



SPECIAL MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 www.gcsd.org

WORKSHOP MEETING AGENDA

July 28, 2020

10:00 a.m.

LOCATION: TELECONFERENCE - SEE BELOW

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor's in Executive Order 33-20 and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices is open to the public between 9am-12pm and 2pm-4pm.
- The meeting will be conducted via teleconference using Zoom. (See authorization in the Governor's Executive Order 29-20)
- All members of the public seeking to observe and/or to address the GCSB Board may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE AND PARTICIPATE IN THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at (253) 215-8782 or (301) 715-8592. Enter the Meeting ID# 279-281-953 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/u/abb4GNs5xM> if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://us04web.zoom.us/j/279281953> using a computer with internet access that meets Zoom's system requirements

Mobile: Log in through the Zoom mobile app on a smartphone and enter Meeting ID# 279-281-953.

HOW TO SUBMIT PUBLIC COMMENTS:

Written/ Read Aloud: Please email your comments to board@gcsd.org, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email.

Telephonic / Electronic Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments by voice and in writing, and identify the cut off time for submission of written comments. Comments can be emailed in advance of the Board meeting and up to the time of Board consideration of the item during the meeting. Send email to board@gcsd.org, and write "Public Comment" in the subject line. Once you have joined the Board meeting online using Zoom, public comments can also be submitted using the Chat function while in the Zoom Meeting. In the body of the email or Chat, include the agenda item number and its title, as well as your comments. Once the public comment period is closed, comments timely received in advance of consideration of the agenda item will be read aloud

ALL AGENDA MATERIAL ARE AVAILABLE ON THE DISTRICT WEBSITE AT WWW.GCSD.ORG OR MAY BE REQUESTED TO BE DELIVERED BY EMAIL OR U.S. MAIL BY CONTACTING THE DISTRICT SECRETARY AT 209-962-7161 OR Board@gcsd.org.

Any person who has any questions concerning this agenda may contact the District Secretary. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District at 209-962-7161. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (28FR35.102-35.104 ADA Title 11)

prior to Board action on the matter. Comments received after the close of the public comment period will be added to the record after the meeting.

ACCESSIBILITY INFORMATION:

Board Meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Jennifer Flores, Board Secretary, at least 48 hours before a regular meeting at (209) 962-7161 or jflores@gcsd.org. Advanced notification will enable the District to swiftly resolve such requests to ensure accessibility.

PUBLIC RECORDS:

Public records that relate to any item on the open session agenda for a meeting are available for public inspection. Those records that are distributed after the agenda posting deadline for the meeting are available for public inspection at the same time they are distributed to all or a majority of the members of the Board. The Board has designated the District's website located at <https://www.gcsd.org> as the place for making those public records available for inspection. The documents may also be obtained by calling the District office.

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10:00 a.m.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call of Board Members**

Janice Kwiatkowski, President

Nancy Mora, Vice President

John Armstrong, Director

Spencer Edwards, Director

Robert Swan, Director

4. **Discussion and Action Items**

The Board of Directors intends to consider each of the following items and may take action at this meeting. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action.

- A. Presentation of a 4th Quarter 2019-2020 FY Financial Report
- B. Review and Update of the 2020-2022 Management Objectives Which Identify Management Actions Intended to Accomplish the Goals of the Board of Directors
- C. Approval of Contract Change Order with Citygate Associates in an Amount Not to Exceed \$10,000 for Additional Professional Consulting Related to Fire and Emergency Services

Adjournment

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Management Objectives Report 2020-2022

Legend:	NEW OBJECTIVES PROPOSED FOR APPROVAL
On Track, moving toward due date	
Delayed, waiting on other items or time hampered	
Off Track, not needed, or not possible	

REVIEW WORKSHOP		
January 2020	April 2020	July 2020

PERIOD COVERED		
October - Dec 2019	January - March 2020	April - June 2020

#	Objective Description	Measurement	Due Date
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DEVELOP AND SUPPORT EXCELLENT EMPLOYEES AND A SAFE WORKING ENVIRONMENT						
1	Conduct an Organizational Evaluation/Develop an Employee Excellence Program	Board action on consultant contract and subsequent package of updated job descriptions	30-Jun-20	Delays experienced with short staffing, staff changes	REVIEW AND UPDATE DELAYED DUE TO COVID-19 RESPONSE	PROPOSED TO BE INCLUDED IN CONSULTANT SCOPE
1a	Develop updated job descriptions that identify the core responsibilities, assignments and advancement expectations and path for each district position	Board presentation on program Outline (consultant assistance with program development)	30-Jun-20	New initiative		PROPOSED TO BE INCLUDED IN CONSULTANT SCOPE
1b	Develop a service continuity plan that ensures coverage of essential tasks and responsibilities during emergency conditions such as Pandemic	Board approval of Continuity/Staffing Plan	31-Jan-21			NEW INITIATIVE TO BE INCLUDED IN CONSULTANT CONTRACT
1c	Develop a COVID-19 Response Plan for District facilities and operations , including a remote-work plan and policies	Presentation of Response Plan to Board	14-Jul-20			NEW INITIATIVE TO BE INCLUDED IN CONSULTANT CONTRACT
2	Develop a succession plan and strategy for the District's internal Accountant position	Presentation of plan to Board	30-Dec-20			NEW INITIATIVE FOR STAFF AND CONSULTANT
3	Conduct an evaluation of the Completeness and Effectiveness of our employee safety program including IIPP, required procedures and methods, and ability to protect against exposure to viruses such as COVID-19	Presentation of evaluation report to Board	13-Oct-20			NEW INITIATIVE TO BE INCLUDED IN CONSULTANT CONTRACT
3a	Consult with safety experts to update the District IIPP and safety program with necessary procedures	Board approval of Safety Consultant Contracts and subsequent presentation of updated Safety Program	31-Dec-20			NEW INITIATIVE TO BE INCLUDED IN CONSULTANT CONTRACT
4	Evaluate the need and opportunity/cost of implementing an internal Information Technology/SCADA/Communications Position	Board consideration of report regarding IT staff addition and approval of revised organizational chart if warranted	11-Aug-20			NEW INITIATIVE FOR STAFF AND CONSULTANT

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NEW AND AMENDED POLICIES TO SUPPORT OPERATIONS AND GOOD GOVERNANCE						
5	Add to the Board Orientation Program a development plan to include recommended learning path and schedule, training and conference attendance, certification	Board approval of updated orientation program content	30-Jun-20	New initiative		PROPOSE SEPTEMBER 2020 COMPLETION
6	Complete the Sewer Ordinance Update	Board approval of revised ordinance	31-Jul-20	Delayed due to workload		DELAYED DUE TO PRIORITIES
6a	Update Winter Averaging Provisions of Ordinance	Board approval of revised revisions	10-Mar-20	Public Hearing scheduled		COMPLETED
7	Complete Water Ordinance Update	Board approval of revised ordinance	30-Sep-20			DELAYED DUE TO PRIORITIES
8	Complete Park Ordinance Update	Board approval of revised ordinance	31-Dec-20			DELAYED DUE TO PRIORITIES
9	Complete Financial Reserve Needs Evaluations and Establish Targeted Annual and Total Reserve Amount	Board approval of financial needs analysis	31-Dec-20			ON TRACK TO HIRE CONSULTANT IN OCTOBER, COMPLETION MAY MOVE OUT TO MATCH MASTER PLANS AND CIP
10	Develop New Financial Reserve Policies	Board approval of policies	31-Dec-20	Policy formats identified, need \$ amounts from studies		SAME AS ABOVE
11	Complete monthly updates to Operating policies and procedures manual to new format	Monthly Board action on updated policies	11-Feb-20	In progress		MOVING SLOWER THAN ANTICIPATED DUE TO ADDED WORKLOAD

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ACTIONS TO PROVIDE FOR EFFECTIVE, LONG TERM FINANCIAL INVESTMENTS IN SUPPORT OF RELIABLE, EFFICIENT AND COMPLIANT FACILITIES AND OPERATIONS						
12	Complete updated water and sewer master plans	Board approval of final master plans	30-Aug-20	In progress		COVID RELATED DELAYS, COMPLETION MOVED TO OCTOBER 2020
12a	Complete updated water and sewer 30 Year Capital Improvement Plans (CIP)	Board adoption of CIP	31-Dec-20	In progress		SAME AS ABOVE
13	Contract for Water and Wastewater System Connection Fee Study	Board adoption of Connection Fee Study and Schedule	30-Mar-21	Master Plans must be completed first to ID projects		RELIES ON MASTER PLANS AND CIP
14	Secure funding agreement for Downtown BOF/Groveland water and sewer system system improvements	State Funding Agreement	31-Dec-20	All docs submitted		CROSSING OUR FINGERS, STATE SAYS 4-5 MONTHS FROM JULY 2020
15	Secure funding agreement for Clearwell Rehabilitations	State Funding Agreement	30-Apr-20	State says two months		COMPLETED APRIL 2020
16	Prepare 2019/20 Community Development Block Grant (CDBG) funding application	Confirmation of application submitted	31-Mar-20			COMPLETED 7/27/20 DUE TO TARDY COUNTY AUDIT
17	Develop Capital Improvement/Replacement Plans for fire services	Board approval of CIP	7-Jan-20	COMPLETED		COMPLETED
18	Develop Capital Improvement/Replacement Plans for Park services	Board approval of CIP	30-Jun-20			COVID RELATED DELAYS AND OTHER PRIORITIES, COMPLETION MOVED TO SEPTEMBER 2020
19	Develop and implement a GPS program to support the update and digitization of District infrastructure maps and add layers to our GIS site to display easements, and system maintenance management data	Board presentation on GPS plan and schedule	10-Mar-20	Purchased equipment and scheduling training		WORK PROGRESSING, PRESENTATION BY OPERATIONS ON AUGUST 11, 2020 BOARD MEETING
20	Implement a system of contracts with qualified contractors for general and technical maintenance and construction work, emergency response and repairs	Board approval of contracts	10-Mar-20	RFQ approved by Board 1-7-20		COMPLETED MAY 2020
21	Complete the Fire Department Master Plan Update	Board approval of Master Plan	10-Mar-20	In progress		COMPLETED MAY 2021

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21a	Coordinate with County for the implementation of Community Facilities Districts or other funding mechanisms to offset the impact of land development outside GCSO boundaries	Consideration of agreement with County regarding mitigation funding for development projects	13-Oct-20			NEW INITIATIVE
21b	Complete Development Financial Impact Study for Terra Vista and Under Canvas projects	Board approval consulting services and approval of Impact Study	13-Oct-20			NEW INITIATIVE
21c	Fire Department Emergency Response and deployment optimization and cost evaluation (potential for ALS emergency rescue squad)	Board consideration of report	28-Feb-21			NEW INITIATIVE
21d	Compile Fire Department Call data for visual display and analysis in the CAD system, to determine future equipment, staffing and deployment strategies	Board presentation of call data	11-Aug-20			NEW INITIATIVE TO BE PRESENTED ON AUGUST 11, 2020
22	Complete the GRACE (Park Enhancement) project plan and begin funding/implementation process	Board approval of Plan; Board approval of funding applications	14-Apr-20	Time availability has slowed process		COVID AND WORKLOAD RELATED DELAYS, PLANNING CONSULTANT PREPARED SITE PLAN, PROPOSE OCTOBER COMPLETION
23	Develop a long-term Park Service Funding Plan	Board approval of funding plan	30-Jun-20			PROPOSE DELAY UNTIL AFTER FIRE FUNDING MEASURE DECIDED BY VOTERS/MOVE COMPLETION
24	Plan the State Parks funded Per Capita Grant Improvements	Board approval of project	12-May-20			COVID AND WORKLOAD RELATED DELAYS, PROPOSE SEPTEMBER COMPLETION
24a	Secure Per Capita Funding Agreement with State	Management Report of signed funding agreement	1-Jul-20	Waiting for state		STATE DELAYED FUNDING IMPLEMENTATION UNTIL JULY 2020. TRAINING IN JULY, PROPOSE GRANT AGREEMENT IN NOVEMBER 2020
24b	Implement Per Capita Park Improvements	Management presentation of completed projects	30-Jun-21	Need board approved project and funding agreement		BID IN EARLY SPRING CONSTRUCTION LATE SPRING 2021

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25	Complete PG&E Permanent Interconnection Hub (PIH) project agreement to facilitate continuous power to downtown Groveland during PSPS	Board consideration of easement approval and related agreement	8-Sep-20				NEW INITIATIVE PROPOSED FOR BOARD CONSIDERATION AUGUST 11, 2020
26	Complete evaluation and partnership agreement with an Internet Service Provider to expand broadband services in the GCSD service area, and implement new technologies at District facilities	Board consideration of partnership agreement	8-Sep-20				NEW INITIATIVE PROPOSED FOR BOARD CONSIDERATION AUGUST 11, 2020
27	Evaluate consolidation of the Groveland Lighting District into GCSD	Board consideration of consolidation proposal	13-Oct-20				NEW INITIATIVE PROPOSED FOR BOARD CONSIDERATION OCTOBER 2020, SUBJECT TO LAFCO SCHEDULE
28	Complete annexation of Airport Estates	LAFCO approval of annexation	13-Oct-20				NEW INITIATIVE SUBJECT TO LAFCO SCHEDULE
ACTIONS TO IMPROVE DISTRICT FINANCIAL CONDITION AND PRUDENTLY PREPARE FOR KNOWN FUTURE EXPENDITURES							
29	Produce an annual accomplishments report detailing where and how our customer and taxpayer money has been (and will be) spent	Presentation of annual accomplishments reports	28-Jan-20				COMPLETED
30	Complete development of a local funding measure to support Fire Services	Board approval of funding measure; submit to voters	12-May-20	Draft survey in 1-28-20 packet			PURPOSELY DELAYED DUE TO COVID AND COORDINATION WITH COUNTY
30a	Engage a Fire Department focus group of interested public to assist in planning and advocating for the future financial health of the department	Confirmation of group formation	14-Apr-20	Need to identify local leader to head up group			PURPOSELY DELAYED DUE TO COVID AND COORDINATION WITH COUNTY
30b	Coordinate with the County and Fire Districts in the Development of an entity, such as a JPA capable of levying and administering a Fire Services funding measure	Board approval of JPA agreement or similar	31-Dec-20				NEW INITIATIVE NECESSARY FOR COUNTYWIDE FUNDING MEASURE

Management Objectives Report 2020-2022

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ACTIONS THAT SUPPORT THE FOUNDATION OF SOLID MANAGEMENT AND ADMINISTRATION OF DISTRICT SERVICES AND ASSETS, TRANSPARENCY AND ACCOUNTABILITY						
31	Achieve District of Distinction Accreditation (Platinum Level)	Presentation of award to Board	30-Jun-20	Need one more Board member attendance		COVID RELATED DELAYS IN TRAINING, CANCELLATION OF CSDA EVENTS; PROPOSE NEW MARCH 2021 DEADLINE
32	Achieve Special District representation on Toulumne County LAFCO	SPECIAL DISTRICTS SEATED ON LAFCO	30-Jun-20			COMPLETED
33	Coordinate with and assist LAFCO in a comprehensive update of the District's Municipal Service Review (MSR)	Submit LAFCO information request/response for Board review on August 11, 2020 of October Board workshop	31-Jul-20			NEW INITIATIVE IN PROGRESS, TO PRESENT TO BOARD
34	Develop a plan to improve customer interaction technologies and methods to simplify and increase payment speed and security, precise and timely notification of account issues and emergencies, and improve water management	Presentation of plan for Board approval	14-Apr-20	Staff gathering policies, procedures and costs		COVID AND BUDGET RELATED DELAYS, SCHEDULED FOR FALL 2020 START
35	Create a New Customer Information packet	Presentation of packet to Board	14-Apr-20	New staff training and improvements has delayed		COMPLETED, TO BE FINALIZED AND PUBLISHED IN SEPTEMBER 2020
36	Conduct a records inventory and establish appropriate records categories	Presentation of inventory and categories to Board	30-Sep-20			IN PROGRESS AND MOVING WELL, RECORDS CATAGORIES SET, PROPOSE INVNTORY COMPLETION AND BOARD PRESENTATION DECEMBER 2020
37	Evaluate and implement systems and technologies for records and data management	Presentation of options to Board	31-Dec-20			IN PROGRESS AND MOVING WELL
38	Develop reports on reserves and connection/capacity fee expenditures and present annually	Annual Board presentations in September	31-Dec-20			RESERVE REPORT INCLUDED IN 4TH QUARTER FINANCIALS, PROPOSE COMPLETION CONSISTENT WITH CIP, RESERVE STUDY AND POLICIES

July 28, 2020

4th Quarter Financial Statement Memo

Authored by: Jennifer Flores, Administrative Services Manager

WATER FUND

REVENUE

Fixed rates exceeded the budgeted figure by 4% and variable rates by 3%. The District had a total of twelve (12) new water connections over the fiscal year resulting in \$32,000 in other revenue, \$16,000 in Administrative fees and annual backflow inspections, \$25,000 in customer late fees (suspended in March; COVID-19), and \$17,000 in account transfer and disconnection fees (disconnection fees suspended in March; COVID-19). Other Non-Operating Revenue includes \$39,000 in interest, \$32,000 in grant funds for the Downtown Groveland/Big Oak Flat Water Planning Project, and \$18,000 for PSPS generator grant.

EXPENSES

Total operating expenses came under budget by \$361,554. No transfer to OPEB Trust as District was notified that trust was fully funded. Reserve set-aside will be transferred to LAIF account.

CAPITAL OUTLAY

4th Quarter

\$3,775 in engineering fees for the Downtown Groveland/Big Oak Flat Water System Rehab Project, \$7,106 in engineering fees for Admin parking lot project, \$6,807 in mechanic tool purchases, \$2,140 in Operations building upgrades, and \$13,693 for purchase of new washer and dryer unit to launder staff uniforms.

3rd Quarter

\$8,000 for Water Waster Plan Update, \$15,000 for GPS unit and software, \$11,000 for engineering fees for the Downtown Groveland/Big Oak Flat Water System Rehab Project, and \$10,000 for a booster valve.

2nd Quarter

\$20,000 in upgrades to Big Creek building, \$16,000 for new roof for Operations Building, and \$25,000 for Water Master Plan update.

1st Quarter

\$4,000 for engineering fees for the Downtown Groveland/Big Oak Flat Water System Rehab Project, \$5,800 for purchase of new VFD for Tank #2 which is a motor control to operate the pump, \$5,800 for purchase of iPads for implementation of new District SEMS program (total cost spread over all four (4)

funds), and \$4,500 for the purchase of a Water Wagon used for dust control and to remain in compliance with requirements placed on the District for dust abatement.

SEWER FUND

REVENUE

Fixed rates exceeded the budgeted figure by 2% and variable rates by 2%. The District had a total of three (3) new sewer connections over the fiscal year resulting in \$21,000 in other revenue, and \$13,000 in customer late fees (suspended in March; COVID-19). Other Non-Operating Revenue includes \$390,000 reimbursement from the state for the Flume Rehabilitation Project, \$17,000 in interest, and \$7,000 in grant money for the Downtown Groveland/Big Oak Flat Sewer System Rehab Project.

EXPENSES

Total operating expenses came under budget by \$312,738. No transfer to OPEB Trust as District was notified that trust was fully funded. Reserve set-aside will be transferred to LAIF account.

CAPITAL OUTLAY

4th Quarter

\$3,767 in engineering fees for Admin parking lot project, \$3,203 in mechanic tool purchases, \$1,008 in Operations building upgrades, \$30,722 for Headworks replacement/upgrade which is part of the Sewer Upgrades Capital Replacement Plan, and \$6,444 for purchase of new washer and dryer unit to launder staff uniforms, \$8,553 for CL2 Motor Meter Pump, and \$9,200 for RAS Pump rebuild.

3rd Quarter

\$18,000 for Headworks replacement/upgrade which is part of the Sewer Upgrades Capital Replacement Plan, \$8,000 for the Sewer Master Plan update, \$7,000 for GPS unit and software, and \$9,000 for engineering fees for the Downtown Groveland/Big Oak Flat Sewer System Rehab Project.

2nd Quarter

\$12,000 for the purchase of the new Headworks equipment for the treatment plant, \$11,000 for the Operations roof repair, and \$25,000 for the Sewer Master Plan update.

1st Quarter

Issued final payment to Moyle Excavation for Flume Rehabilitation Project in the amount of \$461,584, bringing project total to \$480,130; this amount will be reimbursed by FEMA and Cal OES. \$4,000 for the purchase of iPads for implementation of new District SEMS program, and \$7,400 for Lift Station #10 repairs in control cabinet.

FIRE FUND

REVENUE

A total of \$1,125,545 was allocated to the Fire Fund from the property tax disbursement from the county. Other non-operating revenue includes \$20,000 grant from Sonora Area Foundation for new SCBA fill station, \$15,000 from the California Fire Foundation for Defensible Space Program, and \$15,000 in interest. The Jones Hill fire break grant was budgeted for, but not received by the close of the fiscal year.

EXPENSES

\$985,143 for CAL FIRE Schedule "A" contract and \$189,157 for CAL FIRE Amador Plan.

CAPITAL OUTLAY

4th Quarter

\$8,000 for purchase of new fire engine which will replace Engine 788.

3rd Quarter

No capital projects.

2nd Quarter

No capital projects.

1st Quarter

\$30,000 for new SCBA fill station and \$5,000 for lightening upgrade.

PARKS FUND

REVENUE

A total of \$97,873 was allocated to the Parks Fund from the property tax disbursement from the county. Other non-operating revenue includes \$53,000 for cell tower rent. The Per Capita grant was budgeted for, but not received by close of fiscal year.

EXPENSES

Total operating expenses came in \$54,426 under budget.

CAPITAL OUTLAY

4th Quarter

No capital projects.

3rd Quarter

No capital projects.

2nd Quarter

No capital projects.

1st Quarter

\$10,670 payment issued to Hessler Construction for lower park amphitheater repairs.

Budget to Actual

Groveland Community Services District

For 4th Quarter ended Jun. 30, 2020

Total - District-Wide	2019/20 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget- Remaining \$	CY Actual Vs. CY Budget- Remaining%
Fixed rates	2,965,449	3,050,085	84,636	-3%
Variable rates	1,369,149	1,407,491	38,342	-3%
Property taxes	1,181,268	1,223,419	42,151	-4%
Other operating revenues	152,591	172,685	20,094	-13%
Other nonoperating revenues	1,394,987	676,380	(718,607)	52%
Total Revenues	7,063,444	6,530,059	(533,385)	
Salaries and benefits	(2,060,741)	(1,804,568)	256,173	12%
Cost of water	(215,000)	(182,495)	32,505	15%
Utilities	(297,000)	(238,564)	58,436	
Cal Fire contract	(1,350,230)	(1,174,299)	175,931	13%
Other operating expenses	(1,822,958)	(1,412,501)	410,457	23%
Leases: prin+interest	(13,742)	(11,938)	1,804	13%
Transfer to OPEB Trust	(161,000)	-	161,000	100%
Transfer to Pension	(207,850)	(200,700)	7,150	3%
Annual Reserve Set Aside	(147,771)	-	147,771	100%
Total Expenses	(6,276,292)	(5,025,065)	1,103,456	
Capital outlay (fixed assets)	(1,881,954)	(886,130)	995,824	53%
Net profit (loss)	(1,094,802)	618,865	1,565,896	
Debt Service Collections	944,664	949,103	4,439	
Debt Service: Prin/Interest	(1,011,544)	(1,174,221)	(162,677)	
	(66,880)	(225,118)	(158,238)	

Budget to Actual
Groveland Community Services District

For 4th Quarter ended Jun. 30, 2020

Water	2019/20 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget- Remaining \$	CY Actual Vs. CY Budget- Remaining%
Fixed rates	1,540,587	1,594,716	54,129	-4%
Variable rates	913,404	941,254	27,850	-3%
Other operating revenues	88,591	101,647	13,056	-15%
Other nonoperating revenues	46,228	98,145	51,917	-112%
Total Revenue	2,588,810	2,735,762	146,952	
Salaries	(730,246)	(650,868)	79,379	11%
Benefits	(347,881)	(314,170)	33,711	10%
Cost of water	(215,000)	(182,495)	32,505	15%
Utilities	(115,000)	(92,764)	22,236	19%
Other operating expenses	(856,661)	(757,362)	99,299	12%
Leases	(10,208)	(9,133)	1,075	11%
Transfer to OPEB Trust	(90,160)	-	90,160	100%
Pension Unfunded Liability	(92,680)	(89,490)	3,190	3%
Annual Reserve Set-Aside	(47,771)	-	47,771	100%
Total Expenses	(2,505,607)	(2,096,282)	409,325	
Capital outlay (Fixed assets)	(458,708)	(182,429)	276,279	60%
Net profit (loss)	(375,505)	457,050	832,555	
Debt service collections-3236	618,476	621,317	2,841	
Debt service Prin/Interest	(687,634)	(679,232)	8,402	
	(69,158)	(57,915)	11,243	

Water Fund Quarter Summary Notes

REVENUE

Other Operating Rev.- Backflow/Admin \$16K, Connections \$32K, Late Fee \$25K,Transf/Disconnection \$17K

Other Non-Operating Rev-(LAIF) Interest Earned \$39K, Downtown/BOF Grant payment \$32K, PSPS Generator Grant \$18K, Airport Water Break Reim. \$8,600

EXPENSES

Total fiscal year operating expenses under budget by \$409,325. No transfer to OPEB Trust; trust fully funded.

CAPITAL OUTLAY

Big Creek Roof Repair \$20K, Operations Building Upgrades \$18K, GPS Unit \$15K, Downtown Groveland/BOF \$20K, Booster Valve \$10K

Budget to Actual

Groveland Community Services District

For 4th Quarter ended Jun. 30, 2020

Sewer	2019/20 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget-Remaining \$	CY Actual Vs. CY Budget-Remaining%
Fixed rates	1,424,862	1,455,369	30,507	-2%
Variable rates	455,745	466,237	10,492	-2%
Other operating revenues	42,000	34,225	(7,775)	19%
Other nonoperating revenues	914,059	463,761	(450,298)	49%
Total Revenue	2,836,666	2,419,592	(417,074)	
Salaries	(580,860)	(508,989)	71,871	12%
Benefits	(260,043)	(231,519)	28,524	11%
Utilities	(126,000)	(94,916)	31,084	25%
Other operating expenses (Loan Int)	(637,803)	(520,617)	117,186	18%
Leases	(3,534)	(2,805)	729	21%
Transfer to OPEB Trust	(61,180)	-	61,180	100%
Pension Unfunded Liability	(62,890)	(60,726)	2,164	3%
Annual Reserve Set-Aside	(100,000)		100,000	100%
Total Expenses	(1,832,310)	(1,419,572)	412,738	
Capital Outlay (fixed assets)	(1,123,581)	(643,927)	479,654	43%
Net profit (loss)	(119,225)	356,094	475,319	
Debt service collections-1329	326,188	327,786	1,598	
Debt service:Prin/Interest	(323,910)	(494,990)	(171,080)	
	2,278	(167,203)	(169,481)	

Sewer Fund Quarter Summary Notes

REVENUE

Other Operating Rev.- Connection \$21K, Late fees \$13K

Non-Operating Revenue-Downtown/BOF Grant \$7K, Flume Project Grant Pmt \$390,000, LAIF Interest \$17K

EXPENSES

Total fiscal year operating expenses under budget by \$412,738. No transfer to OPEB Trust; trust fully funded.

CAPITAL OUTLAY

Flume Project \$482K, Headworks \$32K, Operations Building \$11K, GPS Unit \$7K, Downtown BOF \$9K

Budget to Actual
Groveland Community Services District

Budget to Actual
Groveland Community Services District

For 4th Quarter ended Jun. 30, 2020

	2019/20 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget- Remaining \$	CY Actual Vs. CY Budget- Remaining%
Total - Governmental Funds				
Property taxes	1,181,268	1,223,419	42,151	-4%
Other operating revenues	22,000	36,814	14,814	-67%
Other nonoperating revenues	434,700	114,474	(320,226)	74%
Total Revenues	1,637,968	1,374,706	(263,262)	
Salaries and benefits	(141,711)	(99,023)	42,688	30%
Utilities	(56,000)	(50,884)	5,116	9%
Cal Fire/Amador contract	(1,350,230)	(1,174,299)	175,931	13%
Other operating expenses	(328,494)	(134,521)	193,973	59%
Transfer to OPEB Trust	(9,660)	-	9,660	100%
Transfer to Pension/Unfunded	(52,280)	(50,484)	1,796	3%
Total Expenses	(1,938,375)	(1,509,211)	429,164	
Capital outlay (fixed assets)	(299,665)	(59,773)	239,892	80%
Net profit (loss)	(600,072)	(194,279)	405,793	

Budget to Actual
Groveland Community Services District

For 4th Quarter ended Jun. 30, 2020

Fire	2019/20 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget-Remaining \$	CY Actual Vs. CY Budget-Remaining%
Property taxes	1,086,768	1,125,545	38,777	-4%
Other operating revenues	20,500	33,039	12,539	-61%
Other nonoperating revenues	192,300	52,188	(140,112)	73%
Total Revenues	1,299,568	1,210,771	(88,797)	
Salaries and benefits	(45,458)	(32,701)	12,757	28%
Cal Fire Contract	(1,077,718)	(985,143)	92,575	9%
Amador Contract	(272,512)	(189,157)	83,355	31%
Utilities	(14,000)	(16,264)	(2,264)	-16%
Other operating expenses	(284,799)	(99,606)	185,193	65%
Transfer to OPEB Trust	(1,610)		1,610	100%
Tfr. to PERS Unfunded/Smoothing	(44,005)	(42,494)	1,511	3%
Non Operating Exp - Jones Hill		(2,305)		
Total Expenses	(1,740,102)	(1,367,669)	374,738	
Capital Outlay (fixed assets)	(47,340)	(46,389)	951	2%
Net Profit (Loss)	(487,874)	(203,287)	284,587	

Fire Fund Quarter Summary Notes

REVENUE

Other Operating Revenue -Strike Team \$31K

Non-Operating Revenue- SAF Grant \$20K (SCBA), CA Fire Defensible Space Grant \$15K. Budgeted Jones Hill Grant \$166,300(Havent Received yet). LAIF Interest \$15K

EXPENSES

Higher Utility Water Bills \$8300. Total fiscal year operating expenses under budget by \$374,738.

CAPITAL

SCBA Fill Station \$33K, Lighting Upgrade \$5K, Fire Engine \$8K

Budget to Actual
Groveland Community Services District

For 4th Quarter ended Jun. 30, 2020

Parks	2019/20 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget-Remaining \$	CY Actual Vs. CY Budget-Remaining%
Property taxes	94,500	97,873	3,373	-4%
Other operating revenues	1,500	3,775	2,275	-152%
Other nonoperating revenues	242,400	62,286	(180,114)	74%
Total Revenue	338,400	163,935	(174,465)	
Salaries and benefits	(96,253)	(66,322)	29,931	31%
Utilities	(42,000)	(34,620)	7,380	18%
Other operating expenses	(43,695)	(34,915)	8,780	20%
Transfer to OPEB Trust	(8,050)	-	8,050	100%
Transfer to Pension	(8,275)	(7,990)	285	3%
Total Expenses	(198,273)	(143,847)	54,426	
Capital outlay (fixed assets)	(252,325)	(13,384)	238,941	95%
Net Profit (Loss)	(112,198)	6,704	118,902	

Parks Fund Quarter Summary Notes

REVENUE

Non-Operating Revenue- Cell Tower Rent \$53K, LAIF Interest \$4700, Donations \$5K

Other Operating Revenue- Dog Park \$2500, Use fees \$1260, Per Capita Grant not received-\$200K

EXPENSES

Total fiscal year operating expenses under budget by \$54,426

CAPITAL OUTLAY

Park Amphitheater Upgrade \$11K

TO: GCSO Board of Directors

FROM: Peter Kampa, General Manager

DATE: July 28, 2020

SUBJECT: Agenda Item 4C. Approval of Contract Change Order with Citygate Associates in an Amount Not to Exceed \$10,000 for Additional Professional Consulting Related to Fire and Emergency Services

RECOMMENDED ACTION:

Staff recommends the following action:

I move to approve of Contract Change Order with Citygate Associates in an amount not to exceed \$10,000 for additional professional consulting related to Fire and Emergency Services.

BACKGROUND:

The District hired Citygate Associates to complete the Fire Department Master Plan 2020 update, which was approved by the Board in March 2020. The contract for Citygate is still active, however the study budget was exhausted as planned in the Master Plan update. At this time, District management requests to engage the ongoing, as needed services from the professionals at Citygate to assist in a number of critical matters requiring independent fire and emergency response expertise.

We have the need to consult with Citygate on the following work including, but not limited to:

1. Review and coordinate with GCSO management and the Board on the Environmental Impact Reports for the Terra Vi Lodge, Under Canvas and other current land use development projects; including analyzing adequacy of the projects' proposed mitigation measures, impacts on GCSO Fire services, options to enhance services to the region and cost
2. Assist in the Financial Impact Analysis preparation if a Community Facilities District (CFD) is chosen as a vehicle for the project developers to offset impacts to GCSO Fire

3. Assist in evaluation of the viability, cost and deployment strategy for an emergency response squad and/or additional staffing to allow for services to be provided to the resort projects above
4. Assist in County Fire Authority JPA creation and fire funding measure development

ATTACHMENTS:

Citygate Consulting Services Change Order Proposal

FINANCIAL IMPACT:

Funding is planned not to exceed \$10,000 for the 2020/21 fiscal year, unless additional amendments are approved by the Board. A fire budget amendment will be considered if needed at mid year to provide funding for this work.

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30 YEARS!**



**ANNIVERSARY
1990 | 2020**

600 Coolidge Drive, Suite 150 ■ Folsom, CA 95630 ■ PH 916-458-5100 ■ FAX 916-983-2090

July 17, 2020

Peter Kampa, General Manager
Groveland Community Services District
18966 Ferretti Road
Groveland, CA 95321
pkampa@gcsd.org

RE: CHANGE ORDER #1 – FIRE MASTER PLAN UPDATE – ADDITIONAL SCOPE OF WORK

Dear Mr. Kampa:

Pursuant to our July 10, 2020 telephone conversation, following is Citygate Associates, LLC's (Citygate) change order to provide additional consultant services related to the Groveland Community Service District's (District) recent Fire Master Plan Update.

ADDITIONAL SCOPE OF WORK

Citygate proposes to provide additional ad hoc consultant services related to our current Fire Master Plan Update agreement as directed/requested by the District General Manager and mutually agreeable, including but not limited to:

1. Providing advice as requested relative to fire and emergency services provided by the District.
2. Reviewing proposed development projects beyond current District boundaries with potential to impact District services and provide comments and/or draft responses as requested.
3. Conducting research, analysis, and preparing reports or presentations as requested.
4. Attending meetings as requested.

TERM OF SERVICES

Citygate agrees to provide additional mutually agreeable ad hoc consultant services through June 30, 2021 unless terminated sooner in writing by either party. In addition, this change order shall be retroactive to July 10, 2020 for any consultant services provided beyond the scope of work described in our current agreement dated May 15, 2019.

FEES

We will undertake this additional scope of work on a time and materials basis at our established billing rates plus reimbursable expenses incurred in conjunction with travel, printing, clerical, and support services related to the work performed, and a five percent administrative fee, up to a maximum cost of \$10,000.

Standard Hourly Billing Rates

Classification	Rate	Consultant
Citygate President	\$250 per hour	David DeRoos
Public Safety Principal	\$250 per hour	Stewart Gary
Senior Fire Services Specialist / Project Manager	\$225 per hour	Samuel Mazza
Local Government Fiscal Specialist	\$195 per hour	Andrew Green
Geo-Mapping Specialist	\$215 per hour	CentralSquare
Statistical Specialist	\$195 per hour	Michael Fay
Report Project Administrator	\$135 per hour	Various
Administrative Support	\$95 per hour	Various

Billing Schedule

We will bill monthly for time, reimbursable expenses incurred at actual costs (travel), plus a five percent (5%) administration charge in lieu of individual charges for copies, phone, etc. Our invoices are payable within thirty (30) days. Citygate’s billing terms are net thirty (30) days plus two percent (2%) for day thirty-one (31) and two percent (2%) per month thereafter. Our practice is to send both our monthly status report and invoice electronically. We will request the email for the appropriate recipients of the electronic documents. Hard copies of these documents will be provided only upon request. We prefer to receive payment via ACH Transfer, if available.

Citygate reserves the right to defer billing for less than four hours of consultant services provided in any single month to the next month, with a minimum of four billable hours, without interest. We will also not send a status report for any month in which no services were provided.

* * *

If this change order is acceptable, you can sign acceptance on the following page, or forward a standard consultant contract for us to complete.

As President of the firm, I am authorized to execute a binding contract on behalf of Citygate Associates, LLC. Please feel free to contact me at our headquarters office, located in Folsom,



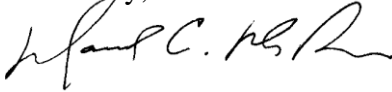
Mr. Peter Kampa

July 17, 2020

Page 3

California at (916) 458-5100, extension 101 or via e-mail at dderoos@citygateassociates.com if you wish further information.

Sincerely,



David C. DeRoos, MPA, CMC

President

cc: Stewart Gary
Samuel Mazza

Acceptance of Citygate's change order and terms:

Name Signature

Title Date