



REGULAR MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 www.gcsd.org

AGENDA

June 13, 2023

10:00 a.m.

Location: 18966 Ferretti Road, Groveland

CA, 95321

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

HOW TO OBSERVE AND PARTICIPATE IN THE MEETING:

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

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

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

HOW TO SUBMIT PUBLIC COMMENTS:

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

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

ACCESSIBILITY INFORMATION:

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

AGENDA MATERIAL:

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

PUBLIC RECORDS:

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

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

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

TELECONFERENCE AGENDA

June 13, 2023

10:00 a.m.

Location: 18966 Ferretti Road, Groveland
CA, 95321

Call to Order

Pledge of Allegiance

Roll Call of Board Members

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

1. Approve Order of Agenda

2. Public Comment

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

3. Information Items

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

A. Staff Reports

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

B. Proclamations

- i. Recognition of Rachel Pearlman for her 6 Years of Service to the Groveland Community Services District
- i. Recognition of Andrew Klein for his 2 Year of Service to the Groveland Community Services District

4. Consent Calendar

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

- A. Approve Minutes from the May 9, 2023, Regular Meeting

- B. Approve Minutes from the May 24, 2023, Special Meeting
- C. Accept May 2023 Payables
- D. Adoption of a Resolution Accepting the Construction Improvements for the Wastewater Treatment Plant Pond No. 1 Liner Replacement Project and Authorizing the District Manager to File a Notice of Completion with the County of Tuolumne Recorder's Office
- E. Approve Selecting Candidate Pete Kampa for Seat C – Sierra Network of the CSDA Board of Directors Term 2024-2026
- 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. None

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 Board Member Remuneration, in Accordance with Director's Policy 10.3, for Attendance at Board Meetings, Training, and Other Approved Events
- B. Adoption of a Resolution Approving Agreement with Moyle Excavation to Provide on Call Emergency, Small Capital Improvement Project, and Maintenance Construction Services
- C. Consideration of Authorizing the General Manager to Hire Temporary Staff for the Purposes of Records Management and other General Administrative Functions
- D. Approval of Selecting Candidate Robert Swan for Special District Risk Management Authority's (SDRMS's) Board of Directors and Consideration to Select two more Candidates for the Open Seat's
- E. Review of the FY 2023-24 Budget Preparation Schedule and Process

7. Adjournment

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

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)

Groveland Community Services District Fire Department / CALFIRE

18966 Ferretti Road Groveland, CA 95321

Staff Report
June 1, 2023

To: Board of Directors

From: Andy Murphy, Assistant Chief
By: Travis Chunn, Fire Captain

Subject: Monthly Activity Report – May 1, 2023 – May 31, 2023

Operations:

On May 7, 2023, at approximately 6:40 AM, GCSD Engine 781 and TCFD Engine 631 were part of a dispatch to a residential structure fire on the 19000 block of Cottonwood Street in Groveland, CA. Upon arrival Engine 781 found that the fire had been extinguished by the residents of the home. The fire occurred due to the wood stove getting too hot and starting the structure on fire. The fire crews removed siding and drywall to check for fire extension, and they confirmed that the fire was extinguished.



On May 28, 2023, at approximately 10:21 AM, GCSD Engine 781, Tuolumne County Engine 631, and CAL FIRE Engine 4466 were part of a dispatch for a vegetation fire near the 21000 block of Ferretti Road. Upon arrival, Engine 781 found an approximate ½ acre vegetation fire under PG&E powerlines. The fire crews quickly contained the fire and cut handline around it. The final acreage was .45, and the cause is under investigation.



Apparatus and Equipment:

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

Training:

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

- Report on Conditions
- Ladders
- Rope Rescue
- Hydraulics
- FAE Rene Herrera attended ICS 300 & 400 classes

Fire Department News:

On May 18, 2023, GCSD Engine 781 and Tuolumne County Engine 631, hosted the Tenaya Elementary School walking tour. A total of four classes were each given a tour of the fire station, and they learned about the day-to-day operations at the Groveland Fire Station.





MONTH - May 2023

STATION 78

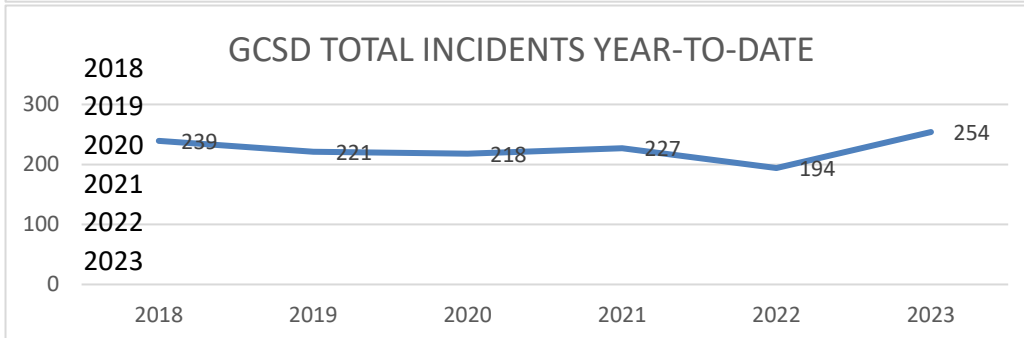
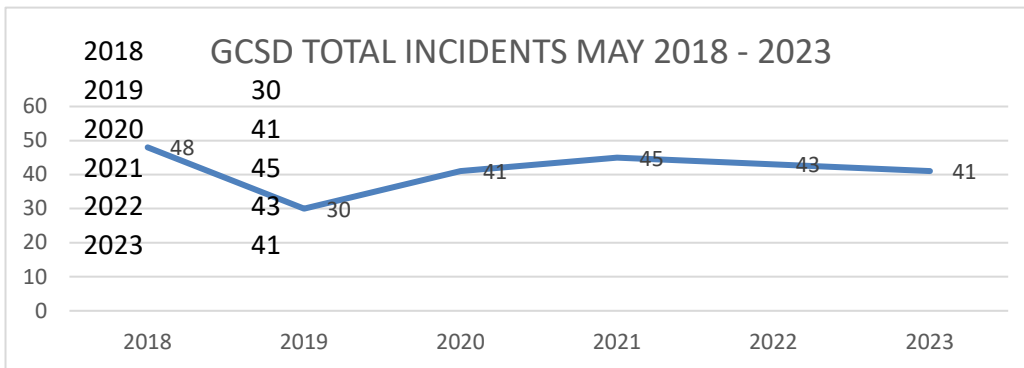
Alarm Sounding	0
Odor Investigation	0
Debris Fire	0
Medical Aid	30
Fire Menace Standby	1
Fire Other	0
Haz Mat	0
Landing Zone	0
Plane/Heli Crash	0
Public Assist	6
Smoke Check	0
Structure Fire	1
Commercial Structure Fire	0
Vegetation Fire	2
Vehicle Accident	1
Vehicle Accident/Pin in	0
Vehicle Fire	0
TOTAL	41



Auto Aid	Given
Tuolumne County	1
INC# 6857 - Vegetation Fire Ferretti Road	
TCFD E-631: 17 CALLS	

ALS	
Yes	No
16	14

Last Call Logged Run # 7044



CERT Groveland/Big Oak Flat/Moccasin

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



Groveland, California

Report to GCSO Board for June 2023

- GCERT has 25 participants, 21 inquiring people and 13 fully certified members.
- GCERT has notified FD that our Firefighter Rehab vehicle is operational. It has been outfit with all the necessary equipment to Go Live. (Funded by Adventist Health Grant) GCERT is also available for Traffic Control deployment.
- GCERT Len Otley is our Training Officer. The next training is likely in Fall 2023.
- GCERT assisted the PMLA Safety Committee in developing evacuation maps for PML and the Greater Groveland area. What is needed to add to GCSO website?
- GCERT partnered with PML Safety Committee for a Personal Preparedness Workshop for Seniors at Little House on May 5th.
- Groveland CERT will partner with the Pine Mountain Lake Safety Committee to offer at least one Fire Preparedness Workshop in Summer. Between the 3 workshops in 2022, nearly 100 local folks have participated.
- GCERT is partnering with PML S&SC for First Aid/CPR/AED training June 17 & 24.
- GCERT attended the State of CA Broadband meeting on June 30th. Met with Steve Rogers with details.
- GCERT held a team meeting on May 27th. Team members reviewed deployment procedures, our ambulance, equipment trailer, and equipment storage facilities.
- GCERT will have its next team meeting on June 24th. It will include a PG&E training course specifically for CERT chapters. OK to use GCSO Board Room?
- GCERT has been invited to participate in the Key Stakeholder Workshop for development of the new Community Wildfire Protection Plan for Tuolumne County on June 12th at USFS Forest Headquarters.
- GCERT deployed to assist the Tuolumne County Sheriff's Community Service Unit with keeping traffic off Ferretti Road.
- The GrovelandNET is a community radio communications network utilizing FRS radios. These are about \$30 each, require no license, would be in typical use throughout Groveland/BOF. These are more expensive, require a license & training. GCSO would implement a Base Station.
- The National CERT Conference is June 29 thru July 1 in Burlingame. All are welcome to attend. There are CERT national folks, FEMA management, and CAL OES. Dore Bietz, Suu-Va Tai (CAL OES) and myself are attending.
Link is <https://nationalcert.org/cert-360>

6/8/2023 12:36 PM

GrovelandCERT@gmail.com

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

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: June 13, 2023

SUBJECT: Agenda Item 3Aiii. General Managers Report

Overview

Highlights for the period of May 9, 2023 to June 13, 2023 include the following, with additional information provided verbally and in attachments:

- TCTC partnership for HHRT – Continued progress toward California Transportation Commission allocation of Active Transportation Program funds to the trail project
- Attended the CSDA legislative, Membership, Fiscal, Audit Committee meetings, CSDA Executive Committee and Board meetings
- Held a Tuolumne County Special Districts Association (TCSDA) meeting to review and comment on the draft LAFCo budget for 2023/24 in advance of the June 12, 2023 LAFCo meeting.

ATTACHMENTS (BY HYPERLINK ONLY)

1. Clearwell Project Agenda
2. Sewer Project Agenda
3. Drought Resilience Project Progress Report
4. National Weather Service Report

**Operations and Maintenance Report
 May 2023**

Operations Department

Wastewater Treatment Division

Influent Totals	
Total	4.20
Average	0.14
High	0.19
Low	0.08

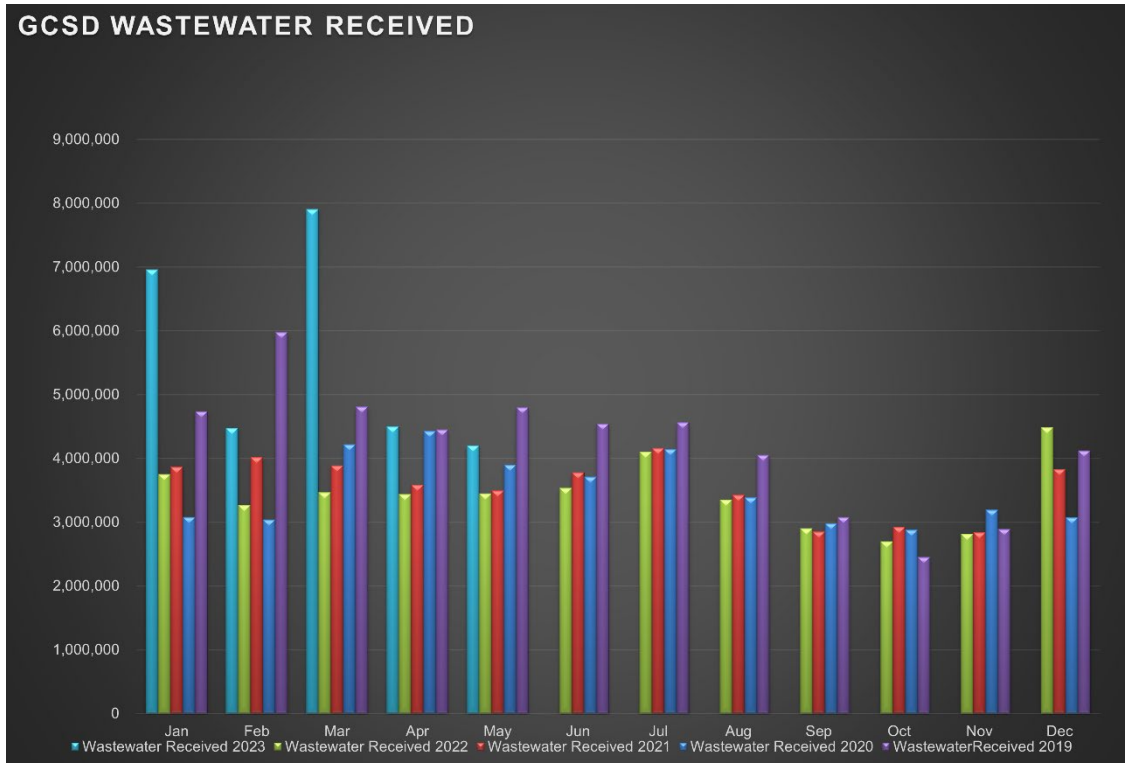
Effluent Totals	
Total	4.36
Average	0.14
High	0.20
Low	0.08

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

Wasting Totals	
Total Inches	2
Total Pounds	1889
Active Accounts	1564

STP Rainfall Totals by Year During Current Month (Inches)					
Season	2023	2022	2021	2020	2019
69.56	0.52	0.07	0.00	1.97	7.90
	High 0.20	High 0.07	High 0.00	High 1.23	High 1.88

Charted Historical Monthly Influent Totals



Wastewater Treatment Division

Routine Tasks

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

Water Treatment Division

Routine Tasks

- Submitted monthly Water Treatment Report to State Water Resources Control Board
- Submitted monthly Conservation Report to State Water Boards
- Performed weekly checks and calibrations on all analyzers at 2G, BC, and AWS
- Performed monthly UV calibrations at 2G and BC.
- Took weekly Treatment Plant samples and sent them into Alpha Lab
- Monitored/sampled Distribution Tanks as needed.

Maintenance Department

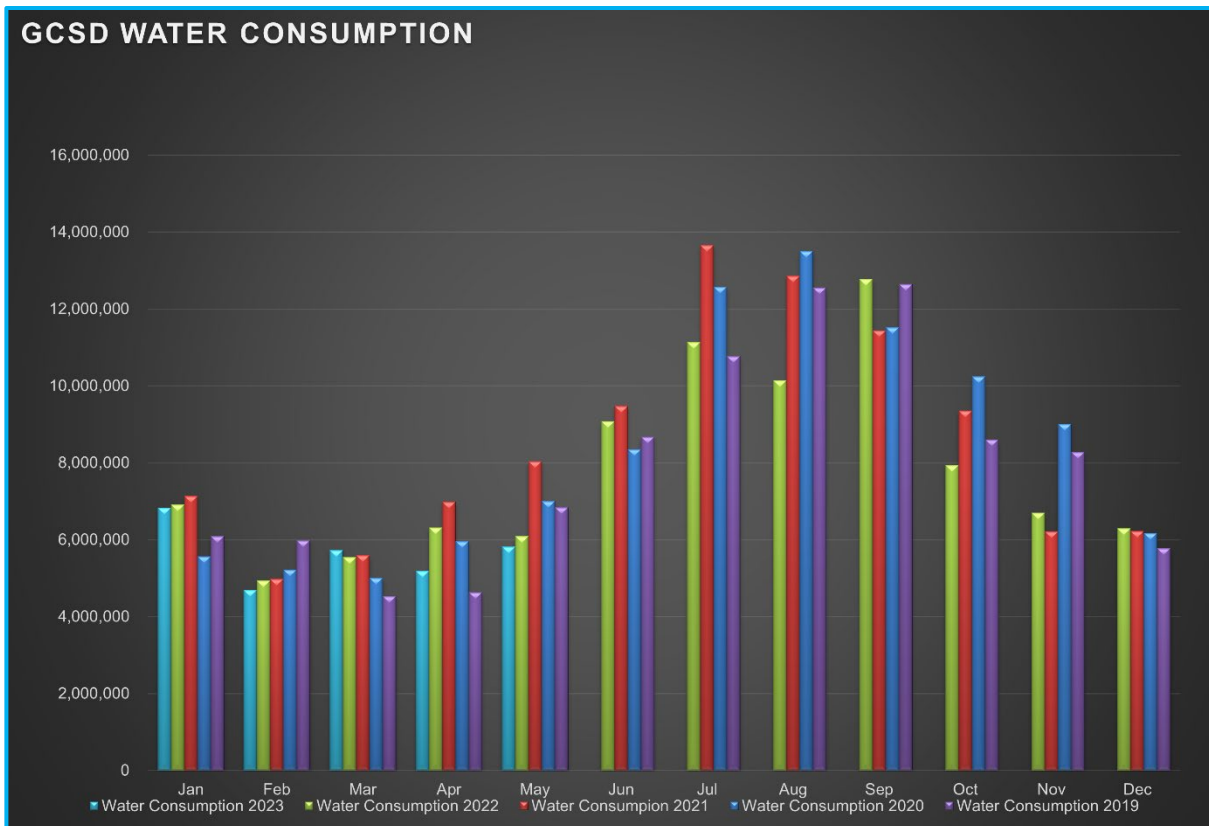
Water Distribution System Division

Meter Related Services	Total
Check / Repair Meters	9
Water Meters Installed	0
Monthly Meter Restrictions	0
Meter Lock offs	12
Meter Changeouts	0
Tenant Final Reads	5
Re-Reads	51
Meter Turn-Offs	4
Meter Turn-Ons	10
Meter Tests	1
Winterize Meter	0
Total Meter Related Issues	92

Billed Consumption (Gallons)	2023	2022	2021
Residential	5,348,795	5,670,606	7,515,456
Commercial	469,255	420,166	529,234
Total	5,818,050	6,090,772	8,044,690

Active Accounts	3267
------------------------	------

Charted Historical Monthly Water Consumption



Maintenance and Repair Data

Description	Total
Water Main Leaks / Repairs	1
Water Service Line Leaks / Repairs	1
Fire Hydrant Repairs / Replacements	0
Number of Hydrants Flushed	7
Number of Dead-Ends Flushed	2
Water Valves Exercised	4
GIS Points	0

Description	Gallons
Flushing for Water Quality	4,500
Water Loss Due to Leaks / Breaks	200

After-Hours Calls (Hours)				
Water	Sewer	Park	Other	Total
5	6	3	0	14

Maintenance and Repair

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

- **Tanks and Pump Stations**
 - Tank 4: Reinstall rebuilt pump and motor #2.

- **Distribution System**
 - Water Distribution System Flushing, Unit 13 and Merrill/Highlands area.
 - Repair leaking water main at 17660 School St
 - Repair leaking water service line manifold at U13/L361 on Tower Peak Ct

Pictures

Wastewater Collection System Division

Description	Total
Manholes Inspected	94
GIS Points	0
Customer Complaint	9
Odor Complaints	0

Description	Total
Flushing/Jetting (Feet)	800
Video Inspection (Feet)	185

Description	Total
Sanitary Sewer Spills (SSO)	0
SSO Gallons Spilled	0

Maintenance and Repair

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

- **Lift Stations**
 - Cleaned and Inspected: LS1, LS2, LS3, LS4
 - Manhole Inspections LS6 and LS8.
 - Lift Station 11 – R&R Soft Start pump control.
 - Lift Station 10 – Reprogrammed P1 Soft Start.
 - Lift Station 13 – Pump and vac to assist with CIP project.
 - LS 6 – Diagnose level alarms. R&R pressure transducer. Reset and tested.
 - Tested ATS (transfer switch) operation under pump load at LS1, LS3, LS5, LS6, LS11, LS12, LS13, LS14, and LS15.
 - Installed odor control blocks at LS5, LS6, LS7, LS 8, and LS13.

- **Collection System**
 - Flushed/Jetted gravity sewer line areas.
 - Groveland, Bass Pond, Twin Pines Easement Manhole inspections.
 - Clean MH frame and covers to mitigate odor. This was primarily odor complaints after contractor work.
 - Brush control on force main easement/Hetch Hetchy RR Grade.

Pictures

Parks Division

Maintenance and Repair

- **Mary Laveroni Community Park**
 - Landscape Maintenance
 - Install shade canopies near the stage area.
 - Tree work
 - Daily trash and bathroom maintenance
- **Ballfield & Dog Park**

General Maintenance Division

Maintenance By Department

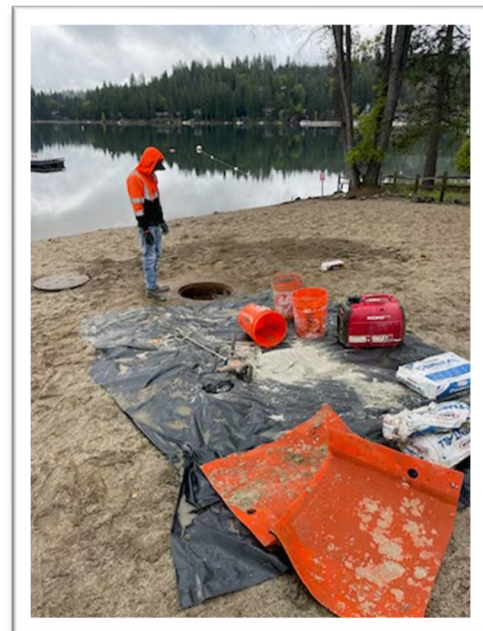
- **Operations Department**
 - 2G Water Treatment Plant
 - Regrade drainage around flow meter vault to mitigate flooding.
 - Big Creek Water Treatment Plant
 - Repair lime mixer.
 - Reset and grease booster motor and pump.
 - AWS
 - STP
 - R&R motor and coupler on reclaimed water system.
 - Repair OSG system.
 - R&R belt on roto strainer.
- **Maintenance Department**
 - Equipment
 - Shop tool maintenance and cleaning.
 - Monthly Inspect and run at operating temperatures...
 - Rain for Rent, Sullair, Vactron, Cement mixer, Light Tower, STP generator, Dunn Ct Generator, AWS Generator, Standby Generator, Highlands Generator.
 - Vehicles
 - 51618: Repair winch
 - 52331: Lube, Oil, and change filters.
 - 38010: Inspect and top off fluids, adjust idle.
 - 20420: Inspect and charge battery.
 - 70981: 90 Day Inspection. Adjust PTO and test.
 - 70983: 90-Day Inspection.

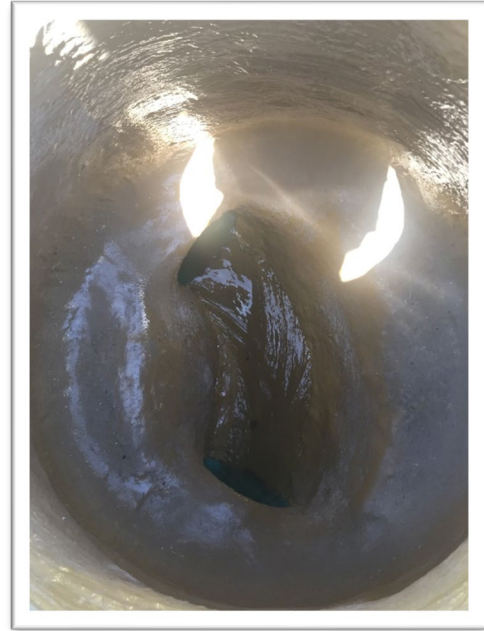
- 70987: 90-Day Inspection. R&R air drier purge valve.
 - 82330: Initial 90-day inspection. Found and repaired loose coolant hose brackets, fuel line leak, and loose exhaust pipe mounts and clamps. Performed exhaust regen. Found 9 codes present on auxiliary engine. Called and scheduled service with dealer (warranty).
 - 60523: 90-Day inspection, replace GCSD Decals. R&R turbo boost sensor.
 - 60524: 90-Day inspection, replace GCSD Decals.
 - 50415: Diagnose and replace throttle body.
 - 68622: 90-Day Inspection.
 - 42127: Lube, Oil, and filter. Brake inspection, and rotated tires.
- Buildings & Yard
 - Repair shop roll-up door.
 - Adjust, align, and lube chain on entry gate to GCSD maintenance area.
 - General yard cleanliness.
 - Vegetation management.
 - Spray field 4 and field adjacent to church.
 - Spray field #1
 - Downed tree work

Contracted Work

- Sewer Xpress
 - CIP project – Manhole lining.

Manhole Lining





- Moyle Excavation
 - Asphalt Replacement – Big Creek WTP
 - Asphalt repair and additions – Operations, and C&D/Maintenance shop area.

Workplace Safety and Training

- Routine Safety Meetings
 - Daily Tailgate Meetings
 - Weekly Safety Meetings
 - Weekly Security Checks
 - Weekly Vehicle Inspection

- Waterway sampling training.
 - DFK Solutions provided a 1-hour class via zoom.

Our New Equipment

Truck 33

2023 Peterbilt 537 7-Yard dump truck. This truck is equipped with a Paccar Diesel motor and 10-speed manual transmission. This is an amazing addition to our fleet as it replaces a 1986 dump truck with close to 490,000 miles on it.



**REGULAR MEETING OF THE BOARD OF
DIRECTORS GROVELAND COMMUNITY SERVICES
DISTRICT GROVELAND, CALIFORNIA
May 9, 2023
10:00 a.m.**

The Board of Directors of Groveland Community Services District met in regular session on the above-mentioned date with Directors Nancy Mora President, Spencer Edwards, John Armstrong and Robert Swan being present. Also present was Administrative Services Manager Jennifer Donabedian, Operations Manager Luis Melchor, and General Manager Pete Kampa.

Call to Order

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

Director Kwiatkowski is absent.

Approve Order of Agenda

Motion

It was moved by Director Armstrong and seconded by Director Swan and the motion passed to approve the order of the agenda.

Ayes: Directors Mora, Armstrong, Edwards, and Swan

Absent: Director Kwiatkowski

Public Comment

None

Information Items

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

Staff Reports

Fire Department Report

CERT Report

General Manager's Report

Operations Manager's Report

Administrative Services Manager's Report

Proclamations

Recognition of Peter Kampa for his 4 Years of Service to the Groveland Community Services District

Recognition of Meghan Orsetti for her 4 Years of Service to the Groveland Community Services District

Consent Calendar

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

Approve Minutes from the April 11, 2023 Regular Meeting

Accept April 2023 Payables

Adoption of a Resolution Rescinding Declaration of Stage 2 and Implementing Stage 1 of the District's Water Shortage Contingency Plan Per Executive Order (N-5-23)

Waive Reading of Ordinances and Resolutions Except by Title

Motion

It was moved by Director Swan and seconded by Director Edwards and the motion passed to approve the consent calendar.

Ayes: Directors Mora, Armstrong, Edwards, and Swan

Absent: Director Kwiatkowski

Old Business

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

None.

Discussion and Action Items

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

Adoption of a Resolution Amending and Updating District Salary Schedule to Include Board Member Compensation

Motion

It was moved by Director Swan and seconded by Director Armstrong and the motion passed to approve Resolution 23-2023 Amending and Updating District Salary Schedule to Include Board Member Compensation.

Ayes: Directors Mora, Armstrong, Edwards, and Swan

Absent: Director Kwiatkowski

Discussion Regarding the Potential to Enter into a Master Agreement with Tuolumne County Transportation Council for the Purpose of Accessing Caltrans Active Transportation Program Grant Funding for the Hetch Hetchy Railroad Trail Project

Motion

It was moved by Director Armstrong and seconded by Edwards to direct staff to develop an agreement with the Tuolumne County Transportation Council (TCTC) to serve as the implementing agency for the Hetch Hetchy Railroad Trail Project under their Caltrans Master Funding Agreement to access Active Transportation Program Grant Funding.

Ayes: Directors Mora, Armstrong, Edwards, and Swan

Absent: Director Kwiatkowski

Adoption of a Resolution Prohibiting the Abandonment of District Public Utility Easements

Motion

It was moved by Director Swan and seconded by Director Armstrong and the motion passed to adopt Resolution 24-2023 prohibiting the abandonment of District Public Utility Easements.

Ayes: Directors Mora, Armstrong, Edwards, and Swan

Absent: Director Kwiatkowski

Adoption of a Resolution Accepting Grant from the County of Tuolumne of the Sewer and Water Infrastructure at the Groveland Community Resilience Center

Motion

It was moved by Director Swan and seconded by Director Armstrong and the motion passed to adopt Resolution 25-2023 accepting Grant from the County of Tuolumne of the Sewer and Water Infrastructure at the Groveland Community Resilience Center.

Ayes: Directors Mora, Armstrong, Edwards, and Swan

Absent: Director Kwiatkowski

Adoption of a Resolution Authorizing the General Manager to Enter into a Memorandum of Understanding with Tuolumne Stanislaus Integrated Regional Water Management Authority to Coordinate and Implement the Installation of a Water Fill Station Located at the Groveland Community Services District

Motion

It was moved by Director Swan and seconded by Director Edwards and the motion passed to adopt Resolution 26-2023 authorizing the General Manager to enter into a Memorandum of Understanding with Tuolumne Stanislaus Integrated Regional Water Management Authority to coordinate and implement the installation of a Water Fill Station located at the Groveland Community Services District office.

Ayes: Directors Mora, Armstrong, Edwards, and Swan

Absent: Director Kwiatkowski

Adoption of a Resolution Approving Addendum to Professional Services Agreement with NBS Consulting for the Purpose of Updating the District Impact Fee Study to be in Compliance with AB 602

Motion

It was moved by Director Edwards and seconded by Director Armstrong and the motion passed to adopt Resolution 27-2023 approving addendum to Professional Services Agreement with NBS Consulting for the purpose of updating the District Impact Fee Study to be in Compliance with AB 602.

Ayes: Directors Mora, Armstrong, Edwards, and Swan

Absent: Director Kwiatkowski

Adjournment

The meeting adjourned at 1:37pm.

APPROVE:

Nancy Mora, Board President

ATTEST:

Rachel Pearlman, Board Secretary

**SPECIAL MEETING OF THE BOARD OF
DIRECTORS GROVELAND COMMUNITY SERVICES
DISTRICT GROVELAND, CALIFORNIA
May 24, 2023
10:00 a.m.**

The Board of Directors of Groveland Community Services District met in special session on the above mentioned date with Directors Nancy Mora President, Spencer Edwards, and Robert Swan being present. Also present was Board Secretary Rachel Pearlman, and Administrative Services Manager Jennifer Donabedian.

Call to Order

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

Directors Armstrong and Kwiatkowski are absent.

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.

Adoption of a Resolution Authorizing the General Manager to Issue Request for Proposal and Scope of Work for General Counsel Legal Services for the District

Motion

It was moved by Director Edwards, seconded by Director Swan and the motion passed to I move to adopt Resolution 28-2023 Authorizing the General Manager to Issue Request for Proposal and Scope of Work for General Counsel Legal Services for the District.

The Board convened into closed session at 10:25am.

Adjournment

The meeting adjourned at 10:07am.

APPROVED:

Nancy Mora, Board President

ATTEST:

Rachel Pearlman, Board Secretary



ACCOUNTS PAYABLE CHECK LISTING

May, 2023
Fiscal Year 22/23
Board Approval Date _____

Accounts Payable Checks



User: dpercoco
Printed: 6/6/2023 10:41:49 AM

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
115880	OE3	Operating Engineers Local #3	5/5/2023	True	PR Batch 00001.05.2023 Oper Engin Union Dues	\$395.98
902618	CAL09	CalPers 457 Plan Administrator	5/5/2023	True	PR Batch 00001.05.2023 CalPers Def Comp	\$1,153.85
902619	EDD01	EDD - Electronic	5/5/2023	True	PR Batch 00001.05.2023 SDI - Employee	\$3,107.43
902620	FedEFTPS	Federal EFTPS	5/5/2023	True	PR Batch 00001.05.2023 Federal Income Tax	\$17,771.04
902621	Orion	Orion Portfolio Solutions	5/5/2023	True	PR Batch 00001.05.2023 Orion 457	\$2,225.00
902622	PER01	Pers - Electronic	5/5/2023	True	PR Batch 00001.05.2023 PERS Employer Exp.-Classic	\$11,102.32
22723	Air04	Air Exchange, Inc.	5/9/2023	True	Source Capture Exhaust System for Fire Dept.	\$47,170.10
22724	Alp03	Alpha Analytical Labs, Inc.	5/9/2023	True	Operations Lab Testing for Sewer/Water	\$3,490.00
22725	am01	AM Consulting Engineers, Inc.	5/9/2023	True	Engineering fees for Emergency Generators Installation	\$2,666.16
22726	BLU01	Anthem Blue Cross	5/9/2023	True	Monthly Group Health Ins.	\$24,554.67
22727	Aquafix	Aquafix	5/9/2023	True	1 drum Greasezilla, 1 drum Dazzel Sweetner for Collection system	\$3,954.91
22728	CAR06	Carbon Copy Inc.	5/9/2023	True	Monthly Copier Usage	\$56.97
22729	UB*03199	Cooley, G	5/9/2023	True	Refund Check 009506-000, 12968 Mueller Dr 2/87 & 88	\$59.60
22730	CWEA	CWEA	5/9/2023	True	Collections System Maint Grade 1 for Shane Sawyer	\$95.00
22731	den01	De Nora, Water Technologies INC	5/9/2023	True	Annual Calibration for UV Calibrator T6004	\$375.38
22732	Deu01	Deutsch, Travis	5/9/2023	True	Travis Deutsch Conference expenses for training	\$941.85
22733	DKF01	DKF Solutions Group, LLC	5/9/2023	True	Final 25% SERP Update	\$8,225.00
22734	DRU01	Drugtech Toxicology Services, LLC	5/9/2023	True	Consortium DOT Tests	\$160.00
22735	EDIS01	E.D.I.S.	5/9/2023	True	Admin Supplemental Health Ins.	\$5,641.98
22736	Fas02	Fastenal	5/9/2023	True	Safety/Janitorial Supplies	\$1,084.02
22737	FOO01	Foothill-Sierra Pest Control	5/9/2023	True	Pest Control	\$6,150.00
22738	GCS02	GCSO	5/9/2023	True	GCSO Water Bill	\$4,344.80
22739	gilb01	Gilbert Associates, Inc.	5/9/2023	True	Monthly CPA Services	\$3,800.00
22740	GRA04	Grainger	5/9/2023	True	Air compressor circuit breaker for Fire Dept.	\$123.28
22741	HAC01	Hach	5/9/2023	True	SC4500 Sensor, Chemicals	\$6,240.17
22742	HIT01	Hi-Tech E V S, Inc	5/9/2023	True	Pump Testing for Engine #783 & #787	\$700.00
22743	JSW02	J.S. West Propane Gas	5/9/2023	True	Propane	\$826.91
22744	JOR01	Jorgensen Co.	5/9/2023	True	Annual Fire Extinguisher Testing	\$1,129.59
22745	UB*03196	McCullogh, Stuart & Barbara	5/9/2023	True	Refund Check 015326-000, 12735 JUNIPERO SER5/821	\$370.17
22746	Mod06	Modesto Windustrial Co.	5/9/2023	True	16 ea. couplings	\$90.95
22747	UB*03201	Mondloch, Jeffrey & Kathleen	5/9/2023	True	Refund Check 014964-000, 12662 Eagle Court 4/491	\$155.63
22748	UB*03198	Montoya, Allen	5/9/2023	True	Refund Check 008810-000, 20301 Marina Court 13/322	\$156.94
22749	MOO01	Moore Bros. Scavenger Co., Inc.	5/9/2023	True	Garbage Service	\$893.84

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
22750	MOO01	Moore Bros. Scavenger Co., Inc.	5/9/2023	True	Fire Dept 90 Gallon Tote	\$193.58
22751	Moo06	Moore Ranch Trucking	5/9/2023	True	1 load Road Base	\$675.00
22752	MOT03	Mother Lode Answering Service	5/9/2023	True	Monthly Answering Service	\$291.40
22753	MOU03	Mountain Oasis Water Systems	5/9/2023	True	Bottled Water	\$157.50
22754	UB*03203	Nazarova, Anastaiya	5/9/2023	True	Refund Check 013994-002, NA SALVADOR CT 5/40	\$5.94
22755	neu01	Neumiller & Beardslee	5/9/2023	True	Legal Services	\$207.00
22756	Ope01	OpenGov, Inc.	5/9/2023	True	Annual Cartegraph Asset Management subscription	\$9,338.05
22757	Oreil	O'Reilly Auto Parts	5/9/2023	True	Sensor for Truck #15, 16 ea. couplings	\$312.31
22758	PGE01	PG&E	5/9/2023	True	Monthly Electric Charges	\$905.89
22759	Pin07	Pine Mountain Auto	5/9/2023	True	April Auto Parts	\$342.39
22760	PIN03	Pine Mt. Lake Association	5/9/2023	True	Dunn Court Electric Charges for Tunnel Shutdown-AWS	\$7,865.55
22761	UB*03200	Properties, LLC, GOAT	5/9/2023	True	Refund Check 017351-000, 19982 Dunn Court 1/261	\$175.14
22762	Pub01	Public Restroom Company	5/9/2023	True	Progress billing for Park Restroom	\$159,915.00
22763	UB*03202	Quality Loan Service Corporation	5/9/2023	True	Refund Check 017511-000, 12714 Hetch Hetchy Court 4/515	\$29.50
22764	SUE01	Ray Suess Insurance & Invst	5/9/2023	True	Retired Employee Health Insurance	\$3,384.39
22765	UB*03188	Reverse Mortgage Funding LLC	5/9/2023	True	Refund Check 017474-000, 12629 Cresthaven Drive 4/436	\$345.85
22766	Rig01	Right Now Couriers	5/9/2023	True	Monthly Courier Service	\$720.00
22767	SFPUC	San Francisco Public Utilities Commission	5/9/2023	True	Monthly Water Purchase	\$8,840.24
22768	Sna01	Snap-on Attn: Kyle	5/9/2023	True	Shop tool	\$47.19
22769	Sprbrk	Springbrook Holding Company LLC	5/9/2023	True	Monthly Civic Pay C/C Pmt Fees	\$1,366.90
22770	UB*03197	Tanaka, Tony & Julie	5/9/2023	True	Refund Check 014764-000, 18881 SEAN PATRICK 5E/9	\$371.85
22771	TUO04	Tuo. Co. Clerk & Auditor-Contr	5/9/2023	True	Remove 2 Leins from Tax Roll	\$150.00
22772	ups9	UPS	5/9/2023	True	Shipping to Watts Water Technology	\$134.66
22773	Watt01	Watts Regulator Company	5/9/2023	True	Chemical for WTP, Repair UTV Analyzer	\$2,097.94
22774	Wells	Wells Fargo Vendor Financial Services, LLC	5/9/2023	True	Monthly Lease on Admin Copier	\$359.28
22775	UMP01	UMPQUA Bank Comm Card Ops	5/9/2023	True	April Credit Card purchases	\$33,778.04
115881	OE3	Operating Engineers Local #3	5/19/2023	True	PR Batch 00004.03.2023 Oper Engin Union Dues	\$395.98
902623	CAL09	CalPers 457 Plan Administrator	5/19/2023	True	PR Batch 00002.05.2023 CalPers Def Comp	\$1,153.85
902624	EDD01	EDD - Electronic	5/19/2023	True	PR Batch	\$2,318.63
902625	FedEFTPS	Federal EFTPS	5/19/2023	True	PR Batch 00002.05.2023 Medicare Employer Portion	\$14,900.64
902626	Orion	Orion Portfolio Solutions	5/19/2023	True	PR Batch 00002.05.2023 Orion 457	\$2,225.00
902627	PER01	Pers - Electronic	5/19/2023	True	PR Batch 00002.05.2023 PERS Employee Deduct	\$11,102.32
22776	AIR01	Airgas USA, LLC	5/22/2023	True	Monthly Cylinder Rental-Helium	\$56.10
22777	ATTLD	AT&T (Internet)	5/22/2023	True	Monthly Fiber Internet-Operations	\$594.52
22778	AT&T Mob	AT&T Mobility (First Net)	5/22/2023	True	Monthly Field Cell Phone fee, Employee Purch.-\$2059	\$3,740.50
22779	Cle03	CleanSmith Solutions	5/22/2023	True	Disinfection/Janitorial Services Monthly	\$6,250.00
22780	Col09	Coldani Insulation & Garage Doors, Inc.	5/22/2023	True	New insulation for 2G Water TP, 1200' of 1/2" round installation	\$13,915.18
22781	Days	Day's Generator Service, Inc.	5/22/2023	True	Progress bill #4 for Big Creek Generator & 2G Generator install	\$99,542.48
22782	UB*03209	Dean, Robert	5/22/2023	True	Refund Check 016205-000, 20008 Lower Skyridge 15/131	\$33.70
22783	DEP09	Department of Forestry & Fire Protection	5/22/2023	True	Jan 1 to March 31, 2023 Schedule A CalFire services	\$201,122.98
22784	UB*03211	Dugan, Allen & Lydia	5/22/2023	True	Refund Check 015457-001, 20723 Forestwood Way 4/400-401	\$347.33
22785	FOO01	Foothill-Sierra Pest Control	5/22/2023	True	Pest Control	\$471.00
22786	Hum02	Humana Insurance Company	5/22/2023	True	Dental Insurance-Monthly	\$2,822.30

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
22787	Hun02	Hunt & Sons, Inc.	5/22/2023	True	Fuel & Oil	\$5,367.72
22788	ind04	Industrial Electrical Co.	5/22/2023	True	Flex pipe for 2G Generator	\$694.98
22789	Kle02	Klein, Andrew	5/22/2023	True	Cartecon Conference expense reimbursement	\$1,873.58
22790	land01	Land & Structure	5/22/2023	True	Progress billing for Admin Building upgrade-Phase 1	\$280.00
22791	Met03	Metro Presort	5/22/2023	True	Monthly UB Statement Processing	\$1,998.92
22792	UB*03210	Meyers, Jacob & Vanessa	5/22/2023	True	Refund Check 016177-000, 19191 Old Hwy 120	\$67.84
22793	MOO01	Moore Bros. Scavenger Co., Inc.	5/22/2023	True	30 Yd. Monthly Debris Box Rental	\$353.36
22794	UB*03213	Naumann, John	5/22/2023	True	Refund Check 009343-000, 12790 Mueller 5/182	\$11.79
22795	UB*03206	Perez, Kimberly	5/22/2023	True	Refund Check 015820-000, 13242 Wells Fargo 2/225 MW 2/224	\$55.94
22796	pml01	PML Hardware & Supply Inc.	5/22/2023	True	Monthly Hardware supplies	\$1,289.76
22797	UB*03208	Rabinovich, Iser & Irina	5/22/2023	True	Refund Check 013099-000, 12721 Junipero Serra 5/814	\$5.69
22798	UB*03214	Silverbrand, Richard Paul	5/22/2023	True	Refund Check 006850-000, 19208 Ferretti Road 5/217	\$62.45
22799	UB*03207	Smith, Darryl	5/22/2023	True	Refund Check 014159-000, 19780 Pleasant View 1/147	\$194.17
22800	UB*03204	Smith, Grant & Holly	5/22/2023	True	Refund Check 016749-000, 19432 GRIZZLY CIR 1/372	\$114.62
22801	UB*03212	Sobczak, Scott	5/22/2023	True	Refund Check 016893-003, 20705 Rising Hill 3/432	\$7.87
22802	Sta15	Staples Credit Plan	5/22/2023	True	Office Supplies	\$165.26
22803	ups9	UPS	5/22/2023	True	Shipping fee	\$10.77
22805	Com04	Comphel Heating & Air Conditioning, Inc.	5/25/2023	True	10% Deposit for Mitsubishi A/C for Maint. buildings.	\$1,950.00
					May Direct Deposit Payroll	\$88,403.06
					Total May Accounta Payable	\$855,124.42

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: June 13, 2023

SUBJECT: Agenda Item 4D: Adoption of a Resolution Accepting the Construction Improvements for the Wastewater Treatment Plant Pond No. 1 Liner Replacement Project and Authorizing the District Manager to File a Notice of Completion with the County of Tuolumne Recorder's Office

RECOMMENDED ACTION:

Staff recommends the following action:

I Move to Adopt Resolution 29-2023 Accepting the Construction Improvements for the Wastewater Treatment Plant Pond No. 1 Liner Replacement Project and Authorizing the District Manager to File a Notice of Completion with the County of Tuolumne Recorder's Office.

BACKGROUND:

The WWTP Pond No. 1 Liner Replacement Project work consists of furnishing and installing a geomembrane liner within Reservoir No. 1 at the Groveland Community Services District's Wastewater Treatment Facility, as well as various site improvements such as the addition of a fence around Reservoir No. 1, new drainage facilities and the addition of a lift station solids drying pad.

The installation of the Project's scope of work has been completed per the plans and technical specifications prepared for the project, with modifications made through change orders. AM Consulting Engineers, Inc. attended a final walkthrough of the project site to verify that the project had been adequately completed.

Based on the findings during the final walkthrough the WWTP Pond No. 1 Liner Replacement Project can be accepted and deemed complete.

ATTACHMENTS:

1. Notice of Completion
2. Resolution 29-2023

**RECORDING REQUESTED BY:
AND FOR THE BENEFIT OF,**

Groveland Community Services District
No Fee-Gov/t. Code Sections
6103 and 27383

WHEN RECORDED, MAIL TO:

Groveland Community Services District
18966 Ferretti Rd,
Groveland, CA 95321

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion.

Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
2. The full name of the owner is: **Groveland Community Services District**
3. The full address of the owner is: **18966 Ferretti Rd, Groveland, CA 95321**
4. The nature of the interest or estate of the owner is: **In Fee**
5. A work of improvement on the property hereinafter described was completed on: **December 7, 2022**. The work done was: **Pond No. 1 Liner Replacement, drainage improvements and the addition of a lift stations solids drying pad.**
6. The name of the contractor, if any, for such work of improvement was: **Moyle Excavation, Inc, P.O. Box 498, Jamestown, CA 95327.**
7. The properties on which said work of improvements were completed are in the County of Tuolumne, State of California, and are described as follows: **The Groveland Community Services District Wastewater Treatment Facility located on the east side of Ferretti Rd in Groveland.**
8. The street addresses of said properties are: **18966 Ferretti Rd, Groveland, CA 95321.**
9. Resolution No. 2023-____, Attached Hereto and Made a Part Hereof.

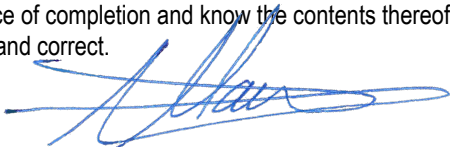
Dated: _____

Peter Kampa
District Manager

VERIFICATION

I, the undersigned, say: I am the **Engineer for the Groveland Community Services District**, the declarant of the foregoing notice of completion;

I have read said notice of completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.



(PERSONAL SIGNATURE OF THE INDIVIDUAL WHO IS SWEARING THAT THE CONTENTS OF THE NOTICE OF COMPLETION ARE TRUE.)

Executed on May 25, 2023, 2023, at Fresno, CA
(DATE) (LOCATION)

RESOLUTION 29-2023
RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND
COMMUNITY SERVICES DISTRICT ACCEPTING THE CONSTRUCTION
IMPROVEMENTS FOR THE WWTP POND NO. 1 LINER REPLACEMENT PROJECT
AND AUTHORIZING THE DISTRICT MANAGER TO FILE A NOTICE OF
COMPLETION WITH THE COUNTY OF TOULOUME’S RECORDER’S OFFICE

WHEREAS, the WWTP Pond No. 1 Liner Replacement Project has been completed per the plans and specifications; and

WHEREAS, there are no outstanding matters with the contractor; and

WHEREAS, on June 13, 2023, the Groveland Community Services District (Groveland CSD) held a public meeting, received a staff report, and accepted public comments.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Groveland CSD hereby resolves as follows:

- 1. The above recitals are true and correct and are adopted as the findings of the Board of Directors.
- 2. The Board of Directors using their independent judgment, hereby accepts the subject project; and
- 3. The Board of Directors hereby accepts the subject project for maintenance in accordance with the provisions of the contract and applicable policies; and
- 4. The Board of Directors approves the Notice of Completion for the construction improvements for the WWTP Pond No. 1 Liner Replacement Project and hereby authorizes the District Manager to transmit the attached Notice of Completion to the Tuolumne County Recorder’s Office; and
- 5. This Resolution shall take effect from and after the date of its adoption.

Passed and adopted this 13th day of June 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:
ATTEST:

Nancy Mora, Board President

Rachel Pearlman, Board Secretary

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on June 13, 2023.

DATED: _____



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: June 13, 2023

SUBJECT: Agenda Item 4E: Approve Selecting Candidate Pete Kampa for Seat C – Sierra Network of the CSDA Board of Directors Term 2024-2026

RECOMMENDED ACTION:

Staff recommends the following action:

I Move to select Candidate Pete Kampa for Seat C – Sierra Network of the CSDA Board of Directors Term 2024-2026.

BACKGROUND:

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA’s member services, legislative advocacy, education, and resources. Any regular member in good standing is eligible to nominate one person, a Board member or managerial employee, for election to the CSDA Board of Directors. On February 14, 2023, GCSB Board of Directors voted to nominate General Manager Pete Kampa as a Board Member for California Special Districts Authority (CSDA).

The Sierra Network Seat C term expires on December 31, 2023 and Pete Kampa is on the attached ballot, with a deadline to vote of July 14th by 5:00pm. The candidate information and statements (if submitted) are linked next to the name on the next page.

ATTACHMENTS:

1. Voter Submission Form and candidate information (linked)



- Home
- How It Works
- Logout **Pete Kampa**

CSDA Board of Directors Election Ballot - Term 2024 - 2026; Seat C - Sierra Network

Please vote for your choice

Choose **one** of the following candidates:

- *Pete Kampa, General Manager, Groveland Community Services District (incumbent)
- Kevin King, General Manager, Reclamation District 1000
- Beau Reynolds, North Highlands Recreation and Park District
- Nicholas Schneider, General Manager, Georgetown Public Utility District

*Incumbent

Pete Kampa* [\[view details\]](#)

Kevin King [\[view details\]](#)

Beau Reynolds [\[view details\]](#)

Nicholas Schneider [\[view details\]](#)



TO: GCS D Board of Directors

FROM: Jennifer Donabedian, Administrative Services

DATE: Manager June 13, 2023

SUBJECT: Agenda Item 6A: Adoption of a Resolution Establishing Board Member Remuneration, in Accordance with Director’s Policy 10.3, for Attendance at Board Meetings, Training, and Other Approved Events

RECOMMENDED ACTION:

I move to approve Resolution 30-2023 Establishing Board Member Remuneration, in Accordance with Director’s Policy 10.3, for Attendance at Board Meetings, Trainings, and other Approved Event’s.

BACKGROUND:

The Board of Director’s Policy Manual states that, “*Members of the Board of Directors shall receive a Director’s Fee for each “meeting day”, with a maximum of six meeting days per month. The fee shall be annually established by the Board at the first regular meeting in July.*”

The Board voted in August of 2021 to increase it’s per day of service compensation from \$75 to \$100 and on June 14, 2022 the compensation went from \$100 to \$105. CSD Law in Government Code Section 61047 establishes a maximum of \$100 for “each day of service” and then up to a 5% inflator each year thereafter. It also provides that no member may receive compensation for more than 6 days of service.

Most districts with a budget the size of GCS D compensate directors at the maximum rate allowed by law. Before the Board today for consideration is whether or not they would like to adjust Board member compensation up by 5% for the 23/24 fiscal year.

FINANCIAL IMPACT

If the Board decides to adjust its compensation by the 5% maximum inflator allowed under CSD Law, the monthly per meeting fee will increase from \$105 to \$110.25 for each day of service.

ATTACHMENTS

1. Resolution 30-2023

Resolution No. 30-2023

RESOLUTION ESTABLISHING BOARD MEMBER REMUNERATION, IN ACCORDANCE WITH DIRECTOR'S POLICY 10.3, FOR ATTENDANCE AT BOARD MEETINGS, TRAINING, AND OTHER APPROVED EVENTS

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 Board of Directors Policy Manual establishes that Directors shall receive a fee for each day of service;

WHEREAS, the policy also states that the fee shall be annually established by the Board at the first meeting in July;

WHEREAS, Board member remuneration was increased to \$105 in June 2022, the maximum allowed under CSD Law Government Code Section 61047;

WHEREAS, if the Board so desires, per CSD Law Government Code Section 61047, it may increase the Director fee by up to a 5% inflator each year thereafter;

WHEREAS, the law provides that no member shall receive compensation for more than six (6) days of service.

THEREFORE BE IT RESOLVED,

1. The Board of Directors hereby sets Board Member remuneration to increase by a ___% inflator for Fiscal Year 2023/24.

PASSED AND ADOPTED by the Board of Directors of the Groveland Community Services District on June 13, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

APPROVE:

Nancy Mora, Board President

ATTEST:

Rachel Pearlman, Board Secretary

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on June 13, 2023.

DATED: _____



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: June 13, 2023

SUBJECT: Agenda Item 6B: Adoption of a Resolution Approving Agreement with Moyle Excavation to Provide on Call Emergency, Small Capital Improvement Project, and Maintenance Services

RECOMMENDED ACTION

Staff recommends the following action:

I Move to Adopt Resolution 31-2023 Approving Agreement with Moyle Excavation to Provide on Call Emergency, Small Capital Improvement Project, and Maintenance Services.

BACKGROUND

Moyle Excavation has been the successful low bidder on the majority of the district infrastructure construction projects over the past four years. In addition, there have been several occasions where Moyle was available to assist on projects such as water line valve replacements, leak repairs, fire hydrant replacements and other emergency type projects that needed to be completed quickly and when our resources were not available. We have completed these small projects under an emergency maintenance agreement which expired in May 2023.

The District is authorized under our procurement policies and the public contract code to complete construction projects under and negotiated purchase order arrangement for projects costing less than \$60,000. Any task orders executed during a given fiscal year would be contained within that fiscal year's budget. Staff proposes to enter into agreement with Moyle Excavation for projects that can be completed under individually negotiated task orders in amounts of less than the statutory requirements. A draft agreement is attached for review and consideration.

ATTACHMENTS:

1. Maintenance Agreement
2. Resolution 31-2023

GROVELAND COMMUNITY SERVICES DISTRICT PUBLIC WORKS CONTRACT

This contract ("Contract") is effective as of _____, and is between the GROVELAND COMMUNITY SERVICES DISTRICT, a California community services district ("District"), and _____, a corporation/partnership/limited liability company ("Contractor"), collectively referred to as the "Parties."

Section 1. Recitals. This Contract is entered into with respect to the following facts:

District is authorized by its policy, California Public Contract Code and the Uniform Construction Cost Accounting Act (UCCAA) to contract for construction and maintenance projects by negotiated purchase order for work costing less than amounts specified in the UCCAA.

Contractor has represented it is qualified to perform all of the work required to complete the Project, the scope of which will be identified in individually negotiated and executed Task Orders.

Contractor has agreed to perform all such work in the time and manner set forth in the Contract Documents.

The Board of Directors of District has determined that the public interest, convenience and necessity require the execution of this Contract and its implementation.

Section 2. Contract Documents. This Contract consists of the following documents ("Contract Documents"), all of which are made a part of this Contract:

- 2.1 Notice Inviting Bids
- 2.2 Instructions to Bidders
- 2.3 Bid Proposal, as accepted, including the Certificate of Bidders' Experience and Qualifications and the List of Subcontractors
- 2.4 Notice of Award
- 2.5 Notice to Proceed
- 2.6 This Contract
- 2.7 Verification of California Contractor's License
- 2.8 Contractor's Certificate Regarding Workers' Compensation
- 2.9 Security for payment (labor and materials)
- 2.10 Security for performance

CONTRACT

Task Order Construction - Moyle

- 2.11 Certificate(s) of Insurance
- 2.12 General Conditions/Specifications
- 2.13 Special Provisions
- 2.14 Plans and Standard Drawings
- 2.15 Prevailing Wage Scales
- 2.16 Caltrans Standard Specifications
- 2.17 Task Order Nos. _____
- 2.18 Other documents (list here)
 - Exhibit A – Compensation
 - Exhibit B – Insurance

Section 3. The Work.

- 3.1 The work (“Work”) to be performed by Contractor is described in the Contract Documents which includes individually executed Task Orders.
- 3.2 In completing the Work, Contractor must employ, at a minimum, the applicable generally accepted professional standards of its industry in existence at the time of performance as utilized by persons engaging in similar work.
- 3.3 Except as specifically provided in the Contract Documents, Contractor must furnish, at its sole expense, all of the labor, materials, tools, equipment, services and transportation necessary to perform all of the Work.
- 3.4 Contractor must perform all of the Work in strict accordance with the Contract Documents.

Section 4. Time to Perform the Work.

- 4.1 Time is of the essence with respect to Contractor’s Work. Contractor agrees to diligently pursue performance of the Work within the time specified by the Contract Documents.
- 4.2 Contractor will be excused from any delay in performance or failure to perform due to causes beyond the control of Contractor. Such causes include, but are not limited to, acts of God, acts of terrorism, acts of federal, state or local governments, acts of District, court orders, fires, floods, epidemics, strikes, embargoes, and unusually severe weather or weather that demonstrably interferes with or impedes Contractor’s performance of critical path operations.

- 4.3 If Contractor is delayed by any cause beyond Contractor's control, District will grant a reasonable time extension for the completion of the Work corresponding to the type and length of the delay. If delay occurs, Contractor must notify District in writing within 48 hours of the cause and the extent of the delay and how such delay interferes with Contractor's performance of the Work.

Section 5. Compensation and Payment.

- 5.1 Subject to any limitations provided in the Contract Documents, District agrees to pay Contractor as full consideration for the faithful performance of all of the Work the compensation set forth in Exhibit A ("Compensation"), which is made a part of this Contract.
- 5.2 Contractor must furnish District with a Pay Estimate for the Work performed in accordance with the Contract Documents. Contractor may not submit a Pay Estimate more often than once every 30 days.
- 5.3 District will review each Pay Estimate and determine whether the Work performed is in accordance with the Contract Documents. The District General Manager may require Contractor to provide a release of all undisputed Contract amounts contained in the Pay Estimate.
- 5.4 If District disputes any item on a Pay Estimate, District will give Contractor notice stating the reasons for the dispute. The Parties will meet and confer in good faith to attempt to resolve the dispute.
- 5.5 For contracts greater than Five Thousand dollars (\$5,000), the District will withhold as retention five percent (5%) of all billings and the Compensation until final completion and acceptance of the Project Work.
- 5.6 Contractor may substitute securities meeting the requirements of Public Contract Code section 22300 for any money withheld by the District to ensure the performance under this Contract.
- 5.7 Except as to any charges for the Work performed that District disputes and the District's standard five-percent retention of the approved progress payment, District will cause Contractor to be paid within 30 days of the date of the invoice or the date that Contractor furnishes District with a release of all undisputed Contract amounts, whichever occurs later, in accordance with Public Contract Code section 20104.50. Federally funded projects will not have a five-percent retention.
- 5.8 Contractor shall furnish District with labor and material releases from all subcontractors performing work on, or furnishing materials for, the Work governed by this Contractor prior to final payment by District.
- 5.9 In the event there is any claim specifically excluded by Contractor from the operation of any release, District may retain the maximum amount allowable under California law.

Section 6. Labor Code and Prevailing Wage Requirements.

Task Order Construction - Moyle

- 6.1 Contractor agrees to comply with the requirements of California Labor Code sections 1810 through 1815. Eight hours of labor constitutes a legal day's work per Labor Code section 1810. Contractor will forfeit the statutory penalty to District for each worker employed in the execution of this Contract by Contractor or any subcontractor for each calendar day during which such worker is required or permitted to work more than eight hours in any one calendar day and 40 hours in any one calendar week in violation of the provisions of Labor Code sections 1810 through 1815.
- 6.2 Copies of the determination of the Director of the Department of Industrial Relations of the prevailing rate of per diem wages for each craft, classification or type of worker needed to execute this Contract are available for download from the State website: <http://www.dir.ca.gov/OPRL/dprewagedetermination.htm>.
- 6.3 Contractor must post at the work site, or if there is no regular work site then at its principal office, for the duration of the Contract, a copy of the determination by the Director of the Department of Industrial Relations of the specified prevailing rate of per diem wages. (Labor Code § 1773.2.) When applicable, copies of the prevailing rate of per diem wages will be on file at District's Office and available to Contractor and any other interested party upon request.
- 6.4 No subcontractor who is ineligible to bid work on, or be awarded, a public works project under Labor Code sections 1771.1 or 1777.7 can bid on, be awarded or perform work as a subcontractor on the Project. The Contractor is prohibited from performing work on the Project with a subcontractor who is ineligible to perform work on a public works project under these sections of the Labor Code.
- 6.5 Contractor, and any subcontractor engaged by Contractor, may pay not less than the specified prevailing rate of per diem wages to all workers employed in the execution of the contract. (Labor Code § 1774.) Contractor is responsible for compliance with Labor Code section 1776 relative to the retention and inspection of payroll records.
- 6.6 Contractor must comply with all provisions of Labor Code section 1775. Under Section 1775, Contractor will forfeit the statutory penalty to District for each worker employed in the execution of the Contract by Contractor or any subcontractor for each calendar day, or portion thereof, in which the worker is paid less than the prevailing rates. Contractor may also be liable to pay the difference between the prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate.
- 6.7 Nothing in this Contract prevents Contractor or any subcontractor from employing properly registered apprentices in the execution of the Contract. Contractor is responsible for compliance with Labor Code section 1777.5 for all apprenticeable occupations. This statute requires that contractors and subcontractors must submit contract award information to the applicable joint apprenticeship committee, must employ apprentices in apprenticeable occupations in a ratio of not less than one hour of apprentice's work for every five hours of labor performed by a journeyman (unless an exception is granted under § 1777.5), must contribute to the fund or funds in each craft or trade or a like amount to the California Apprenticeship

Council, and that contractors and subcontractors must not discriminate among otherwise qualified employees as apprentices solely on the ground of sex, race, religion, creed, national origin, ancestry or color. Only apprentices defined in Labor Code section 3077, who are in training under apprenticeship standards and who have written apprentice contracts, may be employed on public works in apprenticeable occupations.

- 6.8 Contractor has reviewed and agrees to comply with any applicable provisions for any public work subject to Department of Industrial Relations (DIR) Monitoring and Enforcement of prevailing wages, including the registration requirements of Labor Code Section 1771.1(a). District hereby notifies Contractor that Contractor is responsible for submitting certified payroll records directly to the State Compliance Monitoring Unit (CMU). For further information concerning compliance monitoring please visit the website location at: <http://www.dir.ca.gov/dlse/cmucmu.html>.
- 6.9 Contractor must comply with Labor Code section 1771.1(a), which provides that Contractor may award any contracts and subcontracts for work that qualifies as a "public work" only to subcontractors which are at that time registered and qualified to perform public work pursuant to Labor Code Section 1725.5. Contractor must obtain proof of such registration from all such subcontractors."

Section 7. Non-Discrimination. Contractor, its officers, agents, employees, and subcontractors may not discriminate in the employment of persons to perform the Work in violation of any federal or state law prohibiting discrimination in employment, including based on the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, of any person, except as provided under California Government Code section 12940. Contractor is responsible for compliance with this section.

Section 8. General Legal Compliance.

- 8.1 In performing the Work, Contractor must comply with all applicable statutes, laws and regulations, including, but not limited to, OSHA requirements and the Municipal Code.
- 8.2 Contractor must, at Contractor's sole expense, obtain all necessary permits and licenses required for the Work, and give all necessary notices and pay all fees and taxes required by law, including, without limitation, any business license tax imposed by District.
- 8.3 Contractor must maintain a valid California Contractor's License that is required for the Work on this Project throughout the term of this Contract.
- 8.4 Subcontractors employed by Contractor on the execution of the Work covered in this Contract shall be only those given prior written permission from the District, and otherwise comply with Public Contract Code sections 4100 to 4113, as applicable.

Section 9. Clayton and Cartwright Act Assignments. In entering into this Contract or a contract with a subcontractor to supply goods, services, or materials pursuant to this

Contract for the Project, Contractor and any subcontractor will be deemed to have offered and agreed to assign to District all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700 of Part 2 of Division 7 of the California Business and Professions Code), arising from purchases of goods, services, or materials for the Project. This assignment will be deemed made and will become effective at the time District tenders final payment to Contractor, without further acknowledgement by the Parties.

Section 10. Independent Contractor. Contractor is and will at all times remain as to District a wholly independent contractor. Neither District nor any of its officers, employees, or agents will have control over the conduct of Contractor or any of Contractor's officers, employees, agents or subcontractors, except as expressly set forth in the Contract Documents. Contractor may not at any time or in any manner represent that it or any of its officers, employees, agents, or subcontractors are in any manner officers, employees, agents or subcontractors of District.

Section 11. Indemnification.

11.1 Contractor agrees to the fullest extent permitted by law to (1) immediately defend and (2) indemnify District from and against, any and all claims and liabilities, regardless of the nature or type, that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Contractor, or its officers, employees, agents, or subcontractors committed in performing any Work under this Contract or the failure to comply with any of the obligations of this Contract (collectively, "Claims"). The Claims subject to Contractor's duties to defend and indemnify include, without limitation, all claims, actions, causes of action, proceedings, suits, losses, damages, penalties, fines, judgments, liens, levies, and associated investigation and administrative expenses. Such Claims also include defense costs, including reasonable attorneys' fees and disbursements, expert fees, court costs, and costs of alternative dispute resolution.

11.2 Contractor's duty to defend is a separate and distinct obligation from Contractor's duty to indemnify. Contractor is obligated to defend District in all legal, equitable, administrative, or special proceedings, with counsel approved by District, immediately upon tender to Contractor of the Claim in any form or at any stage of an action or proceeding, whether or not liability is established. An allegation or determination that persons other than Contractor are responsible for the Claim does not relieve Contractor from its separate and distinct obligation to defend under this section. The obligation to defend extends through final judgment, including exhaustion of any appeals. The defense obligation includes an obligation to provide independent defense counsel if Contractor asserts that liability is caused in whole or in part by the negligence or willful misconduct of any District indemnified party. If it is finally adjudicated that liability was caused by the comparative active negligence or willful misconduct of any District indemnified party, then Contractor may submit a claim to District for reimbursement of reasonable attorneys' fees and defense costs in proportion to the established comparative liability of the District indemnified party.

11.3 Contractor agrees that its defense and indemnification obligation under this section, includes the reasonable costs of attorneys' fees incurred by the District's legal counsel to monitor and consult with Contractor regarding the defense of any

Task Order Construction - Moyle

Claims, including providing direction with regard to strategy, preparation of pleadings, settlement discussions, and attendance at court hearings, mediations, or other litigation related appearances. District will use its best efforts to avoid duplicative attorney work or appearances in order to keep defense costs to a reasonable minimum.

- 11.4 Contractor agrees that settlement of any Claim will require the consent of District. District agrees that its consent will not be unreasonably withheld provided that Contractor is financially able (based on demonstrated assets) to fulfill its obligation to indemnify District for the costs of any such settlement as required under this Contract.
- 11.5 Contractor's obligation to indemnify District applies unless it is finally adjudicated that the liability was caused by the sole active negligence or sole willful misconduct of a District indemnified party. If a Claim is finally adjudicated and a determination made that liability was caused by the sole active negligence or sole willful misconduct of a District indemnified party, then Contractor's indemnification obligation will be reduced in proportion to the established comparative liability.
- 11.6 For the purposes of this section, "District" includes District's officers, officials, employees and agents.
- 11.7 The provisions of this section will survive the expiration or earlier termination of this Agreement.

Section 12. Insurance.

- 12.1 Contractor agrees to have and maintain in full force and effect during the term of this Contract the insurance coverages listed in Exhibit B ("Insurance"), which is made a part of this Contract.
- 12.2 Pursuant to Labor Code section 1861, by signing this Contract and initialing hereunder the Contractor certifies that:

I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Contractor's Initials: _____

Section 13. Notice.

- 13.1 All written notices required or permitted to be given under this Contract will be deemed made when received by the other Party at its respective address as follows:

To District: Groveland Community Services District
 18966 Ferretti Road
 Groveland, CA 95321
 Attention: General Manager

(Tel.) 209-962-7161

To Contractor: _____

 Attention: _____
 (Tel.) _____
 (Fax) _____

- 13.2 Notice will be deemed effective on the date personally delivered or transmitted by facsimile or email. If the notice is mailed, notice will be deemed given three days after deposit of the same in the custody of the United States Postal Service, postage prepaid, for first class delivery, or upon delivery if using a major courier service with tracking capabilities.
- 13.3 Any Party may change its notice information by giving notice to the other Party in compliance with this section.

Section 14. District Rights of Termination and to Complete the Work.

- 14.1 The occurrence of any of the following is a default by Contractor under this Contract:
 - 14.1.1 Contractor refuses or fails to prosecute the Work or any part thereof with such diligence as will insure its completion within the time specified or any permitted extension.
 - 14.1.2 Contractor fails to complete the Work on time.
 - 14.1.3 Contractor is adjudged bankrupt, or makes a general assignment for the benefit of creditors, or a receiver is appointed on account of Contractor's insolvency.
 - 14.1.4 Contractor fails to supply enough properly skilled workers or proper materials to complete the Work in the time specified.
 - 14.1.5 Contractor fails to make prompt payment to any subcontractor or for material or labor.
 - 14.1.6 Contractor fails to abide by any applicable laws, ordinances or instructions of District in performing the Work.
 - 14.1.7 Contractor breaches or fails to perform any obligation or duty under the Contract.
- 14.2 Upon the occurrence of a default by Contractor, District will serve a written notice of default on Contractor specifying the nature of the default and the steps needed to correct the default. Unless Contractor cures the default within 10 days after the

service of such notice, or satisfactory arrangements acceptable to District for the correction or elimination of such default are made, as determined by District, District may thereafter terminate this Contract by serving written notice on Contractor. In such case, Contractor will not be entitled to receive any further payment, except for Work actually completed prior to such termination in accordance with the provisions of the Contract Documents.

- 14.3 In event of any such termination, District will also immediately serve written notice of the termination upon Contractor's surety. The surety will have the right to take over and perform pursuant to this Contract; provided, however, that if the surety does not give District written notice of its intention to take over and perform this Contract within five days after service of the notice of termination or does not commence performance within 10 days from the date of such notice, District may take over the Work and prosecute the same to completion by contract or by any other method it may deem advisable for the account and at the expense of Contractor. Contractor and the surety will be liable to District for any and all excess costs or other damages incurred by District in completing the Work.
- 14.4 If District takes over the Work as provided in this Section, District may, without liability for so doing, take possession of, and utilize in completing the Work, such materials, appliances, plant, and other property belonging to Contractor as may be on the site of the Work and necessary for the completion of the Work.
- 14.5 If District takes over the Work, District may also take possession of outstanding materials on order for the completion of the project, upon payment to the vendor. All excess costs incurred by District in obtaining such materials, will be the responsibility of the Contractor.

Section 15. Project Documents. All data, drawings, maps, models, notes, photographs, reports, studies and other documents (collectively, "Project Documents") prepared, developed or discovered by Contractor in the course of performing any of the Work under this Contract will become the sole property of District. Upon the expiration or termination of this Contract, Contractor must turn over all original Project Documents to District in its possession, but may retain copies of any of the Project Documents it may desire.

Section 16. General Provisions.

- 16.1 Authority to Execute. Each Party represents and warrants that all necessary action has been taken by such Party to authorize the undersigned to execute this Contract and to bind it to the performance of its obligations.
- 16.2 Assignment. Contractor may not assign this Contract without the prior written consent of District, which consent may be withheld in District's sole discretion since the experience and qualifications of Contractor were material considerations for this Contract.
- 16.3 Binding Effect. This Agreement is binding upon the heirs, executors, administrators, successors and permitted assigns of the Parties.
- 16.4 Integrated Contract. This Contract, including the Contract Documents, is the entire, complete, final and exclusive expression of the Parties with respect to the

Work to be performed under this Contract and supersedes all other agreements or understandings, whether oral or written, between Contractor and District prior to the execution of this Contract.

- 16.5 Modification of Contract. No amendment to or modification of this Contract will be valid unless made in writing and approved by Contractor and by the Board of Directors of District or District Manager, as applicable. The Parties agree that this requirement for written modifications cannot be waived and that any attempted waiver will be void.
- 16.6 Counterparts, Facsimile or other Electronic Signatures. This Contract may be executed in several counterparts, each of which will be deemed an original, and all of which, when taken together, constitute one and the same instrument. Amendments to this Contract will be considered executed when the signature of a party is delivered by facsimile or other electronic transmission. Such facsimile or other electronic signature will have the same effect as an original signature.
- 16.7 Waiver. Waiver by any Party of any term, condition, or covenant of this Contract will not constitute a waiver of any other term, condition, or covenant. Waiver by any Party of any breach of the provisions of this Contract will not constitute a waiver of any other provision, or a waiver of any subsequent breach or violation of any provision of this Contract. Acceptance by District of any Work performed by Contractor will not constitute a waiver of any of the provisions of this Contract.
- 16.8 Interpretation. This Contract will be interpreted, construed and governed according to the laws of the State of California. Each party has had the opportunity to review this Contract with legal counsel. The Contract will be construed simply, as a whole, and in accordance with its fair meaning. It will not be interpreted strictly for or against either party.
- 16.9 Severability. If any term, condition or covenant of this Contract is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Contract will not be affected and the Contract will be read and construed without the invalid, void or unenforceable provision.
- 16.10 Venue. In the event of litigation between the parties, venue in state trial courts will be in the County of Tuolumne. In the event of litigation in a U.S. District Court, venue will be in the United States Court for the Eastern District of California.

[Signatures on the following page.]

The Parties have caused this Contract to be executed by their undersigned authorized agents as follows:

GROVELAND COMMUNITY SERVICES DISTRICT

Mr. Peter Kampa, General Manager

ATTEST:

Jennifer Flores, Board Secretary

APPROVED AS TO FORM: LEGAL COUNSEL

CONTRACTOR
(If not an individual, two signatures are required)

Name and Title

Name and Title

RESOLUTION 31-2023

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING AGREEMENT WITH MOYLE EXCAVATION TO PROVIDE ON CALL EMERGENCY, SMALL CAPITAL IMPROVEMENT PROJECTS AND MAINTENANCE CONSTRUCTION SERVICES

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

WHEREAS, the District is in need of a contractor for small capital improvement projects and to perform maintenance services on an as-needed basis by purchase order for work costing within the bid limits specified in the Uniform Construction Cost Accounting Act (UCCAA); and

WHEREAS, Moyle Excavation is a local, qualified contractor who has been awarded numerous District construction contracts as low bidder and has consistently performed well on a variety of construction and maintenance projects, and

WHEREAS, the District desires to enter into its standard small construction contract with Moyle to establish the terms and conditions for completion of emergency, construction and maintenance projects within the cost limits of District policy, its adopted budget and the expense limits of the UCCAA.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY Adopt Resolution 31-2023 Approving Agreement with Moyle Excavation to Provide On Call Emergency, Small Capital Improvement Project and Maintenance Construction Services.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on June 13, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Nancy Mora, Board President

Rachel Pearlman, Board Secretary

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on June 13, 2023.

DATED: _____



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: June 13, 2023

SUBJECT: Agenda Item 6C: Consideration of Authorizing the General Manager to Hire Temporary Staff for the Purposes of Records Management and other General Administrative Functions

RECOMMENDED ACTION:

Staff recommends the following action:

I Move to Authorize the General Manager to Hire Temporary Staff for the Purposes of Records Management and other General Administrative Functions.

BACKGROUND:

The District purchased the document management software Laserfiche in 2020 for the purpose of digitizing and storing District records. This software also has the ability to help add automation into many of the work processes performed in the admin department.

The full implementation and utilization of the software has been slow, as the time necessary to go through the vast amount of paper documents the District has and physically scan them into the system is not available with existing staff.

Staff is requesting that the Board authorize the General Manager to hire a temporary body for the purpose of scanning the District's vast amount of documents into the software. The ideal candidate for this position would be a student intern that would perform this work over several months, working on a part time basis. This temporary position would also assist with the filing and categorizing of documents.

FINANCIAL IMPACTS

Based off of the state minimum wage, the recommended salary is \$18 per hour.

TO: GCSO Board of Directors

FROM: Peter Kampa, General Manager

DATE: June 13, 2023

SUBJECT: Agenda Item 6D: Approval of Selecting Candidate Robert Swan for Special District Risk Management Authority's (SDRMA) Board of Directors and Consideration to Select two more Candidates for the Open Seat's

RECOMMENDED ACTION:

Staff recommends the following action:

I move to select Candidate Robert Swan for SDRMA's Board of Directors Term 2024-2027 and to consider two more candidates for the open seats.

BACKGROUND:

There are three (3) seats up for election on the Special District's Risk Management Authority (SDRMA) Board of Directors. SDRMA is the District's Property/Liability and Worker's Compensation insurance company. On February 14, 2023, GCSO Board of Directors voted to nominate Director Robert Swan as a Board Member for the SDRMA Board of Directors.

On May 11th SRDMA's Election Committee reviewed the nominations that were submitted by the candidates, the elections committee confirmed the four (4) candidates met the requirements. The deadline to submit the ballot is August 8, 2023. The newly selected candidates will be seated on January 1, 2024 where board officers are elected, and terminate on December 31, 2027.

Staff is recommending the Board supports and approve electing Robert Swan as one of the three (3) vacant seats and to consider submitting two (2) more votes for the SDRMA Directors.

ATTACHMENTS:

1. Voter Submission Form



SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2023.

On May 11, 2023, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2022-06 Establishing Guidelines for Director Elections. The Election Committee confirmed that (4) candidates met the qualification requirements, and those names are included on the Official Election Ballot.

The Official Election Ballot along with a Statement of Qualifications as submitted by each candidate is posted to the SDRMA MemberPlus portal along with these instructions. Election instructions are as follows:

1. The Official Election Ballot must be used to ensure the integrity of the balloting process.
2. Print a copy of this ballot, then select up to three (3) candidates. Your agency's governing body must approve the Official Election Ballot at a public meeting. **Ballots containing more than four (4) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Ballot **MUST** be sealed and received by mail or hand delivery at SDRMA's office on or before 4:30 p.m. on Tuesday, August 8, 2023 to the address below. Faxes or electronic transmissions are NOT acceptable.
Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814
4. The four-year terms for newly elected Directors will begin on January 1, 2024, and terminate on December 31, 2027.
5. Important balloting and election dates are:
 - **August 8, 2023: Deadline for members to return the signed Official Election Ballot.**
 - **August 9-11, 2023:** Ballots are opened and counted.
 - **August 10-11, 2023:** Election results are announced, and candidates notified.
 - **November 1-2, 2023:** Newly elected Directors are invited to attend SDRMA board meeting (Sacramento).
 - **January 2024:** Newly elected Directors are seated, and Board officer elections are held.

Please do not hesitate to contact SDRMA's Management Analyst Candice Richardson at crichardson@sdrma.org or 800-537-7790 if you have any questions regarding the election and balloting process.

OFFICIAL 2023 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery at SDRMA on or before 4:30 p.m., Tuesday August 8, 2023. Faxes or electronic transmissions are NOT acceptable.

- ROBERT SWAN** (INCUMBENT)
Director, Groveland Community Services District

- ACQUANETTA WARREN**
Vice Chair, Local Agency Formation Commission for San Bernardino County

- JESSE CLAYPOOL** (INCUMBENT)
Board Chair, Honey Lake Valley Resource Conservation District

- SANDY SEIFERT-RAFFELSON** (INCUMBENT)
General Manager, Herlong Public Utility District

ADOPTED this ____ day of _____, 2023 by the:

at a public meeting by the following votes:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:

APPROVED:

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: June 13, 2023

SUBJECT: Agenda Item 6E: Review of the FY 2023-24 Budget Preparation Schedule and Process

RECOMMENDED ACTION:

Staff recommends the following action:

Provide staff direction related to the budget preparation and presentation process.

BACKGROUND:

The district is required to adopt a fiscal year budget prior to July 1st, prepared in accordance with specified accounting and budgeting principles. The budget contains the spending plan for the fiscal year from July 1st through the following June 30th. The district can either adopt a preliminary or final budget prior to the July 1 deadline.

The number of large infrastructure projects in various stages of planning, funding, design and construction, have resulted in cash flow impacts while we wait approximately 2 months for state reimbursement of the project related expenses. The projects have also resulted in a significantly increased workload for staff, resulting in less time available for preparation of the budget. To ensure a comprehensive and well thought out and publicly vetted budget proposal, staff is proposing that we adopt a preliminary budget in June and a final budget in August.

It is planned to establish a public hearing on June 29, 2023 for the purpose of receiving public comment on the budget and considering the adoption of a preliminary budget at that time. Additions, modifications, deletions or other budget adjustments can be made to the preliminary budget following its adoption and prior to the adoption of a final budget, the public hearing for which is currently planned for the board's August 8th regular meeting. This schedule will also allow additional work to be completed on our water and sewer cost of service/rate study, to ensure that to the extent possible the consultant's analysis and any completed financial projections can be considered in our final budget adoption. The statutory deadline for adoption of the final budget is September 1st.

Budget preparation process involves the analysis of expenses expected through the end of this fiscal year on June 30, 2023, consideration of expected increases or decreases in the cost of staffing, materials and supplies, equipment, insurances, contracts, infrastructure replacement and upgrades. Staff also evaluates opportunities for increased efficiencies, cost reductions, modified procedures and other improvements that can reduce budgeted expenses. Revenues are projected based on total expected income for the year for each of the four funds; water, sewer, fire and park. The budget memorandum will fully describe all sources of revenue and expenses, along with discussion of where the district has discretion to cut expenses and those areas that are absolutely mandatory as they are associated with regulatory compliance and in many cases public health and safety.

The preliminary budget will be made publicly available approximately a week before the June 29 public hearing. The board and public will then have the opportunity to provide input on the budget at our July board meeting and during the public hearing on August 8th 2023.