

## AGENDA SUBMITTAL

**TO:** GCSB Board of Directors

**FROM:** Jennifer Flores, Admin Office Manager

**DATE:** March 12, 2018

**SUBJECT:** **Item 7 - Consideration of Adoption of Resolution 9-18 Approving Amendment to *Section 803 Reservation of Park Facilities of the District Operational Policies and Procedures Manual***

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### SUMMARY

The District has been hanging event advertisement banners at no charge for various community organizations on the District's banner hanging station in front of the fire department. This banner hanging station was originally installed to hang the District's advertisement banners regarding water conservation.

Recently, this service has become very cumbersome with multiple organizations wishing to hang banners with various demands. Staff brought this issue up with the Park Committee where it was discussed and agreed that this service should only be extended to those who are renting the District's park facilities and wish to hang a banner advertising the event. Staff has redlined an amendment to the District's current policy regarding the reservation of park facilities and is attached herewith as Exhibit A.

### RECOMMENDED ACTION

**I move Adoption of Resolution 9-18 Approving Amendment to Section 803 Reservation of Park Facilities of the District Operational Policies and Procedures Manual**

### ATTACHMENTS

- Draft resolution 9-18 approving the revised park reservation policy
- Exhibit A Draft revised policy language

**RESOLUTION NO. 9-18**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING AMENDMENT  
TO THE DISTRICT'S RESERVATION OF PARK FACILITIES POLICY**

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

**WHEREAS**, in accordance with California Government Code 61045, (g) The board of directors shall adopt policies for the operation of the district, including, but not limited to, administrative policies, fiscal policies, personnel policies, and the purchasing policies; and

**WHEREAS**, the District has previously adopted a policy governing the reservation of District park facilities which is in need of amendment; and

**WHEREAS**, the District has prepared draft amendment to said policy as contained herein as Exhibit A.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY approve the amended Reservation Of Park Facilities Policy as attached hereto as Exhibit A.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on March 12, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Robert Swan, President

ATTEST:

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Jennifer L. Flores, Board Secretary

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**CERTIFICATE OF SECRETARY**

I, Jennifer L. 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 March 12, 2018.

DATED: \_\_\_\_\_.

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## Exhibit A

### 803.6 Priority of Use

Any person using a park facility or portion thereof which may be reserved, but who has not obtained approval shall vacate said area when those who have reserved the facility through application present themselves.

### 803.7 Advertisement Banner

Any person or group reserving the park who wishes to hang an advertisement banner for their event, shall be allowed to do so subject to the following:

- A. Banner shall be a maximum of 3 feet high x 14 feet long and fixed with grommets.
- B. Banner must be delivered to the District Administration Office at least three (3) business days prior to the agreed upon hang date. The banner only will be accepted; any bag, box, etc. the banner is stored in must be taken with the person dropping the banner off.
- C. The banner must be picked up during business hours within two (2) weeks after the banner has been taken down. Unclaimed banners will be discarded.

Banners will be hung for no longer than two (2) weeks prior to scheduled event. Banner requests will be granted on a "first come" basis. Scheduling conflicts with other events that result in a banner not being hung will not entitle applicant to a reduced reservation use fee. Banners shall be hung and taken down by District staff. The District is not responsible for any damage caused to banner by weather, graffiti, and/or vandalism of any kind. Only those renting the park facilities will be allowed to hang banners.

## **804 PARK AND RECREATION FEES**

### 804.1 Purpose

Section 61115 of the Government Code of the State of California provides that the District may charge for park and recreational services and facilities provided by the District so long as the charges do not exceed the cost of providing the service. The purpose of this Section is to provide for park and recreation fees to be charged by the District for various park and recreational services and facilities in amounts reasonably necessary to recover the cost of operating the District parks and providing various park and recreational services and facilities.

## AGENDA SUBMITTAL

**TO:** GCSO Board of Directors

**FROM:** Peter J. Kampa, Interim GM

**DATE:** March 12, 2018

**SUBJECT:** Item 8. Informational Presentation Regarding the Preliminary Cashflow Needs and Timing of the Big Oak Flat/Groveland Sewer Upgrade Project

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### SUMMARY

Staff has produced the attached graphic representation showing the approximate timeline for the future construction of the downtown Groveland/Big Oak Flat Sewer Improvements, and the related impacts on the District cashflow through the period. The purpose of this information is to supplement the Board's understanding of the project as it relates to the Wastewater Rate Study, currently in progress.

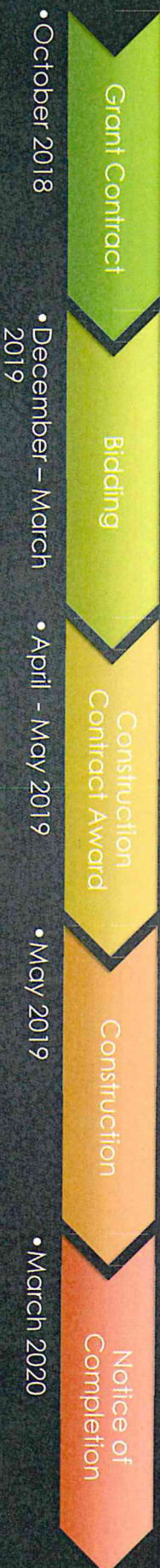
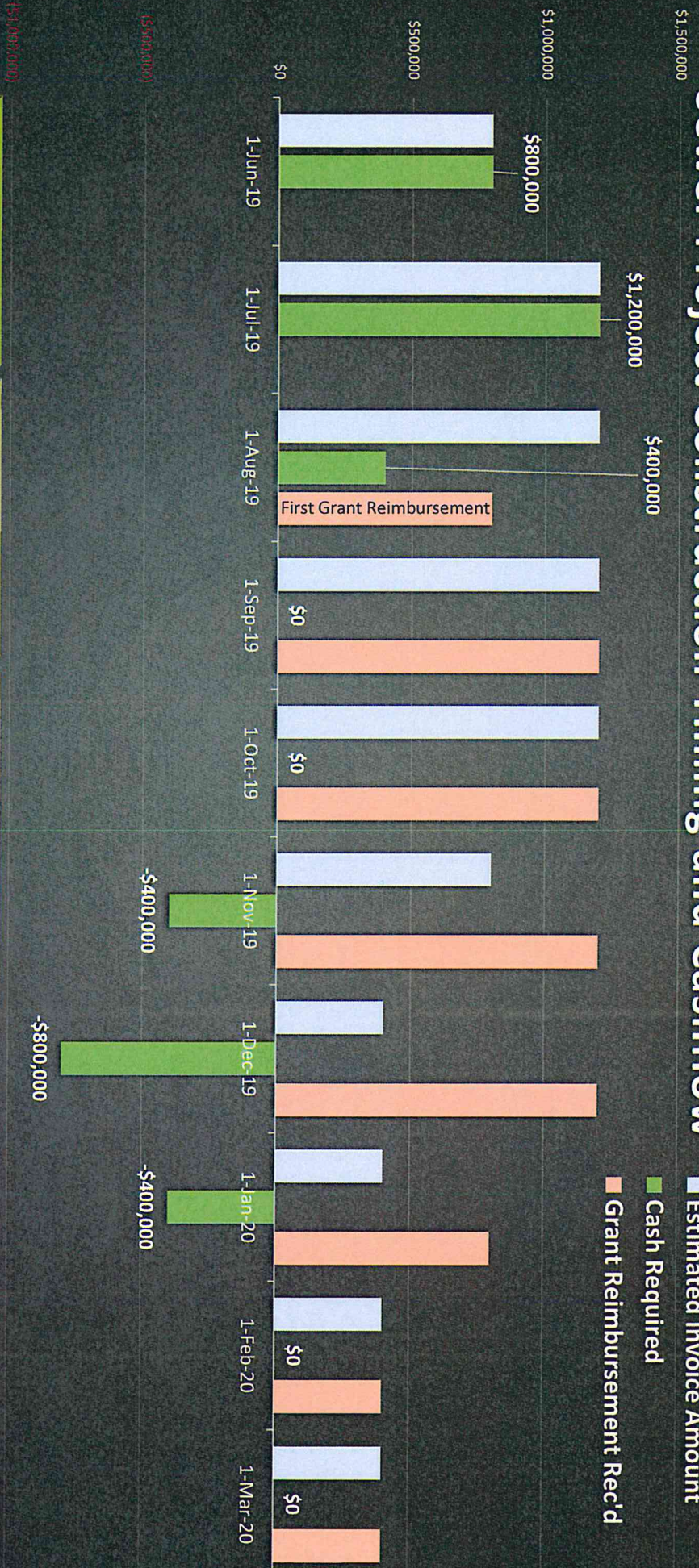
Staff will review the graphic during the meeting to ensure a solid understanding. Please note that this is a very preliminary cost estimate, cashflow projection and construction timeline.

### RECOMMENDED ACTION

**Informational item only, no action required**



# Sewer Project Construction Timing and Cashflow





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

18966 Ferretti Road Groveland, CA 95321

Staff Report  
March 12, 2018

To: Board of Directors

From: Paul Avila, Assistant Chief  
By: Jude R. Acosta, Battalion Chief

Subject: Monthly Activity Report – February 5, 2018 to March 4, 2018

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**Training:**

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

- Engineer Shade and Schemper attended Continued Professional Training (CPT)
- EMS Skills
- Hazardous Material
- Defensive Driver
- Flat Panelized Ventilation
- Strip Mall Forcible Entry
- Commercial Door Forcible Entry
- SCBA & Ladder Evolutions
- Vehicle Lockout

**Apparatus and Equipment:**

All equipment is in service and available.

**Homeland Security Grant Award:**

Groveland Fire was awarded a new Bendix King GPH5102X-CMD command radio from the 2016 Office of Homeland Security Grant Program. The grant was administered by Tuolumne County OES. This program provides funding to local governments to enhance and to sustain all-hazards emergency management capabilities. The Bendix King handheld radio is valued at \$1200 and enhances the department's situational awareness therefore enhancing firefighter and public safety.



# RESPONSE ACTIVITY TALLY REPORT

55045

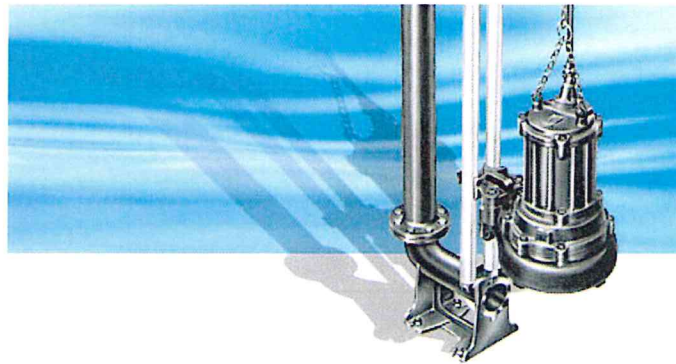
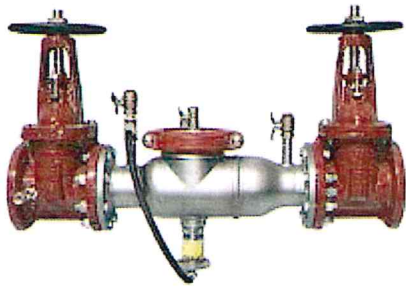
GROVELAND CSD

Alarm Date From: 2/5/2018 To: 3/4/2018

Report Date 3/5/2018

INCIDENT TYPE	INCIDENT TYPE DESCRIPTION	INCIDENT COUNT
<b>GCS</b>		
321	EMS call, excluding vehicle accident with injury	31
400	Hazardous condition, other	1
550	Public service assistance, other	10
551	Assist police or other governmental agency	3
611	Dispatched & canceled en route	1
700	False alarm or false call, other	6
	<b>Subtotal</b>	<b>52</b>
<b>GRV</b>		
321	EMS call, excluding vehicle accident with injury	4
400	Hazardous condition, other	1
	<b>Subtotal</b>	<b>5</b>
<b>FDID 55045</b>	<b>GROVELAND CSD</b>	<b>Grand Total 57</b>





## Monthly O&M Report for February 2018

### Water Breaks or Repairs

- After hour Water Break on PMD and Big Foot Cir. Broken Hydrant line dug up and repaired.





### Sewer Line Breaks or Repairs

- None for the Month.

### Customer Service

#### Service request

- 8 customers complaints
- 5 check/ repair meter
- 1 Req. to Engineering Dept.
- 0 new water meter installation
- 0 Inspect Sewer Connect
- 16 lock offs
- 2 Color Taste-quality.
- 0 Meter Change Out
- 0 Pull Meter
- 3 Read / Quote
- 26 Re-Read
- 11Read Tenant out
- 8 Turn off Meter
- 25 Turn on meter
- 0 Test meter
- 1 Winterize Meter
- Monthly lock offs due to non-payment
- Marked multiple USA throughout the District



- Delivered Board packets.

### On Call-

- 7 Call out's
- 6 Water related
- 1 Sewer related
- 0 Park

### Water-

- Read all District Water Meters.
- Checked all auto flusher and replaced De-Chlor tabs as needed.
- Sampled/Dipped Tank 2, 4 & 5 every Monday.
- Weekly Water Samples at both Water Treatment Plants and Distribution system.
- Daily, weekly and monthly servicing of both Water Treatment Plants and both Pall Trailers.
- Calibrated both Water Treatment Plant UV reactors.
- Tested Ammonia alarms at both Water Treatment Plants.
- Changed out Reagents in the Chlorine Analyzers at both Water Treatment Plants.
- Weekly calibration and referencing of analyzing equipment at both Water Treatment Plants and both Pall Trailers.
- Prepared and sent monthly Water report to the State.
- Checked and adjusted Tank #4's pneumatic tank
- Meter box rehab on multiple boxes throughout the District.( unit 2)
- Tested the Backflow on Ponderosa way for the Art Gallery building.
- Walked Big Creek Treatment Plant Transmission line.
- Sampled water on Rising Hill at
- Cleaned around Hydrants in the unit 1 and 2 areas.

### Sewer-

- Weekly Preventative Maintenance Check (PMCS) at all Lift Stations.
- Cleaned the pressure transducers and floats as needed at all Lift Stations.
- Did odor control at all Lift Stations as needed.
- Chemically cleaned various gravity sewer lines throughout the District.(Every Tuesday/Thursday).
- Hydro-Flushed various gravity sewer lines throughout the District.
- Prepared and sent in monthly Sewer report to the State.
- Ran the Screw press to waste from the Digester.
- Emptied drying beds and replenished sand when needed.
- Moved pallets of salt to the STP OSG room for Chlorine Generation.



- Sprayed down and cleaned roto room daily.
- When weather permitted we ran irrigation for all spray fields.
- Did daily rounds/weather and Lab for the WWTP.
- Took weekly Bacti Samples of the CCC.
- Ran camera in BOF for Sewer stub location for a property on Black Rd.
- Reset LS 7 pump 2 failure and UPS failure at Ls 12 due to Generator Transfer.
- Painted over graffiti on Ls #3 control cabinet.
- Met with contractor on Reid Cir and marked out the Sewer and Water line. PO will be replacing their Sewer line.
- Worked Ls #1 gravity Manhole inspection.
- Mowed/disked around the District yard and field 1.
- Cleaned out Ls 3, 15 control cabinet and tested low/high floats and auto dialer.

### Vehicle/equipment Maintenance-

- Did weekly checks on all District standby Generators.
- Cleaned and organized District Trucks.
- Ran and inspected District standby equipment.
- Serviced Truck #3 (oil/filters) and repaired left front wheel hub assembly.
- Changed out batteries on Engine 786 and completed 90 day BIT inspection.
- Serviced (oil/filters) and completed the 90 day BIT inspection on Engine 781.
- Serviced Truck #20 (oil/filters).
- Greased the new Backhoe old Backhoe and the Mini Excavator.
- Diagnosed check engine light on Truck #9 found faulty O2 sensor and replaced with new.
- Cleaned out debris from the Tank and repaired the dash lights (brake/low air) on the Vac-Truck and completed the 90 day BIT inspection.
- Completed the 90 day BIT inspection on the Flush Truck.
- Completed the 90 day BIT inspection on Engine 786.
- Diagnosed problem with small Honda dewatering pump. Found bad impeller, volute and gaskets. Ordered parts for repair.
- Greased all District electric motors and pumps.
- Picked up parts/supplies from Pine Alley saw shop.
- Repaired the carburetor on the Wacker Trash pump and Honda pump.

### Buildings & Grounds-

- Blew off Admin/District Driveway and Entrance
- Cleaned Maintenance shop, Metal room, Parts room, work bench and the front area.
- Ground maintenance around the upper/ lower park and skate park
- Cleaned around District yard and made dump run.

- Cleaned out Maintenance Shop wash rack and drains.
- Cleaned around Dumpster area and took cardboard to Moore Brothers.
- Blew off Playground. (daily)
- Cleaned out both Water Treatment Plant floor drains.
- Repaired the automatic gate for the Maintenance Yard entrance.
- Sprayed weeds around the District driveway.
- Burned debris piles around the District yard.
- Removed the mirror from the woman's restroom at the Park due to vandalism.
- Mowed and weed wacked around Admin and operations office.
- Cleaned out the District septic tank.
- Cleaned out multiple water drains throughout the District.
- Plowed District roads and Ambulance Station driveway.

### Safety & Training-

- Weekly safety meetings.
- Weekly vehicle checks.
- All employees completed SDRMA online courses.
- Employees worked on Sac State Courses.
- 4 employees attended 3 day training in Sacramento for OCT Distribution 2 and 3 class.
- Worked with David from National Meter on new software upgrade and Handheld training.

### Major Projects

- Finished plumbing in all above ground sample line connections at AWS and ran a new communication line.
- Pulled new wire for the Tank 2 Booster pump upgrade.
- Pot holed the Water Main line for Marvel Market expansion. Could not locate we will attempted again when weather permits.

Legal Fees					
Month	CK#	Atkinson	CK#	Neumiller	
July	15811	\$ 795.00	15839	\$ 299.00	
August	15915	\$ 477.00	15929	\$ 932.00	
September	16115	\$ 928.42	16028	\$ 982.13	
October	16115	\$ 6,486.00	16105	\$ 1,445.79	
November		\$ -	16220	\$ 822.58	
December	16303	\$ 106.00	16314	\$ 2,311.51	
January		\$ -	16399	\$ 1,165.33	
February					
March					
April					
May					
June					
Legal Fee Total	\$ 16,750.76	\$ 8,792.42		\$ 7,958.34	

A&M Engineering Fees					
Month	CK#	Total Invoice	Project Cost Distribution		
			Downtown/BOF Water (Grant Reimbursed)	Downtown/BOF Sewer (Grant Reimbursed)	Tank 2 Booster
July			050-800-80-501-00	060-800-80-501-00	050-800-80-602-00
August	15871	\$ 22,433.00	\$ 13,670.00	\$ 8,508.00	\$ 255.00
September	15979	\$ 32,330.00	\$ 26,290.00	\$ 6,040.00	
October	16114	\$ 20,590.00	\$ 15,710.00	\$ 4,880.00	
November	16152	\$ 23,180.00	\$ 13,950.00	\$ 9,230.00	
December	16267	\$ 19,295.00	\$ 14,590.00	\$ 4,705.00	
January	16356	\$ 25,280.00	\$ 16,600.00	\$ 8,680.00	
February					
March					
April					
May					
June					
Total A & M		\$ 143,108.00	\$ 100,810.00	\$ 42,043.00	\$ 255.00



GROVELAND COMMUNITY SERVICES DISTRICT										
CASH BALANCES AS OF 02/28/2018										
Cash Accounts	Acct	Water	Sewer	Grunsky	Enterprise & D/G Funds	Fire	Parks	Government Funds	Total	G/L Totals
Rabobank Operating Account	4498	1,441,073.51	209,808.00	5,688.49	1,656,570.00	384,903.05	61,212.88	446,115.93		2,102,685.93
Rabobank Investment (Operating Reserves)	2814	340,724.77	172,176.23	11,699.04	524,600.04	842,991.47	86,273.86	929,265.33		1,453,865.37
Rabobank Payroll Account	2426	17,821.46	23,175.20		40,996.66	2,951.59	3,115.83	6,067.42		47,064.08
Rabobank Drought Grant Account	5389	175,560.24			175,560.24					175,560.24
Rabobank Pension Acct	8958	15,019.52	11,014.37		26,033.89	45,058.54	200.48	45,259.02		71,292.91
Cash Drawer		168.00	132.00		300.00					300.00
Petty Cash		100.00	100.00		200.00					200.00
Cash in Co Treas SAD 77-1		(588.00)			(588.00)					(588.00)
LAIF Transferred to Investment Reserves Acct			60.38		60.38					60.38
Total Unrestricted Cash		1,989,879.50	416,466.18	17,387.53	2,423,733.21	1,275,904.65	150,803.05	1,426,707.70		3,850,440.91
Water Bond Pymt Reserve	4662	933,293.91	-		933,293.91	-	-	-		933,293.91
Sewer Bond Pymt Reserve	4745	-	725,427.83		725,427.83	-	-	-		725,427.83
2013 Water Bond Sale - Restricted Reserve	2498	315,112.43			315,112.43					315,112.43
2014 BNY Water Bond Sale - Restricted Reserve	5112	380,565.60			380,565.60					380,565.60
2014 BNY Sewer Bond Sale-Restricted Reserve	9240		326,717.32		326,717.32					326,717.32
Total Restricted Cash		1,628,971.94	1,052,145.15		2,681,117.09	-	-	-		2,681,117.09
Total Cash and Investments		3,618,851.44	1,468,611.33	18,464.26	5,105,927.03	1,275,904.65	150,803.05	1,426,707.70		6,531,558.00