

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

18966 Ferretti Road Groveland, CA 95321

Staff Report
October 9, 2018

To: Board of Directors

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

Subject: Monthly Activity Report – September 3, 2018 to September 30, 2018

Operations:

Emergency Incident Response:

On September 10, 2018, Engine 781 responded to Bairds Road to find a patient exhibiting signs of stroke. Rapid on-scene treatment and continuing care during air transport resulted in the patient arriving at Doctor's Medical Center in Modesto within 60 minutes of symptom onset. At the time of report, staff is optimistic on the patient's outcome.

Apparatus and Equipment:

All equipment is in service and available

Training:

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

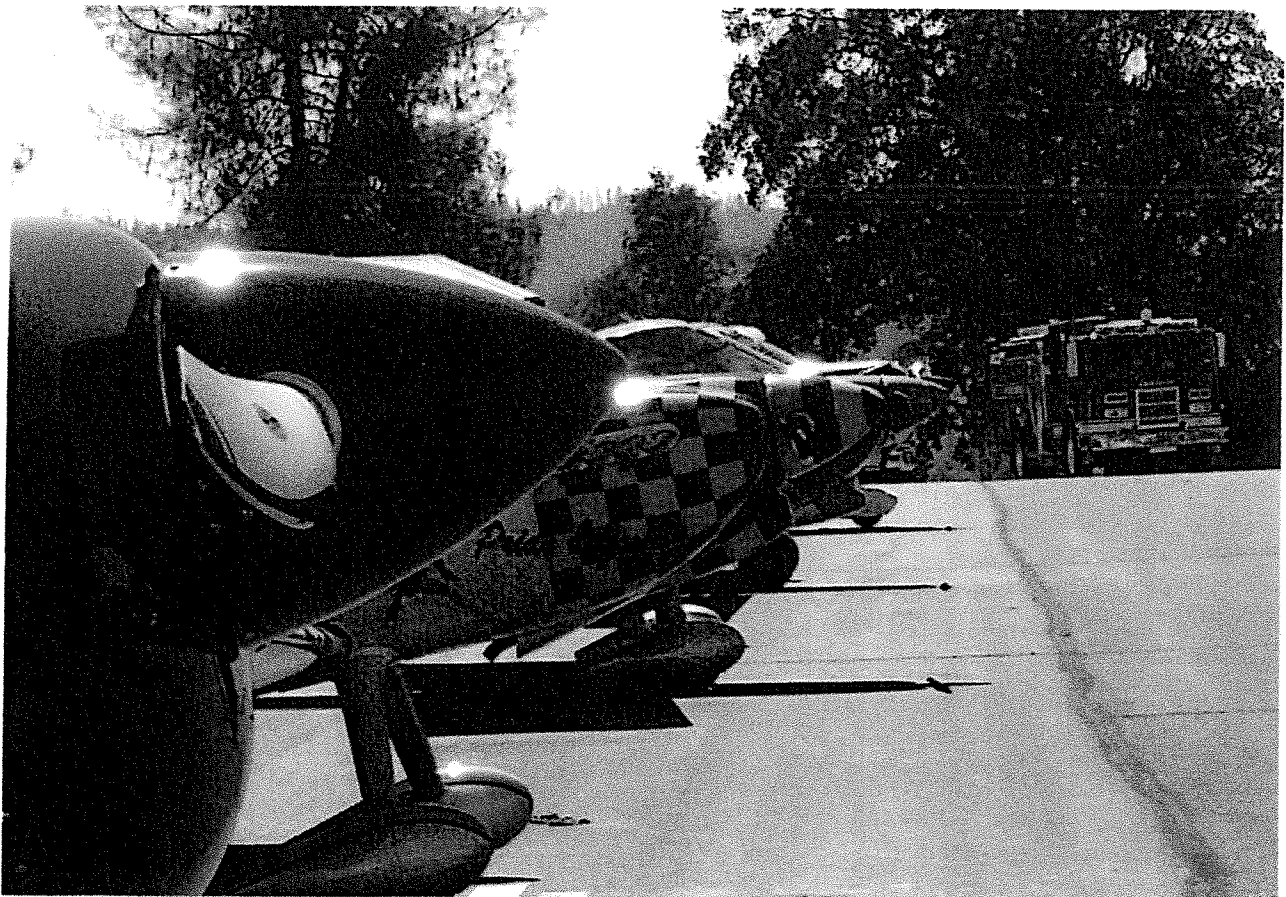
- Water Supply
- Drafting
- Pump Operations
- Rope Rescue
- Stokes Packaging
- Ladder Evolutions
- Self-Contained Breathing Apparatus (SCBA)
- FAE Shade and FAE Schemper completed their first year JAC testing
- FAE Schemper is currently at the CAL FIRE Training Center as an adjunct

Public Education:

Groveland Fire and CAL FIRE participated in the Annual 49er Festival Parade and Chili Cook-off. There was an open house at the fire station with our firefighters handing out public education materials to the children. Both fire engines were on display to show the equipment carried and capabilities.

PML Community Airport Day

Engine 781 was on standby for the PML Community Airport Day. Fire crews were ready for immediate response, hazard mitigation, evacuation and possible rescue of passengers and crew of an aircraft involved in an airport ground emergency. No incidents were reported at the event.





RESPONSE ACTIVITY TALLY REPORT

55045

GROVELAND CSD

Alarm Date From: 9/3/2018 To: 9/30/2018

Report Date 10/1/2018

INCIDENT TYPE	INCIDENT TYPE DESCRIPTION	INCIDENT COUNT
GCS		
321	EMS call, excluding vehicle accident with injury	20
400	Hazardous condition, other	1
550	Public service assistance, other	2
551	Assist police or other governmental agency	7
700	False alarm or false call, other	1
	Subtotal	31
GRV		
321	EMS call, excluding vehicle accident with injury	1
	Subtotal	1
FDID 55045	GROVELAND CSD	Grand Total 32

AGENDA SUBMITTAL

TO: GCSB Board of Directors
FROM: Peter Kampa, General Manager
DATE: October 9, 2018
SUBJECT: GM Report on Comparator Agencies

BACKGROUND

The District has hired Koff and associates to conduct a classification and compensation study for the District. The first step in the process requires the identification of agencies against which our salary, benefits and other conditions of employment can be measured.

Koff has performed a preliminary evaluation of comparator agencies, and the preliminary **draft** memo and agency ranking is attached for your review. This information is presented for transparency and review at this time, to make sure the Board and management are aligned in the evaluation process.

RECOMMENDED ACTION

No action required.

ATTACHMENTS

- Draft comparator agency memo and ranking sheet

FINANCIAL IMPACTS

None at this time



To: Groveland CSD (GCSD)
From: Katie Kaneko
Subject: Comparator Agency Analysis for the Total Compensation Study
Date: 09/19/18

In developing the list of potential agencies for the compensation study, Koff & Associates (K&A) evaluated a number of comparative indicators related to the GCSD's demographics, financials, and scope of services provided. The following details the methodology and the specific criteria included in the analysis:

1. **Organizational type and structure:** K&A generally recommends that agencies of a similar size and structure providing similar services to that of the GCSD be used as comparators. (As a side note, it's important to point out that when it comes to technical job classifications, the size of an organization is not as critical as these classes perform fairly similar work. The difference in size of an organization becomes more important when comparing classes at the management level. The scope of work and responsibility for management classifications becomes much larger as an organization grows. Factors such as management of a large staff, consequence of error, the political nature of the job, and its visibility all grow with larger organizations. When it is difficult to find agencies that are similar in size, it is important to get a good balance of smaller and larger agencies.)
2. **Similarity of population, staff, and operational budgets:** These elements provide guidelines in relation to resources required (staff and funding) and available for the provision of services.
3. **Scope of services provided and geographic location:** Organizations providing the same services are ideal for comparators, and most comparator agencies included in the analysis provide similar services to the GCSD. Specifically, K&A focused on whether agencies provided the following:
 - Water and Wastewater Treatment, Water Distribution and Wastewater Collections
4. **Labor market:** In the reality that is today's labor market, many agencies are in competition for the same pool of qualified employees, and individuals often don't live in the communities they serve. The geographic labor market area, where the GCSD may be recruiting from or losing employees to, is taken into consideration when selecting comparator organizations.

The comparator agency analysis includes specific data for each proposed agency:

1. Geographic Proximity
2. Population Served
3. Full-Time Equivalent (FTE)
4. Agency Financials (Expenditures)
5. Cost of Living
6. Services provided

The overall ranking is based on the absolute value difference between the agency on each factor and the GCSD regardless of whether the agency is higher or lower for that factor.



The Recommended List of Comparators represents a summary of the rankings for each of the following data factors:

1. Geographic Proximity
2. Population
3. FTE
4. Expenditure
5. Cost of Living
6. Services Provided

These criteria are not part of the overall comparison score, as these two factors are components of the % Above/Below U.S. Cost of Living Average. The analysis utilizes the Cost of Living in the overall rank, as an indicator of the local economy for each agency.

The recommended agencies are those agencies that were identified as being the most similar to the GCSD based on the six factors analyzed above.

Once these comparator agencies are approved, K&A can begin the data collection for the compensation study, which is an essential process to ensure that the GCSD understands its position in the marketplace and its competitive landscape.

Proposed List of Comparators
Total Compensation Study

Ranking	Comparator Agency	Client Name	Overall Criteria Comparison Score	Rank
1	Groveland Community Services District			1
2	Warm Heart CSD			2
3	Paristo Mariposa CSD			3
4	Golden Valley Lake CSD			4
5	Delumine Utilities District			5
6	Calaveras County Water District			6
7	Amador Water Agency			7
8	Clear Creek CSD			8
9	Northern CSD			9
10	Madison Irrigation District			10
11	South San Joaquin Irrigation District			11
12	Rocky Mountain District			12
	South Tahoe PUD			13
	Humboldt CSD			14
	El Dorado Irrigation District			15
	Dublin San Ramon Services District			16
	Placer County Water			17
	San Francisco PUC (Hetch Hetchy)			18

Closely Ranked Comparator Agencies

Legend: A lower Overall Comparison Score indicates that the comparator agency is more similar to Groveland CSD

Column A: Ranking based upon comparison score.

Column B: Agency Name

Column C: The Overall Criteria Comparison Score is equal to the sum of ranking for each criteria.

The Overall Comparison Score is comprised of the following criteria:

- 1- Geographic Proximity Comparison
- 2- Population Comparison
- 3- Full Time Equivalents Comparison
- 4- Expenditure Comparison
- 5- Cost of Living Average Comparison
- 6- Comparable Services Comparison

Proposed List of Comparators
Total Compensation Study

Agency	Department/Divisions and Services Provided
Groveland Community Services District	water, wastewater, parks, fire
Calaveras County Water District	water, wastewater
Clear Creek CSD	water
Dublin San Ramon Services District	water, wastewater collection and treatment, irrigation
Humboldt CSD	water, sewage collection, street lighting services
El Dorado Irrigation District	water, wastewater, power, recycled water
Amador Water Agency	water, wastewater
Placer County Water	water, irrigation, power
Northstar CSD	water, sewer collection, solid waste management, recycling services, fire protection, fuels management, snow removal, road surface maintenance, and trail construction and maintenance.
Turlock Irrigation District	Irrigation, water, wastewater power
Modesto Irrigation District	Irrigation, water, power
Tuolumne Utilities District	water, wastewater
South Tahoe PUD	water, sewer, maintenance, admin, finance, it
Rancho Murietta CSD	water treatment, wastewater collection & treatment, storm drainage collection, disposal and flood control, security, solid waste collection and disposal.
Twain Harte CSD	Fire, Water, Sewer, Parks
San Francisco PUC (Hetch Hetchy)	Water, Wastewater, Power
South San Joaquin Irrigation District	Water, irrigation, power
Hidden Valley Lake CSD	water, wastewater

**REGULAR MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
September 11, 2018
10:00 a.m.**

The Board of Directors of Groveland Community Services District met in regular session on the above mentioned date with Directors Robert Swan, President, John Armstrong, Vice President, Nancy Mora, Janice Kwiatkowski, and Spencer Edwards, being present. Also present was Admin Office Manager/District Secretary Jennifer Flores and General Manager Pete Kampa.

Call to Order

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

Director Swan called for a moment of silence to remember those who lost their lives as a result of the September 11, 2001 terrorist attacks.

Approve Order of Agenda

Director Swan requested that General Manager Comments be moved before the Consent Calendar.

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to approve the order of the agenda as amended.

Public Comment

A member of the public requested that the Board consider revising the District's Winter Averaging policy to eliminate the 3,100 gallon monthly minimum charge and to use the customer's actual average as the current policy penalizes those whose monthly average is less than 3,100.

A member of the public stated that it's not clear that the public can comment on the Consent Calendar and that they would like to see more detail in the minutes.

Action Items to be Considered by the Board of Directors

Consent Calendar

- A. Approve Minutes from the August 13, 2018 Regular Meeting
- B. Approve Minutes from the August 15, 2018 Special Meeting
- C. Adoption of a Resolution Approving Agreement with Moyle Excavation, Inc. for the Entrance/Parking Lot Restoration Project
- D. Adoption of a Resolution Approving Agreement with Moyle Excavation, Inc. for the Maintenance Yard Flood Restoration Project
- E. Accept August Payables
- F. Waive Reading of Ordinances and Resolutions Except by Title

Director Swan requested that Consent Calendar Items C&D be considered independently. A member of the public requested at Item E also be considered independently.

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to approve Items A, B, and F of the Consent Calendar.

Items Removed from Consent Calendar

C. Adoption of a Resolution Approving Agreement with Moyle Excavation, Inc. for the Entrance/Parking Lot Restoration Project

Motion

Director Swan moved, seconded by Director Kwiatkowski, and the motion passed unanimously to adopt Resolution 29-18 amending #1 of the resolution to \$28,883.

D. Adoption of a Resolution Approving Agreement with Moyle Excavation, Inc. for the Maintenance Yard Flood Restoration Project

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to adopt Resolution 30-18 as submitted.

E. Accept August Payables

Motion

Director Armstrong moved, seconded by Director Edwards, and the motion passed unanimously to accept the August payables.

Old Business

(Items tabled or carried forward from a previous meeting to be considered on this agenda)

None.

Discussion and Action Items

Consider for Approval Granting Fire Department Permission to Submit Grant for SCBA Fill Station to Sonora Area Foundation

Motion

Director Edwards moved, seconded by Director Armstrong, and the motion passed unanimously to approve the fire department applying for a grant from the Sonora Area Foundation for an SCBA filling station at the Groveland Fire Department.

Consider for Approval a Resolution Amending the FY 2018/2019 Budget

Item was tabled until next month where it will appear under Old Business.

Discussion and Board Direction Related to Current District Policy Regarding Fire Department Cost Recovery Fees

No action taken. Board directed staff to gather information regarding issues discussed.

Schedule Final Board Norms and Protocol Meeting

Meeting scheduled for September 20th at 10:00am

Information Items

- A. Staff Reports
 - i. General Manager's Report
 - 1. Management Objectives Update Report
 - 2. Report on the Scope, Progress, Schedule and Funding for District Capital Projects Including:
 - a. Groveland/BOF Water Distribution System
 - b. Groveland/BOF/PML Sewer System Improvements
 - c. March 22, 2018 Flash Flood Restoration Projects
 - ii. Operations and Maintenance Report
 - iii. Admin/Finance Report
- B. Director Comments

Adjournment

Motion

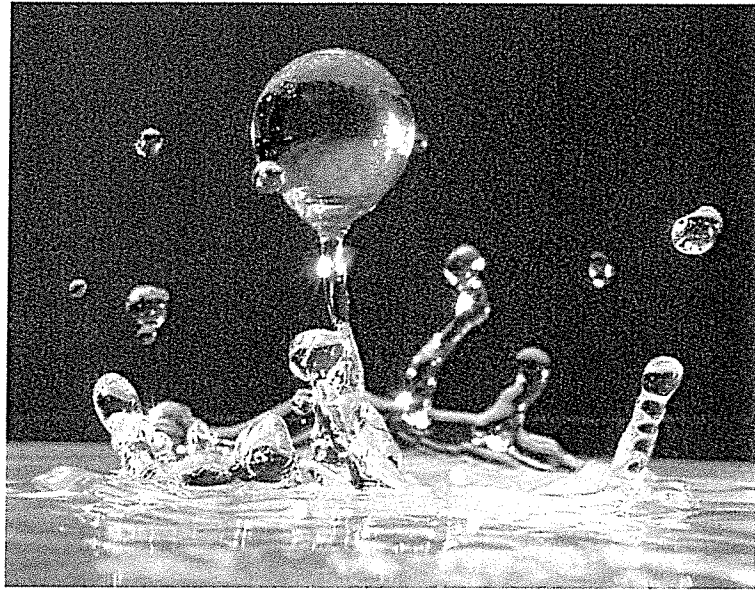
Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to adjourn the meeting at 1:37pm.

APPROVED:

ATTEST:

Robert Swan, President

Jennifer Flores, Board Secretary



ACCOUNTS PAYABLE CHECK LISTING

September, 2018
Fiscal Year 18/19
Board Approval _____

Bank Reconciliation

Checks by Date

User: dpercoco
Printed: 10/04/2018 - 9:01AM
Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
17004	9/11/2018	Accela, Inc. #774375		AP	9/30/2018	1,007.05
17005	9/11/2018	Aqua Labs		AP	9/30/2018	5,685.00
17006	9/11/2018	Conifer Communications		AP	9/30/2018	764.25
17007	9/11/2018	CWEA		AP	9/30/2018	285.00
17008	9/11/2018	Dataprose Inc.		AP	9/30/2018	2,036.90
17009	9/11/2018	Ferguson Enterprises Inc. #1423		AP	9/30/2018	4,285.88
17010	9/11/2018	GCSD		AP	9/30/2018	5,418.57
17011	9/11/2018	General Plumbing Supply		AP	9/30/2018	547.12
17012	9/11/2018	General Supply Co		AP	9/30/2018	1,327.88
17013	9/11/2018	GreatAmerica Financial Services		AP	9/30/2018	186.36
17014	9/11/2018	Groveland Transfer Station		AP		92.20
17015	9/11/2018	Groveland Work Wear		AP	9/30/2018	316.70
17016	9/11/2018	H & S Parts and Service		AP	9/30/2018	984.55
17017	9/11/2018	IBS of Sacramento Valley		AP	9/30/2018	261.31
17018	9/11/2018	Industrial Electrical Co.		AP	9/30/2018	2,420.00
17019	9/11/2018	Kampa Community Solutions, LLC		AP	9/30/2018	7,617.50
17020	9/11/2018	KC Auto Parts		AP		198.66
17021	9/11/2018	KC Courier, LLC		AP	9/30/2018	329.00
17022	9/11/2018	KKI Corporation		AP	9/30/2018	168.75
17023	9/11/2018	Lorman Education Services		AP	9/30/2018	149.50
17024	9/11/2018	Lowe's Companies, Inc.		AP	9/30/2018	3,595.53
17025	9/11/2018	Moore Bros. Savenger Co., Inc.		AP	9/30/2018	460.96
17026	9/11/2018	Mother Lode Answering Service		AP	9/30/2018	169.00
17027	9/11/2018	Mountain Oasis Water Systems		AP	9/30/2018	229.00
17028	9/11/2018	Nationwide Long Distance Service, Inc.		AP	9/30/2018	9.50
17029	9/11/2018	Neumiller & Beardslee		AP	9/30/2018	841.00
17030	9/11/2018	OCT Water Quality Academy		AP	9/30/2018	86.10
17031	9/11/2018	OHE Sand & Gravel		AP	9/30/2018	2.50
17032	9/11/2018	Ronald Percoco		AP	9/30/2018	820.00
17033	9/11/2018	Ronald Percoco		AP	9/30/2018	1,942.00
17034	9/11/2018	PG&E		AP	9/30/2018	458.23
17035	9/11/2018	Pine Mountain Employment Temp Ager		AP	9/30/2018	736.61
17036	9/11/2018	Pine Mt. Lake Association		AP	9/30/2018	5,000.00
17037	9/11/2018	PML Hardware & Supply Inc.		AP	9/30/2018	2,861.72
17038	9/11/2018	Ray Suess Insurance & Invst		AP	9/30/2018	6,418.91
17039	9/11/2018	Regional Government Services		AP	9/30/2018	850.00
17040	9/11/2018	Safety-Kleen Systems		AP	9/30/2018	622.20
17041	9/11/2018	SDRMA		AP	9/30/2018	8,519.31
17042	9/11/2018	TireHub, LLC		AP	9/30/2018	1,389.34
17043	9/11/2018	TLC Tools, LLC		AP	9/30/2018	178.84
17044	9/11/2018	Tuo. Co. Public Power Agency		AP	9/30/2018	15,404.48
17045	9/11/2018	UPS		AP	9/30/2018	27.72
17046	9/11/2018	Usa Blue Book		AP	9/30/2018	420.12
115606	9/12/2018	Operating Engineers Local #3		AP	9/30/2018	293.52
901904	9/12/2018	Dept of Child Support Services		AP	9/30/2018	235.95
901905	9/12/2018	EDD - Electronic		AP	9/30/2018	1,123.10

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
901906	9/12/2018	Federal EFTPS		AP	9/30/2018	7,841.80
901907	9/12/2018	Pers - Electronic		AP	9/30/2018	4,720.95
901908	9/12/2018	TD Ameritrade Trust Co.		AP	9/30/2018	300.00
103	9/20/2018	Deluxe Business Checks & Sol		AP	9/30/2018	471.03
17047	9/20/2018	Accela, Inc. #774375		AP	9/30/2018	1,007.05
17048	9/20/2018	Alderson Fencing		AP	9/30/2018	4,125.00
17049	9/20/2018	AM Consulting Engineers, Inc.		AP	9/30/2018	7,367.50
17050	9/20/2018	Aqua Labs		AP	9/30/2018	3,310.00
17051	9/20/2018	Anthony Basile		AP	9/30/2018	110.59
17052	9/20/2018	Blue Shield of California		AP	9/30/2018	16,234.51
17053	9/20/2018	W. H. Breshears		AP	9/30/2018	4,259.20
17054	9/20/2018	Matthew & Mary Clark		AP		36.57
17055	9/20/2018	Dish Network		AP	9/30/2018	45.67
17056	9/20/2018	Clarke Fairbrother		AP		21.68
17057	9/20/2018	Jose T. Fidel		AP		3.99
17058	9/20/2018	Foothill-Sierra Pest Control		AP	9/30/2018	247.00
17059	9/20/2018	FP Mailing Solutions		AP	9/30/2018	286.36
17060	9/20/2018	GCSD Petty Cash		AP	9/30/2018	4.16
17061	9/20/2018	Gilbert Associates, Inc.		AP	9/30/2018	3,100.00
17062	9/20/2018	Mark Glover		AP		65.00
17063	9/20/2018	Hach		AP	9/30/2018	3,002.00
17064	9/20/2018	Timothy & Cecilia Hallock		AP	9/30/2018	4.29
17065	9/20/2018	SC JACOBS		AP	9/30/2018	181.35
17066	9/20/2018	Irene Jarmusz		AP		7.98
17067	9/20/2018	KKI Corporation		AP	9/30/2018	573.75
17068	9/20/2018	Donald & Diana Knutson		AP	9/30/2018	123.94
17069	9/20/2018	Moore Ranch Trucking		AP		1,075.00
17070	9/20/2018	Leo & Nancy Mora		AP	9/30/2018	220.08
17071	9/20/2018	OCT Water Quality Academy		AP	9/30/2018	1,170.00
17072	9/20/2018	O'Reilly Auto Parts		AP	9/30/2018	639.57
17073	9/20/2018	PH Electric		AP	9/30/2018	903.89
17074	9/20/2018	Rabobank Visa Card		AP	9/30/2018	526.57
17075	9/20/2018	Ray Suess Insurance & Invst		AP		1,330.51
17076	9/20/2018	Trudi Richards		AP		48.21
17077	9/20/2018	San Francisco Public Utilities Commissi		AP	9/30/2018	18,170.42
17078	9/20/2018	Patrick Sommarstrom		AP	9/30/2018	21.79
17079	9/20/2018	Staples Credit Plan		AP	9/30/2018	532.69
17080	9/20/2018	The Tire Shop		AP	9/30/2018	282.00
17081	9/20/2018	TLC Tools, LLC		AP	9/30/2018	225.49
17082	9/20/2018	Two Guys Pizza		AP		32.25
17083	9/20/2018	Verizon Wireless 7706		AP	9/30/2018	141.16
17084	9/20/2018	California All Steel Carports, Inc.		AP		2,137.89
17085	9/21/2018	PH Electric		AP	9/30/2018	22,909.18
115622	9/27/2018	Operating Engineers Local #3		AP		293.52
901909	9/27/2018	Dept of Child Support Services		AP	9/30/2018	235.95
901910	9/27/2018	EDD - Electronic		AP	9/30/2018	1,210.13
901911	9/27/2018	Federal EFTPS		AP	9/30/2018	8,128.39
901912	9/27/2018	Pers - Electronic		AP	9/30/2018	4,673.65
901913	9/27/2018	TD Ameritrade Trust Co.		AP	9/30/2018	300.00

Total Check Count: 95

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
						Total Check Amount: 209,437.53
						Direct Deposit P/R 46,893.95
						Total \$256,331.48

AGENDA SUBMITTAL

TO: GCSB Board of Directors
FROM: Peter Kampa, General Manager
DATE: October 9, 2018
SUBJECT: Item 5. Old Business

A. Adoption of a Resolution Approving a 2018/2019 Fiscal Year Budget Amendment

SUMMARY

The budget format was significantly revamped and improved for the 2018/19 fiscal year; with the Preliminary Budget adopted on June 11, 2018 and the Final Budget adopted on August 13, 2018. Unfortunately, several errors occurred in the drafting of the final budget as a result of adding the March 2018 Storm Restoration expenses and revenue, which should be remedied with a budget amendment.

The California Government Code authorizes budget amendments as follows:

61111. (a) At any regular meeting or properly noticed special meeting after the adoption of its final budget, the board of directors may adopt a resolution amending the budget and ordering the transfer of funds between categories, other than transfers from the designated reserve for capital outlay and the designated reserve for contingencies.

Following are the proposed budget amendments:

1. Added to Capital Outlay Administrative Office parking lot resurfacing - \$70,000. This expense is paid by each of the service funds at the Administrative Cost Allocation Formula: Water-56%, Sewer-38%, Fire-1% and Park-5%. This amount was shown on the budget sheet and discussed with the Board, but the spreadsheet formula was incorrect.
2. Added -\$4,300 to office administrative expense for printing, required actuarial reports and office equipment rental to more accurately reflect expected costs. This amount is also split by the Administrative Allocation Formula above.
3. The formula was corrected for the sewer fund grant reimbursement revenue in the amount of +\$374,259. Adding this correctly into the current budget reduces the amount of drawdown of the sewer fund balance by the same amount.
4. Sewer and Water Capital Outlay increased by \$40,000 each for the Ferretti Road Flood Damage Restoration Project; with \$30,000 in CDAA grant funds added to Sewer and Water Revenue respectively.

ATTACHMENT:

- Draft Budget amendment resolution
- Amended Budget, District-Wide Total summary Sheet
- Amended Budget, Capital Outlay Sheet

RECOMMENDED ACTION

No action recommended at this time.

RESOLUTION 34-18

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AMENDING THE DISTRICT'S FINAL 2018-19 FISCAL YEAR BUDGET

WHEREAS, the District held a public budget workshop on May 14, 2018; and

WHEREAS, the District publicly reviewed, received public comment and approved a Preliminary 2018/19 Fiscal Year Budget on June 11, 2018; and

WHEREAS, the final draft 2018-19 budget reflecting the input of the public and direction of the Board was approved following a public hearing held on August 13, 2018; and

WHEREAS, spreadsheet errors in the final draft budget have been identified following extensive staff review of the adopted budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the District does hereby approve an amendment to the Final 2018-19 Fiscal Year Budget as presented herein.

1. Increase Capital Outlay for Administrative Office parking lot resurfacing - \$70,000
2. Increase Administrative Office Expenses -\$4,300
3. Increase sewer fund grant reimbursement revenue in the amount of \$374,259
4. Sewer Capital Outlay expense increased for the Ferretti Road Flood Damage Restoration Project - \$40,000; with \$30,000 in CDAA grant funds added to Sewer Revenue
5. Water Capital Outlay expense increased for the Ferretti Road Flood Damage Restoration Project - \$40,000; with \$30,000 in CDAA grant funds added to Water Revenue

BE IT FURTHER RESOLVED that the District General Manager or his/her designee is hereby authorized to expend the funds contained within the 2018-19 Budget in accordance with financial policies adopted by the Board.

PASSED AND ADOPTED by the Board of Directors of the Groveland Community Services District on October 9, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN

ATTEST:

Jennifer Flores, Secretary

Robert Swan, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on October 9, 2018.

DATED: _____

Groveland Community Services District
Amended 2018/2019 Annual Budget

	WATER			SEWER			FIRE			PARKS			
	17/18	18/19	% Diff	17/18	18/19	% Diff	17/18	18/19	% Diff	17/18	18/19	% Diff	
Beginning Fund Balance	2,670,867	1,919,446		1,165,960	814,231		1,179,348	818,267		223,640	172,349		
Revenue													
Services Charges	\$ 2,262,322	\$ 2,379,890	5%	\$ 1,404,691	\$ 1,624,455	16%	\$ -	\$ -		\$ -	\$ -		
Fees	62,541	62,030	-1%	25,787	12,000	-53%				1,750	1,500	-14%	
Taxes	10,981	224,000	1940%	9,602	1,384,296	14317%		1,004,778	1,044,969	4%	87,371	90,866	4%
TOTAL FUND REVENUE	2,335,844	2,665,920	14%	1,440,080	3,020,751	110%	1,055,278	1,065,969	1%	89,121	261,566	193%	
Operating Expenses													
Salaries	\$ 385,000	\$ 386,097	0%	\$ 313,710	\$ 335,109	7%	\$ 10,625	\$ 14,568	37%	\$ 21,355	\$ 36,420	71%	
Benefits	174,805	167,715	-4%	145,735	144,235	-1%	5,560	6,709	21%	10,970	16,771	53%	
General Manager Services													
Retiree Medical	63,700	55,760	-12%	52,400	26,240	-50%	16,000	16,000	0%				
Admin Operating Expense													
Equip. Auto, Maint, & Repairs	220,174	254,837	16%	134,673	132,988	-1%	56,075	53,325	-5%	5,150	7,500	46%	
Outside Services	137,572	172,600	25%	114,388	190,100	66%							
CAL FIRE (Schedule A + Amador Contracts)													
Other (incl. OPEB, Leases, Cost of Water)	425,191	398,050	-6%	249,544	241,595	-3%	1,230,058	1,256,480	2%				
TOTAL FUND EXPENSES	\$ 1,407,442	\$ 1,435,059	2%	\$ 1,010,450	\$ 1,070,267	6%	\$ 1,379,218	\$ 1,402,481	2%	\$ 93,575	\$ 118,191	26%	
Administrative Cost Allocation	657,080	758,080		452,310	500,882		37,141	19,628		4,837	59,586		
TOTAL OPERATING EXPENSES	\$ 2,064,522	\$ 2,193,138	6%	\$ 1,462,760	\$ 1,571,149	7%	\$ 1,416,359	\$ 1,422,110	0%	\$ 98,412	\$ 177,777	81%	
NET OPERATING BALANCE	\$ 271,322	\$ 472,782		\$ 22,820	\$ 1,449,602		\$ 638,061	\$ 653,859		\$ 9,237	\$ 13,749		
Capital Expenses and Revenue													
Capital Revenue (Connection/Capacity Fees, Reserve Transfer)													
Capital Outlay (Expenditures on Fixed Assets)	943,500	469,208	-50%	417,000	1,912,497	359%							
NET CAPITAL EXPENSES	943,500	469,208	-50%	417,000	1,912,497	359%							
Reserve Set-Aside													
Designated Reserve for Capital Outlay					100,000								
TOTAL RESERVE SET-ASIDE					100,000								
Debt Service Expenses and Revenue													
Debt Service Charge Revenue	605,000	604,801		410,661	325,658								
Debt Service Payments	(684,243)	(686,123)		(322,710)	(320,885)								
NET DEBT SERVICE	(79,243)	(81,322)		87,951	4,773								
TOTAL EXPENSES	3,087,265	2,743,668	-11%	1,791,809	3,578,873	100%	1,416,359	1,498,123	6%	140,412	389,470	177%	
ENDING FUND BALANCE	\$ 1,919,446	\$ 1,841,638		\$ 814,231	\$ 236,109		\$ 818,267	\$ 386,113		\$ 172,349	\$ 44,445		

Groveland Community Services District
Proposed 2018/2019 Annual Budget
Capital Outlay

ADMIN CAPITAL OUTLAY	
Projects	18/19 Approved
Office driveway, parking lots restoration, remove dirt behind buildings (March Flood)	31,250
Parking lot repairs, seal coat	70,000
TOTAL CAPITAL OUTLAY	101,250

WATER CAPITAL OUTLAY	
Projects	18/19 Approved
Downtown Groveland/BOF Rehab Planning	189,108
AWS Tank 2 Booster System	5,000
Water Pump Replacements	30,000
Building Upgrades/Repairs	68,000
General Water Distribution Improv.	60,000
Truck #9 Replacement	20,400
Ferretti Rd. Water Main Storm Damage	40,000
Office driveway, parking lots restoration, remove dirt behind buildings (March Flood)	17,500
Parking lot repairs, seal coat	39,200
TOTAL CAPITAL OUTLAY	469,208

SEWER CAPITAL OUTLAY	
Project	18/19 Approved
Downtown Groveland/BOF Rehab Planning	155,000
Sludge Drying Bed Concrete Slab, Res 10-18	90,969
Replace STP Reservoir 1 Valves	20,000
Replacement of Storm Damaged Sewer	549,120
Wastewater Pump Replacements	24,000
Building Upgrades/Repairs	32,000
Repair/Replace Rd. Culvert & Restore Perc Ponds	200,000
Truck #9 Replacement	9,600
WWTP Flume Storm Damage Repair 2017 Floods	409,470
WWTP Flume Storm Damage Repair 2018 Floods	343,863
Ferretti Rd. Sewer Main Storm Damage	40,000
Office driveway, parking lots restoration, remove dirt behind buildings (March Flood)	11,875
Parking lot repairs, seal coat	26,600
TOTAL CAPITAL OUTLAY	1,912,497

FIRE CAPITAL OUTLAY	
Projects	18/19 Approved
Driveway Repairs	30,000
SCBA Fill Station	45,000
Office driveway, parking lots restoration, remove dirt behind buildings (March Flood)	313
Parking lot repairs, seal coat	700
TOTAL CAPITAL OUTLAY	76,013

PARK CAPITAL OUTLAY	
Projects	18/19 Approved
Park Restoration Project	200,000
Culvert Extension	6,630
Office driveway, parking lots restoration, remove dirt behind buildings (March Flood)	1,563
Parking lot repairs, seal coat	3,500
TOTAL CAPITAL OUTLAY	211,693

Groveland Community Services District

Certificate of Appreciation

This certificate is awarded to

**LUIS MELCHOR
OPERATIONS AND MAINTENANCE MANAGER,
GROVELAND COMMUNITY SERVICES DISTRICT**

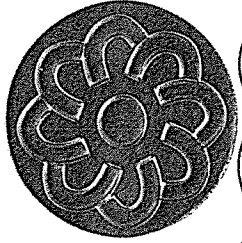
in recognition of valuable contributions in the repair and reconstruction of Mary Lavaroni Park in Groveland, California. After the March 22nd, 2018 flood, your detailed knowledge of the Park, willingness to make managerial decisions, ability to supervise multiple contractors and District staff, coupled with your constant on-site presence was vital in completing the reconstruction and repair of Mary Lavaroni Park prior to the start of the 2018 49er Festival.

Given this 20th day of September, in the year 2018

Nancy K Mera
Signature Director GCSD

Robert J. Jura
Signature President of the Board, GCSD

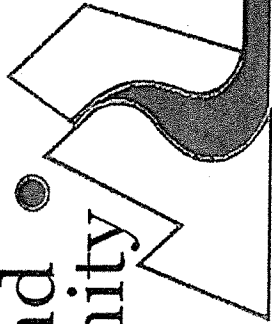
[Signature]
Signature Vice-President of the Board, GCSD



[Signature]
Signature Director GCSD

[Signature]
Signature Director GCSD

**Groveland
Community
Services
District**



Certificate of Appreciation

This certificate is awarded to

THE ENTIRE STAFF AT

GROVELAND COMMUNITY SERVICES DISTRICT

in recognition of valuable contributions in the repair and reconstruction of Mary Lavaroni Park in Groveland, California. After the March 22nd, 2018 flood, your detailed knowledge of the Park, willingness to make managerial decisions, ability to supervise multiple contractors and District staff, coupled with your constant on-site presence was vital in completing the reconstruction and repair of Mary Lavaroni Park prior to the start of the 2018 49er Festival.

Given this 20th day of September, in the year 2018

[Signature]
Signature Director GCSD

Signature Director GCSD

[Signature]
Signature Director GCSD

Signature Director GCSD

[Signature]
Signature President of the Board, GCSD

Signature President of the Board, GCSD

[Signature]
Signature Vice-President of the Board, GCSD

Signature Vice-President of the Board, GCSD

[Signature]
Signature Director GCSD

Signature Director GCSD



Certificate of Appreciation

This certificate is awarded to

PETER KAMPA

GENERAL MANAGER, GROVELAND COMMUNITY SERVICES DISTRICT

in recognition of valuable contributions in the repair and reconstruction of Mary Lavaroni Park in Groveland, California. Your attention to detail, initiative, steadfast dedication to duty and knowledge of Special District procedures has been instrumental in preparing Mary Lavaroni Park for the 2018 49er Festival after the devastating flood of March 22nd, 2018.

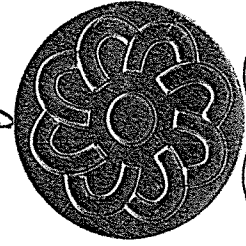
Given this 20th day of September, in the year 2018

[Signature]
Signature Director GCSD

[Signature]
Signature President of the Board, GCSD

[Signature]
Signature Vice-President of the Board, GCSD

[Signature]
Signature Director GCSD



[Signature]
Signature Director GCSD

RESOLUTION NO. 32-18

**A RESOLUTION OF THE GROVELAND COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
EXPRESSING APPRECIATION TO MR. DAVE DAVIS
FOR HIS VOLUNTEERED TIME AND OUTSTANDING MARY LAVERONI PARK
CONCESSION STAND DRYWALL WORK**

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 owns and operates Mary Laveroni Park and its related public facilities that include a concession stand, amphitheater, grassy areas, parking lots, sidewalks and other features; and

WHEREAS, the above detailed park features were all significantly damaged as the result of flash flooding in the community that occurred on March 22, 2018; and

WHEREAS, Dave Davis graciously volunteered his time and expertise to install new drywall in the park's concession stand; and

WHEREAS, Mr. Davis did an outstanding job installing the new drywall which has allowed for the concession stand to be utilized again for park events.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT THAT Mr. Dave Davis is hereby honored and thanked for the time he volunteered and his outstanding work installing new drywall in the park's concession stand.

PASSED, APPROVED AND ADOPTED this 9th day of October 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Robert Swan, President

ATTEST:

Jennifer L. Flores, Board Secretary

RESOLUTION NO. 33-18

**A RESOLUTION OF THE GROVELAND COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
EXPRESSING APPRECIATION FOR BLUE MOUNTAIN MINERALS FOR THE
OFFER OF DONATION OF ROCK FOR THE MARY LAVERONI PARK
RESTORATION 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 owns and operates Mary Laveroni Park and its related public facilities that include a concession stand, amphitheater, grassy areas, parking lots, sidewalks and other features; and

WHEREAS, the above detailed park features were all significantly damaged as the result of flash flooding in the community that occurred on March 22, 2018; and

WHEREAS, The Groveland Rotary Club initiated a campaign to collect community donations to aid in the restoration of Mary Laveroni Park; and

WHEREAS, Blue Mountain Minerals graciously offered to donate so many tons of base rock to aid in the restoration of Mary Laveroni Park.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT THAT Blue Mountain Minerals is hereby thanked for their gracious offer of donated rock for the Mary Laveroni Park Restoration Project.

PASSED, APPROVED AND ADOPTED this 9th day of October 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Robert Swan, President

ATTEST:

Jennifer L. Flores, Board Secretary

AGENDA SUBMITTAL

TO: GCSD Board of Directors
FROM: Jennifer Flores, Admin Office Manager
DATE: October 9, 2018
SUBJECT: Item D. Review of District's Special Flat Rate for Significant Landscape Irrigation Policy

SUMMARY

It has been requested by a member of the public that the Board look into the District's *Special Flat Rate for Significant Landscape Irrigation* policy as stipulated in Sewer Ordinance 1-10. This policy was created to alleviate sewer customers who have significant landscape that they irrigate from being charged for treatment of these gallons that are not entering the collection system.

The current policy allows for sewer customers who irrigate significant landscape, to apply for a special sewer consumption flat rate that is applied throughout the year to the customer's account. As the policy currently stands, the customer's January, February, and March water consumption average is used to calculate this rate as these would be the non-irrigation months and represent the customer's true average water consumption. However, the policy also states that the is average will be used "*...or 3,100 gallons, whichever is greater, ...*"

The member of the public has requested that the Board eliminate the 3,100 gallon minimum clause and use only the true three month average as their average is less than 3,100.

BACKGROUND

Staff has researched this policy in the effort to uncover why the Board established the 3,100 gallon minimum and discovered that this policy change occurred after the District completed a sewer rate study in 2007. The policy existed prior to this rate study, however the addition of the 3,100 gallon minimum clause was added during this time. There were no notes as to why this change occurred.

The policy from the Sewer Ordinance has been provided below for review and is highlighted in yellow.

ARTICLE VII. SERVICE CHARGES

Levied and Assessed Monthly Sewer Service Charges

In order to provide funds for the reasonable cost of providing the residents of the District with a public sanitary sewer, there are hereby levied and assessed upon all premises having or required to have sewer connection with or discharging as required to discharge sewage

into or through the public sanitary sewer, monthly sewer service charges for the services and facilities for the treatment and disposal of sewage, or the availability of same, to such premises, by the public sanitary sewer, such charges to be payable in the respective amounts as are hereinafter set forth and as are thereafter set forth from time to time by Ordinance of the Board of Directors of the District.

(a) Monthly Minimum Charge

All connected Users of the District's sewer system shall be billed a Monthly Minimum Charge as set forth in Exhibit A, SEWER RATES. The Monthly Minimum Charge provides for the fixed annual costs of operation and maintenance of the system.

Each separate dwelling unit, when connected to a single sewer connection and non-single-family dwellings and/or commercial facilities that house separate tenant units, whether occupied or not, shall be charged a Monthly Minimum Charge for each tenant unit as if each tenant unit is a single-family dwelling.

(b) Monthly Volume Usage Charge – Residential Users

All connected residential Users of the District's sewer system shall be billed a Monthly Volume Usage Charge as set forth in Exhibit A, SEWER RATES, for each gallon of water supplied per month from District or private source (estimated) water. The Monthly Volume Usage Charge provides for the variable costs of operation and maintenance of the system.

(c) Monthly Volume Usage Charge – Non-Residential Users

All connected non-residential Users of the District's sewer system shall be billed a Monthly Volume Usage Charge as set forth in Exhibit A, SEWER RATES, for each gallon of water supplied per month from District or private source (estimated) water.

(d) Special Flat Rate for Significant Landscape Irrigation

In the event Users whose monthly bill is determined under this section also use water for landscape irrigation purposes, the customer may apply to the District's General Manager to establish a flat sewer rate which shall be based on the average amount of water used during the months of January, February, and March or 3,100 gallons, whichever is greater, and may thereafter be adjusted once annually on or about June 1 of each succeeding year.

In no event shall the Special Flat Rate be less than the Monthly Minimum Charge specified in paragraph (a) above plus the Monthly Volume Usage Charge specified in paragraph (b) and (c), for the average amount of water used during the averaging months calculated by the General Manager.

In order to qualify for the special flat rate determined under the provisions of this paragraph, Users shall provide proof suitable to the District's General Manager or Engineer of said irrigation, which the General Manager or District Engineer shall determine is significant relative to the User's total water usage.

The Special Flat Rate minimum of 3,100 gallons will be used for all customers that are connected to the District's sewer system, but are not connected to the District's water system.

RECOMMENDED ACTION

No action recommended. Item is for discussion purposes only at this point.

AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: October 9, 2018

SUBJECT: Reject 11255 Merrell Road Claim (Glover) and Direct the Claim to be Submitted to the District's Insurance Carrier

BACKGROUND

The District has adopted a policy detailing the procedures for the filing of claims against the district for damages. The purpose of these policies is to establish uniform procedures for the filing of claims against the District for money or damages in accordance with the requirements of the Government Claims Act (Gov. Code § 810-996.6 hereinafter the "Act"). In general, the Act and these policies require that a legal action for money or damages against the District may not be maintained in a court of law unless a written claim has first been timely presented to the Board of Directors of the District and rejected in whole or in part.

Compliance with the procedures specified in the Act and these policies is mandatory in order for the claimant to maintain a judicial action against the District for monetary damages. The purpose of the GCSB policy is to give the District an opportunity to settle justifiable claims before legal action is brought. Second, these policies permit the District to make an early investigation of facts, on which the claim is based, thereby enabling the District to defend itself against unjust claims and to correct the conditions or practices which gave rise to the claim.

The Act requires that all claims against the District for money or damages comply with the claims presentation requirements specified in the Act and summarized in GCSB policies. A claim for money or damages against the District may include a claim of property damage to real property, property damage to personal property, personal injury damages which include any form of injury to a person including physical injury or injury to reputation or character, or a claim of contractual damages.

The most common types of claims which may be filed against the District requesting money or damages from the District are:

Tort Claims

- a. Claims of negligence by the District or its employees resulting in personal injury or property damage;
- b. Claims of nuisance resulting in personal injury or property damages;
- c. Breach of statutory duties;
- d. A claim alleging intentional wrongful conduct by District employees in the course of their employment causing personal injury or property damage

including but not limited to fraud, false arrest, assault and battery, or discrimination.

SUMMARY

On _____(date), the Tank #5 fill line (water main) ruptured in the middle of the night. Runoff from the ruptured water main ran across property located at 11255 Merrill Road, causing erosion and other alleged property damage. Due to the estimated cost of the claim, attached, staff recommends rejection of the claim so that it can be submitted to our insurance carrier for appropriate processing.

The Board of Directors of the District is authorized, within a period of forty-five (45) days after the claim has been presented to the District, to take any of the following actions: (1) reject the claim entirely; (2) allow the claim in full; (3) allow the claim in part and reject the balance of the claim; (4) compromise the claim or settle the claim if the liability or amount due is disputed; (5) take no action, thus permitting the claim to be denied by operation of law pursuant to Government Code Section 912.4(c).

For claims such as this in excess of the District's \$500 deductible, the District's insurance coverage provider recommends that if the Board of Directors of District disputes any aspect of alleged District liability for the claim, or disputes in part the amount of money or damages alleged in the claim or the specific District action requested in the claim, that the Board of Directors of District reject the claim in its entirety and forward it to the insurance coverage provider for additional investigation and adjustment of the claim.

Although erosion and other damages did occur on the property, District staff is not experienced or qualified to determine the extent or cost of damage to the property, and therefore recommends rejection of the claim in its entirety so that it may be submitted to SDRMA.

RECOMMENDED ACTION

Move to Reject the claim in its entirety as presented and send to SDRMA for processing.

ATTACHMENTS

- Claim Form

FINANCIAL IMPACTS

The District will be responsible for the claim deductible under the terms of our policy.

Exhibit 100-C-A-Claim Form

Groveland Community Services District
P.O. Box 350
Groveland, CA 95321-0350

I. The Name and Post Office Address of the claimant:

Mark Glover
286 Alhona Ct South
Sonoma, CA 95370

II. The Post Office Address to which the person presenting the claim desires notices to be sent:

Same

Daytime Telephone: 709-768-4883

Evening Telephone: _____ Message Telephone: _____

III. The Date, Place, and other Circumstances of the occurrence or transaction, which gave rise to the claim asserted:

Date of Occurrence: 9-7-18 Time of Occurrence 1:15 am

Place of Occurrence: 11255 Merrell Rd

Circumstances: Groveland, CA 95321

Pipe broke

IV. A General Description of the Indebtedness, Obligation, Injury, Damage or Loss incurred so far as it may be known at the time of presentation of the claim:

Damage occurred when the pipe burst, damaging
deck, stairs, and driveway

V. The Name or Names of the Public Employee or Employees causing the injury, damage, or loss, if known:

VI. Amount of Claim: \$ _____ (if less than \$10,000.00)
Jurisdiction of Claim: ESTIMATE Municipal Court (Claims to \$25,000)
\$ 37,660 Superior Court (Claims over \$25,000)

Basis of Computation:

Standard Contractor bidding procedure
(see attached bid)

VII. Declaration:

I declare under penalty of perjury under the laws of the State of California that the above information is true and correct.

Signature of Claimant or Representative: Margie Glaser

Date: 9-17-18

Note: If more space is required to answer these questions, please write in black ink or type on separate pieces of paper.

Sam Winkler Construction

19508 Grizzly Circle, Groveland, CA 95321

9/10/18

BID

Lic#649933

Owner; Mark Glover

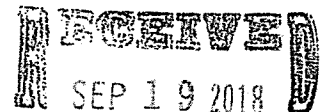
Job Location; 11255 Merrell Rd Groveland Ca 95321

Job Description;

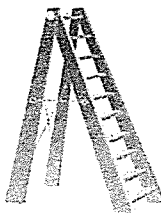
1 Remove and replace 20 ft x4 ft retaining wall with concrete piers 4x4 pressure treated post and 2x12 wall boards	7,600.00
2 Remove and replace main deck and two landings with new concrete piers pressure treated framing and redwood decking 360 sq ft	19,200.00
3 Remove debris from under house and around front deck piers	680.00
4 Repair house pier on west side that has been under mine by water.	1,000.00
5 Remove and replace upper stair case on east side 4ft x 15 ft 60 ft	3,900.00
6 Remove and replace lower stair case on east side 4 ft x 18 ft 72 sq ft	4,680.00
7 Remove debris around lower stairs and landing	600.00

NOTE: Engineered plans, Tuolumne County permits, disposal of existing deck and the use of pressure treated douglas fir and redwood building materials have been factored into this bid. Sam Winkler Construction will secure all engineering, plans and permits needed for the deck replacement

TOTAL COSTS 37,660.00



BY:



Ph: (209) 962-4846

Cell: (209) 770-3542

Fax: (209) 962-4846

AGENDA SUBMITTAL

TO: GCSB Board of Directors
FROM: Peter Kampa, General Manager
DATE: October 9, 2018
SUBJECT: Review of District Conflict Policy

BACKGROUND

The District has adopted a Conflict, or Problem Resolution policy which outlines a procedure to follow if an employee disagrees with established rules of conduct, policies or practices. The policy is intended to ensure fair treatment to all employees, and an opportunity to submit complaints for resolution.

The 2018 Civil Grand Jury recommended that the District train on its policy, and the Board also responded to the Grand Jury that it would review the policy since the language was outdated, and assigned personnel management responsibilities to members of the Board, which is a risky and less effective practice than other current means of resolution.

Staff has reviewed the current policy, and has recommended changes a shown in underlined and cross out text, included herein. Prior to adoption of such a policy amendment, the District should review the policy with its union to ensure concurrence.

RECOMMENDED ACTION

Move to direct the General Manager to submit a recommended draft revised Conflict policy for comment by the District's union.

ATTACHMENTS

- Draft revised conflict policy

FINANCIAL IMPACTS

No impact directly, however, depending upon the number of conflicts rising to third party intervention, consulting costs could increase with the recommended changes

710 Problem Resolution

Effective Date: 12/27/2004

Revision Date: 9/10/2007

GCSD is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from GCSD supervisors and management.

GCSD strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If an employee disagrees with established rules of conduct, policies or practices, he/she can express their concerns through this Problem Resolution procedure; provided, however, employees shall not be able to challenge actions taken by the District which are expressly identified as being within the discretion of the District (e.g. rejections during probation, granting or denying personal leave, etc). No employee will be penalized, formally or informally, for voicing a complaint with GCSD in a reasonable, business-like manner or for using the Problem Resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are required to utilize this Procedure. The employee may choose not to pursue the matter after completion of any of the following steps, but any employee failure to proceed to the next step in a timely way shall be deemed an abandonment of the matter.

1. Employee may informally discuss his/her concerns with the appropriate supervisor and/or Department Manager. If the employee chooses not to have such an informal discussion, or if such informal discussions do not satisfactorily resolve the matter, the employee shall put his/her concerns in writing on a form acceptable to the District and submit such form to the General Manager. Such written description shall include a description of the problem, other employees with knowledge or involvement, and the desired remedy. The problem must be brought to the attention of the General Manager within 30 calendar days after the employee is reasonably aware of the circumstances giving rise to the problem.
2. Department Manager responds to problem during discussion or after consulting with appropriate management, when necessary. Department Manager documents discussion.
3. Within 10 calendar days of receiving the response from the Department Manager, the employee shall present a written summary to the General Manager if the problem is unresolved.
4. General Manager meets with the employee and attempts to resolve the matter. The General Manager may conduct such investigation, as he/she deems appropriate. If the matter is not resolved by the discussions between the employee and the General Manager, the General Manager shall issue a decision on the matter.
5. Within 10 calendar days of receiving the decision from the General Manager, the employee shall file a written appeal with the ~~Board of Directors~~ General Manager or administrative staff assigned as Human Resources Liaison.
6. ~~Board of Directors~~ An independent Human Resources Consulting firm (Consultant) contracted by the District reviews and considers problem. ~~Board of Directors~~ Consultant informs employee and General Manager of decision and forwards copy of written response to General Manager for

employee's file. The ~~Board of Directors~~ General Manager has full authority to make any adjustment deemed appropriate to implement recommendations made by Consultant to resolve the problem.

- ~~6. Within 30 calendar days or within a time period agreed upon by the parties, the Board of Directors may hold an evidentiary hearing or appoint a hearing officer to hold an evidentiary hearing and to make recommended decision to the Board of Directors. Any such hearing shall be informal and conducted in accordance with the rules set forth in Government Code section 11513, and each party shall be entitled to compel the attendance of any witness employed by the District pursuant to Government Code section 11450.10-11450.50 and by depositing any required fees thereto. Accordingly, each party shall bear its own costs, including but not limited to witness fees, exhibit costs, and transcript costs, except that the District shall pay the fees of the hearing officer and/or court reporter. The Board of Directors shall make the final written decision on the subject problem.~~

Employees represented by the union may, at any time in this process, request the assistance of the union representative.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

Forn
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Legal Fees							79-015
Month	CK#	Atkinson	CK#	Neumiller			
July				\$ 841.00			
August							
September							
October							
November							
December							
January							
February							
March							
April							
May							
June							
Legal Fee Total	\$ 841.00	\$ -		\$ 841.00			
A&M Engineering Fees							
Month	CK#	Total Invoice	Project Cost Distribution				
			Downtown/BOF Water (Grant Reimbursed)	Downtown/BOF Sewer (Grant Reimbursed)	Flume Project (FEMA)	Flume Project (CAL OES)	Water Permit
July	16927	\$ 14,422.50	050-800-80-501-00 3522.50	060-800-80-501 7,877.50	060-800-80-594 2,345.00	060-800-594-01	050-100-79-020 457.50
August	17049	\$ 7,367.50	\$ 2,725.00	\$ 525.00	\$ 2,607.50		\$ 662.50
September							
October							
November							
December							
January							
February							
March							
April							
May							
June							
Total A & M		\$ 21,790.00	\$ 6,247.50	\$ 8,402.50	\$ 4,952.50		\$ 1,120.00

GROVELAND COMMUNITY SERVICES DISTRICT									
CASH BALANCES AS OF 09/30/2018									
Cash Accounts	Acct	Water	Sewer	Grunsky	Total Enterprise & D/G Funds	Fire	Parks	Total Government Funds	G/L Totals
Rabobank Operating Account	4498	1,657,619.40	412,171.00	7,082.03	2,076,872.43	338,168.29	16,410.13	354,578.42	2,431,450.85
Rabobank Investment (Operating Reserves)	2814	531,822.89	183,398.76	11,712.71	726,934.36	889,063.66	86,575.30	975,638.96	1,702,573.32
Rabobank Payroll Account	2426	22,549.34	24,063.70		46,613.04	2,460.63	3,339.04	5,799.67	52,412.71
Rabobank Drought Grant Account	5389	-			-				
Water Bond Pymt Reserve	4662	1,066,831.36			1,066,831.36				1,066,831.36
Sewer Bond Pymt Reserve	4745		804,178.61		804,178.61				804,178.61
Rabobank Pension Acct	8958								
Cash Drawer		168.00	132.00		300.00				300.00
Petty Cash		100.00	100.00		200.00				200.00
Cash in Co Treas SAD 77-1		(588.00)			(588.00)				(588.00)
LAIF Transferred to Investment Reserves Acct			60.38		60.38				60.38
Total Unrestricted Cash		3,278,502.99	1,424,104.45	18,794.74	4,721,402.18	1,229,692.58	106,324.47	1,336,017.05	6,057,419.23
2013 Water Bond Sale - Restricted Reserve	2498	315,478.67			315,478.67				315,478.67
2014 BNY Water Bond Sale - Restricted Reserve	5112	380,131.82			380,131.82				380,131.82
2014 BNY Sewer Bond Sale-Restricted Reserve	9240		326,344.92		326,344.92				326,344.92
Total Restricted Cash		695,610.49	326,344.92		1,021,955.41				1,021,955.41
Total Cash and Investments		3,974,113.48	1,750,449.37	18,464.26	5,743,027.11	1,229,692.58	106,324.47	1,336,017.05	7,079,374.64