



## REGULAR MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 [www.gcsd.org](http://www.gcsd.org)

### AGENDA

October 13, 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 are not open to the public at this time.
- 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:**

**Computer, tablet or smartphone:** Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/7688070165> using a computer with internet access that meets Zoom's system requirements

**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.

**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](mailto: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](mailto: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. The Board President will also public comment to be made verbally prior to consideration of each agenda item, and will explain the procedure for making verbal comments during the meeting. Once the public comment period is closed, comments timely received in advance of consideration of the agenda item will be read aloud

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](mailto: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.

ALL AGENDA MATERIAL ARE AVAILABLE ON THE DISTRICT WEBSITE AT [WWW.GCSD.ORG](http://WWW.GCSD.ORG) OR MAY BE INSPECTED IN THE GROVELAND COMMUNITY SERVICES DISTRICT OFFICE AT 18966 FERRETTI ROAD, GROVELAND, CALIFORNIA

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*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)



**TELECONFERENCE AGENDA**

October 13, 2020

10:00 a.m.

**Call to Order**

**Pledge of Allegiance**

**Roll Call of Board Members**

Janice Kwiatkowski, President  
Nancy Mora, Vice President  
John Armstrong, Director  
Spencer Edwards, Director  
Robert Swan, Director

**1. Approve Order of Agenda**

**2. Public Comment**

Members of the public are appreciated for taking the time to attend this meeting and provide comments on matters of District business. Public comments are subject to a 3-minute time limit; 10 minutes on an individual topic. Although no action can be taken on items not listed on the agenda, please know we are listening carefully to your comments.

**3. Information Items**

Brief reports may be provided by District staff and/or Board members as information on matters of general interest. No action will be taken by the Board during Reports, however items discussed may be recommended for discussion and action on a future agenda. Public comments will be taken after each report is provided.

**A. Staff Reports**

- i. Fire Department Report
- ii. General Manager's Report
- iii. Operations Manager's Report
- iv. Administrative Services Manager's Report

**4. Consent Calendar**

Consent Calendar items are considered routine and will be acted upon by one motion. There will be no separate discussion on these items unless a member of the Board, Staff or a member of the Public requests specific items be set aside for separate discussion.

- A. Approve Minutes from the September 16, 2020 Regular Meeting
- B. Accept September 2020 Payables
- C. Consideration of Initial Authorization for the Granting of an Additional Easement to PG&E for the PIH Project Under the Same Terms and Conditions as the Prior Project Easements
- D. Waive Reading of Ordinances and Resolutions Except by Title

**5. Old Business**

(Items tabled or carried forward from a previous meeting to be considered on this agenda. 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. None.

## 6. 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. Adoption of a Resolution Awarding a Consulting Services Contract to WRT Engineering for the Preparation of a Park Amenities Study and Plan
- B. Discussion Regarding Modifying the Groveland Amador Station Contract With CALFIRE
- C. Consideration of and Direction Relating to the Formation of a Community Facilities District Within District Boundaries for Fire Protection and Park Services
- D. Consideration of Draft Language for a Joint Powers Authority with Tuolumne County Fire Protection Agencies for the Purpose of Development and Implementation of a Countywide Fire Funding Measure
- E. Adoption of a Resolution Authorizing an Application for Grant Funding through the Department of the Interior Bureau of Reclamation's Watersmart Water and Energy Efficiency Grant Program for Fiscal Year 2021 for the Automatic Meter Reading Installation Project
- F. Adoption of a Resolution Approving a Revised and Updated District Organizational Chart to Reflect the Addition of an Information/Instrumentation System Manager Position and Related Personnel Budget Amendment
- G. Consideration of a Formal District Position on the County's Measure U Related to the Proposed Increase in Transient Occupancy Tax
- H. Adoption of a Resolution Approving the District Pavement Rehabilitation Project and Authorize the General Manager to Proceed with Public Bidding
- I. Discussion of Options to Provide Law Enforcement within the District Boundaries

## 7. Adjournment

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**Groveland Community Services District  
Fire Department / CALFIRE**

18966 Ferretti Road Groveland, CA 95321

Staff Report  
October 13, 2020

To: Board of Directors

From: Andy Murphy, Assistant Chief  
By: Jude R. Acosta, Battalion Chief

Subject: Monthly Activity Report – September 1, 2020 to September 30, 2020

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**Operations:**

**Emergency Incident Response:**

There were no Significant Events during the reporting period.

**Apparatus and Equipment:**

Apparatus	Description	Status
Engine 781	2009 Pierce Contender	In Service
Engine 787	2000 Freightliner FL112	In Service
Engine 788	1984 GMC Wildcat	In Service - ABH
Utility 786	2008 Chevrolet 2500	In Service

**Training:**

In addition to our monthly Emergency Medical Technician (EMT) curriculum and engine company performance standards, Battalion personnel received the following specialized training:

- Forcible Entry
- Radio Communications
- Fire Alarm Systems
- Water Supply
- AED Defibrillator
- Multi-Purpose Device (MPD)
- Congratulations to Engineer Patrick Cohen who graduated from the Firefighter Academy at the CAL FIRE Training Center in Lone.

**Defensible Space Inspections:**

The Defensible Space Inspectors have completed the awarded \$15,000 California Fire Foundation Grant. Our Inspectors completed 1,042 inspections in which 504 were non-compliant. Challenges due to Covid-19 complicated the process by delaying progress and time needed for compliance. The Inspectors adjusted accordingly, accommodating the property owners who may have needed more time. Although the grant ended, CAL FIRE is continuing inspections of remaining non-compliant structures.

**MONTH - September 2020**

**STATION 78**

Alarm Sounding	6
Odor Investigation	0
Debris Fire	0
Medical Aid	37
Fire Menace Standby	0
Fire Other	0
Haz Mat	0
Landing Zone	0
Plane/Heli Crash	0
Public Assist	5
Smoke Check	0
Structure Fire	0
Commercial Structure Fire	0
Vegetation Fire	0
Vehicle Accident	3
Vehicle Accident/Pin in	0
Vehicle Fire	0
<b>TOTAL</b>	<b>51</b>



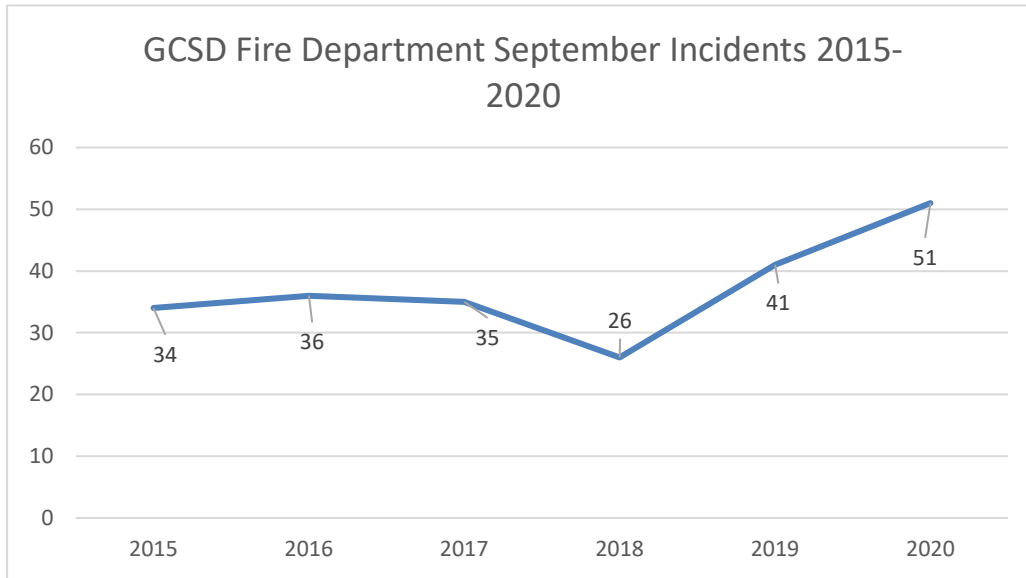
Auto Aid	Given
Tuolumne County	3

(48 calls in GCSD district, 3 calls in Tuolumne County)

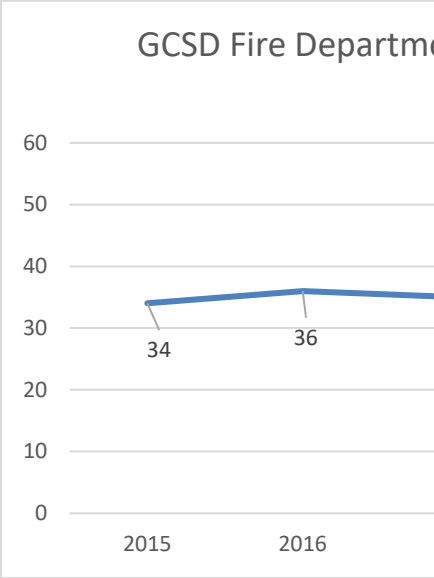
**Last Call Logged Run # TCU 011196**

2020 Incidents within GCSD Jurisdiction 2020 Year to Date = 453

2019 Incidents within GCSD Jurisdiction 2019 Year to Date = 432

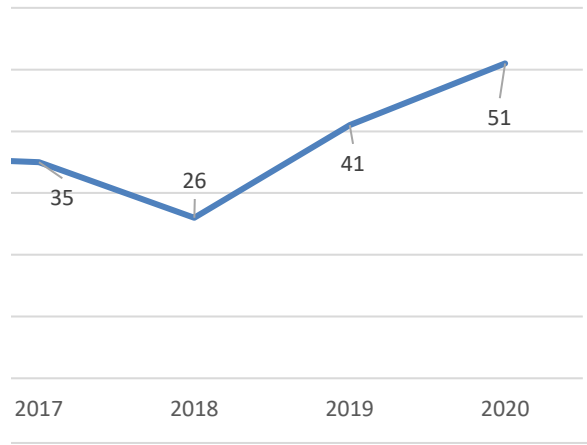


2015	34
2016	36
2017	35
2018	26
2019	41
2020	51





### ent September Incidents 2015-2020





## County of Tuolumne Local Agency Formation Commission

Quincy Yaley, AICP  
Executive Officer

October 8, 2020

A.N. Francisco Building  
48 Yaney Avenue  
Mailing: 2 S. Green Street  
Sonora, CA 95370  
209 533-5633  
209 533-5616 (fax)  
[www.tuolumnecounty.ca.gov](http://www.tuolumnecounty.ca.gov)

Pete Kampa, General Manager  
Groveland Community Services District  
18966 Ferretti Road  
Groveland, CA 95321

RE: LAFCO LAF20-004 Out of Boundary Service Agreement to Airport Estates

Dear Mr. Kampa,

Pursuant to Government Code Section 56133 and Tuolumne County LAFCO's adopted policies and procedures for the review of out of boundary service extensions, the Groveland Community Services District's (GCSD) request to provide water and sewer service Lots 1 through 8 to the property known as Airport Estates, has been approved. This decision was based on the following:

- The subject property is located outside the district boundaries but within the district Sphere of Influence.
- It is anticipated that this property will be annexed into the GCSD service district.
- GCSD has provided a signed copy of the service agreement between the district and the landowner that includes language stating that the landowner consents to further annexation and agrees not to protest the annexation.
- The GCSD service agreement includes appropriate provisions to ensure that the existing customers within the district boundaries are not negatively impacted by the subject request.

LAFCO's approval of the GCSD request is subject to the following conditions:

- Any future development and/or expansion of service will not be permitted without approval from LAFCO.
- GCSD and the property owner shall complete an annexation of the property within one year of the approval of this agreement.

Please contact me with any questions.

Respectfully,

Quincy Yaley  
Executive Officer

## OUT OF BOUNDARY SERVICE AGREEMENT

Between Groveland Community Services District and Airport Estates, LLC

### Location:

The project site is located south of Pine Mountain Lake Airport, approximately 280 feet east of the intersection of Elderberry Way and Ferretti Road, within the community of Groveland. A portion of Section 13, Township 1 South, Range 16 East, Mount Diablo Baseline and Meridian Assessor's Parcel Numbers 93-290-01 through 93-290-08. Supervisorial District 4.

### Project Description:

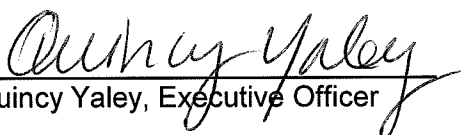
Out of Boundary Service Agreement to provide water and sewer service to Lots 1 through 8 of Tentative Subdivision Map TSM17-002 for Airport Estates, which are zoned to RE-1:MX:AIR (Residential Estate, one acre minimum:Mobilehome Exclusion Combining District:Airport Combining) under Title 17 of the Tuolumne County Ordinance Code

### Environmental Evaluation:

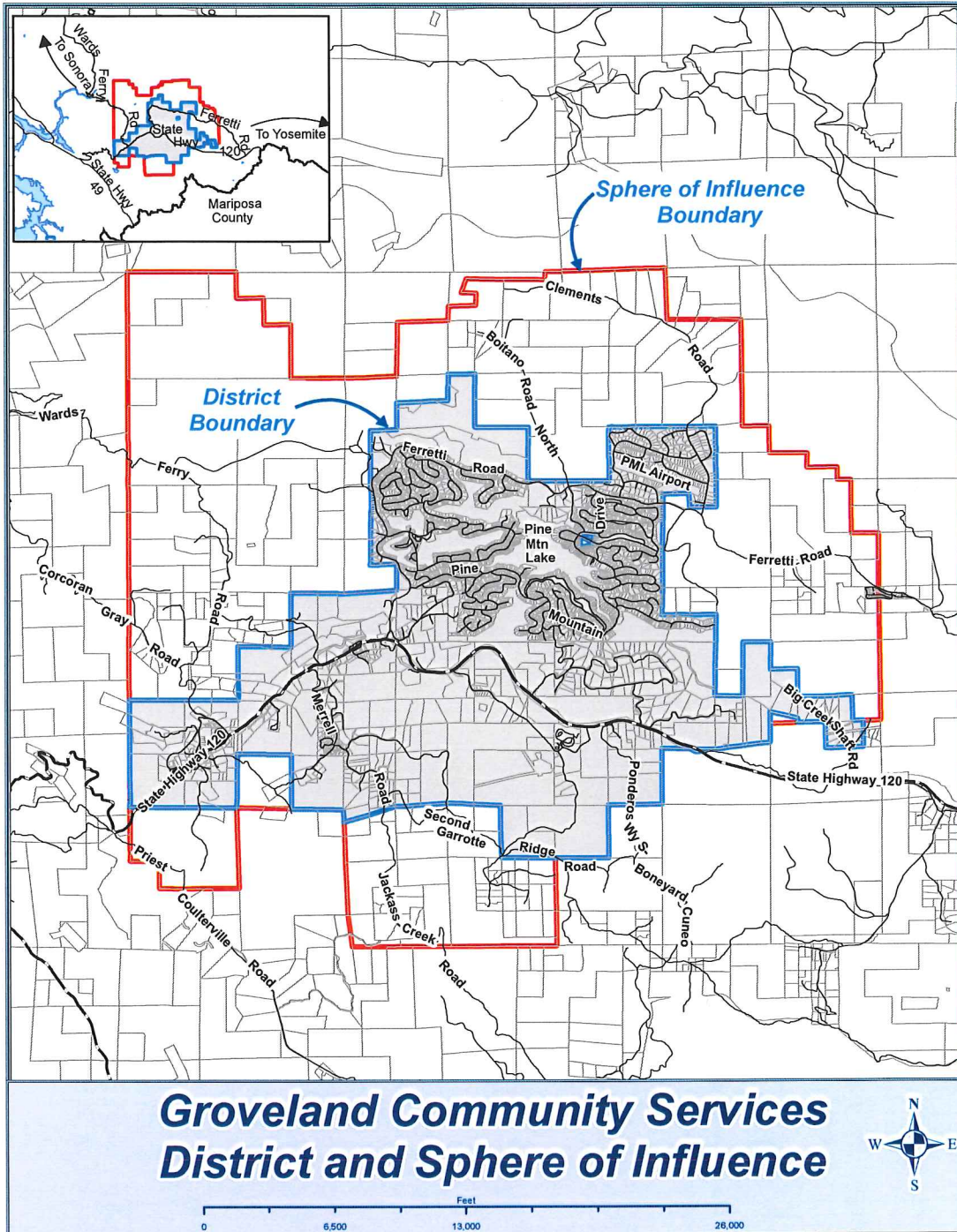
The proposal is statutorily exempt from CEQA pursuant to CEQA Guidelines § 15061(b)(3).

### Conditions of Approval:

1. Any expansion of service beyond serving 9 parcels will not be permitted without approval from Tuolumne County LAFCO.
2. Groveland Community Service District and the property owner shall apply for and complete an annexation of the project site into the district boundaries, including any conditions of approval of the annexation, within one year of the approval of this agreement.

Approved:   
Quincy Yaley, Executive Officer

Date: 10/8/2020





# Operations Report

Month of Review: September 2020

### Information Provided by:

- Luis Melchor, Operations Manager
- Greg Dunn, Chief Plant Operator
- Rachel Pearlman, Administrative Services Technician
- Adam Ahlswede Operation

### Wastewater Treatment Plant Flows

#### Influent Totals From: September 2020

<b>Total</b>	2.94 MG
<b>High</b>	.17 MG
<b>Low</b>	.062 MG
<b>Average</b>	0.099 MG

#### Effluent Totals From: Plant: September 2020

<b>Total</b>	3.03 MG
<b>High</b>	.2 MG
<b>Low</b>	.07 MG
<b>Average</b>	.01 MG

#### Rainfall Totals at the Sewer Treatment Plant Month of September 2020

Year	Total Rainfall-inches
2020	0.03 (high 0.03)
2019	0.36 (high 0.32)
2018	0
2017	0.41 (high 0.37)
2016	0.05 (high 0.03)
<b>Current Season Total</b>	<b>0.04</b>

#### Wasting Totals

<b>Total Inches</b>	<b>363</b>
<b>Total Pounds</b>	<b>5585</b>

#### Reclamation Totals

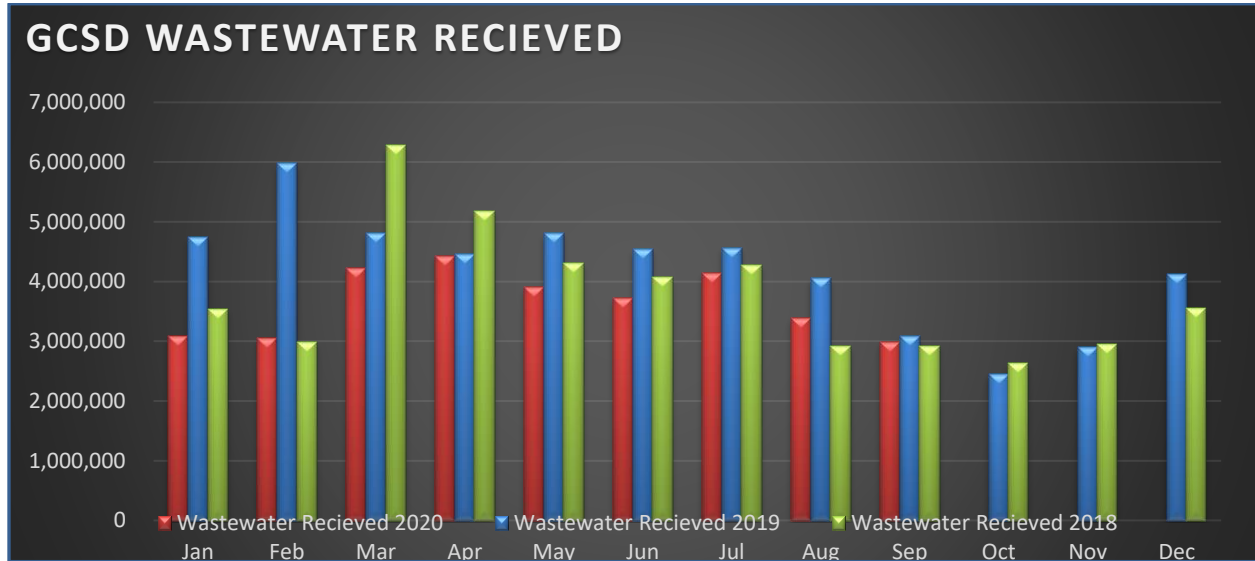
<b>PML</b>	0
<b>Spray Fields</b>	0
<b>PML Season Total</b>	0
<b>Spray Fields Total</b>	0

**Active Sewer Accounts: 1559**

## Activities at the Wastewater Treatment Plant

- Took weekly Bac-Ts and BOD of the Chlorine Contact Chamber (CCC) and sent into Aqua Lab for testing
- Completed monthly Wastewater Report and sent to the State Water Resources Control Board
- Completed daily rounds and Lab

### Current and Past Monthly Influent Totals



## Wastewater Collections Department

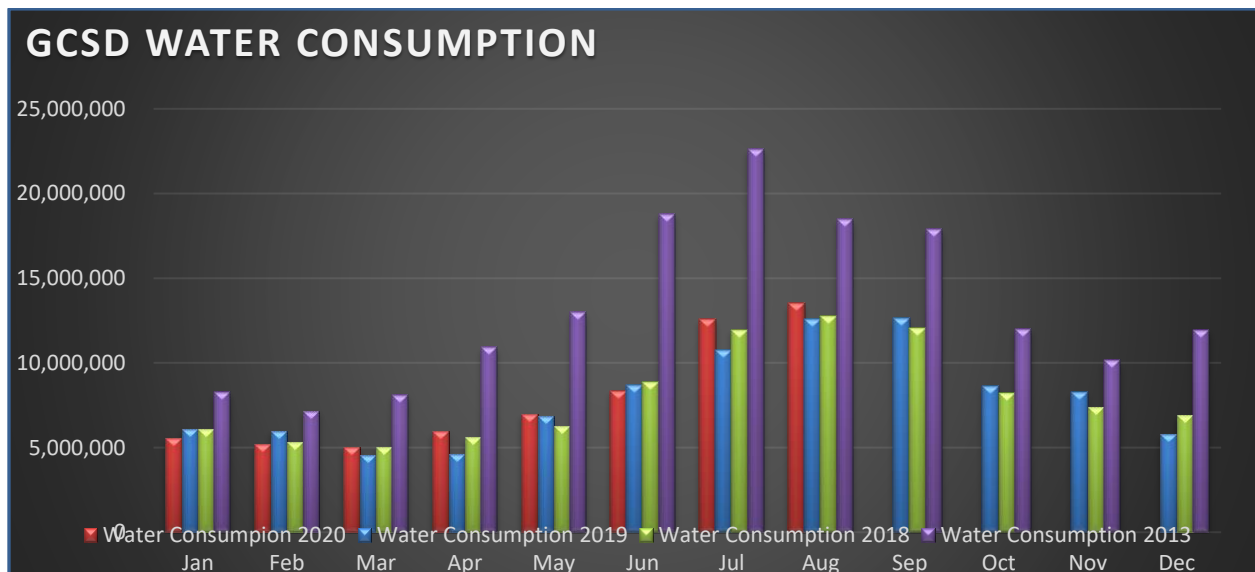
- Completed all Preventative Maintenance Check Sheets (PMCS) at all Lift Stations (weekly)
  - Added degreaser blocks at all Lift Stations
  - Added degreaser and odor control when needed
- Chemical flushed gravity sewer lines throughout the District for system maintenance
- Inspected and flushed problem manholes
- Hydro flushed multiple gravity lines throughout the District for system maintenance
- Completed manhole inspection for all of Lift Station 11 gravity sewer lines (total of 125 MH inspected)
- Cleared sewer easement on Ferret Ct
- Repaired damaged manhole ring on Ferret Ct
- CCTV and marked sewer lines
  - on Otter/Ferret Ct
  - from Lift Station 16 to Black Rd

- Total of 4028 Ft of sewer line was inspected
- Hydro flushed of gravity sewer lines in BOF
- Installed rubber mats on access cover to help eliminate odors at Lift Station 5, 6, 7 & 8
- Cleaned Lift Stations 1, 2, 3, & 4

## Treated Water Department

- Submitted monthly Water Treatment Report to State Water Resources Control Board
- Submitted monthly Conservation Report to State Water Boards
- Performed weekly checks and calibrations on all analyzers at 2G, BC, and AWS
- Performed monthly UV calibrations at 2G and BC
- Took weekly Treatment Plant samples and sent into Aqua Lab
- Took weekly distribution samples and sent into Aqua Lab
- Installed new chlorine pump at Big Creek Water Treatment Plant

### Current and Past Monthly Water Consumption



## Distribution Department

- Monitored/sample Distribution Tank as needed
- Read all District Water Meters
- Normal day to day: Trouble calls (low press/high press, no water, shut off for repairs etc.)
- Completed weekly checks on Tank 4, Highlands Pump stations (Building, Pneumatic Tank, Pumps and MCC Cabinet)
- Responded and marked multiple USA throughout the District
- Repaired water break on Dyer Ct (service line)
- Repaired water break on Yates St (4" main line)
- Replaced ARV at the end of Vassar Rd in BOF

Meter Related Services	Total
Check/repair meter	1
Install water meter	0
Monthly Meter Restrictions	0
Meter change outs	3
Read tenant out	7
Re-Read	9
Turn off meter	5
Turn on meter	1
Test meter	42
<b>Total Distribution Issues</b>	<b>68</b>

**Active Water Accounts:3256**

Billed Consumption 2020		Gallons
Residential		10,817,318
Commercial		700,045
Billed Consumption 2019		Gallons
Residential		11,469,997
Commercial		1,177,289



## Construction and Maintenance

Description	Water	Sewer
Main line leaks	0	0
Main line break	1	0
Service leaks	1	0
Service breaks	0	0
Fire Hydrant replaced/repared	0	0
<b>Totals Per Service</b>	<b>2</b>	<b>0</b>

### Maintenance

- General yard maintenance around the District amenities (mow, weed eat, trash, debris removal, limb trees ETC)
- Cleaned around dumpster area and hauled cardboard to Moore Brothers
- Continuous Corp yard cleanup
- Installed new flow meter for PLM irrigation pond
- Filled in potholes at the entrance of the Dog park
- Had Hunt & Sons fill @G and Big Creek Treatment Plant generators
- Serviced Generators
  - LS 5
  - LS 7; & Fueled
  - LS8; & Pressure washed; & Fueled
  - LS 12
  - LS 14
  - LS 16
- Replaced hour meters for
  - LS 3
  - LS 12 pump 2
- Inspected brakes, repaired window track on the Flush Truck
- Repaired flat tire on Truck 25
- Repaired flat tire on Old Backhoe
- Serviced Kohler 200 generator; charged batteries; cleaned; fueled
- Serviced 3-in-1 and 2 Honda generators
- Engine 783- made repairs and prepared for it to be put into service; replaced air brake governor
- Engine 781- repaired turn/marker lights; tightened coolant hose

## Projects/Contract Work

- GIS Program
  - Completed Hydrants and Hydrant Valves in:
    - Unit 11, 12, 13, 14 & 15
- Cartegraph Development
- Trackstar Development
- Pacific Crane & Aerial Lift Inspections
  - Inspected Trucks:
    - 13, 15 & 17
- Presidio System Inc.
  - Cleaned
    - Lift Station 5, 6, 7 & 8
  - CCTV
    - Otter/Ferret Ct& BOF sewer easement

## After Hour Calls

- Staff had 12 after hour calls: 10 Water; 1 Sewer; 1 Park; all resolved

## Workplace Safety and Training

### **Weekly Safety Meetings and Training**

- Daily Tailgate Meetings
- Weekly Safety Meetings
- Weekly Security Checks
- Weekly Vehicle Inspection
- SDRMA Safety Courses

**SPECIAL MEETING OF THE BOARD OF  
DIRECTORS GROVELAND COMMUNITY SERVICES  
DISTRICT GROVELAND, CALIFORNIA  
September 16, 2020  
10:00 a.m.**

The Board of Directors of Groveland Community Services District met via zoom in regular session on the above mentioned date with Directors Janice Kwiatkowski, President, Nancy Mora, Vice President, Robert Swan and Spencer Edwards being present. Also present was Administrative Services Manager Jennifer Flores, Operations Manager Luis Melchor, and General Manager Pete Kampa.

**Call to Order**

Director Kwiatkowski called the meeting to order at 10:03am.

Absent: Director Armstrong

**Approve Order of Agenda**

Motion

*Director Edwards moved, seconded by Director Kwiatkowski and the motion passed to approve the order of the agenda by roll call.*

*Ayes: Directors Kwiatkowski, Mora, Swan and Edwards*

*Absent: Director Armstrong*

**Public Comment**

A member of the public made a comment regarding District staff email footer containing confidential language verbiage.

A member of the public made a comment requesting that the District provide a link to the individual agenda items due to the length of the agenda packet.

**Information Items**

Brief reports may be provided by District staff and/or Board members as information on matters of general interest. No action will be taken by the Board during Reports, however items discussed may be recommended for discussion and action on a future agenda. Public comments will be taken after each report is provided.

**A. Staff Reports**

- A. Fire Department Report
- B. General Manager's Report
- C. Operations Manager's Report
- D. Administrative Services Manager's Report

**B. Proclamations**

- A. Presentation of a Certificate of Appreciation to Staff for their Commitment to the District while working through the Moc Fire Evacuation

**Consent Calendar**

Consent Calendar items are considered routine and will be acted upon by one motion. There will be no separate discussion on these items unless a member of the Board, Staff or a member of the Public requests specific items be set aside for separate discussion.

- A. Approve Minutes from the August 11, 2020 Regular Meeting

- B. Accept August 2020 Payables
- C. Waive Reading of Ordinances and Resolutions Except by Title
- D. Adoption of a Resolution Approving a Consulting Services Agreement with SCI Consulting to Provide a Fiscal Impact Analysis, Technical Memorandum and Other Services to Necessary to Document the Cost and Value of Groveland CSD Fire and Emergency Response Services to New Land Development Projects

Motion

*Director Edwards moved, seconded by Director Kwiatkowski and the motion passed to approve the consent calendar by roll call.*

*Ayes: Directors Kwiatkowski, Mora, Swan and Edwards*

*Absent: Director Armstrong*

**Old Business**

(Items tabled or carried forward from a previous meeting to be considered on this agenda. 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. None.

**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. Adoption of a Resolution Approving a Revised Conflict of Interest Policy in Accordance with the Political Reform Act

Motion

*Director Kwiatkowski moved, seconded by Director Swan and the motion passed to adopt Resolution 40-2020 approving a Revised Conflict of Interest Policy in Accordance with the Political Reform Act and to directed staff to amend the APPENDIX A by adding the General Manager as a designated position by roll call.*

*Ayes: Directors Kwiatkowski, Mora, Swan and Edwards*

*Absent: Director Armstrong*

- B. Presentation and Acceptance of Fiscal Impact Analysis Regarding Groveland CSD Fire and Emergency Response Services Provided to New Land Development Projects

Motion

*Director Swan moved, seconded by Director Mora and the motion passed to Direct the General Manager and staff to continue to work with Tuolumne County Board of Supervisors on the details of the Fiscal Impact Evaluation, and to have SCI prepare a narrative per discussion. To work towards finalizing a budget, and to finalize the lodging accommodation occupancy numbers by roll call.*

*Ayes: Directors Kwiatkowski, Mora, Swan and Edwards*

*Absent: Director Armstrong*

- C. Adoption of a Resolution Amending the 20-21 Fiscal Year Budget to Include Funding of Not to Exceed \$80,000 for the Fire Department Tax Measure Consulting Services, Which was Previously Approved on October 8, 2019

Motion

Director Swan moved, seconded by Director Kwiatkowski and the motion passed to adopt Resolution 41-2020 amending the 20-21 Fiscal Year Budget to include funding of not to exceed \$80,000 for the Fire Department Tax Measure Consulting Services, which was previously approved on October 8, 2019 by roll call.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

- D. Adoption of a Resolution Authorizing Acceptance of Grant Funds Awarded Under the 2020 Volunteer Fire Assistance Program of the Cooperative Fire Assistance Act of 1978, as Administered by CALFIRE

Motion

Director Kwiatkowski moved, seconded by Director Mora and the motion passed to approve Resolution 42-2020 allowing the Groveland Community Services District to accept the Volunteer Fire Assistance Grant in the amount of \$549.98 and authorizing the General Manager to sign any subsequent documents pertaining to this grant by roll call.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

- E. Adoption of a Resolution Approving a Cooperative Fire Protection Agreement (Schedule A) with the California Department of Forestry and Fire Protection for the Period of July 1, 2020 to June 30, 2023

Motion

Director Kwiatkowski moved, seconded by Director Edwards and the motion passed to adopt Resolution 43-2020 approving a Cooperative Fire Protection Agreement (Schedule A) with the California Department of Forestry and Fire Protection for the period of July 1, 2020 to June 30, 2023 by roll call.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

- F. Authorize District Staff to Coordinate with Tuolumne County in a Future Application to the FEMA Building Infrastructure and Communities (BRIC) Grant Program for Funding for Equipment for the Community Emergency Response Team (CERT), Fire Fuel Breaks and Communication Infrastructure Development

Motion

Director Kwiatkowski moved, seconded by Director Swan and the motion passed to authorize District Staff to coordinate with Tuolumne County in a request to submit an Application to the FEMA Building Resilient Infrastructure and Communities (BRIC) Grant Program for Funding for Equipment for the Community Emergency Response Team (CERT) and Communication Infrastructure Development by roll call.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

- G. Consideration of Options to Preserve Excellent Fire and Emergency Response Services Provided Consistent with Adopted Deployment Standards within the District Boundaries, Including the Potential Discontinuance of Emergency Response Services Outside of the Approved Tuolumne County Fire Service Providers Automatic Aid/Mutual Aid Agreement – GCSD Fire Response Area

*No action taken.*

- H. Report Regarding Application to Tuolumne County LAFCO for an Out of Area (Water) Service Agreement for the Airport Estates Development, in Advance of the Future Annexation of the Project
- I. Adoption of a Resolution Approving an Amendment to the Vehicle Use Policy to Allow for Modified Conditions and Uses in the Event of an Emergency

Motion

*Director Swan moved, seconded by Director Edwards and the motion passed to approve Resolution 42-2020 an amendment to the Vehicle Use Policy to allow for modified conditions and uses in the event of an emergency by roll call.  
Ayes: Directors Kwiatkowski, Mora, Swan and Edwards  
Absent: Director Armstrong*

- J. Report from the General Manager and Park Adhoc Committee Regarding the Status of the Hetch Hetchy Trail Project and Approval of the Park Amenities Request for Proposals

Motion

*Director Edwards moved, seconded by Director Kwiatkowski and the motion passed to Approve the Park Amenities Request for Proposals for the purpose of advertisement to consultants by roll call.  
Ayes: Directors Kwiatkowski, Mora, Swan and Edwards  
Absent: Director Armstrong*

**Adjournment**

Meeting adjourned at 1:17pm.

APPROVED:

\_\_\_\_\_  
Janice Kwiatkowski, President

ATTEST:

\_\_\_\_\_  
Jennifer L. Flores, Board Secretary



# ACCOUNTS PAYABLE CHECK LISTING

October, 2020  
Fiscal Year 20/21  
Board Approval Date \_\_\_\_\_

# Accounts Payable Checks



User: dpercoco  
Printed: 10/7/2020 2:42:21 PM

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
19407	am01	AM Consulting Engineers, Inc.	9/24/2020	True	Engineering fees	\$20,283.38
19408	BLU01	Anthem Blue Cross	9/24/2020	True	Monthly Group Health Ins.	\$17,745.65
19409	AQU01	Aqua Labs	9/24/2020	True	Tests-LAB	\$3,325.00
19410	ATT02	AT&T	9/24/2020	True	Monthly Cal Net phone service	\$349.74
19411	ATT03	AT&T	9/24/2020	True	Monthly Internet Uverse	\$286.80
19412	UB*02436	Bawani, Trustee, Nadeem & Forzia	9/24/2020	True	Refund Check	\$71.15
19413	UB*02669	Betzomayeh, Helen	9/24/2020	True	Refund Check	\$10.06
19414	UB*02671	Burkart, John	9/24/2020	True	Refund Check	\$211.70
19415	UB*02674	Burnett, Christian	9/24/2020	True	Refund Check	\$114.24
19416	CAR06	Carbon Copy Inc.	9/24/2020	True	3 Color toners for Kyocera Copy Machine, Cyan, Yellow, Magenta	\$481.04
19417	CMRS	CMRS-FP	9/24/2020	True	Postage Machine Refill	\$1,000.00
19418	Con06	Conifer Communications	9/24/2020	True	Internet Service-Quarterly	\$696.55
19419	CWEA	CWEA	9/24/2020	True	Andrew Marshall CWEA membership renewal	\$192.00
19420	Deluxe	Deluxe Business Checks & Sol	9/24/2020	True	1000 ea. AP check stock	\$442.03
19421	DIS01	Dish Network	9/24/2020	True	Satellite TV for FD	\$62.55
19422	DRU01	Drugtech Toxicology Services, LLC	9/24/2020	True	Consortium DOT Tests	\$76.00
19423	Fas02	Fastenal	9/24/2020	True	Glass cleaner, Garbage bags, Nitrate Gloves	\$694.82
19424	Ferg01	Ferguson Enterprises Inc. #1423	9/24/2020	True	PML Irrigation Pond Flow Meter, 2 Flange Spools & 12 ea. 6" bolt	\$848.35
19425	flo01	Flores, Jennifer	9/24/2020	True	8/20-9/19/20 Internet Stipend	\$100.00
19426	FOO01	Foothill-Sierra Pest Control	9/24/2020	True	Pest Control	\$247.00
19427	FP Mail	FP Mailing Solutions	9/24/2020	True	Quarterly Postage Machine Rental	\$286.36
19428	GRA04	Grainger	9/24/2020	True	Lift Station #4 Adaptor plugs, 2 ea. 55 gallon Drum Pumps	\$362.37
19429	HAC01	Hach	9/24/2020	True	2 ea. Service Contract for SC 5500 for Big Creek & 2nd Garrotte	\$9,546.00
19430	UB*02678	Haliwell, Robert & Shirley	9/24/2020	True	Refund Check	\$100.59
19431	Hes01	Hessler Construction Co.	9/24/2020	True	Firehouse gutter, paint, siding Repair project less 5% retention	\$59,227.75
19432	ind04	Industrial Electrical Co.	9/24/2020	True	Deposit for Tank #4 Generator	\$18,000.00
19433	UB*02679	Isaacs, Corey	9/24/2020	True	Refund Check	\$320.36
19434	Kam02	Kampa, Peter	9/24/2020	True	8/20-9/19/20 Internet Stipend	\$100.00
19435	KC01	KC Courier, LLC	9/24/2020	True	Monthly Courier Service	\$372.38
19436	UB*02675	McEwan, Savannah	9/24/2020	True	Refund Check	\$368.38
19437	UB*02677	Mitchell, Andrea	9/24/2020	True	Refund Check	\$127.69
19438	MOO01	Moore Bros. Scavenger Co., Inc.	9/24/2020	True	Garbage Service	\$494.40
19439	MOT03	Mother Lode Answering Service	9/24/2020	True	Monthly Call Forward/Paging	\$246.84



Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
19440	neu01	Neumiller & Beardslee	9/24/2020	True	Legal Services	\$5,112.29
19441	UB*02673	Newell, Sharon	9/24/2020	True	Refund Check	\$147.22
19442	pac04	Pacific Crane Inspections	9/24/2020	True	Annual Truck Inspections Truck 13, 15 & 17	\$1,275.00
19443	Pea01	Pearlman, Rachel	9/24/2020	True	8/20-9/19/20 Internet Stipend	\$100.00
19444	pin04	Pine Alley Saw Shop	9/24/2020	True	Weedeater bump head and head kit, 1 ea. Honda Generator, gas can	\$2,728.51
19445	SUE01	Ray Suess Insurance & Invst	9/24/2020	True	Medicare Retiree Health Insurance October	\$5,099.62
19446	Ron01	Roni Lynn	9/24/2020	True	Social Media Management	\$2,600.00
19447	SIE03	Sierra Motors	9/24/2020	True	Service on Truck #15	\$270.00
19448	Sta15	Staples Credit Plan	9/24/2020	True	Office Supplies	\$239.46
19449	TRA02	Trace Analytics, Inc	9/24/2020	True	SCBA fill station air sampling test kits - 4 ea analysis 23 Delinquent	\$375.54
19450	TUO04	Tuo. Co. Clerk & Auditor-Contr	9/24/2020	True	parcels placed on tax roll	\$63.25
19451	USA03	Usa Blue Book	9/24/2020	True	Tools	\$2,591.65
19452	Van01	VanDyk, Renee	9/24/2020	True	8/20-9/19/20 Internet Stipend	\$100.00
19453	Ver03	Verizon Wireless 7706	9/24/2020	True	Monthly Auto Dialers	\$191.26
19454	UB*02676	Wainwright, Yolanda & David	9/24/2020	True	Refund Check	\$148.35
19455	wat01	Waters Plumbing	9/24/2020	True	Replace two toilets @ Fire Dept	\$2,091.00
19456	UB*02672	Weinberg, Jeffrey	9/24/2020	True	Refund Check	\$76.23
19457	Wells	Wells Fargo Bank, N.A.	9/24/2020	True	Monthly Lease on Admin Copier	\$359.29
19458	UB*02670	Wright, Jennifer & Malcolm	9/24/2020	True	Refund Check	\$115.04
19459	zer01	Zero Waste USA	9/24/2020	True	2 cases Dog Waste bags	\$192.54
19460	UB*02687	Fossum, Marc	9/24/2020	True	Refund Check	\$14.45
19461	UB*02682	Friend, William	9/24/2020	True	Refund Check	\$165.65
19462	UB*02683	Hayes, etal, James	9/24/2020	True	Refund Check	\$22.52
19463	UB*02568	Hungerford, Gregg & Deborah	9/24/2020	True	Refund Check	\$400.00
19464	UB*02684	Hutter, Verna	9/24/2020	True	Refund Check	\$178.11
19465	UB*02689	Mahle, Matia	9/24/2020	True	Refund Check	\$147.04
19466	UB*02688	McDevitt, Lawrence	9/24/2020	True	Refund Check	\$15.65
19467	UB*02685	Meyers, David P. & Nancy	9/24/2020	True	Refund Check	\$63.82
19468	Moy02	Moyle Excavation Inc.	9/24/2020	True	Lift Station #16 Sewer Project 5% Retention	\$2,007.50
19469	UB*02686	Schoeneman, Michael & Marji	9/24/2020	True	Refund Check	\$107.49
19470	UB*02680	Turney, Donald & Sharon	9/24/2020	True	Refund Check	\$9.04
19471	UB*02681	Valdes, Victor & Janet	9/24/2020	True	Refund Check	\$57.04
115790	OE3	Operating Engineers Local #3	9/23/2020	True	PR Batch 00003.09.2020 Oper Engin Union Dues	\$310.20
902189	CAL09	CalPers 457 Plan Administrator	9/23/2020	True	PR Batch 00003.09.2020 CalPers Def Comp	\$1,000.00
902190	DCSS	Dept of Child Support Services	9/23/2020	True	PR Batch 00003.09.2020 Wage Garnish Child Support	\$205.03
902191	EDD01	EDD - Electronic	9/23/2020	True	PR Batch 00002.09.2020 SDI - Employee	\$2,099.41
902192	FedEFTPS	Federal EFTPS	9/23/2020	True	PR Batch 00002.09.2020 FICA Employee Portion	\$12,512.35
902193	PER01	Pers - Electronic	9/23/2020	True	PR Batch 00002.09.2020 2nd Tier PERS	\$8,487.70
902194	Orion	Orion Portfolio Solutions	9/23/2020	True	PR Batch 00003.09.2020 457 Deferred Compensation	\$930.00
19345	UB*02666	Amos, Russell	9/11/2020	True	Refund Check	\$90.12
19346	aqu5	Aqua Sierra Controls Inc.	9/11/2020	True	IT Services	\$1,480.00
19347	Aquafix	Aquafix	9/11/2020	True	Wastewater Collections/Treatment Chemicals	\$3,267.91
19348	UB*02658	Baumel, Kenneth	9/11/2020	True	Refund Check	\$31.39

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
19349	UB*02664	Bigelow, Kimberly	9/11/2020	True	Refund Check	\$63.61
19350	UB*02646	Billeb, Greg & Tracy	9/11/2020	True	Refund Check	\$90.80
19351	BRE01	Breshears, W. H.	9/11/2020	True	Fuel & Oil	\$1,487.59
19352	UB*02638	Broussard, James	9/11/2020	True	Refund Check	\$110.27
19353	CAR06	Carbon Copy Inc.	9/11/2020	True	Monthly Copier Usage	\$48.46
19354	UB*02644	Castagna, Sr., Sean & Heidi	9/11/2020	True	Refund Check	\$258.25
19355	CIT01	Citygate Associates, LLC	9/11/2020	True	Professional services thru 6/30/20 for District Fire Master Plan	\$2,761.50
19356	COL03	Columbia Communications	9/11/2020	True	Mobile Radio for Engine 783	\$4,279.27
19357	UB*02657	Cratty, Ronald & Arnette	9/11/2020	True	Refund Check	\$109.15
19358	UB*02665	Curry, Trustee, Douglas & Leigh	9/11/2020	True	Refund Check	\$93.83
19359	Datapros	Dataprose LLC Attn AR	9/11/2020	True	Monthly UB Statement Processing	\$1,879.08
19360	UB*02630	de Bar, Joan	9/11/2020	True	Refund Check	\$46.09
19361	UB*02659	Detar, Thomas & Rita	9/11/2020	True	Refund Check	\$84.00
19362	UB*02660	Dutton, Ryan & Dawnelle	9/11/2020	True	Refund Check	\$33.29
19363	Fas02	Fastenal	9/11/2020	True	Cleaning Supplies, Mask Filters	\$1,221.37
19364	UB*02651	Gasior, Bronek	9/11/2020	True	Refund Check	\$29.75
19365	GCS02	GCSO	9/11/2020	True	GCSO Water Bill	\$9,856.11
19366	GCS01	GCSO Petty Cash	9/11/2020	True	Postage	\$7.50
19367	GEN01	General Plumbing Supply	9/11/2020	True	Water distribution repair stock	\$1,426.55
19368	gilb01	Gilbert Associates, Inc.	9/11/2020	True	CPA Services	\$3,100.00
19369	GRA04	Grainger	9/11/2020	True	2 ea. Pressure Transducer for Water Storage Tanks	\$1,050.09
19370	UB*02654	GRIEGO, PHILLIP	9/11/2020	True	Refund Check	\$99.89
19371	Herc01	Herc Rentals	9/11/2020	True	Diaphragm pump and hoses/fittings	\$3,063.30
19372	JSW02	J.S. West Propane Gas	9/11/2020	True	Fire Dept Propane	\$445.96
19373	UB*02643	Jennings, Erin & Vesna	9/11/2020	True	Refund Check	\$156.33
19374	UB*02663	John, Ignatius & Jamie	9/11/2020	True	Refund Check	\$360.80
19375	KC Auto	KC Auto Parts	9/11/2020	True	August Auto Parts	\$441.26
19376	Kof02	Koff & Associates	9/11/2020	True	Classification Study & Collection/Analysis review	\$2,850.00
19377	Kur01	Kurey & Associates	9/11/2020	True	Labor Compliance Annual Report 2019/2020 for LS#16 project Refund Check	\$225.00
19378	UB*02650	Maguire, Paul & Tammina	9/11/2020	True	Refund Check	\$117.36
19379	UB*02661	McVicker Trustee, Virgil	9/11/2020	True	District Telephone Service	\$83.55
19380	Mitel	Mitel	9/11/2020	True	30 Yd Debris box	\$353.09
19381	MOO01	Moore Bros. Scavenger Co., Inc.	9/11/2020	True	1 load road base & 1 load 1" rock for yard stock	\$142.88
19382	Moo06	Moore Ranch Trucking	9/11/2020	True	Bottled Water	\$1,050.00
19383	MOU03	Mountain Oasis Water Systems	9/11/2020	True	August Vehicle Supplies	\$155.00
19384	Oreil	O'Reilly Auto Parts	9/11/2020	True	Refund Check	\$2,127.11
19385	UB*02648	Parks, Steven & Vanessa	9/11/2020	True	GCSO Janitorial Services	\$11.17
19386	per04	Percoco, Ronald	9/11/2020	True	Monthly Electric Charges	\$1,972.00
19387	PGE01	PG&E	9/11/2020	True	August Hardware supplies	\$623.19
19388	pml01	PML Hardware & Supply Inc.	9/11/2020	True	PVC Line Strainer 1" for Water Treatment plant plumbing Replacement Screen	\$695.64
19389	RYA01	Ryan Herco Flow Solutions LA	9/11/2020	True	Refund Check	\$624.21
19390	UB*02649	Saisi, Ronald & Nancy	9/11/2020	True	Refund Check	\$60.56
19391	UB*02662	Sako, Thompson Lee	9/11/2020	True		\$70.44

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
19392	SFPUC	San Francisco Public Utilities Commission	9/11/2020	True	Monthly Water Purchase	\$19,182.24
19393	UB*02668	Schaap, Herman & Johanna	9/11/2020	True	Refund Check	\$218.24
19394	UB*02667	Scuro, Michael & Judith	9/11/2020	True	Refund Check	\$242.39
19395	UB*02652	Silva, Everett & Carolyn	9/11/2020	True	Refund Check	\$56.87
19396	UB*02656	Silver, Patricia	9/11/2020	True	Refund Check	\$95.74
19397	Sprbrk	Springbrook Holding Co. LLC	9/11/2020	True	Monthly C/C Web Pmt Fees	\$1,195.15
19398	TIR01	The Tire Shop	9/11/2020	True	Front end alignment for Truck #6	\$75.00
19399	UB*02655	TOMPKINS, ROBERT	9/11/2020	True	Refund Check	\$6.06
19400	TUO01	Tuo. Co. Public Power Agency	9/11/2020	True	Public Power Purchase	\$14,457.32
19401	UMP01	UMPQUA Bank	9/11/2020	True	August Credit Card Purchases	\$2,184.36
19402	UNI01	Union Democrat	9/11/2020	True	Job Advertising	\$311.76
19403	USA03	Usa Blue Book	9/11/2020	True	Maint. Supplies	\$585.30
19404	UB*02645	Whiteman, Phyllis	9/11/2020	True	Refund Check	\$155.78
19405	UB*02653	Willian, Margot	9/11/2020	True	Refund Check	\$104.53
19406	UB*02647	Zagaris, Steven & Lena	9/11/2020	True	Refund Check	\$239.44
115789	OE3	Operating Engineers Local #3	9/10/2020	True	PR Batch 00001.09.2020 Oper Engin Union Dues PR	\$310.20
902183	CAL09	CalPers 457 Plan Administrator	9/2/2020	True	Batch 00001.09.2020 CalPers Def Comp	\$1,000.00
902184	DCSS	Dept of Child Support Services	9/2/2020	True	PR Batch 00001.09.2020 Wage Garnish Child Support	\$205.03
902185	EDD01	EDD - Electronic	9/2/2020	True	PR Batch 00001.09.2020 State Income Tax	\$2,234.92
902186	FedEFTPS	Federal EFTPS	9/2/2020	True	PR Batch 00001.09.2020 Federal Income Tax	\$13,610.00
902187	PER01	Pers - Electronic	9/2/2020	True	PR Batch 00001.09.2020 PERS Employer Expense PR	\$9,576.97
902188	Orion	Orion Portfolio Solutions	9/2/2020	True	Batch 00001.09.2020 457 Deferred Compensation	\$980.00
19344	Tuol15	Tuolumne County -LAFCO	9/1/2020	True	LAFCO Application fee	\$1,673.00
					Direct Deposit Payroll	\$68,777.78
					Total Accounts Payable	\$375,513.23



## **BOARD MEETING AGENDA SUBMITTAL**

---

**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** October 13, 2020

**SUBJECT:** Agenda Item 4C: Consideration of Initial Authorization for the Granting of an Additional Easement to PG&E for the PIH Project Under the Same Terms and Conditions as the Prior Project Easements

---

### **RECOMMENDED ACTION:**

Staff recommends the following action:

*I Move to Approve Initial Authorization for the Granting of an Additional Easement to PG&E for the PIH Project Under the Same Terms and Conditions as the Prior Project Easements*

### **DISCUSSION:**

PG&E has approached the District with a request for an additional easement at Mary Laveroni Park, see attached photo and site map. The District previously approved granting easements on the west end of the parking lot for the installation of the PIH facility, and as PG&E was working to prepare for construction, it was determined that locating the system connection point on District property was simpler and quicker to accomplish.

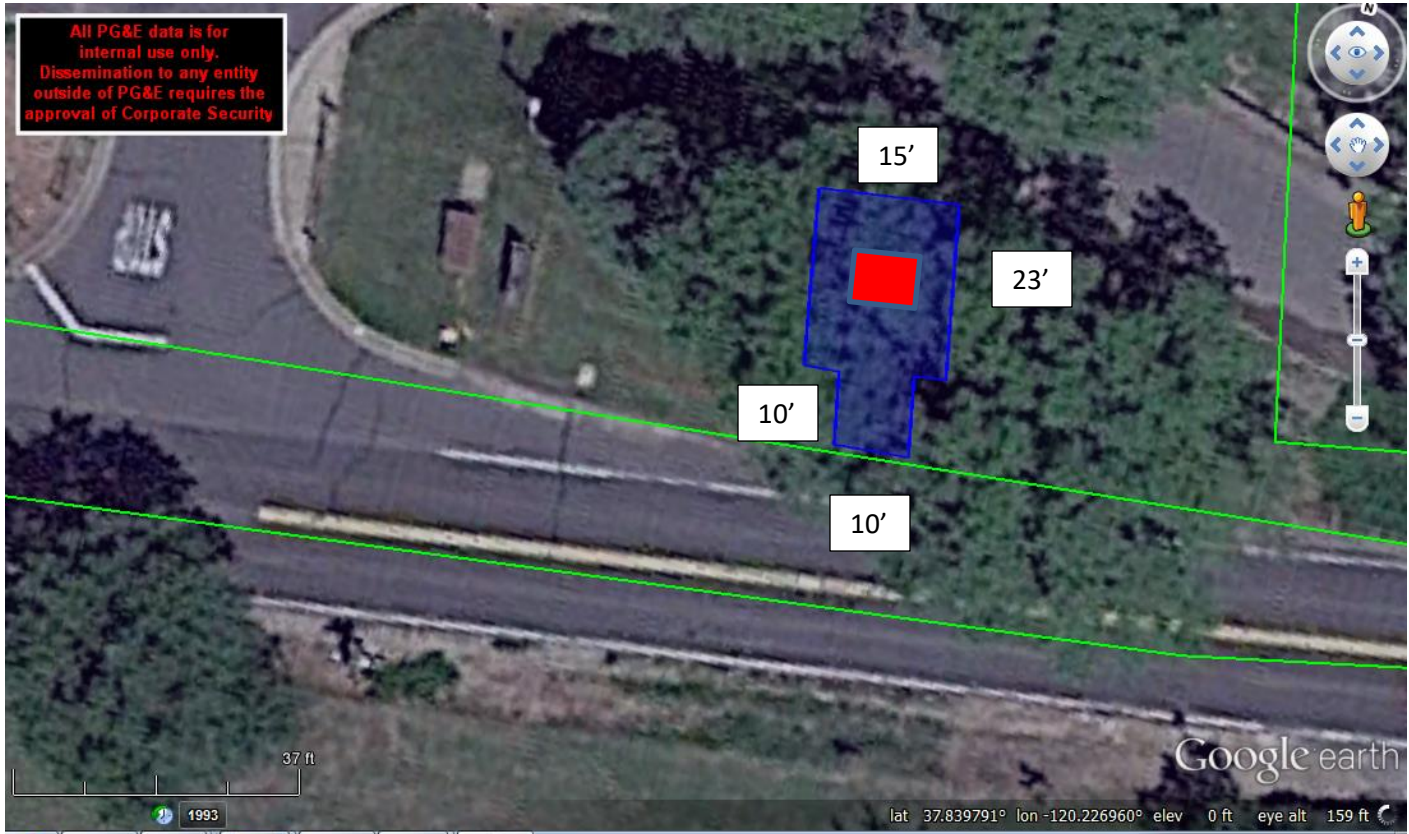
Approval at this time will allow PG&E to proceed with the surveying and creation of the agreement and easement deed for consideration by the Board in late October or early November.


### **FISCAL IMPACT:**

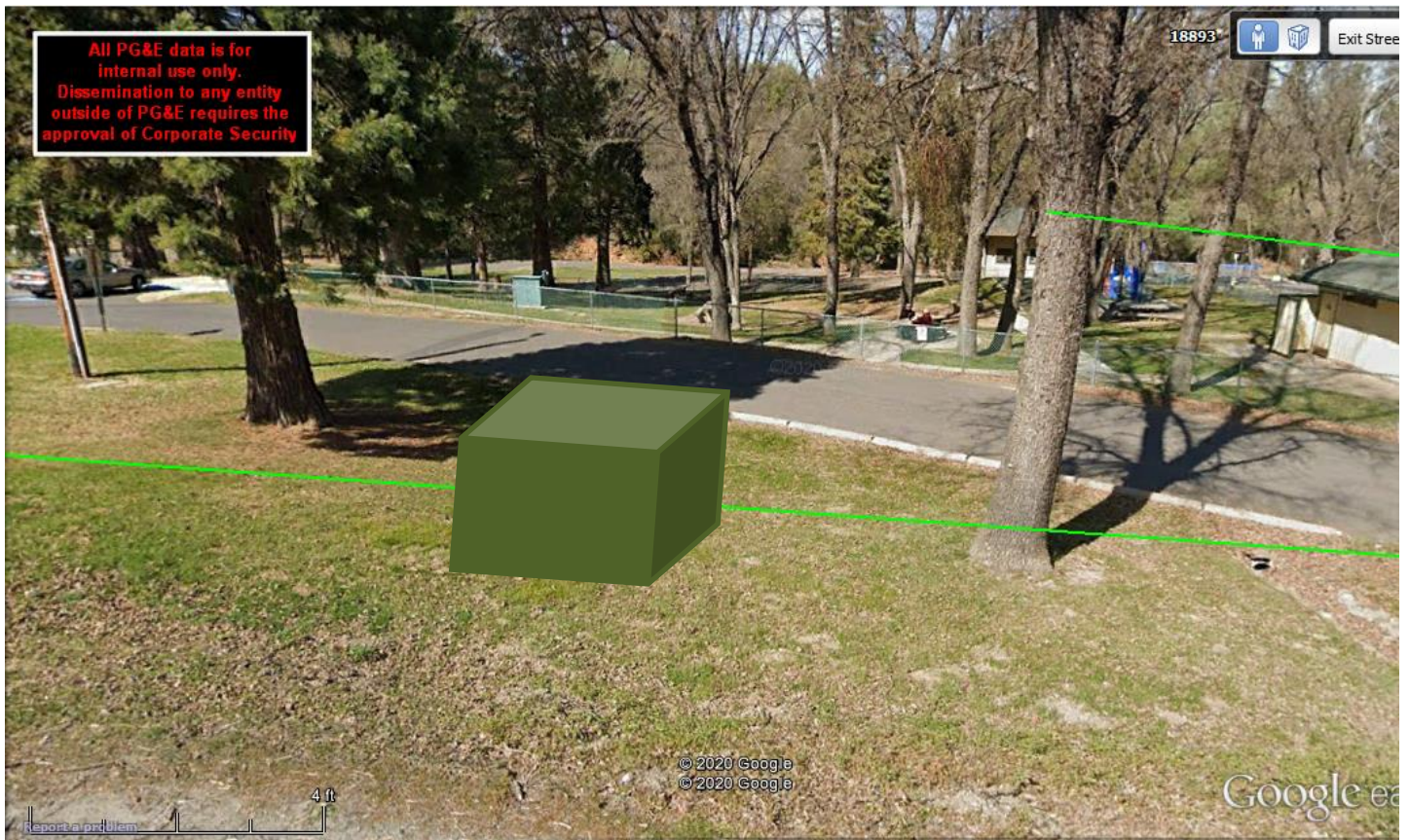
PG&E has applied the same land value of \$3 per square foot which they have rounded up to **\$1,500** for the 445 sq. ft. easement.

### **ATTACHMENTS:**

1. PG&E map of proposed easement area



 Pad Mounted Interrupter is 7'-3" Wide x 6'-3" Deep x 6'-4" Tall





## **BOARD MEETING AGENDA SUBMITTAL**

---

**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** October 13, 2020

**SUBJECT:** Agenda Item 6A: Adoption of a Resolution Awarding a Consulting Services Contract to WRT Engineering for the Preparation of a Park Amenities Study and Plan

---

### **RECOMMENDED ACTION:**

Staff recommends the following action:

*I move to approve Resolution 45-2020 awarding a Consulting Services Contract to WRT Engineering for the Preparation of a Park Amenities Study and Plan.*

### **BACKGROUND:**

Groveland Community Services District Park Committee has been working together over the last few years to engage the community in the efforts of enhancing the District Park Facilities. In 2018, the committee formed the GRACE subcommittee and has since held several community events gathering the public's input on recreational wants and needs.

The committee met on July 16, 2020 with the staff additions of General Manager Pete Kampa, Administrative Services Manager Jennifer Flores, and Admin Services Tech Rachel Pearlman and reviewed the information that was gathered through these events and developed a list of the community's recreational priorities. In order for the District to be successful in its pursuit of grant funding, the District needs to be able to provide solid plans for the proposed projects. The Board approved and directed staff to send out a Request for Proposal (RFP) for the Park Amenities and Plan Study on September 16, 2020. The RFP was issued directly to four (4) firms, as well as listed on the CSDA and the District website. The District received seven (7) proposals in response.

The committee reviewed the proposals by using a scoring method; pass/fail, qualifications and experience, approach/service/delivery and methodology, and cost and met on October 5, 2020 to discuss their individual scores. The committee narrowed the proposals down to two (2) firms and staff conducted a follow up Q&A on October 6, 2020. Staff performed reference checks and the committee met again on October 7, 2020 and concluded that WRT was the best choice and fit for the District and its needs.

**FISCAL IMPACT:**

The Proposal cost is under the approved FY Budget.

**ATTACHMENTS:**

1. WRT Proposal
2. Resolution 45-2020



PROPOSAL FOR PROFESSIONAL SERVICES

# GROVELAND PARK AMENITIES STUDY AND PLAN

SUBMITTED TO THE CITY OF GROVELAND COMMUNITY SERVICES DISTRICT / SEPTEMBER 25, 2020

Submitted by WRT



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**COVER IMAGE:**

*Glen Canyon Park Improvement Plan, ASLA-NCC Merit Award, 2019  
San Francisco's 66-acre Glen Canyon Park provides a variety of amenities to visitors including a 3.7 mile trail network. WRT worked with the City and the Trust for Public Land to enhance the park's core use area at the foot of the canyon. The very well-received improvements include an expanded, more inviting entrance; rebuilt tennis courts better integrated into the hillside; a larger playground; refurbished playfields with improved drainage; recreation center renovation and enhancements; passive recreation / picnic area upgrades; and improved trailhead access.*



July 17, 2020

Rachel Pearlman  
Administrative Services Technician II  
Groveland Community Services District  
18966 Ferretti Road  
Groveland, CA 95321  
(209) 962-7161 ext. 1011 / rpearlman@gcsd.org

**Re Response to Request for Proposals - Groveland Park Amenities Study and Plan  
WRT #P8541.01**

Dear Rachel:

The WRT team is pleased to present the enclosed materials for the Park Amenities Study and Plan. We have carefully considered the feedback from our conversations with you and enjoyed digging into this RFP and coming up with unique and creative ways to address the opportunities and challenges present in Groveland. The proposal describes the approach we propose to realize this potential, and our work plan to initiate the effort within the District's budget.

This approach centers on distilling the current community context, site and recreation opportunities, and potential funding sources, presenting a preliminary vision for Mary Laveroni Park and the larger GCSD property, and charting a path to realize specific actionable improvements. We welcome further refinement in collaboration with you.

**WRT** is an interdisciplinary practice of planners and designers practicing across a range of project areas including parks and open space and community design. We bring a passion for the bigger picture of community resilience and design with nature, and a careful attention to the conditions of each place and its people. With a majority of our work serving public agencies, we are experienced at crafting and executing outreach strategies that effectively communicate project goals and provide meaningful opportunity for input. Through our work in rural communities and the Sierra foothills we have gained an understanding and stake in the issues affecting communities like Groveland-Big Oak Flat, and the great potential to combine local recreation needs with natural land conservation and economic development.

The **WRT team** will be led by John Gibbs and Andy Dawson. John, a principal in the firm, brings relevant planning and design experience from numerous projects including master planning and design for San Francisco's Glen Canyon Park, conducting a transportation and visitor experience study for Muir Woods National Monument, and leading the planning and design process for a new Prop 68-funded park in Alameda County. A landscape architect by training, he also is an experienced facilitator and community engagement leader. Andy Dawson will serve as project manager, and brings his experience on the Mariposa Creek Parkway Master Plan, among many other landscape design efforts, to this work. Andy will serve as the day-to-day contact. We also present in this proposal other members of WRT who are ready to contribute their skills in planning, mapping, condition assessment, and park design as the project matures.

We would also like to introduce you to potential partners who could play vital roles depending on the direction the effort goes. Michael Osborn is a civil engineer with **Provost & Pritchard** in Fresno, and can assist the team with the design of specific park improvements. Paul Jewel (**Fehr & Peers**, Sacramento) is a trusted partner in understanding and solving transportation issues for gateway communities. **Steven Spickard** is a national leader in the economics of performance venues, and can be a valuable asset in understanding feasibility and planning implications for an amphitheater or similar destination. As a longer-term scope of work develops, we can define supporting roles to best serve the project goals.

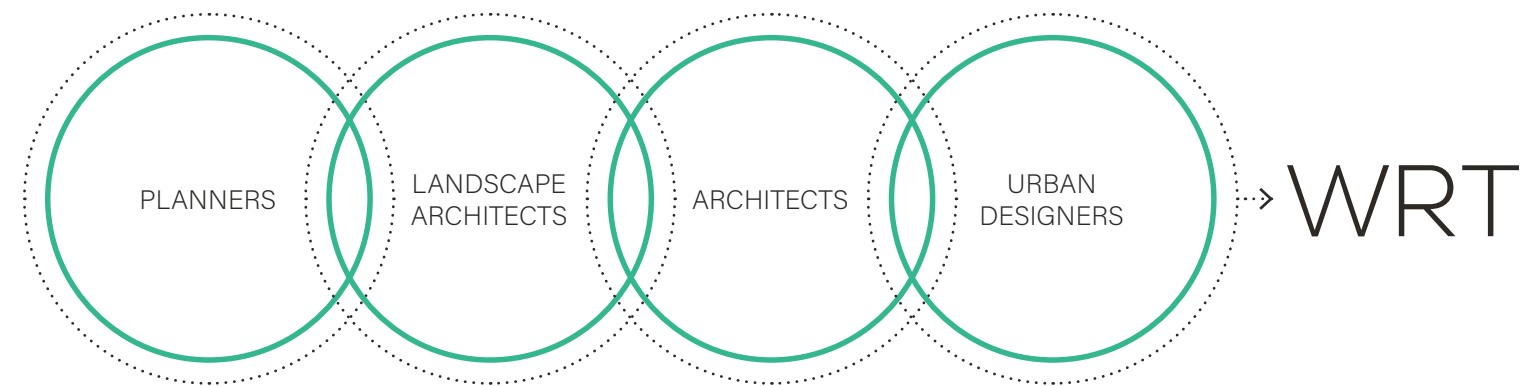
Thank you for considering us to be your partner in making the most of the valuable resources GCSD manages. We hope you find our team and approach aligned with your objectives. We welcome any feedback from you that would inform our next steps.

Sincerely,

John R. Gibbs, ASLA, LEED AP  
Principal-in-Charge  
(415) 229-2806 / jgibbs@wrtdesign.com

# 01. QUALIFICATIONS AND EXPERIENCE

WRT is a national, integrated practice of planners, urban designers, architects, and landscape architects. Because placemaking is a complex venture, our conviction is that an interdisciplinary approach to planning and design is essential, extending to clients an informed and balanced perspective.



Since the firm's inception in 1963, we have been dedicated to improving the quality of the natural and built environments by applying principles of sustainability to the planning and design of regions, cities, landscapes, and buildings. We bring this ethos to our belief that **open space systems shape regions and are vital infrastructure and a catalyst for community improvement.**

This philosophy lives in our 200+ parks and open space assignments.

Our approach to completing our park, recreation, and open space projects has been rooted in our experience working closely with community members, commissions and city/agency staff. WRT believes strongly that our expertise is most valuable when paired with the community stakeholders who ultimately champion and implement the policies in a plan. While we

cater to local issues and needs, WRT brings state and national expertise. We understand national trends in recreation demand and programming and can share solutions to finance and operational challenges evaluated by similar municipalities.

The Park Amenities Study and Plan will require multiple skills and expertise to be successfully accomplished. Our team brings a solid depth of experience on projects that are directly related to recreation, engagement, and grant funding. We offer this background to you as partners to help you achieve your goals. The work on the following pages demonstrates our ability to develop strategic and implementable ideas in collaboration with clients and their communities.

Effectively distilling the input of the community and illustrating the possibilities of future investment, renderings in the Master Plan like the one below have supported Mariposa County's successful efforts to apply for and win grant funding.



## Mariposa Creek Parkway Master Plan

Mariposa, CA

The Mariposa Creek Parkway Master Plan is positioned to meaningfully address a wide range of issues, from placemaking and cultural programming, to improved bike and pedestrian circulation, to expansion of recreational and tourism infrastructure. For residents and visitors alike, the Parkway carries tremendous potential as a recreational, cultural, and transportation corridor, capable of offering a vibrant social corridor and bike and pedestrian linkages both within the town of Mariposa and outward to regional trail networks.

To gain insight into the hopes, ideas, and concerns surrounding the Parkway's development, WRT's project team held an intensive series of meetings with residents and stakeholders who, collectively, gave voice to a broad spectrum of community interests and organizations. The WRT team also toured the project site and its surrounding Sierra foothill landscape, building their understanding of the context, detail, and potential of the Parkway Master Plan to positively impact both the Town and County of Mariposa. The master plan will provide the basis for grant funding for the eventual construction of a 4 mile trail along Mariposa Creek.



## Muir Woods National Monument: Transportation and Access Plan

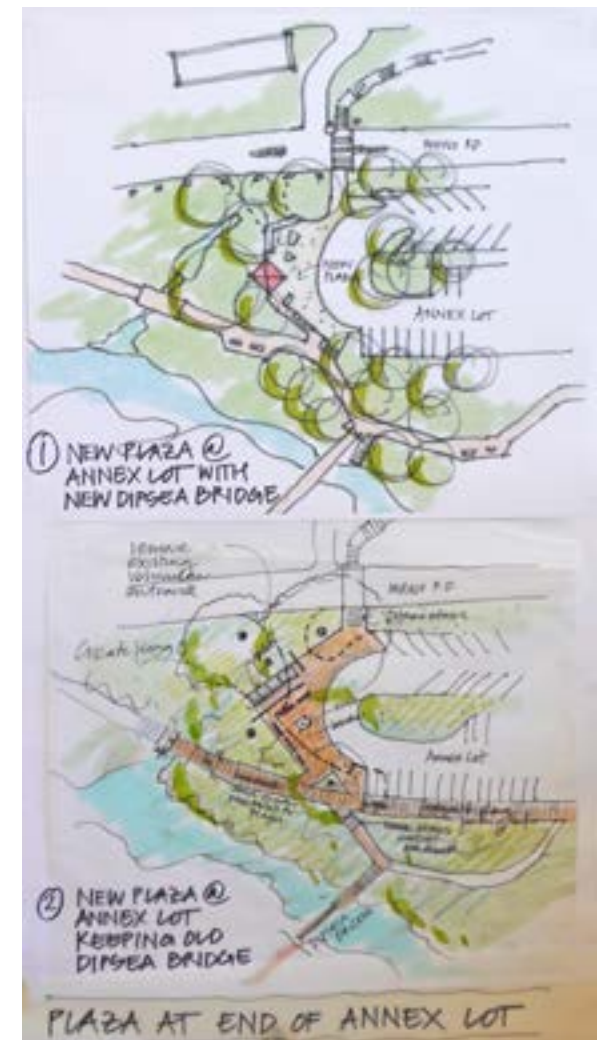
Muir Woods National Monument / Marin County, CA

A multidisciplinary team - including WRT, Nelson\Nygaard, and ORCA - assisted the Golden Gate National Recreation Area (GGNRA) in improving visitor experience in one of our nation's most highly sensitive natural and cultural resource contexts, Muir Woods National Monument. Our work responded to the park's growing visitation and need to better manage those visitors. The objective was two-fold: address passenger overcrowding on the Muir Woods Shuttle and resolve the traffic queuing problem at the main entrance on Muir Woods Road. Expanding existing facilities was not feasible due to environmental constraints. Instead, the plan explored innovative reservation based systems and enhancements to shuttles, drop off, and transit. The planning team developed several alternatives, all of which consisted of reducing or eliminating the dangerous and unsightly parking along Muir Woods Road. The resulting infrastructure recommendations allowed a rethinking of stormwater in the hydrologic context of Redwood Creek as well as new access boardwalks to immerse the visitor in the park experience during their walk to the monument. The transportation consultant analyzed the existing transportation system and factors in order to understand the opportunities and constraints of current infrastructure. Their analysis provided clear implementation strategies and goals for an improved shuttle experience and reservation parking



system. Another consultant determined the facilities and layout necessary for the ideal present and future visitor experience. Their analysis of the relationship between attendance levels and visitor experience became an integral part of the project's Environmental Assessment and public relations strategy, leading to the final decision to move forward with the parking and reservation system. WRT synthesized the analyses of each subconsultant and stakeholder into site plans and design explorations, such as those of the entry plaza where visitor orientation, education, and staging occurs. The project

involved coordination with staff from multiple parks agencies, including the NPS, the Parks Conservancy, and California State Parks, as well as an extensive public engagement process. The GGNRA has moved forward with the recommendations of the team and continues to use these recommendations as a basis for the analysis in their Environmental Impact Review.





## Ashland Common (Prop 68)

Ashland, CA

WRT developed a concept plan for a new, amenity-rich park in the unincorporated community of Ashland, located between Hayward and San Leandro in the East Bay. The design was developed in close collaboration with Hayward Area Recreation & Park District (HARD), Trust for Public Land (TPL), and the people of Ashland.

The design is notable for providing ample open green space and intensive programming that serves the diverse needs of this community. Design features such as the market plaza encourage local commerce in the process of delivering fresh food to residents. The diversity of the neighborhood will be celebrated through events programming and incorporated into the design of park features in partnership with local artists.

The concepts were developed as part of a grant application effort, through which more than \$7 million has been awarded to fund this project. WRT is working with TPL and HARD to further develop the design and construction documents.



## Reimagine San Geronimo

San Geronimo, CA

WRT is assisting the Trust for Public Land to develop a Vision Plan for 157 acres of a former golf course property in the San Geronimo Valley in Marin County, CA. The project is guided by three key principles: Protect, Connect and Restore.

**Protect:** The project will preserve the property as open space, and will lay the foundation for climate resiliency. It will prioritize fire safety and provide safe access to schools.

**Connect:** The project will ensure access for all and provide continuous and safe regional trail connections to major National Park lands. It will provide safe connections within San Geronimo Valley across Sir Francis Drake Boulevard, a major thoroughfare running through Marin County. The property will continue to serve as a social hub by building amenities that bring the community together.

**Restore:** The project will focus on restoring the region's biodiversity for climate resiliency. It will restore the Bay Area's last great salmon run, and the Lagunitas Creek watershed. It will complete critical wildlife linkages by creating and enhancing wildlife corridors.

The process has involved extensive engagement of stakeholders and local community to gather input and will continue to engage them in the development of the Vision Plan.



## Tracy Citywide Parks, Recreation & Trails Master Plan and Nature Park Master Plan

Tracy, CA

After years of growth and diversification, Tracy seeks to strengthen its identity as an affordable, more tranquil alternative to the cities of the Bay Area and a place where people and businesses put down roots and prosper.

WRT (with PROS Consulting) is leading a multidisciplinary team in updating the City's Parks, Recreation and Trails Master Plan. The Plan will provide direction on creating a diverse parks system that provides a range of experiences. It will describe a network of parks and trails, enabling active transportation and links between downtown, neighborhoods, and surrounding open spaces. The Master Plan Update will also play an important role in helping the City's park system gain firm financial footing, with a detailed evaluation of funding sources and opportunities and an impact fee analysis.

In addition to the Citywide Parks Master Plan, WRT also created a conceptual master plan for an 86-acre natural park in Tracy.



## Strawberry Community Vision Facilitation

Strawberry, CA (Marin County)

WRT facilitated a visioning process for the unincorporated community of Strawberry, working with County Staff and a Vision Committee comprised of local residents to engage their neighbors in dialogue about the future of Strawberry. WRT facilitated Vision Committee meetings as well as a community-wide open house event for over 150 residents that helped identify priority opportunities and issues of concern for maintaining and enhancing quality of life in the community. The visioning process culminated in a Strawberry Community Vision document prepared by WRT that will serve as an important reference for planning efforts in the future.

# 02. REFERENCES

**MARIPOSA CREEK PARKWAY MASTER PLAN**

Mikey Goralnik - Community Design and Development Planner / Mariposa County Planning Department / 5100 Bullion Street, Mariposa, CA 95338 / (209) 742-1222 / mgoralnik@mariposacounty.org

**MUIR WOODS NATIONAL MONUMENT: TRANSPORTATION AND ACCESS PLAN**

Brian A. Aviles - Senior Planner / Golden Gate National Recreation Area / Building 201 - Fort Mason, San Francisco, CA 94123 / (415) 624-9685 / Brian\_Aviles@nps.gov

**ASHLAND COMMON (PROP 68)**

Meghan Tiernan - Director / Hayward Area Recreation + Park District - Capital Planning and Development (HARD) / 1099 'E' Street, Hayward, CA 94541 / (510) 881-6712 / tiem@haywardrec.org

**TRACY CITYWIDE PARKS, RECREATION & TRAILS MASTER PLAN AND NATURE PARK MASTER PLAN**

Brian MacDonald - Director / City of Tracy Parks & Recreation Department / 333 Civic Center Plaza, Tracy, CA 95376 / (209) 831-6233 / Brian.MacDonald@cityoftracy.org

# 03. APPROACH

WRT works with communities in California and beyond to reveal opportunities and the means of attaining them. Recent work in Mariposa, Ashland, rural Marin County and elsewhere has helped these communities obtain significant grant funding that is driving projects forward. We understand that Groveland is looking for a partner to unlock its potential and bring capacity to get things done. WRT has the experience and the expertise to help guide the community of Groveland toward these goals.

As a gateway to Yosemite, Groveland has distinct advantages but also faces numerous challenges. The ability to create and maintain a public open space system that can serve the community members, as well as the throngs of summer tourists, will require a strategic framework that is visionary while still implementable.

As the community hub for Groveland, Mary Laveroni Park is a focal point of this initial effort. At the same time, the Groveland Community Services District needs to be able to set the stage for additional improvements on

the larger GCSD property. Our work in other gateway communities, especially Mariposa, has shown that specific piecemeal interventions need to be considered in their context, as they relate to longer term or larger capital expenditures that make up the wider community vision.

In Groveland, there is significant potential for additional facilities as well as programs that would boost quality of life for residents and second-home owners while accommodating rewarding experiences for visitors. In our discussions with you, we've come to understand the layers of thinking around public open spaces and recreation facilities and we're confident that as your partner we can help set a course for impactful improvements. Successful grant applications often need to demonstrate a significant level of involvement from the surrounding community, and GCSD has already made significant headway in this. WRT brings experience and passion to engagement, and can work with you to continue to ground work in community's vision.



◀ SAN LORENZO CREEKWAY VISION + PLAN (HARD)  
ALAMEDA COUNTY, CA



We also bring partners to the table, in the form of civil engineers that can efficiently and effectively implement project ideas; transportation planners; and economic development consultants who focus on events and event venues. Working with you to identify early stage action items, we can begin to lay the groundwork for bigger programs, activation, and connection, while being sensitive to the charm and character of Groveland as a bit of a hidden gem.

## Work Plan

We envision this process moving forward in a way where each step supports the next, adding up to support the realization of the community's potential. As an initial light touch, we would work with you to summarize and synthesize the ideas and challenges on the table. This would help the team to get clarity around possible next steps and timeline for planning purposes. This would also help identify smart early investments and create a trajectory of projects that accumulate according to the plan. By researching and aligning with the right funding opportunities, we could help you better understand the level of investment or internal capacity required to facilitate these changes. Our team of experts pulls together pragmatic thinking around transportation, economics, and engineering for gateway communities. We will be able to hit the ground running as successive projects are identified.

### PHASE 1: PARK AMENITIES STUDY + PLAN

As our initial phase of work with GCSD, we propose an assessment report that:

- Considers Groveland's context and position in the region
- Summarizes community feedback and priorities from recent engagement
- Documents existing conditions with maps at three scales (Mary Laveroni Park, GCSD property, and the region) that identify natural and built features, relationships to adjacent areas (e.g. downtown Groveland, Pine Mountain Lake), planned projects (e.g. the Resilience Center), and potential opportunities (e.g. Hetch Hetchy railroad grade)
- Defines potential projects for funding and prioritization, including the planned resilience center, a trail along the railroad grade, an amphitheater, a campground, a competitive biking course, and a competitive disc golf course.
- Provides an overall recreational vision for GCSD; and
- Initiates a high-level implementation plan that relates potential projects to partnerships, grants, and other funding sources.

### FOLLOW-ON WORK

Based on the initial study, next steps could include more detailed condition assessment of existing park features; detailed more detailed feasibility studies on of specific recreation elements from a site planning, environmental and "market" perspective; and more detailed park master planning and; design of specific park improvements; stakeholder

interviews and community engagement. All of these activities should be considered as steps to achieve community recreation goals and design work to bring all of these together in the context of potential funding and partnership opportunities.

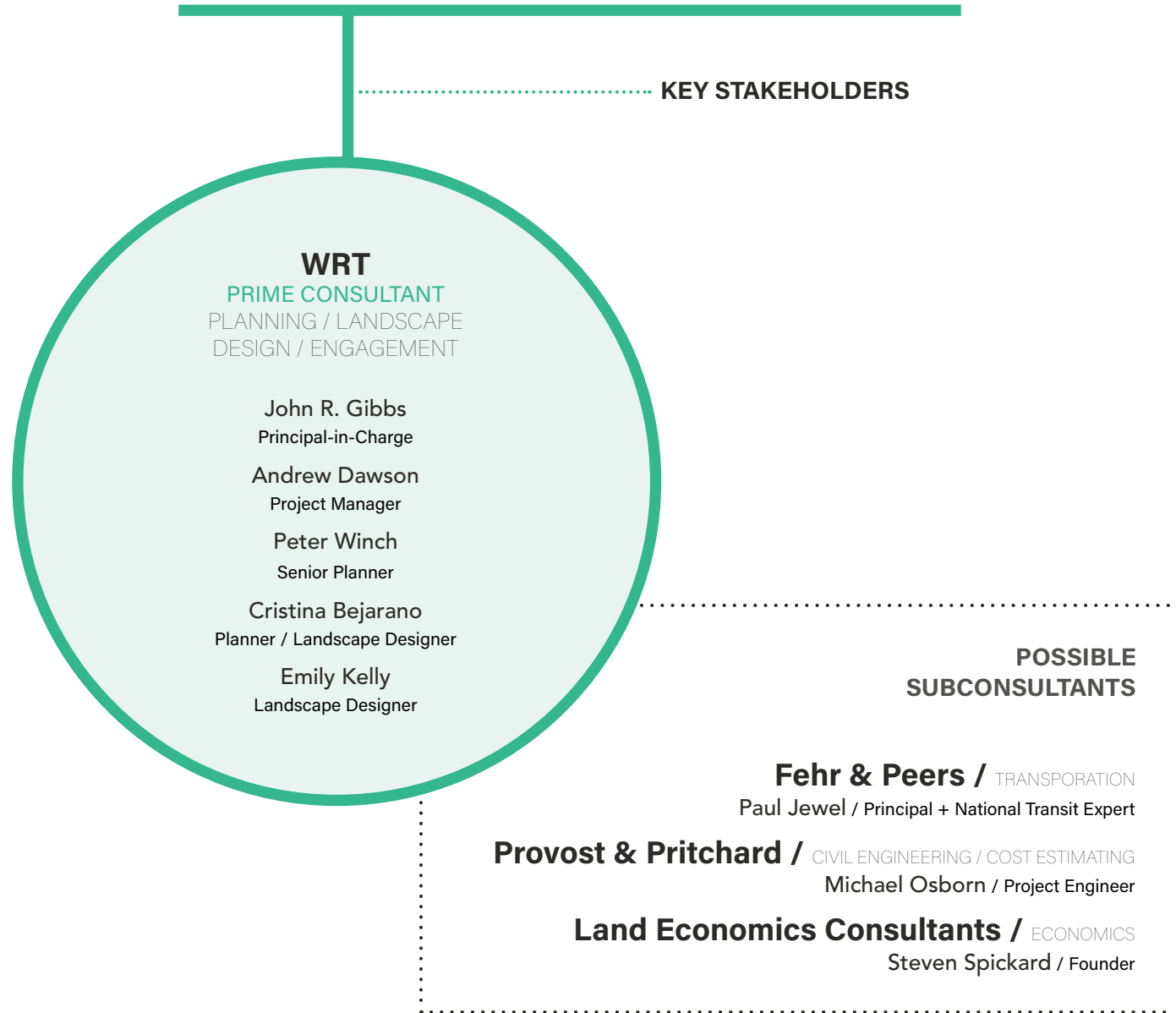
We welcome a dialogue with GCSD about this approach.

### ▼ FRESNO PARKS MASTER PLAN FRESNO, CA



# 04. STAFF TO BE ASSIGNED

## GROVELAND COMMUNITY SERVICES DISTRICT



### JOHN R. GIBBS

ASLA, LEED AP  
PRINCIPAL-IN-CHARGE | LANDSCAPE ARCHITECT + URBAN DESIGNER

#### SELECTED PROJECTS

\* project award

- Mariposa Creek Parkway Master Plan \*  
Mariposa, CA
- Muir Woods Transportation and Access Plan  
Mill Valley, CA
- Ashland Common (Prop 68)  
Alameda County, CA
- Hayward Area Recreation & Park District (HARD)  
Parks & Recreation Master Plan  
Alameda County, CA
- Fresno Parks Master Plan  
Fresno, CA
- San Francisco Bay Trail Risk Assessment & Adaptation Plan  
Alameda and Contra Costa County, CA
- Tracy Citywide Parks, Recreation & Trails Master Plan  
Tracy, CA
- Reimagine San Geronimo  
San Geronimo, CA
- Strawberry Community Vision Facilitation  
Strawberry, CA (Marin County)
- San Lorenzo Creekway Vision + Plan  
Alameda County, CA
- Eastshore State Park General Plan and EIR \*  
Oakland / Emeryville / Berkeley / Albany / Richmond, CA
- Lake Merritt Park Master Plan & Implementation Projects  
(including The Historic Munciple Boathouse Grounds, El Embarcadero Redesign and Lakeside Drive and Lakeshore Avenue Streetscapes, and Park Trails) \*  
Oakland, CA
- Ellwood-Devereux Coast Open Space & Habitat Management Plan \*  
Santa Barbara County, CA

John is a landscape architect and urban designer with over twenty years of experience whose work reflects his belief that open space infrastructure, whether at the scale of parks, plazas, or streets, is a crucial and integral part of the human and natural ecology. John leads significant work that resonates with the communities and environments he engages. He has designed a number of parks at scales ranging from neighborhood to national. These include work within Muir Woods National Monument; the Mariposa Creek Parkway Master Plan; Lake Merritt Park in Oakland; Glen Canyon Park and Mariposa Park in San Francisco; Eastshore State Park spanning from Richmond to Oakland; Santa Monica Beach and Palisades Park Improvements in Santa Monica; Ellwood-Devereux Coastal Open Space in Santa Barbara; Nevin Park in Richmond; and park system planning in Fresno. In all of his work, John seeks to engage social culture, ecology, and sustainability in the landscape to promote economic and social vitality, enhance community character, and improve community sustainability. Community outreach is a key component of John's work, and input obtained through stakeholder interviews, focus groups, and interactive workshops has shaped all of his projects.

#### EDUCATION

University of California, Berkeley, *Master of Landscape Architecture*  
University of California, Davis, *Bachelor of Landscape Architecture*

#### AFFILIATIONS + AWARDS

CA Landscape Architect #4417  
American Society of Landscape Architects (ASLA)  
U.S. Green Building Council LEED Accredited Professional  
Mariposa Creek Parkway Master Plan, APA Honor Award, Small Town & Rural (STaR), 2020;  
California State Parks, California Trails & Greenways Foundation, 2020  
Lake Merritt Park Master Plan, APA-CC Great Places Award, 2019  
Glen Canyon Park Improvement Plan, ASLA-NCC Merit Award, 2019  
Mariposa Park, ASLA-NCC Merit Award, 2018

#### ENGAGEMENT

Frequent Design Critic to UC Berkeley and Academy of Art University  
"Landscape Urbanism: A New Environmental-ism for Design" Lecture UC Berkeley  
LARE (CA License) Preparatory Course Instructor  
Teaching Assistant to UC Berkeley Landscape Architecture and Urban Design Professors  
Member Local School District Facilities Steering Committee  
Lake Merritt Park: 10 Years Later - National ASLA Presentation





## ANDREW DAWSON

ASSOCIATE | PROJECT MANAGER / LANDSCAPE ARCHITECT

### SELECTED PROJECTS

Mariposa Creek Parkway Master Plan  
Mariposa, CA

Reimagine San Geronimo  
San Geronimo, CA

Bucks County Community College  
Newtown, PA

FDR Park Master Plan  
Philadelphia, PA

Story County Conservation Park Master Plan  
Ames, IA

Principal Financial Group Campus Master Plan  
Des Moines, IA

Reimagine the Canals Competition  
Mohawk Valley, NY

11th Street Bridge Park Competition  
Washington, DC

Kemp Mill Urban Park  
Silver Spring, MD

Roanoke County Explore Park  
Roanoke, VA

Wolf's Hollow County Park  
West Chester, PA

Larimer/East Liberty Park  
Pittsburgh, PA

With a background in physical geography, Andy has an MCP and MLA from the University of Pennsylvania. His work revolves around navigating the scale shifts between these complimentary disciplines. Since joining WRT in 2013, Andy has been involved with projects in Washington DC, Maryland, Virginia, Iowa, Pennsylvania, and New York. Now based in California, Andy works with the landscape architecture group in both of WRT's offices, guiding strategic approaches to projects and teams. He is currently managing the implementation of a 3-acre public park and a 4-acre community college landscape. His project interests span from urban to rural, and from large-scale master planning to construction details, with an attention to local context and place.

### EDUCATION

University of Pennsylvania, *Master of Landscape Architecture*

University of Pennsylvania, *Master of City Planning*

State University of New York (SUNY) Geneseo, *Bachelor of Arts, Geography*

### AFFILIATIONS + AWARDS

American Society of Landscape Architects

American Association of Geographers

Mariposa Creek Parkway Master Plan, APA Honor Award, Small Town & Rural (STaR), 2020;

California State Parks, California Trails & Greenways Foundation, 2020

### ENGAGEMENT

University of Pennsylvania, Department of City Planning, Lecturer

Penn State University, Department of Landscape Architecture, Visiting Critic

Columbia University, GSAPP Department of Architecture + Urban Design, Visiting Critic

WRT



## PETER WINCH

AICP  
ASSOCIATE | SENIOR PLANNER

### SELECTED PROJECTS

Ashland Common (Prop 68)  
Alameda County, CA

Fresno Parks Master Plan  
Fresno, CA

Tracy / Citywide Parks, Recreation and Trails Master Plan  
Tracy, CA

Hayward Area Recreation + Park District Master Plan  
Hayward, CA

San Luis Obispo Parks + Recreation Master Plan  
San Luis Obispo, CA

Elm Avenue Brownfields Revitalization Plan  
Fresno, CA

Sonoma Developmental Center Master Land-Use and Reuse Plan  
Eldridge, CA

Yountville General Plan  
Yountville, CA

Yerba Buena Street Life Plan  
San Francisco, CA

Strawberry Seminary Planning  
Marin County, CA

Portland Residential Infill Project \*  
Portland, OR

Portland Mixed Use Zones Project \*  
Portland, OR

Palmdale TOD Overlay Zone and Avenue Q Feasibility Study \*  
Palmdale, CA

Princeton Planning Updates and Midcoast Comprehensive Transportation Management Plan \*  
San Mateo County, CA

Lake Merritt Station Area Specific Plan \*  
Oakland, CA

\* Projects completed prior to joining WRT.

Peter has ten years of urban and regional planning experience, developing general and specific plans, parks system plans, zoning, and urban design studies at a range of scales and settings. He has led or contributed to park system master plans for Fresno, Hayward, and San Luis Obispo; general and community plans for Yountville, Turlock, Visalia, Pacifica, Half Moon Bay, and San Diego; specific plans in Oakland and Antioch; and development standards to improve and incentivize mixed-use development and residential infill in Portland. Peter is interested in diverse development patterns, connective street networks, and the relationship between the two. He seeks solutions that achieve multiple goals, contribute to livable cities, and grow out of the unique problems of each project.

### EDUCATION

University of Michigan, *Master of Urban Planning and Master of Urban Design*

Brown University, *Bachelor of Arts, Urban Studies*

### AFFILIATIONS + AWARDS

Member, American Institute of Certified Planners (AICP)

California APA San Diego Chapter, Comprehensive Plan Award, Large Jurisdiction, for

Southeastern San Diego and Encanto Neighborhoods Community Plans, 2016

California APA Central Section, Outstanding Planning Award of Merit in Comprehensive

Planning, Small Jurisdiction, Turlock General Plan, 2013

University of Michigan Taubman College of Architecture and Urban Planning, Raoul

Wallenberg Fellowship, 2004

### ENGAGEMENT

San Francisco Education Fund, Tutor, 2016-18

WRT



# CRISTINA BEJARANO

AICP, ASLA, LEED AP  
PLANNER + URBAN DESIGNER

## SELECTED PROJECTS

\* project award

San Francisco Bay Trail Risk Assessment and Adaptation  
Prioritization Plan  
San Francisco Bay, CA

Bothin Marsh Adaptation Framework and Conceptual  
Design  
Marin, CA

Resilient South City, Resilient by Design Adaptation  
Planning + Design \*  
South San Francisco, CA

Point Molate Vision  
Richmond, CA

Elm Avenue Area-Wide Brownfields Plan  
Fresno, CA

Lehigh University Campus Master Plan \*  
Bethlehem, PA

World Trade Center Wayfinding Design and  
Implementation \*  
New York, NY

Fort Lauderdale Riverwalk Arts & Entertainment District  
Master Plan \*  
Fort Lauderdale, FL

Four Mile Run Stream Restoration Design Guidelines \*  
Alexandria, VA

\* Work done prior to joining WRT.

## YEARS EXPERIENCE

10

## LANGUAGES

English / Spanish



Cristina has 10 years of cumulative experience in Planning, Urban Design and Architecture with a focus on environmental site planning, place-making, in-fill transit-oriented development, and climate resiliency. She has worked at a wide-range of scales from wayfinding design, to mixed-use architectural design, and long-term campus planning. Each project contributes to the overarching goal of promoting sustainable development through the design of active, walkable neighborhoods, public transportation, vibrant ecological systems and social equity.

## EDUCATION

University of California Berkeley, *Master of City Planning*

University of California Berkeley, *Master of Landscape Architecture & Environmental Planning*

Washington University in St. Louis, *Bachelor of Art in Architecture + Minor in Anthropology*

## AFFILIATIONS + AWARDS

American Institute of Certified Planners

American Society of Landscape Architects, Associate

U.S. Green Building Council (USGBC) LEED Accredited Professional

## ENGAGEMENT

UC Berkeley, Landscape Architecture and Environmental Planning Reviewer, 2019

UC Berkeley, "Urban Design in a Time of Climate Change" Studio Lecturer, 2018

SPUR, Public Programming Committee, 2019

Love the Bulb, Albany Bulb Art Park, Contributing Artist, 2019

SAVE International, Executive Committee Member, 2016-2019

Ground Up Journal, Managing Editor, 2017



# EMILY KELLY

LANDSCAPE DESIGNER

## SELECTED PROJECTS

Tracy Citywide Parks, Recreation, and Trails Master Plan /  
Nature Park Master Plan  
Tracy, CA

Ashland Common  
Ashland, CA

Calwa Park Master Plan  
Fresno, CA

Riverbank Parks Prop 68 grant Application Assistance  
Riverbank, CA

San Geronimo Vision Plan  
San Geronimo, CA

Cal Poly San Luis Obispo Landscape Master Plan  
San Luis Obispo, CA

San Mateo Avenue Streetscape Plan  
San Bruno, CA

Mission Bay Park P27  
San Francisco, CA

Oakland Waterfront Trail  
Oakland, CA

Joaquin Moraga Intermediate School  
Moraga, CA

Hoover K-8 Community School  
Redwood City, CA

Windsor Road Intersection Improvements  
Windsor, CA

Emily is a landscape designer with experience ranging from master planning to construction administration services. Her recent experience also includes park assessments for the City of Tracy. Drawing on her visual skills, Emily's work brings life to each project that she works on via clear and concise graphics. Her involvement includes site modeling, and package development from concept design through construction documentation.

## EDUCATION

Clemson University, *Master of Landscape Architecture*

College of Charleston, *Bachelor of Art - Studio Art*

## AFFILIATIONS + AWARDS

Student Awards:

SARA NY - Honor Award - 2019

SERC - Merit Award - 2019

## ENGAGEMENT

Contributor, Representing Landscapes: Analogue, Amoroso, Nadia (University of Toronto, Canada) 2019





## Paul Jewel

Principal, National Transit Expert

### EDUCATION

Master Public Administration and Transportation, San Francisco State

Bachelor of Arts, History/Political Studies, Pitzer College

### EXPERTISE

- Transit Planning
- Operations Planning
- Demand Assessments
- Fleet & Facilities Multimodal Integration

### ABOUT

Paul Jewel is a Principal Planner and the Key Transit Expert for Fehr & Peers. Paul has nearly 30 years of public transit planning and operations experience. He specializes in fixed-route planning, operations, transit center evaluations, passenger amenity evaluations and visitor experiences. His primary clients are public transit agencies and the National Park Service.

### PROJECT EXPERIENCE

#### Mesa Verde Visitor and Transportation Plan

Principal. Paul completed a two-year planning effort to identify and implement changes to the park to reduce visitor congestion at key sites and improve the visitor experience. The proposed changes included: new ticketing systems, on-line information, changes to traffic operations and a new shuttle program that provides options for a car-free environment.

#### Sequoia/Kings Canyon National Park Transportation Plan

Paul provided planning expertise for this project that was focused on improving the visitor travel experience and reducing shuttle bus and vehicle congestion at several locations within the Park. Mr. Jewel assessed bus operations, circulation patterns, passenger travel patterns and parking restrictions, to provide input needed to redesign the bus loading facility, parking lots and connecting pedestrian paths.

#### US Forest Service Mendenhall Glacier Recreation Area 50 Year Concept Plan

Expert Advisor. Paul made recommendations to the design team about new tour bus storage facilities, vehicle parking and circulation and visitor experience improvements (trails, sidewalks, signage and view sheds).

#### National Park Service Yosemite Lodge Site Plan

Mr. Jewel assessed vehicle and pedestrian circulation needs at the 20-acre Yosemite Lodge. Recommendations were made to fit within the objectives of minimizing vehicle impacts, reducing traffic noise, improving wayfinding and enhancing the overall visitor experience.

#### Muir Woods National Park Transportation Access Plan

Lead Transportation Planner. Paul completed an assessment of shuttle bus services and developed a range of improvements to the system that would allow the shuttle to accommodate a much greater percentage of patrons traveling to the Park.

#### Zion National Park Transportation Study

Lead Bus Service Planner. Mr. Jewel developed recommendations related to transit operations both inside and outside the park to relieve parking and traffic congestion problems near the entrance to Zion NPS.

#### San Joaquin River Regional Park Transportation Plan (Fresno, CA)

Project Manager. Mr. Jewel completed an assessment of needs and designed a transportation improvement program, which included changes to local bus routes, a "kids' program" weekend shuttle service, and better bicycle access.

## Michael Osborn, PE, LEED-AP

Senior Engineer

### Education

- ✓ B.S. Civil Engineering, California Polytechnic State University, San Luis Obispo
- ✓ Caltrans Local Assistance Resident Engineer (RE) Academy, 2012

### Registration/Certifications

- ✓ Civil Engineer, California #66022
- ✓ LEED-AP, 2009

### Affiliations

- ✓ Leadership Santa Barbara County, Board of Directors
- ✓ Leadership Fresno, Class 31
- ✓ American Society of Civil Engineers (ASCE)

### Areas of Expertise

- ✓ Site Grading Design
- ✓ ADA Site Accessibility Design & Assessment
- ✓ Asphalt Pavement Design, Assessment & Management
- ✓ Stormwater Quality & Quantity Management
- ✓ Hydrologic & Hydraulic Design of Storm Drainage and Sanitary Sewer Gravity Flow Systems and Basic Pressure Water Systems
- ✓ Street Design
- ✓ Lot Layout & Subdivision Design
- ✓ Institutional & Commercial Design

## Professional Summary

Michael Osborn is a senior engineer at Provost & Pritchard. With nearly 20 years of engineering experience, Mr. Osborn has been involved in a variety of public works, residential and commercial development, and educational facility projects. His areas of expertise include site grading design, Americans with Disabilities Act (ADA) site accessibility design and assessment, stormwater management, storm drainage, sanitary sewer systems design, street design, and site development.

## Relevant Experience

**Splash Park at Melody Park, City of Fresno, California, Project Manager –** Mr. Osborn provided professional services for the engineering design and permitting for the addition of a splash park to Melody Park near Shields and Fowler. The splash park is approximately 2,000 square feet and includes: a main themed feature; one (1) dome or dumping bucket feature; one (1) aim/spray; combinations of hoops, posts, arches; and other miscellaneous upward spray/squirt and mists. The splash park area also includes perimeter seat walls, shaded benches and picnic tables for observer seating in dry areas and an outdoor shower per the County Health Code requirements.

**New Challenge Course at Romain Park, City of Fresno, California, Project Manager –** Mr. Osborn provided professional services for the engineering design and permitting for the addition of a new Challenge Course at Romain Park originally built in 1942 in Central Fresno, near the eastbound off-ramp from Highway 41 to Stat Route 180. The Challenge Course is to be located on approximately 2,670 square feet of vacant area, formerly Orchard Street, just east of the existing skate park. The site improvements for the course consist of grading and the preparation of a relatively level course surface with adequate drainage and new accessible paved walkways (exterior paths of travel) to connect the course to the existing restroom building and the existing sidewalk along Thomas Ave. A new low voltage electrical power supply was also added to power the course's timer.

**Cultural Arts District Park, City of Fresno, California, Project Engineer–** Provost & Pritchard, as a sub-consultant to O'Dell Engineering, provided civil engineering design services for the new Cultural Arts District (CAD) Park, which is located at the westerly corner of Fulton Street and Calaveras Street in Downtown Fresno. The site is comprised of four parcels totaling 0.77 acres of land. This is an urban in-fill project, replacing dilapidated buildings with a new public park that includes a picnic area, playground, work-out stations, lawn areas, an exhibition art deck, seat walls, and an interactive array of lighted canopies around a multi-use space. Mr. Osborn was internally managing the project and providing the site grading, drainage and utility design for the proposed park facilities.

**Courthouse Park Transit Center Improvements Project, City of Fresno, California, Project Manager –** Mr. Osborn was the project manager responsible for the design and engineering of three renovated Fresno Area Express (FAX) transit stations and new shelter canopies located at the system's main transit hub around Courthouse Park. He led a team of architects and engineers to develop the design of the shelters that were independent of the adjacent Bus Rapid Transit (BRT) and Fulton Mall projects, but with an overriding theme that ties all three into one unifying presence that adds to the Courthouse Park setting.



**STEVEN E. SPICKARD, AICP, LEED AP, Managing Principal**  
*Work Experience Recreation, Parks and Community Planning*

Mr. Spickard has conducted over 400 successful consulting assignments in his 30+ year consulting practice specializing in land use economics and planning. Much of this work has been in service to public agencies and non-profits that provide parks, recreation and other enhancements to communities. The analyses he has completed cover this broad field, from planning and evaluation of public outdoor recreation opportunities to the economic feasibility of commercial concessions to provide visitor services. Mr. Spickard encourages the trend towards providing recreation opportunities through public/private partnerships in order to infuse private capital into recreation and generate revenues for fiscally constrained public providers. A selection of his clients and projects that reflect this specialized experience include the following:

- **Yosemite National Park, Merced River Plan** – Analysis of socio-economic impacts arising from proposed new management plans for the Merced River areas within the park, focused primarily on the economic impacts created by different levels of visitation to Yosemite Valley on gateway communities.
- **Berkeley Tuolumne Camp Reconstruction** – Analysis of the economic implications of rebuilding, or not rebuilding, the City of Berkeley’s family camp in the Sierra foothills after it was destroyed by the Rim Fire.
- **Rim Fire Recovery Plan & Reforestation Plan** – Two separate analyses of economic impacts and preparation of the society, culture and economy sections of the environmental documents supporting the US Forest Service’s plan to recover from the Rim Fire, followed by the plan to reforest 250,000 acres north and east of Groveland.
- **Sequoia National Park Accommodations Planning** – Market and financial feasibility analysis of creating a new lodge concession at Wuksachi Village to replace the visitor village in the Giant Forrest, including analysis of rustic cabins vs. lodge as a means of providing appropriate accommodations.
- **San Joaquin River Conservancy** – Analysis of funding options for long term operations and maintenance for the San Joaquin River Parkway, including review of potential for partnerships with recreation providers, private concessionaires and non-profit educational groups.
- **Nationwide Concession Advisory Services** – Mr. Spickard’s team (while with Economics Research Associates) was selected by NPS to conduct ongoing market and financial feasibility assessments for lodging, RV/camping, food and beverage, tour guides, and other concession operations nationwide, and to assist NPS in assembling prospectuses and analyzing responses.
- **Mammoth Lakes Sustainable Energy Facilities** – Analysis of socio-economic impacts and environmental justice issues for the expansion of a geothermal plant near the Town of Mammoth Lakes.
- **East Bay Regional Park District** – Update of the District’s plan for all forms of camping, including group camping, family camping, backpack camps, cabins or yurts, and potential partnering with the private sector to develop and operate residential summer camps.
- **Squaw Valley** – At the site of the 1960 Winter Olympics, preparation of a tourism strategic plan for the Squaw Valley resort area at Lake Tahoe, California.
- **Tahoe Commercial Area Plans** – Assessment of the economic health and recommendations to enhance the retail, restaurant, and hospitality economies of the commercial areas of Placer County on Lake Tahoe.

Prior to founding Land Economics Consultants, LLC, in October of 2010, Mr. Spickard spent 32 years with Economics Research Associates (ERA) and with AECOM, which acquired ERA in 2007. Prior to that he worked several years at SRI, International, and had job experience in local, regional, state and federal governments. Mr. Spickard graduated Magna cum Laude from the University of California, Berkeley, with a BA in economics. He later returned to Berkeley to earn a Masters degree in City and Regional Planning. Steven E. Spickard, A.I.C.P., is a charter member of the American Institute of Certified Planners, a member of the Urban Land Institute (ULI), and is a LEED Accredited Professional with the US Green Building Council.

# 05. COST

## Basic Scope

WRT, LLC									
Prime Consultant									
Job Classification	John Gibbs Principal	Andrew Dawson Project Manager	Peter Winch Senior Planner	Cristina Bejarano Planner/ Landscape Designer	Emily Kelly Landscape Designer	Administrative Support	Hours by Task	Cost by Task	
Hourly Rate	\$ 245.00	\$ 165.00	\$ 165.00	\$ 145.00	\$ 115.00	\$ 95.00			
<b>Task 1</b>	<b>Park Amenities Study and Plan</b>								
<b>Task 1.1</b>	Project Kickoff							2	\$ 1,690.00
<b>Task 1.2</b>	Base Mapping and Document Review, including Review of 2007 Land Use Study and Recent Community Engagement							0	\$ 2,700.00
<b>Task 1.3</b>	Analysis and Mapping of Existing Site Characteristics							0	\$ 2,120.00
<b>Task 1.4</b>	Analysis and Mapping of Potential Projects							0	\$ 2,120.00
<b>Task 1.5</b>	Conceptual Vision for GCSD Lands							2	\$ 3,170.00
<b>Task 1.6</b>	High-Level Implementation Plan							2	\$ 2,330.00
<b>Task 1.7</b>	Meetings and Project Management							0	\$ 825.00
<b>Sub-Total</b>	<b>6</b>	<b>37</b>	<b>6</b>	<b>6</b>	<b>48</b>	<b>0</b>	<b>103</b>	<b>\$ 14,955.00</b>	

**Total Fee**  
**\$ 14,955.00**

## Potential Future Tasks

- Detailed Condition Assessment of Existing Park Features
- Detailed Feasibility Studies of Specific Recreation Elements
- Park Master Plan
- Design of Park Improvements
- Stakeholder Interviews and Community Engagement



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San Francisco, CA 94103  
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**RESOLUTION 45-2020**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT ADOPTION OF A RESOLUTION AWARDDING A CONSULTING SERVICES CONTRACT TO WRT ENGINEERING FOR THE PREPARATION OF A PARK AMENITIES STUDY AND PLAN**

**WHEREAS**, the Groveland Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

**WHEREAS** Groveland Community Services District Park Committee has been working together over the last few years to engage the community in the efforts of enhancing the District Park Facilities; and

**WHEREAS**, the committee met on July 16, 2020 with the staff additions of General Manager Pete Kampa, Administrative Services Manager Jennifer Flores, and Admin Services Tech Rachel Pearlman and reviewed the information that was gathered through these events and developed a list of the community’s recreational priorities; and

**WHEREAS**, the Board approved and directed staff to send out a Request for Proposal (RFP) for the Park Amenities and Plan Study on September 16, 2020; and

**WHEREAS**, the RFP was issued directly to four (4) firms, as well as listed on the CSDA and the District website. The District received seven (7) proposals in response on September 25, 2020; and

**WHEREAS**, staff performed evaluation of proposals and reference checks and the committee met again on October 7, 2020 and concluded that WRT was the best choice and fit for the District and its needs and interest.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Directors of Groveland Community Services District adopts Resolution 45-2020 Accepting a Proposal from WRT Engineering and Approving of an Agreement with WRT to Provide a Park Amenities Study and Plan of a Resolution Approving an Agreement with WRT to Provide a Park Amenities Study and Plan.

**WHEREFORE**, this Resolution is PASSED, APPROVED, and ADOPTED by the Board of Directors of the Groveland Community Services District on October 13, 2020, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:



ATTEST:

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Jennifer L. Flores, Secretary

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Janice Kwiatkowski, President - Board of Directors

**CERTIFICATE OF SECRETARY**

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on October 13, 2020.

DATED: \_\_\_\_\_



## **BOARD MEETING AGENDA SUBMITTAL**

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**TO:** GCSO Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** October 13, 2020

**SUBJECT:** Agenda Item 6B: Discussion Regarding Modifying the Groveland Amador Station Contract With CALFIRE

---

**RECOMMENDED ACTION:**

Staff recommends the following action:

*This is an information only item at this time*

**BACKGROUND:**

For several months GCSO management has been in conversations with County administration regarding the cost of providing fire and emergency response services on the Highway 120 corridor between Groveland and Yosemite National Park. The conversations and concerns escalated as two additional new resort lodging projects have been proposed in the County approximately 20 miles from the district boundaries. The district understands that there will be impacts on Groveland fire services by responding to calls so far out of the district boundaries. At our September 16, 2020 special board meeting, we held a lengthy discussion about this matter and the possibility of terminating responses over long distances outside of the boundaries.

On September 22nd, the County Board of Supervisors during budget deliberations considered options related to the Groveland CALFIRE Amador station and its funding. The County administrator, Tracy Riggs, presented the attached memorandum to the board and provided a lengthy and supportive discussion associated with the level of effort and cost Groveland fire puts in to responding to calls outside of the district boundaries under automatic aid agreements. Ms. Riggs recommended to her board that the County contract directly with CALFIRE to pay the cost of the Amador station in Groveland. That motion was subsequently approved, and staff was directed to secure revised agreements with CALFIRE.

It is anticipated that in the near future meeting both the County and the district will be presented revised contracts with CalFire for approval that would remove the funding obligation for the Amador station from the district contract and add it to the County

contract. This agenda item is for information and discussion only at this point and will certainly be discussed more when the draft contracts are considered by this board.

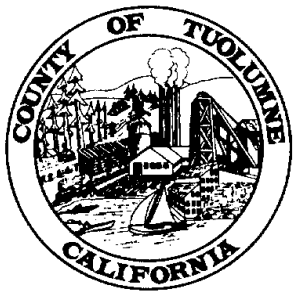
Much appreciation should be extended by this Board to the county board and county administration for recognizing the District's contribution to fire and emergency response to areas outside of our boundaries and honoring our request for funding assistance toward those services.

**FISCAL IMPACT:**

Should the district be removed of its obligation to pay for the Groveland Amador station, the fire Department budget expenses will reduce buy up to \$263,000 in the 2020/21 fiscal year.

**ATTACHMENTS:**

1. Tuolumne County Board of Supervisors Memo



## County Administrator's Office

**Tracie Riggs**  
*County Administrator*

2 South Green Street, Sonora, California 95370  
Telephone (209) 533-5511 - Fax (209) 533-5510  
www.tuolumnecounty.ca.gov

**Eric Erhardt**  
*Assistant County Administrator*

**Maureen Frank**  
*Deputy County Administrator*

September 21, 2020

**TO:** Board of Supervisors  
**FROM:** Tracie M. Riggs, County Administrative Officer  
**SUBJECT:** Groveland CALFIRE Amador Station

### **Background**

Over the course of the last several years, fire has become a major topic, not only for government but also for individuals. California has experienced the largest fires in history, in the last three years, with this year being one of the worse in terms of acres burned. Fire is also one of the highest priorities for the Board.

Last year, Supervisor Gray and staff attended a Groveland Community Service District (GCSD) board meeting. During the staff presentation, General Manager, Pete Kampa, stated that the district would not be able to afford the cost of providing fire services in the coming years. Over the course of the last year, Mr. Kampa has continued to work towards solidifying data and financial capabilities for ongoing fire services for GCSD. During the presentation, the General Manager stated that within three years they will find themselves in a difficult place to financially afford to fund the contract, with CALFIRE, for fire services.

Most recently, the conversation of fire services along the Groveland corridor has heated up again, due to the potential of some large scale development projects. This has preempted the need for GCSD to complete financial impact studies for providing services outside the GCSD service area and possibly the Auto Aid boundaries. I have had several conversations with Mr. Kampa regarding this topic. During the GCSD Board meeting last week, there were two agenda items related to fire. The first, was the financial impact of providing services to commercial lodging businesses such as Rush Creek and Evergreen as well as two projects currently in development. The second item was consideration of withdrawing from the County Auto Aid agreement. Consequently, the GCSD Board directed their General Manager to work with the County towards future fire revenues and/or services.

Staff has been listening to all of the conversations and concerns related to fire services along the Groveland corridor in an effort to provide some options to your Board. The Board has also provided direction to staff to work with County fire districts to determine the best mechanism for fire services within Tuolumne County and also the best option to putting a fire tax on a ballot next spring.

*We support the Board of Supervisors in achieving their goals through service and collaboration with County Departments and the Community.*

After listening to the issues GCSD is facing and the accompanying comments that the County does not provide any fire services along the Groveland corridor, staff is recommending the County explore contracting directly with CALFIRE for the operation of the Groveland Amador station. An Amador station is a CALFIRE fire station, with CALFIRE staff and equipment. The cost of running the station is borne by the state during fire season. During the winter months, GCSD is charged for providing the service. This action provides for the Board to move towards their goal of providing additional first responder services along the Highway 120 corridor as well as providing some much needed financial relief to GCSD.

GCSD has \$263,466 budgeted for the Amador station this fiscal year (see attachment). If the County were to contract directly, with CALFIRE, for the operation of the Groveland Amador station, this cost would be paid by the County. This equates to an annual, recurring savings for GCSD and could provide almost \$800,000 for the three year term of their recently approved contract. This action is also a good stop gap while fire districts and County staff work on the ballot initiative as well as developing the best model to provide fire services in our county.

Next question is how does the county take on this cost? There are two options: 1) take the cost of the amended CALFIRE contract (\$263,466) out of contingencies; or 2) do not place \$250,000 in reserves at this time. Rather place these funds into contingencies and provide direction to staff to begin working with GCSD and the State to amend the two CALFIRE contracts moving the Groveland Amador station from the GCSD contract to the County contract.

**Recommendation:**

It is recommended that your Board direct the County Administrator to work with Groveland Community Services District towards amending the two entities CALFIRE agreements moving the Groveland Amador station from the GCSD contract to the County contract.



## **BOARD MEETING AGENDA SUBMITTAL**

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**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** October 13, 2020

**SUBJECT:** Agenda Item 6C: Consideration of and Direction Relating to the Formation of a Community Facilities District Within District Boundaries for Fire Protection and Park Services

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### **RECOMMENDED ACTION:**

Staff recommends the following action:

*That the Board of Directors discuss the proceedings necessary to establish an annexable Community Facilities District (the "CFD") for financing certain public services within the boundaries of the Groveland Community Services District and direct staff to continue with the steps necessary to facilitate formation.*

### **BACKGROUND:**

The purpose of this agenda item is to introduce the Board to the purpose and use of the Mello-Roos Community Facilities Act (Gov. Code section 53311, et. seq.), which provides local governments with a mechanism for financing the construction of public facilities or to finance specific public services, such as fire services. Due to large development projects moving quickly forward in the District boundaries, management is proposing the Board's consideration of the formation of a CFD in the District in the very near future.

Through the formation of a CFD, a local agency is authorized to levy and collect a special tax from properties within its boundaries, use the tax revenue to finance specified facilities and services, and to borrow money (through issuance of bonds or other indebtedness) to assist with financing facilities. CFD's are commonly used throughout the state by public agencies seeking a funding mechanism specifically designed to offset the financial and operational impacts of new development on the services provided. Local governments in most areas of the state have found that post proposition 218, it is almost impossible to adequately fund the cost of general government services such as fire and parks with the revenue received only from ad-valorem property taxes. This means that the more development that occurs within the boundaries of a local government, the more negative their financial condition becomes and the more stretched the resources are in providing the same level of service.

Seeing land development projects becoming more prevalent both outside and inside the district boundaries, beginning approximately one year ago, District management began investigating forming a CFD for the purpose of augmenting (primarily) Fire Department Revenues to ensure that services could be provided to new development as it occurs. This investigation increased significantly with the discussions surrounding the new proposed lodging facilities located outside the district boundaries. The result of this research was a recommendation that the County consider formation of a CFD to fund fire services and that the two new lodge projects could form the CFD initially as part of their development entitlement process through the County. It is still undetermined at this point whether or not the County will consider formation of a CFD for these or any other future development.

Management is proposing that the board consider development of a CFD for both fire and park services with its boundaries being coterminous with that of the District. For the proposed Groveland CSD CFD, we are recommending creating the CFD for a district owned parcel initially, then annexing in future development projects located within the District as they come forward through the County land planning process. Annexation to the CFD would only be required for development projects seeking discretionary approval by the county, not for standard new building permits. For example, building a home on a residential lot or a commercial building on a commercial lot would not require annexation to the CFD. A new land subdivision, Conditional Use Permit or parcel split would require annexation. In this case, annexation into the GCSD CFD would be a required condition of approval of the land development project by the County.

After the CFD is formed, a special tax would be levied annually on taxable properties that are located within the boundaries of (annexed into) the CFD. The special tax would generally consist of an amount necessary in any fiscal year to (i) pay the District's administrative expenses, (ii) establish a reserve fund, and (iii) pay amounts needed to compensate for new public services. The proposed CFD will assess new development its proportionate share of providing services and facilities to the new development.

In addition to working closely with the county for their understanding and implementation of the CFD as a condition of project approval, the formation of the CFD is accomplished in several separate actions at three (or more) separate Board Meetings. The first step in formation of a CFD is the completion of a financial impact analysis (FIA) to evaluate the impact of new growth and development on GCSD services. A consultant with solid experience in the formation of CFDs will be engaged to conduct the FIA and guide the actions of the Board including:

- (i) The adoption of a Resolution of the Board of Directors Approving the Statement of Goals and Policies Concerning Use of the Mello-Roos Community Facilities Act of 1982.
- (ii) The adoption of a Resolution of Intention (ROI) for a CFD;
- (iii) A public hearing on establishing the CFD and adoption of a Resolution of Formation (ROF);
- (iv) The introduction of an ordinance ordering the levy of special taxes within the CFD; and
- (v) The adoption of an ordinance ordering the levy of special taxes within the CFD.

**FISCAL IMPACT:**

There is no direct impact of having the discussion on this item at today's meeting. However, ultimate creation of a CFD and its later implementation will have a yet to be determined cost for consulting and legal services, and a significant impact on revenue depending on the amount of the tax and number of annexations into the CFD.

**ATTACHMENTS:**

- [An Introduction to Community Facilities Districts \(by hyperlink only\)](#)



**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** October 13, 2020

**SUBJECT:** Agenda Item 6D: Consideration of Draft Language for a Joint Powers Authority with Tuolumne County Fire Protection Agencies for the Purpose of Development and Implementation of a Countywide Fire Funding Measure

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**RECOMMENDED ACTION:**

Staff recommends the following action:

*I Move to Approve the Initial Draft JPA Language and Direct Staff to Continue Development of the Final Tuolumne County Fire Joint Powers Authority Agreement to be Considered by the Board.*

**BACKGROUND:**

Since July, staff have been working with the fire districts throughout the County and the City of Sonoma to develop a JPA agreement to hold a special election in June 2021 in order to levy a special parcel tax for fire services. County Counsel, City Counsel and Counsel from Groveland Community Services District worked to develop the draft JPA agreement. The fire chiefs and administrative staff from all the entities then met to discuss the draft and provide additional input and edits.

The draft JPA agreement is attached for your consideration and input. Once all the entity Boards and City Council have reviewed this draft document, staff will then come back to your Board with a final document for your approval in December. At that meeting staff will also request your Board appoint a representative to the JPA Board.

**Tax Rate Details**

The details of the tax measure, including tax rates per parcel, are not contained in this JPA document. Once the JPA agreement is approved and the JPA is formed, the JPA will approve the tax ordinance and call for the special election.

There is general consensus that each JPA member will receive the amount proportionate to the number of parcels within its boundary. Staff will come back to your Board at a separate meeting to further discuss the details of the parcel tax.

### **Details of the Draft JPA Agreement**

This draft JPA agreement contains standard language found in most other JPA agreements. Below are specific sections from the agreement for your Board's consideration and input:

#### **Purpose and Membership**

The purpose of the JPA would be to jointly levy a special parcel tax for fire services. If the tax measure fails, the JPA agreement would be terminated.

At this time, the JPA would be comprised of the following members:

- City of Sonora
- County of Tuolumne
- Columbia Fire Protection District
- Groveland Community Services District
- Jamestown Fire Protection District
- Tuolumne Fire Protection District
- Twain Harte Community Services District and Mi-Wuk Sugar Pine Fire Protection District have not yet committed but are participating in the staff discussions. Each entity has until December 31<sup>st</sup> to opt in or out of the JPA.

#### **Board of Directors**

The draft agreement states the JPA would be governed by a Board of Directors comprised of either 1 elected official or the Chief Executive Officer or designee from each member, whichever is preferred by each member.

The JPA would be required to hold two regular meetings in February and March 2021 to approve bylaws, a conflict of interest code and approve the ordinance and resolution for the tax. After that, the Board would be required to meet at least twice a year. The main purpose of a Board meeting would be to approve an annual budget to administer the JPA.

#### **Powers of the Authority**

The purpose of the JPA is to exercise the common power to levy, collect and distribute a special tax for fire services, if approved at a June 2021 special election.

As a legal entity with its own administrative needs, the Authority would also have the power to enter into contracts, retain consultants or legal counsel, invest money in the treasury and lease property, among other authorities. However, because its functions are limited to administering a tax, use of these additional authorities are not expected to be frequent or common. These authorities are standard among JPAs and give the JPA the flexibility in making fiscally sound decisions if they are necessary and subject to majority vote of the JPA Directors.

### Funding

Each member of the JPA would be required to contribute a small portion of the Tax Measure proceeds toward administrative costs. Since the authority of the JPA is extremely limited, it is expected the administrative costs would be limited as well. This is something the JPA Board would determine once it holds its first in January 2021.

Each member of the JPA would have the authority to spend its Tax Measure proceeds as it sees fit. However, each member will also be required to certify that the Tax Measure proceeds are used for the specific purpose fire emergency response, prevention and suppression services.

### Duties of Treasurer and Auditor

The Tuolumne County Treasurer will serve as the Treasurer for the JPA and will have custody of all Authority funds. The Tuolumne County Auditor will serve as the Authority's Auditor and will be required to give a complete written report of all financial activities to each member 120 days after the close of each fiscal year.

### **FISCAL IMPACT:**

There is no direct fiscal impact of considering the JPA language, however the GCSD is incurring legal expense by assisting in JPA preparation, and will incur expense related to tax election in the future.

### **ATTACHMENTS:**

1. Fire Parcel Tax Workload and Timing Process
2. Joint Exercise of Powers Agreement

**JOINT EXERCISE OF POWERS AGREEMENT  
FOR  
TUOLUMNE COUNTY FIRE AUTHORITY**

This Joint Exercise of Powers Agreement for Tuolumne County Fire Authority (“Agreement”) is entered into pursuant to Sections 6500 *et seq.* of the California Government Code, by and between the following local agencies: County of Tuolumne (“County”), City of Sonora (“City”), Groveland Community Services District (“GCSD”), Twain Harte Community Services District (“THCSD”), Tuolumne Fire Protection District (“Tuolumne FPD”), Jamestown Fire Protection District (“Jamestown FPD”), Columbia Fire Protection District (“Columbia FPD”), and Mi-Wuk-Sugar Pine Fire Protection District (“Mi-Wuk-Sugar Pine FPD”). “County,” “City,” and “Districts” are referred to in their individual capacities outside of this Agreement as “Local Agencies,” and are referred to for the purposes of participation in this Agreement individually as “Member” or collectively as “Members.”

**RECITALS**

**WHEREAS**, the more than 55,000 people living in Tuolumne County receive fire protection and emergency response services provided by multiple separate agencies and no single agency currently exists to coordinate those services or their funding; and

**WHEREAS**, the growing risk of fires in Tuolumne County does not respect jurisdictional boundaries and that risk needs immediate action and sustained commitment to better protect residents, homes, visitors and businesses; and

**WHEREAS**, the adequacy of fire suppression and prevention services and funding available to meet that risk also affects the cost of insurance which has added financial burden on residents and businesses; and

**WHEREAS**, efforts are needed to provide adequate funding in the short term and potentially coordinate and provide fire prevention and suppression services over the long-term; and

**WHEREAS**, each participating agency desires to form a Joint Powers Authority to maintain local services which are unique to each community and provide an additional funding mechanism to meet the growing safety risk and financial burden on the community.

**NOW, THEREFORE**, for and in consideration of the mutual benefits, covenants, and agreements set forth herein, the Members agree as follows:

**SECTION 1. Authority and Purpose**

- a. This Agreement is made under the authority of Sections 6500 through 6539.6, inclusive, of the California Government Code, among the Members.

- b. The purpose of this Agreement is to establish a Joint Powers Authority separate from the Members. This Joint Powers Authority is to be known as the Tuolumne County Fire Authority (“Authority”). Each Member individually has the statutory ability to provide fire suppression, protection, prevention and related incidental services, as well as the power to tax to fund such services. The purpose and intent of this Agreement is to jointly exercise the common taxing authority in the manner set forth herein. The Authority shall not have responsibility or duties set forth in this Agreement unless and until the tax measure is passed by the voters in a certified election.

## **SECTION 2. Term of Agreement**

This Agreement becomes effective upon the first date that all of the Members listed above have approved this Agreement at a public meeting (“Effective Date”). The Agreement shall remain in effect until it is terminated pursuant to Section 12.

## **SECTION 3. Membership**

- a. **Initial Membership.** To become an initial Member, a Local Agency must execute this Agreement and approve the Authority placing a tax measure to fund the authority, and fund fire prevention and suppression services in a special election in June 2021 (“Tax Measure”). A Local Agency geographically located in Tuolumne County that possesses fire management responsibilities must adopt a resolution of their governing board to become a participating signatory to this Agreement and Member of the Authority.
- b. **Successor Membership.** If, due to changes in circumstances (including, but not limited to changes in fire suppression responsibility approved by LAFCO) a Member’s fire suppression responsibility is transferred to a new or different public agency, that new or different public agency shall be admitted as a Member upon approval of such membership and this Agreement by such public agency’s governing body.
- c. Should the Tax Measure fail to pass in a special election in June 2021, this Agreement is terminated and shall be of no further effect upon certification of the election results.

## **SECTION 4. Board of Directors and Officers**

- a. The Authority shall be governed by a Board of Directors (“Board”) comprised of elected officials or chief executive officers appointed by each Member. Each Member shall have one (1) director on the Board and one (1) alternate director. The term of office for each director and alternate shall correspond with the board director’s term of office on the legislative body he or she represents, or until such board director or alternate is removed by the legislative body making the appointment.
- b. All meetings of the Board shall be conducted in accordance with the Ralph M. Brown Act, Government Code § 54950 et seq. and at a time, place and manner as determined by its bylaws. The Board shall hold two (2) regular meetings per month in February and March 2021, and thereafter, the Board shall hold at least two (2) regular meetings each year.

- c. Minutes of the adjourned, regular and special meetings of the Board shall be kept and said minutes shall be forwarded to each member of the Board within thirty (30) days after each meeting. A majority of the membership of the Board will constitute a quorum authorized to conduct business on behalf of the Authority. In the event of a meeting of the Board with less than a quorum, the present Directors will only have the power to dismiss a meeting. All Board business shall be conducted pursuant to voting conditions set forth in Section 4(f)
- d. The Board shall elect, at its first meeting of each fiscal year, a chair and vice-chair, who shall act in the absence of the chair, and such other officers as the Board deems necessary. All officers shall serve a term of one (1) year from the date of their election or until their successors are elected. Officers may serve successive terms. The chair and vice-chair are authorized to execute all documents in the name of the Authority.
- e. Vacancies shall occur as provided for in the California Government Code for public officers. Vacancies shall be filled in the same manner as the initial appointment.
- f. **Voting.** For all votes conducted by the Board, a proposed motion subject to vote passes when a majority of the Directors present vote in favor of the motion.
- g. The Board may adopt from time to time such policies, procedures, bylaws, rules and regulations for the conduct of its affairs as deemed necessary by the Board.

**SECTION 5. Powers of the Authority**

- a. The Authority shall have all the necessary powers and authorities granted by law to exercise the common power to authorize taxes pursuant to Government Code Sections 50075 et seq., 53978, or any successor statutes, as approved by voters in a special election held in June 2021. No subsequent taxes or fees may be raised by the Authority without approval of Members.
- b. As necessary to carry out the authority in Section 5(a), the Authority may make and enter into contracts; incur debts, liabilities and obligations; adopt budgets; employ and retain agents and personnel; retain legal counsel; retain consultants and engineers; acquire grants; acquire, hold, lease and dispose of real and personal property; accept donations; sue and be sued; and possess and exercise all other powers common to the Members. The intent of this provision is to allow the Authority flexibility in making fiscally sound staffing decisions.
- c. The Authority may exercise the powers permitted pursuant to Government Code section 6504 or any successor statute. Pursuant to Government Code Section 6509.5, the Authority is entitled to invest any money in the treasury that is not required for the immediate necessities of the Authority.

- d. The Authority may do all things necessary and lawful to carry out the purpose of this Agreement.
- e. As required by Government Code Section 6509, one Member must be designated such that the power of the Authority is subject to the restrictions upon the manner of exercising power possessed by that Member. The County of Tuolumne is designated as the Government Code Section 6509 public entity.

**SECTION 6. Funding**

- a. The Board shall adopt an annual budget for the Authority’s activities (“Administrative Costs”) within ninety (90) days of the date the Elections Office certifies the successful passage of the Tax Measure proposed concurrently with this Agreement to fund this Authority, and by June 1 of each succeeding year.
- b. The Tax Measure proceeds, after deduction of the Administrative Costs of the Authority, shall be allocated to each Member in proportion to revenue raised in each Member’s respective tax rate areas. Members must certify that the Tax Measure proceeds are used for provision of fire emergency response, prevention and suppression services.

**SECTION 7. Exemptions**

The Authority shall be responsible for technical tax adjustments, consistent with the ballot measure. Whenever possible, the Authority must defer to reasonable requests from the Tuolumne County Auditor to accommodate exemptions for parcels that are roads or creek beds, as well as split parcels ineligible for an assessor parcel combination solely because the parcels are not in the same tax rate area.

**SECTION 8. Designation and Duties of Treasurer and Auditor**

- a. The Treasurer of the Authority shall be the Tuolumne County Treasurer and shall serve as the depository and have custody of all Authority funds and shall comply with the requirements of Government Code section 6505.6.
- b. The Auditor and Controller of the Authority shall be the Tuolumne County Auditor.
- c. The Auditor shall maintain such books, records, funds, and accounts as may be required by generally accepted accounting practice, shall cause an independent annual audit of the accounts and records and comply with all requirements of Government Code Sections 6505, 6505.1, 6505.5 and 6505.6. The Auditor shall file an official bond with the authority in the amount set by resolution of the Board.
- d. The Auditor, within one hundred and twenty (120) days after the close of each fiscal year ending on June 30, shall give a complete written report of all financial activities for such fiscal year to the Members.

## **SECTION 9. Debts and Liabilities**

As permitted pursuant to Government Code Section 6508.1, no debt, liability, or obligation of the Authority shall constitute a debt, liability, or obligation of any Member and each Member's obligation hereunder is expressly limited only to the appropriation and contribution of such funds as may be levied pursuant to this Agreement or as the Member may agree.

## **SECTION 10. Insurance and Indemnification**

The Authority shall acquire such insurance protection as is needed to protect the interests of the Authority and the Members. The Authority may use self-insurance and may contract with a Member for insurance services. The Authority shall defend and indemnify and hold harmless the Members and each of their respective officers, agents and employees, from all claims, losses, damages, costs, injury and liability of every kind, nature and description directly or indirectly arising from the performance of any of the activities of the Authority or the activities undertaken pursuant to this Agreement.

## **SECTION 11. Privileges, Immunities and Other Benefits**

In accordance with California Government Code Section 6513, all of the privileges and immunities from liability, all exemptions from laws, ordinances and rules, and all pension, relief, disability, workmen's compensation, and other benefits which apply to the activity of the trustees, officers, employees or agents of the Members when performing their functions shall apply to the same degree and extent while engaged in the performance of any of their functions and duties for the Authority.

## **SECTION 12. Termination; Disposition of Assets**

- a. Should the Tax Measure to be placed on the ballot at a special election in June 2021 fail to pass or is subsequently repealed, this Agreement is terminated and shall be of no further effect upon certification of the election results.
- b. In accordance with Government Code Section 6512, upon termination of this Agreement, any surplus money in possession of the Authority or on deposit in any fund or account of the Authority shall be returned in proportion to the contributions made by the taxpayers of each Member's jurisdiction. Any other property of the Authority shall be divided among the Members in such manner as shall be determined by the Authority in accordance with California law.
- c. If the Tax Measure is rescinded, all decisions of the Board with regard to determination of amounts to be transferred to Members or any successor shall be final.

## **SECTION 13. Severability**

If any provision of the Agreement or its application to any person or circumstances is held invalid, the remainder of this Agreement and the application of the provision to other persons or



circumstances shall not be affected.

**SECTION 14. No Rights to Third Parties**

All of the terms, conditions, rights and duties provided for in the Agreement are, and shall always be, solely for the benefit of the Members. It is the intent of the Members that no third party shall ever be the intended beneficiary of any performance, duty or right created or required pursuant to the terms and conditions of this Agreement.

**SECTION 15. Notices**

Notices to Members under this Agreement shall be sufficient if delivered to the County Administrator, City Administrator or chief secretarial officer of the Member, or to any other person designated in writing by the Member.

**SECTION 16. Prohibition Against Assignment**

No Member may assign any right, claim, or interest it may have under this Agreement, and no creditor, assignee or third-party beneficiary of any Member shall have any right, claim or title to any part, share, interest or assets under this Agreement.

**SECTION 17. Amendments**

This Agreement may be amended at any time by one or more supplemental agreements executed by mutual agreement of three-fourths (3/4) of the governing boards of the Members, so long as any amendment comports with the purpose of the voter approved measure, as set forth in Section 1 of this Agreement.

**SECTION 18. Agreement Complete**

The foregoing constitutes the full and complete Agreement of the parties with respect to the subject matter hereof and supersedes all prior understandings or agreements whether written or verbal. There are no oral understandings or agreement not set forth in writing herein. Any such agreements merge into this Agreement.

**SECTION 19. Filing with Secretary of State**

The Authority shall prepare and file, within thirty (30) days of the effective date of this Agreement, a notice of agreement and a copy of this Agreement with the office of the California Secretary of State and a copy of this Agreement the California State Controller's Office, pursuant to California Government Code sections 6503.5 and 6503.6.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their proper officers thereunder duly authorized as of the date of approval by the public agencies that are parties hereto. This Agreement shall be executed in counterparts.

Agency

By: \_\_\_\_\_

DRAFT

## **Fire Parcel Tax Workload and Timing Process**

Below is an estimated timeline of events assuming formation of a JPA choosing the June 8, 2021, special election date:

**August 18- February 1:**     *Staff would need to:* obtain direction of respective legislative bodies on content of a JPA and details of a special parcel tax, draft the JPA agreement, bylaws, conflict of interest code, complete necessary JPA filings, and draft a tax ordinance and resolution calling an election.

*Legislative bodies would need to:* provide direction to staff as to all aspects of the JPA, appoint representatives for formation and to serve as directors, provide direction on details for a tax ordinance, approve a resolution adopting the JPA agreement, and potentially additional meetings to resolve differences between participating agencies.

*New entity legislative body would need to:* hold first meeting approving and implementing the JPA agreement and bylaws, adopt a conflict of interest code and ensure all filings are completed.

**September 29, 2020:**     Entity Staff review draft JPA document

**September 29-October 6:**   Entity staff provide additional input/edits via email

**October 7-9:**             County staff incorporate edits

**October 9:**             County staff recirculate draft JPA document as well as staff memo to other entity staff

**October 12-November 3:**   Entity Boards meet to provide direction/additional input on Draft JPA document. Entity staff provide edits to County staff as Boards meet.

**October 12-November 30:**   Entity staff start working on specifics of tax measure/rates

    October 20:             County staff present to BOS (re: JPA, seeking direction on content, etc.)

**November 3- 30:**         County staff incorporate changes and recirculate to entity staff for final approval, either digitally or in person

**December 1-31:**         Entity Boards meet to approve final JPA document and appoint JPA representative

December 1:	County BOS discuss tax rates
December 15:	County BOS meeting to approve final JPA (further discussion on tax rates if necessary)
<b>January 1-29, 2021:</b>	JPA hold first meeting to approve bylaws and conflict of interest code
<b>February 15, 2021:</b>	First reading of the tax ordinance by the JPA board of directors
<b>March 1, 2021:</b>	Second reading of the tax ordinance and adoption of resolution calling a special election by the JPA board of directors
<b>June 8, 2021:</b>	Special Election



## **BOARD MEETING AGENDA SUBMITTAL**

**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** October 13, 2020

**SUBJECT:** Agenda Item 6E: Adoption of a Resolution Authorizing an Application for Grant Funding through the Department of the Interior Bureau of Reclamation's Watersmart Water and Energy Efficiency Grant Program for Fiscal Year 2021 for the Automatic Meter Reading Installation Project

---

### **RECOMMENDED ACTION:**

Staff recommends the following action:

*I Move to Approve Resolution 46-2020 Authorizing an Application for Grant Funding through the Department of the Interior Bureau of Reclamation's Watersmart Water and Energy Efficiency Grant Program for Fiscal Year 2021 for the Automatic Meter Reading Installation Project.*

### **BACKGROUND:**

The Department of the Interior offers grant funding through its Bureau of Reclamation's (USBR) WaterSMART (Sustain and Manage America's Resources for Tomorrow) Water and Energy Efficiency Grant Program, which supports water management organizations developing projects that result in quantifiable and sustained water savings, increase the production of hydropower and support broader water reliability benefits. The Federal Fiscal Year 2021 includes an estimate of \$7.8 million for agencies via 50/50 cost-share funding at two levels; up to \$500,000 per agreement for projects that can be completed in two years and up to \$2 million per agreement for projects that can be completed in three years.

### **DISCUSSION:**

The District water system currently utilizes manual water meters to monitor and measure the amount of water used within each active connection. District's operators must visit each individual meter and manually record each water meter reading each month to obtain water usage information. The District's existing meter reading system is outdated, inaccurate, and inefficient due to its excessive labor time to read meters, cost of vehicle maintenance, and Greenhouse Gas emissions from the vehicle miles traveled. Therefore, staff is proposing to replace its existing water metering system with Automatic Metering Reading (AMR) system, that will transfer meter readings through the implementation of a fixed network.

The AMR fixed network device transmit a signal containing the meter number and meter reading that can be picked up by a receiver. The meter reading is transmitted by a series of collectors and receives that have been strategically placed to transmit data to a centralized receiver. For this AMR system, various possible manufacturers have been evaluated and it has been determined that the Itron 100W ERT Communication Module AMR device is the best option to offer a complete fixed network interface for the District. Due to the very limited cellular service within and around the area, the AMR fixed network has been selected due to its ability to provide the optimal delivery of water meter data via radio. The Itron 100W Communication Module stores 40 days' worth of hourly consumption data and presents the data in four different variation:

1. Any hourly reading for within the last 40 days
2. A set of 24 consecutive hourly readings
3. A set of 40 daily readings
4. A set of 40 days of hourly interval data

Staff is currently preparing a grant application for the AMR Installation Project, which proposes to replace approximately 3,384 existing manual water meters with new meters that are compatible with the Itron AMR 100W ERT, fixed network, communication modules. The new water meters will be installed in the same location as the existing meters and additional required infrastructure will be placed accordingly to ensure optimal transmission of water meter data. The total estimated cost of the project is approximately \$2,753,000.00. The grant application is requesting \$650,000 in funding through the USBR's WaterSMART Water and Energy Efficiency Grant Program.

Staff is also concurrently submitting a grant application to the U.S. Department of Agricultural (USDA) for proposed project. The maximum grant award available through the USDA would be 45 percent of the total project cost, which is approximately \$1,238,850.00. The remaining project costs would be covered through a loan with the USDA.

**FISCAL IMPACT:**

There is no fiscal impact associated with the adoption of the attached Resolution. Staff will return to the Board with a request for approval to accept any award under these applications and programs and will indicated the fiscal impact of such awards and associated expenditures at that time.

**ATTACHMENTS:**

1. Resolution 46-2020

## RESOLUTION 46-2020

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AUTHORIZING AN APPLICATION FOR GRANT FUNDING THROUGH THE DEPARTMENT OF THE INTERIOR BUREAU OF RECLAMATION'S WATERSMART WATER AND ENERGY EFFICIENCY GRANT PROGRAM FOR FISCAL YEAR 2021 FOR THE AUTOMATIC METER READING INSTALLATION PROJECT

**WHEREAS**, the U.S. Department of the Interior Bureau of Reclamation provides funding opportunities for water and energy efficiency projects as part of the Bureau of Reclamation's WaterSMART Water and Energy Efficiency Program; and

**WHEREAS**, the Groveland Community Services District (District) desires to submit a grant application for the Automatic Meter Reading Installation Project (Project); and

**WHEREAS**, the Bureau of Reclamation has been delegated the responsibility for the administration of this grant program and establishing necessary procedures; and

**WHEREAS**, said procedures established by the Bureau of Reclamation require the applicant to certify by resolution the identity of the official with legal authority to enter into an agreement; that the appropriate official or governing body has reviewed and supports the application submitted; the capability of the applicant to provide the amount of funding and/or in-kind contributions specified in the application funding plan; and that the applicant will work with the Bureau of Reclamation to meet established deadlines or entering into a cooperative agreement; and

**WHEREAS**, the applicant will enter into a cooperative agreement or grant agreement with the Bureau of Reclamation to complete the Project if awarded grant funds.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Groveland Community Services District hereby resolves as follows:

**SECTION 1.** The General Manager, or his designee, is hereby authorized to act as agent with legal authority to enter into the grant agreement, conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, payment requests and any other grant required correspondence which may be necessary for the completion of the grant program.

SECTION 2. The General Manager, or his designee, is hereby authorized to certify that the District will have sufficient matching funds to operate and maintain the grant project requirements in the amount not to exceed \$650,000.00.

SECTION 3. The General Manager, or his designee, will work with the Bureau of Reclamation to meet established deadlines for entering into a cooperative agreement.

SECTION 4. Certifies that the Board of Directors of the Groveland Community Services District has reviewed and supports the proposed application.

**WHEREFORE**, this Resolution is **PASSED, APPROVED, and ADOPTED** by the Board of Directors of the Groveland Community Services District on October 13, 2020, by the following vote

AYES:  
NOES:  
ABSENT:

ATTEST:

I, hereby certify that the foregoing resolution was regularly introduced, passed, and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District this 13<sup>th</sup> day of October 2020.

\_\_\_\_\_  
Jennifer L. Flores, Board Secretary of the GCSD

\_\_\_\_\_  
Janice Kwiatkowski, Board President of the GCSD

**CERTIFICATE OF SECRETARY**

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on October 13, 2020.

DATED: \_\_\_\_\_





**TO:** GCSO Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** October 13, 2020

**SUBJECT:** Agenda Item 6F: Adoption of a Resolution Approving a Revised and Updated District Organizational Chart to Reflect the Addition of an Information/Instrumentation System Manager Position and Related Personnel Budget Amendment

---

**RECOMMENDED ACTION:**

Staff recommends the following action:

*I move to approve Resolution 47-2020 a Revised and Updated District Organizational Chart to Reflect the Addition of an Information/Instrumentation System Manager Position and Related Personnel Budget Amendment.*

**BACKGROUND:**

The District began looking into the option of adding an IT support type position to the District's organizational chart prior to the commencement of the current fiscal year. The updating and replacing of antiquated processes with the implementation of technologies to enhance and streamline these processes has been an approved goal and objective through the Management Goals and Objectives for the last several years. The District has been accomplishing this goal at a relatively steady and rapid pace over the last couple of years.

To date the District has:

1. Implemented SEMS software (now Cartegraph) an asset management program that also tracks District maintenance schedules, creates work orders, and manages District inventory. This was needed and is critical in the development of a comprehensive Capital Improvement Plan (CIP).
2. Implemented CALCAD a GIS software.
3. Implemented 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.
4. Implemented new Mitel phone hardware and service.
5. Implemented Laserfiche a process automation and content management software. Replaces manual processes with the use of workflow, eforms, and analytics. As well as digitizes and organizes District documents.

6. All servers have been upgraded with powerful firewalls and antivirus technologies.

Aqua Sierra has been working as the District's primary IT service for the last couple of years. In addition to software upgrades or new software implementation, there has been much done in updating the District's existing hardware and software systems, many specific to field operations to ensure all are working cohesively and not just being "limped along" with work arounds to keep outdated processes running. Some of the things Aqua Sierra has completed over the last couple of years has been:

1. Radio diagnostic and programming
2. Flow meter calibrations/installations
3. Server upgrade
4. Offsite computer backup and sonic wall security implementation
5. Lift Station Mechanical Control Cabinet inspection/testing
6. Mobile device management system implementation
7. Office phone upgrade
8. Office 365 upgrade
9. District computer upgrades
10. PLC's diagnostic and programming backup
11. Pressure transducers diagnostic/installation
12. General IT services and updates to District computers

As the District transitions from manual processes to technology based, it has become very apparent that these processes always need to be solid. The District will not be able to operate efficiently if any one of these systems were to go down. The software and hardware for these programs need to be managed and maintained on an ongoing basis to ensure they are constantly up and running at peak performance. In addition, as time goes on, these systems will need to be managed and updated to ensure the District is always operating with the most efficient systems and hardware. The District also looked at the relatively large IT expenses that has been a result of updating District equipment and software to meet its goal and objective. These revelations have led to discussions amongst District management and the Board of looking into the feasibility of adding an IT type position into the District's organizational plan. The District having its own completely dedicated IT staff position would be in the best interest of the District. This position could also eliminate other expenses the District incurs by having to outsource work.

Staff has performed a considerable amount of work in determining what the scope of work this position would be performing, responsibilities, as well as the feasibility of implementing this type of high level position within the District's existing organizational

structure. In order to get the most comprehensive information and a solid job description and salary for the proposed position that follows the same guidelines and methodologies used for the recently completed District Wide Classification and Comp Study, the District engaged Koff and Associates to perform a job classification and compensation study for the proposed position. They have completed this study and the final report has been included as an attachment to this submittal.

A memo from Operations Manager Luis Melchor has also been included as an attachment which further describes the work of the proposed position as well as some budget figures that would accompany the implementation of the position.

**FISCAL IMPACT:**

Please refer to memo provided by Operations Manager as well as proposed salary range contained in Koff report.

**ATTACHMENTS:**

1. Interoffice Memo
2. Classification and Compensation Study by Koff and Associates
3. Revised District Organizational Chart
4. Revised Salary Schedule
5. Resolution 47-2020



# Interoffice Memo

Date: 10-9-2020

To: Pete Kampa

From: Luis Melchor

Re: Needed IT/Instrumentation Tech Position

Pete,

The District has been working to expand its technology and to update our current outdated systems for future needs, with this has come a large increase in outside service cost to implement and maintain this technology. The current staff is well versatile but is very limited in this scope of work. I am recommending the District move forward with an IT/Instrumentation Tech Position, which will benefit the District through project cost reduction, by expanding the scope of our current capabilities to maintain District infrastructure and keep up with future technology advancements.

The Pros to this added position:

- Reduction in project cost by reducing the need for outside contract work
- Faster response to position applicable issues, such as communication loss: PLC, Radio, etc.
- In-house expertise for guidance on position applicable decisions, such as networking technologies, SCADA development and operations, security systems and measures, etc.

Without this position whether contracted or on staff, our systems would catastrophically fail resulting in state permit violations and federal clean water violations, not to mention increased water outages and loss of staff productivity. Without the technology, we would be required to staff with many more personnel working around the clock and assign them to manually monitor tank levels, turn pumps on and off manually, read and respond to alarms and gages and indicators in many locations throughout the system at the same time.

The comparison below is the amount we budget annually and the fully loaded cost of the new proposed position, with a list of some of the technology this position will be maintaining. I have also provided what expenses we spent last year for this scope of work.

<b>Comparison</b>	
<b>2019/2020 Expenses</b>	<b>IT/Instrumentation Tech Position</b>
Budgeted Amount for Computers/Maintenance/Programing/IT Services \$175,000	Fully Loaded Step 1 \$139,558 Fully Loaded Step 5 \$166,654
FY 2019/2020 Expenses \$115,389.00 (90% Labor)	Remaining S1 salary for this fiscal year \$93,044 Remaining S5 salary for this year \$111,108
Expenses to date for FY2020/2021 \$81,474	

Below are two Projects to be completed this fiscal year, and when looking at just these two projects alone, 90% of the total costs are related to labor.

1. Server OS upgrade
2. Security Camera System & Installation

Material cost -\$5,000  
Labor Cost -\$46,230  
Total -\$51,230

Technology summary this position will be maintaining:

1. 44 computes/laptops
2. Mitel Phone System (13 phones)
3. 2 Servers
4. 30 High Frequency Radios (Communicating critical SCADA data)
5. 38 Programable Logic Controllers (SCADA PLC's in treatment plants and pump stations throughout the system)
6. 13 IPADS; 6 iPhone
7. 18 Machine to Machine devices
8. Security Camera System 30+ cameras
9. Digital file system



October 6, 2020

# Classification and Compensation Study

## Final Report

**Groveland Community Services District**

### **KOFF & ASSOCIATES**

**KATIE KANEKO**

President

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October 6, 2020

Peter J. Kampa  
General Manager  
Groveland Community Services District  
18966 Ferretti Rd.  
Groveland, CA 95321

Dear Mr. Kampa:

Koff & Associates is pleased to present the Information/Instrumentation System Manager Classification and Compensation Study Final Report to the Groveland Community Services District. This report documents the market compensation survey methodology, findings, and recommendations for implementation.

We would like to thank you, Jennifer Flores, Luis Melchor, and Adam Ahlsweide for your assistance and cooperation without which this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with Groveland Community Services District and we look forward to future opportunities to provide you with professional assistance.

Very truly yours,



Katie Kaneko  
President



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## **APPENDICES**

- Appendix I: Classification Description
- Appendix II: Market Compensation Findings



## EXECUTIVE SUMMARY

### Background

In August 2020, Koff & Associates (“K&A”) was contracted by Groveland Community Services District (“District”) to develop a classification description and conduct a Base Compensation Study for a new classification of Information/Instrumentation System Manager. All findings and recommendations are presented in this report.

This process was precipitated by:

- The assessment that the District would be best served to bring technology expertise in house to replace currently outsourced services necessitating the creation of an Information/Instrumentation System Management classification;
- The desire to set compensation at a competitive level for this skill set; and
- The desire to ensure that internal alignment of the classification is based upon objective, non-quantitative evaluation factors, resulting in equity within the District.

The goals of the study are to assist the District in developing a classification description reflective of the body of work assigned and to provide market data relative to competitive compensation for the new Information/Instrumentation System Manager classification, to ensure that the plan is fiscally responsible and meets the needs of the District with regards to recruitment and retention of qualified staff.

## CLASSIFICATION STUDY PROCESS

The classification study procedures were as follows:

- An initial meeting was held with operations management staff to clarify study scope, objectives, processes, and deliverables.
- District Operations management staff were interviewed to gain an understanding of the role, reporting relationships, responsibilities, and duties of the new classification.
- Following the analysis of the classification information gathered, the class specification was developed.
- The draft classification was reviewed by management, feedback incorporated, and finalized. The final class description can be found in Appendix I.

## CLASSIFICATION CONCEPTS

### Positions vs. Classifications

“Position” and “Classification” are two terms that are often used interchangeably but have very different meanings. As used in this report:



- A position is an assigned group of duties and responsibilities performed by one person. A position can be full-time, part-time, regular, or temporary, filled or vacant. Often the word “job” is used in place of the word “position.”
- A classification or class may contain only one position or may consist of a number of positions. When you have several positions assigned to one class, it means that the same title is appropriate for each position; that the scope, level, duties, and responsibilities of each position assigned to the class are sufficiently similar (but not identical) that the same core knowledge, skills, abilities, and other requirements are appropriate for all positions, and that the same salary range is equitable for all positions in the class.

The description of a position often appears as a working desk manual, going into detail regarding work process steps, while a class description emphasizes the general scope and level of responsibilities, plus the knowledge, skills, abilities, and other requirements for successful performance.

## The Relationship Between Classification and Compensation

Classification and the description of the work and the requirements to perform the work are separate and distinct from determining the worth of that work in the labor market and to the organization. While recommending the appropriate compensation for the work of a class depends upon an understanding of what that work is and what it requires (as noted above), compensation levels are often influenced by two factors:

- The external labor market; and
- Internal relationships within the organization.

Compensation findings and recommendations for the District are covered later in this report.

## The Purpose of Having a Classification Plan

A position classification plan provides an appropriate basis for making a variety of human resources decisions such as the:

- Development of job-related recruitment and selection procedures;
- Clear and objective appraisal of employee performance;
- Development of training plans and succession planning;
- Design of an equitable and competitive salary structure;
- Organizational development and the management of change; and
- Provision of an equitable basis for discipline and other employee actions.

In addition to providing this basis for various human resources management and process decisions, a classification plan can also effectively support systems of administrative and fiscal control. Grouping of positions into an orderly classification system supports planning, budget analysis and preparation, and various other administrative functions.



## Classification Descriptions

The newly developed class description is included in Appendix I of this report.

The sections of the class description are as follows:

**Title:** This should be brief and descriptive of the class and consistent with other titles in the classification plan and the occupational area.

- The title of a classification is normally used for organization, classification, and compensation purposes within the District. Often working titles are used within a department to differentiate an individual. All positions have a similar level of scope and responsibility; however, the working titles may give assurance to a member of the public that they are dealing with an appropriate individual. Working titles should be authorized by Human Resources to ensure consistency within the District and across departmental lines.

**Definition:** This provides a capsule description of the job and should give an indication of the type of supervision received, the scope and level of the work and any unusual or unique factors. The phrase “performs related work as required” is not meant to unfairly expand the scope of the work performed, but to acknowledge that jobs change and that not all duties are included in the class specification.

**Supervision Received and Exercised:** This section specifies which class or classes provide supervision to the class being described and the type and level of work direction or supervision provided to this class. The section also specifies what type and level of work direction or supervision the class provides to other classes. This assists the reader in defining where the class “fits” in the organization and alludes to possible career advancement opportunities.

**Class Characteristics:** This can be considered the “editorial” section of the specification, slightly expanding the Definition, clarifying the most important aspects of the class and distinguishing this class from the next higher-level in a class series or from a similar class in a different occupational series.

**Examples of Typical Job Functions:** This section provides a list of the major and typical duties, intended to define the scope and level of the class and to support the Qualifications, including Knowledge and Skills. This list is meant to be illustrative only. It should be emphasized that the description is a summary document, and that duties change depending upon program requirements, technology, and organizational needs.

**Qualifications:** This element of the description has several sections:

- A listing of the job-related knowledge and skills required to successfully perform the work. They must be related to the duties and responsibilities of the work and capable of being validated under the Equal Employment Opportunity Commission’s Uniform Guidelines on Selection Procedures. Knowledge (intellectual comprehension) and Abilities (acquired



proficiency) should be sufficiently detailed to provide the basis for selection of qualified employees.

- A listing of educational and experience requirements that outline minimum and alternative ways of gaining the knowledge and abilities required for entrance into the selection process. These elements are used as the basic screening technique for job applicants.
- Licenses and/or certifications identify those specifically required in order to perform the work. These certifications are often required by an agency higher than the District (i.e., the State), and can therefore be appropriately included as requirements.

**Physical Demands:** This section identifies the basic physical abilities required for performance of the work. These are not presented in great detail but are designed to indicate the type of pre-employment physical examination (lifting requirements and other unusual characteristics are included, such as “finger dexterity needed to access, enter, and retrieve data using a computer keyboard”) and to provide an initial basis for determining reasonable accommodation for ADA purposes.

**Environmental Elements:** These can describe certain outside influences and circumstances under which a job is performed; they give employees or job applicants an idea of certain risks involved in the job and what type of protective gear may be necessary to perform the job. Examples are loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and other job conditions.

## COMPENSATION STUDY PROCESS

K&A also conducted a market compensation study for the Information/Instrumentation System Manager classification.

### Comparator Agencies

K&A collected base salary data from the 12 survey agencies historically utilized in the 2018 total compensation study conducted for the District listed in Table 1.

**Table 1. Comparator Agencies**

Agency
1. Amador Water Agency
2. Calaveras County Water District
3. Clear Creek Community Services District
4. Hidden Valley Lake Community Services District
5. Humboldt Community Services District



Agency
6. Northstar Community Services District
7. Rancho Murieta Community Services District
8. San Francisco Public Utilities Commission
9. South Tahoe Public Utility District
10. Tuolumne Utilities District
11. Turlock Irrigation District
12. Twain Harte Community Services District

## Data Collection

Data was collected during the month of August 2020, through comparator agency websites, conversations with human resources, accounting, and/or finance personnel, and careful review of agency documentation such as classification descriptions, memoranda of understanding, organization charts, and other documents.

## Matching Methodology

K&A believes that the data collection step is the most critical for maintaining the overall credibility of any study and relied on the District’s newly developed classification description as the foundation for comparison.

When K&A researches and collects data from the comparator agencies to identify possible matches for each of the benchmark classifications, there is an assumption that comparable matches may not be made that are 100% equivalent to the classifications at the District. Therefore, K&A does not match based upon job titles, which can often be misleading, but rather analyze class descriptions before a comparable match is determined. In the case of this newly developed classification, it was

K&A’s methodology is to analyze each class description and the whole position by evaluating factors such as:

- Definition and typical job functions;
- Distinguishing characteristics;
- Level within a class series (i.e., entry, experienced, journey, specialist, lead, etc.);
- Reporting relationship structure (for example, manages through lower-level staff);
- Education and experience requirements;
- Knowledge, abilities, and skills required to perform the work;
- The scope and complexity of the work;
- Independence of action/responsibility;
- The authority delegated to make decisions and take action;



- The responsibility for the work of others, program administration, and for budget dollars;
- Problem solving/ingenuity;
- Contacts with others (both inside and outside of the organization);
- Consequences of action and decisions; and
- Working conditions.

In order for a match to be included, K&A requires that a classification’s “likeness” be at approximately 70% of the matched classification.

When an appropriate match is not identified for one classification, K&A often uses “hybrids” which can be functional or represent a span in scope of responsibility. A functional hybrid means that the job of one classification at the District is performed by two or more classifications at a comparator agency. A “hybrid” representing a span in scope means that the comparator agency has one class that is “bigger” in scope and responsibility and one class that is “smaller,” where the District’s class falls in the middle.

If an appropriate match could not be found, then no match was reported as a non-comparable (N/C).

This classification, while reflective of the needs of the small District, is an unusual combination of duties that can often be seen in two separate classifications at larger comparable agencies. Smaller comparable agencies often contract out most if not all of these duties.

Our matching philosophy in this case addressed the combination of duties by ensuring equal scope of responsibility in our comparable matches. It was our aim to capture both the instrumentation system management component and the data security and information technology portion of this classification at a comparable level of responsibility in the District. Due to this approach, many of the comparable matches are functional hybrids as described above.

## MARKET COMPENSATION FINDINGS

We were able to make six (6) matches from the comparator agencies to this Information/Instrumentation System Manager classification. The market median of these matches is \$9208 top step monthly salary.

**Table 2. Summary Results**

Summary Results	Top Monthly
Average of Comparators	\$8,867
Median of Comparators	\$9,208

As noted above, this new classification is a unique combination of duties that address the needs of the small District. Many of the matches we were able to make were in districts with larger, more complex operations that utilized personnel to address this area of expertise. Many of the smaller districts included in the comparable agencies contracted these instrumentation control and information technology services to outside vendors. The comparator agencies that did utilize



personnel for these services, often had only one or two individuals in these classifications, so our ability to match to a comparable level of management seen in the District was limited. Larger organizations such as the Hetch Hetchy operation of SFPUC, did have a series of classifications that oversaw instrumentation control, so we were able to match to a comparable level of supervision received and given. Other districts such as Tuolumne Utilities District, utilized two technician level classifications for both instrumentation control and information technology. Looking at the structure of this district, we were able to determine these were single position classifications and were operating as the subject matter expert for the district at the technician level, so felt this match was an appropriate scope of responsibility match to the benchmark classification. Detailed information related to these market matches can be found at Appendix II.

Due to the disparity in size and complexity of the comparator agencies, and the salary information reflecting those larger districts, it is recommended that the District take internal alignment into consideration when placing this classification into their salary structure.

## RECOMMENDATIONS

### Pay Philosophy

The District has many options regarding what type of compensation plan it wants to implement. This decision will be based on what the District’s pay philosophy is, at which level it desires to pay its employees compared to the market, whether it is going to consider additional alternative compensation programs, and how great the competition is with other agencies over recruitment of a highly-qualified workforce. Historically, the District has targeted the market median as their target compensation level.

### Internal Salary Relationships

The following are standard human resources practices that are commonly applied when making salary recommendations based upon internal relationships:

- A salary within 5% of the market average or median is considered to be competitive in the labor market for salary survey purposes because of the differences in compensation policy and actual scope of the position and its requirements.
- Certain internal percentages are often applied. A management class is generally placed 15% to 20% above a direct report.
- When a market or internal equity adjustment is granted to one class in a series, the other classes in the series are also adjusted accordingly to maintain internal equity.

Internal equity between levels of classifications is a fundamental factor to be considered when making salary decisions. An organization should give careful consideration to the level of responsibility of current classifications relative to the surveyed classification and ensure that





salary placement is reflective of the relative internal operational value of classifications within job families, as well as across the organization.

The District should make internal equity adjustments or alignments, as it implements the compensation strategy. This market survey is only a tool to be used by the District to determine market indexing and salary determination.

Placing this new classification into the current salary structure at the market median would place the Information/Instrumentation System Manager 7.5% below the Operations Manager (at Range 35). The Information/Instrumentation System Manager reports to the Operations Manager so in addition to market competitiveness, the relationship to this classification should be considered, referencing the internal alignment principles noted above. This classification does represent a knowledge base that does not currently exist within the District and will be relied upon in a manner that is atypical from other direct reports of the O & M Manager providing support for utilizing the market information for range placement. The District will need to determine whether the unique knowledge base or the reporting relationship should be the driver of range placement decisions for this classification.

## USING THE MARKET DATA AS A TOOL

K&A would like to reiterate that this report and the findings are meant to be a tool for the District to create and implement an equitable compensation plan. Compensation strategies are designed to attract and retain excellent staff; however, financial realities and the District's expectations may also come into play when determining appropriate compensation philosophies and strategies. The collected data presented herein represents a market survey that will give the District an instrument to make future compensation decisions.

It has been a pleasure working with District on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully submitted by,  
**Koff & Associates**

Katie Kaneko  
President



## Appendix I

### Classification Description

## INFORMATION/INSTRUMENTATION SYSTEM MANAGER

### **DEFINITION**

Under general direction, plans, organizes, evaluates, and manages the development and maintenance of the information, control, and instrumentation technology systems in support of District operations; performs long- and short-term project planning, design, and improvements to the electronic, instrumentation and computerized control system components; provides responsible and complex support to the District management in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Operations and Maintenance Manager. Exercises no direct supervision over staff. May provide technical and functional direction to staff or consultants.

### **CLASS CHARACTERISTICS**

This is a mid-management classification responsible for developing and implementing policies and procedures, budget administration, reporting, regulatory compliance, and evaluation of assigned areas. Incumbents serve as a resource for organizational, managerial, and operational analyses and studies. Responsibilities include coordinating assigned activities with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the assignment. The incumbent is accountable for accomplishing planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Oversees development, modification, and implementation of the District's Technology master plan; investigates, evaluates, and oversees administration of new applications and hardware/software upgrades related to computer technology, infrastructure changes, data, communications, and network systems.
- Develops and implements goals, objectives, policies, procedures, and work standards related to the assignment.
- Works with District managers to support new construction, upgrades, modifications, and other special projects to improve the technological efficiency, reliability, and effectiveness related to District operations; schedules, coordinates, and facilitates meetings with other staff as needed.
- Provides recommendations for the District master plans for all electrical, energy management, instrumentation, and SCADA systems; assists in forecasting additional funds needed for staffing, equipment, materials, and supplies.
- Inspects, installs, repairs, maintains, calibrates, tests, and troubleshoots process instrumentation, such as indicators, recorders, flow meters, transmitters, transducers, controls, regulators, valve actuators, and other equipment related to the District's water and wastewater operations and related facilities.

- Inspects, installs, maintains, tests, and repairs electronic equipment, including metering and recording instruments, control apparatus, data logging and display equipment, circuits, transformers, uninterruptible power supplies, and electronic components of process control, cathodic protection systems, electronic equipment boards, communications and telemetry systems, SCADA, and related software and hardware.
- Develops and maintains SCADA screens for the purpose of monitoring operational processes and field equipment and makes changes to existing application software to improve or expand control system or management information system performance; troubleshoots and corrects SCADA programming problems and develops programs for new or expanded SCADA functions.
- Develops, recommends, and installs new computer programs when required for the addition of new control system or management information system capabilities; supports system users and assists operators in the development of process control strategies as necessary.
- Installs, maintains, and repairs multi-channel system radio and telephone system; provides in-house support for major software applications such as utility billing, integrated financials, SCADA systems, and related.
- Coordinates and conducts management analyses, studies, assignments, and projects; performs ad-hoc analyses for the Board and senior management related to information technology issues.
- Develops, implements, and manages information security and privacy programs to ensure the integrity of the District's information services infrastructure and information; analyzes business operations and possible cyber security threats; ensures new additions and changes to District technology do not affect the integrity of information security.
- Develops and implements strategies and plans to ensure all critical information and instrumentation systems, equipment, and facilities are operable; confers with staff, consultants, and contractors regarding the design and construction of new systems, facilities, and the renovation of existing facilities.
- Generates and develops reports related to District operations; maintains accurate electronic historical records, files, and data.
- Maintains and updates electronic operational and maintenance manuals and electronic emergency response plans.
- Provides highly complex staff assistance to the General Manager; presents information to the Board of Directors and other external councils, commissions, committees, and boards.
- Attends and participates in industry group meetings; stays abreast of new trends and innovations in the field of water production and distribution systems, wastewater collection and treatment operations and maintenance; researches emerging products and enhancements and their applicability to meet District needs.
- Monitors changes in regulations and technology that may affect District operations; implements policy and procedural changes after approval.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of water distribution and storage operations and wastewater collection and treatment systems operations and maintenance.
- Principles, practices, and methods related to monitoring and troubleshooting of various data acquisition software and hardware.
- Various PLC programming software applications.

- Control systems theory and its practical application to process control and field instrumentation.
- Basic computer programming.
- Electronic theory, work methods, tools, and testing equipment used in the District's building maintenance, water, collections, and wastewater facilities.
- Communications and SCADA equipment.
- Principles, methods, practices, techniques, tools, and equipment common to the electrical and electronics related to the operation and maintenance of a water works system or wastewater treatment facility.
- Hardware and software security controls including access control, software development security, business continuity and disaster recovery planning, cryptography, Information Security Governance and risk management, legal regulations investigations and compliance, security operations, some physical (environmental) security, security architecture and design, telecommunications, and network security.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching technology issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- General principles of risk management related to the functions of the assigned area.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- District and mandated safety rules, regulations, and protocols.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar to effectively perform the work.
- Techniques for effectively representing the District in contacts with government agencies; community groups; and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer, review, and evaluate the operations of a water and wastewater electrical, instrumentation, and control systems installation, repair, and maintenance program.
- Inspect, operate, and diagnose problems and oversee preventative maintenance and repair work on electrical, instrumentation, and control systems; take appropriate action when failures occur.
- Read, interpret, and work from sketches, blueprints, schematic diagrams, and equipment manuals.
- Analyze programming, observe monitoring signals, troubleshoot systems, understand system operation, and explain new programs to operators; intermittently interpret data, and remember system modifications and system configurations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Effectively represent the District in meetings with governmental agencies; various businesses, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Oversee the development and maintenance of a variety of manual and computerized files, recordkeeping, and project management systems.

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Understand, and adhere to established District standards, policies, and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an associate degree from an accredited college or university with major coursework in computer science, management information systems, electronics, instrumentation, control systems, and/or computer systems and five (5) years of increasingly responsible experience in an industrial environment, maintaining, installing, troubleshooting, and repairing SCADA, Programmable Logic Controllers (PLC's), and telemetry systems, including one (1) year of experience with operating system report generation. Experience working in a wastewater or water facility or engineering experience is desirable.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession and maintenance of a California Water Environment Association Electrical/Instrumentation Technology Grade III or an International Society of Automation (ISA) Certified Control Systems Technician Level II certification within two (2) years of appointment.
- Possession of Certified Information Systems Security Professional designation or equivalent highly desired.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in the field; strength, stamina, and mobility to perform light physical work, to work in confined spaces, around machines, to climb and descend ladders, and to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves walking in operational areas to identify problems or hazards and to conduct field inspections of projects and work sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites.

**ENVIRONMENTAL ELEMENTS**

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees also work in the field and are exposed to cold and hot temperatures, inclement weather conditions, road hazards, loud noise levels, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.



## Appendix II

### Market Compensation Findings

**Groveland Community Services District**  
**Appendix II: Market Compensation Findings (Sorted by Top Monthly Salary)**  
**October 2020**

<b>Information/Instrumentation System Manager</b>						
Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Groveland Community Services District	Information/Instrumentation System Manager	Proposed	unknown	unknown	unknown
2	South Tahoe Public Utility District <sup>3</sup>	[Electrical/Instrumentation Supervisor/ Network/Telecom Systems Administrator II]	\$ 9,628	6/25/2020	unknown	unknown
3	Amador Water Agency	Instrumentation/Electrical Supervisor	\$ 9,434	7/13/2020	unknown	unknown
4	San Francisco Public Utilities Commission <sup>2</sup>	[IT Operations Support Administrator II/ Electronic Maintenance Technician Assistant Supervisor]	\$ 9,267	7/1/2020	12/25/2020	3.00%
5	Turlock Irrigation District <sup>5</sup>	[Instrument and Controls Technician/ IT Security Analyst II]	\$ 9,150	1/1/2020	1/1/2021	3.00%
6	Calaveras County Water District <sup>1</sup>	[Electrical/SCADA Senior Supervisor/ Information Systems Administrator]	\$ 8,672	7/1/2020	unknown	unknown
7	Tuolumne Utilities District <sup>4</sup>	[Communications Technician 2/ Electrician/Instrumentation Technician]	\$ 7,051	8/11/2020	unknown	unknown
	Rancho Murieta Community Services District	N/C				
	Northstar Community Services District	N/C				
	Hidden Valley Lake Community Services District	N/C				
	Twain Harte Community Services District	N/C				
	Humboldt Community Services District	N/C				
	Clear Creek Community Services District	N/C				

Summary Results	Top Monthly
Average of Comparators	\$ 8,867
% Groveland Community Services District Above/Below	
Median of Comparators	\$ 9,208
% Groveland Community Services District Above/Below	
Number of Matches	6

N/C - Non Comparator

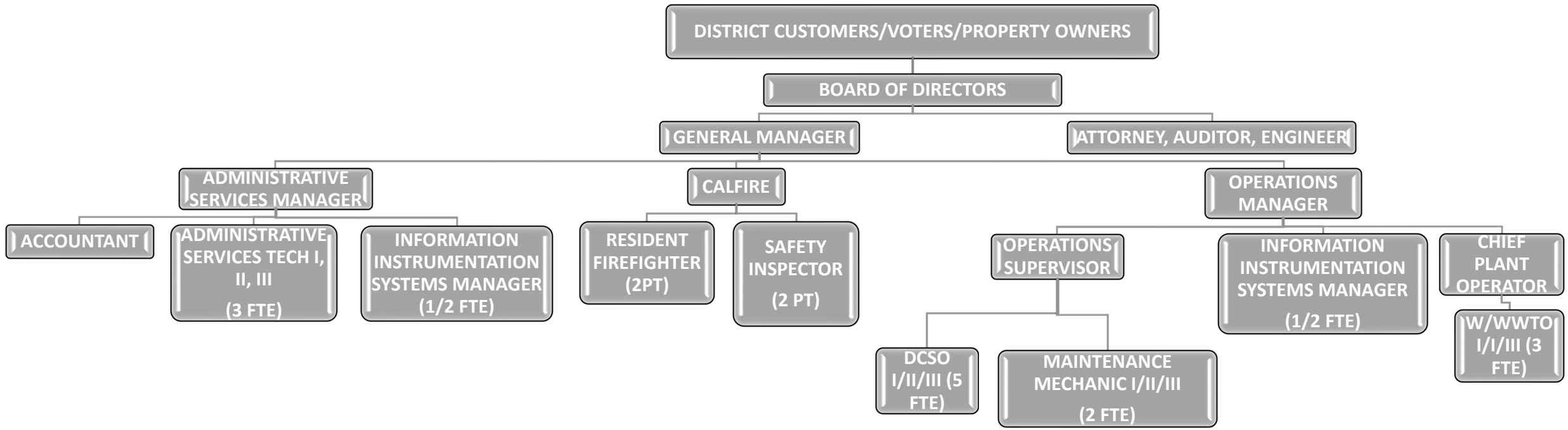
- 1 - Calaveras County Water District: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.
- 2 - San Francisco Public Utilities Commission: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.
- 3 - South Tahoe Public Utility District: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.
- 4 - Tuolumne Utilities District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.
- 5 - Turlock Irrigation District: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.



# GCSD Organizational Chart- Proposed October 13, 2020

## APPROVED HEADCOUNT 2019/20:

- 20 FTE
- Contract Auditor, District Engineer, Attorney
- Calfire Schedule A Contract (Fire Department)
  - 2 PT Resident Firefighters (District employees)
  - 2 PT Resident Inspector(s) (District employees)



**Groveland Community Services District**  
**Proposed Salary Range Schedule FY 2020-21**  
**Board Approved: June 23, 2020**  
**3% COLA Adjustment**

<b>FACTORS</b>
Range 6, Step 5, Annual <b>\$53,691.84</b>
Step Increase <b>5.00%</b>
Range Increase <b>2.50%</b>
Pay Periods per Year <b>26</b>
Hours per Year <b>2,080</b>

lowest current salary

Salary Range	Annually					Monthly					Per Pay Period					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
1	39,042	40,994	43,044	45,196	47,456	3,253	3,416	3,587	3,766	3,955	1,501.61	1,576.70	1,655.53	1,738.31	1,825.22	18.77	19.71	20.69	21.73	22.82
2	40,018	42,019	44,120	46,326	48,642	3,335	3,502	3,677	3,860	4,054	1,539.15	1,616.11	1,696.92	1,781.76	1,870.85	19.24	20.20	21.21	22.27	23.39
3	41,018	43,069	45,223	47,484	49,858	3,418	3,589	3,769	3,957	4,155	1,577.63	1,656.52	1,739.34	1,826.31	1,917.62	19.72	20.71	21.74	22.83	23.97
4	42,044	44,146	46,353	48,671	51,105	3,504	3,679	3,863	4,056	4,259	1,617.07	1,697.93	1,782.82	1,871.97	1,965.56	20.21	21.22	22.29	23.40	24.57
5	43,095	45,250	47,512	49,888	52,382	3,591	3,771	3,959	4,157	4,365	1,657.50	1,740.38	1,827.40	1,918.76	2,014.70	20.72	21.75	22.84	23.98	25.18
6	44,172	46,381	48,700	51,135	53,692	3,681	3,865	4,058	4,261	4,474	1,698.94	1,783.89	1,873.08	1,966.73	2,065.07	21.24	22.30	23.41	24.58	25.81
7	45,277	47,541	49,918	52,413	55,034	3,773	3,962	4,160	4,368	4,586	1,741.41	1,828.48	1,919.91	2,015.90	2,116.70	21.77	22.86	24.00	25.20	26.46
8	46,409	48,729	51,166	53,724	56,410	3,867	4,061	4,264	4,477	4,701	1,784.95	1,874.19	1,967.90	2,066.30	2,169.61	22.31	23.43	24.60	25.83	27.12
9	47,569	49,947	52,445	55,067	57,820	3,964	4,162	4,370	4,589	4,818	1,829.57	1,921.05	2,017.10	2,117.96	2,223.86	22.87	24.01	25.21	26.47	27.80
10	48,758	51,196	53,756	56,444	59,266	4,063	4,266	4,480	4,704	4,939	1,875.31	1,969.08	2,067.53	2,170.91	2,279.45	23.44	24.61	25.84	27.14	28.49
11	49,977	52,476	55,100	57,855	60,747	4,165	4,373	4,592	4,821	5,062	1,922.19	2,018.30	2,119.22	2,225.18	2,336.44	24.03	25.23	26.49	27.81	29.21
12	51,226	53,788	56,477	59,301	62,266	4,269	4,482	4,706	4,942	5,189	1,970.25	2,068.76	2,172.20	2,280.81	2,394.85	24.63	25.86	27.15	28.51	29.94
13	52,507	55,132	57,889	60,784	63,823	4,376	4,594	4,824	5,065	5,319	2,019.50	2,120.48	2,226.50	2,337.83	2,454.72	25.24	26.51	27.83	29.22	30.68
14	53,820	56,511	59,336	62,303	65,418	4,485	4,709	4,945	5,192	5,452	2,069.99	2,173.49	2,282.17	2,396.27	2,516.09	25.87	27.17	28.53	29.95	31.45
15	55,165	57,924	60,820	63,861	67,054	4,597	4,827	5,068	5,322	5,588	2,121.74	2,227.83	2,339.22	2,456.18	2,578.99	26.52	27.85	29.24	30.70	32.24
16	56,544	59,372	62,340	65,457	68,730	4,712	4,948	5,195	5,455	5,728	2,174.79	2,283.52	2,397.70	2,517.59	2,643.47	27.18	28.54	29.97	31.47	33.04
17	57,958	60,856	63,899	67,094	70,448	4,830	5,071	5,325	5,591	5,871	2,229.15	2,340.61	2,457.64	2,580.53	2,709.55	27.86	29.26	30.72	32.26	33.87
18	59,407	62,377	65,496	68,771	72,210	4,951	5,198	5,458	5,731	6,017	2,284.88	2,399.13	2,519.08	2,645.04	2,777.29	28.56	29.99	31.49	33.06	34.72
19	60,892	63,937	67,134	70,490	74,015	5,074	5,328	5,594	5,874	6,168	2,342.01	2,459.11	2,582.06	2,711.16	2,846.72	29.28	30.74	32.28	33.89	35.58
20	62,414	65,535	68,812	72,253	75,865	5,201	5,461	5,734	6,021	6,322	2,400.56	2,520.58	2,646.61	2,778.94	2,917.89	30.01	31.51	33.08	34.74	36.47
21	63,975	67,174	70,532	74,059	77,762	5,331	5,598	5,878	6,172	6,480	2,460.57	2,583.60	2,712.78	2,848.42	2,990.84	30.76	32.29	33.91	35.61	37.39
22	65,574	68,853	72,296	75,910	79,706	5,465	5,738	6,025	6,326	6,642	2,522.08	2,648.19	2,780.60	2,919.63	3,065.61	31.53	33.10	34.76	36.50	38.32
23	67,214	70,574	74,103	77,808	81,698	5,601	5,881	6,175	6,484	6,808	2,585.14	2,714.39	2,850.11	2,992.62	3,142.25	32.31	33.93	35.63	37.41	39.28
24	68,894	72,339	75,956	79,753	83,741	5,741	6,028	6,330	6,646	6,978	2,649.76	2,782.25	2,921.37	3,067.43	3,220.81	33.12	34.78	36.52	38.34	40.26
25	70,616	74,147	77,854	81,747	85,834	5,885	6,179	6,488	6,812	7,153	2,716.01	2,851.81	2,994.40	3,144.12	3,301.33	33.95	35.65	37.43	39.30	41.27
26	72,382	76,001	79,801	83,791	87,980	6,032	6,333	6,650	6,983	7,332	2,783.91	2,923.10	3,069.26	3,222.72	3,383.86	34.80	36.54	38.37	40.28	42.30
27	74,191	77,901	81,796	85,886	90,180	6,183	6,492	6,816	7,157	7,515	2,853.51	2,996.18	3,145.99	3,303.29	3,468.46	35.67	37.45	39.32	41.29	43.36
28	76,046	79,848	83,841	88,033	92,434	6,337	6,654	6,987	7,336	7,703	2,924.84	3,071.09	3,224.64	3,385.87	3,555.17	36.56	38.39	40.31	42.32	44.44
29	77,947	81,844	85,937	90,234	94,745	6,496	6,820	7,161	7,519	7,895	2,997.97	3,147.86	3,305.26	3,470.52	3,644.05	37.47	39.35	41.32	43.38	45.55
30	79,896	83,891	88,085	92,489	97,114	6,658	6,991	7,340	7,707	8,093	3,072.91	3,226.56	3,387.89	3,557.28	3,735.15	38.41	40.33	42.35	44.47	46.69
31	81,893	85,988	90,287	94,802	99,542	6,824	7,166	7,524	7,900	8,295	3,149.74	3,307.22	3,472.59	3,646.22	3,828.53	39.37	41.34	43.41	45.58	47.86
32	83,941	88,138	92,544	97,172	102,030	6,995	7,345	7,712	8,098	8,503	3,228.48	3,389.91	3,559.40	3,737.37	3,924.24	40.36	42.37	44.49	46.72	49.05
33	86,039	90,341	94,858	99,601	104,581	7,170	7,528	7,905	8,300	8,715	3,309.19	3,474.65	3,648.39	3,830.80	4,022.34	41.36	43.43	45.60	47.89	50.28
34	88,190	92,599	97,229	102,091	107,195	7,349	7,717	8,102	8,508	8,933	3,391.92	3,561.52	3,739.60	3,926.57	4,122.90	42.40	44.52	46.74	49.08	51.54
35	90,395	94,914	99,660	104,643	109,875	7,533	7,910	8,305	8,720	9,156	3,476.72	3,650.56	3,833.08	4,024.74	4,225.98	43.46	45.63	47.91	50.31	52.82
36	92,655	97,287	102,152	107,259	112,622	7,721	8,107	8,513	8,938	9,385	3,563.64	3,741.82	3,928.91	4,125.36	4,331.63	44.55	46.77	49.11	51.57	54.15
37	94,971	99,720	104,706	109,941	115,438	7,914	8,310	8,725	9,162	9,620	3,652.73	3,835.37	4,027.13	4,228.49	4,439.92	45.66	47.94	50.34	52.86	55.50
38	97,345	102,213	107,323	112,689	118,324	8,112	8,518	8,944	9,391	9,860	3,744.05	3,931.25	4,127.81	4,334.20	4,550.91	46.80	49.14	51.60	54.18	56.89
39	99,779	104,768	110,006	115,507	121,282	8,315	8,731	9,167	9,626	10,107	3,837.65	4,029.53	4,231.01	4,442.56	4,664.69	47.97	50.37	52.89	55.53	58.31

**Groveland Community Services District  
Proposed Salary Range Schedule FY 2020-21  
Board Approved: June 23, 2020  
3% COLA Adjustment**

Salary Range	Annually					Monthly					Per Pay Period					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
40	102,273	107,387	112,756	118,394	124,314	8,523	8,949	9,396	9,866	10,359	3,933.59	4,130.27	4,336.78	4,553.62	4,781.30	49.17	51.63	54.21	56.92	59.77
41	104,830	110,072	115,575	121,354	127,422	8,736	9,173	9,631	10,113	10,618	4,031.93	4,233.53	4,445.20	4,667.46	4,900.84	50.40	52.92	55.57	58.34	61.26
42	107,451	112,823	118,465	124,388	130,607	8,954	9,402	9,872	10,366	10,884	4,132.73	4,339.37	4,556.33	4,784.15	5,023.36	51.66	54.24	56.95	59.80	62.79
43	110,137	115,644	121,426	127,498	133,872	9,178	9,637	10,119	10,625	11,156	4,236.05	4,447.85	4,670.24	4,903.75	5,148.94	52.95	55.60	58.38	61.30	64.36
44	112,891	118,535	124,462	130,685	137,219	9,408	9,878	10,372	10,890	11,435	4,341.95	4,559.05	4,787.00	5,026.35	5,277.67	54.27	56.99	59.84	62.83	65.97
45	115,713	121,499	127,573	133,952	140,650	9,643	10,125	10,631	11,163	11,721	4,450.50	4,673.02	4,906.67	5,152.01	5,409.61	55.63	58.41	61.33	64.40	67.62
46	118,606	124,536	130,763	137,301	144,166	9,884	10,378	10,897	11,442	12,014	4,561.76	4,789.85	5,029.34	5,280.81	5,544.85	57.02	59.87	62.87	66.01	69.31
47	121,571	127,649	134,032	140,733	147,770	10,131	10,637	11,169	11,728	12,314	4,675.80	4,909.59	5,155.07	5,412.83	5,683.47	58.45	61.37	64.44	67.66	71.04
48	124,610	130,841	137,383	144,252	151,464	10,384	10,903	11,449	12,021	12,622	4,792.70	5,032.33	5,283.95	5,548.15	5,825.55	59.91	62.90	66.05	69.35	72.82
49	127,725	134,112	140,817	147,858	155,251	10,644	11,176	11,735	12,322	12,938	4,912.52	5,158.14	5,416.05	5,686.85	5,971.19	61.41	64.48	67.70	71.09	74.64
50	130,919	137,464	144,338	151,555	159,132	10,910	11,455	12,028	12,630	13,261	5,035.33	5,287.10	5,551.45	5,829.02	6,120.47	62.94	66.09	69.39	72.86	76.51
51	134,192	140,901	147,946	155,343	163,111	11,183	11,742	12,329	12,945	13,593	5,161.21	5,419.27	5,690.24	5,974.75	6,273.49	64.52	67.74	71.13	74.68	78.42
52	137,546	144,424	151,645	159,227	167,188	11,462	12,035	12,637	13,269	13,932	5,290.24	5,554.75	5,832.49	6,124.12	6,430.32	66.13	69.43	72.91	76.55	80.38
53	140,985	148,034	155,436	163,208	171,368	11,749	12,336	12,953	13,601	14,281	5,422.50	5,693.62	5,978.30	6,277.22	6,591.08	67.78	71.17	74.73	78.47	82.39
54	144,510	151,735	159,322	167,288	175,652	12,042	12,645	13,277	13,941	14,638	5,558.06	5,835.96	6,127.76	6,434.15	6,755.86	69.48	72.95	76.60	80.43	84.45
55	148,122	155,528	163,305	171,470	180,044	12,344	12,961	13,609	14,289	15,004	5,697.01	5,981.86	6,280.96	6,595.00	6,924.75	71.21	74.77	78.51	82.44	86.56
56	151,825	159,417	167,387	175,757	184,545	12,652	13,285	13,949	14,646	15,379	5,839.44	6,131.41	6,437.98	6,759.88	7,097.87	72.99	76.64	80.47	84.50	88.72
57	155,621	163,402	171,572	180,151	189,158	12,968	13,617	14,298	15,013	15,763	5,985.42	6,284.69	6,598.93	6,928.88	7,275.32	74.82	78.56	82.49	86.61	90.94
58	159,512	167,487	175,861	184,655	193,887	13,293	13,957	14,655	15,388	16,157	6,135.06	6,441.81	6,763.90	7,102.10	7,457.20	76.69	80.52	84.55	88.78	93.22
59	163,499	171,674	180,258	189,271	198,734	13,625	14,306	15,022	15,773	16,561	6,288.44	6,602.86	6,930.33	7,279.65	7,643.63	78.61	82.54	86.66	91.00	95.55
60	167,587	175,966	184,764	194,003	203,703	13,966	14,664	15,397	16,167	16,975	6,445.65	6,767.93	7,106.33	7,461.64	7,834.72	80.57	84.60	88.83	93.27	97.93
61	171,776	180,365	189,384	198,853	208,795	14,315	15,030	15,782	16,571	17,400	6,606.79	6,937.13	7,283.98	7,648.18	8,030.59	82.58	86.71	91.05	95.60	100.38
62	176,071	184,874	194,118	203,824	214,015	14,673	15,406	16,177	16,985	17,835	6,771.96	7,110.56	7,466.08	7,839.39	8,231.36	84.65	88.88	93.33	97.99	102.89
63	180,473	189,496	198,971	208,920	219,366	15,039	15,791	16,581	17,410	18,280	6,941.26	7,288.32	7,652.73	8,035.37	8,437.14	86.77	91.10	95.66	100.44	105.46
64	184,984	194,234	203,945	214,143	224,850	15,415	16,186	16,995	17,845	18,737	7,114.79	7,470.53	7,844.05	8,236.26	8,648.07	88.93	93.38	98.05	102.95	108.10
65	189,609	199,090	209,044	219,496	230,471	15,801	16,591	17,420	18,291	19,206	7,292.66	7,657.29	8,040.15	8,442.16	8,864.27	91.16	95.72	100.50	105.53	110.80
66	194,349	204,067	214,270	224,984	236,233	16,196	17,006	17,856	18,749	19,686	7,474.97	7,848.72	8,241.16	8,653.22	9,085.88	93.44	98.11	103.01	108.17	113.57
67	199,208	209,168	219,627	230,608	242,139	16,601	17,431	18,302	19,217	20,178	7,661.85	8,044.94	8,447.19	8,869.55	9,313.02	95.77	100.56	105.59	110.87	116.41
68	204,188	214,398	225,118	236,373	248,192	17,016	17,866	18,760	19,698	20,683	7,853.39	8,246.06	8,658.37	9,091.29	9,545.85	98.17	103.08	108.23	113.64	119.32
69	209,293	219,758	230,745	242,283	254,397	17,441	18,313	19,229	20,190	21,200	8,049.73	8,452.22	8,874.83	9,318.57	9,784.50	100.62	105.65	110.94	116.48	122.31
70	214,525	225,252	236,514	248,340	260,757	17,877	18,771	19,710	20,695	21,730	8,250.97	8,663.52	9,096.70	9,551.53	10,029.11	103.14	108.29	113.71	119.39	125.36
71	219,888	230,883	242,427	254,548	267,276	18,324	19,240	20,202	21,212	22,273	8,457.25	8,880.11	9,324.11	9,790.32	10,279.84	105.72	111.00	116.55	122.38	128.50
72	225,386	236,655	248,488	260,912	273,958	18,782	19,721	20,707	21,743	22,830	8,668.68	9,102.11	9,557.22	10,035.08	10,536.83	108.36	113.78	119.47	125.44	131.71
73	231,020	242,571	254,700	267,435	280,807	19,252	20,214	21,225	22,286	23,401	8,885.39	9,329.66	9,796.15	10,285.96	10,800.25	111.07	116.62	122.45	128.57	135.00
74	236,796	248,636	261,067	274,121	287,827	19,733	20,720	21,756	22,843	23,986	9,107.53	9,562.91	10,041.05	10,543.10	11,070.26	113.84	119.54	125.51	131.79	138.38
75	242,716	254,851	267,594	280,974	295,022	20,226	21,238	22,300	23,414	24,585	9,335.22	9,801.98	10,292.08	10,806.68	11,347.02	116.69	122.52	128.65	135.08	141.84
76	248,784	261,223	274,284	287,998	302,398	20,732	21,769	22,857	24,000	25,200	9,568.60	10,047.03	10,549.38	11,076.85	11,630.69	119.61	125.59	131.87	138.46	145.38
77	255,003	267,753	281,141	295,198	309,958	21,250	22,313	23,428	24,600	25,830	9,807.81	10,298.20	10,813.11	11,353.77	11,921.46	122.60	128.73	135.16	141.92	149.02
78	261,378	274,447	288,169	302,578	317,707	21,782	22,871	24,014	25,215	26,476	10,053.01	10,555.66	11,083.44	11,637.61	12,219.49	125.66	131.95	138.54	145.47	152.74
79	267,913	281,308	295,374	310,142	325,650	22,326	23,442	24,614	25,845	27,137	10,304.33	10,819.55	11,360.53	11,928.55	12,524.98	128.80	135.24	142.01	149.11	156.56
80	274,610	288,341	302,758	317,896	333,791	22,884	24,028	25,230	26,491	27,816	10,561.94	11,090.04	11,644.54	12,226.77	12,838.11	132.02	138.63	145.56	152.83	160.48
81	281,476	295,550	310,327	325,843	342,136	23,456	24,629	25,861	27,154	28,511	10,825.99	11,367.29	11,935.65	12,532.44	13,159.06	135.32	142.09	149.20	156.66	164.49
82	288,513	302,938	318,085	333,989	350,689	24,043	25,245	26,507	27,832	29,224	11,096.64	11,651.47	12,234.05	12,845.75	13,488.04	138.71	145.64	152.93	160.57	168.60
83	295,725	310,512	326,037	342,339	359,456	24,644	25,876	27,170	28,528	29,955	11,374.06	11,942.76	12,539.90	13,166.89	13,825.24	142.18	149.28	156.75	164.59	172.82
84	303,119	318,275	334,188	350,898	368,443	25,260	26,523	27,849	29,241	30,704	11,658.41	12,241.33	12,853.39	13,496.06	14,170.87	145.73	153.02	160.67	168.70	177.14
85	310,697	326,231	342,543	359,670	377,654	25,891	27,186	28,545	29,973	31,471	11,949.87	12,547.36	13,174.73	13,833.47	14,525.14	149.37	156.84	164.68	172.92	181.56
86	318,464	334,387	351,107	368,662	387,095	26,539	27,866	29,259	30,722	32,258	12,248.61	12,861.05	13,504.10	14,179.30	14,888.27	153.11	160.76	168.80	177.24	186.10
87	326,426	342,747	359,884	377,878	396,772	27,202	28,562	29,990	31,490	33,064	12,554.83	13,182.57	13,841.70	14,533.79	15,260.47	156.94	164.78	173.02	181.67	190.76
88	334,586	351,316	368,881	387,325	406,692	27,882	29,276	30,740	32,277	33,891	12,868.70	13,512.14	14,187.74	14,897.13	15,641.99	160.86	168.9			

**Groveland Community Services District  
Proposed Salary Range Schedule FY 2020-21  
Board Approved: June 23, 2020  
3% COLA Adjustment**

Salary Range	Annually					Monthly					Per Pay Period					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
<b>92</b>	369,321	387,787	407,176	427,535	448,911	30,777	32,316	33,931	35,628	37,409	14,204.64	14,914.87	15,660.61	16,443.64	17,265.83	177.56	186.44	195.76	205.55	215.82
<b>93</b>	378,554	397,481	417,355	438,223	460,134	31,546	33,123	34,780	36,519	38,345	14,559.75	15,287.74	16,052.13	16,854.74	17,697.47	182.00	191.10	200.65	210.68	221.22
<b>94</b>	388,017	407,418	427,789	449,179	471,638	32,335	33,952	35,649	37,432	39,303	14,923.75	15,669.94	16,453.43	17,276.10	18,139.91	186.55	195.87	205.67	215.95	226.75
<b>95</b>	397,718	417,604	438,484	460,408	483,429	33,143	34,800	36,540	38,367	40,286	15,296.84	16,061.68	16,864.77	17,708.01	18,593.41	191.21	200.77	210.81	221.35	232.42
<b>96</b>	407,661	428,044	449,446	471,918	495,514	33,972	35,670	37,454	39,327	41,293	15,679.26	16,463.23	17,286.39	18,150.71	19,058.24	195.99	205.79	216.08	226.88	238.23
<b>97</b>	417,852	438,745	460,682	483,716	507,902	34,821	36,562	38,390	40,310	42,325	16,071.24	16,874.81	17,718.55	18,604.47	19,534.70	200.89	210.94	221.48	232.56	244.18
<b>98</b>	428,299	449,714	472,199	495,809	520,600	35,692	37,476	39,350	41,317	43,383	16,473.03	17,296.68	18,161.51	19,069.59	20,023.06	205.91	216.21	227.02	238.37	250.29
<b>99</b>	439,006	460,956	484,004	508,204	533,615	36,584	38,413	40,334	42,350	44,468	16,884.85	17,729.09	18,615.55	19,546.33	20,523.64	211.06	221.61	232.69	244.33	256.55
<b>100</b>	449,981	472,480	496,104	520,910	546,955	37,498	39,373	41,342	43,409	45,580	17,306.97	18,172.32	19,080.94	20,034.98	21,036.73	216.34	227.15	238.51	250.44	262.96

**Groveland Community Services District  
Salary Range Placement**

Class Title	Salary Range	Maximum Monthly Salary
Administrative Services Technician I	3	\$4,155
Administrative Services Technician II	7	\$4,586
Administrative Services Technician III	13	\$5,319
Chief Plant Operator	27	\$7,515
Collection and Distribution System Operator I	5	\$4,365
Collection and Distribution System Operator II	11	\$5,062
Collection and Distribution System Operator III	15	\$5,588
Collections and Distribution Lead	19	\$6,168
Accountant	20	\$6,322
Maintenance Mechanic I	11	\$5,062
Maintenance Mechanic II	17	\$5,871
Maintenance Mechanic III	21	\$6,480
Administrative Services Manager	29	\$7,895
Operations & Maintenance Manager	38	\$9,860
Information/Instrumentation Systems Manager	35	\$9,156
Operations & Maintenance Supervisor	27	\$7,515
Water/Wastewater Operator I	9	\$4,818
Water/Wastewater Operator II	15	\$5,588
Water/Wastewater Operator III	19	\$6,168
General Manager	Contract	\$162,225 Annual Salary

## RESOLUTION 47-2020

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING A REVISED AND UPDATED DISTRICT ORGANIZATIONAL CHART TO REFLECT THE ADDITION OF AN INFORMATION/INSTRUMENTATION SYSTEM MANAGER POSITION AND RELATED PERSONNEL BUDGET AMENDMENT**

**WHEREAS**, the Groveland Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

**WHEREAS**, in line with the Management Goals and Objectives, the District has been moving towards replacing antiquated manual processes with the implementation of technologies to enhance and streamline these processes; and

**WHEREAS**, it has become realized that with the transition and implementation of more technology based processes, the need to have consistent solid support and management for these is critical to reliable and efficient District operations; and

**WHEREAS**, the Board and staff discussed looking into the feasibility of creating an IT support position within the District's Organizational Chart to support the aforementioned; and

**WHEREAS**, District management engaged Koff and Associates to perform a comprehensive classification and comp study for the proposed position based off the needs of the District that used the same methodologies applied during the creation of the recently adopted District wide classification and comp study; and

**WHEREAS**, Koff has completed and delivered said report to the District; and

**WHEREAS**, District management has reviewed the classification and comp study and recommends the Board approve the revised and updated District Organizational Chart that includes the addition of an Information/Instrumentation System Manager position and the related personnel budget amendment.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Directors of Groveland Community Services District adopts Resolution 47-2020 Approving a Revised and Updated District Organizational Chart to Reflect the Addition of an Information/Instrumentation System Manager Position and Related Personnel Budget Amendment.

**WHEREFORE**, this Resolution is PASSED, APPROVED, and ADOPTED by the Board of Directors of the Groveland Community Services District on October 13, 2020, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST:

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Jennifer L. Flores, Secretary

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Janice Kwiatkowski, President - Board of Directors

**CERTIFICATE OF SECRETARY**

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on October 13, 2020.

DATED: \_\_\_\_\_



## **BOARD MEETING AGENDA SUBMITTAL**

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**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** October 13, 2020

**SUBJECT:** Agenda Item 6G: Consideration of a Formal District Position on the County's Measure U Related to the Proposed Increase in Transient Occupancy Tax

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### **RECOMMENDED ACTION:**

Staff recommends the following action:

*It is recommended that the Board consider the request for support for Measure U and take action appropriately.*

### **BACKGROUND:**

The county has placed Measure U on the November 2020 ballot with the intent of increasing the Transient Occupancy Tax (TOT) charged by the county by 2%. If successful, this revenue will be generated based on the cost of rooms and occupancy, and available to the county to fund general expenditures. A successful Measure U and increase in revenue for the county would reduce impacts due to the increasing cost of providing services including fire, parks, libraries and law enforcement.

It is appropriate for the District to take a position on a measure such as this, especially when it can have a beneficial impact on services or financial contributions provided by the county to the benefit of the District taxpayers. Supporting such a measure does not necessarily lend itself to approval by the voters, nor does it gain the District any political advantage. District support can simply signify that we understand the measure and hope that the county is successful, and that we do not oppose the measure.

In the attached email, it has been requested that GCSB sign on in support of Measure U. The requesting group submitted the OpEd to the Union Democrat, which has been published. If the District voted in support and so directed, we could sign on to future support writings. We are prohibited from spending any public money to advocate for the measure as a District.

### **FISCAL IMPACT:**

None

### **ATTACHMENTS:**

Support request email



**From:** [Virginia Richmond \(Gustafson\)](#)  
**To:** [Pete Kampa](#)  
**Subject:** County Measure U  
**Date:** Wednesday, September 30, 2020 2:33:44 PM  
**Attachments:** [OpEd2.docx](#)

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Pete,

As you probably know, the Tuolumne County budget was passed last week with huge cuts to many essential services, such as libraries, parks, fire protection and law enforcement.

A group of us are planning an OpEd in the Union Democrat to urge passage of Measure U (the tourist tax), which seems to be the last hope for many departments. I've attached a near-final draft here.

Would you like to sign it with us? I'm hoping to get many local "influencers" and community organizations to support it, and GCSD would be a great addition.

Please let me know what you think.

thanks,

Virginia Richmond

Support Measure U Committee

President, Friends of the Groveland Library

## We Need 'U'

We are writing in support of Measure U which increases the Transit Occupancy Tax (“tourist tax”) charged to guests at hotels and other lodgings, from 10% to 12% in line with neighboring counties. It is paid by tourists and other visitors; we pay a similar (or higher) tax if we book a room or a camp site in other parts of California.

Over the last several years, Tuolumne County’s budget has been drastically reduced. For example, in just the past two years we have seen the County Library budget slashed by more than \$300,000, half the staff laid off and Twain Harte library and the Bookmobile eliminated.. Many other vital services have been cut, operating hours have been reduced and there have been layoffs every year. With fire safety becoming an ever more critical, we need Measure U now more than ever.

Clearly the county can no longer cut its way out of this financial crisis. We must increase revenue. The Measure U Tourist Tax is a way to increase county revenue *at no cost to local residents*.

This small increase on visitors’ hotel or Airbnb bills translates into a significant revenue source for our community. The “Tourist Tax” increase could bring in \$1.85 million annually and would allow county departments – including Fire, Libraries, Parks and Pools, Probation, Roads and Sheriff -- to get back to serving residents properly.

- For example, the sheriff acknowledges, “Given our current staffing levels, the Sheriff’s Office is unable to consistently provide coverage in outlying areas such as the 108 Corridor and the communities of Groveland and Pine Mountain Lake. Those communities deserve better service.”
- Much of the critical Fire Department equipment is outdated and in need of upgrades. This includes such vital items as water tenders, engines and Jaws of Life. This is potentially catastrophic for all of us.
- We need our parks and pools open for healthy family recreation.
- Our libraries serve not only readers, but also people who need access to computers to apply for jobs, file for unemployment, or take adult literacy classes. They also serve as emergency warming or cooling centers.

Tourists and visitors utilize many of the services we pay for with our taxes such as roads, fire and sheriff protection, and parks and libraries. *It’s time for visitors to pay their fair share.*

We urge everyone to support Measure U with your vote. Finally here’s a tax you can approve, but not have to pay!

Signed,

Malcolm Carden, President, Friends of the Tuolumne County Library

Virginia Richmond, President, Friends of the Groveland Library

Pat McCrea, President, High Country Friends of the Library  
Jeff Warren, President, Columbia College Foundation  
Jerry Baker, Founder, Camp Tuolumne Trails  
Wynette Hilton, Superintendent, Big Oak Flat-Groveland School District  
Connie Corcoran, Director of Library Services (retired)  
Dan Hawks, Chief Probation Officer  
Harriet Codeglia, President, So. Tuolumne Historical Society  
Scott Viets, Producing Artistic Director, Sierra Repertory Theatre  
Sharon Hunt-Stevenson, President, Groveland Rotary  
Kathleen Morse, Ph.D., President, Northside Pet Connection  
Ted Michaud, Commission on Aging  
Steve Griefer, President, Pine Mountain Lake Board of Directors  
Brian Greene, Columbia College Librarian  
?? Andy Murphy, Assistant Fire Chief  
?? Chris Fritz, Firefighters

Etc. etc etc.

**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** October 13, 2020

**SUBJECT:** Agenda Item 6H: Adoption of a Resolution Approving the District Pavement Rehabilitation Project and Authorize the General Manager to Proceed with Public Bidding

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**RECOMMENDED ACTION:**

Staff recommends the following action:

*I Move to adopt Resolution 48-2020 approving the District Pavement Rehabilitation Project and Authorize the General Manager to Proceed with Public Bidding.*

**BACKGROUND:**

The Pavement Rehabilitation at District's Office (Phase 1) project was originally advertised from May 4, 2020 to June 16, 2020. The project consisted of crack treatment, a Type II slurry seal, pavement replacement, and striping and markings in the District Office parking lot to Ferretti Road. Three bids were received and reviewed for compliance with the contract documents. The two low bidders, Ragsdale & Sons Inc. and Moyle Paving Inc. did not list the subcontractors they were going to use, making their bids ineligible. The board rejected all bids at the July 14<sup>th</sup> board meeting.

**DISCUSSION:**

Following the bid rejection, District staff have revised the project documents to provide sufficient changes in the project scope to rebid the project. The changes include additional pavement repair area and changing the Type II slurry seal to a polymer modified seal coat. Staff consulted with the local Caltrans pavement coordinator on the correct treatment. Their recommendation was to use the same polymer modified seal coat Caltrans applied to their district office parking lot in 2019. This treatment can withstand the frequent tire maneuvering in parking lots and should last 6 to 8 years, a similar lifespan to a slurry seal. Additionally, more paving contractors can apply seal coats than slurry seals. This change should allow more contractors to bid on the project.

The project was delayed for a short time while the District evaluated options and costs for renovation of the admin building to meet current social distancing and other workspace related requirements. After adjusting office staff to a partially work-at-home environment, the priority of renovation of the office has fallen behind the priority of road and parking lot maintenance treatments. The project contract documents, specifications and plans were

not included herein due to their size and volume of pages, and are [available on the District website for review](#).

**FISCAL IMPACT:**

The total cost of the project is not to exceed \$175,000 as approved in the 2020/21 budget. If bids are received within the \$175,000 budget, the General Manager will award the contract and submit to the Board for ratification. As stated above, the cost is expected to be much less than the budgeted amount.

**ATTACHMENTS:**

1. Resolution 48-2020
2. [Project plans and specification](#) (link only)

**RESOLUTION 48-2020**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING THE DISTRICT PAVEMENT REHABILITATION PROJECT AND AUTHORIZE THE GENERAL MANAGER TO PROCEED WITH PUBLIC BIDDING**

**WHEREAS**, the Groveland Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

**WHEREAS**, the District Engineer has determined through internal inspection that the District office access road and parking lot has significant wear and aging and that this condition should not be allowed to continue as asphalt failure will worsen exponentially resulting in increased future repair and maintenance costs; and

**WHEREAS**, The Pavement Rehabilitation at District's Office (Phase 1) project was originally advertised from May 4, 2020 to June 16, 2020, and due to bid defects, the board rejected all bids at the July 14, 2020 board meeting; and

**WHEREAS**, after modification of pavement rehabilitation project plans and specifications the District Engineer is prepared to issue a revised Notice to Bidders following Board approval.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Directors of Groveland Community Services District adopts Resolution 48-2020 Approving the District Pavement Rehabilitation Project and Authorize the General Manager to Proceed with Public Bidding.

**WHEREFORE**, this Resolution is PASSED, APPROVED, and ADOPTED by the Board of Directors of the Groveland Community Services District on October 13, 2020, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

ATTEST:

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Jennifer L. Flores, Secretary

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Janice Kwiatkowski, President - Board of Directors

**CERTIFICATE OF SECRETARY**

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on October 13, 2020.

DATED: \_\_\_\_\_



**BOARD MEETING AGENDA SUBMITTAL**

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**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** October 13, 2020

**SUBJECT:** Agenda Item 6I: Discussion of Options to Provide Law Enforcement within the District Boundaries

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**RECOMMENDED ACTION:**

Staff recommends the following action:

*No specific action is recommended by staff, however board input and direction is appropriate, if any.*

**BACKGROUND:**

During September's Regular board meeting, Director Edwards brought up concerns regarding the lack of Law Enforcement in the Groveland/Big Oak Flat area and within the District area. Director Edwards requested that this item be placed on the Agenda to discuss law enforcement concerns and options.

**FISCAL IMPACT:**

None

**ATTACHMENTS:**

None