



REGULAR MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 www.gcsd.org

AGENDA

March 10, 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.

4. Staff Reports

- I. Fire Department Report
- II. General Manager's Report
- III. Operations Manager's Report
- IV. Administrative Services Manager's Report
- V. Community Relations Consultant's Report

5. Consent Calendar

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

- A. Approve Minutes from the February 11, 2020 Regular Meeting
- B. Accept February Payables
- C. Waive Reading of Ordinances and Resolutions Except by Title

6. Old Business

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

- A. None.

7. 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. First Reading: Proposed Amendments to the District's Water Ordinance 2-17 in Consideration of Senate Bill 998 Regarding Discontinuance of Service for Delinquent Accounts
- B. First Reading: Proposed Amendment to the District's Sewer Ordinance 1-10 Related to Article VII - Service Charges, Section 7.01 (e) Special Flat Rate for Significant Landscape Irrigation, to Modify the Method for Calculating Average Estimated Sewer Usage Charges
- C. Adoption of a Resolution Approving a Revised Board Resolution Policy
- D. Adoption of a Resolution Approving a Revised Budget Policy
- E. Adoption of a Resolution Accepting and Implementing the Standard Drawings (New Construction Standards), as Amended and Produced by the Tuolumne Utilities District
- F. Consideration of Authorization for the General Manager to Execute a Letter of Intent with Pacific Gas and Electric Company to Proceed with Evaluation of Suitable Locations for a Pre-Installed Interconnection Hub (PIH) at Mary Laveroni Park.

8. Adjournment

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)

Groveland Community Services District Fire Department / CALFIRE

18966 Ferretti Road Groveland, CA 95321

Staff Report
March 10, 2020

To: Board of Directors

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

Subject: Monthly Activity Report – February 1, 2020 to February 29, 2020

Operations:

Emergency Incident Response:

On February 9, 2020 Engine 781 and CAL FIRE responded to a vegetation fire at 20780 Nonpareil Way. Upon arriving at scene, there was a ¼ acre of vegetation burning upslope at a slow rate of spread. Fire crews aggressively attacked the fire preventing any additional spread. The cause of the fire was determined to be an escaped burn pile.

On February 19, 2020 Engine 781 and Engine 4466 responded to a reported vehicle fire on Whites Gulch Road. Upon arrival, there was a single passenger vehicle fully involved in the driveway of the residence. Fire crews immediately contained the fire preventing any extension in the wildland. The cause of the fire was determined to be mechanical.

On February 23, 2020 Engine 781 and Engine 4466 responded to a reported vehicle fire at 12430 Punch Bowl Road. Upon arriving at scene, there was a Jeep Renegade with smoke and fire coming from the engine compartment. The Jeep's owner attempted to extinguish the fire with a garden hose. Once our firefighters gained access to the engine compartment, they extinguished the fire with minimal water. The cause of the fire is under investigation.



Apparatus and Equipment:

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

Training:

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

- Annual Internet Security Training
- Hydrant Changeovers
- Nozzle Operations and Fire Flow
- Hose Deployment/Structure Fire Operations
- Low Angle Rope Rescue Operations
- FC Doyle and FC Kaufman attended Resource/Demobilization Leader Training
- FAE Silver attended Fire Instructor 1
- FAE Silver attended Fields Observer/Display Processor Training
- FAE Duncan attended CALCARD/Basic Purchasing Training
- FAE Donabedian attended the First Responder Resiliency Training in Sonoma
- FAE Johnston, FAE Donabedian, and FAE Duncan attended Continued Professional Training

MONTH - February 2020

STATION 78

Alarm Sounding	1
Odor Investigation	0
Debris Fire	0
Medical Aid	39
Fire Menace Standby	2
Fire Other	0
Haz Mat	0
Landing Zone	0
Plane/Heli Crash	0
Public Assist	2
Smoke Check	2
Structure Fire	0
Commercial Structure Fire	0
Vegetation Fire	2
Vehicle Accident	1
Vehicle Accident/Pin in	0
Vehicle Fire	2
TOTAL	51

(45 calls in GCSD district, 6 calls in Tuolumne County)



Auto Aid	Given
Tuolumne County	6

Last Call Logged Run # TCU 002433

MONTH - February 2020

GROVELAND FFS



Alarm Sounding	0
Odor Investigation	0
Debris Fire	2
Medical Aid	8
Fire Menace Standby	1
Fire Other	0
Haz Mat	0
Landing Zone	0
Plane/Heli Crash	0
Public Assist	1
Smoke Check	2
Structure Fire	0
Commercial Structure Fire	0
Vegetation Fire	1
Vehicle Accident	2
Vehicle Accident/Pin in	0
Vehicle Fire	2
TOTAL	19

Auto Aid	Given
MMU	0

Cancelled Enroute	
Total	6

Last Call Logged Run # TCU 002349



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Pete Kampa, General Manager

DATE: March 10, 2020

SUBJECT: Agenda Item 3: General Manager's Report

Included herein are two letters to state legislators, in accordance with our Legislative Advocacy Policy.

I will review verbally at the meeting the variety of activities in progress including state funding agreement development, the CDBG grant application for water system improvements, and developments on the Hetch Hetchy Railroad Trail Project.

March 10, 2020

The Honorable Randy Voepel
California State Assembly
State Capitol
Sacramento, CA 95814

RE: Assembly Concurrent Resolution 179 (Voepel) – Support [As Introduced]

Dear Assembly Member Voepel:

The Groveland Community Services District (GCSD) is pleased to support Assembly Concurrent Resolution 179, which would establish Special Districts Week from May 17 to May 23, 2020. GCSD provides water, sewer, fire and park/recreation services to a rural community located just north of the Yosemite National Park boundaries.

Special districts are formed by communities to provide a needed service, overseen by a local board, and funded by local revenue. By focusing on one service, or a small suite of services, these public entities are able to perform efficient, effective, sustainable service delivery and infrastructure development, while maintaining local accountability.

Special districts date back to 1887 and have a long, rich history of providing benefits to their residents. They vary in size to best meet local needs, ranging from servicing multi-county regions and sometimes millions of residents, to small rural communities. As one of the first community services district formed in the state (1953) and a representative of the special district community, we are pleased to support Assembly Concurrent Resolution 179.

GCSD would like to thank the author for introducing this resolution recognizing and commending special districts for the important work that they do throughout California. Please feel free to contact me if you have any questions.

Sincerely,



Peter Kampa
General Manager

CC: Anthony Tannehill, Legislative Representative, California Special Districts Association
[advocacy@csda.net]

March 10, 2020

The Honorable Todd Gloria
California State Assembly
State Capitol
Sacramento, CA 95814

RE: Assembly Bill 2093 (Gloria) – Oppose [As Introduced]

Dear Assembly Member Gloria:

The Groveland Community Services District (GCSD) is respectfully opposed to your Assembly Bill 2093, which will require all public agencies to maintain all transmitted emails related to agency business for at least two years. GCSD is a small district that provides water, sewer, fire protection, and park services to the communities of Groveland and Big Oak Flat.

To be clear, this is not a transparency bill, it is a data storage bill. The public will have no greater access to public records under AB 2093, nor will they have less. This bill creates no new disclosures or exemptions of records. This bill only mandates that public agencies retain all emails related to agency business for two years and avoids the constitutionally-required mandate subvention process declaring that the provisions of the bill are in furtherance of the California Public Records Act (CPRA).

While this measure is intended to improve public access to government records, in practice it will merely increase the burdens for both public agencies and CPRA requesters. The vast majority of emails consist of auto-replies, spam, and insignificant routine communications of minimal public interest. As the bulk of these emails increases, the burden to search through them and locate responsive records in the event of a CPRA request rises accordingly. Under the CPRA, the requester may be required to bear the cost of this data extraction - and indiscriminately mandating that emails be retained will thus make CPRA requests more expensive, perversely impeding public access. Moreover, for those costs that cannot be passed on to the requester, the public agency has no source for reimbursement, and must divert funds from other public programs. Compelling public agencies to retain masses of routine emails - which neither the sender nor recipient otherwise thought important enough to save - imposes significant burdens on all concerned for minimal public benefit. This point is corroborated by the Department of Finance's analysis of AB 1184 (Gloria, 2019), a bill that is completely identical to AB 2093 that was vetoed by Governor Newsom. In their analysis of AB 1184, the Department of Finance wrote that "[t]he retention of non-pertinent e-mails and the need to search through those e-mails, particularly for less specific CPRA requests, increases the amount of time needed to complete CPRA requests. This makes compliance with the

CPRA more difficult in these instances and *produces worse outcomes for persons and entities submitting those requests* [emphases added].”

To further underscore this point, the Governor’s veto message of AB 1184 read “[t]his bill does not strike the appropriate balance between the benefits of greater transparency through the public's access to public records, and the burdens of a dramatic increase in records-retention requirements, including associated personnel and data-management costs to taxpayer.”

AB 2093 will add millions of dollars in costs annually to the state and local agencies, including school districts. Public agencies will be forced to pay for additional data storage space as well as hire additional staff to sort through the millions of emails that are exempt from disclosure under the CPRA but mandated to be retained under AB 2093 in order to respond to public records act requests. Without the ability to be reimbursed for this costly unfunded mandate, public agencies will be forced to either raise fees and taxes or cut services to the communities they serve.

It is for these reasons that the Groveland Community Services District must respectfully oppose AB 2093 (Gloria). Should you have any questions about our position, please feel free to contact us.

Sincerely,

A handwritten signature in cursive script that reads "Peter Kampa".

Peter Kampa
General Manager

CC: Raquel Mason, Legislative Assistant, Office of Assembly Member Todd Gloria
[Raquel.mason@asm.ca.gov]
Dillon Gibbons, Senior Legislative Representative, California Special Districts Association
[advocacy@csda.net]



Operations Report

Month of Review: February 2020

Information Provided by:

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

Wastewater Treatment Plant Flows

Influent Totals From Plant: February 2020	
Total	3.04 MG
High	.13 MG
Low	.07 MG
Average	.10 MG

Effluent Totals From Plant: February 2020	
Total	3.12 MG
High	.15 MG
Low	.08 MG
Average	.11 MG

Rainfall Totals at the Sewer Treatment Plant Month of February 2020	
Year	Total Rainfall-inches
2020	.01 - (.01 High)
2019	12.78 – (2.02 High)
2018	0.54 – (0.54 High)
2017	15.90 – (2.52 High)
2016	1.67 – (1.45 High)
Current Season Total	15.42

Wasting Totals	
Total Inches	390
Total Pounds	5027

Reclamation Totals	
PML	0
Spray Fields	0
PML Season Total	0
Spray Fields Total	0

Active Sewer Accounts: 1558

Activities at the Wastewater Treatment Plant

- Took weekly Bac-Ts and BOD of the Chlorine Contact Chamber (CCC) and sent into Aqua Lab for testing
- Completed monthly Wastewater Report and sent to the State Water Resources Control Board
- Cleaned out Anoxic Zone in STP
- Potholed the Sewer mains coming into the STP Headworks, took measurements and depths for upcoming project
- Replaced VDF fans for STP Blowers

Wastewater Collections Department

- Completed all Preventative Maintenance Check Sheets (PMCS) at all Lift Stations (weekly)
- Chemical flushed gravity sewer lines throughout the District
- Flushed out manholes with slow lines causing buildups
- Hydro flushed multiple gravity lines throughout the District
- Cleaned Lift Station 13, 14, 15 and 16 (wet well, Floats, PT)
- Easement behind Mule Court (Bass Pond) – Repaired broken sewer line due to root intrusion, posted additional public notifications around the nearby pond/creek and added rock to low spot on easement road
- Inspected and cleaned lift stations after windstorm
- Manhole structure inspection on Charlie Smith's property in BOF
- Worked on LS 16 Breakover easement cleanup

Treated Water Department

- Submitted monthly Water Treatment Report to State Water Resources Control Board
- Submitted monthly Conservation Report to State Water Boards
- Performed weekly checks and calibrations on all analyzers at 2G, BC, and AWS
- Performed monthly UV calibrations at 2G and BC
- Took weekly Treatment Plant samples and sent into Aqua Lab
- Took weekly distribution samples and sent into Aqua Lab
- Cleaned lime tank at Big Creek Shaft Treatment Plant
- Finished installing Cla-Valve at Second Garrotte
- Performed Cla-Valve startup at Second Garrotte and Tank 3 with Cla-Val representative

Distribution Department

- Monitored/sample Distribution Tank as needed
- Read all District Water Meters
- Normal day to day: Trouble calls (low press/high press, no water, shut off for repairs etc.)
- Completed weekly checks on Tank 4(Building, Pneumatic Tank, Pumps and MCC Cabinet) and Highlands Pump stations (Building, pumps and MCC Cabinet)
- Performed Fire Flow Testing for 7 locations in the District



- Replaced malfunctioning PO meters
- Located and flushed dead ends and blow-offs
- Cleaned around hydrants
- Service line leak repair on McKinley Way
- Mainline leak repair at the end of Powder House Street
- Dug out altitude valve and prv on Big Creek Shaft Road located on private property

Meter Related Services	Total
Check/repair meter	7
Install water meter	0
Monthly Meter Restrictions	0
Meter change outs	3
Read tenant out	2
Re-Read	13
Turn off meter	4
Turn on meter	19

Test meter	1
Total Distribution Issues	49

Active Water Accounts:3253

Billed Consumption 2020		Gallons
Residential		4904895
Commercial		315661
Billed Consumption 2019		Gallons
Residential		5480663
Commercial		496178

Construction and Maintenance

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

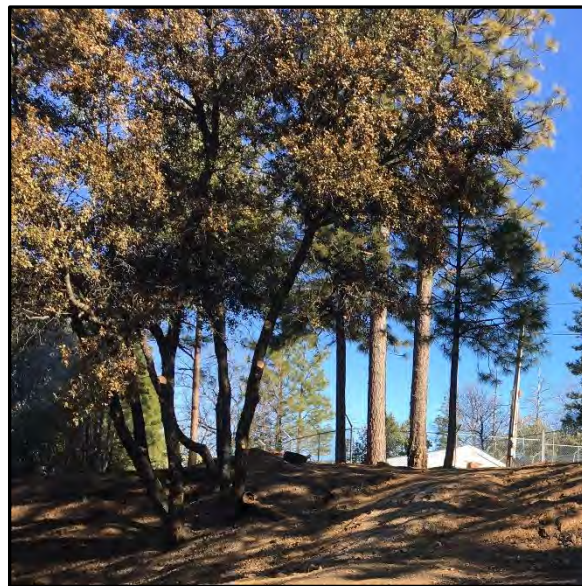
Maintenance

- General yard maintenance around the District maint. Yard (mow, weed eat, debris removal, limb trees ETC)
- Made dump run to Groveland Transfer Station
- Cleaned around dumpster area and hauled cardboard to Moore Brothers
- Complete general ground maintenance at the Park (mow, weed eat, debris removal, limb trees ETC)
- Serviced Lift Station 1, 2, 8, 10 and 15 generator (oil, filters ETC)
- Truck 6 – Repaired engine ignition problem
- Truck 7 – Serviced; Performed manual exhaust regeneration
- Truck 10 – Removed plow
- Truck 15 – Installed new locks on truck boxes

- Truck 17 – Performed manual exhaust regeneration
- Flush Truck – 90-day inspection; Plastic welded poly tank
- Fire Truck 781 – Troubleshoot engine light code & ordered parts; Performed 90-day inspection
- Fire Truck 787 – 90-day inspection
- Fire Truck 788 – 90-day inspection
- Vac Truck – 90-day inspection; Repaired front hub leaks
- Dump Truck – 90-day inspection
- Dump Truck Trailer – 90-day inspection
- Kubota Tractor – Replaced alternator & charged battery
- Vac Tron – Freed frozen pump; Installed starter switch; Replaced belts
- Portable Air Compressor – Cleaned carburetor
- Fueled Tank 4 generator due to power loss
- Replaced dugout benches, rotted trim pieces and painted dugouts and electrical building at the Ball Field
- Picked up dirt pile behind Miner’s Mart that was left from past job
- Cleaned and organized Maintenance Office building
- Cleaned Maintenance Shop
- Spread spoil piles
- Leveled pad and had 30-yard dumpster bin delivered for yard cleanup
- Repaired water leak at front of Main Office hose bib

Projects

- Weed control at sites:
 - Tank 2 – Jones Hill Court
 - Tank 4 – Elderberry Road
 - Tank 5 – Vernal Road
 - Big Creek Shaft
 - GCSD Yard – 18966 Ferretti Road
 - Mary Laveroni Park
 - Second Garrotte
- Vegetation removal at Tank 5 by CAL-FIRE (Baseline)



- LS 8 Transfer Switch replacement
- Potable Divers were on site and cleaned Tank 2,4 and both Water Treatment Plant CCT

After Hour Calls

- Staff had 8 after hour calls: 5 water and 3 sewer, all resolved

Workplace Safety and Training

Weekly Safety Meetings and Training

- Complete monthly Fire extinguisher, eyewash and ladder checks
- Backhoe Operation Training – Andrew
- GIS Training – Adam, Andrew, Zachary
- Drivers performed weekly vehicle inspections
- 2-5-2020 SDRMA safety orientation with Quiz
- 2-12-2020 Electrical and Flagging (Tailgate)
- 2-19-2020 SDRMA Hazard Awareness with Quiz
- 2-26-2020 SDRMA Fire Safety with Quiz

**REGULAR MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
February 11, 2020
10:00 a.m.**

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

Call to Order

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

Absent: Director Armstrong

Approve Order of Agenda

Motion

Director Edwards moved, seconded by Director Swan and the motion passed to approve the order of the agenda.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

Public Comment

None

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

- A. Staff Reports
 - i. Fire Department Report
 - ii. General Manager's Report
 - iii. Operations Manager's Report
 - iv. Administrative Services Manager's Report
- B. Community Relations Consultant's Report

Consent Calendar

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

- A. Approve Minutes from the January 7, 2020 Special Meeting
- B. Approve Minutes from the January 28, 2020 Special Meeting
- C. Accept January 2020 Payables

- D. Adoption of a Resolution Approving a Memorandum of Understanding Between the District, County of Tuolumne and Jamestown Fire Protection District, Authorizing Application to the 2019 Assistance to Firefighters Grant Program (AFG) to Upgrade Mobile and Handheld Radios
- E. Adoption of a Resolution Approving the Nomination of Peter J. Kampa as a candidate for CSDA Board of Directors 2021 – 2023. Waive Reading of Ordinances and Resolutions Except by Title
- F. Waive Reading of Ordinances and Resolutions Except by Title

Motion

Director Swan moved, seconded by Director Edwards and the motion passed to approve the consent calendar with the removal of item D for discussion later in the meeting.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

Old Business

(Items tabled or carried forward from a previous meeting to be considered on this agenda. The Board of Directors intends to consider each of the following items and may take action at this meeting. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action)

- A. Review of Financial Report tabled from the January 28, 2020 Workshop

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. Review of Leon Rose Ballfield Repair/Renovation Plan and Schedule, Planned Volunteer Workdays and Authorize the Opening of the Field for use by Tioga High School for the 2020 Softball Season

Motion

Director Edwards moved, seconded by Director Mora, and the motion passed to authorize the Restoration with the assistance of Tioga High School, and Use of Leon Rose Baseball Field for use by Tioga High School for the 2020 Softball and Baseball Season.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

- B. **10:30AM APPOINTMENT:** The Board will arrange the meeting schedule to start this agenda item as close to the scheduled time as possible.
 - i. Presentation by the Community Emergency Response Team (CERT) Program Coordinator and the Forming Groveland CSD Fire CERT

- C. Approval of the Purchase of a Surplus CAL FIRE Type III Wildland Engine and Associated Tools and Equipment

Motion

Director Swan moved, seconded by Director Mora, and the motion passed to approve the purchase of a used CAL FIRE Type 3 fire engine to replace GCSD Engine 788.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

Consent Calendar Item D

Adoption of a Resolution Approving a Memorandum of Understanding Between the District, County of Tuolumne and Jamestown Fire Protection District, Authorizing Application to the 2019 Assistance to Firefighters Grant Program (AFG) to Upgrade Mobile and Handheld Radios

Motion

Director Swan moved, seconded by Director Edwards and the motion passed to approve a Memorandum of Understanding Between the District, County of Tuolumne and Jamestown Fire Protection District, Authorizing Application to the 2019 Assistance to Firefighters Grant Program (AFG) to Upgrade Mobile and Handheld Radios.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

D. Adoption of a Resolution Allowing District Staff to Apply for a Grant to Sonora Area Foundation for "Movies in the Park"

Motion

Director Kwiatkowski moved, seconded by Director Swan, and the motion passed to approve adopting a Resolution Approving District Staff to apply for a Grant to Sonora Area Foundation for "Movies in the Park".

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

E. Consideration of Allocation of certain discretionary funds to park operations, improvements and specified initiatives such as Movies in the Park and GRACE

Motion:

Director Swan moved, seconded by Director Edwards, and the motion passed to authorize the General Manager to allocate and budget discretionary funds to park operations, improvements and specified initiatives such as Movies in the Park and GRACE.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

F. Approval of a Mid-year 2019/20 Budget Adjustment to Include the Addition and Modification of the Capital Outlay/Projects Schedule and Minor Operating Expense Adjustments

Motion

Director Edwards moved, seconded by Director Swan, and the motion passed to approve Mid-year 2019/20 Budget Adjustment to Include the Addition and Modification of the Capital Outlay/Projects Schedule and Minor Operating Expense Adjustments.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

G. Consideration of Approval of Board Members Attending the CSDA Annual Conference in Palm Desert

Motion

Director Kwiatkowski moved, seconded by Director Swan, and the motion passed to approve of Board Members Attending the CSDA Annual Conference in Palm Desert.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

- H. Approve Authorizing Waiver of Park Rental Fees and Partnership with the ROOFBB Organization to Host a Concert Fundraiser with Proceeds to be Split Equally between GCSD Movies in the Park and ROOFBB's

Motion

Director Swan moved, seconded by Director Mora, and the motion passed to approve authorizing waiver of Park Rental Fees and partnership with the ROOFBB organization to hold a concert fundraiser with proceeds to be split equally between GCSD Movies in the Park and ROOFBB's.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

- I. Adoption of a Resolution Authorizing Execution of a Funding Agreement with the State Water Resources Control Board for the Downtown Groveland/Big Oak Flat Sewer Collection System Renovation Project

Motion

Director Swan moved, seconded by Director Mora, and the motion passed to adopt a Resolution Authorizing Execution of a Funding Agreement with the State Water Resources Control Board for the Downtown Groveland/Big Oak Flat Sewer Collection System Renovation Project.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

- J. Adoption of a Resolution Approving a Revised Annexation Policy

Motion

Director Edwards moved, seconded by Director Swan, and the motion passed to adopt a Resolution Approving a Revised Annexation Policy.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

Adjournment

Motion

Director Edwards moved, seconded by Director Swan and the motion passed to adjourn the meeting at 1:15p.m.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

APPROVED:

Janice Kwiatkowski, President

ATTEST:

Jennifer L. Flores, Board Secretary

DRAFT



ACCOUNTS PAYABLE CHECK LISTING

February, 2020
Fiscal Year 19/20
Board Approval Date _____

Accounts Payable Checks



User: dpercoco
Printed: 3/4/2020 11:40:41 AM

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
18699	UB*02564	Afflerback, John	2/26/2020	True	Refund Check	\$3.74
18700	am01	AM Consulting Engineers, Inc.	2/26/2020	True	Engineering Fees for Butler way Booster Pump Station	\$16,410.00
18701	BLU02	Anthem Blue Cross	2/26/2020	True	Insurance D. Beaudreau	\$1,023.72
18702	AQU01	Aqua Labs	2/26/2020	True	050 Water Tests	\$3,180.00
18703	aqu5	Aqua Sierra Controls Inc.	2/26/2020	True	IT Services	\$5,221.55
18704	AST01	Astra Industrial Services	2/26/2020	True	2 ea.Backflow testing equipment calibrations	\$233.48
18705	ATT02	AT&T	2/26/2020	True	Monthly Cal Net phone service	\$368.68
18706	ATTL02	AT&T	2/26/2020	True	Monthly Internet Uverse	\$86.35
18707	BRE01	Breshears, W. H.	2/26/2020	True	Fuel & Oil	\$2,700.06
18708	Cal20	California Debt & Investment Advisory Comm	2/26/2020	True	Reporting fee for Series A & B for Sewer Bond Refi/Sewer Imp Ln.	\$854.47
18709	CAR06	Carbon Copy Inc.	2/26/2020	True	Monthly Copier Usage	\$64.64
18710	Car07	Cartegraph Systems, LLC	2/26/2020	True	2 ea. SEMS Server Desktop User	\$180.00
18711	cen06	Central California Generator, LLC	2/26/2020	True	Lift Station #8 repairs	\$2,839.71
18712	CWEA	CWEA	2/26/2020	True	Zachary Pacheco Collection 1 Test	\$367.00
18713	DEP09	Department of Forestry & Fire Protection	2/26/2020	True	CalFIRE contract for Oct 1 thru Dec. 31, 2019	\$290,498.84
18714	DIS01	Dish Network	2/26/2020	True	Satellite TV for FD	\$62.55
18715	dow05	Down to Earth Const. & Nursery	2/26/2020	True	Straw for Sewer issue on Clements	\$32.07
18716	Fas02	Fastenal	2/26/2020	True	15 ea. Kimwipes for Lab Work	\$68.06
18717	gilb01	Gilbert Associates, Inc.	2/26/2020	True	CPA Services	\$3,100.00
18718	gro08	Groveland Transfer Station	2/26/2020	True	Dump Fee	\$33.40
18719	UB*02562	Harrison, George & Diane	2/26/2020	True	Refund Check	\$129.67
18720	ind04	Industrial Electrical Co.	2/26/2020	True	1 e. Finish CL2 Pump	\$5,052.88
18721	UB*02561	Kelleher, James & Mona	2/26/2020	True	Refund Check	\$2.98
18722	UB*02560	Lawlor, Martina	2/26/2020	True	Refund Check	\$7.00
18723	Moo06	Moore Ranch Trucking	2/26/2020	True	1 ea. Load of 3/4" Road Base	\$1,100.00
18724	neu01	Neumiller & Beardslee	2/26/2020	True	Legal Services	\$3,273.00
18725	Pri04	PLIC-SBD Grand Island	2/26/2020	True	Monthly Dental, Vision, Life & LTD Insurance	\$3,844.27
18726	R&B	R & B Company	2/26/2020	True	Hymax couplings for inventory	\$1,673.10
18727	Ron01	Roni Lynn	2/26/2020	True	Social Media Management	\$2,500.00
18728	Sie17	Sierra Instant Printing	2/26/2020	True	Business cards for Renee, box of letterhead & 4 boxes envelopes	\$581.85
18729	Sta15	Staples Credit Plan	2/26/2020	True	Office Supplies	\$173.32
18730	UB*02563	Tennis, Pamela	2/26/2020	True	Refund Check	\$108.25
18731	TLC01	TLC Tools, LLC	2/26/2020	True	1 ea. Lock out kit	\$71.58

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
18732	UB*02565	Turner, Shawn	2/26/2020	True	Refund Check	\$38.68
18733	Ver03	Verizon Wireless 7706	2/26/2020	True	Monthly Auto Dialers	\$157.71
18734	Wells	Wells Fargo Bank, N.A.	2/26/2020	True	Monthly Lease on Admin Copier	\$359.29
18735	CAL13	California Dept. of Fish & Wildlife	2/26/2020	True	1602 Notification for LSAA Permit for Downtown Grov/BOF Construc	\$2,290.50
18736	SWR03	SWRCB	2/26/2020	True	GCSO Water Distribution System Improvement permit	\$1,949.00
115744	OE3	Operating Engineers Local #3	2/19/2020	True	PR Batch 00002.02.2020 Oper Engin Union Dues	\$336.05
902098	CAL09	CalPers 457 Plan Administrator	2/19/2020	True	PR Batch 00002.02.2020 CalPers Def Comp	\$1,000.00
902099	DCSS	Dept of Child Support Services	2/19/2020	True	PR Batch 00002.02.2020 Wage Garnish Child Support	\$205.03
902100	EDD01	EDD - Electronic	2/19/2020	True	PR Batch 00002.02.2020 SDI - Employee	\$2,536.82
902101	FedEFTPS	Federal EFTPS	2/19/2020	True	PR Batch 00002.02.2020 FICA Employee Portion	\$11,524.31
902102	PER01	Pers - Electronic	2/19/2020	True	PR Batch 00002.02.2020 2nd Tier PERS	\$7,442.95
902103	TD 457	TD Ameritrade Trust Co.	2/19/2020	True	PR Batch 00002.02.2020 457 Deferred Compensation	\$980.00
18697	all08	All American Gasket	2/13/2020	True	250 ea. 3/4" Restrictor disks, 150 1" Restrictor disks	\$195.48
18698	SWR02	SWRCB	2/13/2020	True	Anthony Trujillo Grade 3 WW exam	\$295.00
18651	Adv02	Adventist Health Sonora	2/11/2020	True	Employee pre-employment physicals/Vaccines	\$858.00
18652	BLU01	Anthem Blue Cross	2/11/2020	True	Retired Emp Health Ins.	\$5,993.20
18653	aqu5	Aqua Sierra Controls Inc.	2/11/2020	True	IT Services	\$1,130.67
18654	UB*02552	Association, Pine Mountain	2/11/2020	True	Refund Check	\$2.00
18655	CAR06	Carbon Copy Inc.	2/11/2020	True	Monthly Copier Usage	\$39.32
18656	CWEA	CWEA	2/11/2020	True	Luis Melchor Maint Tech Grade 3 exam	\$866.00
18657	Datapros	Dataprose Inc.	2/11/2020	True	Monthly UB Statement Processing	\$1,809.30
18658	DRU01	Drugtech Toxicology Services, LLC	2/11/2020	True	Consortium DOT Tests	\$76.00
18659	Fas02	Fastenal	2/11/2020	True	Flashlights for District Trucks	\$2,545.52
18660	FOO01	Foothill-Sierra Pest Control	2/11/2020	True	Pest Control	\$157.00
18661	GCS02	GCSO	2/11/2020	True	GCSO Water Bill	\$2,455.01
18662	GCS01	GCSO Petty Cash	2/11/2020	True	Brown Act Compliance Manual	\$10.00
18663	Gre05	GreatAmerica Financial Services	2/11/2020	True	Monthly Avaya Phone System Lease	\$186.36
18664	gro08	Groveland Transfer Station	2/11/2020	True	Cal Fire Dump fee	\$4.00
18665	H&S	H & S Parts and Service	2/11/2020	True	Front wheel bearing seals/gaskets for Vac truck	\$156.26
18666	ind04	Industrial Electrical Co.	2/11/2020	True	Tank 4 UFD Repair	\$2,040.02
18667	J. Hart	J. Hart Plumbing, Inc.	2/11/2020	True	1 ea. Sand Seperator repair	\$401.00
18668	JSW02	J.S. West Propane Gas	2/11/2020	True	Propane	\$3,847.38
18669	KC Auto	KC Auto Parts	2/11/2020	True	January 2020 Auto Parts	\$1,560.78
18670	KC01	KC Courier, LLC	2/11/2020	True	Monthly Courier Service	\$372.38
18671	Kens	Ken's Asphalt	2/11/2020	True	Patch repair on Ridgecrest Way	\$2,500.00
18672	MOO01	Moore Bros. Scavenger Co., Inc.	2/11/2020	True	Garbage Service	\$494.40
18673	MOT03	Mother Lode Answering Service	2/11/2020	True	Monthly Call Forward/Paging	\$204.00
18674	MOU03	Mountain Oasis Water Systems	2/11/2020	True	Bottled Water	\$149.50
18675	Nat06	Nationwide Long Distance Service, Inc.	2/11/2020	True	Monthly Long Distance Fee	\$9.50
18676	Oreil	O'Reilly Auto Parts	2/11/2020	True	Window handle for Truck #8	\$151.99
18677	PAI02	Pall Corporation	2/11/2020	True	1 ea. Regulator Assembly for AWS	\$792.01
18678	per04	Percoco, Ronald	2/11/2020	True	Monthly Uniform Laundering	\$1,862.00
18679	PGE01	PG&E	2/11/2020	True	Monthly Electric Charges	\$738.83

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
18680	UB*02559	Phillips, Bob	2/11/2020	True	Refund Check	\$200.00
18681	pml01	PML Hardware & Supply Inc.	2/11/2020	True	January Hardware supplies	\$300.96
18682	R&B	R & B Company	2/11/2020	True	Flush seal gasket for 2G pump control valve	\$619.94
18683	SUE01	Ray Sues Insurance & Invst	2/11/2020	True	Retired Members Medical SW	\$4,687.82
18684	Safety-K	Safety-Kleen Systems	2/11/2020	True	Maintenance on Parts Washer	\$522.05
18685	SFPUC	San Francisco Public Utilities Commission	2/11/2020	True	Monthly Water Purchase	\$5,491.60
18686	UB*02558	Shannon, Robert & Carol	2/11/2020	True	Refund Check	\$98.27
18687	UB*02557	Sloan, Rocklin & Deborah	2/11/2020	True	Refund Check	\$12.40
18688	Sprbrk	Springbrook Software LLC	2/11/2020	True	Monthly C/C Web Pmt Fees	\$1,203.25
18689	TLC01	TLC Tools, LLC	2/11/2020	True	1 ea. Ethos Edge Scan Tool	\$2,783.14
18690	Tra03	Tractor Supply Credit Plan	2/11/2020	True	2 ea. electric snake wheels	\$82.34
18691	TUO01	Tuo. Co. Public Power Agency	2/11/2020	True	Public Power Purchase	\$11,611.62
18692	TWO1	Two Guys Pizza	2/11/2020	True	Board Meeting	\$61.94
18693	UMP01	UMPQUA Bank	2/11/2020	True	January Credit Card Purchases	\$2,939.89
18694	Ver02	Verizon Wireless 5298	2/11/2020	True	Monthly Cell Phone	\$665.16
18695	ZEE01	Zee Medical Service Co	2/11/2020	True	First Aid Supplies	\$401.01
18696	zer01	Zero Waste USA	2/11/2020	True	2 cases of Dog Waste bags	\$192.54
115743	OE3	Operating Engineers Local #3	2/6/2020	True	PR Batch 00001.02.2020 Oper Engin Union Dues	\$310.20
902092	CAL09	CalPers 457 Plan Administrator	2/6/2020	True	PR Batch 00001.02.2020 CalPers Def Comp	\$1,000.00
902093	DCSS	Dept of Child Support Services	2/6/2020	True	PR Batch 00001.02.2020 Wage Garnish Child Support	\$205.03
902094	EDD01	EDD - Electronic	2/6/2020	True	PR Batch 00001.02.2020 State Income Tax	\$2,715.62
902095	FedEFTPS	Federal EFTPS	2/6/2020	True	PR Batch 00001.02.2020 Medicare Employer Portion	\$11,369.10
902096	PER01	Pers - Electronic	2/6/2020	True	PR Batch 00001.02.2020 PERS Employee Deduct	\$6,761.35
902097	TD 457	TD Ameritrade Trust Co.	2/6/2020	True	PR Batch 00001.02.2020 457 Deferred Compensation	\$1,070.00
					Payroll Direct Deposit	\$62,707.94
					TOTAL	\$524,582.64



TO: GCSO Board of Directors

FROM: Jennifer Flores, Administrative Services Manager

DATE: March 10, 2020

SUBJECT: Agenda Item 7A: First Reading: Proposed Amendments to the District's Water Ordinance 2-17 in Consideration of Senate Bill 998 Regarding Discontinuance of Service for Delinquent Accounts

RECOMMENDED ACTION

Motion to Approve the First Reading of Proposed Amendments to Water Ordinance 2-2017 Article XII – Discontinuance of Service, to Modify the Policies Related to Discontinuance of Water Service for Delinquent Bills in Compliance with New Laws Created by State Senate Bill 998 and to Approve Notice of Public Hearing

BACKGROUND

On September 28, 2018, Governor Brown signed into law Senate Bill 998, the Water Shutoff Protection Act, which changes the requirements and procedures relative to the discontinuation of residential water service for non-payment beginning February 1, 2020. SB 998 requires every urban and community water system with more than 200 water service connections to have a written policy on the discontinuation of residential water service for nonpayment.

The Board was presented with staff's recommended ordinance changes at their January 7, 2020 Board meeting that would bring the District in compliance with the new law. A discussion ensued regarding the complications and challenges the District will face with the implementation of SB 998. As a result of this discussion, an ad hoc committee was created to address how the District would comply with SB 998 and to look at alternative options to collect on delinquent accounts in lieu of discontinuation of water service potentially lessening the burden of SB 998 on staff.

Staff provided the Board with a report at their February 11, 2020 meeting summarizing the ad hoc committees' recommendations which included installing a restrictor device at the meter to significantly reduce the amount of water flow to the home as well as placing liens on properties with delinquent accounts every 60 days. These options would alleviate the District from SB 998 requirements, while hopefully still encouraging payment. In addition, the District would retain the option to proceed with discontinuation of water service, but only pursue for accounts that are over 6 months delinquent.

Since the District has opted to retain the option to discontinue water service for non-payment, it must move forward with the previously approved amendments to the

ordinance. The Board is conducting the first reading of the amended ordinance at today's meeting as well as approving the Notice of Public Hearing for adoption of the amendments to Water Ordinance 2-17 which will take place at the Board's April 14, 2020 meeting.

ATTACHMENTS

1. Redlined Water Ordinance
2. Proposed Public Hearing Notice

existing meter, shall pay a monthly service charge based on the ¾ inch meter size rate for each unit in excess of one.

10.2.3. Hotels and Motels. Hotels and motels shall pay a monthly service charge based on the size of the existing meter (see subsection G).

10.2.4. Combined Dwelling and Business Units. Dwelling units combined with professional, commercial units, in addition to the appropriate rate established for the size of the existing meter, shall pay a monthly service charge based on the ¾ inch meter size rate for each unit in excess of one.

10.2.5. Combined Business Units. Where two or more businesses, professional or commercial units occupy a single premise, in addition to the appropriate minimum rate established for the size of the existing meter, each additional unit in excess of one, shall pay a monthly service charge based on the ¾ inch meter size.

10.2.6. Permanent Occupancy of Hotels, Motels, and Trailer Parks. Subsection C, notwithstanding, any hotel or motel unit with complete living facilities, or trailer in a trailer park, occupied for more than thirty (30) days, shall pay an additional monthly service charge per unit based on the ¾ inch meter size rate.

Section 10.3. New Business-Duty to Notify District.

Owners or proprietors of newly established businesses, professional, or commercial enterprises shall notify the District that such business is being conducted within thirty (30) days of inception.

Section 10.4. ~~Section 10.4.~~ Charges for Special Uses.

Rates for water supply special uses not cited herein shall be determined in each case by agreement between the District and the user.

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Section 10.5. Changes in Ownership.

Upon a change in the ownership of premises, the existing owner shall notify the District five business days prior to the transfer of title to the property to the new owner. Escrow Demands for the total amount of service charges due at the time of transfer upon the selling of a property and the recorded deed in the new owners name is required to transfer the service to the new owner. The prior owner shall be liable for all charges, whether or not any water is used, prior to the transfer of service as set forth in this subsection.

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ARTICLE XI.
Billings and Enforcement of Charges

Section 11.1. Billing period.

The regular billing period will be monthly or bimonthly at the option of the GCSD. Water consumption charges will be for the regular billing period immediately prior to the bill and based on metered water usage.

Section 11.2. Opening and closing bills.

Opening and closing of service for less than the normal billing period shall be prorated; provided, however, that the total period for which service is rendered is less than one month, the bill shall not be less than the monthly fixed rate service charge. Closing service bills may be estimated by the GCSD for the final period as an expediency measure to permit the customer to pay the closing bill at the time service is discontinued.

Section 11.3. Payment of bills.

Bills for water service shall be rendered on or about the first business day of each month. Water Bills for Service are due by the last day of the month in which they are billed, or a ten percent (10%) penalty shall be added. ~~An additional penalty~~ Interest shall accrue on the account shall be payable in an amount equal to one-half percent (0.5%) of the unpaid water service charges plus the basic 10% penalty for each month until all delinquent charges and penalties have been paid by the property owner.

~~If the bill is not paid by the 4th-fifth (5th) of the following month following the issuance of the bill, the account is considered delinquent. The water service may be shut off for any account delinquent for sixty (60) days in accordance with Section _____ below and an additional charge shall be paid in order to have the water turned back on. When service is discontinued due to nonpayment of bills, it shall not again be resumed until payment of all charges (past due and current) are made in full. All penalties provided for in this chapter shall be paid whether or not water service is discontinued.~~

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Section 11.4. Billing of separate connections combined.

Combined bills may be rendered for all service connections to the same premises.

11.4.1. Past Due Accounts. Rates and charges that are not paid on or before the last ~~fifth (5th)~~ fifth (5th) day of the month following billing shall be subject to a penalty of ten percent (10%) and thereafter shall be subject to ~~interest charges of a further penalty on~~ interest charges of a further penalty on one-half percent (0.5%) per month for non-payment of the delinquent charges. ~~The 10% Penalty is assessed on the first of the month for each month delinquent.~~

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Section 11.5. Enforcement of Payment.

~~Upon failure of payment for delinquent water service charges, or if the owner or occupant of any premises shall violate any of the provisions hereof, any one or more of the following actions authorized by this Article may be taken by District to enforce such payment.~~

~~11.5.1. Notifications~~ Delinquency notices will appear on the billing statement generated on the first business day of the month. Past due charges will be clear and identifiable, and past due policy will be visible. If the account remains unpaid, a final disconnection notice will be made via telephone call to the number on file, the Friday before the 15th day of the month.

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~~11.5.2. Mailing Address for Owner Notifications~~ The District will use the address and on file with the District as provided by the owner for the mailing of all notices.

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~~Section 11.6. Repayment Plan:~~

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~~Subject to interest and penalties along with all other charges of fees levied by this article, the General Manager may permit continuance of use for water service upon the customer's written agreement to comply with all terms and conditions of a short term re-payment plan. The plan shall include the following requirements:~~

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~~11.6.1. The customers' account must be brought current by the end of the repayment plan term.~~

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~~11.6.2. Failure to comply with agreed to terms and conditions will result in a discontinuance of service.~~

11.5.1. Notice of Delinquency

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If a customer's account is not paid 35 days after the billing date (5 days delinquent), a \$10 penalty and 0.5% interest charge will be applied to the past due balance on a monthly basis until paid. A written notice of delinquency shall be mailed to the service address and the owner of record.

11.5.2. Notice of Impending Disconnection

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If a customer's account is not paid 60 days after delinquent:

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(1) A written notice of delinquency and impending termination shall be mailed to the service address and the owner of record. The written notice shall specify the date of service termination, which shall be no less than seven (7) days after the date on which the written notice is mailed. This notice shall include information on appeals (see 4.07 above), extensions, alternative payment plans, and critical compliance dates. If the mail is returned as undeliverable, then notice shall be personally delivered to the residence.

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(2) An additional penalty charge of \$10 shall be applied to the past due balance.

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(3) Water service shall not be discontinued while any appeal is pending.

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(4) Water service shall not be discontinued for certain customers if certain conditions are met. See 5.02.4 below.

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11.5.3. Alternative Payment Plans

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Customers more than 5 days delinquent (35 days after billing date) will be provided options for alternative payment plans to avert discontinuance of service for nonpayment. Such plan can include payment deferral, amortization agreements, or alternative payment schedules. In addition, customers that demonstrate certain public assistance, care provider certificates and income levels are eligible for deferred or alternative payment plans and will not have their water disconnected if they enter into a deferred or alternative payment plan and remain in compliance with that plan. Customers can inquire about payment options by calling the District office at (209) 962-7161.

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If a customer does enter into an alternative payment plan with the District, and that customer fails to comply with that agreed upon payment plan, amortization agreement, or alternative payment schedule for 60 or more days, a final notice will be posted in a prominent and conspicuous location at the property no less than five (5) days prior to disconnection.

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11.5.4. Landlord-Tenant Relationships

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Customers who are tenants and whose account becomes delinquent due to the failure of the dwelling owner to keep the account current, will be notified of any impending disconnection at least 10 days prior to disconnection, and will have the option to become directly billed for District services, without being required to pay any amount which may be due on the delinquent account.

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11.5.5. Service Discontinuance – Service Charges

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When water service is discontinued for non-payment, the meter shall be placed in the locked-off position. Service charges listed in Table A herein shall apply. After a sixty (60) day delinquent period, if the delinquent bill is not paid or the dwelling at the service site is vacant, the account may be subject to a property lien which will be filed with the County Recorder's Office and the meter may be removed. The customer or property owner continues to be responsible for the minimum monthly service charges and without limitation any surcharges, penalties and interest accruing to the service connection up to and after the time when the meter is turned off. When the meter is removed, the customer or property owner also continues to be responsible for the minimum monthly service charges and all surcharges, penalties and interest accruing to the service connection up to and after the time the meter is removed.

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11.5.6. Interest and Penalties

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A delinquent account shall continue to accrue interest from the delinquent date at the rate of 0.5% per month until the past due amount, plus interest and penalties, is paid in

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full. However, customers that demonstrate certain public assistance and income levels may have interest charges on the account waived once every twelve (12) months.

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Section 11.6. Appeal of Disputed Bills

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11.6.1. Disputed Bills

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The Notice of Delinquency shall inform the user that any disputed portion of the billing may be reviewed with the General Manager or his/her designee within thirty (30) days of the date of the Notice. The person requesting review shall send a written statement supporting the basis for dispute to the District office, attention of the General Manager.

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11.6.2. Payment to Avoid Discontinuance of Service

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To avoid discontinuance of service, full payment of the undisputed portion of the bill must accompany the written statement by the due date.

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11.6.3. Refunds or Adjustments to Accounts

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Refunds or other adjustments to a customer account shall only be considered based on an actual history of use and shall only apply to a maximum period of 12 months from the date the customer requests a refund or adjustment.

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Section 11.7. Reinstatement of Services.

In situations where water service has been terminated or the meter has been removed, the water meter will not be re-installed until all applicable charges have been paid including any outstanding water bills, meter installation fees, customer activation fee, or any costs damage to the District.

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Section 11.7. Section 11.8. Water use charges as lien.

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Notwithstanding any other provision of this chapter, water service charges and penalties shall constitute a lien against the premises against which the charges for water service remains delinquent for a period of 60 days. The lien shall be recorded in accordance with Government Code Section 6115(c).

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Section 11.8. Liens Release.

District costs to prepare, record and release liens for delinquent charges shall be paid prior to release of such liens. District costs to be paid per lien released are established in Table A.

Section 11.9. Dishonored Checks.

If the dishonored check was paid to avoid disconnection of service, then the responsible party will be contacted immediately and given two (2) days to honor the check. If the District receives two dishonored checks, cash payment (cash or a cashier's check) of all future utility bills may be required, together with charges for dishonored checks established in Table A.

Section 11.10. Fees for Cross-Connection Control Program.

A customer may be required by law or District Ordinance to install a backflow prevention device within his premises. The District will charge the actual cost of the device, and labor charges for the installation of the backflow prevention device. A backflow prevention device is required by law to be inspected annually. Inspection and repair charges shall be paid after receipt

ARTICLE XII.
Discontinuance of Service for Non-Delinquencies

Section 12.1. Discontinuance of Service for Delinquent Bills.

~~12.1.1. The District may discontinue service for non-payment of bills. Current billing reflects the past due balance due immediately. At least five (5) days prior to discontinuance of such service, the customer or property owner will be sent a Final Notice phone call to notify that the discontinuance of service will be enforced if payment is not made by 4pm on the 15th business day of the Month. The failure of the District to send or any such person to receive such notice shall not affect the District's power to discontinue services pursuant to this section. The customer's water service may be discontinued if water service furnished to the previous location is not paid for within the time fixed for the payment of bills. Reconnection will be made by the District only upon complete payment of all delinquent service charges, penalties, and disconnection fees are paid in full as specified in this ordinance.~~

~~12.1.2. Disconnection of Service. Any account with an outstanding balance after the due date listed in the disconnection notice, shall have water service disconnected and meter will be fixed with a District lock, and charged the Disconnection fee as established in Table A.~~

~~12.1.3. Reinstatement of Services. In situations where water service has been terminated or the meter has been removed, the water meter will not be re-installed until all applicable charges have been paid including any outstanding water bills, meter installation fees, customer activation fee, or any costs damage to the District.~~

Section 12.2. Section 12.1. Discontinuance of Service for Non-Delinquencies.

The District may terminate Service to a Customer for any of the reasons set forth in this section.

~~12.2.1. 12.1.1. Violation of this Ordinance.~~

~~12.2.2. 12.1.2. Violation of Applicable County ordinances or regulations.~~

~~12.2.3. 12.1.3. Violation of State or Federal laws and regulations.~~

~~12.2.4. 12.1.4. Unsafe apparatus. Water service may be refused or discontinued to any premises where apparatus or appliances are in use which might endanger or disturb the service to other customers.~~

~~12.2.5. 12.1.5. Fraud or abuse. Service may be discontinued if necessary to protect the GCSD against fraud or abuse.~~

Section 12.3. Section 12.2. Reconnection charge.

Service will not be reconnected until payment of charges for reconnection established in Table A. Services will not be reconnected after 8 pm Sunday through Thursday, or after 9 pm

Friday and Saturday. Reconnection will not occur until all reconnection fees and the full account balance has been paid to GCSD.

~~Section 12.4. Changes in Ownership.~~

~~Upon a change in the ownership of premises, the existing owner shall notify the District five business days prior to the transfer of title to the property to the new owner. Escrow Demands for the total amount of service charges due at the time of transfer upon the selling of a property and the recorded deed in the new owners name is required to transfer the service to the new owner. The prior owner shall be liable for all charges, whether or not any water is used, prior to the transfer of service as set forth in this subsection.~~

~~Section 12.5. Section 12.3. Temporary Suspension of Service.~~

Upon written request from a property owner that exceptional circumstances beyond personal control of the Owner/User prevents habitation or use of the water service for at least six (6) months, monthly fixed and variable water charges may be suspended in part as determined by the General Manager. However, the General Manager shall not have authority to suspend debt service charges attributable to the premises which shall continue to be billed by the District. Such suspension of service shall be dependent upon approval of District's General Manager.

Customers receiving a temporary suspension of service shall notify the District in writing at least ten (10) business days before resuming use of water service. Thereafter regular billing of the Customer will resume. If Customer resumes use of water service before written notice to the District, the Customer shall be subject to a penalty as determined by the General Manager of up to twice the normal full charges that would have been billed during the suspension period.

~~Section 12.6. Section 12.4. Voluntary Termination of Service.~~

Upon written request of a property owner, all water service to the premises may be terminated and account will be subject to meter removal fee as established in Table A. If the property owner wishes to reinstate service in the future, they shall apply for new service in accordance with this Ordinance, including paying all charges and fees associated with a new service.

NOTICE TO PROPERTY OWNERS IN
GROVELAND COMMUNITY SERVICES DISTRICT

WATER RULES AND REGULATIONS IN CONSIDERATION OF SENATE BILL 998
REGARDING DISCONTINUANCE OF SERVICE FOR DELINQUENT BILLS

Groveland Community Services District will conduct a PUBLIC HEARING on April 14, 2020 beginning at 10:00 a.m. at the Groveland Community Services District office located at 18966 Ferretti Road, Groveland, California, to receive public comment and consider the adoption of amendments to the District's Water Rules and Regulations in consideration of Senate Bill 998 regarding discontinuance of service for delinquent bills.

Summary of the proposed amendments are as follows and a full copy of the Revised Ordinance text is available in the Groveland CSD office at the address above and on www.gcsd.org :

Water Rules and Regulations

1. Added Section 10.5. Changes in Ownership – Describes new owner’s payment responsibility
2. Amended 11.3. Payment of Bills – Clarifies interest charges and delinquency schedule, establishes sixty day delinquency requirement prior to lock-off
3. Amended 11.4.1. Past Due Accounts – Establishes penalty and interest charge schedule
4. Remove 11.5. Enforcement of Payment section including (Delinquency) Notifications, Mailing Address for Owner Notification
5. Remove 11.6. Repayment Plan
6. Remove 11.6.2. Failure to comply with agreed Terms and Conditions will result in discontinuance of service
7. Added 11.5.1. Notice of Delinquency – added required notice to owner and service address
8. Added 11.5.2. (1) (2) (3) (4) Notice of Impending Disconnection – added specified notification language, timing and billing appeals provisions
9. Added 11.5.3. Alternative Payment Plans – language authorizing customers with delinquent accounts to request alternate payment plans, schedules and payment deferral to avoid lockoff
10. Added 11.5.4. Landlord - Tenant Relationships – allows tenant to establish and pay on account
11. Added 11. 5.5. Service Discontinuance/Service Charges – Clarifies that base service charges continue to accrue on locked off accounts
12. Added 11.5.6. Interest and Penalties – Allows for request of waiver of interest charges by income-eligible persons
13. Added 11.6. Appeal of Disputed Bills – Provides process for disputing bills, avoiding lockoff during bill dispute, and establishes bill refund and adjustment process
14. Added 11.7. Reinstatement of Services – Establishes conditions for service reinstatement after lockoff
15. Remove 12.1. Discontinuance of Service for Delinquent Bills – Addressed in Section 11 language added above



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Jennifer Flores, Administrative Services Manager

DATE: March 10, 2020

SUBJECT: Agenda Item 7B: First Reading: Proposed Amendment to the District's Sewer Ordinance 1-10 Related to Article VII - Service Charges, Section 7.01 (e) Special Flat Rate for Significant Landscape Irrigation, to Modify the Method for Calculating Average Estimated Sewer Usage Charges

RECOMMENDED ACTION

Motion to approve First Reading: Proposed Amendment to the District's Sewer Ordinance 1-10 Related to Article VII - Service Charges, Section 7.01 (e) Special Flat Rate for Significant Landscape Irrigation, to Modify the Method for Calculating Average Estimated Sewer Usage Charges and to Approve Public Hearing Notice

BACKGROUND

The Board approved the staff proposed Sewer Ordinance amendments at their January 7, 2020 Board meeting. The Board is conducting the first reading of the amended ordinance at today's meeting as well as approving the Notice of Public Hearing for adoption of the amendments to Sewer Ordinance 1-10 which will take place at the Board's April 14, 2020 meeting.

ATTACHMENTS

1. January 7, 2020 Staff Submittal with redlined proposed amendments to ordinance
2. Public Hearing Notice



BOARD MEETING AGENDA SUBMITTAL

TO: GCSO Board of Directors

FROM: Jennifer Flores, Administrative Services Manager

DATE: January 7, 2020

SUBJECT: Agenda Item 6B: Consideration of Proposed Amendments to Sewer Ordinance 1-2010 Article VII - Service Charges, Section 7.01 (e) Special Flat Rate for Significant Landscape Irrigation, to Modify the Method for Calculating Average Estimated Sewer Usage Charges

RECOMMENDED ACTION

Motion to approve Proposed Amendments to Sewer Ordinance 1-2010 Article VII - Service Charges, Section 7.01 (e) Special Flat Rate for Significant Landscape Irrigation, to Modify the Method for Calculating Average Estimated Sewer Usage Charges

BACKGROUND

The District's Sewer Ordinance 1-2010 contains *Article VII-Service Charges, Section 7.01 (e) Special Flat Rate for Significant Landscape Irrigation* which 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,...",

A member of the public who utilizes the program 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.

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.

After further review, staff does not see any reason why the 3,100 gallon minimum cannot be eliminated and the ordinance revised to use the customer's true winter consumption average.

ATTACHMENTS

1. Redlined Sewer Ordinance

ARTICLE VII. SERVICE CHARGES

Section 7.01 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) Automatic Annual Adjustment

Beginning January 1, 2009, and each January thereafter until 2011, the Monthly Fixed Rate Service Charge and Usage (Variable) Rate Charge for sewer, as set forth in Exhibit A, SEWER RATES, shall be adjusted by 4.0%.

(e) 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. If a User does not have consistent consumption for this period, staff will be allowed to use the average from either prior years, or may choose to expand the winter months used for the purpose of obtaining a reasonable winter average calculation. - or 3,100 gallons, whichever is greater. Users will have to reapply annually to continue to benefit from the program wherein the average will be -and may

~~thereafter be~~ adjusted once annually on or about June 1 of each succeeding year using the most recent period's water consumption.

In the event the account does not have historical winter average month consumption to base the flat rate off of, 3,300 gallons will be used as the special flat rate.

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.~~

(f) Special Usage Surcharges

For any premises generating sewage of over 1500 gallons per day in quantity, or generating sewage with a B.O.D. of over 200 milligrams per liter, the District shall set an additional special sewer usage surcharge, set forth in Exhibit A, SEWER RATES, to reflect the additional cost of collection or treating such sewage. Any person who objects to any such special usage charge, or the amount thereof, may present evidence, measurements, and tests to the District, at his or her expense, with a written application to cancel or decrease any such special usage charge. The decision of the Board of Directors of the District on any such application shall be final.

(g) Delivered Sewage Waste

For sewage waste that is delivered to the District for treatment:

1) Recreational Vehicle Charge

Recreational Vehicle holding tank waste dumped by the User shall be charged as set forth in Exhibit A, SEWER RATES.

2) Portable Toilets

Portable toilet waste rules and charges:

i) Acceptable Loads

The minimum acceptable load is 250 gallons and the maximum acceptable load is 4,000 gallons. Users shall report the actual amount in gallons discharged into the District's collection system through District approved dump stations using log sheets provided by the District at the dump station immediately upon completion of the discharge.

NOTICE TO PROPERTY OWNERS IN
GROVELAND COMMUNITY SERVICES DISTRICT

Groveland Community Services District will conduct a PUBLIC HEARING on April 14, 2020 beginning at 10:00 a.m. at the Groveland Community Services District office located at 18966 Ferretti Road, Groveland, California, to receive public comments and consider approving amendments to District Sewer Ordinance 1-2010, Article VII - Service Charges, Section 7.01 (e) Special Flat Rate for Significant Landscape Irrigation, to allow for calculating average estimated sewer usage charges based on average winter water usage, prior years' winter water usage or 3300 gallons, as applicable. The full text of the proposed Ordinance amendments is available for review at the District office at the address above and on www.gcsd.org.

TO: GCSB Board of Directors

FROM: Pete Kampa, General Manager

DATE: March 10, 2020

SUBJECT: Agenda Item 7C: Adoption of a Resolution Approving a Revised Board Resolution Policy

RECOMMENDED ACTION

Motion to approve adopting a Resolution Approving a Revised Board Resolution Policy

BACKGROUND

The District's existing policy, attached, governing the use of Resolutions to approve/document Board actions is overly wordy and contains unnecessary language and procedural guidance. In an effort to clarify and streamline Board policy, staff has prepared a draft revised policy for consideration; clarifying the intent of the policy and the use of resolutions in documenting Board actions.

ATTACHMENTS

1. Existing Resolution Policy
2. Recommended revised Resolution Policy and approving resolution

EXISTING RESOLUTION POLICY

103.4 Board Resolutions

- A. Generally, a resolution of the Board of Directors records Board action which the Board is requiring of itself or the District, as a public agency, which action will not directly affect the District's customers or residents. Resolutions generally constitute an expression of policy or opinion concerning some particular item of business before the District, and often relates to the administrative activities of the District. Examples of such actions which may be taken by resolution are: adoption of District policies and procedures; entering into contracts with professional consultants; entering into contracts with general contractors, architects and/or engineers regarding design, construction and repair of District capital facilities.
- B. Resolutions may be adopted by the Board of Directors at the meeting in which they are introduced on the agenda. Resolutions which are adopted by the Board of Directors are effective immediately unless otherwise specified, and need not be published after adoption by the Board of Directors in order to be effective.
- C. Any District resolution may be amended or repealed after being properly agendized pursuant to the provisions of the Brown Act and after compliance with the same procedure for adopting the resolutions specified in this policy.
- D. Resolutions Affecting Real Property
 1. Resolutions affecting real property are those Board resolutions documenting action by the Board of Directors conveying or accepting grants of real property with respect to non-District property or granting easements with respect to District property; placing or releasing liens against real property for delinquent District fees, charges, taxes and/or assessments; granting, revising, or terminating any lease of subject property; granting concession, right of entry, right of use, access permits, or encroachment permits to members of the public with respect to use or access to District real property.
 2. Resolutions affecting real property and adopted by the Board shall have attached as exhibits any and all agreements, easements, liens, licenses, permits, leases, which are the subject matter of that particular resolution.
- E. Resolutions Regarding General District Business

These resolutions may document all other actions taken by the Board of Directors regarding issues within the subject matter jurisdiction of the District that do not involve real property but for which the District desires to provide written, certified evidence of the formal adoption of specified actions by the Board on behalf of the District upon which third parties may rely, such as banks, lessors, finance companies, vendors, contractors, consultants, etc.

1. If such a resolution acts to authorize a specific District policy, contract, or document, any and all such items referred to in such resolution shall be attached to said resolution as an exhibit and retained in the District's Resolution Book.
2. Such resolutions include resolutions of commendations issued by the Board of Directors to District employees, individual Board members, citizens of the District or other persons for the purpose of commending specified actions taken by such individuals which improve District facilities or services to benefit the District and its constituencies in some identifiable way. Such resolutions may be printed on special paper, or be framed.

F. Record Keeping for Resolutions

All original resolutions shall be signed by the President of the Board of Directors, attested by the Board Secretary, and filed in the District's Resolution Book which identifies resolutions by number reference which specifies the calendar year of adoption of the resolution and the number assigned to that resolution by staff during that calendar year. Resolutions are usually numbered consecutively as they are adopted by the Board of Directors, beginning with Resolution No. 1 in each calendar year. For example, Resolution 2-09 is the second resolution of the calendar year 2009.

In addition, resolutions approving Board actions which impact third parties such as resolutions affecting real property or resolutions approving contracts or agreements, copies of such resolutions shall be forwarded to third parties affected by the Board action specified in such resolution.

EFFECTIVE DATE: 3/20/2020

POLICY

RESOLUTION NO. _____

ADOPTED BY BOARD: 3/20/2020

POL-103.4 BOARD RESOLUTIONS

- A. The Board will act by Resolution for the adoption of District policies and when entering into contracts which commit the District to a particular course of action or expenditure; for adoption of budgets, budget amendments; conveying or accepting grants of real property or granting easements with respect to District property; placing or releasing liens against real property for delinquent District fees, charges, taxes and/or assessments; granting, revising, or terminating any lease of subject property; granting concession, right of entry, right of use, access permits, or encroachment permits to members of the public with respect to use or access to District real property; adopting rates and charges; and as required by law.
- B. The Board may act by resolution for approval of items determined by the board or General Manager that factual findings in a resolution can improve District transparency and accountability in important actions.
- C. Resolutions may be adopted by the Board of Directors at the meeting in which they are introduced on the agenda. Resolutions which are adopted by the Board of Directors are effective immediately unless otherwise specified.
- D. Any District resolution may be amended or repealed after being properly agendaized.
- E. Resolutions adopted by the Board shall have attached as exhibits and included in the District's Resolution Book any and all agreements, easements, liens, licenses, permits, leases, policy, contract, or document, any and all such items referred to in such resolution which are the subject matter of that particular resolution.
 - 1. All original resolutions shall be signed by the President of the Board of Directors, attested by the Board Secretary, and filed in consecutive, numbered order by year, in the District's Resolution Book.

Resolution No. _____

A RESOLUTION OF THE BOARD OF DIRECTORS ADOPTING
REVISED BOARD RESOLUTIONS POLICY

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 Board has decided to revise its Operational Policies and Procedures Manual (OPPM) to a format that separates District policy from District procedure and to do so in such a way that results in useful and meaningful policy and procedures manuals; and

WHEREAS, the Board has directed staff to incrementally implement these revisions over time; and

WHEREAS, staff has revised the District's Board Resolutions Policy in accordance with the direction aforementioned.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Groveland Community Services District approves the newly revised Board Resolutions Policy.

PASSED AND ADOPTED by the Board of Directors of the Groveland Community Services District on March 10, 2020 by the following vote:

AYES:

NOES:

ABSENT:

RECUSE:

ABSTAINED:

APPROVED:

Janice Kwiatkowski, Board President

ATTEST:

Jennifer L. Flores, Board Secretary



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Pete Kampa, General Manager

DATE: March 10, 2020

SUBJECT: Agenda Item 7E: Adoption of a Resolution Accepting and Implementing the Standard Drawings (New Construction Standards), as Amended and Produced by the Tuolumne Utilities District

RECOMMENDED ACTION

Motion to approve adopting a Resolution Approving Accepting and Implementing the Standard Drawings (New Construction Standards), as Amended and Produced by the Tuolumne Utilities District

BACKGROUND

The District has historically adopted design standards and details (drawings) that prescribe what and how we require contractors and developers to build new and replacement water and sewer infrastructure. Our standards cover the requirements for system design plans, as-built plans, water and sewer system design standards and technical specifications. District records show the development of the standards in the early 1990's and for the most part these standards are still relevant. Our District engineer will be reviewing and updating the design standards for future Board adoption.

In addition to design standards and technical specifications, Standard Drawings are developed to graphically depict how the infrastructure is to be configured. For example, the **Standard Specifications** require fire hydrants to be installed every 500 feet on newly installed water mains. **Standard Drawings** show hydrant heights, distances, drainage, pipe supports, and other field installation requirements. The Board is being asked today to adopt a set of Standard Drawings, with the understanding that the updated standard and technical specifications will be close behind for approval.

The District in-house engineering staff had previously developed a set of Standard Drawings, however the digital files were corrupted during a cyber-attack some years ago, and to date have not been recoverable. The Standard Drawings proposed for adoption are produced by the Tuolumne Utilities District (TUD) engineering staff, and are updated on an as needed basis. We are proposing the use of drawings produced by TUD as they are relevant to our environment and needs, and updated on a regular basis. Please note that not all TUD standards are applicable. We may in the near future contract to have the drawings changed in the name of GCSB specifically.

The reason standards are adopted is to ensure that the District will be accepting infrastructure that is installed using materials and methods that meet state and county

standards, and meet requirements GCS D technical experts have determined necessary for our local conditions. The developer or contractor building the infrastructure to be dedicated must be reasonably assured that if they build to the standard, that GCS D will accept the improvements on completion; and then own and operate the infrastructure going forward.

The normal process where these standards are put to use is as follows:

1. A developer submits an application to GCS D requesting water and/or sewer service to newly created lots
2. GCS D enters into agreement with the developer requiring them to design and build the infrastructure to GCS D standards and at their expense, and dedicate to GCS D the completed and GCS D inspected/approved infrastructure
3. The developer's engineer designs the work to GCS D standards/GCS D Engineer reviews and approves construction plans
4. Developer contracts for the infrastructure work, which is completed under GCS D inspection
5. The completed and inspected work, including all necessary easements, permits etc are offered for dedication to GCS D
6. GCS D Board accepts infrastructure on District Engineer recommendation
7. GCS D provides service as new customers apply for service

ATTACHMENTS

- The proposed [Standard Drawings](#) are available for download on the GCS D website, or you can request a paper copy of the 45 page document
- Resolution Accepting and Implementing the Standard Drawings (New Construction Standards), as Amended and Produced by the Tuolumne Utilities District

Resolution No. _____

A RESOLUTION OF THE BOARD OF DIRECTORS ACCEPTING
AND IMPLEMENTING THE STANDARD DRAWINGS PRODUCED
BY THE TUOLUMNE UTILITIES DISTRICT AS AMENDED

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 provides water and sewer services which includes the operation, maintenance, repair, replacement and construction of new, expensive infrastructure; the proper design and installation of which is crucial to operate efficiently, reliably and last long-term; and

WHEREAS, the District is responsible to prescribe standards to which this infrastructure is constructed, in compliance with state permits and standards, industry experience and local experience; and

WHEREAS, the District wishes to update its water and sewer system design standards and specifications, and to keep them in an updated fashion; and

WHEREAS, the Tuolumne Utilities District (TUD) has prepared Standard Drawings which meet the requirements of the District and can be adopted by reference, without any liability on the part of TUD.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Groveland Community Services District does hereby accept and direct implementation of the TUD standards, as herein presented and as amended in the future.

PASSED AND ADOPTED by the Board of Directors of the Groveland Community Services District on March 10, 2020 by the following vote:

AYES:

NOES:

ABSENT:

RECUSE:

ABSTAINED:

APPROVED:

Janice Kwiatkowski, Board President

ATTEST:

Jennifer L. Flores, Board Secretary



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Pete Kampa, General Manager

DATE: March 10, 2020

SUBJECT: Agenda Item 7D: Adoption of a Resolution Approving a Revised Budget Policy

RECOMMENDED ACTION

Motion to approve adopting Resolution Approving a Revised Budget Policy

BACKGROUND

Staff is in the process of updating the Board's policies and is currently prioritizing the update of those policies that contain significant amounts of procedure, are outdated, and those that contain practices that are inconsistent with the goals of the current Board.

We have identified the District's current budget policy as one containing significant sections of "copy and paste" verbiage out of the Government Code, and requirements that are confusing and inconsistent with current practices.

The attached existing budget policy is shown with red line edits. The draft revised budget policy reflects current practices and removes the language from the Government Code.

ATTACHMENTS

1. Existing budget policy redline showing changes
2. Recommended revised budget policy and approving resolution

403 BUDGET POLICIES

403.1 District Governmental Fund and Enterprise Fund Budgets

The District shall establish a separate budget for each fiscal year for each ~~of the following:~~

~~A. Governmental Funds~~

~~1. Fire Protection Fund~~

~~2. Park and Recreation and Community Facilities Fund~~

~~B. Enterprise Funds~~

~~1. Water Fund~~

~~2. Sewer Fund~~

~~3. Davis Grunsky Fund of its authorized services.~~

403.2 Preliminary and Final Budget

~~A. Requirements of Government Code § 61110~~

~~1. Pursuant to Government Code § 61110, the Board of Directors shall adopt a preliminary or final budget on or before July 1 of each fiscal year the Board of Directors shall adopt a preliminary budget that shall conform to the accounting and budgeting procedures for special districts contained in a Title II of the California Code of Regulations Section 1031.1 et seq. and Section 1121 et seq. The preliminary budget may be divided into some or all of the following categories: (a) maintenance and operations; (b) services and supplies; (c) employee compensation and benefits; (d) capital expenditures; (e) principal and interest payments for indebtedness; (f) reserves restricted for capital expenditures; (g) reserves restricted for Operating, shortages and other contingencies.~~

~~2. On or before July 1 of each fiscal year the Board of Directors shall publish a notice stating: (a) that a proposed final budget has been prepared which is available for inspection at the District; and (b) specifying the date, time and place when the Board of Directors will meet to adopt such final budget, and advising that any person may appear to be heard regarding any item in the budget.~~

~~3. Such In addition to the budget Public Hearing notice publication requirements contained in California law, the Notice of Hearing of the Board of Directors on the proposed final budget shall be published one (1) time at least two weeks before the hearing in a newspaper of general circulation throughout the District prominently on the District's website.~~

~~4. Although Government Code § 61110 requires that the District's final budget be adopted on or before September 1 of each fiscal year, the goal of the Board of Directors is to review a preliminary budget at the regular meeting in May and adopt the final budget by the end of the fiscal year (June 30th).~~

~~The goal of the Board of Directors is to receive the preliminary budget from the Budget Committee by the first Regular Meeting of the Board in May. At this meeting, the Board will hear the report from the Budget Committee and from the public on the preliminary budget. After hearing all input, the Board will deliberate on the preliminary budget and make any changes to it. After deliberation of revisions to the preliminary budget, the Board of Directors shall prepare a proposed final budget that conforms to generally accepted accounting and budgeting procedures for special districts. The Board of Directors shall then comply with the notice requirements for a public hearing to be held on the adoption of the proposed final budget as specified in Section 2 hereof. The goal of the Board of Directors is to adopt the final budget prior to the end of the fiscal year. A copy of the final budget shall be sent to the Auditor of Tuolumne County pursuant to the provisions of Government Code Section 61110(f).~~

403.3 Budget Documents

~~The final budget shall include a memorandum of transmittal describing the linkage between the recommended budget and accomplishments of the Board's goals and objectives, and highlighting the important aspects of changes in the budgets for the District's Governmental each of the Funds and Enterprise Funds for each fiscal year. The budget memorandum shall explain any areas where the recommended or final budget falls short of supporting the Board Goals. The final budget shall incorporate goal statements for the District and its Fire Protection Fund, Park and Recreation and Community Services Fund, Water Fund, Sewer Fund and Davis-Grunsky Fund.~~

~~The form of the budget document for both the preliminary budget and the final budget shall include line item budget allocations for each of the Governmental Funds and Enterprise Funds of the District. Each fund for each fund shall be summarized by activity areas for which budgeted funds are to be allocated. The budget shall include detailed expense information for each Governmental Fund and Enterprise Fund maintained by the District and shall include a separate Capital Improvement/Equipment Replacement Schedule.~~

~~Administration expense estimations and budgeted amounts are projected for each fiscal year for the purpose of budget/expense transparency, but not as a separate fund requiring the balancing of revenue and expenses. The expense of District administration is to be funded proportionally by each service fund based on benefit received.~~

403.4 Long-Term Financial Planning

~~The preliminary and final budgets for each Governmental Fund and Enterprise Fund maintained by the District shall include a three (3) year (current year plus the two years previous to the current year) financial history of each such Fund of the District which summarizes the history of revenues and expenditures in each such Fund for the two (2) years prior to the fiscal year for which the budget is to be adopted, as well as a Management shall develop a forecast of anticipated expenditures and revenues in each such Fund in the four (4) fiscal years to follow the year for which the budget is being adopted for a relevant period of time into the future for the purpose of determining the adequacy of enterprise fund rates and charges to cover operating expenses, debt service and capital improvements/replacements. The General Manager shall propose to the Board the engagement of the professionals necessary to~~

optimize the efficiency of long term expenses and ensure the adequacy of revenue, including the performance of technical studies such as master plans, rate studies, detailed financial analysis and compensation studies. Linkage between the professional studies and annual budgets shall be detailed in the budget memorandum.

403.5 Amendment of Budget

The General Manager is authorized to make expenditures and transfer funds between budget categories within each fund; to the amount of the total approved fund expense budget. Changes in At any regular or special meeting of the Board of Directors after the adoption of the final budget, the Board of Directors may take action by ~~minute action or~~ Resolution to amend the budget ~~and order the transfer of funds between categories within the budget pursuant to Government Code 5 61111~~to reflect the intra-fund transfers made by the General Manager and to adopt a modified Capital Improvement/Replacement schedule. Alternatively, the Board of Directors may authorize the General Manager to transfer funds between budget categories.

403.6 Budgeted Reserve Funds

~~The Board of Directors may establish designated reserves for capital expenditures, designated reserves for Operating or other contingencies, and restricted reserves for debt service in each of its Governmental Funds and Enterprise Funds in its annual preliminary and final budgets. The Board of Directors shall declare the exclusive purposes for which the funds in the reserves for each Governmental or Enterprise Fund may be spent when establishing such reserves. The funds in such designated and restricted reserves shall only be spent for the exclusive purposes for which the Board has established each such reserve. The Board of Directors may transfer any retained earnings in each Governmental or Enterprise Fund to any designated or restricted reserve in such fund at any time after establishment of that reserve for that fund. If the Board finds that funds in a designated reserve or restricted reserve in any fund are no longer required for the purposes for which such designated reserve or restricted reserve was established, the Board may, by 4/5th vote, discontinue any such designated or restricted reserve in that fund or transfer any funds remaining in such designated or restricted reserve in that fund to any other reserve maintained for that fund. See Section 404 for more details on the District's reserve policies~~annual fiscal year budget shall separately identify and include approved reserve deposits and expenditures for each fund in accordance with current District policy and approved financial plans. -

403.7 Establishment of Gann Limit

~~On or before July 1 of each year, the Board of Directors shall adopt a Resolution establishing its appropriations limit for the following fiscal year pursuant to Article XIII B of the California Constitution and Government Code section 7900 et seq. The Board of Directors may establish the District's annual Gann Limit as part of its adoption of the final budget for each fiscal year, or by separate Board resolution.~~

403.8 Public Inspection

~~Both the preliminary budget and final budget are public documents subject to public inspection at any time after adoption pursuant to the procedures specified in the Public Records Act at Government Code section 6250 et seq.~~

403.9 Quarterly Report of Revenues and Expenses in Comparison to Budget

~~The Admin/Finance Manager shall prepare and submit to the~~The Board of Directors ~~for approval~~shall review on a quarterly basis a financial report which details the revenues and expenditures of the District for each Governmental Fund and Enterprise Fund during each quarter of the fiscal year and comparing those revenues and expenses to projected revenues and expenses set forth in the adopted final budget for each fund. Such report shall include an estimate of the percentage of the total allocated budget amount received in revenues or disbursed as expenditures in each fund in each quarter of the fiscal year. Explanation shall be provided in the report for variances from the approved budget.

EFFECTIVE DATE: 3/20/2020

POLICY

Resolution No. _____

ADOPTED BY BOARD: 3/20/2020

POL-403 BUDGET POLICIES

403.1 District Governmental Fund and Enterprise Fund Budgets

The District shall establish a separate budget for each fiscal year for each of its authorized services.

403.2 Preliminary and Final Budget

Pursuant to Government Code § 61110, the Board of Directors shall adopt a preliminary or final budget on or before July 1 of each fiscal year that shall conform to the accounting and budgeting procedures for special districts contained in a Title II of the California Code of Regulations Section 1031.1 et seq. and Section 1121 et seq.

In addition to the budget Public Hearing notice publication requirements contained in California law, the Notice of Hearing of the Board of Directors on the proposed final budget shall be published prominently on the District's website.

Although Government Code § 61110 requires that the District's final budget be adopted on or before September 1 of each fiscal year, the goal of the Board of Directors is to review a preliminary budget at the regular meeting in May and adopt the final budget by the end of the fiscal year (June 30th).

403.3 Budget Documents

The budget shall include a memorandum of transmittal describing the linkage between the recommended budget and accomplishments of the Board's goals and objectives, and highlighting the important aspects of changes in the budgets for each of the Funds for each fiscal year. The budget memorandum shall explain any areas where the recommended or final budget falls short of supporting the Board Goals.

The form of the budget document for both the preliminary budget and the final budget for each fund shall be summarized by activity areas for which budgeted funds are to be allocated. The budget shall include detailed expense information for each Fund maintained by the District and shall include a separate Capital Improvement/Equipment Replacement Schedule.

Administration expense estimations and budgeted amounts are projected for each fiscal year for the purpose of budget/expense transparency, but not as a separate fund requiring the balancing of revenue and expenses. The expense of District administration is to be funded proportionally by each service fund based on benefit received.

403.4 Long-Term Financial Planning

Management shall develop a forecast of anticipated expenditures and revenues in each Fund for a relevant period of time into the future for the purpose of determining the adequacy of enterprise fund rates and charges to cover operating expenses, debt

service and capital improvements/replacements. The General Manager shall propose to the Board the engagement of the professionals necessary to optimize the efficiency of long term expenses and ensure the adequacy of revenue, including the performance of technical studies such as master plans, rate studies, detailed financial analysis and compensation studies. Linkage between the professional studies and annual budgets shall be detailed in the budget memorandum.

403.5 Amendment of Budget

The General Manager is authorized to make expenditures and transfer funds between budget categories within each fund and within the amount of the total approved fund expense budget. At any regular or special meeting of the Board of Directors after the adoption of the final budget, the Board of Directors may take action by Resolution to amend the budget, and to reflect the intra-fund transfers made by the General Manager and to adopt a modified Capital Improvement/Replacement schedule.

403.6 Budgeted Reserve Funds

The annual fiscal year budget shall separately identify and include approved reserve deposits and expenditures for each fund in accordance with current District policy and approved financial plans.

403.9 Quarterly Report of Revenues and Expenses in Comparison to Budget

The Board of Directors shall review on a quarterly basis a financial report which details the revenues and expenditures of the District for each Governmental Fund and Enterprise Fund during each quarter of the fiscal year and comparing those revenues and expenses to projected revenues and expenses set forth in the adopted final budget for each fund. Such report shall include an estimate of the percentage of the total allocated budget amount received in revenues or disbursed as expenditures in each fund in each quarter of the fiscal year. Explanation shall be provided in the report for variances from the approved budget.

Resolution No. _____

A RESOLUTION OF THE BOARD OF DIRECTORS ADOPTING
REVISED BUDGET POLICIES

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 Board has decided to revise its Operational Policies and Procedures Manual (OPPM) to a format that separates District policy from District procedure and to do so in such a way that results in useful and meaningful policy and procedures manuals; and

WHEREAS, the Board has directed staff to incrementally implement these revisions over time; and

WHEREAS, staff has revised the District's Budget Policies in accordance with the direction aforementioned.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Groveland Community Services District approves the newly revised Budget Policies.

PASSED AND ADOPTED by the Board of Directors of the Groveland Community Services District on March 10, 2020 by the following vote:

AYES:

NOES:

ABSENT:

RECUSE:

ABSTAINED:

APPROVED:

Janice Kwiatkowski, Board President

ATTEST:

Jennifer L. Flores, Board Secretary



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Pete Kampa, General Manager

DATE: March 10, 2020

SUBJECT: Agenda Item 7F: Consideration of Authorization for the General Manager to Execute a Letter of Intent with Pacific Gas and Electric Company to Proceed with Evaluation of Suitable Locations for a Pre-Installed Interconnection Hub (PIH) at Mary Laveroni Park

RECOMMENDED ACTION

Motion to approve authorizing General Manager to Acknowledge a Letter of Intent from Pacific Gas and Electric Company to Proceed with Evaluation of Suitable Locations for a Pre-Installed Interconnection Hub (PIH) at Mary Laveroni Park

BACKGROUND

PG&E has approached the District with a request for partnership in facilitation of the potential location of a Pre-Installed Interconnection Hub (PIH) at Mary Laveroni Park. Please see the attached informational sheet regarding PG&E's proposed "Resilience Zones", which are designated areas where PG&E can safely provide electricity to central community resources by rapidly isolating it from the wider grid and re-energizing it using temporary mobile generation during a PSPS.

The downtown Groveland area has been identified as a potential candidate as a Resilience Zone due to its underground power grid. To support the Resilience Zone, PG&E needs to install a small amount of permanent equipment at an accessible location adjacent to where the portable generators will be located during a PSPS. PG&E has identified two locations within Mary Laveroni Park suitable for the permanent equipment, and temporary locations for the generators. One location is in the upper park/parking lot and the alternate location in in the lower park at the toe of the slope (from the upper park).

GCSB is being asked to partner with PG&E and allow permanent and temporary easements to be created in one of the two locations in the park. PG&E has requested that the District sign a Letter of Intent (LOI) which allows them to conduct a due diligence evaluation of the feasibility of the site. The LOI confers no obligations on either party to make or accept an easement purchase offer. If the site is determined feasible and the District and PG&E can reach agreement on easement payment terms and other conditions, PG&E will compensate the District for the value of the permanent and temporary easements and will construct all necessary improvements and connections.

At this meeting, the price, terms and conditions of any real property transaction (easement purchase) should not be discussed in open session; as GCSD staff will work with PG&E to secure an easement purchase offer that can then be discussed in Closed Session at a future meeting. The District should only approve acknowledging the LOI if there is no interest whatsoever in proceeding with evaluation or negotiations.

ATTACHMENTS

- Community Wildfire Safety Program, Resilience Zone flyer



Community Wildfire Safety Program Resilience Zones

July 2019

Working Together to Protect Our Communities from Wildfires

As part of PG&E's Community Wildfire Safety Program, we are implementing additional precautionary measures following the 2017 and 2018 wildfires to further reduce the risk of wildfires and help keep customers and communities safe. If elevated weather conditions, including a potential fire risk, threaten a portion of the electric system serving a community, it will be necessary for us to turn off electricity in the interest of public safety. This is called a Public Safety Power Shutoff.

Minimizing Public Safety Power Shutoff Impacts

PG&E is continually working to analyze our systems, refine our procedures and further assess how we can minimize the impacts of a Public Safety Power Shutoff. One of the ways we are working to do this is through establishing new "Resilience Zones." A Resilience Zone is a designated area where PG&E can safely provide electricity to central community resources by rapidly isolating it from the wider grid and re-energizing it using temporary mobile generation during a public safety outage. Though each Resilience Zone will vary in scale and scope, the following equipment will be found at each site:

- Isolation devices used to disconnect the circuit from the wider grid during a public safety outage
- A pre-installed interconnection hub ("PIH") that enables PG&E to rapidly connect temporary generation and energize the isolated circuit (thereby forming an energized "island")

This work may involve installation of new equipment and system hardening efforts such as targeted undergrounding. Note, that while PG&E's objective is to provide power continuity in Resilience Zones to support community normalcy, PG&E is not in a position to guarantee service on behalf of any customer energized within a Resilience Zone.



Establishing Resilience Zones

PG&E is exploring areas to establish Resilience Zones across our service territory. We will be sharing more information with individual communities once we have completed a pilot effort and feasibility studies. This work is being prioritized in those communities most likely to be impacted by a Public Safety Power Shutoff event and takes a number of different factors into account. The scale, scope and time needed to develop each Resilience Zone will vary significantly across sites.

Learn More

For more information, please email us at wildfiresafety@pge.com. You can also learn more about all of our wildfire safety efforts by visiting pge.com/wildfiresafety.

A diagram of a sample Resilience Zone is available on the reverse of this fact sheet.

Sample Resilience Zone

The diagram below represents an approximate layout of a sample Resilience Zone. With safety being the most critical design factor, all Resilience Zones are unique and are designed based on a number of different variables that dictate the size of the zone, what community services are served and what elements are included in the design (PIH, isolation devices, etc.). The layout and dimensions are approximate and for illustrative purposes only.

