



REGULAR MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 www.gcsd.org

AGENDA

April 14, 2020

10:00 a.m.

LOCATION: TELECONFERENCE - SEE BELOW

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor's in Executive Order 33-20 and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time.
- The meeting will be conducted via teleconference using Zoom. (See authorization in the Governor's Executive Order 29-20)
- All members of the public seeking to observe and/or to address the GCSB Board may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE AND PARTICIPATE IN THE MEETING:

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

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

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

HOW TO SUBMIT PUBLIC COMMENTS:

Written/ Read Aloud: Please email your comments to board@gcsd.org, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email.

Telephonic / Electronic Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments by voice and in writing, and identify the cut off time for submission of written comments. Comments can be emailed in advance of the Board meeting and up to the time of Board consideration of the item during the meeting. Send email to board@gcsd.org, and write "Public Comment" in the subject line. Once you have joined the Board meeting online using Zoom, public comments can also be submitted using the Chat function while in the Zoom Meeting. In the body of the email or Chat, include the agenda item number and its title, as well as your comments. Once the public comment period is closed, comments timely received in advance of consideration of the agenda item will be read aloud prior to Board action on the matter. Comments received after the close of the public comment period will be added to the record after the meeting.

ACCESSIBILITY INFORMATION:

Board Meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Jennifer Flores, Board Secretary, at least 48 hours before a regular meeting at (209) 962-7161 or jflores@gcsd.org. Advanced notification will enable the District to swiftly resolve such requests to ensure accessibility.

PUBLIC RECORDS:

Public records that relate to any item on the open session agenda for a meeting are available for public inspection. Those records that are distributed after the agenda posting deadline for the meeting are available for public inspection at the same time they are distributed to all or a majority of the members of the Board. The Board has designated the District's website located at <https://www.gcsd.org> as the place for making those public records available for inspection. The documents may also be obtained by calling the District office.

ALL AGENDA MATERIAL ARE AVAILABLE ON THE DISTRICT WEBSITE AT WWW.GCSD.ORG 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)

TELECONFERENCE AGENDA

April 14, 2020
10:00 a.m.

Call to Order

Pledge of Allegiance

Roll Call of Board Members

Janice Kwiatkowski, President
Nancy Mora, Vice President
John Armstrong, Director
Spencer Edwards, Director
Robert Swan, Director

1. Approve Order of Agenda

2. Public Comment

Members of the public are appreciated for taking the time to attend this meeting and provide comments on matters of District business. Public comments are subject to a 3-minute time limit; 10 minutes on an individual topic. Although no action can be taken on items not listed on the agenda, please know we are listening carefully to your comments.

3. Information Items

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

A. Staff Reports

- i. Fire Department Report
- ii. General Manager's Report
- iii. Operations Manager's Report
- iv. Administrative Services Manager's Report

4. Consent Calendar

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

- A. Approve Minutes from the March 10, 2020 Regular Meeting
- B. Approve Minutes from the March 31, 2020 Special Meeting
- C. Accept March 2020 Payables
- D. Waive Reading of Ordinances and Resolutions Except by Title
- E. Adoption of a Resolution Awarding a Contract to Hessler Construction for the 2020 Building Repairs Project
- F. Adoption of a Resolution Awarding a Contract to Crook Logging for the Jones Hill Fuel Break Project
- G. Adoption of a Resolution Awarding Contracts to Moyle Excavation, Njrich & Sons, Inc, (SMCI) Sierra Mountain Construction Inc, Ken's Asphalt and Hessler Construction Co. to Provide On Call Emergency, Small Capital Improvement and Maintenance Services

5. Old Business

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

A. Public Hearing

- i. The District will Conduct a Public Hearing to Receive Public Comments and Input on the 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
- ii. Adoption of a Resolution Approving 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

6. Discussion and Action Items

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

- A. Adoption of a Resolution Approving a Policy for Employee's Working Remotely
- B. Adoption of a Resolution Approving a Modified Family Medical Leave Act Policy that Mirrors Current Federal Requirements Due to COVID-19
- C. Discussion of Establishing Minimum Staffing Levels Needed to Carry Out the Essential Functions of Providing Services to the Public
- D. Adoption of a Resolution Offering for Donation a 2.6 Acre Portion of District Property to the County of Tuolumne for the Purpose of the Groveland Community Resilience Center
- E. Adoption of a Resolution Approving an Annexation Agreement for the Parcels Contained within the Airport Estates Subdivision
- F. Consideration of GCSD Activating its Latent Powers Related to the Provision of Broadband Internet Services in the Groveland Area

7. 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

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Operations Report

Month of Review: March 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: March 2020	
Total	4.22 MG
High	.24MG
Low	.09MG
Average	.14 MG

Effluent Totals From Plant: March2020	
Total	4.59 MG
High	.36 MG
Low	.09 MG
Average	.15 MG

Rainfall Totals at the Sewer Treatment Plant Month of March 2020	
Year	Total Rainfall-inches
2020	6.88 - (2.08 High)
2019	8.33 - (1.20 High)
2018	16.69 - (4.87 High)
2017	4.87 - (1.03 High)
2016	10.17 - (3.06 High)
Current Season Total	22.30

Wasting Totals	
Total Inches	447
Total Pounds	6337

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
- Completed daily rounds and Lab
- Began rebuilding OMAR (Ras Pump) at the STP

Wastewater Collections Department

- Completed all Preventative Maintenance Check Sheets (PMCS) at all Lift Stations (weekly)
- Chemical flushed gravity sewer lines throughout the District for system maintenance
- Flushed out manholes with slow lines causing buildups
- Hydro flushed multiple gravity lines throughout the District for system maintenance
- CCTV sewer line at unit 1 lot 285
- Performed manhole inspections for Lift Station 1 & 2, total of 134 Manholes opened and inspected
- Cleaned up down branches as needed at Lift Station, from past weather events
- Ls 11-Removed down tree; Multi day site and equipment checks until power restored; Diagnosed “No Communication” alarm, radio not working
- Worked with Telstar to repair communications at LS-11



Staff Replacing Radio
antenna at LS 11

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

Distribution Department

- Monitored/sample Distribution Tank as needed
- Read all District Water Meters
- Normal day to day: Trouble calls (low press/high press, no water, shut off for repairs etc.)
- Completed weekly checks on Tank 4, Highlands Pump stations (Building, Pneumatic Tank, Pumps and MCC Cabinet)
- Flushed water in the Tank 3 service area (unit 3)

Meter Related Services	Total
Check/repair meter	1
Install water meter	0
Monthly Meter Restrictions	0
Meter change outs	0
Read tenant out	2
Re-Read	8
Turn off meter	3
Turn on meter	12
Test meter	0
Total Distribution Issues	26

Active Water Accounts:3253

Billed Consumption 2020	Gallons
Residential	4654882
Commercial	352007
Billed Consumption 2019	Gallons
Residential	4178048
Commercial	352594

Construction and Maintenance

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



Bank eroding from broken service line



Sink hole under asphalt due to broken service line





Completed repair

Maintenance

- General yard maintenance around the District maint. Yard (mow, weed eat, trash, debris removal, limb trees ETC)
- Cleaned around dumpster area and hauled cardboard to Moore Brothers
- Snowed-plowed driveways and parking lots
- Cleaned Maintenance Department parking lot and driveway
- Replace toilet flush valves at the Fire House
- Expanded tool room and moved tools from construction containers to the new room, and moved parts to the construction containers
- Painted dugouts and electrical bird house at the Ball Field
- Removed temporary fencing and installed new sprinkler wire at the Ball Field
- Installed new handle on woman's bathroom at the park, due to vandalism
- Cleaned drainages around the District during and after weather events
- Cleaned up broken trees at the lower park
- Cleaned Park Snack Shack and met with TC Health Department for upcoming events
- Installed deadbolt locks on Upper Park Restrooms and locked
- Replaced battery charger; air filter on Tank 4 Stand by Generator
- LS 9 Generator check; no-start problem due to low coolant level, added coolant
- Replaced hour meters on LS 10 and 12 Standby Generators
- Steamed cleaned LS 14 and 15 Standby Generator
- Fabricated "solids" catch basket for the WWTP
- Generator Transfer Switch testing at LS 3, 5, 6, 8, 9, 10, 11, 12, 13, 14, 15, 16

- Fueled and exercised Dunn Ct Standby Generator
- Car Trailer – Fabricated taillight brackets and repaired wiring
- Made loading ramps for mini excavator
- New Backhoe – Replaced cutting edges on 4-in-1 loader bucket
- Truck 15 – Replaced fouled out spark plugs
- Truck 7 – Performed exhaust clean, Repaired arm rest
- Truck 17 – Diagnosed engine code, oil cooler problem; Performed exhaust clean
- Truck 781 – Replaced exhaust pressure sensor
- Flush Truck – Replaced water tank
- Repaired unleaded fuel tank pump
- Installed lockable key cabinet in Maintenance Building and inventoried current vehicle/equipment keys
- Started repairs on the STP MCC- Building Sheet rock and doors.
- Repaired maintenance building roof
- Jetted sink drains at BCWTP

Projects/Contract Work

- Vegetation removal
 - Big Creek Treatment Plant by CAL-FIRE (Baseline)





- Central California Generator
 - LS 14 injector pump
 - LS 8 Contact Switches
- All Secure Locks & Safe
 - began rekeying all District Locks
- TESCO and Industrial Electric for
 - Arc Flash Assessment
 - Electrical Maintenance on asset maintenance
- Industrial Electric
 - Electrical Maintenance on asset maintenance
 - BCWTP booster pump failures everything tested fine, possible intermittent dirty power from PG&E
 - job walk quote for LS 11 Generator repair from damage cause by down tree during weather event
 - Load test LS 1 Generator

After Hour Calls

- Staff had 8 after hour calls: 8 water all resolved

Weekly Safety Meetings and Training

- Daily Tailgate Meetings
- Weekly Safety Meetings
- All Staff Meeting – Corona Virus Discussion
- GIS Data Dictionary creation meeting – Luis, Adam, Andrew, Zachary
- Introduction to Collection Systems – Albert, Zachary



Groveland Community Services District Fire Department / CALFIRE

18966 Ferretti Road Groveland, CA 95321

Staff Report
April 14, 2020

To: Board of Directors

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

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

Operations:

Emergency Incident Response:

On March 19, 2020 Engine 781 with Engine 4476 responded to a single vehicle traffic accident on Highway 120, approximately one mile west of Sawmill Mountain Rd. Upon arrival, firefighters found a vehicle off the roadway, upside down and into a tree. The sole occupant of the vehicle self-extricated and was uninjured. Both units remained on scene committed for traffic control until CHP arrived.



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

Fire Chiefs Report

April 14, 2020

Page 2 of 2

Training:

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

- COVID-19 Response
- Technical Rescue
- Low Angle Rope Rescue Operations
- Bendix King Radio
- Hose Testing
- Vegetation Management Program Fuel Break Orientation
- FC Siville instructed the State Fire Marshal Incident Command and Control Class in Merced.
- FC Doyle, FC Kaufman, FAE Silver, FAE Shade, and FAE Chunn attended Continued Professional Training

MONTH - March 2020

GROVELAND FFS

Alarm Sounding	2
Odor Investigation	1
Debris Fire	0
Medical Aid	5
Fire Menace Standby	4
Fire Other	0
Haz Mat	0
Landing Zone	0
Plane/Heli Crash	0
Public Assist	0
Smoke Check	0
Structure Fire	0
Commercial Structure Fire	0
Vegetation Fire	0
Vehicle Accident	3
Vehicle Accident/Pin in	0
Vehicle Fire	0
TOTAL	15



Auto Aid	Given
Tuolumne County	0

Last Call Logged Run # TCU 003620



G.C.S.D. Services - 209 / 962-7161
Fax - 209 / 962-4943
Fire Department - 209 / 962-7891
www.gcsd.org

water • fire protection • parks • wastewater collection & treatment

18966 Ferretti Road P.O. Box 350 Groveland, CA 95321-0350

April 6, 2020

The Honorable Tom McClintock
United States House of Representatives
Washington, D.C. 20515

The Honorable Kamala Harris
United States Senate
112 Hart Senate Office Building
Washington, D.C. 20510

The Honorable Dianne Feinstein
United States Senate
331 Hart Senate Office Building
Washington, D.C. 20510

Dear Congressman Tom McClintock, Senator Feinstein and Senator Harris,

The Groveland Community Services District respectfully urges you and your colleagues to consider including the needs of independent special districts in the impending fourth COVID-19 pandemic relief bill.

As a provider of water, wastewater, fire protection, and parks to 3,500 residents in the Groveland/Big Oak Flat rural area, access to resources to confront COVID-19, as well as relief to recover, is essential to continuing our operations and best serving our – and your – constituents. We need immediate assistance with funding for technology equipment, expansion and improvement of broadband, and to keep the cost of critical water and wastewater services affordable and the infrastructure reliable for the protection of statewide public health and safety.

COVID-19 has brought significant challenges to our community and our district. As the only local provider of essential water and wastewater services, the continuity of our operations and administrative support structure is critical. Without these services provided by the District, our isolated population could not safely occupy their homes in compliance with the shelter in place orders. To maintain service continuity during this crisis, the District incurred over \$30,000 in unanticipated expense to transition 75% of our office staff to work at home to provide support, planning, emergency management and governance of the services and operations staff. With a small staff and higher than normal levels of absenteeism in support of family and children affected by this disaster; overtime and services contracting costs are increasing dramatically.

Additionally, with the low population of our rural community and complicated infrastructure, the Groveland CSD water and sewer rates are the highest in the County, and the population in the District's service area is designated as Disadvantaged, with some areas Severely Disadvantaged. The only source of revenue to cover the cost of delivering services is derived from water and sewer rates charged to these economically stressed customers. State policy and orders and our efforts to protect public health and safety related to COVID-19 are expected to reduce District revenue by up to 10%;

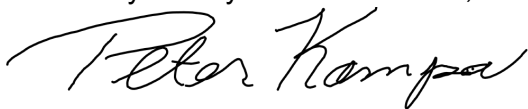
money slated to complete water and sewer system improvements. These state directives are intended to reduce the financial burden on, and ensure continuity of critical (water) services for economically stressed persons, but are in reality transferring that financial burden to the District, which will then in turn have to raise water and sewer rates in the future to cover the revenue loss and increased expenses. The result will be increased financial harm to a population who cannot afford it.

As the fourth federal COVID-19 relief bill is developed, I urge you and your colleagues to keep in mind these very serious issues. Independent special districts and the communities and regions that rely on our services across the nation will be further harmed should the pandemic continue and local governments not be considered for inclusion in resources already provided to other entities. On behalf of our district and our mutual constituents, we request you:

- **Expand the Coronavirus Relief Fund’s eligibility for “local forms of government”** to receive a portion of the funds and appropriate \$100 billion specifically for local governments to utilize and continue services across the country.
- **Include local governments in the COVID-19 payroll tax credit.** All public agencies are required to provide paid COVID-19 sick and family leave; however special districts and other public agencies are excluded from the credit, putting us at a disadvantage.
- **Restore advance refunding of tax-exempt bonds, as outlined in H.R. 2772.** Doing so would allow flexibility for states and local governments to access billions of dollars to reallocate and spend on other projects, which, in turn, strengthens local infrastructure networks.
- **Increase access to capital for small borrowers, as is included in H.R. 3967.** This would increase the bank-qualified borrowing limit from \$10 million to \$30 million and allow it to apply at the borrower level. Taking this measure would grant small issuers – both government and non-profit, who may be hardest hit during the downturn, access to capital for immediate project needs.

We thank you for your leadership in securing significant relief for our nation in the previous three COVID-19 relief bills: health care districts with medical centers have new access to vital equipment; families will receive stimulus rebates to soften financial hardships and pay utility bills; and 457 retirement account holders have temporary flexibility for higher fund disbursements to help cover COVID-19 expenses. **But without the aforementioned fixes, special districts like ours, and thousands of others serving millions of Americans, will struggle to maintain the critical local infrastructure and continue the essential community services that our nation’s businesses and families depend upon.**

Thank you for your consideration,



Peter J. Kampa
General Manager
Groveland Community Services District

CC:

Steven Mnuchin
Secretary of the Treasury
[via LegAffairs@do.treas.gov]

California Special Districts Association
[via advocacy@cnda.net]

**REGULAR MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
MARCH 10, 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 10:00am.

Absent: Director Armstrong

Approve Order of Agenda

Motion

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

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

Public Comment

A member of the public introduced himself to the Board of Directors, and informed them of his association with the company Generac.

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
- V. 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 February 11, 2020 Regular Meeting
- B. Accept February Payables
- C. Waive Reading of Ordinances and Resolutions Except by Title

Old Business

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

A. None

Discussion and Action Items

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

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

Motion

Director Kwiatkowski moved, seconded by Director Swan, and the motion passed 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.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

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

Motion

Director Swan moved, seconded by Director Edwards to approve the First Reading of 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.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

C. Adoption of a Resolution Approving a Revised Board Resolution Policy

Motion

Director Kwiatkowski moved, seconded by Director Mora, and the motion passed to adopt a Resolution Approving a Revised Board Resolution Policy.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

D. Adoption of a Resolution Approving a Revised Budget Policy

Motion

Director Swan moved, seconded by Director Edwards, and the motion passed to approve adopting Resolution Approving a Revised Budget Policy.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

- E. Adoption of a Resolution Accepting and Implementing the Standard Drawings (New Construction Standards), as Amended and Produced by the Tuolumne Utilities District

Motion:

Director Edwards moved, seconded by Director Kwiatkowski, and the motion passed to approve adopting a Resolution Approving Accepting and Implementing the Standard Drawings (New Construction Standards), as Amended and Produced by the Tuolumne Utilities District.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

- 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

Motion

Director Edwards moved, seconded by Director Swan, and the motion passed 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.

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 12:33p.m.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

APPROVED:

Janice Kwiatkowski, President

ATTEST:

Jennifer L. Flores, Board Secretary

**SPECIAL MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
March 31, 2020
4:30 p.m.**

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

Call to Order

Director Kwiatkowski called the meeting to order at 4:37p.m.

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 by roll call.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

Public Comment

A member of the public commended the District staff for embracing this new reality.

Discussion and Action Items

- A. Report from the General Manager and Department Heads on GCSD response, concerns and needs related to the COVID-19 crisis
- B. Adoption of a Resolution 13-2020 Altering the Regular Meeting Location Due to a Local Emergency Caused by the Coronavirus (COVID-19) Pandemic

Motion

Director Swan moved, seconded by Director Mora and the motion passed to approve Resolution 13-2020 by roll call.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

- C. Adoption of Resolution 10-2020 Approving Agreement with Bendix Electric and Capital Budget Amendment for the Repairs at Lift Station 11

Motion

Director Swan moved, seconded by Director Edwards and the motion passed to approve Resolution 10-2020 by roll call.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

D. Adoption of Resolution 11-2020, Declaring an Emergency Related to COVID-19 and Temporarily Authorize Increased Authority for the General Manager

Motion

Director Edwards moved, seconded by Director Swan and the motion passed to adopt Resolution 11-2020 by roll call.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

E. Adoption of Resolution 12-2020 Authorizing the Waiver of Penalties and Interest Normally Charged on Delinquent Utility Accounts and to Prohibit Discontinuance of Water Service (Lock-off) During the COVID-19 Pandemic Emergency.

Motion

Director Swan moved, seconded by Director Mora and the motion passed to adopt Resolution 12-2020 by roll call.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

4. Adjournment

Meeting adjourned at 5:36p.m.

APPROVED:

Janice Kwiatkowski, President

ATTEST:

Jennifer L. Flores, Board Secretary



ACCOUNTS PAYABLE CHECK LISTING

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

Accounts Payable Checks



User: dpercoco
Printed: 3/26/2020 10:51:25 AM

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
18793	AME01	American Valley Waste Oil, Inc	3/25/2020	True	Waste oil collection	\$132.50
18794	aqu5	Aqua Sierra Controls Inc.	3/25/2020	True	IT Services	\$1,130.67
18795	ATT02	AT&T	3/25/2020	True	Monthly Cal Net phone service	\$440.60
18796	ATTL02	AT&T	3/25/2020	True	Monthly Internet Uverse	\$382.40
18797	AVE01	Avery Muffler	3/25/2020	True	Tool box for Truck #25	\$884.81
18798	BRE01	Breshears, W. H.	3/25/2020	True	Fuel & Oil	\$969.89
18799	CAD01	California CAD Solutions	3/25/2020	True	2 months Hosting contract extension GIS 5/1/20-6/30/20	\$990.00
18800	cal14	California Dept of Forestry-Baseline	3/25/2020	True	Tank 5 vegetation removal (12 days) & Admin fee	\$2,694.96
18801	cen06	Central California Generator, LLC	3/25/2020	True	Lift Station #8 generator repair	\$1,746.63
18802	CIT01	Citygate Associates, LLC	3/25/2020	True	District Fire Master Plan services for January, 2020	\$6,338.06
18803	Data Sup	Data Support Company	3/25/2020	True	20 ea. 100-pk of furnace filters for Lab	\$1,407.33
18804	Ferg01	Ferguson Enterprises Inc. #1423	3/25/2020	True	Plumbing supplies for inventory	\$1,420.63
18805	FOO01	Foothill-Sierra Pest Control	3/25/2020	True	Pest Control	\$247.00
18806	FP Mail	FP Mailing Solutions	3/25/2020	True	Quarterly Postage Machine Rental	\$286.36
18807	GEN01	General Plumbing Supply	3/25/2020	True	Parts for WWTP repairs	\$954.06
18808	gilb01	Gilbert Associates, Inc.	3/25/2020	True	CPA Services	\$3,100.00
18809	GRA04	Grainger	3/25/2020	True	1 ea. 24 volt battery chargers for Tank #4 generator	\$125.20
18810	H&S	H & S Parts and Service	3/25/2020	True	Parts for old backhoe	\$41.02
18811	MIK01	Mike's Mowers	3/25/2020	True	Chainsaw bars & chains	\$1,990.45
18812	MOD03	Modesto Steel	3/25/2020	True	Sheet metal	\$260.60
18813	MOO01	Moore Bros. Scavenger Co., Inc.	3/25/2020	True	Garbage Service	\$232.98
18814	Oreil	O'Reilly Auto Parts	3/25/2020	True	Luis order-credit given	\$64.47
18815	Pri04	PLIC-SBD Grand Island	3/25/2020	True	Monthly Dental, Vision, Life & LTD Insurance	\$3,751.91
18816	pot01	Potable Divers, Inc.	3/25/2020	True	Tank 2 & Tank 4 cleaning, G2 & BC contact	\$4,000.00
18817	Ron01	Roni Lynn	3/25/2020	True	Social Media Management	\$2,500.00
18818	Sta15	Staples Credit Plan	3/25/2020	True	Office Supplies	\$177.06
18819	TRO01	Trotter Welding & Steel Supply	3/25/2020	True	GCSO ARV & PRV covers at Steve Moore's property	\$445.52
18820	UNI05	Univar Usa Inc.	3/25/2020	True	506 Bags Solar Salt	\$7,725.22
18821	ups9	UPS	3/25/2020	True	Shipping to Calgon Corp	\$17.14
18822	USA03	Usa Blue Book	3/25/2020	True	Nozzles & couplings for WWTP	\$793.99
18823	Ver03	Verizon Wireless 7706	3/25/2020	True	Monthly Auto Dialers	\$158.98
18824	Wells	Wells Fargo Bank, N.A.	3/25/2020	True	Monthly Lease on Admin Copier	\$359.29
18825	Adv02	Adventist Health Sonora	3/25/2020	True	Employee Physicals/Vaccines	\$595.00

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
18826	am01	AM Consulting Engineers, Inc.	3/25/2020	True	Annual Groundwater Monitoring Report- Engineering fees	\$12,380.00
18827	Wood01	Wood Rodgers, Inc.	3/25/2020	True	Services thru 2/29/20 for District Master Plan-Water/Wastewater	\$8,779.60
115746	OE3	Operating Engineers Local #3	3/17/2020	True	PR Batch 00002.03.2020 Oper Engin Union Dues	\$336.05
902110	CAL09	CalPers 457 Plan Administrator	3/17/2020	True	PR Batch 00002.03.2020 CalPers Def Comp	\$1,000.00
902111	DCSS	Dept of Child Support Services	3/17/2020	True	PR Batch 00002.03.2020 Wage Garnish Child Support	\$205.03
902112	EDD01	EDD - Electronic	3/17/2020	True	PR Batch 00002.03.2020 SDI - Employee	\$1,874.07
902113	FedEFTPS	Federal EFTPS	3/17/2020	True	PR Batch 00002.03.2020 Medicare Emple Portion	\$11,718.09
902114	PER01	Pers - Electronic	3/17/2020	True	PR Batch 00002.03.2020 2nd Tier PERS	\$7,451.10
902115	TD 457	TD Ameritrade Trust Co.	3/17/2020	True	PR Batch 00002.03.2020 457 Deferred Compensation	\$980.00
18737	Don03	Donlee Pump Company	3/12/2020	True	1 ea. Fuel Pump, Fill-Rite Model 700 for Unleaded Fuel Vault	\$691.18
18738	BLU01	Anthem Blue Cross	3/12/2020	True	Monthly Group Health Ins.	\$23,792.81
18739	aqu5	Aqua Sierra Controls Inc.	3/12/2020	True	IT Services	\$6,505.07
18740	BNY03	Bank of New York Mellon	3/12/2020	True	Trustee Admin fee 2-27-20 to 2-26-21	\$1,500.00
18741	BRE01	Breshears, W. H.	3/12/2020	True	Fuel & Oil	\$2,683.60
18742	Con06	Conifer Communications	3/12/2020	True	Internet Service-Quarterly	\$504.75
18743	CSD03	CSDS Inc.	3/12/2020	True	Software upgrade for GPS/GIS unit & pole & equipment-Water/Sewer	\$9,051.90
18744	UB*02571	Darmstandler, Thomas & Cynthia	3/12/2020	True	Refund Check	\$98.89
18745	Datapros	Dataprose LLC Attn AR	3/12/2020	True	Monthly UB Statement Processing	\$1,866.70
18746	Des01	Deshaies, AI	3/12/2020	True	CWEA Exam Reimbursement	\$382.00
18747	DIS01	Dish Network	3/12/2020	True	Satellite TV for FD	\$62.55
18748	DRU01	Drugtech Toxicology Services, LLC	3/12/2020	True	Consortium DOT Tests	\$95.00
18749	EDIS01	E.D.I.S.	3/12/2020	True	Jan-April EDIS Health Insurance premiums	\$2,410.00
18750	Fas02	Fastenal	3/12/2020	True	20 ea. XXL gloves for employees	\$537.78
18751	UB*02570	Ferdinand, Merilee & Richard	3/12/2020	True	Refund Check	\$263.64
18752	FOO01	Foothill-Sierra Pest Control	3/12/2020	True	Winter weed control @ Jones Hill Court	\$5,880.00
18753	GCS02	GCS D	3/12/2020	True	GCS D Water Bill	\$2,521.59
18754	GCS01	GCS D Petty Cash	3/12/2020	True	Postage in February	\$24.25
18755	GEN01	General Plumbing Supply	3/12/2020	True	Parts for 1" water meter service installations	\$214.43
18756	Gre05	GreatAmerica Financial Services	3/12/2020	True	Monthly Avaya Phone System Lease	\$186.36
18757	H&S	H & S Parts and Service	3/12/2020	True	New hydraulic hoses for old back hoe	\$1,040.70
18758	UB*02568	Hungerford, Gregg & Deborah	3/12/2020	True	Refund Check	\$21.68
18759	Int03	IBS of Sacramento Valley	3/12/2020	True	1 Battery for LS#2 generator and core return refund	\$87.04
18760	JSW02	J.S. West Propane Gas	3/12/2020	True	Propane	\$3,494.01
18761	JEN 01	Jensen Instrument Company	3/12/2020	True	1 ea. UV Trans Analyzer for Big Creek	\$7,360.78
18762	KC Auto	KC Auto Parts	3/12/2020	True	February Auto Parts	\$524.61
18763	KC01	KC Courier, LLC	3/12/2020	True	Monthly Courier Service	\$372.38
18764	KEL01	Kelly Moore Paint Co.	3/12/2020	True	Paint & supples for Water/Sewer/Park	\$946.33
18765	KOM01	Komline-Sanderson	3/12/2020	True	Parts for RAS Pump @ WWTP	\$1,946.66
18766	LOW01	Lowe's Companies, Inc.	3/12/2020	True	Mechanical Control Cabinet Building Repairs	\$690.62
18767	UB*02567	McGowan Trust, Mel & Suzanne	3/12/2020	True	Refund Check	\$603.98
18768	MOO01	Moore Bros. Scavenger Co., Inc.	3/12/2020	True	Garbage Service	\$494.40
18769	MOT03	Mother Lode Answering Service	3/12/2020	True	Monthly Call Forward/Paging	\$204.00
18770	MOU03	Mountain Oasis Water Systems	3/12/2020	True	Bottled Water	\$163.00

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
18771	Nat06	Nationwide Long Distance Service, Inc.	3/12/2020	True	Monthly Long Distance Fee	\$9.50
18772	Oreil	O'Reilly Auto Parts	3/12/2020	True	New belt for Vactron trailer	\$60.46
18773	per04	Percoco, Ronald	3/12/2020	True	Janitorial/Park Services	\$1,938.00
18774	PGE01	PG&E	3/12/2020	True	Monthly Electric Charges	\$784.72
18775	PIN03	Pine Mt. Lake Association	3/12/2020	True	Advertising in PML Newspaper	\$385.00
18776	pml01	PML Hardware & Supply Inc.	3/12/2020	True	February Hardware supplies	\$802.44
18777	R&B	R & B Company	3/12/2020	True	Power seals for water service line repair stock	\$1,871.83
18778	SUE01	Ray Suess Insurance & Invst	3/12/2020	True	Retired Members Medical	\$4,773.80
18779	UB*02566	Real Estate, LLC, Modern Ways	3/12/2020	True	Refund Check	\$211.46
18780	UB*02572	Romine, Clyde	3/12/2020	True	Refund Check	\$123.94
18781	Rus01	Rush Advertising Specialties	3/12/2020	True	20 ea. Hats for employees	\$3,806.10
18782	SFPUC	San Francisco Public Utilities Commission	3/12/2020	True	Monthly Water Purchase	\$10,031.68
18783	UB*02569	Self Kleen Carwash	3/12/2020	True	Refund Check	\$77.02
18784	son12	Sonora Ford	3/12/2020	True	2 ea. arm rest bolts for Truck #17	\$98.05
18785	son14	Sonora Lumber Co.	3/12/2020	True	Chain saw oil and 2 Stroke oil mix	\$43.09
18788	TUO01	Tuo. Co. Public Power Agency	3/12/2020	True	Public Power Purchase	\$11,522.65
18789	UMP01	UMPQUA Bank	3/12/2020	True	February Credit Card Purchases	\$8,521.85
18790	Ver02	Verizon Wireless 5298	3/12/2020	True	Monthly Cell Phone	\$665.16
18791	Sprbrk	Springbrook Software LLC	3/12/2020	True	Monthly C/C Web Pmt Fees	\$1,188.85
18792	SWR02	SWRCB	3/12/2020	True	Anthony Trujillo Grade 3 Distribution Operator Cert	\$185.00
115745	OE3	Operating Engineers Local #3	3/2/2020	True	PR Batch 00001.03.2020 Oper Engin Union Dues	\$336.05
902104	CAL09	CalPers 457 Plan Administrator	3/2/2020	True	PR Batch 00001.03.2020 CalPers Def Comp	\$1,000.00
902105	DCSS	Dept of Child Support Services	3/2/2020	True	PR Batch 00001.03.2020 Wage Garnish Child Support	\$205.03
902106	EDD01	EDD - Electronic	3/2/2020	True	PR Batch 00001.03.2020 SDI - Employee	\$2,052.34
902107	FedEFTPS	Federal EFTPS	3/2/2020	True	PR Batch 00001.03.2020 Medicare Employer Portion	\$12,547.27
902108	PER01	Pers - Electronic	3/2/2020	True	PR Batch 00001.03.2020 PERS Employee Deduct PR	\$7,388.89
902109	TD 457	TD Ameritrade Trust Co.	3/2/2020	True	Batch 00001.03.2020 457 Deferred Compensation	\$980.00
					March Direct Deposit Payroll	\$68,907.56
					Total Accounts Payable	\$308,829.10



BOARD MEETING AGENDA SUBMITTAL

TO: GCS D Board of Directors

FROM: Peter Kampa, General Manager

DATE: April 14, 2020

SUBJECT: Agenda Item 4E. Adoption of a Resolution Awarding a Contract to Hessler Construction for the 2020 Building Repairs Project

Agenda Item 4F. Adoption of a Resolution Awarding a Contract to Crook Logging for the Jones Hill Fuel Break Project

Agenda Item 4G. Adoption of a Resolution Awarding Contracts to Moyle Excavation, Njrich & Sons, Inc, (SMCI) Sierra Mountain Construction Inc, Ken's Asphalt, Hessler Construction Co. and R&R Mountain Enterprises Inc. to Provide On Call Emergency, Small Capital Improvement and Maintenance Services

RECOMMENDED ACTION

Staff recommends the following action:

I Move to Approve Resolutions 18, 19 & 20-2020

BACKGROUND

Item E: The District requested informal bids from contractors to provide building maintenance and repair work as approved in our current budget. The project includes the work shown in the attached bid summary and Hessler Construction is the low bidder. The General Manager has approved the standard contract with Hessler, and this resolution will document this action for the District records

Recommended Action

Adoption of Resolution Awarding Contract to Hessler Construction for the 2020 Building Renovation Project

Item F: The District was awarded state grant money to prepare a 116 acre shaded fuel break on GCS D property surrounding the office and wastewater plant. The District is not required to secure bids for these types on non-construction projects, however for this particular project, we implemented a bidding process, but received only one bid from Crook Logging. Unfortunately the bid was significantly higher than the amount of the

grant, by double. Staff proposes to only contract for the work up to the maximum amount of grant available. The General Manager has approved the standard contract with Crook, and this resolution will document this action for the District records

Recommended Action

Adoption of Resolution Awarding Contact to Crook Logging for the Jones Hill Fuel Break

Item G: At its January 2020 meeting, the Board of Directors reviewed and approved a Request for Qualifications (RFQ) for qualified contractors to enter into an agreement for on-call construction and maintenance services to supplement the District’s own crew. We are seeking contractors adequately licensed and registered, and capable of providing experienced, knowledgeable, and professional staff, who will be responsive and maintain a good working relationship with the residents, businesses, and the public of Groveland and Big Oak Flat. All work will be performed in accordance with all District standards as well as any applicable environmental health and safety laws, codes, and regulations.

Six contractors submitted qualifications and were determined to be experienced and qualified in the types of work planned. One of the contractors had allowed their Department of Industrial Relations (DIR) registration to expire in 2019, so unfortunately we cannot enter into contract with them until their registration is current. Staff proposes to enter into contract with the five contractors who will be called upon based on the project and availability.

Recommended Action

Adoption of Resolution Awarding Contracts to Moyle Excavation, Njrich & Sons, Inc, (SMCI) Sierra Mountain Construction Inc, Ken’s Asphalt, & Hessler Construction Co. to Provide On Call Emergency, Small Capital Improvement and Maintenance Services

ATTACHMENTS:

1. Resolution 18-2020
2. Resolution 19-2020
3. Resolution 20-2020

RESOLUTION 18-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AWARDING A CONTRACT TO HESSLER CONSTRUCTION FOR THE 2020 BUILDING REPAIRS PROJECT

WHEREAS, the Groveland Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the District's Fire Station, Operations and Admin buildings need repairs; and

WHEREAS, the project was sent to the District's list of interested contractors on March 19, 2020. Plans were distributed to seven (7) general contractors and bids were received on March 30, 2020; and

WHEREAS, District Engineer has reviewed the bids received and has determined that Hessler Construction has delivered the lowest responsive bid.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY APPROVE AS FOLLOWS:

1. The General Manager is authorized to Issue Notice of Award to lowest bidder Hessler Construction.
2. The General Manager is authorized to execute the construction contract with Hessler Construction in the amount of \$88,605 after Contractor's Payment Bond is received, and once fully executed, shall be attached hereto as Exhibit A.
3. The General Manager is authorized to negotiate Construction Change Orders (CCO) in an amount not to exceed a 15% increase in the original bid and contract amount.
4. The General Manager is authorized to negotiate deductive **change** orders that result in a comparable work product.
5. The General Manager is authorized to negotiate a construction start date and issue the Notice to Proceed to the Contractor in accordance with the Project Plans and Specifications.
6. The General Manager is authorized to approve and process Contractor progress payments within the cost limitations stated herein, in accordance with the Project Plans and Specifications.
7. The General Manager is authorized to file the Project Notice of Completion in accordance with the Plans and Specifications.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on April 14, 2020, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Jennifer L. Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on April 14, 2020.

DATED: _____

2020 GCS D Building Repair Project

3/30/2020

	Robert E. Boyer Construction Inc.	Paine Construction	Color New Co.	Hessler Construction Co.
	\$ 152,950.00	\$ 159,743.00	\$ 100,050.00	\$ 88,605.00
				LOW BIDDER
Maintenance Building	Robert E. Boyer Construction Inc.	Paine Construction	Color New Co.	Hessler Construction
Remove/Replace windows	\$ 8,350.00	\$ 8,000.00	\$ 3,000.00	\$ 3,600.00
Install 41' of gutter and downspouts	\$ 2,419.00	\$ 2,993.00	\$ 2,050.00	\$ 1,280.00
TOTAL:	\$ 10,769.00	\$ 10,993.00	\$ 5,050.00	\$ 4,880.00
Operations Building	Robert E. Boyer Construction Inc.	Paine Construction	Color New Co.	Hessler Construction
Remove/Replace 250' of trim	\$ 1,615.00	\$ 6,250.00	\$ 7,000.00	\$ 2,160.00
Remove/Replace 600 SF siding	\$ 5,994.00	\$ 21,000.00	\$ 18,000.00	\$ 7,680.00
Remove/Replace 30' top plate	\$ 2,070.00	\$ 9,000.00	\$ 3,000.00	\$ 720.00
Remove/Replace skirting with new	\$ 2,865.00	\$ 10,500.00	\$ 15,000.00	\$ 4,440.00
Remove/Replace all skirt framing with pressure treated	\$ 5,618.00	\$ 6,000.00	\$ 4,000.00	\$ 4,080.00
Remove/Replace 6 windows	\$ 7,901.00	\$ 8,000.00	\$ 6,000.00	\$ 7,200.00
Remove gutters and downspouts	\$ 22,999.00	\$ 4,000.00	\$ 4,000.00	\$ 7,110.00
TOTAL:	\$ 49,062.00	\$ 64,750.00	\$ 57,000.00	\$ 33,390.00
Administration Building	Robert E. Boyer Construction Inc.	Paine Construction	Color New Co.	Hessler Construction
Remove gutters and downspouts/reinstall	\$ 33,924.00	\$ 22,000.00	\$ 3,000.00	\$ 10,920.00
Remove/dispose deck rail/install new posts	\$ 7,808.00	\$ 24,000.00	\$ 6,000.00	\$ 8,900.00
TOTAL:	\$ 41,732.00	\$ 46,000.00	\$ 9,000.00	\$ 19,820.00
Maintenance Building	Robert E. Boyer Construction Inc.	Paine Construction	Color New Co.	Hessler Construction
Remove/Replace 200' gutter	\$ 7,918.00	\$ 10,000.00	\$ 10,000.00	\$ 2,790.00
Remove gutters & downspouts/reinstall	\$ 43,469.00	\$ 28,000.00	\$ 19,000.00	\$ 27,725.00
TOTAL:	\$ 51,387.00	\$ 38,000.00	\$ 29,000.00	\$ 30,515.00
GRAND TOTAL:	\$ 152,950.00	\$ 159,743.00	\$ 100,050.00	\$ 88,605.00

RESOLUTION 19-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AWARDING A CONTRACT TO CROOK LOGGING FOR THE JONES HILL FUEL BREAK PROJECT

WHEREAS, the Groveland Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the District received a grant in the amount \$166,300 from the Department of Forestry and Fire Protection; and

WHEREAS, the project was sent to the District's list of interested contractors on February 24, 2020. Plans were distributed to four (4) general contractors and one bid was received on March 19, 2020; and

WHEREAS, the District has determined that re-bidding the project will likely not result in additional bidders submitting, and will reduce the amount of work to be completed to match the project budget.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY APPROVE AS FOLLOWS:

1. The General Manager is authorized to Issue Notice of Award to lowest bidder Crooks Logging.
2. The General Manager is authorized to execute the construction contract with Crooks Logging in the amount of \$2,950 per acre up to a maximum of \$166,000 and once fully executed, shall be attached hereto as Exhibit A.
3. The General Manager is authorized to negotiate Construction Change Orders (CCO) so long as the total cost of the project does not exceed the maximum grant funds available.
4. The General Manager is authorized to negotiate a construction start date and issue the Notice to Proceed to the Contractor in accordance **e with** the Project Plans and Specifications.
5. The General Manager is authorized to approve and process Contractor progress payments within the cost limitations stated herein, in accordance with the Project Plans and Specifications.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on April 14, 2020, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Jennifer L. Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on April 14, 2020.

DATED: _____

RESOLUTION 20-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AWARDING CONTRACTS TO MOYLE EXCAVATION, NJIRICH & SONS, INC, (SMCI) SIERRA MOUNTAIN CONSTRUCTION INC, KEN'S ASPHALT AND HESSLER CONSTRUCTION CO. TO PROVIDE ON CALL EMERGENCY, SMALL CAPITAL IMPROVEMENT AND MAINTENANCE SERVICES

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 is in need of contractors for certain emergency work, Small Capital Improvement and Maintenance Services; and

WHEREAS, the Request for Qualification (RFQ) was sent to the District's list of interested contractors on January 31, 2020. Qualifications from interested contractors were received on March 3, 2020; and

WHEREAS, the District received qualifications from five (5) contractors determined by the District to be qualified and meeting all the Districts specifications for Emergency Work, Small Capital Improvement and Maintenance Services.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY Adopt of a Resolution Awarding Contracts to Moyle Excavation, Njrich & Sons, Inc, (SMCI) Sierra Mountain Construction Inc, Ken's Asphalt and Hessler Construction Co. to Provide On Call Emergency, Small Capital Improvement and Maintenance Services.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on April 14, 2020, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Jennifer L. Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on April 14, 2020.

DATED: _____

OnCall Construction Company License Info

Legal Entity Name	Link to State License	CSLB License #
Ken's Asphalt	https://www.cslb.ca.gov/OnlineServices/checklicensell/LicenseDetail.aspx?LicNum=708310	708310
Sierra Mountain Construction, Inc.	https://www.cslb.ca.gov/OnlineServices/checklicensell/LicenseDetail.aspx?LicNum=885550	885550
Njirich & Sons, Inc.	https://www.cslb.ca.gov/OnlineServices/checklicensell/LicenseDetail.aspx?LicNum=573731	573731
Moyle Excavation Inc	https://www.cslb.ca.gov/OnlineServices/checklicensell/LicenseDetail.aspx?LicNum=599974	599974 & 924722
R&R Mountain Enterprise Inc.	https://www.cslb.ca.gov/onlineServices/checklicensell/LicenseDetail.aspx?LicNum=991183	914395 & 991183
RONALD MICHAEL HESSLER	https://www.cslb.ca.gov/OnlineServices/checklicensell/LicenseDetail.aspx?LicNum=414227	414227

DIR Information

Legal Entity Name	Status	Registration #	Registration Effective Date	Registration Expiration Date
Ken's Asphalt	Active	PW-LR-1000398113	6/10/2019	6/30/2020
Sierra Mountain Construction, Inc.	Active	1000001151	7/1/2019	6/30/2022
Njirich & Sons, Inc.	Active	1000005271	7/1/2019	6/30/2021
Moyle Excavation Inc	Active	1000018523	7/2/2019	6/30/2020
R&R Mountain Enterprise Inc.	Expired	1000022178	10/5/2018	6/30/2019
Hessler Construction	Active	1000049937	2/18/2020	6/30/2020



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: April 14, 2020

SUBJECT: Agenda Item 5A: Adoption of a Resolution Approving 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

Staff recommends the following action:

I Move to Approve Resolution 21-2020 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 Groveland Community Services District held the first reading of the proposed amendments to Sewer Ordinance 1-2010 regarding 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 at a Regular Board meeting on March 10, 2020. The Public Hearing Notification was published in the Union Democrat on March 19, 2020 and the ordinance with the proposed amendments has been made available for inspection by the public.

At today's meeting, the Board will conduct a public hearing to receive public input on the proposed amendments. Once the public hearing is closed, the Board will consider the adoption of Resolution 21-2020. Once the Board adopts the resolution, staff will publish a summary of the adopted ordinance fifteen (15) days after in the Union Democrat.

ATTACHMENTS:

1. Proposed Amendments to Sewer Ordinance 1-2010
2. Resolution 21-2020

RESOLUTION 21-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING 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

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, at the Board of Directors conducted the first reading of the 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 at a Regular meeting on March 10, 2020; and

WHEREAS, the Public Hearing Notification was sent to the Union Democrat on March 17, 2020; and

WHEREAS, the Public Hearing Notification was published for one (1) day in the Union Democrat on March 19, 2020; and

WHEREAS, a Public Hearing to Amend the Sewer Ordinance was held on April 14, 2020 at 10:00am.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY Adopt Resolution 21-2020 a Resolution Amending 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.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on April 14, 2020, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Jennifer L. Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on April 14, 2020.

DATED: _____

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.



BOARD MEETING AGENDA SUBMITTAL

TO: GCSO Board of Directors

FROM: Peter Kampa, General Manager

DATE: April 14, 2020

SUBJECT: Agenda Item 6A: Adoption of a Resolution Approving a Policy for Employee's Working Remotely

RECOMMENDED ACTION

Staff recommends the following action:

I Move to Approve Resolution 14-2020 a Policy for Employee's Working Remotely

BACKGROUND

In response to the COVID-19 virus, the District temporarily changed our routine to slow the spread of this pandemic and to offer the best protection to our employees and our communities. Some positions can be temporarily restructured so individuals can carry out their jobs while working remotely.

Effective March 19, 2020, several of the District's administration positions began working remotely from their homes. The District does not currently have a policy in place for employees working remotely and is why this item is in front of the Board today for consideration.

The policy itself has been written to allow for the ability of the District to offer employees the temporary option of working remotely when deemed to be in the employee and the District's best interest that go beyond the current COVID-19 guidelines. An example would be if an employee had to care for a sick child, rather than the employee taking full sick days that can result in an impact to District business efficiency, the employee could continue to perform work duties remotely.

Due to technology advancements, employees working remotely is a concept that has been implemented in many agencies and business around the world. The District also believes this policy supports the goal of the District to provide a work life balance for employees making the District a workplace of choice to help retain and attract the best skilled workforce.

ATTACHMENTS:

1. Proposed Remote Work Policy
2. Proposed Remote Work Agreement
3. Resolution 14-2020

EFFECTIVE DATE: 4/14/2020

POLICY

ADOPTED BY BOARD: 4/14/2020

POL- _____ Telework Policy

A. General

Groveland Community Services District is committed to providing policies and provisions designed to help employees balance their work, personal, and family responsibilities. In keeping with our goal of being a workplace of choice, this policy will assist in meeting both business and sustainable development objectives while satisfying the growing needs of employees to improve their overall quality of life.

Changes are occurring in the labor market with the shift towards more knowledge workers, as well as changes to traditional family structures, employees' expectations of work, and the definition of career aspirations and job satisfaction.

Flexibility in the workplace to accommodate work, personal and family needs can result in benefits to organizations such as:

- A competitive edge for attracting and retaining highly skilled individuals
- Reduce levels of employee stress and conflict
- Higher levels of productivity and reduce absenteeism
- Higher levels of employee satisfaction and motivation
- A more satisfying work environment
- Ability to accommodate employment related needs for employment equity designed group members

The impact of flexible work arrangements can also reach beyond the benefits derived by the District and contribute to the development of a sustainable society. For example, opportunities for reducing traffic congestion and air pollution and for supporting regional economic development can be realized at the same time the employers are met.

Both managers and employees are responsible to ensure that operational needs of the District are met and that neither productivity nor cost are negatively impacted by the application of this policy.

B. Policy Objective

- a) To allow employees to work at alternative locations, thereby achieving a better balance between their work and personal lives, while continuing to contribute to the attainment of the District goals.

- b) To allow employees to work remotely due to State or National emergency situations, environmental health risks, employee social distancing illness, while continuing to contribute to the attainment of the District goals.

C. Policy Statement

GCSD recognizes the opportunities that flexible working arrangement such as telework option can present and encourage departments to implement telework arrangements where it is economically and operationally feasible to do so, and in fair, equitable and transparent manner.

D. Definitions

- a) **Telework:** A flexible work arrangement whereby employees have approval to carry out same or all of their work duties from a telework place
- b) **Designated workplace:** The employees designated workplace or business where the employee would work if there were no telework situation
- c) **Telework Place:** the alternative location where the employee is permitted to carry out the work otherwise preformed at or from their designated workplace

E. Eligibility

Before entering into any teleworking agreement, the employee and manager, with the assistance of human resource department, will evaluate the suitability of such an arrangement reviewing the following area:

- a) **Employee suitability.** The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful teleworkers.
- b) **Job responsibilities.** The employee and manager will discuss the job responsibilities and determine if the job is appropriate for teleworking arrangement.
- c) **Equipment needs, workspace design consideration and scheduling issues.** The employee and manager will review the physical workspace, equipment needs and the schedule of the appropriate location of the workspace.
- d) **Employee reimbursement**
The District will provide a \$100 monthly stipend for employees working remotely to cover work related expenses for personal cell phone and home internet use.

F. Teleworking Agreement

If the employee and manager agree and the human resource department concurs, a draft teleworking agreement will be prepared and signed by all parties.



**GROVELAND COMMUNITY SERVICES DISTRICT
TEMPORARY REMOTE WORK AGREEMENT**

This Agreement, effective _____, is between _____ an employee (referred to as "Employee") and Groveland Community Services District (referred to as "District").

The parties, intending to be legally bound, agree as follows:

Scope of Agreement – This agreement is temporary and may be terminated by the District at any time.

Term of Agreement – This Agreement shall become effective as of the date written above and shall remain in full force and effect unless the agreement is terminated. Employees will be notified when this Agreement is terminated, and when employees are expected to return to their normal District workspace.

Termination of Agreement – Working remotely is available only to eligible employees, at District's sole discretion. Working remotely is not an employee benefit intended to be available to the entire organization. As such, no employee is entitled to or guaranteed the opportunity to work remotely. This temporary Agreement is not a contract or term of employment.

Salary, Job Responsibilities, Benefits – Salary, job responsibilities and benefits will not change because of remote work, except as they might have changed had Employee worked in the office full-time. Employee agrees to comply with all existing job requirements as if they were working at the District's worksite.

Equipment and Materials - District may provide the necessary computer, software, and other equipment needed for working remotely. All items remain the property of the District and must be returned to the District upon request. The computer, software, and any other equipment or supplies provided by District are provided for use on District assignments and are expected to be treated/handled as they would at the District's worksite. Other household members or anyone else shall not use the District equipment and software. District-owned software may not be duplicated except as formally authorized. District will be responsible for insurance and maintenance of all District-provided materials. Any District materials taken home should be kept in the designated work area at home and not be made accessible to others.

Employee may use personal equipment for remote work purposes. In such cases, Employee will be responsible for the maintenance required for the equipment.

Workspace – Employee agrees to maintain his/her workspace in a safe condition, free from hazards and other dangers to Employee and equipment.

Office Supplies – Office supplies will be provided by District as needed. It is not anticipated that employees garner any out-of-pocket expenses for supplies.

Employee Reimbursement – The District will provide a \$100 monthly stipend to help offset the employee's cost of their personal cell phone and home internet use.

Worker's Compensation – District is responsible for any work-related injuries under our state's Workers Compensation laws. Liability is limited to injuries suffered in the designated work area

Temporary Remote Work Agreement

during the normal course and scope of duty. Any claims will be handled according to the normal procedure for Worker's Compensation claims.

Liability for Injuries – During this temporary remote work agreement, Employee understands that the Employee remains liable for injuries to third persons and/or members of Employee's family on Employee's premises. Employee agrees to defend, indemnify and hold harmless District, its affiliates, employees, contractors and agents, from and against any and all claims, demands or liability (including any related losses, costs, expenses, and attorney fees) resulting from, or arising in connection with any injury to persons (including death) or damage to property caused directly or indirectly by the services provided herein by Employee or by Employee's willful misconduct, negligent acts or omissions in the performance of the Employee's duties and obligations under this Agreement, except where such claims, demands, or liability arise solely from the gross negligence or willful misconduct of the District.

Work Schedule – The daily work schedule for the days when working remotely will mirror that of normal office hours, unless approved otherwise by the employee's supervisor. No amendment will be needed to this agreement if a supervisor agrees to a modified work schedule. It is expected the Employee work and be accessible remotely by telephone, email and other identified forms of communications during those hours.

Employee remains obligated to comply with all of District's rules, practices, instructions and this Agreement. Employee understands that violation of any of the above may result in preclusion from working remotely. Employee understands that the opportunity to work at home (remotely) may be revoked at any time if it is determined not to be in the District's best interest.

I have read and understand this Temporary Agreement and accept its conditions.

GROVELAND COMMUNITY SERVICES DISTRICT

Employee Name

Employee Signature

Department Manager Signature

Date Signed

Date Signed

RESOLUTION 14-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING A POLICY FOR EMPLOYEES WORKING REMOTELY

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, in response to the COVID-19 pandemic, on March 19, 2020 the District temporarily changed its routine to slow the spread of this pandemic and to offer the best protection to our employees and our communities, temporarily restructured to allow several District positions to continue to carry out their jobs while working remotely; and

WHEREAS, management finds it in the District and the employee's best interest to adopt a policy that allows for the temporary allowance of employees working remotely that goes beyond the current COVID-19 pandemic.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY Adopt Resolution 14-2020 Approving a Policy for Employee's Working Remotely.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on April 14, 2020, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Jennifer L. Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on April 14, 2020.

DATED: _____



BOARD MEETING AGENDA SUBMITTAL

TO: GCSD Board of Directors

FROM: Peter Kampa, General Manager

DATE: April 14, 2020

SUBJECT: Agenda Item 6B: Adoption of a Resolution Approving a Modified Family Medical Leave Act Policy that Mirrors Current Federal Requirements Due to COVID-19

RECOMMENDED ACTION

Staff recommends the following action:

I Move to Approve Resolution 15-2020 a Modified Family Medical Leave Act Policy that Mirrors Current Federal Requirements Due to COVID-19.

BACKGROUND

There have been recent changes made by the Federal Government to the Family Medical Leave Act (FMLA) in response to the COVID-19 pandemic. District staff has been in contact with legal counsel to ensure we are implementing all the new changes to ensure that the District remains in compliance with the law.

District counsel has advised the District that it does not need to adopt a formal policy itself regarding the changes and that a policy statement alone stating that the District will follow the FMLA and any changes and/or direction that come as a result from the Federal Government is sufficient.

ATTACHMENTS:

1. Resolution 15-2020

RESOLUTION 15-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING A MODIFIED FAMILY MEDICAL LEAVE ACT POLICY THAT MIRRORS CURRENT FEDERAL REQUIREMENTS DUE TO COVID-19

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 Federal Government has made revisions to the Family Medical Leave Act (FMLA) in response to the COVID-19 pandemic; and

WHEREAS, the District has been directed by legal counsel that a formal policy is not required to be adopted, but rather a declaration that the District will implement any and all changes made to the FMLA by the Federal Government.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY Adopt Resolution 15-2020 Approving a Modified Family Medical Leave Act Policy that Mirrors Current Federal Requirements Due to COVID-19.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on April 14, 2020, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Jennifer L. Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on April 14, 2020.

DATED: _____



BOARD MEETING AGENDA SUBMITTAL

TO: GCSO Board of Directors

FROM: Peter Kampa, General Manager

DATE: April 14, 2020

SUBJECT: Agenda Item 6C: Discussion of Establishing Minimum Staffing Levels Needed to Carry Out the Essential Functions of Providing Services to the Public

RECOMMENDED ACTION

I move to direct the General Manager to establish optimal, baseline and minimum staffing levels required to ensure continuity of operations under normal and emergency conditions.

BACKGROUND

There are certain levels of District staffing required to maintain specified levels of service. For example, in the fire department, to provide two full time firefighters at all times, five full time employees are actually needed on a rotational basis, and to fill in during vacation, illness and emergencies. The same is the case in the operation of the water and wastewater treatment plants, collection and distribution system operations and maintenance, as well as the administrative office.

It is management's responsibility under California law to establish and implement staffing plans adequate to meet service standards such as customer service, response by field crews, acceptable number of water outages or number of sewer spills; to meet permit requirements, industry standards, safety standards, Board goals and objectives. It takes a certain number of office employees to handle utility billing and customer service, compliance with reporting and financial recordkeeping requirements, public records management, Board meetings and related matters, etc.

A operational and solid staffing plan is developed to address and maintain your baseline condition and needs every day of the week, even in emergency situations. To make improvements to the operating conditions, you need staffing levels (or contractors/consultants) over the baseline level. In addition, there is a staffing level to be identified at which not one employee can be absent for longer than a day or two before the system is in jeopardy. The COVID-19 crisis has proven to us how little we have documented about our required staffing levels, and how vulnerable we can be to disastrous implications from a pandemic that hits home. Staff seeks an open discussion with the Board on staffing levels now and into the future.

ATTACHMENTS:

None



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: April 14, 2020

SUBJECT: Agenda Item 6D: Adoption of a Resolution Offering for Donation a 2.6 Acre Portion of District Property to the County of Tuolumne for the Purpose of the Groveland Community Resilience Center

RECOMMENDATION

Staff recommends the following action:

Motion Approving Resolution 16-2020 Offering for Donation a 2.6 Acre Portion of District Property to the County of Tuolumne for the Purpose of the Groveland Community Resilience Center.

BACKGROUND

On May 14, 2018, the GCSB Board approved partnering with Tuolumne County in a show of support for the development of the Community Resilience Center in Groveland. The Board's action stated its intent to donate a 2.6 acre parcel to the county, should the Resilience Center move forward. Tuolumne County staff has worked diligently on this project for many years and was ultimately awarded grant funds to construct both the Groveland and Tuolumne City Resilience Centers.

The county had a [property appraisal report](#) completed to establish the value of the properties needed for the project. Due to its length, the appraisal report is not included in this agenda packet, but rather linked above for reference if needed. The fair market value of the property is \$12,000 as determined by the appraisal report. The property is not needed by the District for any additional facilities or services, and is available for donation to the county. To complete the actual title transfer to the property, additional actions by the Board may be required under California law, based on input expected from our legal counsel.

The actions authorized in the attached Resolution are as follows:

1. Declare the 2.6 acre property as dedicated to the Community Resilience Center's public purposes
2. Authorize the General Manager to Execute the Preliminary Acquisition Notice Form, stating that the District intends to donate the 2.6 acre property
3. Accept the Statement of Basis for Determining Just Compensation for the property and Authorize the General Manager to sign the associated waiver
4. Authorize the execution of grant deeds and other required documents in the transfer of the property.

ATTACHMENTS:

- [property appraisal report \(hyperlink only\)](#)
- Resolution approving property donation
- The Statement and Summary for Basis of Just Compensation explaining the determination of the amount of just compensation.
- Primary acquisition notice form

FINANCIAL IMPACT:

All costs associated with this property transaction, other than internal legal review, are covered by Tuolumne County

RESOLUTION 16-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT OFFERING FOR DONATION A 2.6 ACRE PORTION OF DISTRICT PROPERTY TO THE COUNTY OF TUOLUMNE FOR THE PURPOSE OF THE GROVELAND COMMUNITY RESILIENCE CENTER

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 County of Tuolumne desires to construct a Community Resilience Center Project in Groveland in conjunction with the Community Development Block Grant National Disaster Resilience (CDBG-NDR) Program, a facility and service that will directly serve the District and area residents; and

WHEREAS, the District on May 14, 2018 submitted a proposal to the County regarding willingness to donate a portion of property owned by the District for the construction of this project; and

WHEREAS, the Resilience Center Project serves multiple public purposes and directly enhances and supports the services provided by the District, and in which the District will conduct certain public activities and events.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY:

1. Declare the 2.6 acre property as shown in the attached documentation as dedicated to the Community Resilience Center’s public purposes
2. Authorize the General Manager to Execute the Preliminary Acquisition Notice Form, stating that the District intends to donate the 2.6 acre property
3. Accept the Statement of Basis for Determining Just Compensation for the property and Authorize the General Manager to sign the associated waiver
4. Authorize the execution of grant deeds and other required documents in the transfer of the property

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on April 14, 2020, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT

ATTEST:

Jennifer L. Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on April 14, 2020.

DATED: _____



County Administrator's Office

Tracie Riggs
County Administrator

2 South Green Street, Sonora, California 95370
Telephone (209) 533-5511 - Fax (209) 533-5510
www.tuolumnecounty.ca.gov

Eric Erhardt
Assistant County Administrator

Maureen Frank
Deputy County Administrator

March 27, 2020

Mr. Pete Kampa
Groveland Community Services District
18966 Ferretti Road
Groveland, CA 95321

RE: Tuolumne County's Community Resilience Center Project
Assessor's Parcels: 066-030-063 (portion) and 066-030-054
Purchase Agreement

Dear Mr. Kampa:

The County of Tuolumne desires to construct a Community Resilience Center Project in Groveland in conjunction with the Community Development Block Grant National Disaster Resilience (CDBG-NDR) Program. During the property search phase of the project, you submitted a proposal to the County regarding your willingness to sell a portion of property you own in Groveland for the construction of this project.

An appraisal for the Subject property has been completed, enclosed are the following documents:

- The Statement and Summary for Basis of Just Compensation explaining the determination of the amount of just compensation.
- Primary acquisition notice form.
- A brochure describing your rights and the County's procedures for acquiring property for your information. The brochure states you have the right to donate or sell your property.

This letter, along with the enclosed Statement and Summary for Basis of Just Compensation constitutes the County's offer of \$12,000, the full amount determined to be just compensation, for the property proposed to be acquired. As outlined in the brochure enclosed, if you proceed with the sale, the County will proceed with the policies set forth by the Uniform Relocation Assistance and Real Properties Acquisition Policies Act of 1970 (Uniform Act) and the U. S. Department of Housing and Urban Development requirements governing HUD-assisted program as they are applicable to this sale.

This letter is not a notice to vacate and does not establish eligibility for relocation payments or other relocation assistance. It must be understood that this notice, and any terms and conditions as noted herein, are not intended to form a binding contract or

We support the Board of Supervisors in achieving their goals through service and collaboration with County Departments and the Community.

agreement. Please review the documents closely. After you have an opportunity to consider the offer, and the terms of the agreement, I will be contacting you to discuss the acquisition under consideration. You are also welcome to contact me at (209) 533-5511, or at the address above, at any time.

Sincerely,

Maureen Frank, Deputy County Administrator

Attachments

- Statement Basis for Determining the Just Compensation
- Property Appraisal
- When a Public Agency Acquires Your Property
- Waiver for Property Donation

PRELIMINARY ACQUISITION NOTICE FORM

After reading your letter and reviewing the enclosed brochure concerning acquisition and donation of my property, I have made the following decision:

_____ I INTEND TO SELL my property to Tuolumne County after an appraisal has been obtained and I have been offered just compensation.

_____ I INTEND TO DONATE my property after having been informed of the right to receive just compensation based on an appraisal of the easement and do hereby release Tuolumne County from such obligations of obtaining an appraisal.

_____ I DO NOT INTEND TO SELL OR DONATE my property.

COMMENTS:

SIGNATURE: _____

DATE: _____

ADDRESS: _____

STATE: _____ ZIP CODE: _____

TELEPHONE: _____



County Administrator's Office

Tracie Riggs
County Administrator

2 South Green Street, Sonora, California 95370
Telephone (209) 533-5511 - Fax (209) 533-5510
www.tuolumnecounty.ca.gov

Eric Erhardt
Assistant County Administrator

Maureen Frank
Deputy County Administrator

March 27, 2020

Statement of Basis for Determining the Just Compensation For a Portion of APN 066-030-063 and APN 066-030-054

The County of Tuolumne proposes to build a Community Resilience Center in Groveland in conjunction with the Community Development Block Grant National Disaster Resilience (CDBG-NDR) Program. The County desires to acquire full ownership of a portion of APN 066-030-063 and APN 066-030-054 zoned P; Public per the attached map and legal description. There are no buildings, structures or fixtures located on the property.

The County has determined \$ 12,000 to be just compensation for the property proposed to be acquired. This amount is based on the fair market value of the property interests as determined by an independent appraiser in compliance with all state regulations and the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. It is not less than the fair market value of the property. The amount disregards any increase or decrease in the fair market value attributable to the project for which the property was acquired with the exception of physical deterioration within the control of the owner; and it does not include any consideration or allowance for relocation costs that the owner or any tenants may be entitled to receive under HUD Community Development Block Grant regulations. There are no severance damages accruing to the remainder of the parcel. The damages, benefits, zoning, highest and best determined property use, definition of fair market value, and descriptions of the principal appraisal techniques used in appraising the property are discussed further in the attached appraisal and are believed to be accurate by the County.

Just compensation is based on the Fair Market Value of the property, which is: (a) The fair market value of the property taken is the highest price as of the date of valuation that would be agreed to by a seller, being willing to sell but under no particular or urgent necessity for so doing nor obliged to sell, and a buyer, being ready, willing, and able to buy but under no particular necessity for so doing, each dealing with the other with full knowledge of all the uses and purposes for which the property is reasonably adaptable and available; (b) The fair market value of property taken for which there is no relevant, comparable market is its value on the date of valuation as determined by any method of valuation that is just and equitable *.

We support the Board of Supervisors in achieving their goals through service and collaboration with County Departments and the Community.

* Source: California Code of Civil procedure 126.320. and as stated in the California Code of Civil Procedures 1263.320.

In estimating the market value of the subject site, the Sales Comparison Approach was used. The Sales Comparison Approach used comparable properties that have recently sold on the open market. Each comparable property sale is analyzed, and its attributes compared with the subject property. Differences between each comparable and the subject are then adjusted to arrive at an indicated value from each transaction.

SUMMARY OF FACTURAL DATA AND CONSLUSIONS

Owners:

Assessor Parcel No.: 066-030-063 (a portion of) and 066-030-054

Property Address: A portion of the property located at 18966 Ferretti Road, Groveland, CA

Legal Description: See attached

Larger Parcel Size: a calculated 80.79 +/- acres

Take Size a calculated 2.60 +/- acres

Census Tract: 0042.00

Zoning: P; Public

Earthquake Zone: Zone 3 (No active faults)

Improvements: None

Property Rights Appraised: Fee Simple

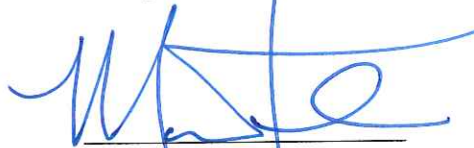
Highest and Best Use: Hold for future residential development

Just Compensation Value: \$12,000

Date of Value: October 21, 2019

Purpose of Appraisal: To estimate Just Compensation for the real property for possible purchase

Apportioning Just Compensation: There are no benefits or damages accruing to property



Maureen Frank
Deputy County Administrator



March 27, 2020
Date

Exhibit A

Legal Description

EXHIBIT A

All that certain real property situate in the County of Tuolumne, State of California described as follows:

PARCEL ONE

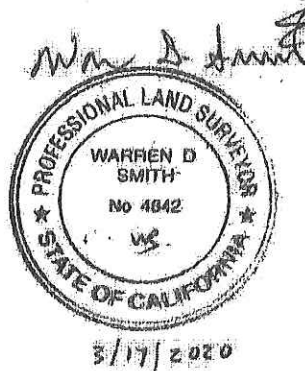
All of the real property described in deed to Groveland Community Services District recorded May 14, 1973 in Volume 384 at Page 39 of Official Records of Tuolumne County.

PARCEL TWO

The Northerly 350 feet of the Easterly 250 feet of the Northeast quarter of the Northwest quarter of Section 21, Township 1 South, Range 16 East, Mount Diablo Meridian.

EXCEPTING THEREFROM all that real property described in deed to Judith A. Long recorded June 19, 2013 as Doc #2013009760.

Containing 2.02 acres, more or less.

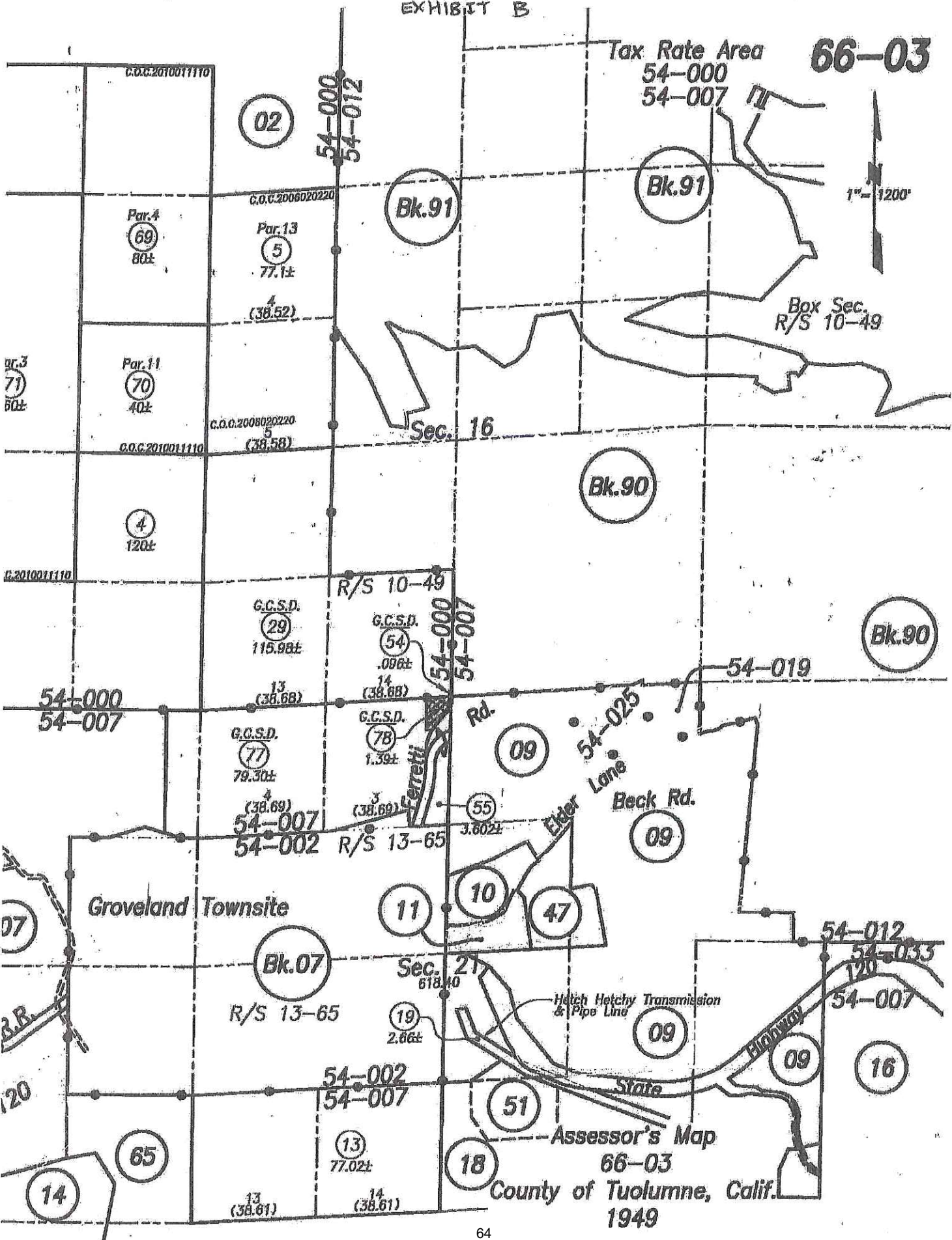


Groveland Resiliency Center - GCSD

EXHIBIT B

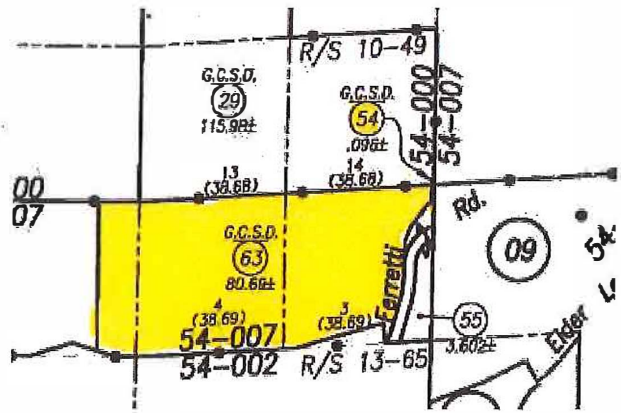
Tax Rate Area
54-000
54-007

66-03

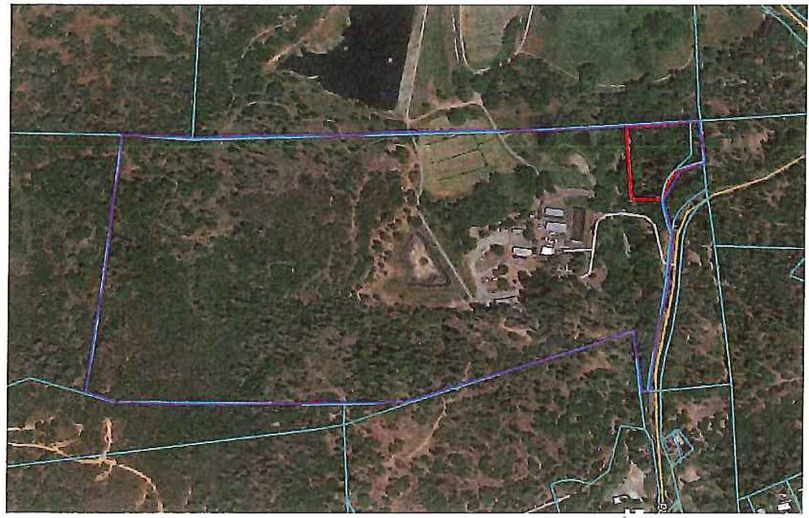


~~CONFIDENTIAL~~

~~Description of the larger parcel in the parcel of the property that has many of
improvements, including a building and land area, and a large parcel
parcel containing the main structure and other areas, with parcels owned
by the larger parcel, the structure is an existing structure that is very well
built. The structure is in good condition and is a possible residential
parcel. The parcel is 100 feet wide and 100 feet deep. The structure is
well maintained. The parcel is located on the west side of the property
in the northwest corner of the property. It is currently being used as a
warehouse facility.~~



Parcel Map showing both subject parcels



Aerial of the Subject with outline of Take in red
and the Larger Parcel outlined in purple

WAIVER

I, _____, state that I have been approached by a representative of Tuolumne County (herein known as the County) who has informed me of the County's intent to obtain certain parcel of properties owned by me.

1. I hereby acknowledge that said representative has explained to me the legal boundaries as they are set forth in the Exhibit(s) attached to this document.

The representative of said County has further advised me of my rights under the Uniform Relocation and Real Property Acquisition Policies Act of 1970 as implemented in HUD Handbook 1378 which requires the following:

- a. That I have received the HUD brochure. "When a Public County Acquires Your Property."
 - b. That I have the RIGHT to have a formal appraisal of the property to be acquired by the County prepared by an independent professional appraiser. I understand that I am entitled to receive no less than the FAIR MARKET \$ VALUE of the property as established by the appraisal.
 - c. I have received the "Invitation to Accompany the Appraiser" stating the time and date on which the appraiser would examine my property by certified mail.
 - d. I have the RIGHT to a written Purchase Offer that states the amount of money said County will pay me for this property and that this written Purchase offer must be delivered to me by certified mail.
 - e. I have the RIGHT to a written Statement of the Basis of Just Compensation which explains in detail the basis of the amount offered to me by said County for said servitude or property, and that this document must be delivered to me by certified mail.
2. I acknowledge that the rights listed above in Section 1 have been explained to me in detail by a representative of the County and that I waive these rights and agree to donate to the County the parcels of property which boundaries are described in the Exhibit(s) attached to this document.

IN WITNESS WHEREOF, I have signed this document as my free and voluntary act this _____ day of _____, 20 ____.

Landowner

Witness: Name and Title of County
Official or Staff

STATE OF CALIFORNIA
COUNTY OF _____

Signed and acknowledged before me this _____ day of _____,
20 __ by _____, and his/her free and voluntary act and deed.

Notary Public

My Commission expires _____, 20 _____.



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: April 14, 2020

SUBJECT: Agenda Item 6E. Adoption of a Resolution Approving an Annexation Agreement for the Parcels Contained within the Airport Estates Subdivision

RECOMMENDATION

Staff recommends the following action:

I Move to Adopt a Resolution Approving an Annexation Agreement for the Parcels Contained within the Airport Estates Subdivision.

BACKGROUND

On May 14, 2018 the District entered into an advance funding agreement with Mid Valley Aviation LLC to fund the cost of investigations into the feasibility of the District providing water and sewer services to an eight lot residential subdivision called the Airport Estates. We have determined that water service can be easily provided from the north side of the parcels, tapping into an existing water main.

Since the initial agreement, the subdivision was approved by the county as being served with individual well and septic systems for each lot. Mid Valley Aviation has approached the District requesting water service for the 8 parcels, which requires annexation of the properties to be served due to their location outside the District boundaries. We have also determined that sewer service is only required for the parcel closest to the existing sewer; identified as Lot One (1) on the agreement Exhibit A map.

The attached agreement requires that the project applicant submit the documentation necessary for the District to adopt an annexation resolution supporting and submitting the required petition and documents to LAFCO to begin the annexation process. A deposit will be received from the applicant to cover all annexation costs. The LAFCO annexation process could take as little as two months or as long as six months or longer due to Coronavirus delays.

If the annexation agreement is approved and the LAFCO process proceeding, the District and applicant will develop an additional agreement that will establish the terms and conditions of the construction of the water system improvements including design, plan

review and approval, construction, inspections, easements necessary, as built drawings, boundary map and water system drawing updates. All costs are paid by the applicant.

ATTACHMENTS:

- Resolution approving agreement
- Annexation Agreement

FINANCIAL IMPACT:

There is no financial impact to the District as all costs are paid by the applicant

RESOLUTION 17-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING AN AGREEMENT WITH MID VALLEY AVIATION, LLC FOR ANNEXATION OF THE PARCELS CONTAINED WITHIN THE AIRPORT ESTATES SUBDIVISION

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, sewer, fire and park services within its boundaries; and

WHEREAS, the district has received a request from Mid Valley Aviation, LLC to provide water service to an eight lot, residential subdivision named Airport Estates located adjacent to, but outside the boundaries of the District; and

WHEREAS, the parcels must annex into the District through the Local Agency Formation Commission (LAFCO) process, to receive the requested water service; and

WHEREAS, the District and Mid Valley Aviation have negotiated an acceptable annexation agreement which is attached hereto; and

WHEREAS, upon annexation, the parcels will be eligible to receive District services, subject to their respective policies and ordinances.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY approve an Annexation Agreement with Mid Valley Aviation, LLC for the Parcels Contained within the Airport Estates Subdivision.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on April 14, 2020, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT

ATTEST:

Jennifer L. Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on April 14, 2020.

DATED: _____

**ANNEXATION AGREEMENT
BY AND BETWEEN
THE GROVELAND COMMUNITY SERVICES DISTRICT
AND
MID VALLEY AVIATION, LLC
REGARDING PARCELS IN THE AIRPORT ESTATES SUBDIVISION**

THIS ANNEXATION AGREEMENT (“*Agreement*”) is entered into by and between the GROVELAND COMMUNITY SERVICES DISTRICT, a political subdivision of the State of California and a community services district formed and operating pursuant to the provisions of Government Code Section 61000 et seq. (“*District*”) and Mid Valley Aviation, LLC (“*Applicant*”). The District and Applicant are from time to time hereinafter referred to in this Agreement individually as a “*Party*” and collectively as the “*Parties*.”

ARTICLE 1. RECITALS

WHEREAS, the District provides water, sanitary sewer, fire and park services within the District’s boundaries; and

WHEREAS, Applicant desires to annex real property located outside the District’s current boundaries, located at _____ [*insert address and/or APN #*] and more particularly described in Exhibit “A” attached hereto and incorporated herein by this reference (“*Property*”); and

WHEREAS, the Applicant desires that the Property receive the services provided by the District including, but not limited to water service in accordance with the District’s ordinances and regulations; and

WHEREAS, the Applicant and District are evaluating the feasibility of providing sewer service to Lot One (1) of the Property, APN _____, which shall be documented in the LAFCO required Plan for Services described below; and

WHEREAS, the Property must be annexed into the District in order to receive District services; and

WHEREAS, the District will issue a Conditional Will Serve Letter attached hereto as Exhibit C to the Applicant as part of the annexation application process, conditioned on annexation of the Property into the District, execution of a Plan Check and Inspection Agreement, and that the water service capacity is available at the time each owner of a parcel of land created within the Property applies to the District for Services.

The Parties hereby agree as follows:

ARTICLE 2. GENERAL PROVISIONS

Section 2.01: Introduction. This Agreement is for 1) the annexation (hereinafter “**Annexation**”) of the Property and all parcels therein, and 2) to provide the Property with District services, including, but not limited to, water service (“**Water Service**”), sanitary sewer service to Lot One (1) if determined feasible (“**Sewer Service**”), fire service (“**Fire Service**”) and park service (“**Park Service**”). Collectively, the Water Service, Sewer Service, Fire Service and Park Services are referred to in this Agreement as the “**Services**”.

Section 2.02: Effective Date. This Agreement will become effective on the 14th day of April, 2020 (“**Effective Date**”).

ARTICLE 3. ANNEXATION TERMS AND CONDITIONS

Section 3.01: District Annexation Obligations.

(a) Annexation Process. Consistent with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code section 56000 *et seq.*, also referred to as “**LAFCO law**”) and this Agreement, District will petition Tuolumne County Local Agency Formation Committee (hereinafter “**LAFCO**”) to annex the Annexing Property into the District.

(b) Annexation Documents. Within ninety (90) days following the Effective Date or as soon thereafter as a “*Plan for the Provision of Services*” (as that phrase is defined by LAFCO law) and all other materials required or requested by LAFCO necessary to the Annexation can be prepared and completed by the District, the District will adopt and submit a District “*Resolution of Application*” to LAFCO requesting the annexation of the Property to the District. The District will submit an Application for Annexation, Resolution of Application, the Plan for the Provision of Services, and any other materials needed or requested by LAFCO in order to complete the Annexation.

(c) Condition of Performance. Any and all District actions and obligations under this Section 3.01, including the preparation of the Plan for the Provision of Services, adoption of the Resolution of Application, the continuing prosecution of the annexation request to LAFCO, and completion of those actions required by LAFCO, necessary or convenient to complete the Annexation, will be conditioned upon:

(1) compliance by Applicant with the terms of this Agreement, including without limitation, Sections 3.02; and

(2) Applicant’s completion of any environmental review required under the California Environmental Quality Act (“**CEQA**”), and all other compliance with CEQA, as part of the annexation process.

(3) The existence of a tax-sharing agreement under Revenue and Taxation Code Section 99.

Section 3.02: Applicant Annexation Obligations

(a) Annexation Documentation. Applicant must prepare all documents required from it by the District or LAFCO, or both, as a condition to annexation, including, without limitation, the following::

- (1) A Petition for Annexation into the District, submitted to the District;
- (2) Any environmental review documents relating to this project which may be required under CEQA, which must be delivered to the District prior to the District's petition for annexation with LAFCO;
- (3) All supporting documents to the District's Application for Annexation with LAFCO including, but not limited to, maps meeting the State Board of Equalization requirements, Plan for Services, other reports as indicated on the LAFCO application or requested by LAFCO (or both), application for amendment to the sphere of influence, and a municipal services review.

(b) Annexation Fees and Costs. Applicant will pay all costs and fees necessary and incurred by the District in annexing the Property into the District (hereinafter collectively "**Annexation Costs**"), as required by this Agreement and LAFCO, including, but not limited to:

- (1) a processing fee to be determined at the time of submission of the Petition for Annexation;
- (2) all fees required by LAFCO, the County of Tuolumne, and the State Board of Equalization as part of the annexation process, which must be paid within 14 days' notice from the District; and
- (3) all attorney's fees, engineers fees, and environmental consultant's fees related to the annexation of the Property, including, but not limited to, preparation of the Application for Annexation and all supporting documents, and the submission of the necessary documents to LAFCO, and preparation for and attendance at any and all LAFCO meetings regarding the Annexation.

(c) Annexation Deposit. Applicant and District entered into an Advance Funding Agreement dated May 14, 2018 to cover the initial costs of evaluation of the feasibility of service to the Property. A credit balance of \$423.50 remains in this account as of the Effective Date of this Agreement; which will be refunded to Applicant. Applicant will cause to be deposited with the District three thousand dollars (\$3,000.00) (hereinafter "**Annexation Deposit**") at the time the Petition for Annexation is submitted to the District, to be applied to the Annexation Costs. The Annexation Deposit is not an estimation of the anticipated Annexation Costs of the District, but rather an accessible source of funds available to the District to pay for the Annexation Costs it incurs during the annexation process. The District will be entitled to withdraw from the Annexation Deposit the Annexation Costs it incurs. If during the annexation process the Annexation Deposit is exhausted, upon notice from the District, Applicant will immediately make an additional deposit with the District of two thousand dollars (\$2,000.00) to replenish the Annexation Deposit. Until Applicant has made any additional deposits into the Annexation Deposit, the District will be entitled to cease any and all work on the annexation process. Upon completion of the annexation process, the District will refund to Applicant any unused portion of the Annexation Deposit.

(d) Taxes, Assessments, Fees, and Charges. Upon completion of Annexation, the Annexing Property will be subject to all District taxes, assessments, fees, and charges.

ARTICLE 4. DISTRICT SERVICE TERMS AND CONDITIONS

Section 4.01: Condition of Annexation. The performance of any obligations of the parties under this Article 4 are conditioned upon the annexation of the Property into the District within the 2020 calendar year. (hereinafter “**Condition of Annexation**”). In the event of the failure of the Condition of Annexation, this Article 4 of this Agreement will become null and void and unenforceable.

Section 4.02: Compliance with District Services

(a) District Services. Applicant shall apply to the District for Services as required by the District Ordinances and Regulations, including, but not limited to, Water Service and Sewer Service (if determined feasible for Lot One) prior to construction of any improvements on the Property.

(d) District Improvements. Applicant agrees to enter into a Plan Check and Inspection Agreement with the District that specifies the conditions for Applicant construction and District acceptance of water and/or sewer improvements and necessary easements to provide service to the Property. All required infrastructure improvements to serve the Property, including individual water service lines, valves, water meter boxes and Lot One public sewer lateral, shall be constructed to District standards by the Applicant at their expense; and offered for dedication to the District in accordance with the Plan Check and Inspection Agreement.

At the time that an owner of the Property, or any portion thereto, submits an application for Services to the District, they shall be responsible for payment of the then current connection and capacity fees in place as required by the District at the time of the application for Services.

Section 4.05: Other Charges and Refund of Unused Funds. In addition to the fees and costs identified in Section 4.04(d) and 3.02(b), Applicant will be solely responsible for any and all other costs and fees (“**Other Costs**”) associated with the Project incurred by the District. Until Applicant has made all additional deposits for all Other Costs requested by the District, or reimbursed the District for all Other Costs not incurred by District and not otherwise paid by Applicant, District will be entitled to cease or cause to cease any and all work and other performance on the annexation, including having the right to oppose the annexation application with LAFCo. Upon completion of the annexation set forth in this Agreement, the District, will refund to Applicant any unused portion of funds deposited with the District for the Other Costs.

ARTICLE 5. MISCELLANEOUS

Section 5.01: Amendments of Annexation Agreement. This Annexation Agreement may be amended from time to time only upon the mutual written consent of the Parties.

Section 5.02: Transfer and Assignment Rights. This Agreement will run with the land, described in Exhibit "A" comprising the Property and will be transferable or assignable with the prior written approval of the District, which will not be unreasonably withheld.

Section 5.03: Notices. Any notice or communication required hereunder between District and Applicant must be in writing (with original forwarded by regular U.S. mail) and may be given either personally, by tele-facsimile (with original forwarded by regular U.S. Mail) or by Federal Express or other similar courier promising overnight delivery or via e-mail. If personally delivered, a notice or communication will be deemed to have been given and received when delivered to the party to whom it is addressed. If given by facsimile transmission, a notice or communication will be deemed to have been given and received upon actual physical receipt of the entire document by the receiving party's facsimile machine. Notices transmitted by facsimile after 5:00 p.m. on a normal business day or on a Saturday, Sunday or holiday will be deemed to have been given and received on the next normal business day. If given by email, a notice or communication will be deemed to have been given and received at the time the receiving party returns the email transmission stating that the email was received. If given by Federal Express or similar courier, a notice or communication will be deemed to have been given and received on the date delivered as shown on a receipt issued by the courier. Such notices or communications will be given to the parties at their addresses set forth below:

If to District to: Groveland Community Services District
Attn: Peter J. Kampa, General Manager
18966 Ferretti Road
Groveland, CA 95321
Phone: (209) 962-7161
Facsimile: (209) 962-4943

If to Applicant to: _____

Phone: _____
Facsimile: _____

With a Courtesy Copy to: Neumiller & Beardslee
Attn: Daniel J. Schroeder
P.O. Box 20
Stockton, CA 95201-3020
Phone: (209) 98-8200
Facsimile: (209) 948-4910

Section 5.04: Construction. All parties have been represented by counsel in the preparation of this Annexation Agreement and no presumption or rule that ambiguity will be construed against a drafting party will apply to interpretation or enforcement hereof. Captions on sections and subsections are provided for convenience only and will not be deemed to limit, amend or affect the meaning of the provision to which they pertain.

Section 5.05: Other Miscellaneous Terms. The singular includes the plural; the masculine gender includes the feminine; “will” is mandatory, “may” is permissive.

Section 5.06: Counterpart Execution. This Annexation Agreement may be executed in any number of counterparts and will be deemed duly executed when each of the parties has executed such a counterpart.

Section 5.07: Severability. If any provision of this Annexation Agreement is held invalid, void, or unenforceable but the remainder of this Annexation Agreement can be enforced without failure of material consideration to any party, then such remaining provision of this Annexation Agreement will not be affected and it will remain in full force and effect, unless amended by mutual consent of the parties.

Section 5.08: Attorney Fees. In the event that legal action is necessary to enforce the provisions of this Agreement, the prevailing party will be entitled to reasonable attorney fees and costs, including any related to any appeal.

Section 5.09: Further Assurances. Each Party will execute and deliver to the other Party all such other further instruments and documents and take all such further actions as may be reasonably necessary to carry out the Agreement and to provide and secure to the other Party the full and complete enjoyment of its rights and privileges hereunder.

Section 5.10: Time. Time is of the essence of each and every provision hereof.

Section 5.11: Binding on Successors. This Agreement or a memorandum of this Agreement will be recorded against the Property. This Agreement will be binding on the Parties and their respective successors.

Section 5.12: Indemnification. Applicant will defend, indemnify, and hold harmless District, its agents, officers, and employees from and against all claims, damages, losses, judgments, liabilities, expenses, and other costs, including litigation costs and attorney’s fees, arising out of, resulting from, or in connection with the performance of this Agreement, the Annexation of the Property, and the design and construction of the Project. Applicant’s obligation to defend, indemnify, and hold District, its agents, officers, and employees harmless applies to any actual or alleged personal injury, death, or damage or destruction to tangible or intangible property including the loss of use.

Section 5.13: Integration. This Agreement supersedes all previous will-serve letters or Agreements between the parties regarding this matter.

IN WITNESS WHEREOF, the parties hereto have executed this Annexation Agreement as of the day and year first above written.

“District”:

GROVELAND COMMUNITY

“Applicant”:

SERVICES DISTRICT

By: _____
Peter J. Kampa, General Manager

By: _____

APPROVED AS TO FORM:

Daniel J. Schroeder,
Attorney for Groveland Community Services District

EXHIBIT “A”

LEGAL DESCRIPTION OF PROPERTY
(LEGAL DESCRIPTION TO BE ATTACHED ON COMPLETION)

2019012417

AIRPORT ESTATES

A SUBDIVISION OF PARCEL 3, P.M. 53/92, BEING A PORTION OF THE NW 1/4 OF SECTION 13, T1S, R16E, M.D.B. 3rd M., IN THE UNINCORPORATED TERRITORY OF TUOLUMNE COUNTY, CALIFORNIA

BASIS OF BEARING

The Basis of Bearings for this survey is based upon found monuments per P.M. 53-92 on file in the Office of the Tuolumne County Recorder being California Lambert Grid Zone III, NAD 27



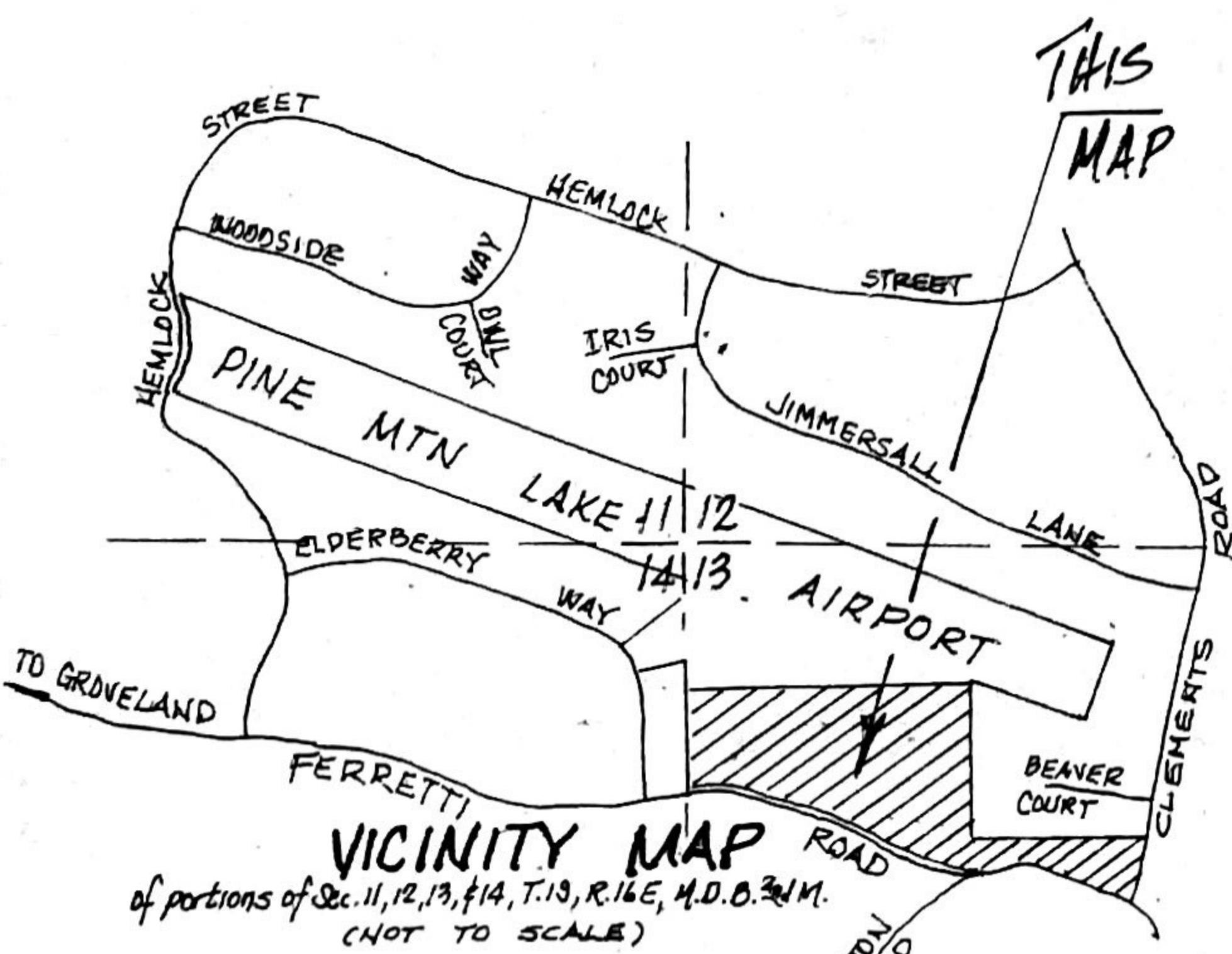
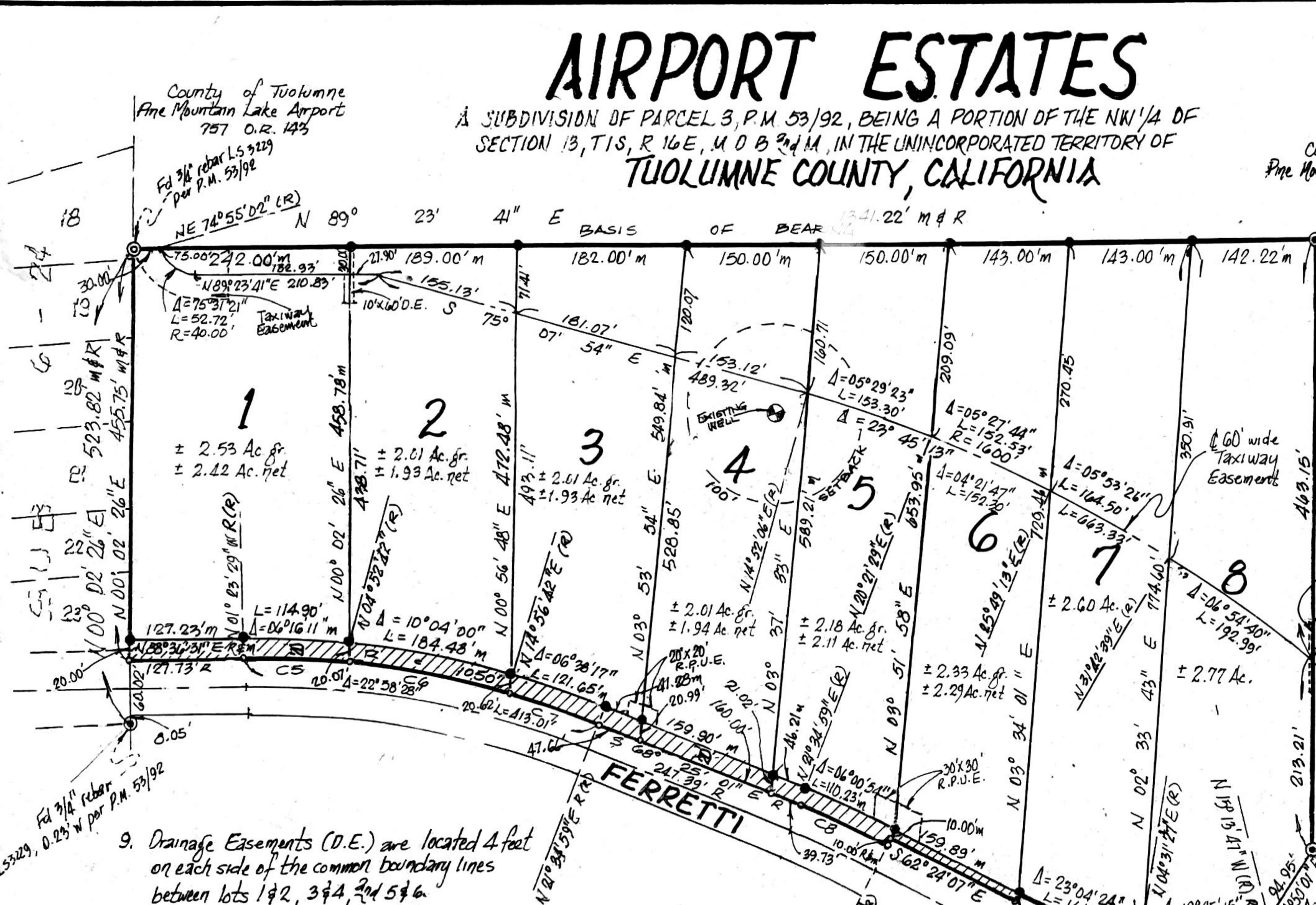
County of Tuolumne
Pine Mountain Lake Airport
757 O.R. 143

Fd 3/4" rebar L.S. 5808
per P.M. 53/92

NOTES

1. A general easement for the purpose of road maintenance extends 5 feet back of the top of cuts and toe of fills of FERRETTI ROAD and CLEMENTS ROAD per this map.
2. Overhead Public Utility Easement 8 feet in width along each interior lot line and 16 feet in width along the exterior boundary of the herein described properties are dedicated per this map.
3. A maintenance easement is dedicated 5 feet beyond the top of cuts and toe of fills of the taxiway.
4. Development of these lots requires compliance with Chapters 13.04, 13.08, and 13.16 of TROC for construction of on-site sewage treatment and disposal systems and the location and establishment of water wells.
5. Defensible space building setbacks are 30 feet from all property boundaries and 20 feet from all street right-of-way lines.
6. Modification to defensible space building setbacks may be made prior to securing a Building Permit subject to approval of the Fire Prevention Division of the Tuolumne County Fire Department.
7. Total number of lots is 9. Total area within Subdivision Boundary is 22.41 acres.
8. Reservations, Easements, and Conditions as contained in the United States Land Patents to George K. Pratt, Jan. 9, 1886, in Book 22 of Deeds, Page 755, Tuolumne County Records, as reserved in the U.S. Land Patents herein referred to, for the proprietor of any vein or lode to extract or remove the ore therefrom should the same be found to penetrate or intersect the herein described property.

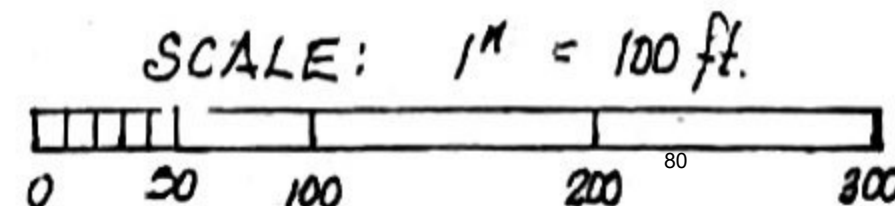
9. Drainage Easements (D.E.) are located 4 feet on each side of the common boundary lines between lots 1 & 2, 3 & 4, and 5 & 6.



LEGEND

- ⊙ Indicates found monument as noted
- Indicates set 3/4" dia. iron pipe tagged L.S. 5822
- Indicates calculated point, nothing found or set
- (R) Indicates 'radial bearing'
- R Indicates 'Record' dimension per P.M. 53/92
- m Indicates 'measured' per this survey
- D.E. Means 'Drainage Easement'
- P.U.E. Means 'Public Utility Easement'
- O.P.U.E. Means 'Overhead Public Utility Easement'
- ▨ = R.P.U.E. Dedicated per this map.

Curve	Radius	Delta	Length
C1	450'	06° 32' 25"	51.37'm
C2	35'	104° 32' 13"	63.86'm
C3	1450'	01° 49' 37"	46.24'm
C4	470' R	08° 48' 18" R	78.23'm R
C5	1030'	06° 21' 50"	114.40'm R
C6	1030'	10° 15' 00"	184.26'm R
C7	1030'	06° 21' 38"	114.34'm R
C8	1030'	06° 00' 54"	108.13'm R
C9	500'	08° 48' 18"	76.84'm R



Note: This map shows all easements on the premises of record

EXHIBIT “B”

LEGAL DESCRIPTION OF EASEMENTS

(LEGAL DESCRIPTION OF EASEMENTS UNDER DEVELOPMENT)



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: April 14, 2020

SUBJECT: Agenda Item 6F: Consideration of GCSB Activating its Latent Powers Related to the Provision of Broadband Internet Services in the Groveland Area

RECOMMENDED ACTION

Staff recommends the following action:

I Move to Direct the General Manager to Further Evaluate the Possibility of the District Providing Broadband Internet Services in the Groveland Area.

BACKGROUND

The purpose of this agenda item is to have a preliminary discussion and receive input on whether the GCSB should consider taking the lead in improving broadband internet in our service area. Although there are several providers of broadband internet serving portions of the District, we have found the service in many locations to be very slow, unreliable, and the capability to move data undersized for the internet traffic. GCSB staff has found that one of the most difficult and frustrating aspects of working and meeting from home to be widely varying internet speeds and signal strength. At the GCSB office, we pay for service from two separate providers just to be able to switch back and forth based on which service is functioning on a given week. This poor internet service negatively affects our customer service, makes VOIP phone very unreliable, reduces efficiency, slows online customer transactions, and limits our ability to upgrade to current Cloud technologies.

From 2006 through 2018, the Community Services District law allowed CSDs to construct broadband infrastructure and provide internet service, but only if the district is unable to locate a private person or entity who is willing or able to provide broadband service. The law also required that if later a private person or entity was ready, willing, and able to acquire, construct, improve, maintain, and operate broadband facilities and to provide broadband services at a comparable cost and quality of service to what is provided by the district, then the district was required to either transfer title to the broadband facilities so constructed to the private entity at fair market value or to lease the operation of those broadband facilities at a fair market value to that private person or entity.

In 2018, [AB 1999](#) changed the CSD law to broaden that authorization by removing the requirement that a district first determine that a private person or entity is unwilling or unable to provide broadband services before the district may contract, own, improve, and

operate broadband facilities and provide broadband services. This opened the door for GCSD to consider providing broadband services if determined warranted and feasible.

[California Government Code 61100](#) (af) Construct, own, improve, maintain, and operate broadband facilities and provide broadband services. For purposes of this section, broadband has the same meaning as in subdivision (a) of Section 5830 of the Public Utilities Code. A district shall comply with [Article 12 \(commencing with Section 53167\)](#) of Chapter 1 of Part 1 of Division 2 of Title 5 when providing broadband services pursuant to this subdivision. If the district later determines that a private person or entity is ready, willing, and able to acquire, construct, improve, maintain, and operate broadband facilities and to provide broadband services, and to sell those services at a comparable cost and quality of service as provided by the district, the district may do one of the following:

- (1) Diligently transfer its title, ownership, maintenance, control, and operation of those broadband facilities and services at a fair market value to that private person or entity.
- (2) Lease the operation of those broadband facilities at a fair market value to that private person or entity.

There are a limited number of CSDs providing broadband service in the state. If so desired, GCSD management will engage a discussion with these other districts, identify the LAFCO process and cost for activating the Broadband Latent Power, and begin development of a scope of work necessary to create a broadband service plan.

ATTACHMENTS:

See above links to various sections of law above.

FINANCIAL IMPACT:

No direct financial impact would be incurred in this phase of the service evaluation. Costs would be incurred in the future, on Board approval at that time, to conduct a feasibility study using professional technical and financial consultants.