



**Agenda Packet**

**GDPUD**

**Regular Board Meeting**

**Tuesday, November 12, 2019**

**2:00 P.M.**

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

**TUESDAY, NOVEMBER 12, 2019**  
**2:00 P.M.**

**MISSION STATEMENT**

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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.

- 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**

**A. El Dorado County Water Agency: Water Resources Regional Management Plan**

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. Special Meeting of September 19, 2019
2. Regular Meeting of October 8, 2019
3. Special Meeting of October 28, 2019

**B. Financial Reports**

1. Statement of Cash Balances – September 2019
2. Month-End Cash Disbursements Report – September 2019

**C. Designate the General Manager as Voting Delegate for the ACWA General Session Meeting on December 4, 2019**

**Possible Board Action:** Adopt staff recommendation

6. **INFORMATIONAL ITEMS**

**A. Board Reports**

**B. General Manager's Report**

**C. Operation Manager's Report**

**D. ALT Treatment Plant Update**

**E. Finance Committee Report**

7. **NEW BUSINESS**

- A. Approve a Professional Service Agreement for Gaging Improvements with Western Hydrologics, Water & Hydropower Consulting in the amount of \$189,343**

**Possible Board Action:** Approve Resolution

- B. Consider Adoption of Updated Leakage Consideration Policy**

**Possible Board Action:** Approve Resolution

- C. Review and Provide Direction on Request for Proposals for Communication/Outreach Consultant**

**Possible Board Action:** Review and provide direction

8. **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

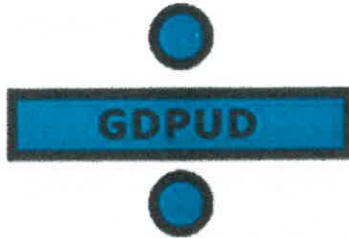
provide input for future meetings as well as report on their District-related meeting attendance.

**9. NEXT MEETING DATE AND ADJOURNMENT** – The next Regular Meeting will be on December 10, 2019, at 2:00 P.M. at the Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, California 95634.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Steve Palmer by telephone at 530-333-4356 or by fax at 530-333-9442. Requests must be made as early as possible and at least one-full business day before the start of the meeting. In accordance with Government Code Section 54954.2(a), this agenda was posted on the District's bulletin board at the Georgetown Divide Public Utility District office, at 6425 Main Street, Georgetown, California, on November 8, 2019.

  
\_\_\_\_\_  
Steven Palmer, PE, General Manager

11/6/19  
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Date

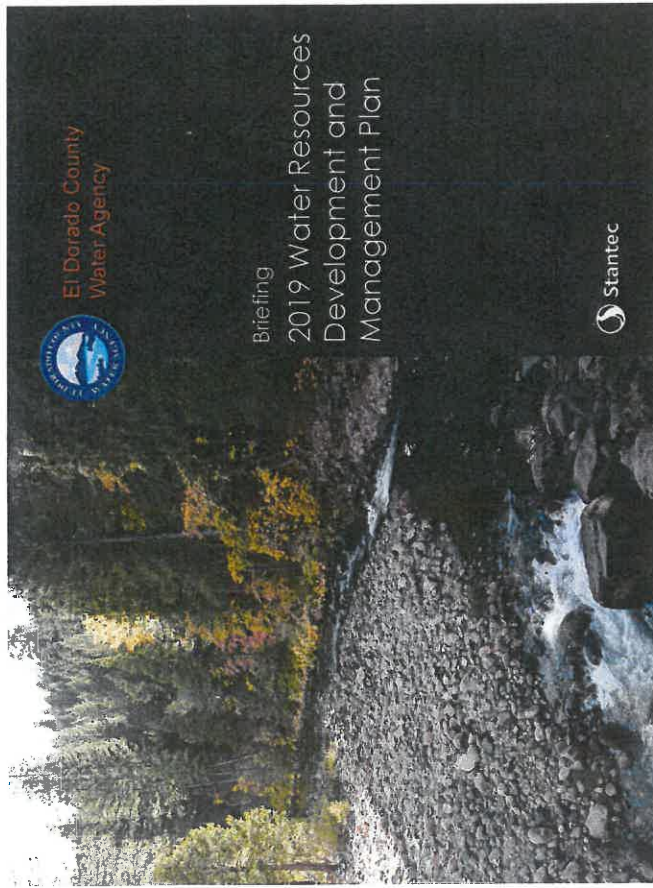


**PROCLAMATIONS AND PRESENTATIONS**

*Presentation from*

**El Dorado County Water Agency:  
Water Resources Regional Management Plan**





## Agency's 2019 WRDMP

**Supports** realization of the vision of the County General Plan for economic development, environmental protection, and quality of life

**Promotes** the integrated water management approach for countywide benefits and resilience

**Provides** policy guidance for the Agency's investment for and actions that are collaboratively and observe respecting roles and responsibilities



On October 9, 2019, the Agency's Board adopted the policies and guidance for WRDMP implementation.



# Agency's 2019 WRDMP



# WRDMP Advisory Groups



### Why We Do It

- Reasons for change
- Vision and principles for development



### Who Are Responsible

- General Plan Vision
- Who is doing what in El Dorado County
- Major raw water facilities
- Environmental protection



### What is Ahead

- Water resource-related challenges
- Review from perspective of integrated water management



### How We Do It

- Broad resource management strategies
- Role and responsibilities based on collaborative implementation



### What We Do

- Implementation programs
- Policies and guidance
- Accomplishments and near-term actions in 5-year cycle



## Plan Advisory Group

- Plan content and recommendations
- General Plan consistency and capacity level focus
- Countywide focus (Tahoe Basin and West Slope)
- Participation by water purveyors and County



## Agricultural Advisory Group

- Opportunity and water use for agricultural economics
- Following the County General Plan policies and practices
- Participation by growers, County, and subject matter experts

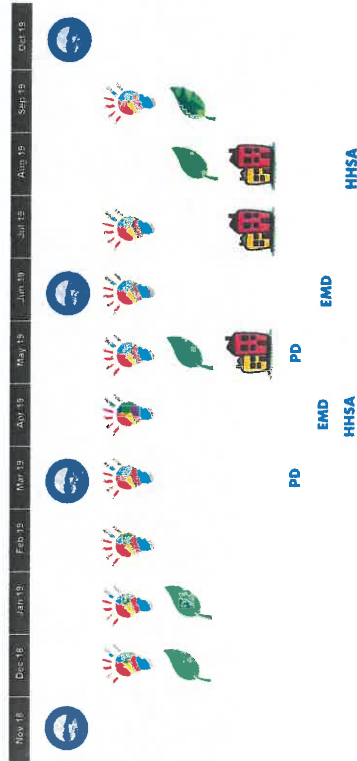


## M&I Advisory Group

- Opportunity and water use for community and business development
- Following County General Plan policies and practices
- Participation by water purveyors and County



# Major Engagement Activities for WRDMP Development

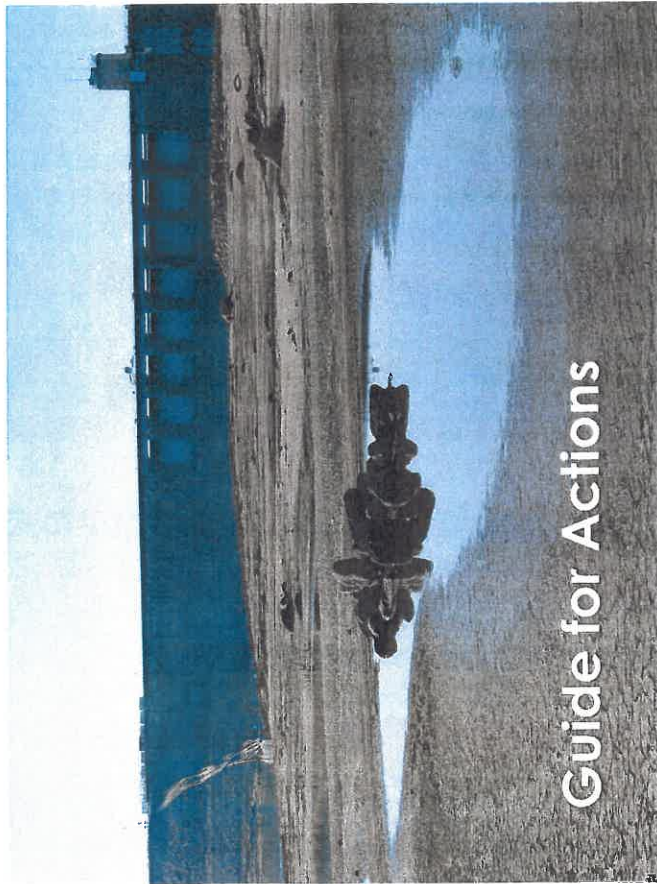


Key:  
 PD: Planning Department  
 EMD: Environmental Management Department  
 HHSA: Department of Health and Human Services Agency

# Acknowledgements

- Plan Advisory Group Members**
- Brian Mueller - El Dorado Irrigation District
  - Charles Dawson (Coowner) / Bob Alperstein - County of El Dorado
  - Sharon Rasmussen - El Dorado County Water Agency
  - Kenneth Payne - El Dorado County Water Agency
  - Sean Barsky - Tahoe City Public Utility District
  - Sharon Cobble (PJM) / Tim Alperstein - South Tahoe Public Utility District
  - Steve Palmer (Adm. Manager) / Alternative - Georgetown Delle Public Utility District
  - Tiffany Schmidt (Adm. Manager) / Alternative - County of El Dorado
- Agricultural Advisory Group Members**
- Sharon Cobble - El Dorado County Water Agency
  - Charles Dawson (Coowner) / Bob Alperstein - County of El Dorado
  - Charm Campbell (Team) / Ellicott Alternative - Rainbow Trout Farm, El Dorado County
  - Chamber of Commerce
  - Dave Pahl - El Dorado County Farm Bureau
  - Median Kolberg - El Dorado Agricultural Water Quality Management Corporation
  - Doug Lutz - Owners for Water, El Dorado County Chamber of Commerce
  - Chris Dearth - El Dorado Water Users / El Dorado Wine Grape Growers Association
  - John Hines - El Dorado County Water Agency
  - Lucy Madson - Walker Vineyard, El Dorado Wine Grape Growers Association
  - Lynn Wadsworth - University of California Cooperative Extension
  - Mervin Hess - El Dorado County Farm Bureau
- Municipal and Industrial Advisory Group Members**
- El Dorado Irrigation District
  - Joe Lutz - El Dorado County Water Agency District
  - Kenneth Payne - El Dorado County Water Agency
  - Sean Rasmussen (Adm. Manager) / Tahoe City Public Utility District
  - Sharon Cobble - South Tahoe Public Utility District
  - Steve Palmer (Adm. Manager) / Alternative - Georgetown Delle Public Utility District
  - Tiffany Schmidt (Adm. Manager) / Alternative - County of El Dorado

- Topic-Specific Consultations**
- Yvonne Bredford - Director of Planning
  - Tracie Caldwell - El Dorado County Water Agency
  - Sharon Rasmussen - El Dorado County Water Agency
  - Steve Barsky - County of El Dorado
  - Area Consultant - County of El Dorado
  - Kathryn Nordstrom - County of El Dorado
  - Orin Brown, Cooper - County of El Dorado
  - Paula Payne-Dunn - County of El Dorado
- Plan Development Team**
- El Dorado County Water Agency
  - Median Kolberg - El Dorado County Water Agency
  - Melita Fernald - Planner
  - Robert Gray - Planner
  - Yvonne Bredford - Planner
  - Yvonne Bredford - Planner
- Technical Support**
- Brian Ellis - Design Engineer
  - Sharon Cobble - Design Engineer
  - Robert Gray - Design Engineer
  - Harriet Ross - EEA
  - Kenneth Payne - Planner
  - Kristen Hunter - HR
  - Leslie Mazon-Post - EEA
  - Raymond Young - Planner
  - Rock Long - EEA
  - Sharon Cobble - Planner
  - Steve Barsky - Planner
  - Sharon Cobble - Planner
  - Tiffany Schmidt - Planner



## Agency Rebranding



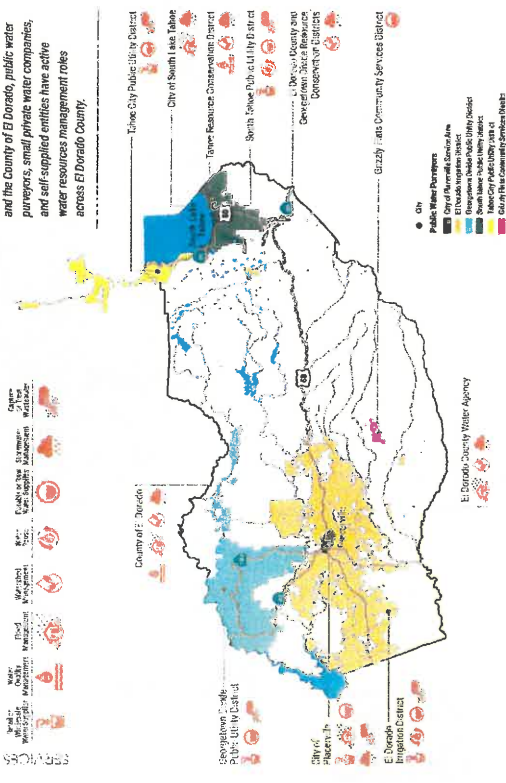
- Focus on responsibilities for El Dorado County's water future
- Align efforts toward the betterment of the entire county
- Assist the County of El Dorado in realizing County General Plan
- Foster the collaboration cross agencies, organizations, and stakeholders

Consistent with the authority under the 1959 El Dorado County Water Agency Act

# WRDMP Summary

## Align Land Use Policies, Requirements, and Practices

El Dorado County Water Agency, cities and the County of El Dorado, public water purveyors, small/private water companies, and self-supplied entities have active water resources management roles across El Dorado County.

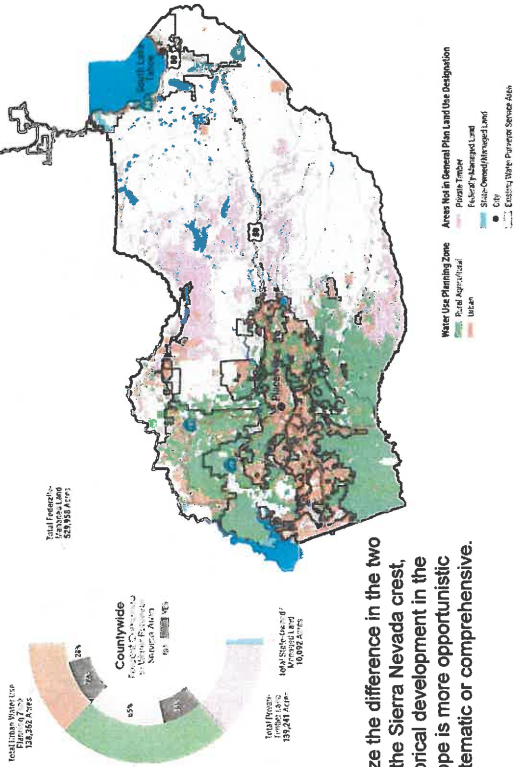


County General Plan  
Land Use Requirements  
The County General Plan  
Land Use Requirements  
are the foundation for  
developing the West Slope  
Water Use Planning Zones.  
The County General Plan  
is adopted every 8 years.  
The County General Plan  
is updated every 4 years.  
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is updated every 4 years.

Project the view of the County when implementing its General Plan as the basis of water use planning zone delineation and subsequent planning

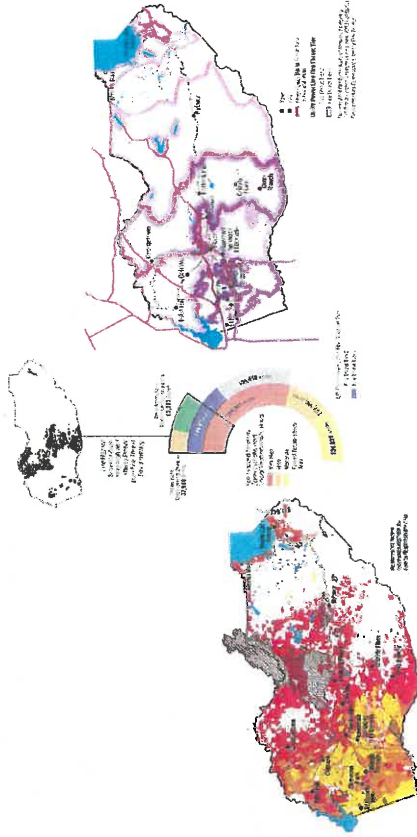
What's the best value of the Agency's service to County residents?

## General Plan Vision at the Land Capacity Level



Recognize the difference in the two sides of the Sierra Nevada crest, and historical development in the West Slope is more opportunistic than systematic or comprehensive.

## Concise Display of Countywide Conditions – Wildfire Example



## Identified Water Resource-Related Challenges

Water-Resource Related Challenges in the West Slope			
<b>Water Supply</b>	<b>Water Quality</b>	<b>Public Safety</b>	
C1. Long-Term Water Supply Demand Imbalance (3.1)	C2. Loss of Water Supply Due to Other Resource Management Practices (3.2)	C3. Limited Stormwater Resources (3.4)	C7. Vulnerability to Flooding (3.7)
C1. Long-Term Water Supply Demand Imbalance (2.1)	C2. Vulnerability During Droughts (3.2)	C4. Limited Stormwater Resources (3.4)	C7. Vulnerability to Flooding (3.7)
		C5. Limited Stormwater Resources (3.4)	

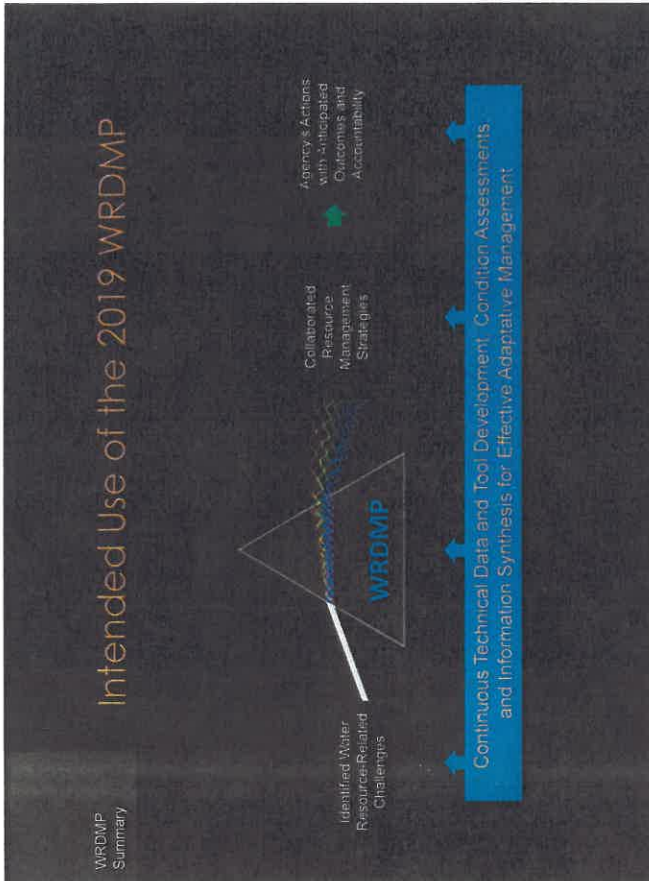
## Challenges identified from a countywide, integrated resource management viewpoint

## Resource Management Strategies Connect the Challenges and Agency's Programs



## WRDMP Implementation

Well-defined policies and guidance formalize the direction of the Agency's long-term implementation and provide needed flexibility to adapt to change conditions.





## WRDMP Implementation

Update every five years to address changes in conditions, advancement in technology, and progress in implementation.

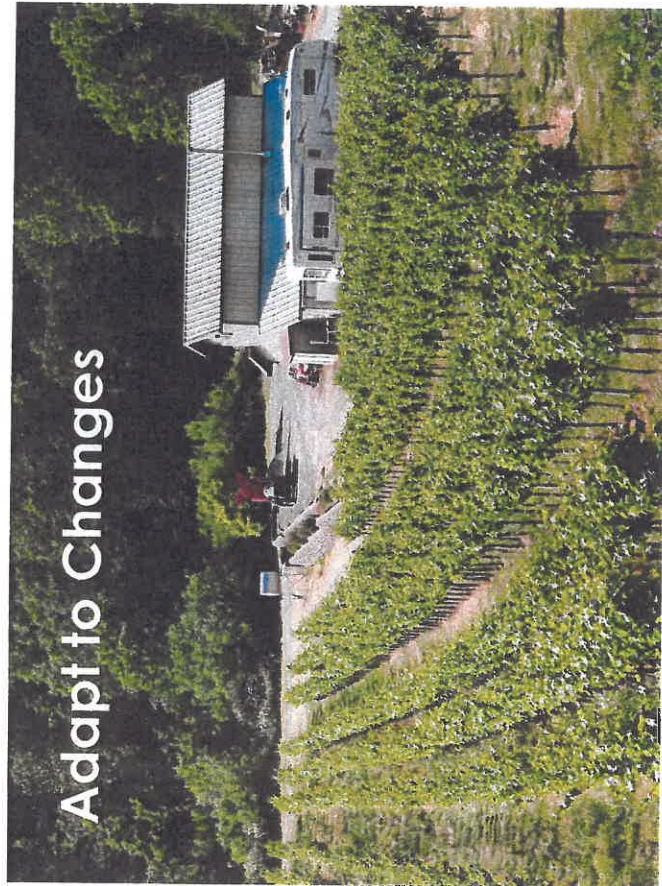


## Key to Success

**Implementation will be dynamic and adaptive**

**Collaboration and cooperation will define our collective water future**

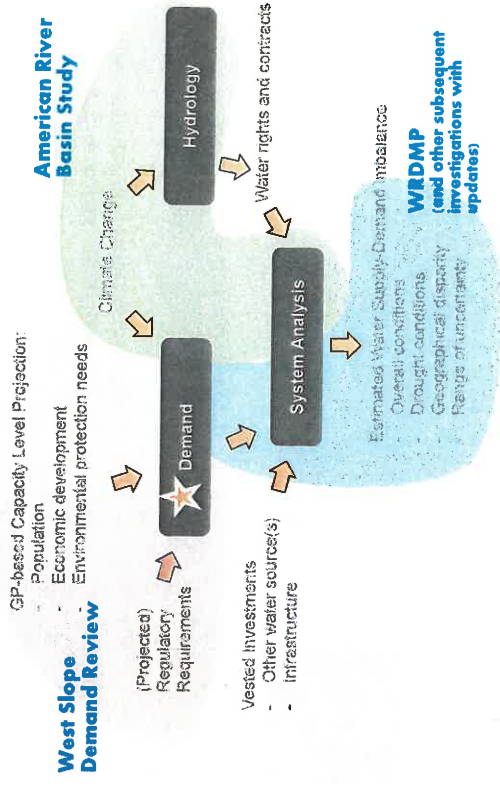




# Adapt to Changes

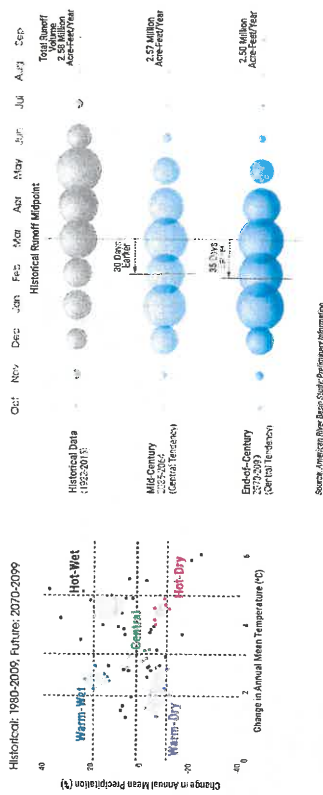
WRDMP  
Summary –  
Change  
Management

## Water Supply-Demand Scenario (Conceptual Model\_West Slope)

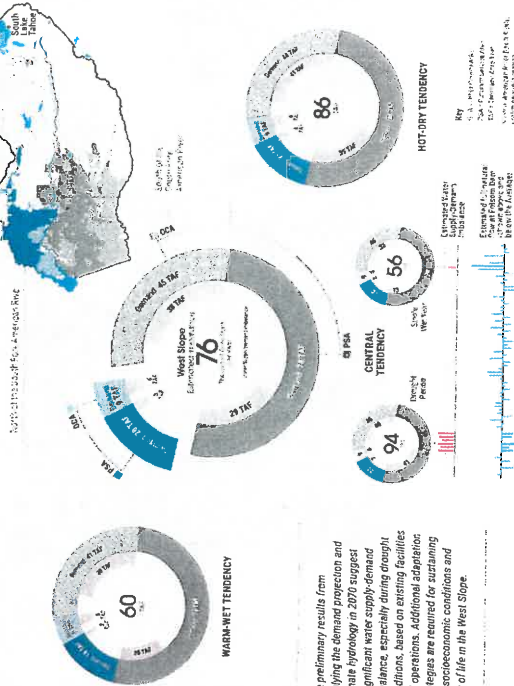




## Evolving Changes – Hydrology under Climate Change (ARBs)



## Evolving Changes - Water Supply- Demand Imbalance (West Slope)

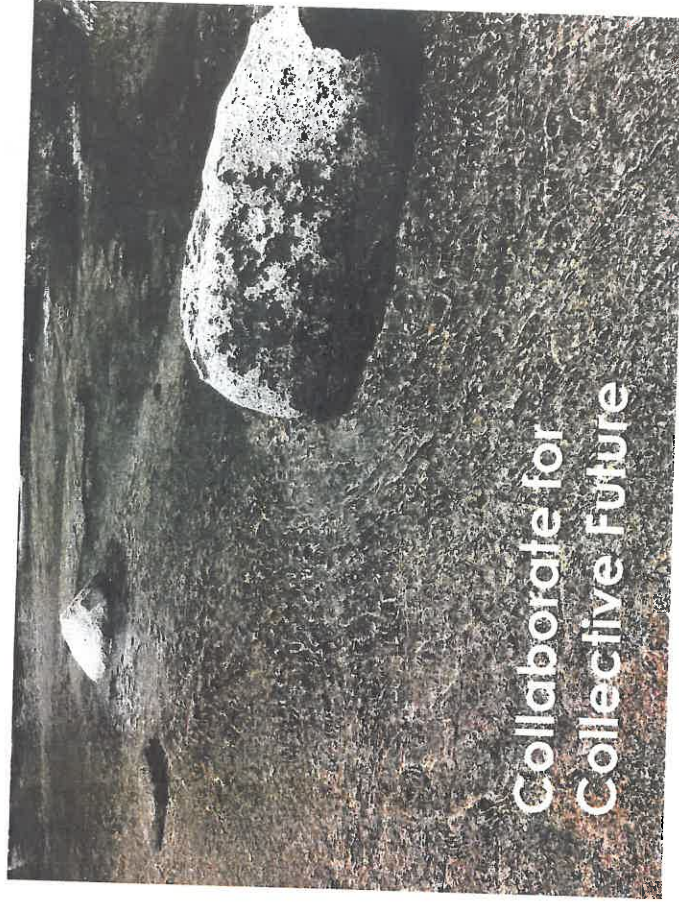


The preliminary results from applying the demand projection and climate hydrology in 2070 suggest a significant water supply-demand imbalance, especially during drought conditions, based on existing facilities and operations. Additional adaptation strategies are required for sustaining the socioeconomic conditions and way of life in the West Slope.

## Evolving Changes and the Need for Adaptive Management

- 2019 WRDMP responds to the need for assertive adaptive management, including:
  - *Focusing on policies and guidance for steady implementation and change management*
  - *Using long-term trends for developing resources management strategies*
  - *Participating in outcome-oriented activities to influence changes and adopt to changes*
  - *Updating strategies periodically to stay current with changing conditions*

The Agency cannot do this alone.



## Collaboration is the Essence of Resource Management Strategies

- Resource Management Strategies (RMS) are broad strategies with expanded actions to address identified challenges with an integrated approach
- RMS development occurred through the collaboration efforts of the Plan Advisory Group
- RMS implementation requires the same principles of collaboration, and respect for each party's role and responsibilities
- Agency's role varies by strategy and by action:
  - **Lead:** Assuming responsibility in advancing an action
  - **Facilitate:** Organizing and assisting in advancing an action, but not directly responsible
  - **Support:** Providing as-needed coordination, advocacy, and occasional assistance

WRDMP  
Summary –  
Collaborative  
Implementation

## RMS Example with Significant Agency Role

### RMS1 – Secure Surface Water Supply Entitlements

RMS Actions	West Yuba County	Timpan Bioscience	Principal Implementing Agency's Role(s)
1a. Secure CVP long-term water service contracts with Reclamation	X		EDCWA, ED, GOPUD
1b. Secure water rights for projected needs	X	X	EDCWA, ED, GOPUD, GFCSD, STPUD, TCUUD
1c. Develop water infrastructure to meet projected needs	X	X	City of Placerville, EDCWA, ED, GOPUD, GFCSD, STPUD, TCUUD
1d. Manage and leverage Sacramento Municipal Utility District storage agreement	X		EDCWA
1e. Develop operational agreements as entitlements for flexible use of water supply	X	X	City of Placerville, EDCWA, ED, GOPUD, GFCSD, STPUD, TCUUD
1f. Determine water purveyors for OCA	X	X	County, EDCWA, El Dorado County / ATCO

Complete contract negotiation and execution for 15 TAF CVP (Said) Water Service Contract, and in coordination with water purveyors and other partners, lead the development of additional plan and actions for full-term water purveyors in water right proceedings

Acquire 40 TAF water right and integrate with use of State water Reclamation and Federal advocacy

Coordinate with water purveyors and other potential partners in coordination with water purveyors, lead the development of the plan and actions for full-term water purveyors in water right proceedings

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## RMS Example with Less Agency Role

### RMS9 - Improve Watershed Management for Water Resource-Related Benefits

RMS Actions	West Slope	Tahoe Basin	Principal Implementing Agencies	Agency's Role(s)
9a. Implement headwater meadow riparian for water retention and water quality management	X	X	USFS, CAGY and Tahoe Sierra IRWMS implementing agencies	S - Participate in CAGY and Tahoe Sierra Integrated Regional Water Management (IRWM) efforts S - Support communications, information sharing and advocacy efforts
9b. Implement invasive species management	X	X	El Dorado County Noxious Weed Group, Tahoe Basin West Coordinating Group	S - Support communications and information sharing efforts
9c. Collaborate with resource management agencies, power utilities, water purveyors, and stakeholders to promote long-term benefits of watershed infrastructure protection, biodiversity and ecosystem functions	X	X	El Dorado County Noxious Weed Group, Tahoe Basin West Coordinating Group, El Dorado County Forestry and Fire Protection, private entities (e.g., Sierra Pacific Industries), Sierra Nevada Conservancy, USFS and Liberty Utilities, PSE&S, and ED, GPPUD, GPC&B, STP&A, TOPUD	F - Participate in the South Fork American River Cohesive Strategy and explore feasibility of establishing similar forums for the remainder of El Dorado County F - Coordinate effort to develop, collect, synthesize and distribute information on forest health and associated benefits, including water retention and fuel management, support for changes in forest decisions and promote implementation and funding authority S - Support communications, information sharing and advocacy efforts; support state and federal grant applications (where appropriate)
9d. Expand options for utilizing and disposing of woody biomass	X	X	County, ED, GPPUD, GPC&B, STP&A, TOPUD	S - Collaborate with implementation agencies and explore options including incentives for biomass energy production, wood waste, wood processing, and other creative solutions.

## RMS Example with Mixed Agency Role

### RMS6 - Manage Stormwater as a Resource

RMS Actions	West Slope	Tahoe Basin	Principal Implementing Agencies	Agency's Role(s)
6a. Update Stormwater Resource Plans	X	X	City of Placerville, City of South Lake Tahoe County, Tahoe Resource Conservation District	L - Update West Slope Stormwater Resource Plan and implementing approach F - Coordinate with implementing agencies on the update of the Tahoe-Sierra Region Stormwater Resource Plan S - Support communications, information sharing and advocacy efforts S - Support state and federal grant applications (where appropriate)
6b. Implement water quality control measures to address runoff from highways, streets, and other priority impervious areas	X	X	City of Placerville, City of South Lake Tahoe County	S - Support communications, information sharing and advocacy efforts
6c. Implement Stormwater Management measures as part of the stormwater resource plan for California Municipal Separate Storm Sewer Systems Permits - Phase I (Tahoe Basin) and Phase II (West Slope)	X	X	City of Placerville, City of South Lake Tahoe County	S - Support communications, information sharing and advocacy efforts

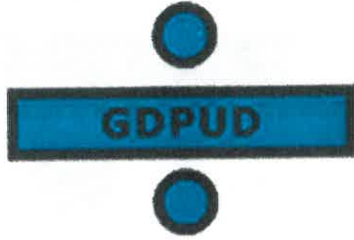
## RMS Implementation is a Collective Responsibility

- Extend the principles of collaboration in the planning process to implementation
  - *Respect the roles and responsibilities of water purveyors and other local agencies*
  - *Promote dialogues among local agencies, economic interests, and stakeholders for mutual understanding*
- Develop implementation programs and associated policies and guidance
- Continue to promote transparency and mutual understanding of the Agency's investment priorities and corresponding role and responsibilities

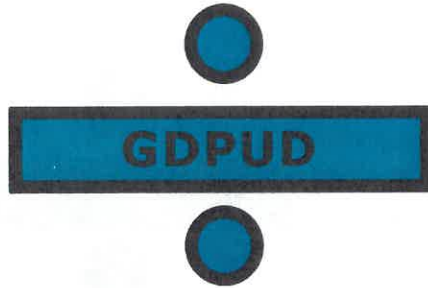
WRDMIP  
Summary –  
Collaborative  
Implementation



More Information:  
<https://edcgov.us/Water>  
Contact Ken Payne, [ken.payne@edcgov.us](mailto:ken.payne@edcgov.us)



**CONSENT CALENDAR**



**CONSENT CALENDAR**

**ITEM 5.A.1.**

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

**THURSDAY, SEPTEMBER 19, 2019  
2:00 P.M.**

**MISSION STATEMENT**

---

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

- Provide reliable water supplies
  - Ensure high quality drinking water
  - Promote stewardship to protect community resources, public health, and quality of life
  - Provide excellent and responsive customer services through dedicated and valued staff
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- 

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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**

*The meeting was called to order at 2:00 P.M.*

*Directors Present: Cynthia Garcia, David Halpin, Michael Saunders, David Souza, Dane Wadle.*

*Staff Present: General Manager Steven Palmer; Board Assistant Gloria Omania*



*The Pledge of Allegiance was led by Director Halpin.*

## **2. ADOPTION OF AGENDA**

*Motion by Director Halpin to adopt the agenda. Second by Director Souza.*

*Public Comment: There was no public comment.*

*Roll call vote was taken, and the vote was as follows:*

**Garcia:**        **Aye**

**Halpin:**        **Aye**

**Saunders:**    **Aye**

**Souza:**        **Aye**

**Wadle:**        **Aye**

*The motion passed unanimously.*

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

*Cherie Carly stated she attended Finance Committee meeting the previous day and the draft Leak Policy and Discontinuance Policy was distributed but was not included in the packet. She submitted the 15-page document for this meeting's agenda which is included as Attachment 1 of these minutes).*

## **4. NEW BUSINESS**

### **A. Discuss and Consider Removing Members from the Finance Committee**

**Possible Board Action:** Adopt Resolution.

*Director Wadle stated that Director Halpin requested that this item be placed on the Special Meeting agenda and asked if Director Halpin had any comments. Director Halpin had no comments and made a motion to have Don Waltz and Steve Miller removed from the Finance Committee.*

*Director Garcia called for a point of order. The General Manager stated that the policy says the Board must take comments before a motion is made. Director Halpin withdrew his motion and Director Wadle opened the meeting for comments.*

*Director Saunders explained he thought the main reasons why this Special Meeting was called was due to previous discussions about Brown Act training and the increased costs associated with an attorney providing the training compared to other training options; an email from the FC Chair to the General Manager that was copied to all members creating a Brown Act violation and limiting the ability of the FC Liaison to manage the situation; and, because Don Waltz, the FC Secretary, was unable to complete the minutes of the previous meeting, the General Manager prepared them to attach to the agenda of the upcoming FC meeting.*

*Director Garcia expressed her concern that this special meeting was called because the Board leadership failed to appropriately handle a situation in which a FC member didn't follow proper protocol that should have been mitigated before a special meeting was called. Director Garcia stated the Board should learn from this and make sure this doesn't happen again. She added that as a board member and a part of this team, she finds it discouraging that one member can bring about this meeting with 24-hour notice when she and Director Saunders have asked for months to get items on the agenda and have been ignored. Director Garcia stated the Board should fix this now because it is important that the Board support the Finance Committee and give them the tools to succeed.*

**Public Comment:**

*Director Wadle stated the recently adopted Board Conduct Policy allows for 20 minutes for public comment. However, he indicated it would be reasonable and fair to allow Mr. Miller and Mr. Waltz to comment and then apply the full 20-minute time period for others who want to comment.*

*Steve Miller read a prepared statement, included with these minutes as Attachment 2.*

*Don Waltz, wanting to make his role known, stated he received a voice mail from Director Wadle indicating he wanted to remove him from the FC because Mr. Miller had indicated to him that he, along with Mr. Miller and Mr. McDonald, were willing to sign affidavits that would portray them to be obstructionist to a training event. Mr. Waltz stated that was not the case saying they were exploring ways to reduce the cost of the training through teleconferencing, and by scheduling the FC meeting following a Board meeting to reduce the attorney's travel costs. He said they were looking at alternatives and the affidavits was one way of reducing costs; there was no intent to obstruct the training.*

*Director Wadle then opened the meeting for general public comments.*

*A resident of Garden Valley who didn't identify herself referenced Board Policy 5020 to describe how items are placed on the Board agenda. She complained that Director Halpin could request an item be placed on a Special Meeting agenda when Directors Garcia and Saunders are unable to get items on the agenda.*

*Charlotte Miller provided a definition of a volunteer and commented that members of the Finance Committee volunteer to help the Board with the District's finances. The Board, in its leadership role, is responsible for making sure committee members understand their role and responsibilities. She added the Board has the responsibility to work with their volunteers, not fire them.*

*Glen Steer stated that he had moved into the District a year and a half ago and his water bill has tripled. He expressed support for the Finance Committee adding the District needs to move on and get it together.*

*Carolyn Loomis of Georgetown commented the action taken here today is reprehensible and a travesty. If anyone should be dismissed, it's Dave Halpin and Steve Palmer.*

*A public member who didn't identify herself stated she was pleased when Steve Miller and Don Waltz were appointed to the Finance Committee because the District needs their kind of talent to deal with the District's spending problems. If something was done wrong, it should be corrected. The Board should move on and everyone should get along to get things back in order because the Board needs to start looking at Auburn State Recreation Area.*

*Dr. Francis Todd of Pilot Hill stated that she sees the concern about the Brown Act not being presented to the new FC members, however, that Brown Act presentation did happen, so that's a non-issue. The other issue of Mr. Palmer jumping in trying to be a nice guy and doing the minutes and then didn't get them approved before publishing is not something to remove him. Dr. Todd stated both issues are points of education and it is her opinion that the punishment some want to happen far outweigh the actual two incidents and is not in the new theory of a just culture.*

*Mitch MacDonald stated he has enjoyed being on the Finance Committee thus far and feels the members are settling in and getting used to working well together. He commented that he would like to see more teaming and feels occasional meetings between the FC and the Board would improve their working relationship. The FC members are offering their assistance to the community and he was caught off guard by this. He agrees that the Brown Act presentation was important, and, at the end of the day, the committee received the training, and everything went fine.*

*Cherie Carlyon stated Mr. Miller and Mr. Waltz are doing a good job and urged the Board not to remove them from the Finance Committee.*

*Karen Bartholomew commented that she has never been fired from a job for making a mistake. He stated the FC members are doing a good job and should not be removed.*

*Steven Proe stated there is a conflict of interest between certain members of the Board which needs to stop. These gentlemen haven't done anything wrong and just want to help the District save money. Certain members of the Board do not want to save the District money, and he thinks the whole Board is corrupt.*

*That concluded the 20-minute time period for public comment and Director Wadle allowed for a couple more comments.*

*Phyllis Polito commented that the Finance Committee is hard working and the General Manager feels threatened so looked for a technicality to remove some of them.*

*Stephen Dowd stated that these two fine gentlemen are a blessing to the community, and they should not be removed from the Finance Committee.*

*Director Garcia expressed her appreciation to those who took time for their schedules to attend the meeting and for the public comments. She stated that it is the Board's responsibility to guide the Finance Committee to succeed, not to set them up for failure. She added that this is not a daunting task and sees an opportunity to now turn things around.*

*Motion by Director Halpin to remove Steve Miller and Don Waltz from the Finance Committee.*

*Director Souza stated that after listening to all the testimony, he could not back Director Halpin.*

*Director Wadle asked for a second to the motion. Hearing no second, Director Wadle declared that Director Halpin's motion fails.*

***Motion by Director Garcia to not remove anyone from the Finance Committee today. Second by Director Saunders.***

***Roll call vote was taken, and the vote was as follows:***

***Garcia: Aye***

***Halpin: Abstain***

***Saunders: Aye***

***Souza: Aye***

***Wadle: Aye***

***The motion passed with 4 ayes and 1 abstention.***

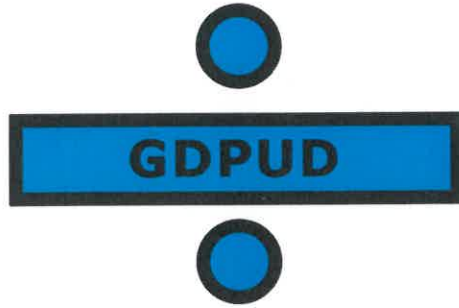
- 5. NEXT MEETING DATE AND ADJOURNMENT** – The next Regular Meeting will be on October 8, 2019, at 2:00 P.M. at the Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, California 95634.

*The meeting was adjourned at 3:24 P.M.*

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Steven Palmer by telephone at 530-333-4356 or by fax at 530-333-9442. Requests must be made as early as possible and at least one-full business day before the start of the meeting. In accordance with Government Code Section 54954.2(a), this agenda was posted on the District's bulletin board at the Georgetown Divide Public Utility District office, at 6425 Main Street, Georgetown, California, on September 18, 2019.

\_\_\_\_\_  
Steven Palmer, PE, General Manager

\_\_\_\_\_  
Date



**CONSENT CALENDAR  
ITEM 5.A.2.**

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

**TUESDAY, OCTOBER 8, 2019**  
**2:00 P.M.**

**MISSION STATEMENT**

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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.
- 

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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**

*The meeting was called to order at 2:03 P.M.*

*Directors present: Cynthia Garcia, David Halpin, Michael Saunders, David Souza, Dane Wadle*

*Staff present: General Manager Steven Palmer, Operations Manager Darrell Creeks, Management Analyst Christina Cross, Water Resource Manager Adam Brown*

*Legal Counsel: Barbara Brenner, Churchwell White, LLP*

*The Pledge of Allegiance was led by Director Saunders.*

## **2. ADOPTION OF AGENDA**

***Motion by Director Halpin to adopt the agenda. Second by Director Souza.***

*Legal counsel confirmed Director Saunders was requesting the award for agenda item 7.B. not be included on the agenda. Director Saunders stated he wanted the agenda item pulled for further discussion. Director Saunders stated item 7.B. increased the capital improvement plan by over \$700K, and the finance committee had not reviewed the request. After discussion by the Board, and legal counsel, it was determined 7.B. would remain on the Agenda, for further discussion under New Business.*

***Motion by Director Halpin to adopt the agenda as written. Second by Director Souza.***

***Roll Call was taken, and the vote was as follows:***

***Garcia: Aye***  
***Halpin: Aye***  
***Saunders: Aye***  
***Souza: Aye***  
***Wadle: Aye***

***The motion passed unanimously.***

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

*Cherie Carlyon requested the Board to research an emergency plan for the District in case of PGE Public Safety Power Shutoff or inclement weather.*

*Director Garcia asked if Ms. Carlyon's request was related to a general emergency plan, or an emergency plan related to customers. Ms. Carlyon stated both.*

## **4. PROCLAMATIONS AND PRESENTATIONS**

- A. Water Professional Awareness Week October 5-13, 2019**
- B. Imagine A Day Without Water, October 23, 2019**

**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.

*Director Garcia requested items 5.B.1. be pulled.*

***Motion by Director Saunders to adopt the consent calendar consisting of 5.A.1, 5.A.2, and 5.B.2. Second by Director Garcia.***

**Roll Call vote was taken, and the vote was as follows:**

**Garcia: Aye**  
**Halpin: Aye**  
**Saunders: Aye**  
**Souza: Aye**  
**Wadle: Aye**

**B. Financial Reports**

**1. Statement of Cash Balances – August 2019**

*Director Garcia had question on item 5.B.1. regarding attachment 4, adjustment details prior to the ending balance. Management Analyst Christina Cross stated year-end adjustments had been made due to LAIF adjustments.*

**Motion by Director Garcia to accept item 5.B.1. Second by Director Souza.**

**Roll Call vote was taken, and the vote was as follows:**

**Garcia: Aye**  
**Halpin: Aye**  
**Saunders: Aye**  
**Souza: Aye**  
**Wadle: Aye**

**The motion passed unanimously.**

**6. INFORMATIONAL ITEMS**

**A. Board Reports**

*Director Garcia reported she participated in a Town Hall in ALT. A second Town Hall Meeting will take place on November 23, 2019 at the Cool Hall. A Thanksgiving dinner will be provided. Director Garcia, and Director Wadle attended the GFOA meetings held in September. Director Garcia attended a ACWA Forrest Management and Watershed Management, hosted by ACWA and NID (Nevada Irrigation District). Director Garcia mentioned the ACWA regulatory summit on October 17, as well as a Mountain County Water Agency symposium will be held on November 8, 2019. (Request for Agenda Items and Budget Itemization from 2019-05-30 attached)*

*Director Saunders stated he attended the September 18, 2019 Finance Committee meeting. He mentioned Assembly Bills AB1668, and SB606. The Department of Water Resources was tasked with the creation of bills to recommend to the legislature. On October 1, Director Saunders attended the County Drought Advisory Group meeting where the topic was identifying risks for*



*smaller communities. On October 3, the ALT Ribbon Cutting ceremony took place. The District was presented with many certificates from our legislature. He also attended the NID watershed tour. (Report Attached)*

*Director Wadle attended the GFOA budget monitoring classes with Director Garcia. Key points were the importance of strategic planning, set goals for budget management, development, and the importance of keeping the process going. Develop measures for budget monitoring policy, and results-based performance measures. He also attended local Chamber meeting.*

## **B. General Manager's Report**

*Mr. Palmer said the Ribbon Cutting at ALT was very positive. Representatives from Assembly Member Frank Bigelow, State Senator Brian Dahle, and Tom McClintock, and Supervisor Lori Parlin were present for the event.*

*Mr. Palmer thanked the Board for their support of his election to the ACWA Region 3 Board.*

*Director Garcia asked if Mr. Palmer planned to have the first quarter budget to actual data to the finance committee for their review. Mr. Palmer stated the information would not be ready the next meeting; however, for the November meeting.*

*Cherie Carlyon asked if the finance committee will discuss the Fazio Project at the November meeting. Mr. Palmer said no, they would discuss the overall master plan.*

## **C. Operation Manager's Report**

*Mr. Creeks, Operations Manager, stated there was a water break in Greenwood. The break has been resolved. More information would be in October's report. There have been twelve service lateral breaks last month. Leaks in the system continue to be an issue. Irrigation season ended and water was shut off. Mr. Creeks commented that securing a generator for the office is taking longer than he hoped due to the regulations associated with a public agency. Director Saunders suggested reaching out to FEMA to secure a generator. Director Wadle thanked staff for all their hard work.*

*Director Garcia asked Mr. Palmer if customers are requested to flush lines, are the customers given any type of credit? Mr. Palmer said they can, yes.*

*Karen Bartholomew commented on the need for an office generator.*

*Stephen Down commented on the height of water in Stumpy Meadows reservoir.*

*Director Saunders asked if there was any way to provide information about water testing quarterly to customers versus annually. Water Resources Manager Adam Brown stated the District provides quarterly reports to the State, however, the third quarter was not completed yet.*

#### **D. ALT Treatment Plant Update**

*Mr. Sanders, Civil Engineer, provided a summary presentation about the work activities for the ALT Plant for the month of September 2019.*

*Director Saunders thanked Mr. Sanders for his work, especially with the ribbon cutting ceremony. Director Garcia said Jeff and Marty were exceptional with the public during the tour.*

*Director Garcia commented on the possibility of school tours of the new water treatment plant, and the possibility of District Internships for high school aged children. Director Saunders mentioned the possibility of scholarship programs as well.*

#### **E. Finance Committee Report**

*Finance Committee Chair, Steve Miller, said at the September meeting the Brown Act was discussed and implemented. The committee also reviewed the draft leakage consideration policy. The committee reviewed the draft discontinuation of residual water policy. Ms. Cross was complimented on her thorough data for both policies.*

*Director Saunders said he spoke about the rules and regulations related to water management at the last finance committee meeting.*

### **7. NEW BUSINESS**

#### **A. Increase the General Manager's Change Order Authority by an additional \$50,000 for the Auburn Lake Trails Water Treatment Plant**

**Possible Board Action:** Adopt Resolution.

*Mr. Sanders presented the staff report. (Presentation Attached)*

*There was questions and discussions between Directors Garcia, Director Saunders, and Mr. Sanders regarding previously approved change orders, change orders in process, and potential future change orders. (An Email dated October 8, 2019 is attached)*

*Director Wadle asked Mr. Sanders to clarify the amounts shown in Table 1 and Table 2.*

*Mr. Sanders said if the Board were to approve this change order authority, it would equate to approximately 2.9% of the original contracted amount. This amount would allow the General Manager to move forward with the project.*

**Public Comment:** *Cherie Carlyon spoke about additional change orders with NexGen.*

**Motion by Director Halpin to accept item 7.A. Second by Director Souza.**

Director Saunders clarified that the motion should be to adopt the recommendation of staff.

**Director Halpin agreed and clarified that his motion is to adopt staff recommendation for item 7.A. Second by Director Souza.**

**Roll Call vote was taken, and the vote was as follows:**

<b>Garcia:</b>	<b>Aye</b>
<b>Halpin:</b>	<b>Aye</b>
<b>Saunders:</b>	<b>Aye</b>
<b>Souza:</b>	<b>Aye</b>
<b>Wadle:</b>	<b>Aye</b>

**B. Award Construction Contract with Bosco Constructors, Inc. in the Amount of \$840,756.68 for 2018 Main Canal Reliability Project.**

**Possible Board Action:** Award construction contract

Mr. Palmer provided a staff report and presentation. (Presentation Attached)

There was discussion regarding the scope of work, timing of the work, rejecting the bid, and phasing the Project. There was also discussion about the accuracy of the engineer's estimate.

Director Saunders said if the Board goes forward, he recommends all three segments are done; however, prior to approving the bid, he requested the CIP and budget be adjusted. He also requested staff apply for grants to offset some of the monies used from capital improvements. He asked Mr. Palmer if the bid can be delayed while this is done. Mr. Palmer said the bid is only valid for 60 days.

Director Garcia said generally the Board doesn't move on anything outside of an approved budget and discussed having the finance committee update the CIP and the budget.

Director Garcia requested an updated CIP and budget in a comprehensive document. Mr. Palmer stated this will be presented to the Board at a future meeting.

Director Wadle said, again, this is exactly why the project price has increased. Although he understands the thought process, but changes to the budget is done all the time based on the information at the time. This project has been pushed off for 17 years and will likely be more expensive if not done now.

Director Halpin said, this District has had 17 years to apply for a grant for this project and supports moving forward now.

**Public Comment:** Karen Bartholomew asked if the bid was not accepted at this time, and grant funding was received, the grant funds would off-set any increased bid.

*After further discussion by the Board, the Director Wadle recommended to move on all three sections of the project with the understanding we will update the CIP, alert the finance committee as to what is happening and the budget change.*

***Motion by Director Saunders to accept item 7.B., in its' entirety.***

***Second by Director Souza.***

***Roll Call vote was taken, and the vote was as follows:***

<b><i>Garcia:</i></b>	<b><i>Aye</i></b>
<b><i>Halpin:</i></b>	<b><i>Aye</i></b>
<b><i>Saunders:</i></b>	<b><i>Aye</i></b>
<b><i>Souza:</i></b>	<b><i>Aye</i></b>
<b><i>Wadle:</i></b>	<b><i>Aye</i></b>

- 8. 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.**

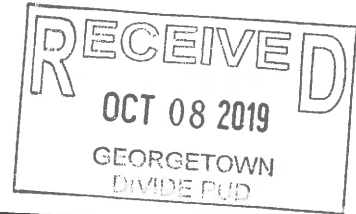
*Director Saunders said he received a message from one of the Board of Supervisors related to legal basis of authority regarding the SMART Water Grant and support of the project. The Supervisors request the Board request for support via a resolution, not the staff contacting the Supervisors office independently. The CDAG is now looking for five stages. At the NID tour, partnerships related grants were discussed at length. He also mentioned moral building.*

**9. NEXT MEETING DATE AND ADJOURNMENT** – The next Regular Meeting will be on November 12, 2019, at 2:00 P.M. at the Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, California 95634.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Steve Palmer by telephone at 530-333-4356 or by fax at 530-333-9442. Requests must be made as early as possible and at least one-full business day before the start of the meeting. In accordance with Government Code Section 54954.2(a), this agenda was posted on the District's bulletin board at the Georgetown Divide Public Utility District office, at 6425 Main Street, Georgetown, California, on October 4, 2019.

\_\_\_\_\_  
Steven Palmer, PE, General Manager

\_\_\_\_\_  
Date



Project	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	TOTAL 2019-2024
Upcountry Ditch Rehabilitation	\$ 138,000	\$ 526,500	\$526,500	--	--	\$ 1,191,000
ALT WTP	\$1,257,938	--	--	--	--	\$ 1,257,938
Reservoir & Stream Gauging	\$ 208,460	--	--	--	--	\$ 208,460
Office and Corp Yard Building Roof Repairs	\$ 15,000	--	--	--	--	\$ 30,000
Annual Tank Recoating	\$ 230,000	\$ 261,050	\$ 266,800	\$ 272,550	\$ 278,300	\$ 1,308,700
Repair Safety Walkways	\$ 10,000	--	--	--	--	\$ 10,000
Treated Water Line Replacement	\$ 379,500	--	\$ 396,750	--	\$ 412,850	\$ 1,189,100
2018 Main Canal Reliability	\$ 345,000	--	--	--	--	\$ 345,000
North Fork American River Pumping Plant Evaluation	--	\$ 100,000	--	--	--	\$ 100,000
Meter Replacement	\$1,925,000	--	--	--	--	\$1,925,000
Annual Canal Lining	--	--	\$ 100,000	\$ 100,000	--	\$ 200,000
Old ALT WTP Demolition	\$ 75,000	--	--	--	--	\$ 75,000
Replace Pump Stations	\$ 123,400	--	\$ 128,385	--	\$ 133,572	\$ 385,357
Rehabilitate District Parking Lots	\$ 121,325	--	--	--	--	\$ 121,325
Install Backup Generator	\$ 22,000	--	--	--	--	\$ 22,000
Rebuild Filter at Walton Lake Treatment Plant	\$ 100,000	--	--	--	--	\$ 100,000
Engineering Evaluation of CDS Field	\$ 48,500	--	--	--	--	\$ 48,500
Manhole Sealing	\$ 10,000	--	--	--	--	\$ 10,000
Wastewater Lift Station Upgrade	--	\$ 120,000	--	--	--	\$ 120,000
<b>Total</b>	<b>\$5,009,123</b>	<b>\$1,007,550</b>	<b>\$1,418,435</b>	<b>\$ 372,550</b>	<b>\$ 824,722</b>	<b>\$8,632,380</b>

## George Sanders

---

**To:** Cynthia Garcia  
**Cc:** Steven Palmer  
**Subject:** FW: Message from KMBT\_C284e  
**Attachments:** SKMBT\_C284e19100813090.pdf

Director Garcia,

This is in response to your request for additional information on the ALTWTP as directed to Steven Palmer, General Manager, via email. Information relating to the same is summarized as follows:

- Total expenditures of every contractor, consultant and vendor ... Please see attached PDF. This listing was derived from our accounts payable section relating to invoices that were processed as of the end of August. I have nothing more current than this listing. In some cases those values will differ significantly from the current Board report for our meeting in October. An example would be the payments to Myers & Sons, as of August, identified at \$9,652,757. To that number you would need to add \$519,000 (retention) plus \$227,000 for progress payments made for work performed during the months of July, August & September.
- Remaining Work Activities...Remaining contract work consists of \$3,000 (Demobilization), \$11,500 (Electrical for the Filter to Waste Tank) \$21,200 (Miscellaneous Electrical throughout facility) and \$1,000 (Office Furniture Allowance.)
- Force Account Work...Known force account work is identified within Table 2 of Board Agenda Item 7A for the meeting of October 8, 2019. This is the most definitive listing available at this time.

I hope this information is helpful.

George

**From:** Bizhubcopier@gd-pud.org <Bizhubcopier@gd-pud.org>  
**Sent:** Tuesday, October 8, 2019 1:10 PM  
**To:** George Sanders <gsanders@gd-pud.org>  
**Subject:** Message from KMBT\_C284e

**VENDOR TOTALS**  
**ALT Treatment Plant CIP Project**  
**YTD 08.19**

8/30/2019

Accounts Payable

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AT&T	2,092.77
Churchwell White	245.00
Foothill Associates	14,064.05
George Sanders	174,755.00
Gloria Omania - Blue Ribbon	25,587.80
Misc. Material & Supply Vendors	4,629.86
Myers & Sons	9,652,757.17
Nexgen	790,763.50
NTU	365.48
Psomas	315,178.00
River City Rentals	500.00
Royal Septic Service	3,770.00
Sherry Gold Fence Claim	3,600.00
Youngdahl Consulting	24,342.00

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<b>Total Paid YTD</b>	<b>\$ 11,012,650.63</b>
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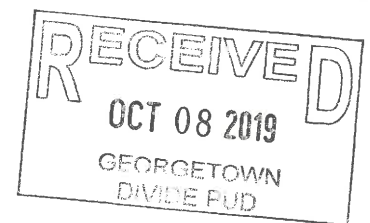
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To be included as part of the permanent records for the October 8, 2019 Georgetown Divide Public Utilities District Board of Directors meetings.

I am requesting that the following items appear on the following monthly BOD meeting agenda on November 12, 2019:

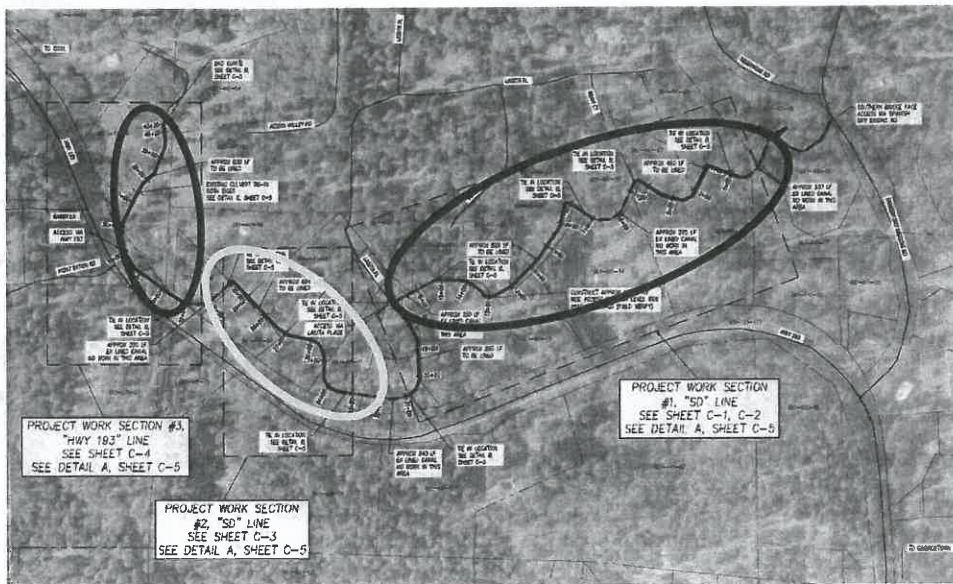
- **Water Rates - Freeze or Increase** – BOD governance discussion of the Board’s Feb 2019 decision to freeze rates for not more than 12 months, next steps, and directions to the GM regarding 2020 rates.
- **Emergency Preparedness and Response Plans** – Discuss developing coordinated emergency efforts with other first responding agencies, and discuss sharing GDPUD’s facility plans and resource locations for use in emergencies. And discuss the Social Media Policy with regard to emergencies.
- **Emergency Notification System** – Discuss PG&E Public Safety Power Shutoff events and adding more customers to our notification email system. Also, discuss acquiring a notification system that provides an open communication forum that connects public safety, other municipalities, schools, businesses and our communities we serve through real-time, two-way communication using text, email, voice messages, social media, and a mobile phone application.
- **Grant Writing services** – BOD governance discussion regarding assembling a grant writing committee, and possibly in corporation with other grant writing services from within other local water districts.
- **Finance Committee**—develop procedures for adding and removing volunteers; reviewing volunteer positions before the end of their individual term; roles and responsibilities; revising the current resolution; and developing an appointment process that includes a ranking based upon education, knowledge, skills, and abilities.
- **Revision of Board Policies 4040 – Duties of Board President and 5020 – Board Meeting Agenda.** These policies do not guarantee that a Board member’s request to add agenda items will be honored therefore, Board Member’s discussion should include:
  - A. Amending policies to add instructions for adding Board member’s requested items to the agenda. *(Follow policy 1010 – Adoption/Amendment of Policies, and write a letter to the BOD Chair & GM by way of the District Office, and requesting that this item be included for consideration on the agenda of the meeting of the Board of Directors.)*
  - B. Where is it stated in any written policy that the Board of Directors as a whole must agree on which agenda topic(s) is/are added to a meeting agenda for discussion?
  - C. Where is it stated in any written policy that an individual board member cannot recommend or have an agenda topic added to a board meeting agenda for discussion?

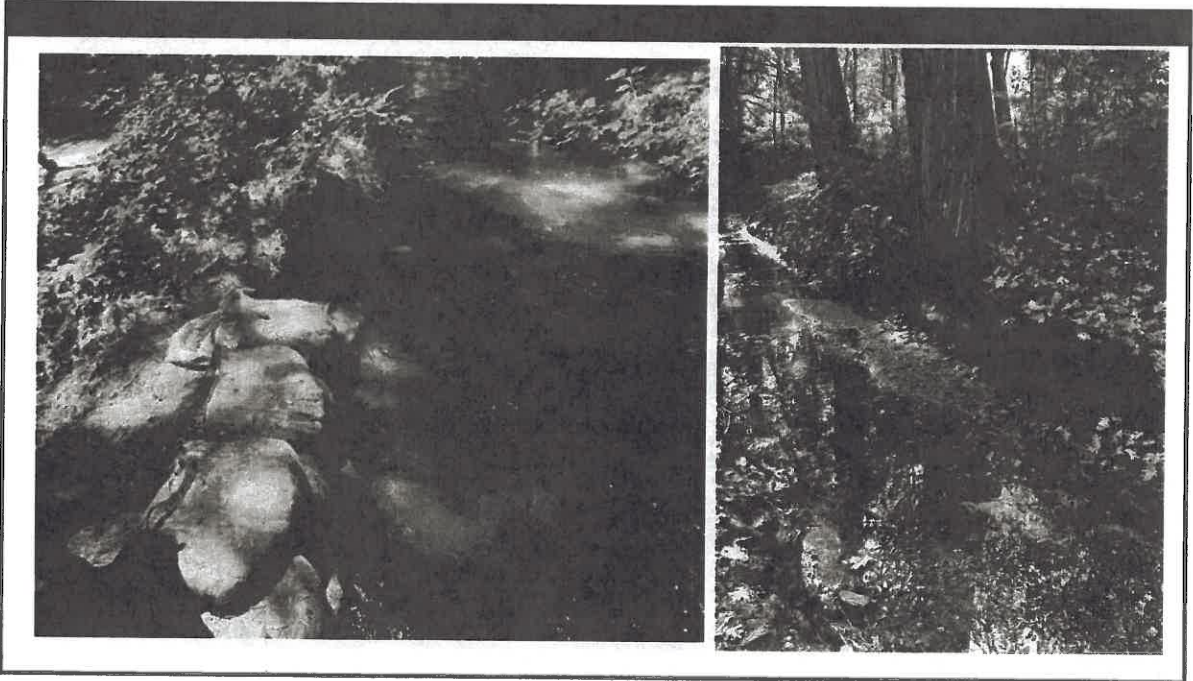
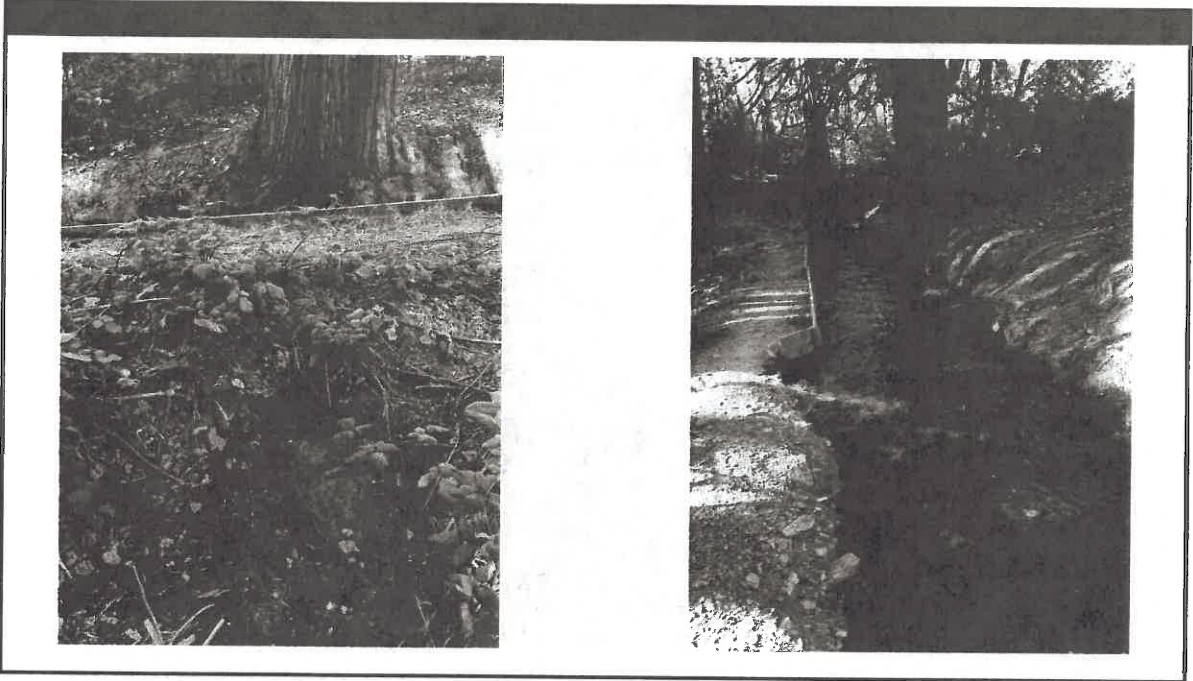


# MAIN CANAL RELIABILITY

Steven Palmer, General Manager  
Georgetown Divide Public Utility District

October 8, 2019







## **FUNDING**

- **Two projects in FY 20/21 & 21/22 have funding from Fund 39**
- ***Upcountry Ditch Reliability (\$329,213)***
  - **Fund 43**
  - **Pending Grant Application**
- ***FY21/22 Treated Water Line Replacement (\$396,750)***
  - **Fund 43**

## **FUNDING**

- **Projected End of Fiscal Year Fund Balance**
  - **Fund 39 – Capital Facility Charge - \$29,000**
  - **Fund 43- Capital Reserves - \$1,598,558**

Director Saunders  
Director Report  
10/6/2019

**Sept 18 - Finance Committee Meeting** - Attended in my role as Treasurer and liaison to the Finance Committee and the GDPUD Board.

As part of implementing the 2018 water conservation legislation (Assembly Bill 1668 and Senate Bill 606), the Department of Water Resources (DWR) is tasked with creating the guidelines, rules, and policy for the Bills. DWR has divided these tasks into different workgroups. I am on a few of these workgroups and attend as many of these as I can to help keep the needs and realities that face our District and Region represented in recommended guidelines, policies, and laws.

**Sept 23 - Agricultural Water Management Plan Guidebook Workgroup Meeting (Sacramento)**  
Just as our District follows an Urban Water Management Plan, the goal is to develop a guide for the Agricultural Water Management.

Reviewed the new AWMP requirements in Water Code and introduce guidance

- Drought Plan
- Water Budget & Tables
- Water Use Efficiency Calculator & Tables
- Water Management Objectives
- Review Electronic Reporting in WUE data
- Review Compliance

**Oct 1 - County Drought Advisory Group (CDAG) - Oct 1 (Sacramento)**

- Present the final methodology for assessing drought vulnerability and identifying communities at risk of drought and water shortage and results.
- Present the draft recommendations (from the Water Shortage Contingency Plan Workgroup) for components to be included in an umbrella drought and water shortage contingency plan to cover rural communities (less than 15 service connections and self-supplied households).
- Present and discuss draft recommendations for components to be included in a drought and water shortage contingency plan for small water suppliers (3,000 down to 15 service connections).
- Present a summary of overarching recommendations proposed by stakeholders during the CDAG process related to implementing and improving drought and water shortage contingency planning for small water systems and rural communities.

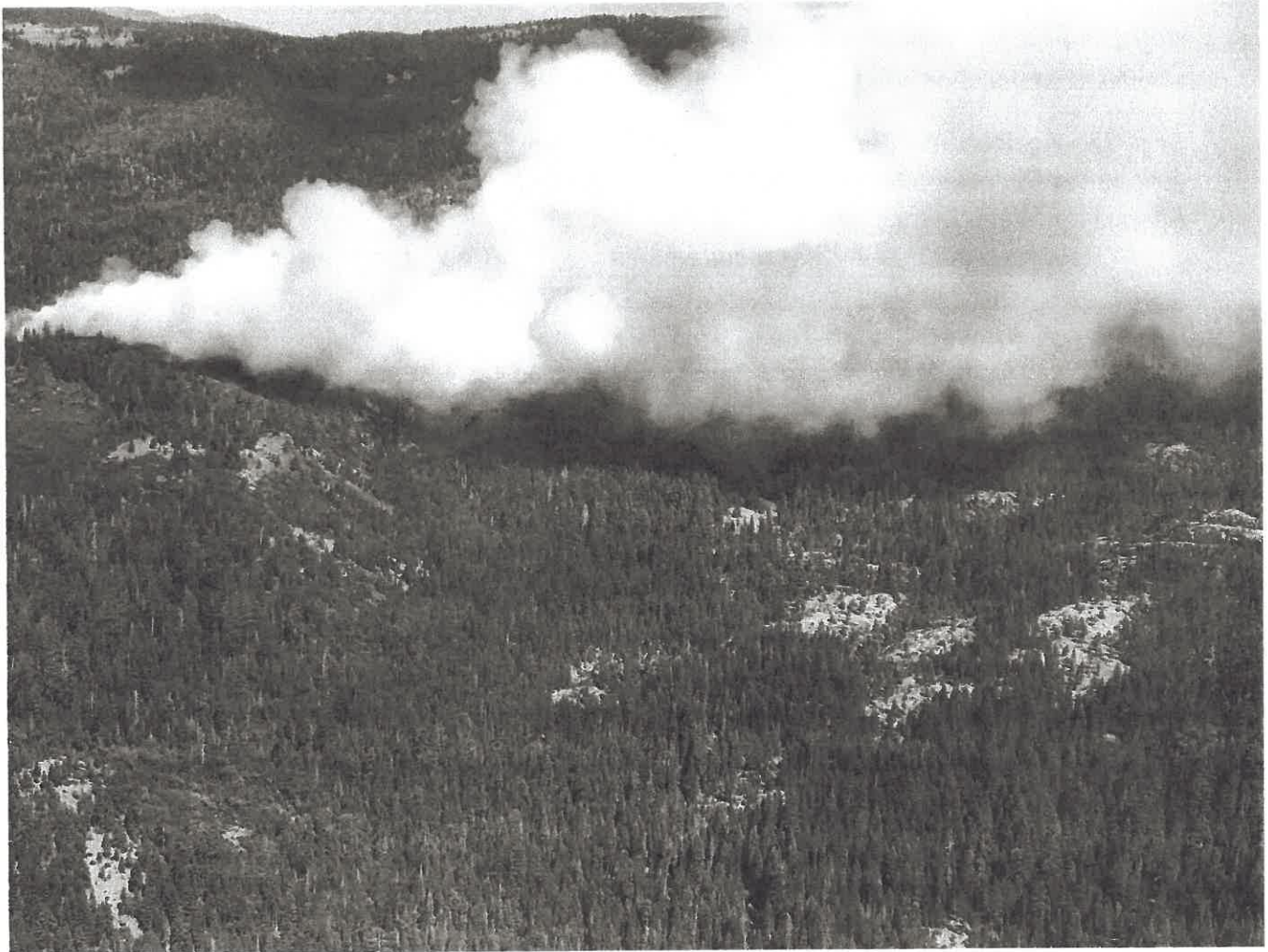
**Oct 3 - Sweet Water Treatment Plant Ribbon Cutting Ceremony**

#### **Oct 4 - ACWA Region 3 Tour - Nevada Irrigation District - Nevada City (NID)**

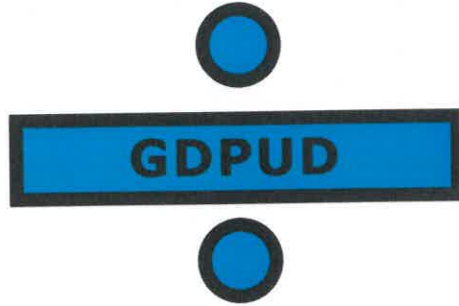
Forests: A Resource that must be managed - Watersheds, Water Supplies and Resilience  
Forest Management Program

Region 3's Agency efforts to Improve Watershed Health, Protect Water Supplies and Support  
Headwater Resilience.

One goal of forest management is to help reduce the acre feet density of trees. Below is a picture of a prescribed burn project being done in our Region. This project was presented to us during our ACWA Region 3 event and tour by Daniel Corcoran, Director of Operations, El Dorado Irrigation District with their United States Forest Service partnership on Caples Lake.



From Forests to Taps is how more than 60% of Californians get their water. Forests are a vital resource that must be managed to help protect our water supplies.



**CONSENT CALENDAR**

**ITEM 5.A.3.**



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

**TUESDAY, OCTOBER 28, 2019**  
**2:00 P.M.**

**MISSION STATEMENT**

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

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

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

*The meeting was called to order at 2:00 P.M.*

*Directors Present: Cynthia Garcia, Michael Saunders, David Souza, Dane Wadle.*

*Staff Present: General Manager Steven Palmer, Engineering Consultant George Sanders;*

*Legal Counsel: Barbara Brenner, Churchwell White, LLP.*

**2. ADOPTION OF AGENDA**

- 3. PUBLIC FORUM** – This is a special meeting under Government Code Section 54956. Public comment is limited to items appearing on the agenda. Under Section 54954.3, the public shall have the right to comment on any items appearing on the agenda prior to or during consideration of this item. Public comment on items not appearing on the agenda should be made at the regular meetings of the District.

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

*There was no public comment.*

**4. ADJOURN TO CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL**

**A. Anticipated Litigation** – Significant exposure to litigation pursuant to Paragraph (2) of subdivision (d) of Government Code Section 54956.9: One case.

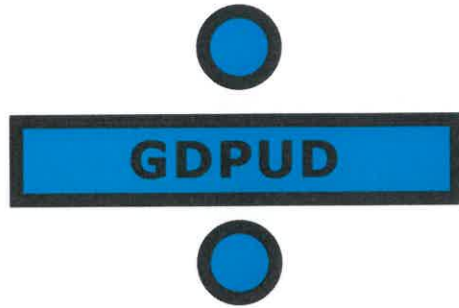
- 5. NEXT MEETING DATE AND ADJOURNMENT** – Next Regular Meeting will be on August 13, 2019, at 2:00 P.M. at the Georgetown Divide Public Utility District, 6425 Main Street, Georgetown, California 95634.

*The Board returned to open session at 2:30 P.M. Board President Wadle reported that the Board directed that a disputed change order with Myers & Sons Construction be resolved for \$400,000. The meeting was adjourned at 2:31 P.M.*

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Steve Palmer by telephone at 530-333-4356 or by fax at 530-333-9442. Requests must be made as early as possible and at least one-full business day before the start of the meeting. In accordance with Government Code Section 54954.2(a), this agenda was posted on the District's bulletin board at the Georgetown Divide Public Utility District office, at 6425 Main Street, Georgetown, California, on August 9, 2019.

\_\_\_\_\_  
Steven Palmer, PE, General Manager

\_\_\_\_\_  
Date



**CONSENT CALENDAR**

**ITEM 5.B.1.**

**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF NOVEMBER 12, 2019  
AGENDA ITEM NO. 5.B.1.**



**AGENDA SECTION: CONSENT CALENDAR**

**SUBJECT: CASH BALANCES – SEPTMEBER 2019**

**PREPARED BY:** Christina Cross, Management Analyst 

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

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**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 September 30, 2019 shows the District's cash balances total \$ 9,809,001.19

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

El Dorado Savings Bank - Checking	94,325.49
El Dorado Savings Bank - Savings	2,492,189.75
Local Agency Investment Fund (LAIF)	7,222,485.95
	<u>\$ 9,809,001.19</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.

Wells Fargo Debt Service Fund	\$48,391.66
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Restricted Cash:

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

Fund	Beginning Balance	Cash In Cash Receipts	Accounts Payable	Payroll	Journal Entries	Ending Balance
SMUD FUND	309,687.17	0	0	0	0	309,687.17
CABY GRANT	-116,074.62	0	0	0	0	-116,074.62
Water Fund	2,016,360.19	607,427.87	-156,010.24	-140,528.35	-584.93	2,326,664.54
RETIREE FUND	443,431.26	2,684.99	-6,795.62	0	0	439,320.63
STEWART MINE FD	36,572.08	793	0	0	-10,232.98	27,132.10
WATER DEVE.FUND	415,368.61	0	0	0	0	415,368.61
SMERFUND	1,074,091.93	0	0	0	0	1,074,091.93
ALT Fund	922,730.03	79,903.49	0	0	-433.68	1,002,199.84
CAPITAL REPLACE	472,683.67	0	-9,741.21	0	0	462,942.46
BAYNE RD BND FD	34,327.50	0	0	0	0	34,327.50
STATE REV FUND	-37,783.56	0	-2,296.95	0	0	-40,080.51
Hydro Fund	719,760.23	8,898.42	-134.14	0	0	728,524.51
Restricted P/L	-90,530.11	0	0	0	0	-90,530.11
GARDEN VALLEY	73,946.14	0	0	0	0	73,946.14
CAP FAC CHARGE	1,462,317.66	0	-55	-2,161.08	0	1,460,101.58
Zone Fund	1,023,321.42	18,877.85	-5,517.41	-6,379.03	1,018.61	1,031,321.44
CDS M & O Fund	40,306.96	0	0	0	0	40,306.96
CDS RESRV EXP.	173,759.61	0	0	0	0	173,759.61
CAPITAL RESERVE	315,022.72	0	0	0	0	315,022.72
KELSEY NORTH	113,367.74	1,097.00	-15,397.73	0	0	99,067.01
KELSEY SOUTH	41,881.18	0	0	0	0	41,881.18
	9,444,547.81	719,682.62	-195,948.30	-149,068.46	-10,232.98	9,808,980.69

Sources of cash during the month were from recurring utility payments, lease payments, grant reimbursements and retiree health reimbursements in the amount of \$719,682.62. The details of the uses of cash during the month can be seen on the approved check register in the amount of \$195,948.30. 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 \$149,068.46. The miscellaneous journal entries reflect a loan repayment to the USDA RD DCFO that was auto drafted from our bank account and therefore not paid through the accounts payable module.

Fund	Description	Balance	Debits	Credits	Balance
29	SRF FISCAL AGENT ACCOUNTS	\$46,032.58	\$2,359.08	\$ -	48,391.66

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 30, 2019.

**ALTERNATIVES**

No alternatives.

**ATTACHMENTS**

1. Statement of Cash Flows September 2019
2. Month-End Cash Disbursement Report September 2019
3. SRF Cash Balances September 2019

**AGENDA ITEM 5.B.1.**

**Attachment 1**

**Statement of Cash Flows September 2019**

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Georgetown Divide Public Utility District  
Statement of Cash Flow

For Period September 1, 2019 through September 30, 2019

Fund Description	Beginning Balance	Cash In Cash Receipts	Accounts Payable	Payroll	Journal Entries	Ending Cash Balance
08 - SMUD Fund	309,687.17	0	0	0	0	309,687.17
09 - CABY Grant	(116,074.62)	0	0	0	0	(116,074.62)
10 - Water Fund	2,016,360.19	607,427.87	(156,010.24)	(140,528.35)	(584.93)	2,326,664.54
12 - Retiree Fund	443,431.26	2,684.99	(6,795.62)	0	0	439,320.63
14 - Stewart Mine Water Project Fund	36,572.08	793.00	0	0	(10,232.98)	27,132.10
17 - Water Development Fund	415,368.61	0	0	0	0	415,368.61
19 - STUMPY MDWS Emergency Fund	1,074,091.93	0	0	0	0	1,074,091.93
20 - ALT Fund	922,730.03	79,903.49	0	0	(433.68)	1,002,199.84
24 - Capital Replacement Fund	472,683.67	0	(9,741.21)	0	0	462,942.46
25 - Bayne Rd bond Fund	34,327.50	0	0	0	0	34,327.50
29 - State Revolving Fund	(37,783.56)	0	(2,296.95)	0	0	(40,080.51)
30 - Hydro Fund	719,760.23	8,898.42	(134.14)	0	0	728,524.51
35 - Restricted Pipeline Fund	(90,530.11)	0	0	0	0	(90,530.11)
37 - Garden Valley Maintenance Fund	73,946.14	0	0	0	0	73,946.14
39 - Cap Facility Charges ORD 2007-01	1,462,317.66	0	(55.00)	(2,161.08)	0	1,460,101.58
40 - Zone Fund	1,023,321.42	18,877.85	(5,517.41)	(6,379.03)	1,018.61	1,031,321.44
41 - CDS M&O Fund	40,306.96	0	0	0	0	40,306.96
42 - CDS Reserve Expansion Fund	173,759.61	0	0	0	0	173,759.61
43 - New Capital Reserve	315,022.72	0	0	0	0	315,022.72
51 - Kelsey North WAD 1989-1	113,367.74	1,097.00	(15,397.73)	0	0	99,067.01
52 - Kelsey South WAD 1989-4	41,881.18	0	0	0	0	41,881.18
<b>Total Distributed Cash -----&gt;</b>	<b>9,444,547.81</b>	<b>719,682.62</b>	<b>(195,948.30)</b>	<b>(149,068.46)</b>	<b>(10,232.98)</b>	<b>9,808,980.69</b>

Cash in Eldorado Savings and LAIF

1000 - El Dorado Savings Bank General Checking	94,325.49
1010 - El Dorado Savings Bank Collections	2,492,189.75
1022 - LAIF	7,222,485.95
<b>Total Cash -----&gt;</b>	<b>9,809,001.19</b>



**AGENDA ITEM 5.B.1.**

**Attachment 2**

**Month-End Cash Disbursement Report September 2019**

REPORT.: Nov 08 19 Friday  
 RUN...: Nov 08 19 Time: 10:14  
 Run By.: Christina Cross

Georgetown Divide PUD  
 Month End Cash Disbursements Report  
 Report for 09-19 BANK ACCOUNT 1000

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
09-19	030265	09/11/19	ACW05 (ACWA/JPIA HEALTH)		47,326.12	.00	47,326.12	Automatic Generated Check
	030266	09/11/19	ADT01 (ADT SECURITY SERVICES)		42.08	.00	42.08	Automatic Generated Check
	030267	09/11/19	ADT01 (ADT SECURITY SERVICES)		161.46	.00	161.46	Automatic Generated Check
	030268	09/11/19	AME08 (AMERICAN MESSAGING)		39.05	.00	39.05	Automatic Generated Check
	030269	09/11/19	ARA01 (ARAMARK)		241.18	.00	241.18	Automatic Generated Check
	030270	09/11/19	ATT02 (AT&T )		2,139.05	.00	2,139.05	Automatic Generated Check
	030271	09/11/19	CAR08 (CSI )		59.00	.00	59.00	Automatic Generated Check
	030272	09/11/19	CLS01 (CLS LABS)		997.64	.00	997.64	Automatic Generated Check
	030273	09/11/19	COM02 (COMMUNITY DEVELOPMENT AGENCY)		637.80	.00	637.80	Automatic Generated Check
	030274	09/11/19	CSD01 (GOLD COUNTRY REGIONAL CHAPTER)		25.00	.00	25.00	Automatic Generated Check
	030275	09/11/19	CWS01 (CORBIN WILLITS SYS. INC.)		584.66	.00	584.66	Automatic Generated Check
	030276	09/11/19	DIG01 (DIGITAL DEPLOYMENT INC)		300.00	.00	300.00	Automatic Generated Check
	030277	09/11/19	DWR01 (DEPT. OF WATER RESOURCES)		15,397.73	.00	15,397.73	Automatic Generated Check
	030278	09/11/19	ELD16 (EL DORADO DISPOSAL SERVICE)		360.78	.00	360.78	Automatic Generated Check
	030279	09/11/19	GAR02 (GARDEN VALLEY FEED & HDW.)		158.58	.00	158.58	Automatic Generated Check
	030280	09/11/19	GEM01 (GEMPLER'S, INC.)		241.08	.00	241.08	Automatic Generated Check
	030281	09/11/19	GEO01 (GEORGETOWN ACE HDW)		182.80	.00	182.80	Automatic Generated Check
	030282	09/11/19	GEO04 (DIVIDE SUPPLY ACE HARDWARE)		155.88	.00	155.88	Automatic Generated Check
	030283	09/11/19	GRA01 (GRAINGER, INC.)		414.65	.00	414.65	Automatic Generated Check
	030284	09/11/19	HDS01 (HD SUPPLY WATERWORKS, LTD)		700.02	.00	700.02	Automatic Generated Check
	030285	09/11/19	HOL02 (HOLDREGE & KULL)		2,000.00	.00	2,000.00	Automatic Generated Check
	030286	09/11/19	ICM02 (ICMA-R.T.-457 (ee))		1,631.08	.00	1,631.08	Automatic Generated Check
	030287	09/11/19	IU001 (IUOE, LOCAL 39)		357.85	.00	357.85	Automatic Generated Check
	030288	09/11/19	IU002 (PEU LOCAL #1)		267.98	.00	267.98	Automatic Generated Check
	030289	09/11/19	MJT01 (MJT ENTERPRISES, INC.)		2,379.83	.00	2,379.83	Automatic Generated Check
	030290	09/11/19	MOB01 (MOBILE MINI, LLC-CA)		211.21	.00	211.21	Automatic Generated Check
	030291	09/11/19	PAC02 (PACIFIC GAS & ELECTRIC)		30,324.61	.00	30,324.61	Automatic Generated Check
	030292	09/11/19	PAC06 (PACE SUPPLY 23714-00)		7,406.34	.00	7,406.34	Automatic Generated Check
	030293	09/11/19	PAL01 (STEVE PALMER)		23.32	.00	23.32	Automatic Generated Check
	030294	09/11/19	POW01 (POWERNET GLOBAL COMM.)		149.50	.00	149.50	Automatic Generated Check
	030295	09/11/19	PRO04 (PAUL FUNK)		265.00	.00	265.00	Automatic Generated Check
	030296	09/11/19	RIE01 (RIEBES AUTO PARTS,LLC)		169.52	.00	169.52	Automatic Generated Check
	030297	09/11/19	ROB02 (ROBINSON ENTERPRISES)		2,742.72	.00	2,742.72	Automatic Generated Check
	030298	09/11/19	UNI06 (UNITEDHEALTHCARE INSURANCE CO)		156.75	.00	156.75	Automatic Generated Check
	030299	09/11/19	VER01 (VERIZON WIRELESS)		1,062.99	.00	1,062.99	Automatic Generated Check
	030300	09/11/19	WAL02 (WALKER'S OFFICE SUPPLY)		240.18	.00	240.18	Automatic Generated Check
	030301	09/11/19	WEL02 (WELLS FARGO BANK)		2,296.95	.00	2,296.95	Automatic Generated Check
	030302	09/11/19	\A002 (ASCARTE, CHRISTOPHER/TINA)		399.91	.00	399.91	Automatic Generated Check
	030303	09/11/19	\C003 (CORBETT, LETTIE)		10.00	.00	10.00	Automatic Generated Check
	030304	09/11/19	\L003 (LEE, MATTHEW/CONSUELO)		19.16	.00	19.16	Automatic Generated Check
	030305	09/11/19	\M007 (MCDANIEL, MICHAEL)		115.55	.00	115.55	Automatic Generated Check
	030306	09/11/19	\V004 (VOLLET, THERESA)		31.60	.00	31.60	Automatic Generated Check
	030307	09/25/19	AAR01 (AARP MEDICARERX SAVER PLUS, PDP)		33.10	.00	33.10	Automatic Generated Check
	030308	09/25/19	AFL01 (AMERICAN FAMILY LIFE INS)		1,495.68	.00	1,495.68	Automatic Generated Check
	030309	09/25/19	ALL01 (ALLEN KRAUSE)		119.46	.00	119.46	Automatic Generated Check
	030310	09/25/19	ANS01 (ANSWERING SPECIALISTS INC)		79.95	.00	79.95	Automatic Generated Check
	030311	09/25/19	ATT02 (AT&T )		2,262.26	.00	2,262.26	Automatic Generated Check
	030312	09/25/19	BEA01 (BUTTE EQUIPMENT RENTALS)		1,500.00	.00	1,500.00	Automatic Generated Check
	030313	09/25/19	BJP01 (BJ PEST CONTROL)		220.00	.00	220.00	Automatic Generated Check
	030314	09/25/19	BLU01 (ANTHEM BLUE CROSS)		1,234.95	.00	1,234.95	Automatic Generated Check
	030315	09/25/19	CAL16 (CALTRONICS BUSINESS SYSTEMS CORP.)		704.43	.00	704.43	Automatic Generated Check
	030316	09/25/19	CHA03 (MICHAEL CHAIDEZ)		164.95	.00	164.95	Automatic Generated Check
	030317	09/25/19	CHU02 (CHURCHWELL WHITE, LLP)		7,552.10	.00	7,552.10	Automatic Generated Check
	030318	09/25/19	CLS01 (CLS LABS)		166.60	.00	166.60	Automatic Generated Check
	030319	09/25/19	CWS01 (CORBIN WILLITS SYS. INC.)		584.66	.00	584.66	Automatic Generated Check
	030320	09/25/19	DEL05 (DELAGE LANDEN, INC)		432.58	.00	432.58	Automatic Generated Check
	030321	09/25/19	DIV05 (PLACERVILLE AUTO PARTS, INC)		13.40	.00	13.40	Automatic Generated Check
	030322	09/25/19	GAR02 (GARDEN VALLEY FEED & HDW.)		11.79	.00	11.79	Automatic Generated Check
	030323	09/25/19	GEO01 (GEORGETOWN ACE HDW)		62.49	.00	62.49	Automatic Generated Check
	030324	09/25/19	GEO04 (DIVIDE SUPPLY ACE HARDWARE)		56.82	.00	56.82	Automatic Generated Check
	030325	09/25/19	GEO12 (GEORGE SANDERS)		6,402.50	.00	6,402.50	Automatic Generated Check
	030326	09/25/19	HUN04 (HUNTING ENVIRONMENTAL LLC)		55.00	.00	55.00	Automatic Generated Check
	030327	09/25/19	ICM02 (ICMA-R.T.-457 (ee))		1,631.08	.00	1,631.08	Automatic Generated Check
	030328	09/25/19	IU001 (IUOE, LOCAL 39)		357.85	.00	357.85	Automatic Generated Check
	030329	09/25/19	IU002 (PEU LOCAL #1)		246.47	.00	246.47	Automatic Generated Check
	030330	09/25/19	MED01 (MEDICAL EYE SERVICES)		389.75	.00	389.75	Automatic Generated Check
	030331	09/25/19	MJT01 (MJT ENTERPRISES, INC.)		3,584.62	.00	3,584.62	Automatic Generated Check
	030332	09/25/19	PAC02 (PACIFIC GAS & ELECTRIC)		2,048.84	.00	2,048.84	Automatic Generated Check
	030333	09/25/19	PAC06 (PACE SUPPLY 23714-00)		8,078.39	.00	8,078.39	Automatic Generated Check
	030334	09/25/19	PRE01 (PREMIER ACCESS INS CO)		3,221.41	.00	3,221.41	Automatic Generated Check
	030335	09/25/19	RIE01 (RIEBES AUTO PARTS,LLC)		46.11	.00	46.11	Automatic Generated Check
	030336	09/25/19	RIV02 (RIVER CITY RENTALS)		1,000.00	.00	1,000.00	Automatic Generated Check
	030337	09/25/19	ROB02 (ROBINSON ENTERPRISES)		2,179.89	.00	2,179.89	Automatic Generated Check
	030338	09/25/19	ROY01 (KENNETH ROYAL)		520.00	.00	520.00	Automatic Generated Check
	030339	09/25/19	SAN02 (Santander Leasing)		1,230.88	.00	1,230.88	Automatic Generated Check
	030340	09/25/19	TEI01 (A. TEICHERT & SON, INC)		1,390.27	.00	1,390.27	Automatic Generated Check
	030341	09/25/19	THA01 (THATCHER COMPANY OF CALIFORNIA INC)		6,830.23	.00	6,830.23	Automatic Generated Check
	030342	09/25/19	TIR01 (TIREHUB, LLC)		246.70	.00	246.70	Automatic Generated Check
	030343	09/25/19	TYL02 (TYLER TECHNOLOGIES, INC)		12,908.00	.00	12,908.00	Automatic Generated Check
	030344	09/25/19	USA03 (USA BLUE BOOK)		255.35	.00	255.35	Automatic Generated Check
	030345	09/25/19	USB05 (U.S. BANK CORPORATE PAYMENT SYSTEM)		920.76	.00	920.76	Automatic Generated Check
	030346	09/25/19	WAL02 (WALKER'S OFFICE SUPPLY)		282.37	.00	282.37	Automatic Generated Check
	Total for Bank Account 1000 ----->					195,948.30	.00	195,948.30
	Grand Total of all Bank Accounts ----->					195,948.30	.00	195,948.30

**AGENDA ITEM 5.B.1.**

**Attachment 3**

**SRF Cash Balances September 2019**

Report Date: 11/08/19  
 Run Date...: 11/08/19 09:36  
 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.: September 1, 2019 (03-20) Thru Ending of.: September 30, 2019 (03-20)

G/L Account No	Cal.	Fiscal	Date	Jrnl	Line	Description	Debit	Credit	
29 1115						STATE REV FUND SRF FISCAL AGENT ACCOUNTS			
						Balance September 1, 2019 (03-20)	46,032.58		
Sep 2019	03-2020		08/15/19	04-00	0012	Vendor WEL02 Invoice 09012019 Line 0001 SEPTEMBER 2019 WALTON LAKE ANNUAL RESERVE WELLS FARGO BANK	2,296.95		
Sep 2019	03-2020		11/08/19	00-01	0001	SEPTEMBER INTEREST	62.13		
** Budget not Applicable **							Activity ---->	2,359.08	.00
						Balance September 30, 2019 (03-20)	48,391.66		
							REPORT TOTAL ---->	48,391.66	.00
							REPORT TOTAL for Detail Activity ---->	2,359.08	.00

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# **AGENDA ITEM 5.B.2**

**Month End Cash Disbursements Report**

Date...: Nov 6, 2019  
 Time...: 9:23 am  
 Run by.: Hannah Schnetz

Georgetown Divide PUD  
 BOARD CHECK REVIEW

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 List: BOAR  
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Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
030349	10/09/19	ACW01	ACWA/JPIA	AUTO & GENERAL LIABILITY 10/1/19-10/1/20	49897.70
030349	10/09/19	ACW01	ACWA/JPIA	AUTO & GENERAL LIABILITY 10/1/19-10/1/20	3440.30
030349	10/09/19	ACW01	ACWA/JPIA	WORKERS COMPENSATION 07/01/19-09/30/19	1759.49
030349	10/09/19	ACW01	ACWA/JPIA	WORKERS COMPENSATION 07/01/19-09/30/19	3759.64
030349	10/09/19	ACW01	ACWA/JPIA	WORKERS COMPENSATION 07/01/19-09/30/19	1445.64
030349	10/09/19	ACW01	ACWA/JPIA	WORKERS COMPENSATION 07/01/19-09/30/19	2300.78
030349	10/09/19	ACW01	ACWA/JPIA	WORKERS COMPENSATION 07/01/19-09/30/19	432.23
030349	10/09/19	ACW01	ACWA/JPIA	WORKERS COMPENSATION 07/01/19-09/30/19	636.98
030349	10/09/19	ACW01	ACWA/JPIA	WORKERS COMPENSATION 07/01/19-09/30/19	393.19
Sub-Total: (1)					64065.95
Sub-Count: 9					
030350	10/09/19	ACW02	ACWA	2020 ANNUAL AGENCY DUES	14740.00
Sub-Total: (1)					14740.00
Sub-Count: 1					
030351	10/09/19	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS NOVEMBER 2019	3095.29
030351	10/09/19	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS NOVEMBER 2019	8535.52
030351	10/09/19	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS NOVEMBER 2019	5802.86
030351	10/09/19	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS NOVEMBER 2019	10402.27
030351	10/09/19	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS NOVEMBER 2019	1304.32
030351	10/09/19	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS NOVEMBER 2019	11151.19
030351	10/09/19	ACW05	ACWA/JPIA HEALTH	HEALTH INSURANCE PREMIUMS NOVEMBER 2019	1663.85
030351	10/09/19	ACW05	ACWA/JPIA HEALTH	RETIREE HEALTH INSURANCE PREMIUMS NOVEMBER 2019	5370.82
Sub-Total: (1)					47326.12
Sub-Count: 8					
030352	10/09/19	ADT01	ADT SECURITY SERVICES	SECURITY SERVICE 10/20/19-11/19/19 8180 BALDERSTON	44.48
Sub-Total: (1)					44.48
Sub-Count: 1					
030353	10/09/19	ADT01	ADT SECURITY SERVICES	SECURITY SERVICE 10/21/19-11/20/19 6425 MAIN ST	163.19
Sub-Total: (1)					163.19
Sub-Count: 1					
030354	10/09/19	AME08	AMERICAN MESSAGING	PAGECOPY USAGE 09/20/19	12.23
Sub-Total: (1)					12.23
Sub-Count: 1					
030355	10/09/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	8.44
030355	10/09/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	18.09
030355	10/09/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	7.24
030355	10/09/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	22.91
030355	10/09/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	60.30
030355	10/09/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	3.61
030355	10/09/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	8.44
030355	10/09/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	18.09
030355	10/09/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	7.24
030355	10/09/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	22.91
030355	10/09/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	60.30
030355	10/09/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	3.61
030355	10/09/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	8.44
030355	10/09/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	18.09
030355	10/09/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	7.24
030355	10/09/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	22.91
030355	10/09/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	60.30
030355	10/09/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	3.61
Sub-Total: (1)					482.36
Sub-Count: 24					
030356	10/09/19	ATE01	A T.E.E.M. ELECTRICAL	SITE VISIT - LIFT STATION TROUBLESHOOTING	760.00
Sub-Total: (1)					760.00
Sub-Count: 1					
030357	10/09/19	BEN04	BENNETT ENGINEERING SERVICES	Professional Services Agreement: November 13, 2018	1875.00
030357	10/09/19	BEN04	BENNETT ENGINEERING SERVICES	Professional Services Agreement: November 13, 2018	445.00
Sub-Total: (1)					2320.00
Sub-Count: 2					

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Georgetown Divide PUD  
 BOARD CHECK REVIEW

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Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
030358	10/09/19	BRO05	BROWN, ADAM	MILEAGE REIMB PER MOU 8/1, 8/26, 9/23, 9/27	8.47
030358	10/09/19	BRO05	BROWN, ADAM	MILEAGE REIMB PER MOU 8/1, 8/26, 9/23, 9/27	22.50
030358	10/09/19	BRO05	BROWN, ADAM	MILEAGE REIMB PER MOU 8/1, 8/26, 9/23, 9/27	60.56
030358	10/09/19	BRO05	BROWN, ADAM	MILEAGE REIMB PER MOU 8/1, 8/26, 9/23, 9/27	22.50
Sub-Total: (1)					114.03
Sub-Count: 4					
030359	10/09/19	CAR08	CSI	MONTHLY SERVICE FEE OCTOBER 2019	59.00
Sub-Total: (1)					59.00
Sub-Count: 1					
030360	10/09/19	CLS01	CLS LABS	LT2 SWTR RAW B	80.00
030360	10/09/19	CLS01	CLS LABS	ROUTINE DIST. SYST. BACTERIA	45.00
030360	10/09/19	CLS01	CLS LABS	GROUNDWATER MONITORING	3151.68
030360	10/09/19	CLS01	CLS LABS	STATION 16 INFLUENT	167.58
030360	10/09/19	CLS01	CLS LABS	ROUTINE DIST. SYST. BACTERIA	44.10
030360	10/09/19	CLS01	CLS LABS	LCR	679.14
030360	10/09/19	CLS01	CLS LABS	ALT - FTW	109.76
030360	10/09/19	CLS01	CLS LABS	ROUTINE DIST. SYST. BACTERIA	44.10
030360	10/09/19	CLS01	CLS LABS	9/30 GREENWOOD RD	29.40
Sub-Total: (1)					4350.76
Sub-Count: 9					
030361	10/09/19	ECO01	ECORP CONSULTING, INC.	PROJECT 2016-186 PROF SVCS FROM 08/01/19-08/31/19	1909.11
Sub-Total: (1)					1909.11
Sub-Count: 1					
030362	10/09/19	ELD16	EL DORADO DISPOSAL SERVICE	Utilities-GARBAGE 6425 MAIN ST 9/01-09/30/19	120.26
030362	10/09/19	ELD16	EL DORADO DISPOSAL SERVICE	Utilities-GARBAGE 3650 SWEETWATER TR 9/01-09/30/19	120.26
030362	10/09/19	ELD16	EL DORADO DISPOSAL SERVICE	Utilities-GARBAGE 8180 BALDERSTON 9/01-09/30/19	120.26
Sub-Total: (1)					360.78
Sub-Count: 3					
030363	10/09/19	FED01	FED EX	TRANSACTION#940243187346 Recipient:EQUIPCO SERV.	12.90
030363	10/09/19	FED01	FED EX	PRIORITY OVERNIGHT SHIPPING: BIOVIR LABS	57.68
030363	10/09/19	FED01	FED EX	PRIORITY OVERNIGHT SHIPPING: BIOVIR LABS	188.11
030363	10/09/19	FED01	FED EX	PRIORITY OVERNIGHT SHIPPING: EQUIPCO TO GDPUD	48.27
030363	10/09/19	FED01	FED EX	CRYPTO SAMPLES PRIORITY OVERNIGHT SHIPPING: BIOVIR	58.41
030363	10/09/19	FED01	FED EX	GRANT PRIORITY OVERNIGHT SHIPPING: DENVER CO	36.65
Sub-Total: (1)					402.02
Sub-Count: 6					
030364	10/09/19	GAR02	GARDEN VALLEY FEED & HDW.	Misc. materials & supplies for treated & raw water	10.19
Sub-Total: (1)					10.19
Sub-Count: 1					
030365	10/09/19	GEO03	CASH	1 DAY MAIL POSTAGE	8.30
030365	10/09/19	GEO03	CASH	WELLNESS MEETING SUPPLIES	32.28
030365	10/09/19	GEO03	CASH	FUEL FOR #32 WHEN ROBINSONS WAS UNAVAILABLE	6.66
030365	10/09/19	GEO03	CASH	FUEL FOR #32 WHEN ROBINSONS WAS UNAVAILABLE	6.67
030365	10/09/19	GEO03	CASH	FUEL FOR #32 WHEN ROBINSONS WAS UNAVAILABLE	6.67
030365	10/09/19	GEO03	CASH	ICE FOR SHIPPING CRYPTO SAMPLES	2.89
030365	10/09/19	GEO03	CASH	POSTAGE FOR SAFETY TRAINING VIDEO RETURN	2.75
030365	10/09/19	GEO03	CASH	POSTAGE FOR BID DEPOSIT RETURN	4.05
Sub-Total: (1)					70.27
Sub-Count: 8					
030366	10/09/19	GEO12	GEORGE SANDERS	PROFESSIONAL SERVICES AGREEMENT: GEORGE SANDERS	4129.40
Sub-Total: (1)					4129.40
Sub-Count: 1					
030367	10/09/19	HAR03	HARRIS INDUSTRIAL GASES	Gas, leases, welding, materials and supplies for	41.75
030367	10/09/19	HAR03	HARRIS INDUSTRIAL GASES	Gas, leases, welding, materials and supplies for	41.76
030367	10/09/19	HAR03	HARRIS INDUSTRIAL GASES	Gas, leases, welding, materials and supplies for	41.76
Sub-Total: (1)					125.27
Sub-Count: 3					
030368	10/09/19	HOP01	HOPKINS TECHNICAL	PO#018109: HOSE REPLACEMENT PART FOR ALT WTP PUMP	641.66
Sub-Total: (1)					641.66
Sub-Count: 1					

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 BOARD CHECK REVIEW

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Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
030369	10/09/19	HUN04	HUNTING ENVIRONMENTAL LLC	Professional Services Agreement signed 03/21/2019	150.00
Sub-Total: (1)					150.00
Sub-Count: 1					
030370	10/09/19	ICM02	ICMA-R.T.-457 (ee)	Payroll withholding-ICMA	1631.08
Sub-Total: (1)					1631.08
Sub-Count: 1					
030371	10/09/19	INT05	INTERWEST CONSULTING GROUP	PROFESSIONAL SERVICES FOR 08/01-08/31/19	702.50
Sub-Total: (1)					702.50
Sub-Count: 1					
030372	10/09/19	IUO01	IUOE, LOCAL 39	Union Dues Payable-LOCAL 39	357.85
Sub-Total: (1)					357.85
Sub-Count: 1					
030373	10/09/19	IUO02	PEU LOCAL #1	UNION DUES-LOCAL 1	246.47
Sub-Total: (1)					246.47
Sub-Count: 1					
030374	10/09/19	MJT01	MJT ENTERPRISES, INC.	CATHERINE G. 09/16/19-09/22/19	676.19
030374	10/09/19	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 09/16/19-09/22/19	78.40
030374	10/09/19	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 09/16/19-09/22/19	529.20
030374	10/09/19	MJT01	MJT ENTERPRISES, INC.	CATHERINE G. 09/23/19-09/29/19	703.68
030374	10/09/19	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 09/23/19-09/29/19	539.00
030374	10/09/19	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 09/23/19-09/29/19	58.80
Sub-Total: (1)					2585.27
Sub-Count: 6					
030375	10/09/19	MOB01	MOBILE MINI, LLC-CA	STORAGE RENTAL 10/02/19-10/29/19	211.21
Sub-Total: (1)					211.21
Sub-Count: 1					
030376	10/09/19	MYE01	Myers and Sons	LOAN: CONTRACTOR'S APP #29 PERIOD:7/1-7/31/19	83757.28
030376	10/09/19	MYE01	Myers and Sons	DISTRICT: CONTRACTOR'S APP #29 PERIOD:7/1-7/31/19	1392.71
Sub-Total: (1)					85149.99
Sub-Count: 2					
030377	10/09/19	NAT04	NATIONAL DOCUMENT	PO#018107: BILLING SUPPLIES	1560.42
Sub-Total: (1)					1560.42
Sub-Count: 1					
030378	10/09/19	NBS01	NBS	KELSEY NORTH QUARTERLY ADMIN FEES 10/1/19-12/31/19	724.29
030378	10/09/19	NBS01	NBS	STEWART MINE QUARTERLY ADMIN FEES 10/1/19-12/31/19	362.14
Sub-Total: (1)					1086.43
Sub-Count: 2					
030379	10/09/19	PAC02	PACIFIC GAS & ELECTRIC	7727208388-0 WALTON	3845.76
030379	10/09/19	PAC02	PACIFIC GAS & ELECTRIC	0967683154-9 ALT	13352.32
Sub-Total: (1)					17198.08
Sub-Count: 2					
030380	10/09/19	PAC06	PACE SUPPLY 23714-00	Misc. Materials & Supplies for Distribution	1232.42
Sub-Total: (1)					1232.42
Sub-Count: 1					
030381	10/09/19	PLA11	GROVE TOYS INC	PO#018103: POLARIS RANGER-CAPITAL ACQ FOR UP CNTRY	31542.41
Sub-Total: (1)					31542.41
Sub-Count: 1					
030382	10/09/19	POW01	POWERNET GLOBAL COMM.	Utilities-LONG DISTANCE 08/19/19-09/19/19	159.02
Sub-Total: (1)					159.02
Sub-Count: 1					



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Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
030383	10/09/19	PRO04	PAUL FUNK	CLEANING SERVICES FOR SEPTEMBER 2019	265.00
Sub-Total: (1)					265.00
Sub-Count: 1					
030384	10/09/19	ROB02	ROBINSON ENTERPRISES	T & D RAW WATER FUEL USAGE ALLOCATION	964.60
030384	10/09/19	ROB02	ROBINSON ENTERPRISES	WATER TREATMENT FUEL USAGE ALLOCATION	257.67
030384	10/09/19	ROB02	ROBINSON ENTERPRISES	T & D TREATED WTR FUEL USAGE ALLOCATION	1071.92
030384	10/09/19	ROB02	ROBINSON ENTERPRISES	ZONE FUEL USAGE ALLOCATION	170.05
030384	10/09/19	ROB02	ROBINSON ENTERPRISES	UPCOUNTRY FUEL USAGE ALLOCATION	317.15
030384	10/09/19	ROB02	ROBINSON ENTERPRISES	ADMIN. FUEL USAGE ALLOCATION	.00
Sub-Total: (1)					2781.39
Sub-Count: 6					
030385	10/09/19	ROC02	KENNETH D. WELSH	9" STEEL TRIM BLADES SET & SHARPENED x18 @7.50ea	67.50
030385	10/09/19	ROC02	KENNETH D. WELSH	9" STEEL TRIM BLADES SET & SHARPENED x18 @7.50ea	67.50
Sub-Total: (1)					135.00
Sub-Count: 2					
030386	10/09/19	SIE10	SIERRA SAFETY	RIBBON CUTTING 9/17 SUPPLIES	357.36
030386	10/09/19	SIE10	SIERRA SAFETY	ZONE SUPPLIES	65.14
Sub-Total: (1)					422.50
Sub-Count: 2					
030387	10/09/19	SMI01	JASON D. SMITH	BOOT REIMB 2019/2020 FISCAL YEAR PER MOU	200.00
Sub-Total: (1)					200.00
Sub-Count: 1					
030388	10/09/19	UNI06	UNITEDHEALTHCARE INSURANCE CO	PREPAID HEALTH INSURANCE ██████████ NOVEMBER 2019	156.75
Sub-Total: (1)					156.75
Sub-Count: 1					
030389	10/09/19	VER01	VERIZON WIRELESS	Utilities-DATA FOR CDS STATION 16 8/7/19-9/6/19	39.02
030389	10/09/19	VER01	VERIZON WIRELESS	530-333-3494	53.63
030389	10/09/19	VER01	VERIZON WIRELESS	530-333-3760	53.63
030389	10/09/19	VER01	VERIZON WIRELESS	530-333-3872	53.63
030389	10/09/19	VER01	VERIZON WIRELESS	530-333-3940	53.63
030389	10/09/19	VER01	VERIZON WIRELESS	530-333-3978	53.63
030389	10/09/19	VER01	VERIZON WIRELESS	530-333-7608	27.05
030389	10/09/19	VER01	VERIZON WIRELESS	530-457-7078	53.63
030389	10/09/19	VER01	VERIZON WIRELESS	530-957-1146	38.01
030389	10/09/19	VER01	VERIZON WIRELESS	530-957-3814	77.41
030389	10/09/19	VER01	VERIZON WIRELESS	530-957-4413	53.63
030389	10/09/19	VER01	VERIZON WIRELESS	530-957-5427	53.63
030389	10/09/19	VER01	VERIZON WIRELESS	530-957-5471	53.63
030389	10/09/19	VER01	VERIZON WIRELESS	530-957-5472	53.63
030389	10/09/19	VER01	VERIZON WIRELESS	530-957-5492	53.63
030389	10/09/19	VER01	VERIZON WIRELESS	530-957-8086	53.63
030389	10/09/19	VER01	VERIZON WIRELESS	530-957-8155	53.63
Sub-Total: (1)					878.68
Sub-Count: 17					
030390	10/09/19	WAL03	JACOB WALSH	PANTS REIMBURSEMENT CALENDAR YEAR 2019 PER MOU	50.00
030390	10/09/19	WAL03	JACOB WALSH	PANTS REIMBURSEMENT CALENDAR YEAR 2019 PER MOU	50.00
Sub-Total: (1)					100.00
Sub-Count: 2					
030391	10/09/19	WEL02	WELLS FARGO BANK	NOVEMBER 2019 WALTON LAKE ANNUAL RESERVE	2296.95
Sub-Total: (1)					2296.95
Sub-Count: 1					
030392	10/09/19	WS001	WATER SYSTEMS OPTIMIZATION, IN LEVEL 1 VALIDATION		2500.00
Sub-Total: (1)					2500.00
Sub-Count: 1					
030393	10/23/19	AAR01	AARP MEDICARERX SAVER PLUS, PD AARP MEDICARE ██████████ NOVEMBER 2019		33.10
Sub-Total: (1)					33.10
Sub-Count: 1					
030394	10/23/19	AFL01	AMERICAN FAMILY LIFE INS	Insurance - H&L	1495.68
Sub-Total: (1)					1495.68

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Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
Sub-Count: 1					
030395	10/23/19	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	51.96
030395	10/23/19	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	19.28
030395	10/23/19	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	6.16
030395	10/23/19	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	6.17
030395	10/23/19	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	6.17
030395	10/23/19	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	52.76
030395	10/23/19	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	58.35
030395	10/23/19	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	484.92
030395	10/23/19	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	9.99
030395	10/23/19	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	9.99
030395	10/23/19	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	10.00
030395	10/23/19	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	38.50
030395	10/23/19	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	1092.20
030395	10/23/19	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	31.42
030395	10/23/19	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	31.42
030395	10/23/19	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	31.43
030395	10/23/19	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	78.35
Sub-Total: (1)					2019.07
Sub-Count: 17					
030396	10/23/19	AND01	ANDERSON'S SIERRA PIPE CO	Misc. pipe & tools for up country/ditch/dist/zone	97.81
Sub-Total: (1)					97.81
Sub-Count: 1					
030397	10/23/19	ANS01	ANSWERING SPECIALISTS INC	OCTOBER 2019 ANSWERING SERVICE	79.95
Sub-Total: (1)					79.95
Sub-Count: 1					
030398	10/23/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	8.44
030398	10/23/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	18.09
030398	10/23/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	7.24
030398	10/23/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	22.91
030398	10/23/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	60.30
030398	10/23/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	3.61
030398	10/23/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	8.44
030398	10/23/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	18.09
030398	10/23/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	7.24
030398	10/23/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	22.91
030398	10/23/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	60.30
030398	10/23/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	3.61
Sub-Total: (1)					241.18
Sub-Count: 12					
030399	10/23/19	ATT02	AT&T	Utilities-PHONE 530-333-4356 918 9 10/14-11/13/19	310.36
030399	10/23/19	ATT02	AT&T	Utilities-PHONE 530-333-4356 918 9 10/14-11/13/19	465.55
030399	10/23/19	ATT02	AT&T	Utilities-PHONE 530-333-4356 918 9 10/14-11/13/19	465.55
030399	10/23/19	ATT02	AT&T	Utilities-PHONE 530-333-4356 918 9 10/14-11/13/19	465.55
030399	10/23/19	ATT02	AT&T	Utilities-PHONE 530-333-9442 243 7 10/14-11/13/19	197.46
030399	10/23/19	ATT02	AT&T	Utilities-PHONE 530-333-1119 106 5 10/14-11/13/19	280.68
030399	10/23/19	ATT02	AT&T	Utilities-PHONE 530-885-6287 473 6 10/14-11/13/19	235.59
030399	10/23/19	ATT02	AT&T	Utilities-PHONE 234-343-7252 777 4 10/14-11/13/19	67.14
030399	10/23/19	ATT02	AT&T	Utilities-PHONE 234-371-7957 823 9 10/14-11/13/19	67.14
030399	10/23/19	ATT02	AT&T	Utilities-PHONE 530-885-6280 409 7 10/14-11/13/19	334.57
Sub-Total: (1)					2424.04
Sub-Count: 9					
030400	10/23/19	BLU01	ANTHEM BLUE CROSS	PREPAID HEALTH INSURANCE [REDACTED] 11/01-11/30/19	326.10
030400	10/23/19	BLU01	ANTHEM BLUE CROSS	PREPAID HEALTH INSURANCE [REDACTED] 11/01-11/30/19	326.10
030400	10/23/19	BLU01	ANTHEM BLUE CROSS	PREPAID HEALTH INSURANCE [REDACTED] 11/1-11/30/19	256.65
030400	10/23/19	BLU01	ANTHEM BLUE CROSS	PREPAID HEALTH INSURANCE [REDACTED] 11/01-11/30/19	326.10
Sub-Total: (1)					1234.95
Sub-Count: 4					
030401	10/23/19	BLU07	BLUE SHIELD OF CALIFORNIA	PREPAID HEALTH INSURANCE [REDACTED] 11/1/19-1/31/20	903.00
030401	10/23/19	BLU07	BLUE SHIELD OF CALIFORNIA	PREPAID HEALTH INSURANCE [REDACTED] 11/1/19-1/31/20	978.00
Sub-Total: (1)					1881.00
Sub-Count: 2					
030402	10/23/19	CAL16	CALTRONICS BUSINESS SYSTEMS CO	KONICA COPIER CONTRACT 09/14/19-10/13/19	557.75
Sub-Total: (1)					557.75
Sub-Count: 1					
030403	10/23/19	CLS01	CLS LABS	KIT FOX PIPE REPLACEMENT	14.70
030403	10/23/19	CLS01	CLS LABS	ROUTINE DIST. SYST. BACTERIA	44.10
030403	10/23/19	CLS01	CLS LABS	ROUTINE DIST. SYST. BACTERIA	44.10

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Sub-Total: (1)					102.90
Sub-Count: 3					
030404	10/23/19	CSD00	CALIFORNIA SPECIAL DISTRICT AS 2020	CSDA MEMBERSHIP RENEWAL	7077.00
Sub-Total: (1)					7077.00
Sub-Count: 1					
030405	10/23/19	DEL05	DELAGE LANDEN, INC	2019 PROPERTY TAX FOR KONICA COPIER	34.55
030405	10/23/19	DEL05	DELAGE LANDEN, INC	2019 PROPERTY TAX FOR FORMAX FOLDING MACHINE	71.64
Sub-Total: (1)					106.19
Sub-Count: 2					
030406	10/23/19	DEL05	DELAGE LANDEN, INC	KONICA COPIER CONTRACT 11/01/19-11/30/19	228.20
030406	10/23/19	DEL05	DELAGE LANDEN, INC	FORMAX FOLDING MACHINE 11/01-11/30/19	185.65
Sub-Total: (1)					413.85
Sub-Count: 2					
030407	10/23/19	DIG01	DIGITAL DEPLOYMENT INC	STREAMLINE MONTHLY MEMBER FEE OCTOBER 2019	300.00
Sub-Total: (1)					300.00
Sub-Count: 1					
030408	10/23/19	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. vehicle maintenance materials and supplies	24.58
030408	10/23/19	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. vehicle maintenance materials and supplies	24.58
Sub-Total: (1)					49.16
Sub-Count: 2					
030409	10/23/19	ECO01	ECORP CONSULTING, INC.	PROJECT 2016-186 PROF SVCS FROM 09/01/19-09/30/19	1909.11
Sub-Total: (1)					1909.11
Sub-Count: 1					
030410	10/23/19	FED01	FED EX	GROUND SHIPPING: EQUIPCO	24.90
Sub-Total: (1)					24.90
Sub-Count: 1					
030411	10/23/19	GAR03	CINDY GARCIA	REIMB: GFOA BUDGET MONITORING TRAINING 9/16/19	544.50
030411	10/23/19	GAR03	CINDY GARCIA	REIMB: GFOA BUDGET BEST PRACTICES - CIPs 9/17/19	544.50
030411	10/23/19	GAR03	CINDY GARCIA	REIMB: PARKING - 9/16/19	16.00
030411	10/23/19	GAR03	CINDY GARCIA	REIMB: PARKING - 9/17/19	30.00
Sub-Total: (1)					1135.00
Sub-Count: 4					
030412	10/23/19	GEM01	GEMPLER'S, INC.	PO#018112: MARKING PAINT & SAFETY GLASSES FOR SHOP	115.51
030412	10/23/19	GEM01	GEMPLER'S, INC.	PO#018112: MARKING PAINT & SAFETY GLASSES FOR SHOP	115.52
030412	10/23/19	GEM01	GEMPLER'S, INC.	PO#018112: MARKING PAINT & SAFETY GLASSES FOR SHOP	115.52
Sub-Total: (1)					346.55
Sub-Count: 3					
030413	10/23/19	GEO01	GEORGETOWN ACE HDW	Misc. materials & supplies for treated & raw water	10.62
030413	10/23/19	GEO01	GEORGETOWN ACE HDW	Misc. materials & supplies for treated & raw water	7.68
030413	10/23/19	GEO01	GEORGETOWN ACE HDW	Misc. materials & supplies for treated & raw water	7.68
030413	10/23/19	GEO01	GEORGETOWN ACE HDW	Misc. materials & supplies for treated & raw water	6.44
030413	10/23/19	GEO01	GEORGETOWN ACE HDW	Misc. materials & supplies for treated & raw water	8.97
030413	10/23/19	GEO01	GEORGETOWN ACE HDW	Misc. materials & supplies for treated & raw water	19.65
030413	10/23/19	GEO01	GEORGETOWN ACE HDW	Misc. materials & supplies for treated & raw water	168.32
030413	10/23/19	GEO01	GEORGETOWN ACE HDW	Misc. materials & supplies for treated & raw water	3.74
030413	10/23/19	GEO01	GEORGETOWN ACE HDW	Misc. materials & supplies for treated & raw water	6.40
Sub-Total: (1)					239.50
Sub-Count: 9					
030414	10/23/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	14.07
030414	10/23/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	.00
030414	10/23/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	.00
030414	10/23/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	.00
030414	10/23/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	.00
030414	10/23/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	.00
030414	10/23/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	.00
030414	10/23/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	-5.35
030414	10/23/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	.00
030414	10/23/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	5.35
030414	10/23/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	-5.35

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030414	10/23/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	-5.35
030414	10/23/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	5.35
030414	10/23/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	28.94
030414	10/23/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	18.31
030414	10/23/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	18.22
030414	10/23/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	10.23
030414	10/23/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	31.09
030414	10/23/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	15.68
030414	10/23/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	15.63
030414	10/23/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	44.63
030414	10/23/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	115.77
030414	10/23/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	13.70
Sub-Total: (1)					320.92
Sub-Count: 23					
030415	10/23/19	GEO12	GEORGE SANDERS	MISC. SUPPLIES FOR RIBBON CUTTING EVENT ALT WTP	98.13
Sub-Total: (1)					98.13
Sub-Count: 1					
030416	10/23/19	HUN04	HUNTING ENVIRONMENTAL LLC	Professional Services Agreement signed 03/21/2019	1350.00
030416	10/23/19	HUN04	HUNTING ENVIRONMENTAL LLC	Professional Services Agreement signed 03/21/2019	300.00
030416	10/23/19	HUN04	HUNTING ENVIRONMENTAL LLC	Professional Services Agreement signed 03/21/2019	1357.50
030416	10/23/19	HUN04	HUNTING ENVIRONMENTAL LLC	Professional Services Agreement signed 03/21/2019	750.00
030416	10/23/19	HUN04	HUNTING ENVIRONMENTAL LLC	Professional Services Agreement signed 03/21/2019	1425.00
030416	10/23/19	HUN04	HUNTING ENVIRONMENTAL LLC	Professional Services Agreement signed 03/21/2019	420.00
030416	10/23/19	HUN04	HUNTING ENVIRONMENTAL LLC	Professional Services Agreement signed 03/21/2019	350.00
030416	10/23/19	HUN04	HUNTING ENVIRONMENTAL LLC	Professional Services Agreement signed 03/21/2019	54.00
Sub-Total: (1)					6006.50
Sub-Count: 8					
030417	10/23/19	ICM02	ICMA-R.T.-457 (ee)	Payroll withholding-ICMA	1631.08
Sub-Total: (1)					1631.08
Sub-Count: 1					
030418	10/23/19	IUO01	IUOE, LOCAL 39	Union Dues Payable-LOCAL 39	360.19
Sub-Total: (1)					360.19
Sub-Count: 1					
030419	10/23/19	IUO02	PEU LOCAL #1	UNION DUES-LOCAL 1	248.35
Sub-Total: (1)					248.35
Sub-Count: 1					
030420	10/23/19	LSL01	LANCE, SOLL & LUNGHARD, LLP	2019 GOVERNMENT AUDIT-YEAR END FIELDWORK PROGRESS	10300.00
Sub-Total: (1)					10300.00
Sub-Count: 1					
030421	10/23/19	MED01	MEDICAL EYE SERVICES	VISION INSURANCE NOVEMBER 2019	21.86
030421	10/23/19	MED01	MEDICAL EYE SERVICES	VISION INSURANCE NOVEMBER 2019	49.97
030421	10/23/19	MED01	MEDICAL EYE SERVICES	VISION INSURANCE NOVEMBER 2019	18.74
030421	10/23/19	MED01	MEDICAL EYE SERVICES	VISION INSURANCE NOVEMBER 2019	49.98
030421	10/23/19	MED01	MEDICAL EYE SERVICES	VISION INSURANCE NOVEMBER 2019	37.48
030421	10/23/19	MED01	MEDICAL EYE SERVICES	VISION INSURANCE NOVEMBER 2019	192.98
030421	10/23/19	MED01	MEDICAL EYE SERVICES	VISION INSURANCE NOVEMBER 2019	18.74
Sub-Total: (1)					389.75
Sub-Count: 7					
030422	10/23/19	MJT01	MJT ENTERPRISES, INC.	CATHERINE G. 09/30/19-10/06/19	920.84
030422	10/23/19	MJT01	MJT ENTERPRISES, INC.	KELLY M. 09/30/19-10/06/19	656.60
030422	10/23/19	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 10/07/19-10/13/19	39.20
030422	10/23/19	MJT01	MJT ENTERPRISES, INC.	GLORIA O. 10/07/19-10/13/19	784.00
030422	10/23/19	MJT01	MJT ENTERPRISES, INC.	CATHERINE G. 10/07/19-10/13/19	654.20
030422	10/23/19	MJT01	MJT ENTERPRISES, INC.	KELLY M. 10/07/19-10/13/19	588.00
Sub-Total: (1)					3642.84
Sub-Count: 6					
030423	10/23/19	MYE01	Myers and Sons	CONTRACTOR'S APPLICATION #30 PERIOD:8/1-8/31/19	66352.75
030423	10/23/19	MYE01	Myers and Sons	CONTRACTOR'S APPLICATION #30 PERIOD:8/1-8/31/19	1392.70
Sub-Total: (1)					67745.45
Sub-Count: 2					
030424	10/23/19	OMA01	GLORIA OMANIA	09/26/19 SOUND SYSTEM RENTAL - RIBBON CUTTING WTP	107.25
030424	10/23/19	OMA01	GLORIA OMANIA	10/02/19 NAME BADGES FOR RIBBON CUTTING CEREMONY	37.88

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Sub-Total: (1)					145.13
Sub-Count: 2					
030425	10/23/19	PAC06	PACE SUPPLY 23714-00	Misc. Materials & Supplies for Distribution	849.89
Sub-Total: (1)					849.89
Sub-Count: 1					
030426	10/23/19	PAL01	STEVE PALMER	09/26/19 MILEAGE FOR TREATED WATER LINE SITE VISIT	14.50
030426	10/23/19	PAL01	STEVE PALMER	10/11/19 MILEAGE TO EDC SUPERIOR COURT	87.93
Sub-Total: (1)					102.43
Sub-Count: 2					
030427	10/23/19	PIC02	PICOVALE SERVICES, INC.	DWYER PRESSURE TRANSDUCER - GARDEN PARK TANK	364.82
Sub-Total: (1)					364.82
Sub-Count: 1					
030428	10/23/19	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE NOVEMBER 2019	136.03
030428	10/23/19	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE NOVEMBER 2019	310.93
030428	10/23/19	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE NOVEMBER 2019	116.60
030428	10/23/19	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE NOVEMBER 2019	310.94
030428	10/23/19	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE NOVEMBER 2019	233.20
030428	10/23/19	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE NOVEMBER 2019	1997.11
030428	10/23/19	PRE01	PREMIER ACCESS INS CO	DENTAL INSURANCE NOVEMBER 2019	116.60
Sub-Total: (1)					3221.41
Sub-Count: 7					
030429	10/23/19	PRO04	PAUL FUNK	CLEANING SERVICES FOR OCTOBER 2019	265.00
Sub-Total: (1)					265.00
Sub-Count: 1					
030430	10/23/19	RIE01	RIEBES AUTO PARTS, LLC	Misc. vehicle maintenance materials and supplies	55.05
030430	10/23/19	RIE01	RIEBES AUTO PARTS, LLC	Misc. vehicle maintenance materials and supplies	55.05
030430	10/23/19	RIE01	RIEBES AUTO PARTS, LLC	Misc. vehicle maintenance materials and supplies	55.05
Sub-Total: (1)					165.15
Sub-Count: 3					
030431	10/23/19	ROB02	ROBINSON ENTERPRISES	T & D RAW WATER FUEL USAGE ALLOCATION	534.19
030431	10/23/19	ROB02	ROBINSON ENTERPRISES	WATER TREATMENT FUEL USAGE ALLOCATION	415.19
030431	10/23/19	ROB02	ROBINSON ENTERPRISES	T & D TREATED WTR FUEL USAGE ALLOCATION	1768.70
030431	10/23/19	ROB02	ROBINSON ENTERPRISES	ZONE FUEL USAGE ALLOCATION	249.99
030431	10/23/19	ROB02	ROBINSON ENTERPRISES	UPCOUNTRY FUEL USAGE ALLOCATION	291.33
030431	10/23/19	ROB02	ROBINSON ENTERPRISES	ADMIN. FUEL USAGE ALLOCATION	.00
Sub-Total: (1)					3259.40
Sub-Count: 6					
030432	10/23/19	ROC02	KENNETH D. WELSH	9" STEEL TRIM BLADES SET & SHARPENED x30 @ \$7.50ea	112.50
030432	10/23/19	ROC02	KENNETH D. WELSH	9" STEEL TRIM BLADES SET & SHARPENED x30 @ \$7.50ea	112.50
Sub-Total: (1)					225.00
Sub-Count: 2					
030433	10/23/19	SAN02	Santander Leasing	INTEREST	24.93
030433	10/23/19	SAN02	Santander Leasing	PRINCIPAL	1205.95
Sub-Total: (1)					1230.88
Sub-Count: 2					
030434	10/23/19	SIG01	SIGNAL SERVICE INC	SECURITY SYSTEM INSTALLATION FOR NEW ALT WTP	746.40
030434	10/23/19	SIG01	SIGNAL SERVICE INC	FIRE ALARM SYSTEM AT NEW ALT WTP	282.00
Sub-Total: (1)					1028.40
Sub-Count: 2					
030435	10/23/19	TYL01	ERIC TYLER	REIMB: BOOTS FISCAL YEAR 2019/2020	200.00
030435	10/23/19	TYL01	ERIC TYLER	REIMB: PANTS CALENDAR YEAR 2019	100.00
Sub-Total: (1)					300.00
Sub-Count: 2					
030436	10/23/19	TYL02	TYLER TECHNOLOGIES, INC	License & Services Agreement signed June 26, 2019	15489.60
030436	10/23/19	TYL02	TYLER TECHNOLOGIES, INC	License & Services Agreement signed June 26, 2019	15489.60
Sub-Total: (1)					30979.20

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Sub-Count: 2					
030437	10/23/19	USP01	POSTMASTER	PERMIT 6 OCTOBER 2019	1125.00
030437	10/23/19	USP01	POSTMASTER	PERMIT 6 OCTOBER 2019	225.00
030437	10/23/19	USP01	POSTMASTER	PERMIT 6 OCTOBER 2019	150.00
Sub-Total: (1)					
Sub-Count: 3					1500.00
030438	10/23/19	VER01	VERIZON WIRELESS	Utilities-DATA FOR CDS STATION 16 9/07/19-10/06/19	39.02
Sub-Total: (1)					
Sub-Count: 1					39.02
030439	10/23/19	WAD01	DANE WADLE	REIMB: GFOA-BUDGETING & MONITORING 09/16/19	364.50
Sub-Total: (1)					
Sub-Count: 1					364.50
030440	10/23/19	W0003	WOOD ENVIRONMENT & INFRASTRUCT	PROFESSIONAL SERVICES THROUGH 10/04/19	2263.73
Sub-Total: (1)					
Sub-Count: 1					2263.73
030441	11/06/19	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	109.22
030441	11/06/19	ALL01	ALLEN KRAUSE	Misc. Vehicle Maintenance & Repairs	51.45
Sub-Total: (1)					
Sub-Count: 2					160.67
030442	11/06/19	AND01	ANDERSON'S SIERRA PIPE CO	Misc. pipe & tools for up country/ditch/dist/zone	101.28
Sub-Total: (1)					
Sub-Count: 1					101.28
030443	11/06/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	8.44
030443	11/06/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	18.09
030443	11/06/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	7.24
030443	11/06/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	22.91
030443	11/06/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	60.30
030443	11/06/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	3.61
030443	11/06/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	9.28
030443	11/06/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	19.88
030443	11/06/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	7.95
030443	11/06/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	25.18
030443	11/06/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	66.26
030443	11/06/19	ARA01	ARAMARK	WEEKLY SERVICE: UNIFORMS/RESTROOM/FIRST AID SUPPLY	3.97
Sub-Total: (1)					
Sub-Count: 12					253.11
030444	11/06/19	BEN04	BENNETT ENGINEERING SERVICES	Professional Services Agreement: November 13, 2018	1743.04
030444	11/06/19	BEN04	BENNETT ENGINEERING SERVICES	Professional Services Agreement: November 13, 2018	3240.52
Sub-Total: (1)					
Sub-Count: 2					4983.56
030445	11/06/19	CAG01	CAGGIANO GENERAL ENGINEERING,	Construction Services Agreement signed 09/11/19	111221.16
Sub-Total: (1)					
Sub-Count: 1					111221.16
030446	11/06/19	CAR08	CSI	MONTHLY SERVICE FEE NOVEMBER 2019	59.00
Sub-Total: (1)					
Sub-Count: 1					59.00
030447	11/06/19	CAR09	CARNAHAN COMPUTER SERVICE	PARTS: WALL MOUNTS, CORDS & CABLES	398.90
Sub-Total: (1)					
Sub-Count: 1					398.90
030448	11/06/19	CHU02	CHURCHWELL WHITE, LLP		3312.08
030448	11/06/19	CHU02	CHURCHWELL WHITE, LLP		876.50
030448	11/06/19	CHU02	CHURCHWELL WHITE, LLP		97.50
030448	11/06/19	CHU02	CHURCHWELL WHITE, LLP		9944.60
030448	11/06/19	CHU02	CHURCHWELL WHITE, LLP		582.10
Sub-Total: (1)					
Sub-Count: 5					14812.78

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Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
030449	11/06/19	CLS01	CLS LABS	ROUTINE DIST. SYST. BACTERIA	44.10
030449	11/06/19	CLS01	CLS LABS	LEAD & COPPER	33.00
030449	11/06/19	CLS01	CLS LABS	ANGEL CAMP	14.70
030449	11/06/19	CLS01	CLS LABS	ROUTINE DIST. SYST. BACTERIA	44.10
				QT BDP	395.92
Sub-Total: (1)					531.82
Sub-Count: 5					
030450	11/06/19	CWS01	CORBIN WILLITS SYS. INC.	MONTHLY CHARGE FOR NOVEMBER 2019	584.66
Sub-Total: (1)					584.66
Sub-Count: 1					
030451	11/06/19	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. vehicle maintenance materials and supplies	21.42
030451	11/06/19	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. vehicle maintenance materials and supplies	42.60
030451	11/06/19	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. vehicle maintenance materials and supplies	42.61
030451	11/06/19	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. vehicle maintenance materials and supplies	42.61
030451	11/06/19	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. vehicle maintenance materials and supplies	42.61
030451	11/06/19	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. vehicle maintenance materials and supplies	132.54
030451	11/06/19	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. vehicle maintenance materials and supplies	14.47
030451	11/06/19	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. vehicle maintenance materials and supplies	14.48
030451	11/06/19	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. vehicle maintenance materials and supplies	14.48
030451	11/06/19	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. vehicle maintenance materials and supplies	14.48
030451	11/06/19	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. vehicle maintenance materials and supplies	3.21
030451	11/06/19	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. vehicle maintenance materials and supplies	3.22
030451	11/06/19	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. vehicle maintenance materials and supplies	3.22
030451	11/06/19	DIV05	PLACERVILLE AUTO PARTS, INC	Misc. vehicle maintenance materials and supplies	3.22
Sub-Total: (1)					395.17
Sub-Count: 14					
030452	11/06/19	EQU01	EQUIPCO RENTALS	GLOBAL STREAM FLOWMETER FP101	145.00
Sub-Total: (1)					145.00
Sub-Count: 1					
030453	11/06/19	FED01	FED EX	PRIORITY OVERNIGHT SHIPPING: BIOVIR LAB CRYPTO SMP	66.36
Sub-Total: (1)					66.36
Sub-Count: 1					
030454	11/06/19	FER01	FERRELLGAS	Utilities-PROPANE ALT WTP	472.39
Sub-Total: (1)					472.39
Sub-Count: 1					
030455	11/06/19	GEO01	GEORGETOWN ACE HDW	Misc. materials & supplies for treated & raw water	28.95
030455	11/06/19	GEO01	GEORGETOWN ACE HDW	Misc. materials & supplies for treated & raw water	101.73
030455	11/06/19	GEO01	GEORGETOWN ACE HDW	Misc. materials & supplies for treated & raw water	12.85
030455	11/06/19	GEO01	GEORGETOWN ACE HDW	Misc. materials & supplies for treated & raw water	8.57
030455	11/06/19	GEO01	GEORGETOWN ACE HDW	Misc. materials & supplies for treated & raw water	53.60
030455	11/06/19	GEO01	GEORGETOWN ACE HDW	Misc. materials & supplies for treated & raw water	31.44
030455	11/06/19	GEO01	GEORGETOWN ACE HDW	Misc. materials & supplies for treated & raw water	31.45
030455	11/06/19	GEO01	GEORGETOWN ACE HDW	Misc. materials & supplies for treated & raw water	31.45
Sub-Total: (1)					300.04
Sub-Count: 8					
030456	11/06/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	40.73
030456	11/06/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	26.80
030456	11/06/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	72.39
030456	11/06/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	22.27
030456	11/06/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	41.80
030456	11/06/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	24.79
030456	11/06/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	59.09
030456	11/06/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	PO#018117; 3000 GAL WATER TANK BLK RDG-CAPITAL ACQ	1768.55
030456	11/06/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	22.72
030456	11/06/19	GEO04	DIVIDE SUPPLY ACE HARDWARE	Misc. materials & supplies for treated & raw water	410.11
Sub-Total: (1)					2489.25
Sub-Count: 10					
030457	11/06/19	HRD01	H.R. DIRECT	OFFICE SUPPLIES: CALENDAR PLANNERS & MARKERS	25.06
030457	11/06/19	HRD01	H.R. DIRECT	OFFICE SUPPLIES: CALENDAR PLANNERS & MARKERS	50.16
030457	11/06/19	HRD01	H.R. DIRECT	OFFICE SUPPLIES: CALENDAR PLANNERS & MARKERS	50.16
Sub-Total: (1)					125.38
Sub-Count: 3					
030458	11/06/19	ICM02	ICMA-R.T.-457 (ee)	Payroll withholding-ICMA	1631.08
Sub-Total: (1)					1631.08
Sub-Count: 1					

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Check#	Check Date	Vend#	Vendor Name	Description	Check Amount
030459	11/06/19	INT05	INTERWEST CONSULTING GROUP	PROFESSIONAL SERVICES FOR 09/01-09/30/19	367.50
Sub-Total: (1)					367.50
Sub-Count: 1					
030460	11/06/19	IU001	IUOE, LOCAL 39	Union Dues Payable-LOCAL 39	360.19
Sub-Total: (1)					360.19
Sub-Count: 1					
030461	11/06/19	IU002	PEU LOCAL #1	UNION DUES-LOCAL 1	248.35
Sub-Total: (1)					248.35
Sub-Count: 1					
030462	11/06/19	KAS01	KASL CONSULTING ENGINEERS	09/19 PRJCT:ALL ABOUT EQUINE PHASE 241:FIRE HYDRNT	375.00
Sub-Total: (1)					375.00
Sub-Count: 1					
030463	11/06/19	MAC04	MACAULEY CONSTRUCTION INC	FINAL RETENTION PAYMENT:2017 PAVEMENT REPAIR PRJCT	902.50
Sub-Total: (1)					902.50
Sub-Count: 1					
030464	11/06/19	MAD01	KYLE MADISON	BOOTS REIMB 2019-2020 FISCAL YEAR PER MOU	66.66
030464	11/06/19	MAD01	KYLE MADISON	BOOTS REIMB 2019-2020 FISCAL YEAR PER MOU	66.67
030464	11/06/19	MAD01	KYLE MADISON	BOOTS REIMB 2019-2020 FISCAL YEAR PER MOU	66.67
Sub-Total: (1)					200.00
Sub-Count: 3					
030465	11/06/19	MOB01	MOBILE MINI, LLC-CA	STORAGE RENTAL 10/30/19-11/26/19	211.21
Sub-Total: (1)					211.21
Sub-Count: 1					
030466	11/06/19	NTU01	NTU TECHNOLOGIES, INC.	PO#018113: PRO PAC 9890, 8 55-GAL DRUMS 4 BOTH WTP	7591.24
Sub-Total: (1)					7591.24
Sub-Count: 1					
030467	11/06/19	PAC02	PACIFIC GAS & ELECTRIC	7727208388-0 WALTON	3009.15
030467	11/06/19	PAC02	PACIFIC GAS & ELECTRIC	0967683154-9 SWEETWATER	10741.04
030467	11/06/19	PAC02	PACIFIC GAS & ELECTRIC	9644745072-5	78.36
030467	11/06/19	PAC02	PACIFIC GAS & ELECTRIC	1383483826-3	13.71
030467	11/06/19	PAC02	PACIFIC GAS & ELECTRIC	8019291332-7	14.34
030467	11/06/19	PAC02	PACIFIC GAS & ELECTRIC	9592050405-7	19.61
030467	11/06/19	PAC02	PACIFIC GAS & ELECTRIC	7269328928-1	19.05
030467	11/06/19	PAC02	PACIFIC GAS & ELECTRIC	9103062795-3	307.30
030467	11/06/19	PAC02	PACIFIC GAS & ELECTRIC	0800178691-5	53.28
030467	11/06/19	PAC02	PACIFIC GAS & ELECTRIC	2102211877-8	26.58
030467	11/06/19	PAC02	PACIFIC GAS & ELECTRIC	7804325001-4	8.51
030467	11/06/19	PAC02	PACIFIC GAS & ELECTRIC	2060545213-3	394.74
030467	11/06/19	PAC02	PACIFIC GAS & ELECTRIC	2060545213-3	131.58
030467	11/06/19	PAC02	PACIFIC GAS & ELECTRIC	6228064022-8	395.68
Sub-Total: (1)					15212.93
Sub-Count: 14					
030468	11/06/19	PAC06	PACE SUPPLY 23714-00	Misc. Materials & Supplies for Distribution	153.37
Sub-Total: (1)					153.37
Sub-Count: 1					
030469	11/06/19	PAL01	STEVE PALMER	MILEAGE REIMB FOR LEGAL MEDIATION CONFERENCE 10/21	38.63
Sub-Total: (1)					38.63
Sub-Count: 1					
030470	11/06/19	POW01	POWERNET GLOBAL COMM.	Utilities-LONG DISTANCE 09/19/19-10/19/19	155.24
Sub-Total: (1)					155.24
Sub-Count: 1					
030471	11/06/19	PSO01	PSOMAS	PROFESSIONAL SERVICES FROM 08/23/19-09/26/19	3727.00
Sub-Total: (1)					3727.00
Sub-Count: 1					

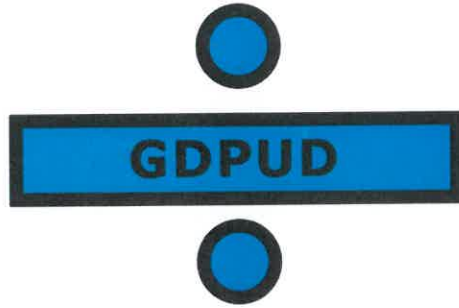


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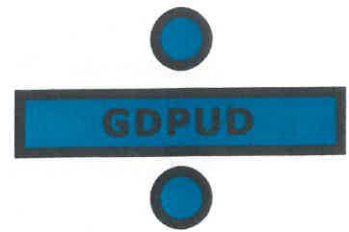
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030472	11/06/19	RIE01	RIEBES AUTO PARTS,LLC	Misc. vehicle maintenance materials and supplies	142.08
030472	11/06/19	RIE01	RIEBES AUTO PARTS,LLC	Misc. vehicle maintenance materials and supplies	.54
Sub-Total: (1)					142.62
Sub-Count: 2					
030473	11/06/19	UNI06	UNITEDHEALTHCARE INSURANCE CO	PREPAID HEALTH INSURANCE [REDACTED] DECEMBER 2019	156.75
Sub-Total: (1)					156.75
Sub-Count: 1					
030474	11/06/19	USA01	UNDERGROUND SERVICE ALERT	ANNUAL MEMBERSHIP	456.25
Sub-Total: (1)					456.25
Sub-Count: 1					
030475	11/06/19	USB05	U.S. BANK CORPORATE PAYMENT SY COSTCO		37.52
030475	11/06/19	USB05	U.S. BANK CORPORATE PAYMENT SY COSTCO		192.98
030475	11/06/19	USB05	U.S. BANK CORPORATE PAYMENT SY A AND A STEPPING STONE NEWCASTLE CA		372.29
030475	11/06/19	USB05	U.S. BANK CORPORATE PAYMENT SY FISHUSA		125.95
030475	11/06/19	USB05	U.S. BANK CORPORATE PAYMENT SY AMAZON		19.95
030475	11/06/19	USB05	U.S. BANK CORPORATE PAYMENT SY AMAZON		39.99
030475	11/06/19	USB05	U.S. BANK CORPORATE PAYMENT SY MICROSOFT		117.96
030475	11/06/19	USB05	U.S. BANK CORPORATE PAYMENT SY MICROSOFT		38.59
030475	11/06/19	USB05	U.S. BANK CORPORATE PAYMENT SY CARNAHAN COMPUTER		88.00
030475	11/06/19	USB05	U.S. BANK CORPORATE PAYMENT SY STAMPS.COM		1306.36
030475	11/06/19	USB05	U.S. BANK CORPORATE PAYMENT SY CSMFO		400.00
030475	11/06/19	USB05	U.S. BANK CORPORATE PAYMENT SY STAMPS.COM		425.00
030475	11/06/19	USB05	U.S. BANK CORPORATE PAYMENT SY DLR RESORT		17.99
030475	11/06/19	USB05	U.S. BANK CORPORATE PAYMENT SY SOUTHWEST AIRLINES FOR C. CROSS		285.48
030475	11/06/19	USB05	U.S. BANK CORPORATE PAYMENT SY CARNAHAN COMPUTER		78.98
030475	11/06/19	USB05	U.S. BANK CORPORATE PAYMENT SY CARNAHAN COMPUTER		2739.07
Sub-Total: (1)					2739.06
Sub-Count: 17					9025.17
030476	11/06/19	VER01	VERIZON WIRELESS	530-333-3494	123.48
030476	11/06/19	VER01	VERIZON WIRELESS	530-333-3760	53.68
030476	11/06/19	VER01	VERIZON WIRELESS	530-333-3872	53.68
030476	11/06/19	VER01	VERIZON WIRELESS	530-333-3940	53.68
030476	11/06/19	VER01	VERIZON WIRELESS	530-333-3978	53.68
030476	11/06/19	VER01	VERIZON WIRELESS	530-333-7608	28.83
030476	11/06/19	VER01	VERIZON WIRELESS	530-457-7078	53.68
030476	11/06/19	VER01	VERIZON WIRELESS	530-957-1146	38.01
030476	11/06/19	VER01	VERIZON WIRELESS	530-957-3814	87.71
030476	11/06/19	VER01	VERIZON WIRELESS	530-957-4413	53.68
030476	11/06/19	VER01	VERIZON WIRELESS	530-957-5427	53.68
030476	11/06/19	VER01	VERIZON WIRELESS	530-957-5471	53.68
030476	11/06/19	VER01	VERIZON WIRELESS	530-957-5472	53.68
030476	11/06/19	VER01	VERIZON WIRELESS	530-957-5492	53.68
030476	11/06/19	VER01	VERIZON WIRELESS	530-957-8086	53.68
030476	11/06/19	VER01	VERIZON WIRELESS	530-957-8155	53.68
Sub-Total: (1)					922.19
Sub-Count: 16					
030477	11/06/19	WAL02	WALKER'S OFFICE SUPPLY	Misc. Office Supplies	632.68
Sub-Total: (1)					632.68
Sub-Count: 1					
030478	11/06/19	WEL02	WELLS FARGO BANK	DECEMBER 2019 WALTON LAKE ANNUAL RESERVE	2296.95
Sub-Total: (1)					2296.95
Sub-Count: 1					
030479	11/06/19	\D004	[REDACTED]	MQ CUSTOMER REFUND FOR [REDACTED]	946.75
Sub-Total: (1)					946.75
Sub-Count: 1					
Grn-Total:					637306.23
Ttl-Count: 448					



**CONSENT CALENDAR  
ITEM 5.C.**

**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF NOVEMBER 12, 2019  
AGENDA ITEM NO. 5.C**



**AGENDA SECTION: CONSENT**

**SUBJECT: DESIGNATE THE GENERAL MANAGER AS VOTING DELEGATE FOR THE ACWA GENERAL SESSION MEETING ON DECEMBER 4, 2019**

**PREPARED BY:** Steven Palmer, PE, General Manager

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

A blue ink signature of Steven Palmer, consisting of a stylized, cursive 'S' followed by a loop and a horizontal stroke.

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**BACKGROUND**

The Association of California Water Agencies ("ACWA") will be having a General Session Membership Meeting at the 2019 Fall Conference in San Diego, California, on Wednesday, December 4. The purpose of this meeting is to formally nominate and elect ACWA's President and Vice President for the 2020-2021 term.

The ACWA Nominating Committee has announced a 2020-2021 slate that recommends current Vice President Steven LaMar (Director Irvine Ranch Water District) for ACWA President and current Region 5 Vice Chair Sarah Palmer (Director Zone 7 Water Agency) for ACWA Vice President.

The District also received notice that Director Pam Tobin at San Juan Water District intends to be nominated from the floor during the Meeting.

Statements from the three candidates are included as Attachment 1.

**DISCUSSION**

In order to vote during the General Session Membership Meeting, the Board must designate a voting representative and the designated voting representative must be present at the General Session Membership Meeting and must sign in as the delegate to receive the proxy voting card.

A letter from ACWA outlining the voting process and the proxy designation form are included as Attachment 2.

**FISCAL IMPACT**

This item has no fiscal impact.

**CEQA ASSESSMENT**

This is not a CEQA project.

**RECOMMENDED ACTION**

The Board of Directors of the Georgetown Divide Public Utility District (GDPUD) designate the General Manager as voting delegate for the ACWA General Session Meeting.

**ALTERNATIVES**

The Board may decide to not designate a representative and not cast a vote in the election for ACWA President and Vice President

**ATTACHMENTS**

1. Candidate statements
2. ACWA Meeting Notice of General Session Membership

**AGENDA ITEM 5.C.**

**Attachment 1**

**Candidate Statements**



# MEMORANDUM

**TO:** ACWA Member Agency Board Presidents and General Managers  
**CC:** ACWA Board of Directors  
**FROM:** Dave Eggerton, ACWA Executive Director  
**DATE:** October 4, 2019  
**SUBJECT:** Notice of General Session Membership Meeting at ACWA 2019 Fall Conference

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There will be a General Session Membership Meeting at the 2019 Fall Conference in San Diego, California, on **Wednesday, December 4**. The purpose of this meeting is to formally nominate and elect ACWA's President and Vice President for the 2020-2021 term. The General Session Membership Meeting will convene at 1:15 p.m., immediately following the Wednesday luncheon program, which will be located in the Harbor Ballroom A-F, Manchester Grand Hyatt.

## **Election / Voting Process**

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The ACWA Nominating Committee has announced a 2020-2021 slate that recommends current **Vice President Steven LaMar for ACWA President** and current **Region 5 Vice Chair Sarah Palmer for ACWA Vice President**.

As provided by ACWA's Bylaws (Article 9, Section 9) nominations from the floor will be accepted prior to the vote. The Bylaws require that floor nominations and seconds be made by a member of the Association and must be supported by a resolution of the governing body of the member making and seconding such nomination. The member agency on whose board the nominee serves shall submit a resolution of support if they are not the agency making the floor nomination or second. **(See attached for detailed General Session/Election Procedures.)**

ACWA will issue one proxy voting card to each member agency's designated voting representative (delegate) as identified by the member agency on the attached proxy designation form. The designated voting representative must be **present** at the General Session Membership Meeting and must sign-in as the delegate to receive the proxy voting card. Proxy voting cards will **only** be available for pick-up on **Wednesday, December 4, between 9:00 a.m. and 12:00 p.m.** at the **ACWA General Session Desk** in the **Harbor Foyer, Manchester Grand Hyatt**. Proxy voting cards will not be issued before or after these hours.

To expedite the sign-in process at the **ACWA General Session Desk**, please indicate your voting delegate in advance on the enclosed proxy designation form and return it by email ([donnap@acwa.com](mailto:donnap@acwa.com)) or fax



**(916-325-4857)** by Monday, November 25. If there is a last minute change of delegate, please let us know by contacting ACWA's Clerk of the Board, Donna Pangborn at [donnap@acwa.com](mailto:donnap@acwa.com).

If you have any questions regarding this process, please contact Clerk of the Board Donna Pangborn at the ACWA office at 916-441-4545 or [donnap@acwa.com](mailto:donnap@acwa.com).

dgp

Enclosures:

1. General Session/Election Procedures
2. Proxy Designation Form

## GENERAL SESSION/ELECTION PROCEDURES FOR ACWA 2019 FALL CONFERENCE

The following information is provided to inform the ACWA member agency delegates attending the 2019 Fall Conference of the procedures to be used pertaining to the nomination and election of ACWA officers during the General Session Membership Meeting.

### PROXY VOTING CARDS – (REQUIRED FOR VOTING)

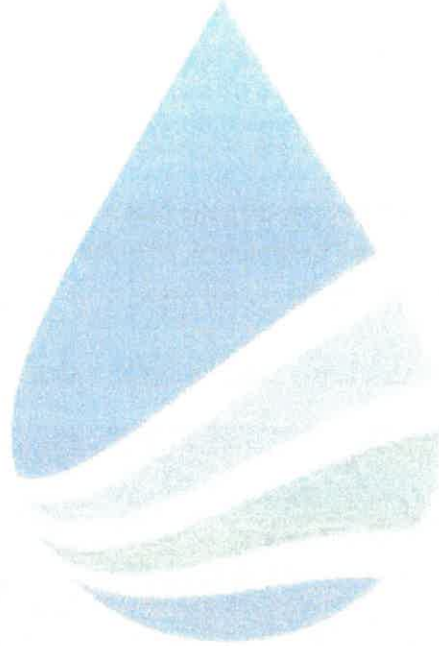
ACWA will issue one proxy voting card each member agency's designated voting representative (delegate) as officially identified by the member agency. In order to vote during the General Session Membership Meeting, the designated voting representative must be **present** at the General Session Membership Meeting and must sign-in as the delegate to receive the proxy voting card no later than **12:00 p.m. on Wednesday, December 4**. Upon sign-in, the voting delegate will receive the required proxy voting cards. Proxy voting cards will **only** be available for pick-up on **Wednesday, December 4, between 9:00 a.m. and 12:00 p.m.** at the **ACWA General Session Desk** in the **Harbor Foyer**, Manchester Grand Hyatt. Proxy voting cards will not be issued before or after these hours. The luncheon and General Session Membership Meeting will be held in the Harbor Ballroom A-F.

### GENERAL SESSION MEMBERSHIP MEETING, WEDNESDAY, DEC. 4 (DOORS OPEN AT 1:05 P.M.)

1. The General Session Membership Meeting will be called to order at 1:15 p.m. and a quorum will be determined. The presence of 50 authorized voting representatives is required to establish a quorum for transacting business.
2. Legal Affairs Committee Chair Jennifer Buckman will provide an overview of the agenda and election procedures.
3. Nominating Committee Chair DeAna Verbeke will present the committee's report and announce the candidate for ACWA President.
4. President Brent Hastey will call for floor nominations for ACWA President.
5. If there are no floor nominations for President, the election will proceed. President Hastey will close the nominations and delegates will vote by holding up their "Yes" or "No" proxy voting cards.
6. If there are floor nominations for President, the nomination will follow the procedures established by Article 9 of ACWA's Bylaws, stating that floor nominations and seconds shall be made by a member of the Association and must be supported by a resolution of the governing body of the member making and seconding such nomination. The member agency on whose board the nominee serves shall submit a resolution of support if they are not the agency making the floor nomination or second.
  - a. Ballots will be distributed to the voting delegates.
  - b. Delegates will complete their ballots and place them in the ballot box, which will be centrally located in the Harbor Ballroom A-F meeting room.
  - c. Tellers' Committee will count the ballots. President Hastey has appointed the following staff members to serve as the Tellers' Committee: Clerk of the Board Donna Pangborn; Director of Business Development & Events Paula Currie; and Executive Assistant Lili Vogelsang.
  - d. Legal Affairs Committee Chair Jennifer Buckman will serve as the proctor to oversee the ballot counting process.
  - e. Candidates are welcome to designate an observer to be present during the ballot counting process.



- f. Results of the ballot count will be announced. Election of ACWA's officers will be determined by a majority of the members present and voting. If any one candidate does not receive a majority of the vote, successive ballot counts will be conducted until a candidate is elected, consistent with Robert's Rules of Order.
7. Nominating Committee Chair DeAna Verbeke will announce the candidate for ACWA Vice President.
8. President Brent Hastey will call for floor nominations for ACWA Vice President.
9. If there are no floor nominations for Vice President, the election will proceed. President Hastey will close the nominations and delegates will vote by holding up their "Yes" or "No" proxy voting cards.
10. If there are floor nominations for Vice President, the nominations will follow the procedures described in item 6 above, and the election will proceed according to the steps outlined in 6.a. through 6.f.



ACWA



# PROXY DESIGNATION FORM

## ASSOCIATION OF CALIFORNIA WATER AGENCIES GENERAL SESSION MEMBERSHIP MEETING(S)

WEDNESDAY, DECEMBER 4, 2019 AT 1:15 PM  
THURSDAY, DECEMBER 5, 2019 AT 1:15PM (IF NEEDED)

**TO:** Donna Pangborn, Clerk of the Board

**EMAIL:** donnap@acwa.com

**FAX:** 916-325-4857

The person designated below will be attending the ACWA General Session Membership Meeting(s) on **Wednesday, December 4, 2019 (and December 5, 2019 if necessary)** as our voting delegate.

<i>MEMBER AGENCY'S NAME</i>	<i>AGENCY'S TELEPHONE No.</i>
<i>MEMBER AGENCY'S AUTHORIZED SIGNATORY (print)</i>	<i>SIGNATURE</i>
<i>DELEGATE'S NAME (print)</i>	<i>SIGNATURE</i>
<i>DELEGATE'S EMAIL</i>	<i>DELEGATE'S TELEPHONE No.</i>
<i>DELEGATE'S AFFILIATION (if different from assigning agency)<sup>1</sup></i>	<i>DATE</i>

<sup>1</sup> If your agency designates a delegate from another entity to serve as its authorized voting representative, please indicate the delegate's entity in the appropriate space above. Note: Delegates need to sign the proxy form indicating they have accepted the responsibility of carrying the proxy.

**REMINDER:** Proxy voting cards will **only** be available for pick up on **Wednesday, December 4**, between **9:00 a.m. and 12:00 p.m.** at the **ACWA General Session Desk** in the **Harbor Foyer, Manchester Grand Hyatt**. The luncheon and General Session Membership Meeting will be held in the Harbor Ballroom A-F.

**AGENDA ITEM 5.C.**

**Attachment 2**

**ACWA Notice of General Session Membership Meeting**



October 15, 2019

General Manager  
Georgetown Divide Public Utilities District  
PO Box 4240  
Georgetown, CA 95634

Dear Colleague:

I am pleased to share with you that the Association of California Water Agencies (ACWA) Nominating Committee has selected me as their recommended candidate to serve in the role of ACWA President for the 2020-2021 term. I am excited about having the continued opportunity to play a leadership role in ACWA and represent your water agency and the other 457 ACWA member agencies in addressing California's increasingly complex water issues. I am writing to respectfully request your agency's support for my candidacy during the ACWA Officer Election at our fall conference.

My experience in serving as the ACWA Vice President the past two years, in addition to participating on various ACWA committees and in numerous events over the years, has shown me that it is the people that make the difference in the success of our statewide organization. The diversity among water agencies – north/south, east/west, large/small, ag/urban, coastal/mountain, desert/forest – provides a stellar example of the value of collaboration. Statewide, ACWA member agencies have the expertise to solve almost any water issue when given the opportunity. One of the things I enjoy most about being a part of ACWA is being able to learn from water experts from each of our regions. Together we are a mighty force throughout California and together we can solve difficult issues to the benefit of all Californians.

I have attached a brief summary of my experience. While this experience is indeed important, what I treasure most is having the support of people whom I respect within ACWA – past presidents, fellow ACWA Board members, friends from other water agency boards, general managers and district staff.

Many agencies have already indicated support for my candidacy, and I am very grateful for their early votes of confidence. I respectfully ask for an opportunity to represent the best interests of water agencies throughout California and ask for your agency's vote. I look forward to seeing you at our fall conference in San Diego. Thank you in advance for your support. Please contact me if you have any questions about my candidacy at 714-227-2869.

Respectfully,

A handwritten signature in blue ink that reads "Steven E. LaMar".

Steven E. LaMar  
Director

Enclosure: Statement of Qualifications

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## STEVEN E. LAMAR

### Statement of Qualifications for President Association of California Water Agencies

- Inclusive Leadership
- Active Advocacy
- Strong Commitment to the Water Community

“Seeing things from all perspectives and working together to make a difference. This is not only the best way to forge alliances and make tough policy decisions, it’s essential for good governance.”



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### Inclusive Leadership: Experience that Counts

Steve LaMar has been a member of the Irvine Ranch Water District (IRWD) Board of Directors since early 2009, serving multiple terms as Board President. In past elections, he received support and endorsements from both the business community (e.g., Orange County Business Council, Building Industry Association) and environmental groups (e.g., Orange County League of Conservation Voters, Sierra Club).

Mr. LaMar has also served in leadership roles for the Association of California Water Agencies (ACWA). He is currently Vice President, past Chair of the ACWA Federal Affairs Committee, and a member of ACWA’s Executive Committee. He is a past Chair of ACWA’s Headwaters Task Force. Mr. LaMar has served on the board of directors of several other water-related organizations, including the National Water Resources Association (representing 17 Western states), the Southern California Water Coalition, CalDesal, and the National Water Research Institute.

Beyond his water industry involvement, Steve has held leadership positions at a wide range of organizations, such as President of the Natural Communities Coalition of Orange County, a nonprofit organization responsible for implementing California’s first natural community conservation plan and for protecting 37,000 acres of habitat. He was a past leader in the California Building Industry Association, where he chaired both the Water Resources Committee and the Government Affairs Committee.

### Active Advocacy: Not Just Words

Mr. LaMar has a history of advocating for ACWA’s policies and initiatives in his current role as an ACWA officer and through service on numerous ACWA committees. He currently chairs ACWA’s Water Resilience Portfolio Working Group to develop ACWA’s recommendations to the Newsom Administration and the ACWA Board Steering Committee to draft ACWA’s first five-year strategic plan.

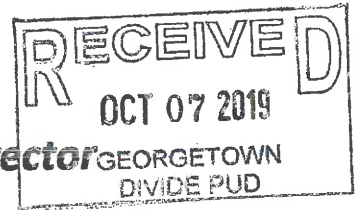
### A Long-Term Commitment to the Water Community: Live What You Believe

Steve’s commitment to the water community pre-dates his joining the Board of IRWD. He worked on the Delta Vision Stakeholders Coordinating Group as a business representative, the AB 2717 Landscape Task Force as the chair of the Economics Work Group, the 2005 and 2009 Advisory Committees for the California Water Plan, the State Water Desalination Task Force, and Governor Davis’ Drought Advisory Panel.

Serving on the Board of IRWD has provided Mr. LaMar with the knowledge and understanding of what goes into providing retail water service to a broad and diverse community. He has a Bachelor of Arts in Political Science from Pittsburg State University and an Environmental Management Institute Certificate from the U.S. Environmental Protection Agency.

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*Irvine Ranch Water District is a large retail water and sewer agency in Orange County, California serving over 400,000 residents in a 180-square-mile area, with approximately 115,000 water and sewer service connections.*



**Sarah Palmer, Zone 7 Water Agency Director**

**Seeks Your Support as ACWA Vice President**



I am pleased and excited to be selected by ACWA's Nominating Committee to be on the official slate as Vice President. The election is on December 4<sup>th</sup> at the San Diego Fall Conference and I am asking for your support.

As you may know, I have been on the Board of Directors of Zone 7 Water Agency for more than 13 years, serving 3 terms as President. I am active in ACWA by being the Region 5 Vice Chair, an active ACWA Board member, and serving on the ACWA Water Quality, Water Management, and Agriculture Committees. I am also active on the PFAS/PFOA workgroup, the Direct Potable Reuse workgroup (just formed), and the ACWA Board Steering Committee. Learning from these groups has reinforced the fact that we all must work together. With the diverse challenges facing California water, we cannot afford to silo ourselves. ACWA gives us the opportunity and means to find our common ground and advocate on behalf of each other and our environment.

I have a Ph.D. in Cell Physiology and Biochemistry from the University of Toronto and a B.A. in Biology and Political Science from New York University. This background in science, with subsequent research and teaching careers, has led to opportunities for communicating complex concepts to both professional and lay groups. My work with Zone 7 has given me the opportunity to become well acquainted with the issues facing both urban and agricultural stakeholders.

I believe in a vision for California that will integrate all aspects of water: urban, rural, and agricultural. In California, all regions depend on one another. We already have one of the most highly engineered water systems in the world. We must manage it in such a way that we are stewards of both the human made infrastructure and the natural environment. We must think long-term. The world is changing more rapidly than we have yet to understand. We must be prepared to meet those challenges together.

I am increasingly concerned with the issues facing agriculture in California. Agriculture is about 20% of my agency Zone 7's water sales. California agriculture is a national treasure. Its welfare goes beyond the 3% of California's economy. Protecting our agricultural community, and its water, is a matter of food security, even of national security. One of the missions of ACWA should be to find a way to protect our agricultural resources, to make the issues of SGMA work for the Central Valley at least as well as it has for my agency's wineries. With the need for new conveyances and storage of water for our state and their resulting rising costs, we cannot allow more than one million acres of California farmland to go permanently fallow. The social and food security issues are dire under that scenario. Urban and agricultural interests must partner in their common dependence on one another.

I support an "all -of-the-above" approach to managing our state water portfolio. Groundwater banking, new conveyance, potable and non-potable reuse, desalination, increased storage, headwater/forest management all add up to a hefty price tag. There is no one solution or one size fits all. Each region will find its best fit but in such a way that it integrates with other regions. The challenges of present and pending climate change and the ever-present threats of earthquake and fire demand it.

My involvement with the Delta Conveyance, while understandably controversial, has given me a broad insight into the issues of providing water for 24 million people in the Bay Area and beyond as well as the valid and deep concerns of the Delta stakeholders and that fragile estuary on which so many species rely. The “reset” of the project by the Newsom administration should not be a setback, but rather a new opportunity to engage with Delta communities to identify and address their legitimate concerns. I will be chairing a Delta Stakeholder Engagement advisory committee to incorporate Delta perspectives into the logistics and locale of the new alternative. Environmental needs and local cultural heritage must be considered.

I will work to expand ACWA’s membership. Representing and advocating to balance all regional issues in the state will make us stronger and allow more perspectives to be heard. The ACWA JPIA is a strong incentive for joining. My agency joined the JPIA this past year with the unanimous approval by our Board of Directors.

I look forward to working with the ACWA team. The staff is among the best I have seen, the executives are visionary. My ability to work with and understand up-to-date and science-based decision making, my experience along with my strengths of listening, learning, communicating, and adapting make me an ideal candidate for the office of Vice President of ACWA. Again, I ask for your support so that we may work together.

Sincerely,

Sarah Palmer, Ph.D.

More information can be found at:

[www.linkedin.com/in/sarahpalmerh2o](http://www.linkedin.com/in/sarahpalmerh2o)

### ***Sarah Palmer’s Goals for ACWA In Brief***

- Build on existing partnerships while expanding connections with urban, agricultural, academic, heritage and environmental interests
- Minimize “silo-ing” while respecting regional differences
- Increase stakeholder engagement through communication and education
- Advocate for the universal right to clean water
- Improve Association financial strength through increased membership and non-dues funding sources
- Promote a resilient, robust and diverse water portfolio that will serve California for generations to come

## **Resolution in Support of Sarah Palmer for ACWA Vice President**

Now that the ACWA Nominating committee has set a slate for the positions of President and Vice President to be voted on at the ACWA Fall Conference in San Diego including Steve LaMar for President and Sarah Palmer as Vice President, I respectfully ask if your Board can lend me your support. I have included a sample Resolution if you choose to use it!

Thank you for your consideration,

Sarah



**Resolution of the Board of Directors of**

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**In Support of Sarah Palmer  
for the position of ACWA Vice President**

WHEREAS, ACWA has announced that the nominating committee has selected the slate for President and Vice President of ACWA

WHEREAS, Sarah Palmer has been selected for the slate as Vice President

WHEREAS, Sarah Palmer has a working knowledge of water industry issues and concerns, possesses strength of character and leadership capabilities, and is experienced in matters related to the performance of the duties of the office of Vice President; and

WHEREAS, Sarah Palmer can provide the dedication of time and energy to effectively serve in the capacity; and

WHEREAS, Sarah Palmer has served in a leadership role as a member of the Zone 7 Water Agency Board of Directors since 2006, 3 terms as President, has served on the Administrative, Finance, Tri-Valley Liaison, and Water Resources Committees of Zone 7 Water Agency; and

WHEREAS, Sarah Palmer serves as the Vice-Chair of ACWA Region 5 Board of Directors and as a Board member of ACWA

WHEREAS, Sarah Palmer serves as a member of the ACWA Agriculture, Water Management, and Water Quality Committees and as a member of the Water Quality Committee PFOS/PFAS subcommittee; and

WHEREAS, Sarah Palmer serves on the ACWA Board Steering Committee; and

WHEREAS, Sarah Palmer has demonstrated outstanding effort and support of local and regional water issues, including public information workshops and presentations; and

WHEREAS, it is the opinion of the ACWA Nominating Committee that Sarah Palmer possesses all the qualities needed to fulfill the duties of the office of ACWA Vice President.

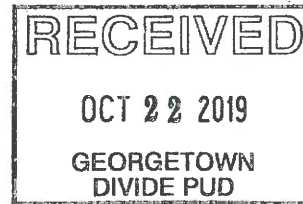
NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF \_\_\_\_\_ does hereby support Sarah Palmer for the office of ACWA Vice President.

PASSED AND ADOPTED by the \_\_\_\_\_ Board of Directors at a regular meeting held on \_\_\_\_\_.

AYES:

NOES:

ABSENT:



Board Chair/President  
Georgetown Divide Public Utilities District  
PO Box 4240  
Georgetown, CA 95634

October 18, 2019

Dear ACWA Member Agency Board Chairs and Presidents:

I wanted to inform you that I will be nominated from the floor for the office of ACWA Vice President during the General Session Membership Meeting on December 4<sup>th</sup>, at the ACWA Fall Conference.

I feel strongly that I am the best candidate to bring the *experience and leadership* needed to help ACWA fulfill its vision and mission. Consequently, I believe I have an obligation to the ACWA membership to continue to offer myself to serve in this important role.

GO TO THE FOLLOWING WEB ADDRESS TO ACCESS MY STATEMENT OF QUALIFICATIONS, CURRICULUM VITAE, AND MY PRIORITIES FOR ACWA: <https://www.sjwd.org/pam-tobin-for-acwa-vp>

Many ACWA members across the State -- north and south, ag and urban -- have also encouraged me to continue my bid for ACWA Vice President. Among those urging me to continue my candidacy are *former ACWA Presidents: Jerry Gladbach and Bette Boatman*. They and others have told me that they value my 15 years of experience in California water, the leadership roles I have played and my active participation in ACWA and ACWA-JPIA over the last several years.

I would appreciate **YOUR AGENCY'S VOTE** at conference in support of my candidacy for ACWA Vice President. **PLEASE BE SURE TO DESIGNATE AND DIRECT YOUR DELEGATE TO CAST YOUR VOTE FOR ME.**

Information regarding the voting process, the delegate designation form, and a facsimile of the ballot your delegate will receive at conference may also be found at the web address above.

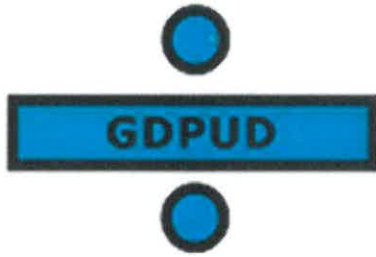
I would be pleased to speak to you and your Board colleagues to provide more information about myself or answer any questions you might have. I welcome and invite such a conversation.

Thank you for your consideration.

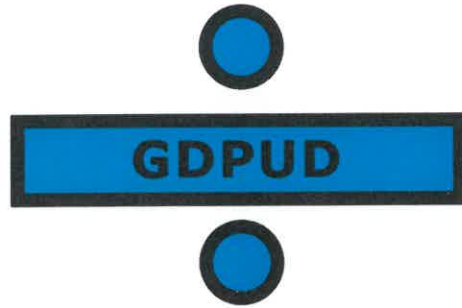
Sincerely,

Pam Tobin  
Director, San Juan Water District  
Chair, ACWA Region 4; Director, ACWA-JPIA  
916-275-0875 | [petpyrs@surewest.net](mailto:petpyrs@surewest.net)

cc: ACWA Member Agency General Managers



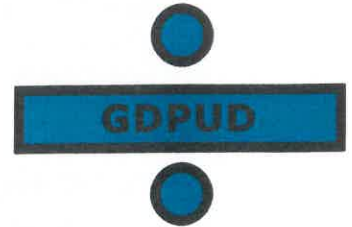
INFORMATIONAL ITEMS



## **INFORMATIONAL ITEMS**

### **ITEM 6.B.**

**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF NOVEMBER 12, 2019  
AGENDA ITEM NO. 6.B.**



**AGENDA SECTION: INFORMATIONAL ITEMS**

**SUBJECT: GENERAL MANAGER'S REPORT**

**PREPARED BY: Steven Palmer, PE, General Manager**

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

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**PROJECTS**

- Automated Meter Reading and Meter Replacement Project
  - Reviewing finance application with State
- Irrigation Ordinance Update
  - First Workshop on September 20
  - Second Workshop on October 16
  - Staff working to update based on direction from Second Workshop
- Reservoir and Stream Gaging
  - Contract for installation at November Board meeting
- Office and Corporation Building Roof Repairs
  - Not started
- Annual Tank Recoating
  - Will start in Spring 2020
- Repair Safety Walkways
  - Ongoing - under construction by staff
- Treated Water Line Replacement
  - Under construction
- 2018 Main Canal Reliability
  - Board awarded contract at October 2019 meeting
- Rebuild Filter at Walton Lake Treatment Plant
  - Not started.
- Install Backup Generator
  - Procurement underway
- Manhole Sealing
  - Ongoing work by staff

---

The following items cannot be started without a dedicated project manager, contract or staff:

- Upcountry Ditch Rehabilitation
  - Engineering design not started
- Old ALT Water Treatment Plant Demolition
  - Engineering design not started
- Replace Pump Stations
  - Engineering design not started
- Rehabilitate District Parking Lots
  - Design not started
- Engineering Evaluation of Community Disposal System Disposal Field
  - Not started

### **UPCOMING BOARD ITEMS**

#### November

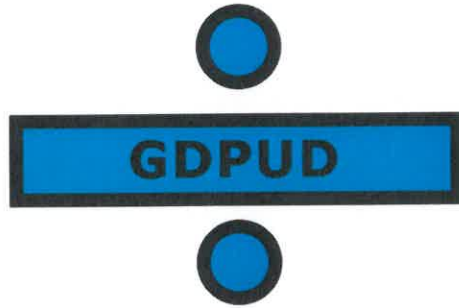
- El Dorado County Water Agency Water Plan Presentation
- Leakage Consideration Policy Update (Finance Committee)
- Professional Services Agreement for Stream Gaging
- RFP for Public Outreach

#### December

- Investment Policy Update (Finance Committee)
- Lock Off Policy Update (Finance Committee)
- Notice of Completion for Auburn Lake Trails Water Treatment Plant
- Personnel Manual Update
- Professional Services Agreement for Engineering Project Manager

#### Future

- Agreement for Asset Management Plan
- Board Policy Updates
- Capital Facility Charge Update
- Contract for Roof Repair
- District Fee Update
- Professional Services Agreement for Engineering Design of Upcountry Ditch Rehabilitation
- Professional Services Agreement for Engineering Evaluation of Community Disposal System Disposal Field
- Professional Services Agreement with VTD
- Social Media Policy



## **INFORMATIONAL ITEMS**

### **ITEM 6.C.**

# GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

## Operations Manager's Report for November 2019



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

November 12, 2019, AGENDA ITEM #6.C.

### Water Production for the Month of

#### October

#### Auburn Lake Trails Water Treatment Plant

22.291 million gallons  
719,064 gallons/day average

#### Walton Lake Water Treatment Plant

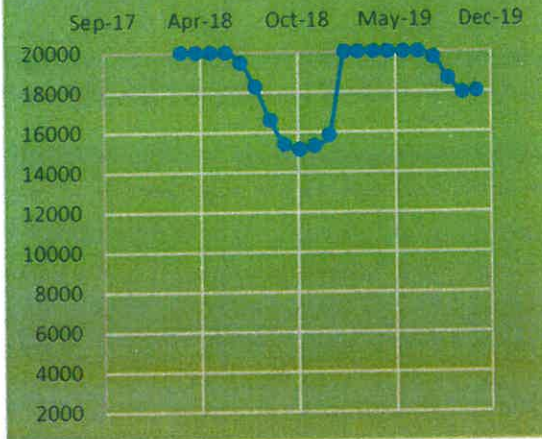
22.382 million gallons  
722,000 gallons/day average

### Water Quality Monitoring

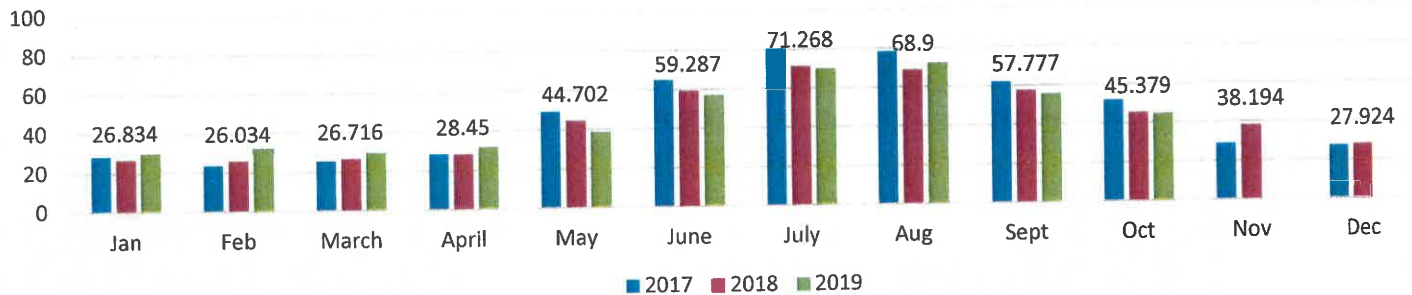
Monitoring has been completed and reports have been submitted to the State Water Resources Control Board.

- ✓ 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 adequate levels of disinfection through the system.

### Stumpy Meadows Volume (Acre-FT)



### Chart Water Production (MG)



### Summary of Field Work Activities

#### Distribution Crew

- ✓ Repaired leaks: 5 service leaks
- ✓ Repair/replace meters: 0
- ✓ Installed new service: 0 treated
- ✓ Pulled Two new service lines
- ✓ Installed new 3000-gallon storage tank and control float on Black Ridge Road
- ✓ Replaced Transducer on Garden Park Tank
- ✓ Picked up generators from EID to run pump stations during PSPS event

#### Maintenance Crew

- ✓ Brush clearing on canals and fixing leaks.
- ✓ Repaired Flume damaged in wind storm
- ✓ Removed fallen trees from roads and ditches from wind storm

### Georgetown Divide Public Utility District

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



# GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

## Auburn Lake Trails Wastewater Management Zone Report for October 2019

Presented to the GDPUD Board of Directors

November, 12 2019

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 - 888**

### Field Activities

✓ Routine Inspections:	74
✓ Property Transfer Processing:	7
✓ New Inspection	0
○ Homeowner	0
○ Construction	8
○ Plan Review	0
○ Watertight Test	1
✓ Weekly CDS Operational	4
○ New Wastewater System	0
○ New CDS Tank	0
○ New Pump Tank	0

### Reporting

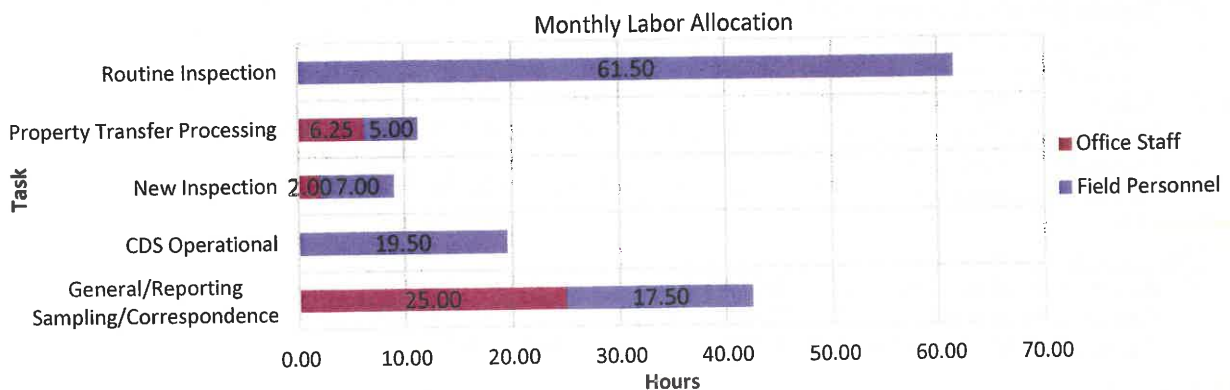
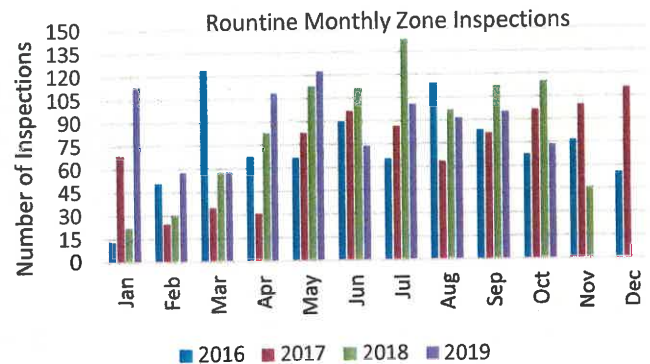
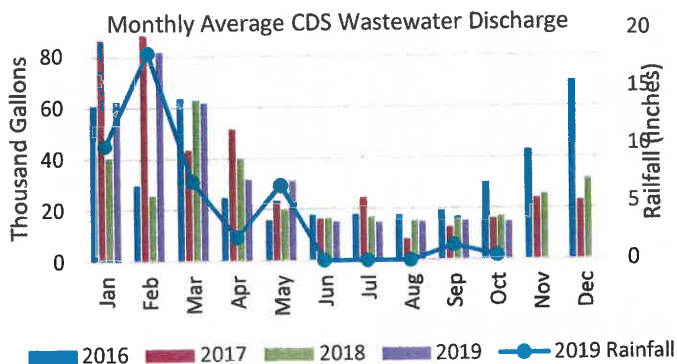
The monthly Sanitary Sewer Overflow (SSO) – *No Spill Certification* was submitted electronically to California Integrated Water Quality System (CIWQS) on October 1, 2019.

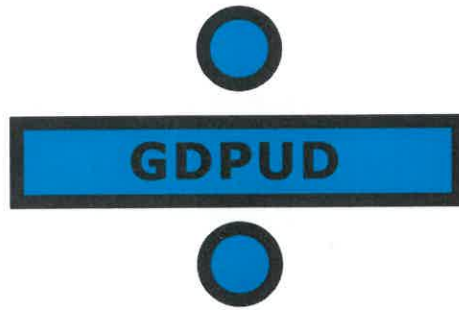
### CDS – Wastewater Discharge

447,300 gallons / 14,751 gallon/day average

### Rainfall

0.4 inches





## **INFORMATIONAL ITEMS**

### **ITEM 6.D.**

**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF NOVEMBER 12, 2019  
AGENDA ITEM NO. 6.D.**



**AGENDA SECTION: INFORMATIONAL ITEMS**

**SUBJECT: ALT WATER TREATMENT PLANT PROJECT UPDATE**

**PREPARED BY: George Sanders, Engineering Consultant**

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

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

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**Introduction**

This is a summary of the various work activities at the ALT Water Treatment Plant for the month of October. The Project Update flyer, to be posted on the District's website and Facebook, identifies a project percentage completion of 99.8% and is included as Attachment 1 within this report.

In addition to the construction work performed by Myers & Sons, the District is also under contract with NEXGEN, PSOMAS, Youngdahl Consulting Group and Foothill Associates. There were no work activities during this reporting period associated with Youngdahl Consulting Group and Foothill Associates.

**Construction Activities**

Construction activities at the site, during this reporting period are summarized below:

**Filter to Waste Tank**

Final electrical connection and installation of the pumps and metering devices at the filter to waste tank. These pumps inject water used in the final rinsing of the filters back into the raw water supply.

**Landscaping**

Correction of items identified on the punch list. Primarily the placement of additional mulch, minor repairs to the irrigation system and the minimal replacement of plant materials.

**Painting**

The painting of miscellaneous piping within the Filter Building as identified on the punch list.

**Schedule**

Scheduled work activities for the month of November will concentrate on the inventory of spare parts, as identified in the specifications and to be provided by the Contractor, together with the finalization of items identified on the punch list.

**Budget**

Project expenses since the beginning of construction are compared to budget and summarized in the table below. Projected expenditures remain within the approved project budget.

PHASE	EXPENDED TO DATE	BUDGET
Construction	\$ 10,430,537	\$ 11,249,000
Construction Engineering, Construction Management, and Environmental*	\$ 1,381,557	\$ 1,076,226
Misc. Vendors, Support, and District Staff Costs	\$ 44,560	
<b>TOTALS</b>	<b>\$11,856,654</b>	<b>\$ 12,325,226</b>

\* Expenditures under the Construction Engineering, Construction Management and Environmental have exceeded this budget category due to the extended duration of the project. Adequate funding remains available in the overall project budget.

**State SRF Payment Requests**

The State Water Resources Control Board (SWRCB) Loan Agreement provides for \$9,350,000 for Construction and \$650,000 for Construction Management/Administration for a total loan amount of \$10,000,000. Below is a log of disbursement claims submitted by the District to SWRCB for State Revolving Fund (SRF) disbursements, the payments that have been received to date, and the claims that are pending.

LOG OF SWRCB SRF PAYMENTS RECEIVED									
Claim #	Date of Payment	Const	CM/Adm	Amount	Claim #	Date of Payment	Const	CM/Adm	Amount
1	6/26/17	1,101,614	55,527	1,157,141	15	9/24/18	192,102	144,824	336,926
2	8/17/17	439,850	0	439,850	16	10/17/18	240,040	9,416	249,456
3	9/22/17	0	68,457	68,457	17	12/7/18	210,349	30,680	241,029
4	10/6/17	540,675	0	540,675	18	12/7/18	94,094	0	94,094
5	11/8/17	403,060	94,065	497,125	19	1/8/19	206,317	0	206,317
6	12/15/17	550,310	0	550,310	20	12/12/18	230,335	0	230,335
7	1/26/18	952,916	94,404	1,047,320	21	6/3/19	18,158	0	18,158
8	2/21/18	218,722	0	218,722	22	6/3/19	134,470	0	134,470
9	2/23/18	350,605	0	350,605	23	6/3/19	43,605	0	43,605
10	3/30/18	830,366	60,890	891,256	24	8/7/19	106,924	0	106,924
11	4/18/18	744,230	21,877	766,107	25	8/16/19	25,350	0	25,350
12	5/22/18	329,492	65,515	395,007	26	8/16/19	40,693	0	40,693
13	6/14/18	255,916	0	255,916	27	8/16/19	51,821	0	51,821
14	8/16/18	509,295	4,345	513,640					
<b>Total Disbursements Received to Date</b>							<b>\$ 8,821,309</b>	<b>\$650,000</b>	<b>\$9,471,309</b>

PENDING SRF PAYMENT REQUESTS SUBMITTED				
Claim #	Date Submitted	Const	CM/Adm	Amount
28	8/13/19	83,757	0	83,757
29	9/17/19	66,353	0	66,353
30	10/15/19	72,200	0	72,200
<b>Total Pending</b>		<b>\$222,310</b>	<b>0</b>	<b>\$222,310</b>

**Contract Change Orders**

One contract change order was processed during this reporting period. The Contract Change Orders are summarized as follows:

Approved and Pending Change Orders to Date			
Change Order #	Date Approved	Description	Amount
1	8/24/17	Misc. changes due to unforeseen site conditions and clarifications to Plans & Specifications.	\$39,772
2	3/13/17	Misc. changes due to unforeseen site conditions and clarifications to Plans & Specifications resulting in a credit.	(970)
3	11/2/17	Corrects original project completion date due to weather-related impacts.	0
4	1/10/18	Additional work required to provide stable subgrade for sludge drying beds.	12,184
5	6/04/18	Additional work related to pipe supports and drywall.	20,922
6	12/13/18	Additional work related to painting and paving.	56,146
7	<i>Not Executed</i>	SCADA equipment/communication changes, and programming.	<i>TBD</i>
8	4/3/19	Modifications to the HVAC control panels together with changes to the control panel for the motor drive system in the backwash water tank.	8,761
9	4/3/19	Installation of heat trace systems and insulation on the soda ash solution feed piping and storage tank as described in Work Change Directive 14.	23,283
10	7/17/19	Installation of additional fencing around the perimeter of the facility.	26,796
11	11/6/19	Miscellaneous electrical additions, modifications to instrumentation, enhanced chlorine sampling pumps and additional paving.	17,122
<b>TOTAL</b>			<b>\$204,016</b>

**Future Change Orders**

Prior to completion of the project, additional change orders will be necessary to cover work that has been completed by Myers under existing work directives. These would include improvements to the backwash water storage tank in the areas of added piping, lighting, electrical, together with modifications to the decanter float and hoist assembly. Changes within the filter building include added SCADA controls, general electrical together with added valves. Funding for these changes remain within the overall project budget and will be processed under the current change order authority issued to the General Manager.

A dispute arose between Myers and the District relating to the project completion date and responsibility for delays. Myers claimed they were owed additional compensation for extended overhead and the District claimed liquidated damages for the project not being completed timely. This matter was discussed at a Mediation Session held in the Law Office of *Diepenbrock Elkin Gleason, LLP* on October 21, 2019. After a Special Closed Session meeting held by the District Board on October 28, 2019, the Board President reported that the Board directed staff to resolve the dispute by issuing a change order to Myers for \$400,000 as payment for the delay. It is anticipated funding for this change order will come from a combination of remaining funds within the overall project budget, estimated at \$300,000, together with the need for a budget transfer, estimated at \$100,000, from capital reserves. The transfer of funds would follow the generally accepted process of review by the Finance Committee with recommendations to the Board for final action.

**ATTACHMENTS**

1. Project Update Flyer # 30

**AGENDA ITEM 6.D.**

**Attachment 1**

**Project Update Flyer #30**



**GDPU**

# Georgetown Divide Public Utility District

## AUBURN LAKE TRAILS WATER TREATMENT PLANT

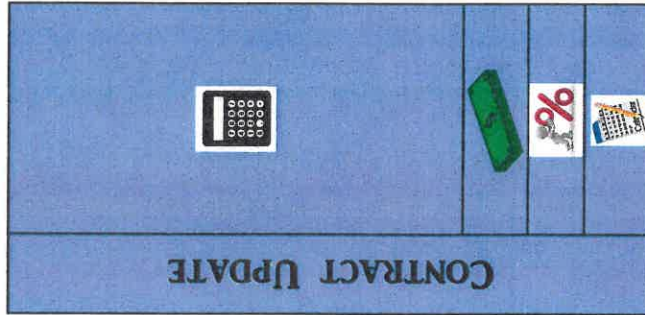
Update No. 30  
November 12,  
2019

Agenda Item 6.D.

6425 Main Street, P.O. Box 4240, Georgetown, CA 95634

[www.gd-pud.org](http://www.gd-pud.org) ♦ (530) 333-4356 ♦ Steven Palmer, PE, General Manager

# PROJECT UPDATE



### UPCOMING ACTIVITIES:

- Punch List Items

### COMPLETED ACTIVITIES:

- Filter Building
- Chlorine Contact Basin with Baffles
- Raw Water Pump Station
- Backwash Water Recovery Tank
- Filter to Waste Tank
- Landscaping

<b>Original Contract Amount</b>	<b>10,249,000</b>
Change Order #1	39,772
Change Order #2	[970]
Change Order #3	No Cost
Change Order #4	12,184
Change Order #5	20,922
Change Order #6	56,146
Change Order #7 (Pending)	TBD
Change Order #8	8,761
Change Order #9	23,283
Change Order #10	26,796
Change Order #11	17,122

**Contract Amount:**  
**\$10,453,016**

**Expended thru October 2019**

**\$10,430,537**

**Percent Complete**

**99.8%**

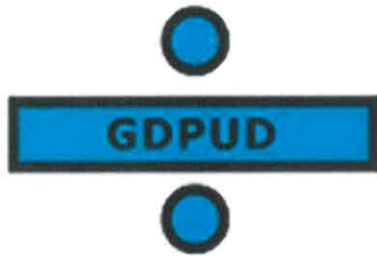
**Anticipated Completion Date**

**November 2019**

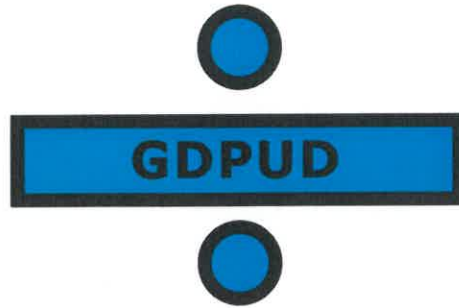
## PROJECT CONSTRUCTION SCHEDULE:

Activity	Start	End	Year
PROJECT 100% COMPLETE			Fall 2019
. Issue Notice to Proceed	M	A	
. Mobilization & Demolition	A	M	
. Complete Raw Water Siphon	M	J	
. First Concrete Pour - Filter Building	J	J	
. Complete Earthwork	J	J	
. Complete Chlorine Contact Basin	A	A	
. Erect Raw Water Pump Station Bldg.	S	S	
. Complete Concrete Filter Building	O	O	
. Filters Placed in Building	N	N	
. Erect Filter Building	D	D	
. Filters and Outside Electrical	J	J	
. Filters Installed and Site Work	F	F	
. Electrical Inside and Outside	M	M	
. Electrical Inside and Outside	A	A	
. Electrical Outside and Filters	M	M	
. Electrical Raw Water Pump Station	J	J	
. Electrical Filter Building	J	J	
. Complete Filter Installation & Sludge Beds	A	A	
. Complete Site Work & Raw Water Pump Station	S	S	
. Complete Filter Building & Backwash Basin	O	O	
. Site Improvements	N	N	
. SCADA System	D	D	
. Finish Electrical Systems	J	J	
. SCADA Training	F	F	
. Operator Training	M	M	
. Performance Training	A	A	





NEW BUSINESS



**NEW BUSINESS**

**ITEM 7.A.**

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



**SUBJECT: APPROVE A PROFESSIONAL SERVICES AGREEMENT FOR THE DESIGN, INSTALLATION AND MONITORING OF STREAM GAGES**

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

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

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**BACKGROUND**

On June 24, 2015, Senate Bill (SB) 88 was signed into law which requires gaging of direct diversion and storage facilities associated the Districts water rights. Georgetown Divide Public Utility District (the District) water supply originates within the Pilot Creek watershed which is impounded in a 20,000-acre foot storage facility (Stumpy Meadows). Approximately two miles downstream of Stumpy Meadows a direct diversion located on Pilot Creek diverts source water into a series of open canal and pipe for transport to District treatment plants and seasonal irrigation service. Diversions in need of gaging structures are small streams or creeks that enter and/or transects District infrastructure. Currently four gaging stations are operational within the Districts water supply. Additional gaging is required at Otter Creek, Mutton Canyon, Bacon Canyon, Unnamed Stream, Deep Canyon and Control Structures 3 – 7.

A Project that would achieve compliance with this legislation is included in the adopted 2019/2020 to 2023/2024 Capital Improvement Plan (CIP), titled Reservoir and Stream Gaging Improvements. The Project Summary Sheets from the adopted CIP are included as Attachment A.

**DISCUSSION**

A Request for Proposal (RFP) was posted September 3, 2019, to complete the stream gaging project. It appeared there would be multiple proposers; however, the District only received one proposal from Western Hydrologics, Water & Hydropower Consulting (WHC). Individuals associated with WHC previously installed and maintain current gaging structures.

The scope of work for this new agreement includes installing gages at:

- Otter Creek 1 & 2;
- Mutton Canyon;
- Bacon Canyon;
- Unnamed Stream (CS 1);
- Deep Canyon (CS 2); and
- Control Structures (CS 3-7)

## **Approve a Professional Services Agreement for the Design, Installation and Monitoring of Stream Gages**

Board Meeting of November 12, 2019

Agenda Item 7.A.

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The gages will record with an accuracy of 10%, report data on an hourly basis and will comply with SB 88.

WHC proposal is for a total cost not to exceed \$189,343, which will be billed on a time and materials basis. This cost also includes one year of maintenance, monitoring and reporting as required by SB 88. The District Water Resources Manager reviewed the fee proposal and conclude that the level of effort, rates and total amount are appropriate for the scope of work required by SB 88.

The Professional Services Agreement is included as Attachment B.

### **FISCAL IMPACT**

The Fiscal Year 2019/2020 budget and the adopted CIP budgeted \$208,460 for this work, therefore a budget amendment is not required. The cost of \$189,343 associated with this agreement will be funded from Fund 43 – Capital Reserves. Approximately \$152,063 will be spent this Fiscal Year 2019/2020 for the cost of installation. The remaining funds of \$37,280 for one year of monitoring will be expended during Fiscal Year 2020/2021.

### **CEQA ASSESSMENT**

Formal CEQA Assessments for these Projects have not yet been performed; however, it appears the project will be categorically exempt under Class 6: information collection, which consist of basic data collection, research, experimental management and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource. A Notice of Exemption would be filed prior to work activity.

### **RECOMMENDED ACTION**

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District adopt the attached Resolution authorizing the General Manger to execute a Professional Services Agreement with WHC for an amount not to exceed \$189,343 for stream gaging.

### **ATTACHMENTS**

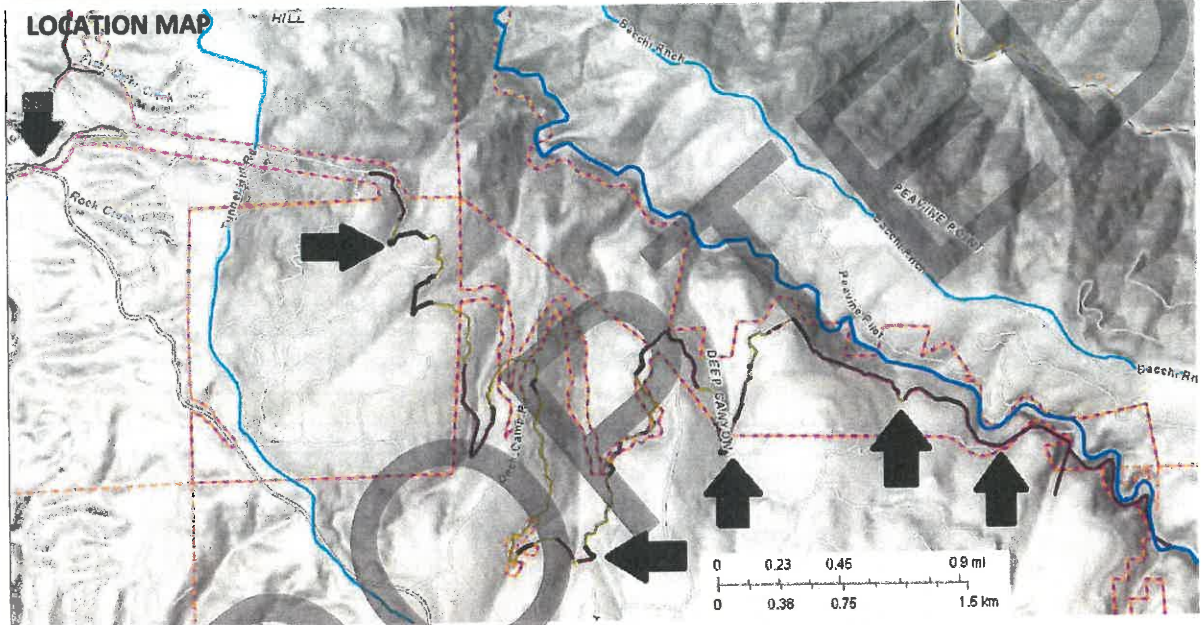
- A. Project Summary Sheets
- B. Professional Services Agreement
- C. Resolution

**PROJECT NAME:** Reservoir and Stream Gauging

**PROJECT NUMBER:** 911

**PROJECT DESCRIPTION:**

This Project will install necessary gages located at direct diversions to comply with Senate Bill 88. The bill requires all water rights holders to measure and report use of diversions. This Project includes contracting development of engineering plans and construction.



**PHOTOS**

**Project Name:** Reservoir and Stream Gauging Improvements  
**Project Number:** 911  
**Project Description:** Improve gauging of direct diversions and storage as required by SB88  
**Funding Sources:**

Sources	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
CABY Grant (9)								0
Capital Reserve (43)	26,500	208,460						234,960
Prior Reimbursements Received (35)								0
Capital Facility Charge (39)								0
ALT WTP Capital Reserve (24)								0
ALT Zone Fund (40)								0
ALT Tank Replacement Loans & Repair (41)								0
ALT CDS Reserve Connection (42)								0
Grants (EPA)								0
SRF Loan								0
General Fund (10)								0
Other (EDCWA Cost Share)								0
Unfunded								0
<b>Total</b>	<b>26,500</b>	<b>208,460</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>234,960</b>

**Project Cost Estimate:**

Elements	Prior Years	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Future Years	Total
Preliminary Engineering (7020)	8,100	8,000						16,100
Environmental (7021)		41,650						41,650
Land/ROW Acquisition (7022)								0
Construction Engineering (7024)	2,400	33,060						35,460
Construction Contract (7023)	16,000	125,750						141,750
Other CIP Costs (7025)								0
Other - TBD								0
<b>Total</b>	<b>26,500</b>	<b>208,460</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>234,960</b>

## PROFESSIONAL SERVICES AGREEMENT

**THIS PROFESSIONAL SERVICES AGREEMENT** (“Agreement”) is made and entered into this 12 day of November 2019, (the “Effective Date”) by and between the Georgetown Divide Public Utilities District, a California Public Utilities District (“District”), and (“Western Hydrologics Consulting”). District and Consultant may herein be referred to individually as a “Party” and collectively as the “Parties”. There are no other parties to this Agreement.

### RECITALS

**A.** District has determined that consultant services are required for Stream Gaging of District water rights (the “Project”).

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

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

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

### AGREEMENT

**1. Recitals.** The recitals set forth above (“Recitals”) are true and correct and are hereby incorporated into and made part of this Agreement by this reference. In the event of any inconsistency between the Recitals and Sections 1 through 20 of this Agreement, Section 1 through 20 shall prevail.

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

**3. Compensation.** District shall pay Consultant according to the fee schedule set forth in **Exhibit B** for a time and materials cost not to exceed **\$189,343**, as full remuneration for the performance of the Services. Consultant agrees to maintain a log of time spent in connection with performing the Services. On a monthly basis, Consultant shall provide District, in reasonable and understandable detail, a description of the services rendered pursuant to the Services and in accordance with the Rates. If the work is satisfactorily completed, District shall pay such invoice within thirty (30) days of its receipt. If District disputes any portion of any invoice, District shall

pay the undisputed portion within the time stated above, and at the same time advise Consultant in writing of the disputed portion.

**5. Term.** This Agreement shall become effective on the Effective Date and will continue in effect until the Services provided herein have been completed, unless terminated earlier as provided in Section 6 or 7 below (the "Term").

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

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

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

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

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

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

**A. Documents.** All reports, drawings, graphics, working papers and Confidential Information furnished by District in connection with the Services ("Documents").



Nothing herein shall be interpreted as prohibiting or limiting District's right to assign all or some of District's interests in the Documents.

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

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

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

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

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

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

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

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

**B. Consultant Performance.** Consultant represents and warrants that all Services under this Agreement shall be performed in a professional manner and shall conform to the customs and standards of practice observed on similar, successfully completed projects by specialists in the Services to be provided. Consultant shall adhere to accepted professional standards as set forth by relevant professional associations and shall perform all Services required under this Agreement in a manner consistent with generally accepted professional customs, procedures and standards for such Services. All work or products completed by Consultant shall be completed using the best practices available for the profession and shall be free from any defects. Consultant agrees that, if a Service is not so performed, in addition to all of its obligations

under this Agreement and at law, Consultant shall re-perform or replace unsatisfactory Service at no additional expense to District.

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

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

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

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

**B. Workers' Compensation Insurance.** Consultant shall carry workers' compensation insurance as required by the State of California under the Labor Code. Consultant shall also carry employer's liability insurance in the amount of One Million Dollars (\$1,000,000.00) per accident, with a One Million Dollar (\$1,000,000.00) policy limit for bodily injury by disease, and a One Million Dollar (\$1,000,000.00) limit for each employee's bodily injury by disease.

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

**D. Errors and Omissions Liability.** Consultant shall carry errors and omissions liability insurance in the amount of no less than One Million Dollars (\$1,000,000.00) per occurrence or greater if appropriate for the Consultant's profession. Architects and engineers' coverage is to be endorsed to include contractual liability. Any deductibles or self-insured

retentions must be declared to and approved by the District. At the option of the District, either the insurer shall reduce or eliminate such deductibles or self-insured retentions with respect to the District, elected and appointed councils, commissions, directors, officers, employees, agents, and representatives ("District's Agents"); or the Consultant shall provide a financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claims administration and defense expenses.

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

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

**17. Consequential Damages.** Notwithstanding any other provision of this Agreement, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed in connection with this Agreement.

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

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

If to District:

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

With courtesy copies to:

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

If to Consultant:

Western Hydrologics  
P.O. Box 7192  
610 Auburn Ravine Road  
Auburn, CA 95604  
Attention: Jeff Meyer

**20. General Provisions.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**DISTRICT:**

GEORGETOWN DIVIDE PUBLIC  
UTILITIES DISTRICT, a California Public  
Utilities District

By: \_\_\_\_\_  
Steven V. Palmer, General Manager

Date: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
Barbara A. Brenner, General Counsel

**CONSULTANT:**

Western Hydrologics

By: \_\_\_\_\_  
Jeff Meyer

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**

**Services**

diversions associated with Stumpy Meadows Reservoir, Pilot Creek above and below Stumpy Meadows, and the Pilot Creek diversion. There are however, several smaller ungaged diversions along the District's conveyance system that need to be brought into compliance. The purpose of this stream gaging Project is to comply with SB 88 requirements for those diversions. Our goal is to refine the gaging plan utilizing new technology and our improved installation methods to minimize the need for environmental permitting and improve project implementation times. Our preliminary design improvements are discussed in *Task 2: Design of the WORK PLAN / SCOPE OF WORK* section of this proposal.

## **WORK PLAN / SCOPE OF WORK**

### **Task 1 Project Management and Coordination**

As part of our preparation for this submittal, the WHC team recently went to several of the diversion sites to review access and gage site conditions. The information gathered was then shared with our other project team members to provide the most updated information in preparation for a cost-effective implementation that meets the needs of the District. Our approach to this project is to provide the District with new options taking advantage of the newest gaging technologies and improvements in our installation methods while minimizing the need for regulatory authorizations. Our plan is to share the newest ideas with District staff on a site by site basis, update the installation plans, consult with the environmental compliance group and execute the plan.

The first task is to visit each site with District staff to share new ideas summarized in the *Task 2 Design* section. Once the installation plans are completed, environmental permitting, and equipment orders can begin. Through this process, the WHC will provide weekly updates to discuss the project progress, review the schedule, and review any alternatives that may arise from the process. Mr. Meyer will use a combination of tools and resources to provide effective cost and schedule control. These tools will be used to provide for a quick review of actual time charged versus forecasted time and allow for any adjustments based on the status of the project. These management tools will allow him to monitor quality control activities, identify potential conflicts and provide team members with project workload projections. We plan to update the District with regard to past and upcoming work progress, QA/QC activities, and schedule and budget status.

### **Task 2: Design**

For the purposes of being responsive to design for each measurement location.

EXHIBIT A

necessary to develop an initial  
ct with preliminary



concepts and allows the team to develop a cost estimate. This section provides detailed information about our ideas for gage installation. We have already begun the development of new implementation ideas to identify equipment needs and associated environmental compliance. The following is a summary of our approach.

The purpose of the gaging effort is to comply with SB 88 which requires gaging of District's direct diversions. These particular gages need to have an accuracy of at least 10% and must be capable of reporting data on an hourly basis. The proposed gaging locations are as follows:

- Otter Creek 1 & 2
- Mutton Canyon
- Bacon Canyon
- Unnamed Stream (CS 1)
- Deep Canyon (CS 2)
- Control Structures (CS) 3 – 7

Final designs will be prepared following a preliminary design review and site visit with District staff. The following discussion presents preliminary designs and site discussion by location.



#### Otter Creek 1 & 2 (A16212, P11304)

The District currently diverts water at two locations from Otter Creek. SB 88 allows a single water right holder with multiple points of diversion to propose a measurement method that may preclude the need to install a measurement device at each point of diversion. Although the District diverts Otter Creek at two separate locations, the diversions end up in a single location near Wentworth Springs Road before entering the Georgetown Divide Ditch. To save on costs, we initially propose to measure the two diversions at this one location. To minimize environmental impacts, we proposed to use a pressure transducer linked to the satellite radio via conduit. The satellite radio, solar controller and battery will be housed by a custom gage enclosure mounted with a saddle on the concrete wall of the diversions structure. Above the gage box will be a 6' pole for mounting the Picoval satellite radio antennae and solar panel. This design will provide data storage and real-time data reporting without ground disturbance.



Mutton Canyon (S014597, A16212, P11304)

For this installation, we plan to use an Amazon bubbler/logger (all in one) installed on the eastern side of the Mutton Canyon Creek immediately south of Wentworth Springs Road. The gage location was chosen as the most suitable measurement section near the point of diversion. Beginning on the north side of the culvert under Wentworth Springs Road, the creek cascades all the way down to Pilot Creek. The cascades cause turbulence resulting in erroneous measurements. Access to the site is by path from Blodgett gate located on south side of Wentworth Springs Road. For measurement of the Mutton Canyon flow, a standard gage box 30" wide x 16" deep x 6' tall (with pedestal) will be installed. Above the gage box will be a 6' pole for mounting optional Picovale satellite radio antennae and solar panel. To stabilize the pedestal, a 18" deep X 18" long X 12" wide concrete footing reinforced with rebar will be constructed near the culvert. Installation includes optional satellite radio, solar controller, deep cycle battery, desiccant, and 1" conduit with orifice lines. Conduit used to protect the orifice lines will be buried where possible enroute to the culvert. A staff gage will be installed immediately upstream of the culvert using a concrete footing. Installation of the staff gage may be done by creating a small coffer dam, if needed, to work in dry conditions. The staff gage will be constructed using channel iron or aluminum placed in a concrete footing 18" deep by 12" in diameter. Installation will be completed using hand tools and BMPs to avoid soil entering the stream.



Bacon Canyon (S014598, A16212, P11304)

The Bacon Canyon diversion consists of a small concrete diversion structure, much like those at Otter Creek. The diversion is then routed to the Georgetown Divide Ditch by 12" diameter concrete pipe. The outfall to the Ditch is shown at left. Our initial proposal is to install a Flow-Tote 3 logger/sensor for a 12" pipe. The Flow-Tote 3 sensor will be placed inside the concrete pipe. The logger and battery will be placed inside a gage enclosure. The proposed gaging equipment will be housed in a custom gage enclosure mounted using a saddle on the concrete wall of the structure.

Gaging equipment will be powered by solar panel and battery. Data will be transmitted by Picovale satellite radio.



#### Unnamed Stream CS #1 (S014599)

The Unnamed Stream diversion uses a control structure configuration like the control structure as shown at left. Because sediment and debris can accumulate up stream of the orifice plate during storm events, a direct measurement of the diversion is not reliable. We propose to install two pressure transducers (one above and one below the diversion) to calculate the diversion. This measurement system will use a single gage enclosure, mounted using a saddle on the concrete wall of the diversion structure. From the gage enclosure conduit will link the pressure transducers to the Picovale satellite radio. The radio will take the data feeds from each pressure transducer and upload to the Picovale website. The equipment will be powered by solar panel and batteries. For stage reference, we will install staff gages above and below the diversion near the pressure transducers. The difference in canal flow above and below the diversion will be equal to the diversion. This measurement can be verified by monthly manual discharge measurements of the Unnamed Stream.

#### Deep Canyon CS #2 (S014600, A16212, P11304)

The Deep Canyon diversion uses a control structure configuration like control structure #1. We propose the same installation as described above for control structure #1.

#### Control Structures 3 – 7 (A16212, P11304)

Control Structures 3 – 7 are located on the Ditch and provide a means to divert flow from several streams into the Ditch. Because all diversions fall under a single water right, we propose to measure above Control Structure 3 and below Control Structure 7 to determine the total diversion of the five structures with just two gages. The WHC team has already contacted SWRCB staff to confirm this measurement approach will satisfy SB 88 requirements. The installations will use a pressure transducer above CS#3, a second pressure transducer below CS#7, a Picovale satellite radio, custom gage enclosure mounted on the control structures and staff gages. The equipment at each gaging site will be powered by solar panel and batteries. Although this configuration will satisfy SB 88 requirements it may be difficult to determine the total diversion of CS#3 – CS#7 because of the losses along this stretch of canal. This design can be augmented to include additional sensors at along the Ditch, if needed.

Following the site visit with GDPUD staff, any changes to the proposed conceptual designs provided herein will be implemented into the final design and submitted to the District for review. Installations will be detailed for each site and will include equipment lists and drawings of the proposed gage enclosures.

## **Task 3: Environmental Compliance and Permitting**

The WHC team will informally consult with the resource agencies on the proposed Project. Informal consultation includes inquiry into the necessary information and required permits needed for installation of gages at the diversions. The agencies include, but are not limited to, the U.S. Army Corps of Engineers (USACE), Regional Water Quality Control Board (RWQCB), California Department of Fish and Wildlife (CDFW), and U.S. Forest Service (USFS). The purpose of this task is to narrow the level of permitting effort required to complete the Project and to inform the California Environmental Quality Act (CEQA) process. Assuming most of the enroute diversion installations will be mounted on the District's existing structures, the scope for regulatory compliance will be limited. Because the Mutton Canyon gage will include installation in a natural channel, regulatory compliance will likely require a more rigorous effort. Detailed descriptions of each approach are presented as Tasks 3.1 and 3.2.

### **Task 3.1: Six (6) Enroute Diversion Gages**

#### ***Task 3.1.1: Biological Technical Memorandum***

The WHC team will prepare a biological resources technical memorandum (memorandum) in support of the California Environmental Quality Act Notice of Exemption for the installation of six (6) stream gages along the Ditch.

This memorandum will include an evaluation of the potential special-status species and natural communities present onsite, as well as aerial photograph interpretation and a reconnaissance-level site investigation to determine the approximate extent of potential Waters of the U.S. Additional baseline information evaluation will include soil data, California Natural Diversity Database (CNDDDB), U.S. Fish and Wildlife Service species lists, special-status species distributive data, and other pertinent resources. A draft biological technical memorandum of the findings will be submitted to the client for review.

This preliminary wetland and special-status species assessment is intended for general planning purposes and does not include determinate surveys conducted in accordance with Agency approved species' survey protocols or with the Corps of Engineers Wetlands Delineation Manual (Environmental Laboratory 1987), Interim Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Arid West Region (U.S. Army Corps of Engineers 2006), and the U.S. Army Corps of Engineers Sacramento District's Minimum Standards for Acceptance of Preliminary Wetland Delineations (U.S. Army Corps of Engineers 2001).

#### **Assumptions:**

- GIS or CAD data of the project area will be provided to WHC team prior to initiating any work. This scope of work does not include focused surveys (e.g., protocol-level presence/absence surveys), does not address non-federally listed species, and is not intended to support Section 7 Consultation with the National Oceanic and Atmospheric Administration (NOAA)/National

Marine Fisheries Service (NMFS) regarding potential project-related effects to federally listed anadromous fish species.

***Task 3.1.2: California Department of Fish and Wildlife (CDFW) 1602 Application***

A Streambed Alteration Notification (i.e., application) will be prepared for the installation of six (gages) along the Ditch. The WHC team will identify special status species and CDFW habitats, including wetlands and riparian habitats, to be potentially impacted by the installation of the six (6) gages and each will be addressed in the application as specific project activities. The application will include CDFW's Notification Form as well as the description of each gage, graphics, and other supporting materials. After Client Review, requested changes will be incorporated into the document, a submittal copy will be generated and, with client approval, submitted to CDFW. Should trees be present that require a conditional assessment by a certified arborist, a change order would be prepared.

**Assumptions:**

- The scope of work assumes one site visit to assess the natural resources present on the project site. The scope of work assumes one hard copy of the draft application for client review and one hard copy and one PDF copy of the final application for submittal to CDFW. It also assumes that there are no changes to the original project boundary or land use components provided in AutoCAD format to the Western team at the start of preparation. This scope includes one round of compiled edits to the draft application.

***Task 3.1.3: Cultural Resources Records Search and Literature Review of 6 Stream Gage Locations***

The WHC team will complete a cultural resource records search and literature review. The proposed project area consists of 6 locations, each less than 1 acre in size, for the installation of stream gage equipment at existing diversion facilities along the Ditch.

This scope of work includes a records search with the North Central Information Center (NCIC) of the California Historical Resources Information System (CHRIS) of the California Office of Historic Preservation. Information will be obtained on previously recorded archaeological and historic sites and cultural resource management studies in and within 0.5 mile of the proposed gage locations. The team will also review historical aerials and historical maps that depict the project area.

The team will also contact the Native American Heritage Commission to request a Sacred Lands File search to determine whether any sacred sites have been recorded on the property and to obtain an updated list of Native American groups or individuals which may have knowledge of additional cultural resources in the project area.

A summary of the records search, literature review, and Sacred Lands File search will be provided in a brief letter memorandum.

**Assumptions:**

- This scope and cost assumes GIS data of the project area will be provided to WHC prior to initiating any work.
- Project meetings and other tasks not specified above will require a contract change order.
- This scope does not include pedestrian field survey of the project area, subsurface testing, site recording, inventories, evaluation, mapping, Native American consultation, or other requirements under state and federal law.
- WHC assumes the existing diversions and any other existing facilities do not meet the age threshold for recordation or evaluation. Should the diversions need to be recorded or evaluated, WHC can do so under contract change order.

***Task 3.1.4: CEQA Categorical Exemption (CE)***

From an initial review of the project, it appears that the project is exempt from CEQA under Class 6: Information Collection, which consist of basic data collection, research, experimental management, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource. The WHC team will prepare the CEQA Categorical Exemption form and file it at the County Clerk and/or the State Clearinghouse. If a determination is made that the project will require a different CEQA document (i.e., an Initial Study/Mitigated Negative Declaration or EIR), a separate scope of work and cost estimate will be prepared at that time.

***Task 3.1.5: Project Description and Map***

The WHC team will prepare a description of the project including the location of the project area (including a project map), a brief description of the environmental setting, and project characteristics and details.

***Task 3.1.6: Client Requests/Meetings***

The WHC team will provide assistance not covered under other existing tasks, as requested by the client (e.g., determine if land use permits are required for the project and assist the client with the application process). This task allows for additional communications with the client outside of existing tasks.

***Task 3.2: Mutton Canyon Gages***

***Task 3.2.1: Biological Technical Memorandum***

The WHC team will prepare a biological resources technical memorandum (memorandum) in support of the California Environmental Quality Act Notice of Exemption for the installation the Mutton Canyon stream gage.

This memorandum will include an evaluation of the potential special-status species and natural communities present onsite, as well as aerial photograph interpretation and a reconnaissance-level site investigation to determine the approximate extent of potential Waters of the U.S. Additional baseline information evaluation will include soil data, California Natural Diversity Database (CNDDDB), U.S. Fish and Wildlife Service species lists, special-status species distributive data, and other pertinent resources. A draft biological technical memorandum of the findings will be submitted to the client for review.

This preliminary wetland and special-status species assessment is intended for general planning purposes and does not include determinate surveys conducted in accordance with Agency approved species' survey protocols or with the Corps of Engineers Wetlands Delineation Manual (Environmental Laboratory 1987), Interim Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Arid West Region (U.S. Army Corps of Engineers 2006), and the U.S. Army Corps of Engineers Sacramento District's Minimum Standards for Acceptance of Preliminary Wetland Delineations (U.S. Army Corps of Engineers 2001).

Assumptions:

- GIS or CAD data of the project area will be provided to the WHC team prior to initiating any work. This scope of work does not include focused surveys (e.g., protocol-level presence/absence surveys), does not address non-federally listed species, and is not intended to support Section 7 Consultation with the National Oceanic and Atmospheric Administration (NOAA)/National Marine Fisheries Service (NMFS) regarding potential project-related effects to federally listed anadromous fish species.

***Task 3.2.2: Waters of the U.S. Delineation and Preconstruction Notification for a Section 404 Nationwide Permit No. 5***

A delineation of Waters of the U.S. will be conducted for the area where a gage installation will take place within Mutton Canyon Creek. This delineation in accordance with the Corps of Engineers Wetlands Delineation Manual (Environmental Laboratory 1987), Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Arid West Region, Version 2.0 (U.S. Army Corps of Engineers 2008), and the U.S. Army Corps of Engineers Sacramento District's Minimum Standards for Acceptance of Preliminary Wetland Delineations (U.S. Army Corps of Engineers 2016). Waters of the U.S., including wetlands, will be mapped in the field using a global positioning system (GPS) unit capable of submeter accuracy (e.g., Trimble GeoXT) and/or georectified aerial photography. A delineation map of the findings will be submitted to the client for review.

A Preconstruction Notification (PCN) for a Nationwide Permit No. 5 regarding the installation of Scientific Measurement Devices for the Project will be prepared and a draft will be submitted to client for review. The information gathered during the wetland delineation including existing site conditions and potential Waters of the U.S. identified on-site will be incorporated into the PCN to be provided to the USACE as supporting documentation for the permit application. After comments have been received

and incorporated into the document, a submittal copy will be generated, and with client approval, submitted the U.S. Army Corps of Engineers.

**Assumptions:**

- This cost estimate is based on the assumption that the client (or its Agent) will provide AutoCAD file(s) or ESRI shapefile(s) of the Project or Area of Potential Impact, and that the AutoCAD or ESRI GIS file(s) will be in a defined and clearly stated coordinate system with project or impact area boundaries clearly designated. This cost estimate does not include a site visit with USACE, the collection of additional data, and/or the modification of the delineation map.

The scope of work assumes 1 electronic pdf copy of the NWP 5 draft application for client review and 1 hard copy and one pdf copy of the final application. It also assumes that there will be no changes to the original project boundary or land use components provided in AutoCAD format to WHC at the start of preparation and includes one round of compiled edits to the Draft application.

***Task 3.2.3: Regional Water Quality Control Board 401 Certification***

A Request for Water Quality Certification (i.e., application) will be prepared for the Mutton Canyon gage. After comments have been received and incorporated into the document, a submittal copy will be generated, and with client approval, submitted to the Regional Water Quality Control Board.

**Assumptions:**

- The scope of work assumes one hard copy of the draft application for client review and two hard copies and one pdf copy of the final application. The task budget does not include engineering plans or CEQA documentation. In addition, the scope assumes no changes to the original project boundary or land use components provided in AutoCAD format to the Western team at the start of preparation, and one round of compiled edits to the Draft application. In addition, the Regional Water Quality Control Board fee, a copy of the CEQA document, and the CEQA Notice of Determination will be provided by client prior to submittal.

***Task 3.2.4: California Department of Fish and Wildlife (CDFW) 1602 Application***

A Streambed Alteration Notification (i.e., application) will be prepared for the installation of one (1) gage. The WHC team will identify special status species and CDFW habitats, including wetlands and riparian habitats, to be potentially impacted by the installation of the one (1) gages and each will be addressed in the application as specific project activities. The application will include CDFW's Notification Form as well as the description of each gage, graphics, and other supporting materials. After Client Review, requested changes will be incorporated into the document, a submittal copy will be generated and, with client approval, submitted to CDFW. Should trees be present that require a conditional assessment by a certified arborist, a change order would be prepared.



**Assumptions:**

- The scope of work assumes one site visit to assess the natural resources present on the project site. The scope of work assumes one hard copy of the draft application for client review and one hard copy and one PDF copy of the final application for submittal to CDFW. It also assumes that there are no changes to the original project boundary or land use components provided in AutoCAD format to the WHC team at the start of preparation. This scope includes one round of compiled edits to the draft application.

***Task 3.2.5: Cultural Resources Inventory for Mutton Canyon Gage***

The WHC team will carry out a cultural resource inventory of the Mutton Canyon Gage area which is the installation of a stream gage on less than 1 acre of land. The project area is located along Mutton Canyon Creek at Wentworth Springs Road.

The cultural resources inventory will be conducted by or under the direct supervision of a Registered Professional Archaeologist who meets the Secretary of the Interior's Professional Qualifications Standards for prehistoric and historical archaeologist. This study will be conducted pursuant to compliance with the California Environmental Quality Act (CEQA) and Section 106 of the National Historic Preservation Act (NHPA) for the identification of cultural resources.

The scope of work for the inventory includes a confidential record search of the project area with the North Central Information Center (NCIC) including a 0.5-mile radius to gather records and locations of previously recorded cultural resource sites and surveys to include in the inventory. The scope also includes a Sacred Lands File search with the Native American Heritage Commission (NAHC), an archaeological pedestrian field survey of the project area, and preparation of a cultural resources inventory report.

The draft report will be submitted electronically within 30 days of a fully executed contract and notice to proceed. The WHC team will make one round of revisions following client review and will prepare the final report.

**Assumptions:**

- This scope and cost assumes GIS data of the project area will be provided to the WHC team prior to initiating any work.
- Project meetings and other tasks not specified above will require a contract change order.
- This scope does not include subsurface testing, site recording, inventories, evaluation, mapping, Native American consultation, or other requirements under state and federal law.
- WHC assumes the existing facility within the project area does not meet the age threshold for recordation or evaluation. Should the facility need to be recorded or evaluated, WHC can do so under contract change order.

**Task 3.2.6: CEQA Categorical Exemption (CE)**

From an initial review of the project, it appears that the project is exempt from CEQA under Class 6: Information Collection, which consist of basic data collection, research, experimental management, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource. WHC team will prepare the CEQA Categorical Exemption form and file it at the County Clerk and/or the State Clearinghouse. If a determination is made that the project will require a different CEQA document (i.e., an Initial Study/Mitigated Negative Declaration or EIR), a separate scope of work and cost estimate will be prepared at that time.

**Task 3.2.7: Project Description and Map**

The WHC team will prepare a description of the project including the location of the project area (including a project map), brief description of the environmental setting, and project characteristics and details.

**Task 3.2.8: Client Requests/Meetings**

The WHC team will provide assistance not covered under other existing tasks, as requested by the client (e.g., determine if land use permits are required for the project and assist the client with the application process). This task allows for additional communications with the client outside of existing tasks.

## **Task 4: Construction/Installation**

After final design and any environmental review and permitting requirements are resolved, the stream gages will be installed. The equipment planned for the installations are described in *Task 2: Design* and include either an Amazon bubbler gage, Flow-Tote 3 type pipe meter or pressure transducers, a gage house, enamel staff gages, orifice lines, conduit, Picovale satellite radios and associated fittings. The system will be powered by a 85- to 100-watt solar panel and deep cycle battery.

Each gage site is accessible by truck if completed during the dry season. Installation will be done using hand tools. We anticipate installation of the seven proposed gages can be completed over a two to three-week period. Upon completion, the gages will begin to transmit water stage or flow data.

## **Optional Task 5: Maintenance, Monitoring, and Reporting**

Except for the Bacon Canyon diversion, the proposed installations will measure stage. To convert the stage to flow, a series of discharge measurements will be needed at multiple flow rates to develop rating curves. Rating curves can be developed by performing discharge measurements at multiple flow rates. WHC recommends a gage maintenance and monitoring program to begin following gage installation.

The monitoring program includes visiting the gage sites to collect data and perform routine maintenance at least once per month. Gage maintenance visits will include field measurements using USGS- approved Price AA or Pygmy current meters. The purpose of these visits is to develop and then verify the rating curves and identify shifts in the stream reach control. During the visits, the hydrographer will conduct gage equipment checks and make any necessary repairs. Occasionally, replacement of batteries or gaging equipment due to failure or vandalism will be necessary. Although the purchase of replacement equipment is outside the scope of this proposal, removal and replacement of the damaged equipment can generally be done during routine maintenance trips at no additional charge.

### Responding to failures

Occasionally, unforeseen failures or problems occur. We understand the urgent need to get those problems resolved and will evaluate and begin repairs as soon as possible following notification.

WHC proposes to make emergency repairs on a time and materials basis. Hourly fees will be in accordance with our current billing rates, attached. Any materials needed for repairs can be purchased by GDPUD. Alternatively, WHC can order any replacement parts and invoice the District for reimbursement.

### Transportation

Due to the remote locations and varying weather conditions, several modes of transportation will be used to access these sites throughout the year. Access may be achieved by All-Terrain Vehicle (ATV), snowmobile, or truck.

### Safety

Ordinarily, the gage sites can be maintained by one hydrographer and can be accessed by truck. Based on our experience with the District's gaging locations, we anticipate the need to occasionally use snowmobiles to access the gages during the winter months. When snow is on the ground, we will need to send out two hydrographers and two snowmobiles. The redundancy is necessary in case of injury or mechanical failure of one of the snowmobiles.

**EXHIBIT B**

**Rates**

**Georgetown Divide Public Utility District Stream Gaging Project  
El Dorado County, California**

**Table 1: Total Estimated Project Costs**

Team Member	Rate per hour	Project Manager	Jeff Meyer	Gage Installation Task Leader	Bill Slightam	Asst. Hydrographer	Rts Schudy	Asst. Hydrographer	Ian Spencer	Environmental Review Task Leader	Chris Stabenfeldt	Sr. Environmental Planner	Amberly Morgan	Env Planner	Matteo Rodriguez	Permitting Task Leader	Jeff Tupen	Environmental Permitting	Jason Peters	Cultural	Jeremy Adams	Lisa Westwood	Megan Webb	Thea Fuerstenberg	Jeff Swager	Laura Hesse	Technical Support	Toni Clark	ODCs / Reimbursables	Mileage	Snowmobile Rental	Gaging Equipment	Hours Per Subtask	Cost Per Subtask				
<b>Total Project Cost Estimate</b>	\$200	\$200	\$100	\$100	\$60	\$60	\$60	\$60	\$210	\$145	\$90	\$225	\$110	\$155	\$285	\$110	\$155	\$155	\$110	\$155	\$155	\$285	\$110	\$155	\$165	\$100	\$155	\$378	\$2,000	\$2,000	\$43,100	40	\$ 8,000					
Task 1.0 Project Management and Coordination	40																																40	\$ 8,000				
Task 2.0 Design	24																																36	\$ 6,520				
Task 3.0 Environmental Compliance and Permitting	12																																190	\$ 26,935				
Task 3.1 Enroute Diversions (6 gages)	6																																261	\$ 35,130				
Task 3.2 Mutton Canyon (1 gage)	6																																426	\$ 75,478				
Task 4.0 Installation	6																																372	\$ 37,280				
Task 5.0 Annual Maintenance, Monitoring, and Reporting	12																																	1,300	\$ 47,763			
<b>Total Hours</b>	100	408	236	140	236	140	140	96	16	46	18	24	202	4	4	4	41	16	45	20	5																	
<b>Total Labor</b>	\$20,000	\$40,800	\$14,160	\$8,400	\$8,400	\$8,400	\$8,400	\$5,760	\$3,360	\$6,670	\$1,620	\$5,400	\$22,220	\$620	\$1,140	\$4,510	\$2,480	\$7,425	\$2,000	\$775																		
<b>Total Equipment</b>																																						
<b>Total Budget =</b>																																						

**Table 2: Total Estimated Equipment Costs**

Equipment Category	Item	Cost	C #1	C #2	C #3	C #7	Total	
<b>Gaging Equipment</b>	Picovole Radio + annual data transmission costs	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$17,500	
	Pressure Transducer(s)	\$500	\$500	\$500	\$500	\$500	\$4,000	
	Flow-Tote with sensor	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$9,600	
	Gage Box	\$600	\$600	\$600	\$600	\$600	\$4,200	
	Solar Panel, Battery, Controller	\$250	\$250	\$250	\$250	\$250	\$2,000	
	Conduit and fittings	\$150	\$150	\$150	\$150	\$150	\$1,200	
	Staff Gage, channel, etc.	\$150	\$150	\$150	\$150	\$150	\$1,200	
	<b>Total Equipment</b>							<b>\$43,100</b>

EXHIBIT B



**RESOLUTION NO. 2019-  
OF THE BOARD OF DIRECTORS OF THE  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**

**AUTHORIZING THE GENERAL MANAGER TO EXECUTE A  
PROFESSIONAL SERVICES AGREEMENT WITH WESTERN  
HYDROLOGICS CONSULTING FOR A CONTRACT AMOUNT NOT TO  
EXCEED \$189,343 FOR STREAM GAGING**

**WHEREAS**, on June 25, 2015, Senate Bill 88 was signed into law that requires gaging of direct diversions and storage facilities associated with District water rights; and

**WHEREAS**, a total of four gaging devices associated with District water rights are installed, monitored and maintained at locations:

- Pilot Creek discharge into Stumpy Meadows Reservoir;
- Stumpy Meadows storage;
- District diversion; and
- Pilot Creek discharge below District diversion.

**WHEREAS**, District water rights associated with Otter Creek 1 & 2, Mutton Canyon, Bacon Canyon, Unnamed Stream (CS 1), Deep Canyon (CS 2) and Control Structures (CS 3-7) are required to be monitored to comply with SB 88;

**WHEREAS**, released a Request for Proposal on September 3, 2019, to select a contractor to perform construction, maintenance and monitoring activities associated with stream gaging.

**WHEREAS**, one proposal was received on October 3, 2019, reviewed by District Staff the met proposal criteria; and

**WHEREAS**, the contracted cost is not to exceed \$189,343.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN PUBLIC UTILITY DISTRICT THAT:**

1. The professional services contract is awarded to Western Hydrologics Consulting; and
2. The General Manager is authorized to execute a professional services contract with Western Hydrologics Consulting in the amount not to exceed \$189,343 for stream gaging.

**PASSED AND ADOPTED** by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 12<sup>th</sup> day of November 2019, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

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

ATTEST:

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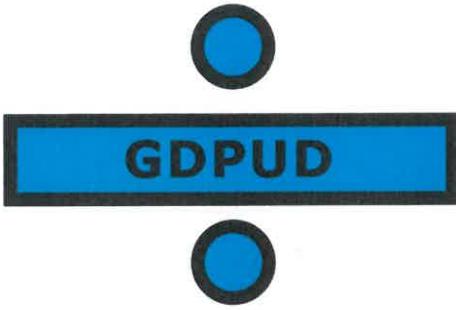
Steven Palmer, Clerk and Ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

#### **CERTIFICATION**

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2019- 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 12<sup>th</sup> day of November 2019.

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



**NEW BUSINESS**

**ITEM 7.B.**



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

**GDPUD**

**AGENDA SECTION: NEW BUSINESS**

**SUBJECT: UPDATED LEAKAGE CONSIDERATION POLICY**

**PREPARED BY:** Christina Cross, Management Analyst



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



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**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 property's 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 does 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.

The current policy is a memo that was approved in May 2010 and it is included as Attachment 1. The current policy provides one consideration every ten years with the option to repay a previous consideration for a larger consideration if necessary. Qualification for a consideration requires that the customer repair the leak within two weeks of notification from the District or discovery. District Staff uses prior year usage to determine the typical usage for that time period, and the leakage volume is estimated as the current usage minus the typical usage. The customer is then billed the full rate for the typical usage, plus a reduced rate for the leakage volume. The redaced rate for the leakage volume is based on the cost associated with treating the water lost to the leak and was calculated as \$2.25 per 1,000 cubic feet for 2010. Staff is authorized to increase the factor by \$0.05 each year on January 1. The total due is the sum of the fixed charges, typical usage charge, and the reduced charge for the leakage volume. A sample calculation is included as Attachment 2.

**DISCUSSION**

Staff has been working to update and establish policies within the District that are necessary. This includes streamlining all policies to be in the appropriate format. Additionally, the current policy is 9-years old and it is good practice to periodically review and update policies. While reviewing the current Leakage Consideration Policy we also reviewed policies from agencies and identified some areas that we could make

improvements. Policies from Solano Irrigation District, Marin Municipal District and Groveland Community Services District are included as Attachment 3.

One significant difference in the District's current policy and that of other agencies is the 10 year waiting period. The average waiting time is between 24-36 months at other agencies. Another difference is that GDPUD currently gives customers approximately a 90% discount on the cost of the water lost due to a line break. The agencies with the smaller waiting periods typically give a 50% break on the cost of the water lost. The last significant difference that was identified is that other agencies put a cap on the amount credited to the customer. Attachment 4 to this staff report lists all the leakage considerations to date in 2019, and in 2018. In 2019 so far the District has approved 51 leakage considerations with a total of 1,893,536 cubic feet of water lost, and lost revenue currently at \$43,223.53. The individual water leaks for the current year range anywhere from 1640 cf to 554,000 cf each. At the end of 2018 there was a total of 60 leakage considerations with a total of 1,039,737 cf of water lost. Water leaks in 2018 ranged from 1107cf to 65,251cf lost and a loss of water sale revenue of \$22,831.48. Currently GDPUD does not have a large amount of excessive leaks, however there are a handful of Leakage Considerations that have resulted in a loss of approximately 100,000 cubic feet or higher.

During the September 18, 2019 Finance Committee Meeting the updated draft policy included as Attachment 5 was presented. That draft includes a 50% savings to the customer on water lost, one leakage consideration every three years, and does not include a cap on the credit. The Committee members asked that staff bring back additional information to better be able to analyze benefits to the customer as well as the District. Additional information was provided and the draft policy was presented to the committee again at their October 16, 2019 meeting.

The Committee supported the draft policy with the following recommendations: a \$1,000 cap on the leakage consideration and a 70% savings to the customer on water lost. A draft policy including these recommendations is Attachment 6.

### **FISCAL IMPACT**

If the number of leakage considerations remains the same, both of the proposed policies would result in a decrease in the amount credited to customers on an annual basis. Attachment 4 includes a comparison of the current leakage consideration to several different leakage credit amounts. However, the reduction in the waiting period from 10 years to three years is likely to increase the number of leakage considerations that will be approved each year.

### **CEQA ASSESSMENT**

This is not a CEQA Project

### **RECOMMENDED ACTION**

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) give direction and adopt a resolution approving a Leakage Consideration Policy.

**ALTERNATIVES**

The Board may decide not to approve the resolution and provide staff with other direction related to the Leakage Consideration Policy

**ATTACHMENTS**

1. Current Leakage Consideration Policy
2. Sample Current Leakage Consideration Calculations
3. Other Water Agency Consideration Policies
4. Leakage Consideration Comparison
5. Draft Leakage Consideration Policy
6. Draft Leakage Consideration Policy with Finance Committee Recommendations
7. Resolution Approving the Leakage Consideration Policy

**AGENDA ITEM 7.B.**

**Attachment 1**

**Current Leakage Consideration Policy**

# Memo

To: Board of Directors  
From: Hank White  
Date: April 29, 2010  
Re: Agenda Item #10: Leakage Consideration Policy

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## **BACKGROUND/DISCUSSION:**

In the 1980's, the Board enacted a leakage consideration policy. 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 Board has directed staff to provide an opportunity to confirm and improve the leakage consideration policy.

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## **RECOMMENDATION:**

Staff recommends that the Board approve a Leakage Consideration Policy with the following provisions:

- Qualification for a consideration requires that the customer repair the leak promptly. Generally, prompt repair is considered to be within two weeks of notification. A leakage consideration will not be granted for more than one billing cycle.
- One consideration is granted for every ten years of an active account status.
- If a customer chooses, they may repay a previous consideration thereby making the account eligible for a future consideration.
- Staff shall estimate an historical usage which will be equal to the usage in a prior year during the same billing cycle as 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.
- The base amount due will be calculated by applying current rates to the historical usage. The amount due for the leakage shall be calculated by multiplying the difference of the current usage and the historical usage by a factor. The factor is based on the cost associated with treating the water lost to the leak and will be \$2.25 per 1,000 cubic feet for 2010. Staff is authorized to increase the factor by \$0.05 each year on January 1. The total due will be the sum of the base amount and the amount due for the leakage.

**AGENDA ITEM 7.B.**

**Attachment 2**

Sample Current Leakage Consideration Calculations

Date: 11/8/2019  
 Cust ID: ABC0123  
 Route/Svce: 000/0000

**LEAKAGE CONSIDERATION CALCULATION**

<b>Current Bill</b>	
Base Charge	\$ 58.82
WTP Surcharge	\$ 30.16
ALT Zone Charge	
Late Fee	\$ -
Low Income Assistance	
Water Usage	\$ 776.09 = ( 27670 cf x \$ 0.0255 ) See Note 1
<b>Total Current Bill</b>	<b>\$ 865.07</b>

<b>Water Leakage</b>	
Measured Water Usage	30435 cf Sep/Oct 2019
Prior Year Water Usage	1846 cf Sep/Oct 2019
Leakage	28589 cf

<b>Adjusted Bill</b>	
Base Charge	\$ 58.82
WTP Surcharge	\$ 30.16
ALT Zone Charge	\$ -
Late Fee	\$ -
Low Income Assistance	\$ -
Water Usage	\$ 47.07 = ( 1846 cf x \$ 0.0255 )
Leakage Charge	\$ - = ( 28589 cf x \$ 0.0026 ) See Note 2
Leakage Buyback	\$ -
<b>Total Adjusted Bill</b>	<b>\$ 136.05</b>

**Leakage Consideration** \$ (729.02) (Current Bill - Revised Bill - Buyback)

Note 1 - Current Water Usage Rate= \$ 0.0255  
 Note 2 - Leakage Consideration Rate= \$ 0.0026

**LEAKAGE CONSIDERATION APPROVAL**

Total Leakage Consideration: \$ (729.02)  
 Amount Customer Saved: \$ 729.02  
**TOTAL ADJUSTED BILL: \$136.05**

**DENIED:**

Please Sign or Initial & Date

**APPROVED:**

**LEAKAGE CONSIDERATION PROCEDURE**

RECEIPTS FOR FIX (circle one): Yes No

PHOTOS FOR FIX (circle one): Yes No

Date Received: \_\_\_\_\_

DATE COMPLETED

Letter: \_\_\_\_\_

Adjustment Date: \_\_\_\_\_

Adjustment Code: \_\_\_\_\_

M Screen in MOM: \_\_\_\_\_

Rolodex: \_\_\_\_\_

Meter Book Page: \_\_\_\_\_

Called/Spoke to Customer: \_\_\_\_\_

Date: 11/8/2019  
 Cust ID: ABC0123  
 Route/Svce: 000/0000

**LEAKAGE CONSIDERATION CALCULATION**

<b>Current Bill</b>	
Base Charge	\$ 58.82
WTP Surcharge	\$ 30.16
ALT Zone Charge	
Late Fee	\$ -
Low Income Assistance	
Water Usage	\$ 776.09 = ( 27670 cf x \$ 0.0255 ) See Note 1
<b>Total Current Bill</b>	<b>\$ 865.07</b>

<b>Water Leakage</b>	
Measured Water Usage	30435 cf Sep/Oct 2018
Prior Year Water Usage	1846 cf Sep/Oct 2018
Leakage	28589 cf

<b>Adjusted Bill</b>	
Base Charge	\$ 58.82
WTP Surcharge	\$ 30.16
ALT Zone Charge	\$ -
Late Fee	\$ -
Low Income Assistance	\$ -
Water Usage	\$ 47.07 = ( 1846 cf x \$ 0.0255 )
Leakage Charge	\$ - = ( 28589 cf x \$ 0.0026 ) See Note 2
Leakage Buyback	\$ 154.99
<b>Total Adjusted Bill</b>	<b>\$ 291.04</b>

**Leakage Consideration** \$ (729.02) (Current Bill - Revised Bill - Buyback)

Note 1 - Current Water Usage Rate = \$ 0.0255  
 Note 2 - Leakage Consideration Rate = \$ 0.0026

**LEAKAGE CONSIDERATION APPROVAL**

Total Leakage Consideration: \$ (729.02)  
 Amount Customer Saved: \$ 574.03  
**TOTAL ADJUSTED BILL: \$291.04**

Please Sign or Initial & Date

**DENIED:**

**APPROVED:**

**LEAKAGE CONSIDERATION PROCEDURE**

RECEIPTS FOR FIX (circle one): Yes No

PHOTOS FOR FIX (circle one): Yes No

Date Received: \_\_\_\_\_

DATE COMPLETED

Letter: \_\_\_\_\_

Adjustment Date: \_\_\_\_\_

Adjustment Code: \_\_\_\_\_

M Screen in MOM: \_\_\_\_\_

Rolodex: \_\_\_\_\_

Meter Book Page: \_\_\_\_\_

Called/Spoke to Customer: \_\_\_\_\_



**AGENDA ITEM 7.B.**

**Attachment 3**

Other Water Agency Consideration Policies

# M&I Water Leak Billing Adjustment Policy

## Purpose and Scope:

The purpose of this policy is to provide Solano Irrigation District (District) with a written policy regarding providing billing adjustments for water leaks on the customer (or property) side of the meter, or significant abnormalities in water consumption. For this policy, a customer is defined as a municipal and industrial water user. This policy does not apply to agricultural water customers.

## Introduction:

Customers are responsible for the service and fittings to the Water Utility System beginning at the coupling on the customer's side of the meter. Any leaks in the line which are the responsibility of the customers must be repaired, by the customer, solely at their expense.

No adjustment or credit will be applied to the water bill for the customer or property side leaks, damage or deterioration or other factors except as defined within this policy

The customer is responsible for monitoring higher than expected usage. Customers must investigate higher than expected usage to determine if the usage was caused by a property side leak. Upon request, District staff will provide a no charge, on-site visit. Customers should promptly repair leaks.

## Property Side Leaks - Billing Adjustment Criteria:

The General Manager, or other person delegated the responsibility by the General Manager, may adjust water billings when all of the following requirements are met:

1. Customer shall notify the District and complete the [Courtesy Leak Adjustment Application](#) within 30 days from the bill due date for the period in which the loss occurred.
2. A District representative must be able to visually inspect the facility and verify repairs were performed. If repairs are completed by a third party, receipts can be provided in lieu of a visual inspection.
3. No billing adjustment within the prior 36 months from the date of receipt of the Courtesy Leak Adjustment Application by the District. The policy permits only one property side leak adjustment in each 36 month period. The 36 month period begins the first month of the billing period following the billing period the Leak Adjustment Application covered. For example, if the Leak Adjustment Application was for a bill covering January and February, the 36 month period commences on March 1.
4. The customer's account must be in good standing at the time of the Courtesy Leak Adjustment Application submission.
5. The property side billing adjustment shall be limited to one billing period. For example, if a leak persisted over more than one billing cycle, the customer shall only receive relief for excess

water usage that occurred during one billing cycle. A billing period for municipal and industrial customers is 60 days.

6. The amount of the excess usage shall be determined by the District. Excess usage, as a result of a property side leak, must exceed at least 100% of Normal Consumption compared to the same billing period for the prior three years. Normal Consumption shall be determined by using historical averages when available.
7. Adjustments are limited to the water usage portion of the bill only.

**Limitations:**

Billing adjustments are limited amount of the bill in excess of 100% of Normal Consumption, not to exceed \$1,500.

## Leak Adjustment Policy

Please complete and submit your proof of repair along with the [Leak Adjustment Form](#).

### Adjustment of Bills for Loss of Water

Ref: [District Code Title 6: Water Service Rates and Charges](#)

(a) The District may, upon written request of a consumer supported by repair bills or other appropriate documentation, adjust such consumer's bill in the case of loss of water due to circumstances beyond the reasonable control of such consumer, such as a mechanical malfunction, blind leak, theft of water, vandalism, unexplained water loss or other unusual or emergency conditions. Adjustments shall not be made for faucet leaks.

(b) A determination of whether an adjustment is granted shall be made at the sole discretion of the Finance Manager or his or her designee and shall be final. In making the determination, the District may take into account the cause of water loss, the consumer's opportunity, if any, to detect it, any negligence or fault of the consumer in connection therewith, and the promptness with which the water loss was discovered, stopped and repairs made.

(c) The adjusted consumer's bill shall be calculated as follows:

(1) The District shall credit the customer's account by one-half of the quantity charge for the excess use subject to the following conditions:

a. The District after investigation shall find all of the following:

(i) The meter was operating accurately;

(ii) There was no evidence that the excessive use was due to the intentional or negligent act of the customer;

(iii) After being notified by the District via billing, letter, door hanger, or by any other means, the customer took prompt and reasonable action to ascertain the cause of the excessive use and to correct it;

(iv) The customer took corrective action within forty-eight hours of discovering or being notified of a leak, pursuant to MMWD Code, Section 13.02.020 (1)(b), and provides the District with proof of repair within thirty days from the billing date for the period in which the water loss occurred.

b. The amount of water loss shall be determined by the District. The average measured quantity delivered during the same billing period or periods in the preceding two years will be used when available and representative of the customer's normal use.

c. No adjustment shall be made for a charge or a surcharge which is not based on the quantity of water delivered.

d. Water loss adjustments will be limited to two billing periods and will also be limited to one adjustment every thirty-six months. The thirty-six month period begins the first month of the billing period following the last billing period for which the water loss adjustment was prepared. A second water loss by a particular customer would be eligible to substitute for the first adjustment, if the customer so requests during the thirty-six month period. If such an adjustment is requested and it is determined to be eligible, the total adjustment will be equal to the larger of the two leak adjustments in the thirty-six month period after the first adjustment.

(2) The customer shall be responsible for payment of one-half of the calculated water loss at the appropriate tier one rate. Water consumption not subject to the water loss calculation shall be billed at the appropriate tier and tier rate.

ANNOUNCEMENTS

2019 BACKFLOW  
TESTING REQUIRED

LEAK ADJUSTMENT  
POLICY

PROJECT BIDS AND  
RFPS

## Leak Adjustment Policy

### Important Notice

#### Leak Adjustment Policy

#### 106.14 Water & Sewer Account Leak Adjustment Requests

The General Manager and/or their designee, is authorized to adjust a customer's water or sewer service account when their bill reflects usage that is significantly greater than normal, due to accidental loss of water through broken pipes or other failures in the property's indoor plumbing system, subject to the following conditions:

1. The account shows no record of being delinquent for more than 60 days during the past 24 months
2. One (1) adjustment will be granted within a 24 month period
3. The customer certifies in writing that the problem causing the usage has been repaired and/or resolved within fourteen (14) calendar days of being notified or when the leak was discovered
4. Leak adjustments must be applied for in writing within 30 days of receipt of billing
5. No leak adjustments will be granted for loss of water due to irrigation failures
6. No leak adjustments will be granted for properties operated or used as vacation rentals
7. No leak adjustments will be granted during District declared drought status
8. Upon approval, the District will take water that is in excess of the prior year's same billing period for normal consumption and bill each gallon at the District's Base Usage Rate.

**AGENDA ITEM 7.B.**

**Attachment 4**

Leakage Consideration Comparison

## 2019 Leakage Consideration Comparison

Current Usage	Prior Usage	Water lost	Unadjusted Bill			Current			50% Leakage Credit			60% Leakage Credit			70% Leakage Credit			80% Leakage Credit			90% Leakage Credit		
			Adjusted Bill	Leakage Consideration Amount (Credit)	Adjusted Bill	Leakage Consideration Amount (Credit)	Adjusted Bill	Leakage Consideration Amount (Credit)	Adjusted Bill	Leakage Consideration Amount (Credit)	Adjusted Bill	Leakage Consideration Amount (Credit)	Adjusted Bill	Leakage Consideration Amount (Credit)	Adjusted Bill	Leakage Consideration Amount (Credit)	Adjusted Bill	Leakage Consideration Amount (Credit)	Adjusted Bill	Leakage Consideration Amount (Credit)	Adjusted Bill	Leakage Consideration Amount (Credit)	
25333	4208	21125	\$ 734.97	\$ 489.76	\$ 251.21	\$ 289.34	\$ 411.76	\$ 357.89	\$ 377.08	\$ 304.02	\$ 430.96	\$ 250.15	\$ 484.82										
10127	5705	4622	\$ 347.22	\$ 101.29	\$ 245.93	\$ 290.84	\$ 279.56	\$ 289.29	\$ 90.21	\$ 257.07	\$ 78.93	\$ 257.07	\$ 101.48										
31627	6185	5652	\$ 365.72	\$ 124.05	\$ 241.67	\$ 316.21	\$ 198.51	\$ 198.51	\$ 67.66	\$ 248.55	\$ 111.27	\$ 248.55	\$ 101.48										
17782	2481	15301	\$ 542.12	\$ 450.39	\$ 191.03	\$ 347.33	\$ 308.31	\$ 293.30	\$ 273.12	\$ 230.28	\$ 313.14	\$ 191.26	\$ 351.12										
52947	6536	46311	\$ 1,439.13	\$ 1,060.51	\$ 378.61	\$ 848.06	\$ 592.47	\$ 592.47	\$ 703.96	\$ 494.39	\$ 838.05	\$ 376.29	\$ 1,092.80										
20987	14959	6028	\$ 624.15	\$ 486.11	\$ 138.04	\$ 547.29	\$ 76.88	\$ 531.92	\$ 107.69	\$ 501.18	\$ 427.97	\$ 485.81	\$ 1,438.34										
11938	679	1259	\$ 138.40	\$ 28.83	\$ 109.57	\$ 122.35	\$ 115.93	\$ 115.93	\$ 19.26	\$ 106.57	\$ 25.68	\$ 109.57	\$ 28.89										
11103	283	10820	\$ 372.11	\$ 347.78	\$ 24.33	\$ 347.78	\$ 137.96	\$ 178.97	\$ 193.14	\$ 127.72	\$ 230.78	\$ 123.79	\$ 248.32										
29575	104	29471	\$ 843.14	\$ 674.88	\$ 168.26	\$ 467.38	\$ 392.23	\$ 317.08	\$ 536.06	\$ 241.93	\$ 601.21	\$ 166.78	\$ 576.36										
554100	100	554000	\$ 15,139.89	\$ 12,686.69	\$ 2,453.29	\$ 8,076.39	\$ 6,663.69	\$ 5,250.99	\$ 9,838.29	\$ 3,838.29	\$ 11,301.60	\$ 2,425.59	\$ 12,714.30										
72543	8586	63957	\$ 1,954.23	\$ 1,335.47	\$ 618.76	\$ 1,198.78	\$ 812.45	\$ 975.69	\$ 978.54	\$ 649.51	\$ 1,304.72	\$ 486.42	\$ 1,467.81										
449617	2091	4078	\$ 231.58	\$ 179.59	\$ 138.19	\$ 179.59	\$ 51.99	\$ 158.79	\$ 87.39	\$ 148.39	\$ 83.10	\$ 137.99	\$ 93.59										
48074	1964	48074	\$ 1,314.87	\$ 1,055.82	\$ 259.05	\$ 5,831.60	\$ 5,717.47	\$ 3,544.61	\$ 6,800.96	\$ 2,401.12	\$ 9,147.55	\$ 1,257.62	\$ 30,293.45										
8865	1262	7603	\$ 315.04	\$ 140.93	\$ 140.93	\$ 140.93	\$ 96.94	\$ 179.33	\$ 146.33	\$ 159.94	\$ 156.16	\$ 140.55	\$ 174.48										
5562	1742	3900	\$ 230.30	\$ 81.02	\$ 149.28	\$ 181.85	\$ 172.16	\$ 162.17	\$ 58.44	\$ 157.83	\$ 71.57	\$ 143.09	\$ 87.21										
12084	2072	10012	\$ 409.12	\$ 178.85	\$ 178.85	\$ 178.85	\$ 127.65	\$ 255.94	\$ 153.18	\$ 230.41	\$ 178.71	\$ 179.34	\$ 239.75										
47594	4555	42999	\$ 1,301.10	\$ 916.42	\$ 402.18	\$ 752.86	\$ 542.23	\$ 643.27	\$ 571.81	\$ 571.81	\$ 767.57	\$ 314.77	\$ 986.83										
29849	10288	18615	\$ 809.13	\$ 402.18	\$ 402.18	\$ 600.79	\$ 249.40	\$ 500.97	\$ 299.23	\$ 500.97	\$ 349.16	\$ 451.09	\$ 448.92										
29831	1450	28811	\$ 849.67	\$ 648.67	\$ 487.81	\$ 487.81	\$ 361.86	\$ 415.44	\$ 434.23	\$ 343.07	\$ 568.50	\$ 401.21	\$ 651.34										
51524	190	51534	\$ 1,402.84	\$ 1,175.55	\$ 227.29	\$ 748.33	\$ 654.51	\$ 486.53	\$ 785.41	\$ 434.23	\$ 1,017.21	\$ 224.72	\$ 1,178.12										
3619	504	3115	\$ 221.98	\$ 128.31	\$ 150.65	\$ 182.26	\$ 71.32	\$ 166.38	\$ 174.32	\$ 138.43	\$ 63.55	\$ 150.49	\$ 71.49										
5898	1048	4850	\$ 239.38	\$ 111.07	\$ 128.31	\$ 177.54	\$ 61.84	\$ 152.81	\$ 74.24	\$ 86.57	\$ 98.39	\$ 128.07	\$ 111.31										
48074	1964	48074	\$ 1,314.87	\$ 1,055.82	\$ 259.05	\$ 5,831.60	\$ 5,717.47	\$ 3,544.61	\$ 6,800.96	\$ 2,401.12	\$ 9,147.55	\$ 1,257.62	\$ 30,293.45										
8865	1262	7603	\$ 315.04	\$ 140.93	\$ 140.93	\$ 140.93	\$ 96.94	\$ 179.33	\$ 146.33	\$ 159.94	\$ 156.16	\$ 140.55	\$ 174.48										
5562	1742	3900	\$ 230.30	\$ 81.02	\$ 149.28	\$ 181.85	\$ 172.16	\$ 162.17	\$ 58.44	\$ 157.83	\$ 71.57	\$ 143.09	\$ 87.21										
12084	2072	10012	\$ 409.12	\$ 178.85	\$ 178.85	\$ 178.85	\$ 127.65	\$ 255.94	\$ 153.18	\$ 230.41	\$ 178.71	\$ 179.34	\$ 239.75										
47594	4555	42999	\$ 1,301.10	\$ 916.42	\$ 402.18	\$ 752.86	\$ 542.23	\$ 643.27	\$ 571.81	\$ 571.81	\$ 767.57	\$ 314.77	\$ 986.83										
29849	10288	18615	\$ 809.13	\$ 402.18	\$ 402.18	\$ 600.79	\$ 249.40	\$ 500.97	\$ 299.23	\$ 500.97	\$ 349.16	\$ 451.09	\$ 448.92										
29831	1450	28811	\$ 849.67	\$ 648.67	\$ 487.81	\$ 487.81	\$ 361.86	\$ 415.44	\$ 434.23	\$ 343.07	\$ 568.50	\$ 401.21	\$ 651.34										
51524	190	51534	\$ 1,402.84	\$ 1,175.55	\$ 227.29	\$ 748.33	\$ 654.51	\$ 486.53	\$ 785.41	\$ 434.23	\$ 1,017.21	\$ 224.72	\$ 1,178.12										
3619	504	3115	\$ 221.98	\$ 128.31	\$ 150.65	\$ 182.26	\$ 71.32	\$ 166.38	\$ 174.32	\$ 138.43	\$ 63.55	\$ 150.49	\$ 71.49										
5898	1048	4850	\$ 239.38	\$ 111.07	\$ 128.31	\$ 177.54	\$ 61.84	\$ 152.81	\$ 74.24	\$ 86.57	\$ 98.39	\$ 128.07	\$ 111.31										
48074	1964	48074	\$ 1,314.87	\$ 1,055.82	\$ 259.05	\$ 5,831.60	\$ 5,717.47	\$ 3,544.61	\$ 6,800.96	\$ 2,401.12	\$ 9,147.55	\$ 1,257.62	\$ 30,293.45										
8865	1262	7603	\$ 315.04	\$ 140.93	\$ 140.93	\$ 140.93	\$ 96.94	\$ 179.33	\$ 146.33	\$ 159.94	\$ 156.16	\$ 140.55	\$ 174.48										
5562	1742	3900	\$ 230.30	\$ 81.02	\$ 149.28	\$ 181.85	\$ 172.16	\$ 162.17	\$ 58.44	\$ 157.83	\$ 71.57	\$ 143.09	\$ 87.21										
12084	2072	10012	\$ 409.12	\$ 178.85	\$ 178.85	\$ 178.85	\$ 127.65	\$ 255.94	\$ 153.18	\$ 230.41	\$ 178.71	\$ 179.34	\$ 239.75										
47594	4555	42999	\$ 1,301.10	\$ 916.42	\$ 402.18	\$ 752.86	\$ 542.23	\$ 643.27	\$ 571.81	\$ 571.81	\$ 767.57	\$ 314.77	\$ 986.83										
29849	10288	18615	\$ 809.13	\$ 402.18	\$ 402.18	\$ 600.79	\$ 249.40	\$ 500.97	\$ 299.23	\$ 500.97	\$ 349.16	\$ 451.09	\$ 448.92										
29831	1450	28811	\$ 849.67	\$ 648.67	\$ 487.81	\$ 487.81	\$ 361.86	\$ 415.44	\$ 434.23	\$ 343.07	\$ 568.50	\$ 401.21	\$ 651.34										
51524	190	51534	\$ 1,402.84	\$ 1,175.55	\$ 227.29	\$ 748.33	\$ 654.51	\$ 486.53	\$ 785.41	\$ 434.23	\$ 1,017.21	\$ 224.72	\$ 1,178.12										
3619	504	3115	\$ 221.98	\$ 128.31	\$ 150.65	\$ 182.26	\$ 71.32	\$ 166.38	\$ 174.32	\$ 138.43	\$ 63.55	\$ 150.49	\$ 71.49										
5898	1048	4850	\$ 239.38	\$ 111.07	\$ 128.31	\$ 177.54	\$ 61.84	\$ 152.81	\$ 74.24	\$ 86.57	\$ 98.39	\$ 128.07	\$ 111.31										
48074	1964	48074	\$ 1,314.87	\$ 1,055.82	\$ 259.05	\$ 5,831.60	\$ 5,717.47	\$ 3,544.61	\$ 6,800.96	\$ 2,401.12	\$ 9,147.55	\$ 1,257.62	\$ 30,293.45										
8865	1262	7603	\$ 315.04	\$ 140.93	\$ 140.93	\$ 140.93	\$ 96.94	\$ 179.33	\$ 146.33	\$ 159.94	\$ 156.16	\$ 140.55	\$ 174.48										
5562	1742	3900	\$ 230.30	\$ 81.02	\$ 149.28	\$ 181.85	\$ 172.16	\$ 162.17	\$ 58.44	\$ 157.83	\$ 71.57	\$ 143.09	\$ 87.21										
12084	2072	10012	\$ 409.12	\$ 178.85	\$ 178.85	\$ 178.85	\$ 127.65	\$ 255.94	\$ 153.18	\$ 230.41	\$ 178.71	\$ 179.34	\$ 239.75										
47594	4555	42999	\$ 1,301.10	\$ 916.42	\$ 402.18	\$ 752.86	\$ 542.23	\$ 643.27	\$ 571.81	\$ 571.81	\$ 767.57	\$ 314.77	\$ 986.83										
29849	10288	18615	\$ 809.13	\$ 402.18	\$ 402.18	\$ 600.79	\$ 249.40	\$ 500.97	\$ 299.23	\$ 500.97	\$ 349.16	\$ 451.09	\$ 448.92										
29831	1450	28811	\$ 849.67	\$ 648.67	\$ 487.81	\$ 487.81	\$ 361.86	\$ 415.44	\$ 434.23	\$ 343.07	\$ 568.50	\$ 401.21	\$ 651.34										
51524	190	51534	\$ 1,402.84	\$ 1,175.55	\$ 227.29	\$ 748.33	\$ 654.51	\$ 486.53	\$ 785.41	\$ 434.23	\$ 1,017.21	\$ 224.72	\$ 1,178.12										
3619	504	3115	\$ 221.98	\$ 128.31	\$ 150.65	\$ 182.26	\$ 71.32	\$ 166.38	\$ 174.32	\$ 138.43	\$ 63.55	\$ 150.49	\$ 71.49										
5898	1048	4850	\$ 239.38	\$ 111.07	\$ 128.31	\$ 177.54	\$ 61.84	\$ 152.81	\$ 74.24	\$ 86.57	\$ 98.39	\$ 128.07	\$ 111.31										
48074	1964	48074	\$ 1,314.87	\$ 1,055.82	\$ 259.05	\$ 5,831.60	\$ 5,717.47	\$ 3,544.61	\$ 6,800.96	\$ 2,401.12	\$ 9,147.55	\$ 1,257.62	\$ 30,293.45										
8865	1262	7603	\$ 315.04	\$ 140.93	\$ 140.93	\$ 140.93	\$ 96.94	\$ 179.33	\$ 146.33	\$ 159.94	\$ 156.16	\$ 140.55	\$ 174.48										
5562	1742	3900	\$ 230.30	\$ 81.02	\$ 149.28	\$ 181.85	\$ 172.16	\$ 162.17	\$ 58.44	\$ 157.83	\$ 71.57	\$ 143.09	\$ 87.21										
12084	2072	10012	\$ 409.12	\$ 178.85	\$ 178.85	\$ 178.85	\$ 127.65	\$ 255.94	\$ 153.18	\$ 230.41	\$ 178.71	\$ 179.34	\$ 239.75										
47594	4555	42999	\$ 1,301.10	\$ 916.42	\$ 402.18	\$ 752.86	\$ 542.23	\$ 643.27	\$ 571.81	\$ 571.81	\$ 767.57	\$ 314.77	\$ 986.83										
29849	10288	18615	\$ 809.13	\$ 402.18	\$ 402.18	\$ 600.79	\$ 249.40	\$ 500.97	\$ 299.23	\$ 500.97	\$ 349.16	\$ 451.09	\$ 448.92										
29831	1450	28811	\$ 849.67	\$ 648.67	\$ 487.81	\$ 487.81	\$ 361.86	\$ 415.44	\$ 434.23	\$ 343.07	\$ 568.50	\$ 401.21	\$ 651.34										
51524	190	51534	\$ 1,402.84	\$ 1,175.55	\$ 227.29	\$ 748.33	\$ 654.51	\$ 486.53	\$ 785.41	\$ 434.23	\$ 1,017.21	\$ 224.72	\$ 1,178.12										
3619	504	3115	\$ 221.98	\$ 128.31	\$ 150.65	\$ 182.26	\$ 71.32	\$ 166.38	\$ 174.32	\$ 138.43	\$ 63.55	\$ 150.49	\$ 71.49										
5898	1048	4850	\$ 239.38	\$ 111.07	\$ 128.31	\$ 177.54	\$ 61.84	\$ 152.81	\$ 74.24	\$ 86.57	\$ 98.39	\$ 128.07	\$ 111.31										
48074	1964	48074	\$ 1,314.87	\$ 1,055.82	\$ 259.05	\$ 5,831.60	\$ 5,717.47	\$ 3,544.61	\$ 6,800.96	\$ 2,401.12	\$ 9,147.55	\$ 1,257.62	\$ 30,293.45										
8865	1262	7603	\$ 315.04	\$ 140.93	\$ 140.93	\$ 140.93	\$ 96.94	\$ 179.33	\$ 146.33	\$ 159.94	\$ 156.16	\$ 140.55	\$ 174.48										
5562	1742	3900	\$ 230.30	\$ 81.02	\$ 149.28	\$ 181.85	\$ 172.16	\$ 162.17	\$ 58.44	\$ 157.83	\$ 71.57	\$ 143.09	\$ 87.21										
12084	2072	10012	\$ 409.12	\$ 178.85	\$ 178.85	\$ 178.85	\$ 127.65	\$ 255.94	\$ 153.18	\$ 230.41	\$ 178.71	\$ 179.34	\$ 239.75										
47594	4555	42999	\$ 1,301.10	\$ 916.42	\$ 402.18	\$ 752.86	\$ 542.23	\$ 643.27	\$ 571.81	\$ 571.81	\$ 767.57	\$ 314.77	\$ 986.83										
29849	10288	18615	\$ 809.13	\$ 402.18	\$ 402.18	\$ 600.79	\$ 249.40	\$ 500.97	\$ 299.23	\$ 500.97	\$ 349.16	\$ 451.09	\$ 448.92										
29831	1450	28811	\$ 849.67	\$ 648.67	\$ 487.81	\$ 487.81	\$ 361.86	\$ 415.44	\$ 434.23	\$ 343.07	\$ 568.50	\$ 401.21	\$ 651.34										
51524	190	51534	\$ 1,402.84	\$ 1,175.55	\$ 227.29	\$ 748.33	\$ 654.51	\$ 486.53	\$ 785.41	\$ 434.23	\$ 1,017.21	\$ 224.72	\$ 1,178.12										
3619	504	3115	\$ 221.98	\$ 128.31	\$ 150.65	\$ 182.26	\$ 71.32	\$ 166.38	\$ 174.32	\$ 138.43	\$ 63.55	\$ 150.49	\$ 71.49										
5898	1048	4850	\$ 239.38	\$ 11																			



### 2018 Leakage Consideration Comparison

Current Usage	Water lost	Unadjusted Bill	Current			50% Leakage Credit			60% Leakage Credit			70% Leakage Credit			80% Leakage Credit			90% Leakage Credit		
			Adjusted Bill	Leakage Consideration Amount (Credit)	Adjusted Bill	Leakage Consideration Amount (Credit)	Adjusted Bill	Leakage Consideration Amount (Credit)	Adjusted Bill	Leakage Consideration Amount (Credit)	Adjusted Bill	Leakage Consideration Amount (Credit)	Adjusted Bill	Leakage Consideration Amount (Credit)	Adjusted Bill	Leakage Consideration Amount (Credit)	Adjusted Bill	Leakage Consideration Amount (Credit)	Adjusted Bill	Leakage Consideration Amount (Credit)
14872	2000	12872	468.24	304.11	164.13	294.79	304.11	196.96	238.46	229.28	205.63	262.61	172.80	286.44						
5108	9727	46617	1570.68	953.57	617.11	46617	953.57	617.11	46617	953.57	617.11	46617	953.57	617.11						
21817	0	1510.65	1510.65	324.43	2186.08	1510.65	324.43	2186.08	1510.65	324.43	2186.08	1510.65	324.43	2186.08						
9541	3619	3242	932.38	146.56	1078.94	3242	146.56	1078.94	3242	146.56	1078.94	3242	146.56	1078.94						
26500	10300	16600	774.83	394.79	379.04	16600	394.79	379.04	16600	394.79	379.04	16600	394.79	379.04						
38174	8903	29271	1,062.42	382.44	679.98	29271	382.44	679.98	29271	382.44	679.98	29271	382.44	679.98						
8455	4112	4343	894.58	205.15	689.43	4343	205.15	689.43	4343	205.15	689.43	4343	205.15	689.43						
17090	4599	12491	724.78	313.90	410.88	12491	313.90	410.88	12491	313.90	410.88	12491	313.90	410.88						
14800	2000	12800	507.00	313.90	193.10	12800	313.90	193.10	12800	313.90	193.10	12800	313.90	193.10						
3417	2000	3147	981.83	211.15	770.68	3147	211.15	770.68	3147	211.15	770.68	3147	211.15	770.68						
6637	2000	4637	383.84	192.37	191.47	4637	192.37	191.47	4637	192.37	191.47	4637	192.37	191.47						
6633	2000	4633	377.84	192.37	185.47	4633	192.37	185.47	4633	192.37	185.47	4633	192.37	185.47						
66316	2000	46316	1,755.23	212.47	1,542.76	46316	212.47	1,542.76	46316	212.47	1,542.76	46316	212.47	1,542.76						
9084	2000	11084	1,761.94	1,542.76	219.18	11084	1,542.76	219.18	11084	1,542.76	219.18	11084	1,542.76	219.18						
43973	3178	32171	1,238.74	526.26	712.48	32171	526.26	712.48	32171	526.26	712.48	32171	526.26	712.48						
24193	21615	12578	732.62	671.71	66.91	12578	671.71	66.91	12578	671.71	66.91	12578	671.71	66.91						
25353	17780	17573	575.21	524.74	50.47	17573	524.74	50.47	17573	524.74	50.47	17573	524.74	50.47						
39638	2000	17638	1,063.44	415.31	648.13	17638	415.31	648.13	17638	415.31	648.13	17638	415.31	648.13						
18210	2784	10926	877.84	324.43	553.41	10926	324.43	553.41	10926	324.43	553.41	10926	324.43	553.41						
11720	7845	10935	877.84	324.43	553.41	10935	324.43	553.41	10935	324.43	553.41	10935	324.43	553.41						
9128	2000	7128	316.84	150.03	166.81	7128	150.03	166.81	7128	150.03	166.81	7128	150.03	166.81						
34259	22224	12035	763.80	612.23	151.57	12035	612.23	151.57	12035	612.23	151.57	12035	612.23	151.57						
39800	2009	31551	954.96	224.44	730.52	31551	224.44	730.52	31551	224.44	730.52	31551	224.44	730.52						
67021	1770	65251	1,786.02	303.77	1,482.25	65251	303.77	1,482.25	65251	303.77	1,482.25	65251	303.77	1,482.25						
15820	2000	13820	492.29	175.91	316.38	13820	175.91	316.38	13820	175.91	316.38	13820	175.91	316.38						
17297	12895	4414	529.29	427.80	101.49	4414	427.80	101.49	4414	427.80	101.49	4414	427.80	101.49						
17296	6276	11020	579.77	277.64	302.13	11020	277.64	302.13	11020	277.64	302.13	11020	277.64	302.13						
19671	12054	7617	590.59	415.16	175.43	7617	415.16	175.43	7617	415.16	175.43	7617	415.16	175.43						
7916	709	8625	290.84	125.80	165.04	8625	125.80	165.04	8625	125.80	165.04	8625	125.80	165.04						
20777	349	20428	618.79	150.99	467.80	20428	150.99	467.80	20428	150.99	467.80	20428	150.99	467.80						
25556	1270	24286	735.56	185.99	549.57	24286	185.99	549.57	24286	185.99	549.57	24286	185.99	549.57						
8480	3766	4714	395.22	197.27	197.95	4714	197.27	197.95	4714	197.27	197.95	4714	197.27	197.95						
23118	345	22773	678.49	156.99	521.50	22773	156.99	521.50	22773	156.99	521.50	22773	156.99	521.50						
18518	1698	16860	561.19	174.64	386.55	16860	174.64	386.55	16860	174.64	386.55	16860	174.64	386.55						
3987	678	3311	150.65	114.83	35.82	3311	114.83	35.82	3311	114.83	35.82	3311	114.83	35.82						
11215	885	10330	374.96	138.41	236.55	10330	138.41	236.55	10330	138.41	236.55	10330	138.41	236.55						
34662	1225	33437	972.86	205.44	767.42	33437	205.44	767.42	33437	205.44	767.42	33437	205.44	767.42						
26164	2000	24164	756.16	202.81	553.35	24164	202.81	553.35	24164	202.81	553.35	24164	202.81	553.35						
1624	517	1107	180.99	105.04	75.95	1107	105.04	75.95	1107	105.04	75.95	1107	105.04	75.95						
10267	1148	9119	350.79	141.96	208.83	9119	141.96	208.83	9119	141.96	208.83	9119	141.96	208.83						
22592	1557	20735	657.49	185.99	471.50	20735	185.99	471.50	20735	185.99	471.50	20735	185.99	471.50						
15690	9928	5702	487.55	355.97	131.58	5702	355.97	131.58	5702	355.97	131.58	5702	355.97	131.58						
18316	700	17616	562.72	155.31	407.41	17616	155.31	407.41	17616	155.31	407.41	17616	155.31	407.41						
18316	9005	9111	556.04	166.46	389.58	9111	166.46	389.58	9111	166.46	389.58	9111	166.46	389.58						
30107	1322	28785	856.71	197.53	659.18	28785	197.53	659.18	28785	197.53	659.18	28785	197.53	659.18						
8158	1207	6951	297.01	84.01	213.00	6951	84.01	213.00	6951	84.01	213.00	6951	84.01	213.00						
23031	8391	14640	676.27	184.01	492.26	14640	184.01	492.26	14640	184.01	492.26	14640	184.01	492.26						
18327	2000	16327	556.32	184.01	372.31	16327	184.01	372.31	16327	184.01	372.31	16327	184.01	372.31						
4670	161	4509	208.07	104.81	103.26	4509	104.81	103.26	4509	104.81	103.26	4509	104.81	103.26						
19886	712	19174	596.07	156.99	439.08	19174	156.99	439.08	19174	156.99	439.08	19174	156.99	439.08						
12015	595	11420	395.36	133.84	261.52	11420	133.84	261.52	11420	133.84	261.52	11420	133.84	261.52						
57566	809	56853	1,552.21	257.27	1,294.94	56853	257.27	1,294.94	56853	257.27	1,294.94	56853	257.27	1,294.94						
12657	2000	10657	279.48	105.01	174.47	10657	105.01	174.47	10657	105.01	174.47	10657	105.01	174.47						
19569	3556	13011	482.18	140.43	241.75	13011	140.43	241.75	13011	140.43	241.75	13011	140.43	241.75						
15379	2922	12457	337.37	122.15	215.22	12457	122.15	215.22	12457	122.15	215.22	12457	122.15	215.22						
26607	2000	24607	567.02	141.28	425.74	24607	141.28	425.74	24607	141.28	425.74	24607	141.28	425.74						
18159	2000	16159	407.02	119.31	287.71	16159	119.31	287.71	16159	119.31	287.71	16159	119.31	287.71						
est. water loss		1,839,737.00	\$ 86,853.54	last revenue	\$ 22,813.48	last revenue	\$ 13,256.63	last revenue	\$ 15,907.88	last revenue	\$ 18,559.31	last revenue	\$ 21,210.63	last revenue	\$ 23,661.96					

**AGENDA ITEM 7.B.**

**Attachment 5**

Draft 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

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**1118.3.3** The customer shall be responsible for payment of one-half 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.

**1118.4.2** Buyback Policy: if a customer chooses, they may repay a previous consideration thereby making the account eligible for a future consideration. The amount of the total leakage consideration is reduced by the amount of the buyback.

**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.

DRAFT

**AGENDA ITEM 7.B.**

**Attachment 6**

Draft Leakage Consideration Policy with Finance Committee Recommendations

**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 thirty percent of the calculated water loss. Water consumption not subject to the water loss calculation shall be billed at the appropriate rate.

**1118.3.4** Billing adjustments are limited to the amount of the bill in excess of 100% of Normal Consumption, not to exceed \$1,000.

**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.

**1118.4.2** Buyback Policy: if a customer chooses, they may repay a previous consideration thereby making the account eligible for a future consideration. The amount of the total leakage consideration is reduced by the amount of the buyback.

**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.

DRAFT

**AGENDA ITEM 7.B.**

**Attachment 7**

**Resolution**

**RESOLUTION NO. 2019-**  
**OF THE BOARD OF DIRECTORS OF THE**  
**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**  
**ADOPTING A REVISED LEAKAGE CONSIDERATION POLICY**

**WHEREAS**, the current Board adopted Leakage Consideration Policy is from 2010; and

**WHEREAS**, an update of the policy is needed to provide a formal policy; and

**WHEREAS**, a Revised Policy was presented to and reviewed by the Finance Committee at their September and October 2019 meetings; and

**WHEREAS**, a Revised Policy was presented to and reviewed by the Board at their November 12, 2019 meeting.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT** adopts Revised Policy 1118, Leakage Consideration, attached to this Resolution as Exhibit A.

**PASSED AND ADOPTED** by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 12th day of November 2019, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

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

*Attest:*

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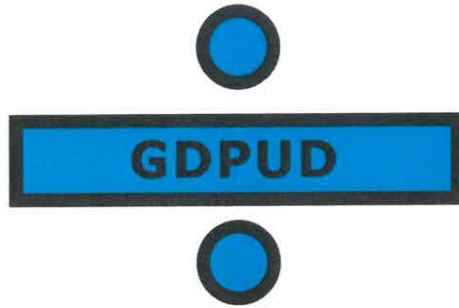
Steven Palmer, Clerk and Ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

### **CERTIFICATION**

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2019- duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 12th day of November 2019.

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



**NEW BUSINESS**

**ITEM 7.C**

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



**AGENDA SECTION: NEW BUSINESS**

**SUBJECT: REVIEW AND PROVIDE DIRECTION ON THE REQUEST FOR PROPOSALS FOR COMMUNICATIONS AND PUBLIC OUTREACH SERVICES**

**PREPARED BY:** Steven Palmer, PE, General Manager

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

---

**BACKGROUND**

Adopted Board of Director Goals for Fiscal Year 2019/2020, Objective A-2 is to "Engage an expert to develop an annual communication strategy that would consider tours, newsletters, social media, bill inserts, etc."

In order to meet that Board Objective, Staff prepared a Request for Proposals (RFP) that included the following scope of services: develop an overall strategy and detailed annual plan including recommendations on social media, newsletters, press releases, and email campaigns; and implement the recommendations of the annual plan. For additional detail please refer to the RFP included as Attachment 1. The RFP was issued on September 28, 2018, and four (4) proposals were received on October 18, 2018. Proposals were received from CV Strategies, FSB Core Strategies, MIG, Inc., and On the Mark Strategies. A team of three District Staff reviewed the proposals, interviewed two of the proposers, and identified On the Mark Strategies as the best qualified to provide these services to the District. On the Mark Strategies' proposal is included as Attachment 2. The General Manager then opened and reviewed On the Mark Strategies fee proposal, and concluded that the level of effort, rates, and total amount are appropriate for the scope of work.

The following proposals and cost estimates were received by the District.

<b>Firm</b>	<b>Fee Proposal</b>
CV Strategies	\$ 45,000
FSB Core Strategies	\$ 47,600
MIG, Inc.	\$ 48,000
On the Mark Strategies	\$ 48,000

In addition to the scope identified in the RFP, the proposal from On the Mark Strategies identified several additional outreach items for the District: a web landing page; an informational video; a presentation that could be used at civic organizations; school outreach posters and tours; media advertisements; and a fact sheet/handout for community events.

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The first step in the proposal from On the Mark was developing the communications strategy and annual public outreach plan. Developing and implementing the communications and outreach strategy will be a collaborative process between the Consultant and District Staff. On the Mark Strategies' proposal states that the strategy will identify:

1. Clear and measurable objectives with evaluation
2. Relevant audiences and available channels
3. Plan of activities and timetable
4. Communication risks and mitigation
5. Resources

The proposal also identifies the following steps that will be included in the annual outreach plan:

1. Define goals and objectives
2. Identify targets
3. Create a message
4. Package our message
5. Distribute our message; and
6. Evaluate the plan

The General Manager presented this item on March 12, 2019 and recommended that the Board authorize and agreement with On the Mark Strategies, LLC for an amount not to exceed \$48,000 for Communications and Public Outreach Services.

The Board did not approve the recommendation. Instead, the Board directed the General Manager to receive input from individual Board members and bring back a draft RFP for review.

### **DISCUSSION**

The General Manager received input from individual Directors and that input is summarized below:

#### **Director Garcia**

- Post information on other Facebook pages, not only the District's Facebook page.
- Customer appreciation barbecue for customers to meet with staff
- Print newsletter on backside of bills

#### **Director Saunders**

- Create and send 6 newsletters per year with the utility bill
- Strategy to increase email participation

#### **Director Wadle**

- Keep the following tasks from the original RFP and proposal from On the Mark:
  - Task 1 – Communications Strategy and Annual Public Outreach Plan
  - Task 2.1 – Develop a Social Media Policy for Board Adoption

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- Task 2.2 -Develop a Social Media Strategy for Board Adoption
- Task 2.4 – Conduct Social Media Activity on behalf of District
- Task 3 – Newsletters. Prepare 6 newsletters per year
- Task 4 – Press Releases & Media Outreach. Develop recommendations on press release frequency and issue one year of press releases.
- Task 5 – Email Campaign. Develop recommendations on MailChimp email frequency and issue one year of emails.
- Task 6 – Utility Bill Inserts. Prepare utility bill infographic inserts.
- Task 11 – School Outreach Posters and Tours
- Task 13 – Prepare fact sheet/handout about the District for Director and staff use.

These comments necessitated only small changes to the RFP, and the addition of two tasks: school posters and tours, and fact sheet/handout. The General Manager revised the RFP accordingly and a revised version is Attachment 3.

**FISCAL IMPACT**

This work and the expenditure associated with this agreement were included in the adopted Fiscal Year 2019/2020 budget for \$20,000. A budget adjustment is not needed at this time.

**CEQA ASSESSMENT**

This is not a CEQA project.

**RECOMMENDED ACTION**

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) provide input and direction on the draft RFP included in Attachment 3.

**ATTACHMENTS**

1. September 2018 Request for Proposals
2. On the Mark Strategies Proposal
3. Revised Draft Request for Proposals



**ATTACHMENT 1**

**September 2018 Request for Proposals**



## GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

### REQUEST FOR PROPOSAL

#### Communications and Public Outreach

---

Responders to this Request for Proposals (RFP) must deliver one signed original, two (2) copies, and one electronic copy of the proposal.

**Proposal Submission Deadline (date/time): October 18, 2018 at 3:00pm**

**Submit Proposal to:** Georgetown Divide Public Utility District Office  
6425 Main Street  
PO Box 4240  
Georgetown, CA 95634

#### REGISTERING YOUR EMAIL ADDRESS

##### FOR QUESTIONS CONCERNING THIS REQUEST FOR PROPOSAL:

Potential respondents who want to receive changes, additions, and deletions to the RFP, as well as a copy of all the questions and responses by the Georgetown Divide Public Utility District, should register online by following the link on the GDPUD website. The link to open RFPs is at the following website: [http://gd-pud.org/#Bids\\_&\\_Proposals](http://gd-pud.org/#Bids_&_Proposals)

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### ATTACHMENTS

- A. Sample Professional Services Agreement

**REQUEST FOR PROPOSAL**  
**Communications and Public Outreach**

**SECTION 1 — INTRODUCTION**

The Georgetown Divide Public Utility District (GDPUD) is soliciting proposals from Consultants to provide professional communications and public outreach services. In general, the work will consist of developing an overall communications strategy, developing an annual public outreach plan, and overall responsibility for implementing that strategy and plan.

GDPUD will use a “Qualifications Based Selection” process in determining which Consultant to be selected for the contract. The process will include an evaluation and ranking of Consultants based on set evaluation criteria. Top ranking Consultants may be asked to participate in an oral interview.

GDPUD reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

Proposals submitted will be evaluated by individuals from GDPUD and/or outside agencies. During the evaluation process, GDPUD reserves the right, where it may serve GDPUD’s best interest, to request additional information from proposers, or to allow corrections of errors or omissions.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between GDPUD and the firm selected. GDPUD reserves the right, without prejudice, to reject any or all proposals

**1.1 General Description of RFP**

This RFP describes the general Scope of Services, necessary RFP components, consultant selection process, and required format of the RFP, as well as a sample copy of GDPUD’s Professional Services Agreement.

**1.2 RFP Schedule**

Advertisement of RFP	September 25, 2018
Deadline for Questions	October 9, 2018
Response to Questions	October 12, 2018
<b>Deadline for RFP Submittal</b>	<b>No later than 3:00 PM, October 18, 2018</b>
Final Consultant Selection	Anticipated October 25, 2018

### **1.3 General Selection Process**

GDPUD intends to select a Consultant based on demonstrated competence and qualifications for the types of services to be performed at a fair and reasonable price to the public. GDPUD will review all proposals and evaluate them according to the following criteria:

- Qualifications of Team
- Project Understanding and Innovation
- Work Plan / Scope of Work
- Project Schedule
- Similar Experience / References

Consultant may be either selected based on information included in the proposal or the Consultant may be requested to interview prior to final selection.

### **SECTION 2 — SCOPE OF SERVICES**

The Consultant shall provide communications and public outreach services necessary to develop and implement an overall communications strategy and annual public outreach plan. GDPUD has budgeted \$48,000 this fiscal year to fund public outreach and communications. A typical scope is anticipated to include the following tasks:

#### **Task 1: Communications Strategy and Public Outreach Plan**

In conjunction with GDPUD staff develop an overall communication strategy and annual public outreach plan. GDPUD's objectives for communications and public outreach are to share information about GDPUD, its mission, and the value of clean water; inform customers regarding GDPUD activities; and communicate with customers about GDPUD improvement projects. GDPUD currently uses utility bills, phone calls, direct mail, website, Facebook page, and email notices by MailChimp to communicate with customers. The Communications Strategy and Annual Public Outreach Plan will address integrating these and other methods of communication. The consultant shall provide monthly schedule updates in conjunction with submittals of invoices.

#### **Deliverables:**

- Communications Strategy
- Annual Public Outreach Plan

#### **Task 2: Social Media**

Develop and maintain GDPUD's social media presence. Develop social media policy for Board adoption. GDPUD's social media presence currently consists of a Facebook page. The Facebook page is used to share information regarding water line breaks, upcoming meetings, and legislative issues. Currently, the General Manager has the primary responsibility for the content on the Facebook page.

Deliverables:

- Social media policy for Board adoption
- Recommendations on a social media strategy
- One year of social media postings consistent with the recommended strategy

Task 3: Newsletters

Develop recommendations on newsletter frequency. Prepare customer newsletters to be mailed to customers with their utility bill. Utility bills are mailed bi-monthly. Consultant shall work with GDPUD staff to develop concepts and content. GDPUD is not currently publishing newsletters.

Deliverables:

- Recommendations on newsletter frequency
- One year of printed newsletters consistent with recommendations

Task 4: Press Releases

Develop recommendations on press release frequency. Prepare press releases that are consistent with the recommendations. Consultant shall work with GDPUD staff to develop concepts and content. GDPUD currently issues electronic press releases for important upcoming meetings and announcements. The General Manager has the primary responsibility for preparing and issuing press releases.

Deliverables:

- Recommendations on press release frequency
- One year of electronic press releases consistent with recommendations

Task 5: Email Campaign

Develop recommendations on email campaign strategy. Prepare emails to customers to further objectives of Annual Public Outreach Plan. Consultant shall work with GDPUD staff to develop concepts and content. GDPUD has an email distribution list with approximately 500 email addresses. GDPUD uses MailChimp to send emails about upcoming meetings, water line breaks, and legislative issues. Currently, the General Manager has the primary responsibility for the email campaign.

Deliverables:

- Recommendations on email campaign
- One year of emails consistent with email campaign.

### **SECTION 3 — RFP SUBMITTAL REQUIREMENTS**

The intent of these requirements is to assist proposers in the preparation of their proposal and to simplify the review process for GDPUD. One signed original, two (2) copies, and one electronic copy of the proposal must be received and date stamped by GDPUD no later than **October 18, 2018 at 3:00 PM**. If a proposal is sent by mail or other delivery system, the sender is totally responsible for the mail or delivery system delivering the proposal to GDPUD on or before the deadline.

Proposals shall be clearly marked "Request for Proposals for Communication and Public Outreach Services," and submitted to:

**Georgetown Divide Public Utility District  
6425 Main Street  
PO Box 4240  
Georgetown, CA 95634**

Note: Late submittals or submittals delivered to the wrong location will be rejected.

GDPUD requires the proposer to submit a concise proposal clearly addressing all the requirements outlined in this RFP. The proposal must be signed by proposer's representative authorized to execute a contract between GDPUD and proposer. The proposal must include, at a minimum, the following sections; however, the proposer is encouraged to expand on the scope as needed:

**A. Cover Letter**

- List the name, address, and telephone number of the firm.
- Signed by an authorized representative of the consultant. The Consultant shall furnish documentation that the person signing the proposal is empowered with signatory authority for the Consultant. The form could be a Corporate Resolution.
- State the proposal is firm for a 90-day period from the proposal submission deadline.
- Provide the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the Consultant selection process.
- Provide the location of the Consultant's headquarters. In addition, provide the location of any local support offices, which will provide service to GDPUD.
- Acknowledge that the Consultant will provide the insurance and indemnification required per the attached Professional service agreement.

**B. Project Team Information**

Consultant must provide the names and positions of all staff proposed including staff for proposed sub-consultants. The proposal should also designate who will be the project manager in charge of the project, and who will be GDPUD's contact throughout the project. It is allowable for a single individual to fulfill multiple roles by the Consultant's staff.

**C. Project Understanding and Innovation**

Include visions or concepts for performing the services.

**D. Work Plan / Scope of Work**

Include a work plan/scope of work meeting the minimum requirements of the projects listed in the Scope of Services. Consultant is encouraged to modify or expand the minimum Scope of Services if they believe it is necessary to achieve the goals.

**E. Sub-consultant & Work by Others**

This section shall include a matrix showing the estimate of time (in hours) to perform the work, detailed by tasks, listed in the Scope of Work.

Identify any and all sub-consultant proposed to serve on the project, with background information for each and particular experience of key personnel, including project descriptions and resumes.

This section should describe all work not included in the proposal. Any work that is needed to complete the project that is not listed in the "Work Done by Others" will be considered part of the work provided by the Consultant and included in the proposal. Please include a list of tasks which the Consultant expects GDPUD staff to perform, information the Consultant expects GDPUD to provide, and an estimated amount of GDPUD staff time required for each task of the scope of work.

**F. Relevant Experience and References**

The Consultant must state the qualifications and experience of the proposed team, emphasizing the specific qualifications and experience acquired while providing services similar to those being sought by GDPUD, particularly for the Project Manager and other key project staff members assigned to the project. Except under circumstances beyond the Consultant's control, GDPUD will not accept substitutions of key members of the team put forth as part of the winning proposal.

For all staff members, describe their role giving not only their title but also the specific services they will perform and illustrate clearly the applicability of the individual's background, education, and experience to his or her assigned role.

Provide a brief description of at least three similar projects for which the Consultant has provided services during the past five years. For all referenced projects list the:

- Client (contact person, address and phone number)
- Project description and location
- Description of services by Consultant
- Total value of services provided by Consultant
- Consultant's project manager
- Key personnel involved
- Sub consultant employed

**G. Fee Proposal**

Include a fee proposal listing the total cost and the cost associated with each task. Fee proposal must include an hourly rates schedule and should be on a time and



materials, not to exceed basis. The rates quoted will remain in effect for the duration of the Agreement, unless approved by GDPUD. Rates shall be included for all employment categories necessary to perform the work outlined in this RFP in accordance with applicable State of California Industrial Labor Rate Standards.

## **SECTION 4 — SELECTION PROCESS AND EVALUATION CATEGORIES**

Proposals submitted will be evaluated by individuals from GDPUD and/or outside agencies. During the evaluation process, GDPUD reserves the right, where it may serve GDPUD's best interest, to request additional information from proposers, or to allow corrections of errors or omissions.

### **4.1 Selection Criteria**

GDPUD intends to select a Consultant based on demonstrated competence and qualifications for the types of services to be performed at a fair and reasonable price to the public. GDPUD will review all proposals and evaluate them according to the following criteria:

- Qualifications of team
- Project Understanding and Innovation
- Similar Experience / References
- Work Plan / Scope of Work
- Project Schedule

Consultant may be either selected based on information included in the proposal or the Consultant may be requested to interview prior to final selection.

## **SECTION 5 — GENERAL TERMS AND CONDITIONS**

### **5.1 Limitation**

This RFP does not commit GDPUD to award a contract, to pay any cost incurred in the preparation of the Consultant's RFP response, or to procure or contract for services or supplies. GDPUD is not responsible for proposals that are delinquent, lost, mismarked, and sent to an address other than that given above, or sent by mail or courier service. GDPUD reserves the right to accept or reject any or all RFP responses received because of this request or to cancel all or part of this RFP.

### **5.2 Public Records**

All proposals shall become the property of GDPUD and will become public records and, as such, may be subject to public review.

### **5.3 Contract Agreement**

GDPUD intends to award an agreement with an initial term of one year, subject to annual renewals for a maximum 3-year term. The agreement amount for the second and third years will be developed during each fiscal years budget process. Once a proposed contract agreement is accepted, the Consultant will be required to sign the Agreement for Consultant Services and submit all other required certifications and documentation within ten (10) calendar days of the Notice of Selection from GDPUD.

The contents of the submitted proposal will be relied upon and incorporated into the awarded contract and shall become a contractual obligation. Failure of the Consultant to agree to include the proposal as part of the contractual agreement will result in the cancellation of the award. GDPUD reserves the right to reject those parts that do not meet with the approval of GDPUD, or to modify the Scope of Services, as agreed by Consultant, in the final negotiated contract.

A sample agreement that will be used for this contract is included as Attachment A. GDPUD will require the selected Consultant to provide the indemnification and insurance required per the attached sample agreement. Consultant is advised to pay close attention to the indemnification and insurance requirements.

### **SECTION 6 — QUESTIONS**

If you have any questions regarding this RFP, prior to October 9, 2018, please email:  
Steven Palmer, General Manager  
Email: [spalmer@gd-pud.org](mailto:spalmer@gd-pud.org)

**ATTACHMENT A**

**SAMPLE PROFESSIONAL SERVICES AGREEMENT**

## PROFESSIONAL SERVICES AGREEMENT

**THIS PROFESSIONAL SERVICES AGREEMENT** (“Agreement”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_ 201\_\_, (the “Effective Date”) by and between the Georgetown Divide Public Utilities District, a California Public Utilities District (“District”), and \_\_\_\_\_ (“Consultant”). District and Consultant may herein be referred to individually as a “Party” and collectively as the “Parties”. There are no other parties to this Agreement.

### RECITALS

**A.** District has determined that consultant services are required for non-audit services to assist the District in reviewing and updating finance and accounting policies and procedures (the “Project”).

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

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

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

### AGREEMENT

**1. Recitals.** The recitals set forth above (“Recitals”) are true and correct and are hereby incorporated into and made part of this Agreement by this reference. In the event of any inconsistency between the Recitals and Sections 1 through 20 of this Agreement, Section 1 through 20 shall prevail.

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

**3. Compensation.** District shall pay Consultant according to the fee schedule set forth in **Exhibit B** for a time and materials cost not to exceed \_\_\_\_\_, as full remuneration for the performance of the Services. Consultant agrees to maintain a log of time spent in connection with performing the Services. On a monthly basis, Consultant shall provide District, in reasonable and understandable detail, a description of the services rendered pursuant to the Services and in accordance with the Rates. If the work is satisfactorily completed, District shall pay such invoice within thirty (30) days of its receipt. If District disputes any portion of any invoice, District shall

pay the undisputed portion within the time stated above, and at the same time advise Consultant in writing of the disputed portion.

**5. Term.** This Agreement shall become effective on the Effective Date and will continue in effect until the Services provided herein have been completed, unless terminated earlier as provided in Section 6 or 7 below (the "Term").

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

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

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

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

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

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

**A. Documents.** All reports, drawings, graphics, working papers and Confidential Information furnished by District in connection with the Services ("Documents").

Nothing herein shall be interpreted as prohibiting or limiting District's right to assign all or some of District's interests in the Documents.

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

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

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

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

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

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

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

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

**B. Consultant Performance.** Consultant represents and warrants that all Services under this Agreement shall be performed in a professional manner and shall conform to the customs and standards of practice observed on similar, successfully completed projects by specialists in the Services to be provided. Consultant shall adhere to accepted professional standards as set forth by relevant professional associations and shall perform all Services required under this Agreement in a manner consistent with generally accepted professional customs, procedures and standards for such Services. All work or products completed by Consultant shall be completed using the best practices available for the profession and shall be free from any defects. Consultant agrees that, if a Service is not so performed, in addition to all of its obligations

under this Agreement and at law, Consultant shall re-perform or replace unsatisfactory Service at no additional expense to District.

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

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

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

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

**B. Workers' Compensation Insurance.** Consultant shall carry workers' compensation insurance as required by the State of California under the Labor Code. Consultant shall also carry employer's liability insurance in the amount of One Million Dollars (\$1,000,000.00) per accident, with a One Million Dollar (\$1,000,000.00) policy limit for bodily injury by disease, and a One Million Dollar (\$1,000,000.00) limit for each employee's bodily injury by disease.

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

**D. Errors and Omissions Liability.** Consultant shall carry errors and omissions liability insurance in the amount of no less than One Million Dollars (\$1,000,000.00) per occurrence or greater if appropriate for the Consultant's profession. Architects and engineers' coverage is to be endorsed to include contractual liability. Any deductibles or self-insured

retentions must be declared to and approved by the District. At the option of the District, either the insurer shall reduce or eliminate such deductibles or self-insured retentions with respect to the District, elected and appointed councils, commissions, directors, officers, employees, agents, and representatives ("District's Agents"); or the Consultant shall provide a financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claims administration and defense expenses.

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

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

**17. Consequential Damages.** Notwithstanding any other provision of this Agreement, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed in connection with this Agreement.



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

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

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

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

If to Consultant:  
Attention:

**20. General Provisions.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**DISTRICT:**

GEORGETOWN DIVIDE PUBLIC  
UTILITIES DISTRICT, a California Public  
Utilities District

By: \_\_\_\_\_  
Steven V. Palmer, General Manager

Date: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
Barbara A. Brenner, General Counsel

**CONSULTANT:**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**

**Services**

**EXHIBIT B**

**Rates**

**ATTACHMENT 2**  
**On the Mark Strategies Proposal**

# RFP for Communications and Public Outreach

Proposal by:



**October 18, 2018**



## A. COVER LETTER

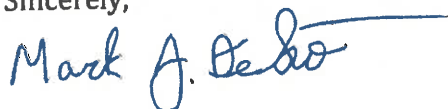
**Georgetown Divide Public Utility District Office  
Attn: Steven Palmer, General Manager  
6425 Main Street  
PO Box 4240  
Georgetown, CA 95634**

Dear Mr. Palmer,

On the Mark Strategies is pleased and excited to submit our proposal to the Georgetown Divide Public Utility District for communications and public outreach services. We are a state registered small business enterprise. Owner Mark DeSio is highly experienced in public involvement, having developed outreach strategy for hundreds of public works projects in California since 2000.

On the Mark Strategies is located in Sacramento at 665 4<sup>th</sup> Avenue, Sacramento, CA, 95818. That is our headquarters office. The phone number is (916) 616-3071. Our proposal is firm for a 90-day period from the proposal submission deadline. We will provide the insurance and indemnification required per the attached Professional service agreement. A copy of our articles of incorporation is included in the Appendix. As President of On the Mark Strategies, I am duly authorized to negotiate and contractually bind the company. Please don't hesitate to contact me with any questions. My email address is [mark.desio@gmail.com](mailto:mark.desio@gmail.com).

Sincerely,



Mark J. DeSio



## B. PROJECT TEAM INFORMATION

### “KEY” PERSONNEL



#### MARK DESIO, PROJECT MANAGER

A graduate of Chico State University with a bachelor’s degree in Information and Communications Studies, Mr. DeSio began his professional career in 1987 as a reporter for the Oroville Mercury-Register newspaper in California. A year later he moved on to the much-larger Redding Record Searchlight newspaper as its Tehama County Bureau Chief. He won several awards for agricultural reporting. From 1992-96 Mr. DeSio worked as an aide to a state senator and a U.S. congressman in Red Bluff before relocating to the Sacramento area to start a civil service career in communications in the federal and state governments. He was employed as a communications specialist with the U.S. Department of Agriculture in 1996-97 and then with the California Public Employees Retirement System from 1997-2000.

In 2000, Governor Gray Davis appointed Mr. DeSio to the Business, Transportation and Housing Agency as Assistant Secretary for Public Communications. He directed communications for 14 departments within the Agency, including the California Highway Patrol, California Department of Transportation, Department of Motor Vehicles, Office of Traffic Safety, and Housing and Community Development.



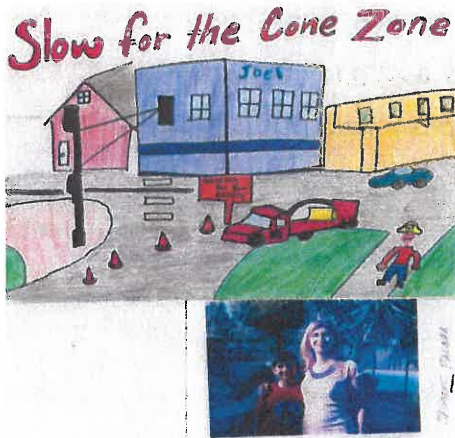
In 2005, Governor Arnold Schwarzenegger appointed Mr. DeSio to the California Department of Transportation as Deputy Director for External Affairs. At Caltrans, he developed the communications plan for the largest infrastructure project in the country – the seismic retrofit and replacement of the San Francisco-Oakland Bay Bridge. Mr. DeSio directed a media campaign for the Bay Bridge project that used innovative and diverse strategies for informing drivers and other target audiences about construction activities and major traffic impacts. The plan included operation of a public information office at the construction campus at Treasure Island, and development of communications materials. His outreach team created the Media Bar, an online repository of hi-resolution videos and photos for the media to use in their print, broadcast and online reporting. The project also became the first construction project ever featured on Google Earth, which the electronic media outlets loved because they could use it for their newscasts.

While at Caltrans Mr. DeSio wrote hundreds of communications plans for projects to be rolled out under Proposition 1B, the \$19.9 billion dollar transportation bond of 2006. He also helped craft the communications plan to implement Proposition 1C (Housing Emergency Shelter Trust Fund Act of 2006), which invested \$2.85 billion for housing and infrastructure programs to produce an estimated 118,000 housing units, 2,350 homeless shelter spaces, and infrastructure projects to help infill housing development such as water, sewer, parks, and transportation improvements. During 7+ years at Caltrans, Mr. DeSio developed and implemented the following multi-million dollar marketing campaigns:



**1). Don't Trash California:** This was a marketing campaign to reduce pollution that negatively affects storm-water runoff. Trash and especially cigarette butts are very harmful to the environment and Caltrans did many high-visibility activities to produce

behavior change. As part of this campaign, Mr. DeSio focused on recycling at Caltrans rest areas. This marketing effort called much-needed attention to recycling bins at the rest stops, helping to significantly increase recycling and encourage proper waste disposal. More than 100 million motorists visit California's 87 roadside rest areas every year. With the expanded recycling campaign, travelers were made aware of more opportunities to recycle while they are on the road. Previously, there had not been a widespread campaign that made it easy for travelers to recycle while at the same time discourage them from littering.



**2). Slow for the Cone Zone:** Mr. DeSio transformed what was at one time called the Give 'em a Brake marketing campaign and turned it into a nationally recognized public information campaign called Slow for the Cone Zone. He used new outreach tools such as poster contests and movie theater ads to draw a younger, new audience into the safety campaign. Deaths of Caltrans highway workers significantly dropped with these enhancements to the \$10 million social marketing campaign. One of the biggest

changes was to target young Latino men, who were found by research to be highest among the unsafe drivers. Sadly, Caltrans years later suspended the "Slow for the Cone Zone" campaign and three lives were lost within six months.



**3. Amtrak-CA:** This large-scale social marketing campaign emphasized the ability to work or relax on the train. Ridership dramatically increased, particularly on the Capitol Corridor route between Sacramento and the Bay

Area. The challenge of the campaign was convincing people to get out of their cars, which was overcome by partnering with BART and the destination communities to demonstrate the ease of getting from one place to another.

Mr. DeSio became a public outreach consultant in 2010. He was employed by CALTROP Corporation for three years before joining Circlepoint and working there from 2013-2016. He had worked with both firms on the Bay Bridge project while he was a Deputy Director at Caltrans. For both CALTROP and Circlepoint, Mr. DeSio pursued local agency contracts and then, upon securing the contracts, he managed teams to implement the work.

For CALTROP, he managed an outreach team that was working on multiple highway construction projects in Southern California. He also he directed outreach in the Central Valley for the Tulare County Association of Governments (TCAG). For TCAG he developed an outreach program for Measure R in Visalia that involved producing a transit guide and doing media and advertising promotion for various transit systems. He also organized an annual transit event. Mr. DeSio also managed an outreach program for the San Joaquin Council of Governments (SJCOG) and its Measure K projects in Stockton. With subcontractor MBR Studios of Denver, he developed a cutting-edge website with 3D animation and videos of construction projects occurring in San Joaquin County with Measure K funds. In addition to this, Mr. DeSio worked with local chambers of commerce and others in the business

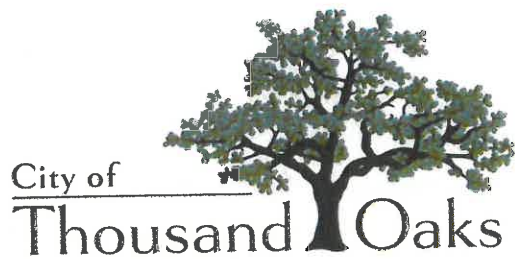
community, as well as the media in the region, to raise awareness for the newly revamped SJCOG website.

For Oakland-based Circlepoint, Mr. DeSio developed a business plan that launched the company into the Southern California public outreach market. He created business goals, business plans, budget projections, and a strategic growth analysis.



In 2015-16, Mr. DeSio directed a healthcare education campaign for the U.S. Naval Medical Center San Diego, also known as Bob Wilson Naval Hospital and informally referred to as "Balboa Hospital." As part of the \$6.2 million process improvement initiative to strengthen the health of 400,000+ military beneficiaries, he created the Strategic Communications, Community Outreach, Health Promotion Content and Primary Care Transformation strategies for a military population health program serving San Diego County. Mr. DeSio managed a one-year \$500,000 budget for an aggressive health messaging campaign while facilitating external stakeholder relationships with 2-1-1, United Way, and San Diego Department of Health.

Also in 2015 he developed and implemented a bicycle marketing campaign for the Orange County Transportation Authority (OCTA). The Authority's Bicycle and Pedestrian Program was designed to promote bicycling in Orange County. The public outreach campaign involved rebranding of the OCTA bicycling programs, updating and redesigning informational materials, and promoting Bike Month participation.



Also in 2015, Mr. DeSio served as principal in charge for a utility undergrounding project for the Thousand Oaks Public Utility District. He was responsible for providing day-to-day professional, organizational, and/or logistical services and support; implemented local outreach efforts; translating technical information into layman's terms for inclusion into public outreach process; interacting with members of the public at the field level; and public organizing briefings, presentations, informational meetings, public hearings, and similar efforts. He also coordinated the development of informational, collateral, and presentation materials, as well as direct mailers and canvassing efforts, and responded to constituent inquiries.

Mr. DeSio was also the principal in charge for an outreach effort for the Midwestern Placer Regional Sewer Project in Lincoln. He supervised the work of a three-person team that did canvassing, social media, media relations, and constituent affairs.

Mr. DeSio returned to state government service in 2016 to help guide the much-maligned Board of Equalization (BOE) through a series of investigations of past

outreach practices, which were highly questionable. Mr. DeSio worked with Board Chair Fiona Ma and investigators to help identify deficient areas and to recommend improvements in operations. He developed a 2017-18 marketing and outreach plan for the BOE that was designed to reach businesses and taxpayers across California via workshops, seminars, webinars and other events and activities. Mr. DeSio informed the public of the BOE's outreach programs through its customer service centers, public service announcements, press releases, and marketing collateral. He also designed message platforms, conducted public outreach training, and led informational briefings.

Mr. DeSio provided marketing and communication counsel to the five elected BOE board members and to the executive management team. He directed the divisions of marketing, publications, public affairs outreach, two call centers, video production, and translation services. He served as the Board's lead media spokesperson.

Mr. DeSio left the Board in late 2017 to start his own public outreach company, On the Mark Strategies. He also spent all of 2018 writing a motivational book that is currently being published in New Jersey.

For the Georgetown Divide Public Utility District, Mr. DeSio will be responsible for meeting all the deliverables in the scope of work to the satisfaction of the District.



AMY BARON HATCH  
*graphic designer*



### AMY BARON HATCH, GRAPHICS DIRECTOR AND WEB DESIGNER

Ms. Baron Hatch has 25 years experience in graphic design and web design. She worked for three years as a communication specialist for the Sweetwater Authority (Chula Vista, CA) and was responsible for design of all external and internal communications including newsletters, website, signage, flyers, brochures, public outreach materials, and photography.

She has also prepared newsletters, inserts, informational graphics, publications, logos and web sites for the Otay Water District, San Diego Redistricting Commission, and the City of San Diego. During her career as a graphic designer, Ms. Baron Hatch has created logos, websites, social media, marketing materials, and marketing strategies for many small- to medium-sized businesses. She has also volunteered in outreach and development for a non-profit where she created all of its communications, graphics, marketing, and outreach strategies. Additionally, Ms. Baron Hatch was a communications assistant for the Washington State School Directors Association, where she was responsible for design and preparation of electronic and print newsletters as well as all publications for members.



Ms. Baron Hatch enjoys creating clear and easy to understand visuals that communicate a company or agency's messages. She routinely coordinates with printers and other vendors to make sure that projects are coordinated and delivered on time and correctly. She holds a Bachelor's Degree in Advertising Arts from the San Diego Art Institute, and a Certificate in Multimedia Development from the University of California San Diego. For the Georgetown Divide Public Utility District, Ms. Baron Hatch will perform all graphic design and internet/website design.



**KATIE NICHOLS, SOCIAL MEDIA DIRECTOR**

Katie Nichols has 10 years of experience in communications and public outreach. She specializes in social media messaging, content placement, and targeting audiences. Ms. Nichols is also highly skilled in developing public information materials for web, print, public presentations and social marketing.

Ms. Nichols played a key role in two successful marketing campaigns for the U.S. Department of Agriculture (USDA): “Save Our Citrus” and the acclaimed European Grapevine Moth awareness campaign. She led the social media efforts for both USDA marketing campaigns, and helped develop the strategy for raising public awareness through media buys, meetings, and grassroots outreach. Her extensive project experience includes:

- Senior Project Associate, Citrus Heights Water District
- Senior Project Associate, Mt. View Sanitary District
- Senior Project Associate, San Joaquin River Restoration Program and EIS/EIR, U.S. Bureau of Reclamation
- Project Associate, Lower Sacramento Road Corridor Improvement Project, San Joaquin County Department of Public Works
- Social Media Director, California Transportation Foundation
- Social Media Associate, Save Our Citrus – Citrus Health Campaign, USDA/APHIS
- Project Associate, California High-Speed Rail Program EIR /EIS , California High-Speed Rail Authority
- Project Associate, European Grapevine Moth Awareness Campaign, USDA/APHIS
- Project Coordinator, DesertXpress High-Speed Train Project, Federal Railroad Administration

Ms. Nichols earned her Bachelor of Science degree in Public Relations from San Jose State University and she has a Master of Business Administration from Sacramento State University.

For the Georgetown Divide Public Utility District, Ms. Nichols will be responsible for social media strategy.



#### DAVID ANDERSON, MEDIA RELATIONS & WRITER

Mr. Anderson was a public information officer for the California Department of Transportation from 1999-2015. There he researched and prepared the department's responses to media inquiries and was a media spokesperson. He wrote and edited media releases and media advisories. He provided assistance for the department's 50+ public information officers statewide. He also served as editor of the department's employee newsletter.

From 1975-1998 he was a Professional Radio Broadcaster. Additionally, Mr. Anderson wrote freelance articles for the Milwaukee Journal, Cleveland Plain Dealer, Wisconsin (Madison) State Journal, and Sacramento News & Review.

For the Georgetown Divide Public Utility District Mr. Anderson will write press releases and interact with the media, as needed.

## "OTHER" PERSONNEL



**KAREN RECHER-SMITH, COPY EDITOR & WRITER**

Karen Recher-Smith has more than 30 years of experience in writing and editing of various technical documents. As an editor at the Sacramento Union newspaper, she was known for her abilities to provide clean, clearly written text for the paper's readers. Her subsequent career has focused on providing editing services for engineering firms on a variety of project types, including bridges, roads, interchanges, hospitals, schools, municipal buildings, essential services facilities, and more. Additionally, she has a great deal of experience in the development of RFP proposals for the Architect/Engineer/Contractor industry. For the Georgetown Divide Public Utility District Mrs. Recher-Smith will serve as a backup to Mr. Anderson. In that role she would help write and edit newsletters, publications, bill inserts and all graphic materials, as needed.



### **JAMES SABOL, OUTREACH SUPPORT**

Mr. Sabol has 34 years of experience as an office technician. His skills include customer service, volunteer outreach at the California State Fair, printing, permit organization for the California Trucking Association, and responding to constituent inquiries. For the Georgetown Divide Public Utility District he will be available as needed to work at informational booths, assist at meetings, and to transport outreach materials.



### **BILL RITTER, ASSISTANT PROJECT MANAGER**

Mr. Ritter is experienced in implementing community and media outreach projects as well as marketing and sales strategies for governmental agencies, corporations, non-profit organizations and public- and private sector clients. He has a proven track record of creating winning strategies to accomplish project communication goals and has extensive experience in providing political services, public outreach and community relations' services for various clients in northern California. He has designed public relations programs, political campaigns, organized publicity events,

facilitated meetings and worked with in-bound and out-bound trade and media delegations.

Mr. Ritter was formerly the tribal administrator-chief administrative officer for the Yoche Dehe Wintun Nation (formerly Rumsey Band of Wintun Indians). In that role he was responsible for community outreach and communication programs with neighboring residents as well as local, state and federal government agencies. His responsibilities also included managing all departments of tribal government: administration, accounting and budgeting, tribal member services, health and welfare services, facilities, tribal school, public safety and all on- and off-reservation non-casino properties.

### C. PROJECT UNDERSTANDING AND INNOVATION



The Georgetown Divide Public Utility District (GDPUD) is seeking a consultant to provide communications and public outreach services necessary to develop and implement an overall communications strategy and annual public outreach plan.

On the Mark Strategies understands that an aging infrastructure is the #1 issue facing the District. More than 60 percent of the GDPUD infrastructure was installed prior to 1977. These facilities are either at or beyond their useful service life and, until a recent fee increase, the district has not had the cash or ability to borrow sufficient money to fund an adequate replacement program.

The GDPUD water system requires extensive investment, primarily in the replacement and repair of aging pipes and other equipment, in order to maintain a

safe and reliable system. Until now, the District has had insufficient reserve funds to pay for needed replacements and preventative maintenance; and previous water rates were too low to qualify for loans and grants. No adjustments to the rates had occurred since 2011.

Additionally, the District was the subject of a recent Grand Jury Investigation that concluded that the District needed to initiate a rate increase. On December 12, 2017, the GDPUD Board held a public hearing and adopted changes to its current treated water and irrigation water rates. After the vote, Board members were threatened with a recall vote.

GDPUD has also implemented a standardized system to eliminate tiered rates, based on American Water Works Association standards, to ensure that rates are proportional to the level of service provided to each customer. As a result of these changes, the 2,000 cubic foot water allowance was eliminated and all customers now see a Base Charge and a Water Use Charge on their water bills.

On the Mark Strategies understands that “justifying” the increase in rates to those who were (and still are) opposed to them will be a big component of our public outreach and communications effort. We will develop a communications strategy and public outreach plan that, in real time, shows how the increased water rates are helping to replace an aging infrastructure. In our messaging we will explain that communities thrive when there is a well-thought-out and funded infrastructure and capital replacement plan that helps to reliably deliver high-quality drinking water. As improvements are planned and built, On the Mark Strategies will make certain that the public knows about it every step of the way.

We will impress upon people that facility improvements will result in a reduction in water main breaks, which will bring about decreased service interruptions. So, for

example, when new water meters are installed, On the Mark Strategies will let customers know about it. We will also tell them that they should also expect to see improved billing accuracy as a result. A penny saved is money back in their pocket in the long run. A better water delivery system means a stronger community. We will thank people for their participation in making the community stronger.

On the Mark Strategies understands that the Georgetown Divide Public Utility District has been sharing information with its customers about its mission, its purpose, and the value of clean water. GDPUD has done this through:

- Utility bills
- Phone calls
- Direct mail
- Website
- Facebook
- Email notices by Mailchimp.

Our communications strategy and public outreach plan will build on what has already been started and will take it to the next level. We will also focus heavily on the infrastructure improvements that are coming, thanks to the recent increase in rates. On the Mark Strategies has a number of innovative visions and concepts for expanding the communications program that has already been started by GDPUD. These ideas include:

**1. A “WATER RATES AT WORK” WEB LANDING PAGE**

**2. VIDEO**

**3. PROJECT PHOTOS**

**4. SPEAKERS’ BUREAU**



## **5. SCHOOLS OUTREACH (POSTERS AND TOURS)**

## **6. SPONSOR ADS / NEWSPAPER ADS**

## **7. FACT SHEET / HANDOUT FOR COMMUNITY EVENTS**

## **8. STAKEHOLDER PARTNERSHIPS**

### **D. Work Plan / Scope of Work**

#### **TASK 0: KICK-OFF MEETING**

Immediately after being awarded the contract, On the Mark Strategies will have a meeting with the District's project team to go over and agree upon a proposed work plan/scope of work.

#### **TASK 1: COMMUNICATIONS STRATEGY AND ANNUAL PUBLIC OUTREACH PLAN**

Thirty days after being awarded the contract, On the Mark Strategies will provide the District with a communications strategy for your approval that will be used to follow our progress. The communications strategy will be a collaboration between our team and GDPUD staff. It will identify the following:

- Clear and measurable communications objectives with evaluation
- Relevant audiences and available channels
- A plan of activities and a timetable
- Communication risks and mitigation
- Resources – financial and people.

Once our communications strategy is approved, On the Mark Strategies will create an annual public outreach plan that delivers a specific message between the District and the public for mutual benefit. In this case, we recommend that the specific message will be along the lines of: "Water Rates at Work." The annual public outreach plan will have six steps:

### **Step 1: Define goals and objectives.**

- We like for our goals to be general statements that express a broad focus (i.e., increasing membership).
- We like for our objectives to be more specific and measurable (i.e., increasing membership by 20 percent in the next six months).

### **Step 2: Identify targets.**

- Our target audience will be the group of people that we want to reach. We will break the audience down into small groups so that we can create a message that will resonate specifically with each group.

### **Step 3: Create a message.**

- Once we understand who our target group is, On the Mark Strategies will craft a message designed to achieve our objective. The message will be specific and tied directly to something our target group values.

### **Step 4: Package our message.**

- Packaging can have many forms, including a handout, video, advertisements, etc.

### **Step 5: Distribute our message.**

- Once the message has been agreed upon, On the Mark Strategies will get the word out. With an eye towards cost and resources we will implement the most cost-effective ways to distribute the message.

### **Step 6: Evaluate the plan.**

- By evaluating our annual outreach plan at the end of it, we can determine what worked or did not work and what adjustments need to be made for the future.

## **WHAT WE WILL DELIVER**

- ✓ Communications Strategy
- ✓ Annual Public Outreach Plan

## **TASK 2: SOCIAL MEDIA**

### **Subtask 2.1 - Social Media Policy**

On the Mark Strategies will work with GDPUD to develop a functional social media policy to be adopted by its Board of Directors. This policy will include brand guidelines, roles, responsibilities, and conduct. This includes employee conduct on GDPUD's Facebook account, as well as their personal social media accounts. We will hold an in-person meeting for up to two hours with the client to discuss the goals and objectives of its social media program. This meeting will be held at the GDPUD office.

On the Mark Strategies will prepare a draft social media policy for GDPUD review. A final version will be available for the GDPUD staff to present to its Board of Directors for approval.

#### **Assumptions:**

- Up to two rounds of revisions on social media policy document
- Up to 1,000 word social media policy
- Up to two hour in-person meeting with client to discuss goals of social media

#### **Deliverables:**

- Social media policy document delivered in editable word document

## Subtask 2.2 - Social Media Strategy

With information gathered from the initial social media meeting, On the Mark Strategies will prepare a written strategy for GDPUD for the upcoming year. This will outline a plan to maximize the results from GDPUD's social media activities.

Assumptions:

- One round of revisions on social media strategy document
- Up to 1,000 word social media strategy

Deliverables:

- Social media strategy document delivered in editable word document

## Subtask 2.3 - Social Media Advertisements

In order to maximize the effectiveness of the messaging, On the Mark Strategies recommends investing time and money in building the Facebook audience. This should be done through paid ads on Facebook to reach GDPUD's customers.

On the Mark Strategies recommends investing \$750 in hard costs to purchase Facebook ads. We will develop the copy and graphics for these ads, and publish the ads to Facebook. We will also select the targeting for these ads to reach Facebook users in the GDPUD service area. The consultant will provide a brief report showing the results of the paid advertisement.

Assumptions:

- \$750 advertising budget from consultant budget. Additional ad money can be contributed by GDPUD.
- One round of edits on proposed ad

#### Deliverables:

- \$750 hard cost social media advertisements
- Advertising copy, graphics and placement
- Brief report of ad results

#### **Subtask 2.4 - Social Media Postings**

The consultant will conduct social media activities on behalf of GDPUD in accordance with the social media policy and strategy developed. Each month, the consultant will hold a 15-minute phone call with GDPUD to discuss upcoming important happenings that should be shared on social media.

On the Mark Strategies will write at least 15 social media posts per month for the GDPUD and coordinate the appropriate graphics/photos.

A minimum of two posts will be shared on other El Dorado County Facebook groups to increase the reach of GDPUD's messages.

On the Mark Strategies will draft the posts for the upcoming month, along with a publication calendar. This will be submitted to GDPUD by the 20th of the month for review and one round of edits. The consultant will be responsible for posting this content. Any other unplanned social media content will be the primary responsibility of GDPUD to write and post.

By the 5th of the subsequent month, the consultant will provide a report to GDPUD of key Facebook metrics such as impressions, engagements, etc.

**Assumptions:**

- One 15-minute phone call with staff per month to discuss any news items for the upcoming month that should be shared on social media (or email if preferred by client)
- Monthly posts and calendar will be submitted by the 20th of the previous month for review
- One round of revisions to monthly posts
- Up to 15 social media posts
- Up to two posts in other El Dorado County related Facebook groups
- Monthly report will be submitted by the 5th of the subsequent month
- GDPUD staff will take the lead on any non-scheduled posts, such as unplanned service alerts
- GDPUD will assist the consulting staff in acquiring photos, graphics and documents to accompany social media posts when appropriate.

**WHAT WE WILL DELIVER**

- ✓ Social media policy for Board Adoption
- ✓ Recommendations on a social media strategy
- ✓ One year of social media postings consistent with the recommended strategy

**TASK 3: NEWSLETTERS**

Currently, the GDPUD does not have a newsletter. On the Mark Strategies' graphic designer will develop one for you. We are recommending six newsletters, three that are

emailed electronically and three in hard-copy form that are mailed to customers with their utility bill. Our writer David Anderson and graphic designer Amy Baron Hatch will work with GDPUD staff to develop concepts and content.

#### **WHAT WE WILL DELIVER**

- ✓ Recommendations on newsletter frequency
- ✓ One year of printed newsletters consistent with recommendations

#### **TASK 4: PRESS RELEASES & MEDIA OUTREACH**

On the Mark Strategies has dedicated an experienced media professional, David Anderson, to work on this effort with GDPUD. He was a long-time public information officer for Caltrans. David will work with the Georgetown Gazette – Mountain Democrat to promote GDPUD news. He is good at getting media coverage of issues and activities using press releases, ads, and guest articles. David is also experienced at meeting with editorial boards. In addition to working with the local newspaper reporters and editors, he will contact local television and radio stations when there is news.

#### **WHAT WE WILL DELIVER**

- ✓ Recommendations on press release frequency
- ✓ One year of electronic press releases consistent with recommendations

#### **TASK 5: EMAIL CAMPAIGN**

Currently the District uses Email notices by Mailchimp. This is an extremely effective way of disseminating information, and we will continue to do so. As noted

in Task 3, On the Mark Strategies intends to issue three electronic newsletters, and we will use Mailchimp to do that.

We mentioned earlier that we have some innovative visions and concepts for expanding your communications program, one of which was to create a “Water Rates at Work” website landing page. From that page, we intend to give people the ability to sign up for email alerts. This should dramatically increase your number of email users.

Email campaigns need to be used cautiously because too many emails can turn people off and they tune out. So in our Task #0 kick-off meeting with GDPUD, we will want to discuss exactly how much we intend to email out to customers. When done properly email blasts can be very effective. Email is often the least expensive way to reach a larger number of individuals and entities. Using E-blasts is an efficient way to share water information. Our graphic designer Amy Baron Hatch will create an e-mail template that will automatically be optimized for both desktop and mobile email clients.

#### **WHAT WE WILL DELIVER**

- ✓ Recommendations on email campaign
- ✓ One year of emails consistent with email campaign

#### **TASK 6: UTILITY BILL INSERTS**

On the Mark Strategies is proposing one utility bill insert per month, for a total of 12. We recommend doing them in a way that engages customers: “Did You Know?” Here’s an example:



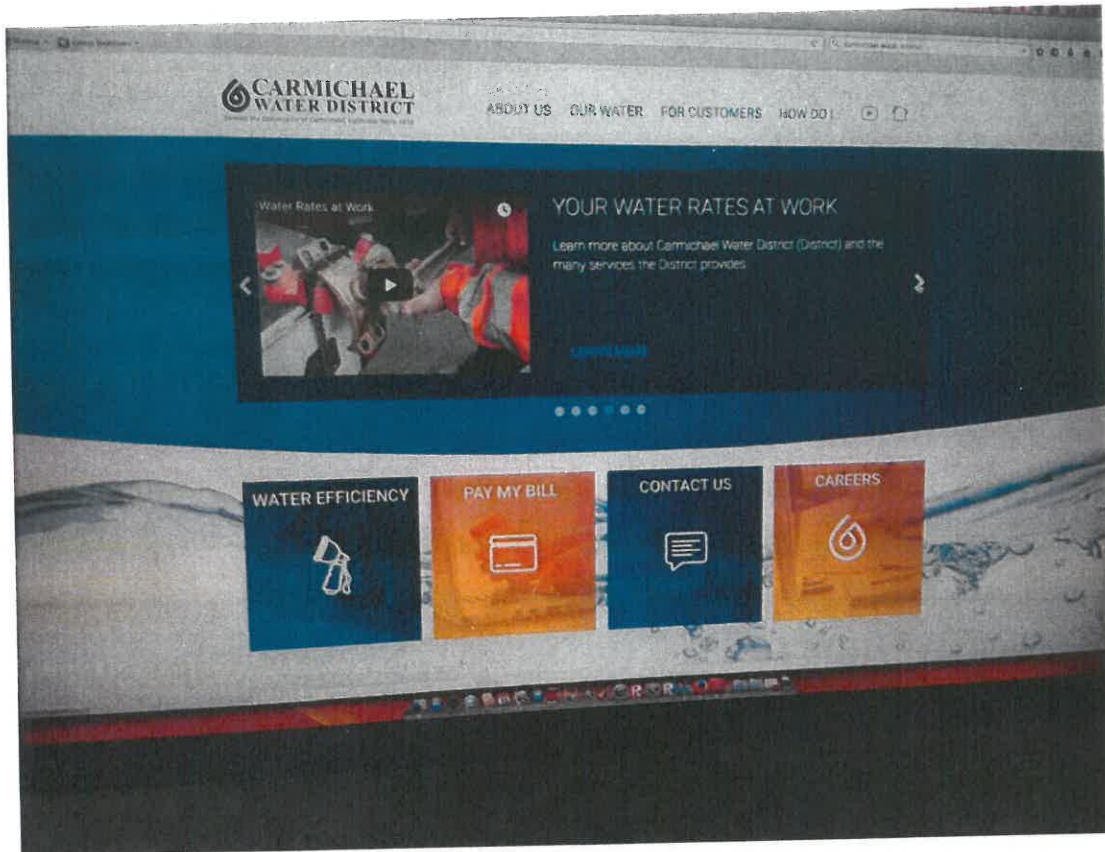
“Did you know drinking water can make you smarter? While you may not know it, dehydration can reduce your ability to focus and concentrate on completing mental tasks. In fact, according to a study by the University of East London, a simple glass of water can help boost brain function by 14 percent.”

#### **WHAT WE WILL DELIVER**

- ✓ Camera-ready art for 12 monthly bill inserts

#### **TASK 7: WEB LANDING PAGE**

We would like to create a distinct page on the District website that is built with one goal in mind – telling the story about how the District’s facilities are being improved thanks to the new water rates. Below is how the Carmichael Water District is telling its story on its website:



## **WHAT WE WILL DELIVER**

- ✓ A landing page that will feature infrastructure improvements

## **TASK 8: VIDEO**

There's no better way to tell the story about capital improvements than with a video placed on the website landing page. On the Mark Strategies is prepared to produce a video that explains why the water system required extensive investment and how aging pipes are being replaced and repaired order to maintain a safe and reliable system. Again using the Carmichael Water District as an example, take a look at the video "Your Water Rates at Work" that it has posted on its website via YouTube:

<https://www.youtube.com/watch?v=wwbXue-6qm0>

### **WHAT WE WILL DELIVER**

- ✓ A video of 3 minutes or less about the GDPUD “Water Rates at Work”

### **TASK 9: PROJECT PHOTOS**

It’s true that a picture can tell a thousand words, which is why we are proposing to post your pictures of facility improvements on the new “Water Rates at Work” landing website. If the GDPUD prefers that we take professional photos, On the Mark Strategies can do so for an additional \$1,200 that is NOT currently part of our budget. Both graphic designer Amy Baron Hatch and social media director Katie Nichols are highly skilled at photography.

### **WHAT WE WILL DELIVER**

- ✓ Post project photos to the “Water Rates at Work” website
- ✓ For an additional \$1,200 that is not currently part of our budget, we will take professional photos and post them on the website

### **TASK 10: SPEAKERS' BUREAU**

On the Mark Strategies would like to develop a PowerPoint presentation for the District’s Executive Director or other key personnel to use for speaking at local civic organizations like the Georgetown Divide Rotary Club, the Divide Chamber of Commerce, or the Georgetown Divide Business Association. The presentation would be modeled after the video in that it will explain the infrastructure projects planned and underway. “Water Rates at Work” will be the theme.

### **WHAT WE WILL DELIVER**

- ✓ A PowerPoint presentation

### **TASK 11: SCHOOLS OUTREACH (POSTERS AND TOURS)**

Students are often the best ambassadors for public works projects because they go home and tell their families all about it. On the Mark Strategies is proposing to design posters that can be placed in Georgetown classrooms.

We would also like to discuss with you the concept of having students tour the new Auburn Lake Trails Water Treatment Plant in Cool and Stumpy Meadows Reservoir, so they can see the big picture of where the water they use comes from and how it is treated. On the Mark Strategies would contact all the local schools to arrange for these tours.

#### **WHAT WE WILL DELIVER**

- ✓ Camera-ready artwork for posters (We can also print the posters, but for added cost. The amount of posters is currently unknown to us, so we cannot give an estimate at this time and have not budgeted the item)
- ✓ Contact local schools about tours

### **TASK 12: SPONSOR ADS (AND NEWSPAPER ADS)**

There is no shortage of events happening “On The Divide,” and On the Mark Strategies believes we can reach a lot of people with the District’s message by sponsoring an ad in event programs. Also, placing the ad in local newspapers such as the Georgetown Gazette – Mountain Democrat will be viewed by many.

#### **WHAT WE WILL DELIVER**

- ✓ Camera-ready art so that ads can be placed in local event programs and in local newspapers

### **TASK 13: FACT SHEET / HANDOUT FOR COMMUNITY EVENTS**

Sometimes there's nothing better than good old-fashioned "table talk" with people. That's why we advocate tabling at community events and distributing a fact sheet. We have not budgeted for members of our team to attend local events. However, we are capable of doing so but would need to discuss adjusting our budget or receiving extra funding. Events that would be good to attend are the Founder's Day celebration, Pride of the Mountains Car Show, and the Parade of Life sponsored by the Georgetown Divide Rotary. The District may have personnel available to staff an information table at these events?

A fact sheet can also be provided to stakeholder groups at their meetings. Another idea we would like to explore is placing the fact sheet in local newspapers (just like ad inserts). There would be a small fee for this that we have NOT budgeted. We will definitely post the fact sheet on the GDPUD website.

#### **WHAT WE WILL DELIVER**

- ✓ Camera-ready fact sheet

### **TASK 14: STAKEHOLDER PARTNERSHIPS**

One of the values of properly identifying stakeholders during Task #1 (Communications Strategy and Annual Public Outreach Plan) is that we will have a really good idea of who are the District's key stakeholders. For example, the Georgetown Divide Business Association will undoubtedly be one of those stakeholders. On the Mark Strategies will contact these key stakeholder groups and ask them to either place our fact sheet on their own website or allow us to provide them with an article for their newsletters.

#### **WHAT WE WILL DELIVER**

- ✓ Contacts with key stakeholder groups

## **E. Sub-consultant & Work by Others**

**Matrix: estimate of time (in hours) to perform the work, detailed by tasks, listed in the Scope of Work.**

- See budget

**Sub-consultants: any and all sub-consultant proposed to serve on the project, with background information for each and particular experience of key personnel, including project descriptions and resumes.**

- There are no sub-consultants on our team. However, if the District agrees with our recommendation to produce a video we have several vendor companies that we will contract with for service.

**Work not included in the proposal: work that is needed to complete the project that is not listed in the “Work Done by Others” will be considered part of the work provided by the Consultant and included in the proposal.**

- On the Mark Strategies agrees to this term.

**Tasks we expect to be done by GDPUD: includes estimated amount of GDPUD staff time required for each task of the scope of work.**

- All postage.
- All printing costs.
- Make printing arrangements.
- Dissemination of all direct mail, including hard-copy newsletters (Task #3 and bill inserts (Task 6). Consultant will provide camera-ready materials only.
- GDPUD staff to attend (Task 1) kick-off meeting with consultant team and provide direction on the proposed work plan/scope of work, including

identification of targets, assistance with message development, and evaluation of the annual plan.

- Input for (Task 3) social media messages.
- Input for (Task 4) newsletters. Specifically, we would like to collaborate with the District's project team on story ideas.
- Input for (Task 5) press releases. If there's news the District would like us to put out, we want to hear from you.
- Distribution of Email notices by Mailchimp, (Task 6). For privacy reasons On the Mark Strategies cannot launch emails to customers unless given the authority by GDPUD to do so. Otherwise, we will design eblast templates and content only.
- The District will make available a member of its team to participate as a speaker for (Task 11) speakers' bureau. Consultant provides PowerPoint presentation only. We also agree to arrange speaking engagements with concurrence by GDPUD.
- On the Mark Strategies will contact local schools and arrange tours, but the District will provide a member of its team for the actual on-site visits. Consultant will not attend tours.
- For school posters, On the Mark Strategies will contact local schools for interest and then provide camera-ready art to GDPUD. The District will print the posters and distribute them. However, for additional funds we will arrange to handle the printing and the distribution to classrooms.
- District will provide project photos for our team to post on the "Water Rates at Work" website landing site. However, for an additional \$1,200 On the Mark Strategies will take project photos and post them.
- GDPUD will make all customer-related phone calls, such as those dealing with complaints, inquiries, etc.

- Consultant will provide camera-ready art for fact sheets (Task #13) but GDPUD will arrange for printing and will cover the costs. For additional budget funds, On the Mark Strategies can handle print arrangements and cover the costs.
- Consultant can research whether the local newspaper will agree to insert the fact sheet in their paper, but GDPUD will pay for the service unless additional funding is made available to the consultant to do so.
- GPUD will provide its own staff at local events to hand out information. Consultant did not budget for that. However, for additional funds we will identify 3-6 events for our staff to attend and we will have an information table at those events.

## **F. Relevant Experience and References**



## Midwestern Placer Regional Wastewater Project City of Lincoln



The Midwestern Placer Regional Sewer Project (Regional Sewer) consolidated wastewater treatment for Placer County's Sewer Maintenance District No.1 (SMD 1) and facilitated compliance with water quality regulations and reduced water quality impacts on foothill streams. West Yost Associates was in charge of the \$41 million project that included construction of a new pump station in North Auburn, construction of a 13-mile, 22- to 24-inch, force main pipeline from SMD 1 facility to the City's trunk sewer, and improvements to the Lincoln Wastewater Treatment and Reclamation Facility (WWTRF) to provide for the increased flows from SMD 1. The project also included 2-miles of 14- and 16- inch reclaimed water pipeline from the Lincoln WWTRF.

As employees for Circlepoint, which was sub-contracted by West Yost to conduct public outreach, **Mark DeSio and Katie Nichols** worked in 2014-15 with the contractor, designer, neighbors and construction management team. Mark was the Principal in Charge for the \$125,000 project and Katie was the social media director and outreach associate. At the onset of construction, fliers were prepared. Every house that bordered the project perimeter was given a summary of the project that included the schedule, scope, and name and phone number of the project superintendent. They were encouraged to contact the contractor whenever they had questions or concerns.

Referral – Dianne Lee, Vice President of Marketing. (530) 792-3211

## San Joaquin Council of Governments – Measure K Projects



### SR-99 Manteca Widening

Measure K in Stockton and San Joaquin County helps to fund and deliver transportation projects throughout San Joaquin County. The work involves highways, roads, public transit and active transportation - like biking and walking. In addition to our local transportation sales tax, SJCOG works with local, regional, State, and Federal partners to make sure the most important projects get done.

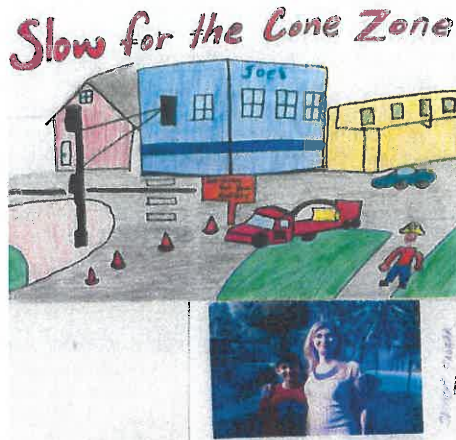
As employees for CALTROP Corp. **Mark DeSio and Karen Recher Smith** wrote press releases and web content in 2013. Mark was the project manager for the \$200,000 project and he worked with sub-contractor MBR Studios to produce several videos that were placed on the Agency's website. The videos were done in 3-D with real-time animation so that motorists and the media could see what was happening with various highway construction projects.

In addition to this, Mark worked with local chambers of commerce's and others in the business community, including the media in the region, to raise awareness for the newly revamped SJCOG website. Through partnerships, he was able to get others to place the SJCOG web address on their websites, which increased viewership dramatically.

Referral – Steve Dial, Deputy Executive Director/Chief Financial Officer. (209) 235-0584

## SLOW FOR THE CONE ZONE / AMTRAK CA / DON'T TRASH CALIFORNIA – CALTRANS

As deputy director for external affairs at Caltrans (2003-2010) **Mark DeSio** led three multi-million dollar public outreach campaigns. **David Anderson** supported him by writing press releases and fielding press calls. **James Sabol** volunteered at the State Fair where Caltrans had a table display.



For “Slow for the Cone,” Mark used new outreach tools such as poster contests and movie theater ads to draw a new audience into the safety campaign. Deaths of Caltrans highway workers significantly dropped with the changes that Mark implemented to the \$10 million social

marketing campaign.

For Amtrak-California, which was a \$6 million public outreach effort, Mark emphasized the ease of being able to work or relax on the train, ridership dramatically increased, particularly on the Capitol Corridor route between Sacramento and the Bay Area.



behavior change.

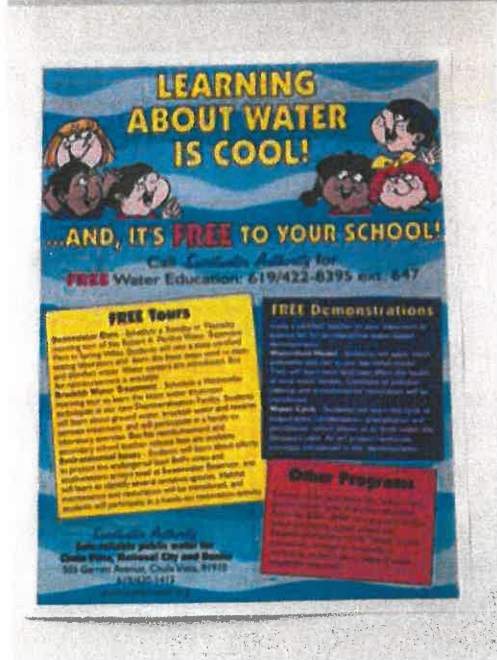
“Don’t Trash California” was a \$10 million campaign. “Don’t Trash California” was an effort by Caltrans to reduce pollution that negatively affects storm-water runoff. Trash and especially cigarette butts are very harmful to the environment and Caltrans did many high-visibility activities to produce



Referral – Randy Iwasaki, former Caltrans Director.  
(916) 416-8602

Kris Balaji – Director of Public Works San Joaquin County (formerly Caltrans).  
(916) 799-6779

*Amy Baron Hatch  
public agency samples*



## Groundwater Demineralization FACILITY

**Key Features:**

- High Pressure Reverse Osmosis Membranes
- Dechlorination Tank
- pH Adjustment Tank
- Post-treatment
- To San Diego Wastewater Treatment Plant

## Everybody Counts City of San Diego Redistricting 2010

**What is City Redistricting?**

- Every 10 years redistricting updates the boundaries of San Diego's districts, making them more equal in population.
- San Diego has four legislative districts, which elect members of the State Assembly.
- Redistricting is required by the Constitution of the United States and the California Constitution.

**What is the Redistricting Commission?**

- The Redistricting Commission is a San Diego resident organization that is authorized by the California Constitution to draw the legislative districts for the State Assembly.
- The Commission consists of 11 members, seven San Diego County residents and four Statewide residents.
- The Commission will submit the Redistricting Plan to the Statewide Redistricting Commission.

**When Must the Redistricting 2010 Plan be adopted?**

- The Redistricting Commission must submit the Redistricting Plan to the Statewide Redistricting Commission by June 1, 2010.
- The Statewide Redistricting Commission must submit the Redistricting Plan to the State Legislature by August 1, 2010.
- The State Legislature must adopt the Redistricting Plan by August 1, 2010.

**How to Participate:**

- Attend public hearings.
- Submit comments to the Commission.
- Attend public hearings.
- Submit comments to the Commission.
- Attend public hearings.
- Submit comments to the Commission.

## Everybody Counts City of San Diego Redistricting 2010

### Redistricting Pre-Map Hearings Draw More Than 850 Participants

Residents and members of the LEGISLATURE held more than 850 public hearings to gather public input on the proposed redistricting plan. The hearings drew participants from across the city and surrounding areas.

**More Than 850 People Attended Pre-Map Hearings, Helping the Commission Develop Redistricting Plans**

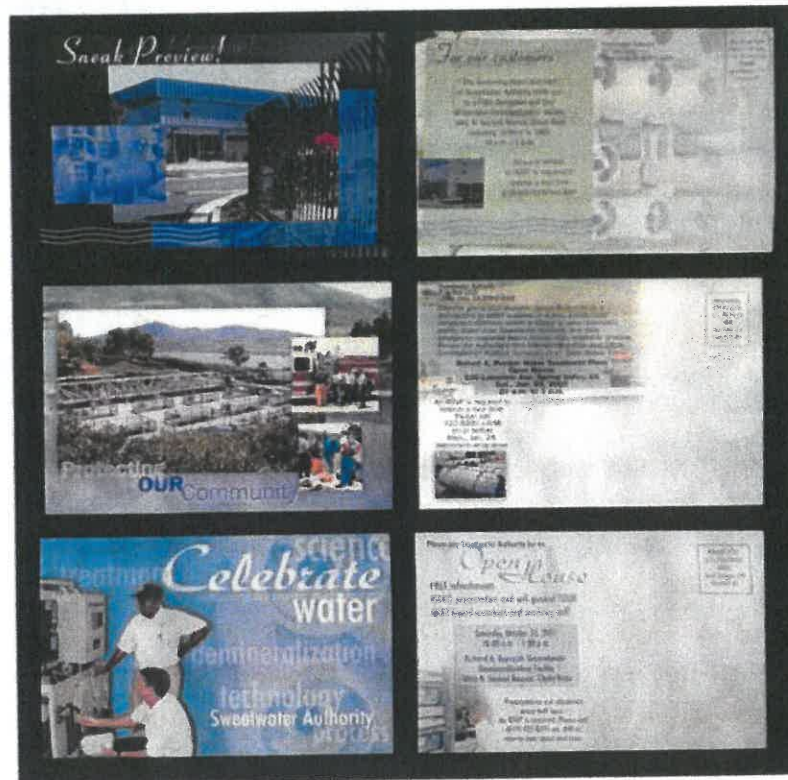
People spoke passionately about providing a voice for large groups of San Diego residents who share similar concerns, interests or needs. The Commission will take this feedback into account when developing the final redistricting plan.

**Public Input is Key to the Redistricting Process**

The Commission will hold public hearings to gather input from residents. The Commission will also hold public hearings to gather input from residents. The Commission will also hold public hearings to gather input from residents.

**Public Input is Key to the Redistricting Process**

The Commission will hold public hearings to gather input from residents. The Commission will also hold public hearings to gather input from residents. The Commission will also hold public hearings to gather input from residents.



## G. Fee Proposal & Hourly Rate Schedule

Include a fee proposal listing the total cost and the cost associated with each task.

Fee proposal must include an hourly rates schedule and should be on a time and materials, not to exceed basis.

The rates quoted will remain in effect for the duration of the Agreement, unless approved by GDPUD. Rates shall be included for all employment categories necessary to perform the work outlined in this RFP in accordance with applicable State of California Industrial Labor Rate Standards.

On the Mark Strategies Hourly Rate Schedule:

### *Key Staff*

Mark DeSio, Principal / Project Manager	\$115
Amy Baron-Hatch, Graphic/Web Director	\$75 + \$25 fee = \$100
Katie Nichols, Social Media Director	\$85 + \$25 fee = \$110
David Anderson, Writer / Media Relations	\$40 + \$25 fee = \$65

### *Other Staff*

Bill Ritter, Assistant Project Manager	\$90 + \$25 fee = \$115
Karen Recher-Smith, Copy Editor	\$70 + \$25 fee = \$95
James Sabol, Outreach Support	\$50 + \$25 fee = \$75

Tasks	DeSio \$115	Baron Hatch \$100	Nichols \$110	Anderson \$65	Ritter \$115	Sabol \$75	Recher- Smith \$95	Total task cost
#0 Kick-off mtg.	4	4	4	4				\$1,560
#1 Comms strategy & annual public outreach plan	20							\$2,300
#2 Social media	8	8	116					\$14,480
#3 Newsletters	10	34		48				\$7,670
#4 Press releases & media outreach	10			48				\$4,270
#5 Email campaign		12						\$1,200
#6 Utility bill inserts	4	20						\$2,460
#7 Web landing page	2	20						\$2,230
#8 Video	5							\$575
#9 Project photos		4						\$400
#10 Speakers bureau (Powerpoint presentation)	4	8						\$1,260
#11 Posters & tours	1	8						\$915
#12 Ads	1	8						\$915
#13 Handout	1	8						\$915
#14 Stakeholder partnerships	10							\$1,150
<b>Total Labor Hours:</b>	80	134	120	100				434 hrs
<b>Total Labor Costs</b>	\$9,200	\$13,400	\$13,200	\$6,500				\$42,300
<b>Hard Costs:</b>								
#3 Social Media: \$750 for social media ads to create likes.								
#9 Video: \$4,000 quote from Video Vets								\$5,700
Supplies and Misc. \$950								
<b>Grand total cost</b>								\$48,000



## **G. APPENDIX**

What follows is the On the Mark Strategies notification as a registered LLC with the State of California:



Secretary of State  
Articles of Organization  
Limited Liability Company (LLC)

LLC-1

201812110405

**FILED TA**  
Secretary of State  
State of California

APR 19 2018

AK

**IMPORTANT** — Read instructions **before completing this form.**

**Filing Fee** — \$70.00

**Copy Fees** — First page \$1.00; each attachment page \$0.50;  
Certification Fee - \$5.00

**Note:** LLCs may have to pay minimum \$800 tax to the California Franchise Tax Board each year. For more information, go to <https://www.ftb.ca.gov>.

IPC This Space For Office Use Only

**1. Limited Liability Company Name** (See Instructions — Must contain an LLC ending such as LLC or L.L.C. "LLC" will be added, if not included.)

On the Mark Strategies LLC

**2. Business Addresses**

a. Initial Street Address of Designated Office in California - Do not enter a P.O. Box	City (no abbreviations)	State	Zip Code
665 4th Avenue	Sacramento	CA	95818
b. Initial Mailing Address of LLC, if different than item 2a	City (no abbreviations)	State	Zip Code
same			

**3. Service of Process** (Must provide either Individual OR Corporation.)

**INDIVIDUAL** — Complete Items 3a and 3b only. Must include agent's full name and California street address.

a. California Agent's First Name (if agent is not a corporation)	Middle Name	Last Name	Suffix
James	J.	Falcone	Esq.
b. Street Address (if agent is not a corporation) - Do not enter a P.O. Box	City (no abbreviations)	State	Zip Code
300 Capitol Mall, Suite 1800	Sacramento	CA	95814

**CORPORATION** — Complete Item 3c. Only include the name of the registered agent Corporation.

c. California Registered Corporate Agent's Name (if agent is a corporation) — Do not complete Item 3a or 3b

**4. Management** (Select only one box)

The LLC will be managed by:

One Manager     More than One Manager     All LLC Member(s)

**5. Purpose Statement** (Do not alter Purpose Statement)

The purpose of the limited liability company is to engage in any lawful act or activity for which a limited liability company may be organized under the California Revised Uniform Limited Liability Company Act.

**6. The information contained herein, including in any attachments, is true and correct.**

*Mark A. DeSio*  
Organizer sign here

Mark DeSio  
Print your name here

**ATTACHMENT 3**

**Revised Draft Request for Proposals**



## **GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**

### **REQUEST FOR PROPOSAL**

#### **Communications and Public Outreach**

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Responders to this Request for Proposals (RFP) must deliver one signed original, two (2) copies, and one electronic copy of the proposal.

**Proposal Submission Deadline (date/time): December 20, 2019 at 3:00pm**

**Submit Proposal to: Georgetown Divide Public Utility District Office  
6425 Main Street  
PO Box 4240  
Georgetown, CA 95634**

#### **REGISTERING YOUR EMAIL ADDRESS**

##### **FOR QUESTIONS CONCERNING THIS REQUEST FOR PROPOSAL:**

Potential respondents who want to receive changes, additions, and deletions to the RFP, as well as a copy of all the questions and responses by the Georgetown Divide Public Utility District, should register online by following the link on the GDPUD website. The link to open RFPs is at the following website: [http://gd-pud.org/#Bids\\_&\\_Proposals](http://gd-pud.org/#Bids_&_Proposals)

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### ATTACHMENTS

- A. Sample Professional Services Agreement

**REQUEST FOR PROPOSAL**  
**Communications and Public Outreach**

**SECTION 1 — INTRODUCTION**

The Georgetown Divide Public Utility District (GDPUD) is soliciting proposals from Consultants to provide professional communications and public outreach services. In general, the work will consist of developing an overall communications strategy, developing an annual public outreach plan, and overall responsibility for implementing that strategy and plan.

GDPUD will use a “Qualifications Based Selection” process in determining which Consultant to be selected for the contract. The process will include an evaluation and ranking of Consultants based on set evaluation criteria. Top ranking Consultants may be asked to participate in an oral interview.

GDPUD reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

Proposals submitted will be evaluated by individuals from GDPUD and/or outside agencies. During the evaluation process, GDPUD reserves the right, where it may serve GDPUD’s best interest, to request additional information from proposers, or to allow corrections of errors or omissions.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between GDPUD and the firm selected. GDPUD reserves the right, without prejudice, to reject any or all proposals

**1.1 General Description of RFP**

This RFP describes the general Scope of Services, necessary RFP components, consultant selection process, and required format of the RFP, as well as a sample copy of GDPUD’s Professional Services Agreement.

**1.2 RFP Schedule**

Advertisement of RFP	November 13, 2019
Deadline for Questions	December 2, 2019
Response to Questions	December 10, 2019
<b>Deadline for RFP Submittal</b>	<b>3:00 PM, December 20, 2019</b>
Final Consultant Selection	Anticipated January 15, 2020

### **1.3 General Selection Process**

GDPUD intends to select a Consultant based on demonstrated competence and qualifications for the types of services to be performed at a fair and reasonable price to the public. GDPUD will review all proposals and evaluate them according to the following criteria:

- Qualifications of Team
- Project Understanding and Innovation
- Work Plan / Scope of Work
- Project Schedule
- Similar Experience / References

Consultant may be either selected based on information included in the proposal or the Consultant may be requested to interview prior to final selection.

### **SECTION 2 — SCOPE OF SERVICES**

The Consultant shall provide communications and public outreach services necessary to develop and implement an overall communications strategy and annual public outreach plan. GDPUD has budgeted \$20,000 this fiscal year to fund public outreach and communications. A typical scope is anticipated to include the following tasks:

#### **Task 1: Communications Strategy and Public Outreach Plan**

In conjunction with GDPUD staff develop an overall communication strategy and annual public outreach plan. GDPUD's objectives for communications and public outreach are to share information about GDPUD, its mission, and the value of clean water; inform customers regarding GDPUD activities; and communicate with customers about GDPUD improvement projects. GDPUD currently uses utility bills, phone calls, direct mail, website, Facebook page, and email notices by MailChimp to communicate with customers. The Communications Strategy and Annual Public Outreach Plan will address integrating these and other methods of communication. The consultant shall provide monthly schedule updates in conjunction with submittals of invoices.

Deliverables:

- Communications Strategy
- Annual Public Outreach Plan

#### **Task 2: Social Media**

Develop and maintain GDPUD's social media presence. Develop social media policy for Board adoption. GDPUD's social media presence currently consists of a Facebook page. The Facebook page is used to share information regarding water line breaks, upcoming meetings, and legislative issues. Currently, the General Manager has the primary responsibility for the content on the Facebook page.

Deliverables:

- Social media policy for Board adoption
- Recommendations on a social media strategy
- One year of social media postings consistent with the recommended strategy

Task 3: Newsletters/Infographics

Develop recommendations on newsletter frequency. Prepare customer newsletters and/or infographics to be mailed to customers with their utility bill. Utility bills are mailed bi-monthly. Consultant shall work with GDPUD staff to develop concepts and content. GDPUD is not currently publishing newsletters.

Deliverables:

- Recommendations on newsletter frequency
- One year of printed newsletters/infographics consistent with recommendations

Task 4: Press Releases

Develop recommendations on press release frequency. Prepare press releases that are consistent with the recommendations. Consultant shall work with GDPUD staff to develop concepts and content. GDPUD currently issues electronic press releases for important upcoming meetings and announcements. The General Manager has the primary responsibility for preparing and issuing press releases.

Deliverables:

- Recommendations on press release frequency
- One year of electronic press releases consistent with recommendations

Task 5: Email Campaign

Develop recommendations on email campaign strategy. Prepare emails to customers to further objectives of Annual Public Outreach Plan. Consultant shall work with GDPUD staff to develop concepts and content. GDPUD has an email distribution list with approximately 500 email addresses. GDPUD uses MailChimp to send emails about upcoming meetings, water line breaks, and legislative issues. Currently, the General Manager has the primary responsibility for the email campaign.

Deliverables:

- Recommendations on email campaign
- One year of emails consistent with email campaign.

Task 6: School Outreach Posters and Tours

Develop water and District related posters suitable for display at local schools. Develop a program for school tours of various District facilities.

Deliverables:

- Posters suitable for display at local schools
- Written program and policy for school tours of District facilities



### Task 7: Fact Sheet / Handout

Develop an electronic fact sheet suitable for printing that District representatives can hand out at community events. Fact sheet would include important information about the District and/or highlights of important projects or issues.

Deliverables:

- Electronic fact sheet.

## **SECTION 3 — RFP SUBMITTAL REQUIREMENTS**

The intent of these requirements is to assist proposers in the preparation of their proposal and to simplify the review process for GDPUD. One signed original, two (2) copies, and one electronic copy of the proposal must be received and date stamped by GDPUD no later than **December 20, 2019 at 3:00 PM**. If a proposal is sent by mail or other delivery system, the sender is totally responsible for the mail or delivery system delivering the proposal to GDPUD on or before the deadline.

Proposals shall be clearly marked "Request for Proposals for Communication and Public Outreach Services," and submitted to:

**Georgetown Divide Public Utility District  
6425 Main Street  
PO Box 4240  
Georgetown, CA 95634**

Note: Late submittals or submittals delivered to the wrong location will be rejected.

GDPUD requires the proposer to submit a concise proposal clearly addressing all the requirements outlined in this RFP. The proposal must be signed by proposer's representative authorized to execute a contract between GDPUD and proposer. The proposal must include, at a minimum, the following sections; however, the proposer is encouraged to expand on the scope as needed:

### **A. Cover Letter**

- List the name, address, and telephone number of the firm.
- Signed by an authorized representative of the consultant. The Consultant shall furnish documentation that the person signing the proposal is empowered with signatory authority for the Consultant. The form could be a Corporate Resolution.
- State the proposal is firm for a 90-day period from the proposal submission deadline.
- Provide the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the Consultant selection process.

- Provide the location of the Consultant's headquarters. In addition, provide the location of any local support offices, which will provide service to GDPUD.
- Acknowledge that the Consultant will provide the insurance and indemnification required per the attached Professional service agreement.

**B. Project Team Information**

Consultant must provide the names and positions of all staff proposed including staff for proposed sub-consultants. The proposal should also designate who will be the project manager in charge of the project, and who will be GDPUD's contact throughout the project. It is allowable for a single individual to fulfill multiple roles by the Consultant's staff.

**C. Project Understanding and Innovation**

Include visions or concepts for performing the services.

**D. Work Plan / Scope of Work**

Include a work plan/scope of work meeting the minimum requirements of the projects listed in the Scope of Services. Consultant is encouraged to modify or expand the minimum Scope of Services if they believe it is necessary to achieve the goals.

**E. Sub-consultant & Work by Others**

This section shall include a matrix showing the estimate of time (in hours) to perform the work, detailed by tasks, listed in the Scope of Work.

Identify any and all sub-consultant proposed to serve on the project, with background information for each and particular experience of key personnel, including project descriptions and resumes.

This section should describe all work not included in the proposal. Any work that is needed to complete the project that is not listed in the "Work Done by Others" will be considered part of the work provided by the Consultant and included in the proposal. Please include a list of tasks which the Consultant expects GDPUD staff to perform, information the Consultant expects GDPUD to provide, and an estimated amount of GDPUD staff time required for each task of the scope of work.

**F. Relevant Experience and References**

The Consultant must state the qualifications and experience of the proposed team, emphasizing the specific qualifications and experience acquired while providing services similar to those being sought by GDPUD, particularly for the Project Manager and other key project staff members assigned to the project. Except under circumstances beyond the Consultant's control, GDPUD will not accept substitutions of key members of the team put forth as part of the winning proposal.

For all staff members, describe their role giving not only their title but also the specific services they will perform and illustrate clearly the applicability of the individual's background, education, and experience to his or her assigned role.

Provide a brief description of at least three similar projects for which the Consultant has provided services during the past five years. For all referenced projects list the:

- Client (contact person, address and phone number)
- Project description and location
- Description of services by Consultant
- Total value of services provided by Consultant
- Consultant's project manager
- Key personnel involved
- Sub consultant employed

#### **G. Fee Proposal**

Include a fee proposal listing the total cost and the cost associated with each task. Fee proposal must include an hourly rates schedule and should be on a time and materials, not to exceed basis. The rates quoted will remain in effect for the duration of the Agreement, unless approved by GDPUD. Rates shall be included for all employment categories necessary to perform the work outlined in this RFP in accordance with applicable State of California Industrial Labor Rate Standards.

### **SECTION 4 — SELECTION PROCESS AND EVALUATION CATEGORIES**

Proposals submitted will be evaluated by individuals from GDPUD and/or outside agencies. During the evaluation process, GDPUD reserves the right, where it may serve GDPUD's best interest, to request additional information from proposers, or to allow corrections of errors or omissions.

#### **4.1 Selection Criteria**

GDPUD intends to select a Consultant based on demonstrated competence and qualifications for the types of services to be performed at a fair and reasonable price to the public. GDPUD will review all proposals and evaluate them according to the following criteria:

- Qualifications of team
- Project Understanding and Innovation
- Similar Experience / References
- Work Plan / Scope of Work
- Project Schedule

Consultant may be either selected based on information included in the proposal or the Consultant may be requested to interview prior to final selection.

## **SECTION 5 — GENERAL TERMS AND CONDITIONS**

### **5.1 Limitation**

This RFP does not commit GDPUD to award a contract, to pay any cost incurred in the preparation of the Consultant's RFP response, or to procure or contract for services or supplies. GDPUD is not responsible for proposals that are delinquent, lost, mismarked, and sent to an address other than that given above, or sent by mail or courier service. GDPUD reserves the right to accept or reject any or all RFP responses received because of this request or to cancel all or part of this RFP.

### **5.2 Public Records**

All proposals shall become the property of GDPUD and will become public records and, as such, may be subject to public review.

### **5.3 Contract Agreement**

GDPUD intends to award an agreement with an initial term of one year, subject to annual renewals for a maximum 3-year term. The agreement amount for the second and third years will be developed during each fiscal years budget process. Once a proposed contract agreement is accepted, the Consultant will be required to sign the Agreement for Consultant Services and submit all other required certifications and documentation within ten (10) calendar days of the Notice of Selection from GDPUD.

The contents of the submitted proposal will be relied upon and incorporated into the awarded contract and shall become a contractual obligation. Failure of the Consultant to agree to include the proposal as part of the contractual agreement will result in the cancellation of the award. GDPUD reserves the right to reject those parts that do not meet with the approval of GDPUD, or to modify the Scope of Services, as agreed by Consultant, in the final negotiated contract.

A sample agreement that will be used for this contract is included as Attachment A. GDPUD will require the selected Consultant to provide the indemnification and insurance required per the attached sample agreement. Consultant is advised to pay close attention to the indemnification and insurance requirements.

## **SECTION 6 — QUESTIONS**

If you have any questions regarding this RFP, prior to December 2, 2019, please email:  
Steven Palmer, General Manager  
Email: [spalmer@gd-pud.org](mailto:spalmer@gd-pud.org)