



REGULAR MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 www.gcsd.org

AGENDA

January 10, 2023

10:00 a.m.

BOARD MEMBERS AND PUBLIC MAY ATTEND IN PERSON AT DISTRICT OFFICE OR VIA VIDEO CONFERENCE AS DETAILED BELOW:

Under the Governor's Executive Order N-25-20 and Order N-29-20, members of the Board of Directors can participate by videoconference or teleconference. Accessibility Requirements, if you need swift special assistance during the Board meeting, please call (209) 962-7161. The District office is open to the public at this time from 9am to 4:30pm Monday through Thursday and 9am to 4pm on Friday (Closed between 12pm-2pm). 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:

Computer, tablet or smartphone: Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/7688070165> using a computer with internet access that meets Zoom's system requirements

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.

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. The Board President will also public comment to be made verbally prior to consideration of each agenda item, and will explain the procedure for making verbal comments during the meeting. 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 Rachel Pearlman, Board Secretary, at least 48 hours before a regular meeting at (209) 962-7161 or rpearlman@gcsd.org. Advanced notification will enable the District to swiftly resolve such requests to ensure accessibility.

AGENDA MATERIAL:

Physical copies of agenda material will not be available at the meeting. All agenda material can be accessed on the District Board Meeting Webpage at <https://www.gcsd.org/board-meetings-meeting-documents>. Physical copies can be obtained through the District office once made available.

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

January 10, 2023

10:00 a.m.

Call to Order

Pledge of Allegiance

Roll Call of Board Members

Nancy Mora, President
Janice Kwiatkowski, 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. CERT Report
- iii. General Manager's Report (Verbal)
- iv. Operations Manager's Report
- v. Administrative Services Manager's Report (Verbal)

B. Proclamations

- i. Recognition of Luis Melchor for his 16 Years of Service to the Groveland Community Services District
- ii. Recognition of Andrew Marshall for his 5 Years of Service to the Groveland Community Services District

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 December 13, 2022, Regular Meeting
- B. Accept December 2023 Payables

- C. Adoption of a Resolution Ratifying Amendments to the District's Investments Policy which was Modified by Board Action in Authorizing Investments in the California Class Investment Pool
- D. Adoption of a Resolution Proclaiming a Local Emergency Persists, Ratifying the Proclamation of a State of Emergency by Governor's Executive Order N-25-20 and Order N-29-20, and Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Groveland Community Services District for the Period of January 10, 2023, through February 7, 2023, Pursuant to Brown Act Provisions
- E. Waive Reading of Ordinances and Resolutions Except by Title

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. Adoption of a Resolution Approving the Norms and Protocol Related to Board Member and Board Meeting Conduct

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 Amendments to the Board of Director's Policy Related to Regular Board Meetings and Establishing a Revised Meeting Location
- B. Discussion and Board Direction to Rearrange the Schedule for the Quarterly Board of Directors Workshops
- C. Adoption of a Resolution Accepting the District Policy and Procedure Manual, as Amended
- D. Approval of the Issuance of a Request for Proposals and Scope of Work for the Preparation of Water and Sewer Rate Studies
- E. Discussion and Board Direction Regarding the District's Active and Latent Powers as Detailed in California Law and as They Relate to Community Service Needs Such as Operation of the County Airport in Groveland

7. Adjournment

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

18966 Ferretti Road Groveland, CA 95321

Staff Report
January 1, 2023

To: Board of Directors

From: Marc DiTullio, Assistant Chief
By: Travis Chunn, Fire Captain

Subject: Monthly Activity Report – December 1, 2022 to December 31, 2022

Operations:

On December 15, 2022, at approximately 2:22 PM, GCSD Engine 781 and Tuolumne County Engine 513 were dispatched to a medical aid for an unresponsive person at the 12000 block of Mueller Drive. Upon arrival Engine 781 found an unresponsive male with CPR being performed. We set up the Lucas machine which provides the chest compressions and connected the patient to the ambulance monitor. We continued care, but ultimately the patient passed away at the scene.

On December 28, 2022, at approximately 8:39 AM, GCSD Engine 781 was requested by Tuolumne County Engine 631, to respond as an additional engine to a vehicle accident on Highway 120, one mile east of Cherry Lake Road. The vehicle rolled over and went approximately 200 feet off the side of the road. There were three patients with minor injuries and one patient with major injuries. Engine 781 arrived at scene and one air ambulance was ordered to the Buck Meadows Landing Zone. Air Med 41 landed at the Buck Meadows Landing Zone and transported the patient with major injuries.

Apparatus and Equipment:

Apparatus	Description	Status
Engine 781	2009 Pierce Contender	In Service
Engine 787	2000 Freightliner FL112	In Service
Engine 783	1995 International Model 15	In Service
Utility 786	2008 Chevrolet 2500	In Service

Training:

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

- SCBA
- Ladders
- Lock entry on commercial doors
- Handheld radios
- Fire Apparatus Engineer Patrick Cohen attended State Fire Training Instructor 2 class

Fire Department News:

The kunkle valves (relief valves), as part of our SCBA bottle filling station, were sent out for their annual certification. All four valves were rebuilt with all new parts. They have been certified and meet the requirements of OSHA. These valves are required to be tested and certified annually.



On December 23, 2022, we received the balance of our hand-held radio order which was backordered. We now have all 5 hand-held radio packages, which allows us to request the \$6,652.03 from the Volunteer Fire Assistance grant that we were awarded.



YEAR TOTALS - 2022

STATION 78

Alarm Sounding	22
Odor Investigation	2
Debris Fire	0
Medical Aid	367
Fire Menace Standby	13
Fire Other	0
Haz Mat	6
Landing Zone	10
Plane/Heli Crash	1
Public Assist	89
Smoke Check	6
Structure Fire	3
Commercial Structure Fire	1
Vegetation Fire	5
Vehicle Accident	28
Vehicle Accident/Pin in	1
Vehicle Fire	4
TOTAL	558

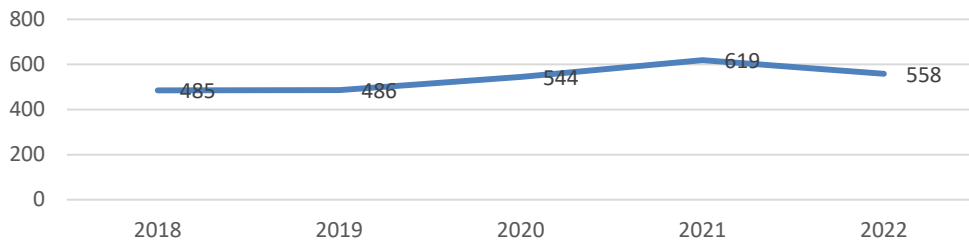


Auto Aid	Given
Tuolumne County	25
TCFD ENGINE: 87 CALLS	

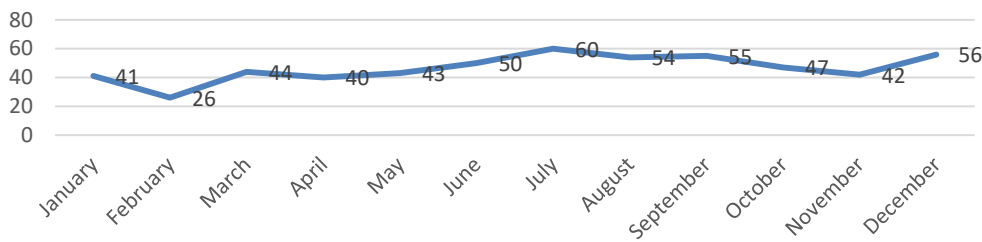
ALS	
YES	NO
240	156

Last Call Logged Run # TCU 16751

GCSD TOTAL INCIDENTS 2018- 2022



GCSD TOTAL INCIDENTS 2022



YEAR TOTALS - 2022

STATION 78

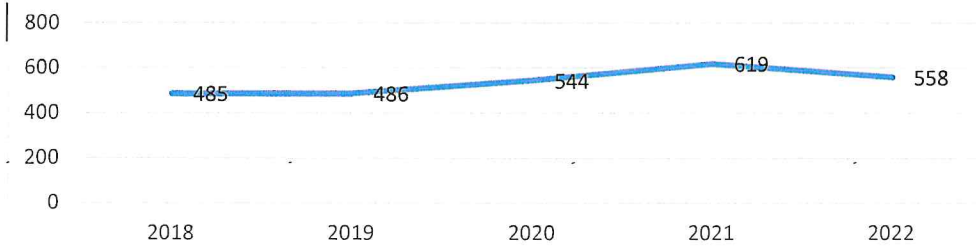
Alarm Sounding	22
Odor Investigation	2
Debris Fire	0
Medical Aid	367
Fire Menace Standby	13
Fire Other	0
Haz Mat	6
Landing Zone	10
Plane/Heli Crash	1
Public Assist	89
Smoke Check	6
Structure Fire	3
Commercial Structure Fire	1
Vegetation Fire	5
Vehicle Accident	28
Vehicle Accident/Pin in	1
Vehicle Fire	4
TOTAL	558
Last Call Logged Run # TCU 16751	



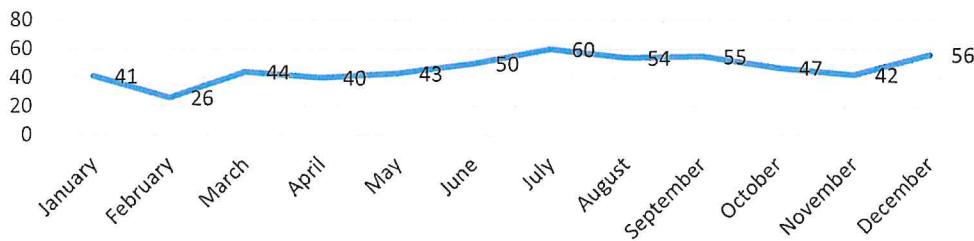
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YES	NO
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GCSD TOTAL INCIDENTS 2018- 2022



GCSD TOTAL INCIDENTS 2022



CERT Groveland/Big Oak Flat/Moccasin

Groveland Community Services District • 18966 Ferretti Road, Groveland CA 95321



Groveland, California

Report to GCSO Board for January 2023

- GCERT has 25 participants, 21 more interested people and 12 fully certified members. GCERT participants take the FEMA Hybrid CERT training (online + last unit in person).
- GCERT has notified FD that our Firefighter Rehab vehicle is operational. It has been outfit with all the necessary equipment to Go Live. (Funded by Adventist Health Grant) GCERT is also available for Traffic Control deployment.
- GCERT received a \$5,000 grant from Adventist Health and has applied for a \$5,000 grant from the Tuolumne County Health Care and Safety Coalition to add to our response resources.
- GCERT has relocated its supplies from the basement of the fire department to a locker behind the stage in ML Park lower level.
- GCERT graduated 6 candidates in the TC-OES CERT training session Nov 18-20 at the TC Emergency Operations Center on Striker Court. Len Otley is our Training Officer. The next training is in Mar/April in TC EOC or in Twain Harte in January.
- GCERT assisted the PMLA Safety Committee in developing evacuation maps for PML and the Greater Groveland area. They have been approved by TCSO and TCOES. These are ready to publish on websites.
- GCERT met with GCSO management on Jan 5 to develop deployment protocols and establish operating procedures. We plan to continue these meetings quarterly.
- GCERT is planning a CHP conducted traffic control workshop in Q1.
- Groveland CERT will partner with the Pine Mountain Lake Safety Committee to offer at least one Fire Preparedness Workshop in Q1. Between the 3 workshops in 2022, nearly 100 local folk have participated.
- GCERT is partnering with PML S&SC to provide First Aid/CPR/AED training in February and March.
- GCERT attended the Jan 5th meeting of the TC Health Care & Safety Coalition meeting. Upcoming will be an after action report on the Covid response; Winter preparedness presentation by TC-OES; A redundant communications drill from Nov plus the next scheduled for Q2.
- The GrovelandNET is a community radio communications network utilizing FRS radios. These are about \$30 each, require no license, would be in general use throughout Groveland/BOF. Additionally, a few GMRS would be used to communicate outside the area on to Sonora OES using repeaters. These are more expensive, require a license & training. GCSO would implement a Base Station.

1/5/2023 3:56 PM

GrovelandCERT@gmail.com

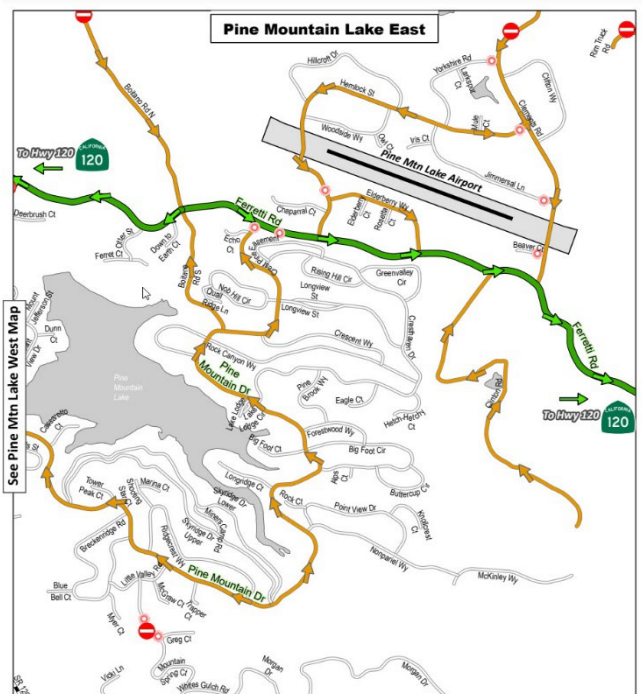
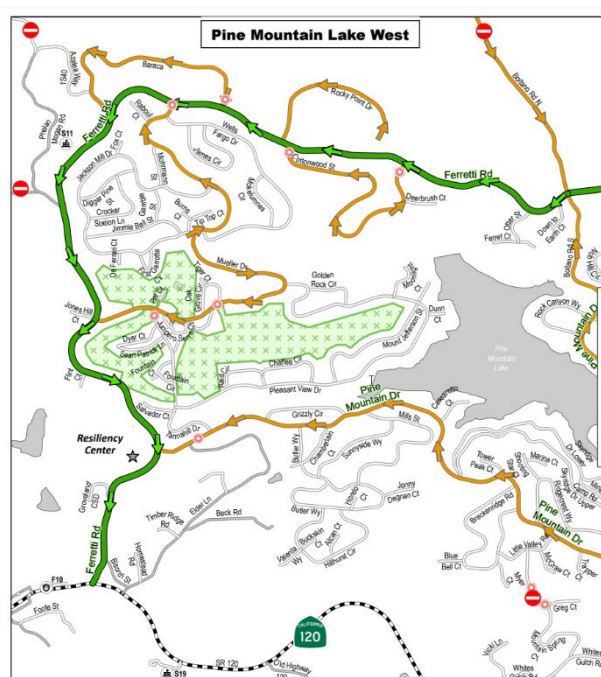
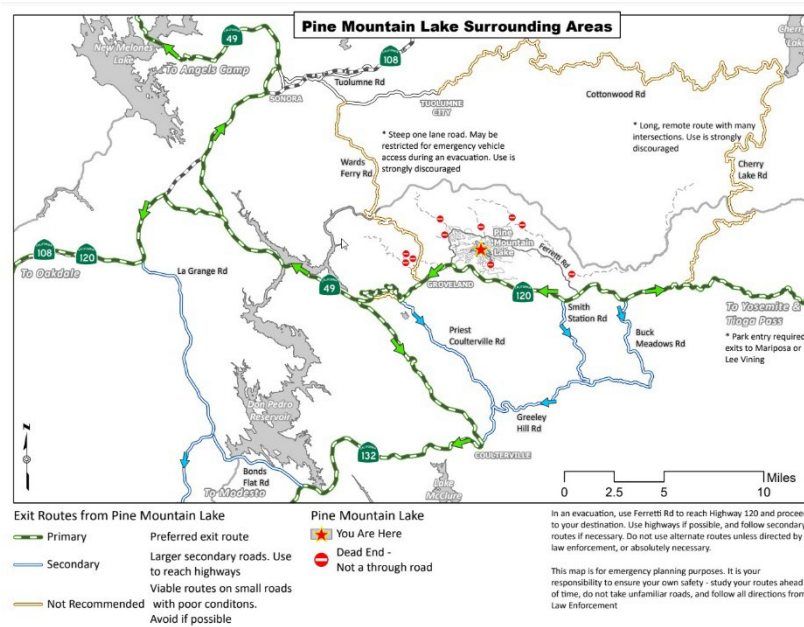
FB – CERT – Groveland Area Community Emergency Response Team
ND – CERT – Groveland Area Community Emergency Response Team

CERT Groveland/Big Oak Flat/Moccasin

Groveland Community Services District • 18966 Ferretti Road, Groveland CA 95321



Groveland, California



1/5/2023 3:56 PM

GrovelandCERT@gmail.com

FB – CERT – Groveland Area Community Emergency Response Team
 ND – CERT – Groveland Area Community Emergency Response Team

**Operations and Maintenance Report
December 2022**

Operations Department

Wastewater Treatment Division

Influent Totals	
Total	4.49
Average	0.14
High	0.32
Low	0.07

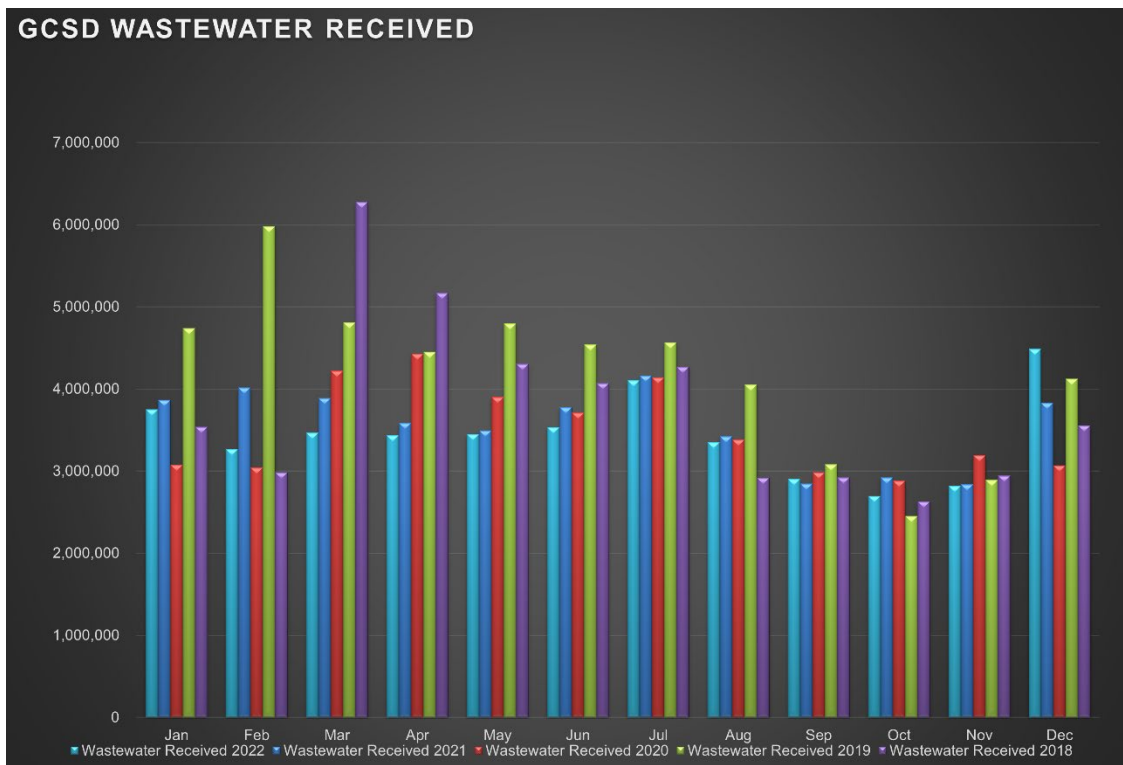
Effluent Totals	
Total	5.62
Average	0.18
High	0.33
Low	0.07

Reclamation Totals	
PML	
Spray Fields	
PML Season Total	
Spray Field Season Total	

Wasting Totals	
Total Inches	145
Total Pounds	2748
Active Accounts	1563

STP Rainfall Totals by Year During Current Month (Inches)					
Season	2022	2021	2020	2019	2018
	23.77	18.41	12.47	3.41	10.02
High	High 4.10	High 2.50	High 0.82	High 3.73	High 0.93

Charted Historical Monthly Influent Totals



Wastewater Treatment Division

Routine Tasks

- Took weekly Bac-Ts and BOD of the Chlorine Contact Chamber (CCC) and sent into Alpha Lab for testing
- Completed monthly Wastewater Report and sent to the State Water Resources Control Board
- Completed daily rounds and Lab

Water Treatment Division

Routine Tasks

- 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 them into Alpha Lab
- Monitored/sampled Distribution Tanks as needed

Maintenance Department

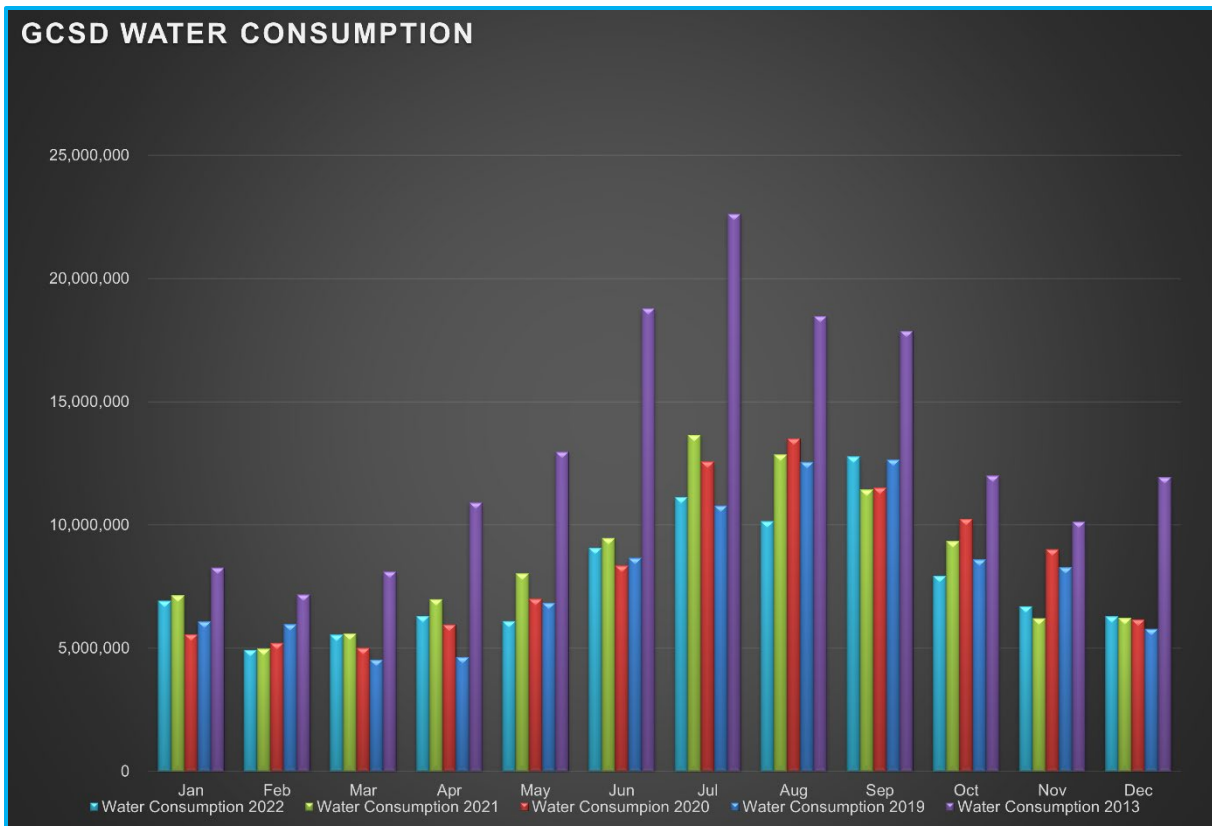
Water Distribution System Division

Meter Related Services	Total
Check / Repair Meters	4
Water Meters Installed	0
Monthly Meter Restrictions	0
Meter Lock offs	5
Meter Changeouts	1
Tenant Final Reads	2
Re-Reads	58
Meter Turn-Offs	5
Meter Turn-Ons	12
Meter Tests	1
Winterize Meter	0
Total Meter Related Issues	88

Billed Consumption (Gallons)	2022	2021	2020
Residential	5,869,502	5,823,044	6,159,626
Commercial	425,835	413,648	N/A
Total	6,295,337	6,236,692	6,159,626

Active Accounts	3260
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Charted Historical Monthly Water Consumption



Maintenance and Repair Data

Description	Total
Water Main Leaks / Repairs	0
Water Service Line Leaks / Repairs	1
Fire Hydrant Repairs / Replacements	0
Number of Hydrants Flushed	4
Number of Dead-Ends Flushed	0
Water Valves Exercised	2
GIS Points	0

Description	Gallons
Flushing for Water Quality	6,700
Water Loss Due to Leaks / Breaks	8,654

After-Hours Calls (Hours)				
Water	Sewer	Park	Other	Total
7	12	3	2	24

Maintenance and Repair

- **Routine Tasks**
 - Read all District Water Meters
 - Customer Service Calls (Low / High Pressures, No Water, Turn-Ons / Turn-Offs, Etc.)
 - Underground Service Alert (USA) Utility Marking Program
 - Weekly Pump Station Inspections at Tank 2, Tank 4, Tank 5 (Buildings, Tanks, Motors, Pumps, Drives, Communications, Generators, and Auxiliary Equipment)

- **Tanks and Pump Stations**
 - Inspect and exercise generator at Tank 2
 - Inspect and exercise generator at Tank 4
 - Inspect and exercise generator at Big Creek TP
 - Inspect and exercise generator at 2G TP

- **Distribution System**
 - Placed water conservation signs around the district in anticipation of tunnel shutdown.
 - Water leak, 12727 Mt Jefferson St.

Pictures

Water Break - Mt Jefferson



Wastewater Collection System Division

Description	Total
Manholes Inspected	215
GIS Points	0
Customer Complaint	1
Odor Complaints	0

Description	Total
Flushing/Jetting (Feet)	900
Video Inspection (Feet)	2740

Description	Total
Sanitary Sewer Spills (SSO)	1
SSO Gallons Spilled	1659

Maintenance and Repair

- **Routine Tasks**
 - Weekly lift station site inspections (PMCS)
 - Added degreaser and odor control to lift stations

- **Lift Stations**
 - Cleaned: LS5, LS6, LS7, LS8
 - LS15 Manhole inspections.
 - LS16 and LS11 MH Inspections for I&I.
 - Clean and inspect check valve on Pump 1 at LS16.

- **Collection System**
 - Flushed/Jetted gravity sewer line areas

Pictures

Parks Division

Maintenance and Repair

- **Mary Laveroni Community Park**
 - Landscape Maintenance
 - Annual Fall Leave/Slash removal
 - Daily trash and bathroom maintenance

- **Ballfield & Dog Park**

General Maintenance Division

Maintenance By Department

- **Operations Department**

- 2G Water Treatment Plant
 - Clean flow meter vault
- Big Creek Water Treatment Plant
- AWS
- STP
 - Install air diffusers in STP basins
 - Clean and inspect intake filters on air blowers.

- **Maintenance Department**

- Equipment
 - Monthly Inspect and run at operating temperatures...
 - Rain for Rent, Sullair, Vactron, Cement mixer, Light Tower, STP generator, Dunn Ct Generator, AWS Generator, Standby Generator, Highlands Generator
- Vehicles
 - 41719: Tire repair, remount and balance.
 - 60524: Regular maintenance service. Lubricate, Oil and filter replacement, inspection.
 - 41825: Service oil/filter, R & R air filter
 - 70781: Headlight replacement, emergency light bulb replacement.
- Buildings & Yard
 - General yard cleanliness.
 - Vegetation management.

Contracted Work

- Presidio Systems Inc.
 - Lift station cleaning
 - CCTV work for pipe defects
- Moyle Excavation
 - Sanitary Sewer Replacement CIP project continuing

Workplace Safety and Training

- Routine Safety Meetings
 - 1) Daily Tailgate Meetings
 - 2) Weekly Safety Meetings
 - 3) Weekly Security Checks
 - 4) Weekly Vehicle Inspection

Our New Equipment

Truck 29

2022 Chevrolet 2500 4WD 6.6L Gas motor, Auto Transmission, Harbor Toolbox with lumber rack and work lights. Our Collection and Distribution Lead Worker will be working from this vehicle.



Truck 30

2023 Vac-Con 11-yard combination sewer cleaner.

It sits in a Freightliner chassis with a Detroit Motor and Automatic Transmission.

This Combo unit will hydro flush sewer mainlines and vacuum debris, grease and grit from the sewer system. We will also use it for cleaning the sewer lift stations. It is an integral part of our battle against sanitary sewer odors.

In addition to sewer system cleaning and maintenance, we will use it as a hydro excavator for work on the sewer system and water system repairs and maintenance.



**REGULAR MEETING OF THE BOARD OF
DIRECTORS GROVELAND COMMUNITY SERVICES
DISTRICT GROVELAND, CALIFORNIA
December 13, 2022
10:00 a.m.**

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

Call to Order

Director Edwards called the meeting to order at 10:11am.

Directors Armstrong absent.

Approve Order of Agenda

Motion

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

Ayes: Director Edwards, Swan, Kwiatkowski, and Mora

Absent: Director Armstrong

Public Comment

None.

Information Items

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

Staff Reports

Fire Department Report
CERT Report
General Manager's Report
Operations Manager's Report
Administrative Services Manager's Report

Proclamations

Recognition of Anthony Trujillo for his 13 Years of Service to the Groveland Community Services District

Recognition of Steve Buie for his 3 Years of Service to the Groveland Community Services District

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.

Approve Minutes from the November 8, 2022, Regular Meeting

Approve Minutes from the December 8, 2022, Special Meeting

Accept November 2022 Payables

Adoption of a Resolution Proclaiming a Local Emergency Persists, Ratifying the Proclamation of a State of Emergency by Governor's Executive Order N-25-20 and Order N-29-20, and Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Groveland Community Services District for the Period of December 13, 2022, through January 10, 2023, Pursuant to Brown Act Provisions

Waive Reading of Ordinances and Resolutions Except by Title

Motion

Director Swan moved, seconded by Director Edwards and the motion passed by roll call to approve the consent calendar.

Ayes: Directors Edwards, Swan, Kwiatkowski, and Mora

Absent: Director Armstrong

Old Business

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

Administer Oath of Office to Newly Appointed as if Elected Board Members

Motion

No action required

Presentation of the District's Audited Financial Statements for Fiscal Year 2021/22 by Gilbert and Associates

Motion

Director Kwiatkowski moved, seconded by Director Swan and the motion passed by roll call to accept the FY 2021/2022 Audited Financial Statements.

Ayes: Directors Edwards, Swan, Kwiatkowski, and Mora

Absent: Director Armstrong

Adoption of a Resolution Establishing an Account with the California Class Joint Powers Authority Investment Pool

Motion

Director Swan moved, seconded by Director Kwiatkowski and the motion passed by roll call to approve Resolution 50-2022 establishing an account with the California Class Joint Powers Authority Investment Pool and to authorize the General Manager to sign related documents.

Ayes: Directors Edwards, Swan, Kwiatkowski, and Mora

Absent: Director Armstrong

Adoption of a Resolution Awarding a Contract to Crook Logging for the District Infrastructure Fuels Reduction Project

Motion

Director Kwiatkowski moved, seconded by Director Swan and the motion passed by roll call to approve Resolution 51-2022 awarding a contract to Crook Logging in the amount of \$2,525 per acre treated not to exceed \$300,475 for the District Infrastructure Fuels Reduction Project.

Ayes: Directors Edwards, Swan, Kwiatkowski, and Mora

Absent: Director Armstrong

Discussion and Action Related to the Election of Board Officers for Calendar Year 2023
Absent: Director Armstrong

Motion

Director Kwiatkowski moved, seconded by Director Swan and the motion passed by roll call to elect Director Mora to serve as the Board President for calendar year 2023.

Ayes: Directors Edwards, Swan, Kwiatkowski

Absent: Director Armstrong

Abstain: Director Mora

Motion

Director Kwiatkowski moved, seconded by Director Edwards and the motion passed by roll call to elect Director Kwiatkowski to serve as the Board Vice President for calendar year 2023.

Ayes: Directors Edwards, Swan, Kwiatkowski

Absent: Director Armstrong

Abstain: Director Kwiatkowski

Motion

Director Edwards moved, seconded by Director Mora and the motion passed by roll call to nominate Rachel Pearlman to serve as the Board Secretary for calendar year 2023.

Ayes: Directors Edwards, Swan, Kwiatkowski

Absent: Director Armstrong

Adjournment

Meeting adjourned at 12:42pm.

APPROVED:

Nancy Mora, Board President

ATTEST:

Rachel Pearlman, Board Secretary



ACCOUNTS PAYABLE CHECK LISTING

December 2022
Fiscal Year 22/23
Board Approval Date _____

Accounts Payable Checks



User: morsetti
Printed: 1/5/2023 4:35:25 PM

Check	Vendor	Vendor Name	Check D	Void	Commit	Description	Amount	Reconcil	Clear Da
22288	Joh03	Roseville Chevrolet	12/1/2022	False	True	New Collections/Distribution Truck-Chevy Silverado 2500	\$73,617.15	False	
115865	OE3	Operating Engineers Local #3	12/7/2022	False	True	PR Batch 00001.12.2022 Oper Engin Union Dues	\$400.68	False	
902551	CAL09	CalPers 457 Plan Administrator	12/7/2022	False	True	PR Batch 00001.12.2022 CalPers Def Comp	\$1,038.47	False	
902552	DCSS	Dept of Child Support Services	12/7/2022	False	True	PR Batch 00001.12.2022 Wage Garnish Child Support	\$205.03	False	
902553	EDD01	EDD - Electronic	12/7/2022	False	True	PR Batch 00001.12.2022 SDI - Employee	\$3,338.34	False	
902554	FedEFTP:	Federal EFTPS	12/7/2022	False	True	PR Batch 00001.12.2022 Medicare Employer Portion	\$17,766.39	False	
902555	Orion	Orion Portfolio Solutions	12/7/2022	False	True	PR Batch 00001.12.2022 Orion 457	\$2,125.00	False	
902556	PER01	Pers - Electronic	12/7/2022	False	True	PR Batch 00001.12.2022 PERS Employee Deduct	\$10,359.24	False	
22289	49er	49er Communications	12/14/2022	False	True	Speaker microphone for BKR 500	\$274.02	False	
22290	AIR01	Airgas USA, LLC	12/14/2022	False	True	Monthly Cylinder Rental-Helium	\$51.00	False	
22291	BLU01	Anthem Blue Cross	12/14/2022	False	True	Monthly Group Health Ins.	\$27,009.10	False	
22292	aqu5	Aqua Sierra Controls Inc.	12/14/2022	False	True	Annual meter calibrations	\$5,369.81	False	
22293	ATTLD	AT&T (Internet)	12/14/2022	False	True	Monthly Fiber Internet-Admin	\$594.52	False	
22294	AT&T Mc	AT&T Mobility (First Net)	12/14/2022	False	True	Monthly Field Cell Phone fee	\$957.58	False	
22295	Atl01	Atlas Copco Compressors, LLC	12/14/2022	False	True	Inpass Oil Filter for AWS Air System oil seperator	\$2,244.47	False	
22296	AVE02	AVEVA Select California	12/14/2022	False	True	Annual WIN-911 Annual Customer Care Subscription	\$1,200.00	False	
22297	Bau01	Bauer Compressors	12/14/2022	False	True	4 ea. Kunkle valve rebuild for SCBA fill Station per OSHA req.	\$2,094.65	False	
22298	Ron01	Borrego, Roni Lynn	12/14/2022	False	True	Social Media Management	\$2,730.25	False	
22299	CAR06	Carbon Copy Inc.	12/14/2022	False	True	Monthly Copier Usage	\$49.63	False	
22300	Cle03	CleanSmith Solutions	12/14/2022	False	True	Disinfection Services Monthly	\$1,800.00	False	
22301	CMRS	CMRS-FP	12/14/2022	False	True	Postage Machine Refill	\$1,500.00	False	
22302	Con06	Conifer Communications	12/14/2022	False	True	Internet Service at Plants	\$59.90	False	
22303	CWEA	CWEA	12/14/2022	False	True	Nathan Moffit-Collections Exam/CWEA Membership	\$774.00	False	
22304	DEP09	Department of Forestry & Fire Protection	12/14/2022	False	True	Shorpaid Invoice on Check #15025 1/10/2017	\$90.01	False	
22305	DIS01	Dish Network	12/14/2022	False	True	Satellite TV for FD	\$237.82	False	
22306	DRU01	Drugtech Toxicology Services, LLC	12/14/2022	False	True	Consortium DOT Tests	\$160.00	False	
22307	EDIS01	E.D.I.S.	12/14/2022	False	True	Admin Supplemental Health Ins. 40%	\$3,521.73	False	
22308	Fas02	Fastenal	12/14/2022	False	True	Lens cleaners & Hydration paks	\$700.83	False	
22309	UB*0316	Ferraiolo, William & Jennifer	12/14/2022	False	True	Refund Check 014784-002, 19956 Ridgecrest 13/339	\$19.34	False	
22310	GCS02	GCSO	12/14/2022	False	True	GCSO Water Bill-Sewer Plant 90%	\$4,581.48	False	
22311	GEN02	General Supply Co	12/14/2022	False	True	Materials for Sensaphone installations	\$1,177.37	False	
22312	gilb01	Gilbert Associates, Inc.	12/14/2022	False	True	Monthly CPA Services	\$3,400.00	False	
22313	GRA04	Grainger	12/14/2022	False	True	Parts for 2G booster pump replacement	\$183.15	False	

Check	Vendor	Vendor Name	Check D	Void	Commit	Description	Amount	Reconcil	Clear Da
22314	HAC01	Hach	12/14/2022	False	True	Claros FS Data service per Pontoon Industries Quote# PONQ51369	\$45,920.06	False	
22315	Hun02	Hunt & Sons, Inc.	12/14/2022	False	True	Fuel & Oil	\$4,854.85	False	
22316	Int04	Integrity Municipal Systems, LLC	12/14/2022	False	True	August 17 thru Sept 17 2022 Temperary Odor Control Units Rental	\$3,753.76	False	
22317	JSW02	J.S. West Propane Gas	12/14/2022	False	True	Propane	\$3,878.62	False	
22318	UB*0316	McNab, Joy	12/14/2022	False	True	Refund Check 013777-000, 12707 Mueller Dr 5/264	\$958.19	False	
22319	Met03	Metro Presort	12/14/2022	False	True	Add Name to coupon	\$200.00	False	
22320	met02	Metropolitan Life Insurance Company	12/14/2022	False	True	Monthly LTD Insurance	\$403.13	False	
22321	AR-Mid	Mid Valley Aviation	12/14/2022	False	True	AR Refund	\$963.43	False	
22322	UB*0316	Miller, Dennis & Marilyn	12/14/2022	False	True	Refund Check 016339-001, 20073 Ridgecrest Way 13/185	\$310.32	False	
22323	MOO01	Moore Bros. Scavenger Co., Inc.	12/14/2022	False	True	Garbage Service	\$509.98	False	
22324	MOT03	Mother Lode Answering Service	12/14/2022	False	True	Monthly Answering Service	\$404.92	False	
22325	MOU03	Mountain Oasis Water Systems	12/14/2022	False	True	Bottled Water	\$125.00	False	
22326	neu01	Neumiller & Beardslee	12/14/2022	False	True	Legal fees	\$2,042.00	False	
22327	Oreil	O'Reilly Auto Parts	12/14/2022	False	True	Return oil drain plug	\$635.28	False	
22328	Pac06	PACE Supply Corp	12/14/2022	False	True	2 Surge Valves for Big Creek & 2G, pump control valve for 2G	\$37,155.75	False	
22329	PAT02	Patrick Engineering Inc.	12/14/2022	False	True	October Professional services for ArcGIS to Cartegraph Data Migr	\$4,245.50	False	
22330	PGE01	PG&E	12/14/2022	False	True	Monthly Electric Charges	\$903.70	False	
22331	Pin07	Pine Mountain Auto	12/14/2022	False	True	November auto parts	\$3,976.77	False	
22332	Pri04	Principal Life Insurance Company	12/14/2022	False	True	Monthly Vision & Life Insurance	\$605.76	False	
22333	RLR01	R.L. Righetti Enterprises, Inc.	12/14/2022	False	True	Engine 781 repair	\$801.85	False	
22334	SUE01	Ray Suess Insurance & Invst	12/14/2022	False	True	Retired Members Medical	\$3,561.24	False	
22335	Rig01	Right Now Couriers	12/14/2022	False	True	Monthly Courier Service	\$1,560.00	False	
22336	SFPUC	San Francisco Public Utilties Commission	12/14/2022	False	True	Monthly Water Purchase	\$11,720.44	False	
22337	UB*0316	Sheffield, Lyle & Joan	12/14/2022	False	True	Refund Check 013970-000, 12746 Cresthaven 4/4 M	\$138.91	False	
22338	SIE03	Sierra Motors	12/14/2022	False	True	Parts for Truck 19 repair	\$904.02	False	
22339	SPE03	Spectrum Chemical Mfg. Corp.	12/14/2022	False	True	4 ea 1000 ML Nlgn Bottles for WWTP Lab	\$352.79	False	
22340	Sprbrk	Springbrook Holding Company LLC	12/14/2022	False	True	Monthly Civic Pay C/C Pmt Fees	\$1,341.00	False	
22341	SWR03	SWRCB	12/14/2022	False	True	Annual Water Service Connection Permit fee for 7/1-6/30/23 GCSD	\$28,934.00	False	
22342	TUO04	Tuo. Co. Clerk & Auditor-Contr	12/14/2022	False	True	Share of 22/23 LAFCO budget	\$1,868.44	False	
22343	TUO01	Tuo. Co. Public Power Agency	12/14/2022	False	True	Monthly Public Power Purchase	\$44,877.23	False	
22344	Tuo14	Tuolumne County Recorder	12/14/2022	False	True	22 Satisfaction of Liens	\$440.00	False	
22345	UNI05	Univar Solutions	12/14/2022	False	True	Sodium Hypo-159 bags for Water TP	\$731.56	False	
22346	ups9	UPS	12/14/2022	False	True	Shipping to Kunkle Valve for Fire Dept	\$77.75	False	
22347	WRT01	Wallace, Robert & Todd	12/14/2022	False	True	November services for Groveland Clean CA Implementation Project	\$1,631.00	False	
22348	Watt01	Watts Regulator Company	12/14/2022	False	True	3 ea. 100% T for Lab and Water Treatment Plants	\$74.71	False	
22349	Wells	Wells Fargo Vendor Financial Services, LLC	12/14/2022	False	True	Property Tax/Admin Fee for Copier	\$475.66	False	
22350	zer01	Zero Waste USA	12/14/2022	False	True	2 cases Dog Waste bags	\$201.51	False	
115866	OE3	Operating Engineers Local #3	12/21/2022	False	True	PR Batch 00002.12.2022 Oper Engin Union Dues	\$400.68	False	
902557	CAL09	CalPers 457 Plan Administrator	12/21/2022	False	True	PR Batch 00002.12.2022 CalPers Def Comp	\$1,038.25	False	
902558	DCSS	Dept of Child Support Services	12/21/2022	False	True	PR Batch 00002.12.2022 Wage Garnish Child Support	\$205.03	False	
902559	EDD01	EDD - Electronic	12/21/2022	False	True	PR Batch 00002.12.2022 Employmt Training Tax	\$3,454.93	False	
902560	FedEFTP:	Federal EFTPS	12/21/2022	False	True	PR Batch 00002.12.2022 FICA Employee Portion	\$18,561.80	False	
902561	Orion	Orion Portfolio Solutions	12/21/2022	False	True	PR Batch 00002.12.2022 Orion 457	\$2,125.00	False	

Check	Vendor	Vendor Name	Check D	Void	Commit	Description	Amount	Reconcil	Clear Da
902562	PER01	Pers - Electronic	12/21/2022	False	True	PR Batch 00002.12.2022 PERS Employer Exp. PEPR	\$10,401.23	False	
22351	ATT02	AT&T	12/29/2022	False	True	Monthly Cal Net phone service	\$333.59	False	
22352	ATT03	AT&T	12/29/2022	False	True	Monthly Internet Uverse	\$479.40	False	
22353	ATTL0	AT&T (Internet)	12/29/2022	False	True	Monthly Fiber Internet-Admin	\$594.52	False	
22354	CA Dept	CA Dept of Tax/Fee Administration	12/29/2022	False	True	Jul-Sep Diesel Tax Reissue-CA DEPT refunded this amount to us	\$411.82	False	
22355	Com04	Comphel Heating & Air Conditioning, Inc.	12/29/2022	False	True	At Bay Heater Maintenance	\$225.00	False	
22356	CWEA	CWEA	12/29/2022	False	True	Shane Sawyer CWEA Mechanical Tech=Retest	\$185.00	False	
22357	DIS01	Dish Network	12/29/2022	False	True	Satellite TV for FD Jan-Mar 2023	\$237.82	False	
22358	FOO01	Foothill-Sierra Pest Control	12/29/2022	False	True	Pest Control	\$138.00	False	
22359	GCS01	GCSO Petty Cash	12/29/2022	False	True	Fire Dept Postage	\$18.23	False	
22360	GEN01	General Plumbing Supply	12/29/2022	False	True	Parts for WSL leak Clifton @ Stables	\$1,331.21	False	
22361	GRA04	Grainger	12/29/2022	False	True	WWTP suction hose/screen filter	\$225.30	False	
22362	HAC01	Hach	12/29/2022	False	True	W/WW chemical & lab needs	\$2,145.67	False	
22363	HER01	Hercules Industries Inc	12/29/2022	False	True	Padlocks for meters and amenities	\$1,419.11	False	
22364	Hum02	Humana Insurance Company	12/29/2022	False	True	Dental Insurance-Monthly	\$3,557.67	False	
22365	ICAD01	Industrial Control and Design, Inc.	12/29/2022	False	True	21.5 Hrs. Engineering for Service Agreement #24333 & #25199	\$8,003.82	False	
22366	Int04	Integrity Municipal Systems, LLC	12/29/2022	False	True	Freight to return Temporary Odor Control Units	\$700.00	False	
22367	ITR01	Itron Electric Metering Co Inc	12/29/2022	False	True	Quarterly Hardware Maint-Handhelds	\$557.33	False	
22368	JSW02	J.S. West Propane Gas	12/29/2022	False	True	Propane	\$2,114.16	False	
22369	Met03	Metro Presort	12/29/2022	False	True	Monthly UB Statement Processing	\$1,996.27	False	
22370	Met04	Metron-Farnier, LLC	12/29/2022	False	True	Metron Cellular 1 yr. Service plan extension	\$107.25	False	
22371	met02	Metropolitan Life Insurance Company	12/29/2022	False	True	Monthly LTD Insurance	\$476.65	False	
22372	per04	Percoco, Ronald	12/29/2022	False	True	Weekly District Building Cleaning-Admin	\$2,246.00	False	
22373	pml01	PML Hardware & Supply Inc.	12/29/2022	False	True	November Hardware supplies	\$1,010.65	False	
22374	pre02	Presidio Systems, Inc	12/29/2022	False	True	Lift Station cleaning for LS#5, LS#6, LS#7 & LS#8-Quarterly	\$3,300.00	False	
22375	Pri04	Principal Life Insurance Company	12/29/2022	False	True	Monthly Vision & Life Insurance	\$638.51	False	
22376	SUE01	Ray Sues Insurance & Invst	12/29/2022	False	True	Debra Percoco Medicare	\$3,951.24	False	
22377	Sta15	Staples Credit Plan	12/29/2022	False	True	Office Supplies	\$509.36	False	
22378	SWR03	SWRCB	12/29/2022	False	True	Large Water System Annual Permit 7/1/22-6/30/23	\$10,286.35	False	
22379	TUO12	Tuolumne Utilities Dist	12/29/2022	False	True	Fats, oil & grease advertising	\$131.05	False	
22380	ups9	UPS	12/29/2022	False	True	Shipping Fees	\$2.43	False	
22381	Vac02	Vac-Con, Inc.	12/29/2022	False	True	Vac-Con combo sewer/storm drain cleaner mounted- Freightliner tr	\$548,303.10	False	
	UMP01	Umpqua	12/25/2022	False	True	November Credit Card Purchases	\$6,800.00	False	
						December Direct Deposit Payroll	\$93,405.97	False	
						Total December Accounts Payable	\$1,106,399.49		



BOARD MEETING AGENDA SUBMITTAL

TO: GCSD Board of Directors

FROM: Peter Kampa, General Manager

DATE: January 10, 2023

SUBJECT: Agenda Item 4C: Adoption of a Resolution Ratifying Amendments to the District's Investments Policy which was Modified by Board Action in Authorizing Investments in the California Class Investment Pool

RECOMMENDED ACTION:

I move Adopt Resolution 01-2023 ratifying amendments to the Districts Investment Policy which was modified by Board action in authorizing Investments in the California Class Investment Pool.

BACKGROUND:

On December 13, 2022, the Board approved resolution 50-2022 establishing an account with the California Class Joint Powers Authority Investment Pool and to authorize the General Manager to sign related documents. In addition, staff was directed to amend the policy to add CA Class Investment Pool as an acceptable investment recipient to the districts Investment Policy.

ATTACHMENTS:

Resolution 01-2023

FINANCIAL IMPACT:

None.

RESOLUTION 01-2023

RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT RATIFYING AMENDMENTS TO THE DISTRICT'S INVESTMENTS POLICY WHICH WAS MODIFIED BY BOARD ACTION IN AUTHORIZING INVESTMENTS IN THE CALIFORNIA CLASS INVESTMENT POOL

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

WHEREAS, the Board of Directors (Board) of the Groveland Community Services District (District) is authorized and required to adopt and amend policies related to the services it provides and typically does so by Resolution of the Board; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF GROVELAND COMMUNITY SERVICES DISTRICT to adopt Resolution 01-2023 ratifying amendments to the District's Investments Policy which was modified by Board action in authorizing investments in the California Class Investment Pool.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF GROVELAND COMMUNITY SERVICES DISTRICT this 10th day of January 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVE:

By:

Nancy Mora, Board President

ATTEST:

By: _____
Rachel Pearlman, Board Secretary

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, 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 January 10, 2023.

DATED: _____

worthiness that are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the Treasurer shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Treasurer shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for Groveland Community Services District's account with the firm has reviewed Groveland Community Services District's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to Groveland Community Services District that are appropriate under the terms and conditions of the Investment Policy.

410.8 Permitted Investment Instruments

Permitted investment instruments for the District's assets are the following:

- A. Government obligations for which the full faith and credit of the United States are pledged for the payment of principal and interest.
- B. Obligations issued by Banks for Cooperatives, Federal Land Banks, Federal Intermediate Credit Banks, Federal Farm Credit Banks, Federal Home Loan Banks, the Federal Home Loan Bank Board, the Federal Home Loan Mortgage Corporation, the Resolution Funding Corporation, or in obligations, participations, or other instruments of, or issued by, or fully guaranteed as to principal and interest by, the Federal National Mortgage Association; or in guaranteed portions of Small Business Administration notes; or in obligations, participations or other instruments of, or issued by, a federal agency or a United States government-sponsored enterprise, or such agencies or enterprises which may be created.
- C. FDIC insured or fully collateralized time certificates of deposit in financial institutions located in California. Preference may be given to local banks.
- D. Negotiable certificates of deposit or deposit notes issued by a nationally or state-chartered bank or a state or federal savings and loan association or by a state-licensed branch of a foreign bank; provided that the senior debt obligations of the issuing institution are rated "AA" or better by Moody's or Standard & Poor's.

Purchase of negotiable certificates of deposit may not exceed 30 percent of the District's investment portfolio.

- E. State of California's Local Agency Investment Fund. The LAIF portfolio should be reviewed periodically.
- F. Investment Trust of California (CalTRUST). CalTRUST is a joint powers authority of California public agencies that serves as an investment alternative to LAIF.

G. Insured savings account or money market account.

E.H. California Cooperative Liquid Assets Securities System (California CLASS)

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410.9 Prohibited Investments

Under the provisions of California Government Code §53601.6 and §53631.5, Groveland Community Services District shall not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero (0) interest accrual if held to maturity. Additional investments which are not permitted include repurchase agreements, banker's acceptances, commercial paper, and medium-term corporate notes.

410.10 Maximum Maturity

Investment maturities shall be based on a review of cash flow forecasts. Maturities will be scheduled so as to permit the District to meet all projected obligations. The maximum maturity will be no more than five years from purchase date to maturity date.

410.11 Reporting

The Treasurer shall submit to the District Board a quarterly investment report, which shall consist of a cover report over the reports generated by the investment fund and the Local Agency Investment Fund. The cover report shall include a certification that:

- A. All investment actions executed since the last report have been made in full compliance with this Investment Policy, and
- B. Groveland Community Services District will meet its cash flow requirements for the next six (6) months.

410.12 Investment Policy Review

This Investment Policy shall be reviewed, modified as needed, and approved on an annual basis by the Board of Directors. This should be done during the annual budgeting process.



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Jennifer Flores, Administrative Services Manager

DATE: January 10, 2023

SUBJECT: Agenda Item 4D: Adoption of a Resolution Proclaiming A Local Emergency Persists, Ratifying the Proclamation of a State of Emergency by Governor’s Executive Order N-25-20 and Order N-29-20, and Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Groveland Community Services District for the Period of January 10, 2023 through February 7, 2023 Pursuant to Brown Act Provisions

RECOMMENDED ACTION:

I move to approve Resolution 02-2023 Ratifying the Proclamation of a State of Emergency by Governor’s Executive Order N-25-20 and Order N-29-20, and Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Groveland Community Services District for the Period of January 10, 2023 through February 7, 2023 Pursuant to Brown Act Provisions.

BACKGROUND:

In March of 2020, the Governor issued Executive Order N-29-20 (“Order”) suspending portions of the Brown Act and allowing public meetings to occur virtually. That included restricting the public to attend the meetings virtually without a physical location. The Governor’s Order expired on September 30, 2021.

On September 16, 2021 the Governor signed AB 361 that amends the Brown Act teleconferencing requirements to allow a public agency, during a declared emergency (such as the current pandemic), the option of holding meetings remotely without following the current teleconferencing requirements in the Brown Act and restricting the public’s access to telephone or video conference. However, it establishes procedural hurdles that must be followed and maintained during the election to meet remotely.

Following are requirements for invoking AB 361 the first time that a public agency does so:

1. There must be a “proclaimed state of emergency,” *as there is currently, in that the Governor’s State of Emergency Declaration, issued on March 4, 2020, has not been lifted, and*
2. One of the following three circumstances must exist:

- a. State or local officials have imposed or recommended measures to promote social distancing, *which also currently exist in California in light of the COVID-19 pandemic*;
- b. The meeting is held to determine, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to health or safety of attendees; or
- c. The majority of the legislative body has voted that, as a result of the emergency, meeting in person would present imminent risk to the health or safety of attendees.

If a public agency wishes to consider invoking AB 361 for subsequent meetings, the following is required for those subsequent meetings:

1. The proclaimed state of emergency must remain active; or
2. State or local officials have imposed or recommended measures to promote social distancing; and
3. Not later than 30 days after teleconferencing for the first time under the AB 361 rules, and every 30 days thereafter, the Legislative body shall make the following findings by majority vote:
 - The legislative body has reconsidered the circumstances of emergency, and at least one of the following circumstances exist:
 - a. The state of emergency continues to directly impact the ability of the members to meet safely in person; or
 - b. State or local officials continue to impose or recommend measures to promote social distancing.

The requirement that a Legislative body must make one of the two findings listed directly above by majority vote every 30 days to continue to invoke AB 361, will result in the need to hold special Board meetings prior to some of the regularly scheduled monthly meetings as they will fall outside the 30-day window.

FISCAL IMPACT:

None.

ATTACHMENTS:

1. Resolution 02-2023

RESOLUTION 02-2022

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR'S EXECUTIVE ORDER N-25-20 AND ORDER N-29-20, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE GROVELAND COMMUNITY SERVICES DISTRICT FOR THE PERIOD JANUARY 10, 2023 TO FEBRUARY PURSUANT TO BROWN ACT PROVISIONS

WHEREAS, the Groveland Community Services District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Groveland Community Services District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted a Resolution, Number 13-2021 on March 31, 2021, finding that the requisite conditions exist for the legislative bodies of Groveland Community Services District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the District, specifically, a state of emergency remains active in that the Governor's State of Emergency Declaration, issued on March 4, 2020, has not been lifted; and

WHEREAS, the state and local officials have recommended social distancing in light of the ongoing Covid-19 pandemic; and

WHEREAS, the Board of Directors does hereby find that a state of emergency remains active in that the Governor’s State of Emergency Declaration, issued on March 4, 2020, has not been lifted, and, the state and local officials have recommended social distancing in light of the ongoing Covid-19 pandemic has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the legislative bodies of Groveland Community Services District shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the District has taken measures to ensure the public has ease of access to teleconference meetings of the Board of Directors by including detailed instructions on how to observe and participate and the direct meeting link on published agendas as well as detailed instructions for public comment submission.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District, and state and local officials have recommended social distancing in light of the ongoing Covid-19 pandemic.

Section 3. Re-ratification of Governor’s Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California’s Proclamation of State of Emergency, effective as of its issuance date of October 12, 2021

Section 4. Remote Teleconference Meetings. The GENERAL MANAGER and legislative bodies of Groveland Community Services District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) November 10, 2021 or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Groveland Community Services District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Groveland Community Services District, this 10th day of January 2023 by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

APPROVE:

Nancy Mora, Board President

ATTEST:

Rachel Pearlman, Board Secretary

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, 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 January 10, 2023

DATED: _____



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: January 10, 2023

SUBJECT: Agenda Item 5A: Adoption of a Resolution Approving the Norms and Protocol Related to Board Member and Board Meeting Conduct

RECOMMENDED ACTION:

I move to adopt Resolution 03-2023 approving the Norms and Protocol Related to Board Member and Board Meeting Conduct.

BACKGROUND:

On January 8, 2019, the Board of Directors adopted the final version of Board Norms and Protocols that are currently being practiced. Great strides have been made in developing communication among the Board and establishing functional and agreed upon meeting protocol. The Board has also developed a slate of "norms" which detail how the Board expects itself to act in itself, and with the public. It is important to continue to practice our mission, goals, desired outcomes, strategies, as well as measures and targets to get the results that best serve our District and Community.

The Board has directed that the Norms and Protocol be reviewed on a regular basis or as new Board members are elected or appointed.

ATTACHMENTS:

1. Resolution 03-2023
2. Board Norms and Protocol Policy

FINANCIAL IMPACT:

1. None.

RESOLUTION 03-2023

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING THE BOARD NORMS AND PROTOCOL

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, on January 8, 2019 the Board of Directors adopted and effectively implement the agreements and expectations as “Board Norms and Protocol” to provide for solid District transparency and accountability in its public processes; and

WHEREAS, the adopted Norms and Protocol should be regularly reviewed by the Board for relevancy and adequacy and updated as needed when new Board members are elected or appointed; and

WHEREAS, the Board has reviewed, updated and amended the Norms and Protocol as herein contained.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES hereby approve the Board Norms and Protocol.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on January 10, 2023, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:
- ATTEST:

Nancy Mora, Board President

Rachel Pearlman, Board Secretary

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, 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 January 10, 2023.

DATED: _____

Groveland Community Services District

Board of Directors Norms for Effective Deliberations

Adopted: January 8, 2019
Ratified or Updated: December 8, 2020

THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AGREE TO:

Relationship Norms

- *Create an environment that promotes respect and appreciation (never dismiss/devalue others)*
 - *Listen openly, trying to really hear what other people are saying*
 - *Ask probing - not challenging - questions to further understanding and gain knowledge*
 - *Address process, not personalities*
 - *Use "I" messages (no blame)*
 - *Look for common ground/build consensus*
 - *Each be responsible for the success of the meeting (participate equally)*
 - *Maintain appropriate body language*
-

Capacity Norms

- *Hire sufficiently qualified personnel to meet the needs of the District*
 - *Expand education for the Board and staff*
 - *Expect creative decisionmaking*
 - *Maintain a high level of service and responsiveness by adhering to a policy of updating technology and resources*
 - *Ensure a cooperative and open work and Board meeting environment*
-

Process Norms

- *Be committed to the mission of the District*
 - *Monitor and respond to the changing needs of the community*
 - *Address and resolve policy issues, and set priorities*
 - *Maintain confidentiality (builds trust)*
 - *Work toward the future - learning from the past*
-

Communication Norms

- *Request information through the General Manager*
 - *Be respectful of staff time and priorities when requesting information*
 - *Paraphrase for understanding*
 - *Be accurate and brief*
 - *Actively listen*
 - *Not guess if we aren't certain of the answer*
 - *Understand that we will not know every aspect of daily District operations*
-

GROVELAND CSD BOARD MEETING AND DIRECTOR PROTOCOL

Adopted January 8, 2019, Ratified December 8, 2020

PREPARATION FOR BOARD MEETINGS

1) Placing staff generated items on the agenda

- a) The District's General Manager places these items on the draft agenda, and the agenda is reviewed by the GM and Board President for final approval.

2) Placing a Board member item on the agenda

- a) The Board President and GM ultimately decides if the item is appropriate to be placed on the agenda and if so, when. If it is decided that the item is not appropriate to be placed on the agenda, the Director may take the issue up with the full Board wherein the Board by consensus may direct the GM to place the item on a future agenda for discussion.

3) Placing a public item on the agenda

- a) The Board President and GM ultimately decides if the item is appropriate to be placed on the agenda and if so, when. If it is decided that the item is not appropriate to be placed on the agenda, the public member may take the issue up with the full Board in Public Comment wherein the Board by consensus may direct the GM to place the item on a future agenda for discussion.

4) Standard Agenda Action Item Wording

- a) The Board agreed to add a "Discussion and Action Items" section to the agenda with clear wording provided on the anticipated action to be taken by the Board.

5) Structure and order of agenda

- a) The Board agreed to the following:
 - i) Approve the Order of the Agenda
 - ii) Public Comment
 - iii) Information Items/Staff Reports
 - iv) Consent Calendar
 - v) Old Business/Continued Business
 - vi) Discussion and Action Items
 - vii) Adjournment
- b) The Board also agreed to provide for "fixed time" agenda items to allow for items to be considered at a specific time under certain circumstances. The Board recommends that interested members of the public show up at the beginning of

the meeting as the exact time an item will be heard on the agenda cannot be guaranteed.

6) Use of Consent Calendar

- a) The Board agreed to use the Consent Calendar to approve minutes, payables, waive reading of Ordinances and Resolutions except by title and other non-controversial items as determined appropriate for effective meeting time management by the GM and Board President.

7) Board agenda packet content, preparation and distribution

- a) The Board agreed that the goal is to receive the agenda packet by the Friday before the meeting at the latest. The Board would further like to retain receiving the agenda and packet via paper and email copy for the time being with the potential of going fully paperless in the future.

8) Getting questions answered about agenda items prior to meeting

- a) The Board agreed to continue to seek answers to questions from the GM or Board Secretary as appropriate and needed; in advance of Board meetings.

9) Scheduling Board workshops or study sessions

- a) The Board agreed to scheduling special/workshop meetings for items that will garner public interest and/or require broad public input, taking into account best day, time, and location appropriate when scheduling.

10) Agenda items heard in committee prior to placement on agenda

- a) Board agreed that normally agenda items do not need to be reviewed by a committee prior to being placed on a meeting agenda.

11) Detail and content of Board meeting minutes

- a) The Board agreed that the practice of having the District Secretary transcribe portions of the meeting minutes to include a summary of what was said, in addition to the actions taken put the District at risk of liability by permanently maintaining potentially inaccurate and irrelevant information. Preparing summary Minutes further put the Secretary in the position of determining what statements or portions thereof were important and unimportant to include; and to understand and frame the issues from the perspective of the speaker.
 - i) The Board agreed to follow the existing policy and to have the minutes reflect only the actions taken by the Board.

BOARD MEETING CONDUCT

12) Board room layout

- a) The Board agreed to rearrange the Board table to move the president to the middle, in an L shape.

13) Board meeting length

- a) The Board agreed to try and keep the Board meetings to a 3 hour maximum.

14) Board meeting date and time

- a) The Board agreed to change the Board meeting date and time to the second Tuesday of the month at 10:00am.

15) Role of the president

- The Board agreed that the President presides over meetings, works with the GM in establishing the final agenda, and has no more authority than other Directors, beside chairing responsibility/duty.

16) Public Input at Board Meetings and Board expectation of response to public comments

- a) The Board developed the following procedure regarding all public comment:

PUBLIC COMMENT (NON-AGENDA ITEMS)

Three Minutes Per Speaker

- Board President will open Public Comment and explain its purpose
- The Board cannot have discussion or debate with those commenting or asking questions (except for clarification)
- Public Comments that require lengthy discussion or where answers are requested:
 - Simple “Yes or No” type factual answers may be given by the President or General Manager
 - The issue may be referred to Board President and GM to discuss for future agenda
- The Board President will formally close public comment

**The GM may briefly address questions from public comment in the (informational) staff report agenda item later in the meeting

INFORMATIONAL REPORTS

(General Manager, Fire, Operations and Administration)

Provided for transparency purposes; to inform the Board and public with updates on critical projects, timely issues, legislation and other matters not requiring immediate Board action

- Board and Public Comments are taken on Reports at the conclusion of each staff report
- Staff may respond to questions with brief clarification
- No Board discussion or deliberation will be conducted for items discussed in reports
 - Report topics are not specifically listed on the agenda with enough detail for Board discussion

BOARD PRESIDENT STATEMENT PRIOR TO AGENDA ACTION ITEMS

- *The Board of Directors intends to consider each of the following items and may take action at this meeting. Public comment will be received on each individual agenda item listed below, prior to Board action.*
- *At the conclusion of a public comment on an agenda item, the President may ask a speaker a question for clarification if necessary, and may ask staff to respond to issues or questions raised. Responses will be polite, respectful, and factual.*
- *If Board members want to respond to public comments or questions on agenda action items, I ask that you wait until after staff has provided the factual responses, and do so in the course of deliberation on the decision.*

ITEMS LISTED ON THE AGENDA

- Board President Introduces the Agenda Item
 - Staff Report is Provided
 - Board President may seek Initial Board Input or Thoughts to Ensure Clarity
 - Board initial deliberation; motion/second
 - Open and Receive Public Comment or questions on the Agenda Item and Motion
 - Board President will Close Public Comment
 - Staff will Provide Answers to Public Questions Raised if Directed by the Board President
 - Board final Deliberation and Vote
-

17)Board member reports during meetings

- a) The Board agreed to potentially amend the Board Policy and agenda format to include a section regarding Board member reports, with the understanding that there will be established time limits and that there shall be no criticism of other Board members or staff members during such reports.

18)Staff reports to the Board at meetings

- a) The Board agreed that brief reports on staff actions and activities was important and should be provided in writing for the Board meeting when possible.

19)Rules of Order of Board meetings

- a) The Board agreed that it will continue to use a flexible rule of order at this time.

20)Tabling agenda items

- a) The Board agreed that Board meetings take much preparation time and time/effort for public attendance. Considering this, the Board will strive to act on all agenda items and try to avoid tabling items if at all possible; but to use when needed as determined by a vote of the Board.

COMMITTEES OF THE BOARD

The Board ultimately decided to eliminate all standing committees until such time as formation was deemed needed and appropriate, and that each committee would have a clear task/goal and time frame at the time of formation. The Board agreed that the following will be determined at the time a committee is formed:

- Role and authority of the committee formed
- Committee procedure - recommendations versus voting
- Preparation and distribution of committee agendas
- Verbal committee reports to the Board in meeting, or (Written) committee meeting report, preparation, dissemination

BOARD MEMBER CONDUCT AND RELATIONS IN WITH COMMUNITY

21) Board would like to potentially create policy regarding the election of Board officers annually.

22) Expectations of Board member representation of the District in public/meetings

- a) The Board agreed that Directors will not make comments that tend to discredit the District or its employees
- b) The Board agreed and possible policy implementation “that Board members make it clear what is *their* personal opinion, and what the opinion of the Board as a whole. It was also agreed that Board member’s will make statements that although they may not have voted a particular way on an issue, that they support the Board’s decision.

23) Communication with the media – contact person/training

- a) The Board agreed that this communication will be left as sole responsibility of the GM, and that Board members may only confirm facts or statements they made are accurate. Possible policy creation in the future if needed.

24) Board member attendance at local functions and other agency meetings

- a) The Board agreed that there was no concern with Board member attendance and participation, knowing that they must state that they are attending as a non-Board member, unless approved otherwise by the Board.

25) Board member attendance of industry conferences

- a) The Board agreed to strongly encourage Board member attendance to include the CSDA Leadership Academy and Annual Conference, with a goal of sending 1 to 2 directors annually.

26) Board training expectations

- a) The Board agreed that Ethics and Harassment training are mandatory and must be kept current, and that attendance at industry training and conferences is encouraged and supported. The District will budget for Director attendance at

training functions.

27) District recognition for good governance

- a) The Board agreed that it would like to achieve the CSDA District of Distinction Designation and Transparency Certifications

COMMUNICATION EXPECTATIONS

28) Management and content of district website

- a) The Board agreed that it would like to see more frequent updates to add new relevant items and to remove older non-relevant items.

29) Information to public related to budgets, policies, projects

- a) The Board requested that such current information be available on the website with simple descriptions and links for more information

30) How much does the Board want to know and how should it be distributed?

- a) Legislation
 - i) Through signing up on CSDA or in a GM report if needed
- b) Other Board member requests for info
 - i) The Board would like to be provided information that is requested and provided to an individual director
- c) Awards, certifications, accomplishments, cost savings, start and end of projects, milestones, etc
 - i) To be presented in reports at Board meetings

31) How ideas are brought up

- a) Ideas are to be presented to the General Manager, who can present them in meeting reports as appropriate

32) Handling complaints or comments from the public outside of meetings

- a) The Board agreed that public complaints or concerns should be routed through the GM, who will bring to the Board as needed.

33) Handling complaints from staff

- a) The Board agreed these would be handled by the GM or through the use of outside consultants if related to the GM.

34) Individual director requests for action during meeting - Clear direction to staff

- a) The Board agreed that it would clarify the request and seek consensus of the Board prior to providing the GM direction

35) GM to Board communication

- a) The Board agreed that meeting reports and agenda items should be adequate

communication from the GM to the Board. The GM may generate memos or emails to communicate items of critical, immediate importance to the Board, with the understanding that there shall be no Board reply unless at a meeting

36) Board member to staff communication outside of meetings

- a) The Board acknowledged that direct communication with staff members below the GM can be misconstrued, but is certainly not prohibited

37) Arranging and conducting Board member site visits

- a) The Board agreed that site visits are a beneficial component of the orientation process and should be arranged by the GM for each new director or directors. Site visits by individual Board members are to be coordinated through the GM.

38) Document management, confidential

- a) The Board agreed that it would return all confidential documentation to the GM or Board Secretary for handling. The Board further agreed that no confidential information will ever be disclosed in any manner.



BOARD MEETING AGENDA SUBMITTAL

TO: GCS D Board of Directors

FROM: Peter Kampa, General Manager

DATE: January 10, 2023

SUBJECT: **Agenda Item 6A: Adoption of a Resolution Approving Amendments to the Board of Director’s Policy Related to Regular Board Meetings and Establishing a Revised Meeting Location**

RECOMMENDED ACTION:

I move to approve resolution 04-2023 to make amendments to the Board of Director’s Policy and to direct staff to schedule District Board meetings at the Groveland Community Resilience Center when the County permits.

BACKGROUND:

District staff has been in communication with the county to permit GCS D board meetings at the Community Resilience Center. The Groveland Community Resilience Center was officially dedicated on November 9, 2022, however the contractors are still working on the facility. Currently staff is recommending board discussion and decision regarding the potential relocation of the district board meetings from the district office to the Resilience Center.

ATTACHMENTS:

1. Resolution 04-2023
2. Draft Board of Director’s Policy

4.2

Regular Meetings

Regular meetings of the Board of Directors shall be held on the second Tuesday of each calendar month at 10:00AM. Board meetings shall be held in the , Groveland Community Resilience Center, main conference room, 18986 Ferretti Road, Groveland. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board in December. The date, time and place may be changed at will by the Board President or majority vote by the Board prior to public notice of the meeting in order to accommodate compelling circumstances.

RESOLUTION 04-2023

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND
COMMUNITY SERVICES DISTRICT APPROVING AMENDMENTS TO
THE BOARD OF DIRECTOR'S POLICY RELATED TO REGULAR
BOARD MEETINGS AND ESTABLISHING A REVISED MEETING
LOCATION**

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

WHEREAS, the Board of Directors (Board) of the Groveland Community Services District (District) is authorized and required to adopt and amend policies related to the services it provides and typically does so by Resolution of the Board; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF GROVELAND COMMUNITY SERVICES DISTRICT to adopt Resolution 04-2023 amending the Board of Director's Policy and to direct staff to schedule District Board meetings at the Groveland Community Resilience Center when the County permits.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF GROVELAND COMMUNITY SERVICES DISTRICT this 10th day of January 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVE:

By:

Nancy Mora, Board President

ATTEST:

By: _____
Rachel Pearlman, Board Secretary

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, 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 January 10, 2023.

DATED:



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Jennifer Donabedian, Administrative Services Manager

DATE: January 10, 2023

SUBJECT: Agenda Item 6B: Discussion and Board Direction to Rearrange the Schedule for the Quarterly Board of Directors Workshops

RECOMMENDED ACTION:

I move to change the quarterly workshop to be held the fourth Tuesday in the months of November, February, May, and August.

BACKGROUND:

Currently, the Board holds quarterly workshops on the fourth Tuesday in the months of October, January, April, and July. These workshops were scheduled for the purpose of allowing a detailed presentation and discussion of the District's quarterly financial reports and to provide updates on management goals and objectives.

Staff is requesting that these quarterly workshops be moved to the fourth Tuesday in the months of November, February, May, and August. This will provide staff adequate time for report preparation and internal review after the close of the quarter.

FINANCIAL IMPACT:

None.



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: January 10, 2023

SUBJECT: Agenda Item 6C: Adoption of a Resolution Accepting the District Policy and Procedure Manual, as Amended

RECOMMENDED ACTION:

I move to adopt Resolution 05-2023 accepting the district Policy and Procedure Manual as amended.

BACKGROUND:

This item is before the board today because district staff is going to apply for the Special District Leadership District of Distinction Certificate. The District of Distinction is an accreditation program that enables districts to demonstrate to their communities, legislators, and other key stakeholders, their commitment to operate in a sound, responsible manner. Districts apply for designation as a District of Distinction by submitting financial audits, policies and procedures, and proof of training received by directors and executive staff.

Through the efforts of our Board and staff, we meet the requirements for the Districts of Distinction accreditation. One of the application requirements is to submit a copy of the districts current approved policies and procedure manual and to provide a copy of board minute action adopting and or having reviewed the policies and procedure manual within the past year. The GCSB policy manual was originally completely revised and adopted in 2010, and has been continuously updated on an as-needed basis.

Due to the very large size of the policy manual and the fact that we are not proposing changes to the policy, we did not include a full paper copy in this packet and have made it available by hyperlink to our website. We did include the manual table of contents that lists each policy contained. Also included is the District of Distinction information.

ATTACHMENTS:

1. Resolution 05-2023
2. Link to Policy and Procedure Manual
3. District Adopted/Amended Policy Catalog (Table of contents)
4. SDFL District of Distinction Flyer and Application

FINANCIAL IMPACT:

None.

Link to Policy Manual:

https://www.gcsd.org/files/459e03f94/OPPM+2018_Board+Meeting+1-10-2023.pdf

Policy Catalog:

Section	Policy Title	Amended Date	Adopted Date	Reso #
410	Investment of District Funds	10/11/2010	3/12/2018	8-18
803	Reservation of Park Facilities	10/11/2010	5/14/2018	11-18
106	Claims Against the District	10/11/2010	12/11/2018	41-18
Appendix 100-A	Conflict of Interest Code	10/11/2010	12/11/2018	40-18
405	Debt Management Policy	02/12/2019		2019-3
408	Purchasing, Contracting and Procurement	10/11/2010	2/12/2019	2019-5
	Board of Directors Policy/ Amend time and day of meetings DIRECTOR POLICY	2/12/2018	2/12/2018	7-18
	Amend the Leak Adjustment Policy		1/08/2019	2019-01
	Revised Policy for District Staff Use of		4/12/2019	11-19
	Approving Legislative Advocacy Policy	5/14/2019		26-2019
	Approving Alternative Work Schedules	8/13/2019		33-19
	Remuneration DIRECTOR POLICY		8/13/2019	34-19
	Reservation of Park Facilities		9/10/2019	38-19
	Donor/Sponsor Policy	10/8/2019		40-19
	Revised Annexation Policy		02/11/2020	06-2020
	Revised Board Resolutions Policy		3/10/2020	07-2020
	Revised Budget Policies		3/10/2020	08-2020
	Policy for Employees Working Remotely	4/14/2020		14-2020
	Family Medical Leave Act Policy		4/14/2020	15-2020
	Electronic Signature Use Policy		07/14/2020	33-2020
	Conflict of Interest Policy		09/16/2020	40-2020
	Vehicle Use Policy		09/16/2020	44-2020
	Board Remuneration Policy		02/09/2021	06-2021
	Amending Local Rules and Policies CFD		03/08/2022	06-2022
600	Amending District Land Development		03/08/2022	07-2022
	Board Remuneration Policy		06/14/2022	22-2022
	System of Accounting Asset Limit Policy		06/14/2022	23-2022
	SB-988 Policy		8/9/2022	33-2022
	Financial Policy Establishing a \$25,000		8/9/2022	34-2022
	Conflict of Interest Policy in Accordance		8/9/2022	
	District's Investments Policy		12/13/2022	50-2022
	Approving an AB 2449 Policy Related to		1/10/2023	04-2023
	District Policy and Procedure Manual		1/10/2023	06-2023

RESOLUTION 05-2023

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND
COMMUNITY SERVICES DISTRICT ACCEPTING THE DISTRICT
POLICY AND PROCEDURE MANUAL, AS AMENDED**

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

WHEREAS, the Board of Directors (Board) of the Groveland Community Services District (District) is authorized and required to adopt and amend policies related to the services it provides and typically does so by Resolution of the Board; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF GROVELAND COMMUNITY SERVICES DISTRICT to adopt Resolution 05-2023 Accepting the district Policy and Procedure Manual as amended.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF GROVELAND COMMUNITY SERVICES DISTRICT this 10th day of January 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVE:

Nancy Mora, Board President

ATTEST:

Rachel Pearlman, Board Secretary

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, 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 January 10, 2023.

DATED: _____

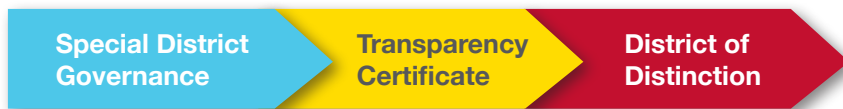
Take Your District to the Next Level! Is Your District a District of Distinction?

The District of Distinction is an accreditation program that enables districts to demonstrate to their communities, legislators, and other key stakeholders, their commitment to operate in a sound, responsible manner. Districts apply for designation as a District of Distinction by submitting financial audits, policies and procedures, and proof of training received by directors and executive staff. Showcase your district's efforts to be among the best and take your district to the next level!

SDLF's base level accreditation confirming core administration and governance best practices.



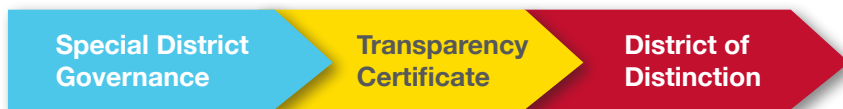
Demonstrates a district's commitment to take their district to the next level by also incorporating governance training as a core value.



(Majority of Board)



Demonstrates a district's commitment to transparency, sound operating practices, and comprehensive governance training for the entire Board.



(Full Board and General Manager)



SDLF's highest level of recognition for a district. Incorporates completion of all SDLF programs demonstrating a comprehensive approach to excellence in district management and governance.



(Full Board and General Manager)

(General Manager)



The Special District Leadership Foundation (SDLF) is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation, and other recognition programs. The SDLF and its activities are supported by the California Special Districts Association and the Special District Risk Management Authority.

Certificate in Special District Governance

Designed to honor special district board members and trustees that have taken the time to receive specific professional development training to include core governance curriculum through completion of the Special District Leadership Academy plus 10 hours of other related continuing education.



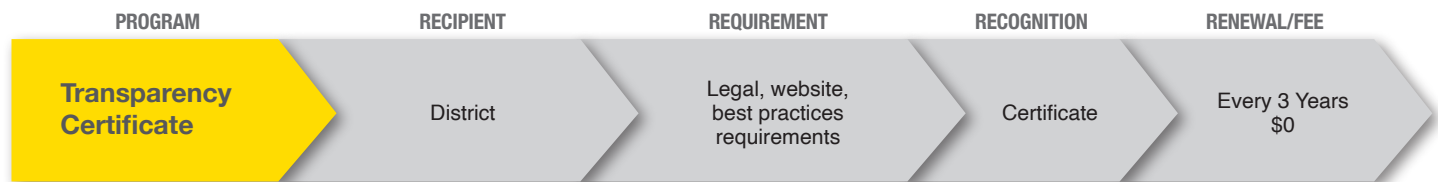
Certified Special District Manager (CSDM)

A voluntary professional designation that helps document and recognize an individual's knowledge, skills, experience, and capabilities as a special district manager.



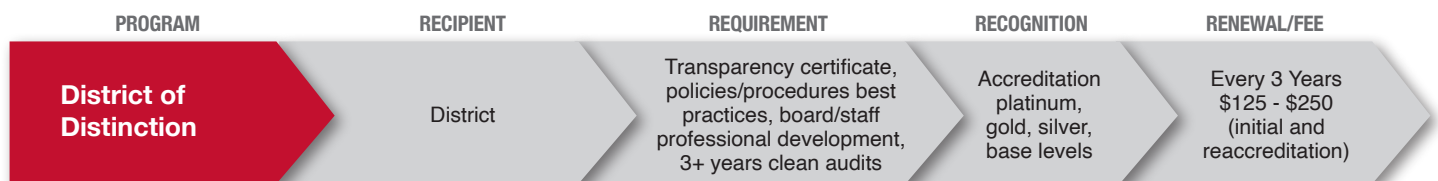
District Transparency Certificate of Excellence

Created in an effort to further promote transparency in the operations and governance of special districts to the public and to provide special districts with an opportunity to showcase their efforts in transparency.



District of Distinction Accreditation (Transparency Certificate is a required component)

Designed as a way for districts to strive to be among the best through a comprehensive approach to implementing governance, management, transparency, and fiscal best practices.



SDLF Scholarships

Annually, SDLF awards thousands of dollars in professional development scholarships to individuals (board members & staff) in districts. Visit sdlf.org to learn what is available and apply!

Contact SDLF and get involved

1112 I Street, Suite 200, Sacramento, CA 95814
t: 916.231.2909
www.sdlf.org
e: info@sdlf.org



SHOWCASE YOUR COMMITMENT TO EXCELLENCE

District of Distinction Application

The District of Distinction is an accreditation program that enables districts to demonstrate to their communities, the media and legislators their commitment to operate in a sound, responsible manner. Districts apply for designation as a District of Distinction by submitting financial audits, policies and procedures and proof of training received by directors and executive staff.

Requirements:

FINANCIAL AUDITS

Districts must demonstrate they undergo regular financial audits, have no major deficiencies and apply any recommendations to future years.

What to submit:

- Copies of the three most recent district audits, including financial statements (3 letters) SAS 114 - *The Auditor's Communication with Those Charged with Governance*, SAS 115 - *The Auditor's Communications on Internal Control Related Matters*, and management letter. Each audit, including findings and recommendations, will be reviewed by a member of the Certification & Audit Review Advisory Committee. Committee members are volunteers from the special district community, including district controllers, directors of finance and CSDM certified general managers.

POLICIES AND PROCEDURES

Districts must demonstrate that their operations conform to all statutes and regulations under state law as reflected in a policies and procedures manual. Policies and procedures should focus on governance, ethics, board conduct, district finances, reserves, reimbursement/compensation, etc.

What to submit:

- Copy of your district's current approved policies and procedures manual.
- Copy of your district's Board minute action adopting and/or having reviewed the policies and procedures manual within the past year.

TRAINING

What to submit:

Documentation showing class attendance, such as certificate of completion for each board member, general manager and other executive staff members (as identified by the board) in the following areas:

- Governance Training:** Six hours of basic governance training. (New board members and executive staff must complete within the past 5 years) *Governance Foundations*, offered by CSDA's Special District Leadership Academy, satisfies this requirement. Other courses may qualify as well, however will need to be submitted for review by SDLF. Also, *Board Member Best Practices* (3 hours) plus 2 approved webinars will satisfy that requirement. Approved webinars are: *Board Member and District Liability Issues*, and *Who Does What? Best Practices in Board Staff Relations*.
*Districts with boards larger than 7 need at least a majority of total board members completing this training requirement.
- Ethics Training:** Documentation verifying completion of AB 1234 ethics compliance training within the last two years.
- Harassment Prevention Training:** Documentation verifying completion of AB 1825 harassment prevention training within the last two years.

OTHER

Districts must also include the following items with the accreditation/re-accreditation application:

What to submit:

- Board of Directors roster
- List of executive staff, including titles
- Completed application for accreditation/re-accreditation
- Accreditation/re-accreditation application fee
- Completed SDLF District Transparency Certificate of Excellence

Who should apply to be a District of Distinction?

Any California special district that wants to demonstrate publicly the effectiveness of its operations. Applying for this designation shows that your district understands and respects the responsibilities inherent to providing essential public services in a fiscally responsible manner.

What does a district receive for completing the program?

Districts of Distinction earn the right to use the program’s seal on district materials and a plaque honoring their accomplishment. SDLF will also send a letter to a local publication and notify legislators on a district’s behalf.

How does a district apply?

Districts interested in earning the Districts of Distinction designation must complete the application and submit it along with the required documentation. Applications must also be accompanied by an application fee.

If my district is a member of the Special District Risk Management Authority (SDRMA), will getting a District of Distinction accreditation save me money on my premiums?

Yes. SDRMA offers Credit Incentive Points (CIPs) if your district earns the District of Distinction accreditation which can provide significant premium discounts. For more information, contact SDRMA at 800.537.7790 or visit www.sdrma.org.

RE-ACCREDITATION

How long is the designation valid?

The Districts of Distinction designation is valid for three years and a district may be re-accredited by submitting the application and all current required documents for review along with the re-accreditation fee.

Fees

The fees are on a sliding scale, based on a district’s budget:

INITIAL ACCREDITATION & RE-ACCREDITATION

Annual operating budget	Fee
\$0-299,999	\$175
\$300,000-749,999	\$200
\$750,000-999,999	\$225
\$1,000,000--2,999,999	\$300
\$3,000,000 or more	\$450

Submit this application along with all required documentation and payment to:

Special District Leadership Foundation
 1112 I Street, Suite 200
 Sacramento, CA 95814
 Phone: 916-231-2909 • Fax: 916-442-7889 • sdlf.org

Electronic filing is preferable.

info@sdlf.org.

District:		
Mailing Address:		
City:	State:	Zip:
Contact Name:	Title:	
Phone:	Fax:	
Email:	Website:	
Assembly Member(s)*:		
Senator*:		
Local Newspaper(s):		
I certify that the information submitted is accurate and complete to the best of my knowledge.		Signature:

SILVER, GOLD OR PLATINUM RECOGNITION

Board Members who have received Certificate in Special District Governance: (attach additional pages if necessary)

	Date:
	Date:
	Date:

General Manager:

Has completed Certificate in Special District Governance

Has completed Certified Special District Manager (CSDM)

PAYMENT

Total: \$ Check Visa Mastercard Discover American Express

Acct. Name: Acct. Number:

Expiration Date: Authorized Signature:



BOARD MEETING AGENDA SUBMITTAL

TO: GCSO Board of Directors

FROM: Peter Kampa, General Manager

DATE: January 10, 2023

SUBJECT: Agenda Item 6D: Approval of the Issuance of a Request for Proposals and Scope of Work for the Preparation of Water and Sewer Rate Studies

RECOMMENDED ACTION:

I move to approve the issuance of a Request for Proposals and Scope of Work for the preparation of a Water and Sewer Rate Study.

BACKGROUND:

The District last completed a water rate study in 2014 and sewer rate study in 2018. These past studies resulted in multi-year water rate increases through the 2021/22 fiscal year, and sewer rate increases ending this fiscal year; 2022/2023. The current rate of inflation in the cost of materials, supplies, services and construction has resulted in a sharp increase in the District's overall operating expenses where the current revenues fall short of meeting operating expenses in both the water and sewer funds. In addition, due to more than a decade of underinvesting in our infrastructure prior to 2019, our non-grant funded capital projects and equipment replacement in both services is over \$1 million per year.

In addition there have also been a number of court cases in the state that have affected the rate making process and we need to make sure that are rates going forward are in compliance with all current laws and that the revenue derived from our rates cover our operating expenses and capital improvements, as well as contingencies for the foreseeable future. The evaluation of water and sewer rates is completed by a qualified professional municipal finance firm experienced in rate making in California. Staff proposes to prepare and distribute a request for proposals for financial consulting services to address the following objectives and scope of work.

OBJECTIVES

The Groveland Community Services District is requesting proposals from qualified consultants to conduct a comprehensive Combined Water and Sewer Rate Study. The objective of the study is to independently assess and evaluate the District's existing water and sewer rates and provide recommendations regarding the appropriate rate structure in accordance with law and meeting the needs of the District. The intent of this study is to evaluate the cost of water and sewer service and establish a 5 year rate plan to adequately

fund water and sewer utility operations and capital costs while considering intergenerational rate equity to the greatest extent possible.

SCOPE OF WORK

The study will be based on a comprehensive review of the District's water and sewer funds and budgets, previous rate study evaluations, capital improvement plans, water and sewer system improvement studies and Capital Improvement Plans (CIP), current rate structure, current usage data and usage profile, planned growth of the District and any other information deemed necessary.

A. STUDY OBJECTIVES

1. Identify and review existing and historical trends in the District's water and sewer system revenues and expenditures including water and sewer system operating, capital improvement costs and necessary contingencies.
2. Evaluate the District's existing base/fixed and variable/usage rate structures and recommend changes as needed for compliance with law and current industry practices.
3. Propose five-year water and sewer rates that are fair, objective, and accurately reflect the cost of services. The component of the proposed rates covering Maintenance/operations, capital improvements, debt service and contingencies are to be separately identified.
4. Propose water rates that encourage water conservation while meeting cost of service principles as required by proposition 218. The water and sewer usage data profile for single family residential units occupied as short-term rentals, those used as intermittent vacation homes and those occupied full time shall be evaluated and considered in establishing the rate tier structure.

B. STUDY REQUIREMENTS

The study is to be performed in conformance with the following policy directions:

1. Evaluate District's existing rate structures for conformance with existing statutory regulations and make recommendations for any changes that are necessary to achieve compliance.
2. The recommended rates shall be based on cost of service and shall be sufficient to meet the short and long-term revenue requirements of the District's Water and Sewer utility operations.
3. The study shall recommend rates that consider and make provisions for the following factors:
 - a) Current and future cost of providing water and sewer in accordance with established and anticipated standards and regulations.
 - b) Projected near future service demands.
 - c) Availability of water supply and regulatory compliance. The District has limitations on water supply during state mandated drought water usage restrictions and is

- required to restrict its growth in per-capita water usage by current customers to achieve state mandated targets. In addition, there is an increased impact on infrastructure by higher demand users. Water supply and treatment costs, infrastructure impacts and the added cost to achieve water use reduction mandates should be considered with regards to rates for high demand users and those who use water or produce wastewater in excess of the average single family dwelling unit.
- d) Age and condition of water and sewer systems and the need to fund long-term capital improvement/replacements.
 - e) Upcoming revisions to California State’s Water and Sewer codes.
 - f) Impact of current and future environmental regulations.
 - g) The median household income of the District’s service area as identified in a 2022 study completed by the State Water Resources Control Board. The rate structure needed to fully fund the cost of providing services including capital improvements and contingencies may exceed the financial capacity of the customer base. Opportunities to reduce the recommended rate schedules shall be identified and the associated service impact detailed in the report.
4. The recommended rates shall provide direct identification of revenues appropriate to fund operating activities and infrastructure.
 5. The recommended rates shall be consistent with industry practice for utility rate making in California. The study shall recommend rates based upon standard rate practices that meet the criteria.
 6. Justifications for any special classes of customers under the recommended rate structure shall be demonstrated.
 7. The recommended rates shall result in no decrease in stability of the revenue stream to the Water and Sewer Funds, as compared to the current structure. Consideration shall be given to funding the replacement and upgrade of facilities as detailed in the District’s Capital Improvement Plan.
 8. The recommended rates shall consider the type and amount of operating and capital reserves and contingencies appropriate to the District Water and Sewer operations taking into consideration reserves for cash flow, catastrophes, infrastructure replacement and other appropriate purposes.
 9. Proposed rates must take into consideration the District’s billing system capabilities and restrictions.
 10. Recommended rates shall be planned for a five (5) year horizon.
 11. All electronic models and files shall be developed utilizing accessible software that may be utilized for future rate setting.

C. PROPOSITION 218 PROCESS/PUBLIC HEARING SUPPORT

The District is looking for a cost-effective, creative approach to communicating with and educating its customers. It is important to cover all facets of a budget-tiered rate structure.

The District believes considerable focus should be placed on the water rate structure's foundational principals:

- Fixed rates are in place to maintain services in a ready-to-serve condition
- Equitable water budgets/rate tiers will be established that meet customer specific water needs while rewarding efficient water use with lower costs
- Funding water waste costs and the cost of providing service to above average users will be funded through higher priced tiers.

The selected consultant is expected to work in conjunction with the District's staff in developing the outreach campaign and all collateral components for the tiered rate structure to be implemented. It is expected that the consultant will help coordinate all facets of a strategic outreach campaign, specifically tailored to each water-use sector (full time occupied single-family, short term rentals, vacation homes, commercial/industrial, etc.) and track the impact of the outreach campaign. The consultant is expected to assist with the overall effort. The selected consultant will be required to schedule, coordinate and facilitate all stakeholder meetings if determined necessary; coordinate the development of outreach letters, presentation materials, informational brochures, and informational web content; as well as attend meetings at the District office and using MS Teams with senior staff and select meetings of the Board of Directors. The District is looking for a proven expert with specific experience with water budget rates and all current State of California noticing requirements.

The proposal should include specific details and clearly address all of the following tasks:

- 1) Develop the strategic planning forum with the District Management Team;
- 2) Develop a strategic methodology/communication plan to reach customers, stakeholders, and Board Members;
- 3) Develop a multi-faceted campaign, including multi-tiered rate structure support materials (website content, presentation materials, posters, informational brochures, etc.) with a strategic timeline based upon the overall Project schedule;
- 4) Assure compliance with Proposition 218 noticing;
- 5) Provide overall Outreach Management:
 - Facilitate trainings and meetings with the District staff
 - Facilitate and record all community and stakeholder meetings
 - Ensure progress of deliverables and schedule.

While this described scope of work is brief, it is intended solely to serve as an example. Consultants are encouraged to reply in any way they deem necessary to show a uniqueness of approach; knowledge of the District service area and customer base; and a solid understanding of the complex issues and increased per-customer cost associated with providing water and sewer service in rural California, where nearly half of the customers are second homeowners living in urban California. Consultants are further encouraged to describe how they would assist the District in accomplishing a successful customer outreach campaign that paves a favorable perception of the agency out into the future.

D. SCHEDULE

The following dates reflect the anticipated schedule for soliciting proposals, selecting the Consultant, and awarding the contract for the work requested in this RFP:

- 1) January 30, 2023 - Solicit Proposals
- 2) February 24, 2023 - Proposals Due
- 3) Review Proposals
- 4) March 14, 2023 - Award Contract
- 5) May 9, 2023 – Board presentation of study
- 6) May/June 2023 – Public Outreach
- 7) June 13, 2023 – Set Public Hearing
- 8) July 2023 – Community Workshop(s)
- 9) August 1, 2023 – Public Hearing (Tentative)

ATTACHMENTS:

None

FINANCIAL IMPACT:

There is no direct cost to publish the Request for Proposals, evaluate proposals received and negotiate a final scope of work and fee with the selected consultant. The Adopted 2022/23 fiscal year budget included \$40,000 each in the Water and Sewer Funds for the completion of the rate studies. The final recommended consultant proposal and fee schedule will be presented to the Board for contract award.



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: January 10, 2023

SUBJECT: Agenda Item 6E: Discussion and Board Direction Regarding the District's Active and Latent Powers as Detailed in California Law and as They Relate to Community Service Needs Such as Operation of the County Airport in Groveland

RECOMMENDED ACTION: this item is for information only at this time and there is no specific recommended action.

BACKGROUND:

As with the majority of special districts throughout the state of California, the Groveland Community Services District (GCSB) was formed by a vote of the community to provide specific public services needed in our remote location. These services were needed because they were not going to be provided by the county of Tuolumne. GCSB was formed in 1953 as one of the first community services districts in this state.

The local agency formation Commission, or LAFCo is established by state law in every county for the purpose of identifying the need for additional services by communities and to determine the appropriate entity to provide those services. Community services districts are formed with the ability to provide dozens of public services that may otherwise be provided by counties or cities. The section of state law that details the [services that may be provided by community services districts](#) is included as an attachment to this document.

The purpose of this agenda item is to have additional public discussion about the services that can be provided by GCSB should they be desired by the public. This topic was discussed briefly at our December board meeting and recommended to be on the agenda for this board meeting.

ATTACHMENTS:

Government Code Section 61000 – CSD Services

FINANCIAL IMPACT:

None


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GOVERNMENT CODE - GOV

TITLE 6. DISTRICTS [58000 - 62312] (Title 6 added by Stats. 1951, Ch. 331.)

DIVISION 3. COMMUNITY SERVICES DISTRICTS [61000 - 61250] (Division 3 repealed and added by Stats. 2005, Ch. 249, Sec. 3.)

PART 3. PURPOSES, SERVICES, AND FACILITIES [61100 - 61226.5] (Part 3 repealed and added by Stats. 2005, Ch. 249, Sec. 3.)

CHAPTER 1. Authorized Services and Facilities [61100 - 61107] (Chapter 1 repealed and added by Stats. 2005, Ch. 249, Sec. 3.)

61100. Within its boundaries, a district may do any of the following:

- (a) Supply water for any beneficial uses, in the same manner as a municipal water district, formed pursuant to the Municipal Water District Law of 1911, Division 20 (commencing with Section 71000) of the Water Code. In the case of any conflict between that division and this division, the provisions of this division shall prevail.
- (b) Collect, treat, or dispose of sewage, wastewater, recycled water, and storm water, in the same manner as a sanitary district, formed pursuant to the Sanitary District Act of 1923, Division 6 (commencing with Section 6400) of the Health and Safety Code. In the case of any conflict between that division and this division, the provisions of this division shall prevail.
- (c) Collect, transfer, and dispose of solid waste, and provide solid waste handling services, including, but not limited to, source reduction, recycling, and composting activities, pursuant to Division 30 (commencing with Section 40000), and consistent with Section 41821.2 of the Public Resources Code.
- (d) Provide fire protection services, rescue services, hazardous material emergency response services, and ambulance services in the same manner as a fire protection district, formed pursuant to the Fire Protection District Law, Part 2.7 (commencing with Section 13800) of Division 12 of the Health and Safety Code.
- (e) Acquire, construct, improve, maintain, and operate recreation facilities, including, but not limited to, parks and open space, in the same manner as a recreation and park district formed pursuant to the Recreation and Park District Law, Chapter 4 (commencing with Section 5780) of Division 5 of the Public Resources Code.
- (f) Organize, promote, conduct, and advertise programs of community recreation, in the same manner as a recreation and park district formed pursuant to the Recreation and Park District Law, Chapter 4 (commencing with Section 5780) of Division 5 of the Public Resources Code.
- (g) Acquire, construct, improve, maintain, and operate street lighting and landscaping on public property, public rights-of-way, and public easements.
- (h) Provide for the surveillance, prevention, abatement, and control of vectors and vectorborne diseases in the same manner as a mosquito abatement and vector control district formed pursuant to the Mosquito Abatement and Vector Control District Law, Chapter 1 (commencing with Section 2000) of Division 3 of the Health and Safety Code.
- (i) Provide police protection and law enforcement services by establishing and operating a police department that employs peace officers pursuant to Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2 of the Penal Code.
- (j) Provide security services, including, but not limited to, burglar and fire alarm services, to protect lives and property.
- (k) Provide library services, in the same manner as a library district formed pursuant to either Chapter 8 (commencing with Section 19400) or Chapter 9 (commencing with Section 19600) of Part 11 of the Education Code.

- (l) Acquire, construct, improve, and maintain streets, roads, rights-of-way, bridges, culverts, drains, curbs, gutters, sidewalks, and any incidental works. A district shall not acquire, construct, improve, or maintain any work owned by another public agency unless that other public agency gives its written consent.
- (m) Convert existing overhead electric and communications facilities, with the consent of the public agency or public utility that owns the facilities, to underground locations pursuant to Chapter 28 (commencing with Section 5896.1) of Part 3 of Division 7 of the Streets and Highways Code.
- (n) Provide emergency medical services pursuant to the Emergency Medical Services System and the Prehospital Emergency Medical Care Personnel Act, Division 2.5 (commencing with Section 1797) of the Health and Safety Code.
- (o) Provide and maintain public airports and landing places for aerial traffic, in the same manner as an airport district formed pursuant to the California Airport District Act, Part 2 (commencing with Section 22001) of Division 9 of the Public Utilities Code.
- (p) Provide transportation services.
- (q) Abate graffiti.
- (r) Plan, design, construct, improve, maintain, and operate flood protection facilities. A district shall not plan, design, construct, improve, maintain, or operate flood protection facilities within the boundaries of another special district that provides those facilities unless the other special district gives its written consent. A district shall not plan, design, construct, improve, maintain, or operate flood protection facilities in unincorporated territory unless the board of supervisors gives its written consent. A district shall not plan, design, construct, improve, maintain, or operate flood protection facilities within a city unless the city council gives its written consent.
- (s) Acquire, construct, improve, maintain, and operate community facilities, including, but not limited to, community centers, libraries, theaters, museums, cultural facilities, and child care facilities.
- (t) Abate weeds and rubbish pursuant to Part 5 (commencing Section 14875) of the Health and Safety Code. For that purpose, the board of directors shall be deemed to be a "board of supervisors" and district employees shall be deemed to be the "persons" designated by Section 14890 of the Health and Safety Code.
- (u) Acquire, construct, improve, maintain, and operate hydroelectric power generating facilities and transmission lines, consistent with the district's water supply and wastewater operations. The power generated shall be used for district purposes, or sold to a public utility or another public agency that generates, uses, or sells electrical power. A district shall not acquire hydroelectric power generating facilities unless the facilities' owner agrees.
- (v) Acquire, construct, improve, maintain, and operate television translator facilities.
- (w) Remove snow from public streets, roads, easements, and rights-of-way. A district may remove snow from public streets, roads, easements, and rights-of-way owned by another public agency, only with the written consent of that other public agency.
- (x) Provide animal control services pursuant to Section 30501 of the Food and Agricultural Code. Whenever the term "board of supervisors," "county," "county clerk," or "animal control officer" is used in Division 14 (commencing with Section 30501) of the Food and Agricultural Code, those terms shall also be deemed to include the board of directors of a district, a district, the general manager of the district, or the animal control officer of a district, respectively. A district shall not provide animal control services in unincorporated territory unless the county board of supervisors gives its written consent. A district shall not provide animal control services within a city unless the city council gives its written consent.
- (y) Control, abate, and eradicate pests, in the same manner as a pest abatement district, formed pursuant to Chapter 8 (commencing with Section 2800) of Division 3 of the Health and Safety Code. A district's program to control, abate, or eradicate local pine bark beetle infestations shall be consistent with any required plan or program approved by the Department of Forestry and Fire Protection.
- (z) Construct, maintain, and operate mailboxes on a district's property or rights-of-way.
- (aa) Provide mail delivery service under contract to the United States Postal Service.
- (ab) Own, operate, improve, and maintain cemeteries and provide interment services, in the same manner as a public cemetery district, formed pursuant to the Public Cemetery District Law, Part 4 (commencing with Section 9000) of Division 8 of the Health and Safety Code.
- (ac) Finance the operations of area planning commissions formed pursuant to Section 65101.
- (ad) Finance the operations of municipal advisory councils formed pursuant to Section 31010.
- (ae) Acquire, own, improve, maintain, and operate land within or without the district for habitat mitigation or other environmental protection purposes to mitigate the effects of projects undertaken by the district.

(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.

(Amended by Stats. 2018, Ch. 963, Sec. 5. (AB 1999) Effective January 1, 2019.)

61101. A district may provide the facilities and services authorized by Section 61100 outside its boundaries, subject to Section 56133.

(Repealed and added by Stats. 2005, Ch. 249, Sec. 3. Effective January 1, 2006.)

61102. A district may provide electricity within its boundaries if the local agency formation commission designated the district as the successor to another special district that was extinguished as the result of any change of organization or reorganization, and that other special district had provided electricity pursuant to the principal act under which that other special district had operated.

(Repealed and added by Stats. 2005, Ch. 249, Sec. 3. Effective January 1, 2006.)

61103. (a) A district that acquires, constructs, improves, and maintains streets, roads, rights-of-way, bridges, culverts, drains, curbs, gutters, sidewalks, and any incidental works pursuant to subdivision (l) of Section 61100 shall have the powers, duties, and authority of a county for those works, including, but not limited to, the following:

(1) Chapter 2 (commencing with Section 940), Chapter 5.5 (commencing with Section 1450), and Chapter 6 (commencing with Section 1480) of Division 2 of the Streets and Highways Code.

(2) Part 3 (commencing with Section 8300) of the Streets and Highways Code.

(3) Division 11 (commencing with Section 21000) of the Vehicle Code.

(4) Article 4 (commencing with Section 35700) of Chapter 5 of Division 15 of the Vehicle Code.

(b) A district shall not exercise those powers, duties, and authority for any of those works if it is owned by another public agency unless that other public agency gives its written consent.

(Repealed and added by Stats. 2005, Ch. 249, Sec. 3. Effective January 1, 2006.)

61104. (a) A district that acquires, constructs, improves, and maintains streets, roads, rights-of-way, bridges, culverts, drains, curbs, gutters, sidewalks, and any incidental work pursuant to subdivision (l) of Section 61100 may grant franchises pursuant to any of the following:

(1) Section 53066.

(2) Chapter 6 (commencing with Section 49500) of Part 8 of Division 30 of the Public Resources Code.

(3) Division 3 (commencing with Section 6001) of the Public Utilities Code.

(b) A district shall not grant a franchise over any work owned by another public agency unless that other public agency gives its consent.

(Repealed and added by Stats. 2005, Ch. 249, Sec. 3. Effective January 1, 2006.)

61105. (a) The Legislature finds and declares that the unique circumstances that exist in certain communities justify the enactment of special statutes for specific districts. In enacting this section, the Legislature intends to provide specific districts with special statutory powers to provide special services and facilities that are not available to other districts.

(b) (1) The Los Osos Community Services District may borrow money from public or private lenders and lend those funds to property owners within the district to pay for the costs of decommissioning septic systems and constructing lateral connections on private property to facilitate the connection of those properties to the district's wastewater treatment system. The district shall lend money for this purpose at rates not to exceed its cost of borrowing and the district's cost of making the loans. The district may require that the borrower pay the district's reasonable attorney's fees and administrative costs in the event that the district is required to take legal action to enforce the provisions of the contract or note securing the loan. The district may elect to have the debt payments or any delinquency collected on the tax roll pursuant to Section 61116. To secure the loan as a lien on real property, the district shall follow the procedures for the creation of special tax liens in Section 53328.3 of this code and Section 3114.5 of the Streets and Highways Code.

(2) (A) (i) Except as otherwise provided in this paragraph, on and after January 1, 2007, the Los Osos Community Services District shall not undertake any efforts to design, construct, and operate a community wastewater collection and treatment system within, or for the benefit of, the district. The district shall resume those powers on the date specified in any resolution adopted pursuant to subdivision (I) of Section 25825.5.

(ii) Upon resuming the powers pursuant to subdivision (i), the Los Osos Community Services District may continue the program to offset assessments or charges for very low or low-income households with funding sources, including, but not limited to, grants, adopted pursuant to subdivision (g) of Section 25825.5. If the county has not implemented that program, the Los Osos Community Services District may adopt a program that complies with subdivision (g) of Section 25825.5 to offset assessments or charges for very low or low-income households. The Los Osos Community Services District shall not include in an assessment or charge an amount to cover the costs to the county in carrying out the offset program.

(B) Nothing in this paragraph shall affect the district's power to do any of the following:

(i) Operate wastewater collection and treatment facilities within the district that the district was operating on January 1, 2006.

(ii) Provide facilities and services in the territory that is within the district, but outside the prohibition zone.

(iii) Provide facilities and services, other than wastewater collection and treatment, within the prohibition zone.

(C) Promptly upon the adoption of a resolution by the Board of Supervisors of the County of San Luis Obispo requesting this action pursuant to subdivision (i) of Section 25825.5, the district shall convey to the County of San Luis Obispo all retained rights-of-way, licenses, other interests in real property, funds, and other personal property previously acquired by the district in connection with construction projects for which the district awarded contracts in 2005.

(c) The Heritage Ranch Community Services District may acquire, construct, improve, maintain, and operate petroleum storage tanks and related facilities for its own use, and sell those petroleum products to the district's property owners, residents, and visitors. The authority granted by this subdivision shall expire when a private person or entity is ready, willing, and able to acquire, construct, improve, maintain, and operate petroleum storage tanks and related facilities, and sell those petroleum products to the district and its property owners, residents, and visitors. At that time, the district shall either (1) diligently transfer its title, ownership, maintenance, control, and operation of those petroleum tanks and related facilities at a fair market value to that private person or entity, or (2) lease the operation of those petroleum tanks and related facilities at a fair market value to that private person or entity.

(d) The Wallace Community Services District may acquire, own, maintain, control, or operate the underground gas distribution pipeline system located and to be located within Wallace Lake Estates for the purpose of allowing a privately owned provider of liquefied petroleum gas to use the underground gas distribution system pursuant to a mutual agreement between the private provider and the district or the district's predecessor in interest. The district shall require and receive payment from the private provider for the use of that system. The authority granted by this subdivision shall expire when the Pacific Gas and Electric Company is ready, willing, and able to provide natural gas service to the residents of Wallace Lake Estates. At that time, the district shall diligently transfer its title, ownership, maintenance, control, and operation of the system to the Pacific Gas and Electric Company.

(e) The Cameron Park Community Services District, the El Dorado Hills Community Services District, the Golden Hills Community Services District, the Mountain House Community Services District, the Rancho Murieta Community Services District, the Salton Community Services District, the Stallion Springs Community Services District, and the Tenaja Meadows Community Services District, which enforced covenants, conditions, and

restrictions prior to January 1, 2006, pursuant to former Section 61601.7 and former Section 61601.10, may continue to exercise the powers set forth in former Section 61601.7 and former Section 61601.10.

(f) (1) The Bel Marin Keys Community Services District may enforce all or part of the covenants, conditions, and restrictions for a tract, and assume the duties of the architectural control committee, to the extent that a tract's covenants, conditions, and restrictions authorize an architectural control committee. Before the district can enforce covenants, conditions, and restrictions, and assume the duties of an architectural control committee, for a tract, the board of directors shall:

(A) Receive a written request from the board of directors of the tract's property owners' association or homeowners' association, with a petition signed by not less than a majority of the property owners of the parcels within the tracts covered by those associations, requesting the district to enforce the covenants, conditions, and restrictions for that tract and assume the duties of the architectural control committee for that tract, if an architectural control committee is called for in the covenants, conditions, and restrictions.

(B) Conduct a public hearing on the question, after giving mailed notice to each affected property owner of the date, time, and location of the meeting.

(C) Submit an application to the local agency formation commission pursuant to Section 56824.10, specifying the exact nature and scope of the intended services to be provided by the district.

(D) Receive the approval of the local agency formation commission, pursuant to Article 1.5 (commencing with Section 56824.10) of Chapter 5 of Part 3 of Division 3 of Title 5, which may include completion terms deemed appropriate by the commission, to enforce covenants, conditions, and restrictions for a tract, and to assume the duties of the architectural control committee for that tract.

(E) Adopt an ordinance assuming the power to enforce covenants, conditions, and restrictions for a tract, and to assume the duties of the architectural control committee for that tract, provided that the ordinance requires:

(i) The property owners within the tract to finance the enforcement of the covenants, conditions, and restrictions, and the duties of the architectural control committee.

(ii) The tract's property owners' association or homeowners' association to indemnify the district for the costs of any litigation, settlements, injuries, damages, or judgments arising from enforcement of the covenants, conditions, and restrictions, and the district's duties as the architectural control committee.

(2) The Bel Marin Keys Community Services District may, by ordinance, divest itself of the power undertaken under this subdivision.

(g) The Bear Valley Community Services District, the Bell Canyon Community Services District, the Cameron Estates Community Services District, the Lake Sherwood Community Services District, the Saddle Creek Community Services District, the Wallace Community Services District, and the Santa Rita Hills Community Services District may, for roads owned by the district and that are not formally dedicated to or kept open for use by the public for the purpose of vehicular travel, by ordinance, limit access to and the use of those roads to the landowners and residents of that district.

(h) Notwithstanding any other provision of law, the transfer of the assets of the Stonehouse Mutual Water Company, including its lands, easements, rights, and obligations to act as sole agent of the stockholders in exercising the riparian rights of the stockholders, and rights relating to the ownership, operation, and maintenance of those facilities serving the customers of the company, to the Hidden Valley Lake Community Services District is not a transfer subject to taxes imposed by Part 11 (commencing with Section 23001) of Division 2 of the Revenue and Taxation Code.

(i) The El Dorado Hills Community Services District and the Rancho Murieta Community Services District may each acquire, construct, improve, maintain, and operate television receiving, translating, or distribution facilities, provide television and television-related services to the district and its residents, or authorize the construction and operation of a cable television system to serve the district and its residents by franchise or license. In authorizing the construction and operation of a cable television system by franchise or license, the district shall have the same powers as a city or county under Section 53066.

(j) The Mountain House Community Services District may provide facilities for television and telecommunications systems, including the installation of wires, cables, conduits, fiber optic lines, terminal panels, service space, and appurtenances required to provide television, telecommunication, and data transfer services to the district and its residents, and provide facilities for a cable television system, including the installation of wires, cables, conduits,

and appurtenances to service the district and its residents by franchise or license, except that the district may not provide or install any facilities pursuant to this subdivision unless one or more cable franchises or licenses have been awarded under Section 53066 and the franchised or licensed cable television and telecommunications services providers are permitted equal access to the utility trenches, conduits, service spaces, easements, utility poles, and rights-of-way in the district necessary to construct their facilities concurrently with the construction of the district's facilities. The district shall not have the authority to operate television, cable, or telecommunications systems, except as provided in Section 61100. The district shall have the same powers as a city or county under Section 53066 in granting a franchise or license for the operation of a cable television system.

(k) (1) The Lake Arrowhead Community Services District may enforce all or part of the covenants, conditions, and restrictions for a tract, and assume the duties of the Arrowhead Woods Architectural Committee, to the extent that a tract's covenants, conditions, and restrictions are legally enforceable by the Arrowhead Woods Architectural Committee. Before the district can enforce covenants, conditions, and restrictions, and assume the duties of the Arrowhead Woods Architectural Committee for a tract, the board of directors shall do all of the following:

(A) Receive a written request from the board of directors of the Arrowhead Woods Architectural Committee, with a petition signed by not less than a majority of the property owners of the parcels within the tracts covered by the Arrowhead Woods Architectural Committee, requesting the district to enforce the covenants, conditions, and restrictions for those tracts and assume the duties of the Arrowhead Woods Architectural Committee for those tracts.

(B) Conduct a public hearing on the question, after giving mailed notice to each affected property owner of the date, time, and location of the meeting.

(C) Submit an application to the local agency formation commission pursuant to Section 56824.10, specifying the exact nature and scope of the intended services to be provided by the district.

(D) Receive the approval of the local agency formation commission, pursuant to Article 1.5 (commencing with Section 56824.10) of Chapter 5 of Part 3 of Division 3 of Title 5, which may include completion terms deemed appropriate by the commission, to enforce covenants, conditions, and restrictions for a tract, and to assume the duties of the Arrowhead Woods Architectural Committee for those tracts.

(E) Adopt an ordinance assuming the power to enforce covenants, conditions, and restrictions for a tract, and to assume the duties of the Arrowhead Woods Architectural Committee for those tracts, provided that the ordinance requires both of the following:

(i) The property owners within the tracts to finance, in compliance with other state and local law, the enforcement of the covenants, conditions, and restrictions, and the duties of the Arrowhead Woods Architectural Committee through fees, regular or special assessments that may be enforced either pursuant to the authority of the Arrowhead Woods Architectural Committee under its founding documents or applicable law, or pursuant to the authority of the Lake Arrowhead Community Services District, and using any of the procedures set forth in Section 61122 in order to accomplish the purposes authorized herein.

(ii) The Arrowhead Woods Architectural Committee to indemnify the district for the costs of any litigation, settlements, injuries, damages, or judgments arising from enforcement of the covenants, conditions, and restrictions, imposition of any fees, assessments, or other financing mechanism authorized in clause (i), and the district's duties on behalf of the Arrowhead Woods Architectural Committee.

(2) The Lake Arrowhead Community Services District may use the procedures in Section 61115 for the enforcement of any fee, charge, or assessment authorized herein.

(3) The Lake Arrowhead Community Services District may, by ordinance, divest itself of the power undertaken under this subdivision.

(4) The Lake Arrowhead Community Services District shall not enforce any covenants, conditions, or restrictions for a tract, or assume the duties of the Arrowhead Woods Architectural Committee, until all unlawfully restrictive covenants are removed from the covenants, conditions, and restrictions of the properties in those tracts pursuant to the process in Section 12956.2.

(Amended by Stats. 2022, Ch. 309, Sec. 1. (SB 1405) Effective January 1, 2023.)

61106. (a) If a board of directors desires to exercise a latent power, the district shall first receive the approval of the local agency formation commission, pursuant to Article 1.5 (commencing with Section 56824.10) of Chapter 5 of Part 3 of Division 3.

(b) After receiving the approval of the local agency formation commission, the board of directors may, by ordinance, order the exercise of that power.

(Repealed and added by Stats. 2005, Ch. 249, Sec. 3. Effective January 1, 2006.)

61107. (a) If a board of directors desires to divest itself of a power that is authorized pursuant to this chapter and if the termination of that power would require another public agency to provide a new or higher level of services or facilities, the district shall first receive the approval of the local agency formation commission. To the extent feasible, the local agency formation commission shall proceed pursuant to Article 1.5 (commencing with Section 56824.10) of Chapter 5 of Part 3 of Division 3. After receiving the approval of the local agency formation commission, the board of directors may, by ordinance, divest itself of that power.

(b) Notwithstanding subdivision (a) of Section 56824.14, the local agency formation commission shall not, after a public hearing called and held for that purpose pursuant to subdivisions (b) and (c) of Section 56824.14, approve a district's proposal to exercise a latent power if the local agency formation commission determines that another local agency already provides substantially similar services or facilities to the territory where the district proposes to exercise that latent power.

(c) If a board of directors desires to divest itself of a power that is authorized pursuant to this chapter and if the termination of that power would not require another public agency to provide a new or higher level of services or facilities, the board of directors may, by ordinance, divest itself of that power.

(Amended by Stats. 2006, Ch. 643, Sec. 16. Effective January 1, 2007.)