



**REGULAR MEETING OF THE BOARD OF DIRECTORS**

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 [www.gcsd.org](http://www.gcsd.org)

**AGENDA**

January 14, 2025

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](mailto: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](mailto: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](mailto: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 in advance of the meeting in 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](http://WWW.GCSD.ORG) OR MAY BE INSPECTED IN THE GROVELAND COMMUNITY SERVICES DISTRICT OFFICE AT 18966 FERRETTI ROAD, GROVELAND, CALIFORNIA

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*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)



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**AGENDA**

January 14, 2025

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

Robert Swan, Vice President

John Armstrong, Director

Spencer Edwards, Director

Janice Kwiatkowski, 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. Operations Manager's Report

iv. Administrative Services Manager's Report

v. General Manager's Report

**B. Proclamations**

i. Recognition of Luis Melchor for his 18 Years of Service to the Groveland Community Services District

ii. Recognition of Andrew Marshall for his 7 Years of Service to the Groveland Community Services District

**4. Consent Calendar**

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

A. Approve Minutes from December 10, 2024, Regular Meeting

B. Approve Minutes from December 30, 2024, Special Meeting

C. Accept December 2024 Payables

D. 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 Approving the District's Revised Employee Handbook
- B. Adoption of a Resolution Approving an Amendment to the Agreement with NBS Consulting for Additional Professional Consulting Tasks Related to Development of a Fire Services Special Tax Measure for a Future Ballot, Approval and Implementation of Development Impact Fees for Fire and Park Services, Approval and Implementation of Updated Water and Sewer Connection/Capacity Fees for New Development, and Implementation/Outreach Assistance with a New Water and Sewer Rate Schedule
- C. Adoption of a Resolution Extending an Agreement with Gilbert and Associates for Accounting Services for an Additional Year
- D. Adoption of a Resolution of Intention to Amend the Groveland Community Services District CalPERS Retirement Contract to Provide Section 20516 (Employees Sharing Additional Cost) of a Reduction of 2.5% for Classic Local Miscellaneous Members
- E. Adoption of a Resolution Updating Section 2.20 Longevity Pay of the Memorandum of Understanding between Groveland Community Services District and the Operating Engineers Local No. 3 for the Maintenance and Operations Unit

**7. Adjournment**

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**Groveland Community Services District  
Fire Department / CALFIRE**  
18966 Ferretti Road Groveland, CA 95321



Staff Report  
January 1, 2025

To: Board of Directors

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

Subject: Monthly Activity Report – December 1, 2024 – December 31<sup>st</sup>, 2024

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**Operations:**

On December 1<sup>st</sup>, 2024, at 1:57 AM GCSO Engine-781 and Tuolumne County Engine-902 were dispatched to a vehicle accident. Upon arrival, crews discovered a single vehicle off the roadway on Highway 120 into a tree with a single patient.





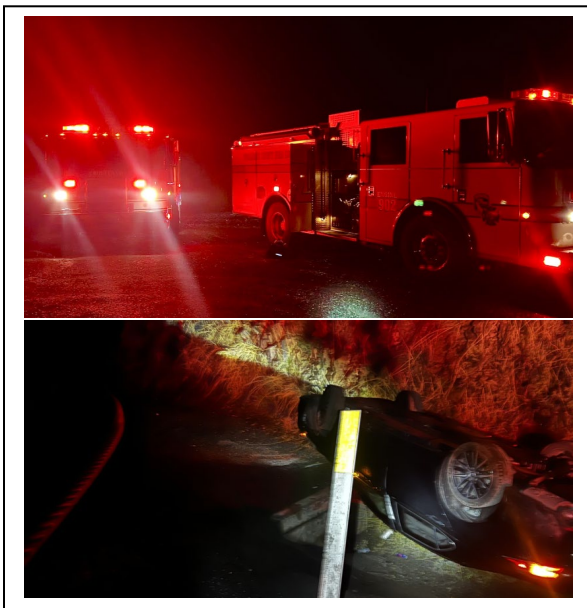
## Groveland Community Services District Fire Department / CALFIRE

18966 Ferretti Road Groveland, CA 95321



### Operations:

On December 14th, 2024, at 09:32 AM GCSD Engine-781 and Tuolumne County Engine-902 were part of a dispatch alongside additional resources including CALFIRE Engine-4466, Engine-4476, and MMU resources to a structure fire on Rolfe RD. Upon arrival, crews discovered a single-story residential structure with heavy fire from the garage.



On December 30<sup>th</sup>, 2024, at 6:03 PM GCSD Engine-781 and Tuolumne County Engine-902 were dispatched with CALFIRE Engine-4476 to a vehicle accident on Priest Grade. Upon arrival, crews discovered a single vehicle on its roof with a single patient who had minor injuries.



**Groveland Community Services District  
Fire Department / CALFIRE**  
18966 Ferretti Road Groveland, CA 95321



**Apparatus and Equipment:**

Apparatus	Description	Status
Engine 781	2009 Pierce Contender	In Service
Engine 787	2000 Freightliner FL112	In Service
Engine 783	1997 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:

- FAE Martinez- attended Instructor 2
- FAE Herrera- attended Safety Officer Class
- FAE Stone-attended Rope Rescue Awareness/Operations
- Hose Evolutions
- Extrication
- Patient Packaging
- Ladders
- AED & Lucas Device
- **Battalion Training- ROPE RESCUE OPERATIONS & FIRE FIGHTER RESCUE OPERATIONS**



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

18966 Ferretti Road Groveland, CA 95321



### **Training:**

Battalion training in December focused on Rope Rescue operations. During the session, teams practiced intricate rope systems, ensuring they could safely extricate victims from challenging environments. This ongoing training fosters teamwork and guarantees that our personnel remain at the highest standard of operational readiness. Regular drills and exercises, such as these, are essential.







**Groveland Community Services District  
Fire Department / CALFIRE**  
18966 Ferretti Road Groveland, CA 95321



**Fire Department News:**

During the annual service of our Holmatro tools, we received an upgraded ram extension attachment. This upgrade provides a longer and more durable extension, allowing for greater reach and force application in various rescue scenarios. The improved design ensures smoother operation, reducing the time and effort required to perform complex extrications.



Groveland Community Services District Fire Department recently hosted a holiday visit for sisters Romi and Drew from Alameda, CA, offering them a memorable tour of the station with Fire Apparatus Engineer Casey Stone.

24-Dec

**STATION 78**

Alarm Sounding	7
Odor Investigation	1
Debris Fire	1
Medical Aid	23
Fire Menace Standby	1
Fire Other	0
Haz Mat	0
Landing Zone	2
Plane/Heli Crash	0
Public Assist	8
Smoke Check	0
Structure Fire	1
Commercial Structure Fire	0
Vegetation Fire	0
Vehicle Accident	4
Vehicle Accident/Pin in	0
Vehicle Fire	0
<b>TOTAL</b>	<b>48</b>

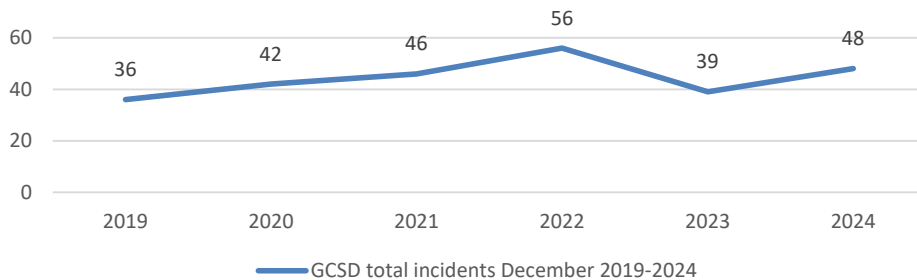


Auto Aid	Given
Tuolumne County	1
INC# 17467 Vehicle Accident Priest Grade	
<b>TCFD ENGINE: 21 CALLS</b>	

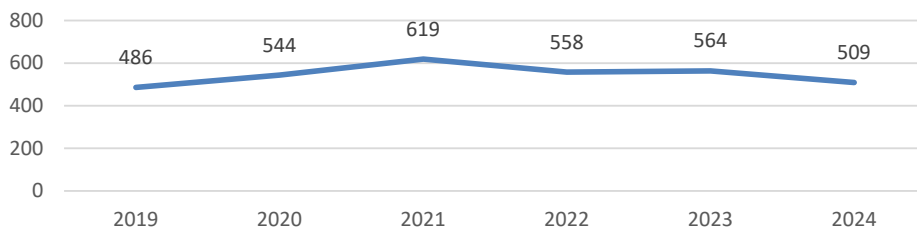
ALS	
YES	NO
15	6

Last Call Logged Run # 17565

GCSO TOTAL INCIDENTS DECEMBER 2019-2024



GCSO TOTAL INCIDENTS YEAR-TO-DATE



**YEAR TOTALS - 2024**

**STATION 78**

Alarm Sounding	33
Odor Investigation	5
Debris Fire	3
Medical Aid	318
Fire Menace Standby	7
Fire Other	0
Haz Mat	9
Landing Zone	11
Plane/Heli Crash	1
Public Assist	77
Smoke Check	5
Structure Fire	5
Commercial Structure Fire	0
Vegetation Fire	6
Vehicle Accident	29
Vehicle Accident/Pin in	1
Vehicle Fire	2
<b>TOTAL</b>	<b>511</b>

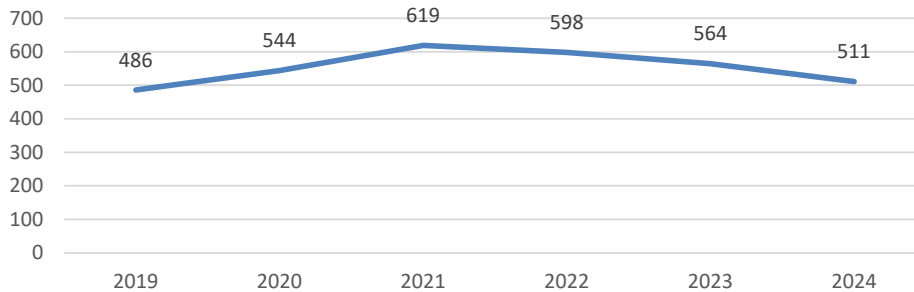


Auto Aid	Given
Tuolumne County	23
<b>TCFD ENGINE: 261 CALLS</b>	

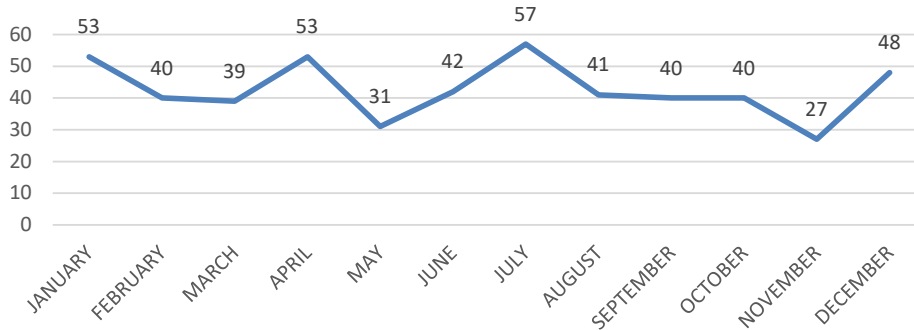
ALS	
YES	NO
219	120

**Last Call Logged Run # TCU 17565**

**GCSD TOTAL INCIDENTS 2019-2024**



**GCSD TOTAL INCIDENTS 2024**



# CERT Groveland/Big Oak Flat/Moccasin

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

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## Report to GCSO Board for January 2025

- GCERT is planning for Basic CERT Training (FEMA produced) in Q1.  
We have acquired student backpacks from TC-OES.  
We have secured instructor lodging and training space from First Light Resorts (Firefall).  
We have acquired student manuals.  
We are applying for funds for instructors and expendable materials from SAFoundation.
- GCERT is partnering with Red Cross and Calfire for Smoke Detector Installation March 15<sup>th</sup>. Southside Senior Connections will be gathering candidates for installation.  
Details will be forthcoming.
- GCERT monthly meetings – all at GCSO Global HQ from 9am to noon.  
Jan 25, Feb 22, Mar 29, Apr 26, May 31, Jun 28, Jul 26, Aug 30, Sep 27, Oct 25
- GCERT 2025 trainings – Helicopter LZ, FF Rehab & exercise, Traffic Control w/CHP
- GCERT will complete background checks for all certified members.
- GCERT has 25 participants, 26 inquiring people and 16 fully certified members.
- GCERT has notified FD that our Firefighter Rehab vehicle is operational. It is equipped with all the necessary equipment to Go Live. (Funded by Adventist Health Grant).  
GCERT is also available for Traffic Control deployment.
- Tom Hernandez is the GCERT Team Leader. Len Otley is our Training Officer. Sam Park is the Logistics Officer.
- We (GCSO & CERT) are seeking funding for CERT Basic Training in association with TC OES. Hopefully, the next Basic CERT training will be in the Fall 2024.

1/8/2025 10:21 AM

[GrovelandCERT@gmail.com](mailto:GrovelandCERT@gmail.com)

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



**Information Provided By**

O&M Manager: Luis Melchor  
 Operations Supervisor: Stacy Billings  
 Maintenance Supervisor: Andrew Klein  
 Administration Services Technician: Rachel Pearlman  
 Utility Billing Specialist: Meghan Atkins

**Operations and Maintenance Report  
 December 2024**

**Operations Department**

**Wastewater Treatment Division**

Influent Totals	
Total	3.70
Average	0.12
High	0.18
Low	0.07

Effluent Totals	
Total	3.73
Average	0.12
High	0.18
Low	0.07

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

Wasting Totals	
Total Inches	124
Total Pounds	1532
Active Accounts	1570

STP Rainfall Totals by Year During Current Month (Inches)					
Season	2024	2023	2022	2021	2020
	4.65	2.68	18.41	12.47	3.41
	High 1.00	High 0.80	High 4.10	High 2.50	High 0.82

**Charted Historical Monthly Influent Totals**

## Wastewater Treatment Division

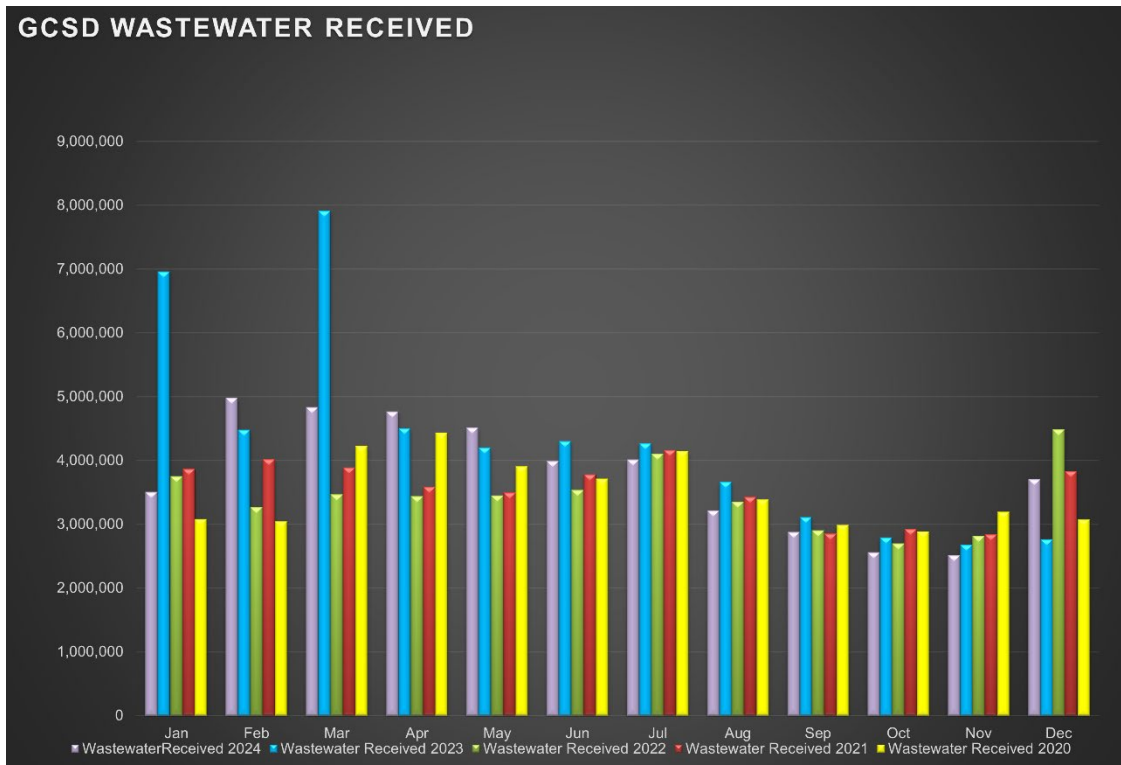
### Routine Tasks

- 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

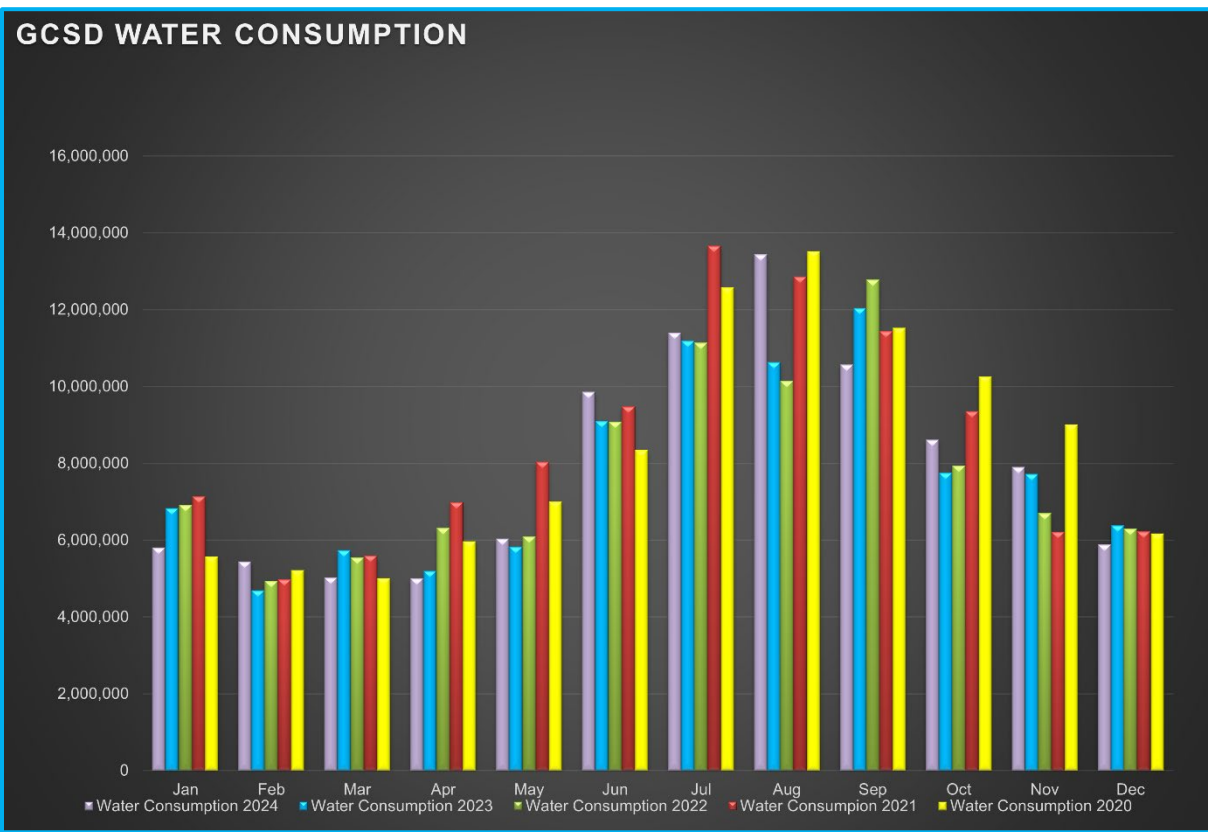
### Water Distribution System Division

Meter Related Services	Total
Check / Repair Meters	6
Water Meters Installed	0
Monthly Meter Restrictions	0
Meter Lock offs	4
Meter Changeouts	4
Tenant Final Reads	2
Re-Reads	12
Unusual Consumption	15
Meter Turn-Offs	2
Meter Turn-Ons	5
Meter Tests	2
Winterize Meter	0
Color/Taste/Odor/PSI Complaints	3
<b>Total Meter Related Issues</b>	<b>55</b>

<b>Active Accounts</b>	3274
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#### Charted Historical Monthly Water Consumption

(Gallons)			
Residential	5,358,732	6,011,530	5,869,502
Commercial	527,993	368,547	425,835
<b>Total</b>	<b>5,886,725</b>	<b>6,380,077</b>	<b>6,295,337</b>



### Maintenance and Repair Data

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

Description	Gallons
Flushing for Water Quality	3,200
Water Loss Due to Leaks / Breaks	12,700

After-Hours Calls (Hours)				
Water	Sewer	Park	Other	Total
7	5	1	2	15

### 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.
- Unusual Usage meter reads.

- **Tanks and Pump Stations**

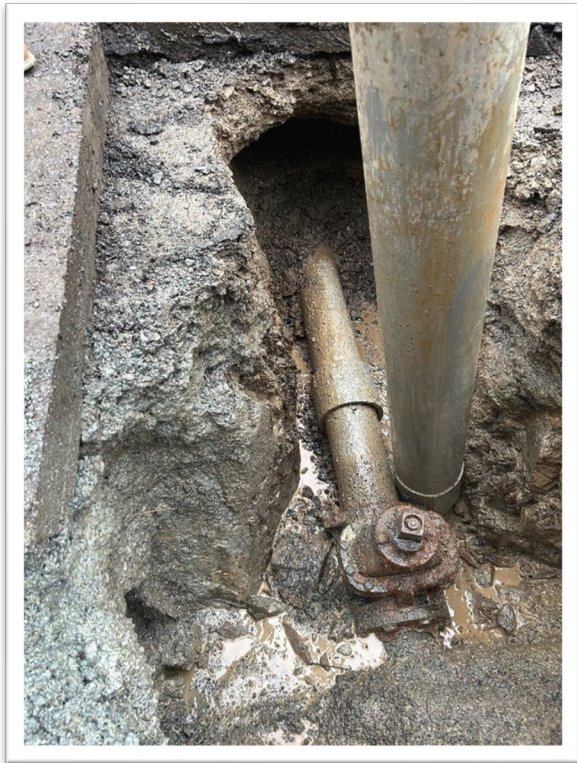
- Generator and booster pump testing at Tank 2.

- **Distribution System**

- Repair hydrant lateral at 19000 Jimmie Bell St.
- Repair manifold failure at 19003 Crocker Station Rd.

**Pictures**

**Broken hydrant lateral pipe on Jimmie Bell St**



**Wastewater Collection System Division**

Description	Total
Manholes Inspected	120

GIS Points	0
Customer Complaint	3
Odor Complaints	1

Description	Total
Flushing/Jetting (Feet)	3338
Video Inspection (Feet)	2296

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: LS5, LS6, LS7, LS8, LS9, LS10, LS11, LS12
  - Manhole Inspections: LS15
  - Remove roots and debris found during manhole inspections.
  - Maintain odor control chemical dosing pumps at LS6, LS8, LS11, LS13.
  
- **Collection System**
  - Flushed/Jetted gravity sewer line areas.
  - Groveland, Bass Pond, Twin Pines Easement monthly manhole inspections.
  - Dosed sanitary system with caustic soda for PH at WWTP.
  - Raised flushing branch to grade at 21180 Jimmersall Ln.

**Pictures**

Another buried flushing branch we had to go locate and bring to grade.



**General Maintenance Division**

## Maintenance By Department

- **Operations Department**

- 2G Water Treatment Plant
- Big Creek Water Treatment Plant
- Butler Bypass Pump Station
- AWS
  - Torqued pump shaft packing at Dunn Ct.
  - Inspected, cleaned, and tested ARV.
- STP
  - Clear clogs on irrigation pump.
  - Cleared jam on press liquid recycle pump.
  - Repaired spray field irrigation.
  - R&R new VFD's for influent pumps.
  - R&R drum rotation sensor plates on headworks screens.
  - R&R electric water valve on screen #2.
  - Washed down screen #1.

- **Maintenance Department**

- Equipment
  - Shop 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
  - 52229: R&R wiper blades.
  - 51618: R&R battery.
  - 50817: Clean out and prepare for auction.
  - 50415: Clean out and prepare for auction.
  - 42128: Repair tire
  - 62026: R&R tires.
  - 52335: Oil, lube and air filter.
  - 50810: Install snowplow.
- Buildings & Yard
  - General yard cleanliness.
  - Vegetation management.
  - R&R fluorescent to LED bulbs in shop and C&D building.
  - Repaired chlorinator sheds at T2 and T4.

## Pictures

## Parks Division

### Maintenance and Repair

- **Mary Laveroni Community Park**
  - Landscape Maintenance.
  
- **Ballfield & Dog Park**
  - Seed and top dress ballfield

### Contracted Work

- **Njirich Construction**
  - Water main extension – Harper Rd.
  - Tank 5 site work for new tank.

### Workplace Safety and Training

- **Routine Safety Meetings**
  - Daily Tailgate Meetings
  - Weekly Safety Meetings
  - Weekly Security Checks
  - Weekly Vehicle Inspection
  
- **Du All Safety**
  - Hearing conservation, Silica, Respiratory Protection, Bloodborne pathogens, Fall Protection and Ladder Safety Training.
  
- **OCT Water Quality Academy training at TUD – December 10th-12<sup>th</sup>.**
  - Water Distribution – 5 Employees
  - Water Treatment – 3 Employees
  - Pumps and Motors – 2 Employees

## **BOARD MEETING AGENDA SUBMITTAL**

**TO: GCSB Board of Directors**

**FROM: Peter Kampa, General Manager**

**DATE: January 14, 2025**

**SUBJECT: Agenda Item 3Avi: General Managers Report**

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### Overview

Highlights for the period of December 10, 2024 to January 14, 2025 include the following items of discussion, a verbal report will be provided.

- Please find attached an internal update from CSDA regarding to formation of the National Special Districts Association (NSDA). This accomplishment is the result of years of efforts to bring together special districts from across the country to strengthen our voice in the federal government. Also included in the communication is the unfortunate news that the Special District Grant Accessibility Act did not make it through Congress, but will be back in 2025 for consideration
- Find attached an update memo from the Tuolumne Public Power Authority (TPPA) who provides us electrical power for most of the District facilities. The primary interest in this communication is the fact that PG&E is increasing its transmission rates charged to TPPA by 176% which will ultimately result in increased cost to GCSB.



## CSDA Updates

**From** Neil McCormick <neilm@csla.net>

**Date** Sun 12/22/2024 1:04 PM

**To** jgilmore@truckeesan.org <jgilmore@truckeesan.org>; coachvf@yahoo.com <coachvf@yahoo.com>; postly@norsd.com <postly@norsd.com>; dbartz@pphcsd.org <dbartz@pphcsd.org>; Pete Kampa <pkampa@gcsd.org>; mackgroup@cox.net <mackgroup@cox.net>; noellemattock@edhcsd.org <noellemattock@edhcsd.org>; lorenzo@cvmdistrict.org <lorenzo@cvmdistrict.org>; ryness.fred@gmail.com <ryness.fred@gmail.com>; seneygmcsd@yahoo.com <seneygmcsd@yahoo.com>; Kathryn Slater-Carter <kslater-carter@smharbor.com>; Greg Orsini <gorsini@mckinleyvillecsd.com>; directormagner@pvrpd.org <directormagner@pvrpd.org>; Ryan Clausnitzer <ryan@mosquitoes.org>; Arlene Schafer (Personal) <acschafer@gmail.com>; aschafer@cmsdca.gov <aschafer@cmsdca.gov>; amartinez@ccwater.com <amartinez@ccwater.com>; Curtis Jorritsma <curtis@hilmarcwg.org>; Scott Duffield <scott@heritageranchcsd.ca.gov>

CSDA Board Members – Below are a few updates to keep you current. Wishing you all a Merry Christmas and Happy & Healthy New Year!

### **NSDC – Coalition to Association!**

I'm pleased to announce the Articles of Incorporation for the National Special Districts Association (NSDA) have been filed in Washington, D.C.! This marks a major milestone for special districts across the nation and I believe the start of something big for the future of special districts. We are just waiting on a few signatures on the new NSDA bylaws from other states which will complete the process and allow us to file for an EIN and our tax-exempt status as a 501(c)6. I expect formal announcement of the association the week of January 7, 2025. Updates to branding and the website are also in-process and will be completed soon. Below is the new logo:



We also hosted an NSDC/NSDA Executive Committee at the CSDA offices on Friday, Dec. 13 where we approved the 2025 budget for NSDA, renewed contracts for lobbying and grant services, discussed organizational next steps for the association, and finalized priorities and scope of work items for 2025.

### **Special District Grant Accessibility Act (SDGAA)**

Sadly, despite significant efforts throughout the year and over the last few weeks, our bill (H.R. 7525) did not make it through the chaos of Friday's finale in Congress. Even with this setback, we are resolved to have this continue to be our focus in coordination with our lobbying team at Paragon Government Relations as we begin the 119<sup>th</sup> Congress in 2025.

#### *Background:*

The 118th Congress drew to a close as members of the House and Senate concluded their legislative business for the year. In the Senate, lawmakers failed to act on the *Special District Grant Accessibility Act* (SDGAA; H.R. 7525), which means the bill will need to be reintroduced in the new 119th Congress.

The bipartisan *Special District Grant Accessibility Act* would codify a first-ever formal definition of "special district" in federal law. Additionally, the bill seeks to ensure that special districts are eligible for all

appropriate forms of federal financial assistance.

Specifically, the legislation would require the White House Office of Management and Budget (OMB) to issue guidance to federal agencies requiring special districts to be recognized as local governments for the purpose of federal financial assistance determinations. Moreover, H.R. 7525 would have established the following definition of 'special district' in Federal law:

"The term 'special district' means a political subdivision of a State, with specified boundaries and significant budgetary autonomy or control, created by or pursuant to the laws of the State, for the purpose of performing limited and specific governmental or proprietary functions that distinguish it as a significantly separate entity from the administrative governance structure of any other form of local government unit within a State."

Even though we had broad bipartisan support for the legislation, a combination of politics, timing, and process considerations prevented H.R. 7525 from advancing in the Senate. In short, with very few bills moving through "regular order" in the upper chamber this year, the champions of SDGAA – Senators Kyrsten Sinema (I-AZ) and John Cornyn (R-TX) – had to rely on achieving full consensus among their Senate colleagues in order to advance the legislation by what's known as a "Unanimous Consent" agreement. Those efforts fell just short of the mark in the waning hours of the legislative session. Looking ahead, the National Special Districts Association (NSDA) will be working early next year with our House and Senate champions and bill sponsors to reintroduce SDGAA. We'll be back!

### **Membership Renewals & Recruitment**

Membership recruitment is starting up well for the 2025 membership year (Nov 1, 2024 – Oct 31, 2025) with 7 new members already.

Renewals are also tracking quite well with 73.7% of Regular & Associate Members having already paid their 2025 membership dues. As usual, Business Affiliates tend to lag significantly each year with 38.1% renewed to-date. In total, on the finance side of things, this represents roughly 80% of our budgeted 2025 dues already collected.

### **January 17, 2025 Board Meeting & Dinner the Night Prior**

Per Amber's call for quorum email sent on Friday, we will be hosting a Board dinner on Thursday, Jan. 16, 2025 at 6:00pm at Frank Fat's in their upstairs dining room. Frank Fats is located at 806 L St, Sacramento, CA 95814. Please RSVP to Amber if you haven't already so we can provide the restaurant with an accurate count.

### **2025 DMTD Student Video Contest**

The video contest will officially launch Jan. 2, 2025. This has been one of the focus areas in the Districts Make the Difference (DMTD) campaign to create greater awareness about special districts across the nation and, specifically, in schools/civic education. More information can be found at the following link and we ask that you please take a moment to spread the word to any contacts you have (i.e. teachers, schools, other stakeholders, etc.): <https://www.districtsmakethedifference.org/video-contest>

We would love to have a record number of submissions this coming year!





Happy Holidays and thank you for your leadership in 2024!  
Neil

**Neil McCormick**  
*Chief Executive Officer*

CSDA Members: [Sign-up for Advocacy News](#)

California Special Districts Association  
877.924.2732, 916.442.7889 fax  
[www.csdanet.net](http://www.csdanet.net)

*A Proud California Special Districts Alliance Partner.*  
California Special Districts Association  
Special District Risk Management Authority  
CSDA Finance Corporation






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## Updates from TPPA

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**From** Mark Fischer <mfischer@co.tuolumne.ca.us>

**Date** Thu 12/19/2024 4:45 PM

**To** Amanda Frankenstein <AFrankenstein@co.tuolumne.ca.us>; An Drades <andrades@yosemite.edu>; Andy Murphy <AMurphy@co.tuolumne.ca.us>; Area 12 Agency on Aging <accountspayable@atcaa.org>; B HOWELL <BHOWELL@SUMEL.ORG>; C Gorsky <cgorsky@sonoraca.com>; C Griffith <CGRIFITHS@SESK12.ORG>; C Higgins <CHiggins@tudwater.com>; C JENSEN <CJENSEN@SUMMBEARS.NET>; C Pelfrey <cpelfrey@jespanthers.org>; C Portillo <CPORTILLO@MYBELLEVIEW.ORG>; centralsierra.cse.ca.gov <admin@centralsierra.cse.ca.gov>; CEO@mlfair.com <CEO@mlfair.com>; Christina Cartier@mewuk.com (ccartier@mewuk.com) <ccartier@mewuk.com>; Collumbia College <accountspayable@yosemite.edu>; CUSDCBO@CUSD49.COM <CUSDCBO@CUSD49.COM>; D Gibson <dgibson@sonoraca.com>; dperkins@tudwater.com <dperkins@tudwater.com>; E PELFREY <EDPELFREY@SONORAHIGH.ORG>; E Rico <ERico@tcsos.us>

**Cc** Tracie Riggs <TRiggs@co.tuolumne.ca.us>; Roger Root <RRoot@co.tuolumne.ca.us>; Matt Powell <MPowell@co.tuolumne.ca.us>

Good afternoon TPPA customers,

I am writing to inform you of some important developments for TPPA. These are:

1. Transitioning to a new billing system
2. Staff restructuring
3. PG&E WDT rate filing

### **Transitioning to a new billing system**

In the coming months, TPPA is planning to begin using OpenGov Tax and Revenue to handle all rate activities, billing, and reporting. It will also have the capability to allow customers to pay their bills online through an OpenGov payment portal, but this will not be a required payment method for agencies who would prefer to pay with a check. Currently, invoicing is being handled with an internal Access Database; an antiquated system that has served the agency well, but is long past its expiration date.

### **Staff Restructuring**

As part of the transition to a new staffing arrangement, the TPPA Coordinator will soon take on all responsibilities related to customer support, billing, and payments. Currently, invoicing and bill payments are handled by the County Auditor-Controller's Office. This transition will eliminate the portion of TPPA budget appropriations used to reimburse the Auditor-Controller for staff time related to TPPA. This will also place all operations of TPPA into the hands of one person, so there will no longer be a need to contact different people for different types of questions.

## **PG&E WDT rate filing**

Earlier this month, PG&E filed its Rate Year 2025 (RY25) Wholesale Distribution Tariff (WDT) documentation with the FERC. This annual filing is how PG&E sets the cost to TPPA for energy transmission over their infrastructure.

- The RY24 rate was **\$12.202/kW-month**.
- The RY25 rate starting on January 1, 2025, will be **\$33.689/kW-month**.

This is a 176.09% increase over last year's rate, but ***do not panic!***

These rates tend to be rather volatile on a year-to-year basis, and most fiscal years the cheap half of the year tends to provide flexibility to cover the costs of the expensive half of the year. Such is the case this year as our PG&E expenses thus far have been ***far lower*** than expected and existing appropriations should cover the rest of FY25 without requiring a rate change or establishing a rate stabilization fund.

With regard to the TPPA FY26 energy rate, it is yet to be seen if this change will lead to a rate increase. As we plan for the coming year, we will announce a TPPA member meeting for any interested customers to meet with us to collaborate on creative solutions to keep the energy rate as low and affordable as possible.

Please reach out if you have any questions or concerns.

Respectfully,



### **Mark Fischer**

Administrative Analyst II / Legislative Analyst / TPPA Coordinator

Tuolumne County Administrative Office

2 South Green Street, Sonora, CA 95370

Desk: [\(209\) 533-6516](tel:(209)533-6516) | Mobile: [\(209\) 588-3255](tel:(209)588-3255)

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

**December 10, 2024**

**10:00 a.m.**

Location: 18966 Ferretti Road, Groveland CA 95321

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

**Call to Order**

Director Mora called the meeting to order at 10:01am.

Approval from the Board to Permit Director Kwiatkowski to Attend the Meeting Remotely Due to a "Just Cause" Situation

**Motion**

*It was moved by Director Armstrong and seconded by Director Swan and the motion passed to Permit Director Kwiatkowski to Attend the Meeting Remotely Due to "Just Cause" Situation.*

*Ayes: Directors Mora, Armstrong, and Swan*

*Absent: Directors Edwards and Kwiatkowski*

**Approve Order of Agenda**

**Motion**

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

*Ayes: Directors Mora, Armstrong, and Swan*

*Absent: Directors Edwards and Kwiatkowski*

**Public Comment**

None

Director Edwards joined the meeting at 10:07am

Director Kwiatkowski joined the meeting from a remote location at 10:21am

**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

Operations Manager's Report

Administrative Services Manager's Report

Finance Officer Report

General Manager's Report

## **Proclamations**

Recognition of Anthony Trujillo for his 15 Years of Service to the Groveland Community Services District

Recognition of Janice Kwiatkowski for her 7 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 November 12, 2024, Regular Meeting

Approve Minutes from November 13, 2024, Special Meeting

Accept November 2024 Payables

Adoption of a Resolution Amending the District Employee Housing Rental Policy

Waive Reading of Ordinances and Resolutions Except by Title

### **Motion**

*It was moved by Director Swan and seconded by Director Armstrong and the motion passed unanimously to approve the Consent Calendar.*

## **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 the Purchasing Contracting and Procurement Policy Section 409.5 to Tie Bid Limits to Current State Law and Remove the Reference to Bidding for Maintenance Work

### **Motion**

*It was moved by Director Swan and seconded by Director Armstrong and the motion passed unanimously to adopt resolution 36-2024 Amending the Purchasing Contracting and Procurement Policy Section 409.5 to Tie Bid Limits to Current State Law and Remove the Reference to Bidding for Maintenance Work.*

Adoption of a Resolution Approving the Downtown Groveland/Big Oak Flat Water Distribution Improvements, Phase 1 and Authorizing the General Manager to Permit Public Bidding

### **Motion**

*It was moved by Director Edwards and seconded by Director Armstrong and the motion passed unanimously to adopt resolution 37-2024 Approving the Downtown Groveland/Big Oak Flat Water Distribution Improvements, Phase 1 and Authorizing the General Manager to Permit Public Bidding.*

Adoption of a Resolution Declaring Certain District Property Surplus and Authorizing the Sale of Equipment by Public Bidding Process Through GovDeals

### **Motion**

*It was moved by Director Mora and seconded by Director Edwards and the motion passed unanimously to adopt resolution 38-2024 Declaring Certain District Property Surplus and Authorizing the Sale of Equipment by Public Bidding Process Through GovDeals.*

Adoption of a Resolution of Intention to Approve an Amendment to the Contract Between the Board of Administration California Public Employees' Retirement System and the Board of Directors of the Groveland Community Services District

**Motion**

*It was moved by Director Armstrong and seconded by Director Edwards and the motion passed unanimously to adopt resolution 39-2024 to Approve an Amendment to the Contract Between the Board of Administration California Public Employees' Retirement System and the Board of Directors of the Groveland Community Services District.*

Adoption of a Resolution Authorizing the General Manager to Submit an Application to FEMA Assistance to Firefighter Grant Program for the Replacement of the District's 2009 Type 1 Fire Engine

**Motion**

*It was moved by Director Armstrong and seconded by Director Swan and the motion passed unanimously to adopt resolution 40-2024 Authorizing the General Manager to Submit an Application to FEMA Assistance to Firefighter Grant Program for the Replacement of the District's 2009 Type 1 Fire Engine.*

**Closed Session**

(Public may comment on closed session item prior to Board convening into closed session)

**Conference with Legal Counsel – Existing Litigation**

Government Code Section 54956.9(d)(1)  
Groveland Community Services District vs. County of Tuolumne et al. (Case No. CV66645)

**Conference with Legal Counsel – Anticipated Litigation**

Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2):  
One Case

**Public Comment:** None

**Closed session convened at 11:13am.**

**Open session reconvened at 11:46am.**

**Announcement of Action Taken in Closed Session**

Director Mora announced that there is no reportable action.

**Adjournment**

The meeting adjourned at 11:46am.

APPROVED:

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Robert Swan, Board Chair

ATTEST:

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Rachel Pearlman, Board Secretary

**SPECIAL MEETING OF THE BOARD OF  
DIRECTORS GROVELAND COMMUNITY SERVICES  
DISTRICT GROVELAND, CALIFORNIA  
December 30, 2024  
10:00 a.m.**

The Board of Directors of Groveland Community Services District met in special session on the above mentioned date with Directors Mora President, Janice Kwiatkowski Vice President, Director's John Armstong, Spencer Edwards, and Robert Swan being present. Also present was Board Secretary Rachel Pearlman, Administrative Services Technician Meghan Atkins, Finance Officer Michelle Ronning, and General Manager Peter Kampa.

**Call to Order**

Director Mora called the meeting to order at 10:01am.

Director Kwiatkowski Absent

**Approve Order of Agenda**

**Motion**

*It was moved by Director Armstrong and seconded by Director Edwards and the motion passed to approve the order of the Agenda.*

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

*Absent: Director Kwiatkowski*

**Public Comment**

None

**Discussion and Action Items**

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

Adoption of a Resolution Authorizing District Staff to Apply for a Grant to Sonora Area Foundation for Groveland CERT Basic Training Course

**Motion**

*It was moved by Director Edwards and seconded by Director Armstrong and the motion passed unanimously authorizing District Staff to Apply for a Grant to Sonora Area Foundation for Groveland CERT Basic Training Course.*

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

*Absent: Director Kwiatkowski*

Presentation of FY 2024-2025 1st Quarter Financial Statement and Review of Investment Report

**Motion**

*Discussion item only, no action taken.*

*Director Kwiatkowski arrived at 10:27am.*

Update of the Management Objectives which Identify Management Actions Intended to Accomplish the Goals of the Board of Directors and Update Report on the Status of Current and Ongoing District Infrastructure Projects

**Motion**

*Discussion item only, no action taken.*

Minutes 12 30 2024



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

**Motion**

*No action required.*

Selection of Board Officers for Calendar Year 2025

Nominate and elect Board President for Calendar Year 2025

**Motion**

*It was moved by Director Kwiatkowski and seconded by Director Armstrong and the motion passed unanimously to nominate and elect Nancy Mora for Board President for Calendar Year 2025.*

Nominate and elect Board Vice President for Calendar Year 2025

**Motion**

*It was moved by Director Edwards and seconded by Director Armstrong and the motion passed unanimously to nominate and elect Robert Swan for Board Vice President for Calendar Year 2025.*

Appoint Rachel Pearlman to be the District's Board Secretary for Year 2025

**Motion**

*It was moved by Director Armstrong and seconded by Director Swan and the motion passed unanimously to appoint Rachel Pearlman to be the District's Board Secretary for Year 2025.*

**Adjournment**

The meeting adjourned at 12:58pm.

APPROVED:

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Robert Swan, Board Chair

ATTEST:

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Rachel Pearlman, Board Secretary



# ACCOUNTS PAYABLE CHECK LISTING

December 2024  
Fiscal Year 24/25  
Board Approval Date \_\_\_\_\_

# Accounts Payable Checks



User: mronning@gcsd.org  
Printed: 1/2/2025 1:42:13 PM

Check	Vendor	Vendor Name	Check Da	Void	Commit	Description	Amount	Reconcile	Clear Da
24481	Alp03	Alpha Analytical Labs, Inc.	12/16/2024	False	True	Operations Lab Testing for Water & Sewer	\$2,690.00	False	
24482	am01	AM Consulting Engineers, Inc.	12/16/2024	False	True	Monthly Engineering - November	\$44,834.07	False	
24483	ATT02	AT&T	12/16/2024	False	True	Monthly Cal Net phone service	\$69.79	True	12/31/2024
24484	BEA02	Beam	12/16/2024	False	True	December Vision Insurance	\$331.03	False	
24485	BRY01	Bryce HR Consulting	12/16/2024	False	True	HR Technical Services	\$3,135.00	False	
24486	CWEA	CWEA	12/16/2024	False	True	CWEA Annual Membership	\$239.00	False	
24487	DRU01	Drugtech Toxicology Services, LLC	12/16/2024	False	True	Consortium DOT Tests	\$154.00	True	12/27/2024
24488	EDIS01	E.D.I.S.	12/16/2024	False	True	Supplemental Health Insurance-	\$3,792.91	False	
24489	Fas02	Fastenal	12/16/2024	False	True	Janitorial Supplies	\$527.87	False	
24490	UNU01	First UNUM Life Insurance Co.	12/16/2024	False	True	December Coverage	\$240.00	True	12/31/2024
24491	GCS02	GCS D	12/16/2024	False	True	GCS D Water Bill	\$9,644.51	False	
24492	GCS01	GCS D Petty Cash	12/16/2024	False	True	Mail Key for Employee Housing	\$62.00	True	12/27/2024
24493	GEN01	General Plumbing Supply	12/16/2024	False	True	WTP Sedimentation Trap Parts	\$432.23	False	
24494	ind04	Industrial Electrical Co.	12/16/2024	False	True	Generator alternator repair -AWS Trailer Generator Propane	\$31,417.85	False	
24495	JSW02	J.S. West Propane Gas	12/16/2024	False	True	Monthly Debris Disposal	\$3,905.52	False	
24496	MOO01	Moore Bros. Scavenger Co., Inc.	12/16/2024	False	True	Refund Check 013104-001,	\$1,567.41	False	
24497	UB*03412	Moreno, Hector & Kay	12/16/2024	False	True	19155 FERRETTI 5/239	\$60.94	False	
24498	MOT03	Mother Lode Answering Service	12/16/2024	False	True	Monthly Answering Service	\$438.18	False	
24499	MOU03	Mountain Oasis Water Systems	12/16/2024	False	True	Bottled Water	\$167.80	False	
24500	NBS01	NBS Government Finance Group	12/16/2024	False	True	Water & Sewer Rate Study	\$787.50	True	12/27/2024
24501	Nji01	Njirich & Son's, Inc.	12/16/2024	False	True	GARBP - Retention Payment	\$34,433.24	False	
24502	UB*03411	Owens, Eugene & Antonietta	12/16/2024	False	True	Refund Check 006143-000, 12639 Cresthaven Drive 4/441	\$6.17	False	
24503	per04	Percoco, Ronald	12/16/2024	False	True	Weekly District Building Cleaning	\$2,730.00	True	12/31/2024
24504	PGE01	PG&E	12/16/2024	False	True	Monthly Electric Charges	\$1,213.07	False	
24505	Pin07	Pine Mountain Auto	12/16/2024	False	True	November Auto Parts	\$2,076.40	False	
24506	pml01	PML Hardware & Supply Inc.	12/16/2024	False	True	November Hardware Purchases	\$633.97	False	
24507	Pro09	Provost & Pritchard Consulting	12/16/2024	False	True	PAED Project approval and Environmental Document	\$4,025.04	False	
24508	Ron01	Rudy, Roni Lynn	12/16/2024	False	True	Social Media Management	\$2,784.92	True	12/31/2024
24509	Rus01	Rush Advertising Specialties	12/16/2024	False	True	Employee Uniforms	\$308.17	True	12/27/2024
24510	SFPUC	San Francisco Public Utilities Commission	12/16/2024	False	True	Monthly Water Purchase	\$12,602.28	False	
24511	UB*03410	Sham, Kong	12/16/2024	False	True	Refund Check 017122-000, 12717 CRESTHAVEN 4/507	\$2.83	False	
24512	Sprbrk	Springbrook Holding Company LLC	12/16/2024	False	True	November Civic Pay	\$1,416.80	True	12/31/2024
24513	STA08	Standard Insurance Co	12/16/2024	False	True	December Coverage	\$379.56	True	12/27/2024

Check	Vendor	Vendor Name	Check Da	Void	Commit	Description	Amount	Reconcile	Clear Da
24514	StateCA	State Water Res. Control Board	12/16/2024	False	True	Facility Annual Permit Fees	\$37,894.00	False	
24515	SWR02	SWRCB	12/16/2024	False	True	D3 Renewal for L. Melchor	\$90.00	False	
24516	Tap01	Tap Master, Inc.	12/16/2024	False	True	Hydra Stop Insertion Valve	\$12,339.00	False	
24517	tho06	Thomas & Associates	12/16/2024	False	True	Replacement pump for grit pit at WWTP	\$5,755.23	False	
24518	TUO01	Tuo. Co. Public Power Agency	12/16/2024	False	True	Monthly Public Power Purchase	\$21,195.12	False	
24519	Tuo14	Tuolumne County Recorder	12/16/2024	False	True	Monthly subscription to County Records	\$243.50	True	12/31/2024
24520	TUO21	Tuolumne County Treasurer-Tax Collector	12/16/2024	False	True	Property Taxes for Employee Housing	\$1,503.02	False	
24521	TWO1	Two Guys Pizza	12/16/2024	False	True	Work through lunch - Water Break	\$33.25	True	12/31/2024
24522	USA03	Usa Blue Book	12/16/2024	False	True	Water AWS Plant sulfuric acid / WW sample cylinder	\$156.16	True	12/31/2024
24523	Wells	Wells Fargo Vendor Financial Services, LLC	12/16/2024	False	True	Monthly Lease on Admin Copier	\$359.28	True	12/27/2024
24524	Wes06	Western Extrication Specialists, Inc.	12/16/2024	False	True	Extrication Equipment service	\$880.00	True	12/31/2024
24525	BLU01	Anthem Blue Cross	12/18/2024	False	True	Monthly Group Health Ins.	\$34,157.23	False	
24526	Cap1	Capital One Public Funding	12/18/2024	False	True	Capital One Sewer Improvement Loan Payment	\$52,918.90	False	
24527	UB*03417	Farsaii, Siamak	12/18/2024	False	True	Refund Check 015266-003, 19823 COTTONWOOD 6/106	\$55.17	True	12/31/2024
24528	UB*03419	Henderson, Jon	12/18/2024	False	True	Refund Check 015030-001, 20920 Elderberry Way 11/14	\$3.61	False	
24529	Hum02	Humana Insurance Company	12/18/2024	False	True	Dental Insurance-Monthly	\$3,203.63	True	12/31/2024
24530	UB*03300	Jacinto, John	12/18/2024	False	True	Refund Check 012976-000, 13046 MOKELUMNE 2/205	\$60.00	True	12/27/2024
24531	UB*03420	NUNES, R	12/18/2024	False	True	Refund Check 008224-000, 19336 JAMES CIR 2/358	\$125.00	False	
24532	UB*03418	Passanisi, P	12/18/2024	False	True	Refund Check 011067-000, 20469 ROCK CANYON 3/225	\$293.74	True	12/27/2024
24533	UB*03413	Patterson, Mary	12/18/2024	False	True	Refund Check 015327-000, 12557 Mt. Jefferson 5/64	\$348.21	True	12/27/2024
24534	SUE01	Ray Suess Insurance & Invst	12/18/2024	False	True	Retired Members Medical	\$8,554.54	True	12/27/2024
24535	UB*03416	Renfro, Michael & Alexandra	12/18/2024	False	True	Refund Check 016357-000, 19420 Reid Circle 5/52	\$722.27	True	12/31/2024
24536	UMP01	UMPQUA Bank Comm Card Ops	12/18/2024	False	True	Replacement LED tubes for PALL trailers	\$743.40	True	12/27/2024
24538	UB*03414	Van Gerpen, James	12/18/2024	False	True	Refund Check 012038-001, 17630 Yates Street	\$13.93	True	12/27/2024
24539	UB*03415	Van Gerpen, James	12/18/2024	False	True	Refund Check 012036-000, 17610 Yates Street - Vanger	\$0.19	True	12/27/2024
24540	WHI03	White Brenner, LLP	12/18/2024	False	True	October - General District	\$24,484.93	True	12/27/2024
24541	Ope01	OpenGov, Inc.	12/18/2024	False	True	Annual Subscription to online asset management	\$9,804.95	True	12/27/2024
24542	ATT02	AT&T	12/27/2024	False	True	Monthly Cal Net phone service	\$692.21	False	
24543	Cin01	Cintas	12/27/2024	False	True	First Aid Supplies	\$470.24	False	
24544	DEP09	Department of Forestry & Fire Protection	12/27/2024	False	True	Schedule A - FY25 Q1	\$253,397.78	False	
24545	DIS01	Dish Network	12/27/2024	False	True	Satellite TV for FD	\$89.61	False	
24546	DKF01	DKF Solutions Group, LLC	12/27/2024	False	True	SSO spill volume and time estimating	\$1,490.00	False	
24547	FIS03	Fiserv Bastogne INC	12/27/2024	False	True	Refund - Payment received for non customer	\$42.12	False	
24548	GRA04	Grainger	12/27/2024	False	True	Fluorescent bulb recycling packs for building lighting	\$3,747.24	False	
24549	Hun02	Hunt & Sons, Inc.	12/27/2024	False	True	Fuel & Oil	\$17,569.68	False	
24550	ICAD01	Industrial Control and Design, Inc.	12/27/2024	False	True	Programmer time for ICAD to diagnose Influent pump VFD	\$2,250.00	False	
24551	PIN03	Pine Mt. Lake Association	12/27/2024	False	True	2025 Association Dues	\$3,380.00	False	
24552	Sie17	Sierra Instant Printing	12/27/2024	False	True	Dog Permits 2025	\$76.13	False	
24553	Tir02	TireHub, LLC	12/27/2024	False	True	Tires for truck 28	\$808.71	False	
24554	TUO12	Tuolumne Utilities Dist	12/27/2024	False	True	2024 FOG Ad	\$131.05	False	
24555	TWO1	Two Guys Pizza	12/27/2024	False	True	District/Board/Fire Dept/CERT Member Holiday Appreciation	\$329.47	False	
24556	WHI03	White Brenner, LLP	12/27/2024	False	True	November Legal Services	\$14,179.70	False	
24557	LIG01	Lighthouse Electrical	12/30/2024	False	True	SG1 & SG2 PLC Upgrades - Inv 1 of 4	\$39,830.25	False	

Check	Vendor	Vendor Name	Check Da	Void	Commit	Description	Amount	Reconcile	Clear Da
115953	OE3	Operating Engineers Local #3	12/18/2024	False	True	PR Batch 00002.12.2024 Oper Engin Union Dues	\$382.20	False	
115954	OE3	Operating Engineers Local #3	12/18/2024	False	True	PR Batch 00001.12.2024 Oper Engin Union Dues	\$382.20	False	
902830	CAL09	CalPers 457 Plan Administrator	12/6/2024	False	True	PR Batch 00001.12.2024 CalPERS 457 ROTH	\$1,387.68	False	
902831	EDD01	EDD - Electronic	12/6/2024	False	True	PR Batch 00001.12.2024 State Income Tax	\$3,901.42	False	
902832	FedEFTPS	Federal EFTPS	12/6/2024	False	True	PR Batch 00001.12.2024 FICA Employee Portion	\$18,439.57	False	
902833	Orion	Orion Portfolio Solutions	12/6/2024	False	True	PR Batch 00001.12.2024 Orion 457	\$2,631.78	False	
902834	PER01	Pers - Electronic	12/6/2024	False	True	PR Batch 00001.12.2024 PERS Employer Exp. PEPPRA	\$11,643.99	False	
902835	CAL09	CalPers 457 Plan Administrator	12/16/2024	False	True	PR Batch 00002.12.2024 CalPers Def Comp	\$1,387.68	False	
902836	EDD01	EDD - Electronic	12/16/2024	False	True	PR Batch 00002.12.2024 SDI - Employee	\$4,126.74	False	
902837	FedEFTPS	Federal EFTPS	12/16/2024	False	True	PR Batch 00002.12.2024 Medicare Emple Portion	\$19,073.46	False	
902838	Orion	Orion Portfolio Solutions	12/16/2024	False	True	PR Batch 00002.12.2024 Orion 457	\$2,631.78	False	
902839	PER01	Pers - Electronic	12/16/2024	False	True	PR Batch 00002.12.2024 PERS Employee Deduct	\$11,643.99	False	
902840	PER01	Pers - Electronic	12/27/2024	False	True	Reverse PERS Longevity Employer Exp	\$0.00	False	
902841	CAL09	CalPers 457 Plan Administrator	12/27/2024	False	True	PR Batch 00001.01.2025 CalPERS 457 ROTH	\$1,547.64	False	
902842	EDD01	EDD - Electronic	12/27/2024	False	True	PR Batch 00001.01.2025 Employmt Training Tax	\$5,901.16	False	
902843	FedEFTPS	Federal EFTPS	12/27/2024	False	True	PR Batch 00001.01.2025 FICA Employee Portion	\$20,029.53	False	
902844	Orion	Orion Portfolio Solutions	12/27/2024	False	True	PR Batch 00001.01.2025 Orion 457	\$2,631.78	False	
902845	PER01	Pers - Electronic	12/27/2024	False	True	PR Batch 00001.01.2025 PERS Employee Deduct	\$11,782.91	False	
December Payroll							\$100,828.31		
Total December Accounts Payable							\$941,886.33		



**TO:** GCSO Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** January 14, 2025

**SUBJECT:** **Agenda Item 6A:** Adoption of a Resolution Approving the District's Revised Employee Handbook

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**RECOMMENDED ACTION:**

Staff recommends the following action:

*I move to adopt Resolution 01-2025 approving the District's revisions to the Employee Handbook.*

**BACKGROUND:**

The Employee Handbook serves as a vital introduction to the District for new hires, providing insight into the agency's mission and values. It outlines policies and expectations, helping employees understand their roles and responsibilities. The handbook also serves as a reference guide throughout their tenure, protecting the District from potential legal claims, such as wrongful termination, harassment, and discrimination. Additionally, it enhances communication among staff and ensures compliance with current employment laws and regulations.

The last revision of the District's Employee Handbook was in 2016. Since then, updating the handbook has been a major focus for staff. This comprehensive update began in 2019 but was interrupted by the COVID-19 pandemic. Recently, District Management completed an internal review and update, and the handbook has been thoroughly reviewed by legal counsel. We are now ready to finalize this essential document for both management and staff.

Attached is the redlined draft version, which incorporates edits from management and legal counsel. Should the Board approve these revisions, staff will implement the changes and ensure that the policies align with current practices and legal requirements. Staff is still working through extensive comments from legal counsel and it is anticipated that additional language changes and clarifications will result and if so, a final revised version will be placed on the February 2025 agenda.

**ATTACHMENTS:**

1. Resolution 01-2025

2. DRAFT Employee Handbook Hyperlink  
<https://www.gcsd.org/files/884980032/Item+6A+DRAFT+GCSD+Employee+Handbook+redline+from+2016+version.pdf>

**RESOLUTION 01-2025**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING THE DISTRICT'S REVISED EMPLOYEE HANDBOOK**

**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's Employee Handbook has not been updated since 2016; and

**WHEREAS**, staff and Management have completed a thorough update; and

**WHEREAS**, District legal counsel has reviewed the Employee Handbook and made revisions where necessary to be in compliance with District policies and procedures and to ensure the handbook is compliant with the laws; and

**WHEREAS**, a redline track-changes version of the revised, updated and legal counsel reviewed Employee Handbook is attached hereto.

**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY adopt Resolution 01-2025 approving the District's revised Employee Handbook.**

**WHEREFORE**, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on January 14, 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:



APPROVE:

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Robert Swan, Board Chair

ATTEST:

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Rachel Pearlman, Board Secretary

**CERTIFICATE OF SECRETARY**

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on January 14, 2025.

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



**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** January 14, 2025

**SUBJECT: Agenda Item 6B:** Adoption of a Resolution Approving an Amendment to the Agreement with NBS Consulting for Additional Professional Consulting Tasks Related to Development of a Fire Services Special Tax Measure for a Future Ballot, Approval and Implementation of Development Impact Fees for Fire and Park Services, Approval and Implementation of Updated Water and Sewer Connection/Capacity Fees for New Development, and Implementation/Outreach Assistance with a New Water and Sewer Rate Schedule

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**RECOMMENDED ACTION:**

Staff recommends the following action:

*I move to adopt Resolution 02-2025 Approving an Amendment to the Agreement with NBS Consulting for Additional Professional Consulting Tasks Related to Development of a Fire Services Special Tax Measure for a Future Ballot, Approval and Implementation of Development Impact Fees for Fire and Park Services, Approval and Implementation of Updated Water and Sewer Connection/Capacity Fees for New Development, and Implementation/Outreach Assistance with a New Water and Sewer Rate Schedule.*

**BACKGROUND:**

Over the past 15 years, the District has made extensive efforts to reduce service expenses. Initially, drastic staffing cuts were implemented, and investments in equipment and infrastructure were eliminated, delayed, or stalled. After a decade of these measures, it became clear that infrastructure was failing faster than anticipated, essential administrative functions were being bypassed, and both infrastructure and equipment had become unreliable. In response, consecutive Water and Sewer rate increases were introduced in 2016 and 2018, leading to nearly \$30 million in infrastructure investments from 2017 to 2024, supplemented by grants and loans.

Since these rate increases ended in 2021 and 2023, the cost of delivering services has surged, particularly in areas such as equipment, infrastructure construction, materials, supplies, insurance, fuel, state permits, and compliance with regulatory mandates.

Further staffing reductions in Water and Sewer Services would jeopardize infrastructure reliability and service quality, pose safety risks to employees and the public, potentially lead to regulatory noncompliance and associated fines, and create a more stressful work environment for remaining staff, who would be overworked and less productive.

For Fire Services, the only feasible expense reduction is to terminate the contract with CalFire for staffing, which would leave the GCSD fire engine without personnel to respond to emergencies. Currently, the Fire Department is staffed with two personnel on the engine—one less than CalFire’s standard of three, making it impossible to contract for fewer staff.

As discussed previously, we currently lack Development Impact Fees to support the future expansion of our Parks and Fire Department in response to population growth and increased service demands. The same applies to Water and Sewer Services, where expansion costs should ideally be funded by new connections rather than existing customers. Development Costs for System Capacity—such as larger Water and Sewer mains, pumps, tanks, and treatment capacity—are typically covered by one-time Connection and Capacity fees from new developments. Unfortunately, our Water and Sewer Connection and Capacity Fees have not been reviewed in over 20 years.

In March 2023, the District entered into an agreement with NBS Consulting, which was amended in May 2023, to conduct various financial studies and reports aimed at updating the District’s Water and Sewer Rates, Connection/Capacity Fees, and Fire and Park Development Impact Fees. Over the past two years, we have collaborated with NBS on updating these fees, which are now ready for final review, Board consideration, and implementation.

NBS has also completed the first draft of the Water and Sewer Rate Study. Finalizing these models required the completion of the Water and Sewer Master Plans, which identified \$58 million in necessary Capital Improvements for Water Services and \$26 million for Sewer Services over the next ten years. This substantial investment need has led to significant proposed rate increases.

During board meetings over the past few years, it has been acknowledged that the revenue for the Fire Department is insufficient to cover operating expenses, and there is no reserve for equipment replacement or an accumulating cash balance. Without intervention, the Fire Department fund balance is projected to be depleted by 2026, which would hinder funding for the annual costs of the CalFire Schedule A Cooperative Fire Agreement. Your Board has directed staff to evaluate a potential Special Tax Measure for GCSD Fire Services, with the intention of placing it before voters in early 2025.

These revenue studies and measures are crucial for the financial health of the District's essential services. However, due to significant infrastructure projects and short staffing, the administrative team has been unable to progress on implementing the most urgent revenue measures, the updated Water and Sewer Rate schedules and the Fire Special Tax Measure. A comprehensive public understanding of these issues is vital for their success.

We have had a productive partnership with NBS and would like to expand their scope of work to assist in revising the Water and Sewer Rate models. Our goal is to reduce the impact of rate increases and spread costs over longer periods. Given our staffing shortages, we also need outside assistance to enhance public informational materials related to Water and Sewer finances, infrastructure needs, and future planning. These materials will help educate the public about service costs and the necessity for rate adjustments, as well as address ongoing customer inquiries.

As the Water and Sewer Rate Models were developed in 2024, we need to incorporate budget updates and projections, along with detailed funding information for services and projects derived from monthly rates, connection and capacity fees, and other charges.

We have secured NBS's scope of work and fee proposal, which is attached, to complete and update these studies and facilitate timely public education and implementation. Staff recommends establishing a new agreement with NBS, with task orders issued for each work scope based on District priorities and needs. The District's standard Consulting Services Agreement will be used, and the NBS Scope of Work attached. Staff seeks approval of a Not to Exceed amount and allow for negotiation of final work scope to be deployed, task order priorities and schedule to be established.

**FINANCIAL IMPACT:**

The total scope of all work proposed, including estimated expenses and one additional in-person meeting for the Fire Special Tax and Water and Sewer Rate Study is \$102,000. It is recommended that a contingency of \$8000 be included for potential additional meetings, added analysis or work scope; for a total of not-to-exceed \$110,000. As the consulting work is being performed for each of the services we provide, the estimated consulting cost to each service is as follows:

- Water - \$31,000 (Rate Study and Connection/Capacity Fee)
- Sewer - \$31,000 (Rate Study and Connection/Capacity Fee)
- Fire - \$42,220 (Special Tax and Development Impact Fee)
- Park - \$5,750 (Development Impact Fee)

If approved, these amounts will be included in the upcoming mid-year budget adjustment, but work will start immediately.

**ATTACHMENTS:**

1. Resolution 02-2025
2. NBS Scope of Work

## RESOLUTION 02-2025

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING AN AMENDMENT TO THE AGREEMENT WITH NBS CONSULTING FOR ADDITIONAL PROFESSIONAL CONSULTING TASKS RELATED TO DEVELOPMENT OF A FIRE SERVICES SPECIAL TAX MEASURE FOR A FUTURE BALLOT, APPROVAL AND IMPLEMENTATION OF DEVELOPMENT IMPACT FEES FOR FIRE AND PARK SERVICES, APPROVAL AND IMPLEMENTATION OF UPDATED WATER AND SEWER CONNECTION/CAPACITY FEES FOR NEW DEVELOPMENT, AND IMPLEMENTATION/OUTREACH ASSISTANCE WITH A NEW WATER AND SEWER RATE SCHEDULE**

**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 has faced significant challenges over the past 15 years in maintaining service quality and infrastructure reliability due to extensive cost-cutting measures, including staffing reductions and delayed infrastructure investments; and

**WHEREAS**, subsequent rate increases in 2016 and 2018 facilitated nearly \$30 million in infrastructure investments, but the end of these increases has led to revenue shortfalls due to surging costs in nearly all necessary expense areas; and

**WHEREAS**, further staffing reductions in Water and Sewer Services would compromise safety, reliability, and compliance, while the Fire Department's current funding levels are insufficient to meet contractual obligations and operational standards; and

**WHEREAS**, the District lacks Development Impact Fees which are intended to offset the service impacts of new development, and Water and Sewer Connection and Capacity Fees have not been reviewed or updated in many years; and

**WHEREAS**, the current agreement with NBS Consulting has produced drafts of essential financial studies and highlighted the need for additional revenue to fund significant capital improvements amounting to \$58 million for Water Services and \$26 million for Sewer Services over the next decade; and

**WHEREAS**, timely public understanding of these financial and infrastructural challenges is critical for successful implementation of necessary rate adjustments and a proposed Special Tax Measure for Fire Services; and

**WHEREAS**, the District has negotiated a new scope of work and agreement with NBS Consulting to expand their scope of work to finalize and update Water and Sewer Rate Models, enhance public informational materials, and facilitate education efforts regarding service costs and infrastructure needs; and

**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY** *adopt Resolution 02-2025 approving an amendment to the Agreement with NBS Consulting for additional Professional Consulting tasks related to Development of a Fire Services Special Tax Measure for a future ballot, approval and implementation of Development Impact Fees for Fire and Park Services, approval and implementation of updated Water and Sewer Connection/Capacity fees for New Development, and implementation/Outreach Assistance with a new Water and Sewer Rate Schedule.*

**FURTHER RESOLVED**, the agreement shall include a Not to Exceed amount of \$110,000 and authorize staff to negotiate the final work scope, establish task order priorities, and set a project schedule based on District needs.

**WHEREFORE**, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on January 14, 2025, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

APPROVE:

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Robert Swan, Board Chair

ATTEST:

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Rachel Pearlman, Board Secretary

**CERTIFICATE OF SECRETARY**

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on January 14, 2025.

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

# EXHIBIT A

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## CONSULTANT SCOPE OF SERVICES

### Parcel Tax Formation

#### KICK-OFF MEETING, PROJECT SCHEDULE

NBS will meet with District staff and other interested parties to:

- Establish lines of communication.
- Clarify the specific project goals and criteria that will meet the District's preference.
- Identify and resolve any special circumstances regarding the parcel tax formation.
- Develop project schedules to meet legal requirements and provide for effective interaction of all involved parties.
- Establish meeting dates consistent with schedule to achieve project milestones.

#### DATA COLLECTION

NBS will gather and review data relevant to the parcel tax formation. Data will be obtained from various sources, including District records, Assessor's parcel maps, County Assessor information and County Registrar of Voter records.

#### COST ESTIMATE

NBS will work with the District to develop an estimate of projected costs to calculate an adequate tax rate.

#### SPECIAL TAX FORMULA

NBS will work with the District to develop a special tax formula that meets the needs of the community, voters and the District.

#### RESOLUTIONS/ORDINANCES

NBS will prepare, or coordinate with legal counsel, all the required resolutions and ordinances to be considered by the Board of Directors for the parcel tax formation proceedings.

#### ELECTION COORDINATION

NBS will work with the County to coordinate consolidation of the election with the County to put the measure on the ballot.

#### MEETING ATTENDANCE

NBS will present all necessary testimony and respond to public comments regarding the parcel tax formation proceedings and will attend the Board of Directors meeting.

## CONSULTING SUPPORT

NBS will provide a toll-free phone number for use by the District, other interested parties and all property owners. Our staff will be available to answer questions regarding the formation and ongoing collection of the parcel tax for the District. Bilingual staff is available for Spanish-speaking property owners.

## Engagement Services

### COMMUNICATION TOOLKIT

CivicMic will develop a comprehensive toolkit including website content that may include items such as:

- The need for additional revenue.
- Funding options and understanding a parcel tax.
- Legislative background.
- Timeline for formation and collection of the special tax.

The communication toolkit will also include development of a FAQ flyer, development of postcards sample notifications, checklists for calendared engagement, and guidelines for various communication activities. Resources will be provided to streamline planning and implementation of a communication action plan.

**COMMUNITY SURVEY:** NBS' internal engagement team, CivicMic, will conduct qualitative research in the form of a community survey of residents at large. This email and social media outreach will comprise an abbreviated survey asking residents to weigh in with their priorities. This community engagement effort provides additional perspectives to the research and can be useful in conveying the District's commitment to inclusivity and transparency.

**Survey Landing Page:** A dedicated webpage will be created for the survey efforts. It will provide a brief explanation of the parcel tax need and a timeline for the approval process.

**Findings Report:** A final report will provide details on survey responses to and offer visual methods for understanding the community priorities.

## Water and Sewer Rate Study – Additional Work

### KICK-OFF MEETING AND DATA COLLECTION

NBS will provide the District with an updated data request and hold a kickoff meeting (by videoconference) to review and discuss the updated data. The data required to conduct the study includes information, such as:

- Financial data typically reported in financial statements.
- Operating and maintenance budgets for each utility including water supply costs, wastewater treatment, personnel costs, and infrastructure replacement costs.
- Detail of total annual rate revenue for the past two years.



- Customer billing information, such as water meter sizes, customer class, property type, and monthly water consumption by customer class.
- Current cash balances in each reserve fund for each of the utilities.
- Capital Improvement and/or Master Plans.

## FINANCIAL PLAN UPDATE

NBS will update financial plans for each utility that summarize revenues, expenditures, reserves, and will identify the net revenue requirements – that is, the revenue that must be collected from customer charges.

Task deliverables will include, for each utility:

- A 10-year financial projection model that will serve as a financial “roadmap.”
- Summary of current and projected net revenue requirements.
- Review of the District’s current reserve fund policies and targets.
- Projected year-end reserve fund levels.
- Calculated debt service coverage ratios.

These financial plans will lay the groundwork for the cost-of-service and rate design analyses. The following subtasks are anticipated:

- 1. Projected Revenues and Expenditures** – NBS will prepare a 10-year rate model for each utility that projects revenues, expenses, and increases in rate revenue needed to meet all obligations. The analysis will use a cash-basis approach when addressing the District’s system of accounts. The work will provide the District with a financial tool that is able to model rate adjustments, varying operating and maintenance costs, infrastructure improvements, debt issuance, asset replacement, and appropriate reserve fund levels. The District’s projected customer growth rates from master plan documents and planned cost inflation factors will be incorporated into the analysis.
- 2. Evaluate Reserve Fund Sufficiency** – NBS will evaluate the sufficiency of existing reserve funds, target reserves, reserve fund policies, and related issues, such as meeting debt service coverage ratios and other rate covenants. NBS will provide recommendations for reserve fund targets that are tailored to the District’s specific needs. If it is determined a deficit in reserves exists, we will consider a phased-in approach to funding reserves to minimize the impact to ratepayers.
- 3. Review Capital Improvement Program Funding** – NBS will incorporate the District’s plans for new facilities, infrastructure improvements, and asset replacement into the financial plan. We will evaluate the timing, costs, and available reserves needed to fund all projects. NBS will collaborate with District staff to develop a well-conceived approach to funding these capital needs. The solution will include an appropriate balance between rate and system development fee funded projects and, if necessary, the use of outside financing. NBS will develop up to three scenarios to fund the capital improvement program for modeling and comparison purposes.

## **COST-OF-SERVICE ANALYSIS UPDATE**

Using the net revenue requirements updated in the Financial Plan, we will equitably allocate costs to each customer class based on cost-of-service principles that comply with Prop 218. NBS will review the District's existing customer classifications for each utility and analyze the historical usage characteristics to determine if any changes should be made to provide more equity among user classes or comply with industry standards.

Based on the level of detail in the District's budgets, NBS will evaluate how costs should be allocated to various cost components and types of customers. The following subtasks explain the differences by utility.

### **Water Cost-of-Service Analysis**

NBS will prepare a cost-of-service analysis to equitably allocate the revenue requirements to the individual customer classes based on industry standards. We will review existing customer classes and analyze the historical characteristics of each customer class. The main components of the cost-of-service analysis are as follows:

- 1. Functionalization/Classification of Expenses** – Functionalizing the expenses means arranging costs into basic categories, such as source of supply, treatment, transmission, and distribution, as well as administrative and overhead costs. Once the costs have been functionalized, they are then classified into their various cost components (i.e., capacity, commodity, and customer-related costs).
- 2. Allocation of Costs to Customer Classes** – These costs are then allocated to individual customer classes based on allocation factors specific to each cost classification, producing fixed and variable revenue requirements for each customer class. These allocations will be used for the actual rate calculations.

### **Sewer Cost-of-Service Analysis**

NBS will follow a similar cost allocation process used in the water analysis for the sewer cost-of-service analysis. We will rely on the District's sewer budget to classify all expenses into their various cost components, such as flow (volume), strength (BOD, or COD, and TSS), and customer-related costs. With the District's customer billing data, we will develop the customer usage statistics, or allocation factors, that will be used to assign costs to each customer class. The allocations will consider water consumption data, sewer treatment plant flow and loading data, and industry standard customer classification data. The cost allocation factors that will be developed include:

- Volume Allocation Factor – Develop estimates of the total annual volume of wastewater treated for each customer class.
- Strength Allocation Factors – Develop estimates of the annual pounds of Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS) collected for each customer class.
- Customer Allocation Factors – Calculate the number of customers by customer class in the District’s sewer service area.

NBS will then apportion the costs to individual customer classes based on the allocation factors specific to each cost classification, producing fixed and variable revenue requirements for each customer class. These allocations will be used in the actual rate calculations for each customer class.

### **RATE DESIGN ANALYSIS REVIEW**

NBS will work with District staff to review the previously modeled utility rate structures and ensure that with the updated data the proposed rates will meet the District’s broader rate design goals and objectives. NBS will work with the District regarding the complex issues and increased per customer cost associated with providing water and sewer service in rural California, where nearly half of the customers are second homeowners living in urban California. Identifying and including pass-through mechanisms in the rates would be incorporated in the rate resolutions and Prop 218 notices. The following subtasks are anticipated:

#### **Develop Rate Design Recommendations**

Updated utility rates will be developed based on the cost-of-service analyses, and we will include a discussion of the relative merits (i.e., pros and cons) of the current rate structures compared to the new alternatives developed in the study. This process includes discussions with the District regarding the desired rate complexity and the resulting customer bills. To the extent that the District chooses to maintain the existing rate structures, we will focus on ensuring that the new rates provide adequate revenue levels to support utility operations, maintenance, and capital improvement needs.

**Review Criteria for Improving the Rate Design** – Revenue sufficiency and stability are critical components to consider when evaluating rate designs. In projecting future rates and rate increases, NBS takes a conservative approach to ensure that there is no significant under-collection of rate revenue which represents a “worse case” scenario. An approach that minimizes the chance of under-collection would potentially enable the utility to reduce future rate increases without leaving reserves underfunded. There are a number of criteria that NBS will discuss with District staff in considering new rate structures, including:

- How costs allocated to fixed and volumetric rates affect revenue stability.
- How water conservation is reflected in the water and sewer rate analyses.
- How annual changes over the last several years due to drought and conservation efforts should be considered in the rates on a going-forward basis.
- Ensuring that meter sizes are appropriately used in calculating fixed water charges.

- The amount of water allocated to each tier, how much revenue should be collected within each tier, and whether cost-based tiers provide sufficient increases necessary to effectively promote conservation.
- Impacts on customer bills by level of consumption, including single-family residential units occupied as short-term rentals and those used as intermittent vacation homes.

The rate structure alternatives selected will ultimately provide the basis for comparing customer bills under both the current and new rate structures. However, alternative rate structures will be “revenue neutral” because they will all collect the same amount of revenue, both in total and within each customer class.

### **Analysis of Consumption and Conservation**

NBS will evaluate the number of customers at various levels of consumption and the total water use that occurs within each tier. This analysis can be used to quantify the consumption changes in the last few years related to Covid-19 restrictions and post-drought consumption trends, and help better project future demands, particularly in light of the apparently impending drought conditions.

The District’s most recent water consumption data will be used for this analysis to ensure an accurate projection of the revenue that will be collected within each tier, which also allows for testing various rate structure alternatives (e.g., changing the fixed/variable percentages and/or tier breakpoints). This improves the accuracy in designing water rate tiers and ensures that rates recover sufficient revenues.

Consumption data will also be used to evaluate the impact of various conservation levels along with drought rate alternatives for offsetting the revenue losses. Alternatives may include (1) drought rates tied to drought stages, (2) rate stabilization reserves with sufficient funding to cover conservation-related revenue losses, and (3) revenue stabilization rates.<sup>1</sup> A combination of these options may also be used.

### **Calculate Fixed and Volumetric Charges**

In true cost-of-service methodologies, fixed charges ideally cover all fixed costs. However, since pricing signals are often used to encourage water conservation, many water utilities struggle with revenue stability during times of uncertain demands, particularly State-mandated conservation implemented during the drought.

In contrast, volumetric rates should cover variable costs and be allocated in proportion to consumption. However, the emphasis on conservation typically results in collecting some fixed costs through volumetric rates. While this exposes water utilities to revenue instability (e.g., when consumption drops and the utility fails to cover all the fixed costs), the use of rate stabilization reserves and drought rates can offset these challenges.

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<sup>1</sup> NBS prepared revenue stabilization rates for San Lorenzo Valley Water District that was set up to automatically implement volumetric rate increases when monthly revenue fell 10-percent or more behind projections, and automatically be rescinded once the revenue was back on track with annual projections.

Determining the best combination of fixed and variable charges is also influenced by other factors, such as ease of understanding and ease of administration. NBS will work with District staff to develop an appropriate balance between fixed and variable charges in the new utility rates.

#### **Calculate Drought Rates** (*Optional - Revenue Stabilization Rates*)

Corresponding to the specific levels of conservation, NBS will prepare drought rates that account for the variable costs that decrease when the District sells less water and also adjusts volumetric rates in a revenue-neutral manner that mitigates a net loss in rate revenue. These drought rates would be intended to go into effect whenever the District declares it is in a specific stage of its adopted drought mitigation plan, if available.

NBS has also successfully created and implemented “revenue-stabilization rates” with automatic increases whenever projected monthly volumetric rate revenue falls by 10% or more. We will discuss this option with the District to determine the approach that best serves the District’s needs.

#### **Comparison of Customer Bills**

NBS will prepare rate tables and monthly bill comparisons for each utility that compare the impact of each rate alternative. Each customer class will have a separate bill comparison. These tables and charts will be used as needed in the report and in presentations with the Board and the public.

### **PREPARE WRITTEN STUDY REPORT**

NBS will prepare draft and final study reports for each utility and work with District staff to review drafts of these reports prior to public release. Our emphasis will be to present a clear and concise report with an executive summary of no more than two pages. Key assumptions, methodologies, and factors affecting the development of the proposed rates will be highlighted with charts and graphs when helpful. In addition, more technical aspects of the study, particularly the tables documenting the calculations and sources of data, will be separately provided in the technical appendix.

### **MEETINGS AND PRESENTATIONS**

NBS will meet with District staff on a regular basis regarding data collection, analysis, initial results, and to answer questions staff may have. We assume that progress meetings with staff will be remote which helps reduce the study costs. We have also budgeted for two (2) public meetings which include one (1) District Board meeting to present the rate study and answer any questions the Board may have, as well as a rate study workshop to introduce the study to the Board and the public. Our cost proposal has provided the additional costs for in-person meetings and offers the District the option to select the format and number of meetings.

### **PROPOSITION 218 PROCESS AND PUBLIC HEARING SCOPE (PUBLIC EDUCATION / OUTREACH)**

#### **Initial Research - Kick-Off Meeting & Project Schedule**

NBS will communicate with the District throughout the project's duration to clarify the District's goals, identify any particular circumstances, and develop a realistic project schedule. NBS will meet with District staff, legal counsel, and other interested parties to:

- Establish lines of communication.
- Clarify the specific project goals and criteria that will meet the Districts preference.
- Identify and resolve any special circumstances regarding the engagement process.
- Develop an outreach and communication plan to provide clear education to ratepayers.

### **Outreach Meetings**

- Host and facilitate up to two virtual or in-person meetings to help educate the community on rates and allow community members to discuss items of importance.
- One or more postcards will be created to announce the community meetings.
- The NBS team will lead meetings with a core focus on the water and sewer rate structures' foundational principles.
- Creation of meeting materials such as posters and exhibits in multiple languages.
- Develop action items based on feedback received at community meetings.
- Record virtual community meetings to be shared on CivicMic.com, the District webpage, and social media sites.

### **Webpage Creation - Develop and Deploy Content To A Dedicated Webpage And Social Media**

This task includes but is not limited to the items below. A link will be provided for the District website to send community members directly to **CivicMic.com**.

- Rate calculators or bill estimator – one for sewer and one for water
- Background on the need for increased rates
- History of use of current funds available to the District
- Timeline of anticipated events
- Legislative updates
- Meeting announcements and minutes
- Recorded meetings
- Copies of 218 notices

### **Educational Flyer**

NBS will create a **multilingual** flyer that answers frequently asked questions, explains items such as rate tiers and fixed rates, and supports the 218 process.

### **Email Campaign - Establishment Of A Listserv**

Using the CivicMic platform, we will establish an email contact list for participants in this engagement. Content post to the CivicMic website will be sent directly to all listserv participants. Ways to sign up for CivicMic.com will be shared on meeting announcement postcards and at community meetings.

### **Community Support - Provide Phone and Email Support Throughout The Process**

A toll-free phone number will be provided for use by the District, community members, and any other interested parties. Bilingual staff will be available for Spanish-speaking community members. In addition, community members can submit questions directly to CivicMic.com.

### **Proposition 218 Public Noticing**

The key technical task will be to prepare a draft Prop 218 Notice and provide the proposed rate tables included in the notices. Modifying the District's Municipal Code and rate resolutions are also included, since they will need to be changed to accommodate the new rates. The District should also have legal counsel review the notices for legal compliance with the provisions of Prop 218 wording related to pass-throughs, etc.

## **Development Impact Fee Implementation**

### **MEETINGS AND PRESENTATIONS**

NBS will provide support to the District during public meetings to facilitate the implementation of the Development Impact Fee Study. We will also plan to meet with District staff to review study results and recommendations throughout the project. We have the tools to accomplish all aspects of the project's work plan remotely from NBS offices. We utilize video conferencing, email and telephone to coordinate on the project and review deliverables in an effective manner.

NBS will remain flexible throughout the project to provide meetings and presentations either on-site or remotely. For purposes of developing a project budget, we have assumed all meetings and presentations will be conducted remotely; however, should the District request or require attendance of NBS staff at on-site meetings or presentation of results, we have included a per meeting cost option for the District's consideration.

The following meetings and presentations are anticipated for this study:

- 1. Meetings with District Staff** – NBS will hold meetings with District staff to review and discuss work products and gain insight from Staff on the direction of the study. Work-in progress meetings will be held via conference call or video conferencing format. We also expect to have regular phone conversations with District staff to review data, discuss the study's progress, solicit input from staff, and review the study's initial results.
- 2. Board Meetings** – NBS will present at two regularly scheduled Board meetings. In these presentations, NBS will educate the Board on the study process, present study results and recommendations, receive input and guidance on the direction of the study, and answer questions. We will prepare a PowerPoint presentation for these meetings which will include visual aids, graphics, charts, and additional worksheets or handouts.

## **Water and Sewer Capacity Charge Implementation**

### **REVISE CIP DATA**

To ensure that the Water and Sewer Rate Studies and the Water and Sewer Capacity Charges are consistent, NBS will update the Capacity Charge calculations to reflect the revised CIP data provided by the District.

### **MEETINGS AND PRESENTATIONS**

NBS will provide support to the District during public meetings to facilitate the implementation of the Water and Sewer Capacity Charges. We will also plan to meet with District staff to review study results and recommendations throughout the project. We have the tools to accomplish all aspects of the

project's work plan remotely from NBS offices. We utilize video conferencing, email and telephone to coordinate on the project and review deliverables in an effective manner.

NBS will remain flexible throughout the project to provide meetings and presentations either on-site or remotely. For purposes of developing a project budget, we have assumed all meetings and presentations will be conducted remotely; however, should the District request or require attendance of NBS staff at on-site meetings or presentation of results, we have included a per meeting cost option for the District's consideration.

The following meetings and presentations are anticipated for this study:

- 1. Meetings with District Staff** – NBS will hold meetings with District staff to review and discuss work products and gain insight from Staff on the direction of the study. Work-in progress meetings will be held via conference call or video conferencing format. We also expect to have regular phone conversations with District staff to review data, discuss the study's progress, solicit input from staff, and review the study's initial results.
- 2. Board Meetings** – NBS will present at two regularly scheduled Board meetings. In these presentations, NBS will educate the Board on the study process, present study results and recommendations, receive input and guidance on the direction of the study, and answer questions. We will prepare a PowerPoint presentation for these meetings which will include visual aids, graphics, charts, and additional worksheets or handouts.

## **District's Responsibilities**

The District shall furnish NBS with any pertinent information that is available to District and applicable to the Services. The District shall designate a person to act with authority on its behalf in respect to the Services. The District shall promptly respond to NBS' requests for reviews and approvals of its work, and to its requests for decisions related to the Services. District understands and agrees that NBS is entitled to rely on all information, data and documents (collectively, "Information") supplied to NBS by District or any of its agents, contractors or proxies or obtained by NBS from other usual and customary sources including other government sources or proxies as being accurate and correct and NBS will have no obligation to confirm that such Information is correct and that NBS will have no liability to District or any third party if such Information is not correct.



# EXHIBIT B

## COMPENSATION FOR SERVICES

### Parcel Tax Formation

Consulting Fee.....	\$17,500
Estimated Expenses <sup>(1)</sup> .....	\$1,000
Additional In Person Board Meeting/Workshop Fee (per meeting).....	\$1,500
Additional Virtual Board Meeting/Workshop Fee (per meeting).....	\$750

### Parcel Tax Survey Services

Survey Fee.....	\$6,500
Communication Toolkit.....	\$8,500
Estimated Expenses <sup>(1)</sup> .....	\$1,500

### Water and Sewer Rate Study Additional Work

Consulting Fee.....	\$10,000
Estimated Expenses <sup>(1)</sup> .....	\$1,500
Additional In Person Board Meeting/Workshop Fee (per meeting).....	\$1,500
Additional Virtual Board Meeting/Workshop Fee (per meeting).....	\$750

Engagement Fee .....	\$34,000
Estimated Expenses <sup>(1)</sup> .....	\$5,000

### Development Impact Fee Implementation

The professional fees assume implementation of the Final Development Impact Fee Report issued in October 2023. Should the District anticipate the need to discuss report edits or make revisions to underlying assumptions for fee calculations, we recommend adding a contingency budget to the project to be utilized as needed on a time and materials basis of \$5,000 for this task.

Consulting Fee.....	\$5,000
Estimated Expenses <sup>(1)</sup> .....	\$2,500

### Water and Sewer Capacity Charge Implementation

Consulting Fee.....	\$3,500
Estimated Expenses <sup>(1)</sup> .....	\$2,500

### EXPENSES <sup>(1)</sup>

Customary out-of-pocket expenses will be billed to the District at actual cost to NBS. These expenses may include, but not be limited to, mailing fulfillment, postage, reproduction, telephone, travel, meals and various third-party charges for data, maps, and recording fees.

## ADDITIONAL SERVICES

The following table shows our current hourly rates. Additional services authorized by the District but not included in the scope of services will be billed at this rate or the then applicable hourly rate.

Title	Hourly Rate
Director / Senior Review	\$250
Associate Director / Engineer	\$225
Senior Consultant	\$200
Consultant	\$175
Senior Project Analyst	\$165
Project Analyst	\$150
Project Resource Analyst	\$130
Clerical / Support	\$110

## TERMS

Fees for services will be invoiced on a monthly basis. Expenses will be itemized and included in the next regular invoice.. If the project is prematurely terminated by either party, NBS shall receive payment for work completed. Payment shall be made within 30 days of submittal of an invoice. If payment is not received within 90 days simple interest will begin to accrue at the rate of 1.5% per month. Either party may cancel this contract with 30 days' written notice.

## INVOICING

We invoice on a monthly basis, following recorded consultant time on the project, paralleling our completion of the work. At no time will we invoice for charges in excess of the fee to which Groveland Community Services District and NBS mutually agree. Should the District specifically request additional services beyond those described in this document, we will discuss those requests and associated costs at that later time and only invoice for additional fees upon separate written authorization from the District.

# EXHIBIT C

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## MUNICIPAL ADVISOR DISCLOSURE

### Disclosure of Conflicts of Interest and Legal or Disciplinary Events

Pursuant to Municipal Securities Rulemaking Board (“MSRB”) Rule G-42, on Duties of Non-Solicitor Municipal Advisors, Municipal Advisors are required to make certain written disclosures to clients and potential clients which include, amongst other things, Conflicts of Interest and any Legal or Disciplinary events of NBS and its associated persons.

#### CONFLICTS OF INTEREST

##### Compensation

NBS represents that in connection with the issuance of municipal securities, NBS may receive compensation from an Issuer or Obligated Person for services rendered. Any such compensation may be contingent upon the successful closing of a transaction and/or is based on the size of a transaction. Consistent with the requirements of MSRB Rule G-42, NBS hereby discloses that such contingent and/or transactional compensation may present a potential conflict of interest regarding NBS’ ability to provide unbiased advice to enter into such transaction. This conflict of interest does not impair NBS’ ability to render unbiased and competent advice or to fulfill its fiduciary duty to the Issuer.

It should be noted that other forms of compensation (i.e., hourly or fixed-fee based) may also present a potential conflict of interest regarding NBS’ ability to provide advice regarding a municipal security transaction. These other potential conflicts of interest will not impair NBS’ ability to render unbiased and competent advice or to fulfill its fiduciary duty to the Issuer.

The fee paid to NBS increases the cost of investment to your agency. The increased cost occurs from compensating NBS for municipal advisory services provided

##### Other Municipal Advisor Relationships

NBS serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of another NBS client. For example, NBS serves as Municipal Advisor to other municipal advisory clients and, in such cases, owes a regulatory duty to such other clients just as it does to your agency. These other clients may, from time to time and depending on the specific circumstances, have competing interests. In acting in the interests of its various clients, NBS could potentially face a conflict of interest arising from these competing client interests. NBS fulfills its regulatory duty and mitigates such conflicts through dealing honestly and with the utmost good faith with your agency.

If NBS becomes aware of any additional potential or actual conflict of interest after this disclosure, NBS will disclose the detailed information in writing to the issuer or obligated person in a timely manner.

#### LEGAL OR DISCIPLINARY EVENTS

NBS does not have any legal events or disciplinary history on NBS’ Form MA and Form MA-I, which includes information about any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation. The Issuer may electronically access NBS’ most recent Form MA and each most recent Form MA-I filed with the Commission at the following website: [www.sec.gov/edgar/searchedgar/companysearch.html](http://www.sec.gov/edgar/searchedgar/companysearch.html).

There have been no material changes to a legal or disciplinary event disclosure on any Form MA or Form MA-I filed with the SEC. If any material legal or regulatory action is brought against NBS, NBS will provide complete disclosure to the Issuer in detail allowing the Issuer to evaluate NBS, its management and personnel.

Pursuant to Municipal Securities Rulemaking Board Rule G-10, on Investor and Municipal Advisory Client Education and Protection, Municipal Advisors are required to provide certain written information to their municipal entity and obligated person clients which include the following:

- NBS Government Finance Group is currently registered as a Municipal Advisor with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board.
- Within the Municipal Securities Rulemaking Board (“MSRB”) website at [www.msrb.org](http://www.msrb.org), Groveland Community Services District may obtain the Municipal Advisory client brochure that is posted on the MSRB website. The brochure describes the protections that may be provided by the MSRB Rules along with how to file a complaint with financial regulatory authorities.

**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** January 14, 2025

**SUBJECT:** **Agenda Item 6C:** Adoption of a Resolution Extending an Agreement with Gilbert and Associates for Accounting Services for an Additional Year

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**RECOMMENDED ACTION:**

Staff recommends the following action:

*I move to adopt Resolution 03-2025 Extending an Agreement with Gilbert and Associates for Accounting Services for the 2025 calendar year.*

**BACKGROUND:**

The District renewed its consulting Agreement with Gilbert and Associates on January 1, 2023 for a duration of two years to serve as the District's Controller and perform various accounting functions for the District as an extension of staff. The scope of work that they are currently performing and that is proposed in the updated contract include:

- Assist the in-house accounting department with day-to-day questions surrounding proper accounting treatment and financial reporting.
- Work with District's management to provide Management and the Board of Director's meaningful information for analysis and review.
- Serve as an accounting expert to inform and facilitate financial related discussions with the District's management and the Board of Director's.
- Serve as the "audit liaison" for the annual financial audits.
- Assist with the preparation of the annual audited financial statements and report, including the following:
  - Statement of Net Position
  - Statement of Activities
  - Governmental Fund Financial Statements
  - Proprietary Fund Financial Statements
  - Government Accounting Standards Board (GASB) 34 conversion entries to convert the governmental funds from modified accrual to full accrual

- Reconciliation of Governmental Funds Balance Sheets to the Statement of Net Position
  - Reconciliation of Statements of Revenues, Expenditures and Changes in Fund Balance for Governmental Funds to the Statement of Activities
  - Notes to the financial statements
  - Required Supplementary Information
  - Management Discussion and Analysis
- Prepare and/or review annual audit schedules and support for the auditors.
  - Implement new GASB standards for the District.
  - Prepare calculations and adjusting journal entries for difficult accounting transactions. For example, complex debt refunding entries, complex revenue recognition rules, and Pension and OPEB Liability calculations, entries, and disclosures.
  - Assist with and review the reasonableness of actuarial methods and assumption for the post- employment health care benefits actuary reports.
  - Review significant accounting policies to ensure they are up to standards and consistent with other similar government agencies and provide recommendations, as necessary.

The District's contract with Gilbert and Associates expired on January 1, 2025 and District management would like to extend the contract for one additional year to allow sufficient time and staff support for transitioning these services in-house. The District Finance Officer has been receiving training from Gilbert's CPA's Audit Senior Manager in preparation for the FY25 year-end close and audit. Staff has also taken on many of the reconciliations typically handled by Gilbert. The terms of the extension would mirror the current contract; however, after the completion of the 6/30/2025 audit, staff will collectively re-evaluate the District's needs with regard to Gilbert's further assistance.

### **FINANCIAL IMPACT**

In exchange for the services rendered hereunder, the Contracted Controller shall be compensated in the amount of \$45,600 annually plus out-of-pocket expenses, to be billed monthly starting January 1, 2025. The District has budgeted these services through June 30, 2025.

### **ATTACHMENTS:**

1. Resolution 03-2025
2. Proposed Agreement

**CONTRACTED CONTROLLER AND ACCOUNTING SERVICES  
AGREEMENT BETWEEN  
GROVELAND COMMUNITY SERVICE DISTRICT  
AND GILBERT CPAs**

This Agreement is made as of January 1, 2025, by and between the Groveland Community Service District ("District") and Gilbert CPAs ("Contracted Controller") concerning services.

WHEREAS, the District desires to retain the services of the Contracted Controller to provide accounting services and the Contracted Controller desires to perform such services on the terms and conditions set forth below,

NOW, THEREFORE, the parties agree as follows:

A. *Description of Work* - Contracted Controller agrees to perform the following services:

- Assist the in-house accounting department with day-to-day questions surrounding proper accounting treatment and financial reporting.
- Work with District's management to provide Management and the Board of Director's meaningful information for analysis and review.
- Serve as an accounting expert to inform and facilitate financial related discussions with the District's management and the Board of Director's.
- Serve as the "audit liaison" for the annual financial audits.
- Assist with the preparation of the annual audited financial statements and report, including the following:
  - Statement of Net Position
  - Statement of Activities
  - Governmental Fund Financial Statements
  - Proprietary Fund Financial Statements
  - Government Accounting Standards Board (GASB) 34 conversion entries to convert the governmental funds from modified accrual to full accrual
  - Reconciliation of Governmental Funds Balance Sheets to the Statement of Net Position
  - Reconciliation of Statements of Revenues, Expenditures and Changes in Fund Balance for Governmental Funds to the Statement of Activities
  - Notes to the financial statements
  - Required Supplementary Information
  - Management Discussion and Analysis
- Prepare and/or review annual audit schedules and support for the auditors.
- Implement new GASB standards for the District.

## Accounting Services Agreement

- Prepare calculations and adjusting journal entries for difficult accounting transactions. For example, complex debt refunding entries, complex revenue recognition rules, and Pension and OPEB Liability calculations, entries, and disclosures.
  - Assist with and review the reasonableness of actuarial methods and assumption for the post-employment health care benefits actuary reports.
  - Review significant accounting policies to ensure they are up to standards and consistent with other similar government agencies and provide recommendations, as necessary.
- B. *Compensation* – In exchange for the services rendered hereunder, the Contracted Controller shall be compensated in the amount of \$45,600 annually plus out-of-pocket expenses, to be billed monthly starting January 1, 2025. The fee estimate is based on anticipated cooperation from the District's representatives and the assumption that unexpected circumstances will not be encountered during the work performed. Fees will be reviewed annually and based upon actual time and standard fees, adjusted if necessary. If significant additional time is necessary, the Contracted Controller will discuss it with the District representatives and arrive at a new fee estimate before the Contracted Controller incurs additional costs. The Contracted Controller invoices are payable upon presentation.

If Contracted Controller elect to terminate our services for nonpayment, or for any other reason provided for in this letter, the agreement will be deemed to have been completed upon written notification of termination. District will be obligated to compensate Contracted Controller for all time expended, and all of our out-of-pocket costs, through the date of termination.

- C. *Term* – The term of this agreement shall commence on January 1, 2025 through December 31, 2025.
- D. *Compliance with Laws* – The Contracted Controller agrees that the work will be conducted and the services will be performed in compliance with all laws and regulations; with the policies, procedures and directives of the District, particularly those related to fiscal and management matters; and with generally accepted accounting principles applicable to governmental entities.
- E. *Termination* – This Agreement may be terminated at any time by either party upon ninety days advance written notice to the other party. Upon termination by either party, the Contracted Controller shall be compensated for all work performed through the date of termination.
- F. *Disclosures of Conflicts* – The Contracted Controller shall be responsible for disclosing financial interests that may be a conflict. Disclosure may be satisfied through completion of the related Fair Political Practices Commission form on an annual basis.
- G. *Insurance* – The Contracted Controller shall maintain Commercial General Liability on an occurrence basis with limits no less than \$1,000,000 per occurrence and general aggregate limit no less than \$2,000,000; Auto Liability with limit no less than \$1,000,000 combined single limit; Workers' Compensation with Statutory limits and Employer's Liability with limits of no less than \$1,000,000 per accident for bodily injury or disease; Professional Liability insurance with limit no less than \$1,000,000 per occurrence or claim and aggregate no less than \$2,000,000.
- H. *Indemnification* – The Contracted Controller agrees to indemnify, defend and hold harmless the District, its officers, directors and member agencies from any liability arising from the Contracted Controller's negligence or willful misconduct or omissions in the performance of this agreement. The District, its officers, directors and member agencies agree to indemnify, defend and hold harmless the Contracted Controller from any liability arising from the negligence, willful misconduct or omissions of the District, its officers, directors and member agencies.



## Accounting Services Agreement

- I. *Independent Contractor* – It is expressly agreed by the parties that the Contracted Controller’s relationship to the District is that of an independent contractor. As such, the District will not be providing any Workers’ Compensation coverage or benefits to the Contracted Controller.
- J. *Other Obligations of Parties* – The District is responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. The District is responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

None of the accounting services rendered can be relied on to disclose errors, fraud or illegal acts that may exist. The Contracted Controller has no responsibility to identify and communicate the deficiencies in the District’s internal control as part of this engagement.

- K. *Entire Agreement* – This writing constitutes the entire agreement between the parties relative to the services specified herein, and no modifications shall be effective unless and until such modification is evidenced by a writing signed by both parties. This agreement is contractual in nature, and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties.
- L. *Successors and Assignment* – The Contracted Controller agrees that it will not assign, transfer, convey, or otherwise dispose of this Agreement or any part thereof, or its rights, title, or interest therein, without the prior written consent of the District.
- M. *Waiver* – The waiver by either party of a breach by the other of any provision of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of either of the same or a different provision of this Agreement.
- N. *Severability* – Should any part of this Agreement be declared unconstitutional, invalid, or beyond the authority of either party to enter into or carry out, such decision shall not affect the validity of the remainder of this agreement, which shall continue in full force and effect; provided that the remainder of this contract can, absent the excised portion, be reasonably interpreted to give effect to the intentions of the parties.
- O. *Headings* – The descriptive headings used in this Agreement are for convenience only and shall not control or affect the meaning or construction of any of its provisions.
- P. *Title to Documents* – All original calculations, files, records, studies and other material or documents developed or used in connection with the performance of this Agreement shall be the property of the District. If working papers or product include computer generated material, the Contracted Controller shall provide the material including the database upon which it is based to the District in a mutually agreed upon computer machine-readable format and media.
- Q. *Email Transmission* – In connection with this engagement, the Contracted Controller may communicate with the District or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, the Contracted Controller cannot guarantee or warrant that emails from the Contracted Controller will be properly delivered and read only by the addressee. Therefore, the Contracted Controller specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by the Contracted Controller in connection with the performance of this engagement. In that regard, the District agrees that the Contracted Controller shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

Accounting Services Agreement

R. *Litigation* – In the event the Contracted Controller is required to respond to a subpoena, court order or other legal process for the production of documents and/or testimony relative to information the Contracted Controller obtained and/or prepared during the course of this engagement, the District agrees to compensate the Contracted Controller at their hourly rates for the time the Contracted Controller expend in connection with such response, and to reimburse the Contracted Controller for all of our out-of-pocket costs incurred in that regard. In the event that the Contracted Controller is or may be obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, then to the extent that such obligation is or may be a direct or indirect result of the District’s intentional or knowing misrepresentation or provision to the Contracted Controller of inaccurate or incomplete information in connection with this engagement, and not any failure on Contracted Controller part to comply with professional standards, the District agrees to indemnify the Contracted Controller, defend the Contracted Controller, and hold the Contracted Controller harmless as against such obligations.

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties. Any litigation arising out of this engagement, except actions by Contracted Controller to enforce payment of their professional invoices, must be filed within one year from the completion of the engagement, notwithstanding any statutory provision to the contrary.

S. *Fee Disputes* – The Contracted Controller and the District both agree that any dispute over fees charged by the Contracted Controller to the District will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. In agreeing to arbitration, the Contracted Controller and the District both acknowledge that in the event of a dispute over fees charged by the Contracted Controller, each is giving up the right to have the dispute decided in a court of law before a judge or jury and instead are accepting the use of arbitration for resolution.

T. *Amendment* – Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

IN WITNESS WHEREOF, the parties execute this Agreement on the day and year first above written.

GROVELAND COMMUNITY SERVICE DISTRICT

BY \_\_\_\_\_

DATE \_\_\_\_\_

TITLE \_\_\_\_\_

GILBERT CPAs

BY *Kevin S. Wang*

DATE January 8, 2025

TITLE Shareholder

**RESOLUTION 03-2025**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT EXTENDING AN AGREEMENT WITH GILBERT AND ASSOCIATES FOR ACCOUNTING SERVICES FOR AN ADDITIONAL YEAR**

**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 renewed its consulting Agreement with Gilbert and Associates on January 1, 2023 for a duration of two years to serve as the District's Controller and perform various accounting functions; and

**WHEREAS**, the contract with Gilbert and Associates expired in January 2025; and

**WHEREAS**, management would like to extend the contract for one additional year to allow sufficient time and staff support for transitioning these services in-house; and

**WHEREAS**, the terms of the extension would mirror the current contract; however, after the completion of the 6/30/2025 audit, staff will collectively re-evaluate the District's needs with regard to Gilbert's further assistance; and

**WHEREAS**, in exchange for the services rendered hereunder, the Contracted Controller shall be compensated in the amount of \$45,600 annually plus out-of-pocket expenses, to be billed monthly starting January 1, 2025.

**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY** *adopt Resolution 03-2025 extending an Agreement with Gilbert and Associates for Accounting Services for the 2025 calendar year.*

**WHEREFORE**, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on January 14, 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVE:

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Robert Swan, Board Chair

ATTEST:

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Rachel Pearlman, Board Secretary

**CERTIFICATE OF SECRETARY**

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on January 14, 2025.

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



## **BOARD MEETING AGENDA SUBMITTAL**

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**TO:** GCSB Board of Directors

**FROM:** Michelle Ronning, Finance Officer

**DATE:** January 14, 2025

**SUBJECT:** **Agenda Item 6D:** Adoption of a Resolution of Intention to Amend the Groveland Community Services District CalPERS Retirement Contract to Provide Section 20516 (Employees Sharing Additional Cost) of a Reduction of 2.5% for Classic Local Miscellaneous Members

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### **RECOMMENDED ACTION:**

Staff recommends the following action:

*I move to adopt Resolution 04-2025 Intention to Amend the Groveland Community Services District CalPERS Retirement Contract to Provide Section 20516 (Employees Sharing Additional Cost) of a Reduction of 2.5% for Classic Local Miscellaneous Members.*

### **BACKGROUND:**

At the December 10, 2024, Board meeting, the Board approved Resolution 39-2024, a resolution of intention to amend the existing contract between CalPERS and the District regarding the classic employee member contribution.

The District has completed all requirements, and CalPERS has issued the District the final resolution in which the Board must adopt to officially make the cost share amendment to the contract.

### **ATTACHMENTS:**

1. Resolution 04-2025
2. Letter from CalPERS outlining process and requirements
3. Official Amendment to CalPERS Contract

**RESOLUTION 04-2025**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT INTENTION TO AMEND THE GROVELAND COMMUNITY SERVICES DISTRICT CALPERS RETIREMENT CONTRACT TO PROVIDE SECTION 20516 (EMPLOYEES SHARING ADDITIONAL COST) OF A REDUCTION OF 2.5% FOR CLASSIC LOCAL MISCELLANEOUS MEMBERS**

**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 Administration of the California Public Employees' Retirement System and the Board of Directors of the Groveland Community Services District entered into a contract effective on January 1, 1973, providing for the participation of said public agency in the California Public Employees' Retirement System; and

**WHEREAS**, it is now desirable to take advantage of certain benefits provided under said Retirement System and not included in said contract; and

**WHEREAS**, that said governing body authorized, and it does hereby authorize, an amendment to said contract, a copy of said amendment attached hereto and by such reference made a part hereof as though herein set out in full; and

**NOW THEREFORE BE IT RESOLVED** *that the Board of Directors of the Groveland Community Services District is hereby authorized, empowered and directed to execute said amendment for and on behalf of said public agency, adoption of Resolution 04-2025 approving the Intention to Amend the Groveland Community Services District CalPERS Retirement Contract to Provide Section 20516 (Employees Sharing Additional Cost) of a Reduction of 2.5% for Classic Local Miscellaneous Members.*

**WHEREFORE**, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on January 14, 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVE:

---

Robert Swan, Board Chair

ATTEST:

---

Rachel Pearlman, Board Secretary

**CERTIFICATE OF SECRETARY**

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on January 14, 2025.

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



Peter Kampa  
General Manager  
Groveland Community Services District  
18966 Ferretti Road  
Groveland, CA 95321

CalPERS ID 4899312259

December 16, 2024

Dear Peter Kampa,

Thank you for returning the Resolution of Intention to amend your CalPERS retirement contract to provide Section 20516 (Employees Sharing Additional Cost) of a reduction of 2.5% for classic local miscellaneous members.

Also provided are the following documents necessary to complete the proposed amendment:

1. Amendment to Contract, two original sets.
2. Resolution, Form CON-13. This Resolution must be adopted by affirmative vote of a majority of the members of the governing body no earlier than twenty days after the adoption of the Resolution of Intention. Failure to comply may result in the delay of the anticipated effective date of the amendment.
3. Certification of Final Action of Governing Body, Form CON-5.

Your agency adopted the Resolution of Intention on December 10, 2024, therefore, the earliest date the final Resolution may be adopted is December 30, 2024, pursuant to Government Code Section 20471. There are no exceptions to this law.

The effective date of this amendment cannot be earlier than the first day of a payroll period following the adoption of the final Resolution. Please insert the effective date on the last page of the Amendment to Contract.

The following documents must be submitted through myCalPERS and the original documents must be returned to this office by mail. ORIGINAL SIGNATURES ARE REQUIRED ON ALL CONTRACTS.

1. Amendment to Contract, two original executed sets.
2. Resolution, Form CON-13.
3. Certification of Final Action of Governing Body, Form CON-5.



Please notify your personnel/payroll staff and any others who submit payroll or membership documents to CalPERS on behalf of the agency, such as county courts and port districts, of the following information as of the effective date of the amendment to the contract.

The classic local miscellaneous member contribution rate will be 8% of reportable earnings.

**Please do not retype the Amendment to Contract and/or agreement documents. Only documents provided by this office will be accepted. If you have any questions regarding any documents, please contact this office prior to presenting to your governing body for adoption. Another contract amendment cannot be started until this amendment is completed or cancelled.**

A copy of the contract will be returned for your records after it has been executed by CalPERS.

We are here to assist you. If you have any questions or would like additional information, please visit our website [www.calpers.ca.gov](http://www.calpers.ca.gov), or you may contact us toll free at **888 CalPERS** or **(888-225-7377)**.

Sincerely,



Roselee Camacho  
Pension Contracts Analyst  
Financial Office | Pension Contracts & Prefunding Programs Division

RC:jc

Enclosures



**California  
Public Employees' Retirement System**



**AMENDMENT TO CONTRACT**

**Between the  
Board of Administration  
California Public Employees' Retirement System  
and the  
Board of Directors  
Groveland Community Services District**



The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective January 1, 1973, and witnessed December 12, 1972, and as amended effective February 1, 1974, February 1, 1982, December 1, 1986, October 12, 1994, January 11, 1995, March 21, 2001, April 11, 2007, and January 8, 2018, which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 17 are hereby stricken from said contract as executed effective January 8, 2018, and hereby replaced by the following paragraphs numbered 1 through 17 inclusive:
  - 1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for classic local miscellaneous members, 62 for new local miscellaneous members, age 50 for classic local safety members and age 57 for new local safety members.

2. Public Agency shall participate in the Public Employees' Retirement System from and after January 1, 1973, making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.
3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorney fees that may arise as a result of any of the following:
  - (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
  - (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.
  - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
  - a. Local Fire Fighters (herein referred to as local safety members);
  - b. Employees other than local safety members (herein referred to as local miscellaneous members).
5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
  - a. **ELECTIVE OFFICIALS; AND**
  - b. **POLICE OFFICERS.**

6. Prior to January 1, 1975, those members who were hired by Public Agency on a temporary and/or seasonal basis not to exceed 6 months were excluded from PERS membership by contract. Government Code Section 20336 superseded this contract provision by providing that any such temporary and/or seasonal employees are excluded from PERS membership subsequent to January 1, 1975. Legislation repealed and replaced said Section with Government Code Section 20305 effective July 1, 1994.
7. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member in employment before and not on or after April 11, 2007, shall be determined in accordance with Section 21354 of said Retirement Law subject to the reduction provided therein for Federal Social Security (2% at age 55 Full and Modified).
8. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member in employment on or after April 11, 2007, shall be determined in accordance with Section 21354.5 of said Retirement Law subject to the reduction provided therein for Federal Social Security (2.7% at age 55 Full and Modified).
9. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Supplemental to Federal Social Security).
10. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local safety member shall be determined in accordance with Section 21362 of said Retirement Law subject to the reduction provided therein for Federal Social Security (2% at age 50 Modified).
11. The percentage of final compensation to be provided for each year of credited prior and current service as a new local safety member shall be determined in accordance with Section 7522.25(d) of said Retirement Law (2.7% at age 57 Supplemental to Federal Social Security).
12. Public Agency elected and elects to be subject to the following optional provisions:
  - a. Section 20965 (Credit for Unused Sick Leave).
  - b. Section 20042 (One-Year Final Compensation) for classic members only.
  - c. Section 21024 (Military Service Credit as Public Service).

17. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

BOARD OF ADMINISTRATION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BOARD OF DIRECTORS  
GROVELAND COMMUNITY SERVICES  
DISTRICT

BY \_\_\_\_\_  
MELODY BENAVIDES, CHIEF  
PENSION CONTRACTS AND PREFUNDING  
PROGRAMS DIVISION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY \_\_\_\_\_  
PRESIDING OFFICER

\_\_\_\_\_  
Witness Date

Attest:

\_\_\_\_\_  
Clerk

**TO:** GCSB Board of Directors

**FROM:** Michelle Ronning, Finance Officer

**DATE:** January 14, 2025

**SUBJECT:** **Agenda Item 6E:** Adoption of a Resolution Updating Section 2.20 Longevity Pay of the Memorandum of Understanding Between Groveland Community Services District and the Local Operating Engineers No.3 for the Maintenance and Operations Unit

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**RECOMMENDED ACTION:**

Staff recommends the following action:

*I move to adopt Resolution 05-2025 Updating Section 2.20 Longevity Pay of the Memorandum of Understanding between Groveland Community Services District and the Operating Engineers Local No. 3 for the Maintenance and Operations Unit.*

**BACKGROUND:**

On October 8, 2024, the Board approved Resolution 32-2024, authorizing the Memorandum of Understanding (MOU) between the District and Operating Engineers Local No. 3, effective from October 18, 2024, through June 30, 2029. The MOU introduces a new benefit under Section 2.20, Longevity Pay, which became effective upon ratification.

The current language in this section provides that longevity pay is available to employees who have worked for the District for a significant number of years, are in good standing, and have received positive performance evaluations. Eligible employees will receive a 2.5% increase above their current base salary after ten (10) years of service, a 5% increase after fifteen (15) years, and every five (5) years thereafter, on their hire anniversary date.

Although Longevity Pay is reportable to CalPERS as Special Compensation, the inclusion of performance evaluations in the criteria for eligibility is not compliant with California Code of Regulations 571(a) and 571.1(a). CalPERS clarified that Longevity Pay should be based solely on years of service, not performance. The inclusion of performance and good standing requirements creates compliance issues, particularly regarding group or class classification.

To address this, District staff worked with CalPERS Employer Account Management Division to update the language, ensuring compliance. The revised language clarifies the start date of Longevity Pay, specifies that it will be paid continuously, and removes the performance and good standing criteria. Additionally, the one-time true-up payment is not eligible for reporting, as it would require retroactive payments to all previous employees who would have qualified for this benefit over the past ten years.

**ATTACHMENTS:**

1. Resolution 05-2025
2. Amended Section 2.20 Longevity Pay (redline)
3. Memorandum of Understanding Amendment #1

## RESOLUTION 05-2024

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT UPDATING SECTION 2.20 LONGEVITY PAY OF THE MEMORANDUM OF UNDERSTANDING BETWEEN GROVELAND COMMUNITY SERVICES DISTRICT AND THE OPERATING ENGINEERS LOCAL NO. 3 FOR THE MAINTENANCE AND OPERATIONS UNIT**

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

**WHEREAS**, on October 8, 2024, the Board approved Resolution 32-2024, authorizing the Memorandum of Understanding (MOU) between the District and Operating Engineers Local No. 3, effective from October 18, 2024, through June 30, 2029; and

**WHEREAS**, the MOU introduces a new benefit under Section 2.20, Longevity Pay, which became effective upon ratification; and

**WHEREAS**, eligible employees will receive a 2.5% increase above their current base salary after ten (10) years of service, a 5% increase after fifteen (15) years, and every five (5) years thereafter, on their hire anniversary date; and

**WHEREAS**, longevity Pay is reportable to CalPERS as Special Compensation, the inclusion of performance evaluations in the criteria for eligibility is not compliant with California Code of Regulations 571(a) and 571.1(a); and

**WHEREAS**, the inclusion of performance and good standing requirements creates compliance issues, particularly regarding group or class classification; and

**WHEREAS**, to address this, District staff worked with CalPERS Employer Account Management Division to update the language, ensuring compliance as follows:

- The revised language clarifies the start date of Longevity Pay, specifies that it will be paid continuously, and removes the performance and good standing criteria.
- The one-time true-up payment is not eligible for reporting, as it would require retroactive payments to all previous employees who would have qualified for this benefit over the past ten years.

**WHEREAS**, the updated wording for Section 2.20 Longevity Pay has been approved by CalPERS and is approved by Operating Engineers Local No. 3.

**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY adopt Resolution 05-2025 Updating Section 2.20 Longevity Pay of the Memorandum of Understanding between Groveland Community Services District and the Operating Engineers Local No. 3 for the Maintenance and Operations Unit. This approval is contingent upon Operating Engineers Local No. 3 executing Amendment #1 to the current Memorandum of Understanding.**



**WHEREFORE**, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on January 14, 2025 by the following vote:

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

APPROVE:

\_\_\_\_\_  
Robert Swan, Board Chair

ATTEST:

\_\_\_\_\_  
Rachel Pearlman, Board Secretary

**CERTIFICATE OF SECRETARY**

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on January 14, 2025.

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

## Section 2.20 LONGEVITY PAY

Longevity Pay, which will become effective going forward upon ratification, shall be available to employees who have worked for the District for a significant number of years, are in good standing (no significant disciplinary actions within the last two years) and have received positive performance evaluations. Eligible employees shall receive a 2.5% increase above their then current base salary after ten (10) years of service upon their hire anniversary date. Employees who have completed fifteen (15) years of service shall receive a 5% increase above their then current base salary upon their hire anniversary date and every five (5) years thereafter.

For the implementation of Longevity Pay, which will become effective upon ratification of MOU currently planned for October 8, 2024, employees who have reached a longevity milestone as detailed above at the time of ratification of this MOU shall receive a one-time \$1,500 true-up payment, regardless of the number of milestones that have been achieved and/or disciplinary actions within the last two years that have occurred. This action does not set a precedent nor obligate the District to any such action into the future.

## Section 2.20 Longevity Pay

Longevity Pay, which will become effective going forward upon ratification, shall be available to employees who have worked for the District for a significant number of years,~~;~~  
~~are in good standing (no significant disciplinary actions within the last two years) and have received positive performance evaluations.~~ Eligible Employees shall receive a 2.5% continuous increase above their then current base salary after ten (10) years of service and will become effective upon their hire anniversary date. Employees who have completed fifteen (15) years of service shall receive a 5% continuous increase above their then current base salary and will become effective upon their hire anniversary date and every five (5) years thereafter.

For the implementation of Longevity Pay, which will become effective upon ratification of MOU currently planned for October 8, 2024, employees who have reached a longevity milestone as detailed above at the time of ratification of the MOU shall receive a one-time \$1,500 true-up payment, regardless of the number of milestones that have been achieved ~~and/or disciplinary actions within the last two years that have occurred.~~ This one-time-true-up payment is not eligible to be reported to CalPERS. This action does not set a precedent nor obligate the District to any such action into the future.

**Amendment #1**

The Groveland Community Services District and the Operating Engineers Local No. 3 agree to amend Section 2.20 Longevity Pay of the Memorandum of Understanding entered into on October 8, 2024 through June 30, 2029. All other provisions of the MOU remain unchanged.

Section 2.20 Longevity Pay

Longevity Pay, which will become effective going forward upon ratification, shall be available to employees who have worked for the District for a significant number of years. Eligible Employees shall receive a 2.5% continuous increase above their then current base salary after ten (10) years of service and will become effective upon their hire anniversary date. Employees who have completed fifteen (15) years of service shall receive a 5% continuous increase above their then current base salary and will become effective upon their anniversary date and every five (5) years thereafter.

For the implementation of Longevity Pay, which will become effective upon ratification of MOU currently planned for October 8, 2024, employees who have reached a longevity milestone as detailed above at the time of ratification of the MOU shall receive a one-time \$1,500 true-up payment, regardless of the number of milestones that have been achieved. This one-time-true-up payment is not eligible to be reported to CalPERS. This action does not set a precedent nor obligate the District to any such action into the future.

**GROVELAND COMMUNITY SERVICES  
DISTRICT**

By: \_\_\_\_\_  
Robert Swan, Board Chair

BY: \_\_\_\_\_  
Peter Kampa, General Manager

**OPERATING ENGINEERS, LOCAL 3**

By: \_\_\_\_\_  
OE3 Senior Business Representative

BY: \_\_\_\_\_  
OE3 Steward/Member