said the District is working on acquiring the machine now.

D. Water Resources Report, and Water Transfer Update

Adam said Water Transfer update is scheduled to end on September 23. The canal operators have been up there every day. He said it has been a dynamic procedure. He said we have billed Westlands for the end of August, and then for the remaining balance.

E. Tyler Technologies Update

Christina said the District is currently in Stage 3. She said the District is working on the financial and utility billing module at the same time.

Director Saunders asked if outreach will go into our next billing cycle.

Public Comment:

Mr. Dowd asked if something would be on the next bill.

7) COMMITTEES:

A. Ad Hoc Grant Writing Committee – Verbal update by Director Saunders

Director Saunders mentioned the water source grant process. He said he planned to meet with Adam before the end of the month.

8) NEW BUSINESS

8.A Customer – Nanette B. – Leakage Consideration

Jeff said he was requesting for additional COVID-19 consideration for Ms. Nanette Bailey. Jeff said he was asking for an additional reduction of the bill. Director Souza asked if the leak was on her side of the meter. Jeff said yes.

Director Halpin said motioned to accept staff's recommendation. Dane seconded the motion.

Director Garcia asked if Ms. Bailey is on the assistance program. Jeff said no.

Roll Call vote was taken:

Aye: *David Souza*
 Michael Saunders
 Cynthia Garcia
 Dave Halpin
 Dane Wadle
Nay: *None*

The motion CARRIED

8.C. WaterSmart Grant Application

Adam said in talking with the consultant, based on what has been approved in the past, they advised it is better to go with funding group one. He said the cost is approx. \$2M. He said there is a better chance, which is an adjustment from previous recommendations. This will be a grant portion, and the remaining funding from the SRF.

Jeff said this approach will increase the opportunity to be awarded the grant

Director Garcia said that there is an external ad hoc committee for grant experience.

Jeff said staff is open to that.

Director Wadle asked who is on ad hoc committee. Director Saunders said they are external partners. Director Wadle asked who they are. Director Saunders, said one who does grants for CalFire, and grants for schools. Director Saunders said they cannot be stated. Director Saunders said the volunteers were not being appointed he did not want to name them but would reach out to Director Wadle with the information.

**Director Wadle motioned to approve staff's recommendation for funding one.
Director Halpin seconded the motion.**

Aye: *David Souza*
 Michael Saunders
 Cynthia Garcia
 Dave Halpin
 Dane Wadle
Nay: *None*

The motion CARRIED

8. D. Updated Emergency Notifications and Discuss Purchase of an Emergency Notification System

Director Garcia led a discussion about the future ability for the District to contact staff during a water emergency.

8. F. Replacement of District Roof

Jeff said the District received bids for the roof repair. He said the price is a little higher than what was in the CIP. Jeff said it includes a 10% contingency.

Director Wadle motioned to approve staff's recommendation. Director Halpin seconded the motion to accept staff's recommendations.

Roll Call vote was taken:

**Aye: David Souza
Michael Saunders
Cynthia Garcia
Dave Halpin
Dane Wadle**

Nay: None

The motion CARRIED

8.G. Consideration of Adoption of Vehicle Surplus List

Darrell said there are eight vehicles on the list.

Director Halpin motioned to accept staff's recommendation. Director Wadle seconded the motion.

Director Garcia asked if it is in the Districts best interest to send these to auction. Darrell said yes. Director Saunders asked what is the turn-around time was with gov.deals. Darrell said the items are listed for two weeks.

Roll Call vote was taken:

**Aye: David Souza
Michael Saunders
Cynthia Garcia
Dave Halpin
Dane Wadle**

Nay: None

The motion CARRIED

8.H. Walton Lake Filter Replacement Project

Darrell said Filter 3 has not been replaced since 1980.

Director Saunders motioned to accept staff's recommendation with the filter replacement. Director Garcia seconded the motion.

Roll Call vote was taken:

Aye: *David Souza
 Michael Saunders
 Cynthia Garcia
 Dave Halpin
 Dane Wadle*
Nay: *None*

The motion CARRIED

8) BOARD MEMBER REQUESTS FOR FUTURE MEETING AGENDAS AND REQUESTS FOR INFORMATION OR RESEARCH TO BE COMPLETED BY STAFF

Director Halpin said he wanted to request a discussion at the next Board meeting about the reinstatement of the Finance Committee. Director Wadle said he agreed.

9) NEXT MEETING DATE AND ADJOURNMENT

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

Roll Call vote was taken:

Aye: *David Souza
 Michael Saunders
 Cynthia Garcia
 Dave Halpin
 Dane Wadle*
Nay: *None*

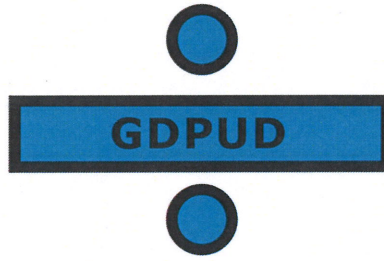
The motion CARRIED

10. NEXT MEETING DATE AND ADJOURNMENT – Next Regular Meeting is October 13, 2020.

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 via teleconference, please contact Jeff Nelson 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).

Jeff Nelson, Interim General Manager

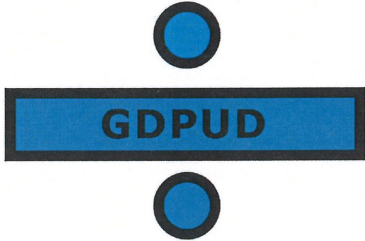
Date



CONSENT CALENDAR

ITEM 5.B.1.

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF OCTOBER 13, 2020
AGENDA ITEM NO. 5.B.1.**



AGENDA SECTION: CONSENT CALENDAR

SUBJECT: CASH BALANCES – AUGUST 2020

PREPARED BY: Christina Cross, Management Analyst

APPROVED BY: Jeff Nelson, PE, Interim General Manager

BACKGROUND

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

DISCUSSION

The Cash Balance Report as of month ending August 31, 2020 shows the District’s cash balances total \$ 8,465,616.88.

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

El Dorado Savings Bank - Checking	116,281.96
El Dorado Savings Bank - Savings	977,028.00
Local Agency Investment Fund (LAIF)	7,372,306.92
	<u>\$ 8,465,616.88</u>

Restricted cash balances are monies held in trust for a specific purpose and are not monies available for District use. The Wells Fargo Debt Service Fund is SRF Fiscal Agent cash account that is restricted for payments on the Walton Lake loan with the State Water Resources Control Board (SWRCB) through Wells Fargo Bank. This debt service fund is required by the SWRCB.

Restricted Cash:

Wells Fargo Debt Service Fund: \$ 48,895.02

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

CASH BALANCES – AUGUST 2020

Board Meeting of October 13, 2020

Agenda Item No. 5.B.1.

Fund	Beginning Balance	Cash In Cash Receipts	Accounts Payable	Payroll	Journal Entries	Ending Balance
08 SMUD FUND	429,431.65	0	0	0	0	429,431.65
09 CABY GRANT	-39,066.57	0	0	0	0	-39,066.57
10 Water Fund	2,574,159.07	83,885.24	-195,502.74	-135,895.91	-3,234.71	2,323,410.95
12 RETIREE FUND	402,427.99	3,294.36	-6,854.68	0	0	398,867.67
14 STEWART MINE FD	37,192.08	0	0	0	0	37,192.08
17 WATER DEVE.FUND	421,876.48	0	0	0	0	421,876.48
19 SMERFUND	1,090,920.49	0	0	0	0	1,090,920.49
20 ALT Fund	747,011.79	11,710.75	0	0	2,339.57	761,062.11
24 CAPITAL REPLACE	-30,977.54	0	0	0	0	-30,977.54
29 STATE REV FUND	-63,049.06	0	0	0	0	-63,049.06
30 Hydro Fund	774,496.43	9,665.99	-67.07	0	0	784,095.35
35 Restricted P/L	-90,530.11	0	0	0	0	-90,530.11
37 GARDEN VALLEY	75,104.69	0	0	0	0	75,104.69
39 CAP FAC CHARGE	409,897.14	9,200.00	0	0	0	419,097.14
40 Zone Fund	1,009,814.41	2,971.54	-6,705.28	-6,860.51	1,645.14	1,000,865.30
41 CDS M & O Fund	40,938.48	0	0	0	0	40,938.48
42 CDS RESRV EXP.	176,482.02	0	0	0	0	176,482.02
43 CAPITAL RESERVE	565,105.35	80,000.00	-31,491.29	0	0	613,614.06
51 KELSEY NORTH	116,281.69	0	0	0	0	116,281.69
	8,647,516.48	200,727.88	-240,621.06	-142,756.42	750	8,465,616.88

Sources of cash during the month were from recurring utility payments, lease payments, grant reimbursements, retiree health reimbursements and property tax/assessment revenue in the amount of \$200,727.88. The details of the uses of cash during the month can be seen on the approved check register in the amount of \$240,621.06. Additional uses of cash during the month not in the check register include payroll disbursements, PERS Unfunded Liability payments and bi-weekly retirement contributions in the amount of \$142,756.42.

Description	Balance	Debits	Credits	Balance
SRF FISCAL AGENT ACCOUNTS	\$46,597.64	\$2,297.38	\$ -	48,895.02

Restricted cash balances are monies held in trust for a specific purpose and are not monies available for District use. SRF Fiscal Agent restricted cash is for the fiscal administration of the Walton Lake loan with the State Water Resources Control Board (SWRCB) through the Wells Fargo Debt Service Fund. Adjustments have been made to the beginning balance through the monthly bank reconciliation process.

FISCAL IMPACT

No fiscal impact.

CEQA ASSESSMENT

Not a CEQA Project.

RECOMMENDED ACTION

Staff recommends the Board of Directors receive and file for month ending August 31, 2020.

ALTERNATIVES

No alternatives.

ATTACHMENTS

1. Statement of Cash Flows August 2020
2. Month-End Cash Disbursement Report August 2020
3. SRF Cash Balances August 2020

AGENDA ITEM 5.B.1.

Attachment 1

Statement of Cash Flows AUGUST 2020

Georgetown Divide Public Utility District
Statement of Cash Flow

For Period August 1, 2020 through August 31, 2020

Fund Description	Beginning Balance	Cash In Cash Receipts	Accounts Payable	Payroll	Journal Entries	Ending Cash Balance
08 - SMUD Fund	429,431.65	0	0	0	0	429,431.65
09 - CABY Grant	(39,066.57)	0	0	0	0	(39,066.57)
10 - Water Fund	2,574,159.07	83,885.24	(195,502.74)	(135,895.91)	(3,234.71)	2,323,410.95
12 - Retiree Fund	402,427.99	3,294.36	(6,854.68)	0	0	398,867.67
14 - Stewart Mine Water Project Fund	37,192.08	0	0	0	0	37,192.08
17 - Water Development Fund	421,876.48	0	0	0	0	421,876.48
19 - STUMPY MDWS Emergency Fund	1,090,920.49	0	0	0	0	1,090,920.49
20 - ALT Fund	747,011.79	11,710.75	0	0	2,339.57	761,062.11
24 - Capital Replacement Fund	(30,977.54)	0	0	0	0	(30,977.54)
29 - State Revolving Fund	(63,049.06)	0	0	0	0	(63,049.06)
30 - Hydro Fund	774,496.43	9,665.99	(67.07)	0	0	784,095.35
35 - Restricted Pipeline Fund	(90,530.11)	0	0	0	0	(90,530.11)
37 - Garden Valley Maintenance Fund	75,104.69	0	0	0	0	75,104.69
39 - Cap Facility Charges ORD 2007-01	409,897.14	9,200.00	0	0	0	419,097.14
40 - Zone Fund	1,009,814.41	2,971.54	(6,705.28)	(6,860.51)	1,645.14	1,000,865.30
41 - CDS M&O Fund	40,938.48	0	0	0	0	40,938.48
42 - CDS Reserve Expansion Fund	176,482.02	0	0	0	0	176,482.02
43 - New Capital Reserve	565,105.35	80,000.00	(31,491.29)	0	0	613,614.06
51 - Kelsey North WAD 1989-1	116,281.69	0	0	0	0	116,281.69
Total Distributed Cash ----->	8,647,516.48	200,727.88	(240,621.06)	(142,756.42)	750.00	8,465,616.88

Cash in Eldorado Savings and LAIF

1000 - El Dorado Savings Bank General Checking	116,281.96
1010 - El Dorado Savings Bank Collections	977,028.00
1022 - LAIF	7,372,306.92
Total Cash ----->	8,465,616.88

Eldorado

AGENDA ITEM 5.B.1.

Attachment 2

Month-End Cash Disbursement Report AUGUST 2020

REPORT.: Oct 07 20 Wednesday
 RUN...: Oct 07 20 Time: 14:38
 Run By.: Christina Cross

Georgetown Divide PUD
 Month End Cash Disbursements Report
 Report for 08-20 BANK ACCOUNT 1000

PAGE: 001
 ID #: PY-CD
 CTL.: GEO

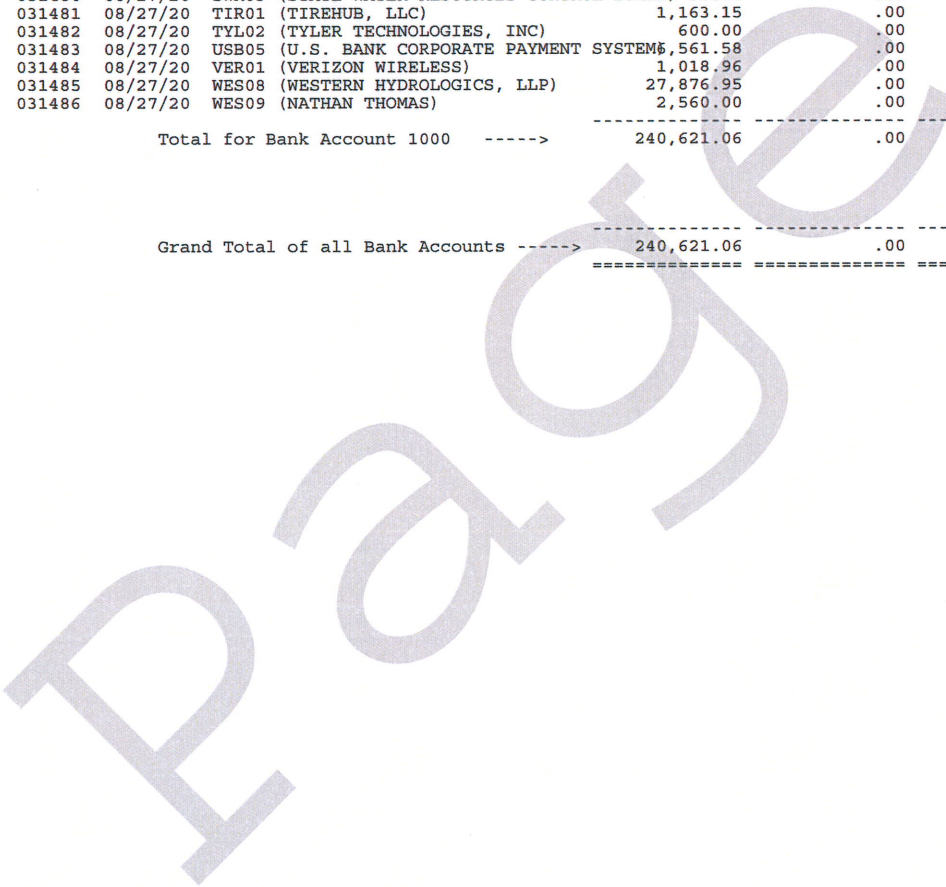
Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
08-20	031403	08/12/20	VOID (Voided Check)		.00	.00	.00	Automatic Generated Check
	031404	08/12/20	VOID (Voided Check)		.00	.00	.00	Automatic Generated Check
	031405	08/12/20	VOID (Voided Check)		.00	.00	.00	Automatic Generated Check
	031406	08/12/20	VOID (Voided Check)		.00	.00	.00	Automatic Generated Check
	031407	08/12/20	VOID (Voided Check)		.00	.00	.00	Automatic Generated Check
	031408	08/12/20	VOID (Voided Check)		.00	.00	.00	Automatic Generated Check
	031409	08/12/20	ACW05 (ACWA/JPIA HEALTH)		38,894.28	.00	38,894.28	Automatic Generated Check
	031410	08/12/20	ADT01 (ADT SECURITY SERVICES)		44.48	.00	44.48	Automatic Generated Check
	031411	08/12/20	ALL01 (ALLEN KRAUSE)		158.16	.00	158.16	Automatic Generated Check
	031412	08/12/20	AME08 (AMERICAN MESSAGING)		10.73	.00	10.73	Automatic Generated Check
	031413	08/12/20	AND01 (ANDERSON'S SIERRA PIPE CO)		875.19	.00	875.19	Automatic Generated Check
	031414	08/12/20	ANS01 (ANSWERING SPECIALISTS INC)		79.95	.00	79.95	Automatic Generated Check
	031415	08/12/20	ARA01 (ARAMARK)		262.52	.00	262.52	Automatic Generated Check
	031416	08/12/20	ATT02 (AT&T)		1,664.21	.00	1,664.21	Automatic Generated Check
	031417	08/12/20	CAR09 (CARNAHAN COMPUTER SERVICE)		160.82	.00	160.82	Automatic Generated Check
	031418	08/12/20	CLS01 (CLS LABS)		44.10	.00	44.10	Automatic Generated Check
	031419	08/12/20	EID01 (EIDE BAILLY LLP)		3,832.50	.00	3,832.50	Automatic Generated Check
	031420	08/12/20	ELD16 (EL DORADO DISPOSAL SERVICE)		360.78	.00	360.78	Automatic Generated Check
	031421	08/12/20	ELK01 (ELK GROVE AUTO GROUP)		49,228.10	.00	49,228.10	Automatic Generated Check
	031422	08/12/20	FED01 (FED EX)		347.48	.00	347.48	Automatic Generated Check
	031423	08/12/20	FER01 (FERRELLGAS)		12.00	.00	12.00	Automatic Generated Check
	031424	08/12/20	FER02 (FERGUSON ENTERPRISES INC)		347.88	.00	347.88	Automatic Generated Check
	031425	08/12/20	GEO01 (GEORGETOWN ACE HDW)		7.35	.00	7.35	Automatic Generated Check
	031426	08/12/20	GEO02 (GEORGETOWN GAZETTE)		25.00	.00	25.00	Automatic Generated Check
	031427	08/12/20	GEO04 (DIVIDE SUPPLY ACE HARDWARE)		262.56	.00	262.56	Automatic Generated Check
	031428	08/12/20	ICM02 (ICMA-R.T.-457 (ee))		2,380.00	.00	2,380.00	Automatic Generated Check
	031429	08/12/20	IUO01 (IUOE, LOCAL 39)		369.47	.00	369.47	Automatic Generated Check
	031430	08/12/20	IUO02 (PEU LOCAL #1)		255.35	.00	255.35	Automatic Generated Check
	031431	08/12/20	MED01 (MEDICAL EYE SERVICES)		732.65	.00	732.65	Automatic Generated Check
	031432	08/12/20	MJT01 (MJT ENTERPRISES, INC.)		1,867.76	.00	1,867.76	Automatic Generated Check
	031433	08/12/20	MOU02 (MOUNTAIN DEMOCRAT)		175.00	.00	175.00	Automatic Generated Check
	031434	08/12/20	PAC02 (PACIFIC GAS & ELECTRIC)		27,277.15	.00	27,277.15	Automatic Generated Check
	031435	08/12/20	PAC06 (PACE SUPPLY 23714-00)		9,100.16	.00	9,100.16	Automatic Generated Check
	031436	08/12/20	POW01 (POWERNET GLOBAL COMM.)		180.63	.00	180.63	Automatic Generated Check
	031437	08/12/20	PRO04 (PAUL FUNK)		265.00	.00	265.00	Automatic Generated Check
	031438	08/12/20	RIE01 (RIEBES AUTO PARTS, LLC)		16.15	.00	16.15	Automatic Generated Check
	031439	08/12/20	TYL02 (TYLER TECHNOLOGIES, INC)		600.00	.00	600.00	Automatic Generated Check
	031440	08/12/20	UNI06 (UNITEDHEALTHCARE INSURANCE CO)		166.50	.00	166.50	Automatic Generated Check
	031441	08/12/20	USB05 (U.S. BANK CORPORATE PAYMENT SYSTEM2		280.68	.00	2,280.68	Automatic Generated Check
	031442	08/12/20	USB06 (U.S. BANK EQUIPMENT FINANCE)		294.92	.00	294.92	Automatic Generated Check
	031443	08/19/20	GLO03 (GLORIA R. OMANIA)		2,081.25	.00	2,081.25	Automatic Generated Check
	031444	08/19/20	RIC07 (RICKLY HYDROLOGICAL COMPANY, INC)		6,687.00	.00	6,687.00	Automatic Generated Check
	031445	08/27/20	AAR01 (AARP MEDICAREX SAVER PLUS, PDP)		30.80	.00	30.80	Automatic Generated Check
	031446	08/27/20	ADT01 (ADT SECURITY SERVICES)		51.99	.00	51.99	Automatic Generated Check
	031447	08/27/20	APL01 (AMERICAN FAMILY LIFE INS)		1,495.68	.00	1,495.68	Automatic Generated Check
	031448	08/27/20	ALL01 (ALLEN KRAUSE)		669.82	.00	669.82	Automatic Generated Check
	031449	08/27/20	ANA01 (ANALYTICAL SERVICES, INC)		1,550.00	.00	1,550.00	Automatic Generated Check
	031450	08/27/20	ANS01 (ANSWERING SPECIALISTS INC)		79.95	.00	79.95	Automatic Generated Check
	031451	08/27/20	ARA01 (ARAMARK)		262.52	.00	262.52	Automatic Generated Check
	031452	08/27/20	ATT02 (AT&T)		1,995.34	.00	1,995.34	Automatic Generated Check
	031453	08/27/20	ATT03 (AT&T LONG DISTANCE)		64.06	.00	64.06	Automatic Generated Check

REPORT.: Oct 07 20 Wednesday
 RUN...: Oct 07 20 Time: 14:38
 Run By.: Christina Cross

Georgetown Divide PUD
 Month End Cash Disbursements Report
 Report for 08-20 BANK ACCOUNT 1000

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

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
08-20	031454	08/27/20	ATT04 (AT&T)		73.85	.00	73.85	Automatic Generated Check
	031455	08/27/20	AWW01 (AMERICAN WATER WORKS ASSN)		445.00	.00	445.00	Automatic Generated Check
	031456	08/27/20	BEC01 (STEPHANIE BECK)		118.86	.00	118.86	Automatic Generated Check
	031457	08/27/20	BEN04 (BENNETT ENGINEERING SERVICES)		3,614.34	.00	3,614.34	Automatic Generated Check
	031458	08/27/20	BLU01 (ANTHEM BLUE CROSS)		2,080.35	.00	2,080.35	Automatic Generated Check
	031459	08/27/20	BLU06 (BLUE SHIELD OF CALIFORNIA)		705.00	.00	705.00	Automatic Generated Check
	031460	08/27/20	CAN02 (BRIAN CANN)		198.40	.00	198.40	Automatic Generated Check
	031461	08/27/20	CHA03 (MICHAEL CHAIDEZ)		96.50	.00	96.50	Automatic Generated Check
	031462	08/27/20	CWS01 (CORBIN WILLITS SYS. INC.)		596.35	.00	596.35	Automatic Generated Check
	031463	08/27/20	EDC01 (EL DORADO COUNTY TRANSPORTATION DIVISION)		653.60	.00	653.60	Automatic Generated Check
	031464	08/27/20	FED01 (FED EX)		146.97	.00	146.97	Automatic Generated Check
	031465	08/27/20	GAR02 (GARDEN VALLEY FEED & HDW.)		36.33	.00	36.33	Automatic Generated Check
	031466	08/27/20	GEO01 (GEORGETOWN ACE HDW)		61.24	.00	61.24	Automatic Generated Check
	031467	08/27/20	GEO04 (DIVIDE SUPPLY ACE HARDWARE)		183.28	.00	183.28	Automatic Generated Check
	031468	08/27/20	GRA01 (GRAINGER, INC.)		381.60	.00	381.60	Automatic Generated Check
	031469	08/27/20	HOL03 (HOLT OF CALIFORNIA)		2,673.05	.00	2,673.05	Automatic Generated Check
	031470	08/27/20	INT05 (INTERWEST CONSULTING GROUP)		18,025.00	.00	18,025.00	Automatic Generated Check
	031471	08/27/20	IUO01 (IUOE, LOCAL 39)		370.43	.00	370.43	Automatic Generated Check
	031472	08/27/20	IUO02 (PEU LOCAL #1)		257.54	.00	257.54	Automatic Generated Check
	031473	08/27/20	KLA02 (CHRISTIAN KLAHN)		292.21	.00	292.21	Automatic Generated Check
	031474	08/27/20	MJT01 (MJT ENTERPRISES, INC.)		1,029.60	.00	1,029.60	Automatic Generated Check
	031475	08/27/20	NTU01 (NTU TECHNOLOGIES, INC.)		6,678.67	.00	6,678.67	Automatic Generated Check
	031476	08/27/20	PRE01 (PREMIER ACCESS INS CO)		3,260.05	.00	3,260.05	Automatic Generated Check
	031477	08/27/20	PRO04 (PAUL FUNK)		265.00	.00	265.00	Automatic Generated Check
	031478	08/27/20	SAU02 (MICHAEL SAUNDERS)		725.00	.00	725.00	Automatic Generated Check
	031479	08/27/20	SIE10 (SIERRA SAFETY)		234.28	.00	234.28	Automatic Generated Check
	031480	08/27/20	SWR03 (STATE WATER RESOURCES CONTROL BOARD)		90.00	.00	90.00	Automatic Generated Check
	031481	08/27/20	TIR01 (TIREHUB, LLC)		1,163.15	.00	1,163.15	Automatic Generated Check
	031482	08/27/20	TYL02 (TYLER TECHNOLOGIES, INC)		600.00	.00	600.00	Automatic Generated Check
	031483	08/27/20	USB05 (U.S. BANK CORPORATE PAYMENT SYSTEM)		6,561.58	.00	6,561.58	Automatic Generated Check
	031484	08/27/20	VER01 (VERIZON WIRELESS)		1,018.96	.00	1,018.96	Automatic Generated Check
	031485	08/27/20	WES08 (WESTERN HYDROLOGICS, LLP)		27,876.95	.00	27,876.95	Automatic Generated Check
	031486	08/27/20	WES09 (NATHAN THOMAS)		2,560.00	.00	2,560.00	Automatic Generated Check
Total for Bank Account 1000 ----->					240,621.06	.00	240,621.06	
Grand Total of all Bank Accounts ----->					240,621.06	.00	240,621.06	



AGENDA ITEM 5.B.1.

Attachment 3

SRF Cash Balances AUGUST 2020

Report Date: 10/07/20
 Run Date...: 10/07/20 13:50
 Run by.....: Christina Cross

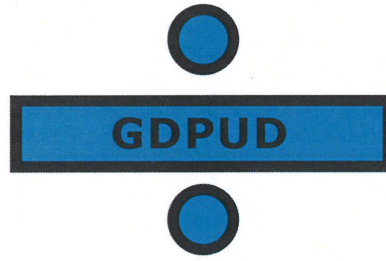
Georgetown Divide PUD
 G/L Trial Balance - Detail in the Order of FUND
 For All Accounts

Page.: 1
 ID # GLTB
 CTL.: GEO

With a Mask of 29* 1115* ****
 Beginning of.: August 1, 2020 (02-21) Thru Ending of.: August 31, 2020 (02-21)

G/L Account No	Ctr	Cal.	Fiscl	Date	Jrnl	Line	Description	Debit	Credit	
29	1115						STATE REV FUND SRF FISCAL AGENT ACCOUNTS			
							Balance August 1, 2020 (02-21)	46,597.64		
Aug 2020	02-2021	07/17/20	04-00	0012	Vendor WEL02 Invoice 08012020	Line 0001	AUGUST 2020 WALTON LAKE ANNUAL RESERVE	2,296.95		
							WELLS FARGO BANK			
Aug 2020	02-2021	10/07/20	00-00	0001	JULY 2020 ADDITIONAL INTEREST			.07		
Aug 2020	02-2021	10/07/20	00-00	0003	AUGUST 2020 INTEREST			.36		
** Budget not Applicable **										
							Activity ---->	2,297.38	.00	
							Balance August 31, 2020 (02-21)	48,895.02		
								REPORT TOTAL ---->	48,895.02	.00
								REPORT TOTAL for Detail Activity ---->	2,297.38	.00

Draft



CONSENT CALENDAR

ITEM 5.B.2.

Date...: Oct 7, 2020
Time...: 2:49 pm
Run by.: Christina Cross

Georgetown Divide PUD
BOARD CHECK REVIEW

Page: 1
List: BOAR
ID #: PYDMPH

Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
031487	09/14/20	ALL01	ALLEN KRAUSE	UNIT 35 OIL FILTER	103.48
Sub-Total: (1)					103.48
Sub-Count: 1					
031488	09/14/20	AME08	AMERICAN MESSAGING	TELECOMMUNICATIONS	39.11
Sub-Total: (1)					39.11
Sub-Count: 1					
031489	09/14/20	AND01	ANDERSON'S SIERRA PIPE CO	Mat. & Supp. T&D Treated W	2163.72
Sub-Total: (1)					2163.72
Sub-Count: 1					
031490	09/14/20	ARA01	ARAMARK	OFFICE SUPPLIES AND UNIFORM MAINTENANCE	9.18
031490	09/14/20	ARA01	ARAMARK	OFFICE SUPPLIES AND UNIFORM MAINTENANCE	19.69
031490	09/14/20	ARA01	ARAMARK	OFFICE SUPPLIES AND UNIFORM MAINTENANCE	7.88
031490	09/14/20	ARA01	ARAMARK	OFFICE SUPPLIES AND UNIFORM MAINTENANCE	24.94
031490	09/14/20	ARA01	ARAMARK	OFFICE SUPPLIES AND UNIFORM MAINTENANCE	3.94
031490	09/14/20	ARA01	ARAMARK	OFFICE SUPPLIES AND UNIFORM MAINTENANCE	65.63
031490	09/14/20	ARA01	ARAMARK	OFFICE SUPPLIES AND UNIFORM MAINTENANCE	9.18
031490	09/14/20	ARA01	ARAMARK	OFFICE SUPPLIES AND UNIFORM MAINTENANCE	9.18
031490	09/14/20	ARA01	ARAMARK	OFFICE SUPPLIES AND UNIFORM MAINTENANCE	19.69
031490	09/14/20	ARA01	ARAMARK	OFFICE SUPPLIES AND UNIFORM MAINTENANCE	7.88
031490	09/14/20	ARA01	ARAMARK	OFFICE SUPPLIES AND UNIFORM MAINTENANCE	24.94
031490	09/14/20	ARA01	ARAMARK	OFFICE SUPPLIES AND UNIFORM MAINTENANCE	3.94
031490	09/14/20	ARA01	ARAMARK	OFFICE SUPPLIES AND UNIFORM MAINTENANCE	65.63
Sub-Total: (1)					393.78
Sub-Count: 18					
031491	09/14/20	ATE01	A T.E.E.M. ELECTRICAL	WTP TROUBLESHOOTING	760.00
031491	09/14/20	ATE01	A T.E.E.M. ELECTRICAL	WTP TROUBLESHOOTING	760.00
Sub-Total: (1)					1520.00
Sub-Count: 2					

Date...: Oct 7, 2020
Time...: 2:49 pm
Run by.: Christina Cross

Georgetown Divide PUD
BOARD CHECK REVIEW

Page: 2
List: BOAR
ID #: PYDMPH

Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
031492	09/14/20	BEA01	BUTTE EQUIPMENT RENTALS	20 YRDS RIVER SAND FOR PIPE BEDDING	850.00
031492	09/14/20	BEA01	BUTTE EQUIPMENT RENTALS	ROAD BASE ROCK	520.00
Sub-Total: (1)					1370.00
Sub-Count: 2					
031493	09/14/20	CF002	Costa Fencing	ALT PRIVACY FENCING	2150.00
Sub-Total: (1)					2150.00
Sub-Count: 1					
031494	09/14/20	DWR01	DEPT. OF WATER RESOURCES	Government Req/ANNUAL DAM FEE FY 20/21	12228.00
031494	09/14/20	DWR01	DEPT. OF WATER RESOURCES	Government Req/ANNUAL DAM FEE FY 20/21	51170.00
031494	09/14/20	DWR01	DEPT. OF WATER RESOURCES	Government Reg- 1986 CA SAFE DRINKING WATER BOND	3414.87
031494	09/14/20	DWR01	DEPT. OF WATER RESOURCES	Government Reg- 1986 CA SAFE DRINKING WATER BOND	11982.86
Sub-Total: (1)					78795.73
Sub-Count: 4					
031495	09/14/20	EMC01	MESA ENERGY SYSTEMS, INC	ALT - TWO PUMPS	1087.00
Sub-Total: (1)					1087.00
Sub-Count: 1					
031496	09/14/20	GAR03	CINDY GARCIA	REIMBURSEMENT FOR ACWA SUMMER CONFERENCE	725.00
Sub-Total: (1)					725.00
Sub-Count: 1					
031497	09/14/20	GLO03	GLORIA R. OMANIA	CONTRACT SERVICES	1935.00
Sub-Total: (1)					1935.00
Sub-Count: 1					
031498	09/14/20	GOL03	GOLD COUNTRY MEDIA	PUBLICATION OF EMPLOYMENT	258.40
Sub-Total: (1)					258.40
Sub-Count: 1					
031499	09/14/20	HOM01	HOME DEPOT CREDIT SERVICE	SHOP AND SWTP	314.27

Date...: Oct 7, 2020
Time...: 2:49 pm
Run by.: Christina Cross

Georgetown Divide PUD
BOARD CHECK REVIEW

Page: 3
List: BOAR
ID #: PYDMPH

Check#	Check Date	Vend#	Vendor Name	Description	Check Amount

Sub-Total: (1)					
Sub-Count: 1					
031500	09/14/20	ICM02	ICMA-R.T.-457 (ee)	Payroll withholding-ICMA	1190.00

Sub-Total: (1)					
Sub-Count: 1					
031501	09/14/20	IUO01	IUOE, LOCAL 39	Union Dues Payable	372.15

Sub-Total: (1)					
Sub-Count: 1					
031502	09/14/20	IUO02	PEU LOCAL #1	LOCAL 1	278.86

Sub-Total: (1)					
Sub-Count: 1					
031503	09/14/20	POW01	POWERNET GLOBAL COMM.	Utilities	144.69

Sub-Total: (1)					
Sub-Count: 1					
031504	09/14/20	ROB01	DON ROBINSON	CUTBACK	1956.13

Sub-Total: (1)					
Sub-Count: 1					
031505	09/14/20	TIR01	TIREHUB, LLC	Veh. Maint.- UNIT 31	564.00
031505	09/14/20	TIR01	TIREHUB, LLC	Veh. Maint.- TIRES FOR VECTOR TRAILER	454.32
031505	09/14/20	TIR01	TIREHUB, LLC	Veh. Maint.- ZONE	578.76
031505	09/14/20	TIR01	TIREHUB, LLC	Veh. Maint - TRUCK 9	892.32

Sub-Total: (1)					
Sub-Count: 4					
031506	09/14/20	TYL02	TYLER TECHNOLOGIES, INC	FINANCIAL MANAGEMENT	850.00
031506	09/14/20	TYL02	TYLER TECHNOLOGIES, INC	FINANCIAL MANAGEMENT	225.00
031506	09/14/20	TYL02	TYLER TECHNOLOGIES, INC	FINANCIAL MANAGEMENT	225.00

Date...: Oct 7, 2020
Time...: 2:49 pm
Run by.: Christina Cross

Georgetown Divide PUD
BOARD CHECK REVIEW

Page: 4
List: BOAR
ID #: PYDMPH

Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
Sub-Total: (1)					1300.00
Sub-Count: 3					
031507	09/14/20	WES08	WESTERN HYDROLOGICS, LLP	PILOT CREEK GAGING	1918.20
031507	09/14/20	WES08	WESTERN HYDROLOGICS, LLP	WATER TRANSFER	5850.00
031507	09/14/20	WES08	WESTERN HYDROLOGICS, LLP	GAGING PROJECT	11417.57
Sub-Total: (1)					19185.77
Sub-Count: 3					
031508	09/14/20	\A003	ANDERSON, DAVID	MQ CUSTOMER REFUND FOR AND0064	86.63
Sub-Total: (1)					86.63
Sub-Count: 1					
031509	09/14/20	\G006	GILBERT, JASON/BECKY	GIL0020 REFUND	183.74
Sub-Total: (1)					183.74
Sub-Count: 1					
031510	09/14/20	\I002	IBBS, KEN/HSIU-LING	MQ CUSTOMER REFUND FOR IBB0001	68.27
Sub-Total: (1)					68.27
Sub-Count: 1					
031511	09/14/20	\M002	MELANCON, CONRAD	MQ CUSTOMER REFUND FOR MEL0027	102.55
Sub-Total: (1)					102.55
Sub-Count: 1					
031512	09/14/20	\R005	ROBINSON, MARK/KATHI	MQ CUSTOMER REFUND FOR ROB0033	104.03
Sub-Total: (1)					104.03
Sub-Count: 1					
031513	09/14/20	\R012	ROEDIGER, RANDY/PHYLLIS	MQ CUSTOMER REFUND FOR ROE0010	25.00
Sub-Total: (1)					25.00
Sub-Count: 1					

Date...: Oct 7, 2020
Time...: 2:49 pm
Run by.: Christina Cross

Georgetown Divide PUD
BOARD CHECK REVIEW

Page: 5
List: BOAR
ID #: PYDMPH

Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
031514	09/14/20	\S012	SCHAMBERG, SUZY & ROBERT	MQ CUSTOMER REFUND FOR SCH0013	137.96
Sub-Total: (1)					137.96
Sub-Count: 1					
031515	09/14/20	\W007	WAREHAM, ERIK & SANDRA	MQ CUSTOMER REFUND FOR WAR0022	260.00
Sub-Total: (1)					260.00
Sub-Count: 1					
031516	09/23/20	AAR01	AARP MEDICARERX SAVER PLUS, PD OCT 2020 M DAVIS		30.80
Sub-Total: (1)					30.80
Sub-Count: 1					
031517	09/23/20	ADT01	ADT SECURITY SERVICES	SECURITY / BALDERSTON	44.48
031517	09/23/20	ADT01	ADT SECURITY SERVICES	SECURITY - MAIN STREET	169.08
Sub-Total: (1)					213.56
Sub-Count: 2					
031518	09/23/20	AFL01	AMERICAN FAMILY LIFE INS	Insurance - H&L	1495.68
Sub-Total: (1)					1495.68
Sub-Count: 1					
031519	09/23/20	ALL01	ALLEN KRAUSE	UNIT 2 / OIL CHANGE REPLACE AIR FILTER	78.39
031519	09/23/20	ALL01	ALLEN KRAUSE	UNIT 9 / OIL FILTER / MOUNT AND BALANCE	174.39
Sub-Total: (1)					252.78
Sub-Count: 2					
031520	09/23/20	ANS01	ANSWERING SPECIALISTS INC	Outside Serv Customer Acc	79.97
Sub-Total: (1)					79.97
Sub-Count: 1					
031521	09/23/20	ARA01	ARAMARK	OFFICE SUPPLIES AND UNIFORM CLEANING	9.18
031521	09/23/20	ARA01	ARAMARK	OFFICE SUPPLIES AND UNIFORM CLEANING	19.69
031521	09/23/20	ARA01	ARAMARK	OFFICE SUPPLIES AND UNIFORM CLEANING	7.88

Date...: Oct 7, 2020
Time...: 2:49 pm
Run by.: Christina Cross

Georgetown Divide PUD
BOARD CHECK REVIEW

Page: 6
List: BOAR
ID #: PYDMPH

Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
031521	09/23/20	ARA01	ARAMARK	OFFICE SUPPLIES AND UNIFORM CLEANING	24.94
031521	09/23/20	ARA01	ARAMARK	OFFICE SUPPLIES AND UNIFORM CLEANING	3.94
031521	09/23/20	ARA01	ARAMARK	OFFICE SUPPLIES AND UNIFORM CLEANING	65.63
Sub-Total: (1)					131.26
Sub-Count: 6					
031522	09/23/20	ATT02	AT&T	TELECOMMUNICATIONS 7252	67.07
031522	09/23/20	ATT02	AT&T	TELECOMMUNICATIONS 7957	67.07
Sub-Total: (1)					134.14
Sub-Count: 2					
031523	09/23/20	ATT03	AT&T LONG DISTANCE	TELECOMMUNICATIONS/LONG DISTANCE	64.06
Sub-Total: (1)					64.06
Sub-Count: 1					
031524	09/23/20	ATT04	AT&T	Utilities	83.10
Sub-Total: (1)					83.10
Sub-Count: 1					
031525	09/23/20	BAR07	BARBOUR, CHRIS	CONTINUED EDUCATION - TREATMENT PLANT CLASS	912.00
Sub-Total: (1)					912.00
Sub-Count: 1					
031526	09/23/20	BLU01	ANTHEM BLUE CROSS	Prepaid Expenses - Health - M. FRICK	1375.20
Sub-Total: (1)					1375.20
Sub-Count: 1					
031527	09/23/20	CLS01	CLS LABS	Government Reg	45.00
031527	09/23/20	CLS01	CLS LABS	Government Reg	40.00
031527	09/23/20	CLS01	CLS LABS	Government Reg	80.00
031527	09/23/20	CLS01	CLS LABS	Government Reg	45.00
031527	09/23/20	CLS01	CLS LABS	Government Reg	45.00
031527	09/23/20	CLS01	CLS LABS	Government Reg	45.00
031527	09/23/20	CLS01	CLS LABS	Government Reg	404.00
031527	09/23/20	CLS01	CLS LABS	Government Reg	45.00
031527	09/23/20	CLS01	CLS LABS	Government Reg	45.00

Date...: Oct 7, 2020
Time...: 2:49 pm
Run by.: Christina Cross

Georgetown Divide PUD
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Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
031527	09/23/20	CLS01	CLS LABS	Government Reg	80.00
031527	09/23/20	CLS01	CLS LABS	Government Reg	45.00
Sub-Total: (1)					874.00
Sub-Count: 10					
031528	09/23/20	COA01	COASTLAND CIVIL ENGINEERING	WALTON FILTER/ROOF REPAIR/PUMP STATION REPLACEMENT	105.00
031528	09/23/20	COA01	COASTLAND CIVIL ENGINEERING	WALTON FILTER/ROOF REPAIR/PUMP STATION REPLACEMENT	2716.25
031528	09/23/20	COA01	COASTLAND CIVIL ENGINEERING	WALTON FILTER/ROOF REPAIR/PUMP STATION REPLACEMENT	3951.25
Sub-Total: (1)					6772.50
Sub-Count: 3					
031529	09/23/20	CWS01	CORBIN WILLITS SYS. INC.	MONTHLY SERVICE OCTOBER	596.35
Sub-Total: (1)					596.35
Sub-Count: 1					
031530	09/23/20	DIV05	PLACERVILLE AUTO PARTS, INC	WALTON GENERATOR SUPPLIES	316.45
Sub-Total: (1)					316.45
Sub-Count: 1					
031531	09/23/20	DMI01	DENNIS M. IRVIN	BACKFLOW TEST FOR WATER TREATMENT PLANT	70.00
Sub-Total: (1)					70.00
Sub-Count: 1					
031532	09/23/20	EID01	EIDE BAILLY LLP	Outside Services / August 2020	4888.50
Sub-Total: (1)					4888.50
Sub-Count: 1					
031533	09/23/20	ELD16	EL DORADO DISPOSAL SERVICE	MAIN STREET	120.26
031533	09/23/20	ELD16	EL DORADO DISPOSAL SERVICE	SWEETWATER	120.26
031533	09/23/20	ELD16	EL DORADO DISPOSAL SERVICE	BALDERSTON	120.26
Sub-Total: (1)					360.78
Sub-Count: 3					

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Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
031534	09/23/20	EN201	EN2 RESOURCES, INC	PROFESSIONAL SERVICES METER REPLACEMENT PROJECT	3635.00
Sub-Total: (1)					3635.00
Sub-Count: 1					
031535	09/23/20	FED01	FED EX	RICKY HYDROLOGICAL CO	50.79
Sub-Total: (1)					50.79
Sub-Count: 1					
031536	09/23/20	GEO01	GEORGETOWN ACE HDW	SPRAY PAINT, SELANT	31.60
031536	09/23/20	GEO01	GEORGETOWN ACE HDW	CLEVIS UTILITY	17.12
031536	09/23/20	GEO01	GEORGETOWN ACE HDW	THREAD AND HEX NUT	32.78
031536	09/23/20	GEO01	GEORGETOWN ACE HDW	SLIP TO THREAD	16.06
Sub-Total: (1)					97.56
Sub-Count: 4					
031537	09/23/20	GEO04	DIVIDE SUPPLY ACE HARDWARE	SUPPLIES	32.05
031537	09/23/20	GEO04	DIVIDE SUPPLY ACE HARDWARE	DOUGLAS FIR, SILICONE, HARDWARE	61.15
031537	09/23/20	GEO04	DIVIDE SUPPLY ACE HARDWARE	FRONT OFFICE AND TRH. 30 WHEELS	37.91
031537	09/23/20	GEO04	DIVIDE SUPPLY ACE HARDWARE	PAINT	6.42
031537	09/23/20	GEO04	DIVIDE SUPPLY ACE HARDWARE	GARDEN HOSE	77.20
Sub-Total: (1)					214.73
Sub-Count: 5					
031538	09/23/20	ICM02	ICMA-R.T.-457 (ee)	Payroll withholding-ICMA	1190.00
Sub-Total: (1)					1190.00
Sub-Count: 1					
031539	09/23/20	INT05	INTERWEST CONSULTING GROUP	INTERIM GM PROFESSIONAL SERVICES AUGUST 2020	20100.00
Sub-Total: (1)					20100.00
Sub-Count: 1					
031540	09/23/20	IUO01	IUOE, LOCAL 39	Union Dues Payable	374.52
Sub-Total: (1)					374.52
Sub-Count: 1					

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Georgetown Divide PUD
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Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
031541	09/23/20	IU002	PEU LOCAL #1	LOCAL 1 UNION DUES	278.86
Sub-Total: (1)					278.86
Sub-Count: 1					
031542	09/23/20	MAD01	KYLE MADISON	UNIFORM PANTS	30.74
031542	09/23/20	MAD01	KYLE MADISON	UNIFORM PANTS	30.74
031542	09/23/20	MAD01	KYLE MADISON	UNIFORM PANTS	30.73
Sub-Total: (1)					92.21
Sub-Count: 3					
031543	09/23/20	MED01	MEDICAL EYE SERVICES	Insurance - H&L	24.36
031543	09/23/20	MED01	MEDICAL EYE SERVICES	Insurance - H&L	52.47
031543	09/23/20	MED01	MEDICAL EYE SERVICES	Insurance - H&L	18.74
031543	09/23/20	MED01	MEDICAL EYE SERVICES	Insurance - H&L	52.47
031543	09/23/20	MED01	MEDICAL EYE SERVICES	Insurance - H&L	18.74
031543	09/23/20	MED01	MEDICAL EYE SERVICES	Insurance - H&L	194.86
031543	09/23/20	MED01	MEDICAL EYE SERVICES	Insurance - H&L	18.74
Sub-Total: (1)					380.38
Sub-Count: 7					
031544	09/23/20	MOB01	MOBILE MINI, LLC-CA	STORAGE RENTAL	225.73
031544	09/23/20	MOB01	MOBILE MINI, LLC-CA	STORAGE RENTAL	225.73
Sub-Total: (1)					451.46
Sub-Count: 2					
031545	09/23/20	PAC02	PACIFIC GAS & ELECTRIC	Utilities	21928.26
031545	09/23/20	PAC02	PACIFIC GAS & ELECTRIC	Utilities	982.49
031545	09/23/20	PAC02	PACIFIC GAS & ELECTRIC	Utilities	1878.61
031545	09/23/20	PAC02	PACIFIC GAS & ELECTRIC	Utilities	1328.66
Sub-Total: (1)					26118.02
Sub-Count: 4					
031546	09/23/20	PAC06	PACE SUPPLY 23714-00	SAW TOOL	212.36
031546	09/23/20	PAC06	PACE SUPPLY 23714-00	LITIUM-ION BATTERY	365.51
031546	09/23/20	PAC06	PACE SUPPLY 23714-00	WORK LIGHT ROTATING HEAD	53.20
031546	09/23/20	PAC06	PACE SUPPLY 23714-00	HIGH DEMAND 9.0 BATTERY PACK	436.72
031546	09/23/20	PAC06	PACE SUPPLY 23714-00	TRENCH SHOVEL W FIBERGLASS	793.54

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Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
Sub-Total: (1)					1861.33
Sub-Count: 5					
031547	09/23/20	PRE01	PREMIER ACCESS INS CO	Insurance - H&L	142.84
031547	09/23/20	PRE01	PREMIER ACCESS INS CO	Insurance - H&L	326.51
031547	09/23/20	PRE01	PREMIER ACCESS INS CO	Insurance - H&L	122.44
031547	09/23/20	PRE01	PREMIER ACCESS INS CO	Insurance - H&L	326.51
031547	09/23/20	PRE01	PREMIER ACCESS INS CO	Insurance - H&L	122.44
031547	09/23/20	PRE01	PREMIER ACCESS INS CO	Insurance - H&L	2096.87
031547	09/23/20	PRE01	PREMIER ACCESS INS CO	Insurance - H&L	122.44
Sub-Total: (1)					3260.05
Sub-Count: 7					
031548	09/23/20	PRO04	PAUL FUNK	CLEANING SERVICES SEPTEMBER 2020	265.00
Sub-Total: (1)					265.00
Sub-Count: 1					
031549	09/23/20	SOU02	SOUTHLAND WATER TECHNOLOGIES,	PARSHALL FLUME, GALVANIZED STEEL / STUMPY MEADOWS	11339.53
Sub-Total: (1)					11339.53
Sub-Count: 1					
031550	09/23/20	USB05	U.S. BANK CORPORATE PAYMENT SY	MATERIALS AND SUPPLIES FOR OFFICE AND MAINTENANCE	12.55
031550	09/23/20	USB05	U.S. BANK CORPORATE PAYMENT SY	MATERIALS AND SUPPLIES FOR OFFICE AND MAINTENANCE	176.95
031550	09/23/20	USB05	U.S. BANK CORPORATE PAYMENT SY	MATERIALS AND SUPPLIES FOR OFFICE AND MAINTENANCE	36.00
031550	09/23/20	USB05	U.S. BANK CORPORATE PAYMENT SY	MATERIALS AND SUPPLIES FOR OFFICE AND MAINTENANCE	88.00
031550	09/23/20	USB05	U.S. BANK CORPORATE PAYMENT SY	MATERIALS AND SUPPLIES FOR OFFICE AND MAINTENANCE	66.00
031550	09/23/20	USB05	U.S. BANK CORPORATE PAYMENT SY	MATERIALS AND SUPPLIES FOR OFFICE AND MAINTENANCE	51.99
031550	09/23/20	USB05	U.S. BANK CORPORATE PAYMENT SY	MATERIALS AND SUPPLIES FOR OFFICE AND MAINTENANCE	670.30
031550	09/23/20	USB05	U.S. BANK CORPORATE PAYMENT SY	MATERIALS AND SUPPLIES FOR OFFICE AND MAINTENANCE	616.25
031550	09/23/20	USB05	U.S. BANK CORPORATE PAYMENT SY	MATERIALS AND SUPPLIES FOR OFFICE AND MAINTENANCE	17.99
031550	09/23/20	USB05	U.S. BANK CORPORATE PAYMENT SY	MATERIALS AND SUPPLIES FOR OFFICE AND MAINTENANCE	1809.70
031550	09/23/20	USB05	U.S. BANK CORPORATE PAYMENT SY	MATERIALS AND SUPPLIES FOR OFFICE AND MAINTENANCE	603.23
Sub-Total: (1)					4148.96
Sub-Count: 11					
031551	09/23/20	USB06	U.S. BANK EQUIPMENT FINANCE	CONTRACT PAYMENT	387.29
Sub-Total: (1)					387.29

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Sub-Count: 1					
031552	09/23/20	VER01	VERIZON WIRELESS	Utilities/TELECOMMUNICATIONS	39.02

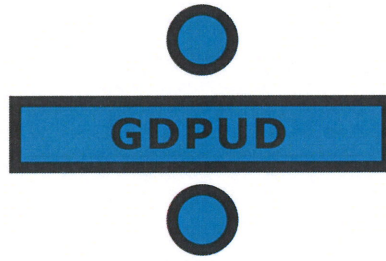
Sub-Total: (1)					39.02
Sub-Count: 1					
031553	09/23/20	WAL02	WALKER'S OFFICE SUPPLY	Office Supplies	90.67
031553	09/23/20	WAL02	WALKER'S OFFICE SUPPLY	Office Supplies	494.92
031553	09/23/20	WAL02	WALKER'S OFFICE SUPPLY	Office Supplies	356.45

Sub-Total: (1)					942.04
Sub-Count: 3					
031554	09/23/20	WEL02	WELLS FARGO BANK	SEPTEMBER 2020 WALTON LAKE ANNUAL RESERVE	2296.95
031554	09/23/20	WEL02	WELLS FARGO BANK	OCTOBER 2020 WALTON LAKE ANNUAL RESERVE	2296.95

Sub-Total: (1)					4593.90
Sub-Count: 2					

Grn-Total:					217212.45
Ttl-Count: 160					

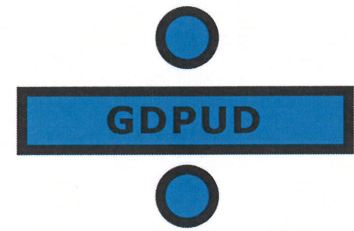
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INFORMATIONAL ITEMS

ITEM 6.B.

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF SEPTEMBER 15th, 2020
AGENDA ITEM NO. 6.B.**



AGENDA SECTION: STAFF REPORT - GENERAL MANAGER

SUBJECT: General Managers Monthly report, September 3rd – October 7th, 2020

PREPARED BY: Jeff Nelson, Interim General Manager

APPROVED BY: Jeff Nelson, Interim General Manager

BACKGROUND

General Manager's Report for the subject period.

SUMMARY OF ACTIVITIES

Temporary Water Transfer – The District completed the Temporary Water Transfer on Wednesday, September 23rd. We successfully transferred 2,000 acre feet of water. Stumpy Meadows is at about 66% capacity; the 52 year average for Stumpy Meadows at this time of year is 72% of capacity. The District will receive additional net income of approximately \$620,000 from this water transfer, which equates to about 12% of our annual revenue. These funds will be added to the District's Capital Improvement reserve fund. Staff did a great job in successfully completing the District's first ever temporary waters transfer. Adam Brown, Water Resources Manager will provide additional information as part of his staff report.

Irrigation Season – the 2020 irrigation season officially ended on September 30th, 2020. The District sold approximately 4,000 acre feet to irrigation customers in 2020.

WaterSMARTs grant – our application for a WaterSMARTs grant to help offset the costs of our water meter upgrade program was submitted to the Bureau of Reclamation. The amount of our grant request was for \$500,000. We expected to hear back on our application in early 2021. Adam will provide more detail during his staff report.

Property Tax Revenue – the District received a request for information from the El Dorado County Chief Administrative Office regarding how our property tax revenue is being used as well as other questions. The questions and our responses are attached.

MOU Local 39 – I have initiated discussions with the Local 39 representative (Chuck Thiel) in the opening in the Collective Bargaining Agreement between Georgetown Divide and the International Union of Operating Engineers, Stationary Engineers, Local 39". We expect to begin discussion later this month. The current MOU expires on November 30th. I am coordinating with the Board President, legal counsel.

COVID 19 update: the District has completed the construction of a protective wall with a service window in the front lobby. We are still working on a new electronic door lock system and adding other features, before we are able to re-open the front lobby to the public. We do not yet have a timetable for the reopening of the lobby to the public. This project does not address crowding issues associated with the Board room; Board meetings will continue to be held via teleconference (Zoom) until further notice. We have installed new cameras and upgraded our video surveillance system. District staff have also rearranged the front office to allow better social distancing for office staff.



The view into the office from inside the front door.



The view facing to the right from the front door.



View facing the front door from inside the office



View facing the main office area walking inside from the front door.

Telephone system – Staff are working on upgrading the telephone system to make it easier for our customers to reach the appropriate person depending on their questions. This should be complete in the next few weeks.

Attachments

1 – Email from the El Dorado County Chief Administrative Office regarding District tax allocation.

Kelly Molloy

From: Kelly Molloy
Sent: Monday, October 5, 2020 9:49 AM
To: Cynthia Garcia
Cc: General Manager; David Souza
Subject: Property Tax Allocation

Dear Director Garcia,

At the September Board meeting you requested a copy of the email generated by the El Dorado County Chief Administrative Office regarding property tax allocation.

The email from El Dorado County, and the response from the District are enclosed below.

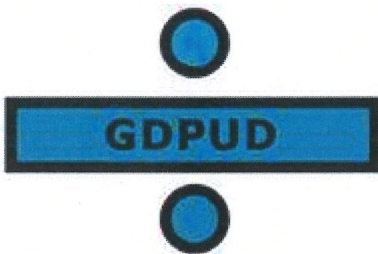
If you need anything further, please let me know.

Thank you,

Kelly

Kelly K Molloy

Georgetown Divide Public Utility District
Board Clerk / Administrative Aide II
6425 Main Street, Georgetown, CA 95634
Phone: (530) 333-4356
kmolloy@gd-pud.org



On Tue, Sep 15, 2020 at 2:01 PM Christina Cross <ccross@gd-pud.org> wrote:

Jennifer,

Please see my responses below in red. Please let me know if there are any other questions.

Thank you,

Christina Cross

From: Jennifer Franich <jennifer.franich@edcgov.us>

Sent: Tuesday, September 1, 2020 4:48 PM

To: Christina Cross <ccross@gd-pud.org>

Subject: Re: Property tax info

Hi Christina,

Thank you for reaching out. I called and left a message last week, but didn't send an email. Here are the questions I am hoping you can answer:

1. What amount of funding do you receive each year from property taxes? A 3 or 5 year history of this total would be helpful. What percentage of total revenue does this represent?

16/17 \$1,524,159 17/18 \$1,577,792 18/19 \$1,657,978 19/20 \$1,708,459

The amount of revenue that we receive for property taxes is approx 45% of our total revenue.

2. What are these funds used for?

1. Water operating expenditures
2. Water debt service expenditures
3. Water capital outlay expenditures

3. What fees do you charge, what amount of funding comes from fees, and what portion of your revenue does this represent?

We charge fees for treated water, raw water, meter installation, construction water, and disconnection fees.

4. What fees or charges are you able to increase as service costs increase, and what increases are limited (subject to Prop 26, Prop 218, etc)?

Any increase in fees or charges would be subject to approval through the Prop 218 process.

5. If you were unable to cover costs, would you be able to decrease service levels, and what would happen if you could no longer provide sufficient services?

No. If we could not sustain the current treated water service, we would not be able to comply with our water supply permit from the DDW, nor meet fire flow demand

For a little background, I am asking these questions due to an upcoming Board item. The Board has asked that staff bring a policy for consideration that would limit the property tax allocation increment percentages for agencies that can charge for services when negotiating as part of annexation proposals. Here is the Board item: <https://eldorado.legistar.com/LegislationDetail.aspx?ID=4398053&GUID=AF652900-B369-41DD-851C-2B0C8E2EF364&Options=ID|Text|&Search=20-0028>.

Please give me a call if you have any questions. Thank you!

Jennifer Franich

Principal Management Analyst

County of El Dorado

Chief Administrative Office

330 Fair Lane

Placerville, CA 95667

(530) 621-7539

jennifer.franich@edcgov.us

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Thank you.

On Tue, Sep 1, 2020 at 1:41 PM Christina Cross <ccross@gd-pud.org> wrote:

Hello,

I received an email stating you were trying to contact the district with some questions regarding property tax revenue. I am not sure who it was you were reaching out to but would like to help you as well as help update your records to make sure that you are reaching staff currently with the district.

Please feel free to forward me the original email send to GDPUD with the information you are requesting.

Thank you,

Christina Cross

Management Analyst

Georgetown Divide Public Utility District

P.O. Box 4240

6425 Main Street

(530) 333-4356 x-103 Main

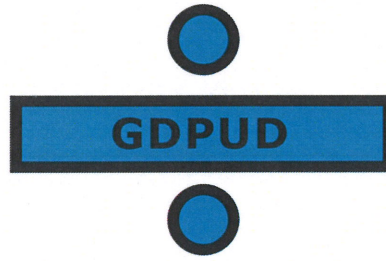
(530)317-8065 Cell

(530) 333-9442 Fax

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INFORMATIONAL ITEMS

ITEM 6.C.

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Operations Manager's Report for Srptember 2020

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

October 13, 2020, AGENDA ITEM #6.C.

Water Production for the Month of

August

Sweetwater Treatment Plant

32.509 million gallons
1,0838,633 gallons/day average

Walton Lake Water Treatment Plant

34.756 million gallons
1,158,533 gallons/day average

Water Quality Monitoring

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

- ✓ The treatment plants are in compliance with all drinking water standards,
- ✓ Distribution system monitoring results showed all samples absent/negative of any bacteriological contamination and indicate adequate levels of disinfection through the system.

Stumpy Meadows Volume (Acre-FT) August 15,976

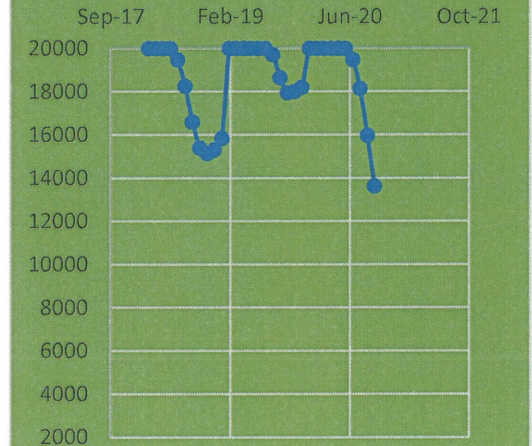
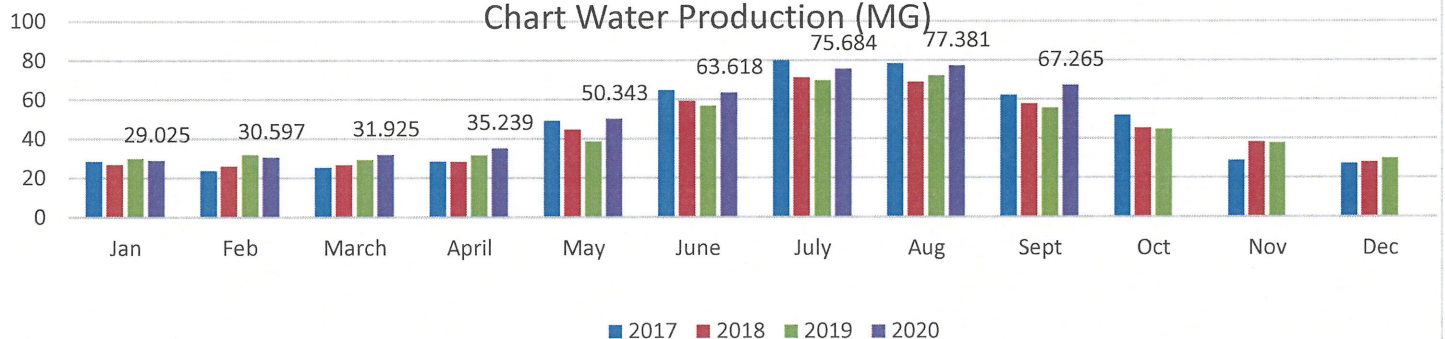


Chart Water Production (MG)



Summary of Field Work Activities

Operations Manager

Filter 3 rebuild at Walton Treatment Plant is starting on October 7.

Office and Corp Yard Roof repairs will begin on October 13.

Distribution Crew

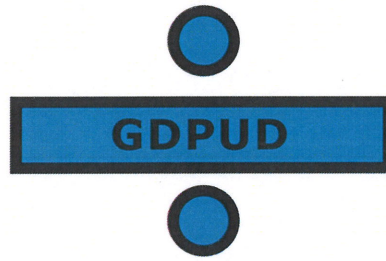
- ✓ Repaired leaks: 11 service leaks and 1 main leak
- ✓ Repair/replace meters: 0
- ✓ Installed new service: 2 treated
- ✓ After Hours Callouts: 25
- ✓ Exercised 4 valves

Maintenance Crew

- ✓ Ended Irrigation Season
- ✓ Clearing canals and sealing leaking areas
- ✓ Helping customers with their services
- ✓ Cleaned Grizzlies and waste gates

Georgetown Divide Public Utility District

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



INFORMATIONAL ITEMS

ITEM 6.D.

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Auburn Lake Trails Wastewater Management Zone Report for September 2020

Presented to the GDPUD Board of Directors

October 13, 2020

Zone activities are completed in accordance with California Regional Water Quality Control Board Central Valley Region, *Waste Discharge Requirements for Georgetown Divide Public Utility District Auburn Lake Trails On-Site Wastewater Disposal Zone Order No. R5-2002-0031*.

- **Community Disposal System (CDS) Lots - 137**
- **Individual Wastewater Disposal System Lots - 891**

Field Activities

✓ Routine Inspections:	79
✓ Property Transfer Processing:	12 Initial 18 Follow Up
✓ New Inspection	
○ Homeowner	1
○ Construction	0
○ Plan Review	1
○ Watertight Test	3
✓ Weekly CDS Operational	5
○ New Wastewater System	0
○ New CDS Tank	0
○ New Pump Tank	891

Reporting

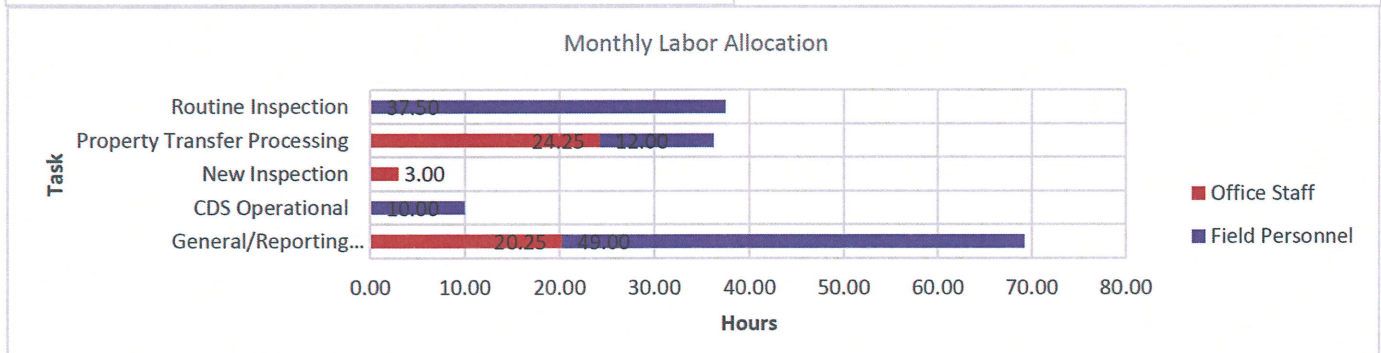
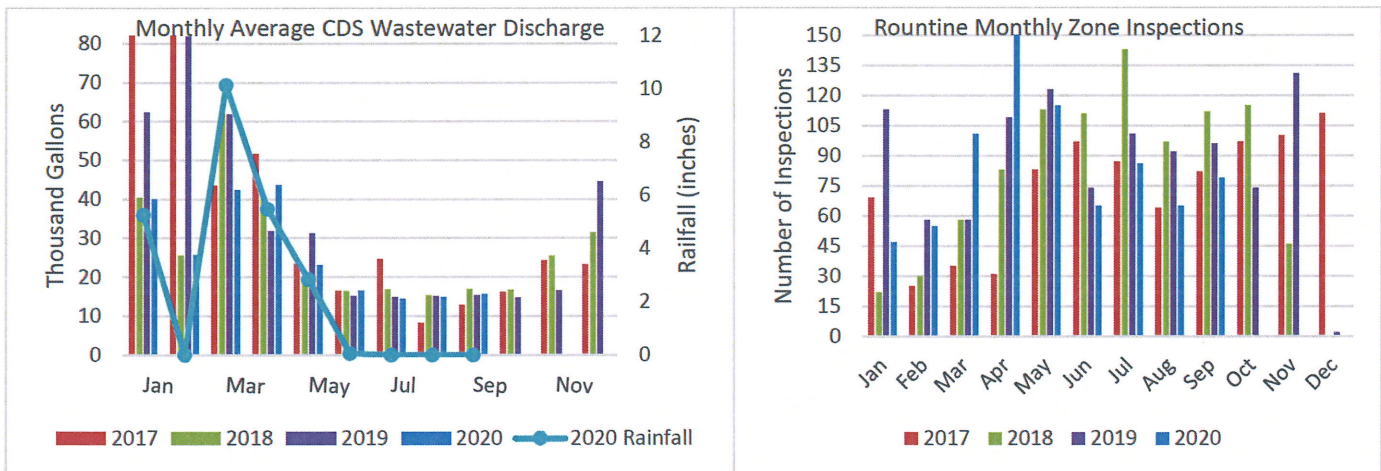
The monthly Sanitary Sewer Overflow (SSO) – *No Spill Certification* was submitted electronically to California Integrated Water Quality System (CIWQS) on October 1, 2020.

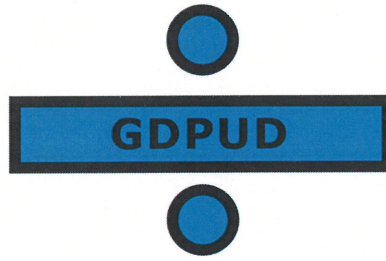
CDS – Wastewater Discharge

470,000 gallons / 15,666 gallon/day average

Rainfall

0 inches

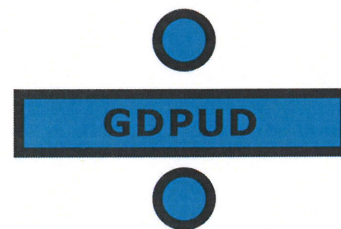




NEW BUSINESS

ITEM 8.A.

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF OCTOBER 13, 2020
AGENDA ITEM NO. 8.A.**



AGENDA SECTION: NEW BUSINESS

SUBJECT: Additional Leakage Consideration
Jackie Crowley
3741 Sweetwater Trail

PREPARED BY: Jeff Nelson, Interim General Manager

APPROVED BY: Jeff Nelson, Interim General Manager

BACKGROUND

Ms. Crowley owns the property located at 3741 Sweetwater Trail, located about ¼ of a mile from the ALT Water Treatment plant. Ms. Crowley had a tenant residing at 3741 Sweetwater Trail for the past ten years. The tenant vacated her property last spring. In May 2020, Ms. Crowley requested that the account be placed back in her name.

The first water bill Ms. Crowley received was for the May/June 2020 billing period, where 17,104 cubic feet of water was recorded as being used. Her July/August bill indicated 29,585 cubic feet of water were used. Her July/August 2020 bill was for the amount of \$884.80.

On, August 14, 2020, at Ms. Crowley's request, the District dispatched a Distribution Operator to her residence to turn her water off because she was repairing a leak. Our Distribution Operator told her she must have a leak, as her meter was running, yet she was not using any water. Seeing the residence was vacant, our Operator suggested she just leave the water off until she could hire someone to repair her leak. She told our Operator that she did not want to turn the water off as she regularly came to the house to water her cats. Ms. Crowley's water meter was located approximately 1,000 feet from her house, near the treatment plant.

On September 3, 2020, District staff decided to move Ms. Crowley's water meter, at no cost to Ms. Crowley, to right at the base of her driveway (about 200 feet from her house) at the water main in the street. The original pipeline leading to her house was then abandoned. The leak was no longer evident after the water meter was relocated, indicating that the leak was somewhere along the abandoned pipeline.

Ms. Crowley requested a leakage consideration on September 25, 2020, and District staff granted her the leakage consideration. The leakage consideration resulted in a \$229.42 reduction in her July/August billing, leaving a balance of \$655.38.

When staff called Ms. Crowley to let her know the consideration was awarded, she was disappointed with the amount of the consideration given and made a request to petition the Board for an additional consideration.

DISCUSSION

Ms. Crowley is still requesting additional leakage consideration for the July/August billing cycle.

FISCAL IMPACT

Ms. Crowley was given a leakage consideration of \$229.42, and was not charged the typical \$130 fee to move a meter.

CEQA ASSESSMENT

Not a CEQA Project.

RECOMMENDED ACTION

While District Staff feels the leakage consideration granted to Ms. Crowley is fair, District staff recommend the Board of Directors consider Ms. Crowley's request for an additional consideration.

ALTERNATIVES

Deny the request, or develop an alternative accommodation..

ATTACHMENTS

1. Leakage Consideration Policy
2. Information related to Ms. Crowley's leakage consideration

AGENDA ITEM 8.A.

Attachment 1

Leakage Consideration Policy

POLICY TITLE: **Leakage Consideration**

POLICY NUMBER: **1118**

1118.1 Background: In the 1980's, the Board enacted a leakage consideration policy. If a customer had a leak on their side of the meter due to broken pipes or other failures in the properties plumbing system and got it fixed promptly, they could qualify for an adjustment to their water bill. This is called a Leakage Consideration.

The policy was based on compassion for the customer, timely repair of the leak, and payment by the customer for the chemicals and energy to treat the water that was lost.

The customer is responsible for monitoring higher than expected usage. The District will do it's best to provide high usage phone calls to customers with seemingly abnormally high usage during meter reading. Customers must investigate higher than expected usage to determine if the usage was caused by a leak. Customers should promptly repair leaks.

1118.2 Eligibility: Only the legal homeowner of the property can request a leakage consideration. Rental tenants paying bills must contact the owner to have them request an adjustment from the District.

No leak adjustments will be granted for loss of water due to irrigation or pool failures.

No adjustments will be granted for loss of water due to leaking faucets or running toilets.

The customer's account must be in good standing at the time of the Leakage Consideration.

Adjustments are limited to the water usage portion of the bill only.

Only residential treated water customers are eligible for the leakage consideration. The adjustment does not apply to agricultural irrigation water accounts.

1118.3 Procedure: A leakage consideration is calculated by staff using the following provisions.

1118.3.1 Qualification for a consideration requires that the customer repair the leak promptly. Prompt repair is considered to be within ten calendar days of notification or when the leak was discovered.

1118.3.2 The adjustment is calculated by staff and shall be determined by the District based on comparison of "normal consumption" during the same billing period of the prior year the leak occurred. Staff shall use the immediate past year but may, at staff's sole discretion, consider other years if necessary to determine an appropriate historical usage

1118.3.3 The customer shall be responsible for payment of forty percent (40%) of the calculated water loss. Water consumption not subject to the water loss calculation shall be billed at the appropriate rate.

1118.4 Number of Adjustments: One adjustment for one billing cycle is granted for every three years of an active account status. If a leak persists over more than one billing cycle, the customer shall only receive relief for excess water usage that occurred during one billing cycle. The leakage consideration may be extended to two billing cycles at the discretion of General Manager or designee, if it can be documented that the leak started within the last ten (10) calendar days of the billing cycle.

1118.4.1 If a property transfers ownership, considerations requested by the previous owner do not apply.

1118.5 Authorization. All adjustment decisions from the General Manager and/ or their designee are final. A customer may appeal the decision of the General Manager within (10) working days from the date of the General Manager's decision. The customer's written appeal must describe in detail the basis for the appeal and explain why the adjustment should be granted. The General Manager will agendaize the appeal for a Board of Directors meeting within forty (40) days from the date the written appeal is received.

1118.6 Application. The customer must submit written request to the district office within 30 days from the billing date in which the loss occurred. For example, if the leak occurred in the billing cycle for service months July/August, the billing date would be September 1, and the deadline for adjustment submittal would be September 30. Applications submitted after the deadline will not be exempt from late penalties and may not be approved.

To receive an adjustment because of a leak, customer must fill out the designated form, or write a letter to GDPUD with the equivalent information.

In their description, customer must explain (1) how and when the leak occurred, (2) when it was repaired and (3) enclose or attach copies of proof of repair (such as a plumber's bill, parts receipt, photos of repair, etc.)

If the customer or others made the repair with parts on hand and have no receipts, customer must state that in their description.

Customer should include their account number, daytime phone number, and email so staff can contact them with questions.

1118.6 Submission. All adjustment requests must be submitted to the General Manager and/or designee for approval. Staff will contact the customer by phone call and/or writing either detailing the adjusted amount of their bill or denying the request.

AGENDA ITEM 8.A.

Attachment 2

Information related to Ms. Crowley's leakage consideration

LEAKAGE CONSIDERATION CALCULATION

Date: 9/25/2020
 Cust ID: HAN0050
 Route/Svce: 030/0030

Current Bill	
Base Charge	\$ 61.76
WTP Surcharge	\$ 30.16
ALT Zone Charge	\$ -
Late Fee	\$ -
Low Income Assistance	\$ 0.00
Water Usage	\$ 792.88 = (14075 cf x \$ 0.0255) See Note 1
Total Current Bill	\$ 884.80

Water Leakage	
Measured Water Usage	29585 cf JULY & AUG 20
Prior Year Water Usage	17104 cf MAY & JUNE 20
Leakage	12481 cf
Customer Responsibility (40%)	4992.4

Adjusted Bill	
Base Charge	\$ 61.76
WTP Surcharge	\$ 30.16
ALT Zone Charge	\$ -
Late Fee	\$ -
Low Income Assistance	\$ -
Water Usage	\$ 436.15 = (17104 cf x \$ 0.0255)
Leakage Charge	\$ 127.31 = (4992.4 cf x \$ 0.0255) See Note 2
Total Adjusted Bill	\$ 655.38

Leakage Consideration \$ (229.42) (Current Bill - Revised Bill - Buyback)

Note 1 - Current Water Usage Rate = \$ 0.0255
 Note 2 - Leakage Consideration Rate = \$ 0.0255

LEAKAGE CONSIDERATION APPROVAL

Total Leakage Consideration: \$ (229.42)
 Amount Customer Saved: \$ 229.42
TOTAL ADJUSTED BILL: \$655.38

DENIED:

Please Sign or Initial & Date

APPROVED:

Cross 9/25/2020

LEAKAGE CONSIDERATION PROCEDURE

RECEIPTS FOR FIX (circle one): Yes No

PHOTOS FOR FIX (circle one): Yes No

Date Received: 9/26/20

DATE COMPLETED

Letter:

Adjustment Date:

recent bill # 88320
 Jackie Crowley
 3741 Sweetwaters
 Trail
 Moving water
 to her property
 solved the problem.
 Contact Leake-Haz
 consideration.

Called/S

Date/Time: 09/09/00 15:1
Terminal: CON (T14)
Userid: administrator

931441

RE READ NOW THAT METER IS MOVED CS

0123456789012345678901234567890123456789012345678901234567890123456789

0	MQ-FM-CM GEO-Customer Master	0
1	VIEW/CHANGE RECORD	1
2	HAN0050	2
3		3
4	(01): CROWLEY, JACLYN	4
5	(02): 030/0030	5
6	(03): P.O. BOX 894	6
7	(04): 0300030	7
8	(05): COOL CA 95614	8
9	(06): (530)889-9023 (12): 05/01/20	9
10	(530)906-9023 (13): 08/31/20	10
11	(07): N (14): 08/31/20	11
12	(08): Y (15): / /	12
13	(09): / / (16): 07/27/20	13
14	(10): 0 (17): / /	14
15	(11):	15
16		16
17	.00 .00 884.80	17
18		18
19	.00 884.80 .00 .00 .00	19
20	Jun 01 2020 10:19 am (CHELS) Chelsea Anderson	20
21		21
22		22
23	Line or <F1> Option.....:	23
24		24

0123456789012345678901234567890123456789012345678901234567890123456789

Please Re-Read
meter moved about 10 days ago
last billing 29000 CF used.

9/10 - 945428 READ

Called c/m
9/11 about leak of

ASU

meter moved Sep. 3rd.

Date/Time: 08/14/CO 05
Terminal: CON (T14)
Userid: administrator

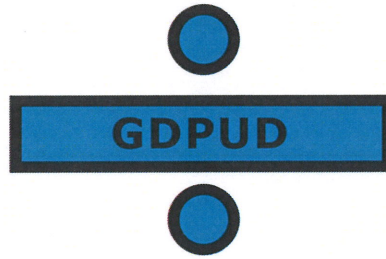
BREAK AT WATER PLANT METER BOX CS

0123456789012345678901234567890123456789012345678901234567890123456789

0	MQ-FM-CM GEO-Customer Master					0
1	VIEW/CHANGE RECORD					1
2	HAN0050					2
3						3
4	(01): CROWLEY, JACLYN					4
5	(02): 030/0030					5
6	(03): P.O. BOX 894					6
7	(04): 0300030					7
8	(05): COOL CA 95614					8
9	(06): (530)889-9023 (12): 05/01/20					9
10	(530)906-9023 (13): 06/30/20					10
11	(07): N (14): 06/30/20					11
12	(08): Y (15): / /					12
13	(09): / / (16): 07/27/20					13
14	(10): 0 (17): / /					14
15	(11):					15
16						16
17	.00 .00 .00 .00 .00					17
18						18
19	.00 .00 .00 .00 .00					19
20	Jun 01 2020 10:19 am (CHELS) Chelsea Anderson					20
21						21
22						22
23	Line or <F1> Option.....:					23
24						24

0123456789012345678901234567890123456789012345678901234567890123456789

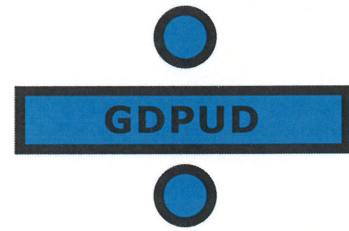
Jackie broke her line
working for new location
for meter move.
Jess (?) was there and
turned off her water.
she is repairing it.



NEW BUSINESS

ITEM 8.B.

REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF OCTOBER 13, 2020
AGENDA ITEM NO. 8.B.



AGENDA SECTION: NEW BUSINESS

SUBJECT: FINANCE COMMITTEE

PREPARED BY: Kelly Molloy, Board Clerk

APPROVED BY: Jeff Nelson, Interim General Manager

BACKGROUND

At the September 15, 2020 Board Meeting, Director Halpin requested to have a Board discussion about reestablishing a Finance Committee as an agenda item for the October, 2020 Regular Board meeting.

DISCUSSION

Director Halpin requested a Board level discussion regarding the elements/components to be used as a basis to create a Finance Committee Charter.

FISCAL IMPACT

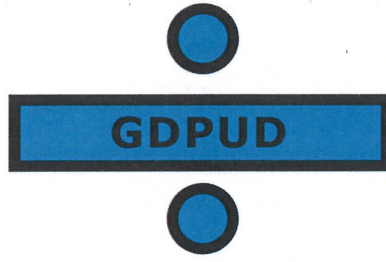
There is no anticipated Fiscal Impact.

CEQA ASSESSMENT

Not a CEQA Project.

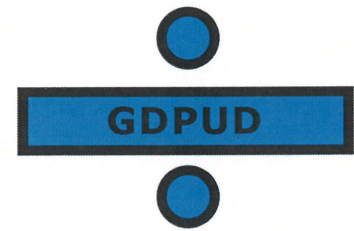
RECOMMENDED ACTION

Staff recommends the Board of Directors give Staff direction on this agenda item after the Board completes it's discussion.



NEW BUSINESS
ITEM 8.C.

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF October 13, 2020
AGENDA ITEM NO. 8.C.**



AGENDA SECTION: NEW BUSINESS

SUBJECT: DISTRICT POLICY MANUAL

PREPARED BY: Kelly Molloy, Board Clerk

APPROVED BY: Jeff Nelson, Interim General Manager

BACKGROUND

Currently, the District does not appear to have a formally adopted Policy Manual. At the request of Director Garcia, staff has prepared a DRAFT District Policy Manual for the Board to review.

DISCUSSION

Staff has created a comprehensive DRAFT District Policy Manual containing policies which have already been approved by the Board as well as additional policies for consideration by the Board. In addition to the policies already adopted by the Board, staff has identified additional policies for inclusion into the District's Policy Manual at a future Board meeting:

Policy Number 1060 – Records Retention

Policy Number 3000 – Investment Policy

Policy Number 3030 – Disposing of Surplus District Real Property, Vehicles and Large Equipment and Other Personal Property Policy

Policy Number 3040 – Recruitment and Hiring

In addition, January 9, 2019, the Board adopted Resolution 2018-07, which indicated the need to establish a policy for the Election of Officers. To date, this resolution has not been formalized into a District policy. Staff is requesting additional time to create a policy for this resolution.

Lastly, the Drought Contingency Plan is still being written, and has not been formally approved by the Board. Staff has left a place holder in the policy manual for a Drought Contingency Plan, once the plan is adopted.

FISCAL IMPACT

There is no fiscal impact.

CEQA ASSESSMENT

Not a CEQA Project

RECOMMENDED ACTION

Staff recommends the Board of Directors review the attached DRAFT District Policy Manual, and make recommendations to staff to develop a final Policy Manual for final review and approval by the Board at a future Board meeting. Staff would like to target the December 2020 Regular Board meeting for gaining the Board's approval of the Policy Manual.

ALTERNATIVES

Direct staff on a different course of action to what is proposed above.

ATTACHMENTS

1. Draft District Policy Manual

AGENDA ITEM 8.C.

Attachment 1

Draft District Policy Manual

Georgetown Divide Public Utility District
Policy Manual

Georgetown Divide Public Utility District Policy Manual

SERIES 1000 -- GENERAL

<u>POLICY #</u>	<u>POLICY TITLE</u>
1000	Policy Purpose.....
1001	Board Directorship.....
1010	Adoption / Amendment of Policies
1020	Conflict of Interest
1050	Public Records Act Requests
1060	Records Retention

SERIES 3000 -- ADMINISTRATION

<u>POLICY #</u>	<u>POLICY TITLE</u>
3000	Investment Policy.....
3010	Procurement Policy and Procedures
3020	Guidelines for Developing Board Position on Proposed Legislation.....
3030	Disposal of Surplus Property or Equipment
3040	Recruitment and Hiring.....
3050	Debt Management Policy.....
3060	Leakage Consideration.....
3070	Low Income Rate Assistance Program.....
3080	Reserve Policy and Procedures.....

SERIES 4000 -- BOARD OF DIRECTORS

<u>POLICY #</u>	<u>POLICY TITLE</u>
4020	Attendance at Meetings.....
4025	Expenditure Reimbursement.....
4030	Remuneration and Reimbursements.....
4035	Directors' Insurance.....
4040	Duties of the Board President.....
4045	Treasurer – Board Secretary.....
4048	Legal and Auditor
4050	Members of the Board of Directors
4070	Basis of Authority.....
4090	Training, Education and Conferences.....
4095	Ethics Training.....
4097	Filling of Vacancy(s) on the Board of Directors.....
4098	Social Media Policy.....

SERIES 5000 -- BOARD MEETINGS

<u>POLICY #</u>	<u>POLICY TITLE</u>
5000	Brown Act Compliance – Open Meeting Requirements.....
5010	Board Meetings.....
5020	Board Meeting Agenda.....
5030	Board Meeting Conduct.....
5040	Board Actions and Decisions
5050	Review of Administrative Decisions
5060	Minutes of Board Meetings.....
XXXX	Election of Officers.....

SERIES 8000 – WATER OPERATIONS

<u>POLICY #</u>	<u>POLICY TITLE</u>
XXXX	Drought Contingency Plan.....
8010	Discontinuation of Residential Water Service/Late Fees.....

POLICY TITLE: Purpose of Board Policies

POLICY NUMBER: 1000

1000.1 It is the intent of the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

1000.2 If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over GDPUD, said rules, regulations or legislation shall prevail.

POLICY TITLE: Board Directorship

POLICY NUMBER: 1001

1001.1 The Georgetown Divide Public Utility District Board members are responsible for setting policy which implements the mission of the District effectively:

- 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.

The quality and the cost effectiveness of District service are dependent upon success in building a team of employees who maintain a responsible public service oriented attitude.

The Board determines policy which implements responsible stewardship of water resources and the infrastructure serving the public.

POLICY TITLE: Adoption/Amendment of Policies

POLICY NUMBER: 1010

PURPOSE: Procedure to create/amend/adopt Policy for the District.

1010.1 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the General Manager. The proposed adoption or amendment shall be initiated by a Director or the General Manager submitting a written draft of the proposed new or amended policy to the Board Chairperson and the General Manager by way of the District office, and requesting that the item be included for consideration on the agenda of meeting of the Board of Directors.

1010.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a properly noticed meeting of the Board of Directors by a majority vote.

1010.3 Copies of the proposed new policy shall be included in the agenda information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ices) shall be made available to each Director and the public for review.

POLICY TITLE: Conflict of Interest

POLICY NUMBER: 1020

1020.1 Political Reform Act of 1974, Government Code §87300, et seq., requires state and local government agencies to adopt and promulgate conflict of interest code.
Reference Resolution no. 2012-16.

POLICY TITLE: Public Documents

POLICY NUMBER: 1050

PURPOSE:

Handling public requests for information to clarify the importance of Public Knowledge of District Activity.

1050.1 All requests shall be provided in writing and filed accordingly. Staff shall date/time stamp requests as received. Emailed requests shall be printed and hard copy filed accordingly.

Individuals requesting copies of public documents shall be charged a reasonable fee based upon the cost to produce the copy (\$.15 per sheet) to defray expense associated with the copying process. The documents shall be submitted electronically when most convenient deterring the cost to the public and district. This is the preferred method of document transfer whenever possible.

1050.2 Copies of the agendas and other writings (except for privileged documents) distributed to majority of the Board of Directors at open Board meeting shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting will be charged \$.15 per sheet. The copy charge may be levied at board meeting for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.

1050.3 All public documents presented for any Board meetings shall be posted on the Districts Website within one (1) day of Boards receipt of documents.

1050.4 All requests must be responded to within 10 days. In the event that the documents will not be within the District's ability to complete the request within the 10 days, a response to the requester with the time frame the documents will be made available.

1050.5 District non-compliance with any public request for information will not be tolerated by the District. Any employee inhibiting in any way, the response of public information shall have formal action taken with a written letter placed in their employee file, documented as non-compliance with District Policies. The General Manager is ultimately responsible for all responses with Public request, delegated or not.

POLICY TITLE: Records Retention

POLICY NUMBER: 1060

1060.1 The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and, ensure compliance with legal and regulatory requirements.

1060.2 Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

1060.3 The General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below, after consultation with the General Counsel.

1060.4 Pursuant to the provisions of Government Code §§ 60200 through 60203, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the District.

1060.4.1 Duplicate records, papers and documents may be destroyed at any time without Board authorization, advice of the General Counsel, or copying to photographic or electronic media.

1060.4.2 Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media except for permanent records of the District as defined in this policy.

1060.4.3 In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

1060.4.4 Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

1060.4.4.1 The record, paper or document is photographed, micro-photographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standard, or copied to an approved electronic media;

1060.4.4.2 The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,

Georgetown Divide Public Utility District | 2020 Policy Manual

1060.4.4.3 The photographs, micro-photographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

1060.4.5 Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:

1060.4.5.1 There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;

1060.4.5.2 There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;

1060.4.5.3 Said audit report or reports were prepared pursuant to procedures outlined in Government Code section 26909 and other State or Federal audit requirements, and that;

1060.4.5.4 Said audit or audits contain the expression of an unqualified opinion.

1060.4.6 Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time without Board authorization or consultation with the General Counsel:

1060.4.6.1 Duplicated (original-subject to aforementioned requirements).

1060.4.6.2 Rough drafts, notes or working papers (except audit).

1060.4.6.3 Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

1060.4.7 All payroll and personnel records shall be retained indefinitely. Originals may upon authorization be destroyed after seven years' retention, provided said records have been microfilmed and qualify for destruction section 2145.4, above. Payroll and personnel records include the following:

1060.4.7.1 Accident reports, injury claims and settlements.

1060.4.7.2 Medical histories.

1060.4.7.3 Injury frequency charts.

1060.4.7.4 Applications, changes and terminations of employees.

1060.4.7.5 Insurance records of employees.

1060.4.7.6 Time cards.

1060.4.7.7 Classification specifications (job descriptions).

1060.4.7.8 Performance evaluation forms.

1060.4.7.9 Earning records and summaries.

1060.4.7.10 Retirements.

1060.4.8 Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in section 3090.4.4, above. Terms and conditions of bonds warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than 10 years if microfilmed as provided for in section 3090.4.4, above. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for 10 years.

1060.5 Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may, upon the General Manager's authorization, be destroyed if they are microfilmed as provided for in section 3090.4.4, above. Recording tapes (or other media) of Board meetings will be kept for a period of one year from the date of the recorded meeting, after which they will be destroyed.

1060.5.1 Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.

1060.5.2 Contracts should be retained for its life plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed.

1060.5.3 Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

Appendix A
Definitions for Records Retention and Disposal Policy

1. AUTHORIZATION. Approval from the General Manager, as authorized by the District's Board of Directors.
2. ACCOUNTING RECORDS. Include but are not limited to the following:
 - a. SOURCE DOCUMENTS
 - (1) Invoices
 - (2) Warrants
 - (3) Requisitions/Purchase Orders (attached to invoices)
 - (4) Cash Receipts
 - (5) Claims (attached to warrants in place of invoices)
 - (6) Bank Statements
 - (7) Bank Deposits
 - (8) Checks
 - (9) Bills
 - (10) Various accounting authorizations taken from Board minutes, resolutions or contracts
 - b. JOURNALS
 - (1) Cash Receipts
 - (2) Accounts Receivable or Payable Register
 - (3) Check or Warrant (payables)
 - (4) General Journal
 - (5) Payroll Journal
 - c. LEDGERS
 - (1) Expenditure
 - (2) Revenue
 - (3) Accounts Payable or Receivable Ledger
 - (4) Construction
 - (5) General Ledger
 - (6) Assets/Depreciation
 - d. TRIAL BALANCE
 - e. STATEMENTS (Interim or Certified - Individual or All Fund)
 - (1) Balance Sheet
 - (2) Analysis of Changes in Available Fund Balance
 - (3) Cash Receipts and Disbursements
 - (4) Inventory of Fixed Assets (Purchasing)

- f. JOURNAL ENTRIES

 - g. PAYROLL and PERSONNEL RECORDS include but are not limited to the following:
 - (1) Accident reports, injury claims and settlements
 - (2) Applications, changes or terminations of employees
 - (3) Earnings records and summaries
 - (4) Fidelity Bonds
 - (5) Garnishments
 - (6) Insurance records of employees
 - (7) Job Descriptions
 - (8) Medical Histories
 - (9) Retirements
 - (10) Time Cards

 - h. OTHER
 - (1) Inventory Records (Purchasing)
 - (2) Capital Asset Records (Purchasing)
 - (3) Depreciation Schedule
 - (4) Cost Accounting Records
3. LIFE. The inclusive or operational or valid dates of a document.
4. RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.
5. RECORD COPY. The District copy of a document or file.
6. RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.
7. RECORDS CENTER. The site selected for storage of inactive records.
8. RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.
9. RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.
10. RETENTION CODE. Abbreviation of retention action which appears on the retention schedule.
11. VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:

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- a. The resumption and/or continuation of operations;
- b. The recreation of legal and financial status of the District, in case of a disaster;
- c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records include but are not limited to the following [detail the records structure of the District, stating the retention time for each class of records. Those times can be drawn from the recommendations for the Secretary of State (<http://archives.cdn.sos.ca.gov/local-gov-program/pdf/records-management-8.pdf>) or developed with the advice of legal counsel, as there are many laws governing records retention]:

- | | |
|---|--------------------------------------|
| (1) Agreements | (20) Improvement districts |
| (2) Annexations and detachments | (21) Individual water rights |
| (3) As-built drawings | (22) Individual claims/settlements |
| (4) Audits | (22) Inventory |
| (5) Contract drawings | (24) Journal vouchers |
| (6) Customer statements | (25) Ledgers |
| (7) Deeds | (26) Licenses & permits (to operate) |
| (8) Depreciation schedule | (27) Loans & grants |
| (9) Disposal of surplus & excess property | (28) Maps |
| (10) Disposal of scrap materials | (29) Minutes of Board meetings |
| (11) District insurance records | (30) Payroll register |
| (12) District water rights | (31) Policies, Rules & Regulations |
| (13) Employee accident reports, injury claims & settlements | (32) Purchase orders & requisitions |
| (14) Employee earning records | (33) Restricted materials permits |
| (15) Employee fidelity bonds | (34) Rights of ways & easements |
| (16) Employee insurance records | (35) Spray permits |
| (17) Encroachment permits (by others) | (36) Statements of Economic Interest |
| (18) Encroachment permits (by OWID) | |
| (19) Facility improvement plans | |

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Appendix B

Records Retention & Storage Summary

Group No.	Title or Description	Original	Duplicate	Retention Periods		
				Office	Record Center	Retention or Destroy
1	Records affecting title to real property or liens thereof.	X		2 yrs.	OP	ES
2	Records required to be kept permanently by statute.	X		2 yrs.	OP	ES
3	Minutes, ordinances & resolutions of Board.	X		2 yrs.	OP	ES
4	Documents with lasting historical, administrative, legal, fiscal, or research value.	X		2 yrs.	OP	ES
5	Correspondence, operational reports and information upon which District policy has been established.	X		2 yrs.	10 yrs.	12 yrs.

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6	Duplicates of 5, above, when retention is necessary for reference.	X		2 yrs.		2 yrs.
7	Records requiring retention for more than five years, but no more than 15 years by statute or administrative value.	X		2 yrs.	13 yrs.	15 yrs.
8	Duplicates needed for administrative purposes for five to 15 years.		X	2 yrs.	13 yrs.	15 yrs.
9	All other original District records, or instruments, books or papers that are considered public documents not included in Groups 1 through 8.	X		2 yrs.	1 yr.	3 yrs.
10	Duplicates and other documents not public records required to be maintained for administrative purposes.	X	X	2 yrs.	3 yrs.	5 yrs.
11	Duplicate records requiring retention for administrative purposes such as reference material for making up budgets, planning and programming.		X	3 yrs.		3
12	Reference files (copies of documents which duplicate the record copies filed elsewhere in the District; documents which require no action and are non-record; rough drafts, notes, and similar working papers accumulated in preparation of a communication, study or other document,		X	1 yr.		1 yr.

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	and cards, listings, indexes and other papers used for controlling work).					
13	Transitory files, including letters of transmittal (when not a public record), suspense copies when reply has been received, routine requests for information and publication, tracer letters, and other duplicate copies no longer needed.	X	X	3 mos.		3 mos.
14	Original documents disposable upon occurrence of an event or an action (i.e., audit, job completion, completion of contract, etc.) or upon obsolescence, supersession, revocation.	X		2 yrs.	3 yrs.	5 yrs.
15	Policy files and reference sets of publications.		X	I		I
16	Duplicates or non-record documents required for administrative needs but destroyable on occurrence of an event or an action.		X	I		I

OP = Original or photographic copy.

ES = May be destroyed if stored in electronic media.

I = Indefinitely

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SERIES 3000 -- ADMINISTRATION

<u>POLICY #</u>	<u>POLICY TITLE</u>
3000	Investment Policy.....
3010	Procurement Policy and Procedures
3020	Guidelines for Developing Board Position on Proposed Legislation.....
3030	Disposal of Surplus Property or Equipment
3040	Recruitment and Hiring.....
3050	Debt Management Policy.....
3060	Leakage Consideration.....
3070	Low Income Rate Assistance Program.....

POLICY TITLE: Investment Policy

POLICY NUMBER: 3000

3000.1 Premise:

- a) The State Legislature has declared the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (Government Code (GC) § 53600.6 and § 53630.1); and,
- b) Government Code Sections 53601, et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency; and,
- c) The fiscal officer of a local agency is required to annually prepare and submit a statement of investment policy and such policy, and any changes thereto, is to be considered by the local agency's legislative body at a public meeting (GC § 53646(a)).
- d) For these reasons, and to ensure prudent and responsible management of the public's funds, it is the policy of the District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of District funds.

3000.2 Scope:

This investment policy applies to all financial assets of the District. These funds are accounted for in the monthly financial reports and the annual audited financial statements of the District.

3000.2.1 Exceptions:

Three exceptions exist regarding investment of: bond reserve funds, grant funds. Bond reserve and grant funds will be invested in accordance with the statutory provisions governing the issuance of the bond(s) or grant(s), or the actual bond or grant documents, as applicable. Investment of District pension trust funds is governed by California Government Code 53125 – 53224. Investment of post-employment health benefit trust funds are governed by California Government code 53620 – 53622.

2130.2.2 Pooling of Funds:

With the exception of cash in restricted and special funds, the District will consolidate cash balances from all funds to the extent practicable in order to maximize investment earnings and minimize fees.

3000.3 Prudence:

The Board and persons authorized to make investment decisions subject to these policies are trustees and therefore fiduciaries subject to the prudent investor standard (GC § 53600.3). When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would

use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in the next issued quarterly treasury report and appropriate action are taken to control adverse developments. When a deviation poses a significant risk to the District's financial position, the Board shall be notified immediately.

3000.4 Objectives:

As specified in GC §53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives of the investment activities, in priority order, shall be:

- a) Safety. Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the whole portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- b) Liquidity. An adequate percentage of the portfolio should be maintained in liquid short-term securities, which can be readily converted to cash as necessary to meet cash requirements.
- c) Yield. Yield shall be considered only after the basic requirements of safety and liquidity have been met.
- d) Diversification. The investment portfolio will be diversified to avoid incurring unreasonable and avoidable risks regarding specific security types.
- e) Public Trust. All participants in the investment process shall act as do custodians of the public trust.

3000.5 Delegation of Authority

Authority to manage the District's investment program is derived from the California Government Code, commencing with Section 53600. Management responsibility for the investment program is hereby delegated, pursuant to Section 53607 of the Government Code, to the District General Manager, who shall establish written procedures for the operation of the investment program consistent with this investment policy. This responsibility includes authority to select Brokers, establish safekeeping accounts, enter into wire transfer agreements, banking service contracts, and collateral/depository agreements that are consistent with and subject to this Policy. The General Manager shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. This delegation shall be subject to annual renewal in accordance with Section 53607.

3000.6 Investment Procedures

The General Manager will establish written investment procedures for the operation of the investment program consistent with this policy. The procedures should include reference to: safekeeping, wire transfer agreements, banking service contracts and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the established procedures.

3000.7 Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that conflicts with proper execution of the investment program or impairs their ability to make impartial investment decisions. The General Manager must file applicable annual financial disclosures as required by the Fair Political Practices Commission (FPPC) and/or the District’s Conflict of Interest Code.

3000.8 Authorized Financial Dealers and Institutions

The District shall transact business only with banks, associations, and with broker/dealers licensed by the State of California. The broker/dealers should be primary government dealers regularly reporting to the New York Federal Reserve Bank. Exceptions will be made only upon written authorization by the General Manager. Investment staff shall investigate dealers who wish to do business with the District to determine if they are adequately capitalized, have pending legal action against the firm or the individual broker and make markets in the securities appropriate to the District’s needs. The General Manager, in his/her discretion, may require that any broker/dealer complete and file an annual financial disclosure form consistent with the District’s conflict of interest policy.

The General Manager shall annually send a copy of the current investment policy to all broker/dealers approved to do business with the District. Confirmation of receipt of this policy shall be considered evidence that the dealer understands the District’s investment policies and intends to sell the District only appropriate investments authorized by this investment policy.

3000.9 Authorized and Suitable Investments

Investment of District funds is governed by the California Government Code Sections commencing with 53600 in which the following investments are authorized:

Investment Type	Percentage or Amount	Maximum Maturity
U.S. Treasury Bonds/Notes/Bills	0 to 100%	5 Years
U.S. Government Agency Securities and Instrumentality’s of Government-Sponsored Corporations	0 to 100%	5 Years
Bankers’ Acceptances	0 to 40%	180 Days
Commercial Paper must be rated P-1 (Moody’s, A-1 (Standard & Poor’s)	0 to 25%	270 Days
Negotiable Certificates of Deposit	0 to 30%	5 Years
Local Agency Investment Fund (LAIF)	\$0 to \$50,000,000	Upon Demand
Public Funds Checking or Savings Account	0 to 100%	Upon Demand

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Investment Type	Percentage or Amount	Maximum Maturity
State of California Bonds/Notes	0 to 30%	5 Years
California Local Agency Bonds/Notes	0 to 30%	5 Years
Outside California Local Agency Bonds/Notes	0 to 30%	5 Years
Medium Term Corporate Notes	0 to 30%	5 Years
Mutual Funds/Money Market Funds	0 to 15%	Upon Demand
Mortgage/Pass-Through Security	0 to 20%	5 Years

3000.10 Prohibited Investments

In accordance with the provisions of California Government Code Sections 53601.6 and 53631.5, the District shall not invest in inverse floaters, range notes, mortgage-derived interest only strips, or any security that could result in zero interest accrual. Any State of California legislative action that further restricts allowable maturities, investment types or percentage allocations will be effective upon enactment and deemed incorporated into the District's Investment Policy and supersedes any and all previous applicable language. If the District is holding an investment that is subsequently prohibited by a legislative change, and provided such action is allowable under the applicable legislation, the District may hold that investment if it is deemed prudent by the General Manager until the maturity date to avoid an unnecessary loss.

3000.11 Diversification and Maximum Maturities

The District will diversify its investments by security type and institution. With the exception of U. S. Treasury securities, U. S. Agency Obligations and authorized pools (e.g. LAIF), no more than 50% of the District's total investment portfolio will be invested in a single security type or with a single financial institution. The diversification of the portfolio will be dependent upon current and future cash flow requirements. To the extent possible, the District will strive to match its investment maturities with anticipated cash flow requirements. The District will not directly invest in securities with a maturity greater than 5 years unless pursuant to 2130.2.1 Exceptions.

3000.12 Investment Pools/Mutual Funds

The General Manager shall have a thorough understanding of the operational areas listed below for each pool and/or fund prior to investing and on a regular basis:

- Authorized investments
- Fee schedule, when/how assessed
- Safeguarding of investments
- Investment Policy and objectives
- Eligibility for holding bond proceeds
- Settlement process
- Interest calculations/distribution
- Frequency of statements
- Deposit/withdrawal limitations
- Investment limitations
- Treatment of gains and losses
- Utilization of reserves by fund

3000.13 Collateralization

Collateral is required for investments in certificates of deposit, repurchase agreements and reverse repurchase agreements. In order to reduce market risk, the collateral level will be at least 102% of market value of principal and accrued interest. The only securities acceptable as collateral shall be direct obligations which are fully guaranteed as to principal and interest by the United States Government or any agency or government sponsored enterprise of the United States.

3000.14 Safekeeping and Custody

To protect against fraud or embezzlement or losses caused by collapse of an individual securities dealer, all securities owned by the District shall be held in safekeeping by a third party custodian, acting as agent for the District under the terms of a trust or custody agreement executed by the General Manager. All security transactions will settle delivery vs. payment (DVP) through the District's safekeeping agent. Securities purchased from brokers/dealers shall be held in third party safekeeping by the trust department of the District's main bank, or by another third party trustee designated by the General Manager. Securities held in custody for the District shall be independently audited annually to verify investment holdings.

3000.15 Investment Earnings Allocation and Marking to Market

Investment earnings that are collected from investments authorized in this policy will be allocated monthly to the various program areas based upon their respective participation and in accordance with generally accepted accounting principles. The market value of the portfolio will be calculated at least quarterly, with a statement of market value issued. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA Recommended Practice on "Mark-To-Market Practices for State and Local Government Investment Portfolios and Investment Pools."

3000.16 Reporting and Internal Control

In accordance with California Government Code Section 53646(b), the General Manager will issue a quarterly report within 30 days following the end of the quarter to the Board of Directors showing the type of investment, issuer and/or institution, date of maturity, amount of investment, current market value for all securities, rate of interest, and other relevant data that may be required. The quarterly report shall list any contract authorized by the General Manager under the authority delegated under Section 2130.5 of the Investment Policy.

The quarterly report shall certify compliance of the investment portfolio with the Investment Policy and shall include a statement denoting the ability of the District to meet its pool expenditure requirements for the next six months. The quarterly report shall further report any instance where the General Manager determined any investment of the investment portfolio might have deviated from the District's Investment Policy and the actions taken by the General Manager as a result of such determination. The General Manager shall also, in accordance with Government Code 53607, issue a monthly report of transactions to invest or to reinvest funds of the District, and to sell or exchange securities so purchased. The annual audit will include an independent review by the external auditor to confirm proper internal controls exist. The District's CAFR will report, on an annual basis, those components that demonstrate compliance with the Investment Policy.

3000.17 Performance Standards

Investment performance is continually monitored and evaluated by the General Manager. The performance of the investment portfolio shall be measured against a market-average rate of return of the U.S. Constant Maturity Treasury (CMT) which is the closest to the weighted average maturity of the District's portfolio and to the earnings on the LAIF Pooled Investment Fund.

3000.18 Investment Policy Adoption, Revision and Legislative Changes

The Investment Policy will be adopted by resolution of the District's Board of Directors. The policy will be reviewed and updated as needed for Board approval when economic conditions warrant or legislative changes necessitate.

3000.19 Glossary of Cash Management Terms

Accrued Interest: Interest earned but not yet received.

Agencies: Federal agency securities and/or Government-sponsored enterprises.

Asked: The price at which securities are offered.

Banker's Acceptance (BA): A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

Bid: The price offered by a buyer of securities.

Bond: A financial obligation for which the issuer promises to pay the bondholder a specified stream of future cash flows, including periodic interest payments and a principal repayment.

Broker: A person assisting in the buying and selling of investments for a commission. Corporate Notes- Medium Term Notes: Debt instrument issued by a private corporation, as distinct from one issued by a government agency or a municipality.

Certificate of Deposit (CD): A time deposit with a specific maturity evidenced by a certificate; large-denomination CD's are typically negotiable.

Commercial Paper: Short term obligations with maturities ranging from 2 to 270 days that are issued by banks, corporations and other borrowers to investors with temporarily idle cash.

Collateral: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also securities pledged by a bank to secure public money deposits.

Comprehensive Annual Financial Report (CAFR): The official annual report for the District which includes statements prepared in conformity with Generally Accepted Accounting Principles (GAAP). It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

Coupon: The annual rate of interest on a debt security that a bond issuer promises to pay the bondholder on the bond's face (or par) value.

Dealer: A person or firm acting as a principal in a securities transaction, buying and selling for his own account.

Discount: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

Diversification: Dividing investment funds among a variety of securities offering independent returns.

Federal Agency Securities: Securities issued by agencies of the Federal Government such as Federal Farm Credit Bank (FFCB) and the Tennessee Valley Authority (TVA), Federal National Mortgage Association (FNMA) that are not general obligations of the U.S. treasury but are sponsored by the government and therefore have high safety ratings.

Liquidity: The ability to buy or sell an asset quickly and in large volume without substantially affecting the asset's price.

Local Agency Investment Fund (LAIF): The California pool of local agency assets, which is managed by the State Treasurer. Limits apply to each agency's deposit of general fund reserves; however no limits on amount of deposit apply to bond proceeds. Funds in this pool are considered very liquid.

Market Value: Current market price of a security- as indicated by the latest trade recorded.

Mark to the Market: The adjustment of the valuation of a security or portfolio to reflect current market values.

Maturity: The date upon which the principal or stated value of an investment becomes due and payable.

Money Market: The market in which short term debt instruments (bills, commercial paper, bankers' acceptances) are issued and traded.

Mortgage Pass-Through Obligations: a government guaranteed security that represents pooled debt obligations repackaged as shares, that passes income from homeowners principal and interest payments through a government agency or bank to investors.

Negotiable Certificates of Deposit: A large denomination time deposit with a specific maturity evidenced by a certificate. These are traded like other fixed income securities.

Portfolio: A collection of securities held by an investor.

Premium: The amount by which a bond sells above its face (par) value.

Repurchase Agreements: Agreement between a seller and a buyer, usually of government securities, whereby the seller agrees to repurchase the securities at an agreed upon price and at a stated time. The security buyer in effect lends cash money to the security seller for the period of the agreement and the terms of the agreement are structured to compensate the security buyer for this transaction. Similarly, reverse repurchase agreements are an agreement where a dealer agrees to buy the securities and the investor agrees to buy them back on a specific date.

Safekeeping: A service rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

Secondary Market: Exchanges and over-the-counter markets where securities are bought and sold subsequent to original issuance, which took place in the primary market. Proceeds of secondary market sales accrue to the selling dealers and investors, not to the companies that originally issued the securities.

Securities and Exchange Commission (SEC): The Federal Agency created by Congress to protect investors in security transactions by administering securities legislation.

Settlement Date: The date by which an executed order must be settled, either by a buyer paying for the securities with cash or by a seller delivering the securities and receiving the proceeds of the sale for them.

Treasury Bills: A non-interest bearing discount security issued by the U.S. Treasury to finance national debt. Most bills are issued to mature in three (3), six (6), or twelve (12) months. Treasury Bonds: Medium-term interest bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two (2) to ten (10) years.

Yield: The rate of return on an investment expressed as a percentage that takes into account the total of annual interest payments, the purchase price, the redemption value and the amount of time remaining until maturity.

DRAFT

POLICY TITLE: PROCUREMENT POLICY AND PROCEDURES

POLICY NUMBER: 3010

ARTICLE I. GENERAL

Section 1.01 Purpose

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

Section 1.02 Definitions

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

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

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

Section 1.03 Purchasing Agents

Procurement limits and contract signing authority are listed below.

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

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

Section 1.04 Purchasing Agent Duties

The purchasing agent shall have the authority to:

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

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Section 1.05 Purchase Orders

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

Section 1.06 Encumbrance of Funds

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

Section 1.07 Staging of Purchases

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

Section 1.08 Exemptions

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

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

ARTICLE II. PURCHASING AND CONTRACTING FOR SUPPLIES AND EQUIPMENT

Section 2.01 Purchasing Procedures for Supplies and Equipment

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

Section 2.02 Purchase Requisition Procedures

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

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

{CW051214.5}

This table serves to summarize the provisions of Section 2.02. If this table conflicts with the language of Section 2.02, the latter shall control.

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

Section 2.03 Types of Purchase Orders

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

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

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

Section 2.04 Formal Bidding Procedures

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

- (a) *Notices inviting bids.* Notices inviting bids shall be prepared describing the bid items in general terms; referencing how to obtain more detailed information about the bid items; stating that the conditions and schedule may be found in the office of the District clerk; mentioning that the supplies and equipment are to be delivered at such times, in such quantities, and in such a manner as the Board may designate; and stating the time, date, and place for the submission of sealed bids.
- (b) *Material changes to the bid.* If a material change to the bid specification is issued by the District later than seventy-two (72) hours prior to the opening of bids, the date and time shall be extended by no less than seventy-two (72) hours. The term "material change" means a change with a substantial cost impact on the total bid as determined by the District.
- (c) *Base Contract.* Bid specifications which include one or more alternative bid schedules, shall identify and define the base bid for the purpose of awarding to the lowest responsive and responsible bidder.
- (d) *Bid opening procedure.* Sealed bids shall be submitted to the Purchasing Agent and shall be identified as bids on the envelope. Such bids shall be opened in public at the time and place stated in the notice inviting bids, in the presence of all bidders who attend. A tabulation of all bids received shall be open for public inspection during regular business hours until award of the contract.
- (e) *Records of bid documents.* Bid documents received by the District shall be maintained by the District department issuing the bid in accordance with the District's records retention schedule.
- (f) *Award of contracts.* Contracts shall be awarded by the District to the responsible bidder that submits the lowest bid.
- (g) *No bids received.* In the event no bids are received, the District shall have the option of any of the following:
 - (i) Abandon the purchase; or
 - (ii) Rebid the purchase.
- (h) *Rejection of bids.* The District may elect to reject all bids. In the event all bids are rejected, the District shall have the option of any of the following:
 - (i) Abandon the purchase or service; or
 - (ii) Rebid the purchase.
- (i) *Tie bids.* If two (2) or more bids are received from responsive and responsible bidders for the same total amount or unit price, and are the lowest, the District may accept the bid it chooses.
- (j) *Written contracts.* Written contracts in the form approved by the District Legal Counsel shall be used in the award of bids.
- (k) *Sending, mailing, and publishing of notices.* Notices inviting formal bids shall be published, sent, and mailed as follows:
 - (i) Sent electronically, by facsimile or electronic mail, or mailed to all prospective vendors and firms at least fifteen (15) calendar days before the date of the bid opening;

- (ii) Published at least once in a newspaper of general circulation, printed and published in the District, at least fourteen (14) calendar days before the date of the bid opening; and
 - (iii) Other mailings, advertisements, and notifications deemed appropriate by the General Manager.
- (l) *Emergencies.* In case of an emergency, the Board shall respond to the emergency pursuant to Section 4.02 of this policy.

Section 2.05 Local Business Preference

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

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

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

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

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

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

Section 3.02 Contracting Procedures

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

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

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\$3,000 - \$15,000	Purchase order required	3 quotes required
> \$15,000	Purchase order required	Formal bidding procedure
This table serves to summarize the provisions of Section 3.02. If this table conflicts with the language of Section 3.02, the latter shall control.		

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

Section 3.03 Purchase Orders

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

Section 3.04 Work by District

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

Section 3.05 Bonds

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

Section 3.06 Formal Bidding Procedures

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

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

ARTICLE IV. PURCHASING AND CONTRACTING FOR PUBLIC PROJECTS

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

Section 4.01 Purchasing and Contracting Procedures for Public Projects

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

Section 4.02 Emergencies

- (a) *Generally.* In cases of emergency, the Board shall follow the procedures in Public Contract Code section 22050.
- (b) *Authority to Act.* In cases of emergency, the Board, by a four-fifths (4/5ths) vote, may direct the General Manager to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts.
- (c) *Work by Day Labor or Contract.* The work may be done by day labor under the direction of the Board, by contract, or by a combination of the two.
- (d) *Review of Board Actions.* Where the Board orders any action as permitted by Public Contract Code section 22050, the Board shall review the emergency action every fourteen (14) days thereafter until the action is terminated, to determine, by a four-fifths (4/5) vote, that there is a need to continue the action.

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

Section 4.03 Authorized Signature

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

Section 4.04 Open Market Bidding Procedures

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

- (a) *Minimum number of bids.* Open market purchases, whenever possible, shall be based on at least three (3) bids and shall be awarded to the lowest responsive and responsible bidder.
- (b) *Notices inviting bids.* The Purchasing Agent shall solicit bids from prospective vendors by written requests, by telephone, by facsimile or electronic mail, or by other advertising.
- (c) *Written records of bids.* Written records of bids received shall be maintained by the Purchasing Agent in accordance with the District's records retention schedule. Such records, while so kept, shall be open to public inspection and shall include the business name, address, and telephone number of the vendor; vendor representative; description of the bid items, including unit quantities if applicable, unit prices or lump sum amount quoted by the vendor; and the date the bid was received.

Section 4.05 General Provisions for Informal and Formal Bidding Procedures

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

- (a) *Material changes to the bid.* If a material change to the bid specification is issued by the District later than seventy-two (72) hours prior to the opening of bids, the date and time shall be extended by no less than seventy-two (72) hours. The term "material change" means a change with a substantial cost impact on the total bid as determined by the District.
- (b) *Base Contract.* Bid specifications which include one or more alternative bid schedules, shall identify and define the base bid for the purpose of awarding to the lowest responsive and responsible bidder.

- (c) *Bid opening procedure.* Sealed bids shall be submitted to the Purchasing Agent and shall be identified as bids on the envelope. Such bids shall be opened in public at the time and place stated in the notice inviting bids in the presence of all bidders who attend. A tabulation of all bids received shall be open for public inspection during regular business hours until award of the contract.
- (d) *Records of bid documents.* Bid documents received by the District shall be maintained by the District department issuing the bid in accordance with the District's records retention schedule.
- (e) *Award of contracts.* Contracts shall be awarded by the District to the responsive and responsible bidder that submits the lowest bid.
- (f) *No bids received.* In the event no bids are received, the District shall have the option of any of the following:
 - (i) Abandoning the purchase or project;
 - (ii) Rebidding the purchase or project; or
 - (iii) Perform the work by employees of the District.
- (g) *Rejection of bids.* The District may elect to reject all bids. In the event the District anticipates rejecting all bids, the District shall provide a written notice to an apparent low bidder, pursuant to Public Contract Code section 22038. Furthermore, the District shall have the option of any of the following:
 - (i) Abandon the project;
 - (ii) Rebid the purchase or project using the appropriate bidding procedures; or
 - (iii) Perform the project by force account without further complying with Public Contract Code section 22020 et seq., after the Board passes a resolution by a four-fifths (4/5th) vote of its governing body declaring that the project can be performed more economically by District employees.
- (h) *Tie bids.* If two (2) or more bids are received from responsive and responsible bidders for the same total amount or unit price, and are the lowest, the District may accept the bid it chooses.
- (i) *Written contracts.* Written contracts in the form approved by the District Legal Counsel shall be used in the award of bids.
- (j) *Bidders' security.* Security will be required in an amount equal to ten percent (10%) of the bid quotation as described in the Public Contract Code. Upon an award to the lowest bidder, the security of an unsuccessful bidder shall be returned in a reasonable period of time, but in no event shall that security be held by the district beyond sixty (60) days from the time the award is made.
- (k) *Bonds.* Bidders for construction contracts shall give bonds for the faithful performance of the construction contract.

Section 4.06 Informal Bidding Procedures

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

- (a) *Budgetary authorization.* The bid items shall have been authorized as a part of an approved budget of the District, and the purchase or contract shall not exceed the amount so authorized.
- (b) *Contractor's List.* A list of contractors shall be developed and maintained in accordance with the provisions of section 22034 of the Public Contract Code and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.

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- (c) *Notices inviting bids.* Notices inviting bids shall be prepared describing the bid items in general terms; referencing how to obtain more detailed information about the bid items; and stating the time, date, and place for the submission of sealed bids.
- (d) *Mailing of notices.* Notices inviting informal bids shall be mailed at least ten (10) calendar days before the due date of the submission of bids as follows:
 - (i) Mailed to all firms on the bidders list or contractors list for the category of work being bid;
 - (ii) For bid items defined as public projects, mailed to all construction trade journals designated by the California Uniform Construction Cost Accounting Commission; and
 - (iii) Other mailings, advertisements, and notifications as deemed appropriate by the purchasing agent.
- (e) *Bids received in excess of One Hundred Seventy-Five Thousand Dollars (\$175,000.00).* If all bids received are in excess of One Hundred Seventy-Five Thousand Dollars (\$175,000.00), the Board may award the contract to the lowest responsive and responsible bidder by adoption of a resolution by a four-fifths (4/5ths) vote if the purchasing agent determines the cost estimate was reasonable and the low bid does not exceed One Hundred Eighty-Seven Thousand Five Hundred Dollars (\$187,500.00).

Section 4.07 Formal Bidding Procedures

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

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

Section 4.08 Local Business Preference

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

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

ARTICLE V. CONTRACTS FOR PROFESSIONAL AND CONSULTING SERVICES

Section 5.01 Contracting Procedures

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

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

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

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

Section 5.03 Procurement

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

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

POLICY TITLE: **Guidelines for Developing Board Position on Proposed Legislation**

POLICY NUMBER: **3020**

PURPOSE:

The purpose of the policy is to guide District officials and staff in considering legislative or regulatory proposals and to allow for a timely response to legislative issues important to the District, including letters from the President to the Legislature and/or Congress consistent with this policy.

Policy:

The Board of Directors recognizes the need to protect Georgetown Divide Public Utility's interests and local legislative authority and to identify various avenues to implement its strategic goals. It is the policy of the Georgetown Divide Public Utility District to proactively monitor and advocate for legislation as directed by the Guiding Principles and by the specific direction of the Board of Directors.

This Policy includes Board of Directors Guiding Principles and procedures for adopting and communicating official District positions on legislation, regulations, candidates for public office, or grant applications by or to other government bodies and for maintaining positive intergovernmental relations.

Guiding Principles:

Preserve Local Control

Preserve and protect the District's powers, duties and prerogatives to enact legislation and policy direction concerning local affairs, and oppose legislation that preempts local authority. Local agencies should preserve and enhance authority and accountability for revenues raised and services provided.

Promote Fiscal Stability

Support measures that promote fiscal stability, predictability, and financial independence. Support measures that preserve the District's revenue base and local control over local government budgeting, recognizing that economic cost is a determinate in considering the merits and/or impacts of any proposed legislation or regulation.

Oppose measures that make District's more dependent on the County, State or Federal Governments for financial stability, such as mandated costs with no guarantee of local reimbursement or offsetting benefits. Oppose measures that shift local funds to the City, County, State or Federal Governments, without offsetting benefits.

Support Funding Opportunities

Support opportunities that allow the District to compete for its fair share of regional, state and federal funding, and that maintain funding streams. Opportunities may include competitive grant and funding programs. Opportunities could also include dedicated funding streams at the regional, state and federal

levels that allow the District to maximize local revenues, offset and leverage capital expenditures, and maintain District goals and standards.

Advocacy Process and Procedures:

It is the policy of the Georgetown Divide Public Utility District to proactively monitor and advocate for legislation as directed by the Guiding Principles and by the specific direction of the Board of Directors.

This process involves interaction with federal, state and local government entities both in regard to specific items of legislation and to promote positive ongoing intergovernmental relationships. Such ongoing positive relationships are fostered by ongoing participation and involvement by the Board of Directors and District staff in national, state, and regional organizations and through ongoing communications and cooperation with local legislators. Therefore, to the extent practical, involvement in such organizations or efforts is encouraged and supported by the District.

Monitoring legislation is also a shared function of the Board of Directors and District staff. Board Members can request consideration of legislative positions to be placed on the Board Meeting Agenda. District staff is responsible to provide periodic updates on legislative proposals and recommendations for official District positions. In providing the necessary information to the Board of Directors, staff shall include the following:

- A basic summary of the legislation;
- How the legislation may impact the District, including potential fiscal impacts;
- Positions taken by other bodies including the California Special Districts Association (CSDA), Association of California Water Agencies (ACWA), Mountain Counties Water Resources Association (MCWRA), other districts or local agencies, and/or other relevant professional or non-profit organizations; and
- Current status of the legislation.

Whenever possible, the full Board of Directors should be given the opportunity to consider and adopt official positions formally before communication through letters or other means are prepared. The President is authorized to sign letters on behalf of the Board of Directors once an official position is taken. Such communication should be in the form of letters unless other forms have been requested by a legislator or a body to which the District is a member, such as the ACWA.

For legislation, positions will generally be communicated initially to the author, the representative(s) of the District to the legislative body, and advocacy organizations to which the District belongs, such as the ACWA. As legislation progresses, further correspondence may be sent to pertinent legislative committee members, other legislators or to the Governor or President without additional action by the Board of Directors. Staff is responsible to provide periodic updates relating to the item once a position has been adopted by the Board of Directors.

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In cases where urgent action is required, or when a Board of Directors meeting will not be held in time for the communication to be effective, communication on behalf of the District may still be sent if the following criteria is met:

- Timing does not allow for full Board of Directors consideration.
- The position is consistent with the Guiding Principles adopted as a part of this Policy.
- The position is consistent with that of organizations to which the District is a member, such as ACWA.
- The position and correspondence sent are communicated to the Board of Directors as soon as possible.
- The position and correspondence has been reviewed and approved by the General Manager and the Board designated legislative liaison.

In addition to official District positions on legislation, regulations or grant applications, individual District Board Members, the General Manager, and members of the District's Management Team (Department Directors) may take a position on such items and communicate regarding those positions so long as they clearly indicate that the letter reflects their individual position and is not the position of the Georgetown Divide Public Utility District.

In no case shall a member of District staff, in the course of their professional role, take or communicate a position which is contrary to an official position of the District. Copies of any communication from an individual Board Member or District staff member shall be provided to the full Board of Directors for information.

Board Designated Legislative Liaison

The Board shall appoint one Director to serve as their Board Legislative Liaison. As described above, the role of the Board Legislative Liaison shall be to review and approve District position and correspondence that is prepared by Staff in response to calls to action that require urgent response.

Candidates for Public Office

It is the policy of the Georgetown Divide Public Utility District not to participate in, directly or indirectly, or to intervene in (including by means of the publishing or distributing of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

Notwithstanding these limitations, Georgetown Divide Public Utility District recognizes that individual Board Members and staff may wish to participate in the political process. Therefore, individual Board Members and staff may take a position on behalf of, or in opposition to, any candidate for public office and communicate regarding those positions so long as they clearly indicate that the position reflects their individual position and is not the position of the Georgetown Divide Public Utility District.

POLICY TITLE: **Disposing of Surplus District Real Property, Vehicles and Large Equipment and Other Personal Property Policy**

POLICY NUMBER: **3030**

3030.00 Purpose of the Policy

The primary purpose of this policy is to allow management staff to determine if a parcel of real property, easement, vehicles or large equipment or other personal property is no longer needed for daily, emergency and/or future operations. A staff report is generated to document why a parcel of real property, easement, vehicles or large equipment or other District property should not be retained.

3030.10 Definitions

Real Property – Any parcel of land owned by the District.

Easement – An interest in another's real property that permits the District to make limited use of that real property for a District purpose.

Vehicles and Large Equipment – Utility trucks, dump trucks, tractors, backhoes, forklifts, and other significant self-propelled equipment used in District operations.

Personal Property – Small equipment (cut-off saws, drills, etc), computer equipment (monitors, printers, etc), office furniture.

3030.20 Disposal of Real Property

1 District management staff determines if a parcel of real property no longer meets the needs of daily, emergency and/or future operations. A staff report is generated to document why the parcel should not be retained.

2 District management staff determines if a parcel falls within the notice and offer procedures provided in Government Code sections 54220 through 54232, as they may be amended from time to time. If the statutory notice and offer procedures must be followed, the District must obtain a qualified appraisal of the parcel and offer the surplus real property to specified public agencies before it can sell the

property to other public agencies or a private party. The specified public agencies are as follows:

- a) Sacramento County for developing low- and moderate-income housing;
- b) Sacramento County Parks and Recreation Department for park and recreational purposes;
- c) Any regional park authority that has jurisdiction over the area in which the surplus real property is located if it is to be used for park and recreational purposes;
- d) The State Resources Agency for park and recreational purposes; and
- e) The school district in whose jurisdiction the parcel is located.

3. A parcel of real property is exempt from the statutory notice and offer procedures if it:

- a) Is less than 5,000 square feet; **or**
- b) Is less than “the minimum legal residential building lot size for the jurisdiction in which the parcel is located”; **or**
- c) Has no recorded access and is less than 10,000 square feet; **and**
- d) Is not: (a) contiguous to land owned by a state or local agency that is used for park, recreational, open-space, low- or moderate-income housing; or (b) located in an enterprise zone or high-density, economically-distressed areas involved in certain redevelopment program; **and**
- e) Is sold to the owner of contiguous land.

4. The Board of Directors declares real property surplus and determines if a parcel must be offered to the designated public agencies under the statutory notice and offer procedures prescribed by the Government Code or is exempt from such procedures. If the District must sell a surplus parcel under the statutory notice and offer procedures, the General Manager will give qualifying public agencies notice of the parcel's availability for purchase. If none of the agencies to which notice must be given notifies the District within 60 days after receiving notice that they are interested in buying the surplus parcel, then the District may sell the parcel by advertised public sale.

5. In all cases where the statutory notice and offer procedures have not resulted in disposal of a parcel, the District will sell surplus real property by public sale. The General Manager will notice the parcel's sale at the appraised value unless the Board of Directors authorizes a different price. The notice of sale will contain a description of the property; a statement of time and place for opening bids. Bids for the purchase of real property will be accepted or rejected by a resolution of the District Board of Directors. Alternatively, the District may list the surplus parcel for public sale with a licensed real estate broker in good standing who advertises the parcel through a multiple listing service or similar listing system at a fair market value

determined by the broker using comparable sales data. Documents for the conveyance of title to surplus real property will be executed by the President of the Board upon authorization by the Board of Directors.

6. If the General Manager determines that a surplus parcel is exempt from the Government Code's notice and offer procedures, it will not be necessary to obtain a formal appraisal of the property. If circumstances warrant, the surplus parcel may be sold for less than fair market value. In such cases, the General Manager or his designee will prepare a staff report documenting why the parcel was not appraised, why it may be sold for less than fair market value, the fiscal impact of selling the parcel and why it is exempt from the Government Code notice and offer procedures. After review of the staff report, the Board of Directors may approve the sale of the surplus parcel by motion. A staff report and a certified copy of the Board of Directors Meeting minutes reflecting the Board's approval of the sale is sufficient to authorize the General Manager to make the sale.

3030.30 Relinquishment of District Interest in Easements

1 Staff determines if an easement no longer meets the needs of daily, emergency and/or future operations of the District. Staff then will generate a report that documents the justification for relinquishing the easement and makes a determination whether the easement has any fair market value. Staff then will forward the report to the General Manager for review. If staff determines that the easement has fair market value, the General Manager will present the staff report to the Board at its next regular meeting with a recommendation for Board action on relinquishing the easement in accordance with Article 200.00 of this policy.

2 If staff determines that the easement has nominal fair market value, the General Manager shall have the authority, upon review and approval of the recommendation in the staff report, to sign and record a quitclaim deed to relinquish the District's interest in the easement. If the easement is a Public Utility Easement, the General Manager shall have the authority, upon review and approval of the recommendation in the staff report, to sign an easement relinquishment letter.

3 If, upon recommendation of staff, the General Manager authorizes disposal of an easement under this Article, then the General Manager will report the disposal

of the easement to the Board at its next regular meeting following the recording of the quitclaim deed relinquishing the easement.

3030.40 Disposal of Vehicles and Large Equipment

1 At least once each fiscal year, the General Manager will prepare a list of District vehicles and items of large equipment that are deemed surplus because they exceed the District's Vehicle Point System. This system is used to project actual vehicle and equipment value throughout the life of the asset. The system utilizes age/depreciation, maintenance and repairs, miles, type of service, reliability, and condition as criteria for this determination.

2 District management staff will establish values and set minimum bid prices for each vehicle or item of large equipment to be sold by public auction. If staff, during the process of establishing value to a vehicle or piece of large equipment, determines that the particular vehicle or equipment has diminutive or no value or the costs of preparation for sale and sale are greater than the value of the vehicle or equipment, then the General Manager is authorized to dispose of the property in accordance with Sections 500.00 (5) and (6) of this policy.

3 The General Manager may authorize the sale of surplus vehicles and large equipment with an estimated value of \$15,000 or less. Vehicles and large equipment with an estimated value greater than \$15,000 will be sold as surplus following authorization by the Board of Directors at a public meeting.

4 Vehicles or large equipment are to be sold at public auction. The General Manager will consign the vehicles or equipment to a public auctioneer after posting a notice concerning the sale of the vehicle and/or large equipment.

3030.50 Guidelines Concerning the Sale of Surplus Vehicles and Large Equipment

Prior to the sale of surplus vehicles or large equipment, the General Manager will direct staff to take the following actions:

1. Remove all District equipment from the vehicle or large equipment (radio, decals, etc.).
2. Clean and if necessary, repair the vehicle or large equipment if it has an immediate safety issue.
3. Vehicle or large equipment will be sold at public auction.
4. Establish vehicle or large equipment value using an appropriate, publicly available valuation tool such as the Kelley Blue Book, qualified appraisal, trade publications or classified newspaper advertisements. Staff will prepare a written report concerning the valuation of the item and attach appropriate documentation.
5. Arrange for the delivery and consignment of the item and in consultation with the General Manager and auctioneer, determine an appropriate reserve or minimum price for the item.
6. Prepare and post a notice of sale. The notice and advertisement will include the vehicle or large equipment description, minimum bid, conditions of sale, and place of public auction.

7. When the vehicle or large equipment is sold, the General Manager or his/her designee will sign the “pink slip”, bill of sale and any other documents required to complete the sale.

8. After the vehicle or large equipment is sold, the General Manager or his/her designee will complete paperwork as required by DMV to report the sale of the vehicle or large equipment, and return all completed forms and vehicle license plates to DMV.

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3030.60 Disposal of Other Personal Property Other than Vehicles/Large Equipment

- 1 At least once each fiscal year, the General Manager will prepare a list of District personal property, other than vehicles and large equipment, which is deemed surplus.
- 2 District management staff will establish values and set minimum bid prices for each item of personal property to be sold by public auction. If staff, during the process of establishing value to an item of personal property, determines it to be of diminutive or no value, the General Manager is authorized to dispose of the property in accordance with Sections 500.00 (5) and (6) of this policy.
- 3 The General Manager may authorize the sale of personal property with an estimated value of \$4,000 or less. Personal property with an estimated value greater than \$4,000 will be sold as surplus following authorization by the Board of Directors at a public meeting.
- 4 Surplus personal property is to be sold at public auction. The General Manager will consign the personal property to a public auctioneer after posting a notice concerning the District's sale of the property.
- 5 For surplus items not sold, the General Manager has the authority to donate such items to another government agency or any non-discriminatory, tax exempt nonprofit organization qualified under Internal Revenue Code section 501(c)(3).
- 6 If an item of surplus property is not sold during sale and the General Manager is unable to donate the surplus items to a qualified government agency or tax-exempt organization, the General Manager may properly dispose of such items at a legal disposal site.

3030.60 Revenue from Disposal of Surplus Property

All revenue received from the disposal of surplus real or personal property will be deposited in the District's General Operating Fund unless otherwise specified by the Board of Directors.

3030.70 Prohibition Against Upgrades

Unless necessary to ensure the safety, merchantability and/or serviceability of surplus property, District staff may not make any repairs or upgrades to any real or personal property recommended or already deemed to be surplus. For example, staff may not replace a vehicle's worn but serviceable tires with new tires, nor may staff add or replace optional equipment that enhances a vehicle's value. Before sale and upon the General Manager's authorization, District staff may repair or replace parts on a surplus item if it is necessary to ensure that it is safe, serviceable and/or merchantable.

3030.80 Prohibited Director, Officer and Employee Transactions

In accordance with Government Code section 1090, all members of the District Board of Directors and the General Manager are prohibited from purchasing surplus District real or personal property. Staff members generally are eligible to buy surplus District real or personal property noticed for sale on the same terms and conditions as those offered to members of the public, except that any District employee who actively participated in determining an item's price, surplus status or conditions of sale is prohibited from purchasing such items because the employee is deemed by law to have a prohibited interest in the sale. The General Manager, in consultation with the Board and legal counsel, will determine if an employee has a prohibited interest in an item of surplus property.

3030.90 Lot or Group Sales

The District reserves the right to place items of surplus property in a group or lot for sale to the highest bidder.

3030.9 Discretion of Board and General Manager

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Except as prohibited by law, the Board of Directors and General Manager will have the discretion to waive any minor irregularity in the procedures for the surplus and disposing of surplus property. Such discretion will be exercised in a nondiscriminatory manner.

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Policy Review

This Policy shall be reviewed at least biennially.

POLICY TITLE: Recruitment and Hiring

POLICY NUMBER: 3040

The purpose of this policy is to provide direction to District staff for the recruitment and hiring District personnel from outside or external candidates. It should be noted this policy is not subject to meet and confer process with recognized labor bargaining groups. Policies for recruiting, hiring, promoting, and transfer of internal candidates are pursuant to the District's Labor Contract and are subject to negotiations.

3040.1 General - The District's Human Resources Manager, in consultation with Department Managers, shall be responsible for establishing recruitment procedures and techniques that will assure the most qualified individuals apply for District positions.

The goals of these procedures are to provide consistent hiring practices for all departments, that these practices are fair and that they conform to all applicable State and Federal laws and regulations. (See Policy Number 2225: Equal Employment Opportunity Program)

3040.2 Recruitment – Solicitations and applications will be made to and/or accepted from the general public as well as NID employees during recruitment.

3040.2.1 Announcements, if made, shall be posted for a minimum of seven (7) calendar days although the period of posting may be left open until sufficient and suitable candidates apply.

3040.2.2 Announcements, if made, will be posted at those locations listed in 2000.2.3., as well as any appropriate locations determined by the Human Resources Manager.

3040.2.3 Job applications shall be available at the District's Business Center and website.

3040.2.4 Newspaper advertising will be used at the discretion of the Human Resources Manager and/or the Department Manager.

3040.3 Qualification of New Hires

3040.3.1 It is the responsibility of the Human Resources Manager to qualify all employment applications for completeness and veracity.

3040.3.2 The Human Resources Manager along with the hiring Department Manager shall determine those procedures that are competitive and fair in the selection of applicants who possess the

highest levels of ability, skill and expertise when compared to other applicants, or when a single applicant is scored against an accepted standard.

3040.3.3 The Human Resources Manager shall ascertain minimum qualifications, experience, training, education and certificates for a classification, such as Driver's license, etc. Proof of the possession of such minimum qualifications will be required and lack of proof will be cause for disqualification.

3040.3.4 The Human Resources Manager may make inquiry into the past record of applicants and disqualify any applicant whose records warrant such action, based on any of the following reasons:

- a) Lacks minimum qualifications.
- b) Has been previously dismissed for cause from a position at the District.
- c) Has resigned from a position with the District not in good standing or in order to avoid dismissal.
- d) Has intentionally attempted to practice fraud on their application or during the selection procedure.
- e) Lacks satisfactory driving record.
- f) Is related to a Board Member, the General Manager, the Human Resources Manager, and to a Department Manager only for hiring within his or her department.
- g) Is related to the person who would be supervising the position for which he/she applied.
- h) The term "related" as use in this section includes the following relationships: spouse or domestic partner, parents or parents-in-law, siblings or siblings-in-law, and children or stepchildren.

3040.3.5 Applicants will be notified that a job offer will be contingent upon passing the necessary preemployment drug test and other hiring requirements (See 2000.6).

3040.3.6 The Human Resources Manager along with the hiring Department Manager will review those qualified applicants for interviews.

3040.3.7 The Human Resources Department will coordinate the scheduling of these interviews.

3040.4 Testing – Prior to posting the Human Resources Manager along with the hiring Department Manager shall decide the type of testing, if any, that should be administered to applicants to qualify and rate applicants for appropriate skills and knowledge.

3040.4.1 Testing for proficiency shall measure those skills that are appropriate to the position to be filled.

3040.4.2 An applicant who fails either a written or proficiency test shall not be allowed to take a second test for the same class within sixty (60) days of that applicant's failure.

3040.4.3 Testing will be fair, objective and only used as one criteria of many in the final selection. The test will not be the final determinant.

3040.5 Interview Panel - The Human Resources Manager and Department Manager will coordinate an interview panel for the purpose of interviewing the most qualified applicants.

3040.5.1 Human Resources, and the hiring Department Manager, will determine the composition of the Interview panel. In order to create a fair and objective process in determining the most suitable candidate, the interview panel will be comprised of at least one member from the hiring department, one member from other departments within the District or outside the District, one technical support member (if necessary) and one Human Resources Department member who will serve as the facilitator and recorder. Members from outside agencies may be substituted for the members from other departments.

3040.5.2 Participants on the interview panel will ask questions that have been previously determined by the Human Resources Manager and the hiring Department Manager. Interview questions shall be appropriate to the duties, comply with legal requirements, and be non-discriminating in nature.

3040.5.3 The Human Resources Manager shall provide the recommendation from the interview panel to the hiring Department Manager.

3040.5.4 After reviewing any relevant information obtained by the Human Resources Department, the hiring Department Manager will notify the Human Resources Department of the top selection(s). The Human Resources Manager may form an eligibility list of recommended candidates that will remain in force and will be utilized should another employment announcement be posted for the same position in the subsequent twelve-month period.

3040.6 Final Hiring Requirements

3040.6.1 Upon the selection of a candidate by the hiring Department Manager, the Human Resources Manager will handle reference checks of selected candidate's previous employers, and make a verbal offer of employment contingent on successful completion of:

a) The physical examinations and verification by medical personnel that the applicant meets the physical requirements of the position, after all other conditions of employment have been met or removed. Provided that the District shall make reasonable accommodations to an applicant consistent with the intent and requirements of federal and state law.

b) Pre-employment drug testing and verification by medical personnel that the applicant has passed the test according to medical and legal standards then in place for safety sensitive positions; and,

c) A check of the applicant's DMV record and verification, at the Human Resources Manager's discretion, that the applicant's driving record is such that the applicant be entrusted to operate the District vehicles and machinery as applicable to the position.

3040.6.2 The Human Resources Manager shall prepare an offer of employment letter detailing the starting date, salary, supervisor's name, place, time, benefits, etc. pertaining to the position. This letter should also state that certain criteria must be met, i.e. probationary period and proof of eligibility to work in the United States.

3040.6.3 The medical examinations will be job related and may consist of any one or more of the following:

a) A physical examination by a District appointed medical physician.

b) A physical agility examination by a District appointed therapist.

c) A hearing test by a District appointed audiologist.

d) The pre-employment drug test, when required, will include but not be limited to a urine test. Subject test results may be re-administered if applicant requests.

e) Authorization as required under the Health Insurance Portability and Accountability Act (HIPAA) for disclosure of protected health information (PHI) to the District, or its designated representative, will be a condition of employment with the District to the fullest extent allowed by the law. This is applicable to pre-employment physicals, drug testing and any other lawful need for medical information. Refusal to sign an authorization in any of these instances will deem the applicant ineligible for hire.

POLICY TITLE: Debt Management Policy

POLICY NUMBER: 3050

This Debt Policy is intended to comply with Government Code Section 8855(i), and shall govern all debt issued by the District. The District hereby recognizes that a fiscally prudent debt policy is required to:

- a) Maintain the District's sound financial position.
- b) Ensure the District has the flexibility to respond to changes in future service priorities, revenues, and operating expenses.
- c) Protect the District's credit-worthiness.
- d) Ensure that all debt is structured to protect current and future taxpayers, ratepayers and constituents of the District.
- e) Ensure that the District's debt is consistent with the District's planning goals and objectives and capital improvement program or budget, as applicable.

3050.1 Purposes for Which Debt May Be Issued

3050.1.1 Long-Term Debt. Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and operated by the District. Long-term debt financings are appropriate:

- a) When a project to be financed is necessary to provide District services.
- b) When the project to be financed will benefit constituents over several years.
- c) When total debt does not constitute an unreasonable burden to the District and its taxpayers or ratepayers.
- d) When the debt is used to refinance outstanding debt to reduce the total cost of the debt or to realize other benefits of a debt restructuring, such as increased flexibility in the use of cash and reserves.

3050.1.1.2 Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses. The District may use long-term debt financings subject to the following conditions:

- a) The project to be financed must be approved by the District Board.
- b) The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed by more than 20%.
- c) The District estimates that sufficient revenues will be available to service the debt through its maturity.
- d) The District determines that the issuance of the debt will comply with the applicable state and federal law.

3050.1.2 Short-term debt. Short-term debt may be issued to provide financing for the District's operational cash flows to maintain a steady and even cash flow balance as in anticipation of periodic receipts of property taxes and other revenues. Short-term debt may also be used to finance short-lived

capital projects; for example, the District may undertake lease-purchase financing for equipment consistently with debt limit requirements of article XVI of the California Constitution, article XVI, § 18.

3050.1.3 Financings on Behalf of Other Entities. The District may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties to further the public purposes of District. In such cases, the District shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with this policy.

3050.2 Types of Debt – The following types of debt are allowable under the Debt Policy

- a) General obligation bonds (GO Bonds)
- b) Bond or grant anticipation notes (BANs)
- c) Lease revenue bonds, certificates of participation (COPs) and lease-purchase transactions
- d) Other revenue bonds and COPs
- e) Tax and other revenue anticipation notes (TRANS)
- f) Land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under applicable assessment statutes
- g) Tax increment financing to the extent permitted under State law
- h) Refunding Obligations
- i) State Revolving Loan Funds
- j) Lines of Credit

3050.2.1 The District Board may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy. Debt shall be issued as fixed rate debt unless the District makes a specific determination as to why a variable rate issue would be beneficial to the District in a specific circumstance.

3050.3. Relationship of Debt to Capital Improvement Program and Budget

3050.3.1 The District is committed to long-term capital planning. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's capital budget and capital improvement plan.

3050.3.2 The District shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues ("pay as you go"). The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.

- 3050.3.3** The District shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the District's public purposes.

3050.4. Policy Goals Related to Planning Goals and Objectives

- 3050.4.1** The District is committed to long-term financial planning, maintaining appropriate reserves and employing prudent practices in governance, management and budget administration. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's annual operations budgets.
- 3050.4.2** It is a policy goal of the District to protect taxpayers, ratepayers and constituents by using conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical total borrowing costs.
- 3050.4.3** The District will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.
- 3050.4.4** When refinancing debt, it shall be the policy goal of the District to realize, whenever possible, and subject to any overriding non-financial policy considerations, (i) minimum net present value debt service savings approximately 3.0% of the refunded principal amount, and (ii) present value debt service savings equal to or greater than any escrow fund negative arbitrage. The cost of refinancing will always be less than the savings.
- 3050.4.5** The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements in circumstances when the sole purpose of such debt financing is to temporarily reduce annual budgetary expenditures. Capital investments intended to reduce District operating costs indefinitely, as by improving the efficiency of its operations, are appropriate for long-term debt.
- 3050.4.6** The District shall seek to time debt issues to avoid need for unplanned general fund expenditures for capital improvements or equipment.

3050.5. Internal Control Procedures

- 3050.5.1** When issuing debt, in addition to complying with the terms of this Debt Policy, the District shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds. Without limiting the foregoing, the District will periodically review the requirements of and will remain in compliance with the following:
- a) Any continuing disclosure undertakings entered into by the District in accordance with SEC Rule 15c2-12.

- b) Any federal tax compliance requirements, including, without limitation, arbitrage and rebate compliance.
 - c) The District's investment policies as they relate to the use and investment of bond proceeds.
- 3050.5.2** Proceeds of debt will be held either (a) by a third-party trustee or fiscal agent, which will disburse such proceeds to or upon the order of the District upon the submission of one or more written requisitions by the Finance Director of the District (or his or her written designee), or (b) by the District, to be held and accounted for in a separate fund or account to ensure debt proceeds are expended only for the purposes for which the debt was issued, the expenditure of which will be carefully documented by the District in records compliance with current accounting standards and subject to the District's annual audit.

POLICY TITLE: **Leakage Consideration**

POLICY NUMBER: **3060**

3060.1 Background: In the 1980's, the Board enacted a leakage consideration policy. If a customer had a leak on their side of the meter due to broken pipes or other failures in the properties plumbing system and got it fixed promptly, they could qualify for an adjustment to their water bill. This is called a Leakage Consideration.

The policy was based on compassion for the customer, timely repair of the leak, and payment by the customer for the chemicals and energy to treat the water that was lost.

The customer is responsible for monitoring higher than expected usage. The District will do it's best to provide high usage phone calls to customers with seemingly abnormally high usage during meter reading. Customers must investigate higher than expected usage to determine if the usage was caused by a leak. Customers should promptly repair leaks.

3060.2 Eligibility: Only the legal homeowner of the property can request a leakage consideration. Rental tenants paying bills must contact the owner to have them request an adjustment from the District.

No leak adjustments will be granted for loss of water due to irrigation or pool failures.

No adjustments will be granted for loss of water due to leaking faucets or running toilets.

The customer's account must be in good standing at the time of the Leakage Consideration.

Adjustments are limited to the water usage portion of the bill only.

Only residential treated water customers are eligible for the leakage consideration. The adjustment does not apply to agricultural irrigation water accounts.

3060.3 Procedure: A leakage consideration is calculated by staff using the following provisions.

3060.3.1 Qualification for a consideration requires that the customer repair the leak promptly. Prompt repair is considered to be within ten calendar days of notification or when the leak was discovered.

3060.3.2 The adjustment is calculated by staff and shall be determined by the District based on comparison of "normal consumption" during the same billing period of the prior year the leak occurred. Staff shall use the immediate past year but may, at staff's sole discretion, consider other years if necessary to determine an appropriate historical usage

3060.3.3 The customer shall be responsible for payment of forty percent (40%) of the calculated water loss. Water consumption not subject to the water loss calculation shall be billed at the appropriate rate.

3060.4 Number of Adjustments: One adjustment for one billing cycle is granted for every three years of an active account status. If a leak persists over more than one billing cycle, the customer shall only receive relief for excess water usage that occurred during one billing cycle. The leakage consideration may be extended to two billing cycles at the discretion of General Manager or designee, if it can be documented that the leak started within the last ten (10) calendar days of the billing cycle.

3060.4.1 If a property transfers ownership, considerations requested by the previous owner do not apply.

3060.5 Authorization. All adjustment decisions from the General Manager and/ or their designee are final. A customer may appeal the decision of the General Manager within (10) working days from the date of the General Manager's decision. The customer's written appeal must describe in detail the basis for the appeal and explain why the adjustment should be granted. The General Manager will agendize the appeal for a Board of Directors meeting within forty (40) days from the date the written appeal is received.

3060.6 Application. The customer must submit written request to the district office within 30 days from the billing date in which the loss occurred. For example, if the leak occurred in the billing cycle for service months July/August, the billing date would be September 1, and the deadline for adjustment submittal would be September 30. Applications submitted after the deadline will not be exempt from late penalties and may not be approved.

To receive an adjustment because of a leak, customer must fill out the designated form, or write a letter to GDPUD with the equivalent information.

In their description, customer must explain (1) how and when the leak occurred, (2) when it was repaired and (3) enclose or attach copies of proof of repair (such as a plumber's bill, parts receipt, photos of repair, etc.)

If the customer or others made the repair with parts on hand and have no receipts, customer must state that in their description.

Customer should include their account number, daytime phone number, and email so staff can contact them with questions.

3060.6 Submission. All adjustment requests must be submitted to the General Manager and/or designee for approval. Staff will contact the customer by phone call and/or writing either detailing the adjusted amount of their bill or denying the request.

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POLICY TITLE: POLICY **Low Income Rate Assistance Program**

NUMBER: **3070**

I. PURPOSE:

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

II. POLICY:

A. 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 each year Eligibility is renewed annually in June.
7. Qualification is based on the total income of everyone living in the home or participation in qualifying public assistance programs.

B. Income Verification

1. Qualification is based on the total gross income of everyone living in the household.
2. Two methods of demonstrating:
 - i. Provide 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 back-up documents as the PG&E CARE program.
 - c. Customers must black out any account numbers or Social Security numbers.
 - d. Customers must provide income information for all members of the household. This information may include several of the documents listed below:

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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 & 8, 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

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If you or someone in your household receives income from:	You should send in a copy of:
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.

C. Gross Income Limits

- The District will use the most current income limit information from the PG&E Care Program (Updated in May) and/or the CA Department of Housing and Community Development Official State Income Limits for El Dorado County (updated in December) for the extremely low and very low categories. The highest income limit shall apply. As of February 14, 2017, the income limits are:

Number or Persons in Household	Total Gross Annual Household Income
1-2	\$32,480 or less
3	\$40,840 or less
4	\$49,200 or less
5	\$57,560 or less
6	\$65,920 or less
7	\$74,280 or less
8	\$82,640 or less
9	\$91,000 or less
10	\$99,360 or less
Each additional person, add	\$8,360

*Before taxes based on current income sources. Valid through May 31, 2018

D. Discount Amount

- Customers will receive a discount of 25% off the base rate of treated water.
- This will be reviewed by staff annually on or before June 30, beginning in 2018 to determine suitability. Any changes require approval by the Board.

E. Eligibility Renewal

- Renewal information must be received by the District before June 1 annually.
- Participants will be notified by mail to resubmit their eligibility information.

F. Fund Limit and Wait List

- The maximum property tax revenue that will be allocated to this program (fund limit) will be \$35,000 in FY 17/18. Future maximum amounts will be determined as part of the annual budget process.

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 quarterly financial reports to the Board.
4. If customer demand exceeds fund limit, a wait list will be created.
5. Customers on the wait list will be enrolled into the program on first come-first served basis as funds become available.
 - i. If a customer has been on the wait list for more than 6 months, they must re-submit income eligibility information.

G. Discount Distribution

1. When the owner and the account holder are the same individual, a monthly bill credit will be issued.
2. When the owner and the account holder are not the same individual or in the case of a shared meter then a written agreement must be signed by the District, owner, and account holder with the following terms:
 - i. District will give monthly bill credit to the account holder
 - ii. If the qualifying household is a tenant who is not the account holder, then the account holder will pass the discount through to the tenant via a reduced utility bill or rent reduction.
 - iii. All discounts must be given to the eligible tenant and not spread across all tenants.
3. Definitions
 - i. Owner- is the legal property owner of a parcel.
 - ii. Account holder- is the name on a treated water account.
 - iii. Tenant- is a leaseholder of a house, apartment, condominium or similar residential dwelling OR the owner of an individual mobile/manufactured home in a mobile home park.

H. Program Acceptance

1. Customers may apply at any time; however, they may be placed on a waitlist based on funding availability.
2. District may require up to 60 days to provide determination of customers income eligibility.
3. Discounts will be distributed as listed in Section 7.
4. For customers described in Section 7 (b), additional time may be required for written agreements before discount can be applied.

I. 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 notification
 - 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

J. Policy Review

1. This policy should be reviewed prior to June 30, 2018 and annually thereafter for consistency with applicable state laws, income levels and discount rates.
2. Staff will provide information on projected discount expenses during the quarterly financial reports to the Board.

POLICY TITLE: Reserve Policy and Procedures

POLICY NUMBER: 3080

ARTICLE I. PURPOSE

The Georgetown Divide Public Utility District (the District) shall maintain reserve funds from existing unrestricted funds as designated by the District's Reserve Policy. This policy establishes the procedure and level of reserve funding to achieve the following specific goals:

- a) **Operating Reserve:**
The purpose of the Operating Reserve is to cover operating and administrative costs, as well as the difference in timing between the District's receipts and expenses. As such, the Operating Reserve accommodates rate stabilization in order to guard against water rate fluctuations.
- b) **Capital Replacement Reserve:**
The purpose of the Capital Replacement Reserve is to meet future capital expenditure and surplus property needs.
- c) **Emergency Reserve:**
The purpose of the Emergency Reserve is to cover the costs of potential replacement costs related to catastrophes, net of any insurance proceeds received.
- d) **Other reserves as legally mandated.**

The District shall account for reserves as required by Governmental Accounting Standards Board Statement No. 54, which distinguishes reserves as among these classes: non-spendable, restricted, committed, assigned and unassigned. The reserves stated by this policy, unless otherwise required by law, contract, or District policy shall be deemed "assigned" reserves.

ARTICLE II. POLICY

Use of District Reserves is limited to available "Unrestricted" Funds (not obligated by law, contract or agreement), including donations, interest earned, fees for service or other non-grant earnings. All special use funds will be designated by formal action of the Board of Directors.

- a) **Operating Reserve:**
Operating Reserve will accumulate from unrestricted funds in an amount equal to 120 days of operating expenses.
- b) **Capital Replacement Reserve:**
Capital Replacement Reserve will accumulate from existing unrestricted funds in an amount determined by analysis of the annual amount needed for replacement and rehabilitation based on

current value of assets and anticipated service life as described by the American Water Works Association, or as described in a Board adopted rate study.

- c) **Emergency Reserve:**
Emergency Reserve will accumulate from unrestricted funds in an amount equal to replacement cost, less any amounts anticipated to receive from insurance, the Federal Emergency Management Agency (FEMA) and the State Office of Emergency Services (OES), less the Capital Replacement Reserve. The likelihood of a loss generating a net cost to the district which exceeds the Capital Replacement Reserve would be remote. The Emergency Reserve would be considered to be funded by the Capital Replacement Reserve.
- d) **Other reserves as legally mandated:**
Other reserves may be required as legally mandated by certain activities and contractual agreements. These reserves will accumulate from unrestricted funds in an amount as set forth in the applicable agreements.

ARTICLE III. USING RESERVE FUNDS

Reserve Balances are designated by the Board of Directors from unrestricted funds. Designation by the Board is authoritative and any departure from the designation is a violation of this policy. As such, any changes or recommendations for changes must be presented to, and approved by, the Board of Directors. Therefore, the use of funds are to be used for their intended use, defined as follows:

- a) **Operating Reserve:**
Operating Reserve funds will be used exclusively to ensure the ability to cover immediate operating cash flows.
- b) **Capital Replacement Reserve:**
Capital Replacement Reserve funds shall be limited to costs related to improve capital assets, increase their useful life, or add to the value of these assets.
- c) **Emergency Reserve:**
Emergency Reserve funds are to be used to cover the cost of capital replacement, net of any insurance proceeds or reimbursements from State, Federal or other grant agencies.
- d) **Excess Revenue:**
In the event excess revenue exists at the end of the fiscal year, these funds may be used to meet reserve balance thresholds, and the Board of Directors has the authority to designate funds to reserve funds as deemed necessary.

ARTICLE IV. MONITORING RESERVE LEVELS

The General Manager, in collaboration with District Finance personnel, shall establish an internal accounting mechanism set forth by an administrative policy in order to track and report on reserve activity, including the source and use of funds transferred in an out of reserve funds. Also included in the administrative policy shall

be additional procedures to follow when reserve balance thresholds are met. In addition, the General Manager and finance personnel shall perform a reserve status analysis annually, to be provided to the Board of Directors' during annual deliberation for approval of budget and reserve funds.

Additional information may be provided to the Board of Directors upon the occurrence of the following events:

- a) When a major change in conditions threatens the reserve levels established by this policy or calls into question the effectiveness of this policy;
- b) Upon General Manager and/or Board request.

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SERIES 4000 -- BOARD OF DIRECTORS

<u>POLICY #</u>	<u>POLICY TITLE</u>
4020	Attendance at Meetings.....
4025	Expenditure Reimbursement.....
4030	Remuneration and Reimbursements.....
4035	Directors' Insurance.....
4040	Duties of the Board President.....
4045	Treasurer – Board Secretary.....
4048	Legal and Auditor
4050	Members of the Board of Directors
4070	Basis of Authority.....
4090	Training, Education and Conferences.....
4095	Ethics Training.....
4097	Filling of Vacancy(s) on the Board of Directors.....
4098	Social Media Policy.....

POLICY TITLE: Attendance at Meetings

POLICY NUMBER: 4020

4020.1 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence. Board members shall respond to all meetings with acknowledgement of receipt of meeting notice and attendance availability.

POLICY TITLE: **Expenditure Reimbursement**

POLICY NUMBER: **4025**

4025.1 Purpose. The purpose of this policy is to prescribe the manner in which District employees and directors may be reimbursed for expenditures related to District business.

4025.2 Scope. This policy applies to all employees and members of the Board of Directors and is intended to result in no personal gain or loss to an employee or director.

4025.3 Implementation. Whenever District employees or directors desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests on a reimbursement form approved by the General Manager. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

4025.4.1 General Manager will review and approve reimbursement requests. .
Reimbursement requests by the General Manager will be reviewed and approved by the Board.

4025.4.2 All expenses must be reasonable and necessary, and employees and Directors are encouraged to exercise prudence in all expenditures.

4025.4.3 The most economical mode and class of transportation reasonably consistent with scheduling requirements will be used. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of transportation available. Reimbursement for use of personal vehicles will be at the applicable IRS-approved rate.

4025.4.4 Expenditures for food and lodging will be the same as the current State of California employee per diem guidelines.

POLICY TITLE: Remuneration and Reimbursements

POLICY NUMBER: 4030

4030.1 REMUNERATION

Members of the Board of Directors shall receive a monthly "Director's Stipend," the amount of which shall be established annually by the Board at its regular meeting in July and be consistent with applicable state law. Reference Ordinance 2011-01.

4030.1.1 Pursuant to Public Utilities Code § 16002(a), each Director shall receive a stipend in the amount of Four Hundred Dollars (\$400.00) per month. A Director must attend the regular meeting of the Board to receive the monthly stipend. The annual amount of the stipend shall not exceed four thousand eight hundred dollars (\$4,800.00)

4030.2 REIMBURSEMENT

Directors' shall be entitled to receive their actual and necessary expenses incurred while on official District business as provided below. Official District business shall include attendance at meetings described in the Public Utilities Code § 16002(b)(2), local or regional meetings of water purveyors, and training sessions and conferences of public officials. Reimbursement for such expenses is subject to the requirements of Government Code §§ 53232.2 and 53232.3. All expense reports shall document that expense meet the requirement of Ordinance 2011-01.

- A. **MILEAGE** - reimbursement for mileage incurred by Directors in their own vehicle shall be set at the rate of reimbursement allowed under Publication 535 of the Internal Revenue Service, Mileage shall not be reimbursed for attendance at regular or special board meeting of GDPUD held at the District office or to other similar locations in the District. Requests for mileage reimbursement shall state the distance traveled, the date, the meeting attended and the amount of reimbursement sought.
- B. **LODGING AND TRAVEL**- Reimbursement for lodging, travel and incidental expenses incurred for attendance at meetings or conferences outside of the County is subject to prior approval by the Board of Directors. However, the Board in its discretion may approve reimbursement after a Director has attended the meeting or conference in circumstances where the meeting schedule of the Board did not permit prior approval of the request. Request for reimbursement of lodging, travel, meals and incidental expenses shall include copies of all receipts for the expense with the request for reimbursement. The State per diem rate will be used for expense limitations.

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- C. **IRS RATES** –Publication 463 shall be followed and the use of California per diem rates shall be used as stated in this publication for travel, meals, Lodging and other actual and necessary expenses.

POLICY TITLE: **Directors' Insurance**

POLICY NUMBER: **4035**

4035.1 Members of the Board of Directors of the Georgetown Divide Public Utility District shall be covered under the District's Worker's Compensation Policy.

4035.2 Members of the Board of Directors of the Georgetown Public Utility District shall be cover with errors and omissions liability insurance.

POLICY TITLE: Duties of Board President

POLICY NUMBER: 4040

4040.1 The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

4040.2 In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

4040.3 DUTIES and RESPONSIBILITIES Regarding Meetings of the Board

The president shall preside over and conduct all meetings of the Board of Directors, and shall carry out the resolution and orders of the Board of Directors and shall exercise such other powers and perform such other duties as the Board of Directors. The president shall have all the rights to discuss and vote on any issues before the Board, but not to move or second any motion. If the president wishes to move or second a motion he/she must pass the gavel to the Vice-President and step down as the presiding officer for that particular agenda item. Responsibilities of the President include:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies in relation to the order of business and the conduct of meetings;
4. Recognize persons who desire to speak, and prevent any interruptions
5. Explain what the effect of a motion would be if it is not clear to every member;
6. Restrict discussion to the question when a motion is before the Board;
7. Rule on parliamentary procedure; and
8. Put motions to a vote, and state clearly the results of the vote.
9. Sign all instruments, act, and carry out stated requirements and the will of the Board;
10. Sign the minutes of the Board meeting following their approval;
11. Appoint and disband all committees, subject to Board ratification;
12. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
13. Coordinate the preparation of meeting agendas with the General Manager;
14. Confer with the General Manager or designee on crucial matters which may occur between Board of Directors meetings;
15. Be responsible for the orderly conduct of all Board meetings;
16. Be the Spokesperson for the Board; and
17. Perform other duties as authorized by the Board.
18. Be the primary keeper of the General Manager's personnel file.

POLICY TITLE : **Treasurer/Board Secretary**

POLICY NUMBER: **4045**

4045.1 The position of Secretary of the Board of Directors is required by state law. Among other things, the Secretary performs duties including recording of minutes and actions of the Board of Directors and certifying all actions and resolutions of the Board, in the absence of the Board Clerk.

4045.2 If for any reason the President and Vice-President resign or are absent or disabled, the Secretary may perform the President's duties until the position of President is filled.

4045.3 If for any reason the President and Vice-President disqualify themselves from participating in an agenda item or become partisan in the debate on any such item, the Secretary shall perform the duties of the presiding officer.

4045.4 DUTIES of the Treasurer/Board Secretary

The secretary of the Governing Board shall have the following duties:

1. Certify or attest to actions taken by the Board when required;
2. Sign the minutes of the Board meeting following their approval as needed;
3. Sign the documents as directed by the Board on behalf of the District, and sign all other items which require the signature of the Secretary; and
4. Perform any other duties assigned by the Board.
5. Shall be responsible for signing, reviewing approved accounts payable documents.

4045.5 RESPONSIBILITIES of the Treasurer/Board Secretary

It is the responsibility of the Secretary, when acting as Board Clerk, with assistance of the General Manager to ensure:

1. Minutes of the Board of Directors meetings are recorded. These recordings are generally for use by the Secretary for the purpose of preparing minutes for adoption at the next regularly scheduled meeting shall be posted on the District's website;
2. Minutes of each Board meeting are prepared and maintained;
3. Board records and other documents & reports are maintained, as required by law; and
4. Board officers receive the correspondence addressed to them

POLICY TITLE: **Legal Counsel and Auditor**

POLICY NUMBER: **4048**

4048.1 The Board of Directors shall appoint a Legal Counsel to assist the Board and District in all applicable issues and activities.

4048.2 Legal Counsel shall be the legal adviser of the District and shall perform such duties as may be prescribed by the Board of Directors. Legal Counsel is required to review and approve District legal documents, i.e. contracts, agreements, etc. The Legal Counsel shall present and report on all legal issues to the Board President and/or the Board, in both Open and Closed Session. The Legal Counsel shall serve at the pleasure of the Board, and shall be compensated for services as determined by the Board.

4048.2.2 The Legal Counsel reports to the Board as a whole but is available to each director for consultation regarding legal matters affecting or concerning the District. No Board member may request a legal opinion of legal counsel without concurrence by the Board President except as such requests relate to questions regarding that member's participation. The Legal Counsel shall be available to the District General Manager for consultation on applicable issues and activities. All correspondence with legal counsel is to be copied to the Board President.

4048.3 The Auditor shall be appointed by the Board by a majority vote in a public meeting. The Board shall determine the duties and compensation of the Auditor. Selection of the Auditor shall be done in a noticed public meeting and at least every five years.

4048.3.1 The Board may appoint a committee to oversee the work of an independent auditor, which will report to the Board, to conduct an annual audit of the District's books, records, and financial affairs in accordance with state law and the Finance Committee Charter which is appointed by the Board for Audit Compliance.

POLICY TITLE: Members of the Board of Directors

POLICY NUMBER: 4050

4050.1 Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.

4050.1.1 Information exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed.

4050.1.2 Copies of information exchanged before meetings shall be available at the meeting for members of the public in attendance, and shall also be provided to anyone not present upon their request as stated in policy 1050.

4050.2 Directors shall at all times conduct themselves with courtesy to all in attendance.

4050.3 Directors shall defer to the president for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

4050.4 Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

4050.5 Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.

4050.6 Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager.

POLICY TITLE: **Basis of Authority**

POLICY NUMBER: **4070**

4070.1 The legal authority for the Georgetown Divide Public Utility District is derived from the California Government Code, Public Utility Code, Public Utility District Act and related laws.

4070.2 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority except as specifically authorized. As individuals, Directors may not commit the District to any policy, act, contract or expenditure.

4070.3 Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole.

POLICY TITLE: Training, Education and Conferences

POLICY NUMBER: 4090

4090.1 Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

4090.1.1 "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted except for personal reasons, and are not reimbursable expenses.

4090.2 It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted.

4090.2.1 The Clerk of the Board is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. Per diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the Clerk of the Board, together with validated receipts in accordance with State law.

4090.2.2 Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

4090.2.3 Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the Clerk of the Board and by:

4090.2.3.1 Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates unless there are less expensive accommodations in close proximity available.

4090.2.3.2 Directors traveling together whenever feasible and economically beneficial. Provided the quorum is not involved.

4090.2.3.3 Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

4090.3 A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after the District has announced his/her pending resignation, or if it

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occurs after an election in which it has been determined that the Director will not retain his/her seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

4090.4 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will 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 session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

POLICY TITLE: Ethics Training

POLICY NUMBER: 4095

4095.1 All directors and designated executive staff of Georgetown Divide Public Utility District shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2. The GDPUD General Manager is a designated executive staff required to receive this training

4095.2 This policy shall also apply to all staff members that the board of directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Act.

4095.3 All ethics training shall comply with Government Code Section 53235, and/or be provided by entities whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission.

4095.4 Directors shall obtain proof of participation after completing the ethics training. Applicable costs for attending the training will be reimbursed by the District.

4095.4.1 District staff shall maintain records indicating both the dates that directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after directors receive the training.

4095.5 District staff shall provide the General Manager and board of directors with information on available training that meets the requirements of this policy at least once every year.

4095.6 Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online.

4095.7 Any director of GDPUD that serves on the board of another agency is only required to take the training once every two years.

POLICY TITLE: Filling of Vacancy(s) on the Board of Directors

POLICY NUMBER: 4097

4097.1 The District Board of Directors are elected (or appointed) in accordance with the Principal Act of the District. From time to time a vacancy may occur on the Board for a variety of reasons. This policy is established to provide general guidelines and procedures for filling a vacancy on the Board. The District has a total of sixty (60) days in which to take action.

4097.2 The Board of Directors shall be informed immediately of the resignation or death of a member of the Board of Directors. The Board of Directors shall consider whether to act to fill the vacancy, either by appointment or by calling a special election.

4097.3 The District shall notify the county elections official of the vacancy no later than fifteen (15) days after the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later.

4097.4 In cases where the Board determines to appoint a replacement to the Board, the District may publish a public notice of a vacancy and the process for considering candidates in a local newspaper of general circulation. The Board may establish an application and interview process including requiring a resume or application form detailing qualifications and experience of the candidates.

4097.4.1 The District shall post a notice of vacancy in at least three conspicuous places in the District at least fifteen (15) days before the Board makes an appointment. If the Board makes an appointment, the District shall notify the county elections official within fifteen (15) days of making the appointment.

4097.5 The Board may review and invite those candidates that a majority of the Board determine are the most qualified or all of the candidates for an interview before the Board at a public noticed meeting. The Board may then consider the interviewed candidates and vote to determine if a majority of the Board can agree on a selected replacement candidate. The resigning Director will be allowed to vote for a replacement candidate if that Director is available and in still in attendance at Board meeting.

4097.6 If the Board of Directors chooses to call an election, the Board must do so within sixty (60) days of notification of the vacancy or the effective date of the vacancy, whichever is later.

4097.7 All costs for any election shall be identified for consideration by the Board for the decision of appointment or election.

4097.8 A selected replacement Director shall serve out the balance of the term of the position and be subject to reelection under the Principal Act of the District.

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4097.9 If the Board fails to take action in the sixty (60) day period, the Board of Supervisors may appoint a successor to fill the vacancy.

POLICY TITLE: Social Media Use
POLICY NUMBER: 4098

4098.1 Purpose:

The policy outlines the protocol and procedures for use of social media to publicize District services and events. In addition, this policy addresses the responsibilities of employees and elected or appointed District officials and consultants with regard to social media and the use of District resources (time/equipment), as well as responsibilities related to the public records and open meeting laws. Employees and elected or appointed officials' posts to non-District social media sites are a reflection of their own views and not necessarily those of the District and should not suggest otherwise.

4098.2 Definitions:

- a) Social Media: Various forms of discussions and information-sharing, including social networks, blogs, video sharing, podcasts, wikis, message boards, and online forums. Technologies include: picture-sharing, wall-postings, fan pages, email, instant messaging and music-sharing. Examples of social media applications include but are not limited to Google and Yahoo Groups, (reference, social networking), Wikipedia (reference), MySpace (social networking), Facebook (social networking), YouTube (social networking and video sharing), Flickr, (photo sharing), Twitter (social networking and microblogging), LinkedIn (business networking), and news media comment sharing/blogging.
- b) Social Networking: The practice of expanding business and/or social contacts by making connections through web-based applications. This policy focuses on social networking as it relates to the Internet to promote such connections for District business and for employees, elected and appointed District officials and consultants who are using this medium in the conduct of official District business.
- c) "Posts" or "postings" means information, articles, pictures, videos, or any other form of communication posted on a District social media site.

Policy:

4098.3 No district social media site may be created without the approval of the General Manager or his or her designee. All District social media sites created on behalf of the District, by its employees on District time, or using other District resources are the property of the District and shall be administered and regularly monitored by the General Manager or his/her designee. These social media sites shall be used only to inform the public about District business, services and events. Individual departments may not have their own pages/sites. Individual departments wishing to add content to District social media sites may submit a request to the General Manager. The District's web site, [insert web URL], will remain the location for content regarding District business, services and events. Whenever possible, links within social media formats should direct users to the District web site for more information, forms, documents, or online services necessary to conduct business with the District. District social media sites shall clearly state that such sites are maintained by the District and that the sites comply with this Social Media Policy.

4098.4 In addition, District employees and appointed and elected officials or consultants shall not disclose information about confidential District business on the District's social media sites, personal social media sites, or otherwise. In addition, all use of social media sites by elected and appointed officials shall be in compliance with

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California's open meeting laws, which prohibit serial meetings of a majority of the Board or another legislative body of the District via email or other electronic means. Members of the Board, committees and/or legislative bodies shall not respond to, "like", "share", retweet, or otherwise participate in any published postings, or use the platform or any form of electronic communication to respond to, blog or engage in serial meetings, or otherwise discuss, deliberate, or express opinions on any issue within the subject matter jurisdiction of the body on which they serve. Employees and elected or appointed officials' posts to non-District social media sites are a reflection of their own views and not necessarily those of the District and should not suggest otherwise.

4098.5 Posting/Commenting Guidelines:

- a) All postings made by the District to social media sites will contain information and content that has already been published or broadcast by the District. The District will not comment on other social media member's sites. All official social media postings by the District will be done solely on the District's social media sites or in response to postings made on the District's social media sites. Officers, employees, agents, consultants, and elected or appointed officials of the District representing it on District social media sites shall conduct themselves professionally and in accordance with all District policies. All District social media sites shall use authorized District contact information for account set-up, monitoring and access. Personal email accounts or phone numbers may not be used to set up, monitoring, or post to a District social media platform.
- b) The District reserves the right to remove from its social media sites content that it finds to violate this policy or applicable law. Any participants on the District's social media sites who are in continual violation of the postings/commenting guidelines may be barred from further use of the District's site. The District will only post photos for which it has copyright or the owner's permission.
- c) District social media platforms are subject to the California Public Records Act. Any content maintained on a District social media site that is related to District business, including a list of subscribers, posted communication, and communication submitted for posting, may be considered a public record and subject to public disclosure. All postings on District social media sites shall be sent to a District email account and maintained consistently with the Public Records Act, provided, however, that any material removed from a District social media site consistently with this policy shall be considered a preliminary draft, note or memorandum not retained by the District in the ordinary course of business and shall not constitute a public record of the District required to be retained consistently with the District's records retention schedules.
- d) Chat functions in any social media sites will not be used.
- e) Links to all social media networks to which the District belongs will be listed on the District's website. Interested parties wishing to interact with these sites will be directed to visit the District's web site for more information on how to participate.
- f) The District reserves the right to terminate any District social media site without notice or to temporarily or permanently suspend access to District social media as to some or all persons at any time. The District reserves the right to implement or remove any functionality of its social media platforms, in the discretion of the General Manager or his or her designee. This includes, but is not limited to, information, articles, pictures, videos, or any other form of communication that can be posted on a District social media platform
- g) District social media sites may contain content, including but not limited to, advertisements or hyperlinks over which the District has no control. The District does not endorse any hyperlink or advertisement placed on District social media sites by the social media site's owners, vendors, or partners.
- h) District employees may post to District social media platforms only during working hours. After-hours or weekend postings may only be made with prior approval of the General Manager or his or her designee.

- i) Any person authorized to post items on any of the District's social media platforms shall review, be familiar with, and comply with this Policy and each social media platform's terms and conditions of use.
- j) Any person authorized to post items on behalf of the District to any of the District's social media platforms shall not express personal views or concerns through such postings. Instead, postings on any of the District's social media platforms on behalf of the District shall only reflect the views of the District.
- k) Posts must contain information that is freely available to the public and not be confidential as defined by any District policy or state or federal law.
- l) Posts may NOT contain any personal information, except for the names of persons being available for contact by the public as representatives of the District. Posts to District social media sites shall NOT contain any of the following:
 - 1) Comments that are not topically related to the information commented upon;
 - 2) Comments in support of, or opposition to, political campaigns, candidates or ballot measures;
 - 3) Profane language or content;
 - 4) Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, or status with regard to public assistance, national origin, physical or mental disability or sexual orientation, or any other category protected by federal, state, or local law;
 - 5) Sexual content or links to sexual content;
 - 6) Solicitations of commerce;
 - 7) Conduct or encouragement of illegal activity;
 - 8) Information that may tend to compromise the safety or security of the public or public systems; or
 - 9) Content that violates a legal ownership interest of any other party.

Procedures:

4098.6 The General Manager or his designee will be responsible for responding to comments and messages as appropriate. The District will direct users to the District's web site for more information, forms, documents or online services necessary to conduct business with the District.

4098.7 The District may invite others to participate in its social media sites. Such invitations will be based upon the best interests of the District as determined by the General Manager or his or her designee.

Responsibilities:

4098.8 It is the responsibility of employees, and appointed and elected officials or consultants to understand the procedures as outlined in this policy.

4098.9 Employees who are not designated by the General Manager to access social media sites for District business are prohibited from accessing social media sites utilizing the District computer equipment and/ or the District's web access. While at work, employees who are not granted access via District systems and computing equipment may use personal computing devices and personal web accounts to access social media sites only during non-working hours such as lunch periods and breaks. State law provides that more than occasional or incidental personal use of District resources is a crime.

4098.10 The General Manager will determine if a requested use of District social media sites or other District resources is appropriate and complies with this policy.

4098.11 All content on District social media sites must comply with District web standards, the rules and regulation of the social media site provider, including privacy policies, and applicable law. Employee or District confidentiality shall be maintained in accordance with all applicable laws and District policies. If a question arises

regarding the use or posting of confidential information on a social media site, the matter shall be referred to the General Manager. The information in question shall not be posted, or if already posted, shall be removed until an opinion is rendered by General Manager or, at his or her request, Legal Counsel. Notwithstanding the opinion of the District counsel, the General Manager reserves the right to restrict or remove District information from a District social media site if the General Manager concludes the information does not serve the best interest of the District.

4098.12 All social media-based services to be developed, designed, managed by or purchased from any third party source for District use requires appropriate budget authority and approval from the Board of Directors.

4098.13 The District reserves the right to change, modify, or amend all or part of this policy at any time.

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SERIES 5000 -- BOARD MEETINGS

<u>POLICY #</u>	<u>POLICY TITLE</u>
5000	Brown Act Compliance – Open Meeting Requirements.....
5010	Board Meetings.....
5020	Board Meeting Agenda.....
5030	Board Meeting Conduct.....
5040	Board Actions and Decisions
5050	Review of Administrative Decisions
5060	Minutes of Board Meetings.....
XXXX	Election of Officers.....

POLICY TITLE: Brown Act Compliance – Open Meeting Requirements

POLICY NUMBER: 5000

5000.1 The Brown Act. The Legislature adopted the Brown Act, commonly referred to as California's "Open Meetings Laws" in 1964. The Brown Act is contained in Government Code section 54950 et seq. The Brown Act is broadly construed, and compliance is constitutionally mandated.

5000.2 Compliance with Brown Act. All meetings of the Board of Directors shall comply with the Brown Act.

5000.2.1 Meetings occur whenever the majority of the Board of Directors meets to discuss District business.

5000.2.2 Member of the Board includes newly elected and appointed officials prior to assuming office.

5000.2.3 All Board meetings shall be open and freely accessible to the public, including those with disabilities.

5000.2.4 Meetings through the use of intermediaries, serial communications, or emails are prohibited.

5000.2.5 The Board shall only take action during a properly noticed meeting.

5000.3 Committees. Committees created by formal action of the Board shall comply with the Brown Act

POLICY TITLE: Board Meetings

POLICY NUMBER: 5010

5010.1 Unless otherwise specified, regular meetings of the Board of Directors shall be held on the second Tuesday of each calendar month at 9:00 a.m. in the District Office located at 6425 Main Street, Georgetown, CA. The date, time and place of regular Board meetings may be reconsidered from time to time at the annual organizational meeting of the Board. Meetings which involve budget actions may be held at 6 pm in order to allow for a majority of public attendance, as noticed by the District.

5010.2 Special meetings of the Board of Directors may be called by the Board President or by a majority of the Board.

5010.2.1 All Directors shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be delivered personally or by any other means, and shall received by them at least 24 hours prior to the meeting pursuant to Government Code Section 54956.

5010.2.2 Newspapers of general circulation in the District, radio stations and television stations, organizations, and individuals who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by a mailing and/or email, unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by email and/or telephone during business hours as soon after the meeting is scheduled as practicable.

5010.2.3 An agenda shall be prepared as specified for regular Board meetings in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above.

5010.2.4 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

5010.3 Emergency Meetings. In the event of an emergency situation as defined in Government Code Section 54956.5, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 5010.21, above.

5010.3.1 Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one hour prior to the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board, or its designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of

the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

5010.3.2 No closed session may be held during an emergency meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency meeting, a list of persons the Board or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

5010.4 Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.2.2 above.

5010.5 Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in January. At this meeting the Board will elect a President, Vice President, and Treasury/Secretary from among its members to serve during the coming calendar year. The Board Clerk position may be appointed by the Board.

5010.6 The President of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

5010.7 The President and the General Manager shall ensure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

POLICY TITLE: Board Meeting Agenda

POLICY NUMBER: 5020

5020.1 The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Ralph M. Brown Act (California Government Code Section 54950)

5020.1.1 Any Director may contact the General Manager and request any item to be placed on the agenda no later than twelve (12) days prior to the next meeting date. With the approval of the Board President, the item shall be placed on the agenda for Board discussion on whether the item should be scheduled for further consideration and Board action on an upcoming meeting agenda. The Board Member requesting the item shall provide a brief description of the subject to be printed for the agenda packet

5020.1.2 A Director may request verbally during Board Member Requests for Additions to Future Meeting Agendas that an item be considered on a future agenda. Upon agreement by a majority of the Board, the item will be placed on a future agenda for Board discussion on whether the item should be scheduled for further consideration and Board action on an upcoming meeting agenda. The Board Member requesting the item shall provide a brief description of the subject to be printed for the agenda packet.

5020.2 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

5020.2.1 The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least seven business days prior to the date of the meeting;

5020.2.2 The General Manager shall confer with the Board President on whether the public request is or is not a "matter directly related to District business." If the matter is determined by both not to be a matter directly related to District business, the public member requesting the agenda item may appeal the decision at the next regular meeting of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.

5020.2.3 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

5020.3 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may

wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

5020.4 At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted in a place that is freely accessible to members of the public (California Government Code 54954.2 and emailed to those who have requested to receive the agenda via email.. If the District maintains a website, the agenda shall be posted on the website for public information at the same time. All information made available to the Board of Directors (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting.

5020.4.1 The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location as for Regular Meeting agendas (California Government Code Section 54956).

5020.5 The District Agenda for Regular meetings shall generally follow the following format. The General Manager, in cooperation with the Board President, may reorganize the template on a case-by-case basis if a variation in the normal order of business is appropriate. Director names and titles shall be included on the agenda.

5020.5.1 CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

5020.5.2 ADOPTION OF AGENDA

5020.5.3 PUBLIC FORUM

Members of the public 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 Public Forum. The Board is not permitted to take action on items addressed in Public Forum.

5020.5.4 PROCLAMATIONS AND PRESENTATIONS

Proclamations made by the Board, and Presentations provided by outside organizations. Examples of Board Proclamations include recognizing employees for their service and supporting outreach efforts that align with the District's mission; such as Water Professionals Appreciation Week or other water related events.

5020.5.5 CONSENT CALENDAR

The Consent Calendar consists of those items which are routine and non-controversial. Following is a non-exclusive list of items that would typically appear on the Consent Calendar:

- Minutes
- Statement of Cash Balances
- Month-End Cash Disbursement Report
- Acceptance of Routine Projects without Fiscal Impact

The Consent Calendar would be approved by one motion of the Board adopting the Consent Calendar and authorizing the appropriate and necessary actions. Should any member of the Board or public wish to discuss any item appearing thereon, the Board member should request that the item be removed from the Consent Calendar. At the direction of the President, the item will be removed and discussed immediately after the approval of the Consent Calendar, or as soon thereafter as practicable.

5020.5.6 INFORMATIONAL ITEMS

1. BOARD REPORTS

Directors shall be allowed five (5) minutes each to provide brief reports on meetings, conferences, and seminars attended by the Directors of interest to the District and the public. Directors may also use this five (5) minutes to report on community comments and activities of interest. Additional time may be extended by the Board President, or Board Officer that is presiding over the meeting.

2. GENERAL MANAGER'S REPORT

The General Manager will provide a report on current activities within the District of interest to the public and the Board.

3. OPERATIONS MANAGER'S REPORT

The Operations Manager will provide a report on maintenance activities occurring during the previous month.

4. FINANCE COMMITTEE REPORT

The Chair of the Finance Committee will provide an oral report of activity at recent Finance Committee meeting(s).

5020.5.7 NEW BUSINESS

Items of regular District business which will be presented to the Board with a recommendation or for consideration by the General Manager or District staff

5020.5.8 BOARD MEMBER REQUESTS FOR ADDITIONS TO FUTURE MEETING AGENDAS AND REQUESTS FOR INFORMATION OR RESEARCH TO BE COMPLETED BY STAFF

Individual Board members may request items to be added to a future agenda item and may request information or research for Staff to respond at a future time. Requests for future agenda items will be considered as described in Section 5020.1.2

5020.5.9 NEXT MEETING DATE AND ADJOURNMENT

POLICY TITLE: Board Meeting Conduct

POLICY NUMBER: 5030

5030.1 Rules of order. Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. Policy No. 5040, "Rules of Order for Board and Committee Meetings," shall be used as a general guideline for meeting protocol.

5030.2 Agenda timing. All Board meetings shall commence at the time stated on the agenda and shall be guided by same. The placement of an item on the agenda shall not be deemed a requirement that the items proceed in any particular order. The Board President, with concurrence of a majority of the Board, may alter the order in which agenda items shall be considered for discussion and/or action by the Board.

5030.3 Conduct of meetings. The following concepts shall be applied to Board meetings:

5030.3.1 The meetings shall be conducted in an open and fair manner.

5030.3.2 The public shall be given ample opportunity to participate in the meetings.

5030.3.3 Due process principles shall apply to quasi-judicial proceedings, or as otherwise required by law.

5030.3.4 The meetings shall proceed in a manner that enables the Board to consider problems to be solved and make wise decisions intended to solve the problems.

5030.3.5 The Board may receive, consider and take any needed action with respect to reports of accomplishment of District operations.

5030.3.6 Noticed public hearings shall be conducted in an orderly fashion, with the Board President establishing the order of the proceedings.

5030.3.7 The Board may weigh and determine the credibility of evidence and public comment.

5030.4 Public comment. Public comment on items on the agenda, and general public comment at a regular Board meeting for matters within the jurisdiction of the Board of Directors, shall be as followed:

5030.4.1 Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.

5030.4.2 The Board president may allow additional per speaker and per subject comment time when necessary for a full and fair proceeding.

5030.4.3 No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the Board President, of that person's privilege of address.

5030.5 Disruption of meetings. Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is willful disruption of any meeting of the Board, he/she may do the following:

5030.5.1 Notify the disrupting parties to immediately stop the conduct and that they will be asked to leave the meeting if the behavior continues.

5030.5.2 If the behavior continues after notice, order the disrupting parties out of the room and conduct the Board's business without them present.

5030.5.3 In cases of extreme disruption, clear the room of all members of the public, and conduct the Board's business without them present.

5030.5.4 Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be permitted to remain in the meeting.

POLICY TITLE: Rules of Order for Conduct of Board and Committee Meetings

POLICY NUMBER: 5040

5040.1 General:

5040.1.1 Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

5040.1.1.1 If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the President. If the ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

5040.2 Obtaining the Floor:

5040.2.1 Any Director desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

5040.3 Motions:

5040.3.1 Any Director, excluding the President, may make or second a motion. A motion shall be brought and considered as follows:

5040.3.1.1 The Board President opens discussion of the matter, the matter is then discussed and debated by the Board, the public is provided an opportunity to comment, then a Director makes a motion; another Director seconds the motion; and the President states the motion.

5040.3.2 Once the motion has been stated by the President, it is open to further clarification by the Board members,, the President will then call for the vote.

5040.3.2.1 If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

5040.4 Secondary Motions: Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few

exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

5040.4.1 Motion to Amend: A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.

5040.4.2 Motion to Table: A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

5040.4.3 Motion to Postpone: A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

5040.4.4 Motion to Refer to Committee: A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

5040.4.5 Motion to Close Debate and Vote Immediately: As provided above, any Director may move to close debate and immediately vote on a main motion, which move to close is then seconded and approved by a majority vote of the Board..

5040.4.6 Motion to Adjourn: A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

5040.5 Decorum:

5040.5.1 The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting or hearing.

5040.5.2 The President may also declare a short recess during any meeting.

5040.6 Amendment of Rules of Order:

5040.6.1 By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.

POLICY TITLE: **Review of Administrative Decisions**

POLICY NUMBER: **5050**

5050.1 The provisions of §1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of §1094.5 of said code.

5050.2 This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

5050.3 The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

POLICY TITLE: Minutes of Board Meetings

POLICY NUMBER: 5060

5060.1 The Board Clerk or Secretary of the Board of Directors shall keep minutes of all regular and special meetings of the Board.

5060.1.1 Copies of a meeting's minutes shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a in a fire-resistant, locked cabinet.

5060.1.2 Unless directed otherwise, an audio tape recording of regular and special meetings of the Board of Directors will be made. The device upon which the recording is stored shall be kept in a in fire-resistant, locked cabinet. Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available at the District or the District's website.

5060.1.3 Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- Date, place and type of each meeting;
- Directors present and absent by name;
- Administrative staff present by name;
- Call to order;
- Time and name of late arriving Directors;
- Time and name of early departing Directors;
- Names of Directors absent during any agenda item upon which action was taken;
- Summary record of staff reports;
- Summary record of public comment regarding matters not on the agenda, including names of commentators;
- Approval of the minutes or modified minutes of preceding meetings;
- Approval of financial reports; including month beginning balance and month ending balance;
- Record by number (a sequential range is acceptable) of all warrants approved for payment;
- Complete information as to each subject of the Board's deliberation;
- Record of the vote of each Director on every action item for which the vote was not unanimous;

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Resolutions and ordinances described as to their substantive content and sequential numbering;
Record of all contracts and agreements, and their amendment, approved by the Board;
Approval of the annual budget;
Approval of all polices, rules and/or regulations;
Approval of all dispositions of District assets;
Approval of all purchases of District assets; and,
Time of any adjournment for break, start and finish;
Time of adjournment to closed session
Time of continuance to open session
Time of meeting's adjournment.

5060.1.4 All items requested by the Directors at a regular Board meeting to be added to the next regular meeting shall have:

- All supporting documentation addressed by the General Manager for full report on the item including all necessary documentation to address the requested item. Unless requested otherwise by Director.
- Item will be listed in accordance with the Ralph Brown Act.
- If the Director requests their name added to this item it shall be only upon request of the Director.
- Any item requested after the regular board meeting to be address at the next regular board meeting shall have documentation provided by Director making request unless the information is under the control of the General Manager.

5060.1.5 Agenda Items need not be limited to 20 words and it is encouraged to give an accurate description of the item for public review and historical knowledge.

Georgetown Divide Public Utility District Policy Manual

SERIES 8000 – WATER OPERATIONS

<u>POLICY #</u>	<u>POLICY TITLE</u>
XXXX	Drought Contingency Plan.....
8010	Discontinuation of Residential Water Service/Late Fees.....

RESOLUTION 2018-07

A RESOLUTION OF THE BOARD OF DIRECTORS OF
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
ESTABLISHING A POLICY FOR THE ELECTION OF OFFICERS
AND THE ELECTION OF OFFICERS OF THE 2018 CALENDAR YEAR

WHEREAS, the Georgetown Divide Public Utility District has historically conducted an election of officers in December or January for the upcoming calendar year; and

WHEREAS, the District desires to formalize a policy for electing Officers of the Board of Directors on an annual basis; and

WHEREAS, since District Board elections are held during even years in November requiring a reorganization of the Board in December, the election of officers during even years shall be conducted in December to coincide with the installation of newly elected Directors;

WHEREAS, the election of officers during odd years shall be conducted during the January regular meeting of the Board;

WHEREAS, the nominations were received from the floor during the Board's regular Board meeting of January 9, 2018, and the following Directors elected to serve for the 2018 calendar year:

President: Londres Uso
Vice President: Jesse Hanschild
Treasurer: David Halpin

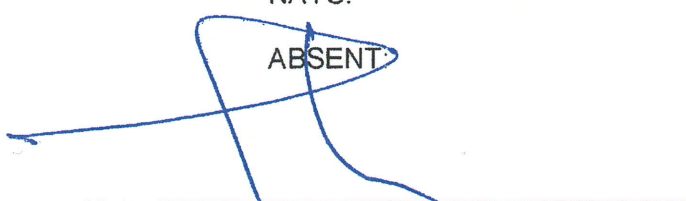
NOW THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Directors of GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT, El Dorado County, California, that the election of officers shall be conducted annually and the slate of officers elected are confirmed to serve for the 2018 calendar year.

PASSED AND ADOPTED at a regularly held meeting of the Board of Directors of the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT on the 9th day of January 2017, by the following vote:

AYES: Halpin, Hanschild, Souza, Uso, Wadde

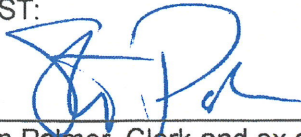
NAYS:

ABSENT



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

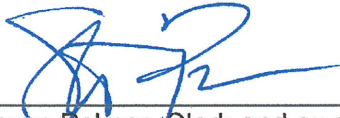
ATTEST:



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 2018-07 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 9th day of January 2017.



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

POLICY TITLE: Discontinuation of Residential Water Service/Late Fees

POLICY NUMBER: 8010

Reference:

Senate Bill No. 998: Discontinuation of Residential Water Service

California Government Code Sections 60370 -60375.5

ARTICLE I. PURPOSE

This policy enumerates Georgetown Divide Public Utility Water District's administrative actions for the collection of delinquent accounts, including notifications, fee assignments and discontinuation of service. This policy will be made available to the public on the District's website. The District can be contacted by phone at (530) 333-4356 to discuss options for averting discontinuation of water service for nonpayment under the terms of this policy.

ARTICLE II. POLICY

Georgetown Divide Public Utility District, as an agency of the state, formed as a special district pursuant to general law for the local performance of governmental or proprietary functions within limited boundaries, is governed in the execution of the collection of delinquent accounts by California Government Code Sections 60370 – 60375.5. Furthermore, as an urban or community water system that supplies water to more than 200 service connections, the District is further governed, effective by law February 1, 2020, by Senate Bill No. 998.

- 1. Application of Policy.** This Residential Water Service Policy and Procedures (this "Policy") shall apply to all Georgetown Divide Public Utility District ("District") accounts for residential water service, but shall not apply to any accounts for non-residential service. To the extent this Policy conflicts with any provisions of the Georgetown Divide Public Utility District Ordinance, Resolution or other rules, regulations, or policies of the District, this Policy shall control.
- 2. Contact Information.** For questions or assistance regarding your water bill, the District's utility billing staff can be reached at (530) 333-4356. Customers may also visit the District in person Monday through Friday, from 8:00 a.m. to 4:30 p.m., except on District holidays. This Policy shall also be available on the District's internet website, at the following address: GD-PUD.ORG
- 3. Billing Procedures.** Water service charges are payable to the District once every other month. All bills for water service are due and payable upon receipt and shall be considered delinquent if not paid on the later of: 1) the last day of the service period of the bill; or 2) one month after the date the bill is issued by the District.
- 4. Discontinuation of Water Service for Nonpayment.** If a bill is delinquent for at least sixty (60) days, the District may discontinue water service to the service address.

4.1 Written Notice to Customer. The District will provide a mailed notice to the customer of record at least ten (10) business days before discontinuation of water service. The notice shall contain:

- (a) the name and address of the customer;
- (b) the amount of the delinquency;
- (c) the date by which payment or payment arrangements must be made to avoid discontinuation of service;
- (d) a description of the procedure by which the customer may request an alternative payment arrangement, which may include an extension, amortization, or alternative payment schedule;
- (e) a description of the procedure to petition for bill review and appeal;
- (f) the telephone number where the customer may request a payment arrangement or receive additional information from the District.

4.2 Written Notice to Occupants or Tenants. If the District furnishes water through a master meter, furnishes individually metered service to a single-family dwelling, multi-unit residential structure, mobile home park, or farm labor camp, or if the customer of record's mailing address is not the same as the service address, the District will also send a notice to the occupants living at the service address at least ten (10) business days before discontinuation of water service. The notice will be addressed to "Occupant," will contain the information required in Section 4.1 above and will also inform the residential occupants that they have the right to become customers of the District without being required to pay the amount due on the delinquent account. Terms and conditions for occupants to become customers of the District are provided in Section 8 below.

4.3 Posting of Notice at Service Address. If the District receives the written notice returned through the mail as undeliverable and is unable to make contact with the customer or an adult occupying the residence by telephone, the District will make a good faith effort to visit the residence and leave a notice of imminent discontinuation of residential service in a conspicuous place at the service address. The notice will be left at the residence at least forty-eight (48) hours before discontinuation of service. The notice shall include:

- (a) the name and address of the customer;
- (b) the amount of the delinquency;
- (c) the date by which payment or payment arrangements must be made to avoid discontinuation of service;
- (d) the procedure to petition for bill review and appeal;
- (e) the procedure for the customer to obtain information on financial assistance, if applicable; and
- (f) the telephone number where the customer may request a payment arrangement or receive additional information from the District.

4.4 Circumstances Under Which Service Will Not Be Discontinued. The District will not discontinue residential water service for nonpayment under the following circumstances:

- (a) During an investigation by the District of a customer dispute or complaint under Section 5.1 below;
- (b) During the pendency of an appeal to the Board of Directors under Section 5.3 below; or
- (c) During the period of time in which a customer's payment is subject to a District-approved extension, amortization, or alternative payment schedule, under Section 6 below, and the customer remains in compliance with the approved payment arrangement.

4.5 Special Medical and Financial Circumstances Under Which Services Will Not Be Discontinued.

- (a) The District will not discontinue water service if all of the following conditions are met:
 - (i) The customer, or a tenant of the customer, submits to the District the certification of a licensed primary care provider that discontinuation of water service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided;

- (ii) The customer demonstrates that he or she is financially unable to pay for residential service within the District's normal billing cycle. The customer is deemed financially unable to pay during the normal billing cycle if: (a) any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or (b) the customer declares under penalty of perjury that the household's annual income is less than 200 percent of the federal poverty level; and
 - (iii) The customer is willing to enter into an alternative payment arrangement, including an extension, amortization, or alternative payment schedule, with respect to the delinquent charges.
- (b) For any customers who meet all of the above conditions, the District shall offer the customer one of the following options, to be selected by the District in its discretion: (1) an extension of the payment period; or (2) an alternative payment schedule or amortization of the unpaid balance. The District Manager or designee will select the most appropriate payment arrangement, taking into consideration the information and documentation provided by the customer, as well as the District's payment needs.
- (c) The customer is responsible for demonstrating that the conditions in subsection (a) have been met. Upon receipt of documentation from the customer, which must be provided to the District at least 48 hours prior to the disconnection date, the District will review the documentation within seven (7) days and: (1) notify the customer of the alternative payment arrangement selected by the District and request the customer's signed assent to participate in that alternative arrangement; (2) request additional information from the customer; or (3) notify the customer that he or she does not meet the conditions in subsection (a). The District reserves the right to extend the customer documentation submission period at the District's discretion.

- (d) The District may discontinue water service if a customer who has been granted an alternative payment arrangement under this section fails to do any of the following for sixty (60) days or more:
 - (a) to pay his or her unpaid charges by the extended payment date;
 - (b) to pay any amount due under an alternative payment schedule or amortization agreement; or
 - (c) to pay his or her current charges for water service.

The District will post a final notice of intent to disconnect service in a prominent and conspicuous location at the service address at least five (5) business days before discontinuation of service. The final notice will not entitle the customer to any investigation or review by the District.

4.6 Time of Discontinuation of Service. The District will not discontinue water service due to nonpayment on a Saturday, Sunday, legal holiday, or at any time during which the District's office is not open to the public.

4.7 Restoration of Service. The District will provide customers whose water service has been discontinued information on how to restore residential service. Such information shall indicate that the customer may contact the District by telephone or in person regarding restoration of service. Restoration shall be subject to payment of: (a) any past-due amounts, including applicable interest or penalties; (b) any reconnection fees, subject to the limitations in Section 7.1, if applicable; (c) and a security deposit, if required by the District.

5. **Procedures to Contest or Appeal a Bill.**

5.1 Time to Initiate Complaint or Request an Investigation. A customer may initiate a complaint or request an investigation regarding the amount of a bill within fifteen (15) days of receiving a disputed bill. For purposes of this Section 5.1 only, a bill shall be deemed received by a customer five (5) days after mailing.

5.2 Review by District. A timely complaint or request for investigation

shall be reviewed by a manager of the District, who shall provide a written determination to the customer. The review will include consideration of whether the customer may receive an extension, amortization, or alternative payment schedule under Section 6.

5.3 Appeal to Board of Directors. Any customer whose timely complaint or request for an investigation pursuant to this Section 5 has resulted in an adverse determination by the District may appeal the determination to the Board of Directors by filing a written notice of appeal with the General Manager within ten (10) business days of the District's mailing of its determination. Upon receiving the notice of appeal, the General Manager will set the matter to be heard at an upcoming Board of Directors meeting and mail the customer written notice of the time and place of the hearing at least ten (10) days before the meeting. The decision of the Board of Directors shall be final.

6. **Extensions and Other Alternative Payment Arrangements.**

6.1 Time to Request an Extension or Other Alternative Payment Arrangement. If a customer is unable to pay a bill during the normal payment period, the customer may request an extension or other alternative payment arrangement described in this Section 6. If a customer submits his or her request within twelve (12) days after the mailing of a written notice of discontinuation of service by the District, the request will be reviewed by a manager of the District. District decisions regarding extensions and other alternative payment arrangements are final and are not subject to appeal to the Board of Directors.

6.2 Extension. If approved by the District, a customer's payment of his or her unpaid balance may be temporarily extended for a period not to exceed six (6) months after the balance was originally due. The District Manager or designee shall determine, in his or her discretion, how long an extension shall be provided to the customer. The customer shall pay the full unpaid balance by the date set by the District and must remain current on all water service charges accruing during any subsequent billing periods. The extended payment date will be set forth in writing and provided to the customer.

6.3 Alternative Payment Schedule or Amortization. If approved by the District, a customer may pay his or her unpaid balance pursuant to an alternative payment schedule or amortization that will not exceed twelve (12) months, as determined by the District Manager or designee, in his or her discretion. If approved, an alternative payment schedule may allow periodic lump-sum payments that do not coincide with the District's established payment date or may provide for payments made more or less frequently than the District's regular payment date. If amortization is approved, the unpaid balance will be divided by the number of months in the amortization period, and that amount will be added

to the customer's monthly bills for water service until fully paid. During the period of the alternative payment schedule or amortization, the customer must remain current on all water service charges accruing during any subsequent billing periods. The alternative payment or amortization schedule and amounts due will be set forth in writing and provided to the customer.

6.4 Failure to Comply. If an original payment is at least sixty (60) days delinquent and a customer who has been granted an alternative payment arrangement fails to either:

- (a) pay his or her unpaid charges by the extended payment date; or
- (b) pay any amount due under an alternative payment schedule or amortization schedule, then the District may terminate water service. The District will post a final notice of intent to disconnect service in a prominent and conspicuous location at the service address at least five (5) business days before discontinuation of service. The final notice will not entitle the customer to any investigation or review by the District.

6.5 Payment Reductions or Waivers. Low Income customers can apply for the District's Low- Income Rate Assistance Program giving a discount of 25% off the base rate.

7. **Specific Programs for Low-Income Customers.**

7.1 Reconnection Fee Limits and Waiver of Interest. For residential customers who demonstrate to the District a household income below 200 percent of the federal poverty line, the District will:

- (a) Limit any reconnection fees during normal operating hours to fifty dollars (\$50), and during non-operational hours to one hundred fifty dollars (\$150). The limits will only apply if the District's reconnection fees actually exceed these amounts. These limits are subject to an annual adjustment for changes in the Bureau of Labor Statistics' Consumer Price Index for All Urban Consumers (CPI-U) beginning January 1, 2021.
- (b) Waive interest charges on delinquent bills once every 12 months. The District will apply the waiver to any interest charges that are unpaid at the time of the customer's request.

7.2 Qualifications. The District will deem a residential customer to

have a household income below 200 percent of the federal poverty line if: (a) any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or (b) the customer declares under penalty of perjury that the household's annual income is less than 200 percent of the federal poverty level.

8. Procedures for Occupants or Tenants to Become Customers of the District.

8.1 Applicability. This Section 8 shall apply only when the property owner, landlord, manager, or operator of a residential service address is listed as the customer of record and has been issued a notice of intent to discontinue water service due to nonpayment.

8.2 Agreement to District Terms and Conditions of Service. The District will make service available to the actual residential occupants if each occupant agrees to the terms and conditions of service and meets the requirements of the District's rules and regulations. Notwithstanding, if one or more of the occupants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of the District, or if there is a physical means, legally available to the District, of selectively discontinuing service to those occupants who have not met the requirements of the District's rules and regulations, the District shall make service available to the occupants who have met those requirements.

8.3 Verification of Tenancy. To be eligible to become a customer without paying the amount due on the delinquent account, the occupant shall verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling. Verification may include, but is not limited to, a lease or rental agreement, rent receipts, a government document indicating that the occupant is renting the property, or information disclosed pursuant to Section 1962 of the Civil Code, at the discretion of the District.

8.4 Methods of Establishing Credit. If prior service for a period of time is a condition for establishing credit with the District, residence and proof of prompt payment of rent for that period of time is a satisfactory equivalent.

9. Procedures for Returned Checks.

9.1 Notification of Disposition of Returned Check. Upon receipt of a returned check taken as payment of water service or other charges, the District will

consider the account not paid. The District will make a reasonable, good faith effort to notify the customer by phone or email of the returned check. A 48-hour notice of termination of service due to a returned check will be generated. The means of notification will be based upon the notification preference (text, phone, or email) selected by the customer. Customers who have not selected a means of notification will be notified by phone. If the District is unable to make contact by text, phone, or email, a good faith effort will be made to visit the residence and leave a notice of termination of service.

Water service will be disconnected if the amount of the returned check and the returned check charge are not paid on or before the date specified in the notice of termination. All amounts paid to redeem a returned check and to pay the returned check charge must be in cash, credit card or certified funds.

9.2 Returned Checks for Previously Disconnected Service.

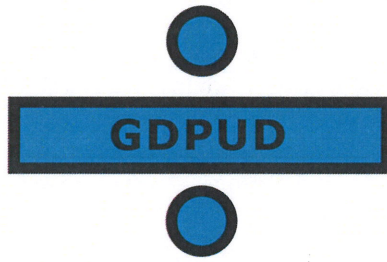
In the event a customer tenders a non-negotiable check as payment to restore water service previously disconnected for non-payment and the District restores service, the District may promptly disconnect service without providing further notice. No 48-hour notice of termination will be given in the case of a non-negotiable check tendered for payment of water charges that were subject to discontinuance.

Any customer issuing a non-negotiable check as payment to restore service turned off for nonpayment will be required to pay cash, credit card or certified funds to restore future service disconnections for a period of 12 months from the date of the returned payment.

10. **Language for Certain Written Notices.** All written notices under Section 4 shall be provided in English, Spanish, Chinese, Tagalog, Vietnamese, Korean, and any other language spoken by ten percent (10%) or more people within the District's service area.

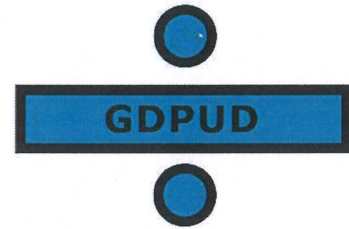
11. **Other Remedies.** In addition to discontinuation of water service, the District may pursue any other remedies available in law or equity for nonpayment of water service charges, including, but not limited to: securing delinquent amounts by filing liens on real property, filing a claim or legal action, or referring the unpaid amount to collections. In the event a legal action is decided in favor of the District, the District shall be entitled to the payment of all costs and expenses, including attorneys' fees and accumulated interest.

12. **Discontinuation of Water Service for Other Customer Violations.** The District reserves the right to discontinue water service for any violations of District ordinances, rules, or regulations other than nonpayment.



NEW BUSINESS
ITEM 8.D.

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF OCTOBER 13, 2020
AGENDA ITEM NO. 8.D.**



AGENDA SECTION: NEW BUSINESS

SUBJECT: RESERVE POLICY

PREPARED BY: Kristen West, Eide Bailly Consultant

APPROVED BY: Jeff Nelson, Interim General Manager

BACKGROUND

On November 13, 2018 the Board of Directors approved Resolution 2018-53 to establish a reserve policy and accepted recommendations on the basis for calculating those reserves. Below is a summary of the reserves and their respective calculation methodologies:

RESERVE POLICY	
	Basis for Reserve
Operating Reserve	120 days of expenses (4 months, or two billing cycles)
Rate Stabilization Reserve	Account for in Operating Reserve, no exposure to volatility of costs associated with providing service since the District does not participate in the buying and selling of utilities in the open market
Capital Reserve	Annual replacement and rehabilitation needs based on current value of assets and anticipated service life, as supported by rate studies
Emergency Reserve	Included in Capital Reserve

Operating Reserve

In the event of unforeseen circumstances such as drought or unfavorable economic conditions revenues may decline. To ensure operating costs are covered during such circumstances, the policy established the Operating Reserve at 120 days of operating expenses; as it equates to 4 months, or 2 billing cycles.

Rate Stabilization Reserve

Since the District does not participate in purchasing utilities in the open market the cost of providing service is not subject to the inherent volatility in the costs of such activities. Therefore, the Operating Reserve is probably sufficient in accounting for rate stabilization.

Capital Reserve

The industry standard for applying a percentage of accumulated depreciation is subject to applicability to each individual organization. Accounting for 100% of accumulated depreciation is extremely conservative, but unrealistic as the likelihood of needing to replace 100% of the District's assets at the same time is very slim, and as such would unnecessarily raise rates. Thorough analysis of the present value of the cost of maintaining assets into the future is more realistic, and ultimately cost effective to rate payers. For this reason, the results of water rate study and waste-water rate study are to serve as basis for capital reserves.

Emergency Reserve

Since a majority of the assets are deemed critical and otherwise non-replaceable, Emergency Reserves are recommended to be considered included in the Capital Reserve accounts.

Debt Service Reserves

These reserves are required as legally mandated by certain activities and contractual agreements and will accumulate from unrestricted funds in an amount as set forth in the applicable agreements and be restricted for future use.

DISCUSSION

Analysis of reserves was performed on current unaudited ending balances as of June 30, 2020. Based on guidance in the policy, reserve balances were calculated and compared to available cash to determine excess or deficit cash to cover reserves.

The Water Operating Reserve is calculated as \$1,733,914 and derived based on 120 days of budgeted expenses of \$5,201,743. Current cash in the Water Fund is \$2,783,827 and is in excess of the operating reserve by \$1,049,913.

The recommended Water Capital Reserve provided in the most rate study performed by RCAC in 2017 is \$5,284,478. Cash available in the Capital Reserve fund is currently \$703,624, which is in deficit by \$4,580,854 when compared to reserve requirements.

Debt Service reserves for Stumpy Meadows and ALT are \$1,087,861 and \$587,357, respectively. Stumpy Meadows Emergency Reserves were established through debt covenants provided in the original debt agreement and are restricted for expenses related to Stumpy Meadows. ALT SRF Loan Reserves are required by the current debt agreement to be equal to the principal payment due in the next year and are restricted for the purpose of ensuring payment in the event the District is in hardship.

The following tables summarizes the Water Fund reserve analysis, balances and excess or deficit amounts.

Reserve Policy

Board Meeting of October 13, 2020
Agenda Item 8.D.

		Water Fund		
		<u>Amount</u>	<u>Current Cash Balance</u>	<u>Excess (Deficit)</u>
Operating Reserve				
120 days of budgeted expenses,	\$5,201,743	\$ 1,733,914	\$ 2,783,827	\$ 1,049,913
Capital Reserve				
annual replacement value of assets <i>per 2017 rate study</i>		5,284,478	703,624	\$ (4,580,854)
Debt Service				
Stumpy Meadows Emergency Reserve <i>restricted for future expenses related to Stumpy Meadows</i>			1,087,861	\$ 1,087,861
ALT SRF Loan Reserve <i>restricted for future expenses related to ALT Water Treatment Plant</i>		587,357	587,357	\$ -
		<u>\$ 7,605,749</u>	<u>\$ 5,162,669</u>	<u>\$ (2,443,081)</u>

The Wastewater Operating Reserve is \$112,940 and calculated based on 120 days of expenses of \$338,819. When compared to the current cash balances in the ALT Zone Fund there are excess reserves of \$893,305.

The Wastewater Capital Reserve is \$45,000 and based on the annual system rehabilitation costs provided in the most recent rate study performed by HEC in 2019. Cash balances in the CDS M&O and CDS Reserve Funds amount to \$216,341, which is in excess of the reserve by \$171,341.

The following table summarizes the Wastewater reserve analysis, balances and excess or deficit amounts.

		Wastewater ALT Zone & CDS		
		<u>Amount</u>	<u>Current Cash Balance</u>	<u>Excess (Deficit)</u>
Operating Reserve				
120 days of budgeted expenses,	\$338,819	\$ 112,940	\$ 1,006,245	\$ 893,305
Capital Reserve				
annual system rehabilitation costs <i>per 2019 rate study</i>		45,000	216,341	171,341
		<u>\$ 157,940</u>	<u>\$ 1,222,586</u>	<u>\$ 1,064,646</u>

Recommendation

The results of the analysis of reserves provided above were further analyzed for recommendations. Considering the excess operating reserves, it is recommended the District amend the Water and Wastewater operating reserves to 180 days (or six months) of budgeted expenses. Applying this amendment, the Water and Wastewater operating reserves are increased to \$2,600,872 and \$169,410, conserving the excess reserves to \$182,956 and \$836,835, respectively. Presently there is a material deficit in the Water Capital Reserve, as

Reserve Policy

Board Meeting of October 13, 2020
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such it is recommended to target fifty-percent, or \$2,642,239 of the annual replacement value of assets until the next rate study is performed and reported, reducing the capital reserve deficit to \$1,938,615. The Stumpy Meadows reserve balance requires more analysis to determine the potential for reclassifying funds available for the deficit in capital reserves since the debt is no longer an obligation to the District. No recommendation is made to amend Wastewater capital reserves, as there is currently an excess in reserves. Additionally, during the analysis of reserves we noticed opportunity to provide greater transparency and improved financial reporting and recommend Water and Wastewater capital funds be established with related reserve fund balance accounts. Furthermore, capital project expenditures would be consolidated and the cumulative effect on capital reserves be more appropriately presented.

		Water Fund		
		<u>Amount</u>	Current Cash <u>Balance</u>	Excess (<u>Deficit</u>)
Operating Reserve				
180 days of budgeted expenses, <i>suggested</i>	\$5,201,743	2,600,872	2,783,827	182,956
Capital Reserve				
50% annual replacement value of assets <i>suggested</i>		2,642,239	703,624	\$ (1,938,615)
Debt Service				
Stumpy Meadows Emergency Reserve <i>restricted for future expenses relatd to Stumpy Meadows</i>			1,087,861	\$ 1,087,861
ALT SRF Loan Reserve <i>restricted for future expenses relatd to ALT Water Treatment Plant</i>		587,357	587,357	\$ -
		<u>\$ 5,830,468</u>	<u>\$ 5,162,669</u>	<u>\$ (667,799)</u>

		Wastewater ALT Zone & CDS		
		<u>Amount</u>	Current Cash <u>Balance</u>	Excess <u>Deficit</u>
Operating Reserve				
180 days of budgeted expenses, <i>suggested</i>	\$338,819	\$ 169,410	\$ 1,006,245	\$ 836,835
Capital Reserve				
annual system rehabilitation costs <i>per 2019 rate study</i>		45,000	216,341	171,341
		<u>\$ 214,410</u>	<u>\$ 1,222,586</u>	<u>\$ 1,008,176</u>

FISCAL IMPACT

Periodic review of the cash reserves and periodic Board approval for setting the reserve levels allows for the proper planning and funding of capital projects and rehabilitation work needed for the water and sewer systems. Policy changes to the cash reserves does not initiate any cash transactions. Implementation of any policy changes may require additional Board action.

CEQA ASSESSMENT

Not a CEQA project.

RECOMMENDED ACTION

Staff recommends the Board of Directors accept this report by Eide Bailly, and direct staff to formalize a proposal to modify the District's reserve policy to reflect the recommendations above, for further consideration and approval by the Board of Directors at a subsequent Board Meeting.

ALTERNATIVES

Alternative options include instruct staff and Eide Bailly to conduct further analysis of the District reserves and develop alternative recommendations or take no action and make no changes to the District's current reserve policy.

ATTACHMENTS

No attachments