



REGULAR MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 www.gcsd.org

AGENDA

(Amended)

June 9, 2020

10:00 a.m.

LOCATION: TELECONFERENCE - SEE BELOW

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

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

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

HOW TO OBSERVE AND PARTICIPATE IN THE MEETING:

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

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

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

HOW TO SUBMIT PUBLIC COMMENTS:

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

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

ACCESSIBILITY INFORMATION:

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

PUBLIC RECORDS:

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

ALL AGENDA MATERIAL ARE AVAILABLE ON THE DISTRICT WEBSITE AT WWW.GCSD.ORG OR MAY BE INSPECTED IN THE GROVELAND COMMUNITY SERVICES DISTRICT OFFICE AT 18966 FERRETTI ROAD, GROVELAND, CALIFORNIA

Any person who has any questions concerning this agenda may contact the District Secretary. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District at 209-962-7161. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (28FR35.102-35.104 ADA Title 11)

TELECONFERENCE AGENDA

(Amended)
June 9, 2020
10:00 a.m.

Call to Order

Pledge of Allegiance

Roll Call of Board Members

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

1. Approve Order of Agenda

2. Public Comment

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

3. Information Items

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

A. Staff Reports

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

4. Consent Calendar

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

- A. Approve Minutes from the May 5, 2020 Special Meeting
- B. Approve Minutes from the May 12, 2020 Regular Meeting
- C. Approve Minutes from the May 26, 2020 Special Meeting
- D. Accept May 2020 Payables
- E. Ratify the Filing of Liens for Delinquent Water and Wastewater Accounts
- F. 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. Review of Draft Fiscal Year 2020-2021 Budget, Provide Direction to Staff and Establish a Public Hearing Date of June 23, 2020 for Adoption of Final Budget

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 Establishing Groveland Fire Department Deployment Standards Relating to Distribution of Fire Stations and Response Time Goals for Incidents Including Multiple Unit Effective Response Force and Hazardous Materials Response
- B. Adoption of a Resolution Approving Implementation of the Previously Authorized Water and Sewer Rate Increase for the Fiscal Year 20/21
- C. Adoption of a Resolution Approving the Big Creek/Second Garotte Clearwell Project and Authorize the General Manager to Proceed with Public Bidding
- D. Consideration of Establishing the Compensation Level for the General Manager for the 2020/21 Fiscal Year

7. Adjournment

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Groveland Community Services District Fire Department / CALFIRE

18966 Ferretti Road Groveland, CA 95321

Staff Report
June 9, 2020

To: Board of Directors

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

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

Operations:

Emergency Incident Response:

On May 6, 2020, the Groveland Forest Fire Station noticed a small column of smoke in the general vicinity of Deer Flat Road adjacent to GCSD property. Engine 4476 and Groveland Fire units responded to the smoke check, once in the area they located the fire and immediately augmented the dispatch to a full wildland dispatch. Upon arrival, there was a ¼ acre of brush burning at a slow rate of spread in a homeless encampment. Fire crews contained the fire immediately preventing any additional spread. The cause of the fire is under investigation.

On May 9, 2020 CAL FIRE and Groveland fire units responded to a vegetation fire in the area of Merrell Road and Second Garrote. Upon arriving at scene, there was a 1/2 of an acre of brush burning downhill at a slow rate of spread onto the neighboring property. There was no person in attendance and fire crews aggressively attacked the fire, preventing any additional spread. The cause of the fire was determined to be an unattended escaped burn pile.

Apparatus and Equipment:

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

Fuel Reduction:

Crooks Logging has started masticating the initial segment of the awarded CCI Grant. The expected outcome is to have continuous fuel reduction strategically placed in locations within GCSD property to protect infrastructure while protecting the Groveland community. This will assist in controlling large fires primarily where they provide additional access for firefighting activities, ultimately increasing initial attack success. This fuel reduction should serve to allow firefighters to work safely in the area; to change fire direction; to drop fire to the ground; and to stop the spread of wildfire under adverse fire conditions. Mitigating fire risk to the communities is a priority of the District.



Training:

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

- Hose Deployment and Management
- Fire Attack
- Low Angle Rope Rescue Operations
- Multi-Purpose Device (MPD) Training
- Vehicle Extrication

Announcement:

Congratulations to Rich Shade on his promotion to Fire Captain in the Tuolumne-Calaveras Unit. Rich has served the Groveland Community for over four years and has been instrumental in several key programs. We wish him well and good luck in his new assignment. His replacement will be Fire Apparatus Engineer Brendan Dempsey who brings many years of valuable experience and be a great addition to Groveland Fire.

MONTH - May 2020

STATION 78



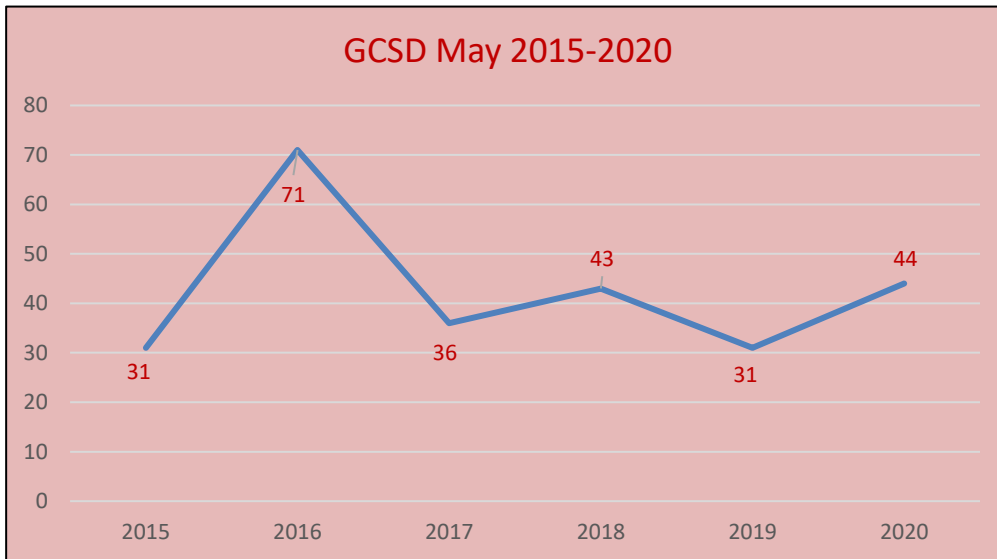
Alarm Sounding	0
Odor Investigation	0
Debris Fire	0
Medical Aid	30
Fire Menace Standby	0
Fire Other	0
Haz Mat	0
Landing Zone	1
Plane/Heli Crash	0
Public Assist	8
Smoke Check	2
Structure Fire	0
Commercial Structure Fire	0
Vegetation Fire	2
Vehicle Accident	1
Vehicle Accident/Pin in	0
Vehicle Fire	0
TOTAL	44

Auto Aid	Given
Tuolumne County	3

(41 calls in GCSJ district, 3 calls in Tuolumne County)

2020 Year to date calls 1/1/20 to 5/31/20 = 222 incidents

2019 Year to date calls 1/1/19 to 5/31/19 = 223 incidents



		2015	31
		2016	71
		2017	36
		2018	43
2018		2019	31
2019	223	2020	44
2020	222		



G.C.S.D. Services - 209 / 962-7161

Fax - 209 / 962-4943

Fire Department - 209 / 962-7891

www.gcsd.org

water • fire protection • parks • wastewater collection & treatment

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

June 2, 2020

Congressman Tom McClintock
United States House of Representatives
2312 Rayburn House Office Building
Washington, D.C. 20515

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

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

Dear Congressman Tom McClintock, Senator Feinstein and Senator Harris,

The Groveland Community Services District respectfully urges you to support H.R. 7073, the Special Districts Provide Essential Services Act, which would bring much-needed relief resources to special districts in our community, throughout California, and across the nation.

Groveland CSD is the provider of water treatment and distribution; wastewater collection, treatment and recycling; fire protection and emergency response; and park and recreation services to a permanent population of over 3300 residents, growing to over 10,000 on weekends and holidays in the communities of Groveland and Big Oak Flat. Groveland CSD is geographically isolated and thus operates completely independently of Tuolumne County and the City of Sonora; and are located on the busy Highway 120 corridor just northwest of the northern entrance to Yosemite National Park. Being isolated makes our services vital to the health, safety and wellbeing of the community; even more so during the current COVID-19 Pandemic.

We serve an economically disadvantaged community which has been disproportionately impacted by the pandemic, as many community residents rely on income from the lodging and Yosemite tourism support industries which have been shut down for many months. Proportional access to federal relief resources would help our district confront COVID-19 and overcome related unbudgeted expenses and revenue losses. Access to capital as our state and nation struggle with an economic downturn and unprecedented unemployment situation will be key for continuing operations unhindered, restoring our local economy, and preparing for the next disaster.

The District has seen a tripling in water and sewer account delinquencies, which will cause the deferral of system maintenance and improvement projects in the upcoming fiscal year. Our financially stressed fire department is facing the inability to continue services beyond 2021 due to increasing expenses and reduced revenue caused by COVID-19, with the inability to secure a local tax measure to fund the deficit due to the extremely high unemployment rate and community economic hardship caused by this pandemic. Park facility rentals and events critical to our ability to maintain the only public parks in the region, have been delayed and may be cancelled for the summer.

H.R. 7073 would help the Groveland Community Services District meet the challenges of COVID-19 by:

- **Allowing special districts access to the Coronavirus Relief Fund.** Under the bill, states would be required to allocate no less than 5 percent of future Coronavirus Relief Fund disbursements to special districts. Doing so remedies deep concerns and uncertainty surrounding special districts' future access to much-needed assistance for unforeseen COVID-19-related expenditures and revenue loss. Even with the Fund's allocation under the CARES Act, many states have not yet released their portion of the Fund to local governments, including here in California. Designating special districts as eligible for the Fund would greatly assist districts in their attempts to both recoup revenue losses and backfill the increase in expenditures many have experienced due to a variety of pandemic-related expenses (PPE, etc.), which totals an estimated \$250 million through May 5 for California's special districts.
- **Permitting special districts to be considered "eligible issuers" of the Federal Reserve Board's Municipal Liquidity Facility (MLF).** The Federal Reserve established the MLF and was authorized to establish an MLF program. States, territories, tribes, cities with a population greater than 250,000 and counties with a population greater than 500,000 have access to the Fed's tool to purchase bonds and revenue anticipation notes. Despite special districts' authority to issue these notes, they are not considered "eligible issuers" under the CARES Act. H.R. 7073 expands the Fed's authorization to purchase these notes to include all special districts as "eligible issuers" for MLF.
- **Defines "special district".** Currently, a federal definition for "special district" does not exist. The bill would establish the term as a *"political subdivision, formed pursuant to general law or special act of a State, for the purpose of performing one or more governmental or proprietary functions."*

As Congress continues to negotiate next steps for COVID-19 relief for state and local governments, the Groveland Community Services District not only asks for your support on this bill in the U.S. House but also its provisions' inclusion in the Senate's version of a state and local relief bill.

Thank you for your ongoing support of California's families and communities. Our district stands ready to partner with you in our continued efforts to deliver essential services to California residents.

Sincerely,



Peter J. Kampa
General Manager
Groveland Community Services District

CC:

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

Groveland CSD Board of Directors



Tuolumne-Stanislaus Integrated Water Advisory Committee & JPA Board Meeting Back Brief

To: President of the Board, Janice Kwiatkowski
General Manager, Pete Kampa
Directors Bob Swan, John Armstrong and Nancy Mora

From: Director Spencer Edwards

Subj: Back Brief TS-IRWMA Board Meeting, 5/20/2020, 11:00AM-12:00PM

Date: May 21st, 2020

CC: As Needed

The May 20th TS-IRWM meeting was a teleconference. It was a rather short meeting and only lasted 50 minutes. The highlight of the meeting for GCSO was the Prop 1 funding for our generator replacements was approved and TS-IRWM expects funding by the end of the summer. Additionally, the Me-Wuk Native American Tribe was funded for their Dam and UTICA was funded for their communication tower.

GCSO is considered a member in good standing with TS-IRWM.

CCWD has developed a Customer Assistance Program (CAP). This program is helpful to a certain segment of their customers; however, it costs their District \$60,000.00 a year to maintain it and the burden to their administrative staff is high.

TUD is developing a plan to build a water treatment plant in the high country to replace several of the small plants they have now. The estimated cost of this new plant would be \$30 Million. They will be depending on grant money and expect a reasonable debt to the District. It will be a state-of-the-art water treatment plant, 3 to 5 MGD output. They deserve our support.



County of Tuolumne Local Agency Formation Commission

Quincy Yaley, AICP
Executive Officer

May 28, 2020

A.N. Francisco Building
48 Yaney Avenue
Mailing: 2 S. Green Street
Sonora, CA 95370
209 533-5633
209 533-5616 (fax)

www.tuolumnecounty.ca.gov

TO: Special Districts

FROM: Quincy Yaley, Executive Officer, LAFCO

RE: Draft Local Agency Formation Commission Budget for Fiscal Year 2020-2021

Enclosed is a copy of the Draft Budget for Fiscal Year 2020-2021 adopted by the Local Agency Formation Commission (LAFCO) at its meeting on May 26, 2020. Please review the draft budget and advise LAFCO of any comments you may have by June 19, 2020.

The Local Agency Formation Commission will consider adopting its Final Budget at a public hearing to be held on July 13, 2020 at 4:00 p.m. Instructions for participating will be included on the agenda.

Please note that the City of Sonora's share of the funding for LAFCO is 8.1% of the approved LAFCO budget. Two special district representatives and an alternate were added to the LAFCO board at the May 26, 2020 meeting. Special districts will pay one third of the LAFCO annual budget beginning in FY 20-21. The County of Tuolumne will pay the remainder.

If you have any questions or comments concerning LAFCO's budget, please contact Sheila Shanahan, Deputy Executive Officer of LAFCO at sshanahan@co.tuolumne.ca.us or 209-533-6904.

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



County of Tuolumne Local Agency Formation Commission

Quincy Yaley, AICP
Executive Officer

May 22, 2020

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

EXECUTIVE OFFICER'S REPORT

PROPOSED ACTION

Consideration of adopting the Draft Budget for the Local Agency Formation Commission (LAFCO) for Fiscal Year (FY) 2020-2021, directing staff to send it to the County of Tuolumne, City of Sonora, and Special Districts for review and comment, and approving the LAFCO Fiscal Year 2020-2021 Work Program.

BUDGET

1. Pursuant to Section 56381 of the California Government Code, LAFCO is required to adopt a final budget by June 15th of each year for the next fiscal year which begins on July 1st. The Commission must formulate a draft budget that is to be sent to the City of Sonora, County of Tuolumne, and all the Special Districts in Tuolumne County for review and comment before adoption of the final budget by LAFCO.
2. Staff proposes to keep the LAFCO budget the same as it was for FY 2019-2020; \$65,356. A status quo budget takes into account anticipated financial constraints experienced by member organizations due to the response to the COVID-19 pandemic. Pursuant to Government Code Section 56381, the budget shall, at a minimum, be equal to the budget adopted for the previous fiscal year unless LAFCO finds that reduced staffing or program costs will nevertheless allow LAFCO to fulfill the purposes and programs of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.
3. The proposed budget will provide LAFCO with the funds needed to implement the FY 20-21 LAFCO Work Plan which includes completing Municipal Service Reviews and other LAFCO projects. Proposed budget expenditures are as follows:

LAFCO BUDGET FY 20-21

Description	FY 20-21	FY 19-20
Dues and Memberships	\$ 1,745	\$1,075
Office Expenses	\$ 1,000	\$1,000
Publications/Legal Notices	\$ 1,000	\$1,000
Travel and Training	\$ 7,500	\$7,500
Personnel & Consultants	\$ 54,111	\$54,781
Total	\$ 65,356	\$65,356

4. LAFCO is an independent agency that has historically been funded by the County of Tuolumne and the City of Sonora. In FY 20-21 it will also be funded by special districts as per their request to pay a share of costs and add two special district members and an alternate to the LAFCO Board. Pursuant to a Memorandum of Understanding (MOU) between the City and the County, the Local Transportation Fund (LTF) per capita percentage is used to determine the City's and the County's respective shares of the LAFCO budget. Under this formula, the City will be responsible for 8.1 percent of the adopted FY 2020-2021 LAFCO Budget. In the past, the County was responsible for the remaining balance. With the addition of Special District representatives on the LAFCO Commission, the Special Districts will be responsible for paying one third of the LAFCO operating budget. The County Auditor will invoice the City of Sonora, County of Tuolumne and the Special Districts to pay their respective shares of the proposed costs as shown in the tables below.

LAFCO 20-21 REVENUES

Amount	%	Entity
\$ 5,294	8.10%	City of Sonora
\$ 21,567	33%	Special Districts
\$ 31,406	48.1%	County of Tuolumne
\$ 7,089	11%	Application Fees
\$ 65,356	100.00%	Total Share of Cost

BREAKDOWN OF SPECIAL DISTRICT PAYMENTS

\$ 8,500	TUD
\$ 4,200	Groveland CSD
\$ 2,200	Twain Harte CSD
\$ 1,000	Jamestown Sanitary District
\$ 1,000	Tuolumne Sanitary District
\$ 500	Jamestown Fire Protection District
\$ 500	Tuolumne Fire District
\$ 500	Strawberry Fire Protection District
\$ 500	Columbia Fire Protection District
\$ 500	Mi Wuk Sugar Pine Fire Protection District
\$ 361	Carters Cemetery District
\$ 361	Columbia Cemetery District
\$ 361	Jamestown Cemetery District
\$ 361	Oak Grove Cemetery District
\$ 361	Shaws Flat-Springfield Cemetery District
\$ 361	Tuolumne Park & Recreation District
\$ 21,566	Total*

* Total shall be adjusted proportionally based on changes to the LAFCO annual budget or as otherwise agreed by a majority vote of the LAFCO Board.

EXPENSES

5. **Dues** - The California Association of Local Agency Formation Commissions (CALAFCO) has advised LAFCO staff that the annual membership fee for the upcoming year will increase from \$1,075 to \$1,745 which is a 62% increase. Tuolumne County LAFCO staff gain access to a wealth of information and advice by participating in CALAFCO. CALAFCO provides access to a network of other Executive Officers and LAFCO staff statewide, which provide daily insight

and advice on LAFCO procedures and regulations. Without access to this network, Tuolumne County LAFCO staff would be required to attend more trainings and/or hire additional consultants for assistance.

6. **Travel and Training** - Pursuant to Section 56334 of the Government Code, Commission members and alternates may be reimbursed for actual and reasonable expenses necessary to attend meetings and perform duties of their office. LAFCO may authorize payment of a per diem to Commission members and alternates for each day they attend meetings of the Commission. Based upon LAFCO's past practice, funds are not proposed to be budgeted for City and County LAFCO members to attend LAFCO meetings and conferences or to pay a per diem to any Commissioner. The draft FY 2020-2021 travel budget includes the estimated cost for travel and training for five individuals to attend either a staff workshop or the annual CALAFCO conference. As per past practices, attendees may include LAFCO staff or the regular and alternate Commissioner representing the general public. With the addition of Special District members, the LAFCO Board may wish to consider paying for Special District members to attend the CALAFCO conference if funds allow or directing special districts to pay for their members to attend these conferences.
7. **Personnel** - Staff and consultant costs will remain the same as last year. Personnel costs are based on the County's adopted methodology for establishing hourly rates for each employee. These costs include employee salaries and benefits, and the County's overhead, such as office space, utilities, and internal services, including the Auditor's expenses in handling LAFCO's finances. The number of hours and hourly rates have been estimated for FY 2020-2021.

Estimated Staff and Consultant Costs

Personnel	Hourly	Hours	Total
Executive Officer (CDD Director)	\$146.55	65	\$ 9,526
Deputy Officer (Comm./Housing Mgr.)	\$119.14	120	\$ 14,297
Admin. Assistant	\$99.88	50	\$ 4,994
LUNR Tech	\$66.72	20	\$ 1,334
GIS	\$71	20	\$ 1,420
Legal Services	\$125	20	\$ 2,500
Consultants		TBD	\$ 20,040
Total			\$ 54,111

WORK PROGRAM FOR FY 20-21

MUNICIPAL SERVICE REVIEWS

8. Tuolumne County contains 18 independent Special Districts, 7 Lighting Districts and 58 County Service Areas (CSAs). The number of County Service Areas could be increased by developers requesting to add a County Service Area to maintain roads and other services for their development. The Lighting Districts and County Service Areas are maintained by County Staff. Each Special District, Lighting District and County Service Area is scheduled to have their District and Sphere of Influence evaluated every five years pursuant to Section 56425(g) of the Government Code. There are approximately 83 Municipal Service Reviews to be completed. This number could increase if new CSAs are created.
9. From April of 2012 through December of 2013, LAFCO conducted Municipal Service Reviews

and Sphere of Influence updates for all the special districts in Tuolumne County. Beginning in FY 17-18 completion of these reviews were staggered over a five-year period to better manage staff workload. The schedule for Municipal Service Reviews is as follows:

MSR SCHEDULE

SPECIAL DISTRICT	YEAR 1 (FY 17-18)	YEAR 2 (FY 18-19)	YEAR 3 (FY 19-20)	YEAR 4 (FY 20-21)	YEAR 5 (FY 21-22)
City of Sonora	1-28-19				
Columbia Fire	4-8-19				
Jamestown Fire	4-8-19				
Mi-Wuk Fire	4-8-19				
Strawberry Fire	4-8-19				
Tuolumne Fire	1-28-19				
Groveland CSD		In process			
Twain Harte CSD		x			
Tuolumne Utilities District				x	
Carters Cemetery			In process		
Columbia Cemetery			In process		
Jamestown Cemetery			In process		
Oak Grove Cemetery			In process		
Shaws Flat-Springfield Cemetery			In process		
Jamestown Sanitary				x	
Tuolumne Sanitary				x	
Tuolumne Park & Recreation				x	
County Service Areas (58±)					x
Lighting Districts (7)					x
Leland Meadows Water District					x

PROJECTS

10. Special districts in the community of Tuolumne have approached LAFCO regarding formation of a Community Services District that would merge some of the special districts in that area into one CSD. This past year, they held a series of meetings with LAFCO staff to discuss the process and plan to hire a consultant to complete a study evaluating the proposed merger. LAFCO staff anticipate reviewing the report in FY 20-21. If an application is made to LAFCO for this project, the costs for the formation of a CSD outlined in the LAFCO fee schedule as "Full cost recovery based on time and materials with a \$3,824.00 deposit".
11. There are two potential projects in Groveland where the developer may apply for boundary adjustments so that the project can be served by the Groveland Community Services District.

Groveland CSD may also pursue a proposal to dissolve the Groveland Lighting District and merge its functions with the CSA. LAFCO staff anticipate reviewing these proposals in FY 20-21. Applications from developers will be accompanied by the appropriate fees as identified in the LAFCO fee schedule.

12. Additional projects may also be submitted to LAFCO during FY 2020-202 that would be added to the FY 20-21 Work Plan.

RECOMMENDATION

The Executive Officer recommends that your Commission:

- Adopt the Draft FY 2020-2021 budget,
- Direct staff to send the budget to the County of Tuolumne, City of Sonora, and special districts for review and comment, and
- Approve the LAFCO Fiscal Year 2020-2021 Work Program.



Operations Report

Month of Review: May 2020

Information Provided by:

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

Wastewater Treatment Plant Flows

Influent Totals From: May 2020	
Total	3.90MG
High	.16MG
Low	.10MG
Average	.13 MG

Effluent Totals From: Plant: May 2020	
Total	4.03 MG
High	.17 MG
Low	.10 MG
Average	.13 MG

Rainfall Totals at the Sewer Treatment Plant Month of May 2020	
Year	Total Rainfall-inches
2020	1.97 - (1.23 High)
2019	7.90 - (1.88 High)
2018	0.53 - (0.45 High)
2017	0.35 - (0.20High)
2016	0.28 - (0.16 High)
Current Season Total	27.53

Wasting Totals	
Total Inches	437
Total Pounds	6680

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

Active Sewer Accounts: 1558

Activities at the Wastewater Treatment Plant

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

Wastewater Collections Department

- Completed all Preventative Maintenance Check Sheets (PMCS) at all Lift Stations (weekly) added degreaser and Odor ban as needed
- Chemical flushed gravity sewer lines throughout the District for system maintenance
- Inspected and flushed problem manholes
- Hydro flushed multiple gravity lines throughout the District for system maintenance
- Inspected- LS 6 and 8 gravity line Manholes (89 Total MH opened and Inspected)
- Cleaned Lift Stations- LS 3, LS 12, LS 14, LS 16
- Camera sewer line in town for USA marking
- Camera sewer line on Wards Ferry Rd in front of Moore Bros. office
- Camera sewer main on Pleasant View Drive

Treated Water Department

- Submitted monthly Water Treatment Report to State Water Resources Control Board
- Submitted monthly Conservation Report to State Water Boards
- Performed weekly checks and calibrations on all analyzers at 2G, BC, and AWS
- Performed monthly UV calibrations at 2G and BC
- Took weekly Treatment Plant samples and sent into Aqua Lab
- Took weekly distribution samples and sent into Aqua Lab

Distribution Department

- Monitored/sample Distribution Tank as needed
- Read all District Water Meters
- Normal day to day: Trouble calls (low press/high press, no water, shut off for repairs etc.)
- Completed weekly checks on Tank 4, Highlands Pump stations (Building, Pneumatic Tank, Pumps and MCC Cabinet)
- Installed Hydrant Construction Meters
- Installed new traffic grade meter box in Hungry Bear Dinner parking lot
- Installed new 2" blow-off on Morgan Drive

Meter Related Services	Total
Check/repair meter	1
Install water meter	0
Monthly Meter Restrictions	0
Meter change outs	3
Read tenant out	3
Re-Read	10
Turn off meter	2
Turn on meter	3
Test meter	1
Total Distribution Issues	23

Active Water Accounts:3253

Billed Consumption 2020	Gallons
Residential	6687386
Commercial	304536
Billed Consumption 2019	Gallons
Residential	6186898
Commercial	649589

Construction and Maintenance

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

Maintenance

- General yard maintenance around the District amenities (mow, weed eat, trash, debris removal, limb trees ETC)
- Cleaned around dumpster area and hauled cardboard to Moore Brothers
- Corp Yard Cleanup
- Continued Maintenance Shop Cleanup
- Mowed Gras around Administrative Building, Parking Lot, and Driveway
- Replaced Lights on Admin, Operations and STP Generator buildings with LED lighting
- Burned slash pile
- Filled in potholes in gravel driveway
- Replaced the unleaded fuel pump on the fuel vault
- Landscape maintenance at the Ball Field and MLCP
- Repaired irrigation timer at the Ballfield and MLCP
- Ls 8 Generator- Cleaned Auto/Run switch contacts; Serviced
- LS 9 Generator- Primed fuel pump
- LS 15- Generator- Replaced bad fuse for no-start condition; Replaced block heater & hoses
- Began bench building upper OMAR pump
- Truck 7 – Repaired A/C
- Truck 17 – Exhaust clean
- Truck 787 – Installed new hood latch, 90-day inspection
- Truck 781 – Inspected for pump testing, 90-day inspection
- Bad Boy Mower – Serviced and sharpened blades
- Golf Cart – Serviced
- Vac Tron – repaired for no-start condition
- Mini Excavator – Repaired tailpipe; repaired hydraulic ram

Projects/Contract Work

- GIS Program
 - Completed Hydrants and Hydrant Valves in:
 - Unit 1
 - Unit 2
 - Unit 3
- Completed Winter Averaging Application Reviews
- Hi-Tech – Fire Truck Pump Testing
 - Engine 781
- Industrial Electric
 - Replaced LS 10 pump 1 & 2 circuit breakers
- Presidio System, Inc.
 - Lift Station Cleaning
 - LS 5
 - LS6
 - LS7
 - LS8



VAC-CON Vacuum Truck with boom extended cleaning LS 6



Before



After

After Hour Calls

- Staff had 7 after hour calls: 5 Water 2 Sewer all resolved

Workplace Safety and Training

Weekly Safety Meetings and Training

- Daily Tailgate Meetings
- Weekly Safety Meetings
- Weekly Security Checks
- Weekly Vehicle inspection
- CIWIQS Training for Data Submitters and Legally Responsible Officials Adam, Luis
- USA North 811 California Damage Prevention Certification- All Maintenance Department Staff
- SSO Documentation- Adam, Luis

**SPECIAL MEETING OF THE BOARD OF
DIRECTORS GROVELAND COMMUNITY SERVICES
DISTRICT GROVELAND, CALIFORNIA**

**May 5, 2020
10:00 a.m.**

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

Call to Order

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

Public Comment

None.

Discussion and Action Items

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

- A. Adoption of a Resolution Approving a Subrecipient Agreement with the County of Tuolumne for Funding Through the State Community Development Block Grant Program for the Downtown Groveland/Big Oak Flat Water Distribution System Improvements

Motion

Director Kwiatkowski moved, seconded by Director Armstrong and the motion passed unanimously to adopt Resolution 22-2020, Approving a Subrecipient Agreement with the County of Tuolumne for Funding Through the State Community Development Block Grant Program for the Downtown Groveland/Big Oak Flat Water Distribution System Improvements by roll call.

Adjournment

Meeting adjourned at 10:23am.

APPROVED:

Janice Kwiatkowski, President

ATTEST:

Jennifer L. Flores, Board Secretary

**REGULAR MEETING OF THE BOARD OF
DIRECTORS GROVELAND COMMUNITY SERVICES
DISTRICT GROVELAND, CALIFORNIA
May 12, 2020
10:00 a.m.**

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

Call to Order

Director Kwiatkowski called the meeting to order at 10:04am.

Approve Order of Agenda

Motion

Director Armstrong moved, seconded by Director Edwards and the motion passed unanimously to approve the order of the agenda by roll call.

Public Comment

A member of the public made a comment regarding an email that he submitted about Item 6H.

Information Items

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

A. Staff Reports

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

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 April 14, 2020 Regular Meeting
- B. Approve Minutes from the April 28, 2020 Special Meeting
- C. Approve Minutes from May 5, 2020 Special Meetings
- D. Accept April 2020 Payables
- E. Adoption of Resolution 23-2020, Awarding a Contract to R&R Mountain Enterprises to Provide On Call Emergency, Small Capital Improvement and Maintenance Services
- F. Waive Reading of Ordinances and Resolutions Except by Title

Motion

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

Old Business

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

A. None.

Discussion and Action Items

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

A. Adoption of Resolution 24-2020, Approving and Accepting the Updated Groveland Fire Master Plan Update Prepared by Citygate Associates

Motion

Director Armstrong moved, seconded by Director Edwards and the motion passed unanimously to approve Resolution 24-2020 Approving and Accepting the Updated Groveland Fire Master Plan Update Prepared by Citygate Associates by roll call.

B. Consideration of Approval of Application to the Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program Funded by FEMA to Increase District Fire Department Staffing at the Groveland Fire Station to a Minimum of Three Persons Daily

Motion

Director Swan moved, seconded by Director Armstrong and the motion passed unanimously to approve of Application to the Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program Funded by FEMA to Increase District Fire Department Staffing at the Groveland Fire Station to a Minimum of Three Persons Daily by roll call.

C. Consideration of Approval of Application to the California Department of Forestry and Fire Protection, Volunteer Fire Assistance Program (VFA) for the Purchase of Additional Training, Safety, Communication and Firefighting Equipment

Motion

Director Armstrong moved, seconded by Director Edwards and the motion passed unanimously to approve of Application for the CAL FIRE Volunteer Assistance Grant and to allow the General Manager to sign any subsequent documentation for the application by roll call.

D. Adoption of Resolution 25-2020, Approving a Schedule A and Amador Contract with CAL FIRE for the Fiscal Years 2020/21 through 2022/23 for Fire Protection and Emergency Response Services

Motion

Director Armstrong moved, seconded by Director Swan and the motion passed unanimously to approve Resolution 25-2020, Approving a Schedule A and Amador Contract with CAL FIRE for the Fiscal Years 2020/21 through 2022/23 for Fire Protection and Emergency Response Services by roll call.

- E. Consideration of Approval of the Issuance of a Request for Proposals for the Completion of a Development Impact Fee Study for District Water, Wastewater, Fire and Park Services

Motion

Director Armstrong moved, seconded by Director Edwards and the motion passed to approve of the Issuance of a Request for Proposals for the Completion of a Development Impact Fee Study for District Water, Wastewater, Fire and Park Services by roll call.

- F. Adoption of Resolution 26-2020, Designating the Applicant's (District's) Agent for Agreements and Related Matters During Emergencies; Cal OES 130 Non- State Agencies

Motion

Director Swan moved, seconded by Director Armstrong and the motion passed unanimously to approve Resolution 26-2020, Designating the Applicant's (District's) Agents for Agreements and Related Matters During Emergencies; Cal OES 130 Non- State Agencies by roll call.

- G. Review and Direction to Staff Regarding the Preliminary Draft Budget for FY 2020-2021

A public hearing was scheduled for June 23, 2020 to Adopt Budget for FY 2020-2021

- H. Consideration of Approval of Application to International Mountain Bicycling Association (IMBA) for Funding for Planning Activities Related to the GCSD Hetch Hetchy Railroad Grade Trail Project

Motion

Director Swan moved, seconded by Director Armstrong and the motion passed unanimously to approve of Application to International Mountain Bicycling Association (IMBA) for Funding for Planning Activities Related to the GCSD Hetch Hetchy Railroad Grade Trail Project by roll call.

Adjournment

Meeting adjourned at 12:41pm.

APPROVED:

Janice Kwiatkowski, President

ATTEST:

Jennifer L. Flores, Board Secretary

**SPECIAL MEETING OF THE BOARD OF
DIRECTORS GROVELAND COMMUNITY SERVICES
DISTRICT GROVELAND, CALIFORNIA
May 26, 2020
10:00 a.m.**

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

Call to Order

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

Public Comment

A member of the public requested to be informed of Park Committee related items.

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. Conduct a Board Workshop and Receive Preliminary Public Input in Review of the Proposed District Budget for the 20/21 Fiscal Year Beginning July 1, 2020
 - i. Establish a Public Hearing Date of June 23, 2020 for Consideration of Adoption of the Final 2020/21 Fiscal Year Budget

Director Armstrong left the Meeting at 12:00pm.

Adjournment

Meeting adjourned at 12:13pm.

APPROVED:

Janice Kwiatkowski, President

ATTEST:

Jennifer L. Flores, Board Secretary



ACCOUNTS PAYABLE CHECK LISTING

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

Accounts Payable Checks



User: dpercoco
Printed: 6/5/2020 9:27:34 AM

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
18990	am01	AM Consulting Engineers, Inc.	5/28/2020	True	USDA Per prep for AWS	\$15,695.00
18991	BLU02	Anthem Blue Cross	5/28/2020	True	Insurance D. Beaudreau	\$1,023.72
18992	AQU01	Aqua Labs	5/28/2020	True	050 Water Tests	\$2,975.00
18993	aqu5	Aqua Sierra Controls Inc.	5/28/2020	True	Diagnose/repair comms issues	\$6,490.35
18994	ATT02	AT&T	5/28/2020	True	Monthly Cal Net phone service	\$438.96
18995	UB*02591	Badger, Sandra	5/28/2020	True	Refund Check	\$438.61
18996	UB*02588	Bangs, Robert	5/28/2020	True	Refund Check	\$52.42
18997	Bur04	Burton's Mother Lode Appliance Service	5/28/2020	True	Repair ice maker @ Fire Dept.	\$160.00
18998	CMRS	CMRS-FP	5/28/2020	True	Postage Machine Refill	\$1,000.00
18999	COL03	Columbia Communications	5/28/2020	True	3 pagers for alarm notifications for on call staff	\$526.84
19000	Deluxe	Deluxe Business Checks & Sol	5/28/2020	True	300 3-part Deposit slips	\$141.69
19001	DEP09	Department of Forestry & Fire Protection	5/28/2020	True	Jan & Mar 2020 Amador Fire Protection	\$179,003.45
19002	flo01	Flores, Jennifer	5/28/2020	True	Internet Stipend 4/20 to 5/19/2020	\$100.00
19003	UB*02452	Fossum, Marc	5/28/2020	True	Refund Check	\$96.06
19004	GEN01	General Plumbing Supply	5/28/2020	True	Filters for Distribution Filter	\$73.62
19005	gilb01	Gilbert Associates, Inc.	5/28/2020	True	CPA Services	\$3,100.00
19006	GRA04	Grainger	5/28/2020	True	Photo control for District Lighting	\$384.69
19007	H&S	H & S Parts and Service	5/28/2020	True	Seal for Mini Excavator	\$218.13
19008	HIT01	Hi-Tech E V S, Inc	5/28/2020	True	Pump test for Fire Engine #781	\$1,354.91
19009	Hop01	Hopkins Technical Products	5/28/2020	True	Rebuild for Prominent pump for Wastewater CL2 Delivery	\$3,134.54
19010	ind04	Industrial Electrical Co.	5/28/2020	True	Replace Lift Station #10 Pump Breakers	\$3,155.89
19011	Kam02	Kampa, Peter	5/28/2020	True	Internet Stipend 4/20 to 5/19/2020	\$100.00
19012	KOM01	Komline-Sanderson	5/28/2020	True	RAS WWTP Pump (OMAR)	\$9,200.28
19013	UB*02590	Lake, Christina	5/28/2020	True	Refund Check	\$11.63
19014	MOO01	Moore Bros. Scavenger Co., Inc.	5/28/2020	True	30 yd debris box	\$142.88
19015	Pea01	Pearlman, Rachel	5/28/2020	True	Internet Stipend for 4/20 to 5/19/20	\$100.00
19016	UB*02589	Piper, Jr., Judson	5/28/2020	True	Refund Check	\$150.74
19017	Pri04	PLIC-SBD Grand Island	5/28/2020	True	Monthly Dental, Vision, Life & LTD Insurance	\$3,472.69
19018	R&B	R & B Company	5/28/2020	True	Misc Water supplies, pipe, lid, concrete boxes	\$2,149.22
19019	Ron01	Roni Lynn	5/28/2020	True	Social Media Management	\$2,500.00
19020	UB*02592	Schmiett, Douglas	5/28/2020	True	Refund Check	\$25.16
19021	Sco02	Scott's PPE Recon, Inc.	5/28/2020	True	Injection pump/program for washer	\$1,520.73
19022	Sta15	Staples Credit Plan	5/28/2020	True	Office Supplies	\$196.95

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
19023	UB*02593	STEPHENS, ARCHIE	5/28/2020	True	Refund Check	\$3.77
19024	TIR01	The Tire Shop	5/28/2020	True	Fabricated exhaust tailpipe tip for Mini Excavator	\$75.00
19025	Tuo14	Tuolumne County Recorder	5/28/2020	True	7 Satisfaction of Liens	\$140.00
19026	Van01	VanDyk, Renee	5/28/2020	True	Internet Stipend for 4/20 to 5/19/20	\$100.00
19027	Ver03	Verizon Wireless 7706	5/28/2020	True	Monthly Auto Dialers	\$146.69
19028	Wood01	Wood Rodgers, Inc.	5/28/2020	True	Profession Services to 4/30/20 for Water/Wastewater Master Plan	\$20,296.25
115753	OE3	Operating Engineers Local #3	5/26/2020	True	PR Batch 00002.05.2020 Oper Engin Union Dues	\$336.05
902140	CAL09	CalPers 457 Plan Administrator	5/26/2020	True	PR Batch 00002.05.2020 CalPers Def Comp	\$1,000.00
902141	DCSS	Dept of Child Support Services	5/26/2020	True	PR Batch 00002.05.2020 Wage Garnish Child Support	\$205.03
902142	EDD01	EDD - Electronic	5/26/2020	True	PR Batch 00002.05.2020 State Income Tax	\$1,785.37
902143	FedEFTPS	Federal EFTPS	5/26/2020	True	PR Batch 00002.05.2020 Medicare Emple Portion	\$11,681.79
902144	PER01	Pers - Electronic	5/26/2020	True	PR Batch 00002.05.2020 PERS Employee Deduct	\$7,392.91
902145	TD 457	TD Ameritrade Trust Co.	5/26/2020	True	PR Batch 00002.05.2020 457 Deferred Compensation	\$980.00
115752	OE3	Operating Engineers Local #3	5/14/2020	True	PR Batch 00001.05.2020 Oper Engin Union Dues	\$336.05
902134	CAL09	CalPers 457 Plan Administrator	5/14/2020	True	PR Batch 00001.05.2020 CalPers Def Comp	\$1,000.00
902135	DCSS	Dept of Child Support Services	5/14/2020	True	PR Batch 00001.05.2020 Wage Garnish Child Support	\$205.03
902136	EDD01	EDD - Electronic	5/14/2020	True	PR Batch 00001.05.2020 State Income Tax	\$1,849.19
902137	FedEFTPS	Federal EFTPS	5/14/2020	True	PR Batch 00001.05.2020 Medicare Employer Portion	\$12,584.48
902138	PER01	Pers - Electronic	5/14/2020	True	PR Batch 00001.05.2020 PERS Employer Expense	\$7,544.24
902139	TD 457	TD Ameritrade Trust Co.	5/14/2020	True	PR Batch 00001.05.2020 457 Deferred Compensation	\$980.00
18927	BLU01	Anthem Blue Cross	5/13/2020	True	Monthly Group Health Ins.	\$16,562.63
18928	aqu5	Aqua Sierra Controls Inc.	5/13/2020	True	IT Services	\$18,480.59
18929	UB*02587	Boricchio, James & Tracy	5/13/2020	True	Refund Check	\$2.93
18930	BRE01	Breshears, W. H.	5/13/2020	True	Fuel & Oil	\$2,095.23
18931	CAL221	CALFIRE-Mobile Equipment Management	5/13/2020	True	Fire Engine Model 15 awarded Fine Engine to replace Engine 788	\$8,000.00
18932	CAR06	Carbon Copy Inc.	5/13/2020	True	Monthly Copier Usage	\$39.39
18933	Car07	Cartegraph Systems, LLC	5/13/2020	True	Annual Asset Management system software 5/1/20 thru 4/30/21	\$8,150.00
18934	cen06	Central California Generator, LLC	5/13/2020	True	LS#14 injector pump rebuild	\$1,945.45
18935	COL03	Columbia Communications	5/13/2020	True	1 Annual Pager service	\$156.00
18936	Con06	Conifer Communications	5/13/2020	True	Internet Service at Plants	\$208.10
18937	csb01	CSBA District Services	5/13/2020	True	7/1/19 GASB AMM Report	\$1,000.00
18938	CWEA	CWEA	5/13/2020	True	Luis Melchor Plant Maint 1 Certification	\$89.00
18939	Datapros	Dataprose LLC Attn AR	5/13/2020	True	Monthly UB Statement Processing	\$1,889.47
18940	DIS01	Dish Network	5/13/2020	True	Satellite TV for FD	\$62.55
18941	DRU01	Drugtech Toxicology Services, LLC	5/13/2020	True	Consortium DOT Tests	\$57.00
18942	DWYER	Dwyer Instruments, Inc.	5/13/2020	True	Quick Connect fittings for WTP	\$1,211.84
18943	EDIS01	E.D.I.S.	5/13/2020	True	Operations Supplemental Health Insurance-60%	\$1,266.48
18944	Fas02	Fastenal	5/13/2020	True	400 ear plugs	\$1,646.31
18945	Ferg01	Ferguson Enterprises Inc. #1423	5/13/2020	True	Sch 80 fittings	\$11.99
18946	FOO01	Foothill-Sierra Pest Control	5/13/2020	True	Pest Control	\$157.00
18947	UB*02586	Fortier, Timothy & Janice	5/13/2020	True	Refund Check	\$97.40
18948	GCS02	GCS D	5/13/2020	True	District Water Bill	\$2,548.53
18949	GEN01	General Plumbing Supply	5/13/2020	True	Plumbing supplies	\$17.89

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
18950	GRA04	Grainger	5/13/2020	True	Exhaust fan and thermostat	\$434.61
18951	Gre05	GreatAmerica Financial Services	5/13/2020	True	Monthly Avaya Phone System Lease	\$186.36
18952	HAC01	Hach	5/13/2020	True	4 ea. Pressure regulator	\$10,473.39
18953	HIT01	Hi-Tech E V S, Inc	5/13/2020	True	Annual extrication tool maintenance	\$1,051.47
18954	Hop01	Hopkins Technical Products	5/13/2020	True	1 ea, Motor Metering Pump for Wastwater CL2 Delivery	\$5,849.31
18955	Int03	IBS of Sacramento Valley	5/13/2020	True	1 ea. battery for Truck #9	\$142.42
18956	ind04	Industrial Electrical Co.	5/13/2020	True	Big Creek WTP VFD troubleshoot	\$980.00
18957	JSW02	J.S. West Propane Gas	5/13/2020	True	Fire Dept Propane	\$1,522.24
18958	JOR01	Jorgensen Co.	5/13/2020	True	Fire Extinguisher testing for Maint Dept.	\$2,290.30
18959	KC Auto	KC Auto Parts	5/13/2020	True	April Auto Parts	\$245.29
18960	KC01	KC Courier, LLC	5/13/2020	True	Monthly Courier Service	\$372.38
18961	land01	Land & Structure	5/13/2020	True	District Road Maintenance Topo Survey	\$4,577.50
18962	UB*02583	LAWFER, DAVID	5/13/2020	True	Refund Check	\$54.64
18963	MCM01	Mc Master - Carr	5/13/2020	True	Wheel for Snake	\$37.64
18964	Mitel	Mitel	5/13/2020	True	District Telephone Service	\$881.79
18965	MOO01	Moore Bros. Scavenger Co., Inc.	5/13/2020	True	Garbage Service	\$2,066.77
18966	MOT03	Mother Lode Answering Service	5/13/2020	True	Monthly Call Forward/Paging	\$204.00
18967	MOU03	Mountain Oasis Water Systems	5/13/2020	True	Bottled Water	\$147.00
18968	Nat06	Nationwide Long Distance Service, Inc.	5/13/2020	True	Monthly Long Distance Fee	\$9.51
18969	Oreil	O'Reilly Auto Parts	5/13/2020	True	April Auto Parts	\$63.81
18970	per04	Percoco, Ronald	5/13/2020	True	Janitorial/Park Services	\$1,562.00
18971	PGE01	PG&E	5/13/2020	True	Monthly Electric Charges	\$693.32
18972	Pri04	PLIC-SBD Grand Island	5/13/2020	True	Monthly Dental, Vision, Life & LTD Insurance	\$3,751.91
18973	pml01	PML Hardware & Supply Inc.	5/13/2020	True	April Hardware supplies	\$1,095.47
18974	R&B	R & B Company	5/13/2020	True	Gaskets for inventory	\$78.08
18975	SUE01	Ray Sues Insurance & Invst	5/13/2020	True	Retired Members Medical	\$6,068.62
18976	SFPUC	San Francisco Public Utilties Commission	5/13/2020	True	Monthly Water Purchase	\$10,371.06
18977	Sie17	Sierra Instant Printing	5/13/2020	True	7 boxes of business cards	\$339.41
18978	son12	Sonora Ford	5/13/2020	True	Dipstick, Dipstick tube for Truck #7&17	\$87.41
18979	Sprbrk	Springbrook Software LLC	5/13/2020	True	Monthly C/C Web Pmt Fees	\$1,168.15
18980	TIR01	The Tire Shop	5/13/2020	True	Flat repair on tractor	\$50.00
18981	UB*02581	Thompson, Jeff	5/13/2020	True	Refund Check	\$70.62
18982	TUO01	Tuo. Co. Public Power Agency	5/13/2020	True	Public Power Purchase	\$11,328.71
18983	Tuo14	Tuolumne County Recorder	5/13/2020	True	7 Satisfaction of liens	\$77.00
18984	UMP01	UMPQUA Bank	5/13/2020	True	April Credit Card Purchases	\$2,373.96
18985	UNI01	Union Democrat	5/13/2020	True	Notice to Property Owners Ad Sewer Ordinance	\$90.00
18986	USA03	Usa Blue Book	5/13/2020	True	1 ea. Sludge judge	\$341.69
18987	Ver02	Verizon Wireless 5298	5/13/2020	True	Monthly Cell Phone and 3 iPad Purchases	\$4,741.74
18988	UB*02271	Weston, Robert	5/13/2020	True	Refund Check	\$106.92
18989	zer01	Zero Waste USA	5/13/2020	True	2 cases of dog waste bags	\$192.54
					Payroll	\$65,787.00
					TOTAL ACCOUNTS PAYABLE	\$336,357.38



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Jennifer Flores, Administrative Services Manager

DATE: June 9, 2020

SUBJECT: Agenda Item 4E: Ratify the Filing of Liens for Delinquent Water and Wastewater Accounts

BACKGROUND:

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

At the January 7, 2020 Board meeting a discussion ensued regarding the complications and challenges the District will face with the implementation of SB 998. As a result of this discussion, an ad hoc committee was created to address how the District would comply with SB 998 and to look at alternative options to collect on delinquent accounts in lieu of discontinuation of water service potentially lessening the burden of SB 998 on staff.

Staff provided the Board with a report at their February 11, 2020 meeting summarizing the ad hoc committees' recommendations which included placing liens on properties with delinquent accounts every 90 days. There was consensus among the Board to move forward procedurally with the placement of liens on accounts 90 days past due. Staff have prepared the first round of liens to be placed on these properties and looking for the Board to ratify the filing of the liens.

The total amount of the liens is \$30,055. This does not include the existing amounts that will be placed on the upcoming tax roll. Staff is projecting that the total amount to be placed on this year's tax roll to be approximately \$61,607. For perspective purposes, the average amount placed on tax rolls in the past averages between \$19,000-\$22,000. This is a significant increase that staff believes is specifically a result of the new law in addition to COVID-19, although staff has not had relatively any communication specific to a customer's inability to pay bills due to COVID-19 related hardships.

FINANCIAL IMPACT:

Delayed revenue stream for both the water and sewer fund.



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager and Jennifer Flores, Administrative Services Manager

DATE: June 9, 2020

SUBJECT: Agenda Item 5A. Review of Draft Fiscal Year 2020-2021 Budget, Provide Direction to Staff and Establish a Public Hearing Date of June 23, 2020 for Adoption of Final Budget

BACKGROUND:

District staff has been diligently working on the third draft of the 2020/21 fiscal year budget, attached herein. We have also included a portion of the 2020/21 budget memorandum which is intended to describe the budget process and content for better understanding. Please note that this memorandum has much relevant information and several incomplete sections which will be populated for the June 23, 2020 public hearing.

The enclosed budget sheets include a number of clarifications and changes discussed with the Board at prior meetings.

June 9, 2020

1 BUDGET OVERVIEW

1.1 PURPOSE

We are pleased to present to the Board of Directors the third draft 2020/2021 fiscal year budget, which will be described in detail in a budget memorandum. The intent of this document is to describe, in narrative terms, how the budget is planned to support accomplishment of Board goals and management objectives. We provide background on how management is approaching budget preparation, to describe what the budget will and will not contain, changes to be made or expected in operations and administration, infrastructure improvements and other capital investments proposed. After Board review and direction today, a final version of this memo will become the budget narrative that supports and explains the final budget for the benefit of the Board and public. The Budget Memorandum also serves as a foundation for financial continuity and stability through changes in Boards and management into the future.

The final budget memorandum for 2020/2021 will be completed with hyperlinks to the individual fund budget sheets for presentation at the budget public hearing planned for June 23, 2020.

1.2 TRANSPARENCY

The development of the small public agency budget is as much an exercise in public outreach and education as it is in finance and fiscal accountability. Effective special district budgets tie directly to management goals and objectives, are simply presented and easily understood by the average District service customer. Budgets containing every line item to be purchased are not realistic or necessary in our public service environment, where our revenue is very predictable but our expenses can vary widely due to weather, regulations, natural disasters, critical equipment failure or pandemic. Therefore, this budget is presented with individual line items summarized into functional categories in each service, including:

- Salaries, benefits and pension liabilities
- Operating expenses such as equipment, vehicles, system/building maintenance and repair
- Outside (contractual) services
- Other expenses such as utilities, training, certification
- Leases and debt service (loan) payments
- Capital outlay (projects and equipment with a value of over \$5000 and useful life of greater than three years)

These expense categories are easily understood by the layperson, and prepared for the Board and public to understand how much we spend on employees and the cost change from year to year; the amounts invested in infrastructure and equipment replacement, the cost of loans, contracted services and maintenance.

To provide a basis of budget understanding, the assumptions, criteria and procedures of budget development are articulated in this memorandum to offer the reader with the background necessary to comprehend the methodology used and performance to budget within the year currently coming to a close; as well as the ability to transition into the upcoming budget year with the information necessary to identify trends, financial red flags, budget influences and other factors. The budgeting exercise is therefore used as a vehicle to increase financial transparency and accountability.

1.3 ACCOUNTABILITY

Budgeting is also a management tool used to continuously refine financial accounting methods to evaluate the impact of delivering various levels of public services. For example, we need to be able to not only quickly recognize when we have underestimated cost for materials and supplies; we should also have the ability to know whether it was maintenance, state permits or salaries that produced the cost overrun. This provides the Board with the ability to uphold their fiscal responsibilities; seeking clarification, considering budget amendments and/or evaluating options to increase revenue or reduce expense. The budget also lays out the annual expenditure plan that directly ties to and supports the service rates charged. Performance within the budget, accomplishing the District's goals, setting aside reserves for infrastructure and operations provides a measurement of financial success.

1.4 SERVICE LEVELS

Special districts are truly the most responsive vehicle in which to respond to a community's service provision needs. In some cases, a district is formed to provide a single public service such as water or wastewater, and in others such as GCSD, a district is formed to provide multiple public services, tailored at a level specific to the needs of the customers. Considering these differences, it is important to understand the fact that some of our service levels are fixed by law or state/federal regulations and we must comply with these regardless of the impacts on the budget. Other service levels are at the discretion of the district through its Board of Directors; and considering public input as further described below.

1.4.1 Mandatory Service Level Example

The Local Agency Formation Commission (LAFCO) Resolution that formed GCSD assigns to us the responsibility to provide water and sewer services; which must be delivered in a manner that protects public health and safety, and in strict compliance with State and Federal Permits, regulations and laws. We have an obligation to provide our community with safe water, are mandated to comply with these requirements, and if we do not, the state **will** levy steep fines, penalties and expensive/unplanned improvement requirements. Pleading that the District or its customers cannot comply with OSHA laws, Safe Drinking Water or Clean Water Act requirements because we do not have enough money; will not relieve the District of the fines or enforcement.

The District Board and management have NO flexibility when it comes to providing service in compliance with these requirements, no matter how costly. Therefore, management will budget for compliance including ensuring an adequate staff of state certified operators, mandated training, chemicals, reliable pumps, controls, monitoring equipment, reliable vehicles and equipment and safety equipment. We budget for consultation with qualified engineers to ensure we are operating in the most cost effective manner possible.

1.4.2 Discretionary Service Level Example

Fire and Park services are examples where we have the discretion to set service levels. With regard to parks, if we own and operate them, certain less onerous mandatory requirements apply, including:

- To reduce liability, we must maintain for public safety. We can, and will be sued for a dangerous or defective condition of public property
- We must comply with all handicapped accessibility requirements for facilities and buildings
- Playgrounds must be constructed and maintained in compliance with the Handbook for Public Playground Safety
- We must comply with public contracting requirements such as payment of prevailing wage; CEQA and non-discrimination requirements

However, if we have no money available to replace a leaky roof, replace a broken refrigerator, irrigate or mow the lawn, stripe the parking lot, or keep the skate park open when the concrete fails; there is no requirement in law to provide for these. Therefore, as unpopular as it may be, if there is no money, the District can budget \$0 for water and \$0 for power, close and lock buildings and stop mowing the lawn.

In the example above, the District does have the ability to propose the adoption of a funding measure, such as a property assessment or special tax, that if approved by the voters can be used to maintain services at a current level or improve them to the level desired by the community. Once a funding measure is approved, law requires that those funds can only be spent on the services and improvements for which they were approved by the voters.

In a very high fire hazard zone like the GCSO service area, one would assume that having a local fire department would be mandatory; however this is not the case. If the district budget and revenue will not support the cost of operating a fire department, the Board can choose to petition the Local Agency Formation Commission (LAFCO) to stop providing the service. The District could choose to terminate its Schedule A contract with Calfire and have only a volunteer department, when and if personnel were available. While providing fire services whether volunteer or through Calfire, strict state mandated procedural, training, safety and documentation requirements exist and must be followed. Obviously having no fire department or a volunteer only department would have a negative effect on property insurance and safety throughout the district and region.

1.5 GENERAL BUDGET DEFINITIONS

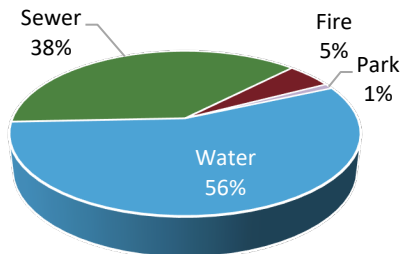
1.5.1 Administrative Expenses

All administrative, or overhead expenses are presented in their own category for transparency and evaluation purposes. The salary and benefits of office staff, management, office expense, insurance, board expenses and other basic, foundational costs incurred to administer the affairs of the District, regardless of the services provided, are accounted for in the administrative expense. As a standard accounting practice in local government, administrative expense is either funded by allocation of property tax dollars, or distributed to the various services provided, at an allocation percentage based on the level of administrative effort that goes into delivering the respective service.

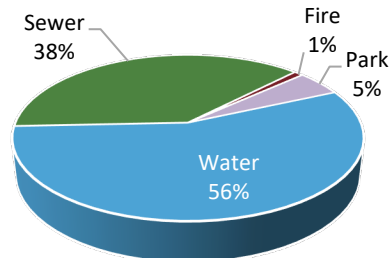
Continuing from in 2020/21, since GCSO property tax revenue is allocated to Fire and Park services, it is recommended that GCSO allocate the administrative expenses to each of its service funds based on an appropriate percentage of benefit derived; as shown in the charts below. Due to the large management effort in updating the fire department master plan in 2019/20 and implementing that plan in 2020-2021,

it is anticipated and budgeted that the effort and associated cost of administration of the fire department will increase from to 5% (up from 1%). .

2020/21 Administrative Expenses, % to Services



2019/20 Administrative Expenses, % to Services



1.5.2 Revenue

1.5.2.1 Taxes and Assessments

- **Property Taxes – Current Secured:** A portion of the ad valorem (value based) property taxes that are levied, collected and appropriated by the County to the District for all secured property within the Groveland Community Services District service area. This tax is secured by a lien on real property and are subject to 1% of market value limitations of Proposition 13. The Board of Directors has the discretion to allocate ad valorem property taxes to any and all legitimate expenses of the District. Historically, the District has allocated all ad valorem taxes received to the Fire and Park services.
- **Property Taxes – Current Unsecured:** A portion of the ad valorem (value based) property taxes that are levied, collected and appropriated by the County to the District for all unsecured property with the District’s service area. The term “unsecured” simply refers to property that is not secured real estate such as a house or parcel of land which is currently owned. In general, unsecured property tax is either for business personal property (office equipment, owned or leased), boats, berths, or possessory interest for use of a space.
- **Assessments** (In our case also referred to as Bonds): A levy or charge upon real property by an agency for a special benefit conferred upon the real property that is subject to Proposition 218.

1.5.2.2 Service Charges

Property related charges imposed for a property related service. Article XIII D of the California constitution determined that water and wastewater are property related services subject to the ratemaking procedures of Proposition 218 (1996).

- **Water Service Charge:** Fees collected to recover the cost of providing water service and potable water to District customers. The fixed charge or “base rate” is levied on a monthly basis to keep the water system in a “ready to serve” condition.
- **Wastewater Service Charge:** Fees collected to recover the cost of wastewater collection, treatment and disposal services to District customers. The fixed charge or “base rate” is levied on a monthly basis to keep the wastewater system in a “ready to serve” condition.
- **Variable Rates:** the dollar amount charged per unit of water consumed and/or sewage discharged based on meter readings

1.5.2.3 Fees

Miscellaneous set fees such as late fees, door notice fees, hydrant meter rental, hookup fees, reconnection fees, property transfer fees and returned check fees. All fees are charged related to actions or non-actions specific to a customer's water or wastewater account, for facility rentals and other administrative processes. Government Code § 61115(a)(1) provides that the District Board of Directors can, by ordinance or resolution, establish fees for the services and facilities that the District provides. All such fees must be reasonably related to the service provided. The fees cannot be used as a source of "general revenue" for the District. The District has adopted a Miscellaneous Fee Schedule which contains the various charges for extra services provided by the District.

1.5.2.4 Grants & Donations

Various grants or donations received for specific purposes or areas. Grants are only included in the budgeted revenue if a grant agreement is in place and the receipt of the grant revenue can be certainly expected within the fiscal year. Grant revenue may be listed as contingent if there is a reasonable expectation that the money will be received to offset a particular expense.

1.5.2.5 Other Revenue

- **Strike Team Revenue:** Income received from the State of California and Federal Government to reimburse the District for expenses related to responding to a request for mutual aid to fight wildfire (Strike Team). This is applicable to the fire fund only.
- **Lease Revenue:** Income received from the rental of District property, equipment or buildings.
- **Cell Tower Rental:** Income received from the rental of District property to telecommunications companies for the location of cellular and data transmission facilities.
- **Sale of Assets:** Monies received from the sale of buildings, vehicles, land or equipment owned by the District.
- **Interest Revenue:** Interest earned on investment of District funds, such as Money Market accounts or LAIF.

1.5.3 General Expenses

- **Salaries:** Costs associated with compensation paid to employees and interns of the District including regular pay, overtime, standby, vacation, sick, strike team, cell phone stipend, uniform allowance, and intern stipends.
- **Benefits:** Costs associated with all fringe benefits and payroll related expenses for District employees. Costs include payroll taxes, retirement contributions, health/vision/dental insurance premiums, and workers compensation insurance premiums.
- **OPEB/Pension Liability:** Other Post Employment Benefits (OPEB) reflects the cost of pre-funding medical benefit costs which will be provided to current vested employees (hired prior to 2013) upon retirement. Employees hired after 2016 do not receive District payment of medical insurance in retirement. Those hired between 2013 and 2016 receive retiree medical insurance based on a vesting schedule (years of service). This annual payment, which is calculated based on an actuarial valuation, is deposited into a specific (interest earning) trust fund intended to reduce and control future retiree medical insurance costs. Pension liability is the amount of estimated payments to fund the deficit in the District's retirement account with CalPERS.
- **Retiree Medical:** The direct cost of medical insurance premiums for existing retired employees that receive this benefit in which they are vested

- **Equip, Auto, Maint, & Repairs:** This category of costs includes maintenance and repair of equipment, facilities, and vehicles; fuel; safety supplies and equipment; new equipment purchases with a purchase price of less than \$5,000 per item; personal protective equipment; landscaping and janitorial services.
- **Outside Services:** Costs from professional outside consultants/service providers including public outreach, human resources, auditing, legal, engineering, medical, janitorial, lab services, and IT service providers.
- **Other:** Other costs consist of state permits, utilities, phone and communication expenses, property and liability insurance, training, conferences, travel, certifications, public education materials, software licenses and maintenance.
- **Cost of Water** - In the water fund, the purchase of water from SFPUC and tunnel outage related costs.
- **Debt Service:** The amount of (loan) principal and interest due during the fiscal year on debt incurred for previous capital improvement purchases/projects.
- **Capital Outlay:** Assets or improvements with a cost of \$5000 or more and a useful life that is longer than three years. The cost of materials, supplies, permits and construction contracting is included with the cost of each project.

1.5.4 Reserves

Fund balances/net assets set aside to meet known and estimated future obligations and to ensure available cash for normal operations. Reserves are typically established based on improvements identified in adopted capital improvement plans and master plans. Reserves are shown as both an expense (where a certain amount of cash is set aside) and a revenue (Transfer in) to fund a project or purpose for which they are set aside.

1.6 2019/20 BUDGET PERFORMANCE AND ACCOMPLISHMENTS

1.7 BOARD DIRECTION RELATED TO BUDGET 2020/2021 DEVELOPMENT

The Board of Directors reviewed a preliminary draft budget proposal at its May 12, 2020 Regular Meeting, and held a budget workshop on May 26, 2020 to receive public comment and provide direction to staff on development of the final budget. Staff presented Board Goals and budget objectives which has served as the guiding principles in this final draft budget. The budget goals and relationship to budget amounts will be described in the final budget memo for the June 23 hearing.

1.8 2020/2021 BUDGET HIGHLIGHTS:

This section of the Budget Memorandum is intended to provide the reader an overview, or “bottom line” of what has changed from prior years, and where to focus in the budget for major projects or purchases. Additional detail is provided later in the report supporting the budget highlights.

2 2019/20 BUDGET DISCUSSION

2.1 BUDGET DEVELOPMENT PROCESS

The District's budget is developed for the ensuing fiscal year, initially by office and operations management staff under the direction of the General Manager. Expenses and revenue through the first six to eight months of the year are closely analyzed and then projected through the end of the year. To understand financial trends and identify potential budgeting inaccuracies, the expenses and revenue are then compared to previous years' budgets and actual fiscal year-end figures. These identified trends, as well as areas where we had in previous years budgeted too high or low, are taken into consideration in development of the next fiscal year's budget. Further, budget criteria are identified and assumptions made about known changes in expenses and revenue for the next year; which are then forecasted to further guide budget development.

The District budget proposal is very simply constructed and presented, due to the relatively stable and very limiting nature of our funding and limited expense fluctuations; therefore, this narrative is very important in understanding the financial condition of the District. Following are some basic assumptions and criteria used in our budget development:

2.2 SERVICES CRITERIA

Driven by the Board 2019/20 adopted/amended Management Objectives, detailed in the following section are specific management directives issued to staff to guide their overall approach to budget development, and setting certain minimum and maximum goals:

2.2.1 Water/Sewer

- Customer Service levels will be maintained
- Preventative maintenance of the sewer system will continue in compliance with the adopted SSMP and at industry standards
- Preventative maintenance of the water system will increase over 2018 with the addition of the supervisor position and full implementation of the asset management software
- System repair and capital improvements will continue at 2018 pace
- Water and wastewater quality will be maintained at all times
- Efforts and expenditures will continue to be invested in optimizing water and wastewater treatment processes
- Public Outreach regarding operations will be increased
- SCADA technology will be optimized, and digital asset management implemented
- Compliance is mandatory with state permits and other regulatory and legal requirements
- Employee and public safety is of utmost importance
- Equipment is to be safe, reliable and operable for the intended purpose

2.2.2 Mary Laveroni Park

- Improvements to park infrastructure will be planned and implemented to stabilize and reduce operating costs without reducing services
- Public safety and park condition is a top priority

2.2.3 Fire

- Continue the Cal Fire Schedule A and Amador Contracts and to provide the highest level of services possible
- Maintain equipment and facilities in a safe, reliable manner
- Develop an understanding of the impacts of providing emergency response services to new development outside GCSD boundaries
- Develop a fire funding measure

2.2.4 Administration

- Technology will be safe, maintained and improved
- Public outreach on District management and administration will be increased
- Financial practices will be solid, safe and audits clean
- The Board of Directors will continue to function as a knowledgeable, functional governance team

2.3 REVENUE ASSUMPTIONS

2.4 EXPENSE ASSUMPTIONS

3 CAPITAL IMPROVEMENT PROJECTS

4 BUDGET IMPLICATIONS

Groveland Community Services District
Proposed Draft FY 2020/21
Annual Budget

DISTRICT-WIDE SUMMARY	WATER			
	BUDGETED 19/20	19/20 PROJECTED FYE	PROPOSED 20/21	% Diff
Beginning Cash Balance	2,710,494	2,710,494	3,065,672	
Revenue				
Services Charges	\$ 2,453,992	\$ 2,466,984	\$ 2,540,994	4%
Fees	88,591	97,624	83,310	-6%
Taxes				
Other Revenue	46,228	72,076	48,500	5%
TOTAL FUND REVENUE	2,588,811	2,636,684	2,672,804	3%
Operating Expenses				
Salaries	\$ 450,907	\$ 366,049	\$ 470,747	4%
Benefits	177,318	161,546	182,444	3%
Retiree Medical	50,000	52,418	52,000	4%
Admin Operating Expense				
Equip, Auto, Maint, & Repairs	280,691	210,563	323,720	15%
Outside Services	264,000	160,351	312,000	18%
CAL FIRE (Schedule A + Amador Contracts)				
Other (incl. OPEB, Leases, Cost of Water)	408,130	316,986	398,050	-2%
TOTAL FUND EXPENSES	\$ 1,631,046	\$ 1,267,913	\$ 1,738,961	7%
Administrative Cost Allocation	867,948	709,043	846,695	
TOTAL OPERATING EXPENSES	\$ 2,498,994	\$ 1,976,956	\$ 2,585,656	3%
TOTAL OPERATING BALANCE	\$ 89,817	\$ 659,728	\$ 87,148	
Capital Expenses and Revenue				
Capital Revenue (Connection/Capacity Fees, Reserve Transfer, Loans, Grants)			(3,400,000)	
Capital Outlay (Expenditures on Fixed Assets)	408,308	246,430	3,928,400	862%
NET CAPITAL EXPENSES	408,308	246,430	528,400	29%
Reserve Set-Aside				
Reserve for Capital Outlay (\$506,479 From 2015 rate study)	47,771	-	-	
TOTAL RESERVE SET-ASIDE	47,771	-	-	
TOTAL EXPENSES	2,955,073	2,223,386	3,114,056	5%
Debt Service Expenses and Revenue				
Debt Service Charge Revenue	618,476	621,112	607,042	
Debt Service Payments	(687,634)	(679,232)	(688,774)	
NET DEBT SERVICE	(69,158)	(58,120)	(81,732)	
GRAND TOTAL EXPENSES NET REVENUE	\$ (435,420)	\$ 355,178	\$ (522,984)	
ENDING CASH BALANCE	\$ 2,275,074	\$ 3,065,672	\$ 2,542,688	

Groveland Community Services District
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DISTRICT-WIDE SUMMARY	SEWER			
	BUDGETED 19/20	19/20 PROJECTED FYE	PROPOSED 20/21	% Diff
Beginning Cash Balance	866,495	866,495	1,050,977	
Revenue				
Services Charges	\$ 1,880,607	\$ 1,907,995	\$ 2,193,192	17%
Fees	42,000	33,782	32,000	-24%
Taxes				
Other Revenue	914,059	780,196	32,620	-96%
TOTAL FUND REVENUE	2,836,666	2,721,973	2,257,812	-20%
Operating Expenses				
Salaries	\$ 390,848	\$ 322,768	\$ 408,010	4%
Benefits	152,492	138,913	156,902	3%
Retiree Medical	25,000	24,207	26,000	4%
Admin Operating Expense				
Equip, Auto, Maint, & Repairs	151,703	114,161	181,080	19%
Outside Services	261,000	132,193	250,200	-4%
CAL FIRE (Schedule A + Amador Contracts)				
Other (incl. OPEB, Leases, Cost of Water)	219,420	174,164	347,522	58%
TOTAL FUND EXPENSES	\$ 1,200,463	\$ 906,406	\$ 1,369,713	14%
Administrative Cost Allocation	570,740	484,401	560,350	
TOTAL OPERATING EXPENSES	\$ 1,771,203	\$ 1,390,807	\$ 1,930,063	9%
TOTAL OPERATING BALANCE	\$ 1,065,463	\$ 1,331,166	\$ 327,749	
Capital Expenses and Revenue				
Capital Revenue (Connection/Capacity Fees, Reserve Transfer, Loans, Grants)			(1,500,000)	
Capital Outlay (Expenditures on Fixed Assets)	1,662,791	712,190	1,943,750	17%
NET CAPITAL EXPENSES	1,662,791	712,190	443,750	-73%
Reserve Set-Aside				
Reserve for Capital Outlay (\$506,479 From 2015 rate study)	100,000	100,000	100,000	
TOTAL RESERVE SET-ASIDE	100,000	100,000	100,000	
TOTAL EXPENSES	3,531,716	2,370,244	2,473,813	-30%
Debt Service Expenses and Revenue				
Debt Service Charge Revenue	326,188	327,743	327,864	
Debt Service Payments	(323,910)	(494,990)	(297,665)	
NET DEBT SERVICE	2,278	(167,247)	30,199	
GRAND TOTAL EXPENSES NET REVENUE	\$ (692,772)	\$ 184,482	\$ (185,802)	
ENDING CASH BALANCE	\$ 173,723	\$ 1,050,977	\$ 865,175	

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DISTRICT-WIDE SUMMARY	FIRE			
	BUDGETED 19/20	19/20 PROJECTED FYE	PROPOSED 20/21	% Diff
Beginning Cash Balance	1,290,904	1,290,904	1,045,705	
Revenue				
Services Charges	\$ -		\$ -	
Fees				
Taxes	1,086,768	1,121,488	1,108,503	2%
Other Revenue	212,800	68,033	196,800	-8%
TOTAL FUND REVENUE	1,299,568	1,189,521	1,305,303	0%
Operating Expenses				
Salaries	\$ 17,159	\$ 4,591	\$ 44,813	161%
Benefits	7,093	4,714	18,244	157%
Retiree Medical	14,000	14,165	14,350	3%
Admin Operating Expense				
Equip, Auto, Maint, & Repairs	59,820	33,302	63,820	7%
Outside Services				
CAL FIRE (Schedule A + Amador Contracts)	1,350,230	1,170,337	1,319,537	-2%
Other (incl. OPEB, Leases, Cost of Water)	279,678	109,636	255,058	-9%
TOTAL FUND EXPENSES	\$ 1,727,980	\$ 1,336,745	\$ 1,715,822	-1%
Administrative Cost Allocation	19,908	25,086	52,168	
TOTAL OPERATING EXPENSES	\$ 1,747,888	\$ 1,361,831	\$ 1,767,990	1%
TOTAL OPERATING BALANCE	\$ (448,320)	\$ (172,310)	\$ (462,687)	
Capital Expenses and Revenue				
Capital Revenue (Connection/Capacity Fees, Reserve Transfer, Loans, Grants)				
Capital Outlay (Expenditures on Fixed Assets)	78,037	72,889	21,125	
NET CAPITAL EXPENSES	78,037	72,889	21,125	
Reserve Set-Aside				
Reserve for Capital Outlay (\$506,479 From 2015 rate study)				
TOTAL RESERVE SET-ASIDE	-	-	-	
TOTAL EXPENSES	1,825,925	1,434,720	1,789,115	-2%
Debt Service Expenses and Revenue				
Debt Service Charge Revenue				
Debt Service Payments				
NET DEBT SERVICE	-	-	-	
GRAND TOTAL EXPENSES NET REVENUE	\$ (526,357)	\$ (245,199)	\$ (483,812)	
ENDING CASH BALANCE	\$ 764,547	\$ 1,045,705	\$ 561,893	

Groveland Community Services District
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DISTRICT-WIDE SUMMARY	PARKS			
	BUDGETED 19/20	19/20 PROJECTED FYE	PROPOSED 20/21	% Diff
Beginning Cash Balance	316,109	316,109	313,246	
Revenue				
Services Charges	\$ -		\$ -	
Fees	1,500	3,500	2,000	33%
Taxes	94,500	97,521	96,390	2%
Other Revenue	242,400	57,163	46,000	
TOTAL FUND REVENUE	338,400	158,184	144,390	-57%
Operating Expenses				
Salaries	\$ 42,901	\$ 21,876	\$ 17,925	-58%
Benefits	17,731	13,727	7,298	-59%
Retiree Medical				
Admin Operating Expense				
Equip, Auto, Maint, & Repairs	7,700	7,185	7,800	1%
Outside Services				
CAL FIRE (Schedule A + Amador Contracts)				
Other (incl. OPEB, Leases, Cost of Water)	59,500	47,468	59,111	-1%
TOTAL FUND EXPENSES	\$ 127,832	\$ 90,256	\$ 92,134	-28%
Administrative Cost Allocation	69,529	55,925	39,129	
TOTAL OPERATING EXPENSES	\$ 197,361	\$ 146,181	\$ 131,263	-33%
TOTAL OPERATING BALANCE	\$ 141,039	\$ 12,003	\$ 13,127	
Capital Expenses and Revenue				
Capital Revenue (Connection/Capacity Fees, Reserve Transfer, Loans, Grants)				
Capital Outlay (Expenditures on Fixed Assets)	263,245	14,866	13,895	-95%
NET CAPITAL EXPENSES	263,245	14,866	13,895	-95%
Reserve Set-Aside				
Reserve for Capital Outlay (\$506,479 From 2015 rate study)				
TOTAL RESERVE SET-ASIDE	-	-	-	
TOTAL EXPENSES	460,606	161,047	145,158	-68%
Debt Service Expenses and Revenue				
Debt Service Charge Revenue				
Debt Service Payments				
NET DEBT SERVICE	-	-	-	
GRAND TOTAL EXPENSES NET REVENUE	\$ (122,206)	\$ (2,863)	\$ (768)	
ENDING CASH BALANCE	\$ 193,903	\$ 313,246	\$ 312,479	

Groveland Community Services District
Proposed Draft FY 2020/21
Annual Budget

DISTRICT-WIDE SUMMARY	ADMIN				
	BUDGETED 19/20	19/20 PROJECTED FYE	PROPOSED 20/21	% Diff	TOTAL 19/20 PROJECTED FYE
Beginning Cash Balance					
Revenue					
Services Charges					\$ 4,734,186
Fees					117,310
Taxes					1,204,893
Other Revenue					323,920
TOTAL FUND REVENUE					\$ 6,380,309
Operating Expenses					
Salaries	\$ 499,127	\$ 451,795	\$ 529,782	6%	\$ 1,471,277
Benefits	207,146	178,804	171,729	-17%	536,617
Retiree Medical					92,350
Admin Operating Expense	362,350	358,936	412,869	14%	412,869
Equip, Auto, Maint, & Repairs					576,420
Outside Services	123,700	118,865	191,400	55%	753,600
CAL FIRE (Schedule A + Amador Contracts)					1,319,537
Other (incl. OPEB, Leases, Cost of Water)	335,802	166,055	192,562	-43%	1,252,303
TOTAL FUND EXPENSES	\$ 1,528,125	\$ 1,274,455	\$ 1,498,342	-2%	\$ 6,414,972
Administrative Cost Allocation	1,528,125	1,274,455	1,498,342		52
TOTAL OPERATING EXPENSES					
TOTAL OPERATING BALANCE					(34,663)
Capital Expenses and Revenue					
Capital Revenue (Connection/Capacity Fees, Reserve Transfer, Loans, Grants)					
Capital Outlay (Expenditures on Fixed Assets)					
NET CAPITAL EXPENSES	-	-	-		1,007,170
Reserve Set-Aside					
Reserve for Capital Outlay (\$506,479 From 2015 rate study)					
TOTAL RESERVE SET-ASIDE					100,000
TOTAL EXPENSES					7,522,142
Debt Service Expenses and Revenue					
Debt Service Charge Revenue					934,906
Debt Service Payments					(986,439)
NET DEBT SERVICE	-	-	-		(51,533)
GRAND TOTAL EXPENSES NET REVENUE					\$ (1,193,366)
ENDING CASH BALANCE					

Groveland Community Services District
Proposed Draft FY20/21 Annual Budget
ADMIN-REVENUE

BUDGET ITEM	BUDGET			CHANGE		ALLOCATION OF DISCRETIONARY REVENUE
	19/20 Adopted	19/20 Projected FYE	20/21 Proposed	\$	%	
Other Revenue						
Property Taxes	\$ 1,181,268	\$ 1,219,009	\$ 1,204,893	\$ 23,625	2%	Allocated to Fire and Park at 92%/8%
TOTAL OTHER REVENUE	\$ 1,181,268	\$ 1,219,009	\$ 1,204,893	\$ 23,625	2%	

**Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget**

ADMIN-EXPENSES

BUDGET ITEM	BUDGET			CHANGE		REASON FOR CHANGE
	19/20 Adopted	19/20 Projected FYE	20/21 Proposed	\$	%	
Admin/Board Salaries						
Regular Time	414,980	386,753	440,151	25,171	6%	COLA plus Salary Step increases
Board Wages	12,000	10,074	12,000	-	0%	
Leave	7,528	7,915	7,949	421	6%	
On Call	2,880	1,902	-	(2,880)	-100%	No on call scheduled due to change in lock off policy
Overtime	3,062	546	3,306	244	8%	
Vacation Leave	19,803	8,735	21,202	1,399	7%	
Sick Leave	20,276	13,725	21,676	1,400	7%	
Holiday Pay	18,598	22,145	23,497	4,899	26%	Two added holidays (New Year's Eve and Personal Holiday)
TOTAL ADMIN/BOARD SALARIES	499,127	451,795	529,782	30,655		
Admin/Board Benefits						
CalPERS Retirement	35,816	36,641	48,488	12,672	35%	Higher payroll and increased employer cost rate
FICA	27,061	27,614	28,746	1,685	6%	
Board FICA	744	535	744	0	0%	
Medicare	6,328	6,457	6,723	395	6%	
Board Medicare	174	123	174	-	0%	
SUI	2,407	2,181	2,310	(97)	-4%	
Workers Comp	1,408	1,407	2,091	683	49%	Based on projection from SDRMA; EMOD rate increase to 82% from 76%
Board Workers Comp	47	48	62	15	32%	
Health/Vision/Dental Insurance	133,161	103,798	82,391	(50,770)	-38%	Medical plan change with added employer coinsurance
TOTAL ADMIN/BOARD BENEFITS	207,146	178,804	171,729	(35,417)		
OPEB/Pension Unfunded Liability						
Transfer to OPEB Trust	161,000	-	-	(161,000)		Fully funded due to prior year contributions
Pension Unfunded Liability	165,500	159,804	185,511	20,011	12%	CalPERS determines unfunded
TOTAL OPEB/PENSION UNFUNDED LIABILITY	326,500	159,804	185,511	(140,989)		
Admin Operating Expense						
Bank Fees	5,300	5,368	5,762	462	9%	
Credit Card Merchant Fees	36,500	41,516	41,357	4,857	13%	More customers using credit cards
Office Supplies	7,800	5,328	7,800	-	0%	
Membership/Subscriptions (IRWMP/CSDA)	18,000	18,000	18,000	-	0%	CalCad, Cartegraph
LAFCO Fees	4,400	-	4,500	100	2%	
Computers/ Maint/Prog/IT Serv/Springbrook	75,000	118,000	97,000	22,000	29%	Springbrook upgrade
Office Expense	65,000	35,300	50,000	(15,000)	-23%	Closer to actuals

**Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
ADMIN-EXPENSES**

BUDGET ITEM	BUDGET			CHANGE		REASON FOR CHANGE
	19/20 Adopted	19/20 Projected FYE	20/21 Proposed	\$	%	
Training, Conferences, Travel	12,000	11,900	12,000	-	0%	
District Telephone Services	20,200	19,102	20,000	(200)	-1%	
Bad Debt	3,000	-	2,000	(1,000)	-33%	
Toilet Rebates			4,000			
Employee Medical Testing	300	-	300	-	0%	
Cost of Bond Issuance (actuals)	6,250	3,955	4,750	(1,500)	-24%	Sewer Bond replaced
District General Liability Insurance	108,200	100,267	145,000	36,800	34%	39% Increase in premiums per SDRMA quote
Misc. Expense	400	200	400	-	0%	
TOTAL ADMIN OPERATING EXPENSE	362,350	358,936	412,869	46,519		
Outside Services						
Janitorial Service/Supplies	4,500	4,500	4,500	-	0%	
Consultant Fees	1,000	-	1,000	-	0%	
CPA Services/Annual Audit	51,200	51,175	52,500	1,300	3%	
Legal Counsel Services	31,000	30,590	31,000	-	0%	
Actuarial Review (GASB-OPEB)	3,000	2,500	2,000	(1,000)	-33%	Forward Report is less
Classification & Comp Study	3,000	-	-	(3,000)	-100%	Complete
Public Relations/Communications	30,000	30,100	31,400	1,400	5%	
HR Consulting	-	-	20,000	20,000		Salary Advancement/Incentive Pay Study
Impact Mitigation Fee Study	-	-	49,000	49,000		
TOTAL OUTSIDE SERVICES	123,700	118,865	191,400	67,700		
Leases						
Copystar 5550 GE Capital	5,700	4,388	5,700	-	0%	
FP Mail Machine	1,351	-	1,351	-	0%	
Avaya Phone System	2,251	1,863	-	(2,251)	-100%	Replaced with new phone system
TOTAL LEASES	9,302	6,251	7,051	(2,251)		
TOTAL ADMIN EXPENSE	1,528,125	1,274,455	1,498,342	(29,783)	-2%	Overall % Change

Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
WATER-REVENUE

BUDGET ITEM	BUDGET			CHANGE		REASON FOR CHANGE
	19/20 Adopted	19/20 Projected FYE	20/21 Proposed	\$	%	
Fixed Charges	1,540,588	1,594,285	1,642,114	101,526	7%	Projected year end actuals with 3% increase
Variable Charges	913,404	872,699	898,880	(14,524)	-2%	Projected year end actuals with 3% increase
TOTAL SERVICE CHARGES	2,453,992	2,466,984	2,540,994	87,002		
Fees						
Participation Fees	25,000	36,000	30,000	5,000	20%	
Disconnection Fees	8,000	6,600	2,000	(6,000)	-75%	Change in lock off policy
Unlock Meter Fee	309	1,200	1,000	691	224%	Closer to actuals
Meters		3,726				
Backflow Testing	5,232	5,120	5,120	(112)	-2%	
Account Transfer Fee	9,322	8,400	8,400	(922)	-10%	
Returned Check Fee	618	975	975	357	58%	
Misc. Admin Fees	2,000	8,750	8,750	6,750	338%	New fees/ Misc. Fee Schedule
Late Pay Penalty	36,050	24,788	25,000	(11,050)	-31%	Less three months (COVID-19)
Interest Earned	2,060	2,065	2,065	5	0%	
TOTAL FEES	88,591	97,624	83,310	(5,281)		
Other Non-Operating Revenue						
Downtown Groveland/BOF Planning	32,228	32,165			-100%	
CDAA Grant (75%)				-		
Big Creek-2G Clearwell, Butler Way Bypass			3,400,000			Grant @100%
Non operating Income	-	411		-		
Capital Allocation For Master Plan				-		
Expense Refunds	-			-		
Interest Earned-LAIF	10,000	35,000	40,000	30,000	300%	Based on actuals less anticipated rate reduction due to COVID-19
Interest Earned-Rabobank	2,000	2,000	2,000	-	0%	
Interest Earned BNY Mellon	2,000	2,500	6,500	4,500	225%	Based on actuals
TOTAL NON-OPERATING REVENUE	46,228	72,076	3,448,500	34,500		
WATER REVENUE LESS GRANTS	2,556,583	2,604,519	2,672,804		5%	
TOTAL WATER REVENUE	2,588,811	2,636,684	6,072,804	116,221	135%	

Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget

WATER-EXPENSES

BUDGET ITEM	BUDGET			CHANGE		REASON FOR CHANGE
	19/20 Approved	19/20 Projected FYE	20/21 Proposed	\$	%	
Salaries						
Regular Time	356,808	293,023	370,692	13,884	4%	
Overtime	19,423	12,584	20,248	825	4%	
On Call	21,900	24,547	22,620	720	3%	
Admin Leave	909	1,020	981	72	8%	
Vacation Leave	19,061	9,537	18,865	(196)	-1%	
Sick Leave	17,111	11,148	17,918	807	5%	
Holiday Pay	15,695	14,190	19,424	3,729	24%	Two added holidays (New Year's Eve and Personal Holiday)
TOTAL SALARIES	450,907	366,049	470,747	19,840		
Benefits						
CalPERS Retirement	31,114	28,509	36,438	5,324	17%	Higher payroll and increased employer cost rate
FICA	24,453	24,322	25,590	1,137	5%	
Medicare	5,719	5,670	5,985	266	5%	
SUI	2,503	2,524	2,503	(1)	0%	
Workers Comp	11,722	11,722	17,715	5,993	51%	Based on projection from SDRMA; EMOD rate increase to 82% from 76%
Health/Vision/Dental Insurance	101,807	88,799	94,215	(7,592)	-7%	Medical plan change with added employer coinsurance
TOTAL BENEFITS	177,318	161,546	182,444	5,126		
Retiree Medical						
Retiree Medical	50,000	52,418	52,000	2,000	4%	Existing retirees; should be removed with fully funded OPEB via Trust
TOTAL RETIREE MEDICAL	50,000	52,418	52,000	2,000		
Equipment, Automotive, Maintenance & Repairs						
Fuel	42,905	34,191	49,340	6,435	15%	Fuel volume and price increase (PSPS)
Water Meters	15,000	8,702	15,000	-		
Uniform/Clothing	12,500	12,562	14,000	1,500	12%	
Tools/Equipment	7,000	6,984	8,000	1,000	14%	
Repair & Maintenance-General	40,000	28,737	67,880	27,880	70%	MCC Cabinet Preventative Maint. Services
Repair & Maintenance-Vehicles	25,000	13,225	25,000	-		
Repair & Maint. -Trans/Distribution	46,000	35,035	50,000	4,000	9%	
Repair & Maintenance- Treatment	66,286	46,916	50,000	(16,286)	-25%	Reallocated funds to Equipment-Based on actuals
Repair & Maintenance- Equipment	7,000	7,771	23,000	16,000	229%	Reallocated funds from Treatment based on actuals

**Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget**

WATER-EXPENSES

BUDGET ITEM	BUDGET			CHANGE		REASON FOR CHANGE
	19/20 Approved	19/20 Projected FYE	20/21 Proposed	\$	%	
Water Tank Cleaning	8,000	4,000	8,000	-	0%	
Safety Supplies	11,000	12,440	13,500	2,500	23%	Increase in PPE purchases
TOTAL EQUIP, AUTO, MAINT & REPAIRS	280,691	210,563	323,720	43,029		
Outside Services						
Janitorial Services & Supplies	8,000	7,480	10,000	2,000	25%	Increase in supplies
Engineering	20,000	28,783	30,000	10,000	50%	
Aqua Labs-Lab Tests	44,000	39,640	44,000	-	0%	
Conservation Crew	2,000	1,843	5,000	3,000	150%	Increase in areas cleared
Computers/ Maint/Prog/IT Serv.	70,000	34,000	70,000	-	0%	IT support-Instrumentation repair-Programing-State reporting
Master Plan Development	100,000	33,466	50,000	(50,000)	-50%	
System Map Update/Digitize	20,000	15,139	10,000	(10,000)	-50%	
GPS Field Verification for Map Updates			10,200			Equipment-software and outside services
Safety Program Assessment and Update			57,800			Safety Program update
Water Rate Study			25,000			Every 5 years
TOTAL OUTSIDE SERVICES	264,000	160,351	312,000	(45,000)		
Cost of Water						
SFPUC	190,000	152,803	190,000	-	0%	
Tunnel Shutdown Related Costs	25,000	21,869	25,000	-	0%	
TOTAL COST OF WATER	215,000	174,672	215,000	-		
Other						
Utilities	115,000	100,000	100,000	(15,000)	-13%	Closer to actuals
Membership & Subscriptions	80	-	15,000	14,920	18650%	Annual subscription cost (CalCAD and Cartegraph)
Training, Conferences & Travel	9,200	1,250	9,200	-	0%	
Employee Certification	4,000	1,326	4,000	-	0%	
Employee Medical Testing	4,850	1,559	4,850	-	0%	
Chemicals	45,000	25,513	35,000	(10,000)	-22%	Less chemicals required-better plant efficiency
Permits & Licenses	10,000	7,666	10,000	-	0%	
TOTAL OTHER	188,130	137,314	178,050	(10,080)		
Lease Expense						
Alternative Water Supply (AWS)	5,000	5,000	5,000	-	0%	
TOTAL LEASE EXPENSE	5,000	5,000	5,000	-	0%	
TOTAL WATER EXPENSES	1,631,046	1,267,913	1,738,961	14,915		
Admin Allocation Transfer Out	867,948	709,043	846,695	(21,253)	-2%	

Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
WATER-EXPENSES

BUDGET ITEM	BUDGET			CHANGE		REASON FOR CHANGE
	19/20 Approved	19/20 Projected FYE	20/21 Proposed	\$	%	
TOTAL WATER WITH ADMIN	2,498,994	1,976,956	2,585,656	(6,338)		
Capital Outlay						
See Capital Outlay Sheet	408,308	246,430	3,928,400	3,520,092		
TOTAL CAPITAL OUTLAY	408,308	246,430	3,928,400	3,520,092		
Reserve Set-Aside						
Annual Reserve Set-Aside	47,771		-	(47,771)		Capital expenses exceeded 2016 rate study reserve by \$21,921
TOTAL RESERVE SET-ASIDE	47,771		-	(47,771)		
GRAND TOTAL WITH CAPITAL	2,955,073	2,223,386	6,514,056	3,513,754	120%	

Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
SEWER-REVENUE

BUDGET ITEM				CHANGE		REASON FOR CHANGE
	19/20 Adopted	19/20 Projected FYE	20/21 Proposed	\$	%	
Service Charges						
Fixed Charges	1,424,862	1,456,434	1,673,902	249,040	17%	Projected year end actuals with 15% increase
Variable Charges	455,745	451,561	519,290	63,545	14%	Projected year end actuals with 15% increase
TOTAL SERVICE CHARGES	1,880,607	1,907,995	2,193,192	312,585		
Fees						
Sewer Connections	30,000	21,000	20,000	(10,000)	-33%	Closer to actuals
Late Pay Penalty	12,000	12,782	12,000	-	0%	Less three months (COVID-19)
TOTAL FEES	42,000	33,782	32,000	(10,000)		
Other Non-Operating Revenue						
Septage	-		-	-		
Interest Earned (S/C UB)	800	968	1,000	200	25%	
Interest Earned LAIF	2,000	16,500	10,000	8,000	400%	Based on actuals less anticipated rate reduction due to COVID-19
Interest Earned Rabobank/BNY	4,500	1,650	1,620	(2,880)	-64%	No more Bond Reserve Acct.
Groveland/BOF Sewer Planning	128,000	16,247	-	(128,000)	-100%	
IRWMP LS#16 Grant	298,000	268,000	20,000	(278,000)	-93%	
CDAAGrant (Mar 22 Flood) 25%	106,500	96,055	-	(106,500)	-100%	
FEMA 2017 Flood Grant	374,259	381,744	-	(374,259)	-100%	
TOTAL NON-OPERATING REVENUE	914,059	780,196	32,620	(881,439)		
TOTAL SEWER REVENUE LESS GRANTS	1,929,907	1,959,927	2,237,812		16%	
TOTAL SEWER REVENUE	2,836,666	2,721,973	2,257,812	(578,854)	-20%	

**Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget**

SEWER EXPENSES

BUDGET ITEM	BUDGET			CHANGE		REASON FOR CHANGE
	19/20 Adopted	19/20 Projected FYE	20/21 Proposed	\$	%	
Salaries						
Regular Time	306,855	248,478	318,795	11,940	4%	
Overtime	16,704	14,067	17,413	709	4%	
On Call	21,900	22,808	22,620	720	3%	
Leave	782	691	844	62		
Vacation Leave	16,393	8,695	16,224	(169)	-1%	
Sick Leave	14,716	14,900	15,410	694	5%	
Holiday Pay	13,498	13,129	16,704	3,206	24%	Two added holidays (New Year's Eve and Personal Holiday)
TOTAL SALARIES	390,848	322,768	408,010	17,162		
Benefits						
CalPERS Retirement	26,758	25,343	31,336	4,578	17%	Higher payroll and increased employer cost rate
FICA	21,030	21,044	22,007	977	5%	"
Medicare	4,918	4,929	5,147	229	5%	"
SUI	2,152	1,852	2,152	0	0%	
Workers Comp	10,080	10,080	15,235	5,155	51%	Based on projection from SDRMA; EMOD rate increase to 82% from 76%
Health/Vision/Dental Insurance	87,554	75,665	81,025	(6,529)	-7%	Medical plan change with added employer coinsurance
TOTAL BENEFITS	152,492	138,913	156,902	4,410		
Retiree Medical						
Retiree Medical	25,000	24,207	26,000	1,000	4%	Existing retirees; should be removed with fully funded OPEB via Trust
TOTAL RETIREE MEDICAL	25,000	24,207	26,000	1,000		
Equipment, Automotive, Maintenance & Repairs						
Fuel	21,075	15,701	24,240	3,165	15%	Fuel volume and price increase (PSPS)
Uniform/Clothing	6,000	5,816	6,720	720	12%	
Tools/Equipment	6,000	3,463	7,000	1,000	17%	
Repair & Maintenance-General	40,000	18,190	53,120	13,120	33%	MCC Cabinet Preventative Maint. Services
Repair & Maintenance-Vehicles	12,000	11,957	14,000	2,000		
Repair & Maint. -Trans/Collections	20,000	14,156	20,000	-	0%	
Repair & Maintenance- Treatment	30,000	21,591	30,000	-	0%	
Repair & Maintenance- Equipment	11,628	17,337	20,000	8,372	72%	Expected Generator Maint cost increase (PSPS)
Safety Supplies	5,000	5,950	6,000	1,000	20%	Increase in PPE purchases
TOTAL EQUIP, AUTO, MAINT & REPAIRS	151,703	114,161	181,080	29,377		
Outside Services						
Janitorial Service & Supplies	4,000	3,950	6,000	2,000	50%	Increase in supplies
Engineering	20,000	14,240	20,000	-	0%	
Aqua Labs-Lab Tests	22,000	17,710	22,000	-	0%	

**Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget**

SEWER EXPENSES

BUDGET ITEM	BUDGET			CHANGE		REASON FOR CHANGE
	19/20 Adopted	19/20 Projected FYE	20/21 Proposed	\$	%	
Computers/ Maint/Prog/IT Serv.	30,000	12,676	30,000	-	0%	
Annual Collections System Camera Insp.	60,000	16,694	67,000	7,000	12%	Increase due to Hub Station cleanings
Biosolids Disposal	8,000	7,689	8,000	-	0%	
Groundwater Monitoring	5,000	3,090	5,000	-	0%	
Conservation Crew	2,000	1,843	5,000	3,000	150%	Increased areas cleared
Master Plan Development	100,000	50,000	50,000	(50,000)	-50%	Funded by Capital Allocation
System Map Update/Digitize	10,000	4,301	10,000	-	0%	Less expense expected
Safety Program Assessment and Update			27,200	27,200		Safety Program Update
TOTAL OUTSIDE SERVICES	261,000	132,193	250,200	(10,800)		

Other						
Utilities	126,000	100,000	126,000	-	0%	
Memberships & Subscriptions	1,920	764	9,184	7,264		Annual subscription cost (CalCAD and Cartegraph)
Training, Conferences & Travel	7,000	1,546	7,000	-	0%	
Employee Certification	5,000	4,421	5,000	-	0%	
Employee Medical Testing	2,500	735	2,500	-	0%	
Chemicals/Odor Control	35,000	32,698	40,000	5,000	14%	Odor-grease Control new product increase
Dam Monitoring Survey	2,000	-	2,000	-	0%	
Permits & Licenses	40,000	34,000	40,000	-	0%	
I & I Study			10,000	10,000		Collection system Inflow & Infiltration monitoring
TOTAL OTHER	219,420	174,164	241,684	22,264		

Loan Expense						
Capital 1 Sewer Improvement Loan- P & I			105,838			
TOTAL LOAN EXPENSE			105,838			

TOTAL SEWER EXPENSES	1,200,463	906,406	1,369,713	63,412		
Admin Allocation Transfer Out	570,740	484,401	560,350	(10,390)	-2%	
TOTAL SEWER WITH ADMIN	1,771,203	1,390,807	1,930,063	53,022		

Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget

SEWER EXPENSES

BUDGET ITEM	BUDGET			CHANGE		REASON FOR CHANGE
	19/20 Adopted	19/20 Projected FYE	20/21 Proposed	\$	%	
Capital Outlay						
See Capital Outlay Sheet	1,662,791	712,190	1,943,750	280,959		
TOTAL CAPITAL OUTLAY	1,662,791	712,190	1,943,750	280,959		
Reserve Set-Aside						
Annual Reserve Set-Aside	100,000	100,000	100,000	-		Per Sewer Rate Study
TOTAL RESERVE SET-ASIDE	100,000	100,000	100,000	-		
GRAND TOTAL WITH CAPITAL	3,533,994	2,202,997	3,973,813	333,981	12%	

Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
FIRE-REVENUE

BUDGET ITEM	BUDGET			CHANGE		REASON FOR CHANGE
	19/20 Adopted	19/20 Projected FYE	20/21 Proposed	\$	%	
Taxes						
General Property Tax	1,086,768	1,121,488	1,108,503	21,735	2%	
TOTAL TAXES	1,086,768	1,121,488	1,108,503	21,735		
Variable Revenue						
Strike Team-Equipment Use	20,500	31,383	20,500	-	0%	
CERT						
TOTAL VARIABLE REVENUE	20,500	31,383	20,500	-		
Other Non-Operating Revenue						
Sonora Area Grant Foundation	20,000	20,000		(20,000)	-100%	
Jones Hill Fire Break Grant	166,300	1,650	166,300	-	0%	
Interest earned-Mechanics Bank	1,000	-		(1,000)	-100%	
Interest Earned -LAIF	\$ 5,000.00	\$ 15,000	10,000	5,000	100%	Based on actuals less anticipated rate reduction due to COVID-19
TOTAL NON-OPERATING REVENUE	192,300	36,650	176,300	(16,000)		
TOTAL FIRE REVENUE LESS GRANTS	1,113,268	1,167,871	1,139,003			
TOTAL FIRE REVENUE	1,299,568	1,189,521	1,305,303	5,735	0%	

Groveland Community Services District
2020/21 Proposed
FIRE-EXPENSES

BUDGET ITEM	BUDGET			CHANGE		REASON FOR CHANGE
	19/20 Adopted	19/20 Projected FYE	20/21 Proposed	\$	%	
CAL FIRE Contract						
Schedule "A" Plan	1,077,718	981,180	1,056,071	(21,647)	-2%	Estimate provided by CAL FIRE
Amador Plan	272,512	189,157	263,466	(9,046)	-3%	Estimate provided by CAL FIRE
TOTAL CAL FIRE CONTRACTS	1,350,230	1,170,337	1,319,537	(30,693)		
Salaries						
Regular Time	14,272	3,951	37,069	22,797	160%	DSI and Resident positions included
Overtime	777	37	2,025	1,248	161%	
Vacation Leave	762	266	1,886	1,124	148%	
Admin Leave	36	20	98	62		
Sick Leave	684	151	1,792	1,108	162%	
Holiday Pay	628	166	1,942	1,314	209%	Two added holidays (New Year's Eve and Personal Holiday)
TOTAL SALARIES	17,159	4,591	44,813	27,654		
Benefits						
CalPERS Retirement	1,245	417	3,644	2,399	193%	
FICA	978	284	2,559	1,581	162%	
Medicare	229	67	598	369	161%	
SUI	100	10	250	150	150%	
Workers Comp	469	469	1,771	1,302	278%	Based on projection from SDRMA; EMOD rate increase to 82% from 76%
Health/Vision/Dental Insurance	4,072	3,467	9,421	5,349	131%	Medical plan change with added employer coinsurance
TOTAL BENEFITS	7,093	4,714	18,244	11,151		
Retiree Medical						
Retiree Medical	14,000	14,165	14,350	350	3%	Existing retirees; should be removed with fully funded OPEB via Trust
TOTAL RETIREE MEDICAL	14,000	14,165	14,350	350		
Unfunded Pension Liability						
Unfunded Pension Liability	42,350	40,896	62,730	20,380	48%	Provided by CalPERS
TOTAL UNFUNDED PENSION LIABILITY	42,350	40,896	62,730	20,380		
Equipment, Automotive, Maintenance & Repairs						
Radio Communications	1,000	380	5,000	4,000	400%	District 10% cost share if FEMA AFG grant awarded
Fuel	14,820	12,140	14,820	-	0%	
Protective Clothing/Wildland	8,000	661	8,000	-	0%	
Medical Supplies/EMS Equip.	1,500	255	1,500	-	0%	
Small Tools & Safety Equipment	1,500	335	1,500	-	0%	
Repair & Maint.-Station General	7,000	6,786	7,000	-	0%	
Repair & Maint.-Apparatus	16,500	10,324	16,500	-	0%	
Repair & Maint.- Equipment	2,000	1,821	2,000	-	0%	
SCBA Equipment	7,500	600	7,500	-	0%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	59,820	33,302	63,820	4,000		

Groveland Community Services District
2020/21 Proposed
FIRE-EXPENSES

BUDGET ITEM	BUDGET			CHANGE		REASON FOR CHANGE
	19/20 Adopted	19/20 Projected FYE	20/21 Proposed	\$	%	
Other						
Utilities	18,628	22,000	18,628	-	0%	
Office & Cleaning Supplies	5,900	2,500	4,900	(1,000)	-17%	
Training	1,000	-	2,000	1,000		
Fire Prevention Supplies/Events	500	500	500	-		
Master Plan & Development Impact Study	45,000	41,435		(45,000)		
Jones Hill Fire Break (Grant)	166,300	2,305	166,300	-		
CERT						
TOTAL OTHER EXPENSE	237,328	68,740	192,328	(45,000)		
TOTAL FIRE EXPENSES	1,727,980	1,336,745	1,715,822	(32,538)		
Admin Allocation Transfer Out	19,908	25,086	52,168	32,260	162%	
TOTAL FIRE WITH ADMIN	1,747,888	1,361,831	1,767,990	(278)		
Capital Outlay						
See Capital Outlay Sheet	78,037	72,889	21,125	(56,912)		
TOTAL CAPITAL OUTLAY	78,037	72,889	21,125	(56,912)		
Reserve Set-Aside						
Annual Reserve Set-Aside	-	-	-	-		
TOTAL RESERVE SET-ASIDE	-	-	-	-		
GRAND TOTAL WITH CAPITAL	1,825,925	1,434,720	1,789,115	(57,190)	-2%	

Groveland Community Services District
Proposed Draft FY 20/21 Annual Budget
PARKS-REVENUE

BUDGET ITEM	BUDGET			CHANGE		REASON FOR CHANGE
	19/20 Adopted	19/20 Projected FYE	20/21 Proposed	\$	%	
Taxes						
General Property Tax	94,500	97,521	96,390	1,890	2%	
TOTAL TAXES	94,500	97,521	96,390	1,890		
Variable Revenue						
Use Fees	500	1,260	500	-	0%	
Dog Park Permit Fees	1,000	2,240	1,500	500	50%	
TOTAL VARIABLE REVENUE	1,500	3,500	2,000	500		
Other Revenue						
Cell Tower Leases	40,800	52,663	42,000	1,200	3%	Verizon & AT&T
Park Infrastructure Upgrade Grant	200,000		-		-100%	
Interest Earned-LAIF	1,500	4,500	4,000	2,500	167%	Based on actuals less anticipated rate reduction due to COVID-19
Interest Earned-Rabobank	100	-	-	(100)	-100%	
TOTAL OTHER REVENUE	242,400	57,163	46,000	3,600		
TOTAL PARK REVENUE LESS GRANTS	138,400	158,184	144,390	5,990	4%	
TOTAL PARKS REVENUE	338,400	158,184	144,390	(194,010)	-57%	

Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
PARKS-EXPENSES

BUDGET ITEM	BUDGET			CHANGE		REASON FOR CHANGE
	19/20 Adopted	19/20 Projected FYE	20/21 Proposed	\$	%	
Salaries						
Regular Time	35,681	18,870	14,828	(20,853)	-58%	Salary increases
Overtime	1,942	410	810	(1,132)	-58%	
Vacation Leave	1,906	1,192	755	(1,151)	-60%	
Admin Leave	91	91	39	(52)		
Sick Leave	1,711	605	717	(994)	-58%	
Holiday Pay	1,570	708	777	(793)	-51%	Two added holidays (New Year's Eve and Personal Holiday)
TOTAL SALARIES	42,901	21,876	17,925	(24,976)		
Benefits						
CalPERS Retirement	3,111	1,942	1,458	(1,653)	-53%	
FICA	2,445	1,392	1,024	(1,421)	-58%	
Medicare	572	328	239	(333)	-58%	
SUI	250	53	100	(150)	-60%	
Workers Comp	1,172	1,172	709	(463)	-40%	Based on projection from SDRMA; EMOD rate increase to 82% from 76%
Health/Vision/Dental Insurance	10,181	8,840	3,769	(6,412)	-63%	Medical plan change with added employer coinsurance
TOTAL BENEFITS	17,731	13,727	7,298	(10,433)		
Operating Expense						
Dog Park	400	662	500	100	25%	
Repair & Maintenance	7,300	6,523	7,300	-	0%	
TOTAL OPERATING EXPENSE	7,700	7,185	7,800	100		
Other						
Utilities	42,000	35,000	35,000	(7,000)	-17%	Closer to actuals
Janitorial Services	12,500	9,403	12,500	-	0%	
Safety Equipment	1,000	115	1,000	-	0%	
Toilet Rebates	4,000	2,950		(4,000)	-100%	
ParkMaster Plan			10,611	10,611		
TOTAL OTHER EXPENSE	59,500	47,468	59,111	(389)		
TOTAL PARK EXPENSES	127,832	90,256	92,134	(35,698)		
Admin Allocation Transfer Out	69,529	55,925	39,129	(30,400)	-44%	
TOTAL PARKS WITH ADMIN	197,361	146,181	131,263	(66,098)		
Capital Outlay						
See Capital Outlay Sheet	263,245	14,866	13,895	(249,350)		
TOTAL CAPITAL OUTLAY	263,245	14,866	13,895	(249,350)		
Reserve Set-Aside						
Annual Reserve Set-Aside	-	-	-	-		
TOTAL RESERVE SET-ASIDE	-	-	-	-		
TOTAL WITH CAPITAL	460,606	161,047	145,158	(351,146)	-68%	

**Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget**

Capital Outlay

ADMIN CAPITAL OUTLAY

CIP Project	2019/20 Approved	2019/20 Projected	2020/21 Proposed	COMMENTS
Admin Parking Lot Upgrade (5 Yr Plan)	100,000		175,000	Moved to 2020-21; waiting for engineering 5 year plan
Mechanic Tools	10,000	10,013		Moved to operating cost in general fund expenses
Fuel Tank Painting/Electronic Logging	20,000		90,000	Expanded Project,Maint.-improved use accountability; Fund share
Operations Roof R & M, siding, windows, paint	52,000	42,750		
Maint. Window Repl, Gutter in back	4,500	4,880		
Admin Building railing, Paint, Siding	50,000	22,500		
Computers/Ipads	15,000	13,771		
District Camera System			26,500	Security camera system; fund share
Server OS Upgrade			31,000	Server upgrade; fund share
Admin Building Remodel			TBD	COVID-19; improved funtionality
TOTAL CAPITAL OUTLAY	251,500	93,914	322,500	

**Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
Capital Outlay**

WATER CAPITAL OUTLAY				
CIP Project	2019/20 Approved	2019/20 Projected	2020/21 Proposed	COMMENTS
Downtown Groveland/BOF Rehab Planning	32,228	8,680		
AWS Tank 2 Booster System	5,000			Needs further engineering moved to general expense
General Water Distribution Improv.	30,000		30,000	Ongoing
Water Pump Replacements	13,293		20,000	Ongoing
Big Creek Roof Repairs	20,360	20,115		Completed
Admin Parking Lot Upgrade (5 Yr Plan)	56,000		98,000	Moved to 2020-21; waiting for engineering 5 year plan
Mechanic Tools	5,600	5,609		Moved to operating cost in general fund expenses
Fuel Tank Painting/Electronic Logging	11,200		50,400	Expanded Project,Maint.-improved use accountability; Fund share
Operations Roof R & M, siding, windows, paint	29,120	26,505		
Maint. Window Repl, Gutter in back	2,520	3,026		
Admin Building railing, Paint, Siding	28,000	13,950		Project started
Computers/Ipads	8,400	7,712		Purchased
GPS Unit	10,200	15,363		Updated equipment and software for better accuracy
Water Wagon	4,080	4,507		Bought new instead of used
Crane Body Truck	98,600	98,600		New mechanics truck with crane 2019-20
Washer/Dryer	17,000	11,893		Installed
Treatment Plant General Improvements/Replacements	20,000		20,000	Ongoing
Big Creek UV Analyzer	7,361	7,361		Purchased
6" Booster Pump Control Valve	9,346	9,346		Purchased and installed
Butler Way Booster PS		5,940		Engineering design work, construction included in Clearwell project
Finish CL2 Pump		5,053		Pump failure
BC/2G Clearwell, Butler		2,770		
Water Treatment Plant AC upgrades		-	11,000	New AC to prevent VFD overheating
Tank #2 Generator/Asphalt Improvement		-	95,000	Consolidate to one standby generator and asphalt repairs
Truck #6 Replacement		-	35,000	New meter truck
Truck # 8 Replacement		-	23,800	Replace Ford Ranger Truck #8 Fund Share
District Camera System		-	14,840	Security camera system; fund share
Tank Mixers for T2, 4 and 5			113,000	Help with Nitrification problem
Server OS Upgrade		-	17,360	Server upgrade; fund share
Big Creek-2G Clearwell, Butler Way Bypass			3,400,000	State grant funded renovation and pump station upgrade
TOTAL WATER CAPITAL OUTLAY	408,308	246,430	3,928,400	
TOTAL CAPITAL OUTLAY (LESS GRANT PROJECTS)			528,400	

**Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
Capital Outlay**

SEWER CAPITAL OUTLAY				
CIP Project	2019/20 Approved	2019/20 FYE	2020/21 Proposed	COMMENTS
LS#16 Sewer Line Improvement	44,350	44,350		To be completed
Downtown Groveland/BOF Rehab Planning	128,000	9,115		Study complete
OES Flume Diversion	489,151	482,500		Project complete
Replace STP Reservoir 1 Valves	40,600			2018-19 Project
Wastewater Pump Replacements	24,000		24,000	Ongoing
Sewer Imp-Headworks, LS2, Irrigation, Sludge Pump, Influent Pump	530,000	32,287	1,470,000	Sewer Treatment Plant Improvement Project
Admin Parking Lot Upgrade (5 Yr Plan)	38,000	4,501	66,500	Moved to 2020-21 waiting for engineering 5 year plan
Mechanic Tools	3,800			Moved to operating cost
Fuel Tank Painting/Electronic Logging	7,600		34,200	Expanded Project,Maint.-improved use accountability; Fund share
Operations Roof R & M , siding, windows, paint	19,760	13,680		Completed
Maint. Window/Repl. Gutter in back	1,710	1,562		Completed
Admin Building railing/paint/siding repair	19,000	7,200		To be completed
Computers/Ipads	5,700	5,233		Purchased and installed
GPS Unit	4,800	7,307		Updated equipment and software for better accuracy
Water Wagon	1,920	2,121		Bought new instead of used
Crane Body Truck	46,400	46,400		New mechanics truck with crane 2019-20
Washer/Dryer	8,000	6,138		Purchased and installed
Concrete grading by Screw Press	85,000		120,000	Moved to 2020/21 to be bid with Headworks Improvements
Sludge Pump	65,000			Expanded Project, moved to headworks project
LS #10 Control Center Upgrades	10,000	7,589		Completed
Culvert Headwall @ Flume	10,000	2,500		Became part of FEMA Flume Grant, 25% District cost share
Road Maintenance	80,000	8,801	100,000	District roads-Dam-Reservoirs-Spray Fields-Maint. Yard
Bendix Power Pole-LS#11		7,589		
CL2 Motor Meter Pump		5,419		
Flow Meter Install		8,698		
RAS Pump Rebuild (OMAR)		9,200		
New Bobcat			45,000	New Bobcat for sludge handling
Truck # 8 Replacement		-	11,200	Replace Ford Ranger Truck #8 Fund Share
District Camera System			10,070	Security camera system; fund share
Server OS Upgrade			11,780	Server upgrade; fund share
Skate Park Manhole repair/replacemnt			25,000	replaces failed manhole in park
Smart (manhold) Cover System			26,000	Monitors and transmits flow in critical manholes
TOTAL SEWER CAPITAL OUTLAY	1,662,791	712,190	1,943,750	

**Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
Capital Outlay**

FIRE CAPITAL OUTLAY				
CIP Project	2019/20 Approved	2019/20 Projected	2020/21 Proposed	COMMENTS
SCBA Fill Station	30,647			Completed
Admin Parking Lot Upgrade (5 Yr Plan)	1,000		8,750	Moved to 2020-21 waiting for engineering 5 year plan
Mechanics Tools	100			
Fuel Tank Painting/Electronic Logging	200		4,500	Expanded Project,Maint.-improved use accountability; Fund share
Operations Roof R & M, siding, windows, paint	520	427		
Maint. Window/Repl. Gutter in back	45	49		
Admin Building railing/paint/siding repair	500	225		
Computers/Ipads	150	138		
Apparatus Bay Lighting Upgrade	4,875	5,050		Added extra light
Fire Building Gutter & Paint/Siding repair	40,000	59,000		Change order to replace all siding on west side of building
Fire Engine Model 15		8,000		
Kitchen Remodel			-	Removed from draft budget due to budget constraints
Station restroom upgrades			5,000	Replacement toilets and plumbing upgrades
District Camera System			1,325	Security camera system; fund share
Server OS Upgrade			1,550	Server upgrade; fund share
TOTAL FIRE CAPITAL OUTLAY	78,037	72,889	21,125	

**Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
Capital Outlay**

PARK CAPITAL OUTLAY				
Projects	2019/20 Approved	2019/20 Projected	2020/21 Proposed	COMMENTS
Admin Parking Lot Upgrade (5 Yr Plan)	5,000		1,750	Moved to 2020-21 waiting for engineering 5 year plan
Mechanics Tools	500			
Fuel Tank Painting/Electronic Logging	1,000		900	Expanded Project,Maint.-improved use accountability; Fund share
Operations Roof R & M, siding, windows, paint	2,600	2,138		Completed
Maint. Window/Repl. Gutter in back	225	244		Completed
Admin Building railing/paint/siding repair	2,500	1,125		Completed
Computers/Ipads	750	689		Completed
Park Infrastructure Upgrade Project	240,000			State grant funds on hold
Park Ampitheater	10,670	10,670		Completed
Park Door Upgrades			10,670	Vandal Proof doors for ampitheater
District Camera System			265	Security camera system; fund share
Server OS Upgrade			310	Server upgrade; fund share
TOTAL PARK CAPITAL OUTLAY	263,245	14,866	13,895	

Groveland Community Services District
Proposed Draft FY 2020/2021 Annual Budget
District Debt Service

WATER		
	2013 DEBT SERVICE Paid off in 2027	2014 DEBT SERVICE, Paid off in 2027
	19/20	20/21
Debt Service Revenue	\$ 264,338	\$ 342,704
Debt Service Expense	\$ (310,376)	\$ (378,398)
Revenue Over (Under) Expense	\$ (46,038)	\$ (35,694)

SEWER (PML ONLY)		
		2014 DEBT SERVICE, Paid off in 2027
		20/21
Debt Service Revenue		\$ 327,864
Debt Service Expense		\$ (297,665)
Revenue Over (Under) Expense		\$ 30,199



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: June 9, 2020

SUBJECT: Agenda Item 6A: Adoption of a Resolution Establishing Groveland Fire Department Deployment Standards Relating to Distribution of Fire Stations and Response Time Goals for Incidents Including Multiple Unit Effective Response Force and Hazardous Materials Response

RECOMMENDED ACTION:

Staff recommends the following action:

I Move to Adopt Resolution 27-2020 Establishing Groveland Fire Department Deployment Standards Relating to Distribution of Fire Stations and Response Time Goals for Incidents Including Multiple Unit Effective Response Force and Hazardous Materials Response.

BACKGROUND:

The District Board held a public workshop on May 5, 2020 to review the draft final Fire Department Master Plan update, and on May 12, 2020 the Master Plan was adopted by the Board. As contained in the Resolution approving the Master Plan report, the fire department policy and deployment recommendations are before the Board for consideration of approval.

RECOMMENDED NEXT STEPS (May 2020 Fire Master Plan)

Citygate's recommends the following next steps for the District to consider:

1. Review and absorb the content, findings, and recommendations of this Fire Master Plan Update.
2. Prepare a staff report and draft resolution for consideration by the District Board of Directors adopting the included recommended response performance goals.
3. Aggressively pursue one or more of the suggested funding strategies to ensure long-term fiscal sustainability.
4. Provide additional daily staffing if/when funding becomes available; consider seeking a Federal Emergency Management Agency (FEMA) Staffing for Adequate Fire and Emergency Response (SAFER) grant to provide partial reimbursement of those costs over the first three years.

The agenda item deals with recommendation #2 above- **Adopt Deployment Policies:** The District Board of Directors should adopt the following fire deployment goals to deliver outcomes that will save medical patients when possible upon arrival and to keep small but serious fires from becoming more serious:

1.1 Distribution of Fire Stations: First-due response units should arrive within 14:00 minutes, 90 percent of the time from the receipt of the 9-1-1 call at the fire dispatch center, which equates to a 90-second dispatch time, 2:00-minute crew turnout time, and 10:30-minute travel time.

1.2 Multiple-Unit Effective Response Force (ERF) for Serious Emergencies: A multiple-unit ERF, including at least one Chief Officer, should arrive within 19:30 minutes from the time of 9-1-1 call receipt at fire dispatch 90 percent of the time. This equates to a 90-second dispatch time, 2:00-minute company turnout time, and 16:00-minute travel time.

1.3 Hazardous Materials Response: To provide hazardous materials response designed to protect the community from the hazards associated with uncontrolled release of hazardous and toxic materials, a first-due response unit should arrive within 14:00 minutes, 90 percent of the time from the receipt of the 9-1-1 call at the fire dispatch center to isolate the hazard, deny entry into the hazard zone, and notify appropriate officials/resources to minimize impacts on the community. Following initial hazard evaluation and/or mitigation actions, a determination can be made whether to request additional resources from a regional hazardous materials team.

1.4 Technical Rescue: To respond to technical rescue emergencies as efficiently and effectively as possible with enough trained personnel to facilitate a successful rescue, a first-due response unit should arrive within 14:00 minutes, 90 percent of the time from the receipt of the 9-1-1 call at the fire dispatch center to evaluate the situation and/or initiate rescue actions. Following the initial evaluation, assemble additional resources as needed within a total response time of 19:30 minutes to safely complete rescue/extrication and delivery of the victim to the appropriate emergency medical care facility.

ATTACHMENTS:
Resolution 27-2020

FINANCIAL IMPACT:

This action does not immediately increase cost, however it may be necessary in the future to construct additional fire stations as new development spreads, add staffing and engines and implement new technologies; all of which would be individually evaluated prior to implementation.

RESOLUTION 27-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT ESTABLISHING GROVELAND FIRE DEPARTMENT DEPLOYMENT STANDARDS RELATING TO DISTRIBUTION OF FIRE STATIONS AND RESPONSE TIME GOALS FOR INCIDENTS INCLUDING MULTIPLE UNIT EFFECTIVE RESPONSE FORCE AND HAZARDOUS MATERIALS RESPONSE

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

WHEREAS, the District Board of Directors has the responsibility to set the level of services provided and to adopt policy and funding plans to support the desired service level; and

WHEREAS, a primary goal of the Board is to protect and enhance the health and safety of the communities' served by maintaining a well performing Fire Department, delivering outcomes that will save medical patients when possible upon arrival and to keep small but serious fires from becoming more serious; and

WHEREAS, the Board the Board of Directors on May 12, 2020 adopted a Fire Department Master Plan update which contained an evaluation of the department's responses to emergencies within and outside the District boundaries, and further provided recommendations for the adoption of specified deployment standards for the Groveland Fire Department; and

WHEREAS, once adopted, these standards establish criteria for the potential creation of new fire stations necessary to serve community growth and lay the foundation for development impact standards and fees; and

WHEREAS, the deployment standards also establish a baseline of performance against which the success of the department will be measured; staffing and equipment plans developed, and funding strategies created.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY adopt this Resolution Establishing Groveland Fire Department Deployment Standards Relating to Distribution of Fire Stations and Response Time Goals for Incidents Including Multiple Unit Effective Response Force and Hazardous Materials Response as follows:

1.1 Distribution of Fire Stations: First-due response units should arrive within 14:00 minutes, 90 percent of the time from the receipt of the 9-1-1 call at the fire dispatch center, which equates to a 90-second dispatch time, 2:00-minute crew turnout time, and 10:30-minute travel time.

1.2 Multiple-Unit Effective Response Force (ERF) for Serious Emergencies: A multiple-unit ERF, including at least one Chief Officer, should arrive within 19:30 minutes from the time of 9-1-1 call receipt at fire dispatch 90 percent of the time. This equates to a 90-second dispatch time, 2:00-minute company turnout time, and 16:00-minute travel time.

1.3 Hazardous Materials Response: To provide hazardous materials response designed to protect the community from the hazards associated with uncontrolled release of hazardous and toxic materials, a first-due response unit should arrive within 14:00 minutes, 90 percent of the time from the receipt of the 9-1-1 call at the fire dispatch center to isolate the hazard, deny entry into the hazard zone, and notify appropriate officials/resources to minimize impacts on the community. Following initial hazard evaluation and/or mitigation actions, a determination can be made whether to request additional resources from a regional hazardous materials team.

1.4 Technical Rescue: To respond to technical rescue emergencies as efficiently and effectively as possible with enough trained personnel to facilitate a successful rescue, a first-due response unit should arrive within 14:00 minutes, 90 percent of the time from the receipt of the 9-1-1 call at the fire dispatch center to evaluate the situation and/or initiate rescue actions. Following the initial evaluation, assemble additional resources as needed within a total response time of 19:30 minutes to safely complete rescue/extrication and delivery of the victim to the appropriate emergency medical care facility.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on June 9, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Jennifer L. Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on June 9, 2020.

DATED: _____

TO: GCSB Board of Directors

FROM: Jennifer Flores, Administrative Services Manager

DATE: June 9, 2020

SUBJECT: Agenda Item 6B: Adoption of a Resolution Approving
Implementation of the Previously Authorized Water and Sewer Rate
Increase for the Fiscal Year 20/21

RECOMMENDED ACTION:

Staff recommends the following action:

I Move to Adopt Resolution 28-2020 Approving Implementation of the Previously Authorized Water and Sewer Rate Increase for the Fiscal Year 20/21.

BACKGROUND:

Water Rate Increase

In January 2016, the Board approved the 2015 Water Rate Analysis Engineer's Report which set five phases of water rate increases. To date, the Board has implemented four of the phases and has the option to implement the fifth and final phase. This will be the last increase the Board can implement to the water rates until another water rate study and Prop 218 process have been completed. The rates will become effective July 1st if the Board votes to move forward with implementation. The proposed rates are contained in the attached chart.

Sewer Rate Increase

The Board approved the Sewer Rate Study Report prepared by Bartle Wells and Associates in August 2018 and directed staff to implement the first phase of rate increases effective September 2018. The Board voted to implement the second phase of rate increases with the beginning of the 19/20 fiscal year to align with the schedule contained in the rate study. The Board has the option to implement the third phase of rate increases as recommended in the rate study report if it chooses which would take effect July 1st. The proposed rates are contained in the attached chart.

ATTACHMENTS:

Resolution 28-2020

Water and Sewer Rate Increase Charts

FINANCIAL IMPACT:

Increased revenue stream for the Water and Sewer Fund

RESOLUTION 28-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING IMPLEMENTATION OF THE PREVIOUSLY AUTHORIZED WATER AND SEWER RATE INCREASE FOR THE FISCAL YEAR 20/21

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

WHEREAS, the District Board of Directors approved the 2015 Water Rate Analysis Engineer’s Report which set water rate increases for a five year span to fund the cost of water service, regulatory compliance and to address infrastructure replacements and establish reserves; and

WHEREAS, the Board has annually approved implementing the water rate increase as stipulated in the Engineer’s Report since the report was adopted, and with the final increase from the 2015 Report scheduled for July 1, 2020; and

WHEREAS, The District Board of Directors adopted Resolution 22-18 which approved increased sewer rates to fund the increasing cost of sewer service operations, infrastructure replacement and improvements and the development of reserves through 2023, as presented in the Bartle Wells Associates Sewer Rate Study Report; and

WHEREAS, the Board has annually approved implementing the sewer rate increase as stipulated in the Study Report since its adoption in 2018; and

WHEREAS, annual rate increases are required for the District to remain fiscally solvent, to meet revenue objectives set to fund system improvement projects and to meet grant and loan requirements, to moderate the amount of future rate increases and address annual inflation of operating expenses.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY approve implementation of the previously authorized water and sewer rate increase for the fiscal year 20/21 as detailed below:

WATER RATES EFFECTIVE JULY 1, 2020				SEWER RATES EFFECTIVE JULY 1, 2020	
Meter Size	FY20/21			Residential	
	Fixed Rate	Baseline Usage	Peak demand usage		
5/8" x 3/4"	\$39.64	\$0.00765	\$0.01514	Monthly Fixed Charge	\$83.59
3/4" x 3/4"	\$39.64	\$0.00765	\$0.01514	Debt Service Charge - PML	\$20.42
1"	\$63.43	\$0.00765	\$0.01514	Volume Charge (\$/gal)	\$0.01099
1 1/2"	\$103.07	\$0.00765	\$0.01514	Commercial	
2"	\$138.74	\$0.00765	\$0.01514	Monthly Fixed Charge	\$83.59
3"	\$218.02	\$0.00765	\$0.01514	Debt Service Charge - PML	\$20.42
4"	\$309.19	\$0.00765	\$0.01514	Volume Charge (\$/gal)	\$0.01765

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on June 9, 2020, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Jennifer L. Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on June 9, 2020.

DATED: _____

PROPOSED WATER RATE

FY 2019/20			FY 2020/21		
Fixed Rate	Baseline Usage	Peak demand usage	Fixed Rate	Baseline Usage	Peak demand usage
\$38.48	\$0.00743	\$0.01469	\$39.64	\$0.00765	\$0.01514
\$38.48	\$0.00743	\$0.01469	\$39.64	\$0.00765	\$0.01514
\$61.58	\$0.00743	\$0.01469	\$63.43	\$0.00765	\$0.01514
\$100.07	\$0.00743	\$0.01469	\$103.07	\$0.00765	\$0.01514
\$134.70	\$0.00743	\$0.01469	\$138.74	\$0.00765	\$0.01514
\$211.67	\$0.00743	\$0.01469	\$218.02	\$0.00765	\$0.01514
\$300.18	\$0.00743	\$0.01469	\$309.19	\$0.00765	\$0.01514

PROPOSED SEWER RATE

	2019/20	2020/21
Residential	17%	15%
Monthly Fixed Charge	\$72.69	\$83.59
Debt Service Charge - PML	\$20.42	\$20.42
Volume Charge (\$/gal)	\$0.00955	\$0.01099
Typical Residential Bill (3100 gals) - Groveland/BOF	\$102.31	\$117.66
Typical Residential Bill (3100 gals) - PML	\$122.73	\$138.08
Commercial	17%	15%
Monthly Fixed Charge	\$72.69	\$83.59
Debt Service Charge - PML	\$20.42	\$20.42
Volume Charge (\$/gal)	\$0.01535	\$0.01765
Typical Commercial Bill (4000 gals) - Groveland/BOF	\$134.07	\$154.18
Typical Commercial Bill (4000 gals) - PML	\$154.49	\$174.60

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: June 9, 2020

SUBJECT: Agenda Item 6C: Adoption of a Resolution Approving the Big Creek/Second Garotte Clearwell Project and Authorize the General Manager to Proceed with Public Bidding

RECOMMENDED ACTION:

Staff recommends the following action:

I Move to Adopt Resolution 30-2020 Approving the Big Creek/Second Garotte Clearwell Project and Authorize the General Manager to Proceed with Public Bidding.

BACKGROUND:

In 2016 the District conducted an inspection of the interior of the clearwells and chlorine contact tanks at the Big Creek and Second Garotte water treatment plants. Coatings failure and areas of corrosion were found inside the metal tanks, which must be repaired as quickly as possible. Bids were received for recoating of one of the tanks, and the bid cost was in excess of the cash available to the District at the times. A funding application was subsequently submitted to the State Water Resources Control Board, and four years later, a 100% grant funding agreement was received from the state.

The project must be competitively bid per the California Public Contract Code, and we must award the contract to the lowest responsive, responsible bidder. Included herein is a memo further describing the project, and the Board's approval is required to proceed with bidding.

ATTACHMENTS:

- Project memo with photos and budget prepared by District Engineer Alfonso Manrique
- Resolution 29-2020

FINANCIAL IMPACT:

The \$3.4 million project is 100% grant funded. The District will be reimbursed for contractor payments as construction proceeds.

STAFF REPORT

AGENDA ITEM: **Consideration for Solicitation of Bids for the Big Creek and Second Garrotte Clearwells Rehabilitation**

MEETING DATE: **June 9, 2020**

PREPARED BY: **Alfonso Manrique, District Engineer**
 AM Consulting Engineers, Inc.

RECOMMENDATION:

Staff is seeking approval from the Board of Directors to authorize the solicitation of bids for the Big Creek and Second Garrotte Clearwells Rehabilitation Project.

BACKGROUND:

Groveland Community Services District (GCSD) performed a closed-circuit television (CCTV) inspection of the Big Creek and Second Garrotte Clearwells and Chlorine Contact Tanks in April of 2016. The inspection revealed corrosion of the structural members (See attached pictures). Since the inspection, the chlorine contact tank at the Second Garrotte site has been rehabilitated.

GCSD has received grant funding from the California State Water Resources Control Board via the Safe and Affordable Funding for Equity and Resiliency (SAFER) Drinking Water Program and Proposition 68 to fund the rehabilitation of the remaining tanks. The grant funding received was for an amount of \$3,402,000. The construction engineers estimate for the project is approximately 2.5 million dollars (see attached engineer's estimate).

DISCUSSION:

GCSD disinfects raw water from the Hetch Hetchy tunnel at the Big Creek and Second Garrotte Pump Stations. The chlorine contact tank and the clearwells provide the necessary contact time to achieve the required disinfection before water enters the distributed system. Without the chlorine contact tank and the clearwells, water would not meet drinking water standards.

Clearwells and chlorine contact tanks are coated with epoxy to protect structural members from corrosion. After a while, the epoxy coating must be removed and recoated. The corrosion of the structural members at both pump stations has undoubtedly increased since the 2016 inspection. The structural integrity of the clearwells and chlorine contact tank must be maintained to ensure potable water is provided to the GCSD customers.

If directed to solicit bids, the bid documents will include the rehabilitation of the Big Creek clearwell and chlorine contact tank, the rehabilitation of the Second Garrotte clearwell and the rehabilitation of the butler way pump station to allow construction to take place.

FISCAL IMPACT:

There is no Fiscal Impact to the District as the proposed project will be funded entirely from SAFER/Proposition 68 grant funding.

ATTACHMENTS:

1. Engineer's estimate
2. Clearwell Interior Photos





**GROVELAND COMMUNITY SERVICES DISTRICT
BIG CREEK & SECOND GARROTTE CLEARWELLS REHABILITATION
ENGINEER'S ESTIMATE**

Item	Description	Qty	Unit	Unit Price	Amount
1	Mobilization/Demobilization	1	LS	\$150,000	\$150,000.00
2	Big Creek Clearwell and CCT Rehabilitation	1	LS	\$759,000	\$759,000.00
3	Second Garrotte Clearwell Rehabilitation	1	LS	\$704,000	\$704,000.00
4	Butler Way Pump Station	1	LS	\$275,000	\$275,000.00
5	Big Creek Clearwell and CCT Exterior Coating	1	LS	\$277,000	\$277,000.00
6	Second Garrotte Clearwell and CCT Exterior Coating	1	LS	\$277,000	\$277,000.00
7	Big Creek and Second Garrotte Internal Structural Repairs	80	Hrs	\$375	\$30,000.00
8	Big Creek and Second Garrotte Structural Materials	1	LS	\$25,000	\$25,000.00
Total Construction					\$2,497,000.00
Contingency					\$294,000.00
Engineering, Construction Management, Inspection, Administration					\$611,000.00
Total Project Cost					\$3,402,000.00

RESOLUTION 29-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING THE BIG CREEK/SECOND GAROTTE CLEARWELL PROJECT AND AUTHORIZE THE GENERAL MANAGER TO PROCEED WITH PUBLIC BIDDING

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

WHEREAS, the District Engineer has determined through internal inspection that the clearwell tanks at the Second Garrotte and Big Creek Water Treatment Plants have significant corrosion damage and that this condition should not be allowed to continue as the steel structures could eventually fail; and

WHEREAS, application to the State Water Resources Control Board was made for funding for a project to rehabilitate both clearwells, and a grant funding contract was awarded to the District in April 2020; and

WHEREAS, the District Engineer has prepared Plans and Specifications for the Big Creek and Second Garrotte Clearwells Rehabilitation Project; and

WHEREAS, the Project Plans, Technical Specifications and Contract Documents are presented for approval as well as authorization to proceed with public bidding.

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

1. The Project Plans, Technical Specifications and Contract Documents as prepared by District Management and Engineer are hereby approved.
2. The General Manager is authorized and directed to solicit public bids for the Big Creek and Second Garrotte Clearwells Rehabilitation Project
3. The General Manager and District Engineer are directed upon completion of the bidding process to present to the Board of Directors a summary of bids received and contract award recommendation for action by this Board.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on June 9, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Jennifer L. Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on June 9, 2020.

DATED: _____



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: June 9, 2020

SUBJECT: Agenda Item 6D: Consideration of Establishing the Compensation Level for the General Manager for the 2020/21 Fiscal Year

RECOMMENDED ACTION:

A Board motion is necessary to establish the level of compensation for the General Manager for the 2020/21 fiscal year.

BACKGROUND:

The District entered into agreement with Peter Kampa as General Manager on May 14, 2019. The term of this Agreement is for five (5) years commencing on May 14, 2019 and continuing to May 14, 2024, subject to the termination, severance and resignation provisions set forth in the Agreement. Mr. Kampa is provided the same employment benefits as all other employees.

The Agreement establishes the compensation for the General Manager as follows: *District agrees to pay the General Manager for his services an annual base salary of One Hundred Fifty Thousand Dollars (\$150,000.00) payable in installments as the same time and manner as other employees of the District (currently bi-weekly).*

The Agreement provides for annual performance evaluations and potential adjustments in compensation as follows:

Annual Performance Review. The Board of Directors of the District shall annually review the performance of the General Manager. As part of the General Manager's annual review, the District shall also review and set the level compensation and benefits payable to the General Manager, based on performance, and establish new goals and objectives as appropriate.

The Board completed a performance evaluation on August 13, 2019 and at that time, since it was only three months into the employment agreement, deferred

any action on the General Manager's salary until the 2020/21 fiscal year budget. Per the Agreement, the 2019 performance evaluation could serve as the basis for the manager's compensation in 2020/21.

ATTACHMENTS:

None

FINANCIAL IMPACT:

Determined by Board action, if any.