

**REGULAR MEETING OF THE BOARD OF DIRECTORS  
GROVELAND COMMUNITY SERVICES DISTRICT  
GROVELAND, CALIFORNIA  
April 9, 2018  
10:00 a.m.**

The Board of Directors of Groveland Community Services District met in regular session on the above mentioned date with Directors Robert Swan, President, Janice Kwiatkowski, Nancy Mora, and Spencer Edwards being present. Also present was Administrative Technician Amanda Livingston and Interim General Manager Pete Kampa.

**Call to Order**

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

Absent: Director Armstrong

Motion

*Director Swan moved, seconded by Director Edwards and the motion passed to approve to move Agenda Item 5D directly after Item 3.*

*Ayes: Directors Swan, Edwards, Kwiatkowski, and Mora*

*Absent: Director Armstrong*

**Approve Order of Agenda**

Motion

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

*Ayes: Directors Swan, Edwards, Mora, and Kwiatkowski*

*Absent: Director Armstrong*

**Action Items to be Considered by the Board of Directors**

**Public Comment**

None.

**Consent Calendar**

- A. Approve Minutes from the March 8, 2018 Special Meeting
- B. Approve Minutes from the March 12, 2018 Regular Meeting
- C. March Payables
- D. Approve Sending Two (2) Directors to Special Districts Legislative Days May 22-23, 2018
- E. Waive Reading of Ordinances and Resolutions Except by Title

Director Swan requested that Item D be removed from the consent calendar and discussed separately.

Motion

*Director Swan moved, seconded by Director Edwards, and the motion passed to approve the Consent Calendar as amended.*

*Ayes: Directors Kwiatkowski, Edwards, Mora, and Swan*

*Absent: Director Armstrong*

**Approve Sending Two (2) Directors to the Special Districts Legislative Days May 22-23, 2018**

Motion

*Director Swan moved, seconded by Director Edwards, and the motion passed to approve sending Directors Kwiatkowski and Edwards to Special District Legislative Days.*

*Ayes: Directors Kwiatkowski, Edwards, Mora, and Swan*

*Absent: Director Armstrong*

**Update Report and Potential Action Related to Damage to District Facilities Caused by March 22, 2018 Flood Event; Including Cancellation of Lower Park Reservations for the Upcoming Three to Six Months and Potential Emergency Funds Available**

**Old Business**

**A. Discussion and Action Related to the Assumptions and Criteria Used in the Completion of the 2018 Sewer Rate Study Including Operating Cost Estimates and the Scope, Timing and Costs of Capital Improvement/Replacement Projects**

Motion

*Director Swan moved, seconded by Director Mora, and the motion passed to direct Mr. Kampa to proceed with the recommended action as shown in item 4A.*

*Ayes: Directors Kwiatkowski, Edwards, Mora, and Swan*

*Absent: Director Armstrong*

**B. Consideration of Adoption of Management Priorities and Performance Objectives for the General Manager for the Current Period Through December 31, 2019**

Motion

*Director Edwards moved, seconded by Director Kwiatkowski, and motion passed to adopt the management priorities and performance objectives for the current period through December 31, 2019.*

*Ayes: Directors Kwiatkowski, Edwards, Mora, and Swan*

*Absent: Director Armstrong*

**Discussion and Action Items**

**A. Consideration of Adoption of Resolution 9-18, A Resolution Approving Water Rate Increase as Stipulated in 2015 Water Rate Analysis Engineer's Report**

Motion

*Director Swan moved, seconded by Director Edwards, and the motion passed to adopt resolution 9-18, a resolution of the Board of Directors of the Groveland Community Services District approving water rate increase as stipulated in the 2015 Water Rate Analysis Engineer's Report.*

*Ayes: Directors Kwiatkowski, Edwards, Mora, and Swan*

*Absent: Director Armstrong*

**B. Consideration of Board Direction related to the Reestablishment of a Functional Baseball Field on District Property Including the Potential Renovation of Leon Rose Ballfield or Construction of a New Field in an Alternate Location**

Motion

*Director Swan moved, seconded by Director Mora, and the motion passed to return this matter to the Park Committee.*

Ayes: Directors Kwiatkowski, Edwards, Mora, and Swan  
Absent: Director Armstrong

**C. Consideration of Adoption of Resolution 10-18, A Resolution Amending the 2017/18 Budget to Include the Planning, Design and Construction of a Wastewater Sludge Handling Concrete Slab and the Replacement/Upgrade of a Failed Section of Sewer Main on Upper Skyridge Drive in Pine Mountain Lake**

Motion

Director Edwards moved, seconded by Director Kwiatkowski, and the motion passed to approve Resolution 10-18, a resolution of the Board of Directors of the Groveland Community Services District amending the 2017/2018 budget to include the planning, design, and construction of a wastewater sludge handling concrete slab and the replacement/upgrade of a failed section of sewer main on Upper Skyridge Drive in Pine Mountain Lake.

Ayes: Directors Kwiatkowski, Edwards, Mora, and Swan  
Absent: Director Armstrong

**Information Items**

- A. Park Committee Report (Directors Kwiatkowski & Edwards)
- B. Staff Reports
  - a. General Manager's Comments
  - b. Operations and Maintenance
  - c. Admin/Finance
- C. Director Comments

The Board convened into closed session at 1:18pm.

**Closed Session - Public Employee Appointment**

Public Comment will be taken on the item(s) below prior to the Board convening the Closed Session. Following Closed Session, the Board will reconvene the open session and publicly disclose any reportable action.

**Government Code Section 54956.95, Title: General Manager**

The Board reconvened into open session at 1:29pm

**Announcement out of Closed Session**

Director Swan announced "We have agreed unanimously to offer Mr. Kampa a change to his contract to remove the interim from his title, appointing him as General Manager under the same terms and conditions of his existing contract but with the maximum term set to three years and not six months".

**Adjournment**

Motion

Director Swan moved, seconded by Director Edwards, and the motion passed to adjourn the meeting at 1:32pm.

Ayes: Directors Kwiatkowski, Edwards, Mora, and Swan  
Absent: Director Armstrong

APPROVED:

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Robert Swan, President

ATTEST:

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Jennifer Flores, Board Secretary

DRAFT

**SPECIAL MEETING OF THE BOARD OF DIRECTORS  
GROVELAND COMMUNITY SERVICES DISTRICT  
GROVELAND, CALIFORNIA  
April 12, 2018  
1:30 p.m.**

The Board of Directors of Groveland Community Services District met in special session on the above mentioned date with Directors Robert Swan, President, John Armstrong, Vice President, Spencer Edwards, Nancy Mora, and Janice Kwiatkowski, being present. Also present was Admin Office Manager/District Secretary Jennifer Flores and Interim General Manager Pete Kampa.

**Call to Order**

Director Swan called the meeting to order at 1:33pm.

**Approve Order of Agenda**

Motion

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

**Discussion and Action Related to the Development of Norms for Board Member Conduct to Facilitate Effective Deliberations; and Protocol to Create the Structure and Process for Effective Board Meetings**

Director Edwards left the meeting at 3:17pm.

**Adjournment**

Motion

*Director Armstrong moved, seconded by Director Swan, and the motion passed to adjourn the meeting at 3:20pm.*

*Ayes: Directors Edwards, Swan, Armstrong, and Mora*

*Absent: Director Edwards*

APPROVED:

\_\_\_\_\_

Robert Swan, President

ATTEST:

\_\_\_\_\_

Jennifer Flores, Board Secretary

## AGENDA SUBMITTAL

**TO:** GCSO Board of Directors

**FROM:** Peter J. Kampa, General Manager

**DATE:** May 14, 2018

**SUBJECT:** Item 4A. Consideration of Approving the Development of a Student Mural on the Skate Park Ramps at Mary Laveroni Park

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### BACKGROUND

Local school teacher Lydia Loera has requested that the District consider allowing her to lead the painting of a mural on the ramps at the skate park. The mural proposal was presented to and recommended to the Board by the Park Committee in March 2018. Ms. Loera has prepared a project overview and PowerPoint presentation that she will provide at the meeting.

The District is being asked to allow the mural to be painted, and to provide the materials necessary for its creation. If approved, District staff would provide any required safety training and supplies, and those participating in the mural would be treated as District volunteers for the purposes of workers compensation insurance.

### RECOMMENDED ACTION

**I move to approve the painting of a mural on the skate park ramps and the purchase of the associated necessary supplies not to exceed \$500.**

### ATTACHMENTS

- Mural Proposal Outline
- Mural proposal PowerPoint presentation

### FINANCIAL IMPACTS

It is estimated that the project will require up to 20 hours of staff time and up to \$500 from the park operating budget for supplies. Maintenance is expected to be completed by volunteers at a cost of up to \$100 per year.

Skate Park-Mural-Anti-Graffiti Project:

Why?

- Looking run-down
- low cost way to revamp
- Graffiti
- Opportunity to give younger users a way to take pride in structure now and to be stewards for the future
- More students with positive involvement than negative involvement (tips the scale)

*"Park managers have 2 possible courses of action: Direct approaches involve overtly regulating visitor behavior through enforcement of park rules, guided visits and activity restrictions.*

*Indirect approaches employ design strategies that minimize opportunity and facilitate a sense of community ownership"*

*"Research suggests that painting multi-colored designs or murals on surfaces will discourage graffiti, since tagging is more difficult. Such mural projects, especially when they involve local artists and high school students, have solved many graffiti problems.*

<https://www.pps.org/article/graffitiprevent>  
[Project for Public Spaces](#)

Graffiti	Street Art/Murals
<ul style="list-style-type: none"> <li>• Hastily done under pressure</li> <li>• Illegal</li> </ul>	<ul style="list-style-type: none"> <li>• Time dedicated to doing it well</li> <li>• Commissioned/sanctioned by community</li> </ul>
<ul style="list-style-type: none"> <li>• Contributes to "...a persistent feeling of being unsafe." <small>anti-graffiti.org</small></li> <li>• Youth pronouncing, "I exist"</li> </ul>	<ul style="list-style-type: none"> <li>• "...causes positive feelings about one's community." <small>anti-graffiti.org</small></li> <li>• Giving youth an avenue to legitimately be recognized by community</li> </ul>
<ul style="list-style-type: none"> <li>• Limited desire, time, and resources to devote</li> </ul>	<ul style="list-style-type: none"> <li>• More resources, time, to devote to the process</li> </ul>

### Who Would Be Involved?

- Local Artists
- Local high school students as artists and younger children as painters/helpers-Community Service Hours
- Youth Center (have support of the director)
- Can expand request of the community once given the OK

### Basic Details of Area:

- 1,300 Square feet of metal paintable area
- Metal-already painted/primed

### Material Resources Needed:

- Tarps/Drop Clothes
- Cleaning Supplies (rags to prep surfaces)
- Brushes (Various sizes)
- Buckets/Containers for paint (Could be recycled containers)
- Hose-Water source
- Painters Tape
- Sketching Supplies
- Paint-(\*Depending on Design)-Exterior Paint Gallons / Spray Paint
  - 1 gallon paint = ~300 sq. feet per gallon
  - 1,300 sq. ft. / 300 sq. ft. = ~5 gallons @ ~\$50/Gallon = \$250
    - Example: Item # 77793 Model # 007.0077793.007
    - Valspar Duramax Semi-Gloss Latex Exterior Paint 1 Gallon
    - \$40.98, Excellent hiding, Flexible finish, won't crack or peel, Excellent fade resistance
  - Other considerations with paint: Variety of colors; simple design means we buy less variety of colors; easier to clean up and maintain; easier for volunteers to paint.



## Other Possible Human/Material Resources to Explore:

- GoFundMe.com?
- Tuolumne Arts Council?
- Sierra Professional Artists?
- Lowes?
- PML Hardware?

## Possible Themes:

- Nature-Fantasy
- "Cool Kids" - (Kids doing "cool" skate tricks)
- Intermingling inspirational messages in all themes
- Mosaic/Multicolored walls for back, less visible areas to combat more graffiti
- Could involve student body in voting on choices approved by board

## Recommended Further Reading/Watching:

- Ted Talk (hyperlink: [Ted Talk](https://www.npr.org/2017/11/10/562877158/dre-urhahn-how-can-public-art-projects-transform-rough-neighborhoods)): <https://www.npr.org/2017/11/10/562877158/dre-urhahn-how-can-public-art-projects-transform-rough-neighborhoods>
- Project for Public Spaces (hyperlink: [Project for Public Spaces](https://www.pps.org/article/graffitiprevent)): <https://www.pps.org/article/graffitiprevent>
- Graffiti Resource Council (hyperlink: [Graffiti Resource Council](http://www.anti-graffiti.org/street-art-and-its-role)): <http://www.anti-graffiti.org/street-art-and-its-role>



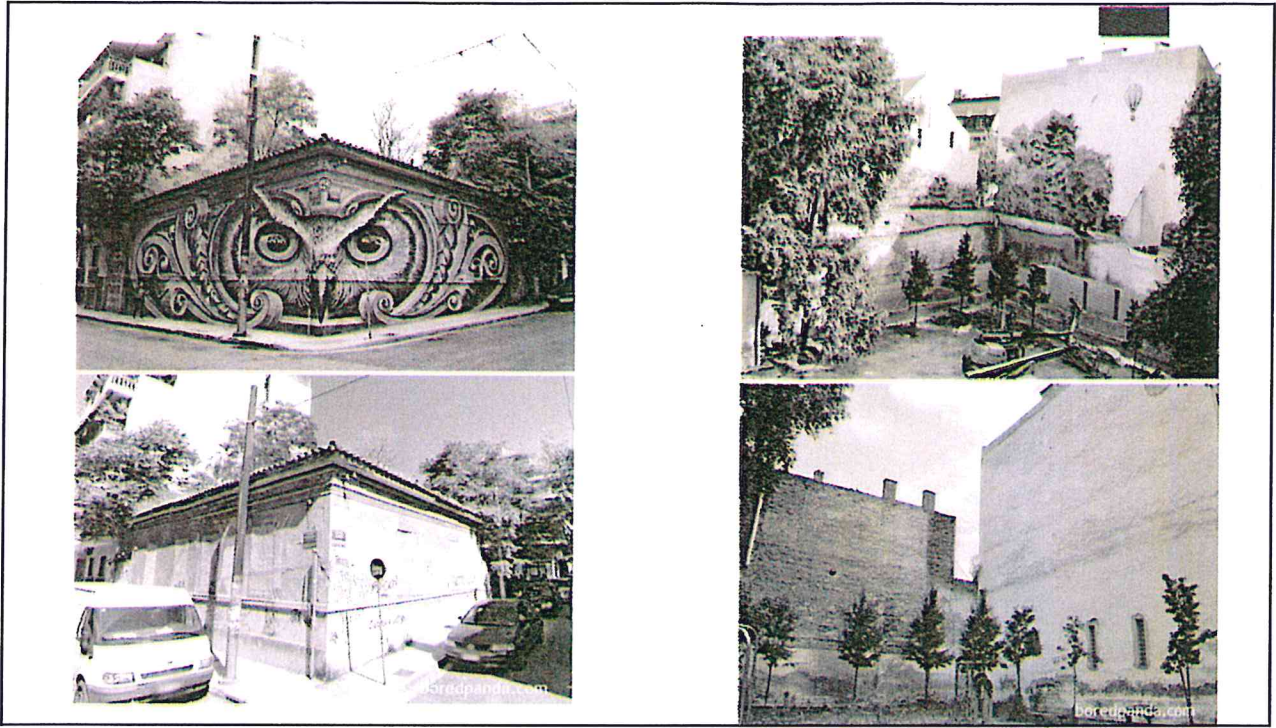
# Groveland Skate Park

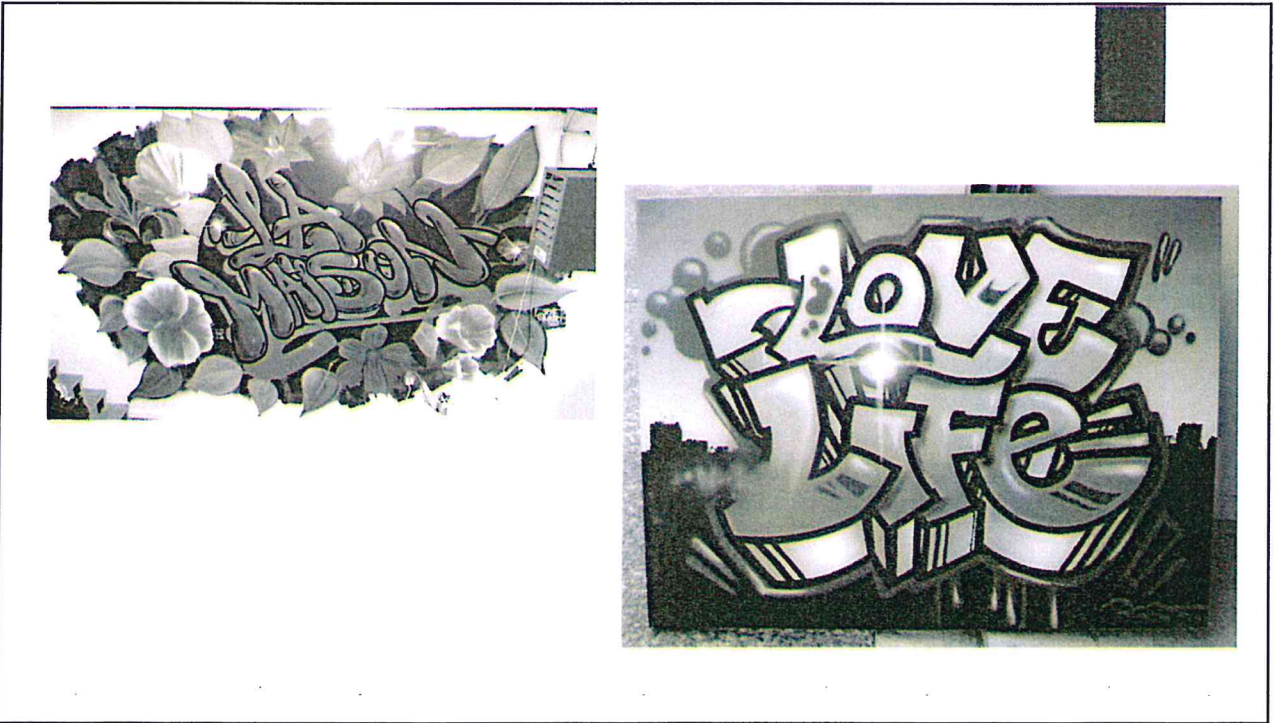
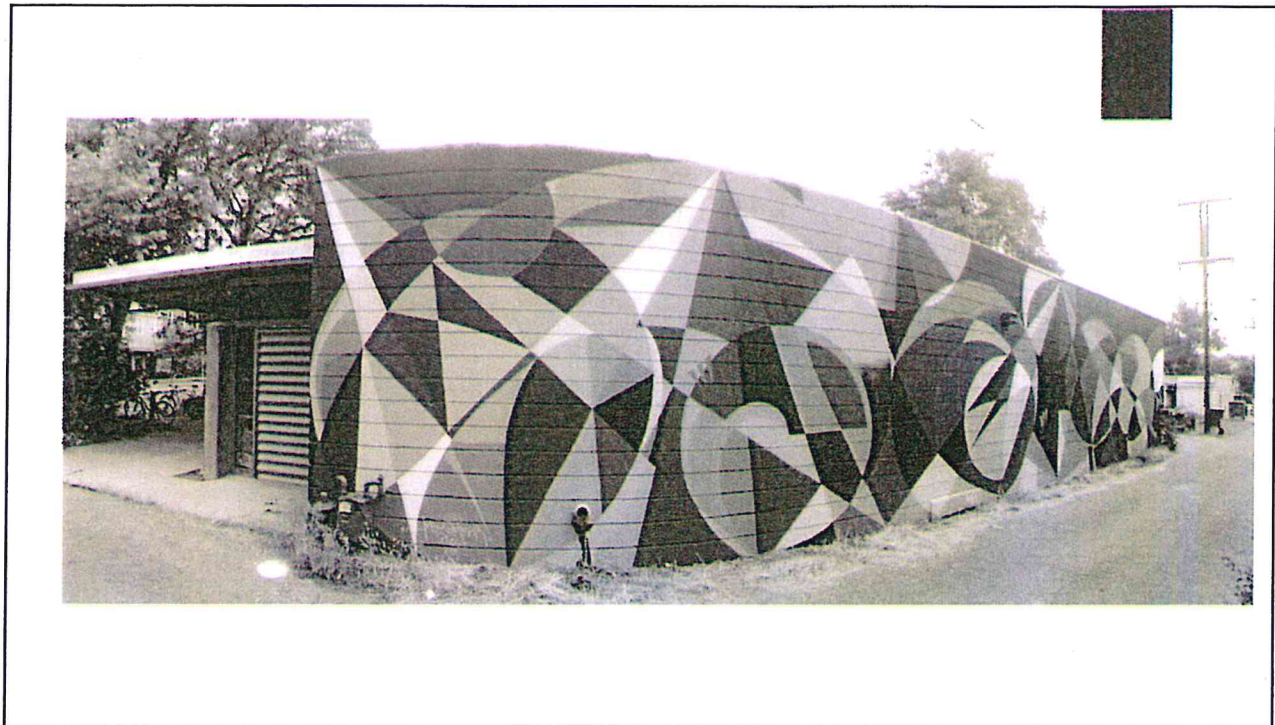
Graffiti	Street Art/Murals
<ul style="list-style-type: none"> <li>Hastily done under pressure</li> </ul>	<ul style="list-style-type: none"> <li>Time dedicated to doing it well</li> </ul>
<ul style="list-style-type: none"> <li>Illegal</li> </ul>	<ul style="list-style-type: none"> <li>Commissioned/sanctioned by community</li> </ul>
<ul style="list-style-type: none"> <li>Contributes to "...a persistent feeling of being unsafe." <small>anti-graffiti.org</small></li> </ul>	<ul style="list-style-type: none"> <li>"...causes positive feelings about one's community." <small>anti-graffiti.org</small></li> </ul>
<ul style="list-style-type: none"> <li>Youth pronouncing, "I exist"</li> </ul>	<ul style="list-style-type: none"> <li>Giving youth an avenue to legitimately be recognized by community</li> </ul>
<ul style="list-style-type: none"> <li>Limited desire, time, and resources to devote</li> </ul>	<ul style="list-style-type: none"> <li>More resources, time, to devote to the process</li> </ul>



**Title unknown**  
BA Crew, 2018

The artist juxtaposes the unapologetic, upright arc of the C with the melting, fading Es, to represent the turbulent existence of 'Clive'. This is reinforced by the inconsistent capitalisation of the lettering, signalling a disregard for academic regiment or societal order, echoed in the deft use of the anarchic A symbolism. This, along with the crosses used to dot the i's, evidence the artist's disillusionment with the rules enforced by British society. The forced simplicity of the colour palette itself is used as a statement to reject traditional art forms that rely on ornate or decorative charm alone. Instead this piece carries the viewer with it, and culminates in a drastic downward course, resonating with the piece's message of being 'barely] alive' by implying a slow and inevitable end to human existence. The viewer must conclude: **we are all barely alive**.





## AGENDA SUBMITTAL

**TO:** GCSO Board of Directors

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

**DATE:** May 14, 2018

**SUBJECT:** **Item 4B. Consideration of Adoption of Resolution 11-18 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 and recommended that a policy and fee be put in place if the District wanted to continue this service. A proposed policy was presented to the Board for consideration on March 12, 2018 that limited the ability to hang a banner to people/organizations renting the park. After much discussion, the Board directed that the policy be revised to encompass the expressed concerns, and brought back to the Board at a later date.

The Park Committee discussed the policy at their May 1<sup>st</sup> meeting, and after hearing input from community members and organizations, agreed to revise the policy to allow only non-profits to utilize the banner hanging station for a fee. Staff has revised the proposed policy to reflect this change and is attached herewith as Exhibit A.

### RECOMMENDED ACTION

**Move to Adopt Resolution 11-18 Approving Amendment to Section 803 Reservation of Park Facilities of the District Operational Policies and Procedures Manual**

### ATTACHMENTS

- Draft resolution 11-18 approving the revised park reservation policy
- Exhibit A Draft revised policy language

**RESOLUTION NO. 11-18**

**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 May 14, 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 May 14, 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

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The District offers a public location next to the Fire Department where approved advertising banners may be hung to assist with the promotion of events organized by non-profit organizations. ~~Any person, group, or business~~ Non-profit groups wishing to hang an advertisement banner shall do the following:

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- A. Submit the Advertisement Banner Application for District approval.
- B. Deliver approved banner to the District Administration Office. Banners shall be a maximum of 3 feet high x 14 feet long, fixed with wind cuts and grommets. 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 are hung on Mondays only and must be dropped off before 3:00pm the Friday before. If a holiday falls on the Monday the banner is to be hung, banner will be hung the Friday before if banner is delivered before noon.

Banners/Signs shall not consist of and shall be prohibited from containing information concerning the following:

- A) Non-commercial speech, issue advocacy, etc., regardless of viewpoint;
- B) Promoting hostility, disorder, violence, or attacks on any person or group of persons;
- C) Promoting discrimination including but not limited to, demeaning, harassing, or ridiculing any person or group based on race, color, national origin, religion, sex, age, disability, ancestry or creed;
- D) Political advertisements, including but not limited to any banner/sign promoting, favoring or opposing the candidacy of any candidate for election or political issue/question;
- E) Being obscene or pornographic as defined by the prevailing community;
- F) Promoting the use or sale of alcohol, tobacco, or firearms or weapons of any kind; and/or



G) Religious advertising in which the primary message is one promoting or opposing religion, particular religions, religious issues, or religious doctrines.

Banners will be hung for no longer than fourteen (14) consecutive days. Banner requests will be granted on a “first come” basis. 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.

**Banner Advertisement Fees**

Non-Profit Organizations	\$100
<del>For-Profit Organizations</del>	<del>\$175</del>
<del>Non-Affiliated Persons or Group</del>	<del>\$125</del>

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**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:** GCSB Board of Directors

**FROM:** Jennifer L. Flores, Admin Office Manager/District Secretary

**DATE:** May 14, 2018

**SUBJECT:** Item 5A. Consideration of Adoption Resolution 12-18, A Resolution Rescinding Resolution 9-96 and Eliminating the Collection of Renter Deposits

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### SUMMARY

As detailed in Resolution 9-96, the District currently allows renters/tenants of properties served by the District, to establish utility accounts in their name. In order for an account to be established, the renter must fill out an application, have the owner to sign the "Owner's Consent Form", and pay a renter's security deposit based on occupants in the house and whether the property has water and/or sewer services.

While the establishment of the account is relatively easy, the collection and refunding of renter deposits has resulted in a costly and burdensome task for administrative staff. In many cases, the security deposit does not cover a vacated tenant's outstanding balance. The owner of the property is ultimately responsible for any outstanding balance left on their tenant's account, which they acknowledge and accept by signing the "Owner's Consent Form."

The District's practice of collecting renter security deposits increases administrative expense and reduces efficiency, and only benefits the owner of rental properties. Collecting and administering rental deposits puts the District into the role of property management and adds an unnecessary expense to the District through staff time and issuance of multiple monthly District refund checks.

Water and sewer fees and charges are considered a "property related fee" under California law. The District is allowed, but not required to allow property tenants to sign up for service and receive billing in their name; which is our current practice. State law and District policy allows for the collection of all charges on a customer's account from the property owner; which is also our current practice, regardless of whether the tenant pays the bill, or not. Eliminating renter deposits will not reduce the District's ability to collect on delinquent accounts, as we will do so from the property owner. Eliminating renter deposits could slightly increase the amount of accounts in delinquency as there will be no (tenant) deposit in place to reduce the amounts due. Law does not allow us to collect the delinquent charges of one tenant from a new tenant; it must be charged to the property owner.

**RECOMMENDED ACTION**

**Move to Adopt Resolution 12-18, A Resolution Rescinding Resolution 9-96 and Eliminating the Collection of Renter Deposits**

**ATTACHMENTS**

- Draft resolution 12-18
- Resolution 9-96

**FINANCIAL IMPACTS**

Cost savings in Admin staff time, paper checks and printing, accounting and other administrative expenses

**RESOLUTION NO. 12-18**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE GROVELAND COMMUNITY SERVICES DISTRICT RESCINDING RESOLUTION  
9-96 AND ELIMINATING THE COLLECTION OF RENTER DEPOSITS**

**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**, Resolution 9-96 establishes the current policy that allows the District to collect security deposits from renters of property provided water and/or sewer services provided by the District; and

**WHEREAS**, the collection of renter deposits has resulted in a costly and burdensome financial practice for the District, and which provides a different and higher level of service to the owners of rental property than it does to non-rental properties; and

**WHEREAS**, the District's practice of collecting renter deposits has no direct benefit to the District as outstanding balances left by tenants will ultimately be collected from the owner of the property.

**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY approve rescinding Resolution 9-96 and eliminating the collection of renter deposits.**

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on May 14, 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 May 14, 2018.

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

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

RESOLUTION NO. 9-96

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE GROVELAND COMMUNITY SERVICES DISTRICT  
ESTABLISHING A BILL DEPOSIT POLICY FOR  
WATER AND SEWER SERVICE

WHEREAS, the District has a fiduciary responsibility to all of its rate-payers to collect established monthly water and sewer bills from each and every customer incurring such bills, and

WHEREAS some of its customers, namely tenants, can and do become delinquent in their bills forcing the District at times to collect the amounts from their respective property owners (landlords), and

WHEREAS, recent state legislation, as AB1770, prohibits mandatory property owner responsibility for tenants' utility bills, as well as prohibiting liens for monthly residential water bills,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Groveland Community Services District as follows:

AS OF JANUARY 1, 1997: the District will require a cash deposit from certain customers in accordance with the District's Water and Sewer Ordinances, as amended, and

Required Deposit shall be two to three times the subject premises annual average monthly and/or sewer charge (excluding RID Bond charges). Required deposits will be returned after 18 billing months with no delinquencies unless the customer requests a portion be applied to the final bill or to a new account, and

PASSED AND ADOPTED by the Board of Directors of the Groveland Community Services District, this 18th day of November, 1996, by the following vote:

AYES: DIRECTORS: Smith, Houser, Gill, Breed  
NOES: DIRECTORS: None  
ABSENT: DIRECTORS: Moisenco

ATTEST:

  
Carol A. Carlson, Secretary

  
John F. Smith III, Chairman

FILED

DATE 11-19-96

IN THE OFFICE OF  
GROVELAND COMMUNITY  
SERVICES DISTRICT

By   
SECRETARY

## AGENDA SUBMITTAL

**TO:** GCSO Board of Directors

**FROM:** Peter J. Kampa, General Manager

**DATE:** May 14, 2018

**SUBJECT:** Item 5B. Discussion Regarding the Status and Board Action  
Related to the Scope of the Sewer System Improvements Planning  
Project

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### BACKGROUND

The State Water Resources Control Board (SWRCB) receives a significant amount of state bond dollars that are then granted and loaned to eligible agencies such as GCSO through the SWRCB Division of Financial Assistance. Loans are available through the SWRCB for eligible agencies who have the financial capability to make payments, with interest rates of 2% (currently) and a repayment term of 30 years. Agencies serving low income communities or those with extremely high rates are eligible to receive SWRCB grants. The state uses the term "Disadvantaged Community" to define a census area with a median household income (MHI) of less than 80% of the statewide MHI, and "Severely Disadvantaged Community" for census areas with MHI of less than 60% of the statewide MHI.

The SWRCB develops and updates an "Intended Use Plan" (IUP) on a constant basis that includes the criteria for award of loans and grants, amounts of funding available, and projects to be funded in the current and upcoming fiscal year(s). To receive funding, a project must be included in the IUP project list. The [draft 2018/19 IUP](#) is linked here, and attached hereto is Page 48 of the IUP which includes the Groveland sewer project as submitted in August 2017 and before the PML improvements were included. The downtown BOF/Groveland project is included in the IUP at approximately 75% grant funded.

The District has entered into agreement with the SWRCB to complete an evaluation of necessary sewer system upgrades, funded by a state grant of up to \$500,000. The planning project is to be completed by October 2018. The IUP provides for up to \$6 million in grants for sewer improvement projects and up to \$8 million for projects that install new sewer lines in areas to be converted off of individual septic systems.

The [State Onsite Wastewater Treatment Systems](#) (OWTS) policy regarding the installation, use and upgrade of septic systems has significantly changed, and rebuilding of such systems in our area, especially PML due to small lot size and proximity to a water body will be difficult if not impossible to permit in the future. The County has also adopted a [Local Area Management Plan](#) that details Extension and connection to public sewer is being strongly supported by the state.

## **DISCUSSION**

The scope of evaluation and work in a wastewater system planning study is typically established by technical experts, such as the District Engineer, in communication with District operations staff and management. Historical operational records including past improvement projects, regulatory failures, state permit requirements, state improvement demands, system failure reports and other items are reviewed to determine where system improvement may need to be made. A preliminary design report is prepared to detail the system improvements planned, with the intent that a state construction grant application will be prepared and grant/loan contracts executed.

Our initial state planning grant application included a scope of work that evaluated the condition of and proposed recommended improvements to the sewer systems in downtown Groveland and Big Oak Flat. During the initial evaluation of the system, recurring operation and maintenance problems were being experienced in Pine Mountain Lake; which has a system built in the 1960's and approaching its useful life. As in our case, industry practice is to maximize the available planning grant funds to evaluate as many problem areas as possible within the money available. We requested from the state and received approval to expand the scope of Planning Grant evaluation into PML to propose system improvements that could potentially be included in a state construction grant application.

District Engineer Alfonso Manrique has prepared proposed improvements for downtown Groveland and Big Oak Flat as previously discussed with the Board. They have also recently completed a draft plan for needed improvements to the PML sewer system, as shown on the attached drawing. An initial project cost estimate is also included. We are currently in the environmental review stage and expect completion of the planning within the next few months.

In considering the PML improvements to be included in the project, District management and Engineer Manrique determined that, based on the new strict state policy and available SWRCB grant funds, up to \$2 million in new grant funded sewer collection system could be constructed in PML to serve areas currently on OWTS or septic systems. Initial areas to be served by the new sewer were identified; approximately 150 homes. Due to the physical, financial and political complexities of converting existing septic lots to sewer, staff is requesting that the Board provide direction regarding whether to include the new sewer in the overall improvement project.

## **RECOMMENDED ACTION**

### **I move to direct the following:**

1. Direct staff to exclude from the current project the installation of new sewer to serve current septic lots
2. Direct staff to maximize the PML improvements included in the project within the funding limitations available



3. Direct staff to include in the Wastewater Master Plan Evaluation the potential for development of a Master Sewer Plan for the potential future conversion of appropriate PML septic systems to sewer

#### **ATTACHMENTS**

- Preliminary sewer improvement drawings and preliminary cost estimate
- Project table from state IUP

#### **FINANCIAL IMPACTS**

The amount of financial impact depends upon the final cost of the project, amount of grant awarded and the terms of the loan required. If the district does not include the PML improvements in the state construction grant application, then these improvements will need to be constructed with dollars generated from increases to the sewer rates charged to all customers. If the PML improvements are included in the project application and 75% grants are awarded as proposed, the payments for the 25% loan can be covered within the rates as proposed in the current sewer rate study.

GROVELAND COMMUNITY SERVICES DISTRICT

SEWER COLLECTION SYSTEM IMPROVEMENTS PROJECT  
PRELIMINARY ENGINEERING REPORT



LEGEND

- REHABILITATE SEWER MAIN
- REPLACE SEWER MAIN
- KEEP EXISTING SEWER MAIN
- SPOT REPAIR (SEE REPORT)

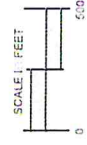


FIGURE 4-5  
ALTERNATIVE III  
BIG OAK FLAT SEWER MAINS TO  
BE REPLACED/REHABILITATED



**GROVELAND COMMUNITY SERVICES DISTRICT**

SEWER COLLECTION SYSTEM IMPROVEMENTS PROJECT  
PRELIMINARY ENGINEERING REPORT



**LEGEND**

- REHABILITATE SEWER MAIN
- REPLACE SEWER MAIN
- KEEP EXISTING SEWER MAIN



SCALE 1" = FEET  
0 500

**FIGURE 4-6  
ALTERNATIVE III  
GROVELAND SEWER MAINS TO  
BE REPLACED/REHABILITATED**



GROVELAND COMMUNITY SERVICES DISTRICT

SEWER COLLECTION SYSTEM IMPROVEMENTS PROJECT  
PRELIMINARY ENGINEERING REPORT



LEGEND

- NEW MANHOLE
- MANHOLE REHABILITATION
- SEALED MANHOLE LID
- LOCKING MANHOLE LID
- BRING LID TO GRADE



FIGURE 4-3  
ALTERNATIVES II & III  
BIG OAK FLAT MANHOLE IMPROVEMENTS



GROVELAND COMMUNITY SERVICES DISTRICT

SEWER COLLECTION SYSTEM IMPROVEMENTS PROJECT  
PRELIMINARY ENGINEERING REPORT



LEGEND

- NEW MANHOLE
- MANHOLE REHABILITATION
- SEALED MANHOLE LID
- LOCKING MANHOLE LID
- BRING LID TO GRADE

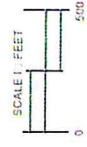
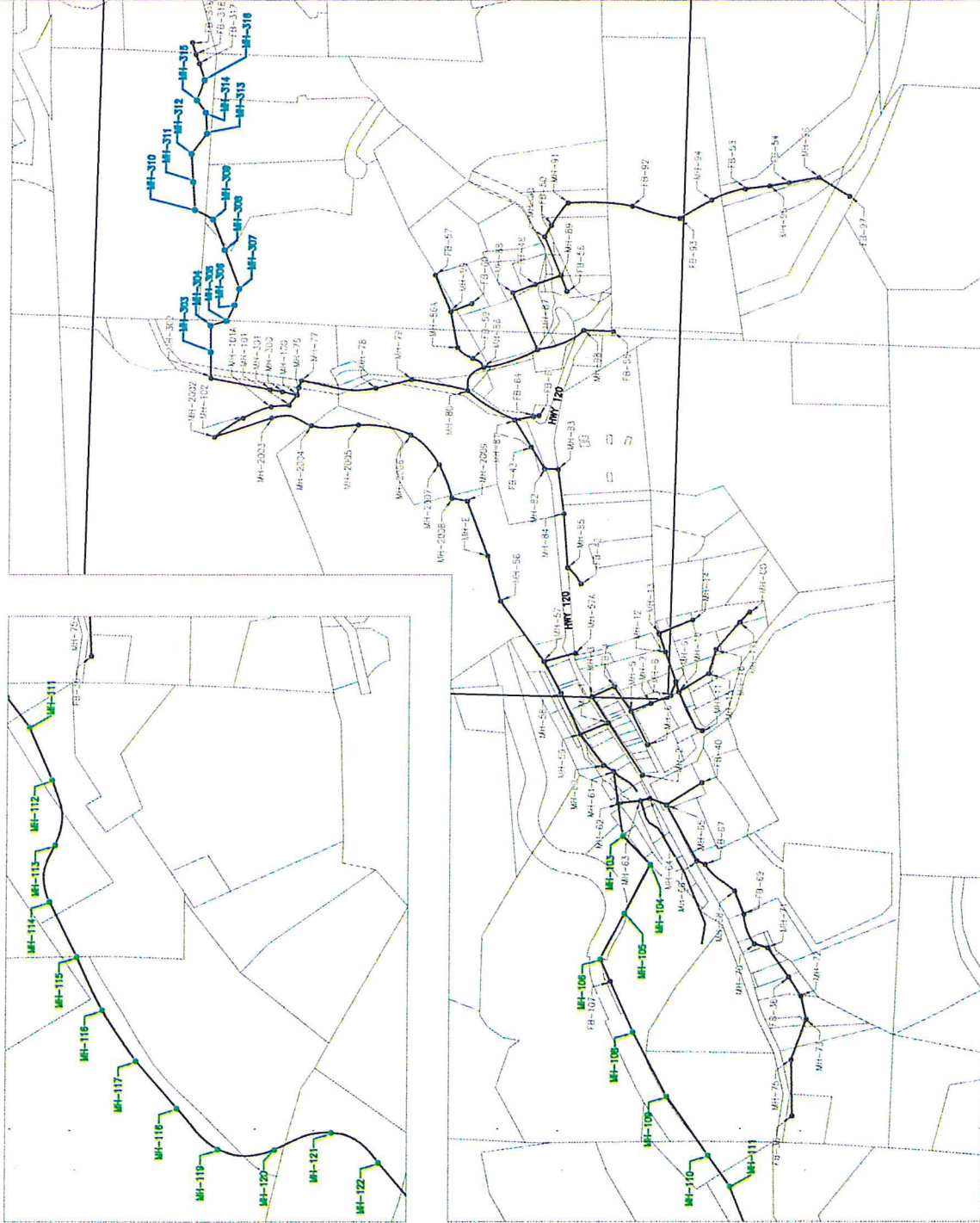
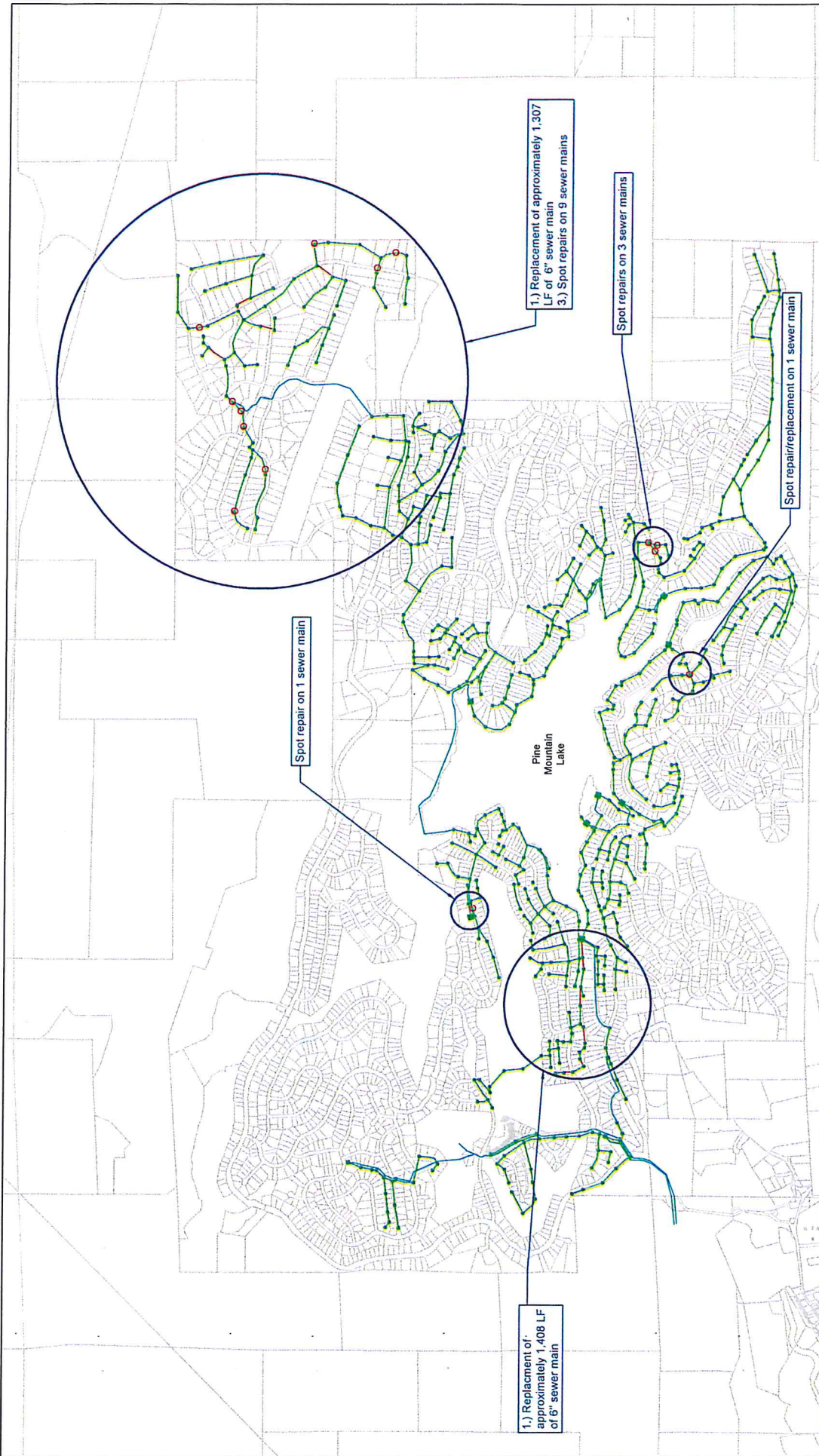


FIGURE 4-4  
ALTERNATIVE II & III  
GROVELAND MANHOLE  
IMPROVEMENTS







**am**  
Consulting Engineers

SCALE: 1"=1500'



PROJECT  
Groveland CSD  
Sewer Planning Study

DRAWING  
Proposed Pine Mountain Lake  
Improvements

FIGURE  
1

**Legend**

Existing Sewer Main	Existing Manhole	Existing Lift Station
Proposed Replacement	Proposed Spot Repair	

**Groveland CSD  
Sewer Planning Study  
Project Costs - Recommended Alternative**

Item	Total (\$)
<b>Big Oak Flat &amp; Groveland</b>	
Sewer Rehabilitation	\$714,025
Sewer Replacement	\$686,070
New Manholes	\$41,500
Existing Manhole Rehabilitation	\$117,600
Miscellaneous Sewer Improvements	\$119,000
<b>Pine Mountain Lake</b>	
Sewer Replacement	\$1,058,850
Upper Skyridge Dr. Sewer Repair	\$240,000
Miscellaneous Spot Repairs	\$420,000
<b>WWTP</b>	
New Headworks	\$500,000
<b>Subtotal</b>	<b>\$3,897,045</b>
Contingency (25%)	\$974,261
Facilities Design (10%)	\$389,705
Construction Management (10%)	\$389,705
Administration (5%)	\$194,852
<b>Total Project Cost</b>	<b>\$5,845,568</b>

