

AGENDA
REGULAR MEETING
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS
6425 MAIN STREET, GEORGETOWN, CALIFORNIA
TUESDAY, MARCH 8, 2016
2:00 P.M.

MISSION STATEMENT

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

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

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

2. ADOPTION OF AGENDA

A. Board Action to adopt agenda.

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

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

- 4. CONSENT CALENDAR** – These items are expected to be routine and non-controversial. Action by the Board will be taken at one time without discussion. A Board member may request an item be removed from the Consent Calendar for discussion and possible action. Any member of the public may ask to address an item on the Consent Calendar prior to Board action.

ACTION:

A. APPROVE MINUTES

- 1) Regular Meeting of February 9, 2016
- 2) Special Meeting of January 19, 2016.

RECEIVE AND FILE:

B. FINANCIAL REPORTS

- 1) Accounts Payable for March 2016, and Disbursements for February 2016
- 2) Revenue and Expense Summary for January 2016
- 3) Balance Sheet for January 2016
- 4) Cash and Investment Reports for January 2016
- 5) ALT Zone and CDS Summary for January 2016

C. PROGRESS REPORT – DEVELOPMENT OF FY 2016-17 BUDGET

D. PRIOR YEAR WATER SUPPLY AND DEMAND REPORT

E. Board action to adopt Consent Calendar.

5. PRESIDENT’S REPORT

6. BOARD REPORTS

7. OPERATIONS MANAGER’S REPORT

8. GENERAL MANAGER’S REPORT

9. FINANCE COMMITTEE REPORT

10. REQUEST FOR VARIANCE – SECOND WATER METER REQUIREMENT

A. Discussion – This item has appeared before the Board on two previous occasions. On December 8, 2015, the Board approved a temporary (2-year) variance based on El Dorado County’s hardship permit. On February 9, 2016 the Board considered the applicant’s request for variance under a permanent permit from the County. The Board directed staff to work with the applicant in an effort to provide water to the applicant’s second structure at a minimal cost.

B. Possible Board Action – Staff has no recommendation but offers that the Board might direct staff to follow an action similar to that of the El Dorado Irrigation District to minimize the connection charge for the second dwelling.

11. PROGRESS REPORT: FY 2016-17 BUDGET

A. Discussion – Staff has begun the process of completing a comprehensive FY 2016-17 Operations Budget. Office Manager Victoria Knoll will report on the progress that has been made and next steps.

B. Possible Board Action –

12. ORDINANCE 2016-01 – CONNECTION FEE FOR RESIDENTIAL FIRE SPRINKLER

A. Discussion – At the January 12, 2016 Board meeting, staff presented a proposal which provided some relief in the fees charged to residential customers for a 1-inch water service. This exception would apply only to those customers who need the upgrade from a ¾-inch to a 1-inch service when the larger service was needed to meet the demands of a residential fire

sprinkler system. After reviewing the item, the Board directed staff to return with an ordinance for Board consideration.

B. Possible Board Action – Introduction and first reading of **Ordinance 2016-01**.

13. RESOLUTION 2016-03 – LIFTING THE STAGE 3 DROUGHT DECLARATION

A. Discussion – This agenda item proposes the adoption of **Resolution 2016-03**, which would end the Stage 3 Drought Declaration and allow the District to better serve the water needs of the community. Specific to this action, the District would once again have the ability to issue new potable water service connections together with the issuance of raw water accounts under the current priority system.

B. Possible Board Action – Staff recommends adoption of **Resolution 2016-03** – Lifting the Stage 3 Drought Declaration.

14. AMENDMENT TO CONTRACT – FOOTHILL ASSOCIATES

A. Discussion – The District is currently under contract with the consulting firm of Foothill Associates to update the Environmental Document, consisting of an Initial Study/Mitigated Negative Declaration, for the Auburn Lake Trails Water Treatment Plant Project. Implementation of several Mitigation Measures would lessen the project impacts to “less than significant.” Foothill Associates has provided a proposal to conduct the required surveys and worker training for an amount of \$12,735. The proposed amendment would bring the total contract amount to \$46,120.

B. Possible Board Action – Staff recommends Board approval of an amendment to the current contract with Foothill Associates, authorizing additional work as identified in Foothill’s proposal dated February 25, 2016, relating to the special surveys and worker training at a cost of \$12,735, for a total amount not to exceed \$46,120.

15. PROPOSED PROFESSIONAL SERVICES AGREEMENT – EN2 RESOURCES, INC.

A. Discussion – Under the CABY Program, the District has a matching grant from the Department of Water Resources for work that would reduce water leaks in the ditch system. Staff is proposing to enter into a contract with EN2 Resources, Inc. in the amount of \$85,350 for professional services associated with the environmental permitting, project design, and preparation of bid documents for the CABY Project.

B. Possible Board Action – Staff recommends the Board authorize staff to enter into a contract with the consulting firm of EN2 Resources, Inc., in the amount of \$85,350, to perform the professional services of environmental permitting, project design, and preparation of bid documents for the CABY Project.

16. RESOLUTION 2016-04 – ABANDONING EXISTING INFRASTRUCTURE: PILOT HILL TANK AND WATERLINE

A. Discussion – The Board has held closed-session negotiations with Ralph C. Elliot who requested conditions for the granting of the District easement rights to its tank and waterline.

The Board unanimously rejected the conditions. **Resolution 2016-04** documents the abandonment of the bladder tank and associated pipelines.

- B. Possible Board Action** – Staff recommends the Board adopt Resolution 2016-04 stating that the District will abandon the bladder tank and associated piping.

17. DWSRF LOAN REQUIREMENT – RESOLUTION 2016-05 AND RESOLUTION 2016-06

- A. Discussion** – The District has applied for a low-interest loan with the California State Water Resources Control Board (Drinking Water State Revolving Fund) for the construction of the Auburn Lake Trails Water Treatment Plant. As a condition of the loan, the District must adopt two resolutions: 1) a Reimbursement Resolution, and 2) a Pledged Revenue and Funds Resolution.

- B. Possible Board Action** – Staff recommends the Board adopt **Resolution 2016-05**, a Reimbursement Resolution, and **Resolution 2015-06**, a Pledged Revenue and Funds Resolution.

18. ALT TREATMENT UPDATE

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

- B. Possible Board Action** –

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

20. NEXT MEETING DATE AND ADJOURNMENT – A Budget Workshop will be held March 16, 2016 at 6:00 PM at the Georgetown Community Center, 6325 Lower Main Street. The next regular meeting will be April 12, 2016 at 2:00 PM at the Georgetown Divide Public Utility District office.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Wendell Wall by telephone at 530-333-4356 or by fax at 530-333-9442. Requests must be made as early as possible and at least one-full business day before the start of the meeting. In accordance with Government Code Section 54954.2(a), this agenda was posted on the District’s bulletin board at the Georgetown Divide Public Utility District office, at 6425 Main Street, Georgetown, California, on March 3, 2016.

**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS
Regular Meeting
March 8, 2016
2:00 P.M.**

Public Attendance

**(Please note that signing of the public attendance register is voluntary
and not a precondition for attendance. You are always welcome
to attend the meetings whether you sign in or not.)**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.

CONFORMED AGENDA

REGULAR MEETING

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

TUESDAY, FEBRUARY 9, 2016

2:00 P.M.

MISSION STATEMENT

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

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

1. **CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE** – *The meeting was called to order at 2:00 PM. Directors present: Capraun, Hanschild, Hoelscher, Krizl, Uso. Staff present: General Manager Wendell Wall, Operations Manager Darrell Creeks, Office Manager Victoria Knoll. Legal Counsel: Barbara Brenner of Churchwell White.*

2. ADOPTION OF AGENDA

A. Board Action to adopt agenda.

Motion by Director Uso to amend and adopt the agenda so that Item 11 Request for Variance is heard after Item 4 Approval of Minutes; second by Director Hoelscher.

Public Comment: None.

Vote: Motion carries.

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

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

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. APPROVAL OF MINUTES

- A. Regular Meeting of January 12, 2016.
- B. Board Action to approve and file minutes.

Motion by Director Uso to adopt and file the minutes; second by Director Hoelscher.

Public Comment: None.

Vote: Motion carries.

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

5. FINANCIAL REPORTS

- A. Accounts Payable for February 2016, and Disbursements for January 2016
- B. Revenue and Expense Summary for December 2015
- C. Balance Sheet for December 2015
- D. Cash and Investment Reports for December 2015
- E. ALT Zone and CDS Summary for December 2015
- F. Board Action to accept and adopt financial reports

Office Manager Victoria Knoll presented the financial reports.

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

Public Comment: Ray Kringel asked whether CPA duties for the FY 2015-16 Audit will be contracted out or performed in-house. They will be performed in-house.

Vote: Motion carries.

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

- 6. **PRESIDENT'S REPORT** – *Director Krizl commented that it is good to see Stumpy filling up.*
- 7. **BOARD REPORTS** – *Director Uso represented GDPUD at the El Dorado County Water Agency's January Board Meeting where the Board voted to provide matching funds to GDPUD for specified projects. That was also the last meeting for GDPUD's term of representation on the Board until GDPUD's rotation comes up again.*
- 8. **OPERATIONS MANAGER'S REPORT** – *Operations Manager Darrell Creeks reported on the District's water use for the previous month. The District achieved only an 8% reduction over the same period in 2013. There is an update to the state's emergency regulation which takes into consideration differences in climate in the various areas of the state. As a result, GDPUD's target has dropped from 32% to 29% cumulative reduction through the year. GM Wall noted that the District still needs to do public outreach to inform the community of the continued need to conserve regardless of Stumpy filling up – we are still under the state-mandated conservation requirement.*

Mr. Creeks continued his report noting that water quality is good – all samples were free of any bacteriological contamination and contained adequate levels of disinfection through the system.

Average daily flows in the ALT community disposal system were 61,045 gallons per day, which is less than the allowed limit of 71,800 gallons per day. The water level at Stumpy on February 9 was 4 feet, nine inches from spill, which is 18,472 acre-feet or 92% full, and the water is clear. Next month staff will bring a recommendation to lift the drought declaration based on the water level at Stumpy.

Director Hoelscher asked if there is any debris coming in. Mr. Creeks responded that debris is an issue and staff is working on a plan to remove debris as well as searching for any funding that might be available to help with the cleanup.

9. GENERAL MANAGER'S REPORT – GM Wall presented the General Manager's Report noting the following:

- *In March, staff will include a Consent Calendar giving the Board the opportunity to act on several items under one motion rather than hearing each item individually.*
- *Last month GDPUD received a letter of warning from the State Water Board because the District had fallen short of its 32% water conservation target. Staff responded to the letter.*
- *Staff recommends a reimbursement limit of \$50 per day for meals at the upcoming water conferences.*
- *Negotiations between the District and Ralph Elliot have concluded. The District will be abandoning the Pilot Hill water tank and waterline facilities.*
- *In addition to adding content to the GDPUD website, IT volunteer Kevin McClarnon has assisted staff with the conversion of the District's email system to Microsoft Exchange. Directors will also be provided with individual District email addresses shortly.*
- *The District continues to rent three service vehicles. Staff is in the process of finalizing the purchase of two replacement vehicles, previously approved by this Board.*
- *The GM attended a workshop for water agency general managers presented by the Mountain Counties Water Resources Association. Topics included water rights, curtailment, and conservation regulations.*

10. FINANCE COMMITTEE REPORT – Finance Committee Chair Rick Gillespie reported that the last Finance Committee meeting was a joint workshop held with the GDPUD Board on January 19. The Committee will continue working through the rest of the GDPUD funds and accounts, bringing recommendations to the Board. Future meetings will include discussions around the FY 2016-17 Operating and Capital Budgets.

11. REQUEST FOR VARIANCE – 2ND WATER METER REQUIREMENT

- A. Discussion** – On December 8, 2015, the Board approved a two-year variance from the second meter requirement for water service on County Assessment Parcel Number 01-410-48 for Judy Ramsay. Subsequent to that action, staff has received notification from the applicant that a temporary variance will not meet Ms. Ramsay's Chattel loan requirements. Based on GDPUD Ordinance 82-1, each single family residence must have a separate service connection, including a separate meter.

Operations Manager Darrell Creeks presented the staff report and recommendation. The property owner, Ms. Jensen, also provided information to the Board regarding the request.

- B. Possible Board Action** – Staff recommends that should the applicant require a permanent meter, the Board rescind its prior action and deny the waiver.

The Board directed staff to return next month with a recommended policy and change to Ordinance 82-1.

12. RESOLUTION NO. 2016-02 GARDEN VALLEY ASSESSMENT DISTRICT – ALLOCATION OF RESIDUAL FUNDS

- A. Discussion** – On January 12, 2016, the Board directed staff to identify maintenance needs within the Garden Valley Assessment District and generate a resolution, for Board consideration, relating to the use of the residual funds for maintenance of the improvements.

Engineering Consultant George Sanders presented the staff report and recommendation.

- B. Possible Board Action** – Staff recommends the Board adopt **Resolution 2016-02** authorizing the use of the residual funds within the Garden Valley Assessment District Fund 37 for the maintenance of the improvements within the Garden Valley Assessment District.

Director Capraun raised the issue of how the funds were collected. The Board directed Counsel to call the previous bond counsel to find out what the statute of limitations is for bringing an action against the District and whether the excess funds were collected legally.

Motion by Director Uso to adopt Resolution 2016-02, pending Legal Counsel's research; second by Director Hanschild.

Public Comment: Ray Kringel commented regarding record-keeping at the District.

Vote: Motion carries.

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

13. CAPITAL RESERVE ACCOUNT PROPOSAL

- A. Discussion** – At the January 19, 2016 joint Board/Finance Committee workshop, a recommendation was made to rename the Stumpy Meadows Emergency Fund to “Stumpy Meadows Reserve Fund” with an upper limit of \$1M and a lower limit of \$500k. In addition, a Capital Reserve Account should be established for the purpose of maintaining the GDPUD water system.

Office Manager Victoria Knoll presented the staff report and recommendation. Director Capraun whether funds collected under a bond for project works can be moved to another account for other purposes.

Possible Board Action – Staff recommends the Board rename the Stumpy Meadows Emergency Fund to “Stumpy Meadows Reserve Fund” with an upper limit of \$1M and a lower limit of \$500k and establishing a Capital Reserve Account for the purpose of maintaining the GDPUD water system.

Motion by Director Uso to:

1. *Rename the Stumpy Meadows Emergency Fund (Fund 19) to the “Stumpy Meadows Reserve Fund.”*
2. *Set an upper limit of \$1,000,000 and a lower limit of \$500,000 for the Stumpy Meadows Reserve Fund.*
3. *Designate the operating cash surplus to be the funding source, in the amount of \$50,000 per year, or 10% of the annual operating cash surplus, whichever is less, whenever the Stumpy Meadows Reserve Fund falls below \$500,000.*
4. *Establish a new Capital Reserve Account within the Water Fund (Fund 10) by moving \$1,161,000 from the Stumpy Meadows Reserve Fund into the Capital Reserve Account and designate the on-going funding source to come from the budgeted cash surplus equal to that year’s budgeted improvements.*
5. *Require an annual Capital Improvement Budget funded through the Capital Reserve Account maintaining a minimum balance of \$500,000 with the upper limit to be set as part of each year’s annual budget process;*

second by Director Hanschild.

Public Comment: Ray Kringel commented that the entire Stumpy Reserve Fund should be used for capital improvement rather than day-to-day maintenance.

Vote: Motion carries.

Ayes: Hanschild, Krizl, Uso.

Noes: Capraun, Hoelscher

14. SURPLUS VEHICLES – SALE

- A. Discussion** – Staff has identified eight vehicles that are currently not in use. These vehicles range in age from 42 years (1974 Model) to 11 years (2005 Model). Several, but not all, of these vehicles have significant mechanical deficiencies.

Operations Manager Creeks presented the staff report and recommendation.

- B. Possible Board Action** – Staff recommends the Board declare the eight vehicles as surplus and direct staff to dispose of the same through an auction process conducted by staff.

Motion by Director Capraun to declare the eight vehicles as surplus; second by Director Uso.

Public Comment: None.

Vote: Motion carries.

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

15. ALT TREATMENT UPDATE

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

Engineering Consultant Sanders presented the staff report. Mr. Sanders noted that Foothill Associates had completed the draft environmental document and that both staff and legal counsel have reviewed the document and have submitted some minor edits and comments for Foothill to include. The next step is for the document to go out for public review. He further noted that staff is working with PSOMAS under the current contract, which has about \$35,000 remaining, to prepare the bid documents and go out to bid for the project. This will be further discussed in the next agenda item.

B. Possible Board Action –

16. ALTWTP PROJECT – APPROVAL OF PLANS AND SPECIFICATIONS AND PERMISSION TO SOLICIT BIDS

- A. Discussion –** Prior to soliciting bids for the construction of the proposed improvements for the Auburn Lake Trails Water Treatment Plant, staff is requesting Board approval of the plans and specifications and authorization to begin soliciting bids.

Engineering Consultant Sanders presented the staff report. He stated that this is a good time to be soliciting bids and that staff will be advertising in the Sacramento Builders Exchange as well as the Sacramento Bee, the Mountain Democrat, and the Georgetown Gazette. Staff will be working with legal counsel and PSOMAS to make sure language in the solicitation is structured the right way. Mr. Sanders spoke to the concern for bidding the project before the state loan has been finalized. He shared that staff at the Water Board is encouraging the District to move forward with the process.

- B. Possible Board Action –** Staff recommends approval of the plans and specifications for the Auburn Lake Trails Water Treatment Plant Project and authorization of staff to begin soliciting bids.

Motion by Director Capraun to approve the plans and specification for the Auburn Lake Trails Water Treatment Plant Project and authorize staff to begin soliciting bids; second by Director Hoelscher.

Public Comment: None.

Vote: Motion carries.

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

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

Director Uso would like to see a workshop ASAP regarding replacement of meters and AMR remote reading devices.

18. CLOSED SESSION – *The Board adjourned to closed session at 4:45 PM.*

A. CONFERENCE WITH LEGAL COUNSEL – Existing Litigation (Government Code Section 54956.9(d)(1) (Jacoby v GDPUD).

B. CONFERENCE WITH LEGAL COUNCIL – Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9: (one potential case).

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

The Board returned to open session at 5:20 PM and reported that no action was taken in closed session.

20. **NEXT MEETING DATE AND ADJOURNMENT** – Next regular meeting March 8, 2016 at 2:00 PM at the Georgetown Divide Public Utility District office.

The meeting adjourned at 5:20 PM.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Wendell Wall by telephone at 530-333-4356 or by fax at 530-333-9442. Requests must be made as early as possible and at least one-full business day before the start of the meeting. In accordance with Government Code Section 54954.2(a), this agenda was posted on the District's bulletin board at the Georgetown Divide Public Utility District office, at 6425 Main Street, Georgetown, California, on February 5, 2016.

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

Date 3-8-2016

CONFORMED AGENDA

**SPECIAL MEETING
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS-FINANCE COMMITTEE JOINT WORKSHOP
6425 MAIN STREET, GEORGETOWN, CALIFORNIA
TUESDAY, JANUARY 19, 2016
4:00 PM**

MISSION STATEMENT

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

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

1. **CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE** – *The meeting was called to order at 4:00 PM. Directors present: Capraun, Hanschild, Hoelscher, Krizl, Uso. Finance Committee members present: Rick Gillespie, Dennis Goodenow, Donna Bruss, Ray Kringel, Dane Wadle. Staff present: General Manager Wendell Wall, Engineering Consultant George Sanders, Office Manager Victoria Knoll.*

2. **ADOPTION OF AGENDA** –

A. Board Action to adopt agenda.

Motion by Director Uso to adopt the agenda; second by Director Hanschild.

Public Comment: None.

Vote: Motion carries.

Ayes: Capraun, Hanschild, Hoelscher, Krizl, Uso

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.

There was no public comment.

4. **JOINT DISTRICT/FINANCE COMMITTEE WORKSHOP TO DISCUSS THE FINANCE COMMITTEE PHASE I REPORT**

A. **Discussion** – At the September 8, 2015 Regular Board Meeting, the Directors asked District staff and the District Finance Committee to review, understand, and recommend any appropriate changes to the funding structure, usage, reserve amounts and other activities related to certain District funds. The Finance Committee will present a summary of its report and recommendations for discussion.

Vice-Chair Dennis Goodenow presented a summary of the Committee's Phase I Report and recommendations. He remarked that only a portion of the funds are being reviewed at this time and that the Phase II Report will be presented at a later date.

The Committee reviewed the following funds, noting which were restricted, and which were designated.*

<i>Fund Number and Name</i>	<i>Designated</i>	<i>Restricted</i>
8 – SMUD	No	No
10 – General	No	No
12 – Retiree	Yes	No
19 – Stumpy Reserve	Yes	No
24 – USDA Reserve	Yes	No
30 – Small Hydro	Yes	No
37 – Garden Valley Improvement Dist.	Yes	Yes
39 – Capital Facility Charge	Yes	No

* The term “Restricted” identifies those funds that have external restrictions placed upon them which cannot be lifted by Board action. The term “Designated” identifies funds that have internal restraints which can be removed or changed by Board action.

Fund 8 – SMUD. *The Finance Committee is not recommending, but suggests that the District establish a program to review and secure water rights with this fund. No reserve amount should be required. Adopt a resolution designating the Fund for activities related to the Fund stability, studies, and efforts to secure and add water rights, etc.*

Fund 10 – General. *The District may be holding too much money in this fund. The Committee suggested keeping enough to cover operating expenses for two billing cycles, currently \$1.2M. The Committee further suggests that funds could be organized by enterprise rather than by activities. Adopt a resolution to ensure the four month’s reserve is maintained.*

Fund 12 – Retirement. *No changes are recommended*

Fund 19 – Stumpy Reserve. *This fund was previously restricted, but the bond was paid off and it is no longer restricted. The Committee recommends a floor of \$500k and a ceiling of \$1M. Adopt a resolution designating the reserve parameters.*

Fund 24 – USDA Reserve. *This fund was dealt with previously and has been renamed as Auburn Lake Trails Water Treatment Plant Reserve. It is further recommended that 20% of Fund 39-Capital Facility Charge should be transferred into Fund 24. Adopt a resolution to designate the new name and expense activities.*

Fund 30 – Small Hydro. *Currently the District contracts with a company to manage two small hydro-electric plants on the system, and these generate some income to the District with expenses assigned against this fund. It is recommended that the District begin to think about how it will manage the plants when it inherits them at the end of the contract. Adopt a resolution to designate the appropriate amount of reserves and designate expense activities.*

Fund 37 – Garden Valley Improvement District. *This fund was dealt with previously. Adopt a resolution to maintain the improvement.*

Fund 39 – Capital Facility Charge. It is recommended that 20% of this fund be transferred to Fund 24 with the remaining 80% for infrastructure projects. Some of the money in Fund 19 can also be transferred to this fund for capital improvement projects.

Next Steps

- *Identify additional funds for review.*
- *Prioritize additional funds for review.*
- *Conduct additional reviews.*
- *Report findings and recommendations.*
- *Keep the Board and public aware of these findings and recommendations.*

B. Possible Board Action – Receive and file.


The Board directed staff to bring resolutions per specific fund recommendations.

Directors Krizl and Uso thanks staff and the Finance Committee for their hard work.

- 5. ADJOURNMENT** – Next GDPUD regular meeting: February 9, 2016 at 2:00 p.m. at the Georgetown Divide Public Utility District office. Next meeting of the GDPUD Finance Committee: February 16, 2016 at 4:00 PM.

The meeting adjourned at 5:40 PM.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Wendell Wall by telephone at 530-333-4356 or by fax at 530-333-9442. Requests must be made as early as possible and at least one full business day before the start of the meeting. In accordance with Government Code Section 54954.2(a), this agenda was posted in the District's bulletin board at the Georgetown Divide Public Utility District office, at 6425 Main Street, Georgetown, California, on January 14, 2016.

Signed 
Wendell B. Wall, General Manager

Date 3-8-2016

Memo

To: Board of Directors

From: Victoria Knoll, Office Manager

Date: March 2, 2016

Re: **BRIEF RECAP OF JANUARY 31, 2016 EXPENSE REPORT**

Board Meeting of March 8, 2016; Agenda Item #4-B

BACKGROUND / DISCUSSION

There are a couple of expense items that are more than 10% higher than budget. January is the seventh month in the fiscal year, and if all things were expensed evenly, expenses should be at 58% of the annual budget. Items that were under expensed in the 2015-2016 budget are **health and liability insurance**, **office supplies**, **audit expense**, **legal**, **materials and supplies**, and **vehicle and equipment maintenance**. The total expenses are at only 55% of budget.

The **health and liability insurance** was simply miscalculated in the 2015-2016 budget. **Office supplies**, as discussed in previous months, has been high due to the additional expense resulting from large mailings associated with Prop 218. The **audit expense** has not been prorated, so it will catch up by year end. **Legal expense** has been running higher than budget for most of the year. **Materials and supplies** has \$21,000 expensed in January for the relining of ditches. This expense will be capitalized when the projects are complete, thereby reducing what is expensed. **Vehicle and equipment** maintenance continues to be high with the maintenance of the fleet.

Revenues continue to be higher than budget at 72% of total budget (should be 58% if all things were equal). The result is that GDPUD's operations are performing 140% of the annual budgeted net income.

RECOMMENDATION

Receive and file.

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

Memo

To: Board of Directors
From: Sarah Wright, Administrative Aide
Date: February 24, 2016
Re: Early Pay Accounts Payable for March 2016

Please take note that checks have been printed February 24, 2016 for the following vendors to take advantage of early payment discounts or to comply with payment/ mailing deadline.

AARP	Northern Safety
ACWA – Insurance	OccuMed
ADT Security	PG&E
Anderson Sierra Pipe	Premier Access Dental
Anthem Blue Cross	Pro Line Cleaning
AT&T	Riebes
Blue Shield	Robinson Enterprise
CA Diesel & Power	Sac Presige Gunitite
Corbin Willits	Larry Saunders
Churchill White	US Bank
De Lage	Vaughn Johnson
El Dorado County	Walkers
Ecorp	Walsh, Jacob
Ferguson	Wienhoff Drug Testing
Ferrellgas	Well Fargo
Gold County Business	
Holdrege & Kull	
Legal Shield	
Neal Meyers Esq	
MJT Enterprises	
Mobile Mini	

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

Memo

To: Board of Directors
From: Sarah Wright, Administrative Aide
Date: March 7, 2016
Re: Final Pay Accounts Payable for March 2016

Please take note that checks have been printed March 7, 2016 for the following vendors to take advantage of early payment discounts or to comply with payment/ mailing deadline.

All Cycle	Home Depot
American Messaging	MJT Enterprises
ARC	Mountain Enterprises
Caltronics	Mountain Democrat
CSI	PG&E
CCSInteractive	Robinson Enterprises
Corbin Willits	Shingle Springs Heating
Diamond Well Drilling	Sierra Safety
Placerville Auto Parts	Siren & Associates
El Dorado Disposal	T&T Valves
Ferguson Enterprise	Customer Refund
Foothill Associates	PRI0025
Gempler's Inc.	
Georgetown Ace	
Georgetown Gazette	
Divide Supply	
George Sanders	
Harris Industrial	
HD Supply	

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Accounts Payable --March 2016 Final Pay

Name Description	Amount	Account	Amount
ACWA JPIA -Insurance Benefits	\$ 30,814.78	12-1157	\$ 5,564.69
		40-6718	\$ 1,241.60
		10-5118	\$ 2,194.28
		10-5218	\$ 3,615.09
		10-5318	\$ 3,305.47
		10-5418	\$ 7,254.15
		10-5518	\$ 1,369.82
		10-5618	\$ 6,269.68
ADT Security - Security	\$ 833.09	10-1156-014	\$ 833.09
All Cycles--Miscellaneous Supplies	\$ 386.91	5438	\$ 133.27
		5446	\$ 253.64
American Messaging - Pager charges	\$ 126.05	5244	\$ 71.76
		5344	\$ 23.02
		5444	\$ 31.27
ARC	\$ 750.38	5380	\$ 750.38
AT&T- Monthly Serv	\$ 794.37	5344	\$ 180.56
		5544	\$ 132.79
		5644	\$ 280.80
		6744	\$ 132.62
		30-1226	\$ 67.60
California Diesel & power	\$ 2,350.00	5346	\$ 1,675.00
		4046	\$ 675.00
Corbin Willits systems	\$ 260.00	5546	\$ 130.00
		5646	\$ 130.00
Churchwell White LLP	\$ 4,094.82	5636-012	\$ 1,235.00
		6736	\$ 300.00
		5636	\$ 2,559.82
Caltronics-Copier contract-copy charges	\$ 285.74	5640	\$ 285.74
CSI - Monthly Service Fee	\$ 59.00	6744	\$ 59.00
CCSInteractive - Website hosting fee	\$ 69.00	5680	\$ 69.00
Corbin Willits Systems -monthly maint fee	\$ 337.38	5546	\$ 168.69
		5646	\$ 168.69
Customer Refund for overpayment - PRI0025	\$ 37.56	10-2000	\$ 37.56
De Lage - Copier lease	\$ 414.72	5640	\$ 414.72
Diamond Well Drilling	\$ 440.00	5384	\$ 80.00
		5484	\$ 360.00
Divide Auto Parts	\$ 240.44	5446	\$ 212.73
		5438	\$ 20.01
		5146	\$ 7.70
Divide Supply - misc. supplies	\$ 1,134.68	5438	\$ 11.58
		6738	\$ 202.85
		5238	\$ 920.25

El Dorado Disposal	\$ 305.40	5344	\$ 203.60
		5644	\$ 101.80
El Dorado County - Community Development	\$ 510.00	5384	\$ 510.00
Ecorp	\$ 1,890.08	5128	\$ 1,890.08
Ferguson	\$ 46,164.53	5400-1414	\$ 40,567.28
		5438	\$ 5,597.25
Ferrellgas	\$ 904.43	5644	\$ 904.43
Foothill Associates	\$ 8,911.20	10-1553	\$ 8,911.20
Gemplers	\$ 103.42	6738	\$ 103.42
Georgetown Hardware	\$ 52.18	5438	\$ 37.14
		6738	\$ 15.04
Georgetown Gazette	\$ 93.45	5640	\$ 93.45
George Sanders	\$ 6,800.00	10-1553-912	\$ 4,520.00
		09-1650	\$ 880.00
		5680	\$ 1,400.00
Gold County Business Forms	\$ 248.33	5640	\$ 248.33
Harris Industrial Gases	\$ 41.44	5238	\$ 20.72
		5438	\$ 20.72
HD Supply --Materials	\$ 1,061.56	5238	\$ 1,061.56
Holdrege & Kull	\$ 1,800.00	6780	\$ 1,800.00
Home Depot	\$ 356.00	6738	\$ 46.71
		5638	\$ 49.44
		5338	\$ 259.85
Legal Shield	\$ 170.05	5190	\$ 17.90
		5290	\$ 35.80
		5390	\$ 8.95
		5490	\$ 8.95
		5590	\$ 17.90
		5690	\$ 35.80
		5690-10	\$ 26.85
		6790	\$ 17.90
Neal Myers Esq.	\$ 700.00	5636-012	\$ 700.00
MJT Enterprises, Inc.--Temporary Labor	\$ 9,652.40	5211	\$ 3,266.90
		5511	\$ 3,298.50
		5611	\$ 3,087.00
Mobile Mini	\$ 197.85	5639	\$ 197.85
Mountain Democrat- Public Notice	\$ 91.35	5690	\$ 91.35
Northern Safety	\$ 1,024.50	5438	\$ 1,024.50
Occu-Med--Pre Employment Physicals	\$ 295.50	6718	\$ 295.50
PG&E--Utilities Electric	\$ 7,264.60	5344	\$ 5,589.81
		5444	\$ 347.24
		5644	\$ 724.33
		6744	\$ 603.22
Premier Access Dental	\$ 1,994.38	5118	\$ 55.78
		5218	\$ 223.12
		5318	\$ 55.78
		5418	\$ 278.90

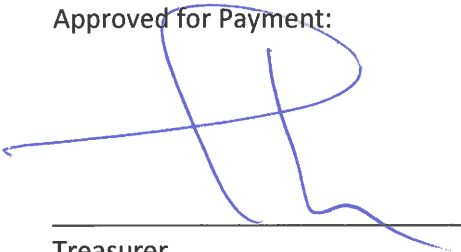
		5518	\$ 55.78
		5618	\$ 1,213.46
		6718	\$ 111.56
Pro-Line Cleaning Services--Janitorial Services	\$ 250.00	5676	\$ 250.00
Riebes	\$ 54.80	5146	\$ 18.27
		5246	\$ 18.27
		5446	\$ 18.26
Robinson Enterprise- Gasoline & Diesel	\$ 2,411.57	5148	\$ 249.29
		5248	\$ 859.17
		5348	\$ 397.40
		5448	\$ 716.78
		6748	\$ 188.93
Sacramento Prestige Gunite	\$ 20,480.00	5439	\$ 20,480.00
Shingle Springs Heating and AC	\$ 340.23	5676	\$ 340.23
Sierra Safety Company	\$ 574.14	5238	\$ 574.14
Siren & Associates	\$ 12,413.00	5680	\$ 11,678.00
		6780	\$ 735.00
Larry Saunders Signs & Artwork	\$ 1,343.75	5138	\$ 335.94
		5238	\$ 335.94
		5338	\$ 335.94
		6738	\$ 335.93
T&T Valve and Instrument	\$ 590.85	5338	\$ 590.85
US Bank - Cal Card	\$ 10,412.43	5439	\$ 5,330.87
		5640	\$ 1,052.56
		5680	\$ 59.00
		5641	\$ 3,970.00
Vaughn Johnson CPA - Professional Services	\$ 900.00	5680	\$ 900.00
Walker's Office Supply--Office Supplies	\$ 110.62	5640	\$ 110.62
Walsh, Jacob - Pant Reimbursement per MOU	\$ 87.16	5138	\$ 87.16
Wienhoff Drug Testing	\$ 70.00	5484	\$ 70.00
Total General Fund	\$ 184,100.12		\$ 184,100.12

RETIREE FUND			
AARP Medicare Rx - March 2016	\$ 31.00	12-1157	\$ 31.00
Anthem Blue Cross - Retirees 03/01/16-05/01/16		12-1157	
Anthem Blue Cross - Dennis 2/1/16-4/30/16	\$ 3,759.90	12-1157	\$ 3,759.90
Blue Shield --Retirees Health Ins. - J. St Dennis, 03/01/16-03/31/16	\$ 147.00	12-1157	\$ 147.00
Blue Shield- Retiree Health Ins. Marie Davis 03/01/16-05/31/16	\$ 469.00	12-1157	\$ 469.00
Total Various Fund	\$ 4,406.90	Fund #25	

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

TOTAL ALL FUNDS IN GENERAL ACCOUNT	\$ 190,803.97		\$ 190,803.97
------------------------------------	---------------	--	---------------

Approved for Payment:



Treasurer



General Manager

GDPUD Feb 1 - Feb 29 2016
Accounts Payable Disbursements

ID	Vendor Name	Ck Date	Ck Amt
AAR01	AARP MEDICARERX SAVER PLU	2/24/2016	31.00
ACW05	ACWA/JPIA HEALTH	2/24/2016	2,194.28
		2/24/2016	3,615.09
		2/24/2016	3,305.47
		2/24/2016	7,254.15
		2/24/2016	1,369.82
		2/24/2016	6,269.68
		2/24/2016	1,241.60
		2/24/2016	5,564.69
ADT01	ADT SECURITY SERVICES	2/24/2016	833.09
AFL01	AMERICAN FAMILY LIFE INS	2/16/2016	1,212.02
AND01	ANDERSON'S SIERRA PIPE CO	2/9/2016	467.97
ATT02	AT&T	2/24/2016	40.81
		2/24/2016	67.60
		2/24/2016	112.96
		2/24/2016	132.79
		2/24/2016	132.79
		2/24/2016	132.62
		2/24/2016	107.20
		2/24/2016	67.60
BAR07	BARBOUR, CHRIS	2/9/2016	100.00
BEA01	BUTTE EQUIPMENT RENTALS	2/9/2016	1,075.00
BEC01	STEPHANIE BECK	2/16/2016	66.72
BJP01	BJ PEST CONTROL	2/9/2016	300.00
BLU01	ANTHEM BLUE CROSS	2/24/2016	3,759.90
BLU04	BLUE SHIELD OF CALIFORNIA	2/24/2016	147.00
BLU06	BLUE SHIELD OF CALIFORNIA	2/24/2016	469.00
CAL18	California State Disburse	2/16/2016	366.92
		2/29/2016	366.92
		2/1/2016	366.92
CAR08	CSI	2/9/2016	59.00
CCS01	CCSINTERACTIVE	2/9/2016	69.00
CDP01	California diesel & Power	2/24/2016	775.00
		2/24/2016	675.00
		2/24/2016	900.00
CHU02	CHURCHWELL WHITE, LLP	2/9/2016	3,173.40
		2/24/2016	2,559.82
		2/24/2016	300.00
		2/24/2016	585.00
		2/24/2016	650.00
CLS01	CLS LABS	2/9/2016	1,191.68
		2/9/2016	392.00
		2/9/2016	793.80
		2/9/2016	413.56
CWS01	CORBIN WILLITS SYS. INC.	2/9/2016	168.69
		2/9/2016	168.69
		2/24/2016	130.00
		2/24/2016	130.00
DEL05	DELAGE LANDEN, INC	2/24/2016	228.68
		2/24/2016	186.04

ID	Vendor Name	Ck Date	Ck Amt
DIV05	PLACERVILLE AUTO PARTS, I	2/9/2016	54.80
		2/9/2016	45.65
		2/9/2016	72.16
		2/9/2016	60.17
		2/9/2016	69.32
		2/9/2016	65.97
		2/9/2016	38.68
		2/9/2016	236.40
ECO01	ECORP CONSULTING, INC.	2/9/2016	1,693.39
		2/24/2016	1,890.08
ELD11	EL DORADO COUNTY	2/9/2016	542.52
		2/9/2016	542.52
		2/9/2016	633.52
ELD12	EL DORADO COUNTY PLANNING	2/24/2016	255.00
		2/24/2016	255.00
ELD16	EL DORADO DISPOSAL	2/9/2016	101.80
		2/9/2016	101.80
		2/9/2016	101.80
FER01	FERRELLGAS	2/24/2016	904.43
FER02	FERGUSON ENTERPRISES INC	2/24/2016	40,567.28
		2/24/2016	2,881.00
		2/24/2016	4.01
		2/24/2016	240.80
		2/24/2016	1,718.93
FLY02	RICHARD BURG DORF	2/9/2016	192.18
		2/9/2016	345.23
		2/9/2016	119.31
		2/9/2016	535.43
		2/9/2016	234.26
GEO01	GEORGETOWN ACE HDW	2/9/2016	8.84
		2/9/2016	7.36
		2/9/2016	7.35
		2/9/2016	25.22
		2/9/2016	25.22
		2/9/2016	5.69
		2/9/2016	5.68
		2/9/2016	0.54
		2/9/2016	0.54
		2/9/2016	52.82
		2/9/2016	52.82
		2/9/2016	58.09
		2/9/2016	12.77
		2/9/2016	12.76
		2/9/2016	118.72
		2/9/2016	90.25
GEO04	DIVIDE SUPPLY INC.	2/9/2016	38.12
		2/9/2016	227.46
		2/9/2016	30.09
		2/9/2016	446.23

ID	Vendor Name	Ck Date	Ck Amt
GEO12	GEORGE SANDERS	2/10/2016	1,040.00
		2/10/2016	160.00
		2/10/2016	480.00
		2/10/2016	1,680.00
GOL01	BEVERLY HOWARD	2/24/2016	248.33
HAC01	HACH COMPANY	2/9/2016	754.34
HAN04	HANGTOWN FIRE CONTROL	2/9/2016	126.48
		2/9/2016	126.48
		2/9/2016	126.48
		2/9/2016	126.47
HAR03	HARRIS INDUSTRIAL GASES	2/9/2016	70.00
		2/9/2016	70.00
HOL02	HOLDREGE & KULL	2/24/2016	1,800.00
HOM01	HOME DEPOT CREDIT SERVICE	2/9/2016	246.72
		2/9/2016	631.46
ICM02	ICMA-R.T.-457 (ee)	2/1/2016	588.67
		2/16/2016	588.67
		2/29/2016	588.67
IUO01	IUOE, LOCAL 39	2/1/2016	270.09
		2/16/2016	287.35
		2/29/2016	287.35
IUO02	PEU LOCAL #1	2/1/2016	102.24
		2/16/2016	102.24
		2/29/2016	102.24
LEG01	LEGALSHEILD	2/9/2016	17.90
		2/9/2016	35.80
		2/9/2016	8.95
		2/9/2016	8.95
		2/9/2016	17.90
		2/9/2016	35.80
		2/9/2016	26.85
		2/9/2016	17.90
		2/24/2016	17.90
		2/24/2016	35.80
		2/24/2016	8.95
		2/24/2016	8.95
		2/24/2016	17.90
		2/24/2016	35.80
2/24/2016	26.85		
MEY01	MEYERS FOZI LLP	2/24/2016	700.00
MJT01	MJT ENTERPRISES, INC.	2/9/2016	1,132.73
		2/9/2016	1,092.00
		2/24/2016	1,228.50
		2/24/2016	879.60
		2/24/2016	823.20
		2/24/2016	728.00
		2/24/2016	879.60
		2/24/2016	901.60
		2/24/2016	728.00
		2/24/2016	879.60
MOB01	MOBILE MINI, LLC-CA	2/24/2016	197.85
MOU02	MOUNTAIN DEMOCRAT	2/9/2016	111.80
MTM01	MTM CONSTRUCTION	2/9/2016	4,850.00

ID	Vendor Name	Ck Date	Ck Amt
NOR06	NORTHERN SAFETY CO.	2/24/2016	1,024.50
		2/9/2016	337.29
OCC01	OCCU-MED, LTD	2/24/2016	295.50
PAC02	PACIFIC GAS & ELECTRIC	2/9/2016	2,399.41
		2/9/2016	6,376.62
		2/24/2016	10.92
		2/24/2016	630.69
		2/24/2016	210.24
		2/24/2016	24.67
		2/24/2016	30.86
		2/24/2016	31.65
		2/24/2016	51.86
		2/24/2016	19.71
		2/24/2016	28.24
PER01	P.E.R.S	2/1/2016	3,148.10
		2/16/2016	3,240.15
		2/29/2016	3,240.15
		2/1/2016	341.91
		2/1/2016	707.00
		2/1/2016	596.64
		2/1/2016	1,352.53
		2/1/2016	190.91
		2/1/2016	859.40
		2/1/2016	74.11
		2/1/2016	25.50
		2/1/2016	31,510.00
		2/16/2016	368.44
		2/16/2016	607.03
		2/16/2016	555.04
		2/16/2016	1,218.08
		2/16/2016	230.01
		2/16/2016	1,048.43
		2/16/2016	4.34
		2/16/2016	208.50
		2/29/2016	271.34
		2/29/2016	679.42
		2/29/2016	637.24
		2/29/2016	1,079.43
		2/29/2016	584.01
		2/29/2016	852.81
		2/29/2016	135.62
PRE01	PREMIER ACCESS INS CO	2/9/2016	55.78
		2/9/2016	223.12
		2/9/2016	55.78
		2/9/2016	223.12
		2/9/2016	55.78
		2/9/2016	1,213.46
		2/9/2016	111.56
		2/24/2016	55.78
		2/24/2016	223.12
		2/24/2016	55.78
		2/24/2016	278.90
		2/24/2016	55.78
		2/24/2016	1,213.46
		2/24/2016	111.56

GDPUD Feb 1 - Feb 29 2016
Accounts Payable Disbursements

ID	Vendor Name	Ck Date	Ck Amt
PRO04	PAUL FUNK	2/24/2016	250.00
RIE01	RIEBES AUTO PARTS,LLC	2/24/2016	55.71
		2/24/2016	55.71
		2/24/2016	55.71
		2/24/2016	(37.45)
		2/24/2016	(37.44)
		2/24/2016	(37.44)
ROB02	ROBINSON ENTERPRISES	2/9/2016	648.59
		2/9/2016	253.63
		2/9/2016	40.18
		2/9/2016	49.63
		2/9/2016	132.28
		2/24/2016	422.30
		2/24/2016	166.03
		2/24/2016	371.61
		2/24/2016	90.47
		2/24/2016	118.64
		2/24/2016	-
ROC02	KENNETH D. WELSH	2/9/2016	168.75
		2/9/2016	168.75
		2/9/2016	112.50
		2/9/2016	112.50
ROY01	KENNETH ROYAL	2/9/2016	570.00
SAU01	LARRY SAUNDERS	2/24/2016	335.94
		2/24/2016	335.94
		2/24/2016	335.94
		2/24/2016	335.93
SIE02	ROSE WOOLERY'S	2/9/2016	84.00
SIE06	SIERRA CHEMICAL CO.	2/9/2016	2,599.91
		2/9/2016	1,924.49
SIE12	MICHAEL S. SALLAC	2/9/2016	80.00
		2/9/2016	80.00
		2/9/2016	80.00
		2/9/2016	120.00
		2/9/2016	120.00
		2/9/2016	120.00
		2/9/2016	53.33
		2/9/2016	53.33
		2/9/2016	53.34
SIR01	REBECCA SIREN	2/9/2016	3,161.20
		2/9/2016	5,681.20
SPG01	Sacramento Prestige Gunit	2/24/2016	20,480.00
UNI06	UNITEDHEALTHCARE INS	2/9/2016	137.50
		2/9/2016	137.50
		2/9/2016	137.50
USA03	USA BLUE BOOK	2/9/2016	1,057.69
		2/9/2016	421.21
		2/9/2016	(843.77)

ID	Vendor Name	Ck Date	Ck Amt
USB05	U.S. BANK CORPORATE PAYME	2/24/2016	1,021.25
		2/24/2016	1,542.00
		2/24/2016	1,660.81
		2/24/2016	1,089.95
		2/24/2016	16.86
		2/24/2016	34.39
		2/24/2016	58.33
		2/24/2016	91.52
		2/24/2016	93.23
		2/24/2016	553.60
		2/24/2016	205.50
		2/24/2016	56.00
		2/24/2016	15.99
		2/24/2016	695.00
		2/24/2016	695.00
		2/24/2016	695.00
		2/24/2016	495.00
		2/24/2016	3.00
		2/24/2016	695.00
		2/24/2016	695.00
VAU01	VAUGHN JOHNSON	2/24/2016	900.00
VER01	VERIZON WIRELESS	2/9/2016	27.79
		2/9/2016	160.92
		2/9/2016	161.12
		2/9/2016	26.89
		2/25/2016	27.77
		2/25/2016	160.92
		2/25/2016	160.92
		2/25/2016	26.89
WAL02	WALKER'S OFFICE SUPPLY	2/24/2016	(131.67)
		2/24/2016	193.49
		2/24/2016	176.98
		2/24/2016	286.09
		2/24/2016	(106.43)
		2/24/2016	(174.14)
		2/24/2016	(133.70)
WAL03	JACOB WALSH	2/24/2016	87.16
WAL04	WENDELL WALL	2/9/2016	34.89
WEL02	WELLS FARGO BANK, NA	2/24/2016	2,296.95
WIE01	WIENHOFF & ASSOCIATES INC	2/24/2016	70.00

Total February Disbursements: 259,472.23

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Revenue Summary*
For the Four Months Ended January 31, 2016

REVENUE CATEGORY	Budget 15-16	To Date 7/1/15-12/31/2015	Balance	% of Budget Earned	N o t e s
Rev. Dec 2015					
Operating Revenue:					
Residential Sales	\$1,120,000	747,164	372,836	66.71%	A
Commercial Sales	162,750	106,132	56,618	65.21%	A
Irrigation Sales	100,000	48,455	51,545	48.46%	B
Wastewater	352,420	206,887	145,533	58.70%	C
CA Waste Fee					
Zone Charges					
Zone Escrow Fees		20,000			
Septic Design Fees					
Soil Evaluations/Loans					
Penalties	36,060	25,249	10,811	70.02%	D
Other	1,550	1,869	(319)	120.55%	E
Connection Fees					
Installation Fees		6,096.55			
Material Sales					
Other (primarily photo copies)					
Water Fund Material/Labor					
Total Operating Revenue	\$1,772,780	1,161,852	637,024	65.54%	
Non-Operating Revenue:					
Property Taxes-General	\$1,349,360	793,504	555,856	58.81%	F
SMUD	\$90,000	108,515			
Restricted Benefit Charge	10,000	0	10,000	0.00%	G
Interest Income	62,500	12,457	50,043	19.93%	H
Water Agency Cost Share	32,500	0	32,500	0.00%	
Leases	47,000	31,319	15,681	66.64%	
Hydro	63,000	18,563	44,437	29.47%	
Other (EPA Grant Reimbursement)	1,000	341,120	(340,120)	34111.97%	
Total Nonoperating Revenue	\$1,655,360	1,305,478	\$368,397	78.86%	
Total Revenue Before Transfers In	\$3,428,140	2,467,330	1,005,421	71.97%	
Transfers In	268,000		268,000	-	
Total Revenue After Transfers In	\$3,696,140	2,467,330	1,273,421	66.75%	

NOTES:

A - Revenue accrued through January, 2016

B - Represents irrigation revenue through January 31, 2016

C - Revenue of January 2016

D - Penalties for January 2016

E - Primarily connection and installation fees

F - Property Taxes based on County Estimate

G - Represents ordinance charges

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

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Expense Summary*
For The Five Months Ended January 31, 2016

Acct#	EXPENSE CATEGORY	Revised Budgeted 2015-2016	To Date 7/1/15-12/31/15	Balance	% of Bud Spent
Operating Expenses:					
5010	Labor	1,100,000	571,750	528,250	52%
5019	Overtime	58,500	23,613	34,887	40%
5017	Standby	42,500	21,690	20,810	51%
5011	Temporary Labor	158,800	74,996	83,804	47%
5014	PERS Benefits	115,000	57,403	57,597	50%
5016	Payroll Taxes	95,000	50,530	44,470	53%
5018/5071	Insurance: Health & Life Plans	260,000	174,934	85,066	67%
5020	Insurance: Worker's Comp.	75,000	32,826	42,174	44%
5027	Audit	15,000	11,000	4,000	73%
5028	Engineering-Studies, including Ecorp.	40,000	11,017	28,983	28%
5034	Insurance: General	55,000	35,476	19,524	65%
5036	Legal--General	80,000	82,805	(2,805)	104%
5038	Materials and Supplies	155,000	108,656	46,344	70%
5039	Rentals/ Outsourced Maintenance	25,000	15,220	9,780	61%
5040	Office Supplies	25,000	21,726	3,274	87%
5041	Staff Development	6,000	2,609	3,391	43%
5042	Travel--Conference	10,000	49	9,951	-
5044	Utilities	175,000	113,537	61,463	65%
5046	Vehicle & Equipment Maintenance	47,000	24,915	22,085	53%
5048	Vehicle Operations	52,000	22,284	29,716	43%
5060	Bank Fees & Payroll Services	4,000	3,003	997	75%
5068	Retiree Health Premiums	120,000	41,213	78,787	34%
5070	Director Stipends	24,000	13,200	10,800	55%
5076	Building Maintenance	6,000	8,268	(2,268)	138%
5080	Outside Service/Consultants	160,000	69,537	90,463	43%
5084	Govt. Regulation/Lab Fees	110,000	84,313	25,687	77%
5090	Other: Recruitment	6,000	107	5,893	2%
5090	Other: County Tax Admin. Fees	22,000	26,989	(4,989)	123%
5089	Other: Memberships	16,500	6,306	10,194	38%
5094	Depreciation			0	
	Contingency	9,000			
	Total Operating Expense	\$3,067,300	1,709,975	1,357,325	56%

Acct#	EXPENSE CATEGORY	Revised Budget 2015-2016	To Date 7/1/15-12/31/2015	Balance	% of Budget Spent
Non-operating Expenses:					
7010	Interest Expense	\$33,000	8,746	24,254	27%
	Debt Payment	\$110,500	0	110,500	
7090	Other		2,806	(2,806)	
	Capital Improvement				
	Total Non-operating Expenses	\$143,500	11,551	131,949	8%
Total Expenses Before Transfers		\$3,210,800	1,721,526	1,489,274	54%
Net Income (Loss)		\$534,340	\$745,804		140%
PERS SIDE FUND CASH:		(\$379,000)	(\$220,570)		
CAPITAL EXPENDITURES:		(462,030)	(\$109,217)		
Debt Payment for Assessed Dist's**		110,000			
Caby Grant Commitment		(286,965)	(\$2,160)		
		(\$483,655)	\$413,857		

*Subject to revision with actual audit.
**The Actual Debt service is \$70,793 and
\$50,000 of that is covered by Assessments
not shown in Revenue

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
 JANUARY 31, 2016 BALANCE SHEET

ASSETS:

Cash Assets:	
Cash El Dorado Savings:	2,663,300.15
Petty Cash & Cash Drawer:	450.00
Cash LAIF:	6,882,667.08
Time Certificate Deposits (Wells Fargo)	200,000.00
SRF Fiscal Agent Accounts:	31,611.83

Total Cash or Cash Equivalents:	9,778,029.06
=====	

Receivables:	
MQ Receivable:	12,141.83
Property Tax Receivable	49,980.25
Accounts Receivable Other:	13,233.34
Current Assessed Districts Receivable:	60,899.61
Special District Accrued Interest Receivable:	8,045.32

Total Current Receivables:	144,300.35

Other Current Assets:	
Water Fund Suspense (Clearing Acct)	69,962.18
Water Fund Inventory	14,160.73
Prepays:	109,541.28

Total Current Assets:	10,115,993.60
=====	

LONG TERM ASSETS:

Long Term Assessed Districts Receivable:	408,454.05

Fixed Assets:	28,885,843.74
Accumulated Depreciation:	(17,355,496.09)

Total Net Fixed Assets	11,530,347.65
=====	

Cell Tower	34,287.08
ALT WTP:	845,392.63
Study - Development	0
Caby Grant - Ditch Repair	5,345.85

Total CIP Account Balance:	885,025.56

Total Long Term Assets:	12,823,827.26
=====	

TOTAL ASSETS: 22,939,820.86
 =====

LIABILITIES:

Current Liabilities:	
Accounts Payable	51,121.57
Deferred Revenue	0
Current Bonds and Assessments	47,505.03
Accrued Interest Payable	20,259.30
Customer Deposits	6,900.00
Accrued Vacation	51,505.04
Contracts Payable	4,973.25

Total Current Liabilities:	(702,761.37)
=====	

Long Term Liabilities:	
Long Term Bonds and Assessments Payable	1,000,069.02
Retiree Fund (Long Term)	500,013.85
PERS Side Fund	1,093,224.00
Stewart Mine, Bayne Rd. Pilot Hill Constr Adva	76,225.45

Total Long Term Liabilities:	2,669,532.32
=====	

TOTAL LIABILITIES: 2,851,796.51
 =====

FUND BALANCE:

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
JANUARY 31, 2016 BALANCE SHEET

ASSETS:

Smud Fund (08)	107,825.00
Water Fund (10)	12,875,628.11
Retiree Fund (12)	197,234.30
Water Development (17)	397,001.87
SMERFUND (19)	2,186,477.11
Capital Replacement (24)	761,370.17
SRF (29)	(267,072.63)
Hydro Fund (30)	516,629.71
EPA (35)	(24,507.83)
Garden Valley (37)	107,041.64
Cap Facility Charge (39)	1,616,674.71
Zone (40)	969,451.42
CDS (41)	43,976.30
CDR Reserve (42)	180,581.64
Kelsey North (51)	36,443.39
Kelsey South (52)	95,793.60
Pilot Hill North (53)	(7,480.80)
Pilot Hill South (54)	48,061.04
Current Earnings:	246,895.60

TOTAL FUND BALANCE: 20,088,024.35
=====

LIABILITIES AND FUND BALANCE: 22,939,820.86
=====

Page 2

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

STATEMENT OF CASH AND INVESTMENT BALANCES JANUARY 31, 2016

	BEGINNING BALANCE	CASH RECEIPTS	CASH DIS- BURSEMENTS	TRANSFERS IN (OUT)	ENDING BALANCE
8 SMUD Fund	216,340.00				216,340.00
9 CABY Grant	(2,539.01)		(726.84)		(3,265.85)
10 General Fund	1,202,108.31	926,691.47	(308,679.94)		1,820,119.84
12 Retiree	597,858.93	1,343.45	(7,047.69)		592,154.69
14 Stewart Mine	26,231.58	7,947.99			34,179.57
25 Bayne Road & Other Assessment Districts	60,770.24	16,310.53	(955.62)		76,125.15
17 Water Development	397,282.85	340.46			397,623.31
19 Stumpy Meadows Emergency Reserve Fund (SMERF)	2,161,051.58	1,851.88	(4,538.22)		2,158,365.24
53 Pilot Hill North	(7,480.80)				(7,480.80)
54 Pilot Hill South	46,837.56	77.70			46,915.26
51 Keisey North	104,830.95	19,187.18	(637.07)		123,381.06
52 Keisey South	195,395.59	23,088.03	(637.07)		217,846.55
29 State Revolving Fund	51,589.64	12.02	(12,528.82)		39,072.84
30 Small Hydro Fund	529,619.75	824.11	(67.60)		530,376.26
31 Pipeline Extension Holding Fund to 26	0.00				0.00
35 Environmental Protection Agency	0.00			0.00	0.00
37 Garden Valley Water Improvement District	107,121.49	91.80			107,213.29
39 Capital Facility Charges	1,618,839.79	1,298.26			1,620,138.05
24 ALT - WTP Capital Reserve	761,938.11	652.94			762,591.05
40 Auburn Lake Trails (ALT) Zone Fund	784,707.35	46,265.22	(10,007.05)		820,965.52
41 ALT Tank Replacement Loans & Repair Activity	44,009.10	37.71			44,046.81
42 ALT CDS Reserve Connection Fund	180,716.36	309.72	(154.86)		180,871.22
	9,077,229.37	1,046,330.47	(345,980.78)	0.00	9,777,579.06
Totals by Type of Account:		Rate Information:			
El Dorado Savings Bank Checking	195,587.13	0.03%			
El Dorado Savings Bank Savings	2,467,713.02	0.16%			
Wells Fargo State Revolving Fund Debt Accounts	31,611.83			0.00	
Wells Fargo Brokered Time Deposits	200,000.00	2.00%			
Local Agency Investment Fund	6,882,667.08	0.28%			
Grand Total	\$9,777,579.06				

**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
STATEMENT OF CASH AND INVESTMENT BALANCES JANUARY 31, 2016**

	Estimated 2014-15 Budget	Calculated from 2013-14 Audited	
Accounting Basis Unrestricted, Designated and Restricted Funds Recap:			
Unrestricted Undesignated Funds	\$1,820,119.84		
<i>Designated Funds are in Italics</i>	4,256,561.39		
<i>Restricted Funds are Shaded</i>	3,700,897.83		
	\$9,777,579.06		
District Designated Funds/Reserve Policy Funds Recap:			
Water - Operations	1,820,120	479,500	Two month operations expense
Water - Cash Flow	209,000	195,420	10% Water Sales
Water - Capital:			
Stumpy Meadows Emergency Reserve Fund	2,158,365		
Capital Facility Charges	1,620,138		
Replacement Reserve (required by USDA)	762,591		
Other reserves	717,911	7,871,516	50% Accumulated Depreciation
Sub Total - Water	7,079,125	8,546,436	
Debt Service	530,040	480,991	Actual amounts
Retiree Health	592,155	421,765 *	Actual amount
Hydroelectric	530,376	461,219	Actual amount
Wastewater - Operations	820,966	45,978	Two month operations expense
Zone - Capital	5,000	5,000	Amount set at \$5,000
Community Disposal System - Capital	224,918	250,211	50% Accumulated Depreciation
Sub Total - Wastewater/Zone	1,045,884	301,189	
	9,777,579.06	10,211,600.00 #	

Actual total reserves as of June 30, 2015
Actual total reserves as of June 30, 2014
Actual total reserves as of June 30, 2013
Actual total reserves as of June 30, 2012

* June 30, 2014 GASB 45 calculation of liability estimates the liability to be \$1,704,000.

Approved:

[Signature]
 General Manager

Treasurer

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Auburn Lake Trails ZONE and CDS Summary*
For the Four Months Ended January 31, 2016

REVENUE CATEGORY	Budget 13-14	To Date 7/1/15-12/31/2015	Balance	% of Budget Earned
Operating Revenue:				
Zone Charges	\$ 310,000	206,887.00	\$ 103,113	67%
Zone Escrow Fees	30,000	20,000	10,000	67%
Septic Design Fees	1,000		1,000	-
Soil Evaluations/Loans/Repairs	0		0	-
Total Operating Revenue	341,000	226,887	114,113	67%
Non-Operating Revenue:				
Interest Income	1,000	1,229	(229)	-
Reimbursement of Recording Fees		0	0	-
Total Nonoperating Revenue	\$1,000	1,229	(\$229)	-
Total Revenue	342,000	228,116	113,884	67%
EXPENSE CATEGORY				
Operating Expenses:				
Labor	132,000	27,892	104,108	21%
Overtime	0	0	0	-
Standby	0	0	0	-
Temporary Labor	0	0	0	-
PERS Benefits	39,000	2,493	36,507	6%
Deferred Compensation	0	0	0	-
Payroll Taxes	11,000	2,314	8,686	21%
Insurance: Health & Life	34,000	11,075	22,925	33%
Insurance: Worker's Comp.	4,000	1,555	2,445	39%
Insurance: Dental/Optical	1,000	0	1,000	0%
Audit		880	(880)	-
Engineering-Studies	1,000	0	1,000	0%
Insurance: General	6,000	2,318	3,682	39%
Legal--General	4,000	8,693	(4,693)	217%
Materials and Supplies	4,000	2,853	1,147	71%
Rentals/ Outsourced Maintenance	2,000	0	2,000	0%
Office Supplies	3,000	1,103	1,897	37%
Staff Development	1,000	0	1,000	0%
Travel--Conference	1,000	0	1,000	0%
Utilities	9,000	6,470	2,530	72%
Vehicle & Equipment Maintenance	4,000	1,727	2,273	43%
Vehicle Operations	6,000	3,068	2,932	51%
Bank Fees & Payroll Services		0	0	-
Retiree Health Premiums		0	0	-
Director Remuneration		0	0	-
Building Maintenance		0	0	-
Outside Service/Consultants	6,000	8,057	(2,057)	134%
Public Information		0	0	-
Govt. Regulation/Lab Fees	43,000	24,432	18,568	57%
Other	0	107	(107)	-
Other: Memberships	0	0	0	-
Depreciation	34,000	16,257	17,743	48%
Total Operating Expense	345,000	121,293	223,707	35%
Net Income (Loss)	(\$3,000)	\$106,823	\$109,823	

*Subject to revision with actual audit.

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT			
2014 WATER SUPPLY AND DEMAND SUMMARY			
Prepared March 3, 2016			
WATER SUPPLY			
Stumpy Meadows Project			Firm Yield, AF 12,200
DEMAND - Demand is comprised of sales, losses and latent demand components.			
Current Sales			
<i>Treated Water</i>			
	<u>Residential</u>	<u>Commercial</u>	<u>Total</u>
Accounts	3,471	139	3,610
Actual Usage, AF	960	156	1,116
Five Year Average Usage, AF	1,362	214	1,576
<i>Construction Water Sold, AF</i>			0
<i>Treated Water Usage, AF</i>			<u>1,116</u>
<i>Untreated Water</i>			
Active Irrigation Accounts		389	
Actual Irrigation Usage, AF			<u>1,895</u>
Water Use by Customers, AF			3,011
Estimated Operational Losses			
<i>Treated Water System</i> - Treatment & Conveyance, AF			356
<i>Other Operational Losses</i> , AF			<u>1,603</u>
Total Estimated Operation Losses, AF			1,959
Latent Demand			
<i>Treated Water, AF</i>			
Inactive Meters	232		116
Existing Parcels	845		<u>422</u>
Total Latent Demand, AF			<u>538</u>
DEMAND AT FULL UTILIZATION, AF			5,508
REMAINING AVAILABLE WATER WITH FIRM YIELD OPERATION, AF			6,692

The **Water Supply and Demand** report is prepared annually to show system demands and losses (both treated and untreated water). These losses can then be analyzed to locate areas of the system that may need work and can be compared to previous years. This report is also required by the State and is sent to them.

Memo

To: Board of Directors
 From: Darrell Creeks, Operations Manager
 Date: March 2, 2016
 Re: **OPERATIONS MANAGER'S REPORT**
 Board Meeting of March 8, 2016; Agenda Item #7

BACKGROUND/DISCUSSION

Water Treatment (ALT & Walton)

The Auburn Lake Trails Water Treatment Plant produced 11.462 million gallons of potable water for the month of February. This equates to an average of 395,241 gallons per day. This flow is a decrease of .722 million gallons from the month of January. The Walton Lake Water Treatment Plant produced 14.571 million gallons of potable water for the month of February. This equates to an average of 502,448 gallons per day. This flow is a decrease of 1.633 million gallons from the month of January.

As of July 2014, the District is required to report to the State the amount of total potable water produced through the two plants (ALT and Walton) on a monthly basis and to compare that value with the demands of the prior year over the same reporting period. The table below shows the percentage increase (+) or decrease (-) for 2015.

The District is required to reduce water consumption by 29% compared to 2013.

Month (2016)	+/- over 2015	+/- over 2013	Month 2015	+/- over 2014	+/- over 2013
January	-6%	-8%	July	-20%	-41%
February	+5%	-0%	August	-10%	-31%
March			September	-6%	-17%
April			October	-5%	-19%
May			November	+1%	-18%
June			December	+11%	-21%

Water Quality

The District conducted the required water quality monitoring at the treatment plants and in

the distribution system and submitted the required water quality monitoring reports to the State Water Resources Control Board (SWRCB). Under contract with the District, Becky Siren prepared the required reports and reviewed key elements of the same with the General Manager prior to submittal.

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

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

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

Waste Water; Auburn Lake Trails

Average daily flows in the community disposal system were 29,705 gallons per day. This value is below the limit of 71,800 gallons per day as identified in the Waste Discharge Requirements.

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

Stumpy Meadows Reservoir

The latest measurements collected at Stumpy Meadows Reservoir on March 2, 2016, showed a reservoir elevation of 4,261 feet 10 inches, representing storage of **19,919 acre-feet, or 99% of capacity**. This represents an increase in storage of approximately 2,169 acre feet over the prior month.

Current releases from Stumpy on this date were 2.0 CFS. Flow into Stumpy on this date was recorded at 21.9 CFS.

RECOMMENDATION

Receive and file this report.

Memo

To: Board of Directors

From: Wendell Wall, General Manager

Date: March 2, 2016

Re: **GENERAL MANAGER'S REPORT**

Board Meeting of March 8, 2016; Agenda Item #8

BACKGROUND / DISCUSSION

Consent Calendar

Items have been included within this agenda under the consent calendar. Staff encourages the continued use of a consent calendar in an effort to streamline the process of conducting District business and to shorten the length of meetings.

Garden Valley Fund 37 – Disposition of Residual Funds

At last month's meeting, the Board voted to conditionally adopt Resolution 2016-02 utilizing the residual funds for maintenance of the improvements within the Garden Valley Assessment District. The resolution was to be executed pending Legal Counsel's research regarding a statute of limitations and whether the excess funds were collected legally. Final resolution is pending clarification from Legal Counsel.

Drought Funding – CABY Grant

District staff have completed the inventory of work areas to be improved under the CABY Grant. They consist of approximately 15,000 lineal feet of ditch improvements, comprised of both concrete linings and pipes.

With the work areas clearly defined we need to begin the environmental review, permitting, and project design. This is the topic of a separate agenda item relating to a contract with the consulting firm of *EN2 Resources*. Under this proposal, District staff will collect technical field data and assist with the development of material specifications, while the Consultant will be responsible for the environmental review, permitting, and final design.

Pilot Hill Tank and Waterline (Elliot Property)

This is the topic of a separate agenda item relating to the adoption of a resolution to abandon the existing facilities consisting of a water storage tank and waterline.

Auburn Lake Trails WTP Loan – State of California

Staff continues to work with the State Water Resources Control Board on the loan application, which remains under review at the Water Board. The application is for a 20-year, \$10,000,000 loan, at an annual interest rate of 1.663 percent. Relative to the same

are two separate resolutions identified as a *Reimbursement Resolution* and a *Pledged Revenue and Funds Resolution* and further described in a separate agenda item.

The application also requires that the environmental document, under CEQA, be finalized. The updated environmental document is currently out for public review, with the hearing scheduled for the regular Board meeting of April 12, 2016.

EI Dorado County Water Agency – Cost Sharing Opportunities

Staff submitted a request to the Water Agency for partial funding on six different projects. Of these, four were approved for a total maximum reimbursement of \$37,500. Project costs associated with this funding must be billed to the Water Agency prior to June 30, 2016.

Two projects relating to Stumpy Meadows were approved: special reporting on the dam, and the sanitary survey of the watershed. Contracts are in place, and work activities have commenced on both of these projects.

Also approved were the updates to the GIS System and the Cost of Service Study (Prop 218). Staff intends to contract with outside services for this work within the next 30 days.

Proposition 1 Workshop

GM Wall and Director Hoelscher attended a workshop presented by the Mountain Counties Water Resources Association on February 23. See **ATTACHMENT 1** to this report for topics addressed. Key elements of that workshop will be shared at this Board meeting.

Lease Revenue – T-Mobile

The District received the first monthly payment, in the amount of \$1500, from T-Mobile, for their use of the tower located on Hotchkiss Hill. The current budget (FY2015-16) identified revenue associated with leases at \$47,000. This will result in an increase of \$18,000 in annual income to the District from leases.

Water Conservation – Public Outreach

Water conservation efforts for the month of February show a reduction of zero percent when compared to the same month in 2013. Cumulative reduction for the past eight months is about 19 percent, significantly less than the District's 29 percent State mandate.

Attention is again directed to the Water Conservation Warning Letter from the State, a copy is included with this report as **ATTACHMENT 2**. The letter lists several actions that the District should consider, in an effort to better meet the required water conservation target.

In an effort to better inform the community of the State mandated requirement to conserve water, the District has entered into a contract with Kevin McLarnon, for an amount not to exceed \$5,500, for a term limited to the remainder of the Fiscal Year. Under this assignment, Kevin will dedicate his efforts primarily to public outreach through a variety of sources. It is likely the District will need to step up these efforts in the months ahead through the dedication of additional resources.

RECOMMENDATION

Receive and file this report.

ATTACHMENT 1



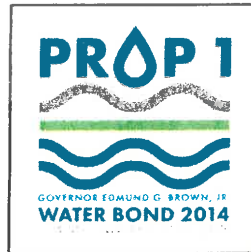
SPECIAL PROPOSITION 1 MOUNTAIN COUNTIES OVERLAY AREA WORKSHOP

2016 IRWM Grant Program Workshop for Mountain Counties on Draft Guidelines, Draft Planning Proposal Solicitation Package & Draft Disadvantaged Community Involvement Request for Proposals

Date:

**February 23, 2016
10:00 a.m. – 12:30 p.m.
Networking: 9:30 a.m.**

*Contact: John Kingsbury
Number: (530) 957-7879*



Location:

**El Dorado Irrigation District
2890 Mosquito Road
Placerville, CA 95667**

Department of Water Resources

North Central Regional Office

- Hong Lin, Senior Engineer, Water Resources (Section Chief)
- James Common, Engineer, Water Resources

Planning Section

- Craig Cross, Project Manager
- Melissa Sparks, Project Lead

Implementation Section

- Zaffar Eusuff, Program Manager

Sierra Nevada Conservancy

- Elissa Brown, Fund Development Coordinator

PROGRAM

1. The IRWM Grant Program has developed the Proposition 1 Draft 2016 IRWM Guidelines, Draft Planning Proposal Solicitation Package (PSP) and Draft Disadvantaged Community (DAC) Involvement Request for Proposals (RFP). DWR will be reviewing this information with the members of Mountain Counties to seek public input on the draft documents.
2. Proposition 1 DAC Involvement Program
The Disadvantaged Community Involvement Program is designated to ensure the involvement of disadvantaged communities (DACs), economically distressed areas (EDAs), or underrepresented communities (collectively referred to as DACs) in IRWM planning efforts. The Proposition 1 2016 IRWM Guidelines establish the general process, procedures, and criteria that DWR will use to implement the IRWM DAC Involvement Program.
3. SNC released Proposition 1 Grant Guidelines and Grant Application Packet for FY 2015-2016 and FY 2016-2017. SNC will provide an overview and discuss Additional Funding Sources and Incentive Programs relevant to the Mountain Counties Area to help members develop strategies to move forward with their projects and programs.

EDMUND G. BROWN JR.
GOVERNORMATTHEW RODRIGUEZ
SECRETARY FOR
ENVIRONMENTAL PROTECTION**State Water Resources Control Board**

January 13, 2016

Sent via Electronic and U.S. Mail

Mr. Wendell Wall, General Manager
Georgetown Divide Public Utility District
 P.O. Box 4240
 Georgetown, CA 95634
gm@gd-pud.org

SUBJECT: WATER CONSERVATION WARNING LETTER

We have reviewed your submitted water conservation data and have determined that the **Georgetown Divide Public Utility District** was within 4 percent of meeting its required cumulative water conservation target as specified in the Emergency Regulation for Statewide Urban Water Conservation (Emergency Regulation), Resolution 2015-0032, effective May 18, 2015, through February 2016. As required by Governor Brown's Executive Order B-36-15, the State Water Board is in the process of modifying and extending the Emergency Regulation until October 31, 2016. Therefore, while you were close to meeting your cumulative target, you should immediately take additional steps and re-evaluate your water conservation program to ensure that the impending extended Emergency Regulation is met in future months.

As you know, the greatest opportunity to conserve water occurred over the summer by limiting outdoor irrigation. As we are now in the cooler and wetter months, it is imperative to continue conservation outreach, with a particular focus on ways to conserve indoors, so that you can meet your required water conservation target. Following are some actions you should consider:

- Further reducing the number of days and/or total run times that outdoor irrigation is allowed;
- Reminding customers that outdoor irrigation is prohibited during and 48 hours following measurable precipitation;
- Increasing staffing and budgets for water conservation messaging/outreach, surveillance, and enforcement;
- Imposing fines for water waste or violation of conservation requirements;
- Finding and repairing system leaks;
- Adjusting rate structures to incentivize water conservation; and,
- Reviewing water meter data to identify high water users for targeted outreach.

Be advised that the State Water Board **may initiate formal enforcement if Georgetown Divide Public Utility District does not meet its conservation requirement in the future.** If you have any questions or need assistance regarding this matter, please contact Dr. Matthew Buffleben at (916) 341-5891.

Sincerely,

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

Christian M. Carrigan, Director
Office of Enforcement

cc: *(via email only)*

FELICIA MARCUS, CHAIR | THOMAS HOWARD, EXECUTIVE DIRECTOR

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

ATTACHMENT 2

Georgetown Divide Public Utility District - 2 -

January 13, 2016

Dr. Matthew Buffleben, Chief
Special Investigations Unit
Office of Enforcement
Matthew.Buffleben@waterboards.ca.gov

Memo

To: Board of Directors

From: Darrell Creeks, Operations Manager

Date: March 2, 2016

Re: **REQUEST FOR VARIANCE – SECOND WATER METER REQUIREMENT
APN 061-410-48 KIRSTEN JENSEN-JUDY RAMSAY**

Board Meeting of March 8, 2016; Agenda Item #10

BACKGROUND / DISCUSSION

This item has appeared before this Board on two prior occasions.

On December 8, 2015, Agenda Item #10, this Board approved a two-year variance, under a hardship permit approved by the County of El Dorado, eliminating the second meter requirement for water service on County Assessment Parcel Number 061-410-48.

On January 26, 2016, staff received a letter from Josh and Kirsten Jensen, informing the District that the County permit had been changed from temporary to permanent. That correspondence also included a request that the variance be tied to a permanent permit as issued by the County.

On February 9, 2016, Agenda Item #11, this Board considered a request from the same parties (Jensen and Ramsay...APN 061-410-48) for a variance under a permanent permit/structure. The Board did not approve the request, due to the permanent status, but directed staff to bring back to the Board for approval a draft policy and amendment to Ordinance 82-1 reflecting that policy. The Directors asked staff to include a list of conditions that would trigger the policy. These conditions would be based on the Board's desire to provide some relief for a property owner who might require a second dwelling to be temporarily occupied by a caregiver or an invalid relative of the property owner, where the cost of a second meter would cause a hardship on the property owner.

Staff has reviewed the options available and finds that the language within Ordinance 82-1 remains a controlling factor. With reference to the same, as a permanent structure, the applicant would be required to have a separate service connection and meter. The challenge is that lenders are no longer able to make loans for dwellings that are built with a temporary permit, and the District cannot issue a temporary variance for a dwelling built with a permanent permit. Furthermore, staff believes that it would be difficult to verify whether certain hardship conditions exist without impinging on the privacy of customers and to monitor the hardship status over a period of time.

In an attempt to work through these issues and to satisfy the desire of the Directors who wish to show compassion in these hardship cases, staff contacted Jenny Downey, Customer Service Manager with the El Dorado Irrigation District (EID). Ms. Downey said, in effect, that EID only

charges half the normal hook-up fee for a second dwelling on the property. This is not contingent on a hardship; it is across the board. If GDPUD elected to adopt a similar policy, this would be a reduction of approximately \$4,600 from the estimated fee of \$9,200. (The cost of a residential meter is estimated at \$9,200 plus staff labor associated with the connection to the District main.)

After putting much thought and effort into solving this dilemma, staff believes the most straightforward way of addressing the problem is to adopt a policy similar to that of EID. If directed by the Board, staff can draft such a policy and amendment to Ordinance 82-1 and bring it back to the Board for consideration.

RECOMMENDATION

Staff recommends that the Board direct staff to draft a policy and corresponding amendment to Ordinance 82-1 that would require a customer to purchase an additional half EDU in FCCs for domestic service and bring it back to the Board for consideration.

Memo

To: Board of Directors

From: Victoria Knoll, Office Manager

Date: March 2, 2016

Re: **PROGRESS REPORT – DEVELOPMENT OF FY 2016-17 BUDGET**

Board Meeting of March 8, 2016; Agenda Item #11

BACKGROUND / DISCUSSION

Staff has begun the process of completing a comprehensive FY 2016-2017 Operations Budget. Supervisors and managers have been asked to review both the past year and year-to-date expense totals in their respective departments and to make decisions about the 2016-17 budget. A comparative budget template has been created that links each of the seven departments to the consolidated budget. As managers make decisions relative to their respective departments, they enter that budgetary information into the individual department spreadsheet, which then links to the consolidated budgets. This way, each department manager will know what their department's expense budget is and how it impacts the consolidated budget.

I have also created links that connect all of the departmental information with cost centers. The templates for the comparative cost centers include allocations of customer service, administration, and source of supply expenses to the treated water, irrigation, and wastewater services that the District provides. These allocations are made at this point for the purpose of better facilitating the upcoming cost of service study.

Finally, each expense category is summarized, and its percentage of total expense is calculated. This allows managers and decision makers to better see expense trends, compare to trends of other water districts, and establish an understanding and rationale for each expense category. The expense categories are: the direct operating costs, the salary and benefit costs, and the overhead costs. It will be informative to see how each of these expense categories compare to other small water districts in California.

Attached for your review are: 2016-2017 Working Budget to 2015-2016 Projected Actuals (**ATTACHMENT 1**), 2015-2016 Budget to Projected Actual (**ATTACHMENT 2**), and 2015-2016 Projected Actual to 2016-2017 Working Budget (**ATTACHMENT 3**).

A budget workshop is planned for March 16, 2016 in which staff will present a draft budget to the Board for discussion. The Community Center, located at 6329 Lower Main Street, has been reserved for the workshop. The public is invited to participate.

RECOMMENDATION

Possible Board action.

GEORGETOWN DIVIDE PUD 2016 - 2017 WORKING BUDGET
2015-2016 PROJECTED ACTUALS
Attachment 1

		2016-2017 Exp Working Budget	% of Total	2015 - 2016 Projected Rev-Exp	% of Total
OPERATING REVENUE:					
	Sales				
	Fees/Penalties				
OPERATING EXPENSES:					
Labor Expenses					
	Direct Labor Costs	1,240,900	61.45%	985,774	58.66% See Note Below
	Allocated Indirect Admin Labor*	295,425	14.63%	294,072	17.50%
	Allocated Indirect Customer Service Labor*	287,909	14.26%	200,432	11.93%
	Allocated Indirect Source of Supply Labor*	195,160	9.66%	200,074	11.91%
		2,019,394	63.15%	1,680,352	61.28%
ALLOCATED INDIRECT COSTS*					
Indirect Operating Expenses:					
	Administrative Costs	369,400		311,034	
	Customer Service	40,528		30,948	
	Source of Supply	108,000		102,370	
		517,928	16.20%	444,352	16.21%
DIRECT OPERATING COSTS					
5027	Audit	1,000		880	
5028	Engineering Studies	-		-	
5034	Insurance: General	19,000		42,192	
5036	Legal--General	21,000		23,196	
	Special	-		-	
5038	Materials and Supplies	166,500		172,904	
5039	Rental/Durable/Lease	21,000		17,698	
5040	Office Supplies	13,500		2,926	
5041	Staff Development	2,000		180	
5042	Travel--Conference	-		-	
5044	Utilities	167,154		162,574	
5046	Vehicle & Equipment Maintenance	36,000		26,274	
5048	Vehicle Operations	50,500		34,818	
5060	Bank Fees & Payroll Services	-		-	
5068	Retiree Health Premium	-		-	
5070	Director Stipends	-		-	
5076	Building Maintenance	1,000		-	
	Public Information	-		-	
5080	Outside Service/Consultants	75,000		32,158	
	CPA	-		-	
5084	Govt. Reg./Lab Fees	85,000		99,040	
5090	Other: Cost of Recruitment etc.	2,000		2,026	
5090	Other: County Tax Admin. Fees	-		120	
5090	Other:	-		326	
5089	Other: Memberships	-		-	
5091	Other: Elections	-		-	
5099	Study Amortization	-		-	
5094	Depreciation	-		-	
	Contingency	-		-	
	Subtotal Non Labor Related	660,654	20.66%	617,312	22.51%
	TOTAL EXPENSES	3,197,976		2,742,016	

**Note on Direct Labor and Direct Operating Costs: 58% of the Expenses are Direct Labor and Operating Costs
60% of all 2016-2017 Budgeted expenses are Direct Labor and Direct Operating Costs**

ATTACHMENT 2

GDPU 2015-2016 BUDGET TO PROJECTED ACTUAL

Description	Water Source 5100		Raw Water 5200		Treatment Plant 5300		Treated Water 5400		GWS 5500		Admin 5600		TOTALS		Wastewater 6700	
	FY 15-16 Summary Budget	FY 15-16 Projected Actual	FY 15-16 Summary Budget	FY 15-16 Projected Actual	FY 15-16 Summary Budget	FY 15-16 Projected Actual	FY 15-16 Summary Budget	FY 15-16 Projected Actual	FY 15-16 Summary Budget	FY 15-16 Projected Actual	FY 15-16 Summary Budget	FY 15-16 Projected Actual	FY 15-16 Summary Budget	FY 15-16 Projected Actual	FY 15-16 Summary Budget	FY 15-16 Projected Actual
Labor Related:																
5010 Labor	82,000	123,400	283,000	157,024	146,000	120,962	227,000	243,992	191,000	58,046	\$169,000	223,612	1,098,000	979,378	\$132,000	\$52,342
5019 Overtime	4,000	2,828	20,000	8,314	22,000	12,492	5,000	19,210	5,000	-	\$2,000	80	58,000	42,924	39,000	4,666
5017 Standby	3,000	3,460	10,500	5,120	15,000	14,940	10,000	14,940	4,000	-	\$0	-	42,500	43,126	-	-
5011 Temporary Labor (not on PERS)	-	-	46,000	16,222	-	-	-	-	112,800	116,274	\$0	-	158,800	132,496	-	-
5014 PERS	15,000	11,394	25,000	15,488	15,000	13,446	30,000	25,636	8,000	5,800	\$32,500	21,942	125,500	93,706	-	-
5014-1 Pers Liability	-	-	-	-	-	-	-	-	-	-	\$0	-	-	-	-	-
5016 Payroll Taxes	8,000	9,758	26,000	13,430	13,000	11,472	21,000	21,676	12,000	4,798	\$15,000	18,792	95,000	84,228	11,000	4,302
5018/71 Insurance: Health, Life & Disability	21,000	42,464	73,000	39,956	20,000	38,014	61,000	73,204	47,000	11,126	\$38,000	20,554	260,000	238,842	34,000	13,524
5020 Insurance: Worker's Comp	6,000	6,770	22,000	20,482	7,000	6,682	20,000	15,128	7,000	4,388	\$5,000	9,092	67,000	65,652	4,000	3,110
5024 Insurance: Dental/Optical	-	-	-	-	-	-	-	-	-	-	\$0	-	-	-	-	-
Subtotal Labor Related	139,000	200,074	505,500	276,036	238,000	218,008	374,000	413,786	386,800	200,432	261,500	294,072	1,904,800	1,680,352	\$221,000	\$77,944
Non-labor Related:																
5027 Audit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5028 Engineering Studies	18,000	18,648	-	-	-	-	-	-	-	-	15,000	10,120	15,000	11,000	-	880
5034 Insurance: General	3,000	-	15,000	14,128	11,000	11,216	12,000	12,702	8,000	8,210	6,000	6,832	40,000	18,648	1,000	-
5036 Legal-General	3,000	3,192	6,000	5,810	1,000	-	7,000	-	-	-	63,000	78,036	55,000	57,234	6,000	4,146
Special	-	-	-	-	-	-	-	-	-	-	-	-	80,000	104,424	4,000	17,386
5038 Materials and Supplies	10,000	792	20,000	41,132	70,000	60,786	55,000	65,640	-	568	-	-	155,000	174,264	4,000	5,346
5039 Rental/Durable/Lease	1,000	-	5,000	2,870	6,000	6,290	10,000	8,538	1,000	-	2,000	5,200	25,000	22,898	2,000	0
5040 Office Supplies	-	-	-	-	1,000	134	1,000	586	12,000	18,146	11,000	17,196	25,000	38,268	3,000	2,206
5041 Staff Development	-	-	-	-	2,000	180	1,000	-	1,000	-	2,000	4,346	6,000	4,526	1,000	-
5042 Travel-Conference	-	-	-	-	-	-	-	-	-	-	10,000	-	10,000	-	1,000	-
5044 Utilities	1,000	-	1,000	572	150,000	144,606	6,000	7,242	3,000	3,012	14,000	16,874	175,000	182,460	9,000	10,154
5046 Veh. & Equip Maintenance	5,000	4,674	10,000	12,344	13,000	2,384	8,000	8,092	5,000	1,012	6,000	12,570	47,000	44,530	4,000	3,454
5048 Vehicle Operations	8,000	4,614	25,000	13,004	5,000	5,514	14,000	10,212	-	-	-	1,060	52,000	40,492	6,000	6,088
5060 Bank Fees & Payroll Serv	-	-	-	-	-	-	-	-	-	-	4,000	4,702	4,000	4,702	-	-
5068 Retiree Health Premium	-	-	-	-	-	-	-	-	-	-	120,000	-	120,000	-	-	-
5070 Director Stipends	-	-	-	-	-	-	-	-	-	-	24,000	22,400	24,000	22,400	-	-
5076 Building Maintenance	-	-	-	-	1,000	-	-	-	-	-	5,000	6,336	6,000	6,336	-	-
Public Information	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5080 Outside Service/Consults	48,000	4,976	25,000	12,024	26,000	3,266	25,000	754	-	-	36,000	87,052	160,000	124,186	8,000	16,114
CPA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5084 Govt. Reg./Lab Fees	35,000	47,596	1,000	1,010	34,000	41,106	-	8,060	-	-	40,000	6,654	110,000	153,290	8,057	48,864
5090 Other: Cost of Recruitment etc.	-	-	-	2,026	-	-	-	-	-	-	-	-	-	-	-	-
5090 Other: County Tax Admin. Fees	-	17,878	-	-	-	-	-	120	-	-	6,000	21,190	6,000	39,188	-	-
5090 Other:	-	-	-	-	-	-	-	326	-	-	22,000	10,466	22,000	10,792	-	-
5089 Other: Memberships	-	-	-	-	-	-	-	-	-	-	16,500	-	16,500	-	-	-
5091 Other: Elections	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

GDPUD 2015-2016 BUDGET TO PROJECTED ACTUAL

Description	Water Source 5100		Raw Water 5200		Treatment Plant 5300		Recreation 5400		Custodial 5500		Admin 5600		TOTALS		Wastewater 6700	
	FY 15-16 Summary Budget	FY 15-16 Projected Actual	FY 15-16 Summary Budget	FY 15-16 Projected Actual	FY 15-16 Summary Budget	FY 15-16 Projected Actual	FY 15-16 Summary Budget	FY 15-16 Projected Actual	FY 15-16 Summary Budget	FY 15-16 Projected Actual	FY 15-16 Summary Budget	FY 15-16 Projected Actual	FY 15-16 Summary Budget	FY 15-16 Projected Actual	FY 15-16 Summary Budget	FY 15-16 Projected Actual
5099 Study Amortization	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5094 Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Non Labor Relate	132,000	102,370	108,000	104,920	320,000	275,482	139,000	122,272	30,000	30,948	424,500	311,034	9,000	1,162,500	1,061,664	\$57,057
	271,000	302,444	613,500	380,956	558,000	493,490	513,000	536,058	416,800	231,380	686,000	605,106	3,067,300	2,742,016	\$278,057	\$192,382

ATTACHMENT 3

GDPUD 2015-2016 PROJECTED ACTUAL TO 2016-2017 WORKING BUDGET

Description	Water Source: 5100		Raw Water: 5200		Treatment: 5300		Treated Dis: 5400		Cust Svcs: 5500		Admin: 5600		TOTALS		Wastewater: 6700	
	FY 15-16 Projected	FY 16-17 Summary Budget	FY 15-16 Projected	FY 16-17 Summary Budget	FY 15-16 Projected	FY 16-17 Summary Budget	FY 15-16 Projected	FY 16-17 Summary Budget	FY 15-16 Projected	FY 16-17 Summary Budget	FY 15-16 Projected	FY 16-17 Summary Budget	FY 15-16 Projected	FY 16-17 Summary Budget	FY 15-16 Projected	FY 16-17 Summary Budget
Labor Related:																
5010 Labor	123,400	123,000	157,024	176,363	120,962	113,818	243,992	309,546	58,046	162,000	223,612	225,000	979,378	1,191,727	52,342	82,000
5019 Overtime	2,828	6,000	8,314	20,000	12,492	25,000	19,210	20,000	-	-	80	-	42,924	71,000	-	-
5017 Standby	3,460	7,000	5,120	14,000	14,940	16,000	14,940	16,000	-	-	-	-	43,126	58,000	4,666	5,000
5011 Temporary Labor (not on PERS)	-	-	16,222	46,000	-	-	-	-	116,274	62,000	-	-	132,496	108,000	-	-
5014 PERS	11,394	20,400	15,488	20,616	13,446	30,964	25,636	41,466	5,800	6,075	21,942	22,050	93,706	141,570	-	-
5014-1 Pers Liability	-	-	-	-	-	30,964	-	-	-	-	-	-	-	30,964	-	-
5016 Payroll Taxes	9,758	10,200	13,430	17,039	11,472	11,611	21,676	25,916	4,798	13,284	18,792	18,900	84,228	103,675	4,302	6,724
5018/71 Insurance: Health, Life, & Disability	42,464	20,400	39,956	42,073	38,014	29,415	73,204	65,654	11,126	32,400	20,554	20,475	238,842	222,717	13,524	12,300
5020 Insurance: Worker's Comp	6,770	8,160	20,482	27,491	6,682	9,289	15,128	20,733	4,388	12,150	9,092	9,000	65,652	91,743	3,110	4,920
5024 Insurance: Dental/Optical	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Labor Related	200,074	195,160	276,036	363,581	218,008	267,061	413,786	499,314	200,432	287,909	294,072	295,425	1,680,352	2,019,394	77,944	110,944
Non-labor Related:																
5027 Audit	-	-	-	-	-	-	-	-	-	-	10,120	20,000	11,000	21,000	880	1,000
5028 Engineering Studies	18,648	-	-	-	-	-	-	-	-	-	-	-	18,648	-	-	-
5034 Insurance: General	-	-	14,128	14,000	11,216	-	12,702	-	8,210	9,195	6,832	8,500	57,234	36,695	4,146	5,000
5036 Legal-General	3,192	-	5,810	6,000	-	-	-	-	-	-	78,036	85,000	104,424	106,000	17,386	15,000
5038 Materials and Supplies	792	10,000	41,132	20,000	60,786	70,000	65,640	70,000	568	650	-	-	174,264	177,150	5,346	6,500
5039 Rental/Durable/Lease	-	1,000	2,870	5,000	6,290	6,000	8,538	10,000	18,146	22,683	5,200	5,200	22,898	27,200	2,206	2,500
5040 Office Supplies	-	-	-	-	134	1,000	586	10,000	-	-	17,196	20,000	38,268	56,183	-	-
5041 Staff Development	-	-	-	-	180	2,000	-	-	-	-	4,346	6,500	4,526	8,500	-	-
5042 Travel-Conference	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5044 Utilities	-	1,000	572	1,000	144,606	150,000	7,242	6,000	3,012	3,000	16,874	17,000	182,460	188,154	10,154	10,154
5046 Veh & Equip Maintenance	4,674	5,000	12,344	10,000	2,384	13,000	8,092	8,000	1,012	5,000	12,570	13,000	44,530	59,000	3,454	5,000
5048 Vehicle Operations	4,614	8,000	13,004	25,000	5,514	5,000	10,212	14,000	-	-	1,060	1,200	40,492	59,700	6,088	6,500
5060 Bank Fees & Payroll Serv	-	-	-	-	-	-	-	-	-	-	4,702	5,000	4,702	5,000	-	-
5068 Retiree Health Premium	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5070 Director Stipends	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5076 Building Maintenance	-	-	-	-	-	1,000	-	-	-	-	22,400	24,000	22,400	24,000	-	-
Public Information	-	-	-	-	-	-	-	-	-	-	6,336	8,500	6,336	9,500	-	-
5080 Outside Service/Consults	4,976	48,000	12,024	25,000	3,266	5,000	754	25,000	-	-	87,052	90,000	124,186	213,000	16,114	20,000
CPA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5084 Govt. Reg./Lab Fees	47,596	35,000	1,010	1,000	41,106	34,000	8,060	-	-	-	6,654	-	153,290	120,000	48,864	50,000
5090 Other: Cost of Recruitment	-	-	2,026	2,000	-	-	-	-	-	-	-	-	-	2,026	2,000	-
5090 Other: County Tax Admin	17,878	-	-	-	-	-	120	-	-	-	21,190	22,000	39,188	22,000	-	-

Memo

To: Board of Directors

From: George Sanders, Engineering Consultant

Date: March 2, 2016

Re: **ORDINANCE NO. 2016-01 CONNECTION FEE FOR RESIDENTIAL FIRE
SPRINKLER**

Board Meeting of March 8, 2016; Agenda Item #12

BACKGROUND / DISCUSSION

At the January 12, 2016 Board meeting (Agenda Item 18), staff presented a proposal which provided some relief in the fees charged to residential customers for a 1-inch water service. This exception would apply only to those customers who need the upgrade from a ¾-inch to a 1-inch service when the larger service is needed to meet the demands of a residential fire sprinkler system. After reviewing the item, the Board directed staff to return with an ordinance for Board consideration.

The full text of Ordinance 2016-01 is included as **ATTACHMENT 1** to this report. A summary is included as **ATTACHMENT 2**.

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

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

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

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

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

RECOMMENDATION

Staff recommends the Board introduce for first reading **Ordinance 2016-01** adding a Connection Fee for Residential Fire Sprinkler. Staff further recommends the Board vote to read a *summary* of the Ordinance in lieu of reading the full text of the Ordinance.

GPUD 2015-2016 PROJECTED ACTUAL TO 2016-2017 WORKING BUDGET

Description	Water Source 5100		Raw Water 5200		Treatment Plant 3300		Treated Dist 5400		GWS 5500		Admin 5600		TOTALS			
	FY 15-16 Projected Actual	FY 16-17 Summary Budget	FY 15-16 Projected Actual	FY 16-17 Summary Budget	FY 15-16 Projected Actual	FY 16-17 Summary Budget	FY 15-16 Projected Actual	FY 16-17 Summary Budget	FY 15-16 Projected Actual	FY 16-17 Summary Budget	FY 15-16 Projected Actual	FY 16-17 Summary Budget	FY 15-16 Projected Actual	FY 16-17 Summary Budget	FY 15-16 Projected Actual	FY 16-17 Summary Budget
5090 Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5089 Other Memberships	-	-	-	-	-	-	326	-	-	-	-	-	-	-	-	-
5091 Other Elections	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5099 Study Amortization	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5094 Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Non Labor Related	102,370	108,000	104,920	109,000	275,482	287,000	122,272	143,000	30,948	40,528	311,034	369,400	1,061,664	1,178,582	\$174,638	\$121,654
	302,444	303,160	380,956	472,581	493,490	554,061	536,058	642,314	231,380	328,437	605,106	664,825	2,742,016	3,197,976	\$192,582	\$232,598

ORDINANCE NO. 2016-01

AN ORDINANCE AMENDING ORDINANCE NO. 07-01; ARTICLE 5 - *Connection to the District's Treated Water System*

BE IT ENACTED by the Board of Directors of the Georgetown Divide Public Utility District ("District"), County of El Dorado, State of California, as follows:

ARTICLE 1. *Recitals*

A. Pursuant to Government Code Section 66013 et seq. the governing board of a district is authorized to levy a fee or capacity charge for any new connection to the district's water system to defray the cost of the public facilities necessary to serve the new connection. For the purposes of this Ordinance, new connections shall also include upgrades to existing connections where those upgrades are deemed necessary under a residential building permit, through the County of El Dorado, for both new and expanded construction where a residential automatic fire sprinkler system is required.

B. On 1 January 2011, the California Building Standards Commission began requiring residential automatic fire sprinkler systems for one and two family dwellings and townhouses.

C. All new residential construction within the District's service area must comply with this automatic fire sprinkler system requirement.

D. Residential automatic fire sprinkler systems, when activated, can place demands on a residential service that cannot be met by a 5/8-3/4-inch meter. Most automatic fire sprinkler systems require a 1-inch meter that allows for elevated flows to properly operate.

E. By Ordinance 07-01, ARTICLE 5. *Connection to the District's Treated Water System*, the governing board of the District established a Capital Facility Connection Fee and Capacity Charge ("fee" herein) for connections to the District's treated water system.

F. The Board of Directors ("Board") finds that prior to adopting this Ordinance, the Board held a public meeting at which time oral or written presentations were received regarding the above ordinance at a regularly scheduled meeting on the 8th day of March, 2016.

ARTICLE 2. *Amendment to Ordinance No. 07-01; ARTICLE 5-Connection to the District's Treated Water System:*

Upon the effective date of this Ordinance, ARTICLE 5, of Ordinance No. 07-01 is

amended. ARTICLE 5. *Connection to the District's Treated Water System* is amended to read as follows:

- (a) Based on the foregoing findings, the Board hereby approves, adopts, and levies a Capital Facility Connection Fee and Capacity Charge ("fee" herein) for connection to the District's treated water system in the following amount of \$9,200 for a 5/8-3/4 meter; \$22,575 for a 1-inch meter; \$45,148 for a 1 ½ inch meter; and \$72,239 for a 2-inch meter. The fee shall be paid directly to District prior to making a new connection or increasing the amount of an existing connection to the District's treated water system for which a service connection charge has not been paid or financed through an assessment district. If a parcel within an assessment district that included financing for connection charges is further subdivided, only the original parcel shall be exempt from the connection fee.
- (b) Residential fire sprinkler system connection fee waiver
 - (1) Upgrading a 5/8-3/4-inch meter to a 1-inch meter shall not require an additional connection fee where the upgrade is required to meet the increased capacity needs of a residential automatic fire sprinkler system required under the 1 January 2011 California Building Standards Commission revisions to the California Building Code.
 - (2) Individuals seeking a waiver of the connection fee established in subsection (b)(1) shall provide the District with verified calculations and findings by a State or El Dorado County approved designer of residential fire sprinkler systems demonstrating the need for a 1-inch meter.
 - (3) Based on a review of the verified calculations in subsection (b)(2), the General Manager of the District or his or her designee may grant a waiver of an additional connection fee where he or she finds that the increased capacity of a 1-inch meter is required to meet the requirements of a residential fire sprinkler system required under the 1 January 2011 California Building Standards Commission revisions to the California Building Code.
 - (4) The District reserves the right to monitor the water usage of accounts that are granted a waiver of the connection fee provided in subsection (b)(1) to verify that the upgraded capacity is required for a residential fire sprinkler system.
 - (5) Where the General Manager of the District or his or her designee finds that water use of an account that received the connection fee waiver established in subsection (b)(1) exceeds the use available for a 5/8-3/4-inch meter, demonstrating that the upgrade was not required for a residential fire sprinkler system, the General Manager of the District or his or her designee, in addition to all other legal rights and remedies, may impose the waived connection fees on that account.

ARTICLE 3. *Commencement Date*

The effective date of this Ordinance shall be 30 calendar days following its adoption by the Board.

ARTICLE 4. *Severability*

If any portion, phrase or segment of this Ordinance is found by a Court of competent jurisdiction to be invalid, such finding shall not affect the validity of the remaining portions of this Ordinance. The District hereby declares its intent to adopt this Ordinance irrespective of the fact that one or more of its provisions may be declared invalid subsequent thereto.

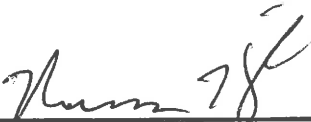
I HEREBY CERTIFY that the foregoing Ordinance was duly INTRODUCED at a regularly held meeting of the Board of Directors of the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT on the 8th day of March, 2016, and was PASSED AND ADOPTED by the Board of Directors of the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT on this 8th day of March, 2016, by the following vote:

AYES: *Capraun, Hanschild, Hoelscher, Krizl, Uso*

NOES:

ABSENT:

By:



Norm Krizl, President

Board of Directors

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

ATTEST:

By:



Wendell Wall, Clerk and ex officio

Secretary, Board of Directors

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

CERTIFICATION

I, Wendell Wall, hereby certify that the foregoing is a full, true and correct copy of Ordinance No. 2016-01 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 8th day of March, 2016.

By: 

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

Memo

To: Board of Directors

From: George Sanders, Engineering Consultant

Date: March 2, 2016

Re: **RESOLUTION NO. 2016-03 – LIFTING THE STAGE 3 DROUGHT
DECLARATION**

Board Meeting of March 8, 2016; Agenda Item #13

BACKGROUND / DISCUSSION

The 2010 Urban Water Management Plan identifies four stages of drought response, for consideration by this Board, during periods of water shortage. The stages within this plan are structured around a measurement of water storage, in Stumpy, during the second week in April of any given year. The water storage in Stumpy on April 8, 2015 measured 12,350 acre-feet which triggered a Stage 3 Drought Declaration by this Board at its regular meeting on April 14, 2015 (Agenda Item #13).

Water storage in Stumpy has increased dramatically during the months of late December through February. The storage, as of February 24, 2016, was measured at 19,838 acre-feet, or 99% of capacity. Staff projections suggest that Stumpy will spill prior to the middle of March of this year. Based on potable water consumption needs between now and April, it is evident that the storage in Stumpy will exceed 17,000 acre feet (Stage 1 Trigger Level) in April.

Under the current Stage 3 Drought Declaration, the District is limited to the services it can provide in the issuance of new service connections for both potable and raw water customers. In all cases this has resulted in a loss of revenues through the sale of water.

This agenda item proposes the adoption of **Resolution 2016-03**, which would end the Stage 3 Drought Declaration and allow the District to better serve the water needs of the community. Specific to this action, the District would once again have the ability to issue new potable water service connections together with the issuance of raw water accounts under the current priority system. A copy of **Resolution 2016-03** is included as **ATTACHMENT 1** to this report.

Within this item, it is important to acknowledge the current Statewide Drought Declaration and the need for our community to make every effort to comply with the same. Special attention is directed to our overall water conservation efforts, as compared to water production of 2013, which have fallen short of the current State mandate of 29%.

RECOMMENDATION

Staff recommends adoption of **Resolution 2016-03 – Lifting the Stage 3 Drought Declaration**.

RESOLUTION NO. 2016-03
OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
LIFTING THE STAGE THREE DROUGHT DECLARATION AS IDENTIFIED IN THE
2010 URBAN WATER MANAGEMENT PLAN

WHEREAS, the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT is identified as an Urban Water Supplier by the State of California; and

WHEREAS, all Urban Water Suppliers are required, by the State, to have an Urban Water Management Plan; and

WHEREAS, the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT has adopted the 2010 Urban Water Management Plan; and

WHEREAS, the 2010 Urban Water Management Plan has identified a Staged Water Shortage Response Plan; and

WHEREAS, the Staged Water Shortage Response Plan has identified a series of voluntary and mandatory restrictions placed on Conservation Goals, District Actions, Customer Actions, and Penalties; and

WHEREAS, the implementation of the Staged Water Shortage Response Plan has “Trigger Levels” that are based on the storage of water in Stumpy Meadows Reservoir (“Stumpy”), as measured during the second week in April of any given year; and

WHEREAS, the Board of Directors, of the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT, made a Stage Three Drought Declaration, based on a water storage of 12,350 acre feet in Stumpy, as measured on April 8, 2015; and

WHEREAS, the water storage in Stumpy is now 20,000 acre feet, representing a full reservoir; and

WHEREAS, the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT has a desire to lift the Stage Three Drought Declaration, based on a full reservoir and anticipated limited demands on water storage between now and the second week in April.

NOW, THEREFORE, be it resolved and ordered by the Board of Directors of the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT that:

The Stage Three Drought Declaration, as identified in the 2010 Urban Water Management Plan, is hereby lifted.

PASSED AND ADOPTED at a regularly held meeting of the Board of Directors of the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT this 8th day of March, 2016.

AYES: *Capraun, Hanschild, Hoelscher, Krizl, Uso*

NOES:

ABSENT/ABSTAIN:



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


ATTEST:



Wendell B. Wall, 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 2016-03** 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 8th day of March, 2016.



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

Memo

To: Board of Directors

From: George Sanders, Engineering Consultant

Date: March 2, 2016

Re: **AMENDMENT TO CONTRACT WITH FOOTHILL ASSOCIATES**

Board Meeting of March 8, 2016; Agenda Item #14

BACKGROUND / DISCUSSION

The District is currently under contract with the consulting firm of *Foothill Associates* ("*Foothill*") to update the Environmental Document, consisting of an Initial Study/Mitigated Negative Declaration, for the Auburn Lake Trails Water Treatment Plant Project. The amount of that contract is \$33,385. Significant progress has been made in that effort as the document, consisting of an Initial Study/Mitigated Negative Declaration, dated February 19, 2016, is currently out for the 30-day Public Review and Comment Period. That review period began on February 19, 2016 and will end on March 25, 2016.

Contained within the Initial Study/Mitigated Negative Declaration, dated February 19, 2016, are several Mitigation Measures, the implementation of which, would lessen the project impacts to "less than significant."

Many of the Mitigation Measures are time sensitive and relate to certain USFWS and CDFW recommendations and protocol. *Foothill* has made the necessary declaration of its abilities to comply with the USFWS and CDFW requirements, as the firm relates to the special surveys and worker training and is likely the most familiar with the specific project needs. It is imperative that the District comply with the Mitigation Measures, as identified within the Environmental Document, as it will have made a commitment to do so through its anticipated adoption of the subject Environmental Document, subsequent to the Public Review and Comment Period.

Due to the time sensitive nature of the work and the desire of staff to continue with the project, *Foothill* has provided a proposal to conduct the subject surveys and worker training, for an amount not to exceed \$12,735. (See **ATTACHMENT 1** to this report.) An amendment to the current contract amount of \$33,385, together with this additional work, would set the new contract amount at \$46,120.

RECOMMENDATION

Staff recommends Board approval of an amendment to the current contract with *Foothill Associates*, authorizing additional work as identified in *Foothill's* proposal dated February 25, 2016 relating to the special surveys and worker training at a cost of \$12,735, for a total amount not to exceed \$46,120.



ENVIRONMENTAL CONSULTING • PLANNING • LANDSCAPE ARCHITECTURE

SCOPE OF WORK – HOURLY, NOT TO EXCEED

FEBRUARY 25, 2016

CLIENT: George Sanders

WITH: Georgetown Divide Public Utility District

FROM: Meredith Branstad

PROJECT: Auburn Lake Trails WTP

TASK	DESCRIPTION	COST
ONE:	<p>California Red-legged Frog Surveys <i>Schedule: Day and night surveys February - May</i></p> <p>As required by Mitigation Measure (MM) BIO-1, Foothill Associates will conduct day and night surveys for California red-legged frog (CRLF) in accordance with the U.S. Fish and Wildlife Service (USFWS) 2005 survey protocol. At least 15 days prior to conducting the surveys, Foothill Associates will submit our biologists' credentials to USFWS for approval. The surveys will consist of two day and four night surveys between February and May. The surveys will take place at least 1 week apart. Following completion of the final survey, the results will be documented in a letter report, which will be submitted to the District and the USFWS.</p> <p>If a rain event occurs following completion of the protocol surveys and prior to the start of construction, then a daytime visual encounter survey for CRLF will be conducted within 24 hours prior to the start of construction.</p> <p><i>Note:</i> <i>If CRLF is identified at any time, USFWS will be notified within 3 working days and no additional surveys will be conducted. If CRLF is identified on the site, a mitigation and monitoring plan will be prepared for approval by the USFWS and California Department of Fish and Wildlife. Foothill Associates will assist with this coordination on a time and materials basis or as an additional fixed fee.</i></p>	\$8,170
TWO:	<p>Raptor/ Nesting Bird, Northwestern Pond Turtle, and Rare Plant Survey <i>Schedule: Within 30 days prior to the start of construction; Assumed to be mid-May</i></p> <p>In accordance with MM BIO-2, MM BIO-3, and MM BIO-4, Foothill Associates' ISA-Certified Arborist/ biologists will conduct a survey for nesting raptors and other birds within 500 feet of the project site, for western pond turtle within 200 feet of all aquatic features on the site, and for rare plants (Butte County fritillary, Brandegee's clarkia, and oval-leafed viburnum) on the project site. Additionally, any oak trees scheduled to be removed will be inventoried as required by MM BIO-5. The results of the survey will be documented in a letter report for the District's files. This</p>	\$3,365



ENVIRONMENTAL CONSULTING • PLANNING • LANDSCAPE ARCHITECTURE

	<p>report will also include a summary of any tree mitigation required by the County General Plan.</p> <p><i>Notes:</i></p> <p><i>If any active nests, western pond turtles, or rare plants are found, coordination with CDFW will be required to develop a mitigation and avoidance plan. If coordination is required, Foothill Associates will assist with this task on a time and materials basis or as an additional fixed fee.</i></p> <p><i>If construction is delayed more than 30 days past the survey, an additional survey for nesting birds and northwestern pond turtle will be required.</i></p>	
<p>THREE:</p>	<p>Worker Environmental Awareness Training</p> <p><i>Schedule: First day of construction</i></p> <p>As required by MM BIO-1, Foothill Associates' biologist will conduct a pre-construction training with all project workers and District inspectors/ project managers. The training will include how to identify special-status species on the site, procedures should these species be encountered during construction, and the legal status and penalties for failing to implement the protection measures. Hand-outs will be distributed to all trainees and additional training materials will be provided to the foreman for training of new staff. Foothill Associates will prepare a training sign-in sheet and provide an electronic copy to the District for their records.</p>	<p>\$1,200</p>
<p>HOURLY, NOT TO EXCEED</p>		<p>\$12,735</p>



ENVIRONMENTAL CONSULTING • PLANNING • LANDSCAPE ARCHITECTURE

TERMS AND CONDITIONS

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

Services/Expenses:

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

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

Billings/Payments:

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

Late Payments:

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

Delay, Changes in Scope:

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

Contract Assumptions, Adequacy of Base Data, Project Changes:

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

Access to Project Site and Materials:

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

Ownership of Documents:

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

Dispute Resolution:

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

Limitation of Liability:

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

Termination of Services:

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

Board of Landscape Architects:

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

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

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

Offered by:

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

Date

Accepted by:

Wendell Wall

Wendell Wall, General Manager
For Georgetown Divide PUD

3-8-2016

Date

For Landscape Architect Services:

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

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

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

Memo

To: Board of Directors

From: George Sanders, Engineering Consultant

Date: March 2, 2016

Re: **CONTRACT WITH EN2 RESOURCES, INC.**

Board Meeting of March 8, 2016; Agenda Item #15

BACKGROUND / DISCUSSION

The District has an existing matching grant through the Department of Water Resources (DWR) under the CABY Program in the amount of \$860,894. State funding under this program is dedicated to projects that benefit water conservation, supply reliability, and environmental protection.

The consulting firm of *EN2 Resources Inc.* assisted the District, under a separate contract with the El Dorado County Water Agency, in the development and submittal of the original CABY grant application. Subsequent to the award of the grant, staff within *EN2*, linked with *Domenichelli and Associates*, have assisted the District by conducting joint field reviews of the proposed work areas, in an effort to optimize the benefits related to reducing water leaks in our ditches. These efforts have resulted in a work plan that would utilize the environmental and design services of *EN2*, combined with assistance of staff within the District. Under this plan, staff within the District would collect all of the field data, consisting of limited field surveys and cross-sections within the various ditches, and *EN2*, working with *Domenichelli and Associates* as a subcontractor, would prepare the necessary environmental documentation, submit applications for key permits, and provide general design services bid documents. The consulting firm of *EN2* is very familiar with the overall needs of this project.

The District, working with the Nevada Irrigation District (NID) as our contract administrator, has an obligation to both the State and NID to stay on schedule. The District can provide both field and technical assistance with the project but does not have adequate resources to perform the environmental permitting, design, and preparation of bid documents.

Contained within this agenda item is a proposal from the consulting firm of *EN2 Resources, Inc.* in the amount of \$85,350 for professional services associated with the environmental permitting, project design, and preparation of bid documents for the CABY Project. (See **ATTACHMENT 1.**) The content of the proposal will be restructured to District standards.

RECOMMENDATION

Authorize staff to enter into a contract with the consulting firm of *EN2 Resources, Inc.*, in the amount of \$85,350, to perform the professional services of environmental permitting, project design, and preparation of bid documents for the CABY Project.

ATTACHMENT 1



Mr. George Sanders
Georgetown Divide Public Utility District
P.O. Box 4240
Georgetown, CA 95634

February 25, 2016

Subject: Proposal to Prepare Environmental and Design Documents for Georgetown Divide Public Utility District (District) Water Conservation, Supply Reliability, and Environmental Protection Project

Dear Mr. Sanders:

The District was recently awarded grant funding through the Cosumnes, American, Bear, and Yuba (CABY) Integrated Regional Water Management (IRWM) Department of Water Resources (DWR) Proposition 84 IRWM 2014 Drought Grant (Grant) for a total of \$860,894. The Water Conservation, Supply Reliability, and Environmental Protection Project (Project) will line and/or pipe up to approximately 14,910 linear feet of the District's 69.9-mile ditch system, thereby reducing seepage and loss while increasing stability and decreasing outages within the District's existing water conveyance system.

This proposal is for EN2 Resources, Inc. (EN2) and Domenichelli and Associates (D&A) to assist the District with preparing the necessary environmental documentation, applications for key permits, and general design services outlined in Task 3 of the Grant. According to Exhibit C (Schedule) of the Grant Agreement between CABY and the District, project construction is to begin April 2016. Since environmental permits have been delayed, it is unlikely that the necessary permits will be acquired for an April 2016 construction start date. A minimum three-month environmental permit process is expected.

Surveying services will be supplied by GDPUD. Typical design documents will be developed by D&A to a 50% design level in order to complete the required environmental documentation and then completed as bid documents for use by GDPUD in soliciting construction bids.

Please review the enclosed proposal and, if acceptable to GDPUD, EN2 and D&A are ready to begin work upon written authorization to proceed. Thank you for the opportunity to assist GDPUD with implementation of the Grant project.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Rick A. Lind', is written over a white background.

Rick A. Lind
President

Attachments

ATTACHMENT 1

- ATTACHMENT 1 - Georgetown Divide Public Utility District Water Conservation, Supply Reliability, and Environmental Protection Project

Tasks and Deliverables

EN2 and D&A propose to complete the following tasks, which are outlined under Task 3 (Planning/ Design/ Engineering/Environmental Documentation) of the Project Work Plan specified in the Cosumnes, American, Bear, and Yuba (CABY) Integrated Regional Water Management (IRWM) Department of Water Resources (DWR) Proposition 84 IRWM 2014 Drought Grant (Grant) Agreement:

Task 3a Surveying and Geotechnical Services deliverable

- Survey Mapping and Geotechnical Findings memo

Task 3b Design deliverable

- 50% Design Plans
- Final Plans and Specifications

Task 3c CEQA Documentation deliverable

- Notice of Exemption and documentation supporting the determination that the Project is eligible for a Categorical Exemption

Task 3d Permitting deliverables (as applicable)

- Section 404 Nationwide Permit with the Army Corps of Engineers (Corps)
- 1600 Streambed Alteration Agreement (SAA) with the California Department of Fish and Wildlife (CDFW)
- 401 Water Quality Certification (WQC) with the Regional Water Quality Control Board (RWQCB)

Task 3e Project Monitoring Plan

- Project Monitoring Plan

EN2 and D&A have organized the above task deliverables set forth in the Project Work Plan into the following proposed scope of services for purposes of the proposed consulting services agreement with the District.

Task 1: Reporting

EN2 will draft the District's sections for the quarterly progress report due to the Nevada Irrigation District (NID) to meet DWR reporting requirements including the appropriate task deliverables. This will be a maximum of two quarterly progress reports.

Deliverables:

- Two Quarterly Progress Reports

ATTACHMENT 1

Task 2: Surveying and Design

Survey Mapping

- The District will provide site survey data for the project reaches. Mapping of the reaches will be on “Google” base aerial mapping showing the extent of the lining and the total length for each reach. District personnel will stake the end points and measure the lineal footage of lining for each reach and show the information with stationing on “Google Earth”.
- The District will provide cross-sections points (minimum 4 points) including top of bank and toe of bank on each side of the channel. These cross-sections will be at a maximum 100ft interval. No vertical control will be provided, only relative elevations of points at each cross-section.
- The District will locate (by station) any structures such as culverts, turnouts, trees to be removed, bridges and any other obstructions that will affect the lining project. Sizes of trees, culverts and turnout dimensions will also be provided.
- The District will provide a length and surface profile for the alignment of the proposed pipeline at the Dewarte reach.

Geotechnical Memorandum

- A brief one day geotechnical review of the sites will be conducted to address compaction requirements and any slope stability issues to be addressed by the design engineers.
- A short memorandum of findings will be provided to discuss finding of the geotechnical review.

Design Services

- Design Engineers will create the overall design plans and specifications for applicable sections of canal lining showing project reaches, lengths, typical sections and any related construction details. Also provided will be one section (1,500 ft) of pipeline to replace a reach of ditch.
- Based on the surveying scope above, no vertical or horizontal control or alignments will be provided with the designs, only approximate locations shown on “Google” background. Right of way descriptions will not be provided nor will temporary construction easements.
- Technical specifications will be in a separate document coordinated with the District’s front end specifications and special conditions.

Deliverables:

- 50% design documents to be reviewed by the District and for use in the environmental documents.
- 90% bid documents to be reviewed by the District for final approval.
- Final bid documents in electronic format for distribution by the District.

ATTACHMENT 1

Task 3: CEQA Documentation

The Grant Agreement between the State of California, Department of Water Resources (State or DWR) and NID under basic conditions states, “prior to the commencement of construction or implementation activities, Grantee shall submit Environmental Documentation:

- i. Grantee submits to the State all applicable environmental permits,
- ii. Documents that satisfy the CEQA process are received by the State
- iii. State has completed its CEQA compliance review as a Responsible Agency, and
- iv. Grantee receives written concurrence from the State of Lead Agency’s CEQA documents and State notice of verification of environmental permit submittal.”

As assumed in the Grant work plan, a Notice of Exemption will be prepared to satisfy the requirements of CEQA. The Project qualifies for Categorical Exemption 15301, Existing Facilities, Class 1, which consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination.

As a component of CEQA, the District will be required to perform a Phase I Cultural Review and provide a summary of consultation with Native American tribes per requirements of AB 52. Consultation under AB 52 requires that the District provide written notification of its decision to undertake a project to Native American tribes. The notification is to be sent to those tribes that have requested to be on the District’s Notice List for Projects. Tribes have 30 days to request consultation and the District then has 30 days to begin consultation after receiving the request. The District will provide the list of Native American Tribes which have requested Notification of Projects under AB 52 to EN2 to complete this task.

Deliverables:

- Filed CEQA Notice of Exemptions
- Cultural Review Consultation Documentation
- Summary of Notification and Consultation per AB 52 requirements

Task 4: Permitting

To meet permit requirements, a Corps Preliminary Wetland Delineation report will be drafted and sent to the Corps, which will determine and formally acknowledge the project as being exempt. According to the Corps Regulatory Guidance Letter No. 07-02, construction or maintenance of irrigation ditches and maintenance of drainage ditches under section 404 of the Clean Water Act qualifies for an exemption.

According to the CDFW, if appropriate design measures have already been developed through the Section 404 and CEQA processes, CDFW may not require additional mitigation as part of the Section 1600 Lake or Streambed Alteration Agreement. Pending consultation with the ACOE, additional permitting requirements through CDFW will possibly need to be met before construction can proceed.

ATTACHMENT 1

EN2 will complete the required consultations and permit review processes. EN2 will submit draft and final permit packages to the District for review before sending them to the applicable regulatory agencies. In order to meet the basic conditions of the Grant Agreement, EN2 will supply the District with the required environmental documentation needed to submit to DWR via Nevada Irrigation District.

Deliverables:

- Preliminary Wetland Delineation Report
- Draft and Final CDFW 1600 Streambed Alteration Agreement (if required)

Task 5: Project Monitoring Plan

D&A and EN2 will assist the District in developing the Project Monitoring Plan as described in the Grant Agreement.

Deliverables:

- Draft and Final Project Monitoring Plan

Key Assumptions

The proposed timeline and cost estimate for the proposed Project assumes that:

- The cultural resources investigation will indicate that subsurface cultural resources are unlikely to be found and that there are no tribal or other Native American issues to be addressed.
- No detailed protocol-level field surveys (cultural or biological) will be needed.
- The District will be responsible for all CEQA filing and permit application fees.
- EN2 will coordinate with the District to post notices and file CEQA documents.
- EN2 assumes that a CDFW 1600 permit will be required.
- EN2 will coordinate with the District to file permit applications.
- All deliverables will be sent to the District electronically as either Word or PDF format. If the District prefers, a few paper copies and CDs can be submitted.

The estimated labor and direct expenses to prepare and process the environmental documentation and permits applications are presented on the attached page. The attached cost estimate reflects the above assumptions.

We appreciate your consideration of this draft proposal. If you have questions on the above or the attached, please feel free to contact myself or Melissa Marquez at (530) 626-1401.

**- ATTACHMENT 2 -
Georgetown Divide Public Utility District Water Conservation, Supply Reliability,
and Environmental Protection Project**

Schedule

Task	Duration	Start Date	End Date	March '16	April '16	May '16	June '16	July '16	Aug. '16	Sept '16
Georgetown Divide Public Utility District Water Conservation, Supply Reliability, and Environmental Protection Project										
<i>Direct Project Administration</i>	132 days	3/9/2016	9/8/2016							
Quarterly Progress Reports	132 days	3/9/2016	9/8/2016							
Project Monitoring Plan	132 days	3/9/2016	9/8/2016							
<i>Task 3 Planning/Design/Engineering/Environmental Documentation</i>	86 days	4/4/2016	8/1/2016							
Assessment and Evaluation	120 days	3/9/2016	8/23/2016							
Surveying and Geotechnical Services	60 days	3/9/2016	5/31/2016							
Final Design	60 days	3/9/2016	5/31/2016							
Environmental Documentation: CEQA Compliance	60 days	6/1/2016	8/23/2016							
Permitting	90 days	3/9/2016	7/12/2016							
Preliminary Wetland Delineation Report	90 days	3/9/2016	7/12/2016							
CDFW 1600 SAA	90 days	3/9/2016	7/12/2016							

**- ATTACHMENT 3 -
Georgetown Divide Public Utility District Water Conservation, Supply Reliability,
and Environmental Protection Project**

Estimated Labor Hours

	Hourly Rate	Estimated Hours					Total Hours	Estimated Cost
		Task 1 Reporting	Task 2 Design	Task 3 CEQA	Task 4 Permits	Task 5 Plan		
EN2 Resources								
Rick Lind	\$176.00	4	6	6	18	6	40	\$7,040
Kris Kiehne	\$127.00			16	22	4	42	\$5,334
Melissa Marquez	\$108.00	6	12	10	48	14	90	\$9,720
Krystle Heaney	\$80.00				22	16	38	\$3,040
GIS Technician	\$92.00		8	18	20	12	58	\$5,336
Administrative Assistant	\$63.00	4		6	10	10	30	\$1,890
Sub-Total		14	26	56	140	62	298	\$32,360
Domenichelli & Associates								
Joe Domenichelli	\$170.00	2	54			6	62	\$10,540
Brian Hammer	\$125.00	4	130			6	140	\$17,500
Jim Cade	\$95.00	4	160			6	170	\$16,150
Paragon Geotechnical (sub-contract)								\$8,800
Sub-Total		10	324	0	0	18	352	\$52,990
Total		24	350	56	140	80	670	\$85,350

Hours and budget may vary by individual and task but total budget will not be exceeded.

Memo

To: Board of Directors

From: Darrell Creeks, Operations Manager

Date: March 2, 2016

Re: **RESOLUTION 2016-04, ABANDONING EXISTING INFRASTRUCTURE:
PILOT HILL TANK AND WATERLINE**

Board Meeting of March 8, 2016; Agenda Item #16

BACKGROUND / DISCUSSION

The AB Development Company proposed a Planned Unit Development (PUD) in the Pilot Hill area around 1990. A portion of the project improvements, constructed in 1992, include a water storage tank and waterline. The PUD was never finalized with the County of El Dorado, resulting in a lack of dedicated easements for the tank and waterline.

This item came to the Board at its November 10, 2015 regular meeting. At that time, the Board directed staff to review the proposal and to consult with Legal Counsel to determine whether it needed to be taken up in closed session, to report the costs and benefits related to this transaction, and to bring a recommendation back to the Board.

Subsequently, the Board held closed-session negotiations with Mr. Elliot, who requested conditions for the granting of the District easement rights to the bladder tank and pipeline connecting to tank. His request is included with this report as **ATTACHMENT 1**. Staff presented the conditions to the Board of Directors and the Board unanimously rejected the conditions. Mr. Elliot requested to have documentation that the District would abandon bladder tank and associated pipelines. As a result, District Council recommended the District provide a resolution as record of such abandonment. The resolution is included as **ATTACHMENT 2** to this report.

The District has closed the valves on the existing pipeline and will cap the end of pipes, ensuring no flow of District water through pipelines.

RECOMMENDATION

Staff recommends the Board adopt **Resolution 2016-04** stating that the District will abandon the bladder tank and associated piping.

ATTACHMENT 1

TO: GDPUD
FROM: RC ELLIOT
SUBJECT: AUXILIARY WATER TANK AND LINES
DATE: OCTOBER 26, 2015

The AB Development Company intended to build a Planned Unit Development on 450 acres in Pilot Hill. To facilitate this plan, they installed a water tank with auxiliary lines, connected to and between two GDPUD treated water mains, one running down Highway 49 and the other running up Catecroft Lane. The PUD was never built and the development company went broke. The land ended up with the lender, who divided it up into 5 parcels for sale. The tank and its feeder lines were all included in parcel 071-051-62-100 but were never surveyed or recorded. This parcel was sold by the lender.

If the GDPUD Board wishes to retain these facilities, the current owners of said parcel are willing to grant easements for them as specified with conditions to be performed by GDPUD. The location of the tank and lines have been identified and properly surveyed. This survey will be the basis for the easements.

1. In addition to the actual physical location of the tank, the owners are willing to grant a twenty foot easement for ingress and egress extending from the southern edge of the tank, in a perpendicular line, to the western boundary of the parcel, and then running along that boundary to the farthest northerly point of the Bashkiroff Easement.
2. The owners are also agreeable to granting a 15 foot easement for each of the lines, with guaranteed access to the property for service.

In return for these voluntary grants, GDPUD shall provide the following:

1. Chain link fencing, similar to what is already surrounding the tank, to be built on the road easement perimeter to prevent unauthorized persons from accessing the property or the tank.
2. A six inch or larger diameter service feed extending from the incoming line from Catecroft, near the tank, to be placed in a subterranean service box south of the tank and road easement, on the owners' property, that could be used for eventual fire suppression and construction.
3. An agreement to provide ditch water to the current and subsequent property owners, as long as the untreated water service is operational.
4. Payment for any and all expenses incurred in implementing and recording this agreement from any source whatsoever.
5. An agreement to maintain the dam, which the auxiliary line runs through and across.

RESOLUTION 2016-04

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
TO ABANDON THE TANK AND PIPELINE LOCATED ON EL DORADO COUNTY
ASSESSMENT PARCEL NUMBER 071-051-62-100**

WHEREAS, the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT (the “District”) has used infrastructure, consisting of a 470,000-gallon water storage tank, security fencing and waterline, located on a portion of real property in the Pilot Hill area, identified as El Dorado County Assessment Parcel Number 071-051-62-100 (the “Property”); and

WHEREAS, the Property is currently under the ownership of Ralph C. Elliot; and

WHEREAS, the 470,000-gallon water storage tank and security fencing are located near the west boundary of the Property, near Catecroft Lane; and

WHEREAS, the District waterline runs generally from the end of Catecroft Lane to the tank, and from the tank in an Easterly direction, to a point near the West boundary of State Highway Route 49; and

WHEREAS, the District has taken action to no longer use the infrastructure consisting of the water storage and waterline; and

WHEREAS, the water storage tank, security fencing, and waterline are not reserved under an easement in the benefit of the District, or on lands owned by the District; and

WHEREAS, the Property owner, Ralph C. Elliot, has offered an easement to the District for said water storage tank, security fencing, and waterline under certain terms and conditions; and

WHEREAS, the District has refused to accept the easement under the terms and conditions offered by Ralph C. Elliot; and

WHEREAS, Ralph C. Elliot has requested that the District abandon the infrastructure and release all ownership in the tank, security fencing, and waterline; and

WHEREAS, the District has other existing infrastructure running adjacent to, and parallel with, the West boundary of State Highway Route 49, together with a ditch system and water storage reservoir that will not be abandoned or affected by the action of this Resolution.

NOW, THEREFORE, be it resolved and ordered by the Board of Directors of the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT that:


The infrastructure, identified as the 470,000-gallon water storage tank, security fencing, and waterline located on El Dorado County Assessment Parcel Number 071-051-62-100, is hereby abandoned. Any ownership, perceived or otherwise, relating to an easement or material value in the infrastructure is relinquished to Ralph C. Elliot, the Property owner.

PASSED AND ADOPTED at a regularly held meeting of the Board of Directors of the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT this 8th day of March, 2016.

AYES: *Capraun, Hanshild, Haelscher, Krizl, Uso*

NOES:

ABSENT/ABSTAIN:



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

ATTEST:



Wendell B. Wall, 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 2016-04** duly and regularly adopted by the Board of Directors of the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT, County of El Dorado, State of California, on the 8th day of March, 2016.



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

Memo

To: Board of Directors

From: Wendell Wall, General Manager

Date: March 2, 2016

Re: **DRINKING WATER STATE REVOLVING FUND LOAN REQUIREMENT –
RESOLUTION 2016-05 AND RESOLUTION 2016-06**

Board Meeting of March 8, 2016; Agenda Item #17

BACKGROUND / DISCUSSION

The District has applied for a low-interest loan with the California State Water Resources Control Board (Drinking Water State Revolving Fund) for the construction of the Auburn Lake Trails Water Treatment Plant. As a condition of the loan, the District must adopt two resolutions: 1) a Reimbursement Resolution, and 2) a Pledged Revenue and Funds Resolution. These resolutions are included as **ATTACHMENTS 1 and 2** to this report.

The loan approval process is nearing completion. The Water Board is waiting for 1) the CEQA update to be finalized (and this is currently under the 30-day public comment period with the hearing scheduled for April 12), and 2) a copy of the adopted Reimbursement Resolution (Resolution 2016-05) before finalizing its review and issuing an official approval of the District's loan application. In addition, a Pledged Revenue and Funds Resolution (Resolution 2016-06) will be required.

Staff is requesting the Board adopt these resolutions today in order to keep the process moving forward in a timely manner.

RECOMMENDATION

Staff recommends the Board adopt **Resolution 2016-05**, a Reimbursement Resolution and **Resolution 2015-06**, a Pledged Funds and Revenue Resolution.

**RESOLUTION NO. 2016-05
OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
REIMBURSEMENT RESOLUTION FOR THE DRINKING WATER STATE
REVOLVING FUND FINANCIAL ASSISTANCE APPLICATION**

WHEREAS, the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT (the "District") desires to finance the costs of constructing and/or reconstructing certain public facilities and improvements relating to its water system, including certain treatment facilities, pipelines, and other infrastructure (the "Project"); and

WHEREAS, the District intends to finance the construction and/or reconstruction of the Project or portions of the Project with moneys ("Project Funds") provided by the State of California, acting by and through the State Water Resources Control Board ("State Water Board"); and

WHEREAS, the State Water Board may fund the Project Funds with proceeds from the sale of obligations the interest upon which is excluded from gross income for federal income tax purposes (the "Obligations"); and

WHEREAS, prior to either the issuance of the Obligations or the approval by the State Water Board of the Project Funds the District desires to incur certain capital expenditures (the "Expenditures") with respect to the Project from available moneys of the District; and

WHEREAS, the District has determined that those moneys to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the District for the Expenditures from the proceeds of the Obligations;

**NOW, THEREFORE, THE DISTRICT DOES HEREBY RESOLVE,
ORDER, AND DETERMINE AS FOLLOWS:**

SECTION 1. The District hereby states its intention and reasonably expects to reimburse Expenditures paid prior to the issuance of the Obligations or the approval by the State Water Board of the Project Funds.

SECTION 2. The reasonably expected maximum principal amount of the Project Funds is \$10,000,000.00.

SECTION 3. This resolution is being adopted no later than 60 days after the date on which the District will expend moneys for the construction portion of the Project costs to be reimbursed with Project Funds.

SECTION 4. Each District expenditure will be of a type properly chargeable to a capital account under general federal income tax principles.

SECTION 5. To the best of our knowledge, this District is not aware of the previous adoption of official intents by the District that have been made as a matter of course for the purpose of reimbursing expenditures and for which tax-exempt obligations have not been issued.

SECTION 6. This resolution is adopted as official intent of the District in order to comply with Treasury Regulation §1.150-2 and any other regulations of the Internal Revenue Service relating to the qualification for reimbursement of Project costs.


SECTION 7. All the recitals in this Resolution are true and correct and this District so finds, determines, and represents.

PASSED AND ADOPTED at a regularly held meeting of the Board of Directors of the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT this eighth day of March, 2016.

AYES: *Capraun, Hanschild, Hoelscher, Krizl, Usa*


NOES:

ABSENT/ABSTAIN:



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


ATTEST:



Wendell B. Wall, 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 2016-05** 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 8th day of March, 2016.



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

RESOLUTION NO. 2016-06
OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
AUTHORIZING THE GENERAL MANAGER TO SIGN, APPROVE, AND
EXECUTE CERTAIN DOCUMENTS AND PLEDGING AND DEDICATING
NET WATER REVENUES TO PAYMENT OF THE DRINKING WATER
STATE REVOLVING FUND FINANCING FOR THE AUBURN LAKE
TRAILS TREATMENT PLANT CONSTRUCTION PROJECT

WHEREAS, the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT ("District") seeks financing from the State Water Resources Control Board ("SWRCB") for a project commonly known as the Auburn Lake Trails Water Treatment Plant Construction Project ("Project"); and

WHEREAS, the District is required to comply with state regulations regarding the filtration of drinking water; and

WHEREAS, the District will comply with state regulations by implementing the Project; and

WHEREAS, the District plans to partially fund the Project with loan funding from the State Water Resources Control Board (SWRCB); and

WHEREAS, the SWRCB requires the District to designate an official with legal authority to sign and approve certain documents and claims;

NOW, THEREFORE, be it resolved and ordered by the Board of Directors that:

1. The General Manager is hereby authorized and directed to sign and file, for and on behalf of the District, a financial assistance application for a financing agreement from the SWRCB for the Project;

2. The General Manager or designee is hereby authorized to sign the DWSRF program financing agreement for the Project and any amendments thereto, and provide the assurances, certifications, and commitments required therefore;

3. The General Manager or designee is hereby authorized to represent the District in carrying out the District's responsibilities under the financing agreement, including approving and submitting disbursement requests (including Claims for Reimbursement) or other required documentation,

compliance with applicable state and federal laws, and making any other necessary certifications;

4. The District does hereby dedicate and pledge its net water revenues and its water enterprise fund to payment of the Drinking Water State Revolving Fund ("DWSRF") financing for the Project. The District commits to collecting such revenues and maintaining such fund(s) throughout the term of such financing and until the District has satisfied its repayment obligation thereunder unless modification or change is approved in writing by the SWRCB. So long as the financing agreement(s) are outstanding, the District pledge hereunder shall constitute a lien in favor of the SWRCB on the foregoing fund(s) and revenue(s) without any further action necessary. So long as the financing agreement(s) are outstanding, the District commits to maintaining the fund(s) and revenue(s) at levels sufficient to meet its obligations under the financing agreement(s). If for any reason the said source of revenues proves insufficient to satisfy the debt service of the DWSRF obligation, sufficient funds shall be raised through increased water rates, user charges or assessments or any other legal means available to meet the DWSRF obligation and to operate and maintain the Project; and

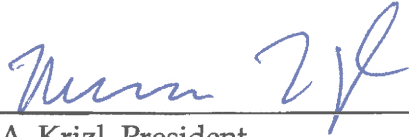
5. The authority granted hereunder shall be deemed retroactive. All acts authorized hereunder and performed prior to the date of this Resolution are hereby ratified and affirmed. The SWRCB is authorized to rely upon this Resolution until written notice to the contrary, executed by each of the undersigned, is received by the SWRCB. The SWRCB shall be entitled to act in reliance upon the matters contained herein, notwithstanding anything to the contrary contained in the formation documents for the District or in any other document.

PASSED AND ADOPTED at a regularly held meeting of the Board of Directors of the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT this eighth day of March, 2016.

AYES: *Capraun, Hanschild, Hoelscher, Knizl, Usa*

NOES:

ABSENT/ABSTAIN:



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

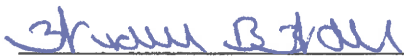
ATTEST:



Wendell B. Wall, 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 2016-06** 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 8th day of March, 2016.



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

Memo

To: Board of Directors
From: George Sanders, Engineering Consultant
Date: March 2, 2016
Re: **AUBURN LAKE TRAILS WATER TREATMENT PLANT**
Board Meeting of March 8, 2016; Agenda Item #18

BACKGROUND / DISCUSSION

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

US Fish & Wildlife – This activity is deemed complete.

Foothill Associates – Environmental Document – The Environmental Document, consisting of an Initial Study/Mitigated Negative Declaration (IS/MND) dated February 19, 2016, is currently out for Public Review. The Public Review and comment period started on February 19, 2016 and will extend through March 25, 2016. The IS/MND is scheduled for consideration and possible adoption by the Georgetown Divide Public Utility District, Board of Directors, on April 12, 2016. This activity continues to be identified as work in progress.

Fire Marshall – This activity is deemed complete.

State Water Board - Environmental Document – See summary of status of Environmental Document as identified above. This activity continues to be identified as work in progress.

State Water Board Plan Review – This activity is deemed complete.

Utility Reviews and Design – This activity is deemed complete.

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

- District Reserves – Approximately \$1,000,000: Replacement Reserve (Fund 24) \$760,000; portion of Capital Facility Charges (Fund 39) \$240,000. This funding is currently in place.
- EPA Grant – Approximately \$1,081,599 in grant funds. The District has received notice from EPA that the extension for funding has been approved. Staff has completed the necessary updates to the Work Plan. The District has received a payment in the amount of \$339,605.78 for work activities dating back to 2010. This leaves a remaining balance of grant funding in the amount of \$741,993. A majority of this will be billed during construction of the facility. This funding is currently in place.

- State Loan – The loan amount has been identified under prior Board action at \$10,000,000. Staff continues to work with the State on the application process. This activity is deemed work in progress.

Bid Documents – Solicit Bids *Staff is currently working with PSOMAS in the finalization of the Advertisement to Bidders, the Instruction to Bidders together with Special Requirements relative to the Bid Solicitation that is specific to the funding. Anticipate legal advertisement second week in March. Bid period together with pre-bid job walk 30-40 days.*

Construction Schedule – *Modification to schedule limited to bid month in March.* Staff has prepared a construction schedule for the project. This will assist the District in measuring progress as we move forward with the various work activities. Key elements include bidding the project this winter with anticipated award and construction in spring. Current controlling factor is CEQA process that needs to be complete prior to construction.

WORK PLAN ACTIVITIES Updated 03/02/16	
Item	Planned Completion Date
Project Design	March 2015 (Completed)
Addendum to CEQA Document	November 2015 – April 2016
Bid Project	<i>March 2016</i>
Agency Approvals (Water Board pending CEQA Review)	May 2016
Award for Construction	May 2016
Begin Construction	June 2016
Substantial Completion (18-month Construction)	December 2017
Final Completion	March 2018

RECOMMENDATION – Possible Board Action.