



## 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

August 11, 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:**

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

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

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

#### **HOW TO SUBMIT PUBLIC COMMENTS:**

**Written/ Read Aloud:** Please email your comments to [board@gcsd.org](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. 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**

August 11, 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 July 14, 2020 Regular Meeting
- B. Approve Minutes from the July 20, 2020 Special Meeting
- C. Approve Minutes from the July 28, 2020 Special Meeting
- D. Accept July 2020 Payables
- E. Waive Reading of Ordinances and Resolutions Except by Title
- F. Authorization to Amend the Capital Budget to Include the Purchase a Honda Pioneer ATV, Using Savings Generated from Lower Vehicle Purchase Costs
- G. Formation of a Committee to Work with Management in the Development of a Countywide Joint Powers Authority for Fire Services and the Upcoming Planned Fire Funding Measure

## 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. Consideration of Approval to Join with the County, Fire Districts and Other Fire Agencies Throughout the County to Develop a Joint Powers Authority or Other Mechanism to Solidify and Enhance Fire Services, Collaborate and Share Resources, Assist in a Unified Public Information Campaign Regarding a Fire Ballot Measure and Share in the Related Election Costs
- B. Adoption of a Resolution Approving an Agreement with NBS Government Financial for a Development Impact Fee Study
- C. Adoption of a Resolution Approving Agreement with Pacific Gas and Electric Company (PG&E) and Authorizing Execution of Easement Grant Deeds Related to the Proposed Permanent Interconnection Hub Planned to be Installed Near Mary Laveroni Park
- D. Consideration of Strategies Related to Reducing the District CALPERS Unfunded Liability
- E. Authorization for Use of Mary Laveroni Park as a Drive Through Chili Pickup Location for the Chamber of Commerce Chili Cook Off Fundraiser- Jenn
- F. Adoption of a Resolution Awarding Contract to the Lowest Bidder for the Second Garrotte and Big Creek Clearwell Rehabilitation Project

## 7. Adjournment

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

18966 Ferretti Road Groveland, CA 95321

Staff Report  
August 11, 2020

To: Board of Directors

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

Subject: Monthly Activity Report – July 1, 2020 to July 31, 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
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:

- Structure Fire Operations
- Wildland Fire Operations
- Ladder Evolutions
- Low Angle Rope Rescue Operations (LARRO)
- Multi-Purpose Device (MPD)
- Self-Contained Breathing Apparatus Evolutions
- FAE Donabedian assisted as an adjunct with Firefighter Academy at the CAL FIRE Training Center in Ione.

**Defensible Space Inspections:**

Inspections: 404  
Compliant: 224  
Non-compliant:180

**Facility Improvements:**

Renovation of the Groveland Fire Station #1 has started with replacement of the gutters and wood siding on the west exterior wall. Painting will begin soon beautifying Downtown Groveland. The continued improvements to enhance the facility support our firefighting personnel and assist in the delivery of excellent emergency services to the Groveland community.



**MONTH - July 2020**

**STATION 78**

Alarm Sounding	5
Odor Investigation	0
Debris Fire	0
Medical Aid	31
Fire Menace Standby	3
Fire Other	0
Haz Mat	0
Landing Zone	0
Plane/Heli Crash	0
Public Assist	13
Smoke Check	2
Structure Fire	0
Commercial Structure Fire	0
Vegetation Fire	0
Vehicle Accident	2
Vehicle Accident/Pin in	0
Vehicle Fire	0
<b>TOTAL</b>	<b>56</b>



Auto Aid	Given
Tuolumne County	2

(54 calls in GCSD district, 2 calls in Tuolumne County)

**Last Call Logged Run # TCU 008596**



# Operations Report

Month of Review: July 2020

### Information Provided by:

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

### Wastewater Treatment Plant Flows

#### Influent Totals From: June 2020

<b>Total</b>	4.14 MG
<b>High</b>	.17 MG
<b>Low</b>	.11 MG
<b>Average</b>	.13 MG

#### Effluent Totals From: Plant: June 2020

<b>Total</b>	4.30 MG
<b>High</b>	.21 MG
<b>Low</b>	.11 MG
<b>Average</b>	.14 MG

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

Year	Total Rainfall-inches
2020	0
2019	0
2018	0
2017	0
2016	0
Current Season Total	0

#### Wasting Totals

<b>Total Inches</b>	455
<b>Total Pounds</b>	7853

#### 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: 1561



## 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
- Replaced the gate valve for Res 1 bypass pump
- Replaced E-Basin blower number 1 and serviced all other blowers
- Rebuilt the OSG unit at the Sewer Treatment Plant

## Wastewater Collections Department

- Completed all Preventative Maintenance Check Sheets (PMCS) at all Lift Stations (weekly)
  - 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
- Cleaned Lift Station 9, 10, 11, 12, 13, 14 and 15
- Replaced the Pressure Transducer at Lift Station 11
- Repaired spray fields 3 and 4 roads
- Completed manhole inspections for Lift Station 16 (BOF), Groveland and Twin Pines gravity lines. 151 Total manholes were opened and inspected
- Replaced floats at Lift Station 2
- Repaired and cleaned up SSO @19419 Pleasant View Dr



Manhole Spilling due to root blockage



Root that was removed to restore flow

## 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
- Completed OSG maintenance for both Water Treatment Plants BC and 2G

## 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)
- Flushed dead ends
- Replaced water service @ Miller Brothers Automotive

Meter Related Services	Total
Check/repair meter	0

Install water meter	0
Monthly Meter Restrictions	0
Meter change outs	0
Read tenant out	5
Re-Read	80
Turn off meter	0
Turn on meter	2
Test meter	1
<b>Total Distribution Issues</b>	<b>88</b>

Active Water Accounts:3253

Billed Consumption 2020		Gallons
Residential		11760774
Commercial		806351
Billed Consumption 2019		Gallons
Residential		9861716
Commercial		913966

## Construction and Maintenance

Description	Water	Sewer
Main line leaks	0	0
Main line break	0	0
Service leaks	0	0
Service breaks	0	0
Fire Hydrant replaced/repaired	0	0

<b>Totals Per Service</b>	<b>0</b>	<b>0</b>
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### 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
- Completed generator checks on all District standby generators
- Rewired the block heater for the BC Generator
- Serviced Truck 786
- Serviced truck 6 engine cooling system and replaced thermostat and radiator cap
- Serviced and replaced front brakes on Truck 9
- Serviced Truck 10
- Performed manual exhaust regen on Truck 17
- Serviced Truck 18
- Cleaned and greased the Old Dump Truck
- Cleaned and greased the Old Backhoe
- Replaced hydraulic filter and hydraulic hoses and greased Kabota Tractor

### Projects/Contract Work

- GIS Program
  - Unit 7
  - Unit 8
  - Unit 9
  - Unit 10
- Presidio Systems, Inc Hydro-flushed and CCTV 7,200 feet of sewer main leading to Lift Station 5
- Hessler Construction continued working on the District 2020 Building Project

### After Hour Calls

- Staff had 6 after hour calls: 4 Water 2 Sewer all resolved

## Workplace Safety and Training

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

- Daily Tailgate Meetings
- Weekly Safety Meetings
- Weekly Security Checks
- Weekly Vehicle inspection

**REGULAR MEETING OF THE BOARD OF  
DIRECTORS GROVELAND COMMUNITY SERVICES  
DISTRICT GROVELAND, CALIFORNIA**

**July 14, 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, John Armstrong, and Spencer Edwards being present. Also present was Administrative Services Manager Jennifer Flores, Administrative Services Technician II Rachel Pearlman, Operations Manager Luis Melchor, and General Manager Pete Kampa.

**Call to Order**

Director Kwiatkowski called the meeting to order at 10:02am.

**Absent:** Director Armstrong

**Approve Order of Agenda**

Motion

*Director Swan moved, seconded by Director Mora 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**

None.

Director Armstrong joined the meeting at 10:09am.

**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

**B. Proclamations**

- i. Recognition of Staff Anniversaries and Accomplishments
- ii. Resolution Commending Fire Captain Kevin Siville for his Efforts and Accomplishments While Serving the Groveland Fire Department

Motion

*Director Armstrong moved, seconded by Director Edwards and the motion passed unanimously by roll call to approve Resolution 31-2020 Commending Fire Captain Kevin Siville for his efforts and accomplishments while serving the Groveland Fire Department.*

## 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 June 9, 2020 Regular Meeting
- B. Approve Minutes from the June 23, 2020 Special Meeting
- C. Accept June 2020 Payables
- D. Ratification of the Development Impact Fee Review Committee Assignments
- E. Authorization to Apply for the California Fire Foundation Fire Relief & Prevention Grants in an Amount Not to Exceed \$15,000 to Continue the Defensible Space Inspection Program
- F. Reject all Bids Submitted for the Groveland Community Services District Pavement Rehabilitation Project
- G. Waive Reading of Ordinances and Resolutions Except by Title

### Motion

*Director Kwiatkowski moved, seconded by Director Swan and the motion passed unanimously by roll call to remove item F for further discussion.*

## 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.

- F. Reject all Bids Submitted for the Groveland Community Services District Pavement Rehabilitation Project

### Motion

*Director Swan moved, seconded by Director Kwiatkowski and the motion passed unanimously by roll call to reject all bids submitted for the Groveland Community Services District Pavement Rehabilitation Project and directed staff to hold off on project for further discussion.*

## A. Public Hearing

The District will Conduct a Public Hearing to Receive Public Comment and Input for the Placement of Delinquent Charges for FY 2019-20 on Property Tax Rolls

- i. Adoption of a Resolution Approving the Placement of Delinquent Charges for FY 2019-20 on Property Tax Rolls

Director Kwiatkowski opened the public hearing at 11:02am.

Public Comment  
None.

Director Kwiatkowski closed the public hearing at 11:06am.

Motion

*Director Armstrong moved, seconded by Director Swan and the motion passed unanimously by roll call to approve Resolution 32-2020 approving the Report of Unpaid Charges and Delinquencies for FY 2019-20 and Authorizing Staff to File the Report and Resolution with the Tuolumne County Auditor on or before August 1, 2020 to Collect the Delinquent Charges.*

- B. Consideration of Providing Direction on a Potential Special Tax Measure for the November 2020 Ballot to address Revenue for the Groveland Fire Department

Motion

*Director Kwiatkowski moved, seconded by Director Mora and the motion passed unanimously by roll call to Direct the General Manager to work closely with the County on a special tax measure for fire services and prepare the documentation and actions necessary to prepare the measure for consideration by voters.*

Director Kwiatkowski called for a recess at 12:00pm.

The meeting reconvened at 12:05pm.

- C. COVID-19 Response Update Report Regarding the Status and Timeline of Reopening the District Office to Customers, Office Staffing and Board Meeting Venue

Director Edwards left the meeting at 1:19pm.

- D. Adoption of a Resolution Approving an Electronic Signature Policy

Motion

*Director Swan moved, seconded by Director Kwiatkowski and the motion passed by roll call to approve Resolution 33-2020 adopting an Electronic Signature Policy.*

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

*Absent: Directors Edwards*

Director Swan left the meeting at 1:24pm.

- E. Adoption of a Resolution Approving a Plan Check and Inspection Agreement for the Construction of Water System Improvements to Serve the Airport Estates Development

Motion

*Director Kwiatkowski moved, seconded by Director Armstrong and the motion passed by roll call to approve Resolution 34-2020 a Plan Check and Inspection Agreement for the Construction of Water System Improvements to serve the Airport Estates Development.*

*Ayes: Directors Kwiatkowski, Mora, and Armstrong*

*Absent: Directors Swan and Edwards*



Director Swan returned to the meeting at 1:25pm.

Director Edwards returned to the meeting at 1:25pm.

- F. Adoption of a Resolution Requesting the Tuolumne County LAFCO Take Proceedings for the Annexation of the Airport Estates Subdivision Parcels to the Groveland CSD

Motion

*Director Armstrong moved, seconded by Director Swan and the motion passed unanimously by roll call to approve Resolution 35-2020 requesting the Tuolumne County LAFCO take proceedings for the Annexation of the Airport Estates Subdivision Parcels to the Groveland CSD.*

- G. Consideration of a Communications Partnership Arrangement with Internet Service Provider Cal.net Related to Use of District Facilities and Provision of Broadband Internet Services to the Communities of Groveland and Big Oak Flat Including District Facilities

Motion

*Director Kwiatkowski moved, seconded by Director Mora and the motion passed unanimously by roll call to Consider a Communications Partnership Arrangement with Internet Service Provider Cal.net Related to Use of District Facilities and Provision of Broadband Internet Services to the Communities of Groveland and Big Oak Flat Including District Facilities.*

Appointments

Timed agenda items will be heard immediately after the lunch break, as close as possible to the time stated.

- H. (12:30 PM) Presentation and Proposal on the PHI Cares Membership Program Offered by PHI Air Medical, who Provides Emergency Medical Air Transportation Services

**Adjournment**

Meeting adjourned at 1:44pm.

APPROVED:

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

ATTEST:

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

**SPECIAL MEETING OF THE BOARD OF  
DIRECTORS GROVELAND COMMUNITY SERVICES  
DISTRICT GROVELAND, CALIFORNIA**

**July 20, 2020  
10:00 a.m.**

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

**Call to Order**

Director Kwiatkowski called the meeting to order at 10:00am.

Absent: Directors Mora and Swan

**Public Comment**

None.

Director Swan joined the meeting at 10:15am.

Director Mora joined the meeting at 10:20am.

**Discussion and Action Items**

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

- A. Presentation Regarding the Potential for Formation of a Community Facilities District to Fund Fire and Emergency Response Services Outside of the District Boundaries
- B. Discussion and Possible Action Regarding a Response to the Draft Environmental Impact Report for the Terra Vi Lodge Yosemite Project

Motion

*Director Kwiatkowski moved, seconded by Director Mora and the motion passed unanimously by roll call to direct staff to submit a response letter to the County per discussion at meeting for the Draft Environmental Impact Report for the Terra Vi Lodge Yosemite Project.*

- C. Discussion and Possible Action Regarding a Response to the Draft Environmental Impact Report for the Under Canvas Project

Motion

*Director Kwiatkowski moved, seconded by Director Mora and the motion passed unanimously by roll call to direct staff to submit a response letter to the County per discussion at meeting for the Draft Environmental Impact Report for the Under Canvas Project.*

**Adjournment**

Meeting adjourned at 12:19pm.

APPROVED:

Janice Kwiatkowski, President

ATTEST:

Jennifer L. Flores, Board Secretary

DRAFT

**SPECIAL MEETING OF THE BOARD OF  
DIRECTORS GROVELAND COMMUNITY SERVICES  
DISTRICT GROVELAND, CALIFORNIA**

**July 28, 2020  
10:00 a.m.**

The Board of Directors of Groveland Community Services District met via zoom in special 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, Administrative Services Technician II Rachel Pearlman, Operations Manager Luis Melchor, and General Manager Pete Kampa.

**Call to Order**

Director Kwiatkowski called the meeting to order at 10:02am.

Absent: Directors Armstrong and Mora.

**Public Comment**

None.

Director Mora joined the meeting at 10:10am.

**Discussion and Action Items**

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

- A. Presentation of a 4<sup>th</sup> Quarter 2019-2020 FY Financial Report
- B. Review and Update of the 2020-2022 Management Objectives Which Identify Management Actions Intended to Accomplish the Goals of the Board of Directors

Motion

*Director Swan moved, seconded by Director Edwards and the motion passed by roll call to receive and file the management goals and objectives.*

*Ayes: Director Kwiatkowski, Swan, and Edwards*

*Absent: Directors Armstrong, and Mora*

Director Mora left the meeting at 11:00am.

Director Mora joined the meeting at 11:21am.

Director Mora left the meeting at 11:22am.

Director Mora joined the meeting at 11:24am.

Director Mora left the meeting at 11:26am.

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

Motion

Director Swan moved, seconded by Director Edwards and the motion passed by roll call to approve of Contract Change Order with Citygate Associates in an amount not to exceed \$10,000 for additional professional consulting related to Fire and Emergency Services.

Ayes: Director Kwiatkowski, Swan, and Edwards

Absent: Directors Armstrong, and Mora

Director Swan left the meeting at 12:25pm.

Director Swan joined the meeting at 12:25pm.

**Adjournment**

Meeting adjourned at 12:53pm.

APPROVED:

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

ATTEST:

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



# ACCOUNTS PAYABLE CHECK LISTING

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

# Accounts Payable Checks



User: dpercoco  
Printed: 8/6/2020 12:22:16 PM

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
19203	Ame09	American Flow Control	7/29/2020	True	AFC Semper RPM impulse, LTE Cat/1 Verizon, Li Battery	\$3,123.58
19204	Ari01	Arizona Pneumatic Systems, Inc.	7/29/2020	True	1 es. Gaembsa Blower for Air digester & E Basin	\$3,533.00
19205	ATT03	AT&T	7/29/2020	True	Fire Dept Uverse	\$286.80
19206	Ban03	Banks Glass	7/29/2020	True	1 ea. Sneeze guard-glass installed	\$542.93
19207	UB*02626	Bolar, William & Rochelle	7/29/2020	True	Refund Check	\$150.80
19208	BRE01	Breshears, W. H.	7/29/2020	True	Fuel & Oil	\$2,077.03
19209	UB*02621	Brogan, Patricia	7/29/2020	True	Refund Check	\$17.33
19210	Cro04	Crook Logging Inc.	7/29/2020	True	9.37 acres for Jones Hill Fuel Break project-Grant	\$27,641.50
19211	CWEA	CWEA	7/29/2020	True	Anthony Trujillo GR 1 renewal, membership renewal	\$283.00
19212	UB*02628	Duerr, Troy	7/29/2020	True	Refund Check	\$273.55
19213	EDIS01	E.D.I.S.	7/29/2020	True	Operations Supplemental Health Insurance-60%	\$1,130.00
19214	UB*02627	EDNER, C	7/29/2020	True	Refund Check	\$134.00
19215	UB*02629	Fogle, George & Sandy	7/29/2020	True	Refund Check	\$6.46
19216	Gar01	Garton Tractor Inc.	7/29/2020	True	Hydro filter for Kubota tractor	\$137.94
19217	Gol08	Golden Bell Products, Inc.	7/29/2020	True	Degreaser, sponges, Golden bio blocks for Lift Station Maint	\$3,838.91
19218	GRA04	Grainger	7/29/2020	True	Water Distribution supplies	\$149.50
19219	H&S	H & S Parts and Service	7/29/2020	True	Hydro hoses for Kubota tractor	\$114.20
19220	ind04	Industrial Electrical Co.	7/29/2020	True	Lift Station #11 Generator repair	\$7,191.14
19221	ITR01	Itron Electric Metering Co Inc	7/29/2020	True	Quarterly Hardware Maint-Handhelds	\$808.17
19222	UB*02616	Langford, Victor & Jennifer	7/29/2020	True	Refund Check	\$177.39
19223	UB*02622	Leary, Burton	7/29/2020	True	Refund Check	\$32.99
19224	UB*02624	Martin, Steve & Diane	7/29/2020	True	Refund Check	\$190.62
19225	Moo06	Moore Ranch Trucking	7/29/2020	True	1 load 3/4 road bas for yard	\$525.00
19226	UB*02623	Parker, Michael & Courtney	7/29/2020	True	Refund Check	\$22.43
19227	UB*02618	Perry, John	7/29/2020	True	Refund Check	\$319.86
19228	pin04	Pine Alley Saw Shop	7/29/2020	True	3 ea. 2 stroke oil mix for equipment	\$76.42
19229	UB*02625	Pipal, Dennis	7/29/2020	True	Refund Check	\$47.57
19230	Pri04	PLIC-SBD Grand Island	7/29/2020	True	Monthly Dental, Vision, Life & LTD Insurance	\$3,472.69
19231	UB*02615	Revocable Trust, The 2002 Austin C. Parlette	7/29/2020	True	Refund Check	\$104.45
19232	Ron01	Roni Lynn	7/29/2020	True	Social Media Management	\$2,600.00
19233	Safety-K	Safety-Kleen Systems	7/29/2020	True	Maintenance on Parts Washer	\$507.62
19234	UB*02619	Sasada, Carol	7/29/2020	True	Refund Check	\$49.15
19235	UB*02614	Scully, Michael & Nancy	7/29/2020	True	Refund Check	\$288.27

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
19236	Sie17	Sierra Instant Printing	7/29/2020	True	Letterhead and envelopes	\$657.28
19237	UB*02613	SPRINGER, JAMES	7/29/2020	True	Refund Check	\$36.55
19238	Sta15	Staples Credit Plan	7/29/2020	True	Office Supplies	\$688.58
19239	SWR02	SWRCB	7/29/2020	True	Steve Buid Wastwater Grade 1 exam	\$120.00
19240	Syn02	Synapse Technologies Inc.	7/29/2020	True	Cloud Subscription, Document Management software/install	\$8,275.00
19241	TMC01	TMC Construction	7/29/2020	True	Tree removal & clearing for LS#2	\$2,200.00
19242	Tra04	Trakstar	7/29/2020	True	Trakstar Performance Management Software subscription for 2 yrs.	\$4,370.00
19243	UMP01	UMPQUA Bank	7/29/2020	True	5 ea. Microsoft keyboards and 5 ea. Microsoft Surfaces for Board	\$5,554.32
19244	UB*02617	Walter, Sarah	7/29/2020	True	Refund Check	\$93.91
19245	UB*02620	Wilson, John & Jeanne	7/29/2020	True	Refund Check	\$68.10
19246	UB*02187	Wright, Eddie & Owena	7/29/2020	True	Refund Check	\$5.10
19247	ZEE01	Zee Medical Service Co	7/29/2020	True	First Aid Supplies	\$151.49
902170	FedEFTPS	Federal EFTPS	7/27/2020	True	941 X Amendment for \$300 PR Underreport PK	\$45.90
19190	am01	AM Consulting Engineers, Inc.	7/22/2020	True	Bidding Services, Prep of Addendum #1 for District Parking Lot	\$13,940.52
19191	AQU01	Aqua Labs	7/22/2020	True	060 Sewer Tests	\$2,970.00
19192	ATT02	AT&T	7/22/2020	True	Monthly Cal Net phone service	\$501.56
19193	ATTL02	AT&T	7/22/2020	True	AT&T Long Distance	\$1.48
19194	CA Dept	CA Dept of Tax/Fee Administration	7/22/2020	True	Diesel fuel taxes	\$377.00
19195	den01	De Nora , Water Technologies INC	7/22/2020	True	Onsite Chlorine Generator Rebuild	\$27,796.93
19196	EDIS01	E.D.I.S.	7/22/2020	True	Admin Supplemental Health Ins. 40%	\$2,446.48
19197	gilb01	Gilbert Associates, Inc.	7/22/2020	True	CPA Services	\$3,100.00
19198	Min01	Miner's Mart	7/22/2020	True	3 Fuel purchases	\$199.18
19199	neu01	Neumiller & Beardslee	7/22/2020	True	Legal Services	\$5,867.50
19200	Sprbrk	Springbrook Holding Co. LLC	7/22/2020	True	Monthly C/C Web Pmt Fees	\$1,211.35
19201	Sta15	Staples Credit Plan	7/22/2020	True	Office Supplies	\$177.20
19202	Wood01	Wood Rodgers, Inc.	7/22/2020	True	Professional Services through 6/30/20 for Sewer Master Plan	\$30,353.75
115784	OE3	Operating Engineers Local #3	7/20/2020	True	PR Batch 00002.07.2020 Oper Engin Union Dues	\$336.05
902164	CAL09	CalPers 457 Plan Administrator	7/20/2020	True	PR Batch 00002.07.2020 CalPers Def Comp	\$1,000.00
902165	DCSS	Dept of Child Support Services	7/20/2020	True	PR Batch 00002.07.2020 Wage Garnish Child Support	\$205.03
902166	EDD01	EDD - Electronic	7/20/2020	True	PR Batch 00002.07.2020 State Income Tax	\$2,169.54
902167	FedEFTPS	Federal EFTPS	7/20/2020	True	PR Batch 00002.07.2020 FICA Employee Portion	\$13,306.00
902168	PER01	Pers - Electronic	7/20/2020	True	PR Batch 00002.07.2020 2nd Tier PERS	\$8,572.99
902169	TD 457	TD Ameritrade Trust Co.	7/20/2020	True	PR Batch 00002.07.2020 457 Deferred Compensation	\$980.00
19140	AME02	American Textile & Supply	7/14/2020	True	7 boxes of Terry Ragbox	\$2,217.89
19141	AQU01	Aqua Labs	7/14/2020	True	050 Water Tests	\$4,670.00
19142	aqu5	Aqua Sierra Controls Inc.	7/14/2020	True	IT Services	\$15,310.32
19143	Bla01	Blizzard, Ben	7/14/2020	True	Backflow testing	\$585.00
19144	Buie	Buie, Steven	7/14/2020	True	Reimburse for Boots/Uniforms	\$199.71
19145	BUR01	Burton's Fire Inc	7/14/2020	True	PTO Pressure switch for FD #781	\$1,715.16
19146	CAR06	Carbon Copy Inc.	7/14/2020	True	Monthly Copier Usage	\$44.99
19147	COL03	Columbia Communications	7/14/2020	True	Holding system reprogramming for pagers Operations	\$75.00
19148	Datapro	Dataprose LLC Attn AR	7/14/2020	True	Monthly UB Statement Processing	\$1,881.72
19149	Die01	Diehl, Rod	7/14/2020	True	Quarterly Service FD	\$175.00



Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
19150	Eld01	El Dorado Septic Service, Inc.	7/14/2020	True	Sewer line bypass	\$593.75
19151	Fas02	Fastenal	7/14/2020	True	20 boxes safety gloves	\$887.07
19152	GCS02	GCS D	7/14/2020	True	GCS D Water Bill	\$6,752.99
19153	GRA04	Grainger	7/14/2020	True	2 ea. Tank 2 cabinet cooling fans	\$135.68
19154	KC Auto	KC Auto Parts	7/14/2020	True	June Auto Parts	\$711.64
19155	KOM01	Komline-Sanderson	7/14/2020	True	Parts for RAS Pump-WWTP	\$392.54
19156	MOU03	Mountain Oasis Water Systems	7/14/2020	True	Bottled Water	\$155.00
19157	Oreil	O'Reilly Auto Parts	7/14/2020	True	June Auto Parts	\$394.72
19158	per04	Percoco, Ronald	7/14/2020	True	Monthly Uniform Laundering	\$1,692.00
19159	PGE01	PG&E	7/14/2020	True	Monthly Electric Charges	\$510.85
19160	pml01	PML Hardware & Supply Inc.	7/14/2020	True	June Hardware supplies	\$1,322.74
19161	SFPUC	San Francisco Public Utilities Commission	7/14/2020	True	Monthly Water Purchase	\$16,673.92
19162	SIE03	Sierra Motors	7/14/2020	True	Fuel filter assembly for U786	\$140.26
19163	TUO01	Tuo. Co. Public Power Agency	7/14/2020	True	Public Power Purchase	\$13,734.19
19164	Tuo14	Tuolumne County Recorder	7/14/2020	True	3 Sat of Liens * \$20 ea	\$60.00
19165	UMP01	UMPQUA Bank	7/14/2020	True	District Credit Card Purchases	\$1,384.89
19166	UNI01	Union Democrat	7/14/2020	True	Notice of Property Owner Tax Liens	\$274.50
19167	Ver02	Verizon Wireless 5298	7/14/2020	True	Equipment purchase-cell phone	\$1,252.88
19168	Ver03	Verizon Wireless 7706	7/14/2020	True	Monthly Auto Dialers	\$140.11
19169	BLU01	Anthem Blue Cross	7/14/2020	True	Monthly Group Health Ins. August	\$15,427.70
19170	DIS01	Dish Network	7/14/2020	True	Satellite TV for FD	\$62.55
19171	DRU01	Drugtech Toxicology Services, LLC	7/14/2020	True	Consortium DOT Tests	\$76.00
19172	flo01	Flores, Jennifer	7/14/2020	True	6/20-7/19/20 Internet Stipend	\$100.00
19173	GRA04	Grainger	7/14/2020	True	2 person stagne 14 feet for working over basins on WWTP	\$891.53
19174	Int03	IBS of Sacramento Valley	7/14/2020	True	8 ea. UPS batteries	\$179.41
19175	Kam02	Kampa, Peter	7/14/2020	True	6/20-7/19/2020 Internet Stipend	\$100.00
19176	KC01	KC Courier, LLC	7/14/2020	True	Monthly Courier Service	\$372.38
19177	dic02	Matthew Dickens	7/14/2020	True	2 pair of boots reimbursed- Boot barn	\$498.47
19178	Min01	Miner's Mart	7/14/2020	True	COVID Cleaning supplies	\$239.65
19179	Mitel	Mitel	7/14/2020	True	District Telephone Service	\$350.82
19180	MOO01	Moore Bros. Scavenger Co., Inc.	7/14/2020	True	Garbage Service	\$494.40
19181	MOT03	Mother Lode Answering Service	7/14/2020	True	Monthly Call Forward/Paging	\$218.28
19182	Oreil	O'Reilly Auto Parts	7/14/2020	True	Auto Parts	\$128.70
19183	Pea01	Pearlman, Rachel	7/14/2020	True	6/20-7/19/20 Internet Stipend	\$100.00
19184	R&B	R & B Company	7/14/2020	True	Water Distribution Service Line Repair	\$4,581.97
19185	SUE01	Ray Sues Insurance & Invst	7/14/2020	True	Retired Members Medical	\$5,063.98
19186	SDR01	SDRMA	7/14/2020	True	2021/21 Workers Comp Annual invoice 82% Mod Factor	\$29,619.38
19187	Stream	Streamline	7/14/2020	True	Quarterly Web Maintenance	\$600.00
19188	Tuo17	Tuolumne-Stanislaus IRWMA	7/14/2020	True	2020-2021 T-S IRWMA Membership Joint Powers Authority	\$6,272.00
19189	Van01	VanDyk, Renee	7/14/2020	True	6/20-7/19/2020 Internet Stipend	\$100.00
115781	Rabo02	Mechanics Bank	7/8/2020	True	Debra Lucas Jul-Sep 2020 HSA	\$712.50
115782	MOT05	Oak Valley Community Bank	7/8/2020	True	Steve Williamson Jul-Sep 2020 HSA	\$712.50
115783	OE3	Operating Engineers Local #3	7/8/2020	True	PR Batch 00001.07.2020 Oper Engin Union Dues	\$336.05

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
902158	CAL09	CalPers 457 Plan Administrator	7/8/2020	True	PR Batch 00001.07.2020 CalPers Def Comp	\$1,000.00
902159	DCSS	Dept of Child Support Services	7/8/2020	True	PR Batch 00001.07.2020 Wage Garnish Child Support	\$205.03
902160	EDD01	EDD - Electronic	7/8/2020	True	PR Batch 00001.07.2020 SDI - Employee	\$2,106.82
902161	FedEFTPS	Federal EFTPS	7/8/2020	True	PR Batch 00001.07.2020 Medicare Employer Portion	\$13,140.89
902162	PER01	Pers - Electronic	7/8/2020	True	PR Batch 00001.07.2020 2nd Tier PERS	\$248,185.34
902163	TD 457	TD Ameritrade Trust Co.	7/8/2020	True	PR Batch 00001.07.2020 457 Deferred Compensation	\$980.00
19105	BLU01	Anthem Blue Cross	7/1/2020	True	Monthly Group Health Ins.	\$18,490.43
19106	CAD01	CALCAD	7/1/2020	True	Annual DashGIS 12-Month Hosting Contract 7/1/20-6/30/21	\$5,940.00
19107	Cap1	Capital One Public Funding	7/1/2020	True	Capital One Sewer Impr Loan-Principal Loan#100963531	\$52,918.90
19108	Con06	Conifer Communications	7/1/2020	True	Internet Service-Quarterly	\$1,004.55
19109	Dept Wtr	Department Of Water Resources	7/1/2020	True	2020/21 Groveland Dam Wastewater Reclamation Permit	\$10,819.97
19110	DRU01	Drugtech Toxicology Services, LLC	7/1/2020	True	Consortium DOT Tests	\$76.00
19111	EDIS01	E.D.I.S.	7/1/2020	True	Admin Supplemental Health Ins. 40%	\$2,279.91
19112	FP Mail	FP Mailing Solutions	7/1/2020	True	Quarterly Postage Machine Rental	\$286.36
19113	ITR01	Itron Electric Metering Co Inc	7/1/2020	True	Quarterly Hardware Maint-Handhelds	\$769.69
19114	jac01	Jack Henry & Associates, Inc.	7/1/2020	True	Annual Remit Deposit Maintenance Contract	\$1,620.00
19115	Mitel	Mitel	7/1/2020	True	District Telephone Service	\$350.93
19116	PIN03	Pine Mt. Lake Association	7/1/2020	True	2020/2021 Annual GCSD Space Rental	\$5,000.00
19117	Pri04	PLIC-SBD Grand Island	7/1/2020	True	Monthly Dental, Vision, Life & LTD Insurance	\$3,472.69
19118	SUE01	Ray Suess Insurance & Invst	7/1/2020	True	Debra Percoco Medicare	\$5,069.98
19119	SDR01	SDRMA	7/1/2020	True	Liability Insurance	\$141,390.29
19120	Sprbrk	Springbrook Holding Co. LLC	7/1/2020	True	Annual Springbrook Maintenace 7/1/20-6/30/21	\$13,918.00
					Employee Direct Deposit	\$71,595.00
					<b>Total</b>	<b>\$939,576.66</b>



## **BOARD MEETING AGENDA SUBMITTAL**

**TO:** GCSB Board of Directors  
**FROM:** Peter Kampa, General Manager  
**DATE:** August 11, 2020  
**SUBJECT:** Agenda Item 4F. Authorization to Amend the Capital Budget to Include the Purchase a Honda Pioneer ATV, Using Savings Generated from Lower Vehicle Purchase Costs

---

### **RECOMMENDED ACTION:**

Staff recommends the following action:

***I move to approve the consent Agenda as presented.***

*(Approval of the Consent Agenda will authorize amendment of the Capital Budget to include the purchase of a Honda Pioneer ATV, using savings generated from lower vehicle purchase costs)*

### **BACKGROUND:**

District policy allows the General Manager to move money among budget categories so long as the total budget for a fund is not exceeded. In addition, it is customary and good accounting practice to have the board approve changes to the Capital Budget (schedule of purchases) and accordingly this item is included for approval in the Consent Agenda of this meeting.

The District's vehicle replacement program provides for purchasing new trucks before the old, existing trucks wear to the point that maintenance costs or vehicle safety concerns increase significantly. Two trucks are scheduled for replacement in the 2020/21 fiscal year and have been bid and purchase orders submitted. The budget for the two trucks was \$70,000 and the actual cost was \$52,656.

Staff has identified the need for a more versatile off-road type vehicle to perform inspections and maintenance on easements, district properties and other locations where truck access is limited. Staff has selected a Honda Pioneer ATV as the appropriate vehicle and savings from the purchase of the two vehicles will be used to fund the purchase without increase to the overall budget. An amendment to the Capital budget to include the purchase of this vehicle is appropriate for accounting documentation purposes.

### **ATTACHMENTS:**

Revised Capital Budget Schedule

### **FINANCIAL IMPACT:**

The cost of the ATV is \$18,058, and the savings on the truck purchase is \$17,344, therefore the net budget increase is \$714.

**Groveland Community Services District  
Adopted FY 2020/21 Annual Budget  
Capital Outlay  
Proposed Amendments**

WATER CAPITAL OUTLAY				
CIP Project	2019/20 Approved	2020/21 Adopted	2020/21 Amended August	COMMENTS
Downtown Groveland/BOF Rehab Planning	32,228			
AWS Tank 2 Booster System	5,000			Needs further engineering moved to general expense
General Water Distribution Improv.	30,000	30,000		Ongoing
Water Pump Replacements	13,293	20,000		Ongoing
Big Creek Roof Repairs	20,360			Completed
Admin Parking Lot Upgrade (5 Yr Plan)	56,000	98,000		Moved to 2020-21; waiting for engineering 5 year plan
Mechanic Tools	5,600			Moved to operating cost in general fund expenses
Fuel Tank Painting/Electronic Logging	11,200	50,400		Expanded Project,Maint.-improved use accountability; Fund share
Operations Roof R & M, siding, windows, paint	29,120			
Maint. Window Repl, Gutter in back	2,520			
Admin Building railing, Paint, Siding	28,000			Project started
Computers/Ipads	8,400			Purchased
GPS Unit	10,200			Updated equipment and software for better accuracy
Water Wagon	4,080			Bought new instead of used
Crane Body Truck	98,600			New mechanics truck with crane 2019-20
Washer/Dryer	17,000			Installed
Treatment Plant General Improvements/Replacements	20,000	20,000		Ongoing
Big Creek UV Analyzer	7,361			Purchased
6" Booster Pump Control Valve	9,346			Purchased and installed
Butler Way Booster PS				Engineering design work, construction included in Clearwell project
Finish CL2 Pump				Pump failure
BC/2G Clearwell, Butler				
Water Treatment Plant AC upgrades		11,000		New AC to prevent VFD overheating
Tank #2 Generator/Asphalt Improvement		95,000		Consolidate to one standby generator and asphalt repairs
Truck #6 Replacement		35,000	26,328	New meter truck
Truck #8 Replacement		<del>23,800</del>	17,903	Replace Ford Ranger Truck #8 Fund Share
Honda Poiner ATV			12,279	
District Camera System		14,840		Security camera system; fund share
Tank Mixers for T2, 4 and 5		113,000		Help with Nitrification problem
Server OS Upgrade		17,360		Server upgrade; fund share
Tank 4 Generator		105,000		Replacing one of oldest units that has had multiple mechanical failures.
Big Creek-2G Clearwell, Butler Way Bypass		3,400,000		State grant funded renovation and pump station upgrade
<b>TOTAL WATER CAPITAL OUTLAY</b>	<b>408,308</b>	<b>4,033,400</b>	<b>56,510</b>	
<b>TOTAL CAPITAL OUTLAY (LESS GRANT PROJECTS)</b>		<b>633,400</b>		

**Groveland Community Services District  
Adopted FY 2020/21 Annual Budget  
Capital Outlay  
Proposed Amendments**

SEWER CAPITAL OUTLAY				
CIP Project	2019/20 Approved	2020/21 Adopted	2020/21 Amended August	COMMENTS
LS#16 Sewer Line Improvement	44,350			To be completed
Downtown Groveland/BOF Rehab Planning	128,000			Study complete
OES Flume Diversion	489,151			Project complete
Replace STP Reservoir 1 Valves	40,600			2018-19 Project
Wastewater Pump Replacements	24,000	24,000		Ongoing
Sewer Imp-Headworks, LS2, Irrigation, Sludge Pump, Influent Pump	530,000	1,470,000		Sewer Treatment Plant Improvement Project
Admin Parking Lot Upgrade (5 Yr Plan)	38,000	66,500		Moved to 2020-21 waiting for engineering 5 year plan
Mechanic Tools	3,800			Moved to operating cost
Fuel Tank Painting/Electronic Logging	7,600	34,200		Expanded Project,Maint.-improved use accountability; Fund share
Operations Roof R & M , siding, windows, paint	19,760			Completed
Maint. Window/Repl. Gutter in back	1,710			Completed
Admin Building railing/paint/siding repair	19,000			To be completed
Computers/lpads	5,700			Purchased and installed
GPS Unit	4,800			Updated equipment and software for better accuracy
Water Wagon	1,920			Bought new instead of used
Crane Body Truck	46,400			New mechanics truck with crane 2019-20
Washer/Dryer	8,000			Purchased and installed
Concrete grading by Screw Press	85,000	120,000		Moved to 2020/21 to be bid with Headworks Improvements
Sludge Pump	65,000			Expanded Project, moved to headworks project
LS #10 Control Center Upgrades	10,000			Completed
Culvert Headwall @ Flume	10,000			Became part of FEMA Flume Grant, 25% District cost share
Road Maintenance	80,000	100,000		District roads-Dam-Reservoirs-Spray Fields-Maint. Yard
Bendix Power Pole-LS#11				
CL2 Motor Meter Pump				
Flow Meter Install				
RAS Pump Rebuild (OMAR)				
New Bobcat		45,000		New Bobcat for sludge handling
Truck # 8 Replacement		<del>11,200</del>	8,425	Replace Ford Ranger Truck #8 Fund Share
Honda Pioneer ATV			5,779	
District Camera System		10,070		Security camera system; fund share
Server OS Upgrade		11,780		Server upgrade; fund share
Skate Park Manhole repair/replacemnt		25,000		replaces failed manhole in park
Smart (manhold) Cover System		26,000		Monitors and transmits flow in critical manholes
<b>TOTAL SEWER CAPITAL OUTLAY</b>	<b>1,662,791</b>	<b>1,943,750</b>	<b>14,204</b>	



## **BOARD MEETING AGENDA SUBMITTAL**

**TO:** GCSO Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** August 11, 2020

**SUBJECT:** Agenda Item 4G. Formation of a Committee to Work with Management in the Development of a Countywide Joint Powers Authority for Fire Services and the Upcoming Planned Fire Funding Measure

---

### **RECOMMENDED ACTION:**

Staff recommends the following action:

***I move to approve the Consent Agenda as Presented.***

*(Approval of the Consent Agenda ratifies the board President's formation of a Committee to work with Management in the development of a Countywide Joint Powers Authority for Fire Services and the upcoming planned Fire Funding Measure)*

### **BACKGROUND:**

Board policy authorizes the Board President to appoint committees as needed to accomplish the goals of the District. Board ratification of the committee being formed sanctions the committee meetings as authorized "days service" for the purpose of renumeration. The committee being appointed is planned as a standing committee due to its broad work scope and relatively long-lasting purpose.

### **ATTACHMENTS:**

None

### **FINANCIAL IMPACT:**

Assuming 7 committee meetings over the next seven months between September and March 2021, the cost is \$1050 in Board member stipends.



## **BOARD MEETING AGENDA SUBMITTAL**

**TO:** GCSO Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** August 11, 2020

**SUBJECT:** Agenda Item 6A. Consideration of Approval to Join with the County, Fire Districts and Other Fire Agencies Throughout the County to Develop a Joint Powers Authority or Other Mechanism to Solidify and Enhance Fire Services, Collaborate and Share Resources, Assist in a Unified Public Information Campaign Regarding a Fire Ballot Measure and Share in the Related Election Costs

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### **RECOMMENDED ACTION:**

Staff recommends the following action:

*I move to approve to join with the County, Fire Districts and Other Fire Agencies throughout the County to Develop a Joint Powers Authority or other mechanism to solidify and enhance Fire Services, collaborate and share resources, assist in a unified public information campaign regarding a Fire Ballot Measure and share in the related election costs.*

### **BACKGROUND:**

District management and Fire Chief Andy Murphy have been working diligently with county fire and the chiefs of all fire districts in the creation of a joint powers authority (JPA) or other mechanism to better coordinate and fund fire protection services on a countywide basis. In recent history, this effort is the single most important endeavor on which the District and county have cooperated. A successful outcome means solid fire protection services countywide, in perpetuity. Should the effort fail, the continued existence and viability of many fire departments in the county, and county fire itself, is in serious jeopardy.

The GCSO Board on July 14, 2020 and again on July 20, 2020 confirmed its commitment to cooperate and coordinate with the county on a countywide fire funding measure and organizational mechanism, such as a JPA to levy a special tax and provide a mechanism for enhanced fire services and other benefits countywide. To show united commitment to this effort, the attached letter has been requested of each fire district and the City of Sonora.

Approval of the motion detailed above will allow the Board President to sign the letter on behalf of the Board.

Each fire department, the county and city will be responsible for their proportional share of special election costs if a ballot measure conducted in a special election. The roughly estimated costs are shown below. As you can see, the cost to the District to participate in the election is approximately \$10,510. As further detailed in the table, it is likely that the voter count will increase as the election date approaches; so the amounts will likely increase somewhat.

Voters as of July 17, 2020		
Agency	Voter Count	Approximate Election Cost
Columbia Fire District	446	\$ 2,230
Jamestown Fire District	423	\$ 2,115
MiWuk Fire District	680	\$ 3,400
Strawberry Fire District	67	\$ 335
Tuolumne Fire District	951	\$ 4,755
Groveland Community Services District	2102	\$ 10,510
Twain Harte Community District	916	\$ 4,580
City of Sonora	2659	\$ 13,295
County	24477	\$ 122,385
<b>Total</b>	<b>32721</b>	<b>\$ 163,605</b>

FYI: Voter count usually goes up as the election date comes nearer

The table below estimates the amount of revenue to be generated if the measure is included on the ballot at \$75 per vacant parcel, and \$150 for each developed parcel. The thought is to keep the proposed tax methodology simple and as consistent as possible throughout the county.

Type of parcel	# of parcels	Tax amount per parcel	Revenue generated
Land/Unimproved	807	\$ 75	\$ 60,525
Residential/Improved	3212	\$ 150	\$ 481,800
Commercial/Improved	68	\$ 150	\$ 10,200
Business on unsecured	41	\$ 1	\$ 41
Mobile Home	11	\$ 1	\$ 11
Possessory Interest -	2	\$ 1	\$ 2
<b>Grand Total</b>	<b>4141</b>		<b>\$ 552,579</b>

We have calculated that approximately \$600,000 per year additional revenue is needed to cover the cost of the CALFIRE contracts and replace equipment and fire apparatus' when needed to provide safe and efficient fire and emergency response services.

**ATTACHMENTS:**

Draft letter to the County Board of Supervisors



**FINANCIAL IMPACT:**

This Board action commits the District to approximately \$10,500 in election expenses and possibly an additional \$10,000 in JPA formation legal costs; both to be funded from the Fire Fund.

To the Tuolumne County Board of Supervisors,

As the governing body for the Groveland Community Services District/Groveland Fire Department, we recognize the importance of collaboration in providing fire services for every resident in Tuolumne County. Fires in Tuolumne County do not respect jurisdictional boundaries and the demand for fire services continues to increase while expenses for these services continue to outpace revenue, compelling us to work closely with our fellow districts and departments.

It is our understanding the County intends to hold a special election for a parcel tax for fire services in the spring of 2021. We also understand that attorneys from Tuolumne County, City of Sonora and Groveland Community Services District are working together to develop a recommendation about which mechanism would be best to enable one single ballot measure for all Tuolumne County voters. Furthermore, it is our understanding that should a parcel tax for fire services be approved by the voters, the revenue collected would be distributed to those districts participating in the tax measure based on the number of parcels in each district.

To that end, it is our intent to:

- Join the County's effort in developing one unified ballot measure for a special parcel tax for fire services in spring 2021
- Agree to the attorney-recommended mechanism that allows for that unified ballot measure
- Share the cost of the special election based on the number of registered voters in our district
- Commit to participating in a coordinated public education campaign for the ballot measure, once it is approved
- Continue to collaborate and share resources, where feasible, through a Joint Powers Authority Agreement or other recommended mechanism, after the parcel tax has been placed on the ballot

Sincerely,

Janice Kwiatkowski, President  
Groveland Community Services District Board of Directors



**BOARD MEETING AGENDA SUBMITTAL**

**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** August 11, 2020

**SUBJECT:** Agenda Item 6B. Adoption of a Resolution Approving an Agreement with NBS Financial for a Development Impact Fee Study

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**RECOMMENDED ACTION:**

Staff recommends the following action:

*I move to approve Resolution 36-2020 an agreement with NBS Financial for a Development Impact Fee Study in an amount of not-to-exceed \$42,000.*

**BACKGROUND:**

A request for proposals was developed and approved by the Board for distribution on May 15, 2020. Proposals were due on June 12, 2020 and a total of eight (8) proposals were received from qualified consultants. An ad-hoc committee was formed to review the proposals with staff, and make a recommendation to the Board for contract award. The committee reviewed the proposals individually, and in a committee meeting held August 4, 2020. Numeric scores were compiled and the individual results for each consultant was discussed at length until consensus was received on the recommended consultant.

All proposals received were excellent and consultants very qualified, so the selection was difficult. The committee recommends the Board approve a consulting contract with NBS Government Financial, and direct management to establish a final scope of work meeting the needs of the district.

**ATTACHMENTS:**

NBS Government Financial Proposal

**FINANCIAL IMPACT:**

The approved 2020/21 budget contains \$49,000 for the completion of this study. The NBS budget for the Impact Fee Study is proposed at not-to-exceed \$39,790. It is requested that the approval authorize the contract amount to be increased to up to \$42,000 to provide work scope flexibility during the study.

# GROVELAND COMMUNITY SERVICES DISTRICT

*Proposal for:*

**Development Impact Fee Study**

June 12, 2020



870 Market Street, Suite 1223 San  
Francisco, CA 94102  
Toll free: 800.676.7516

[nbsgov.com](http://nbsgov.com)

June 12, 2020

Jennifer Flores  
Administrative Services Manager  
Groveland Community Services District  
18966 Ferretti Road  
Groveland, CA 95321

**RE: Proposal for Development Impact Fee Study**

Dear Ms. Flores,

We understand that the Groveland Community Services District recently completed an update to its Fire Master Plan, is close to completing updates to its Water and Sewer Master Plan and is seeking budgetary approval for completion of Parks Master Plan. As such, it is excellent timing for a review and update of the District's Development Impact Fee program to ensure fees fund new development's share of capital program needs and comply with the legal requirements of the Mitigation Fee Act.

Impact fee programs for California special districts have nuanced considerations pertaining to data, analysis, local policies, and adoption processes. A special district by nature has different issues and requirements than that of a City or County. NBS specializes in revenue analysis and administration for special districts and the list of references provided exemplifies several recent successful impact fee studies accordingly. As mentioned in the RFP, Groveland's seasonal population "more than triples" its residential population in the summer months. We also provided a reference for a recent project in a California city with seasonal population changes.

We would begin this project by meeting with District staff to hear their ideas regarding the impact fee program and set the best course of action for gathering demographic, facility needs and cost data. We also want to understand the community desires and district policies. Our role in helping any agency establish fees for services is to set the sound and legal maximum, beneath which, community goals and values may influence the fees ultimately imposed. Throughout the process of the Study we will keep the District advised of key decisions and options in line with our 30 years of impact fee industry experience.

Please contact me at 800.676.7516 or via email at [nkissam@nbsgov.com](mailto:nkissam@nbsgov.com) to discuss this important project further. We would genuinely like to work on this project and help the District move forward successfully.

Sincerely,

A handwritten signature in blue ink that reads "Nicole Kissam".

Nicole Kissam  
Director

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# SECTION 1 | COMPANY OVERVIEW

## Qualifications

**Helping communities fund tomorrow.** In 1996, California municipalities were struggling to appropriately implement local funding tools while trying to interpret Proposition 13 and a host of other rules and regulations. Then, Proposition 218 entered the scene making municipal funding even more challenging. Seeing the potentially negative effects this could have on local communities, several experienced and concerned finance and engineering professionals gathered to create NBS.

While the firm originally focused on Special Financing Districts, specifically the formation and administration of special assessments and taxes, we have evolved with our clients' needs. That evolution gave rise to a Financial Consulting practice that focuses legally justified fee design, cost recovery policy, cost allocation, and sustainable water and wastewater utility rate programs. Across all practice areas, we have worked with more than 400 public agencies to date; including cities, counties, municipal utilities, and special purpose districts.

Our primary areas of continual investment include the highest-quality training, software and technology. In an effort to control overhead and maximize local understanding, many team members operate out of satellite offices spanning California and reaching as far as Colorado.

NBS Company Structure	
<b>Established:</b>	May 13, 1996
<b>Structure:</b>	California S-Corporation
<b>Legal Name:</b>	NBS Government Finance Group
<b>DBA:</b>	NBS
<b>Headquarters:</b>	Temecula, CA
<b>Address:</b>	32605 Temecula Pkwy., Suite 100 Temecula, CA 92592
<b>Regional Office:</b>	San Francisco, CA
<b>Employees:</b>	46
<b>Shareholders</b>	100 % Employee Owned (ESOP)
<b>Contact:</b>	Nicole Kissam
<b>Telephone:</b>	800.676.7516
<b>Email:</b>	nkissam@nbsgov.com
<b>Location:</b>	San Francisco Office
<b>Individual Authorized to Negotiate and Execute Agreement</b>	
<b>Name:</b>	Michael Rentner
<b>Title:</b>	President
<b>Address:</b>	32605 Temecula Pkwy., Suite 100 Temecula, CA 92592
<b>Telephone:</b>	800.676.7516
<b>Fax:</b>	951.296.1998
<b>Email:</b>	mrentner@nbsgov.com

## NBS Financial Consulting Group

This project falls squarely in our Financial Consulting Group area where we focus our attention on cost recovery mechanisms and supporting justification for various agency revenue streams. Our areas of expertise include:

- Development impact fees
- User and regulatory fees for a wide variety of local government programs and services
- Overhead cost allocation analysis
- Rate studies for municipal water, sewer, storm drainage and solid waste utilities
- Financial plans for public utilities and special districts

The Group is comprised of experienced professionals who are recognized leaders in their field. They are often asked to teach continuing education courses and participate in workouts for troubled agencies. In

addition, they have an in-depth understanding of all changes to laws, codes and regulations affecting local governments, including the Mitigation Fee Act, the Quimby Act, and Propositions 26 and 218.

## Colgan Consulting Corporation

Colgan Consulting is a small Sacramento-based consulting firm that specializes in development impact fee studies for California cities, counties, and special districts. Its president, Joe Colgan, is a professional planner and recognized impact fee expert with almost three decades of experience in the field.

Joe founded Colgan Consulting in 2004 after 14 years as the principal impact fee consultant for David M. Griffith & Associates (DMG) and for MAXIMUS, Inc., which acquired DMG in 1998.

Over his consulting career, Joe has prepared more than 150 impact fee studies. Most of that work has been done in California, but he has also done impact fee work in Oregon, Utah, Arizona, New Mexico, and Florida.

### NBS/Colgan Development Impact Fee Study Experience

The following is a list of Colgan Consulting Corporation and NBS impact fee clients for the last several years.

- City of Albuquerque, NM. Peer Review of the Impact Fee Program (2011)
- City of Aliso Viejo, General Plan Maintenance and Technology Surcharges (2017)
- City of Angels Camp, CA. Impact Fee Study (2016)
- City of Beaumont, CA. Impact Fee Study (2017)
- City of Cloverdale, CA. Accessory Dwelling Unit Impact Fee Study (2017)
- East Contra Costa Fire Protection District, Impact Fee Study (currently underway)
- City of Encinitas, CA. Impact Fee Update Study (2015)
- Hesperia, CA Recreation and Parks District (2019)
- City of Indio, CA. Impact Fee Study Update (Currently underway)
- Lathrop Manteca (CA) Fire District Impact Fee Study (2019)
- City of La Quinta, CA. Impact Fee Update Study (2019)
- City of Lemoore, CA. Update of Traffic Impact Fees (2011)
- City of Madera, CA. Impact Fee Update Study (2018)
- City of Manhattan Beach, CA. Impact Fee Feasibility Study (2011)
- Moraga-Orinda (CA) Fire District Impact Fee Study (2014)
- City of Moreno Valley, CA. Impact Fee Update Study (2011-12)
- City of Orange, CA. Impact Fee Study (2012)
- City of Orland, CA. Development Impact Fee Study (2019)
- City of Plymouth, Review of AB1600 Annual and 5-Year Reporting (2018)
- City of Rancho Cucamonga, CA. Impact Fee Study (2014) and General Plan Maintenance Surcharge (2018), update currently underway (2020)

Colgan Consulting Company Structure	
<b>Established:</b>	May 24, 2004
<b>Structure:</b>	California S-Corporation
<b>Legal Name:</b> Colgan Consulting Corporation	
<b>Headquarters:</b>	Sacramento, CA
<b>Address:</b>	3308 El Camino Ave. Ste. 300-212 Sacramento, CA 95821
<b>Contact:</b>	Joe Colgan
<b>Telephone:</b>	916-205-2446
<b>Email:</b>	joe@colgan-consulting.com
Individual Authorized to Negotiate and Execute Agreement	
<b>Name:</b>	Joe Colgan
<b>Title:</b>	President



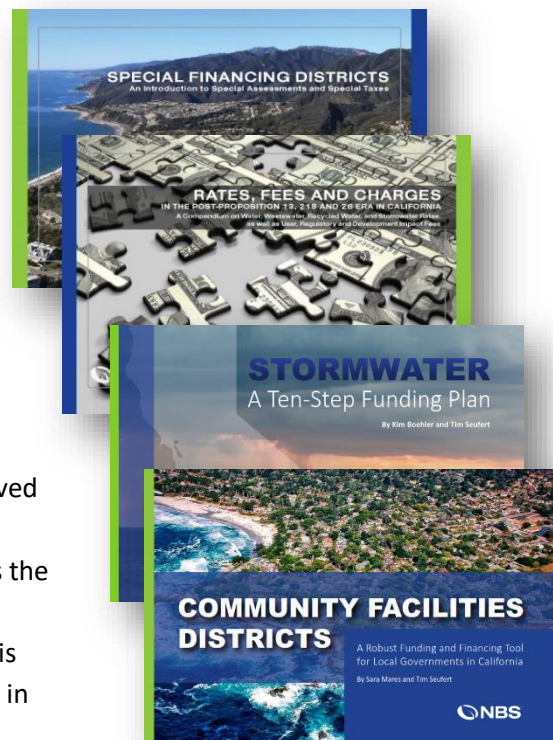
- City of Rocklin, CA. Public Facilities Fee Study (currently underway)
- Town of Ross, Peer Review of Impact Fee Program (2015)
- City of Victorville, Citywide Development Impact Fee Study (currently underway)
- City of Vista, CA. Update of Traffic Impact Fee Study (2013)
- City of Wildomar, CA. Impact Fee Study (2014) and Update (2015), update currently underway (2020)
- Town of Windsor, CA. Impact Fee Study (2017)
- Sacramento Metropolitan Fire District, Capital Facilities (Impact) Fee Study (2015)

## Our Publications

We believe in continuing education, not only for our own team, but also for our clients and municipal staff.

As industry leaders, we have a unique set of qualifications and experience in the work we perform. In that regard, we have published four booklets on related industry topics that can be downloaded at no charge at [www.nbsgov.com/publications](http://www.nbsgov.com/publications). For a hard copy, please call 800.676.7516 or email [contactnbs@nbsgov.com](mailto:contactnbs@nbsgov.com).

- **Special Financing Districts (SFDs)** (2015) has been credited as the best publication on SFDs in a decade by prominent industry professionals.
- **Rates, Fees and Charges Compendium** (2015) has received high regard and interest from industry professionals.
- **Stormwater: A Ten-Step Funding Plan** (2018) addresses the spectrum of stormwater needs in California.
- **Community Facilities Districts (CFDs)** (2018) explains this robust funding and financing tool for local governments in California.



## Continuing Education Workshops



**NBS University**  
Continuing Education for Public Agencies

NBS keeps things fresh by periodically hosting content-rich workshops that bring industry insiders together to learn, share ideas and meet with their peers. Our next seminars will be held in November 2020, in NorCal and SoCal; topics qualify for continuing education (CE) units

for the California Board of Accountancy. More information about our upcoming seminars will be posted to [www.nbsgov.com/university](http://www.nbsgov.com/university), or please send an email to [contactnbs@nbsgov.com](mailto:contactnbs@nbsgov.com) requesting to be added to our contact list for future workshops.

## SECTION 2 | APPROACH

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### Development Impact Fee Study

Development impact fees are one-time charges imposed as a condition of development approval to pay for capital facilities and infrastructure needed to serve new development. Impact fees are governed by the California Mitigation Fee Act (Government Code Section 66000 et seq.) and by constitutional case law. Fees in lieu of park land dedication under the Quimby Act (Government Code Section 66477) are similar to impact fees, but apply only to residential subdivisions and are governed by somewhat different rules. If applicable, Quimby fees will also be calculated in this study.

Note: Charges imposed as a condition of property development, including impact fees, are not subject to Proposition 218 or Proposition 26.

In order to comply with the Mitigation Fee Act and constitutional law, an agency adopting impact fees must demonstrate that those fees are reasonably related to the impacts of development on the facilities to be paid-for by the fees.

Any one of several methods may be used to calculate impact fees for a particular type of facility. The choice of an appropriate method may depend on the availability of information and how the impact of development can be measured. Below are brief descriptions of the most common methods of calculating impact fees.

**The Plan-Based or Improvements-Driven Method.** This method is typically used when the need for a certain type of facility or improvement must be engineered or planned based on the specific location and mix of development to be served. Examples would be street and drainage improvements and fire protection facilities that must be designed to serve a particular geographic distribution of development. Plan-based fee calculations rely on the relationship between a specific development plan and the cost of specific improvements needed to serve added development.

**The Capacity-Based or Consumption-Driven Method.** Where the capacity of a system can be estimated, impact fee calculations can be based on the cost of added capacity and the amount of capacity required to serve each unit of development. This approach is commonly used to calculate water and sewer impact (connection) fees, but may also be applied to other types of facilities.

**The Standard-Based or Incremental Expansion Method.** This method calculates fees based on the cost of maintaining a particular level of service, where that level of service can be translated directly into facility costs. For example, the ratio of park acreage to population can be used to calculate park impact fees (or Quimby Act in-lieu fees), based on estimated costs for park land and improvements. This method can also be used for libraries, general government facilities, and even police facilities.

**Buy-In or Recoupment Impact Fees.** Buy-in fees can be used to recover some portion of the cost of existing facilities, provided that they have capacity to serve additional development. This is not a completely separate fee calculation method, but can be used as a variation of one of the other methods described above. It is particularly applicable when there is outstanding debt related to an existing facility.

To some extent, the methods described above, or variations of them, are interchangeable. They all accomplish the same goal of allocating costs to development in proportion to its impacts. However, certain methods will typically work better for certain types of facilities. The specific methods used to calculate

impact fees for each type of facility addressed in this study will be determined after further analysis and consultation with District staff regarding availability of information and suitability to the District's goals.

Each type of facility addressed in an impact fee study presents its own choices. Our strategy for the study process is geared toward involving the District in reviewing the options at every stage of the process. At the outset, we will seek to define the District's objectives for this study in broad terms, identify any issues related to the existing impact fees, and establish a direction for the study process. Then as the study proceeds and each type of fee is considered, we will present alternatives and their implications for consideration by District staff.

## Scope of Work

In general, the scope of services covered by this proposal involves the work necessary to prepare a development impact fee study that complies with the requirements of the California Mitigation Fee Act (Government Code Sections 66000 et seq.), the Quimby Act (Government Code Section 66477), where applicable, and relevant case law.

The specific scope of services offered in this proposal is defined by the tasks described in the work plan that follows. That scope excludes legal, engineering, architectural, cost estimating and appraisal services.

## Impact Fee Calculation Methods

Laws governing impact fees, including both court decisions and the California Mitigation Fee Act (Govt. Code Sections 66000 et seq.) require that local agencies imposing fees as a condition of development approval demonstrate that there is a reasonable relationship or "nexus" between those fees and the impact of a development project on facilities to be funded by the fees.

The required nexus for impact fees, as set forth in relevant court decisions, can be thought of as having three elements:

- **Need.** The District must show that development creates a need for the improvements funded by impact fees;
- **Benefit.** The District must show that development derives a benefit from the provision of improvements funded by impact fees, and;
- **Proportionality.** The District must show that the fees charged to a development project are proportional to the impact of that project on facilities funded by the impact fees.

The "reasonable relationship" requirements contained in Section 66001 of the California Mitigation Fee Act address the same elements in different language.

Any one of several methods may be used to calculate impact fees for a particular type of facility. The choice of an appropriate method may depend on the availability of information and how the impact of development is to be measured.

## Impact Fees Covered by this Proposal

The following impact fees will be addressed in this proposal:

- Fire Protection
- Parks and Recreation
- Water System
- Sewer System
- Other opportunities as identified

## Information to be Provided by the District

The work to be performed by the Consultant on this impact fee study will depend heavily on information to be provided by the District. Among the types of information that may be needed by the Consultant for this study are:

- Current City/County general plan documents, and any specific plans or other relevant planning studies for incorporated and unincorporated areas within the District boundaries
- Data on the amount of existing development and planned future development in the study area, by land use type
- The Capital Improvement Program, level of service policies, facility master plans and other facility planning data, plus inventories of existing facilities, vehicles and equipment of types to be funded by impact fees
- Cost estimates for land, capital improvements, vehicles, and/or equipment to be funded by impact fees
- Information on capital improvement funding sources and financing plans and any outstanding debt related to existing capital facilities

This proposal assumes that all information needed to perform the work covered by the scope of this proposal will be provided by the District or is readily available from other sources such as the U.S. Census Bureau or the California Department of Finance.

## Detailed Work Plan

The following tasks comprise the detailed work plan for this impact fee study. These tasks represent the typical requirements of an impact fee study and may be adjusted to meet the needs of this project.

### TASK 1. KICKOFF MEETING/PROJECT INITIATION

To kickoff this study, the Project Manager will facilitate a kickoff meeting with key District staff and carry out other activities required to initiate the study, including:

- Discuss the goals, work plan and schedule for the project
- Establish coordination, communication and reporting procedures
- Conduct initial interviews with key District staff members
- Evaluate available information resources
- Review the existing impact fee program and identify any issues of concern to the staff, Board members or stakeholders
- Assess the District's current development patterns and growth potential

### TASK 2. COMPILE DATA ON EXISTING AND FUTURE DEVELOPMENT

In this task, the Consultant will collect, review, organize and analyze data on existing and future development in the District and compile it in a form useful for this study. Steps in that process may include:

- Establish boundaries of the study area to be used in the analysis
- Define the breakdown of land use types to be used in the study
- Analyze available land use data to establish a baseline of existing development and a forecast of future development by land use type
- Identify demand variables and specify demand factors that will be used to represent the impact of development in the impact fee calculations
- Prepare development data tables to incorporate into the fee calculation model and the study report

### **TASK 3. FACILITY NEEDS ANALYSIS**

Using forecasts of future development from Task 2, the Consultant will review the Capital Improvement Program and facility master plans and work with staff to identify new facilities, facility expansions, vehicles and equipment needed to serve future development. Steps in that process will include the following:

- Review adopted level-of-service standards and actual service levels for relevant facility types
- Work with District staff to identify the operative level-of-service standard to be used in the impact fee analysis for each facility type
- Identify any existing deficiencies or available capacity relative to the selected level of service standard
- Project the additional service demand that will be created by new development, based on selected service levels
- Translate service demand into facility needs by facility type
- Compile cost estimates for relevant facilities and other assets
- Identify costs eligible for impact fee funding

### **TASK 4. IMPACT FEE ANALYSIS**

Using the information developed in Tasks 2 and 3, we will conduct the impact fee analysis and calculate impact fees by land use type for each type of facility addressed in the study. That process typically includes these steps:

- Work with District staff to define appropriate fee calculation methods for facilities addressed in this study
- Construct a spreadsheet fee calculation model incorporating data on existing and future development, demand factors and eligible facility costs.
- Specify formulas in the model to allocate facility costs in proportion to the impact of new development by land use type
- Calculate a cost per unit of service for each facility type
- Convert the cost per unit of service into a schedule of impact fees per unit of development by development type
- Project potential revenue from the proposed fees

### **TASK 5. DRAFT AND FINAL STUDY REPORTS**

The impact fee study report will explain the data, methodology and formulas used in the fee calculations and document the nexus between the proposed fees and the impacts of development for each type of impact fee calculated in the study. The report will also propose findings to satisfy the requirements of the Mitigation Fee Act regarding the purpose of the fees, the use of the fees, and the reasonable relationship between the fees and development.

As the study progresses, the Consultant will submit preliminary drafts of portions of the study report for review and comment by District staff. Once all sections are in draft form, an administrative draft of the entire study report, incorporating any previous staff comments, will be submitted for review. Then a final draft document will be prepared for the Board and public review. If necessary, additional changes will be incorporated into the final study report.

The study report will include the following components:

- An Executive Summary including summary impact fee tables

- A chapter discussing the legal requirements for impact fees and methods used to calculate the fees
- A chapter presenting data on existing and future development in the study area and the factors used to measure the impacts of development on individual facility types.
- A separate chapter for each type of fee presenting the data and methodology used in the analysis, a detailed explanation the impact fee calculations, and documentation of the nexus
- A chapter on implementation recommendations, covering steps needed to comply with the Mitigation Fee Act through proper administration of the impact fees, including but not limited to:
  - Findings and enactment of fees
  - Collection and expenditure of fees
  - Accounting and reporting requirements
  - Administrative appeals, waivers, and exemptions
  - Credits and reimbursements for developer-provided facilities
  - Updating and indexing the fees
  - Recovery of administrative costs for the impact fee program

Deliverables include: (1) Preliminary chapter drafts; (2) a complete draft report for staff review; (3) a final draft report for the District’s Board and public’s review; (4) the final report. All drafts and the final report will be submitted electronically in .pdf format.

## **TASK 6. MEETINGS AND PRESENTATIONS**

NBS will provide support to the District during public meetings to facilitate the implementation of the Development Impact Fee Study. We will also plan to meet with District staff to review study results and recommendations throughout the project. We have the tools to accomplish all aspects of the project’s work plan remotely from NBS offices. We utilize video conferencing, email and telephone to coordinate on the project and review deliverables in an effective manner.

Given public health circumstances, we will remain flexible throughout the project to provide meetings and presentations either on-site or remotely. For purposes of developing a project budget, we have assumed all meetings and presentations will be conducted remotely; however, should the District request or require attendance of NBS staff at on-site meetings or presentation of results, we have included a per meeting cost option for the District’s consideration.

The following meetings and presentations are anticipated for this study:






- 1. Meetings with District Staff** – NBS will hold meetings with District staff to review and discuss work products and gain insight from Staff on the direction of the study. Work-in progress meetings will be held via conference call or video conferencing format. We also expect to have regular phone conversations with District staff to review data, discuss the study’s progress, solicit input from staff, and review the study’s initial results.
- 2. Board Meetings** – NBS will present at two regularly scheduled Board meetings. In this presentation, NBS will educate the Board on the study process, present study results and recommendations, receive input and guidance on the direction of the study, and answer questions. We will prepare a PowerPoint presentation for these meetings which will include visual aids, graphics, charts, and additional worksheets or handouts.

## Schedule

Impact fee studies typically take between four and six months to complete a final report. The following is an overview of a six-month project schedule to provide an idea of the general pacing of various work plan tasks. We will discuss a detailed schedule at the kick-off meeting, along with the expected timing for individual tasks.

### PROJECT SCHEDULE FOR THE GROVELAND COMMUNITY SERVICES DISTRICT

TASK DESCRIPTION	August	September	October	November	December	January
<b>DEVELOPMENT IMPACT FEE STUDY</b>						
Task 1. Kickoff Meeting/Project Initiation	1					
Task 2. Compile Development Data						
Task 3. Facility Needs Analysis						
Task 4. Impact Fee Analysis						
Task 5. Draft and Final Reports						
Task 6. Meetings and Presentations						

Consultant Task Time	
Staff Task/Review Time	
Meetings and Presentations	
Working Site Visit	
Public Meeting/Presentation	

## District’s Responsibilities

The District shall furnish NBS with any pertinent information that is available to the District and applicable to the Services. The District shall designate a person to act with authority on its behalf in respect to the Services. The District shall promptly respond to NBS’ requests for reviews and approvals of its work, and to its requests for decisions related to the Services. The District understands and agrees that NBS is entitled to rely on all information, data and documents (collectively, “Information”) supplied to NBS by the District or any of its agents, contractors or proxies or obtained by NBS from other usual and customary sources including other government sources or proxies, as being accurate and correct, and NBS will have no obligation to confirm that such Information is correct and that NBS will have no liability to the District or any third party if such Information is not correct.

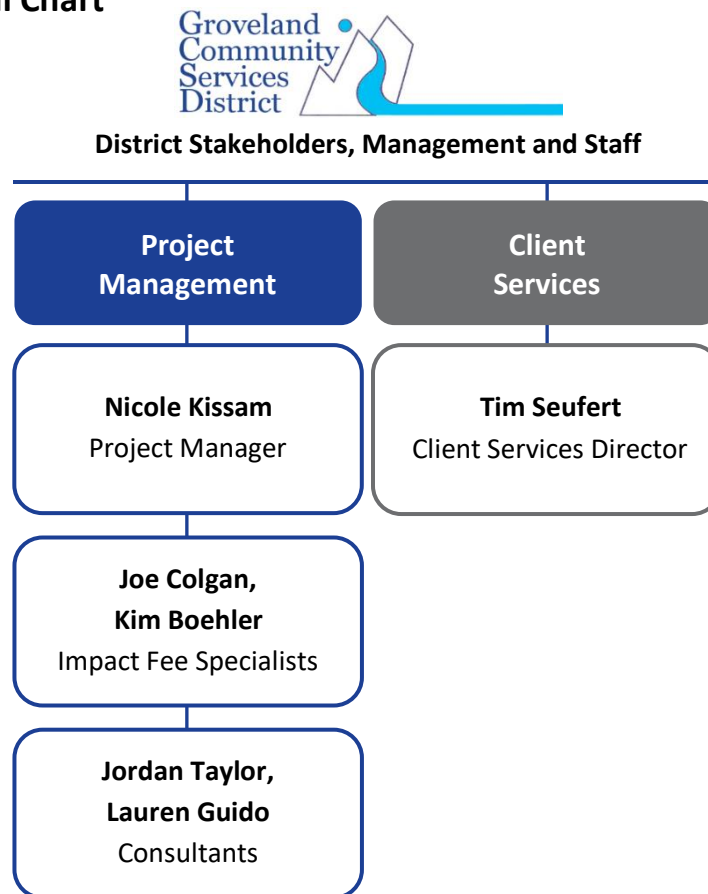
## SECTION 3 | PROJECT TEAM

NBS is staffed with seasoned experts who are dedicated to providing clients with the best possible results. Our staff of consultants has extensive experience in the fields of finance, management, bond financing, and local governance, and combine their knowledge to produce a synergy that results in maximum success and minimum risk.

Fully conversant with all changes to laws, codes, and regulations affecting our areas of consulting expertise, NBS staff are recognized as leaders in their field and may teach university courses, serve as expert witnesses, and participate in workouts for troubled agencies.

The following is a brief overview of the NBS consulting team proposed to manage and complete the work plan steps noted for this engagement.

### Project Organizational Chart



### NICOLE KISSAM, PROJECT MANAGER

**Role and Responsibilities:** Nicole Kissam will manage the ongoing administration of the project, serving as the primary point of contact for District’s staff and directing the work efforts of our project team. She will be fully conversant in all findings and available for public events as needed. She will work closely with the District’s designated project manager to monitor the schedule and delivery of work products to the District’s satisfaction. While designing and directing analytical efforts, she will also provide senior-level technical analysis as warranted.



**Work Experience:** Nicole Kissam is Director of NBS' Financial Consulting Group. She has an extensive background in public sector consulting, city government, corporate management, marketing and public relations. Nicole has been a financial and management consultant to local government for more than 15 years, specializing in cost recovery policy, strategy, and analysis. Her subject matter expertise includes cost allocation plans, user and regulatory fee analysis, impact fee analysis, financial plans, business process improvement, and operational best management practices for California agencies. Nicole holds a Bachelor of Science in Business Administration from California Polytechnic State University in San Luis Obispo. She has completed similar projects as requested by the District for many agencies across California.

### **JOE COLGAN, COLGAN CONSULTING, IMPACT FEE SPECIALIST**

**Roles and Responsibilities:** Joe Colgan will work closely with NBS and other team members as the technical expert on this impact fee analysis.

**Work Experience:** Joe Colgan is the President of Colgan Consulting and a recognized expert in impact fee analysis with over 30 years of experience in the field. He is a professional planner with 10 years of direct experience in local government as a planner and planning director, and extensive experience in land use planning and capital facilities planning. He has served three terms on the board of the National Impact Fee Roundtable (now the Growth and Infrastructure Consortium), including one term as vice chair, and has spoken on impact fees at conferences and seminars nationally.

### **KIM BOEHLER, IMPACT FEE SPECIALIST**

**Role and Responsibilities:** Kim Boehler is available to support the water and sewer impact fee analysis as needed throughout the course of the project.

**Work Experience:** Kim Boehler is Director of the NBS Utility Rate Group and brings more than 13 years of experience at NBS, in all three of our major consulting practice areas. She has a comprehensive understanding of agency funding needs through her work in utility financial management, special financing district administration, overhead cost allocation analysis, and user fee studies. For the past nine years, Kim's work has focused exclusively on financial planning, cost-of-service analyses and rate design for water and wastewater utilities in California. She leads project teams on water and wastewater rate and capacity charge studies for our public agency clients. Kim has completed 150+ utility rate and fee studies, and often speaks at public workshops, industry conferences and educational seminars on related issues.

### **JORDAN TAYLOR AND LAUREN GUIDO, CONSULTANTS**

**Roles and Responsibilities:** NBS Consultants Jordan Taylor and Lauren Guido are available to support the project by performing large-scale data analysis and validation, building of rate models, and assisting with technical outcomes, as needed on this study.

**Work Experience:** All NBS Supporting consultants have a Bachelor's degree from an accredited university, usually in the Business or Finance fields and up to five years of experience working with NBS on fee analysis.

### **TIM SEUFERT, CLIENT SERVICES DIRECTOR**

**Roles and Responsibilities:** As Client Services Director, Tim Seufert will ensure that the District's fundamental objectives are being met at all times and that the project is proceeding on a timely basis. He is included on the team as an active representative of NBS' commitment to the highest level of service.

**Work Experience:** Tim Seufert has two decades of local government experience with a wide variety of revenue tools. He also has a decade of corporate financial experience. Tim has been involved with many projects from their inception and feasibility stage to their completion. He has been a presenter at dozens of training seminars, and he is an author on local government finance issues for the California League of Cities, the California Special Districts Association, California Society of Municipal Finance Officers, and other forums.

*Full resumes are included in the Appendix.*

## SECTION 4 | REFERENCES

Below is a sampling of projects and references similar in scope and magnitude to the District’s study.

### EAST CONTRA COSTA FIRE PROTECTION DISTRICT COMPREHENSIVE FUNDING STRATEGIES



*Project Dates: 2014 - Present*

**Contact Information**

Regina Rubier  
Business Services Manager  
150 City Park Way  
Brentwood, CA 94513  
P: 925.240.2138  
E: rrubier@eccfpd.org

**NBS Project Team:** Nicole Kissam,  
Joe Colgan, Sara Mares, Lauren  
Guido, Tim Seufert

In 2014, NBS was hired to perform Assessment Engineering services for a proposed new District-wide Benefit Assessment District to fund needed ongoing fire protection and suppression services. Though the ballot process failed in 2015 by a narrow margin, the Chief and Board at the time commended both firms on their diligence, effort and expertise. Most recently, NBS was hired again to proceed on a number of options for revenues, including a new Benefit Assessment, development impact fees, Fire Prevention regulatory fees, fiscal impact analysis and CFD formation analysis. The Development Impact Fee Study is complete and pending adoption by various city councils and the County Board of Supervisors.

### CITY OF LA QUINTA IMPACT FEE UPDATE STUDY



*Project Dates: January 2019 - October 2019*

**Contact Information**

Julie Mignogna  
Management Analyst  
Design and Development Dept.  
78495 Calle Tampico  
La Quinta, CA 92253  
P: 760-777-7041  
E: jmignogna@laquinta.gov

**NBS Project Team:** Nicole Kissam,  
Director; Joe Colgan, Project  
Manager

This study updated all of La Quinta’s existing impact fees, including fees for parks, community and cultural centers, civic center, library, fire protection and transportation. This was the first impact fee study La Quinta has contracted out since Joe Colgan prepared an impact fee study for the City in 1998. Since that time, the City has conducted several in-house updates. In this study, NBS expanded the scope of the community center impact fee to include cultural facilities and updated costs used in some other impact fees to reflect interest costs for debt used to fund those facilities. The transportation impact fees were calculated in two parts. Costs for improvements that add capacity for vehicular traffic were allocated entirely to future development, while costs for improvements to bikeways and pedestrian facilities were split between existing and future development. The final draft impact fee study was presented to the La Quinta City Council on October 1, 2019 and was referred to the Financial Advisory Commission which strongly endorsed the study and recommended adoption of the fees. The City Council is currently considering options for phasing in some fees.

## LATHROP-MANTECA FIRE DISTRICT

### FIRE IMPACT FEE STUDY

*Project Dates: March 2019 - August 2019*



#### Contact Information

Gene Neely  
Fire Chief  
19001 Somerston Parkway,  
Lathrop, CA 95330  
P: 209-941-5101  
E: gneely@lmfire.gov

**NBS Project Team:** Nicole Kissam  
and Joe Colgan

Lathrop-Manteca Fire District provides fire protection and emergency response services to the City of Lathrop and portions of unincorporated San Joaquin County adjacent to Lathrop. Largely as a result of the River Islands development, the City of Lathrop is one of the fastest growing cities in California. Rapid growth has required the District to plan for the construction of three new fire stations in the City over the next ten to fifteen years; in addition to completion of a new fire station in 2019 LMFD expects to have a total of eight fire stations at buildout. This study was limited to the portion of the District within the City of Lathrop. NBS worked closely with both the District and the City in preparing this impact fee study. Fire impact fees based on the NBS study were adopted by the Lathrop City Council in August 2019 without opposition from the building industry.

## HESPERIA RECREATION AND PARK DISTRICT

### IMPACT FEE STUDY FOR PARKS AND RECREATION FACILITIES

*Project Dates: October 2018 - Present*



#### Contact Information

Marshawn Etchepare  
Interim General Manager  
16292 Lime Street.  
P.O. Box 401055  
Hesperia, CA 92340  
P: 760.244.5488  
E: metchpare@hesperiaparks.com

**Project Team:** Nicole Kissam and  
Joe Colgan

This study updated Hesperia Recreation and Park District Quimby Act in-lieu fees and impact fees for parks and recreation facilities. Although HRPD includes a portion of unincorporated San Bernardino County, almost all development in the District is within the City of Hesperia. NBS worked with the District to assemble an inventory of all existing parks and recreational facilities to establish the existing level of service relative to the population of the District. NBS also evaluated previous in-lieu and impact fee calculations and the basis for land and construction costs used in those calculations. A final draft report was submitted to the District in August 2019, but has not been presented to the HRPD Board for adoption because of changes in management staff at the District.

**IRONHOUSE SANITARY DISTRICT**  
**WASTEWATER RATE AND CAPACITY CHARGE STUDY**

*Project Dates: November 2018 – March 2020*



**Contact Information**

Tyson Zimmerman  
Assistant General Manager  
450 Walnut Meadows Drive  
Oakley, CA 94561  
P: 925.809.3011  
E: zimmerman@isd.us.com

**NBS Staff:**

Kim Boehler, Jordan Taylor

NBS recently completed a Wastewater Rate and Capacity Fee Study for Ironhouse Sanitary District. The main objectives addressed in the study included: developing a long-term financial plan that provides sufficient funding to meet annual operating and capital improvement costs, ensuring the District maintains adequate reserve funds while balancing capital outlays, and developing cost of service based rates that are proportional to the cost of service. When the study was initiated, the District had not completed a full cost of service review in over a decade and had a flat EDU based rate structure. A key component of this study was obtaining water consumption data for the District’s customers and conducting an analysis to determine updated EDU assignments for non-residential customers based on water usage and strength characteristics of wastewater discharged. The new rate structure is similar to the prior rates with a flat charge per EDU, however it varies by customer class to reflect the proportional cost of service.

NBS also conducted a capacity charge study to simplify and consolidate the District’s new development fees. The study established the cost for infrastructure needed to serve new development, on a per EDU basis. The District’s Board of Directors accepted the proposed rates and capacity fees in April 2020 for implementation in July 2020.

**ROWLAND WATER DISTRICT**  
**WATER AND RECYCLED WATER RATE AND CAPACITY CHARGE STUDY**  
*Service Dates: 2016 – 2017*



**Contact Information**

Tom Coleman  
General Manager  
3021 South Fullerton Road  
Rowland Heights, CA 91748  
P: 562.697.1726  
E: tcoleman@rowlandwater.com

**NBS Staff:**

Kim Boehler and NBS consultants

NBS recently completed a Water and Recycled Water Rate and Capacity Charge Study for Rowland Water District. When the study began, the District was projecting an operating loss and was not expected to meet its required debt coverage ratio without a rate increase. A key objective in this study was to develop potable water rates that collect a greater percentage of revenue from fixed charges to ensure long-term revenue stability for the District. Other objectives included developing cost-based tiered volumetric rates, drought rates to coincide with the District's Water Shortage Contingency and surcharges for customers in various elevations zones.

For the recycled water system, the main objectives were to develop a method for allocating costs in the District's budget to the potable and recycled water systems and to establish a financial plan that achieves the District's goal to have recycled water customers bear a greater percentage of their costs. NBS supported District staff in a Board workshop to obtain approval to move forward with the Proposition 218 process and at the public hearing to adopt new rates.

In this study, NBS also developed new water capacity charge, based on meter size, to replace the District's previous acreage supply fee. The main objective was bringing the charges for new development in line with industry standards.

**CABAZON WATER DISTRICT**  
**COMPREHENSIVE WATER RATE AND CAPACITY CHARGE STUDY**

*Project Dates: 2016 – 2018*



**Contact Information**

Calvin Louie  
General Manager  
1416 Broadway Street  
Cabazon, CA 92230  
P: 951.849.4442  
E: CLouie@cabazonwater.org

**NBS Staff:**

Kim Boehler and NBS consultants

NBS recently completed a Water Rate and Capacity Charge Study for Cabazon Water District. At the start of this project, the District was running at an operating loss with limited reserves, and was not meeting its required debt coverage ratio. As a result, the project had an accelerated timeline. The District has groundwater as its only source of supply, and currently no external recharging capabilities. Therefore, conservation is a primary concern.

Key objectives of this study included developing a defensible tiered rate structure, developing rates that would provide the District with greater revenue stability, and addressing the constraints related to rate adjustments for a large contract customer.

In addition, NBS was able to add value in communicating the need for a rate adjustment to the Board of Directors and to the public in several workshops. District staff was expecting significant community pushback on any proposed rate increases, and clear communication, helped diffuse the potential conflict. The District successfully adopted new water rates in April 2017, and new capacity charges in January 2018.

## SECTION 5 | ADDITIONS OR EXCEPTIONS

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NBS accepts the terms, conditions and general form of the Groveland Community Services District standard Consultant Services Agreement without modification.



## SECTION 6 | COST PROPOSAL

Our professional fees are based on our understanding of the District’s needs and the effort we believe is necessary to complete the scope of services/task plan described. We express this honestly and transparently through our price proposal.

The following hourly rates derive the overall not-to-exceed pricing for the requested scope of services. Rates are inclusive of all costs associated with professional time, such as document production, and incidentals. Travel expenses, if required, would be approved and charged separately. These rates will apply for the duration of our contract:

Title	Hourly Rate
Director - NBS	\$205
Colgan Consulting	\$150
Consultant - NBS	\$140

For this effort, we propose a professional fee that is a specific “not to exceed” fixed fee amount of **\$39,790**. A fixed fee contract amount enables the District to have full disclosure and budget for the project. The project budget below provides estimates of hours allocated for each task and what is included in each project task.

PROJECT COST DETAIL Groveland Community Services District	Consultant Labor (Hours)			Grand Totals	
	NBS Director	Joe Colgan	NBS Consultant	Consultant Labor (Hours)	Consultant Costs (\$)
<i>Task Plan</i>					
<i>Hourly Rate</i>	\$205	\$150	\$140		
<b>DEVELOPMENT IMPACT FEE STUDY</b>					
Task 1. Kickoff Meeting/Project Initiation	4.0	4.0	-	8.0	\$1,420
Task 2. Compile Development Data	4.0	30.0	6.0	40.0	\$6,160
Task 3. Facility Needs Analysis	12.0	42.0	8.0	62.0	\$9,880
Task 4. Impact Fee Analysis	12.0	56.0	-	68.0	\$10,860
Task 5. Draft and Final Reports	6.0	36.0	8.0	50.0	\$7,750
Task 6. Meetings and Presentations	8.0	12.0	2.0	22.0	\$3,720
<b>TOTAL</b>					<b>\$ 39,790</b>

For purposes of developing a project budget, we have assumed all meetings and presentations will be conducted remotely; however, should the District request or require attendance of NBS staff at on-site meetings or presentation of results, we have included a per meeting cost option for the District’s consideration of \$1,480 per meeting.

## APPENDIX | RESUMES

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This appendix contains full resumes for our proposed project team.

## EDUCATION

- Bachelor of Science, Business Administration, California Polytechnic State University, San Luis Obispo

## AFFILIATIONS

- California Society of Municipal Finance Officers (CSMFO)
- Growth and Infrastructure Consortium (GIC)
- American Public Works Association (APWA)

## SPEAKING / MEDIA (LAST 5 YEARS)

- California Society of Municipal Finance Officers (CSMFO)
- Growth and Infrastructure Consortium (GIC)
- American Public Works Association (APWA)

## HIGHLIGHTS

Nicole Kissam is Director of Financial Consulting for NBS. She has more than 15 years total work experience in public sector consulting, city government, marketing, and public relations.

Nicole has been a financial and management consultant to local government for the majority of her career, specializing in cost allocation plans, and user fee and rate studies for California agencies. She also spent several years performing management audits to improve the operational efficiency of various municipal services, including wastewater, community development, public works, recreation, and human resources. She has supported, developed, and directed financial services consulting practices for three private consulting firms offering similar services to those proposed to be completed by NBS in this document.

Nicole has participated in, managed, and completed more than 100 separate consulting engagements throughout her career, from small jurisdictions with less than 10,000 population, to large jurisdictions.

## RELEVANT PROJECT EXPERIENCE

- **Aliso Viejo**, Technology and General Plan Maintenance Fee Study
- **Culver City**, Citywide Cost Allocation Plan and Fee Study
- **East Contra Costa Fire Protection District**, Impact Fee Study and Fire Prevention Regulatory Fee Study
- **Eastvale**, Development Impact Fee Study
- **Hesperia Parks and Recreation District**, Impact Fee Study
- **Indio**, Cost Allocation Plan, User Fee Study, Development Impact Fee Study
- **La Quinta**, Citywide Development Impact Fee Study
- **Lathrop Manteca Fire District**, Impact Fee Study
- **Los Angeles**, User Fee Analysis for the Department of City Planning
- **Los Angeles**, Tree In-Lieu Fee Analysis for the Board of Public Works
- **Orland**, Citywide Development Impact Fee Study and Planning Application User Fee Analysis
- **Moraga-Orinda Fire Protection District**, User and Regulatory Fee Study and Impact Fee Study
- **Rocklin**, Public Facilities Impact Fee Study
- **Sacramento Metropolitan Fire District**, Fire Prevention Fee Analysis and Capital Facilities Fee Analysis
- **San Jose**, Development Services Fee Study and Fire Code Compliance Fee Study

## EDUCATION

- Master of City Planning degree, University of Pennsylvania
- Bachelor of Architecture degree, University of Nebraska, Lincoln

## AFFILIATIONS

- Growth and Infrastructure Consortium (formerly the National Impact Fee Roundtable)
- Over 35 years as a member of the American Planning Association (APA) and the American Institute of Certified Planners (AICP)

## SPEAKING / MEDIA

- National Impact Fee Roundtable | 2004 2005, 2007, 2009, 2011
- California Association of Recreation and Parks Districts | 2019

## HIGHLIGHTS

Joe Colgan is founder and president of Colgan Consulting Corporation, a small Sacramento firm specializing in development impact fees for cities, counties and special districts. He has a thorough understanding of the constitutional and statutory requirements for defensible impact fees and is an expert in impact fee methodologies.

The vast majority of Joe's impact fee work has been done for California clients, but he has also done impact fee studies in Oregon, Arizona, Utah, New Mexico and Florida. He has prepared more than 150 impact fee studies since 1990, for clients as large as Albuquerque, NM (pop. 555,000) and the Orange County (CA) Fire Authority (serving 22 cities and unincorporated Orange County), and as small as Angels Camp, CA (pop. 4,050)

## RELEVANT PROJECT EXPERIENCE

- **Madera, CA**, Comprehensive Impact Fee Study
- **Beaumont, CA**, Comprehensive Impact Fee Study
- **Windsor, CA**, Impact Fee Study (parks and recreation, open space and trails, police, fire and public facilities)
- **Cloverdale, CA**, Impact Fee Study (accessory dwelling units)
- **City of Angels (Angels Camp) CA**, Impact Fee Study (streets and signals, police, fire, parks and public facilities)
- **Encinitas, CA**, Impact Fee Study (streets and signals, parks, fire and libraries); this was Joe has prepared three impact fee studies for Encinitas
- **Rancho Cucamonga, CA**, Impact Fee Study (parks, community/recreation centers, libraries, police, animal center, public art)
- **Manhattan Beach, CA**, Impact Fee Feasibility Study
- **Wildomar, CA**, Comprehensive Impact Fee Study and Impact Fee Update Study for Parks and Streets
- **Vista, CA**, Impact Fee Update Study for Streets and Signals; Joe has prepared four impact fee studies for Vista
- **La Quinta, CA**, Impact Fee Study Update
- **City of Orange, CA**, Impact Fee Study (police, libraries and parks)
- **Moreno Valley, CA**, Comprehensive Impact Study; Joe Colgan has prepared five impact fee studies for Moreno Valley
- **Lemoore, CA**, Impact Fee Update Study for Streets; Joe has prepared four impact fee studies for Lemoore
- **Albuquerque, NM**, Peer Review of the City's Impact Fee Program

## EDUCATION

- Bachelor of Science, Business Administration, Finance, California State University, San Bernardino

## AFFILIATIONS

- Registered Municipal Advisor
- American Water Works Association (AWWA), Member

## SPEAKING / MEDIA

### (LAST 5 YEARS)

- “Embedded Social Justice: Are Utility Rates Really Fair and Equitable?” – California League of Cities, Municipal Finance Institute, December 2017
- “How Conservation, the Drought and Legal Issues Are Changing the Landscape for Rate Setting in California” – American Water Works Association Water Education Seminar, August 2016
- “Conservation, the Drought and Social Justice” – California Water Environment Association Annual Conference, April 2016
- “Brown Lawns and the Changing Landscape of California Water Rates: Next Steps?” – AWWA CA-NV Section Spring Conference, March 2016
- “Water and Sewer Rates: From Defensibility to Tailor Made Rate Design” – CSDA Annual Conference, September 2015
- “Basic Rate Making Principles and Key Issues Affecting Rates in California” – American Water Works Association Water Education Seminar, August 2015

## HIGHLIGHTS

Kim Boehler is a Director in our Utility Rate Group and brings more than 13 years of experience at NBS in all three of our major consulting practice areas. She has a comprehensive understanding of agency funding needs through her work in special financing district administration, overhead cost allocation analysis, user fee studies, and utility financial management.

For the past ten years, her work has focused exclusively on financial planning, cost-of-service analyses and rate design for water and wastewater utilities in California.

Kim leads project teams on water and wastewater rate and capacity fee studies for our public agency clients.

She has completed 150+ utility rate and fee studies, and often speaks at public workshops, industry conferences, and educational seminars on related issues.

## RELEVANT PROJECT EXPERIENCE

- **Avila Beach Community Services District**, Water and Sewer Rate and Connection Fee Study
- **City of Beaumont**, Sewer Rate and Capacity Fee Study
- **City of Colton**, Water Rate and Connection Fee Study
- **Cucamonga Valley Water District**, Water and Recycled Water Connection Fee Study
- **Ironhouse Sanitary District**, Sewer Rate and Capacity Charge Study
- **City of Livermore**, Water Rate and Connection Fee Study
- **City of Long Beach**, Stormwater Funding Analysis
- **City of Los Altos**, Storm Drain Master Plan Financing Analysis
- **City of Redding**, Water, Sewer and Solid Waste Rate Study and Connection Fee Analysis
- **City of Solvang**, Water and Sewer Rate and Connection Fee Study
- **Sussex County, Delaware**, Water, Sewer Rate and Capacity Fee Study and Oversizing Credit Analysis
- **City of Vallejo**, Water Rate and Connection Fee Study
- **City of Victorville**, Sewer Rate and Capacity Fee Study, and Industrial Pretreatment Program Fee Study
- **City of Waterford**, Water and Sewer Rate and Connection Fee Study
- **West County Sewer District**, Sewer Rate and Connection Fee Study

**EDUCATION**

- Master of Business Administration, Emphasis in Finance, University of Redlands, California
- Bachelor of Science, Chemistry, University of Utah, Salt Lake City

**HIGHLIGHTS**

- Ten years of accounting experience for large and small businesses.
- Extensive experience in large-scale data analysis, budget management, and financial planning.

**BIOGRAPHY**

Jordan Taylor is a Consultant at NBS in our Utility Rate Practice. She offers more than ten years of experience in accounting, budget planning, and system auditing. Jordan graduated with high honors in her Master's program and spent most of her time in the program focusing on large-scale financial analysis and data management. Jordan provides support to project teams completing water and sewer utility rate studies, for cities and special districts in California. She performs various financial analyses, data management, and utility customer data analysis for utility rate and capacity fee studies. Jordan's diverse knowledge of managerial accounting is essential to the work performed by NBS.

**RELEVANT PROJECT EXPERIENCE**

Jordan has consulted and served on many projects, including the following representative samples:

- **Costa Mesa Sanitary District**, Solid Waste Rate Study
- **Hidden Valley Lakes Community Services District**, Water and Sewer Rate and Capacity Fee Study
- **Idyllwild Water District**, Water and Sewer Rate Study
- **Ironhouse Sanitary District**, Sewer Rate and Capacity Fee Study
- **City of Lincoln**, Sewer and Solid Waste Rate Study
- **City of McFarland**, Water and Sewer Rate Study
- **City of Morgan Hill**, Sewer Rate Study
- **City of Sacramento**, Development Impact Fee Study
- **City of Santa Ana**, Prop 218 Fees and Charges Compliance Assessment
- **City of Santa Monica**, Water and Sewer Rate and Capital Facility Fee Study
- **City of Seal Beach**, Water and Sewer Rate Study
- **City of Yuba City**, Water and Sewer Rate Study Update

## EDUCATION

- Bachelor of Fine Arts and Multimedia, Woodbury University, Burbank

## HIGHLIGHTS

- More than a decade of accounting experience for large and small businesses
- Extensive experience in budget management and financial reporting
- Extensive experience working with analytical software, databases, and spreadsheets

## BIOGRAPHY

Lauren Guido offers more than a decade of finance experience in accounting, budget planning, and systems analysis. She performs various financial analyses, data management, and customer data analyses for Overhead Cost Allocation Plans and User Fee Studies. Lauren's diverse knowledge of accounting, budgeting, and resource management is essential to the work performed by NBS.

## RELEVANT PROJECT EXPERIENCE

Lauren has consulted and served on many projects, including the following representative samples:

- **East Contra Costa Fire District**, User Fee Study and Development Impact Fee Study
- **County of Contra Costa**, Fee Study and Collections Process Review
- **City of Indio**, User Fee Study and Development Impact Fee Study
- **City of Lathrop**, Building Fee Analysis
- **City of La Quinta**, Impact Fee Study
- **Lathrop Manteca Fire District**, Impact Fee Study
- **City of Los Angeles**, Fee Model Update and Home Sharing Ordinance Fee Study
- **City of Modesto**, Recreation User Fee Analysis
- **City of Rancho Cucamonga**, Comparison of Impact Fees
- **City of Rocklin**, Development Impact Fee Study
- **City of San Diego**, Park and Recreation Fee Study
- **City of San Ramon**, Planning Fee Study and Citywide Cost Allocation Plan
- **San Francisco Department of Public Works** Overhead Cost Allocation Plan and User Fee Study
- **City of Tracy**, Citywide Cost Allocation Plan and User Fee Study
- **City of Yorba Linda**, Citywide User Fee Study

**RESOLUTION 36-2020**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING AGREEMENT WITH NBS FINANCIAL FOR A DEVELOPMENT IMPACT FEE STUDY**

**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**, District issued a Request for Proposals to municipal finance consultants dated May 15, 2020; and

**WHEREAS**, eight (8) proposals were received from qualified consulting firms, and those proposals were reviewed by committee on August 4, 2020; and

**WHEREAS**, on review and scoring, the Committee recommends approval of a consulting contract to NBS Government Financial for the completion of a Development Impact Fee Study for Water, Sewer, Fire and Park services.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Directors of Groveland Community Services District approves Resolution 36-2020 an Agreement with NBS Government Financial for the completion of a Development Impact Fee Study.

**WHEREFORE**, this Resolution is PASSED, APPROVED, and ADOPTED by the Board of Directors of the Groveland Community Services District on August 11, 2020, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST:

---

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 August 11, 2020.

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



## **BOARD MEETING AGENDA SUBMITTAL**

**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** August 11, 2020

**SUBJECT:** Agenda Item 6C. Adoption of a Resolution Approving Agreement with Pacific Gas and Electric Company (PG&E) and Authorizing Execution of Easement Grant Deeds Related to the Proposed Permanent Interconnection Hub Planned to be Installed Near Mary Laveroni Park

---

### **RECOMMENDED ACTION:**

Staff recommends the following action:

*I move to approve Resolution 37-2020 Authorizing an agreement with Pacific Gas and Electric Company (PG&E) and authorizing execution of easement grant deeds related to the proposed permanent interconnection hub planned to be installed near Mary Laveroni Park.*

### **BACKGROUND:**

On March 10, 2020 District management presented to the Board a proposal by PG&E to install equipment at Mary Laveroni Park that would allow them to keep electrical power on along the Highway 120 corridor in downtown Groveland during Public Safety Power Shutdown (PSPS) events. To facilitate this equipment, PG&E needed certain easements and approvals from the District. The Board of Directors authorized the General Manager to execute the Letter of Intent with PG&E to allow for evaluation of the feasibility and site logistics of the park location.

The equipment planned by PG&E is termed a Permanent Interconnection Hub (PIH) which is basically permanently installed electrical equipment and related easements to allow PG&E to move in large temporary portable generators to be parked on the western end of the Mary Laveroni parking lot, temporary fencing installed around the generators, and connection to the permanently installed PIH system to be located in the approximately location of the current flagpole. The downtown underground electrical distribution system is isolated from the remainder of the grid, and the generators then provide power during a PSPS as if there had been no shutdown. The

approximate area to be provided power under this PG&E proposal is shown in Figure 1 below:

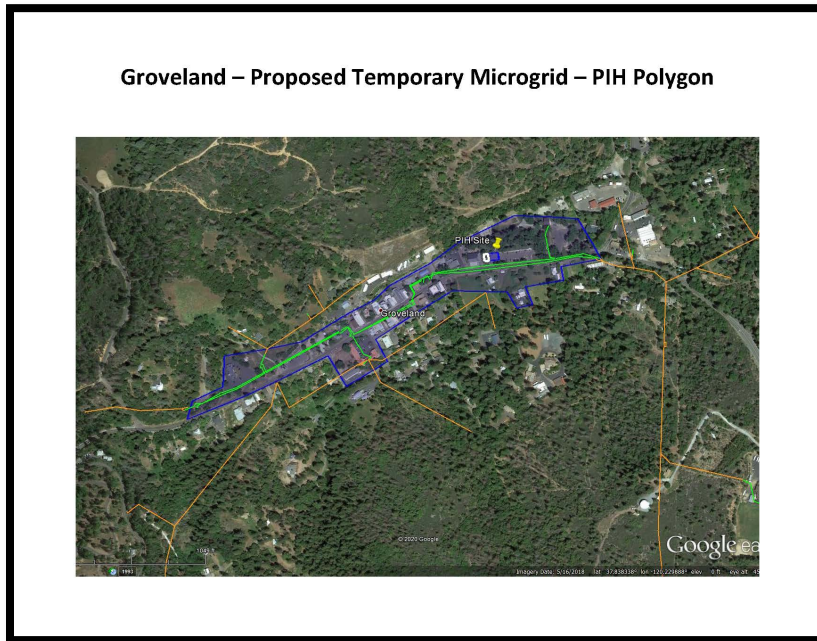


Figure 1

The approximate layout and relocation of the flagpole is shown in figure 2:

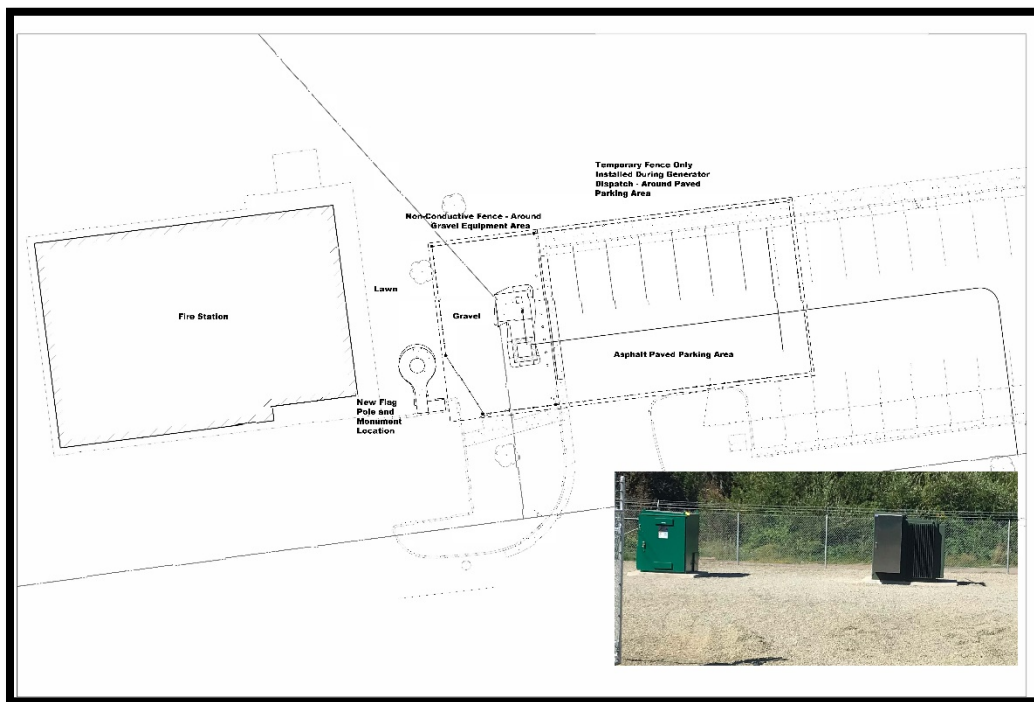


Figure 2

PG&E and District management have concluded four months of planning and negotiation and are pleased to present the attached documents which comprise the proposed agreement with PG&E; the approval of which will allow installation of the PIH as quickly as PG&E is prepared. Three separate documents are attached for approval:

1. The PG&E Letter Agreement which provides the District’s specific conditions for dedication of the easements and construction of the PIH, including
  - Relocation of the flagpole and monument to the west, outside of the easement area
  - Installation of lights to illuminate the flag at night

- Renovation of sprinklers for the smaller grass area
  - Installation of shrubs to shield direct view of the PIH equipment and associated landscape curbs
  - Relocation of the park rules sign
  - Restoration of the parking lot and striping
2. The execution of an easement deed dedicating a permanent exclusive easement of 1470 square feet for the area of installation of the PIH equipment. This area is reserved specifically for use by PG&E for the PIH equipment. The area is not fenced, rather it will have screening shrubs installed on three sides. Figure 3 provides detail on the location of the PIH and a photo of the two devices that make up the PIH equipment.



*Figure 3*

3. The easement deed also dedicates a 3430 square foot permanent non-exclusive easement for the area of installation of the temporary generators and temporary fence during a PSPS event. The District shares use of this area, which can be used normally as a parking lot and other existing uses, except during a PSPS event when access will be restricted by a temporary fence. Figure 3 shows the non-exclusive consuming a portion of the western end of the parking lot during a PSPS event.
4. A second easement deed is included which conveys a permanent Utility Distribution Easement which allows PG&E to install the interconnection system from the PIH, through a portion of the parking lot, to their existing electrical distribution system at HWY 120. Figure 2 above shows the location of the utility easement extending from the east of the non-exclusive easement then turning south and terminating between the parking lot and

highway. This easement is non-exclusive in nature and the District can share use of the easement, subject to the restrictions in the easement deed.

The PIH will provide power to the fire station and park facilities during a PSPS, thereby significantly extending the life of the current fire station generator, and facilitating park facility use with electricity during PSPS, thus increasing revenue potential. The only downside to the entire project is the reduction of open lawn, the minor disruption of views, and the loss of ½ of the parking lot use during PSPS events.

**ATTACHMENTS:**

- Easement package
- Approving resolution

**FINANCIAL IMPACT:**

The District will receive payment of \$25,300 for the easements from PG&E. (Please note the original purchase offer was \$2,300) There is no added cost due to the agreement or granting of easements.



## LETTER AGREEMENT

July 28, 2020

Groveland Community Services District  
Attention: Peter J. Kampa, General Manager  
18966 Ferretti Road  
Groveland, CA 95321

Re: Pacific Gas and Electric Company (PG&E) – Pre-Installed Interconnection Hub (PIH) Program  
Groveland Community Services District property located along Main St. in Groveland, CA  
Tuolumne County Assessor’s Parcel Number (APN) 007-010-015 (Property)

Dear Mr. Kampa:

At Pacific Gas and Electric Company (PG&E), we’re committed to minimizing the impacts of the Public Safety Power Shutoff (PSPS) events that have recently been implemented during times of heightened fire risk. As part of our Community Wildfire Safety Program, PG&E is proposing to build a Temporary Microgrid Pre-installed Interconnection Hub (PIH) in Groveland, which would enable PG&E to rapidly connect temporary generation equipment in order to energize an isolated circuit within the city during future PSPS events (Project).

In order to facilitate the construction of this critical infrastructure, PG&E is proposing to acquire the following Permanent Easements (Easements) on the Groveland Community Services District (GCSD) Property:

- A Permanent Easement totaling 4,900 square feet, which will contain the permanent above-ground transformer and recloser equipment and underground ground grid. This easement will consist of both an Exclusive Easement Area and a Non-Exclusive Easement Area, the locations of which are as described and depicted on Exhibits “A” and “B” of the enclosed Easement Deed with LD# 2201-16-10002.
- A Permanent Easement totaling 987 square feet, for underground distribution of power from the PIH, the location of which is as described and depicted on Exhibits “A” and “B” of the enclosed Easement Deed with LD# 2201-16-10003.

The information below highlights the key terms relating to the proposed Easements:

1. **Premises:** GCSD Property located along Main Street in Groveland, CA; APN 007-010-015
2. **Type of Agreements:** Two (2) Easement Deeds (LD# 2201-16-10002 and 2201-16-10003)
3. **Purpose:** Installation of a PIH, to be used during future PSPS events to rapidly connect temporary generation equipment in order to energize an isolated circuit within Groveland.
4. **Compensation:** \$25,300.00

## 5. Special Conditions:

### a. Existing Flagpole, Monument and Sign:

- i. PG&E will relocate the existing flagpole and monument, per the Groveland Site Plan as depicted in Attachment “A”. Attachment “B” provides the GCSD flagpole installation detail which PG&E will follow.
- ii. PG&E will install two (2) Kichler 16023-CBR-27 ground-mounted lights for the flagpole. The lights are as depicted in Attachment “C” – Kichler VLO 12V In-Ground Accent Lights. Power for the light will be provided by electrical service from the GCSD Fire Station. A low voltage transformer for lighting will be placed inside the Fire Station.
- iii. PG&E will remove the existing park sign located on the Property, as depicted on Attachment “A”. GCSD will purchase a new park sign and PG&E will install at the new location, as directed by GCSD.

### b. Exclusive Easement Area:

- i. Existing grass within this area of the Easement will be removed.
- ii. PG&E will restore the irrigation system to service the remaining grassy area.
- iii. PG&E will plant shrubs on the northern, western and southern boundaries of the Exclusive Easement Area. The planting area will be a 2’-3’ wide area on the outer edge of the Exclusive Easement Area. The type of shrubs to be planted will be determined upon commencement of construction and shall be mutually agreed upon by both PG&E and the GCSD. A concrete landscape border will be installed between the existing grass and new shrubs. PG&E will follow the detail as depicted in Attachment “D” – Mowstrip Detail.
- iv. The remainder of the Exclusive Easement Area surface surrounding the equipment shall be crushed rock surrounded by a concrete curb to retain the rock.

### c. Parking Lot:

- i. PG&E will restore or replace areas of the parking lot which will be damaged during construction in-kind, to make the after-condition the same, if not better, condition it was prior to construction. PG&E will repair, replace or otherwise restore any damage to the parking lot that PG&E and GCSD agree was a result of the Project construction.
- ii. After restoration of the parking lot surface, parking stalls will be re-stripped to match the before-condition.

- d. Construction Schedule and Technical Submittals : Upon execution of the Easement Deeds by GCSD, PG&E will provide GCSD with their anticipated schedule for construction and will provide technical submittals for the asphalt mix design, concrete curb details and mix design for curbs, sidewalk and flagpole light.. While it is the intent of PG&E to remain on schedule, timing cannot be guaranteed due to unforeseen requirements or unexpected events beyond PG&E’s control. PG&E will provide GCSD with as much advance notice as reasonably possible prior to the commencement of construction.

- e. Completion of Work and Final Inspection. PG&E shall schedule a final inspection with GCSD and make note of any deficiencies to the completed work pertaining to items a-c listed above (the "Work"). Upon correction of any deficiencies, PG&E and GCSD shall re-inspect the Work and determine Work is complete. GCSD agrees that additional work not described in herein will not be performed by PG&E.

Copies of the Easement Deeds are enclosed for your consideration and signature. Should the GCSD wish to accept PG&E's offer, please have the authorized signer sign both Easement Deeds before a notary, sign the 2<sup>nd</sup> copy of this Letter Agreement, complete and sign the W-9 form, and return to Interwest Consulting Group using the enclosed self-addressed envelope. PG&E will issue payment to the GCSD within 30 days of receiving the executed Easement Deeds and W-9 form. A copy of the recorded Easement Deeds will also be returned to the GCSD when it is available.

PG&E has contracted with the Real Estate consulting firm, Interwest Consulting Group (Interwest), to help coordinate this effort. Charlene Bautista with Interwest will assist with any questions or concerns you may have. Please feel free to contact Charlene at (916) 838-3612 or by email at [cbautista@interwestgrp.com](mailto:cbautista@interwestgrp.com) if you have further questions or concerns.

Sincerely,



Jamie Guillen, SR/WA  
Principal Right of Way Agent  
Pacific Gas and Electric Company

Enclosures: Easement Deeds with LD #2201-16-10002 and LD #2201-16-10003  
IRS W-9

---

Please sign and date to indicate your agreement with the above referenced terms:

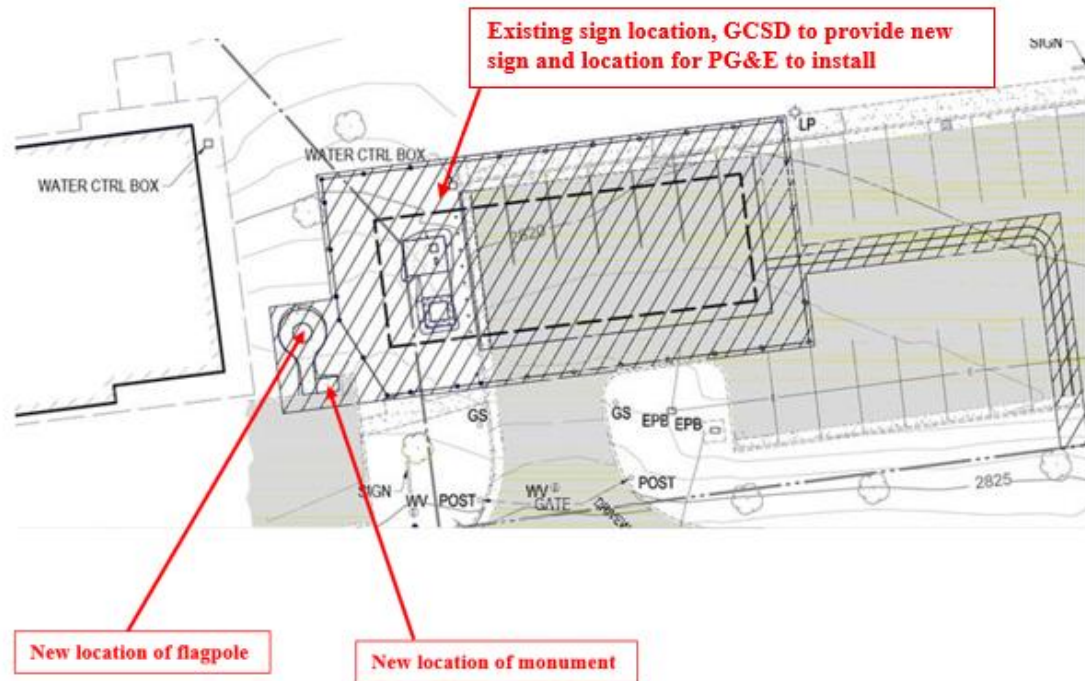
Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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



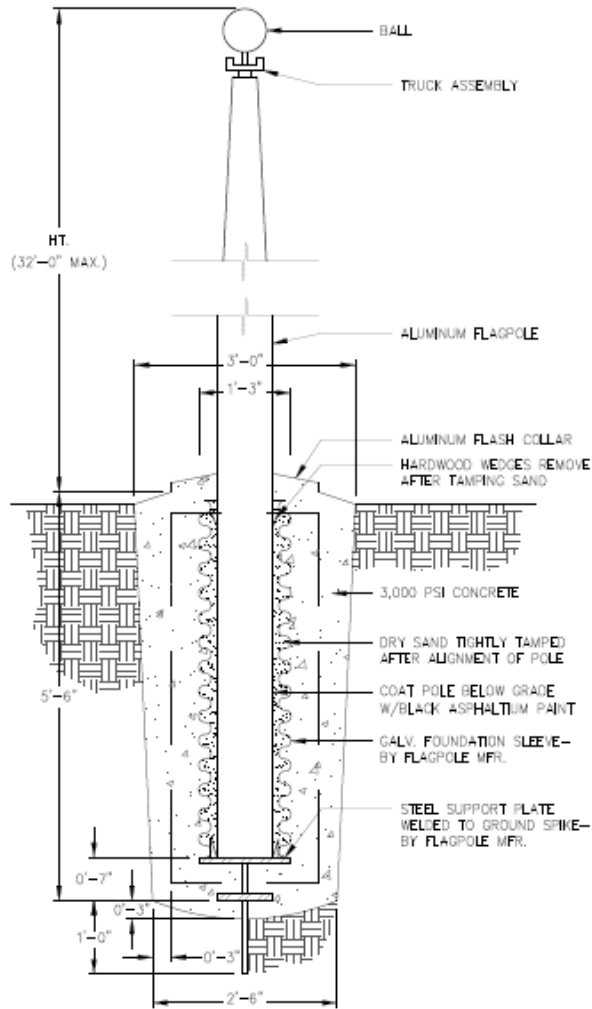
**Attachment "A"**  
**Placement of Relocated GCSD Flagpole and Monument**



Existing Flagpole and Sign Locations (currently within proposed easement area)



## Attachment "B" Flagpole Detail



FLAG POLE

REVISIONS

STD  
NO.  
1

**Attachment “C”  
Kichler VLO 12V In-Ground Accent Lights**



## VLO 12V LED In-Ground Accent

### One light, three lumen levels.

Our VLO In-Ground Accent fixture is equipped with the Lumen Effects System, which allows you to easily switch between three lumen outputs: 350, 550, or 850, with the use of the Magnetic Key. Its field configurable design allows for customization based on the needs of the application.

Variable Lumen Output (VLO) Adjustment		Lumens
Level 1	Flashes one time	350 lm
Level 2*	Flashes two times	550 lm
Level 3	Flashes three times	850 lm



\*Factory setting

### VLO 12V LED In-Ground Accent with Lumen Effects System makes designing and modifying landscape lighting easier.



**Lumen Effects System** eliminates the need to mechanically adjust or open the fixture, supporting product longevity.



**Flexible Lumen Levels** allows you to set and adjust the lumen levels as the landscape needs change.



**Sealed and fully encapsulated** to safeguard from water ingress and the outdoor elements – helping to extend the life of the product.



**Versatile IP67 rated** design provides protection against dust particles and temporary submersion in case of flooding.



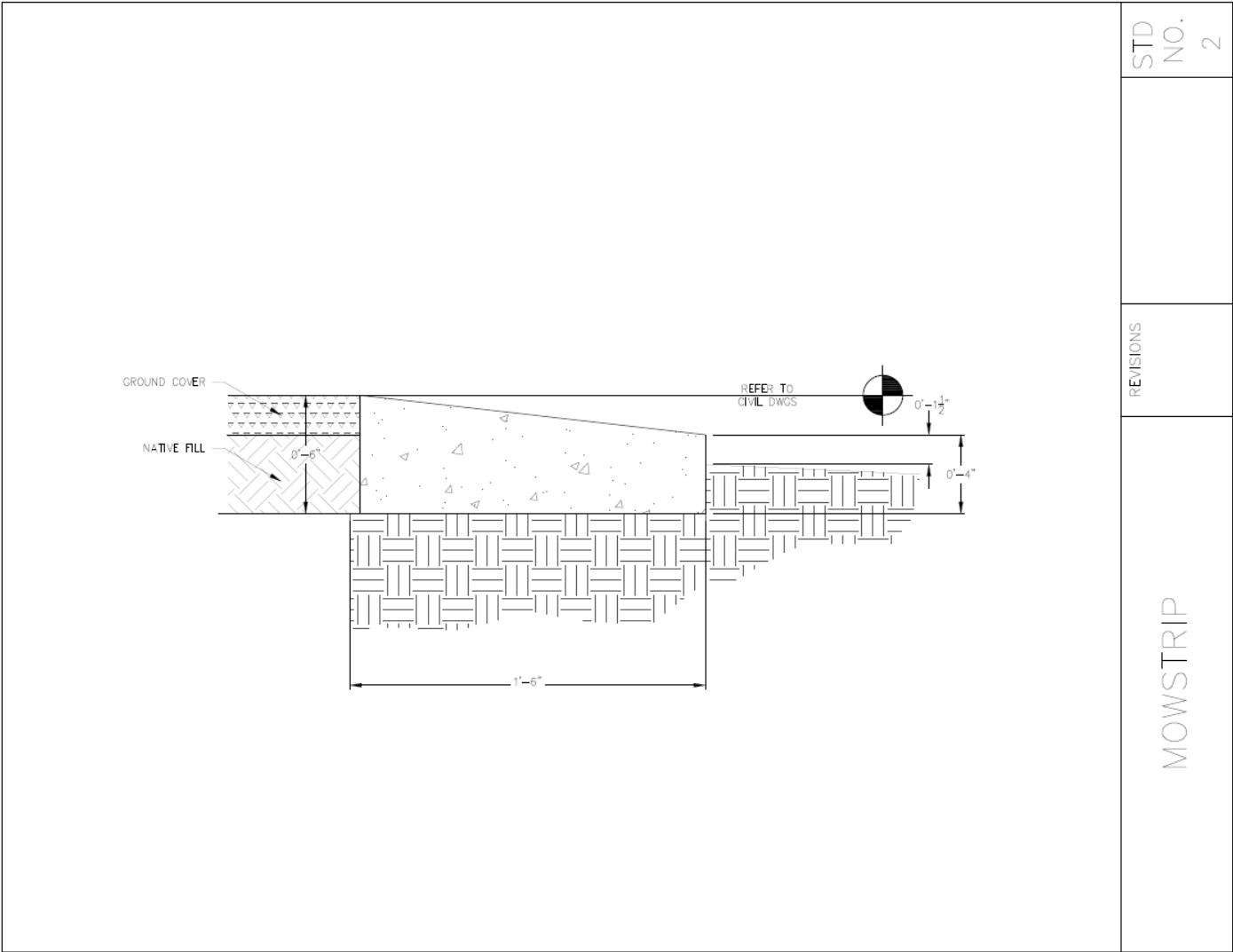
**Drive-over rated** for static loads up to 4600 lbs. Great for driveways, walkways, and entrances.



**6,000-volt system surge protection** protects against power surges and irregularities, especially when paired with one of our transformers.

**KICHLER.**

# Attachment "D" Mowstrip Detail



	STD NO. 2
	REVISIONS
MOWSTRIP	

RECORDING REQUESTED BY AND RETURN TO:

**PACIFIC GAS AND ELECTRIC COMPANY**  
**245 Market Street, N10A, Room 1015**  
**P.O. Box 770000**  
**San Francisco, California 94177**

Location: City/Uninc \_\_\_\_\_

Recording Fee \$ \_\_\_\_\_

Document Transfer Tax \$ \_\_\_\_\_

- This is a conveyance where the consideration and Value is less than \$100.00 (R&T 11911).
- Computed on Full Value of Property Conveyed, or
- Computed on Full Value Less Liens & Encumbrances Remaining at Time of Sale
- Exempt from the fee per GC 27388.1 (a) (2); This document is subject to Documentary Transfer Tax

\_\_\_\_\_  
Signature of declarant or agent determining tax

(SPACE ABOVE FOR RECORDER'S USE ONLY)

LD# 2201-16-10002

EASEMENT DEED

2020044 (7093365) 05 20 02  
Groveland PIH Site

GROVELAND COMMUNITY SERVICES DISTRICT

(“**Grantor**”), in consideration of value paid by PACIFIC GAS AND ELECTRIC COMPANY, a California corporation (“**Grantee**”), the receipt which is hereby acknowledged, grants to Grantee an exclusive and non-exclusive easement, together with a right of way, within the easement areas described below, lying within the Grantor’s lands situated in Tuolumne County, State of California, and described as follows:

(APN 007-010-015)

Parcel 1 as shown upon the Record of Survey Map filed for record June 10, 1981 in Book 25 of Record of Surveys at page 1, Tuolumne County Records.

The easement areas are described as follows:

(a) the parcel of land more specifically described and designated in EXHIBIT “A” and shown upon EXHIBIT “B” attached hereto and made a part hereof (“**Exclusive Easement Area**”).

(b) the parcel of land more specifically described and designated in EXHIBIT “A” and shown upon EXHIBIT “B” (“**Non-Exclusive Easement Area**”).

Grantor further grants to Grantee:

(a) the right, from time to time, to excavate for, construct, reconstruct, replace (of the initial or any other size so long as any reconstructed or replaced facilities or equipment do not exceed the Exclusive Easement Area boundaries), remove, maintain, inspect, and use facilities and associated equipment for public utility purposes, including, but not limited to electric, gas, and communication facilities, on, over, and under the Exclusive Easement Area;

(b) the right, from time to time, to excavate for, construct, reconstruct, replace (of the initial or any other size so as long as any reconstructed or replaced facilities or equipment do not exceed the Non-Exclusive Easement Area boundaries), remove, maintain, inspect, and use facilities and associated equipment for public utility purposes, including, but not limited to electric, gas, and communication facilities, on, over, and under the Non-Exclusive Easement Area.

The Exclusive Easement Area and Non-Exclusive Easement Area may hereinafter be collectively referred to as (“**Easement Areas**”).

Grantor further grants to Grantee:

(a) the right of ingress to and egress from the Easement Areas over and across the lands by means of roads and lanes thereon, if such there be, otherwise by such route or routes as shall occasion the least practicable damage and inconvenience to Grantor, provided, that such right of ingress and egress shall not extend to any portion of the lands which is isolated from the Easement Areas by any public road or highway, now crossing or hereafter crossing the lands;

(b) the right, from time to time, to trim or to cut down, without Grantee paying compensation, any and all trees, roots, brush, vines, and to remove any associated supporting structures now or hereafter within the Easement Areas, and shall have the further right, from time to time, to trim and cut down trees, roots, brush, and vines along each side of the Easement Areas which now or hereafter in the opinion of Grantee may interfere with or be a hazard to the facilities installed hereunder, or as Grantee deems necessary to comply with applicable state or federal regulations;

(c) the right to temporarily use such portion of said lands contiguous to the Easement Areas as may be reasonably necessary in connection with the excavation, construction, reconstruction, replacement, removal, maintenance, and inspection of the facilities, provided that such contiguous land shall be used for the minimum time possible to minimize disruption to Grantor’s business activities and said land shall be restored as nearly as practicable to their condition prior to such use as determined by Grantor;

(d) the right to install, maintain, and use gates in all fences which now cross or shall hereafter cross the Non-Exclusive Easement Area; provided Grantee shall promptly provide Grantor keys, access codes or other manner or method to use any gates installed by Grantee; and

(e) Grantee shall have the right to mark the location of the Non-Exclusive Easement Area and facilities by suitable markers set in the ground; provided that the markers shall be placed in fences or other locations which will not interfere with any reasonable use Grantor shall make of the Non-Exclusive Easement Area.

Grantee covenants and agrees:

- (a) to promptly backfill any excavations made by it and return the Easement Area to substantially similar condition, as existed prior to any excavations, as determined by Grantor on the Easement Areas;
- (b) to promptly repair any damage to the lands and return the area to substantially similar condition as existed prior to any damage, by exercising its right of ingress and egress granted herein; and
- (c) to indemnify Grantor against any loss and damage which shall be caused by any wrongful or negligent act or omission of Grantee or of its agents or employees in the course of their employment, provided, however, that this indemnity shall not extend to that portion of such loss or damage that shall have been caused by Grantor's comparative negligence or willful misconduct; and
- (d) to secure said Parcel 2 Non-Exclusive Easement Area with temporary fencing and gates to restrict Grantor and public access during an emergency event and remove said temporary fencing and above ground facilities and associated equipment after the emergency event is no longer active.
- (e) that any future maintenance or replacement operations to be performed by Grantee on said lands shall be done in such a manner so as not to unreasonably interfere with Grantor's operations and Grantee agrees to use reasonable efforts to provide notification for such maintenance or replacement except in such cases where such maintenance or replacement operations must be performed due to emergency conditions.

Grantor covenants and agrees:

- (a) other than repair, maintenance and reconstruction of improvements situated within the Easement Areas existing as of the date of this Easement Deed, not to place or construct, nor allow a third party to place or construct, any building or other structure, or store flammable substances, or drill or operate any well, or construct any reservoir or other obstruction within said Easement Areas, or diminish or substantially add to the ground level within said Easement Areas, or construct any permanent fences that will interfere with the maintenance and operation of said facilities, or grant any easement or other use on, over, or under said Parcel 1 Exclusive Easement Area, without the prior written consent of Grantee;
- (b) that the routine maintenance of said Parcel 2 Non-Exclusive Easement Area shall continue to be the sole responsibility and expense of Grantor subject to Grantee's obligation to repair as set forth in this Easement Deed;
- (c) that within forty-eight (48) hours of Grantee's advance notice of an emergency event, Grantor will not have access to said Parcel 2 Non-Exclusive Easement Area until notified by Grantee that the emergency event is no longer active and all of Grantee's equipment has been removed; and

(d) that within forty-eight (48) hours of Grantee's advance notice of an emergency event, Grantor shall remove any and all property located on or obstructing access to said Parcel 2 Non-Exclusive Easement Area, unless otherwise agreed to by Grantee. If said Parcel 2 Non-Exclusive Easement Area is not cleared, Grantee shall have the right to remove the obstruction(s) at Grantor's sole cost and expense and without incurring any liability or costs for damages related to moving the obstruction(s).

The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the land.

Dated \_\_\_\_\_, 20\_\_\_\_.

GROVELAND COMMUNITY SERVICES DISTRICT

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

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

City Clerk or Clerk of the Board:

<p>I hereby certify that a resolution was adopted on the _____ day of _____, 20____, by the _____ authorizing the foregoing easement. By _____</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------



Attach to LD: 2201-16-10002  
Area, Region or Location: 5, North Valley  
Land Service Office: Sacramento  
Line of Business: Electric Transmission (42)  
Business Doc Type: Easements  
MTRSQ: 22.01.16.21.43,  
FERC License Number:  
PG&E Drawing Number: SL-1538  
Plat No.:  
LD of Affected Documents:  
LD of Cross Referenced Documents:  
Type of interest: Electric Underground Easements (4), Communication Easement (6), Utility Lot Easement (108)  
SBE Parcel:  
% Being Quitclaimed:  
Order or PM: 7093365  
JCN:  
County: Tuolumne  
Utility Notice Number:  
851 Approval Application No: ;Decision:  
Prepared By: DTW0  
Checked By: CXOQ  
Approved By: C4CK  
Revised & Approved by: P1A8 (via e-mail)

**LD 2201-16-10002**  
Groveland PIH Easements

**EXHIBIT A**

(APN 007-010-015)

**Lands Description:**

Real property situate in Tuolumne County, State of California, being a portion of the SW 1/4 of the NW 1/4 of Section 21, Township 01 South, Range 16 East, M.D.M., described as follows:

PARCEL 1 as shown upon the Record of Survey Map filed for record June 10, 1981 in Book 25 of Records of Surveys at page 1, Tuolumne County Records.

**Easement Areas:**

The area over and across a portion of said Lands being described as follows:

**Exclusive Easement Area:**

**Commencing** at the found 3/4" iron pipe and plug shown on the map filed for record June 10, 1981 in Book 25 of Records of Surveys at page 1, Tuolumne County Records, as marking the southwest corner of said PARCEL 1 and running

(a) North 70°36'55" East 139.55 feet

to the **True Point of Beginning**; thence

(1) North 07°12'10" West 49.00 feet; thence

(2) North 82°47'50" East 30.00 feet

to a point herein for convenience called **Point "A"**; thence continuing

(3) South 07°12'10" East 49.00 feet; thence

(4) South 82°47'50" West 30.00 feet to said **True Point of Beginning**.

The area of the herein above described portion of land being 1,470 square feet.

And as shown on Exhibit B attached hereto and made a part hereof.

**Non-Exclusive Easement Area:**

**Beginning** at said **Point "A"** and running

- (1) North 82°47'50" East 70.00 feet; thence
- (2) South 07°12'10" East 49.00 feet; thence
- (3) South 82°47'50" West 70.00 feet; thence
- (4) North 07°12'10" West 49.00 feet to said **Point "A"**.

The area of the herein above described portion of land being 3,430 square feet.

And as shown on Exhibit B attached hereto and made a part hereof.

The foregoing descriptions are based on a survey made by Grantee in April 2020. The basis of bearings used is based on a course in the southerly boundary line of said lands which course according to the Record of Survey Map filed for record June 10, 1981 in Book 25 of Records of Survey at page 1, Tuolumne County Records, has a bearing of South 82°30'00" West and a distance of 627.71 feet.






Prepared by: Curt C. Castro  
L.S. No. 8714



TOWNSHIP 01 SOUTH, RANGE 16 EAST,  
SW 1/4 OF NW 1/4 SECTION 21,  
M.D.B.M.

**LEGEND**

-  BOUNDARY LINE
-  PROPOSED PG&E NON-EXCLUSIVE EASEMENT
-  PROPOSED PG&E EXCLUSIVE EASEMENT
- T.P.O.B. TRUE POINT OF BEGINNING
- P.O.C. POINT OF COMMENCEMENT
- DIMENSION POINT

**LINE TABLE**

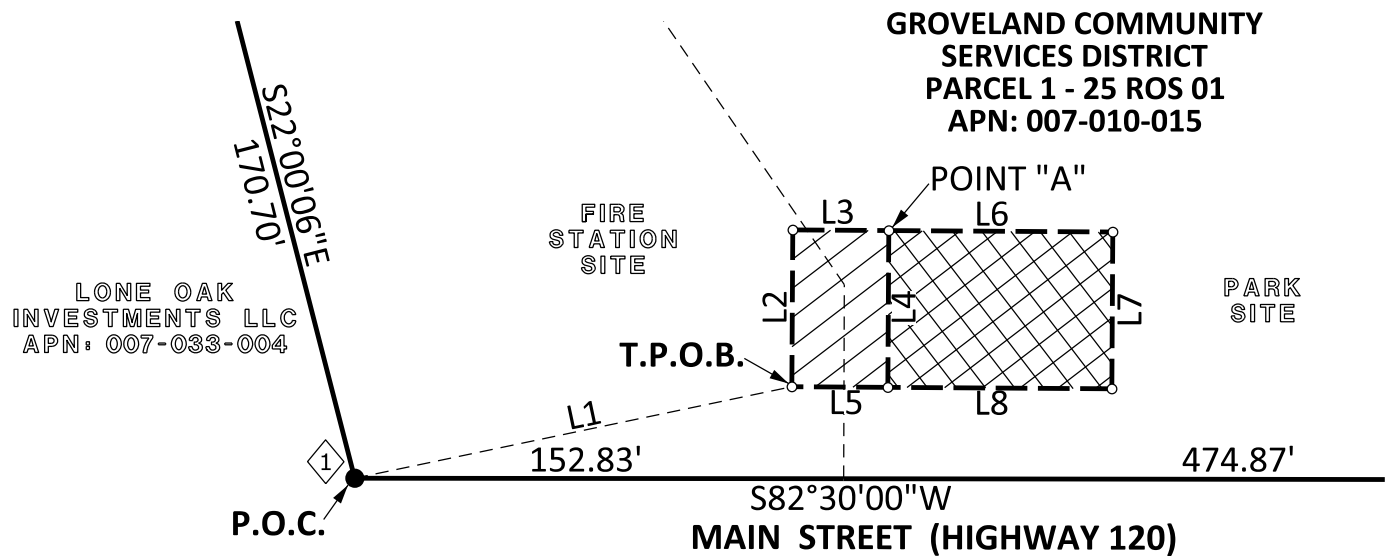
LINE	BEARING	DISTANCE
L1	N70°36'55"E	139.55'
L2	N07°12'10"W	49.00'
L3	N82°47'50"E	30.00'
L4	S07°12'10"E	49.00'
L5	S82°47'50"W	30.00'
L6	N82°47'50"E	70.00'
L7	S07°12'10"E	49.00'
L8	S82°47'50"W	70.00'

**MONUMENT NOTES**

- ① - FOUND 3/4" IRON PIPE AND PLUG PER 25 ROS 01, STAMP ILLEGIBLE

**BASIS OF BEARINGS**

THE LINES AND COURSES SHOWN HEREON ARE BASED ON THE RECORD OF SURVEY FILED FOR RECORD JUNE 10, 1981 IN BOOK 25 OF RECORDS OF SURVEY AT PAGE 1, TUOLUMNE COUNTY RECORDS



UNLESS OTHERWISE SHOWN ALL COURSES EXTEND TO OR ALONG ALL BOUNDARIES OR LINES

**EXHIBIT B**

<b>2201-16-10002</b> BY DR DTW0 CH CXOQ O.K. C4CK DATE 05/04/2020	GROVELAND COMMUNITY SERVICES DISTRICT EXCLUSIVE & NON-EXCLUSIVE UTILITY EASEMENTS 18930 MAIN STREET GROVELAND, CALIFORNIA PACIFIC GAS AND ELECTRIC COMPANY San Francisco 84California		PROJ. NO. 7093365 AREA LSES DIVISION COUNTY TUOLUMNE SCALE 1 INCH = 60 FEET
			SHEET NO. 1 OF 1 DRAWING NUMBER SL-1538 CHANGE 0

**RECORDING REQUESTED BY AND RETURN TO:**

***PACIFIC GAS AND ELECTRIC COMPANY  
245 Market Street, N10A, Room 1015  
P.O. Box 770000  
San Francisco, California 94177***

Location: City/Uninc \_\_\_\_\_  
Recording Fee \$ \_\_\_\_\_  
Document Transfer Tax \$ \_\_\_\_\_

- This is a conveyance where the consideration and Value is less than \$100.00 (R&T 11911).
- Computed on Full Value of Property Conveyed, or
- Computed on Full Value Less Liens & Encumbrances Remaining at Time of Sale
- Exempt from the fee per GC 27388.1 (a) (2); This document is subject to Documentary Transfer Tax

(SPACE ABOVE FOR RECORDER'S USE ONLY)

\_\_\_\_\_  
Signature of declarant or agent determining tax

**LD 2201-16-10003**

**EASEMENT DEED**

**GROVELAND COMMUNITY SERVICES DISTRICT**

hereinafter called Grantor, hereby grants to PACIFIC GAS AND ELECTRIC COMPANY, a California corporation, hereinafter called Grantee, a perpetual utility distribution easement which shall include the right from time to time to excavate for, construct, reconstruct, replace (of initial or any other size provided such facilities do not exceed the easement area), remove, maintain, inspect, and use facilities and associated equipment for public utility purposes, including, but not limited to electric, gas, and communication facilities, together with a right of way therefor, on and under the easement area as hereinafter set forth, and also ingress thereto and egress therefrom, over and across the lands of Grantor situated in Tuolumne County, State of California, described as follows:

(APN 007-010-015)

Parcel 1 as shown upon the Record of Survey Map filed for record June 10, 1981 in Book 25 of Record of Surveys at page 1, Tuolumne County Records.

The easement area is described as follows:

The strip of land described in Exhibit "A" and shown on Exhibit "B" attached hereto and made a part hereof.

Grantor further grants to Grantee the right, from time to time, to trim or to cut down, without Grantee paying compensation, any and all trees and brush now or hereafter within said easement area, and shall have the further right, from time to time, to trim and cut down trees and brush along each side of said easement area which now or hereafter in the opinion of Grantee may interfere with or be a hazard to the

facilities installed hereunder, or as Grantee deems necessary to comply with applicable state or federal regulations.

Grantor also grants to Grantee the right to use such portion of said lands contiguous to said easement area as may be reasonably necessary in connection with the excavation, construction, reconstruction, replacement, removal, maintenance and inspection of said facilities. Grantee shall restore any damage on said lands as nearly as practicable to their condition prior, if not better, to the use of or work performed by Grantee.

Grantor hereby covenants and agrees not to place or construct, nor allow a third party to place or construct, any building or other structure, or store flammable substances, or drill or operate any well, or construct any reservoir or other obstruction within said easement area, or diminish or substantially add to the ground level within said easement area, or construct any fences that will interfere with the maintenance and operation of said facilities.

The legal description herein, or the map attached hereto, defining the location of this utility distribution easement, was prepared by Grantee pursuant to Section 8730 (c) of the Business and Professions Code.

The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the land.

Dated: \_\_\_\_\_, 20\_\_\_\_.

GROVELAND COMMUNITY SERVICES DISTRICT

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

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

City Clerk or Clerk of the Board:

<p>I hereby certify that a resolution was adopted  on the _____ day of _____,  20____, by the _____  authorizing the foregoing easement.  By _____</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Attach to LD: 2201-16-10003  
Area, Region or Location: 5, North Valley  
Land Service Office: Sacramento  
Line of Business: Electric Distribution(43)  
Business Doc Type: Easements  
MTRSQ: 22.01.16.21.43,  
FERC License Number:  
PG&E Drawing Number: SL-1539  
Plat No.:  
LD of Affected Documents:  
LD of Cross Referenced Documents:  
Type of interest: Electric Underground Easements (4)  
SBE Parcel:  
% Being Quitclaimed:  
Order or PM: 7093365  
JCN:  
County: Tuolumne  
Utility Notice Number:  
851 Approval Application No:  
;Decision:  
Prepared By: DTW0  
Checked By: CXOQ  
Approved By: P1A8 (via e-mail)  
Revised by:

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of \_\_\_\_\_ )

On \_\_\_\_\_, before me, \_\_\_\_\_ Notary Public,  
Insert name

personally appeared \_\_\_\_\_  
\_\_\_\_\_

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature of Notary Public

(Seal)

**CAPACITY CLAIMED BY SIGNER**

- Individual(s) signing for oneself/themselves
- Corporate Officer(s) of the above named corporation(s)
- Trustee(s) of the above named Trust(s)
- Partner(s) of the above named Partnership(s)
- Attorney(s)-in-Fact of the above named Principal(s)
- Other \_\_\_\_\_



**LD 2201-16-10003**  
Groveland PIH Easements

**EXHIBIT "A"**

(APN 007-010-015)

**Lands Description:**

Real property situate in Tuolumne County, State of California, being a portion of the SW 1/4 of the NW 1/4 of Section 21, Township 01 South, Range 16 East, M.D.M., described as follows:

PARCEL 1 as shown upon the Record of Survey Map filed for record June 10, 1981 in Book 25 of Records of Surveys at page 1, Tuolumne County Records.

**Easement Areas:**

The area over and across a portion of said Lands being described as follows:

**Utility Distribution Easement area:**

A strip of land of the uniform width of 10 feet extending from the southerly boundary line of said Parcel 1 northwesterly to a point in said Parcel 1 and lying 5 feet on each side of the line described as follows:

**Commencing** at the found 3/4" iron pipe and plug shown on the map filed for record June 10, 1981 in Book 25 of Records of Surveys at page 1, Tuolumne County Records, as marking the southwest corner of said PARCEL 1 and running along said southerly boundary line

(a) North 82°30'00" East 288.79 feet

to the **True Point of Beginning**; thence

(1) North 07°30'00" West 46.59 feet; thence

(2) South 82°30'00" West 52.13 feet to a point in said Parcel 1.

The area of the herein above described strip of land being 987 square feet.

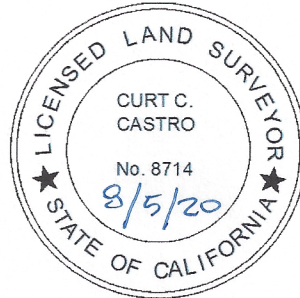
And as shown on Exhibit "B" attached hereto and made a part hereof.

The foregoing description is based on a survey made by Grantee in April 2020. The basis of bearings used is based on the Record of Survey Map filed for record June 10, 1981 in Book 25 of Records of Survey at page 1, Tuolumne County Records.



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Prepared by: Curt C. Castro  
L.S. No. 8714



TOWNSHIP 01 SOUTH, RANGE 16 EAST,  
SW 1/4 OF NW 1/4 SECTION 21, M.D.M.

**LEGEND**

- BOUNDARY LINE
- PG&E EXCLUSIVE AND NON-EXCLUSIVE EASEMENT PER LD# 2201-16-10002
- - - - CENTERLINE PROPOSED 10' EASEMENT
- T.P.O.B. TRUE POINT OF BEGINNING
- P.O.C. POINT OF COMMENCEMENT
- o DIMENSION POINT

**LINE TABLE**

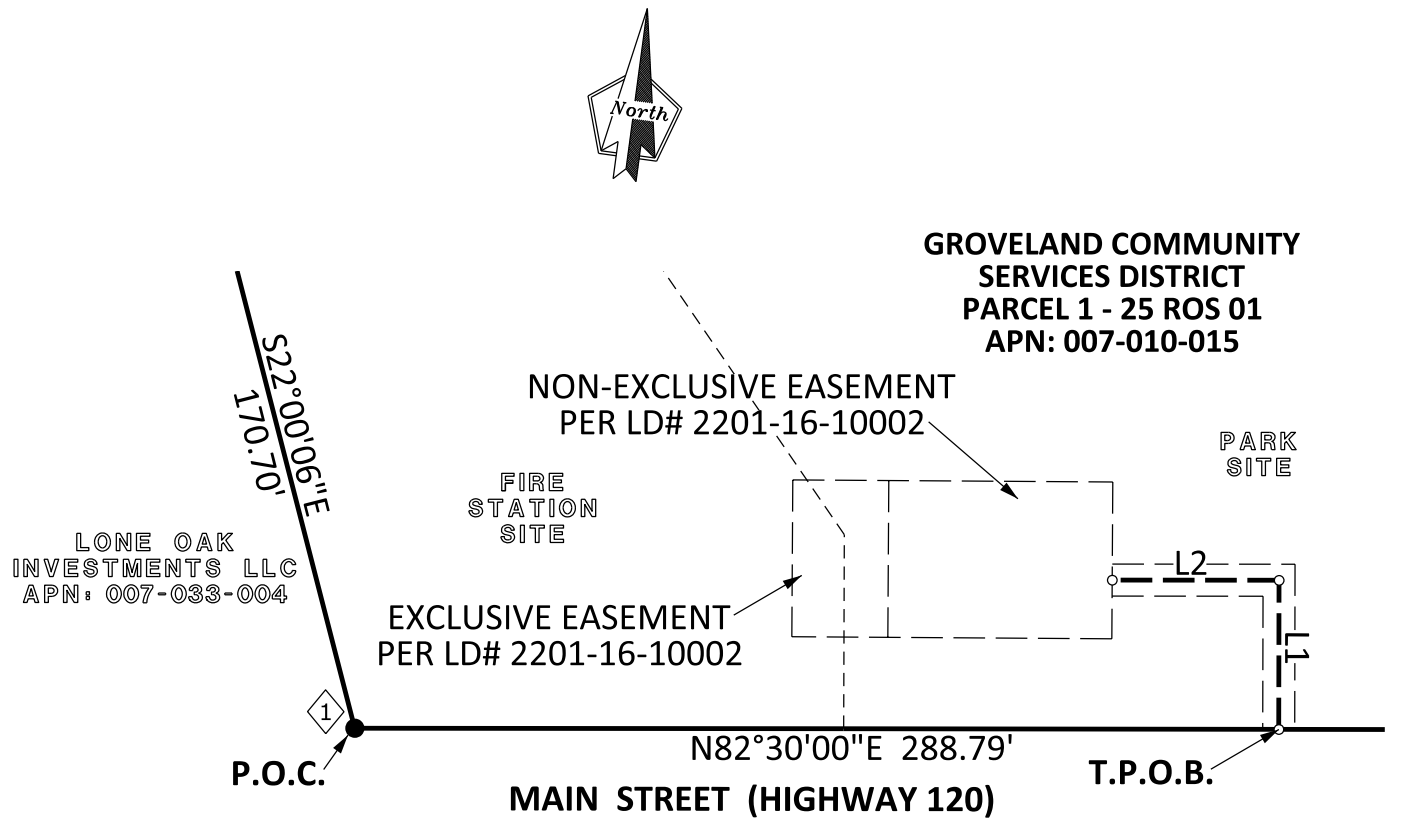
LINE	BEARING	DISTANCE
L1	N07°30'00"W	46.59'
L2	S82°30'00"W	52.13'

**BASIS OF BEARINGS**

THE LINES AND COURSES SHOWN HEREON ARE BASED ON THE RECORD OF SURVEY FILED FOR RECORD JUNE 10, 1981 IN BOOK 25 OF RECORDS OF SURVEY AT PAGE 1, TUOLUMNE COUNTY RECORDS

**MONUMENT NOTES**

- ① - FOUND 3/4" IRON PIPE AND PLUG PER 25 ROS 01, STAMP ILLEGIBLE



UNLESS OTHERWISE SHOWN ALL COURSES EXTEND TO OR ALONG ALL BOUNDARIES OR LINES

**EXHIBIT "B"**

<b>2201-16-10003</b>		GROVELAND COMMUNITY SERVICES DISTRICT DISTRIBUTION UTILITY EASEMENT 18930 MAIN STREET GROVELAND, CALIFORNIA			PROJ. NO. 7093365
BY	DR DTW0	PACIFIC GAS AND ELECTRIC COMPANY San Francisco California			AREA NORTH VALLEY
CH	CXOQ			COUNTY TUOLUMNE	
O.K.	C4CK			SCALE 1 INCH = 60 FEET	
DATE	07/06/2020			SHEET NO. 1 OF 1	
				DRAWING NUMBER	CHANGE
				SL-1539	0

## RESOLUTION 37-2020

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING AGREEMENT WITH PACIFIC GAS AND ELECTRIC COMPANY (PG&E) AND AUTHORIZING EXECUTION OF EASEMENT GRANT DEEDS RELATED TO THE PROPOSED PERMANENT INTERCONNECTION HUB PLANNED TO BE INSTALLED NEAR MARY LAVERONI

**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**, Pacific Gas and Electric Company (PG&E) has requested that the District grant various exclusive and non exclusive easements on property owned by the District at Mary Laveroni Park, for the purpose of facilitating the provision of generated electrical power by PG&E into the downtown Groveland power grid during emergency PG&E Public Safety Power Shutdown (PSPS) events; and

**WHEREAS**, PG&E intends to install permanent equipment within the easements on District property that will allow for rapid connection of PG&E owned portable generators in advance of a PSPS event, so that electrical power to portions of the downtown Groveland corridor can be continuously maintained during a PSPS event; and

**WHEREAS**, the Board of Directors approved a Letter of Intent on March 10, 2020 authorizing District management to pursue negotiations with PG&E regarding the granting of the easements and installation of the Permanent Interconnection Hub (PIH) by PG&E; and

WHEREAS, PG&E has offered just compensation to the District for the purchase of easements, and the PIH will provide emergency power to District facilities at Mary Laveroni Park and the Groveland Fire Station during PSPS events; and

**WHEREAS**, the PIH facility will also assist the Groveland business community to survive economically during long term PSPS events; and

**WHEREAS**, the District and PG&E have come to agreement on the terms and conditions of the sale and PG&E's purchase and use of the easements.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Directors of Groveland Community Services District approves Resolution 37-2020 which authorizes the following actions:

1. The General Manager is hereby authorized to execute the Letter Agreement with Pacific Gas and Electric Company (PG&E) attached hereto
2. The General Manager and Board President are authorized to execute the permanent easement deeds attached hereto as LD# 2201-16-10002 and LD 2201-16-10003, and any necessary related documents to consummate

this transaction to provide for the proposed permanent Interconnection Hub planned to be Installed near Mary Laveroni Park.

**WHEREFORE**, this Resolution is PASSED, APPROVED, and ADOPTED by the Board of Directors of the Groveland Community Services District on August 11, 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 August 11, 2020.

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



## **BOARD MEETING AGENDA SUBMITTAL**

**TO:** GCSB Board of Directors

**FROM:** Jennifer Flores, Administrative Services Manager

**DATE:** August 11, 2020

**SUBJECT:** Agenda Item 6D. Consideration of Strategies Related to Reducing the District CALPERS Unfunded Liability

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### **RECOMMENDED ACTION:**

Staff recommends the following action:

*I move to Direct Staff to Work with Cal Muni Advisors and/or Other Firm to Explore Ways the District can Reduce its Overall CalPERS Unfunded Accrued Liability Expense*

### **BACKGROUND:**

The District is a member of the California Public Employees Retirement System (CalPERS). Many are aware of the challenges that face CalPERS in their responsibility to meet outstanding pension obligations to their members. Much has contributed, especially over the last 20 years, to the current state CalPERS finds itself in. A combination of the passing of SB400/AB 616 which increased pension benefits retroactively during the time CalPERS was “super funded”, pension holidays that allowed public agencies relief from making annual contributions, the dot.com bust that resulted in the loss of the “super funded” status, and the Great Recession of 2008. CalPERS went from its “super funded” status in 1999 of 128% funded to its current status of 70% funded.

The California Public Employees’ Pension Reform Act (PEPRA) was passed in 2012 and took effect January 1, 2013 as a means to address the underfunded pension crisis. The law sets limits on pension benefits for public employees and establishes minimum contributions by employees to their pension plans among other requirements.

As a result of the aforementioned, CalPERS bills public agencies for their “normal cost” of pension benefits for current employees which is a percentage of payroll, in addition to their “Unfunded Accrued Liability” (UAL) cost if they have one, which is a repayment to CalPERS for their current funding shortfall which includes a 7% interest rate. The District, like the vast majority of California public agencies, is billed annually for its UAL.

The District was contacted by the California Municipal Advisors (CalMuni) firm who are financial advisors and are helping public agencies address and find ways to pay down their UALs as one of their services. General Manager Pete Kampa and Administrative Services Manager Jennifer Flores participated in a virtual meeting with the group who performed and presented the District's specific pension liability assessment using the District actuarial reports. The presentation has been included as an attachment to this submittal. District management found their presentation very informative and eye opening with regard to the significant UAL payment increases over the next 16 years that face the District, in addition to their creative approaches to help the District pay it's UAL down and reduce the District's overall out of pocket cost.

Management is looking for Board direction to allow staff to explore the option of engaging California Municipal Advisors and/or other firms, to assist the District with ways to reduce its UAL overall cost.

**ATTACHMENTS:**

1. Cal Muni Advisors Preliminary Pension Liability Assessment



# Preliminary Pension Liability Assessment

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JULY 22, 2020





# 06/30/2018 Pension Funding Status

Description	Misc	Safety	PEPRA Misc	PEPRA Safety	Combined
Total Accrued Liability	\$8,286,971	\$2,290,875	\$119,968	\$1,621	\$10,699,435
Market Value of Assets	\$5,668,914	\$1,702,356	\$109,597	\$1,474	\$7,482,341
<b>Unfunded Actuarial Liability (UAL)</b>	<b>\$2,618,057</b>	<b>\$588,519</b>	<b>\$10,371</b>	<b>\$147</b>	<b>\$3,217,094</b>
<b>% Funded</b>	<b>68.4%</b>	<b>74.3%</b>	<b>91.4%</b>	<b>90.9%</b>	<b>69.9%</b>

Source: CalPERS Actuarial Valuation as of June 30, 2018

## Definitions:

- Total Accrued Liability = What You Need
- Market Value of Assets = What You Have
- Unfunded Actuarial Liability = What You Owe

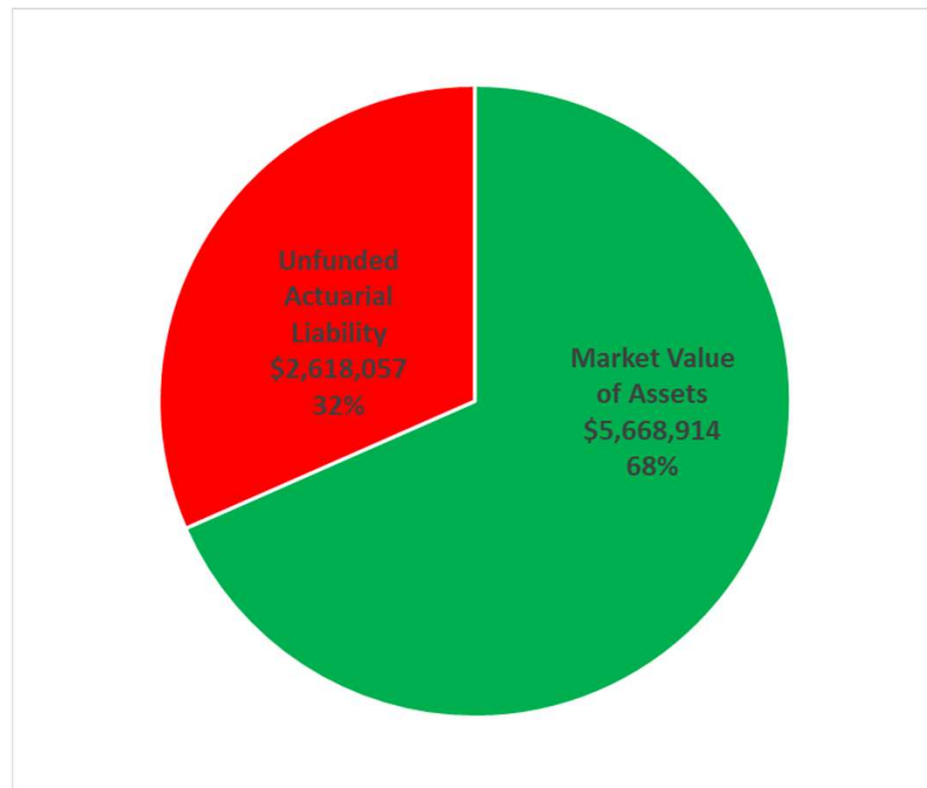
## Four Pension Plans:

- Miscellaneous and Safety
- PEPRA Miscellaneous and Safety

**MISCELLANEOUS** represents largest savings opportunity

SAFETY can be addressed in a similar way

# 06/30/2018 Pension Funding Status

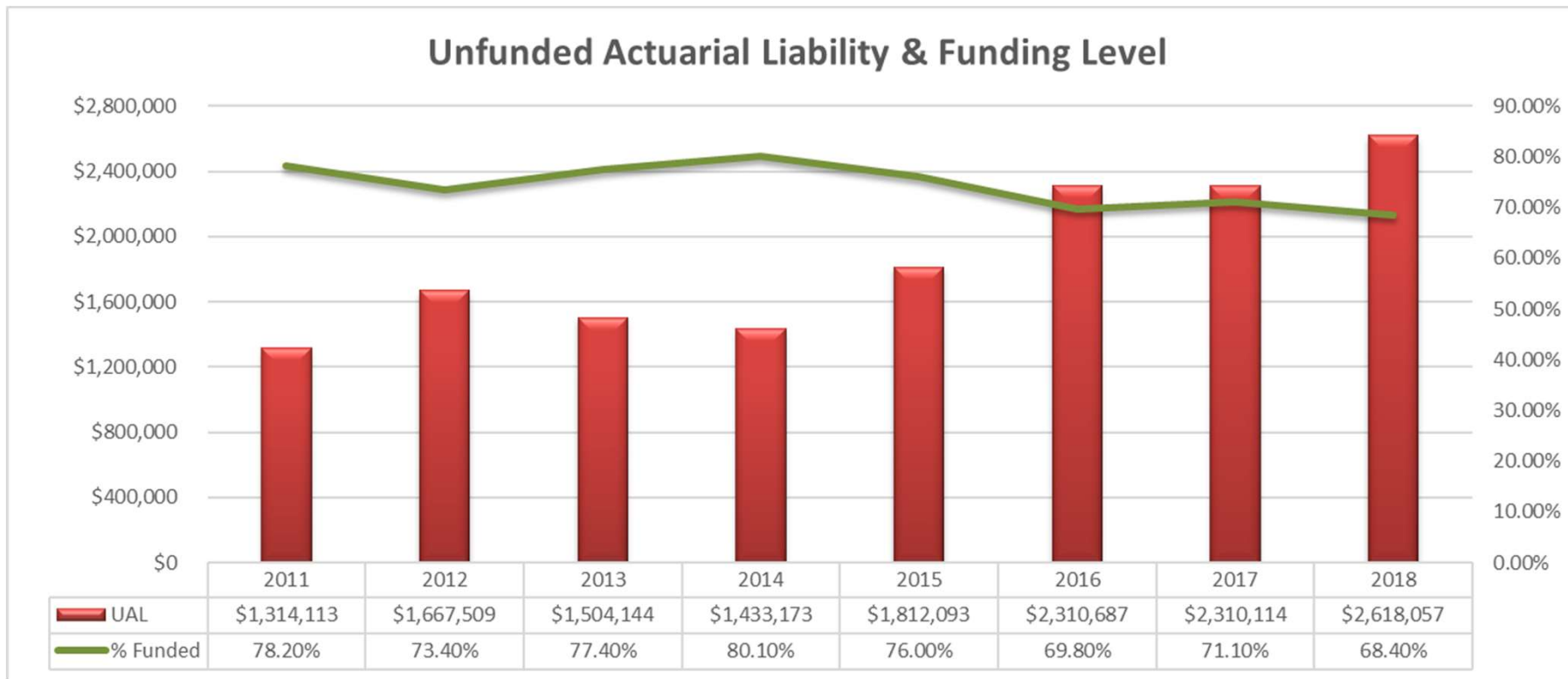


- Total Pension Obligations = \$8.3M
- Pension Assets = \$5.7M
- Shortfall = \$2.6M (32% of what is needed)

## Shortfall (UAL) = DEBT:

- Owed to CalPERS
- Amortizes over time (20-30 years)
- Accrues interest at 7% interest rate (\$2.3M total)
- Reduced or delayed payments not allowed
- District's most expensive debt
- No prepayment restrictions or penalties

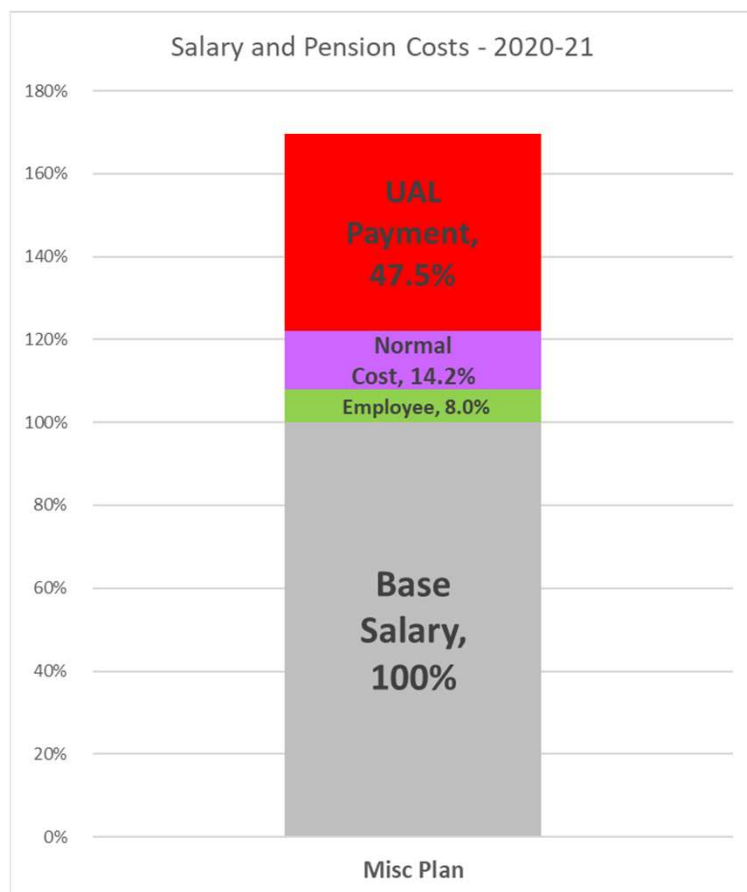
# Pension Funding History



8 years later:

- Owe \$1.3M more
- Funded level 10% lower

# Pension Costs - Overview



District and employee pension costs – 70% of salaries

District makes two types of payments to CalPERS each year:

➤ **Normal Cost:**

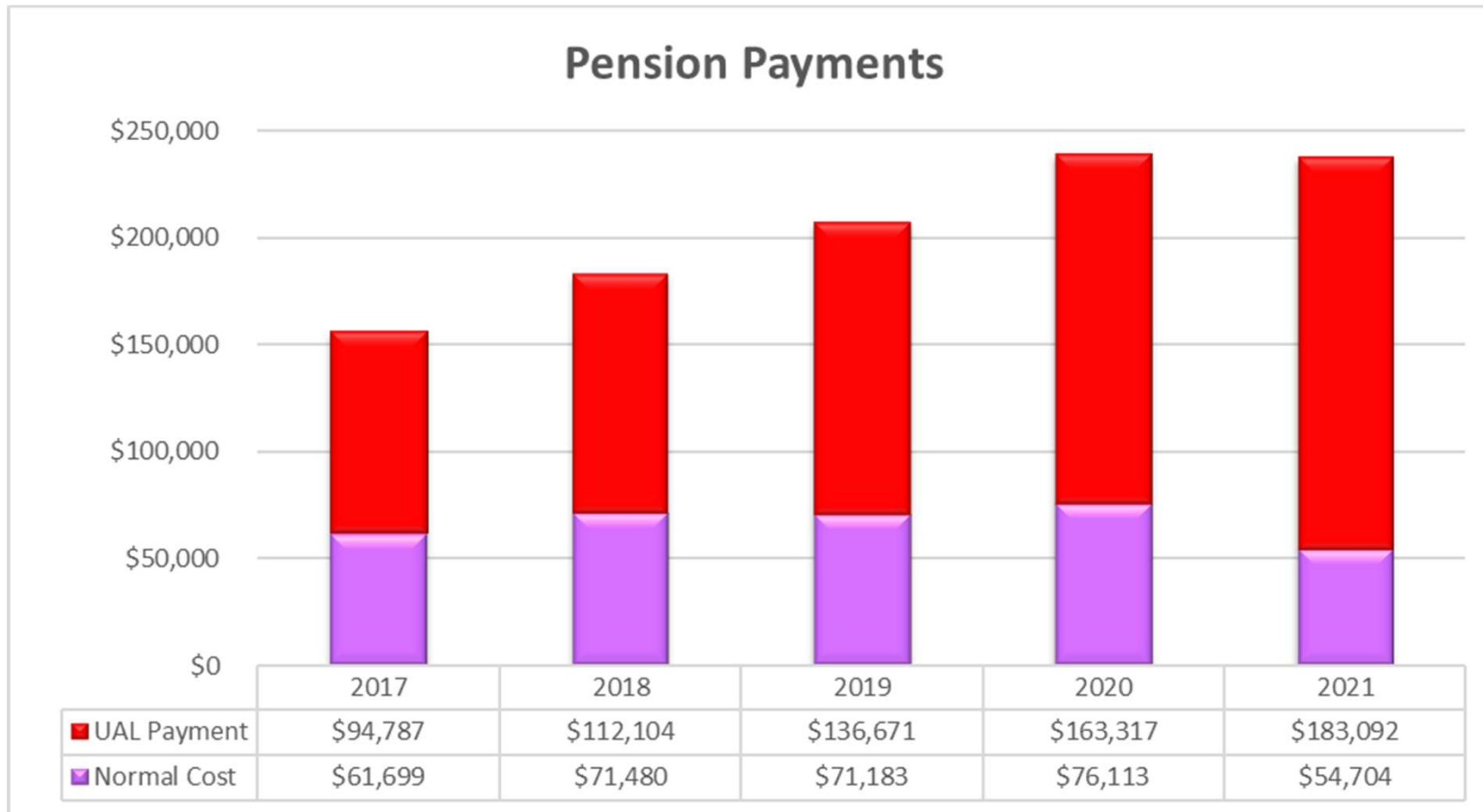
- Annual cost of pension benefits for current employees
- % of payroll

➤ **UAL Payment**

- Repayment of pension funding shortfall
- Fixed dollar amount

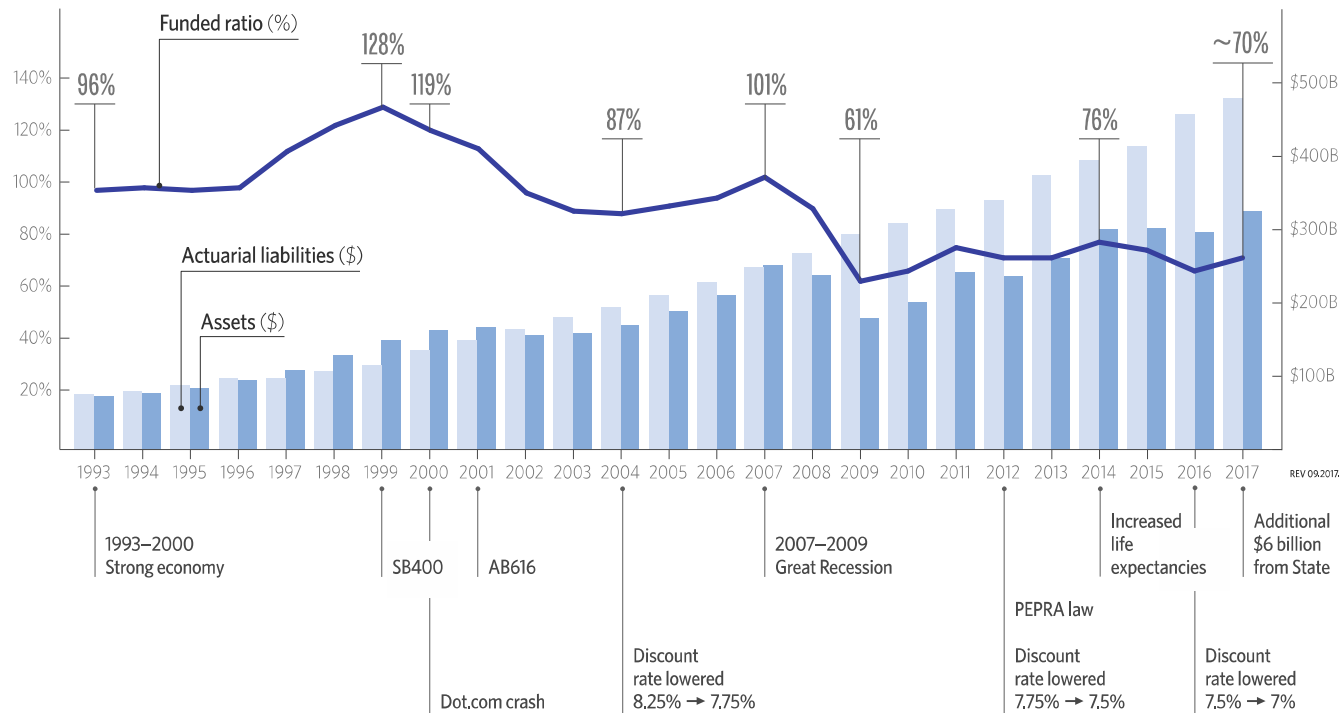
CalPERS charges **7%** interest rate on UAL (included in UAL Payment)

# Pension Payments



Total Pension Payments Increase:  
\$81K in 5 years (52%)

# CalPERS History Lesson



1999 – CalPERS 128% funded (“Super Funded” Status)

2000 – SB 400 / AB 616 increased benefits retroactively

2000-02 – dot.com investment losses:

- 2000-01: -7.2%
- 2001-02: -6.1%

Loss of “Super Funded” Status

2008-09 – The Great Recession:

- Investment Loss: - 27% (\$67 Bn)
- Full impact: - 34.75% (27% + 7.75% discount rate)
- CalPERS 61% funded

2012 – PEPRA reduced benefits for new employees

2020 – CalPERS is 70% funded

# Pension Cost Increase Drivers

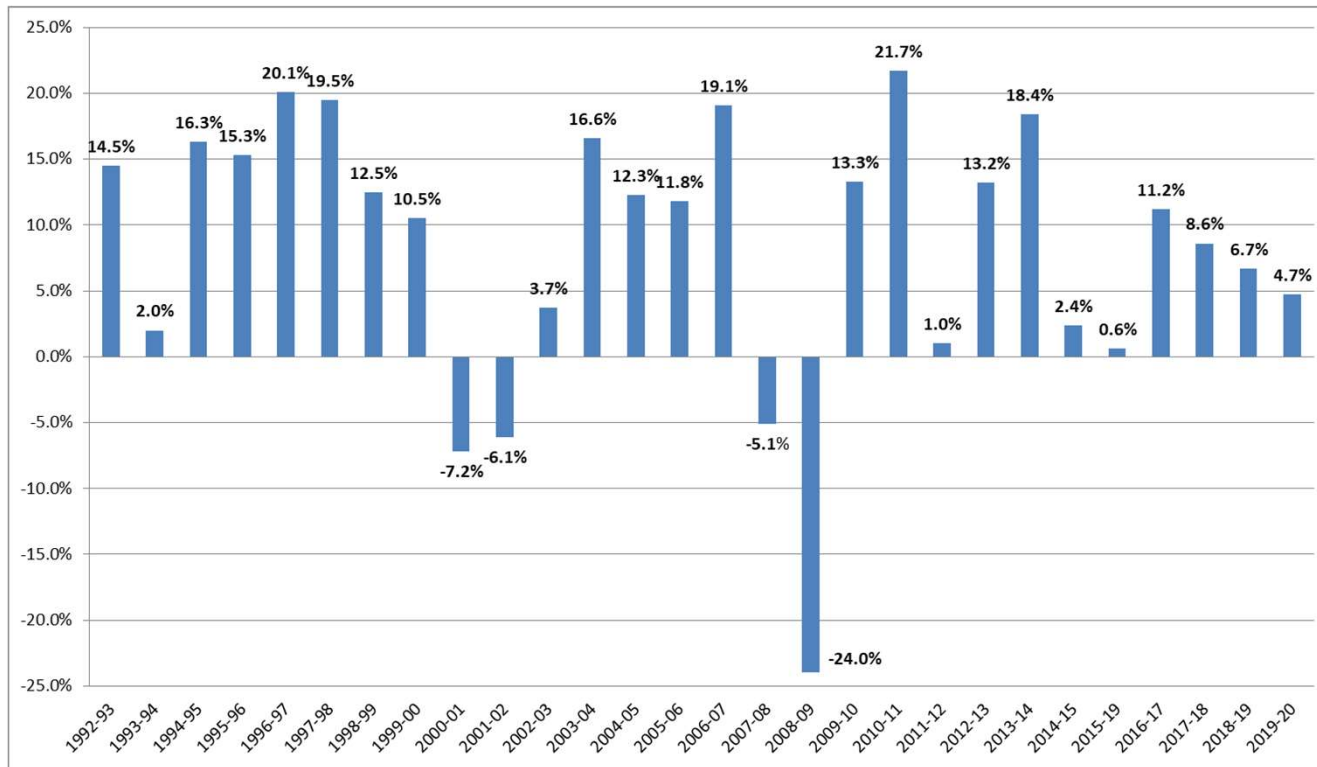
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- Enhanced Pension Benefits (SB 400 / AB 616)
- Investment Performance vs Overly Optimistic Return Expectations
- People Living and Drawing Pensions Longer
- Fewer Active Workers for Each Retiree
- CalPERS Assumption Changes
  - Discount rate reduction
  - Actuarial Amortization Policy
  - Mortality rates
- Compensation Increases Above Plan Assumptions (2.75% per year)

# Investment Risk and Returns

CalPERS Historical Average Rates of Return through 2019-20:

Past: 5 years – 6.3%    10 years – 8.5%    20 years – 5.5%    30 years – 8.0%



2019: 58% of pension benefits funded by investment returns

CalPERS manages pension investments

**District bears all investment risk**

Failure by CalPERS to achieve target investment returns does not relieve District from pension benefit guarantees to employees and retirees

Lower returns => higher UAL and higher pension payments by District



# Future Trend Expectations

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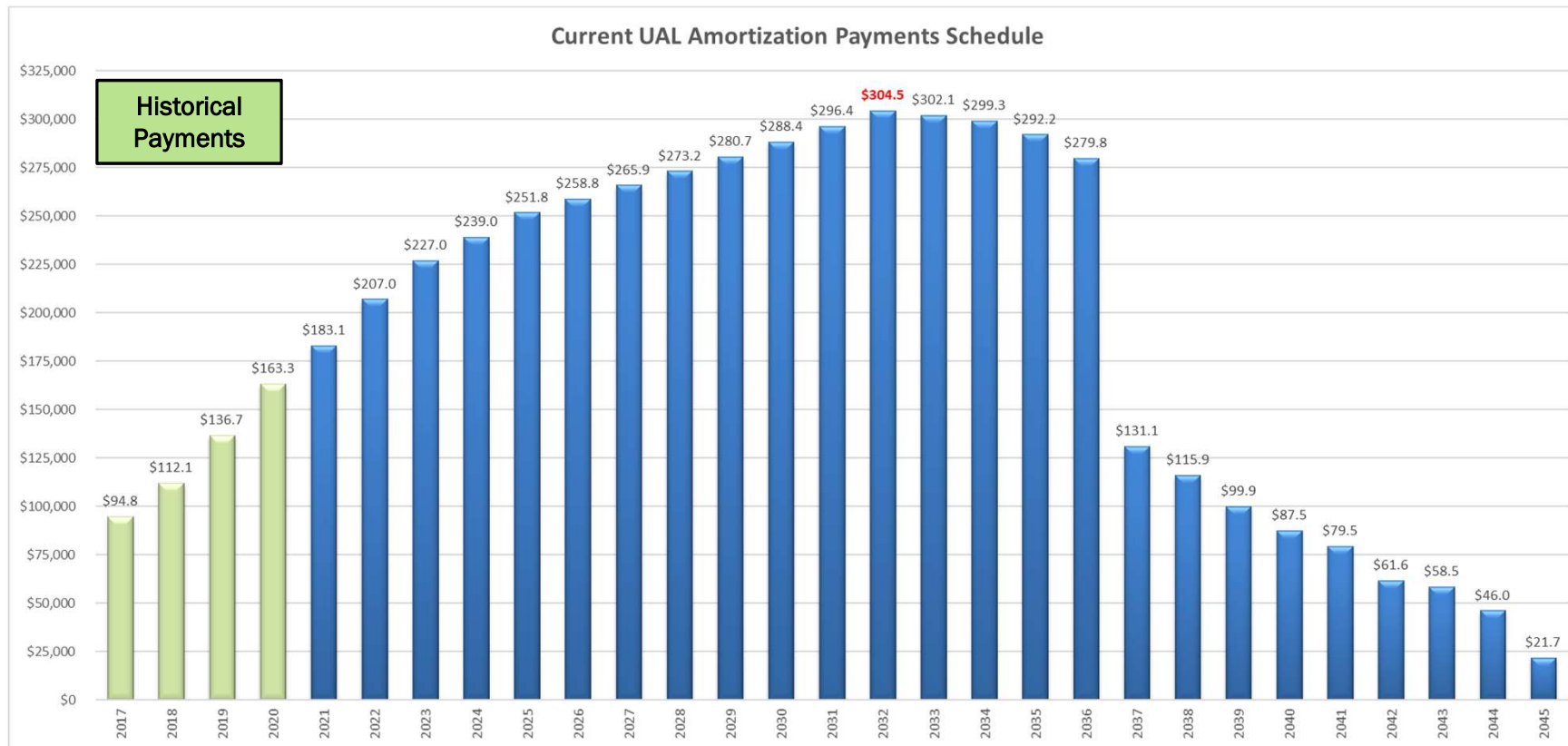
Lower overall return environment:

- CalPERS has been reducing discount rate / return expectations (8.75% in 1995 => 7.0% in 2019)
- CalPERS's 2020 return estimate is 4.7% (last updated 07/15/2020)
- Any return below 7% is a shortfall and leads to UAL increase
- 4.7% return is 2.3% funding shortfall (~\$60K UAL increase)
- Conversations have started to further reduce discount rate to 6.50% (likely 5 years out)

Lower revenues for local governments due to COVID-19 impacts on tax base / recession

**Lower investment returns => higher pension costs, just as revenues are falling!!!**

# Where Things Are



06/30/2018 Actuarial Valuation

UAL Payments Only

DOES NOT INCLUDE:

- Normal Cost (14.2%+ of salaries)
- 2019 underperformance
- 2020 COVID-19 impact

**Total interest cost - \$2.3M**

# Pension Strategy Objectives

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Pension costs cannot be viewed in a vacuum

Strategy must incorporate cash flow constraints, policy objectives, and current political dynamics

- Normal Cost - can only be reduced thru labor practices
- UAL Payments – can be reduced thru multiple strategies

Two approaches to pension cost management:

- Reduce annual payments – short-term cash flow management:
  - Extend UAL payments over longer term
  - Achieve interest cost savings comparing to 7% interest rate charged by CalPERS
- Reduce overall interest cost – long-term cost management:
  - Prepay or accelerate UAL payments

# The Pension Toolbox

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## PAY DOWN

1. UAL Prepayment
  - a. Annual prepayment
  - b. From reserves, one-time revenues and fund surpluses
  - c. From savings of debt refundings
2. New Sources of Revenue

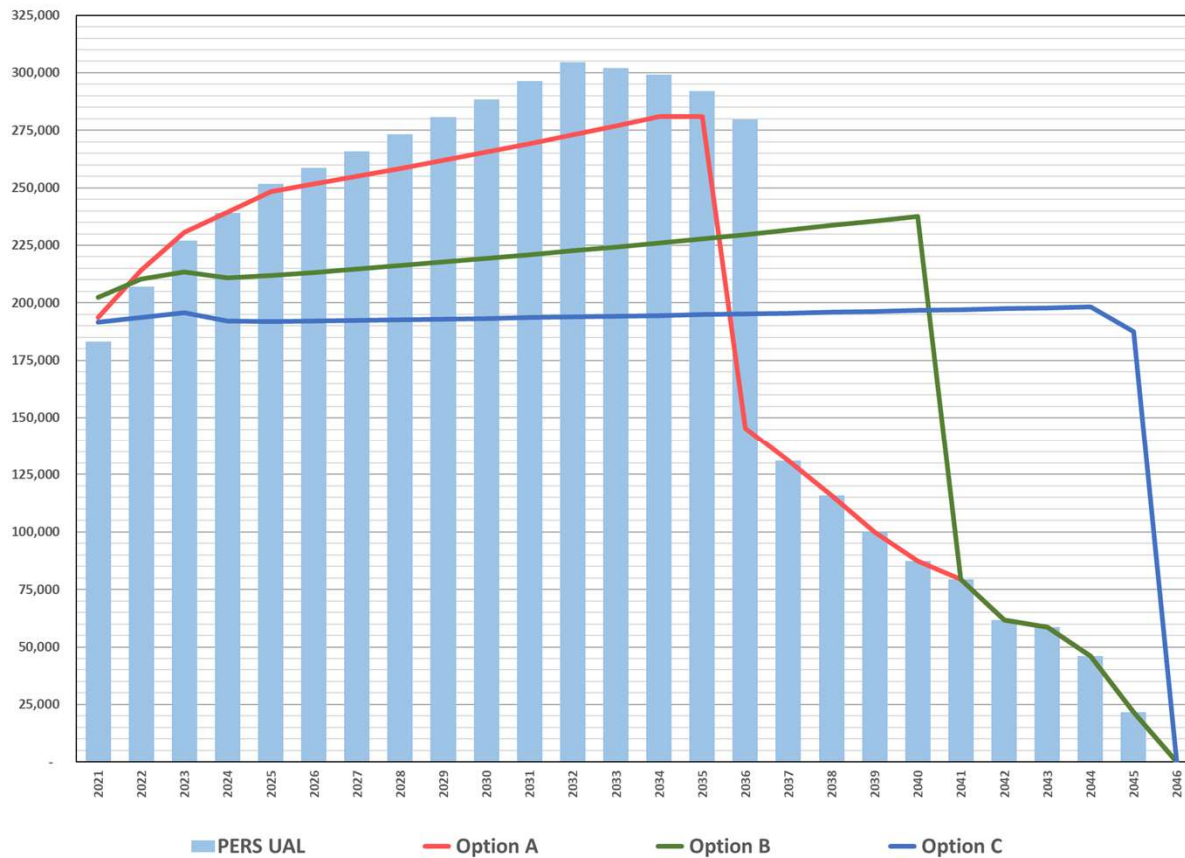
## REFINANCE

3. Intrafund Loans
4. Fresh Start / Informal Fresh Start
5. Capital Financing
6. Pension Obligation Bonds

## OTHER

7. Labor Practices
8. Pension Rate Stabilization 115 Trust
9. Sale of non-essential assets / surplus properties to pay down UAL

# Potential Refunding Options



Option	Term	% of UAL Refunded	Annual UAL Cost [1]		Cash Flow Savings [2]	Estimated Interest Rate [3]
			Min	Max		
<b>A</b>	<b>15 years</b>	<b>51%</b>	<b>\$194,000</b>	<b>\$281,000</b>	<b>\$304,000</b>	<b>4.25%</b>
<b>B</b>	<b>20 years</b>	<b>74%</b>	<b>\$202,000</b>	<b>\$238,000</b>	<b>\$263,000</b>	<b>4.50%</b>
<b>C</b>	<b>25 years</b>	<b>95%</b>	<b>\$192,000</b>	<b>\$198,000</b>	<b>\$93,000</b>	<b>4.75%</b>

[1] Annual UAL Cost consists of semi-annual loan payments, payments on unrefunded bases, and includes amortization of costs of issuance (estimated at \$85,000 for private placement and \$100,000 for public sale).

[2] Savings are based on 7% CalPERS discount rate. PV savings depend on actual rate of return and may be different.

[3] Interest rate estimate is based on current market rates. Actual rates may vary.

# Refunding Considerations – Benefits

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- Enhanced budget predictability from new “flattened” repayment structure
- Estimated near-term cashflow savings from elimination of escalating / uneven payment shape
- Present value (PV) savings achieved if CalPERS earns more than the refunding interest rate
- Increased “funded status” of District’s retirement plan
- Interest rates are presently at all-time lows

# Refunding Considerations - Risks

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- CalPERS Reinvestment Risk: CalPERS will have more money to invest
  - Same for any UAL prepayment
- PV Savings not guaranteed: CalPERS has to earn more than the refunding interest rate
  - Easier to achieve than earning CalPERS' own 7% discount rate
- Listed as “debt” on District’s financial statements
  - UAL is also shown as liability on financial statements
- For revenue structures, a pledge of District’s revenues may be required
  - Refunding of pension obligations with debt transfers pension costs into debt service, thus increasing net revenues, as well as debt service

# Next Steps

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- Identify District's Priorities
- Develop Appropriate Strategies
- Implement Time-Sensitive Strategies
- Adopt Comprehensive Pension Liability Management Plan
- Annual Reviews of Actuarial Valuation
- **There is no one-time fix!!!**



# Questions?

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Dmitry Semenov

California Municipal Advisors, LLC

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[dsemenov@calmuniadvisors.com](mailto:dsemenov@calmuniadvisors.com)

Cameron Weist

The Weist Law Firm

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(916) 517-1212

[jeff.meyer@hilltopsecurities.com](mailto:jeff.meyer@hilltopsecurities.com)



## **BOARD MEETING AGENDA SUBMITTAL**

**TO:** GCSO Board of Directors

**FROM:** Jennifer Flores, Administrative Services Manager

**DATE:** August 11, 2020

**SUBJECT:** Agenda Item 6E. Authorization for Use of Mary Laveroni Park as a Drive Through Chili Pickup Location for the Chamber of Commerce Chili Cook Off Fundraiser

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### **RECOMMENDED ACTION:**

Staff recommends the following action:

*I move to authorize the use of Mary Laveroni Park as a drive through chili pickup location for the Chamber of Commerce Chili Cook Off Fundraiser.*

### **BACKGROUND:**

The District was contacted by incoming County District Four Supervisor Kathleen Haff regarding the use of Mary Laveroni Park for a drive through chili pick up location for a Chamber of Commerce chili cook off fundraiser. This idea was proposed by Ms. Haff to the Chamber of Commerce in lieu of the annual 49er Festival and Chili Cook off which had to be cancelled as a result of the current and ongoing COVID-19 pandemic. The proposed date to use the park as a chili pick up location is Sunday, September 13<sup>th</sup>.

District staff fully supports this request and it is their recommendation that the Board approve the recommended action.

A copy of the email sent by Ms. Haff has been included as an attachment which contains much of the logistics of this fundraiser. The County Health Officer also reviewed the plan and has approved as a drive-through pickup scenario.

### **ATTACHMENTS:**

1. Email from Kathleen Haff

Subject: This Year's 49er Festival

To: Peter Kampa <[peterjkampa@gmail.com](mailto:peterjkampa@gmail.com)>

Hi Pete,

I had an idea that I pitched today to the 49er Festival Committee who is trying to cobble some plans together to have a "virtual festival" this year, rather than one with crowds and widespread community contact.

My idea involves keeping the chili cookoff, but modifying it and using it as a fundraiser - primarily to help the festival (for next year) to get off the ground with some funds in the bank, and also to allow the community to enjoy the time honored tradition of the chili cook off competition.

Here is what I pitched to the committee:

- Have the chili meisters (the ones cooking their special recipes) use community facilities - to be determined, and approved by the Health Officer - to cook and cool their chili in shifts, in one person or small teams, one at a time - all following the sanitary protocol of a standard kitchen operation these days during the Covid-19 era. Once the chili is cooled to a safe temperature (the next day) it will be packaged up into pint sized? (to be determined) packages and numbered. Each chili meister will have his or her own number - so all of their chili will have that same number on their chili containers.
- We are busy trying to find 1 or 2 community facilities to accommodate from 3 to 6 chili meisters who will cook in shifts. One facility could accommodate 3 shifts of chili meister cooks: One in the early morning to late morning; one in the late morning to early afternoon; and one in the early afternoon to late afternoon/early evening. Thus, 2 facilities could accommodate 6 chili meister cooks if there are enough people volunteering to fill those roles. 6 would be maximum.
- The idea is to hold the "chili cook off" as a drive through (cold) pick up of pre-ordered, pre-paid packages made up of a pint? sample of every chili meister's creation for the 49er Festival Chili Lover to pick up and enjoy at home. In the package of numbered chilis will be a slip of paper with instructions on how to vote for their favorite chili online. Votes will be tallied and presented during the next weekend's virtual 49er Festival on Saturday, September 19th.
- This chili pick up is to be held one week - the Sunday before - in advance of the virtual festival. So, the chili meister will cook and cool their chilis in shifts on Saturday, September 12th and then will come back to package their chili on Sunday morning, September 13th.
- Those who have ordered and paid for their chili sample package will either pick or be assigned (to be determined) a 15 minute increment time period for which they have to drive to the pick up location on Sunday afternoon, September 13th. They would stay in their cars, and attendants, properly masked, would check off these folks from a master list and hand them their packages. Then, off they would go...home to heat up and enjoy their various chilis, and to vote for the one they liked the best!
- This is where GCSD comes in. It would be best if this pick up location could be somewhere where drivers could come in one entrance and drive out the other, so as not to back up traffic or cause traffic jams. That is why I thought of GCSD and Mary Laveroni Park. So, I would like to

ask the GCSB Board if they would allow this pick up to take place the afternoon of Sunday, September 13th. It could be in the upper lot or the lower lot. Wherever the Board thinks best, if they were to approve such a proposal. This would not be considered an "event" per se, but a way to facilitate pick up of pre-purchased chilis and a way to make some income for next year's 49er Festival.

- Plans are underway now to secure one or two kitchen facilities where the cooking, cooling and packaging can take place. The committee is also busy rounding up those who want to offer their secret recipe chilis into the contest. Please let us know when this request can be agendized so this group knows how to best plan.

Thank you for helping put this request before the GCSB Board, Pete. I will keep my fingers crossed that we can make this happen, with all the other steps that need to also be satisfied. I know we must get the Health Officer, Dr. Liza Ortiz to sign off on this as well.

Best regards,  
Kathleen

--

*Kathleen Haff*

*District 4 Supervisor-Elect*

*Tuolumne County, CA*

209.595.9297

<https://kathleenhaff2020.com>



## **BOARD MEETING AGENDA SUBMITTAL**

**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** August 11, 2020

**SUBJECT:** Agenda Item 6F. Adoption of a Resolution Awarding Contract to the Farr Construction, Lowest Bidder for the Second Garrotte and Big Creek Clearwell Rehabilitation Project

---

### **RECOMMENDED ACTION:**

Staff recommends the following action:

*I move to approve Resolution 38-2020 awarding a contract to Farr Construction, the lowest bidder for the Second Garrotte, and Big Creek Clearwell Rehabilitation Project.*

### **BACKGROUND:**

On August 6, 2020 the District received and publicly opened four bids for the above mentioned project. The District Engineer is currently evaluating the bids to determine their accuracy, completeness and contractor qualifications. From the time bids are opened, contractors have up to five days to submit bid protests, which can delay the award of the construction contract. Due to the fact that the Board meeting occurs before the end of the bid protest period, staff seeks authorization to award the Construction Contract to the low bidder, Farr Construction so long as no protests are received prior to completion of the protest period.

In the event a protest(s) is submitted, the contract award may be delayed until the protest is resolved. In the event the protest stands, we will schedule a special Board meeting with legal counsel to resolve the issue. On first glance, the low bid appears to be responsive, meaning there is little chance for a bid protest.

### **ATTACHMENTS:**

- Project bid summary
- Resolution awarding contract to Farr Construction

### **FINANCIAL IMPACT:**

This project is included in the budget at \$3.4 million, which is the state grant amount. Due to a high potential for contingencies, and inspection/engineering costs, it is probable that the total project cost could exceed the grant funds available and any additional cost would be funded by the District fund balance.

**Groveland Community Services District  
Big Creek and Second Garrotte Clearwells Rehabilitation  
Bid Opening Date: August 6, 2020 at 2:00 PM**

**Bid Summary**

Item No.	Item Description	Bidders			
		Redwood Painting	Abhe Suoboda	Farr Construction (Resource Development Company)	Jeffco Painting & Coating
<b>Base Bid</b>					
1	Mobilization/Demobilization	\$85,000.00	\$109,701.00	\$65,000.00	\$148,169.11
2	Big Creek Clearwell and CCT Rehabilitation	\$1,185,500.00	\$1,208,532.00	\$1,150,000.00	\$1,147,050.00
3	Second Garrotte Clearwell Rehabilitation	\$1,100,000.00	\$1,144,554.00	\$1,080,000.00	\$1,105,500.00
4	Butler Way Pump Station Rehabilitation	\$400,000.00	\$267,313.00	\$255,000.00	\$308,000.00
5	Butler Way Pump Station Electrical and Controls	\$220,000.00	\$193,200.00	\$150,400.00	\$301,950.00
6	Big Creek Clearwell and CCT Exterior Coating - Overcoating	\$160,000.00	\$131,491.00	\$170,000.00	\$359,000.00
7	Second Garrotte Clearwell and CCT Exterior Coating - Overcoating	\$170,000.00	\$129,990.00	\$170,000.00	\$359,000.00
8	Big Creek and Second Garrotte Internal Structural Repairs - Labor	\$52,000.00	\$30,560.00	\$52,800.00	\$66,000.00
9	Big Creek and Second Garrotte Structural Materials	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
<b>Total Base Bid Price</b>		<b>\$3,397,500.00</b>	<b>\$3,240,341.00</b>	<b>\$3,118,200.00</b>	<b>\$3,819,669.11</b>
<b>Bid Alternative</b>					
1	Second Garrotte Clearwell and CCT Exterior Coating - Sand Blasting	\$390,000.00	<b>\$427,631.00</b>	\$290,000.00	\$580,877.00
2	Big Creek Clearwell and CCT Exterior Coating - Sand Blasting	\$375,000.00	<b>\$427,631.00</b>	\$290,000.00	\$580,877.00
<b>Total Bid Alternative Price</b>		<b>\$765,000.00</b>	<b>\$855,262.00</b>	<b>\$580,000.00</b>	<b>\$1,161,754.00</b>

## RESOLUTION 38-2020

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AWARDING CONTRACT TO THE LOWEST BIDDER, FARR CONSTRUCTION FOR THE SECOND GARROTTE AND BIG CREEK CLEARWELL REHABILITATION PROJECT

**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 approved Resolution 8-17 on June 12, 2017 which authorized application to the Drinking Water State Revolving Fund and related actions; and

**WHEREAS**, the District was awarded a Drinking Water Construction Grant Agreement (Project No. 5510009-003C) for \$3.4 million dated March 31, 2020; and

**WHEREAS**, the Board of Directors adopted Resolution 29-2020 on June 9, 2020 approving the project and authorizing public bidding; and

WHEREAS, the Project was advertised for public bid with bids due at 2:00 PM on August 6, 2020; and

WHEREAS, Four bids were received and publicly opened and read, with the apparent low bidder being Farr Construction with a total bid of \$3,118,200; and

WHEREAS, the bid protest period ends at 2:00 PM on August 13, 2020 after which the District can issue Notice of Award to the successful low bidder; and

WHEREAS, due to the urgency and timing of this project, the Board wishes to authorize the execution of a construction contract at the earliest possible time.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Directors of Groveland Community Services District approves Resolution 38-2020 which authorizes the following:

1. Issue Notice of Award on August 14, 2020 to Farr Construction, the lowest bidder for the Second Garrotte and Big Creek Clearwell Rehabilitation Project.
2. Authorize the General Manager to execute the Construction Agreement
3. Authorize Project expenditures of not to exceed \$3,400,000, including Construction Contract Change Orders.

**WHEREFORE**, this Resolution is PASSED, APPROVED, and ADOPTED by the Board of Directors of the Groveland Community Services District on August 11, 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 August 11, 2020.

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