



SPECIAL MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 www.gcsd.org

WORKSHOP AGENDA

January 28, 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. Presentation and Discussion of Accomplishments for the 2019 Calendar Year

B. Presentation of a Mid Year Financial Report and Discussion of Proposed Budget Amendments

C. Presentation on the Status of District Infrastructure Projects, Planning Initiatives and Interagency Coordination including, but not limited to:

- Groveland/Big Oak Flat Water and Sewer Project/Funding
- Big Creek/Second Garrote Clearwell Recoating Project/Funding
- LAFCO Representation by Special Districts
- Tuolumne County Land Use Planning Projects
- Water and Sewer Master Plan Update
- Fire Master Plan Update

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

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)

4. Discussion and Action Items

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

- A. Approval of the 2020-2022 Management Objectives Which Identify Management Actions Intended to Accomplish the Goals of the Board of Directors
- B. Planning and Board Direction on the Next Steps and Responsibilities Related to the Groveland Regional Area Community Enhancement (GRACE) Project
- C. Planning and Board Direction on the Outreach Plan and Strategy for the Proposed Fire Funding Measure

5. Adjournment



GCS D 2019 Accomplishments

District New Hires:

May 1, 2019 - Renee Van Dyk, Admin

May 28, 2019 - Meghan Orsetti, Admin

September 16, 2019 - Al Deshaies, Collections & Distribution

December 13, 2019 - Steve Buie, Water & Wastewater Treatment

Anniversaries:

12 Years, Operations Manager, Luis Melchor

12 Years, Maintenance Mechanic III, Matt Dickens

10 Years, Collections & Distribution Grade II, Brandon Klein

10 Years, Grade II Operator, Anthony Trujillo

9 Years, Accountant, Debbie Percoco

8 Years, Administrative Services Manager, Jennifer Flores

4 Years Chief Plant Operator, Gregg Dunn

3 Years Collection & Distribution Grade I, Pat Sommarstom

2 Collections & Distribution, Myles Rodriguez

2 Years Administrative Services Technician II, Rachel Pearlman

2 Years Maintenance Mechanic I, Jacob Wemmer

2 Years GM Pete Kampa

1 Years Collections & Distribution Grade II, Andrew Marshall

Staff Training:

CPR First Aid – District wide training

CSDA Annual Conference – General Manager Pete Kampa, Operations Manager Luis Melchor, Administrative Services Manager Jennifer Flores

CSDA Legislative Days – General Manager Pete Kampa

CSDA Ethics Training – General Manager Pete Kampa,

CSDA Board Secretary Conference- General Manager Pete Kampa, Administrative Services Tech II Rachel Pearlman

Public Records Act & Records Retention Training-
Administrative Services Tech Renee Van Dyk

CLAVAL Training, Leak Detection Class, PG&E Call Before You Dig - C&D Myles Rodrigues, C&D Pat Sommarstrom

Leak Detection Class, Safety Day, CLAVAL Training, & Submersible Pump Training – C&D Andrew Marshall, Maintenance Mechanic I, Jacob Wemmer

General Electric PLC & VFD Training - Maintenance Mechanic III, Matt Dickens

Safety Day 2019 & CLAVAL Training & Submersible Pump Training- C&D Al Deshaies

Promotions & Certifications:

Recognition in Special District Governance for Janice Kwiatkowski, Nancy Mora, Spencer Edwards and Robert Swan, issued by the Special District Leadership Foundation

District Transparency Certificate of Excellence - issued by the Special District Leadership Foundation - District wide effort

Rachel Pearlman promoted to Administrative Services Technician II/ Board Secretary Assistant

Jacob Wemmer received Collections I Certificate

Tony Filippi received OIT I

Greg Dunn received Treatment III & Distribution III Certificates

Anthony Trujillo received Wastewater II, and Distribution III Certifications & Promoted to Grade II Operator

Andrew Marshall received Distribution II Certification, Promoted to Grade II

Board Training:

CSDA Annual Conference – Board President Janice Kwiatkowski, Vice President Nancy Mora, Board Member Bob Swan

CSDA Legislative Day – Board President Janice Kwiatkowski, Director Spencer Edwards

CSDA Special Districts Leadership Academy – Board President Janice Kwiatkowski Vice President Nancy Mora, and Director Spencer Edwards

CSDA Ethics Training – Board President Janice Kwiatkowski, Vice President Nancy Mora, Director John Armstrong

Capital Improvement Projects:

2017 and 2018 Flood/Flume Restoration Completion

Firehouse Encroachment

Server and SCADA Upgrade

Operations Building Roof

Big Creek Old Treatment and Generator Room Roof Repair

Reservoir 1 Valve Vault Repair

SEMS Asset Management Program Implementation

Park Buildings Repair and Painting

Park BBQ completion

Sewer Treatment Plant Fencing

Tank 4 & 5 AT&T Tower

GIS Mapping Program Implementation

Lift Station 5, 6, 7 & 8 Cleaning

WWTP Sludge Drying Bed Upgrade

Maintenance building, resided and painted

Public Outreach:

GRACE – Groveland Regional Area Community Enhancement

Movies in the Park

49er Festival Booth

PSPS - GCSD Community Resource Center

Airport Day Presence

Fire Prevention Week Event

Grants and New Revenue:

Water Groveland/BOF \$30,000

Water Storm Grant \$43,000

Sewer Groveland/BOF \$55,000

IRWM LS#16 \$268,000

Flume Project \$390,000

Increased investment interest by \$90,000 annually

Capital Investments

See Attached 2018/19 Asset Addition List

Fixed Assets

FY 2018/19 Asset Additions

| Asset | Description | Life | Orig Cost |
|------------------------|-------------------------------|------|-------------------|
| 4362 | Metal Doors @ 2G Plant | 10 | 13,658.60 |
| 4363 | Maint Building Siding/Paint | 7 | 20,357.43 |
| 4365 | 2018 Chevy Silverado | 10 | 20,003.42 |
| 4367 | Water Main Pipe 10"-120 ft. | 20 | 31,705.20 |
| 4369 | Admin Light Poles | 20 | 9,539.78 |
| 4373 | Admin Parking Lot Paving | 15 | 4,256.00 |
| 4377 | Flow Magmeter @ 2G | 5 | 6,691.00 |
| 4378 | Bic Creek Turbine Repair | 5 | 56,789.02 |
| Water Fund | | | 163,000.45 |
| 4364 | Maint Building Siding/Paint | 7 | 9,579.98 |
| 4366 | 2018 Chevy Silverado | 10 | 9,413.38 |
| 4368 | Gravity Sewer Line 6"-120 ft. | 20 | 14,920.54 |
| 4370 | Admin Light Poles | 20 | 6,473.42 |
| 4374 | Admin Parking Lot Paving | 15 | 2,888.00 |
| 4379 | Homa Pump-LS#5 | 5 | 10,912.26 |
| 4380 | Sludge Drying Bed Slab | 20 | 110,529.00 |
| 4380.1 | Sludge Drying Bed Slab | 20 | 3,435.00 |
| 4381 | STP Res #1 Vault/Valve Rplc | 15 | 37,000.00 |
| 4382 | STP Teco 75 hp Irrigation Mtr | 5 | 4,677.54 |
| 4383 | STP Concrete Culvert | 20 | 4,200.00 |
| 4384 | SMC Soft Start Controller @Ir | 5 | 4,962.66 |
| 4385 | STP Drying Bed Fence | 10 | 5,222.83 |
| WasteWater Fund | | | 224,214.61 |
| 4371 | Admin Light Poles | 5 | 170.37 |
| 4375 | Admin Parking Lot Paving | 5 | 76.00 |
| 4386 | Fire Station Pad | 15 | 100,962.73 |
| 4387 | Fire Station Shower Project | 10 | 5,208.00 |
| Fire Fund | | | 106,417.10 |
| 4372 | Admin Light Poles | 5 | 851.80 |
| 4376 | Admin Parking Lot Paving | 5 | 380.00 |
| 4388 | RV Stantions/Electrical | 15 | 24,536.11 |
| 4389 | Park Drinking Fountain | 15 | 3,200.00 |
| 4390 | Park Culvert | 15 | 6,630.00 |
| Parks Fund | | | 35,597.91 |
| | | | 529,230.07 |

January 28, 2020
2nd Quarter (Mid-Year) Financial Statement
Memo

Authored by: Jennifer Flores, Administrative Services Manager

WATER FUND

REVENUE

Fixed rates are on track and variable rates are exceeding the budgeted figure by 16%. The District has also had eleven (11) new water connections in the last two (2) quarters resulting \$28,000 in other revenue, \$13,000 in Administrative fees for annual backflow inspections, and \$20,000 in customer late fees. Other Non-Operating Revenue includes \$15,000 in interest and \$32,000 in grant funds for the Downtown Groveland/Big Oak Flat Water Planning Project.

EXPENSES

Nothing notable; expenses are on track with budget.

CAPITAL OUTLAY

2nd Quarter

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

1st Quarter

\$4,000 for engineering fees for the Downtown Groveland/Big Oak Flat Water System Rehab Project, \$5,800 for purchase of new VFD for Tank #2 which is a motor control to operate the pump, \$5,800 for purchase of iPads for implementation of new District SEMS program (total cost spread over all four (4) funds), and \$4,500 for the purchase of a Water Wagon used for dust control and to remain in compliance with requirements placed on the District for dust abatement.

SEWER FUND

REVENUE

Fixed rates are on track and variable rates are exceeding the budgeted figure by 14%. The District has also had two (2) new sewer connections resulting in \$14,000 to date in other revenue, and \$10,000 in customer late fees. The District also received \$390,000 reimbursement from the state for the Flume Rehabilitation Project.

EXPENSES

Nothing notable; expenses are on track with budget.

CAPITAL OUTLAY

2nd Quarter

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

1st Quarter

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

FIRE FUND

REVENUE

Received disbursement check from county in December with \$623,653 allocated to the Fire Fund. Other non-operating revenue includes \$20,000 grant from Sonora Area Foundation for new SCBA fill station in addition to \$15,000 from the California Fire Foundation for Defensible Space Program.

EXPENSES

Have not yet received CAL FIRE invoice for October-December period.

CAPITAL OUTLAY

2nd Quarter

No capital projects.

1st Quarter

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

PARKS FUND

REVENUE

Received disbursement check from county in December with \$30,000 allocated to the Park Fund. Other operating revenue includes \$26,000 for cell tower rent.

EXPENSES

Nothing notable.

CAPITAL OUTLAY

2nd Quarter

No capital projects.

1st Quarter

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

Budget to Actual
Groveland Community Services District

For 2nd Quarter ended December 31, 2019

| Total - District-Wide | 2019/20 Annual Budget | Year-to-date Actuals | CY Actual Vs. CY Budget-Remaining \$ | CY Actual Vs. CY Budget-Remaining% |
|--------------------------------------|-----------------------|----------------------|--------------------------------------|------------------------------------|
| Fixed rates | \$ 2,965,449 | \$ 1,523,958 | \$ (1,441,491) | 49% |
| Variable rates | 1,369,149 | 900,185 | \$ (468,964) | 34% |
| Property taxes | 1,181,268 | 677,884 | \$ (503,384) | 43% |
| Other operating revenues | 152,591 | 134,141 | \$ (18,450) | 12% |
| Other nonoperating revenues | 1,394,987 | 494,511 | \$ (900,476) | 65% |
| Total Revenues | 7,063,444 | 3,730,679 | (3,332,765) | |
| Salaries and benefits | (2,060,741) | (920,695) | 1,140,046 | 55% |
| Cost of water | (215,000) | (106,690) | 108,310 | 50% |
| Utilities | (297,000) | (125,661) | 171,339 | |
| Cal Fire contract | (1,350,230) | (237,917) | 1,112,313 | 82% |
| Other operating expenses | (1,822,958) | (741,823) | 1,081,135 | 59% |
| Leases: prin+interest | (13,742) | (8,941) | 4,801 | 35% |
| Transfer to OPEB Trust | (161,000) | - | 161,000 | 100% |
| Transfer to Pension | (207,850) | (200,700) | 7,150 | 3% |
| Annual Reserve Set Aside | (147,771) | - | 147,771 | 100% |
| Total Expenses | (6,276,292) | (2,342,427) | 3,786,094 | |
| Capital outlay (fixed assets) | (1,881,954) | (696,683) | 1,185,271 | 63% |
| Net profit (loss) | \$ (1,094,802) | \$ 691,569 | \$ 1,638,600 | |
| Debt Service Collections | 944,664 | 474,249 | (470,415) | |
| Debt Service: Prin/Interest | (1,011,544) | (386,675) | 624,869 | |
| | (66,880) | 87,575 | 154,455 | |

Budget to Actual
Groveland Community Services District

For 2nd Quarter ended December 31, 2019

| Water | 2019/20 Annual Budget | Year-to-date Actuals | CY Actual Vs. CY Budget- Remaining \$ | CY Actual Vs. CY Budget- Remaining% |
|--------------------------------------|-----------------------|----------------------|---------------------------------------|-------------------------------------|
| Fixed rates | \$ 1,540,587 | \$ 796,654 | \$ (743,933) | 48% |
| Variable rates | 913,404 | 606,724 | (306,680) | 34% |
| Other operating revenues | 88,591 | 79,978 | (8,613) | 10% |
| Other nonoperating revenues | 46,228 | 47,932 | 1,704 | -4% |
| Total Revenue | 2,588,810 | 1,531,289 | (1,057,521) | |
| Salaries | (730,246) | (307,374) | 422,872 | 58% |
| Benefits | (347,881) | (182,272) | 165,609 | 48% |
| Cost of water | (215,000) | (106,690) | 108,310 | 50% |
| Utilities | (115,000) | (46,477) | 68,523 | 60% |
| Other operating expenses | (856,661) | (402,645) | 454,016 | 53% |
| Leases | (10,208) | (7,348) | 2,860 | 28% |
| Transfer to OPEB Trust | (90,160) | - | 90,160 | 100% |
| Pension Unfunded Liability | \$ (92,680) | \$ (89,490) | 3,190 | 3% |
| Annual Reserve Set-Aside | \$ (47,771) | \$ - | 47,771 | 100% |
| Total Expenses | (2,505,607) | (1,142,296) | - | 1,363,311 |
| Capital outlay (Fixed assets) | (458,708) | (97,169) | 361,539 | 79% |
| Net profit (loss) | \$ (375,505) | \$ 291,824 | \$ 667,329 | |
| Debt service collections-3236 | 618,476 | 310,443 | (308,033) | 50% |
| Debt service Prin/Interest | (687,634) | (223,915) | 463,719 | 67% |
| | (69,158) | 86,528 | 155,686 | 155,686 |

Water Fund Quarter Summary Notes

REVENUE

Other Operating Rev.- Backflow/Admin \$13K, Connections \$28K, Late Fee \$20K
Other Non-Operating Rev-Interest Earned \$15,000, Downtown/BOF Grant payment \$32K

EXPENSES

PG&E Utility Rebate Reduced Utilities Expense
Water Break Damage Claim \$16,540, Will be reimbursed by SDRMA

CAPITAL OUTLAY

Big Creek Building Upgrades \$20K, Operations Building Upgrades \$16K, Water Master Plan \$25K

Budget to Actual
Groveland Community Services District

For 2nd Quarter ended December 31, 2019

| Sewer | 2019/20 Annual Budget | Year-to-date Actuals | CY Actual Vs. CY Budget- Remaining \$ | CY Actual Vs. CY Budget- Remaining% |
|--------------------------------------|-----------------------|----------------------|---------------------------------------|-------------------------------------|
| Fixed rates | \$ 1,424,862 | \$ 727,304 | \$ (697,558) | 49% |
| Variable rates | 455,745 | 293,461 | (162,284) | 36% |
| Other operating revenues | 42,000 | 24,642 | (17,358) | 41% |
| Other nonoperating revenues | 914,059 | 399,132 | (514,927) | 56% |
| Total Revenue | 2,836,666 | 1,444,539 | (1,392,127) | |
| Salaries | (580,860) | (242,685) | 338,175 | 58% |
| Benefits | (260,043) | (133,847) | 126,196 | 49% |
| Utilities | (126,000) | (49,648) | 76,352 | 61% |
| Other operating expenses | (637,803) | (253,092) | 384,711 | 60% |
| Leases | (3,534) | (1,593) | 1,941 | 55% |
| Transfer to OPEB Trust | (61,180) | - | 61,180 | 100% |
| Pension Unfunded Liability | (62,890) | (60,726) | 2,164 | 3% |
| Annual Reserve Set-Aside | (100,000) | - | 100,000 | 100% |
| Total Expenses | (1,832,310) | (741,590) | 1,090,720 | |
| Capital Outlay (fixed assets) | (1,123,581) | (550,856) | 572,725 | 51% |
| Net profit (loss) | \$ (119,225) | \$ 152,092 | \$ 271,317 | |
| Debt service collections-1329/No BOI | 326,188 | 163,806 | (162,382) | 50% |
| Debt service:Prin/Interest | (323,910) | (162,759) | 161,151 | 50% |
| | 2,278 | 1,047 | (1,231) | |

Sewer Fund Quarter Summary Notes

REVENUE

Other Operating Rev.- Connection \$14K, Late fees \$10K
Non-Operating Revenue-Downtown/BOF Grant \$7K, Flume Project Grant Pmt \$390,000

EXPENSES

PG&E Utility Rebate Reduced Utilities Expense

CAPITAL OUTLAY

Flume Project \$482K, Headworks \$12K, Operations Building \$11K, Sewer Master Plan \$25K

Budget to Actual
Groveland Community Services District

Budget to Actual
Groveland Community Services District

For 2nd Quarter ended December 31, 2019

| Total - Governmental Funds | 2019/20 Annual Budget | Year-to-date Actuals | CY Actual Vs. CY Budget- Remaining \$ | CY Actual Vs. CY Budget- Remaining% |
|--------------------------------------|----------------------------------|---------------------------------|--|--|
| Property taxes | 1,181,268 | 677,884 | (503,384) | 43% |
| Other operating revenues | 22,000 | 29,521 | 7,521 | -34% |
| Other nonoperating revenues | 434,700 | 47,447 | (387,253) | 89% |
| Total Revenues | 1,637,968 | 754,851 | (883,117) | |
| Salaries and benefits | (141,711) | (54,517) | 87,194 | 62% |
| Utilities | (56,000) | (29,537) | 26,463 | 47% |
| Cal Fire/Amador contract | (1,350,230) | (237,917) | 1,112,313 | 82% |
| Other operating expenses | (328,494) | (86,086) | 242,408 | 74% |
| Transfer to OPEB Trust | (9,660) | - | 9,660 | 100% |
| Transfer to Pension/Unfunded | (52,280) | (50,484) | 1,796 | 3% |
| Total Expenses | (1,938,375) | (458,541) | 1,479,834 | |
| Capital outlay (fixed assets) | (299,665) | (48,658) | 251,007 | 84% |
| Net profit (loss) | \$ (600,072) | \$ 247,652 | \$ 847,724 | |

Budget to Actual
Groveland Community Services District

For 2nd Quarter ended December 31, 2019

| Fire | 2019/20 Annual Budget | Year-to-date Actuals | CY Actual Vs. CY Budget- Remaining \$ | CY Actual Vs. CY Budget- Remaining% |
|--------------------------------------|-----------------------|----------------------|---------------------------------------|-------------------------------------|
| Property taxes | \$ 1,086,768 | \$ 623,653 | \$ (463,115) | 43% |
| Other operating revenues | 20,500 | 656 | (19,844) | 97% |
| Other nonoperating revenues | 192,300 | 44,588 | \$ (147,712) | 77% |
| Total Revenues | 1,299,568 | 668,896 | (630,672) | |
| Salaries and benefits | (45,458) | (16,311) | 29,147 | 64% |
| Cal Fire Contract | (1,077,718) | (237,917) | 839,801 | 78% |
| Amador Contract | (272,512) | | 272,512 | 100% |
| Utilities | (14,000) | (9,231) | 4,769 | 34% |
| Other operating expenses | (284,799) | (62,777) | 222,022 | 78% |
| Transfer to OPEB Trust | (1,610) | - | \$ 1,610 | 100% |
| Tfr. to PERS Unfunded/Smoothing | (44,005) | (42,494) | \$ 1,511 | 3% |
| Total Expenses | (1,740,102) | (368,730) | 1,371,372 | |
| Capital Outlay (fixed assets) | (47,340) | (36,079) | \$ 11,261 | |
| Net Profit (Loss) | \$ (487,874) | \$ 264,087 | \$ 751,961 | |

Fire Fund Quarter Summary Notes

REVENUE

Property Tax paid in April/Dec.

Non Oper. Rev.- Sonora Area Grant \$20K (SCBA), CA Fire Defensible

EXPENSES

Higher Water Bills

CAPITAL

SCBA Fill Station \$30K, Lighting Upgrade \$5K

Budget to Actual
Groveland Community Services District

For 2nd Quarter ended December 31, 2019

| Parks | 2019/20 Annual Budget | Year-to-date Actuals | CY Actual Vs. CY Budget- Remaining \$ | CY Actual Vs. CY Budget- Remaining% |
|--------------------------------------|-----------------------|----------------------|---------------------------------------|-------------------------------------|
| Property taxes | \$ 94,500 | \$ 54,231 | \$ (40,269) | 43% |
| Other operating revenues | 1,500 | 28,865 | 27,365 | -1824% |
| Other nonoperating revenues | 242,400 | 2,859 | (239,541) | |
| Total Revenue | 338,400 | 85,954 | (252,446) | |
| Salaries and benefits | (96,253) | (38,206) | 58,047 | 60% |
| Utilities | (42,000) | (20,306) | 21,694 | 52% |
| Other operating expenses | (43,695) | (23,309) | 20,386 | 47% |
| Transfer to OPEB Trust | (8,050) | 0 | 8,050 | 100% |
| Transfer to Pension | (8,275) | (7,990) | 285 | 3% |
| Total Expenses | (198,273) | (89,811) | 108,462 | |
| Capital outlay (fixed assets) | (252,325) | (12,578) | 239,747 | 95% |
| Net Profit (Loss) | \$ (112,198) | \$ (16,435) | \$ 95,763 | |

Parks Fund Quarter Summary Notes

REVENUE

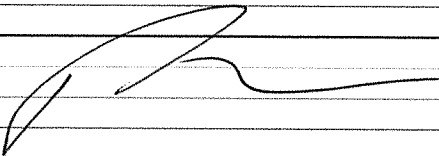
Property Tax paid in April/Dec.
Misc. Rev - Cell Tower Rents \$26K
Non Oper. Rev. -

EXPENSES

Nothing Notable

CAPITAL OUTLAY

Park Amphitheater Upgrade \$10K

| GROVELAND COMMUNITY SERVICES DISTRICT | | | | | | | | | |
|--|---|----------------|---------------------------|------------------------|---------------------|------------------|---------------------|-------------------|---------------------|
| Quarterly Investment/Treasurer's Report | | | | Enterprise & D/G Funds | | | Government Funds | | |
| 1st Quarter Balances @12/31/19 | | | | | | | | | |
| Cash Accounts | Acct | Interest Rate | YTD Interest Jan-Dec-2019 | Water | Sewer | Grunsky | Fire | Parks | G/L Totals |
| Mechanics Bank Operating Account | 4498 | 0 | 0 | 1,366,127.27 | 603,771.86 | 5,133.39 | 707,530.48 | 54,060.60 | 2,736,623.60 |
| Mechanics Bank Investment (Operating Reserves) | 2814 | 0.20% | 119.20 | - | - | - | - | - | - |
| Mechanics Bank Payroll Account | 2426 | 0 | 0 | 20,345.88 | 19,889.90 | | 2,910.07 | 3,331.01 | 46,476.86 |
| Mechanics Bank Sewer Impr. Checking | 2675 | | | | 1,500,100.00 | | | | 1,500,100.00 |
| Water Bond Pymt Reserve | 4662 | 0.20% | 1967.78 | 1,166,329.32 | - | | - | - | 1,166,329.32 |
| Sewer Bond Pymt Reserve | 4745 | 0.20% | 1638.55 | - | 895,734.61 | | - | - | 895,734.61 |
| Cash Drawer | | | | 168.00 | 132.00 | | | | 300.00 |
| Petty Cash | | | | 100.00 | 100.00 | | | | 200.00 |
| Cash in Co Treas SAD 77-1 | | | | (588.00) | | | | | (588.00) |
| LAIF to Investment Reserves Acct | 5001 | 2.29% | 66,319.68 | 1,574,400.95 | 289,193.55 | 11,997.04 | 757,033.05 | 242,278.91 | 2,874,903.50 |
| Closed Pension/Drought Acct. | 58/89 | 0.20% | 0.00 | | | | | | |
| Total Unrestricted Cash | | | | 4,126,883.42 | 3,308,921.92 | 17,130.43 | 1,467,473.60 | 299,670.52 | 9,220,079.89 |
| 2013 Water Bond Sale - Restricted Reserve | 2498 | 0.20% | 631.87 | 316,273.06 | | | | | 316,273.06 |
| 2014 BNY Water Bond Sale - Restricted Reserve | 5112 | 2.31% | 8247.08 | 382,233.80 | | | | | 382,233.80 |
| 2014 BNY Sewer Bond Sale-Restricted Reserve | 9240 | 2.31% | 7,080.14 | | 432.00 | | | | 432.00 |
| Total Restricted Cash | | | | 698,506.86 | 432.00 | - | - | - | 698,938.86 |
| Total Cash and Investments | | | | 4,825,390.28 | 3,309,353.92 | 18,464.26 | 1,467,473.60 | 299,670.52 | 9,919,018.75 |
| 2019 YTD Interest Earned | | Jan-Dec | \$ 86,004.30 | | | | | | |
| "I certify that the District investments have been made in accordance with the Investment Policy. I further certify that the District has adequate revenue to cover its operating expense for the next six months, in accordance with California Government Code Sections 53646 (b) (2) and (3) respectively." | | | | | | | | | |
| Name |  | | | Title | General Manager | | Date | 12-31-19 | |

DRAFT PROPOSED 2019/20 BUDGET ADJUSTMENTS

| 2019/20 Mid Year Budget Adjustments | Spent at Mid | | | | Variance | Comments |
|---|----------------|--------------|---------------|--------------------|----------|---|
| | 2019/20 Budget | Year (6 mo.) | Projected FYE | | | |
| Bank Fees | \$ 3,500 | \$ 2,650 | \$ 5,300 | \$ 1,800 | | |
| Workers Comp | \$ 33,919 | \$ 24,896 | \$ 49,792 | \$ 15,873 | | |
| Fuel | \$ 61,700 | \$ 39,400 | \$ 78,800 | \$ 17,100 | | PG&E PSPS |
| Memberships/Dues | \$ 24,000 | \$ 17,906 | \$ 20,000 | \$ (4,000) | | |
| Actuarial Review | \$ 2,000 | \$ 1,500 | \$ 3,500 | \$ 1,500 | | |
| SUBTOTAL | | | | \$ 32,273 | | |
| R & M- Treatment | \$ 66,500 | \$ 48,143 | \$ 96,286 | \$ 29,786 | | |
| R & M- Equipment | \$ 42,000 | \$ 9,314 | \$ 18,628 | \$ (23,372) | | |
| SUBTOTAL | | | | \$ 6,414 | | |
| (Administrative) Consulting | \$ 12,000 | \$ - | \$ 1,000 | \$ (11,000) | | Can offset cost overruns in other areas |
| Fire Department Utilities (water) | \$ 14,000 | \$ 9,314 | \$ 18,628 | \$ 4,628 | | |
| Water Master Plan Development | \$ 120,000 | | \$ 100,000 | \$ (20,000) | | Over budgeted |
| Sewer Master Plan Development | \$ 120,000 | | \$ 100,000 | \$ (20,000) | | Over budgeted |
| SUBTOTAL | | | | \$ (40,000) | | |
| Capital Additions | | | | | | |
| Big Creek UV Analyzer | \$ - | \$ 7,361 | \$ 7,361 | \$ 7,361 | | Covered in pump replacements and distribution improvements |
| 6" Booster Pump Valve | \$ - | \$ 9,346 | \$ 9,346 | \$ 9,346 | | Covered in pump replacements and distribution improvements |
| LS#16 Sewer Line Imp | \$ - | \$ 2,350 | \$ 44,350 | \$ 44,350 | | \$18,000 covered by remaining IRWMP grant |
| Headworks, LS2,Irrig | \$ - | \$ 12,240 | \$ 500,000 | \$ 500,000 | | Secured \$1.5 million loan to cover |
| Operations Building Major Maintenance/Upgrade | \$ - | \$ 10,613 | \$ 19,760 | \$ 19,760 | | Amount omitted from sewer budget |
| SCBA Fill Station | \$ - | \$ 30,647 | \$ 30,647 | \$ 30,647 | | Budgeted at \$45,000 in 2018/29, never spent. Covered by \$20,000 SAF grant |
| Park Amphitheater | \$ - | \$ 10,670 | \$ 10,670 | \$ 10,670 | | Major repairs needed for safety |
| Onsite Chlorine Generator for WWTP | \$ - | \$ - | \$ 30,000 | \$ 30,000 | | Equipment failed, may be included in headworks project costs |
| SUBTOTAL | | | | \$ 652,134 | | |
| Capital Outlay Cost Overrun | | | | | | |
| Fuel Tank Painting/Electronic Logging | \$ 15,000 | \$ - | \$ 20,000 | \$ 5,000 | | Upgraded software and capabilities |
| New Crane Truck | \$ 135,000 | \$ - | \$ 145,000 | \$ 10,000 | | Truck price increase |
| SUBTOTAL | | | | \$ 15,000 | | |

Firewise USA - Organize it



Form a board/committee that's comprised of residents and other applicable wildfire stakeholders. Consider inviting the local fire department, state forestry agency, elected officials, emergency manager, and if applicable the property management company to participate. This group will collaborate on identifying the site's boundary and size. Firewise sites need to have a minimum of 8 individual single family dwelling units and are limited to a maximum of 2,500. Multiple sites can be located within a single large master-planned community/HOA.

Plan it

Obtain a **written wildfire risk assessment** from your state forestry agency or fire department. The assessment should be a community-wide view that identifies areas of successful wildfire risk reduction and areas where improvements could be made. Emphasis should be on the general conditions of homes and related home ignition zones. The assessment is a living document and needs to be **updated every five years**.



[Contact your state liaison](#) to learn more about the requirements and how to get started

Some states use the [Firewise USA template](#). (PDF)

Your board/committee will develop an **action plan** - a prioritized list of risk reduction projects/investments for the participating site, along with suggested homeowner actions and education activities that participants will strive to complete annually, or over a period of multiple years. Action plans should be **updated at a minimum of at least every three years**.

Do it



Host an outreach event and work with neighbors on addressing items in the action plan. These efforts will go towards your site's annual wildfire risk reduction investment.

[Find examples](#) (PDF) of activities that count towards your investment.

Use our [volunteer hourly worksheet](#) (PDF) to collect information from residents in your community

At a minimum, each site is required to annually invest the equivalent of one volunteer hour per dwelling unit in wildfire risk reduction actions. If your site has identified 100 homes within its boundary, then 100 hours of work or the monetary equivalent, based on the [independent sector value of volunteer time](#), need to be completed for that year.

Tell us about it

New applications can be completed online at portal.firewise.org. Tell us about the actions and efforts in your community to engage residents and complete mitigation work at the home level. Once all the criteria has been completed, the electronic application can be submitted.

Please note: Individual states can request additional application requirements.

TIME AND EXPENSE INVESTMENT EXAMPLES

Investing the equivalent of one volunteer hour (valued at \$25.43) per residential dwelling unit within the site's boundary in annual wildfire risk reduction efforts is a requirement of the national recognition program's criteria for maintaining an "In Good Standing" status. Examples of potential actions, activities, and expenses that can be used in meeting the total investment are listed below. These are only examples, it is not a comprehensive list.

COLLABORATION WITH FORESTRY, FIRE, AND RELATED EXPERTS:

- Consultation time with forestry/fire professionals on areas at risk
- Coordination of arborist, landscaping, etc. estimates for vegetation maintenance in common areas
- Regional coordinator's time mentoring/working with residents
- Time spent performing fire risk overviews at individual homes

COORDINATION OF PROJECTS, MEETINGS, ETC.:

- Coordination of wildfire related outreach events
- Coordination of wildfire educational presentations with subject matter experts
- Resident leader's program administration time
- Travel time to risk reduction meetings, orientations, trainings, and workshops

EDUCATION/TRAINING EVENTS AND MEETINGS FOR RESIDENTS:

- Attendance at evacuation/preparedness trainings
- Attendance at wildfire-related education/informational meetings and events
- Home improvements/modifications training
- Fire-resistant plant species workshop
- Safety and personal protective equipment training
- Vegetation management training

IMPROVEMENTS/MAINTENANCE ON THE HOME AND OUTBUILDINGS:

- Chimney spark arrestor installation
- Repairs to retrofit open-eaves style construction to soffited-eaves
- Modifications of deck to increase the gap between boards from 1/8 inch to 1/4 inch
- Inspection of roof; replacement of shingles as needed
- Inspection/repairs of eaves and soffits to ensure construction materials are in good condition
- Removal all flammable materials from under decks and porches
- Removal of debris between deck board gaps/joints
- Removal of debris on the roof and in the gutters as needed
- Replacement of missing deck boards to reduce ember entry to area under decks
- Replacement of vinyl gutters with metal gutters
- Replacement of wood fencing sections where attached to the house with a noncombustible product
- Resident or contractor labor to perform ignition-resistant exterior improvements (e.g., new Class A roofs, mesh screening added to attic and crawl space vents, siding repairs, replacement of wood fencing attached to siding, etc.)
- Installation of weatherstripping along the perimeter of garage doors to help keep embers out
- Use of a sealant (such as caulking) to cover gaps in open-eave areas



TIME AND EXPENSE INVESTMENT EXAMPLES (continued)

IMPROVEMENTS/MAINTENANCE WITHIN THE HOME IGNITION ZONES:

- Clearing of debris at the base of combustible fences
- Clearing of vegetation beneath and around large stationary propane tanks
- Creation of a permanent non-flammable footprint under large stationary propane tanks
- Creation of a non-flammable footprint under decks with gravel, stone or concrete
- Creation of small fuel breaks by adding hardscaping (e.g., driveways, walkways/paths, patios, stone walls, etc.)
- Delimiting and removal of lower tree branches
- Relocation of firewood piles to at least 30 feet from the home and other structures
- Mowing lawns and trimming native grasses and weeds as needed
- Raking and removal of pine needles, leaves, and ground debris
- Replacement of combustible mulch material with stone/gravel
- Replacement of highly-flammable vegetation with fire-resistant species
- Reduction of ladder fuels
- Stacking/piling of slash and other debris for chipping or curbside pickup
- Thinning or removal of trees
- Grant writing/oversight for wildfire risk reduction projects
- Mentoring adjacent neighborhoods on the importance of reducing wildfire risks
- Organizing, coordinating, planning, and implementation of the annual education/outreach events/activities
- Participation and attendance at Firewise board meetings, including development and updating of action plans
- Participation in group risk reduction activities for residents physically unable to do the work themselves
- Participation in national Wildfire Community Preparedness Day projects
- Reduction of vegetation/fuels from adjacent ingress and egress routes
- Resident's time attending/participating in annual wildfire education/outreach events
- Participation in risk reduction orientation to new residents
- Writing wildfire educational articles for the neighborhood newsletter or community website

NEIGHBORHOOD/COMMUNITY FOCUSED PROJECTS:

- Debris removal and maintenance of commonly owned areas
- Coordination of rental equipment and contractors for community-wide wildfire risk reduction projects
- Door-to-door canvassing to get new neighbors involved in reducing wildfire risks
- Chipper/power equipment rental/purchases, fuel, oil, and repair costs
- Chipper/power equipment associated costs: fuel and oil
- Chipper/power equipment maintenance/repair costs
- Contractor/labor expenses to perform risk reduction work (e.g., arborists, landscapers, professional forester services, roofers, etc.)
- Costs for community-wide clean up days (e.g., dumpster rental, compostable leaf/lawn bags, etc.)
- Costs to replace flammable mulch materials with stone/gravel



TIME AND EXPENSE INVESTMENT EXAMPLES (continued)

- Costs to replace flammable plant species with fire-resistant options
- Costs to replace wood fencing sections where attached to the house with a noncombustible product
- Food/beverages for risk reduction group/volunteer projects
- Ground litter and debris disposal/hauling fees
- Hardscaping materials and related costs to create fuel separation
- Home improvement expenses to reduce impacts from heat and embers (e.g., roof, deck, fencing, gutters, siding, vents, windows, etc.)
- Mileage at the current IRS rate for attendance at wildfire related meetings, dropping off slash, securing rental equipment, etc.
- Portable toilet rental for volunteers working on clean-up projects
- Production costs for risk reduction flyers, signs, and related mailing expenses
- Spark arrestor installation costs
- Tool purchase/rental (e.g., loppers, pole saws, weed trimmers, rakes, etc.)
- Tree removal and separation/spacing expenses
- Safety equipment for neighborhood workdays (e.g., ear and eye protection, gloves, etc.)
- Value of hourly volunteer labor (e.g., residents, scout groups, CERT members, students, etc.) and the associated services and materials required for them to participate in risk reduction projects

Find address or place

Legend

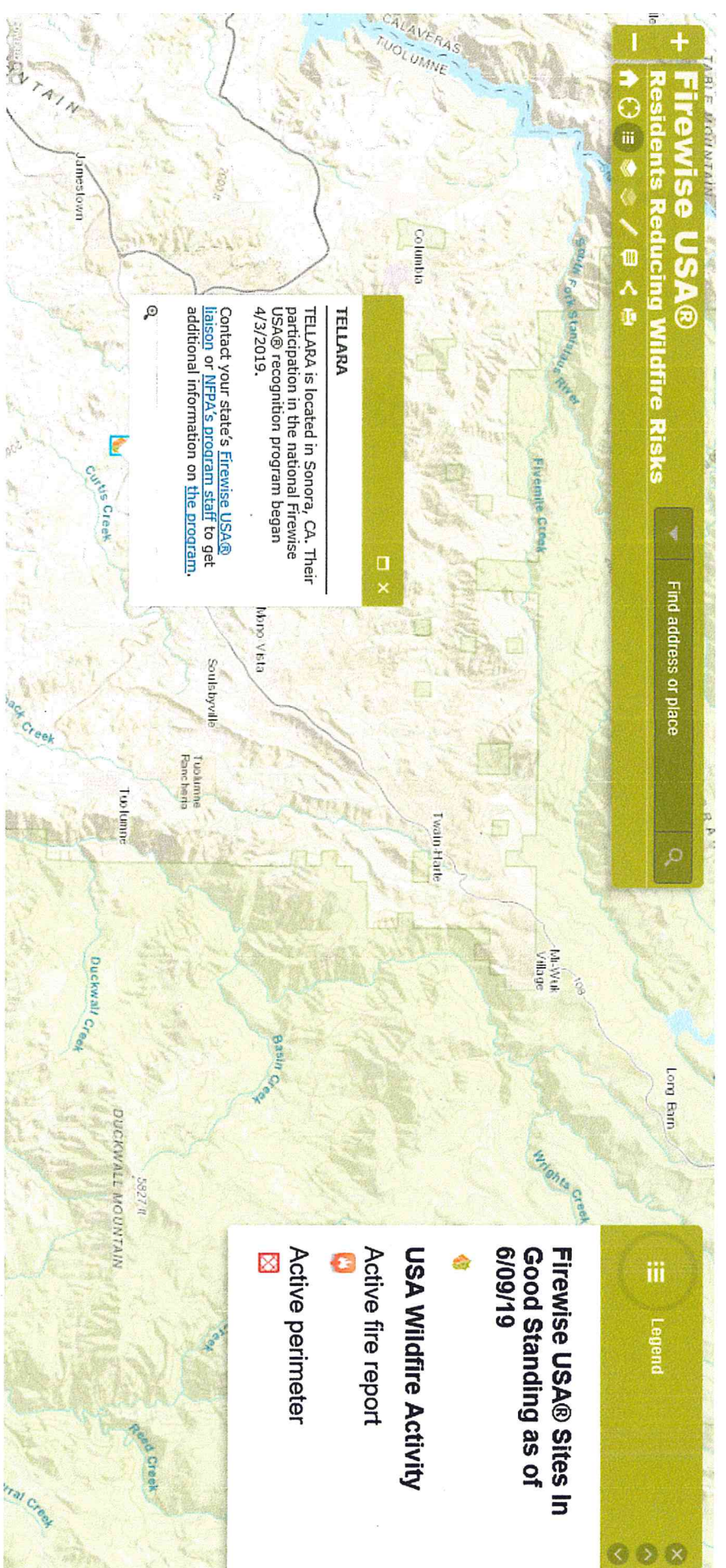
Firewise USA® Sites In Good Standing as of 6/09/19

USA Wildfire Activity

Active fire report

Active perimeter

TELLARA
TELLARA is located in Sonora, CA. Their participation in the national Firewise USA® recognition program began 4/3/2019.
Contact your state's [Firewise USA® Liaison](#) or [NFPA's program staff](#) to get additional information on the program.





County of Tuolumne Local Agency Formation Commission

Quincy Yaley,
Executive Officer

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

DATE: January 23, 2020
TO: Special District Presiding Officers
CC: Special District Clerks
Sarah Carrillo, County Counsel
FROM: Quincy Yaley, County of Tuolumne LAFCO Executive Officer

SUBJECT: Election Ballot to Add Two Special District Representatives and One Special District Alternate to the LAFCO Board – **Extension of Voting Period to March 2, 2020**

On December 23, 2019 the County of Tuolumne Local Agency Formation Commission (LAFCO) sent out a ballot to elect two special district members and one special district alternate to the LAFCO Board. Several special districts have requested more time to cast their votes. **We are extending the voting period to March 2, 2020 in response to these requests so that everyone has an opportunity to participate.**

All special districts have been given an opportunity to nominate candidates and the attached ballot contains the names of all nominated individuals.

All special districts in Tuolumne County are eligible to vote, whether they nominated a candidate or passed a resolution affirming support of adding special district members to the LAFCO Board.

Each district is entitled to one vote. That vote must be cast by the special district presiding officer who has been designated by the special district as the voting member.

The attached ballot (for those districts that have not yet submitted a ballot) must be completed and signed by the special district presiding officer who has been designated as the voting member by the special district. Thank you to those who have already submitted their ballots. The signed ballot can be scanned and emailed back to me via Cheydi Gonzales at cgonzales@co.tuolumne.ca.us. Or it can be mailed to:

LAFCO
c/o Cheydi Gonzales
County of Tuolumne CDD
2 South Green Street
Sonora, CA 95370

Ballots are due no later than March 2, 2020 at 4 p.m.

If you have questions, please contact Sheila Shanahan, Community and Housing Programs Manager at sshanahan@co.tuolumne.ca.us or at 209-533-6904.



**County of Tuolumne
Local Agency Formation Commission**

Quincy Yaley.
Executive Officer

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

LAFCO ELECTION BALLOT

Two Special District Representatives and One Special District Alternate

*The election ends on **March 2, 2020** at 4:00 p.m. or until a quorum of Special District ballots is received, whichever occurs later.*

| | |
|--|-----------------------------|
| Seat 1: Rotating between Tuolumne Utilities District, Groveland CSD, and Twain Harte CSD with TUD holding the 1st Four-Year Term | Vote for One (check box) |
| Ron Kopf, Tuolumne Utilities District Director | |
| District has decided not to vote in this election (please circle →) | NO VOTE |

| | |
|--|-----------------------------|
| Seat 2: Special District Representative Two-Year Term | Vote for One (check box) |
| Mark Rhinehart, Jamestown Sanitary District Board Member | |
| Karrie Mathson, Strawberry Fire Protection District Vice-President | |
| John Feriani, Tuolumne City Sanitary District Board President | |
| Brian Machado, Tuolumne Fire District Board Chair | |
| Eileen Mannix, Twain Harte Community Services District Director | |
| Janice Kwiatkowski, Groveland Community Services District Director | |
| Mark Massman, Mi-Wuk Sugar Pine Fire Protection District Treasurer | |
| Aaron Rasmussen, Tuolumne Park and Recreation District Secretary | |
| District has decided not to vote in this election (please circle →) | NO VOTE |

| Special District Alternate Two-Year Term | Vote for One (check box) |
|--|-------------------------------------|
| Dave Robertson, Strawberry Fire Protection District Director | |
| Adam Artzer, Tuolumne Fire District Board Vice Chair | |
| Bill McManus, Twain Harte Community Services District Director | |
| Spencer Edwards, Groveland Community Services District Director | |
| Jim McDonald, Mi-Wuk Sugar Pine Fire Protection District Director | |
| Jake Feriani, Tuolumne Park and Recreation District Chairman | |
| District has decided not to vote in this election (please circle →) | N O V O T E |

NAME OF SPECIAL DISTRICT VOTING:

SIGNATURE OF PRESIDING OFFICER:

Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot.

PRINTED NAME OF PRESIDING OFFICER:

IMPORTANT: PLEASE MAKE SURE THAT YOU FILL IN THE NAME OF DISTRICT AND PRESIDING OFFICER'S NAME AND SIGNATURE. THIS INFORMATION IS REQUIRED IN ORDER TO BE COUNTED.

PLEASE RETURN BALLOT WITH OR WITHOUT A VOTE.

Email to: cgonzales@co.tuolumne.ca.us or mail to: Tuolumne County LAFCO,
2 S Green Street, Sonora, Ca. 95370



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: January 28, 2020

SUBJECT: Item 4 A. Approval of the 2020-2022 Management Objectives Which Identify Management Actions Intended to Accomplish the Goals of the Board of Directors

RECOMMENDED ACTION

Motion to Approve the 2020-2022 Management Objectives Which Identify Management Actions Intended to Accomplish the Goals of the Board of Directors

BACKGROUND

The Board of Directors has reviewed the General Manager's draft management objectives for the upcoming years, and has provided input on content and format. The attached draft management objectives are presented in the format requested by the Board for easy review, performance measurement and completing an annual performance evaluation.

The management objectives comprise the first two pages, with items numbered from 1 to 31, and including measurements and estimated completion dates. A legend is included in the upper left that provides a snapshot of the status of the objective based on color coding. We will review this status sheet at each Board workshop, and include updates as needed.

The second two pages are the Board's goals, with a 1-5 rating for Board members to use to make sure each feels we are on track, and the management objectives are supporting the Board goals. These goal sheets are for Board member's personal use, and for completion of the annual review.

ATTACHMENTS

1. Management goals and objectives

FINANCIAL IMPACTS

Adoption of the management objectives is a significant action, as it sets the course for budget development, consulting work and all major expenditures. There is no direct cost associated with adoption of the objectives.

Draft Management Objectives for 2020-2021

| |
|--|
| Legend: |
| On Track, moving toward due date |
| Delayed, waiting on other items or time hampered |
| Off Track, not needed, or not possible |

| REVIEW WORKSHOP | | | | |
|-----------------|------------|-----------|--------------|--------------|
| January 2020 | April 2020 | July 2020 | October 2020 | January 2021 |

| PERIOD COVERED | | | | |
|--------------------|----------------------|-------------------|------------------|--------------------|
| October - Dec 2019 | January - March 2020 | April - June 2020 | July - Sept 2020 | October - Dec 2020 |

| # | Objective Description | Measurement | Due Date | October - Dec 2019 | January - March 2020 | April - June 2020 | July - Sept 2020 | October - Dec 2020 |
|-----|--|---|-----------|---|----------------------|-------------------|------------------|--------------------|
| 1 | Develop updated job descriptions that identify the core responsibilities, assignments and advancement expectations and path for each district position | Board action on package of updated job descriptions | 30-Jun-20 | Delays experineced with short staffing, staff changes | | | | |
| 2 | Develop an Employee Excellence Program | Board presentation on program Outline | 30-Jun-20 | New initiative | | | | |
| 3 | Add to the Board Orientation Program a development plan to include recommended learning path and schedule, training and conference attendance, certification | Board approval of updated oriantation program content | 30-Jun-20 | New initiative | | | | |
| 4 | Complete the Sewer Ordinance Update | Board approval of revised ordinance | 31-Jul-20 | Delayed due to workload | | | | |
| 4a | Update Winter Averaging Provisions of Ordinance | Board approval of revised revisions | 10-Mar-20 | Public Hearing scheduled | | | | |
| 5 | Complete Water Ordinance Update | Board approval of revised ordinance | 30-Sep-20 | | | | | |
| 6 | Complete Park Ordinance Update | Board approval of revised ordinance | 31-Dec-20 | | | | | |
| 7 | Complete Financial Reserve Needs Evaluations and Establish Targeted Annual and Total Reserve Amount | Board approval of financial needs analysis | 31-Dec-20 | | | | | |
| 8 | Develop New Financial Reserve Policies | Board approval of policies | 31-Dec-20 | Policy formats identified, need \$ amounts from studies | | | | |
| 9 | Complete monthly updates to Operating policies and procedures manual to new format | Monthly Board action on updated policies | 11-Feb-20 | In progress | | | | |
| 10 | Complete updated water and sewer master plans | Board approval of final master plans | 30-Aug-20 | In progress | | | | |
| 10a | Complete updated water and sewer 30 Year Capital Improvement Plans (CIP) | Board adoption of CIP | 31-Dec-20 | In progress | | | | |
| 11 | Contract for Water and Wastewater System Connection Fee Study | Board adoption of Connetion Fee Study and Schedule | 30-Mar-21 | Master Plans must be completed first to ID projects | | | | |
| 12 | Secure funding agreement for Downtown BOF/Groveland water and sewer system system improvements | State Funding Agreement | 31-Dec-20 | All docs submitted | | | | |
| 13 | Secure funding agreement for Clearwell Rehabilitations | State Funding Agreement | 30-Apr-20 | State says two months | | | | |
| 14 | Prepare 2019/20 Community Development Block Grant (CDBG) funding application | Confirmation of application submitted | 31-Mar-20 | | | | | |
| 15 | Develop Capital Improvement/Replacement Plans for fire services | Board approval of CIP | 7-Jan-20 | COMPLETED | | | | |
| 16 | Develop Capital Improvement/Replacement Plans for Park services | Board approval of CIP | 30-Jun-20 | | | | | |

Draft Management Objectives for 2020-2021

| |
|--|
| Legend: |
| On Track, moving toward due date |
| Delayed, waiting on other items or time hampered |
| Off Track, not needed, or not possible |

| REVIEW WORKSHOP | | | | |
|-----------------|------------|-----------|--------------|--------------|
| January 2020 | April 2020 | July 2020 | October 2020 | January 2021 |

| PERIOD COVERED | | | | |
|--------------------|----------------------|-------------------|------------------|--------------------|
| October - Dec 2019 | January - March 2020 | April - June 2020 | July - Sept 2020 | October - Dec 2020 |

| # | Objective Description | Measurement | Due Date | October - Dec 2019 | January - March 2020 | April - June 2020 | July - Sept 2020 | October - Dec 2020 |
|-----|--|--|-----------|---|----------------------|-------------------|------------------|--------------------|
| 17 | Develop and implement a GPS program to support the update and digitization of District infrastructure maps and add layers to our GIS site to display easements, and system maintenance management data | Board presentation on GPS plan and schedule | 10-Mar-20 | Purchased equipment and scheduling training | | | | |
| 18 | Implement a system of contracts with qualified contractors for general and technical maintenance and construction work, emergency response and repairs | Board approval of contracts | 10-Mar-20 | RFQ approved by Board 1-7-20 | | | | |
| 19 | Complete the Fire Department Master Plan Update and Development Impact Study | Board approval of Master Plan | 10-Mar-20 | In progress | | | | |
| 20 | Complete the GRACE (Park Enhancement) project plan and begin funding/implementation process | Board approval of Plan; Board approval of funding applications | 14-Apr-20 | Time availability has slowed process | | | | |
| 21 | Develop a long-term Park Service Funding Plan | Board approval of funding plan | 30-Jun-20 | | | | | |
| 22 | Plan the State Parks funded Per Capita Grant Improvements | Board approval of project | 12-May-20 | | | | | |
| 22a | Secure Per Capita Funding Agreement with State | Management Report of signed funding agreement | 1-Jul-20 | Waiting for state | | | | |
| 22b | Implement Per Capita Park Improvements | Management presentation of completed projects | 30-Jun-21 | Need board approved project and funding agreement | | | | |
| 23 | Produce an annual accomplishments report detailing where and how our customer and taxpayer money has been (and will be) spent | Presentation of annual accomplishments reports | 28-Jan-20 | | | | | |
| 24 | Engage a Fire Department focus group of interested public to assist in planning and advocating for the future financial health of the department | Confirmation of group formation | 14-Apr-20 | Need to identify local leader to head up group | | | | |
| 25 | Complete development of a local funding measure to support Fire Services | Board approval of funding measure; submit to voters | 12-May-20 | Draft survey in 1-28-20 packet | | | | |
| 26 | Achieve District of Distinction Accreditation (Platinum Level) | Presentation of award to Board | 30-Jun-20 | Need one more Board member attendance | | | | |
| 27 | Develop a plan to improve customer interaction technologies and methods to simplify and increase payment speed and security, precise and timely notification of account issues and emergencies, and improve water management | Presentation of plan for Board approval | 14-Apr-20 | Staff gathering policies, procedures and costs | | | | |
| 28 | Create a New Customer Information packet | Presentation of packet to Board | 14-Apr-20 | New staff training and improvements has delayed | | | | |
| 29 | Conduct a records inventory and establish appropriate records categories | Presentation of inventory and categories to Board | 30-Sep-20 | | | | | |
| 30 | Evaluate and implement systems and technologies for records and data management | Presentation of options to Board | 31-Dec-20 | | | | | |
| 31 | Develop reports on reserves and connection/capacity fee expenditures and present annually | Annual Board presentations in September | 31-Dec-20 | | | | | |

BOARD GOALS REPORT CARD

| Period Covered | | Oct-Dec 2019 | Jan-Mar 2020 | Apr-June 2020 | Jul-Sept 2020 |
|----------------|--|--|--|--|--|
| Date Evaluated | | <i>Workshop</i> | | | |
| Board Goals | | <i>January 28, 2020</i> | <i>Apr-20</i> | <i>Jul-20</i> | <i>Oct-20</i> |
| A | Support Staff by providing a work environment that values, supports and improves employee recruitment, development, retention and cross-training of excellent employees | Objectives Accomplishing the Goal? No 1 2 3 4 5 Yes Comments | Objectives Accomplishing the Goal? No 1 2 3 4 5 Yes Comments | Objectives Accomplishing the Goal? No 1 2 3 4 5 Yes Comments | Objectives Accomplishing the Goal? No 1 2 3 4 5 Yes Comments |
| B | <i>Board Goal Related to Policies - Propose new and amended policies and updated Ordinances that support accomplishment of management objectives and provide the framework for efficient operations</i> | Objectives Accomplishing the Goal? No 1 2 3 4 5 Yes Comments | Objectives Accomplishing the Goal? No 1 2 3 4 5 Yes Comments | Objectives Accomplishing the Goal? No 1 2 3 4 5 Yes Comments | No 1 2 3 4 5 Yes Comments |
| C | <i>Board Goal to Support Facilities and Operations - Plan, fund and implement improvements to the treatment plants and systems that integrate technology and provide for industry standard, efficient maintenance and operations</i> | Objectives Accomplishing the Goal? No 1 2 3 4 5 Yes Comments | Objectives Accomplishing the Goal? No 1 2 3 4 5 Yes Comments | Objectives Accomplishing the Goal? No 1 2 3 4 5 Yes Comments | Objectives Accomplishing the Goal? No 1 2 3 4 5 Yes Comments |

BOARD GOALS REPORT CARD

| | | | | | |
|-----------------|---|---|---|---|---|
| <p>D</p> | <p>Board Goal: Support Customer Relations and Outreach – Improve the image of the District and treatment of employees through a variety of actions that raise public awareness of the good work of the District</p> | <p>Objectives Accomplishing the Goal? No 1 2 3 4 5 Yes Comments</p> | <p>Objectives Accomplishing the Goal? No 1 2 3 4 5 Yes Comments</p> | <p>Objectives Accomplishing the Goal? No 1 2 3 4 5 Yes Comments</p> | <p>Objectives Accomplishing the Goal? No 1 2 3 4 5 Yes Comments</p> |
| <p>E</p> | <p>Board Goals Related to District Finances – Ensure that the District has adequate financial plans to invest in long term infrastructure improvements, achieve regulatory compliance, protect public and employee health and safety, and maintain service cost equity among the generations of our customers.</p> | <p>Objectives Accomplishing the Goal? No 1 2 3 4 5 Yes Comments</p> | <p>Objectives Accomplishing the Goal? No 1 2 3 4 5 Yes Comments</p> | <p>Objectives Accomplishing the Goal? No 1 2 3 4 5 Yes Comments</p> | <p>Objectives Accomplishing the Goal? No 1 2 3 4 5 Yes Comments</p> |
| <p>F</p> | <p>Board Goal Related to District Administration – Provide the structure, process and staffing for competent, transparent and accountable governance and administration of all District services.</p> | <p>Objectives Accomplishing the Goal? No 1 2 3 4 5 Yes Comments</p> | <p>Objectives Accomplishing the Goal? No 1 2 3 4 5 Yes Comments</p> | <p>Objectives Accomplishing the Goal? No 1 2 3 4 5 Yes Comments</p> | <p>Objectives Accomplishing the Goal? No 1 2 3 4 5 Yes Comments</p> |



OFFICIAL SURVEY

Groveland Community Services District Fire Department

This survey has been mailed to registered voters within the Groveland Community Services District to help the Fire Department make decisions about funding emergency services. You may take the survey online or mail the completed survey below in the postage-prepaid return envelope provided. Please complete and return the survey as soon as possible.

Survey Instructions:

- 1) Read each question listed below.
- 2) Fill in the circle for your response. Please use a pen and completely fill in the circle.
- 3) Detach the bottom portion of this sheet containing your answers.
- 4) Place the bottom portion of this sheet in the return envelope and mail (no postage needed).

Detach Here

Fill Below Portion, Detach at this Line, and Mail Back in Return Envelope

Detach Here

To complete this survey online please do one of the following:

- scan the QR CODE on the right with your phone and follow the instructions, or
- visit www.inputlocal.com, enter: SURVEY NAME "GCSDFD2", SURVEY CODE _____.



Registered voters in your area may be asked to vote on a local special tax measure. Below is a summary of the proposal:

In order to:

- Maintain and improve rapid response times for fire suppression; and
- Provide maintenance, repair, and replacement of firefighting apparatus, vehicles, equipment and fire stations; and
- Dedicate additional resources to help protect your property from the increasing threat of wildfires,

would you support an annual tax in the amount of ___ per residential unit, ___ per vacant property, and ___ per tenth of an acre for other types of property on property tax bills?

- | | | | |
|------------------------------|----------------------------|---------------------------|-----------------------------|
| <u>Definitely YES</u> | <u>Probably YES</u> | <u>Probably NO</u> | <u>Definitely NO</u> |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Please read the following statements regarding the proposed Groveland Community Services District funding measure. For each one please indicate whether they make you more or less likely to support the funding measure:

| | Much More Likely | Somewhat More Likely | No Impact | Somewhat Less Likely | Much Less Likely |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Revenue from a new funding measure could help the Fire Department to pay CAL FIRE to continue to staff both fire stations with two firefighters, in order to meet the needs of the community | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. This measure would help pay for equipment to better protect the Community and your property from wildfires | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. This measure would help preserve our current rapid emergency response times for fire suppression and emergency response services | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Having a reliable Fire Department with the ability to immediately respond 24 hours a day, 7 days a week is essential to maintaining the safety of our residents and guests..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. This measure would prevent our Groveland Fire Department from having to make service cuts to emergency medical response and fire suppression services..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. This measure would help fund the maintenance of both fire stations (Amador and CAL FIRE), and maintain and update equipment and apparatus | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. The funds from this measure would be locally controlled and cannot be taken away by the State or the County..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. The current Fire Department budget process includes strong fiscal safeguards and transparency, annual financial audits, and annual budgets presented at public meetings. Revenues from this funding measure would be subject to these same standards..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9. In order to keep up with inflation, the proposed ballot measure would have an optional annual rate adjustment to keep up with future cost increases, not to exceed 3% per year | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Please use the space below to write any other reasons why you would support or oppose this proposed ballot measure, and to describe which issues are most important to you.



OFFICIAL SURVEY

Groveland Community Services District Fire Department

This survey has been mailed to owners of property within the Groveland Community Services District to help the Fire Department make decisions about funding emergency services. You may take the survey online or mail the completed survey below in the postage-prepaid return envelope provided. Please complete and return the survey as soon as possible.

Survey Instructions:

- 1) Read each question listed below.
- 2) Fill in the circle for your response. Please use a pen and completely fill in the circle.
- 3) Detach the bottom portion of this sheet containing your answers.
- 4) Place the bottom portion of this sheet in the return envelope and mail (no postage needed).

Detach Here

Fill Below Portion, Detach at this Line, and Mail Back in Return Envelope

Detach Here

To complete this survey online please do one of the following:

- scan the QR CODE on the right with your phone and follow the instructions, or
- visit www.inputlocal.com, enter: SURVEY NAME "GCSDFD1", SURVEY CODE _____.



ownerid

Owners of property owner within the Groveland CSD Fire Department may be asked to vote by mail on a local benefit assessment measure.

In order to:

- Keeping the Groveland Fire Department fully staffed with four persons to fight structure fires; and
- Provide maintenance, repair, and replacement of fire fighting apparatus, vehicles, equipment and fire stations; and
- Dedicate additional resources to help protect your property from the increasing threat of wildfires,

would you support an annual assessment on your property(s)* in the amount of _____ on your property tax bill?

Definitely YES

Probably YES

Probably NO

Definitely NO

*Assessment amount listed is the proposed total combined annual amount for all properties you own.

Please read the following statements regarding the proposed Groveland Community Services District assessment.

For each one please indicate whether they make you **more or less likely** to support the funding measure:

| | Much More Likely | Somewhat More Likely | No Impact | Somewhat Less Likely | Much Less Likely |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Revenue from a new funding measure could help the Fire Department to pay CAL FIRE to continue to staff both fire stations with two firefighters, in order to meet the needs of the community | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. This measure would help preserve our current rapid emergency response times for fire suppression and emergency response services | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. This measure would help fund the maintenance of both fire stations (Amador and CAL FIRE), and maintain and update equipment and apparatus | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Having a reliable Fire Department with the ability to immediately respond 24 hours a day, 7 days a week is essential to maintaining the safety of our residents and guests..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. This measure would prevent our Groveland Fire Department from having to make service cuts to emergency medical response and fire suppression services..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. We live in a high risk area; this measure would ensure that funding to support our Fire Department would continue | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. The funds from this measure would be locally controlled and cannot be taken away by the State or the County..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. The current Fire Department budget process includes strong fiscal safeguards and transparency, annual financial audits, and annual budgets presented at public meetings. Revenues from this funding measure would be subject to these same standards..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9. In order to keep up with inflation, the proposed ballot measure would have an optional annual rate adjustment to keep up with future cost increases, not to exceed 3% per year | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Please use the space below to write any other reasons why you would support or oppose this proposed ballot measure, and to describe which issues are most important to you.



Groveland Community Services District
8966 Ferretti Road
Groveland CA 9321

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OFFICIAL SURVEY: BALLOT MEASURE
FOR PROPERTY OWNERS AND REGISTERED VOTERS IN THE GROVELAND COMMUNITY SERVICES DISTRICT

