



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: June 8, 2021

SUBJECT: Agenda Item 3Aii. General Managers Report

Overview

For the month of May 2021, we are pleased to report that the District continued diligently in advancing several projects and initiatives related to all of the services we provide. This report will provide a highlight of the most noteworthy projects and as always, many of these items are contained on this agenda for Board action.

Big Creek Clearwell

The contractor has finally completed the interior and exterior recoating of the Big Creek Clearwell, and the tank has been inspected, disinfected and filled. A leak occurred on an entrance hatch, so the tank had to be once again drained, disinfected and refilled. Once the tank is full for a day, bacteriological samples are taken, and the tank placed in service once water quality is verified.

The contractor will begin work on the Second Garrotte Tank rehabilitation once the operation of the Big Creek Plant is verified as operationally stable.

Groveland/Big Oak Flat Sewer Collection Upgrades

A mandatory prebid meeting was held on May 19 and attended by approximately six contractors. Bids are due on June 9, 2021 at 2:00PM. We are coordinating closely with PML and Tuolumne County Public Works to ensure that bidding contractors and the final project contractor are aware of the requirements and expectations of construction within PML and on county roads. Once bids are tabulated and evaluated, a special meeting of the Board may be called to award the construction contract.

Other Items

LAFCO Budget and Workplan 2021

Included in this report is the budget and workplan submitted to special districts and LAFCO members, which will be considered on their June 14, 2021 meeting agenda. Please provide any comments to me regarding this workplan.

Coordination with Tuolumne County CDD

A meeting was held on June 2, 2021 with the county Community Development Director and Planning staff. Following is an outline of what was presented in the meeting, although we understand it will take several more discussions to fully agree on the issues.

Goal 1

Never have to publicly address the Planning Commission or Board in opposition to a land use project to which services will be provided by a special district (written to address special districts in general, but could be applied specifically to GCSD if desired)

Objectives

- Develop the structure and process to actively engage special district service providers in the land use planning process to fully inform discretionary actions and ensure that local services will be provided at sustainable levels desired by the community now and in the future
- Avoid litigation over land use projects and/or actions by Boards to deny service to approved projects
- Create a more cohesive process where service providers feel part of building better communities
- Gain broad support for projects, especially those that will enhance services

Actions

- Understand service level actions of the various districts and include/recommend in MSR development; address in project review process
- Seek communication from districts regarding infrastructure or service availability weaknesses
- Coordinate for project support where desirable and possible, including support for planning and implementation in areas of identified weaknesses
 - a. CDBG funding priorities
 - b. USDA funding
 - c. US Dept of Commerce, EDA
 - d. State Water Board
 - e. IRWMP
 - f. Sierra Nevada Conservancy
- Involve districts in advance planning as if the services were to be delivered by a county department
 - a. Initial project feasibility/development discussions
 - b. Include the district in CEQA process if the service provider has discretion to approve or deny service to a project
- Coordinate to work out controversial matters at the staff level prior to public release

- Document the process in some form of White Paper/informational document

Goal 2

Integrate the Groveland CSD Community Facilities District (CFD) 2021-01 into the County land use processes and

Secure County Board approval and Implementation of GCSD adopted Development Impact fees

Objectives

- Address impacts and/or needs for additional GCSD provided Park and Fire services through the implementation of a system of fees and taxes to ensure that service levels do not diminish with community growth
- Avoid the need for individual service impact studies for each project as they are proposed, which will save time, money and places the responsibility of development of long term service level goals (and appropriate funding mechanisms) in the hands of the service provider
- Develop the structure and process to efficiently integrate the CFD annexation process into the county's project planning and approval process
- Establish a system of communication on the service demands of various land use types

Actions

- GCSD Board to adopt CDF Resolution of Intention to form CFD on June 8, 2021
- GCSD Board to establish Public Hearing on adoption of the Development Impact Fees (likely later June hearing)
- GCSD staff to coordinate with County to identify project/land use types requiring annexation into the CFD
- GCSD to develop standard approval conditions (language) for County review and use in approval staff memos for both annexation to the CFD and payment of development impact fees
- Both county and GCSD develop and share documents to provide guidance on our respective processes
- GCSD to provide County with required reports covering expenditure of the development impact fees

**GROVELAND COMMUNITY SERVICES DISTRICT
BIG CREEK AND SECOND GARROTTE CLEARWELLS REHABILITATION
PROJECT
CONSTRUCTION PROGRESS MEETING**

May 19, 2021 @ 2:00 PM

AGENDA

- I. INTRODUCTIONS
- II. CONSTRUCTION PROGRESS SNAPSHOT
 - a. Total Project Cost (Contractor) \$3,118,200.00
 - b. Total Project Cost (Total Project) \$3,954,200.00
 - c. Budget Spent to Date (Contractor) \$1,666,300.00
 - d. Budget Spent to Date (Total Project) \$1,902,548.00
 - e. Total Project Contingency \$361,000.00
 - f. Contingency Used to Date \$79,676.00
 - g. Percentage Funding Used to Date (Contractor) 53.4%
 - h. Percentage Funding Used to Date (Total Project) 48.1%
 - i. Percent Contingency Used to Date 22.1%
 - j. Days for Completion 134 Working Days
 - k. Elapsed Days 113 Working Days
 - l. Remaining Days 21 Working Days
- III. CONSTRUCTION SITE REPORTS
 - a. Progress to Date
 - b. Contractor (1-MONTH LOOK AHEAD)
- IV. CHANGE ORDERS
 - a. Fully Executed
 - i. Change Order No. 1 – Additional Structural Repairs in Big Creek Clearwell (\$33,217.80 and 8 Additional Working Days)
 - ii. Change Order No. 2 – Relocation of ARV to Adjacent Wye Fitting at Butler Way Pump Station (No Cost and 2 Additional Working Days)
 - iii. Change Order No. 3 – Installation of Insulation in Both the Big Creek and Second Garrotte New Electrical Cabinets (\$953.00 and No Working Days)
 - iv. Change Order No. 4 – Inspection Sand Blast (Time & Material) (\$46,457.90 and 4 Additional Working Days)

- b. Received
 - i. Pending Change Order No. 3 – Additional Work at Butler Way (Time & Material)
 - ii. Pending Change Order No. 9 – Addition of Inlet ARV at Butler Way Pump Station (Negotiating)
 - iii. Pending Change Order No. 10 – Oil Removal from Big Creek Clearwell Baffles (Negotiating)
 - c. Requested
 - i. Pending Change Order No. 11 – Upgrade of Pressure Transmitter
 - ii. Pending Change Order No. 12 – Addition of Communications Between Butler Way Pump Station and Tank 1
 - d. Denied
 - i. Pending Change Order No. 1 – Oil in Tank (\$48,539.00 and 14 additional Working Days)
 - ii. Pending Change Order No. 6 – Lid Pin Holes Repairs (\$14,200 and 2 additional Working Days)
- V. SUBMITTAL REVIEW
- a. Approved Submittals
 - i. Submittal No. 1 – 38
 - b. Remaining Submittals
 - i. None
- VI. REVIEW RFI LOG
- a. Responded RFI's
 - i. RFI No. 1 – 31, 33 - 35
 - b. Pending RFI's
 - i. RFI No. 32 – Baffle Repairs
- VII. Claims
- a. Claim No. 1 – Oil in the Tank
 - i. Responded
 - b. Claim No. 2 – Additional Expenses Incurred for Big Creek Clearwell Coating
 - i. Responded
 - c. Claim No. 3 – Relocation of ARV at Butler Way Pump Station
 - i. Claim Removed

- d. Claim No. 4 – Mill Scale in Big Creek Clearwell and Chlorine Contact Tank
 - i. Responded

VIII. PAYMENT REQUESTS

- a. Processed
 - i. Disbursement Request No. 1 (\$331,640.00)
 - 1. Received.
 - ii. Disbursement Request No. 2 (\$298,997.00)
 - 1. Received (Less than expected).
 - iii. Disbursement Request No. 3 (\$673,932.00)
 - 1. Estimate middle of May.
 - iv. Disbursement Request No. 4 (\$510,681.00)
 - 1. Estimated in July
 - v. Disbursement Request No. 5
 - 1. Will receive on May 20, 2021.

IX. PROJECT SCHEDULE

- i. Big Creek Site
 - 1. Tentative Final Completion – May 19, 2021 or May 20, 2021

X. CONCERNS

XI. ADJOURN



County of Tuolumne Local Agency Formation Commission

Quincy Yaley, AICP
Executive Officer

May 14, 2021

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

TO: Special Districts

FROM: Quincy Yaley, Executive Officer, LAFCO

RE: Draft Local Agency Formation Commission Budget for Fiscal Year 2021-2022

Enclosed is a copy of the Draft Budget for Fiscal Year 2021-2022 adopted by the Local Agency Formation Commission (LAFCO) at its meeting on May 10, 2021. Please review the draft budget and advise LAFCO of any comments you may have by June 1, 2021.

The Local Agency Formation Commission will consider adopting its Final Budget at a public hearing to be held on June 14, 2021 at 4:00 p.m. Instructions for participating will be included on the agenda.

Please note that the City of Sonora's share of the funding for LAFCO is 8.1% of the approved LAFCO budget. Special districts will pay one third of the LAFCO annual budget. The County of Tuolumne will pay the remainder.

If you have any questions or comments concerning LAFCO's budget, please contact me at qyaley@co.tuolumne.ca.us or 209-533-5961.

S:\Commissions\LAFCO\Budget\2020-2021\final draft budget\Draft Budget 20-21 Letter to Special Districts.doc

RECEIVED
MAY 19 2021



County of Tuolumne Local Agency Formation Commission

Quincy Yaley, AICP
Executive Officer

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April 22, 2021

EXECUTIVE OFFICER'S REPORT

PROPOSED ACTION

Consideration of adopting the Draft Budget for the Local Agency Formation Commission (LAFCO) for Fiscal Year (FY) 2021-2022, directing staff to send it to the County of Tuolumne, City of Sonora, and Special Districts for review and comment, and approving the LAFCO Fiscal Year 2021-2022 Work Program.

BUDGET

1. Pursuant to Section 56381 of the California Government Code, LAFCO is required to adopt a final budget by June 15th of each year for the next fiscal year which begins on July 1st. The Commission must formulate a draft budget that is to be sent to the City of Sonora, County of Tuolumne, and all the Special Districts in Tuolumne County for review and comment before adoption of the final budget by LAFCO.
2. Staff proposes to reduce the LAFCO budget by \$6,349 for FY 2020-202, to \$59,007. This budget takes into account financial constraints experienced by member organizations due to the response to the COVID-19 pandemic as well as shifting work from consultants to LAFCO staff. Pursuant to Government Code Section 56381, the budget shall, at a minimum, be equal to the budget adopted for the previous fiscal year unless LAFCO finds that reduced staffing or program costs will nevertheless allow LAFCO to fulfill the purposes and programs of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.
3. The proposed budget will provide LAFCO with the funds needed to implement the FY 21-22 LAFCO Work Plan which includes completing Municipal Service Reviews and other LAFCO projects. Proposed budget expenditures are as follows:

LAFCO BUDGET

Description	FY 20-21	FY 21-22
Dues and Memberships	\$ 1,745	\$1,745
Office Expenses	\$ 1,000	\$1,000
Publications/Legal Notices	\$ 1,000	\$1,000
Travel and Training	\$ 7,500	\$7,500
Personnel & Consultants	\$ 54,111	\$47,762
Total	\$ 65,356	\$59,007

4. LAFCO is an independent agency that has historically been funded by the County of Tuolumne and the City of Sonora. In FY 20-21 it was also funded by special districts (see MSR schedule below) as per their request to pay a share of costs and add two special district

members and an alternate to the LAFCO Board. Pursuant to a Memorandum of Understanding (MOU) between the City and the County, the Local Transportation Fund (LTF) per capita percentage is used to determine the City's and the County's respective shares of the LAFCO budget. Under this formula, the City will be responsible for 8.1 percent of the adopted FY 2021-2022 LAFCO Budget. In the past, the County was responsible for the remaining balance. With the addition of Special District representatives on the LAFCO Commission, the Special Districts will be responsible for paying one third of the LAFCO operating budget. The County Auditor will invoice the City of Sonora, County of Tuolumne and the Special Districts to pay their respective shares of the proposed costs as shown in the table below.

**LAFCO FY 21-22
ANICIPATED REVENUES**

Amount	%	Entity
\$ 4,780	8.1%	City of Sonora
\$ 19,472	33%	Special Districts
\$ 28,264	47.9%	County of Tuolumne
\$ 6,491	11%	Application Fees
\$ 59,007	100%	Total Share of Cost

EXPENSES

5. **Dues** - The California Association of Local Agency Formation Commissions (CALAFCO) annual membership fee for the upcoming year is \$1,745. Tuolumne County LAFCO staff gain access to a wealth of information and advice by participating in CALAFCO. CALAFCO provides access to a network of other Executive Officers and LAFCO staff statewide, which provide daily insight and advice on LAFCO procedures and regulations. Without access to this network, Tuolumne County LAFCO staff would be required to attend more trainings and/or hire additional consultants for assistance.

6. **Travel and Training** - Pursuant to Section 56334 of the Government Code, Commission members and alternates may be reimbursed for actual and reasonable expenses necessary to attend meetings and perform duties of their office. LAFCO may authorize payment of a per diem to Commission members and alternates for each day they attend meetings of the Commission. Based upon LAFCO's past practice, funds are not proposed to be budgeted for City, County, or Special District LAFCO members to attend LAFCO meetings and conferences or to pay a per diem to any Commissioner. No travel to LAFCO events occurred in the 20-21 FY due to COVID restrictions.

The draft FY 2021-2022 travel budget includes the estimated cost for travel and training for five individuals to attend either a staff workshop or the annual CALAFCO conference. As per past practices, attendees may include LAFCO staff or the regular and alternate Commissioner representing the general public. With the addition of Special District members, the LAFCO Board may wish to consider paying for Special District members to attend the CALAFCO conference if funds allow or directing special districts to pay for their members to attend these conferences.

7. **Personnel** - Staff and consultant costs will remain the same as last year. Personnel costs are based on the County's adopted methodology for establishing hourly rates for each employee. These costs include employee salaries and benefits, and the County's overhead, such as office space, utilities, and internal services, including the Auditor's expenses in handling LAFCO's finances. The number of hours and hourly rates have been estimated for FY 2021-2022.

Estimated Staff and Consultant Costs

Personnel	Hourly	Hours	Total
Executive Officer (CDD Director)	\$170.57	50	\$8,528.50
Deputy Officer (Planning Manager)	\$120.04	150	\$18,006.00
Admin. Technician	\$70.10	50	\$3,505.00
LUNR Tech	\$63.46	60	\$3,807.60
GIS	\$71	20	\$1,420
Legal Services	\$125	20	\$2,500
Consultants		TBD	\$10,000
Total			\$47,761.10

WORK PROGRAM FOR FY 21-22

8. Tuolumne County contains 18 independent Special Districts, 7 Lighting Districts and 58 County Service Areas (CSAs). The number of County Service Areas could be increased by developers requesting to add a County Service Area to maintain roads and other services for their development. Pursuant to Section 56425(g) of the Cortese-Knox-Hertzberg (CKH) Act, "on or before January 1, 2008, and every five years thereafter, the commission shall, as necessary, review and update each sphere of influence". Further, 56430.a of the CKH states that "in order to prepare and to update spheres of influence in accordance with Section 56425, the commission shall conduct a service review of the municipal services provided in the county or other appropriate area designated by the commission.

9. For the FY 21-22, LAFCO staff will complete the Groveland CSD MSR, the Tuolumne Sanitary District MSR, the Tuolumne Park and Recreation District MSR, and the TUD MSR. The MSRs for districts involved in the project considering the formation of a Tuolumne Community Service District will be fairly simple to process, as much of the information will be obtained through the CSD formation project.

10. From April of 2012 through December of 2013, LAFCO conducted Municipal Service Reviews and Sphere of Influence updates for all the special districts in Tuolumne County. Beginning in FY 17-18 completion of these reviews were staggered over a five-year period to better manage staff workload. As currently proposed, SOIs would be reviewed as needed, as allowed in Section 56425(g), and MSRs will be completed in accordance with Section 56430.a of the CKH. The proposed schedule for Municipal Service Reviews is as follows, which includes the completion of the cemetery district MSRs:

MSR SCHEDULE

SPECIAL DISTRICT	Completion Date	Notes
City of Sonora	1-28-19	
Columbia Fire	4-8-19	
Jamestown Fire	4-8-19	
Mi-Wuk Fire	4-8-19	
Strawberry Fire	4-8-19	
Tuolumne Fire	1-28-19	
Groveland CSD	FY 21-22	FY 21-22
Twain Harte CSD	When needed	
Tuolumne Utilities District	FY 21-22	
Carters Cemetery	FY 21-22	FY 21-22

Columbia Cemetery	FY 21-22	In process
Jamestown Cemetery	FY 21-22	In process
Oak Grove Cemetery	FY 21-22	In process
Shaws Flat-Springfield Cemetery	FY 21-22	In process
Jamestown Sanitary	When needed	
Tuolumne Sanitary	FY 21-22	
Tuolumne Park & Recreation	FY 21-22	
County Service Areas (58±)	When needed	
Lighting Districts (7)	When needed	
Leland Meadows Water District	When needed	

PROJECTS

11. Special districts in the community of Tuolumne have approached LAFCO regarding formation of a Community Services District that would merge some of the special districts in that area into one CSD. This past year, they held a series of meetings with LAFCO staff to discuss the process and plan to hire a consultant to complete a study evaluating the proposed merger. LAFCO staff anticipate reviewing the report in FY 20-21. An application was made to LAFCO in 2020, and staff is working with the consultant to complete the project. The cost for the formation of a CSD outlined in the LAFCO fee schedule as "Full cost recovery based on time and materials with a \$3,824.00 deposit".

12. There is one project where the developer may pursue being served by GCSD. Groveland CSD may also pursue a proposal to dissolve the Groveland Lighting District and merge its functions with the CSA. LAFCO staff anticipate reviewing these proposals in FY 21-22. Applications from developers will be accompanied by the appropriate fees as identified in the LAFCO fee schedule. Additional projects may also be submitted to LAFCO during FY 2021-2022 that would be added to the FY 21-22 Work Plan.

RECOMMENDATION

The Executive Officer recommends that your Commission:

- Adopt the Draft FY 2021-2022 budget,
- Direct staff to send the budget to the County of Tuolumne, City of Sonora, and special districts for review and comment, and
- Approve the LAFCO Fiscal Year 2021-2022 Work Program.