



REGULAR MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 www.gcsd.org

AGENDA

May 11, 2021

10:00 a.m.

LOCATION: TELECONFERENCE - SEE BELOW

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCE MEETINGS:

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

- The District office is open to the public at this time from 9am to 4:30pm Monday through Thursday and 9am to 4pm on Friday (Closed between 12pm-2pm).
- The meeting will be conducted via teleconference using Zoom. (See authorization in the Governor's Executive Order 29-20)
- All members of the public seeking to observe and/or to address the GCSB Board may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE AND PARTICIPATE IN THE MEETING:

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

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

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

HOW TO SUBMIT PUBLIC COMMENTS:

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

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

prior to Board action on the matter. Comments received after the close of the public comment period will be added to the record after the meeting.

ACCESSIBILITY INFORMATION:

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

PUBLIC RECORDS:

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

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

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

TELECONFERENCE AGENDA

May 11, 2021
10:00 a.m.

Call to Order

Pledge of Allegiance

Roll Call of Board Members

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

1. Approve Order of Agenda

2. Public Comment

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

3. Information Items

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

A. Staff Reports

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

B. Proclamations

- i. Recognition of Pete Kampa for his 2 Years of Service to the Groveland Community Services District
- ii. Recognition of Renee Van Dyk for her 2 Years of Service to the Groveland Community Services District
- iii. Recognition of Meghan Orsetti for her 2 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 the April 13, 2021 Regular Meeting
- B. Approve Minutes from the April 27, 2021 Special Meeting
- C. Accept April 2021 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. Consideration of a Preliminary Draft Budget and Establish Budget Public Hearing

- B. Approval of a Resolution Authorizing Application for the California Climate Investments (CCI) Department of Forestry and Fire Protection, Fire Prevention Grant for the GCSD Properties Fuels Reduction Project and Authorize the General Manager to Sign the Grant Agreement and any Related Documents

- C. Authorize Staff to Apply for the Rural Fire Capacity Grant (RFC) for the Funding of Cooperative Forestry Assistance Act of 1978 and Authorize the General Manager to Sign the Grant Agreement and any Related Documents

- D. Approval of a Resolution Reestablishing Customer Late Fees Penalties and Interest Charges

- E. Introduction and Board Direction Regarding the Groveland Community Services District Development Impact Fee Study for Park and Fire Services, Intended to Offset the Impact of New Development Projects within the District

- F. Introduction and Board Direction Regarding the Fiscal Impact Analysis for Future Development with Enhanced Fire and Park Services, to be Considered in the Formation of a Community Facilities District (CFD) Applicable to New Development Projects

- G. Adoption of the Resolution Approving the 2021 Wastewater Treatment Plant Improvements Project Plans and Specifications and Authorize Public Bidding

7. Adjournment

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

18966 Ferretti Road Groveland, CA 95321

Staff Report
May 11, 2021

To: Board of Directors

From: Andy Murphy, Assistant Chief
By: John Zuniga, Battalion Chief

Subject: Monthly Activity Report – April 1, 2021 to April 30, 2021

Operations:

Emergency Incident Response:

On April 20, 2021 around 4 A.M., GCSD Engine 781 along with CALFIRE Engine 4466 responded to a vehicle rollover on Highway 120 near Wards Ferry Rd. A single patient was in the vehicle and required extrication. The occupant was evaluated by Medic 41 for minor injuries.



Apparatus and Equipment:

Apparatus	Description	Status
Engine 781	2009 Pierce Contender	In Service
Engine 787	2000 Freightliner FL112	In Service
Engine 783	1995 International Model 15	Out of Service GCSD Shop
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:

- EMT Recertification
- Pump Hydraulics
- CERT Program Manager Class
- SCBA
- Overhaul
- MPD
- Vehicle Maintenance
- AED
- Extrication Tools
- JAC Hours

MONTH - April 2021

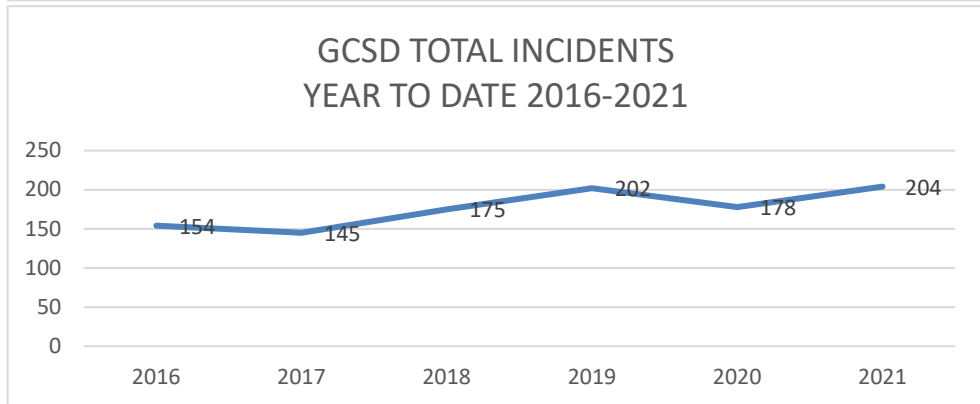
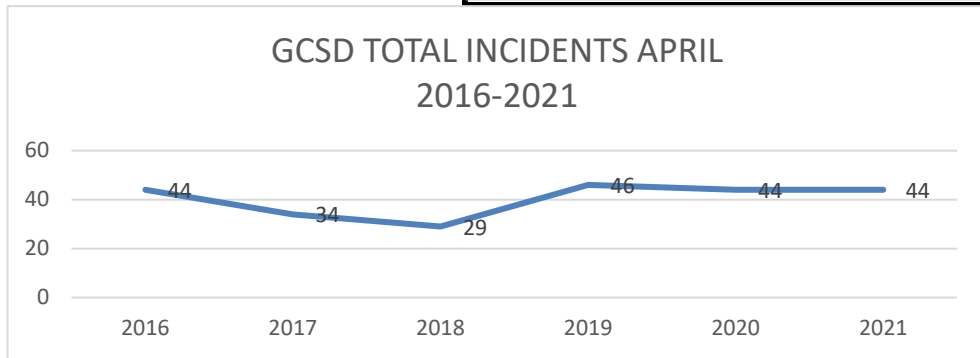
STATION 78

Alarm Sounding	0
Odor Investigation	1
Debris Fire	0
Medical Aid	23
Fire Menace Standby	0
Fire Other	0
Haz Mat	0
Landing Zone	1
Plane/Heli Crash	0
Public Assist	8
Smoke Check	3
Structure Fire	1
Commercial Structure Fire	0
Vegetation Fire	3
Vehicle Accident	4
Vehicle Accident/Pin in	0
Vehicle Fire	0
TOTAL	44



Auto Aid	Given
Tuolumne County	10
Inc# 4408 Lift Assist Prospect Heights Inc# 4537 Lift Assist Prospect Heights Inc# 4895 Vegetation Fire Wards Ferry Rd Inc# 4946 Vegetation Fire 1S17 Inc# 5012 Lift Assist Prospect Heights Inc# 5201 Smoke Check Smith Station Rd Inc# 5214 Vehicle Accident Big Creek Shaft Rd Inc# 5247 Smoke Check Jackass Creek Rd Inc# 5300 Lift Assist Prospect Heights Inc# 5459 Vegetation Fire Serra Gorda Trail	

(34 calls in GCSO district, 10 calls in Tuolumne County)





BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: May 11, 2021

SUBJECT: Agenda Item 3Aii. General Managers Report

Overview

For the month of April and first week of May 2021, we are pleased to report that the District continued diligently in advancing several projects and initiatives related to all of the services we provide. This report will provide a highlight of the most noteworthy projects and as always, many of these items are contained on this agenda for Board action.

Big Creek Clearwell

The contractor was required to remove and repair an area of the tank wall where they had reattached the metal sheet removed to provide equipment access. The reinstallation caused buckling of the tank wall and the repairs are nearly complete as of the date of this report. The interior coating and exterior paint must now be repaired in the location of the work. The contractor expects to have completed the work at the Big Creek Clearwell by May 14, 2021 which includes all interior baffles installed and inspected, interior tank walls cleaned and disinfected and prepared for filling. Once the tank is full for a day, bacteriological samples are taken, and the tank placed in service once water quality is verified.

The contractor has submitted two of their claims to mediation, which will be taken up at the end of the project. Meanwhile, the project is behind schedule with only 32 remaining workdays and not yet having started the Second Garrotte Clearwell rehabilitation. Enclosed is the most recent progress meeting agenda and the project schedule submitted by Farr Construction. They estimate project completion by September 30, 2021, which could result in liquidated damages charged to the contractor of \$500 per day (\$50,000+ through the end of the project) as a result of not completing the project on time.



Groveland/Big Oak Flat Sewer Collection Upgrades

The project bid documents were sent on May 6, 2021 to the builder's Exchange and regional plan centers, as well as an advertisement placed in the local paper advertising bids. The Notice to Bidders as revised is included with this report. A Mandatory pre-bid meeting is scheduled for May 19 and bids are due on June 9, 2021 at 2:00PM. We are coordinating closely with PML and Tuolumne County Public Works to ensure that bidding contractors and the final project contractor are aware of the requirements and expectations of construction within PML and on county roads. Current total project cost estimates appear to have expected expenses over the revenue from the state grant/loan by approximately \$907,000. Let us hope for good bids!

Meeting with Assembly Member Bigelow RE Covid Funding

California Assembly Member Frank Bigelow met with General Manager Kampa, General Manager Kahl Muscott of the Auburn Park and Rec District and members of CSDA staff to discuss CSDA's request for special districts to be directly included in Covid-19 relief funding. This was a powerful 25-minute discussion and the Assemblyman agreed to review the CSDA request carefully.

Tuolumne County OES CCI Grant Coordination Meeting

County Fire Chiefs and other public agencies met with Tuolumne County Office of Emergency Services staff to coordinate on applications to the California Climate Investments (CCI) Forest Health Grant Program for a number of fire fuels reduction projects, education and planning funding. County OES Coordinator Dore Beitz organized the meeting so we could all submit complementary applications, rather than competing with each other. Attached to this report is Dore Beitz's staff report to the County Board, and support letter prepared to the state. Our cooperative relationship with the county just continues to grow exponentially and we truly appreciate the county administration and Board.

Water Smart Grant Debrief Meeting

We submitted an approximately \$600,000 grant application to the US Bureau of reclamation water smart grant program, to provide a portion up the funding needed for the upgrade to the automatic meter reading system. Our 2020 application was not funded, and this debriefing significantly helped and understanding how we can submit a stronger application in 2021. The funding is extremely competitive, and only those projects that conserve hundreds of acre feet per year of water are typically funded.

USDA Rural Development Meeting RE Funding for AWS and AMR meter system

We were also getting initial feedback from USDA world development that our application for funding for the AWS system upgrades would only be funded by loan and no grant. We held a very detailed conversation with our USDA representatives and have come up with a plan that involves designating water reserves to our capital improvement program as a formal means to show that the district does not have extra cash in the bank and in our cash flow to be able to pay the debt service for a 100% loan for this project. Also suggested combining the two projects into a single application as that would increase the amount of loan payments and show that we are eligible for a higher percentage of grant funding for the project. We will need to receive the capital improvement program from the water and sewer master plan to adequately commit designated reserves, so this application revision is waiting on that activity.

Wildfire Safety Working Session

We met with Tuolumne County OES this month who had arranged a meeting with PG and E to discuss the practicalities associated with the upcoming fire season, fire hazards, PSPS procedures and basically to open the lines of communication in advance of fire season. PG&E relayed several improvements that they were completing, including monitoring, better weather projections, and the likelihood that there will be more frequent PSPS events this year.

Measure V Public Meeting

We received good feedback regarding the public meeting that we held at the park on the 28th of April. The discussion appeared to be helpful to those who truly wanted to know more information about the financial condition of the Department and our relationship with the Tuolumne County Fire authority. We have increased the information output advertising the May 15th public meeting, and we expect a stronger turn out for this one. Please let me know if there are areas that you would like for me to clarify in this meeting.

Groveland Resilience Center

We were advised by the underground contractor for the construction of the Roman Brazilian center, that there were areas where several feet of soil and storm water drainage cisterns were going to be installed over or near our existing sewer mains under the parking lot of the project. We have our district engineer looking into the grading plans and working with the contractors engineer to make sure that our utilities are protected and that we can issue an encroachment permit to allow this infrastructure and the parking lot to be built over the top at the utilities. We do not expect a problem here, and we appreciate

the effort of the contractor to reach out to us to make sure that we were OK with that work. Construction his beginning on the project now.

Generator Replacement Project

We have received the funding from the State Office of Emergency Services, approval to proceed from the Department of water resources for the replacement of seven emergency power supply generators. Staff and their district engineer have confirmed the sizing of the generators, the condition of the connecting electrical equipment, and other site conditions; and have placed an order for the majority of the generators, the last two large generators will likely be ordered this week or early next week. The lead time on these generators can be up to two or three months, and the state has extended the completion deadline to March 2022. We should have ours installed and up and running before the end of this year.



PIH

Is completed the onsite installation of the permanent interconnection hub in Mary Laveroni park. As soon as they receive their permit from Caltrans, they can finish the interconnection switches, which are expected to be completed shortly. The hub should be up and running well in advance of PSPS season. We believe the project turned out as expected have appreciate the cooperation of PG and E throughout this.

Development Project Status (HWY 120

Lodging and Long Gulch)

District staff and our engineer have been working very closely with the project proponents for the highway went any lodging project, also known as Yonder Yosemite. Our engineer has detailed initial water and sewer connection requirements and the developer is having their engineer begin the preparation have plans and specifications for the work. Due to the fact that the water main between Groveland and big Oak flat does not have the carrying capacity to meet fire flow requirements, the developer is being required to install their own fire water storage tank and pump system. We are also requiring that the water main connection crossing Hwy 120 be large enough show that in the event we receive funding to complete the water system improvement project, their main could be connected directly into our system and have adequate fire flow without separate storage tanks. It is all the about the timing. The developer has been very cooperative and easy to work with.

District staff and our engineer continued to work through the details of the revised Long Gulch Ranch residential development proposal, and we will have more information when the matter comes before the board foreign advance funding agreement.

FY2022 Non-Defense Congressionally Directed Spending Requests

Tuolumne County administration staff notified me last Friday that senator Dianne Feinstein was seeking requests for funding through the fiscal year 2022 nondefense congressionally directed spending allocations. These allocations have not been in place in many years and typically occur as the result of major issues or in solid economic times. There were certain criteria issued to qualify for the funds, such as the ability to use federal funds, a federal nexus to the project, certain maximum funding limitations, and readiness to proceed among other items. We were requested to submit information to the County on shovel ready projects, which includes projects they have completed design an environmental review, so that the County could place them on a priority list to submit to the senator. We basically spent three solid days preparing the necessary information and applications, researching the various programs to which we would apply, working directly with the County as they placed the item on the agenda and attending an all-day County Board of Supervisors meeting before they got to the item at nearly 6:00 PM on May 4th. After much discussion, the County did select the GCSO water distribution system improvements and sewer system improvements as the fourth highest priority project out of approximately 15 projects submitted to them. We very much appreciate our County supervisor Kathleen half, and the Board of Supervisors for recognizing the importance of our projects to the health and safety of the community and its economic development. The county support letter is attached.

The requests submitted \$2,085,175 for the water distribution project and \$907,210 for the sewer system improvements project. We await their response.

Other Items

A company by the name of ChargePoint has installed an unauthorized directional sign on district property, while we were processing a permit for that purpose. This company installed car charging stations near the Youth Center on District property, under agreement with the Southern Tuolumne County Historical Society. Included herein is the resolution dedicating certain property to the Southern Tuolumne County Historical Society for the library/museum project. The resolution is interesting as it is silent on many things such as allowable use of the dedicated property, and responsibility for maintenance and upgrade of their parking lot, responsibility for maintenance of the District's park entrance, etc. We will be seeking an agreement directly with the Charge Point company to allow the sign, allow access over and through the park entrance, and any maintenance contributions necessary.

As requested by the Board, GCSO staff contacted AT&T through County OES regarding the loss of landline phone service during power outages and other emergencies. Attached to this report is AT&T's somewhat positive response. We will keep an eye on this for action.

**GROVELAND COMMUNITY SERVICES DISTRICT
BIG CREEK AND SECOND GARROTTE CLEARWELLS REHABILITATION
PROJECT
CONSTRUCTION PROGRESS MEETING**

May 4, 2021 @ 2:00 PM

AGENDA

- I. INTRODUCTIONS
- II. CONSTRUCTION PROGRESS SNAPSHOT
 - a. Total Project Cost (Contractor) \$3,118,200.00
 - b. Total Project Cost (Total Project) \$3,954,200.00
 - c. Budget Spent to Date (Contractor) \$1,666,300.00
 - d. Budget Spent to Date (Total Project) \$1,902,548.00
 - e. Total Project Contingency \$361,000.00
 - f. Contingency Used to Date \$79,676.00
 - g. Percentage Funding Used to Date (Contractor) 53.4%
 - h. Percentage Funding Used to Date (Total Project) 48.1%
 - i. Percent Contingency Used to Date 22.1%
 - j. Days for Completion 134 Working Days
 - k. Elapsed Days 102 Working Days
 - l. Remaining Days 32 Working Days
- III. CONSTRUCTION SITE REPORTS
 - a. Progress to Date
 - b. Contractor (1-MONTH LOOK AHEAD)
- IV. CHANGE ORDERS
 - a. Fully Executed
 - i. Change Order No. 1 – Additional Structural Repairs in Big Creek Clearwell (\$33,217.80 and 8 Additional Working Days)
 - ii. Change Order No. 2 – Relocation of ARV to Adjacent Wye Fitting at Butler Way Pump Station (No Cost and 2 Additional Working Days)
 - iii. Change Order No. 3 – Installation of Insulation in Both the Big Creek and Second Garrotte New Electrical Cabinets (\$953.00 and No Working Days)
 - iv. Change Order No. 4 – Inspection Sand Blast (Time & Material) (\$46,457.90 and 4 Additional Working Days)

- b. Received
 - i. Pending Change Order No. 3 – Additional Work at Butler Way (Time & Material)
 - ii. Pending Change Order No. 9 – Addition of Inlet ARV at Butler Way Pump Station (Negotiating)
 - c. Requested
 - i. Pending Change Order No. 10 – Upgrade of Pressure Transmitter
 - ii. Pending Change Order No. 11 – Addition of Communications Between Butler Way Pump Station and Tank 1
 - d. Denied
 - i. Pending Change Order No. 1 – Oil in Tank (\$48,539.00 and 14 additional Working Days)
 - ii. Pending Change Order No. 6 – Lid Pin Holes Repairs (\$14,200 and 2 additional Working Days)
- V. SUBMITTAL REVIEW
- a. Approved Submittals
 - i. Submittal No. 1 – 20 and 22 – 36
 - b. Remaining Submittals
 - i. Submittal No. 21
- VI. REVIEW RFI LOG
- a. Responded RFI's
 - i. RFI No. 1 – 31
 - b. Pending RFI's
 - i. RFI No. 32 – Baffle Repairs
- VII. Claims
- a. Claim No. 1 – Oil in the Tank
 - i. Responded
 - b. Claim No. 2 – Extra Money for Coating Material
 - i. Responded
 - c. Claim No. 3 – Relocation of ARV
 - i. Claim Removed
 - d. Claim No. 4 – Mill Scale in Big Creek Clearwell and Chlorine Contact Tank
 - i. Response by May 12, 2021

VIII. PAYMENT REQUESTS

a. Processed

i. Disbursement Request No. 1 (\$331,640.00)

1. Received.

ii. Disbursement Request No. 2 (\$298,997.00)

1. Received (Less than expected).

iii. Disbursement Request No. 3 (\$673,932.00)

1. Estimate middle of May.

iv. Disbursement Request No. 4

1. Pending Submission this Week

b. The State will not be processing Disbursement Requests from March 26, 2021 to July 1, 2021 (End of Fiscal Year).

i. State allows grantees to pull out bridge loans if processing times exceed 45 days.

1. Interest on loan will be funded through Project contingency fund.

IX. PROJECT SCHEDULE

i. State Waterboard Construction Progress Meeting – May 12, 2021 at 10:00 AM

ii. Big Creek Site

1. Door Sheet Welded - May 10, 2021

2. Door Sheet Coated – May 13, 2021

3. Tentative Final Completion – May 14, 2021

X. CONCERNS

XI. ADJOURN

ID	Task Mode	Task Name	Duration	Start	Finish	Qtr 1, 2021					Qtr 2, 2021			
						Nov	Dec	Jan	Feb	Mar	Apr	May		
1		Groveland Clearwells Rehab	231 days	Mon 11/9/20	Thu 9/30/21									
2		Big Creek	106 days	Thu 12/3/20	Fri 4/30/21									
3		Big Creek Clearwell and CCT Rehab	106 days	Thu 12/3/20	Fri 4/30/21									
4		Big Creek Clearwell	106 days	Thu 12/3/20	Fri 4/30/21									
5		Mobilization	2 days	Thu 12/3/20	Fri 12/4/20									
6		Door Sheet	1 day	Mon 12/7/20	Mon 12/7/20									
7		Remove HDPE Baffles	3 days	Mon 12/7/20	Wed 12/9/20									
8		Oil removal	4 days	Thu 12/10/20	Tue 12/15/20									
9		Inspection blast	5 days	Wed 12/16/20	Tue 12/22/20									
10		Structural steel repair	11 days	Wed 12/23/20	Fri 1/8/21									
11		muck sand and oil inspection	2 days	Mon 1/11/21	Tue 1/12/21									
12		Sanblast Interior Roof	13 days	Wed 1/13/21	Fri 1/29/21									
13		Paint Interior Lid	13 days	Mon 2/1/21	Thu 2/18/21									
14		Sandblast Interior Shell	6 days	Fri 2/19/21	Fri 2/26/21									
15		Plural Paint Interior Shell	3 days	Mon 3/1/21	Wed 3/3/21									
16		Muck Sand	4 days	Thu 3/4/21	Tue 3/9/21									
17		Sandblast Interior Floor	8 days	Mon 3/15/21	Wed 3/24/21									
18		Muck Sand	6 days	Thu 3/25/21	Tue 3/30/21									
19		Blow Down	1 day	Wed 3/31/21	Wed 3/31/21									
20		Plural Paint Floor	2 days	Thu 4/1/21	Fri 4/2/21									
21		Install HDPE Baffles	5 days	Mon 4/5/21	Fri 4/9/21									
22		Weld door sheet	3 days	Mon 4/12/21	Wed 4/14/21									
23		Prep and Coat Door Sheet	1 day	Thu 4/15/21	Thu 4/15/21									
24		Test Coatings	1 day	Fri 4/16/21	Fri 4/16/21									
25		Wash and Disinfect	1 day	Mon 4/19/21	Mon 4/19/21									
26		Fill Tank	1 day	Tue 4/20/21	Tue 4/20/21									
27		Soak	3 days	Wed 4/21/21	Fri 4/23/21									
28		Bac Tee	2 days	Wed 4/21/21	Thu 4/22/21									
29		Bac Tee Results	1 day	Mon 4/26/21	Mon 4/26/21									
30		VOC Test	1 day	Mon 4/26/21	Mon 4/26/21									
31		VOC Results	1 day	Wed 4/28/21	Wed 4/28/21									
32		Cleanup Site	4 days	Tue 4/27/21	Fri 4/30/21									
33		CCT Rehab	43 days	Mon 3/1/21	Mon 4/26/21									
34		Sanblast Interior Roof and Shell	7 days	Mon 3/1/21	Tue 3/9/21									
35		Coat Interior Lid and shell	4 days	Wed 3/10/21	Mon 3/15/21									
36		Muck Sand	2 days	Thu 3/25/21	Fri 3/26/21									
37		Sandblast Interior Floor	3 days	Sat 3/27/21	Mon 3/29/21									
38		Blow Down	1 day	Tue 3/30/21	Tue 3/30/21									

Project: Groveland CSD Sheud
Date: Fri 4/9/21

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			

ID	Task Mode	Task Name	Duration	Start	Finish	Qtr 1, 2021					Qtr 2, 2021	
						Nov	Dec	Jan	Feb	Mar	Apr	May
39		Muck	3 days	Wed 3/31/21	Fri 4/2/21							
40		Plural Paint Floor	1 day	Mon 4/5/21	Mon 4/5/21							
41		Disinfection, load and testing	6 days	Mon 4/19/21	Mon 4/26/21							
42		Big Creek Clearwell & CCT Exterior Coating	7 days	Mon 4/12/21	Tue 4/20/21							
43		Water blast Exterior	4 days	Mon 4/12/21	Thu 4/15/21							
44		Paint Thin Film	2 days	Fri 4/16/21	Mon 4/19/21							
45		Test Exterior	1 day	Tue 4/20/21	Tue 4/20/21							
46		Butler Way Pump Station	154 days	Mon 11/9/20	Tue 6/15/21							
47		Butler Way Pump Station Rehab	154 days	Mon 11/9/20	Tue 6/15/21							
48		Demo	2 days	Wed 1/13/21	Thu 1/14/21							
49		Retaining Walls	12 days	Tue 1/19/21	Wed 2/3/21							
50		Form/Pour/Strip Concrete	5 days	Tue 3/2/21	Mon 3/8/21							
51		Pumps	7 days	Tue 3/9/21	Wed 3/17/21							
52		Ductile Iron	1 day	Mon 11/9/20	Mon 11/9/20							
53		Above Ground Enclosure	5 days	Wed 6/9/21	Tue 6/15/21							
54		Butler Way PS Electrical & Controls	43 days	Mon 3/1/21	Mon 4/26/21							
55		Conduit Trenching	2 days	Mon 3/1/21	Tue 3/2/21							
56		Complete CP, Install Sunshade, and pull wire	1 day	Mon 4/19/21	Mon 4/19/21							
57		Complete CP and terminate wires	1 day	Tue 4/20/21	Tue 4/20/21							
58		Install Antenna Pole	1 day	Tue 4/20/21	Tue 4/20/21							
59		Begin I/O Check	1 day	Tue 4/20/21	Tue 4/20/21							
60		Complete Misc Wiring and Testing	1 day	Wed 4/21/21	Wed 4/21/21							
61		SCADA Programing	4 days	Wed 4/21/21	Mon 4/26/21							
62		Local Start-up with Owner (Stakeholders required to attend)	1 day	Mon 4/26/21	Mon 4/26/21							
63		Complete	1 day	Mon 4/26/21	Mon 4/26/21							
64		Owner Directed Break Between Bank Bites for Besting of Big Cr	23 days	Thu 4/29/21	Mon 5/31/21							
65		Second Garrotte Site	88 days	Tue 6/1/21	Thu 9/30/21							
66		Second Garrotte Clearwell Rehab	86 days	Tue 6/1/21	Tue 9/28/21							
67		Set up Site	2 days	Tue 6/1/21	Wed 6/2/21							
68		Door Sheet	1 day	Thu 6/3/21	Thu 6/3/21							
69		Remove HDPE Baffles	3 days	Fri 6/4/21	Tue 6/8/21							
70		Oil removal	4 days	Wed 6/9/21	Mon 6/14/21							
71		Structural steel repair	11 days	Tue 6/15/21	Tue 6/29/21							
72		oil inspection	1 day	Wed 6/30/21	Wed 6/30/21							
73		Sanblast Interior Roof	13 days	Thu 7/1/21	Mon 7/19/21							
74		Paint Interior Lid	13 days	Tue 7/20/21	Thu 8/5/21							
75		Sandblast Interior Shell	6 days	Fri 8/6/21	Fri 8/13/21							
76		Plural Paint Interior Shell	3 days	Mon 8/16/21	Wed 8/18/21							

Project: Groveland CSD Shceud
Date: Fri 4/9/21

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			

ID	Task Mode	Task Name	Duration	Start	Finish	Qtr 1, 2021					Qtr 2, 2021	
						Nov	Dec	Jan	Feb	Mar	Apr	May
77		Muck Sand	4 days	Thu 8/19/21	Tue 8/24/21							
78		Sandblast Interior Floor	8 days	Wed 8/25/21	Fri 9/3/21							
79		Muck Sand	2 days	Mon 9/6/21	Tue 9/7/21							
80		Blow Down	1 day	Wed 9/8/21	Wed 9/8/21							
81		Plural Paint Floor	2 days	Thu 9/9/21	Fri 9/10/21							
82		Install HDPE Baffles	3 days	Mon 9/13/21	Wed 9/15/21							
83		Weld door sheet	2 days	Thu 9/16/21	Fri 9/17/21							
84		Disinfection and testing	6 days	Mon 9/20/21	Mon 9/27/21							
85		Cleanup Site	1 day	Tue 9/28/21	Tue 9/28/21							
86		Second Garrotte Clearwell & CCT Exterior Coating	7 days	Mon 9/20/21	Tue 9/28/21							
87		Waterblast Exterior	2 days	Mon 9/20/21	Tue 9/21/21							
88		Paint Thin Film	5 days	Wed 9/22/21	Tue 9/28/21							
89		Demobilization	5 days	Fri 9/24/21	Thu 9/30/21							

Project: Groveland CSD Shceud
Date: Fri 4/9/21

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			

**SECTION 001000
ADVERTISEMENT FOR BIDS**

FOR THE CONSTRUCTION OF: GROVELAND COMMUNITY SERVICES DISTRICT SEWER
COLLECTION SYSTEM IMPROVEMENTS

FOR THE: GROVELAND COMMUNITY SERVICES DISTRICT (GCSD)

NOTICE IS HEREBY GIVEN that the GCSD invites and will receive sealed proposals (bids) up to the hour of 2:00 pm on the 9th day of June 2021, for the furnishing of all transportation, labor, materials, tools, equipment, services, permits, utilities, and other items necessary to construct said work. At said time, said proposals will be publicly opened and read aloud at:

GCSD DISTRICT OFFICE
18966 Ferretti Rd,
Groveland, CA 95321

Bids shall conform to and be responsive to these Contract Documents for the work.

The major work consists of the rehabilitation or replacement of approximately 11,500 linear feet of existing sewer main, performing spot repairs as shown on the plans, construction of 19 new sanitary sewer manholes, rehabilitation of 46 existing sanitary sewer manholes and the installation on 1 new flushing branch within the Groveland Community Services District (Groveland CSD or GCSD) sewer collection system. To allow continuous operation of the GCSD sewer collection system, the contractor must install and maintain a sewer by-pass system throughout the completion of all work. No wastewater discharge will be allowed due to any of the work related to the project, and it will be the responsibility of the Constructor to utilize adequate construction procedures to guarantee no release of untreated raw wastewater.

The time for completion is three hundred thirty-five (335) Calendar days.

A mandatory pre-bid meeting is scheduled 10:00 a.m., May 19, 2021, at the Groveland Community Services District's Office. This meeting is to inform bidders of project requirements and subcontractors of subcontracting and material supply opportunities.

GCSD hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin, in consideration for an award.

GCSD has not established a Disadvantaged Business Enterprise (DBE) goal for this project. However, the successful Bidder on this work must demonstrate compliance with the CWSRF/DWSRF DBE Requirements to be deemed a responsible bidder. The requirements for bidders and contractors covered by this policy are explained in the Disadvantaged Business Enterprise (DBE) Compliance Guidelines included in the contract documents.

This contract requires compliance with the Davis-Bacon and Related Acts and adherence to the current U.S. Department of Labor Wage Decision. The Contractor must comply with the minimum rates for wages for laborers and mechanics as determined by the Secretary of Labor in accordance with the provisions of the Davis-Bacon and Related Acts. The Contract provisions and related matters set forth in 29 CFR Part 5- Section 5.5 are hereby made a part of this Contract. Attention is called to the fact that not less than the minimum salaries and wages set forth in the Contract Documents must be paid on this project. The Wage Decision, including modification, must be posted by the Contractor on the job site.

This is a Public Works Project subject to the rate of prevailing wages as established by the California Department of Industrial Relations. These wages are set forth in the General Prevailing Wage Rates for this project, available from the California Department of Industrial Relations' Internet web site at <http://www.dir.ca.gov/DLSR/PWD>.

Bidders are notified that the higher of either the Davis-Bacon or the State prevailing wage rate shall apply.

In accordance with the provision of Section 3300 of the Public Contract Code, at the time this contract is awarded, the Contractor shall possess a Class A California State Contractor's License. Bids are required for the entire work described herein.

This contract is subject to state contract nondiscrimination and compliance requirements pursuant to Government Code, Section 12990.

No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code Section 1725.5.

No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code Section 1725.5.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

Copies of the Contract Documents may be examined at the Engineer's office and at the following locations:

- AM Consulting Engineers, 5150 Sixth St Ste 124. Fresno, CA 93710
- Groveland Community Services District, 18966 Ferretti Rd, Groveland, California 95321
- Central California Builders Exchange, 1244 N. Mariposa, Fresno, CA 93703
- Valley Builders Exchange, Inc., 1118 Kansas Ave. Modesto, CA 95352
- Tulare Kings County Builders Exchange, 1223 South Lovers Lane, Visalia, CA 93292

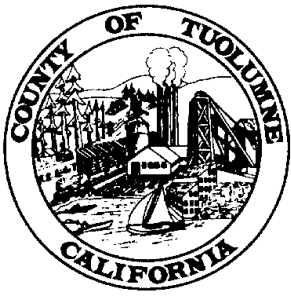
Copies of the Contract Documents shall be purchased at AM Consulting Engineers, Inc. located at 5150 N Sixth Street, Suite 124, Fresno CA, 93710, 559.473-1371, upon a non-refundable payment of \$50.00 per paper set of contract documents. Shipping is not included in that fee. Electronic copies of the Contract document are also available for a non-refundable payment of \$25.00.

The contract will be awarded to the lowest responsive bidder based on the Base Bid Plus All Additives. GCSD reserves the right to reject all bids, and to waive any minor irregularities in any bid.

The Bidder is required to sign the attached Noncollusion Affidavit and submit it with his bid.

Dated: _____

END OF SECTION



Office of Emergency Services County of Tuolumne

Ryan Campbell, Director
Tracie M. Riggs, Assistant Director
Dore A. Bietz, Coordinator

Tuolumne County Administration Center
2 South Green Street
Sonora, CA 95370
Phone (209) 533-5511
Fax (209) 533-5510

April 28, 2021

TO: Tuolumne County Board of Supervisors

FROM: Dore Bietz, OES Coordinator

SUBJECT: Cal Fire CCI Grant Applications Request for Letters of Support

Through the California Climate Investments (CCI) Fire Prevention Grant Program, CAL FIRE provides funding for local projects and activities that address the risk of wildfire and reduce wildfire potential to forested and forest adjacent communities. Funded activities include hazardous fuel reduction, fire prevention planning, and fire prevention education with an emphasis on improving public health and safety while reducing greenhouse gas emissions.

Tuolumne County will be applying for all three project types: Hazardous Fuels Reduction, Fire Prevention Education and Fire Prevention Planning. These three projects include the following:

- Hazardous Fuels Reduction along county-maintained roads to provide for safer ingress and egress of evacuating residents and responding emergency personnel.
- Fire Prevention Education to the public on wildfire mitigation and risk reduction strategies by continuing the Firewise program support under OES
- Fire Prevention Planning projects to include GIS for Wildfire risk or related mapping and creation of wildfire mitigation plan.

To work collaboratively with our partners throughout Tuolumne County, we held a meeting with those entities who had identified their interest as applicants to this grant cycle. Our goal is to work collaboratively and support one another's projects for a community wide effort.

Several of our partners within our Operational Area have requested letters of support of their applications for the following projects:

1. TUD is planning on applying for a Cal Fire CCI Fire Prevention Grant to protect critical infrastructure facilities. The District has identified six locations that they plan to do fuel reduction treatments with a combination of hand thinning and mastication clearing.
2. Tuolumne Firesafe Council (formerly Highway 108 Firesafe Council) is planning on proposing several fuels reduction projects and the development of a Community Wildfire Protection Plan or CWPP. This CWPP is a great planning tool that OES supports as we

identify future projects and communities of high risk. Through collaboration with the Firesafe Council, we at County OES will be very involved in the development of a county wide CWPP as it will eventually come forward to this Board for approval.

3. Groveland Community Services District is proposing to protect critical infrastructure facilities which include hardening and fuels reduction projects around several facilities.

While we typically would submit a letter for each entity, we are proposing one letter that identifies all the projects, including the county's projects, to emphasize our work to collaborate and plan together to meet grant objectives. Together we can do much more as we move forward to provide a resilient, fire safe community.

Recommendation:

It is recommended your Board approve a letter of support for the submittal of Cal Fire CCI Fire Prevention projects from Tuolumne County, TUD, Tuolumne Firesafe Council and Groveland Community Services District.



Phone: (209) 533-5521
Fax: (209) 533-6549

**BOARD OF SUPERVISORS
COUNTY OF TUOLUMNE**

David Goldemberg, *First District*
Kathleen Haff, *Fourth District*

Ryan Campbell, *Second District*

Daniel Kirk, *Third District*
Jaron Brandon, *Fifth District*

May 4, 2021

California Climate Investments Fire Prevention Grant Program (CCI)
Re: Letter of Support for the all proposed projects within Tuolumne County

Dear CCI Grant Administrator,

To work collaboratively with our partners throughout Tuolumne County, we held a meeting with those entities who had identified their interest as applicants to this grant cycle. Our goal is to work collaboratively and support one another's projects for a community wide effort. While we typically would submit a letter for each entity, we are proposing one letter that identifies all the projects, including the county's projects, to emphasize our work to collaborate and plan together to meet grant objectives. Together we can do much more as we move forward to provide a resilient, fire safe community. The Tuolumne County Board of Supervisors is very pleased to send you this letter of support for all proposed projects identified below within Tuolumne County who are applying for CCI Fire Prevention Grants.

Tuolumne County will be applying for all three project types: Hazardous Fuels Reduction, Fire Prevention Education and Fire Prevention Planning. These three projects include the following:

- Hazardous Fuels Reduction along county-maintained roads to provide for safer ingress and egress of evacuating residents and responding emergency personnel. A separate application from our County Fire department will include much needed equipment for vegetation management and fuels reduction that will supplement the county wide project.
- Fire Prevention Education to the public on wildfire mitigation and risk reduction strategies by continuing the Firewise program support under Tuolumne County OES.
- Fire Prevention Planning projects to include GIS for Wildfire risk or related mapping to support the creation of a wildfire mitigation plan.

Tuolumne Utilities District (TUD) is applying for this grant to protect water storage facilities that provide drinking water to homes and businesses.

- Hazardous Fuels Reduction around water storage tanks and critical infrastructure such as water treatment plants surrounded by dense vegetation and are in high hazard fire areas. The District has identified six locations that we plan to do fuel reduction

treatments with a combination of hand thinning and mastication clearing which will benefit many residents in Tuolumne County.

Tuolumne Firesafe Council (formerly Highway 108 Firesafe Council) is planning on proposing several fuels reduction projects and Fire Prevention Planning projects.

- Hazardous Fuels Reduction throughout key areas and in corporation with other stakeholders.
- Fire Prevention Planning through development of a Community Wildfire Protection Plan or CWPP. This CWPP will support county wide efforts and identify future projects and communities of high risk.

Groveland Community Services District (GCSD) is applying for this grant to protect critical facilities that provide drinking water to homes and businesses.

- Hazardous Fuels Reduction and hardening around critical infrastructure surrounded by dense vegetation and are in high hazard fire areas.

The Tuolumne County Board of Supervisors join with our neighbors and partners within Tuolumne County in looking forward to all Fire Prevention projects that will preserve and protect County residents and valuable infrastructure in the region.

Sincerely and on behalf of the entire Board, thank you for your consideration of these worthwhile applications.



Ryan Campbell, Chair
Tuolumne County Board of Supervisors

I hereby certify that according to the provisions of Government Code Section 25103, delivery of this document has been made.

CHRISTINA M. CUNHA
Deputy Clerk of the Board

By: _____



Tuolumne County
Administration Center
2 South Green Street
Sonora, CA 95370



Heather Ryan
Board Clerk of the
Board Of Supervisors

Phone: (209) 533-5521
Fax: (209) 533-6549

**BOARD OF SUPERVISORS
COUNTY OF TUOLUMNE**

David Goldemberg, *First District*
Kathleen Haff, *Fourth District*

Ryan Campbell, *Second District*

Daniel Kirk, *Third District*
Jaron Brandon, *Fifth District*

May 4, 2021

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

Dear Honorable Senator Dianne Feinstein:

RE: Groveland Community Service District Funding Consideration Fiscal Year 2022 Non-Defense Congressionally Directed Spending Request

The Board of Supervisors supports Groveland Community Services Districts request for a FY22 Non-Defense Congressionally Directed Spending Request in the amount of \$2,992,385 to allow our rural, disadvantaged community to complete their two highest priority critical water and sewer infrastructure projects that are both fully designed, permitted and prepared for immediate construction.

Groveland/Big Oak Flat Water Distribution System Improvements

At a total cost of \$5,352,675 this project will address water system deficiencies identified in the GCSO 2001 Water Master Plan and 2019 Downtown Groveland/Big Oak Flat Water System Improvement Plan by improving the existing water distribution system in downtown Groveland, Pine Mountain Lake and Big Oak Flat; allowing delivery of reliable water supply that meets the sanitation, drinking and firefighting water standards and customer expectations. An application to the Community Development Block Grant program in the amount of \$3,267,500 has been submitted and we are hopeful for that funding; therefore the Congressionally Directed Spending request for this project, **\$2,085,175** is intended to cover the gap between the proposed CDBG funding and the total project cost. The project will replace water lines that are too small, leak and experience frequent breaks, causing water outages. The project will also provide fire flow to portions of the system that are currently unable to meet fire demands. This is a high priority project to improve service reliability to existing customers and to provide water service to several proposed economic and residential land development projects; where the District system is inadequate to meet domestic and fireflow demands. The development projects will increase the residential and affordable housing inventory in the area, create tourist draw and result in much needed jobs in the wake of negative Covid-19 economic impacts.

Groveland/Big Oak Flat Sewer System Improvements

This project with an estimated total project cost of \$6,752,778 is scheduled for public bidding on May 5, 2021. The District received a \$5,845,568 loan/grant funding agreement in late 2020 for the project from the California State Water Resources Control Board. Due to additional sewer system defects identified in final project design, as well as significant local construction cost increases, the District now estimates a funding shortfall of \$907,210, which it seeks in this FY22 Non-Defense Congressionally Directed Spending request to complete this critical project. The purpose of this sewer improvement project is to replace or rehabilitate 50 to 80 year old deteriorated gravity sewer mains and manholes throughout Groveland, Big Oak Flat, and Pine Mountain Lake in order to reduce offensive odors, prevent blockages and sanitary sewer overflows, protect local recreational and drinking water supplies from sewage contamination and to provide adequate sewer service.

Sincerely,

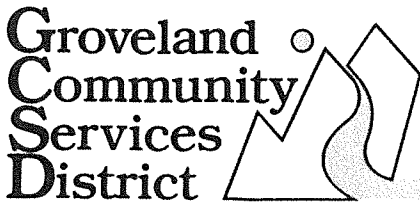


Ryan Campbell, Chair
Tuolumne County Board of Supervisors

I hereby certify that according to the provisions of Government Code Section 25103, delivery of this document has been made.

CHRISTINA M. CUNHA
Deputy Clerk of the Board

By: 



G.C.S.D. Services - 209/962-7161
Fire Department - 209/962-7891

10-12-98
water • fire protection • ambulance • parks • wastewater collection & treatment

18966 Ferretti Road P.O. Box 350 Groveland, CA 95321-0350
[Signature]
SECRETARY

RESOLUTION NO. 5-98

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE GROVELAND COMMUNITY SERVICES DISTRICT
APPROVING THE TERMS AND CONDITIONS OF THE
SALE OF DISTRICT PROPERTY TO THE SOUTHERN
TUOLUMNE COUNTY HISTORICAL SOCIETY (STCHS)
AND AUTHORIZING STAFF TO PREPARE AN
APPROPRIATE AGREEMENT

WHEREAS, the Groveland Community Services is a legal entity with specific powers granted by the laws of the State of California;

WHEREAS, GCS D has the right under Title 6, Chapter 1, Section 61611 to dispose of any of its property;

WHEREAS, the GCS D Board of Directors by unanimous vote expressed support of the Museum/Library project;

WHEREAS, the GCS D Board of Directors at a special meeting held July 31, 1998 directed staff to prepare a resolution for their consideration;

WHEREAS, the Groveland Community Services District Board of Directors believes that the transfer of approximately 1.74 acres of property to STCHS for the purpose of constructing and maintaining a Museum/Library in exchange for STCHS agreement to, at its sole cost and expense, construct a parking lot, on a portion of the property conveyed, for use by the District as overflow parking for the Wayside Park and for the further agreement by STCHS to provide two handicapped parking stalls located due east of the Districts expanded restrooms when the restrooms are relocated is adequate consideration for the transfer;

NOW THEREFORE, be it resolved, by the Board of Directors of the Groveland Community Services District, as follows:

1. The Groveland Community Services District Board approved the sale of 1.74 acres of land located at the eastside corner of Wayside Park as shown in Exhibit 1 attached to this resolution and by reference incorporated herein for the sum of one dollar (\$1.00) and other good and valuable consideration as set forth in this resolution. The sale is on express condition that the property be used as a museum or library or as a museum/library and to be forever hold and used as such, and upon ceasing to be used as such the property shall revert to the grantors or

their assigns or successors.

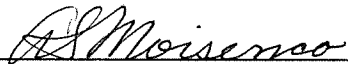
2. That the approximately .74 acres of land upon which the Museum/Library building will be constructed, was appraised for \$110,000 by District Appraiser M. Douglas Peters.
3. That the additional one acre of land to be conveyed to STCHS will provide the area upon which STCHS will construct the parking lot as set forth in Exhibit 1 attached hereto and incorporated herein by reference and will also be used for access to the Museum/Library building.
4. That STCHS in consideration for the transfer of the property as recited above, will at its sole cost, construct the parking lot as described in Exhibit 1 attached hereto and incorporated herein by reference and will allow overflow traffic from Wayside park to use the parking lot free of charge.
5. STCHS has also agreed to provide two handicapped parking stalls located due east of the Districts expanded restrooms when the restrooms are relocated.
6. The District will be responsible for the cost of construction of an access road to the westerly boundary of the property to be conveyed by the District to STCHS and will provide STCHS with the legal right to ingress and egress over District property to the property conveyed by the proposed agreement.
7. The Board of Directors find that the STCHS agreement to construct at their sole cost and expense the parking lot as described in Exhibit 1, it's agreement to provide two handicapped parking stalls located east of the District's expanded restrooms when they are relocated, their agreement to maintain or cause to be maintained at no cost to the District the parking lot described in Exhibit 1, and the benefit to the District by STCHS making whatever improvements necessary for access off of Highway 120 is adequate consideration for the transfer by the District of the approximately 1.74 acres as described herein.
8. The Board also finds that the sale and proposed use of the property meet the deed restrictions placed by CAL-TRANS on the property purchased by the District.

Other than the agreements contained herein by the District the Groveland Community Services District will have no other legal obligations or commitments to the Museum/Library project.

PASSED AND ADOPTED this 12th day of October, 1998, by the following vote:


AYE: DIRECTORS: Moisenco, Breed, Powell
NOES: DIRECTORS: Henderson, Norris

ABSTAIN: DIRECTORS: None
ABSENT: DIRECTORS: None



A.S. Moisenko, Chairman

ATTEST:



Carol A. Carlson, Secretary

STATE OF CALIF.
(CALTRANS)

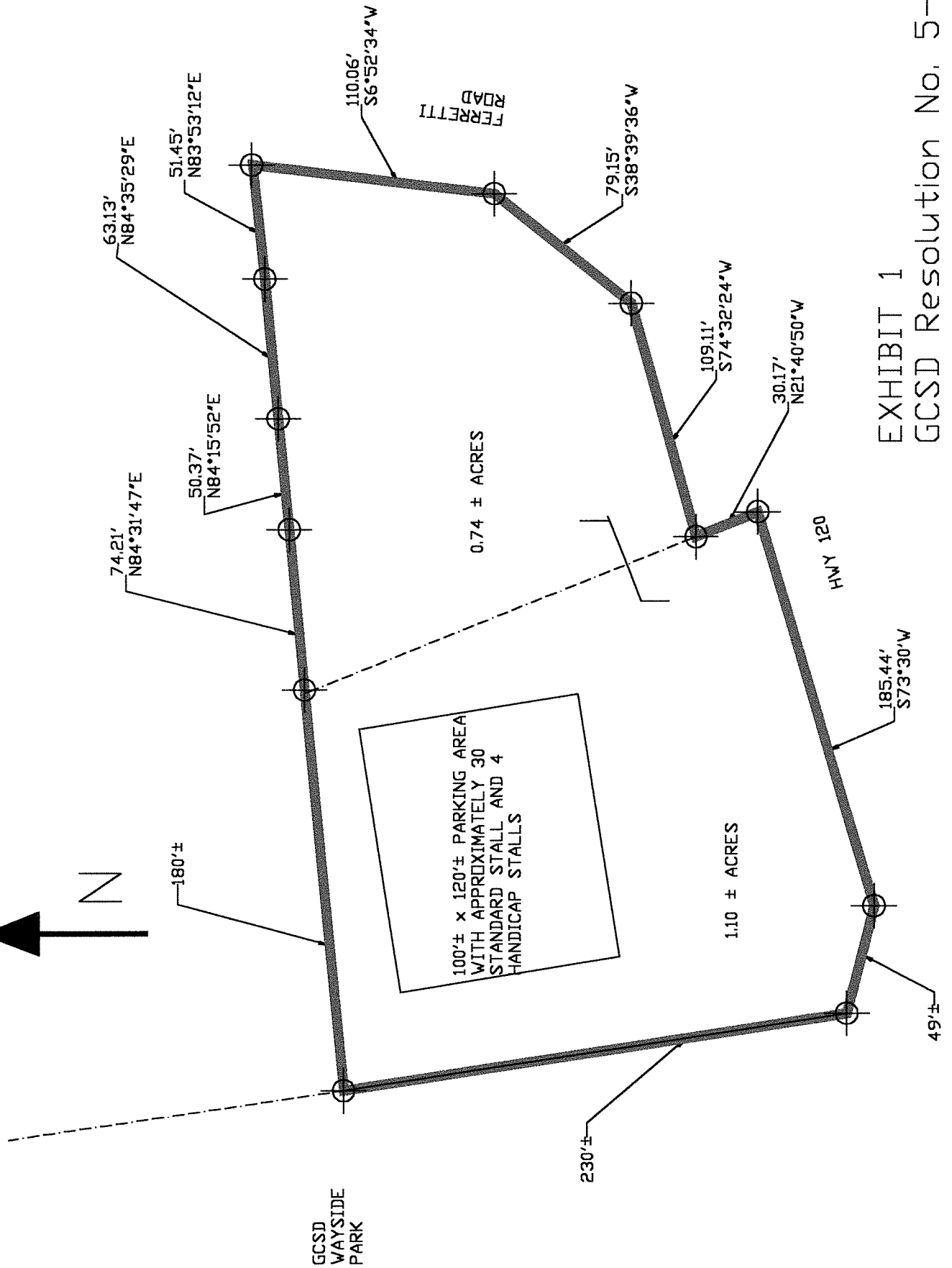
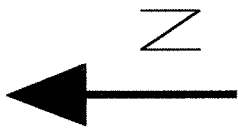


EXHIBIT 1
GCSO Resolution No. 5-98
TOTAL ACRES 1.84 ±

From: [Dore Bietz](#)
To: [Rachel Pearlman](#)
Cc: [Pete Kampa](#); [Kathleen Haff](#); [Bill Pooley](#)
Subject: RE: Emergency Services
Date: Tuesday, April 27, 2021 3:01:39 PM
Attachments: [image001.png](#)

I spoke with AT&T recently regarding the issue you laid out and wanted to update you on what was expressed.

They looked through the issue and during the event, they had sent out technical specialists who were assigned to ensure that the back up power supply had fuel...unfortunately due to the fire and restrictions on access, they could not get through or the safety of personal was an issue. We will work in the future to ensure utility companies can have access if it is safe to do so.

Upon research and understanding GCSO concerns, they have prioritized those lines and they are in question. We hope that we will not have an issue in the future. Thanks for bringing this up and let me know if there is anything else we can do to facilitate and coordinate efforts on behalf of OES.

Thank you!

Dore A. Bietz

Office of Emergency Services Coordinator
Tuolumne County Administrator's Office
2 South Green St. Sonora, CA 95370
Phone: (209) 533-5516 / Fax: (209) 533-5510 / Cell (209) 814-3958
dbietz@co.tuolumne.ca.us
oes@co.tuolumne.ca.us

"No matter how brilliant your mind or strategy, if you're playing a solo game you'll always lose out to a team." - Reid Hoffman

From: Rachel Pearlman <rpearlman@gcsd.org>
Sent: Thursday, March 11, 2021 9:19 AM
To: Dore Bietz <dbietz@co.tuolumne.ca.us>
Cc: Pete Kampa <pkampa@gcsd.org>
Subject: Emergency Services

Good morning Dore,
Pete asked me to reach out to you regarding who we might be able to contact at AT&T to inform them of a situation that has been brought to the Districts attention by a constituent. I will give you a brief history so that you can better help with my request, we are writing a letter to AT&T on behalf of residents of Merrell Road. The brief contents of the letter are below:

Any information that you can supply would be greatly appreciated.

The intent of this letter is to inform your agency that some of our shared constituents that we provide emergency services to have voiced their concern regarding your services that you provide. It has come to our attention that when there is a power outage in the Merrell Road area the power supply to the dedicated landline is not powered by a backup of some sort. This matter is concerning to the residents of that area because there is no cell tower in that area. If there is a wildfire (like the Moc Fire) these residents do not have any form of communication to receive evacuation notifications or emergency alerts from the Sheriff's department. Another concerning situation is that the PSPS from PG&E is happening a lot more frequently and if there is an emergency of any kind our shared constituents have no way of calling 911.

This is an issue of concern to the District, and the residents that this is affecting and we hope as a community that this matter can be explained or addressed.

Rachel Pearlman

Board Secretary
Administrative Services Technician II



Phone: 209-962-7161 ext. 1011

Fax: 209-962-4943

rpearlman@gcsd.org

www.gcsd.org



Operations Report

Month of Review: April 2021

Information Provided by:

- Luis Melchor, Operations Manager
- Greg Dunn, Chief Plant Operator
- Renee Van Dyk, Administrative Services Technician
- Adam Ahlswede Operation Supervisor

Wastewater Treatment Plant Flows

Influent Totals From: April 2021

Total	3.59 MG
High	.16 MG
Low	.09 MG
Average	0.12 MG

Effluent Totals From: Plant: April 2021

Total	3.64 MG
High	0.16 MG
Low	0.09 MG
Average	0.12 MG

Rainfall Totals at the Sewer Treatment Plant Month of April 2021

Year	Total Rainfall-inches
2021	0.49 (High 0.43)
2020	3.26 (High 2.42)
2019	0.81 (High 0.22)
2018	2.69 (High 1.40)
2017	5.09 (High 1.58)
Current Season Total	20.74

Wasting Totals

Total Inches	478
Total Pounds	5849

Reclamation Totals

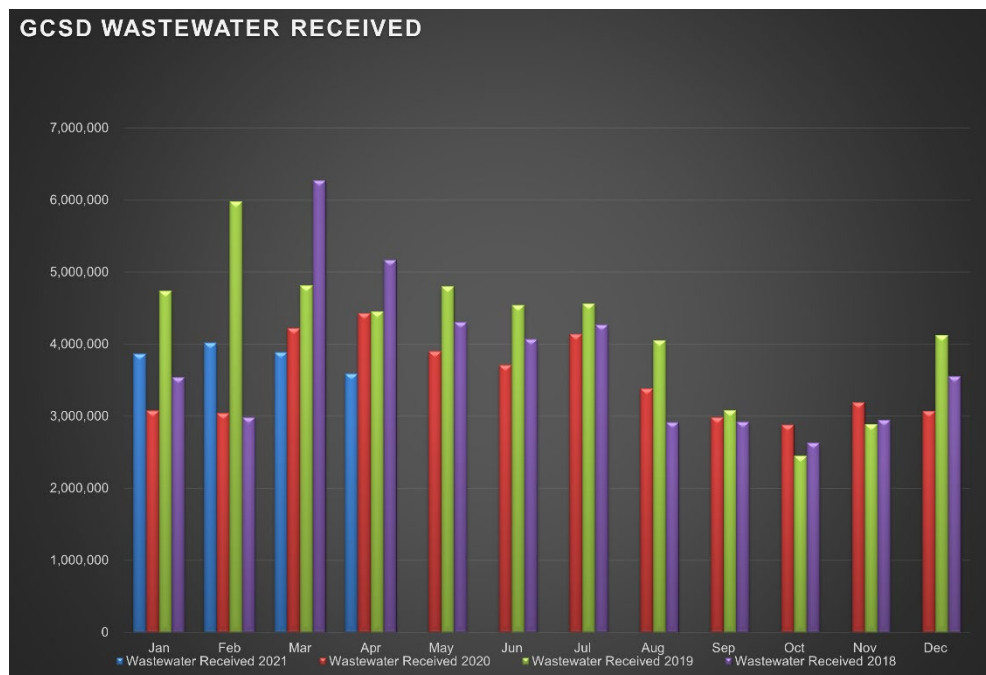
PML	0
Spray Fields	0
PML Season Total	0
Spray Fields Total	0

Active Sewer Accounts: 1562

Activities at the Wastewater Treatment Plant

- Took weekly Bac-Ts and BOD of the Chlorine Contact Chamber (CCC) and sent into Aqua Lab for testing
- Completed monthly Wastewater Report and sent to the State Water Resources Control Board
- Completed daily rounds and Lab
- Cleaned out STP OSG unit brine tank
- Fabricated and installed new polymer mixer for the screw press
- Replaced belts and aligned blower for STP
- Tighten packing on RAS pump (Omar)
- Cleaned out influent pump basin
- Cleaned and oiled air filters on all blowers at the STP
- Repaired failed ARV on reclaimed water line

Current and Past Monthly Influent Totals



Wastewater Collections Department

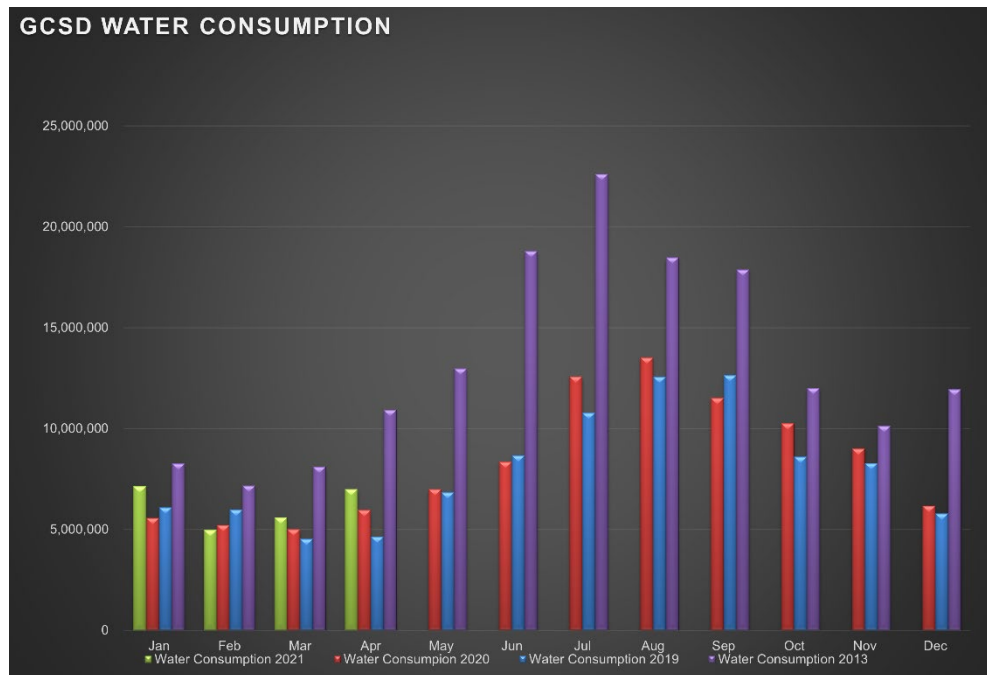
- Completed all Preventative Maintenance Check Sheets (PMCS) at all Lift Stations (weekly)
 - Added degreaser and odor control as needed
- Chemical flushed gravity sewer lines throughout the District for system maintenance

- Inspected and flushed problem manholes
- Hydro flushed multiple gravity lines throughout the District for system maintenance
- Completed Manhole inspections for Lift Station 3, 4 and 5 gravity lines
- Cleaned up down trees around Lift Station 7 force main ARV box
- Flushed and CCTV creek crossing sewer main at District office
- Repaired manhole ring on McKinley way
- Started cleaning Lift Station Cabinets

Treated Water Department

- Submitted monthly Water Treatment Report to State Water Resources Control Board
- Submitted monthly Conservation Report to State Water Boards
- Performed weekly checks and calibrations on all analyzers at 2G, BC, and AWS
- Performed monthly UV calibrations at 2G and BC
- Took weekly Treatment Plant samples and sent into Aqua Lab
- Took weekly distribution samples and sent into Aqua Lab
- Serviced 2G Turbine pump
- Installed new lime mixing motor at BC
- Relocated AWS waste line

Current and Past Monthly Water Consumption



Distribution Department

- Monitored/sample Distribution Tank as needed
- Read all District Water Meters
- Normal day to day: Trouble calls (low press/high press, no water, shut off for repairs etc.)
- Completed weekly checks on Tank 4, Highlands Pump stations (Building, Pneumatic Tank, Pumps and MCC Cabinet)
- Responded and marked multiple USA throughout the District
- Cleaned multiple meter boxes and replaced lids as needed
- Started Cla-Val (surge valve) replacement project on BC Transmission Line
- Repaired leaking water main on Tannahill Drive
- Repaired leaking ARV on HWY 120 in BOF

Meter Related Services	Total
Check/repair meter	0
Install water meter	0
Monthly Meter Restrictions	0
Meter change outs	1
Read tenant out	2
Re-Read	25
Turn off meter	2
Turn on meter	1
Test meter	0
Total Distribution Issues	31

Active Water Accounts:3256

Billed Consumption 2021	Gallons
	6,987,117
Billed Consumption 2020	Gallons
	5,961,500

Construction and Maintenance

Description	Water	Sewer
Main line leaks	0	0
Main line break	1	0
Service leaks	0	0
Service breaks	0	0
Fire Hydrant replaced/repared	0	0
Totals Per Service	1	0

Maintenance

- General yard maintenance around the District amenities (mow, weed eat, trash, debris removal, limb trees ETC)
- Cleaned around dumpster area and hauled cardboard to Moore Brothers
- Continuous Corp yard cleanup
- Made container railing for dumpsters to protect shop and retain dumpster
- Replaced serpentine belt on LS 5 and 6 standby generators
- Inspected and made repairs for annual pump testing on Engine 781, 783 and 787, replaced air tank on 787
- Replaced glow plug on truck 7
- Replaced brakes and broken brake caliper; serviced transmission; replaced transmission temp sensor on truck 17
- Serviced truck 25
- Replaced idler arm on truck 18
- Inspected; greased, adjusted linkage on Kabota Tractor

Projects/Contract Work

- Cartegraph Development
- GIS Water Valves
- Hi-Tec
 - Pump tested engine 783
- Sierra Foothill Pest Control
 - Weed spraying at District properties

- Jorgensen Co.
 - Annual Fire Extinguisher Service/testing

After Hour Calls

- Staff had 7 after hour calls: 6 Water; 1Sewer all resolved

Workplace Safety and Training

Weekly Safety Meetings and Training

- Daily Tailgate Meetings
- Weekly Safety Meetings
- Weekly Security Checks
- Weekly Vehicle Inspection
- SDRMA Safety Courses
- On-Call training for newer employees
- Commercial Driver's License
 - Behind the wheel testing
- SCADA Training

**REGULAR MEETING OF THE BOARD OF
DIRECTORS GROVELAND COMMUNITY SERVICES
DISTRICT GROVELAND, CALIFORNIA
April 13, 2021
10:00 a.m.**

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

Call to Order

Director Kwiatkowski called the meeting to order at 10:05am.

Public Comment

None.

The Board convened into closed session at 10:11am.

The Board reconvened into open session at 10:43am.

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

PUBLIC Employee Performance Evaluation Pursuant to Govt. Code Sec. 54957

Title: General Manager

Announcement of Reportable Action taken in Closed Session

Director Kwiatkowski announced that there is no reportable action.

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

General Manager's Report

Operations Manager's Report

Administrative Services Manager's Report

Presentation on the Laserfiche Forms Workflow

Consent Calendar

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

Approve Minutes from the March 9, 2021 Regular Meeting

Approve Minutes from the March 30, 2021 Special Meeting

Accept March 2021 Payables

Approval of Resolution 10-2021 Commending Battalion Chief Jude Acosta for his Efforts and Accomplishments While Serving the Groveland Fire Department
Waive Reading of Ordinances and Resolutions Except by Title

Motion

Director Swan moved, seconded by Director Kwiatkowski and the motion passed by roll call to approve the consent calendar with the removal of Item 5D for discussion.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

Motion

Director Swan moved, seconded by Director Edwards and the motion passed by roll call to approve Resolution 10-2021 commending Battalion Chief Jude Acosta for his efforts and accomplishments while serving the Groveland Fire Department.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

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).

Discussion and Board Direction on Groveland CSD Fire Department Operational and Financial Matters Including Tuolumne County Fire Authority's Measure V, Intended to Provide Funding for Fire and Emergency Response Services

Motion

No action taken.

The Board convened for a recess at 12:37pm.

The Board reconvened from recess at 12:47pm.

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.

Review of 2021/22 Budget Preparation Plan and Schedule

Motion

Information item, no action taken.

Appointment of an AD HOC Committee(s) for Review and Recommendation of the Water and Sewer Master Plans, Community Facilities District Financial Impact Analysis, and Development Impact Fee Report

Motion

Board President Kwiatkowski appointed Director Edwards and Director Swan to serve on the Water and Sewer Master Plan Committee. Board President Kwiatkowski appointed Director

Kwiatkowski and Director Mora to serve on the Community Facilities District Financial Impact Analysis, and Development Impact Fee Committee.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

Approval of a 2020/21 Budget Amendment for the Completion of the Wastewater Treatment Plant Reservoir #2 Inundation Study and Emergency Action Plan as Required by Mandate of the State Department of Water Resources

Motion

Director Swan moved, seconded by Director Mora and the motion passed by roll call to approve of a 2020/21 Budget Amendment for the completion of the Wastewater Treatment Plant Reservoir #2 Inundation Study and Emergency Action Plan as required by the unfunded mandate of the State Department of Water Resources.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

Approval of a 2020/21 Budget Amendment Recognizing Grant Revenue in the Amount of \$286,650 from the Office of Emergency Services and \$300,000 in Expenses Related to the Purchase of Emergency Generators and including Authorization for their Sole Source Purchasing

Motion

Director Kwiatkowski moved, seconded by Director Edwards and the motion passed by roll call to approve of a 2020/21 budget amendment recognizing grant revenue in the amount of \$286,650 from the Office of Emergency Services and \$300,000 in expenses related to the purchase of emergency generators and including authorization for their sole source purchasing.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

Adjournment

Meeting adjourned at 1:23pm.

APPROVED:

Janice Kwiatkowski, President

ATTEST:

Rachel Pearlman, Board Secretary

**SPECIAL MEETING OF THE BOARD OF
DIRECTORS GROVELAND COMMUNITY SERVICES
DISTRICT GROVELAND, CALIFORNIA
April 27, 2021
10:00 a.m.**

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

Call to Order

Director Kwiatkowski called the meeting to order at 10:09am.

Absent: Directors Armstrong

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 the Resolution Approving the Downtown Groveland/BOF Sewer Collection System Renovation Project Plans and Specifications and Authorize Public Bidding

Motion

Director Swan moved, seconded by Director Kwiatkowski and the motion passed by roll call to adopt Resolution approving the Downtown Groveland/BOF Sewer Collection System Renovation Project Plans and Specifications and Authorize Public Bidding.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

Presentation of a 3rd Quarter 2020-2021 FY Financial Statement

Motion

Information item, no action taken.

Update Report on the Status of Current and Ongoing District Infrastructure Projects

Motion

Information item, no action taken.

Adjournment

Meeting adjourned at 12:10pm.

APPROVED:

Janice Kwiatkowski, President

ATTEST:

Rachel Pearlman, Board Secretary

DRAFT



ACCOUNTS PAYABLE CHECK LISTING

April, 2021
Fiscal Year 20/21
Board Approval Date _____

Accounts Payable Checks



User: Admin
Printed: 5/4/2021 7:54:38 AM

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
20113	AIR01	Airgas USA, LLC	4/9/2021	True	1 ea. Weling Helmet for shop	\$342.34
20114	BLU01	Anthem Blue Cross	4/9/2021	True	Monthly Group Health Ins.	\$19,653.69
20115	aqu5	Aqua Sierra Controls Inc.	4/9/2021	True	IT Services	\$1,130.67
20116	Aquafix	Aquafix	4/9/2021	True	Bug on a Rope and Greasejett for grease removal	\$796.20
20117	AVE01	Avery Muffler	4/9/2021	True	4 ea. 3.5" tubing	\$30.03
20118	BUR01	Burton's Fire Inc	4/9/2021	True	Cable, valve repair for Engine 781	\$196.05
20119	CA Dept	CA Dept of Tax/Fee Administration	4/9/2021	True	Jan-Mar Sales Tax	\$75.00
20120	CA Dept	CA Dept of Tax/Fee Administration	4/9/2021	True	Diesel fuel taxes	\$529.00
20121	CAR06	Carbon Copy Inc.	4/9/2021	True	Monthly Copier Usage	\$45.12
20122	Car07	Cartegraph Systems, LLC	4/9/2021	True	Annual Asset Management System 5/1/21-4/30/22	\$8,394.50
20123	Cle03	CleanSmith Solutions	4/9/2021	True	Disinfection Services	\$1,700.00
20124	csb01	CSBA District Services	4/9/2021	True	GASB AMM Disclosure Report for 20/21	\$1,500.00
20125	Data Sup	Data Support Company	4/9/2021	True	20 ea. Furnace filters for WWTP Lab	\$1,407.33
20126	Datapro	Dataprose LLC Attn AR	4/9/2021	True	Monthly UB Statement Processing	\$1,859.36
20127	Doh01	Doherty Tire of Sonora, Inc.	4/9/2021	True	Mount Tires on Truck #6	\$120.00
20128	DRU01	Drugtech Toxicology Services, LLC	4/9/2021	True	Consortium DOT Tests	\$76.00
20129	EDIS01	E.D.I.S.	4/9/2021	True	Supplemental Health Ins.	\$4,308.93
20130	Far02	Farr Construction	4/9/2021	True	3rd Progress Billing for Big Creek/2G Clear Well Tank Rehab	\$642,027.01
20131	Ferg01	Ferguson Enterprises Inc. #1423	4/9/2021	True	2 ea. Leak Detector Tablets	\$37.75
20132	Fle01	Fleetpride	4/9/2021	True	Brake pads for Engine #781	\$455.96
20133	flo01	Flores, Jennifer	4/9/2021	True	Monthly Internet Stipend	\$100.00
20134	GCS02	GCSO	4/9/2021	True	GCSO Water Bills	\$2,813.53
20135	GEN01	General Plumbing Supply	4/9/2021	True	Plastic ratchet cutter for STP	\$1,736.48
20136	gilb01	Gilbert Associates, Inc.	4/9/2021	True	CPA Services	\$5,200.00
20137	Hun02	Hunt & Sons, Inc.	4/9/2021	True	Fuel & Oil	\$4,095.16
20138	Int03	IBS of Sacramento Valley	4/9/2021	True	Battery for Highlands Generator	\$142.69
20139	ind04	Industrial Electrical Co.	4/9/2021	True	Install 3 tank Mixers	\$9,766.48
20140	Kam02	Kampa, Peter	4/9/2021	True	Monthly Internet Stipend	\$100.00
20141	Mof02	Moffitt, Nathan	4/9/2021	True	Reimburse for Work Boots Uniform	\$395.49
20142	MOO01	Moore Bros. Scavenger Co., Inc.	4/9/2021	True	30 YD Debris Box/Monthly Garbage Service	\$1,137.13
20143	MOT03	Mother Lode Answering Service	4/9/2021	True	Monthly Call Forward/Paging	\$237.00
20144	MOU03	Mountain Oasis Water Systems	4/9/2021	True	Bottled Water	\$115.00
20145	Pac06	PACE Supply Corp	4/9/2021	True	C&D Stock	\$800.58

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
20146	Pea01	Pearlman, Rachel	4/9/2021	True	Monthly Internet Stipend	\$100.00
20147	per04	Percoco, Ronald	4/9/2021	True	Admin Office Cleaning	\$1,962.00
20148	PGE01	PG&E	4/9/2021	True	Monthly Electric Charges	\$722.05
20149	Pin07	Pine Mountain Auto	4/9/2021	True	March Auto Parts	\$528.73
20150	pml01	PML Hardware & Supply Inc.	4/9/2021	True	Monthly Hardware supplies	\$1,029.68
20151	SUE01	Ray Suess Insurance & Invst	4/9/2021	True	Ret. Emp Health Insurance	\$3,960.11
20152	Sna01	Snap-on	4/9/2021	True	Tools for radiator hose replacements	\$248.77
20153	Car08	The Cary Company	4/9/2021	True	1 ea. Polymer Tank Mixer for STP	\$3,773.82
20154	TUO01	Tuo. Co. Public Power Agency	4/9/2021	True	Public Power Purchase	\$16,409.32
20155	ULI01	ULINE, Attn AR	4/9/2021	True	2 ea. Black Poly Roll for pipe fitting wrap underground	\$115.26
20156	UMP01	UMPQUA Bank	4/9/2021	True	March C/C Purchases	\$3,296.75
20157	USA03	Usa Blue Book	4/9/2021	True	WWTP supplies	\$427.92
20158	Van01	VanDyk, Renee	4/9/2021	True	Monthly Internet Stipend	\$100.00
20159	Watt01	Watts Regulator Company	4/9/2021	True	Chemicals for WTP	\$318.46
20160	Wells	Wells Fargo Vendor Financial Services, LLC	4/9/2021	True	Change due date processing fee	\$16.58
20161	am01	AM Consulting Engineers, Inc.	4/20/2021	True	Big Creek Clearwell Engineering for March, 2021	\$65,776.81
20162	AQU01	Aqua Labs	4/20/2021	True	Lab Tests	\$3,055.00
20163	aqu5	Aqua Sierra Controls Inc.	4/20/2021	True	Maintenance support	\$8,650.67
20164	ATT02	AT&T	4/20/2021	True	Monthly Cal Net phone service	\$364.93
20165	UB*02823	Bunker, Joseph	4/20/2021	True	Refund Check 015937-002, 13510 Clements 12/149	\$10.37
20166	BUR01	Burton's Fire Inc	4/20/2021	True	Cable for Engine #781	\$196.05
20167	CMRS	CMRS-FP	4/20/2021	True	Postage Machine Refill	\$1,000.00
20168	DEL04	Delta Truck Center	4/20/2021	True	Air tank for Engine 787	\$336.92
20169	DEP09	Department of Forestry & Fire Protection	4/20/2021	True	4th Quarter Estimate for CalFire Schedule A	\$219,474.97
20170	DIS01	Dish Network	4/20/2021	True	Satellite TV for FD	\$79.55
20171	UB*02824	Fisher Trust, RS	4/20/2021	True	Refund Check 006960-001, 5E/2-3 SEAN PATRICK 5E/2&3	\$15.16
20172	FOO01	Foothill-Sierra Pest Control	4/20/2021	True	Winter Weed control	\$7,550.00
20173	GEN01	General Plumbing Supply	4/20/2021	True	Clamps & coupling for Water Distribution stock	\$93.10
20174	HAC01	Hach	4/20/2021	True	Chemicals for plants	\$4,193.50
20175	UB*02819	Helling, Kenneth & Patricia	4/20/2021	True	Refund Check 007727-000, 20967 HEMLOCK ST 12/36	\$337.73
20176	UB*02825	Iannone, Brandon	4/20/2021	True	Refund Check 015742-000, 19888 PINE MT DR 13/378	\$24.18
20177	UB*02826	Inc., Mono Way Vet Hospital	4/20/2021	True	Refund Check 016562-000, 18731 Hwy 120 - Custom Realty/Vet	\$224.27
20178	UB*02820	Investments, Northern California Property	4/20/2021	True	Refund Check 016830-000, 13333 MULE CT 12/182	\$389.22
20179	ITR01	Itron Electric Metering Co Inc	4/20/2021	True	Quarterly Hardware Maint-Handhelds 5/1-7/31	\$808.17
20180	Mitel	Mitel	4/20/2021	True	District Telephone Service April & May- 2 months	\$705.84
20181	Moy01	Moyle Paving, Inc.	4/20/2021	True	Valve Hydrantr replacement on Beck Rd.	\$9,547.04
20182	NBS01	NBS Government Finance Group	4/20/2021	True	Consulting Develop. Impact Fee Study/Fiscal Impact thru 3/31/21	\$7,850.00
20183	neu01	Neumiller & Beardslee	4/20/2021	True	Legal Services	\$691.20
20184	Pac06	PACE Supply Corp	4/20/2021	True	Water Distribution stock for two 1.5" service installs	\$1,350.14
20185	Ray03	RAYCO Industrial Supply	4/20/2021	True	Tools for Truck #51618	\$2,367.83
20186	Rig01	Right Now Couriers	4/20/2021	True	Monthly Courier Service	\$630.00
20187	UB*02818	Robinson, Leonard	4/20/2021	True	Refund Check 012842-000, 13336 MULE CT 12/179	\$40.52
20188	Ron01	Roni Lynn	4/20/2021	True	Social Media Management	\$2,600.00

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
20189	UB*02822	Rothwell, Wayne & Leslie	4/20/2021	True	Refund Check 008412-001, 19010 SEAN PATRICK 5E/5 MW 5E/4 & 6	\$160.74
20190	SFPUC	San Francisco Public Utilities Commission	4/20/2021	True	Monthly Water Purchase	\$11,251.10
20191	SDR01	SDRMA	4/20/2021	True	12/1/20 Deductible for claim	\$1,000.00
20192	Sie17	Sierra Instant Printing	4/20/2021	True	1 book Dog Permits	\$10.78
20193	UB*02821	Silva, Karlo & Veronica	4/20/2021	True	Refund Check 015902-000, 13250 WELLS FARGO 2/226	\$58.75
20194	UB*02751	Smith, Gary	4/20/2021	True	Refund Check 016009-000, 19112 DYER CT 5/275	\$6.00
20195	son12	Sonora Ford	4/20/2021	True	Exhaust sensor for Truck #7	\$85.77
20196	Sta15	Staples Credit Plan	4/20/2021	True	Office Supplies	\$304.55
20197	SWR02	SWRCB	4/20/2021	True	Zachary Pacheco Distribution 2 exam	\$65.00
20198	TRA02	Trace Analytics, Inc	4/20/2021	True	SCBA fill station air sampling analysis	\$22.26
20199	TRO01	Trotter Welding & Steel Supply	4/20/2021	True	Parts for Garbage dumpster containment area	\$118.74
20200	UNI05	Univar Solutions	4/20/2021	True	Chemicals for Plants	\$11,887.14
20201	Ver02	Verizon Wireless 5298	4/20/2021	True	Monthly Cell Phone	\$1,426.34
20202	Ver03	Verizon Wireless 7706	4/20/2021	True	Monthly Auto Dialers	\$133.22
20203	WRT01	Wallace, Robert & Todd	4/20/2021	True	Park Amenities Study & Plan	\$1,575.07
20204	UB*02827	Asquith, Robert & Laurie	4/23/2021	True	Refund Check 013510-000, Paid \$7,125 instead of \$71.25	\$7,053.75
20209	ATT02	AT&T	4/30/2021	True	Monthly Cal Net phone service	\$364.93
20210	CAR06	Carbon Copy Inc.	4/30/2021	True	Monthly Copier Usage	\$29.00
20211	DEP09	Department of Forestry & Fire Protection	4/30/2021	True	Jan-Mar 2021 CalFire Contract	\$182,774.31
20212	Fas02	Fastenal	4/30/2021	True	20 boxes XL Blue Nitrile Gloves	\$589.16
20213	GEN01	General Plumbing Supply	4/30/2021	True	21 ft galvanized pipe for Garbage Dumpster Containment	\$233.85
20214	GRA04	Grainger	4/30/2021	True	6 ea. Sloan Repair kit for Ballfield bathrooms	\$160.61
20215	H&S	H & S Parts and Service	4/30/2021	True	1 ea. push on male 90 elbow for Truck #787	\$5.83
20216	HAC01	Hach	4/30/2021	True	4 ea. Nitrate, TNT for WWTP	\$213.85
20217	HIT01	Hi-Tech E V S, Inc	4/30/2021	True	Printer Pump assembly/Brass bushing for Engine #783	\$1,782.39
20218	Hop01	Hopkins Technical Products	4/30/2021	True	2 ea. Backup Chemical pumps for AWS	\$5,355.94
20219	Int03	IBS of Sacramento Valley	4/30/2021	True	1 ea. Group 31 Battery for shop	\$143.47
20220	ind04	Industrial Electrical Co.	4/30/2021	True	Tank 4 Generator installation	\$44,760.19
20221	JSW02	J.S. West Propane Gas	4/30/2021	True	Propane	\$2,874.63
20222	MOO01	Moore Bros. Scavenger Co., Inc.	4/30/2021	True	30 Yd. Monthly Debris Box Rental	\$142.88
20223	NBS01	NBS Government Finance Group	4/30/2021	True	Professional Services thru 2/28/21 for Development Impact Fee St	\$4,915.00
20224	Pac06	PACE Supply Corp	4/30/2021	True	2 ea. 1.5" Corp Stop for Water Distribution Stock	\$581.09
20225	Pac07	Pacheco, Zach	4/30/2021	True	2 pair Uniform Work Boots Reimbursement	\$450.44
20226	Pri04	Principal Life Insurance Company	4/30/2021	True	Monthly Dental, Vision, Life & LTD Insurance	\$3,807.83
20227	Ross	Ross' Ladder Service	4/30/2021	True	Annual Ladder testing for 2021	\$514.75
20228	son12	Sonora Ford	4/30/2021	True	Caliper Assembly for Truck #17	\$157.68
20229	Tra03	Tractor Supply Credit Plan	4/30/2021	True	Trailer Jack for car puller	\$139.41
20230	TRO01	Trotter Welding & Steel Supply	4/30/2021	True	Supplies for Garbage dumpster containment area	\$118.74
20231	ups9	UPS	4/30/2021	True	Shipping to Astra Corp	\$130.65
20232	USA03	Usa Blue Book	4/30/2021	True	1 ea. Pyrex settleometer for WWTP Lab	\$127.00
20233	Ver02	Verizon Wireless 5298	4/30/2021	True	Monthly Cell Phone	\$834.48
115809	OE3	Operating Engineers Local #3	4/1/2021	True	PR Batch 00001.04.2021 Oper Engin Union Dues	\$326.76
115811	OE3	Operating Engineers Local #3	4/12/2021	True	PR Batch 00002.04.2021 Oper Engin Union Dues	\$326.76

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
115812	OE3	Operating Engineers Local #3	4/26/2021	True	PR Batch 00003.04.2021 Oper Engin Union Dues	\$326.76
902273	CAL09	CalPers 457 Plan Administrator	4/1/2021	True	PR Batch 00001.04.2021 CalPers Def Comp	\$1,000.00
902274	DCSS	Dept of Child Support Services	4/1/2021	True	PR Batch 00001.04.2021 Wage Garnish Child Support	\$205.03
902275	EDD01	EDD - Electronic	4/1/2021	True	PR Batch 00001.04.2021 SDI - Employee	\$2,088.49
902276	FedEFTPS	Federal EFTPS	4/1/2021	True	PR Batch 00001.04.2021 Federal Income Tax	\$12,495.77
902277	Orion	Orion Portfolio Solutions	4/1/2021	True	PR Batch 00001.04.2021 Orion 457	\$1,305.00
902278	PER01	Pers - Electronic	4/1/2021	True	PR Batch 00001.04.2021 2nd Tier PERS	\$8,305.93
902279	CAL09	CalPers 457 Plan Administrator	4/12/2021	True	PR Batch 00002.04.2021 CalPers Def Comp	\$1,000.00
902280	DCSS	Dept of Child Support Services	4/12/2021	True	PR Batch 00002.04.2021 Wage Garnish Child Support	\$205.03
902281	EDD01	EDD - Electronic	4/12/2021	True	PR Batch 00002.04.2021 State Income Tax	\$2,141.96
902282	FedEFTPS	Federal EFTPS	4/12/2021	True	PR Batch 00002.04.2021 FICA Employer Portion	\$13,165.14
902283	Orion	Orion Portfolio Solutions	4/12/2021	True	PR Batch 00002.04.2021 Orion 457	\$1,305.00
902284	PER01	Pers - Electronic	4/12/2021	True	PR Batch 00002.04.2021 2nd Tier PERS	\$8,305.93
902285	CAL09	CalPers 457 Plan Administrator	4/26/2021	True	PR Batch 00003.04.2021 CalPers Def Comp	\$1,000.00
902286	DCSS	Dept of Child Support Services	4/26/2021	True	PR Batch 00003.04.2021 Wage Garnish Child Support	\$205.03
902287	EDD01	EDD - Electronic	4/26/2021	True	PR Batch 00003.04.2021 State Unemp Ins	\$2,389.37
902288	FedEFTPS	Federal EFTPS	4/26/2021	True	PR Batch 00003.04.2021 FICA Employer Portion	\$13,746.03
902289	Orion	Orion Portfolio Solutions	4/26/2021	True	PR Batch 00003.04.2021 Orion 457	\$1,305.00
902290	PER01	Pers - Electronic	4/26/2021	True	PR Batch 00003.04.2021 PERS Employee Deduct	\$8,888.80
					April Direct Deposit Payroll	\$101,929.45
					Total Accounts Payable	\$1,551,031.66



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Jennifer Flores, Administrative Services Manager

DATE: May 11, 2021

SUBJECT: Agenda Item 6A: Consideration of a Preliminary Draft Budget and Establish Budget Public Hearing

RECOMMENDED ACTION:

Staff recommends the following action:

I move to direct staff to prepare the draft 2021/22 Fiscal Year Budget to include the direction given by this Board in today's meeting and to schedule a public hearing for its consideration and adoption on June 8, 2021.

SUMMARY

Before the Board is the first draft preliminary budget prepared by staff for the upcoming 2021/2022 fiscal year. Today's meeting provides the Board an opportunity to review the direction staff has taken in the budget's development and to ask questions and to provide direction to staff. The direction received from the Board at this meeting will help guide staff in the development of a final budget, and to ensure that the proposals submitted are consistent with Board goals and objectives.

With the fiscal year budget becoming effective July 1 each year, the law requires that either a preliminary or final budget be adopted by that date. During the Board's April 13, 2021 regular meeting, staff was directed to plan for a final budget to be adopted on June 8, 2021, to be effective July 1, 2021.

PRELIMINARY FY 2021-22 BUDGET

FORMAT UPDATES

This year staff has modified the budget to include a column for the actuals from the previous 2019/20 fiscal year budget. Going forward, the District will continue to add the actuals from the previous fiscal year budget until five (5) previous fiscal year's actuals are reflected. Every year thereafter, the budget will always reflect the last five (5) fiscal year actuals.

A column for year-to-date actuals for the current fiscal year has also been added.

DISTRICT WIDE SHEET

This sheet serves as a summary snapshot for the District's four (4) funds.

FUND REVENUE SHEETS

These sheets have been updated to reflect anticipated revenue based on current year actuals as well as planned rate increases and/or property tax allocation. Staff has broken total revenue into two (2) subtotal lines, one that contains grant revenue and one less grant revenue.

FUND EXPENSE SHEETS

These sheets have been updated to reflect anticipated expenses for existing items based on current year actuals as well as additional planned expenses for the upcoming fiscal year. The majority of the line items have been populated, but there are a few outstanding that were not able to be populated accurately at the time this preliminary draft budget is being presented.

CAPITAL SHEETS

These sheets contain the current fiscal year's budgeted items, projected year end figures for these items, and the planned capital projects and expenses for the upcoming fiscal year. Staff does anticipate slight modifications to these between now and when the final budget is produced.

ATTACHMENT

1. Preliminary Draft 2021/22 Fiscal Year Budget

Groveland Community Services District
Draft FY 2021/22
Annual Budget

DISTRICT-WIDE SUMMARY	WATER			
	BUDGETED 20/21	20/21 PROJECTED FYE	PROPOSED 21/22	
Beginning Cash Balance	3,065,672	3,065,672	2,891,993	
Revenue				
Services Charges	\$ 2,540,994	\$ 2,621,777	\$ 2,621,777	0%
Fees	83,310	21,956	21,956	0%
Taxes		-	-	
Other Revenue	48,500	35,538	11,500	-68%
TOTAL FUND REVENUE	\$ 2,672,804	\$ 2,679,271	\$ 2,655,233	-1%
Operating Expenses				
Salaries	\$ 482,523	\$ 446,136	\$ 620,183	39%
Benefits	188,446	193,357	226,994	17%
Retiree Medical	52,000	52,000	50,000	-4%
Admin Operating Expense				
Equip, Auto, Maint, & Repairs	324,288	244,707	332,208	36%
Outside Services	312,000	137,969	216,624	57%
CAL FIRE (Schedule A + Amador Contracts)				
Other (incl. OPEB, Leases, Cost of Water)	398,050	376,553	420,550	12%
TOTAL FUND EXPENSES	\$ 1,757,307	\$ 1,450,722	\$ 1,866,559	29%
Administrative Cost Allocation	881,882	777,898	868,741	12%
TOTAL OPERATING EXPENSES	\$ 2,639,189	\$ 2,228,620	\$ 2,735,300	23%
TOTAL OPERATING BALANCE	\$ 33,615	\$ 450,651	\$ (80,067)	-118%
Capital Expenses and Revenue				
Capital Revenue (Connection/Capacity Fees, Reserve Transfer, Loans, Grants)	(3,400,000)			
Capital Outlay (Expenditures on Fixed Assets)	4,149,714	556,980	655,131	
NET CAPITAL EXPENSES	\$ 749,714	\$ 556,980	\$ 655,131	18%
Reserve Set-Aside				
Reserve for Capital Outlay	\$ -	\$ -	\$ -	
Employee Medical Plan Reserve	7,592	-	-	
TOTAL RESERVE SET-ASIDE	\$ 7,592	\$ -	\$ -	
TOTAL EXPENSES	\$ 3,396,495	\$ 2,785,600	\$ 3,390,431	22%
Debt Service Expenses and Revenue				
Debt Service Charge Revenue	\$ 607,042	\$ 621,325	\$ 607,417	
Debt Service Payments	(688,774)	(688,675)	(515,295)	
WWTP Improvement Loan				
NET DEBT SERVICE	\$ (81,732)	\$ (67,350)	\$ 92,122	-237%
GRAND TOTAL EXPENSES NET REVENUE	\$ (805,423)	\$ (173,679)	\$ (643,076)	
ENDING CASH BALANCE	\$ 2,260,249	\$ 2,891,993	\$ 2,248,917	

Groveland Community Services District
Draft FY 2021/22
Annual Budget

DISTRICT-WIDE SUMMARY	SEWER			
	BUDGETED 20/21	20/21 PROJECTED FYE	PROPOSED 21/22	% Diff
Beginning Cash Balance	1,053,432	1,053,432	1,822,403	
Revenue				
Services Charges	\$ 2,193,192	\$ 2,202,813	\$ 2,268,897	3%
Fees	33,000	21,000	20,000	-5%
Taxes	-	-	-	
Other Revenue	31,620	197,261	8,300	-96%
TOTAL FUND REVENUE	\$ 2,257,812	\$ 2,421,074	\$ 2,297,197	-5%
Operating Expenses				
Salaries	\$ 418,137	\$ 358,664	\$ 539,397	50%
Benefits	162,062	159,469	195,215	22%
Retiree Medical	26,000	25,000	25,000	0%
Admin Operating Expense				
Equip, Auto, Maint, & Repairs	213,112	148,584	210,652	42%
Outside Services	250,200	130,760	187,176	43%
CAL FIRE (Schedule A + Amador Contracts)				
Other (incl. OPEB, Leases, Cost of Water)	241,684	168,718	203,500	21%
TOTAL FUND EXPENSES	\$ 1,311,195	\$ 991,195	\$ 1,360,940	37%
Administrative Cost Allocation	580,017	516,470	580,799	12%
TOTAL OPERATING EXPENSES	\$ 1,891,212	\$ 1,507,665	\$ 1,941,739	29%
TOTAL OPERATING BALANCE	\$ 366,600	\$ 913,409	\$ 355,459	-61%
Capital Expenses and Revenue				
Capital Revenue (Connection/Capacity Fees, Reserve Transfer, Loans, Grants)	(1,500,000)			
Capital Outlay (Expenditures on Fixed Assets)	2,003,019	264,161	1,551,386	
NET CAPITAL EXPENSES	\$ 503,019	\$ 264,161	\$ 1,551,386	487%
Reserve Set-Aside				
Reserve for Capital Outlay	\$ 100,000	\$ -	\$ 100,000	
Employee Medical Plan Reserve	6,529		-	
TOTAL RESERVE SET-ASIDE	\$ 106,529	\$ -	\$ 100,000	
TOTAL EXPENSES	\$ 2,500,760	\$ 1,771,826	\$ 3,593,125	103%
Debt Service Expenses and Revenue				
Debt Service Charge Revenue	\$ 327,864	\$ 328,186	\$ 328,354	
Debt Service Payments	(297,665)	(297,476)	(295,240)	
WWTP Improvement Loan	(105,838)			
NET DEBT SERVICE	\$ (75,639)	\$ 30,710	\$ 33,114	8%
GRAND TOTAL EXPENSES NET REVENUE	\$ (318,587)	\$ 679,958	\$ (1,262,813)	
ENDING CASH BALANCE	\$ 734,845	\$ 1,733,390	\$ 559,590	

Groveland Community Services District
Draft FY 2021/22
Annual Budget

DISTRICT-WIDE SUMMARY	FIRE			
	BUDGETED 20/21	20/21 PROJECTED FYE	PROPOSED 21/22	% Diff
Beginning Cash Balance	1,045,705	1,045,705	1,195,698	
Revenue				
Services Charges				
Fees				
Taxes	\$ 1,108,503	\$ 1,108,503	\$ 1,130,673	2%
Other Revenue	255,855	252,155	3,350	-99%
TOTAL FUND REVENUE	\$ 1,364,358	\$ 1,360,658	\$ 1,134,023	-17%
Operating Expenses				
Salaries	\$ 45,990	\$ 31,521	\$ 59,730	89%
Benefits	18,843	23,335	22,699	-3%
Retiree Medical	14,350	10,257	2,000	-81%
Admin Operating Expense				
Equip, Auto, Maint, & Repairs	65,820	66,995	69,700	4%
Outside Services				
CAL FIRE (Schedule A + Amador Contracts)	1,056,071	817,624	943,467	15%
Other (incl. OPEB, Leases, Cost of Water)	365,558	87,763	95,900	9%
TOTAL FUND EXPENSES	\$ 1,566,632	\$ 1,037,495	\$ 1,193,497	15%
Administrative Cost Allocation	96,854	91,932	82,263	-11%
TOTAL OPERATING EXPENSES	\$ 1,663,486	\$ 1,129,427	\$ 1,275,760	13%
TOTAL OPERATING BALANCE	\$ (299,128)	\$ 231,231	\$ (141,737)	-161%
Capital Expenses and Revenue				
Capital Revenue (Connection/Capacity Fees, Reserve Transfer, Loans, Grants)				
Capital Outlay (Expenditures on Fixed Assets)	\$ 81,358	\$ 81,238	\$ 160,932	
NET CAPITAL EXPENSES	\$ 81,358	\$ 81,238	\$ 160,932	98%
Reserve Set-Aside				
Reserve for Capital Outlay	\$ -	\$ -	\$ -	
Employee Medical Plan Reserve	5,349	-	-	
TOTAL RESERVE SET-ASIDE	\$ 5,349	\$ -	\$ -	
TOTAL EXPENSES	\$ 1,750,193	\$ 1,210,665	\$ 1,436,692	19%
Debt Service Expenses and Revenue				
Debt Service Charge Revenue				
Debt Service Payments				
WWTP Improvement Loan				
NET DEBT SERVICE				
GRAND TOTAL EXPENSES NET REVENUE	\$ (385,835)	\$ 149,993	\$ (302,669)	
ENDING CASH BALANCE	\$ 659,870	\$ 1,195,698	\$ 893,029	

Groveland Community Services District
Draft FY 2021/22
Annual Budget

DISTRICT-WIDE SUMMARY	PARKS			
	BUDGETED 20/21	20/21 PROJECTED FYE	PROPOSED 21/22	% Diff
Beginning Cash Balance	315,196	315,196	367,189	
Revenue				
Services Charges				
Fees	\$ 2,000	\$ 2,345	\$ 2,500	7%
Taxes	96,390	96,390	98,318	2%
Other Revenue	46,000	55,250	54,800	-1%
TOTAL FUND REVENUE	\$ 144,390	\$ 153,985	\$ 155,618	1%
Operating Expenses				
Salaries	\$ 18,397	\$ 6,489	\$ 23,892	268%
Benefits	7,539	5,686	9,080	60%
Retiree Medical				
Admin Operating Expense				
Equip, Auto, Maint, & Repairs	7,800	6,035	8,050	33%
Outside Services				
CAL FIRE (Schedule A + Amador Contracts)				
Other (incl. OPEB, Leases, Cost of Water)	77,055	67,955	130,700	92%
TOTAL FUND EXPENSES	\$ 110,791	\$ 86,165	\$ 171,722	99%
Administrative Cost Allocation	14,310	13,534	14,716	9%
TOTAL OPERATING EXPENSES	\$ 125,101	\$ 99,699	\$ 186,438	87%
TOTAL OPERATING BALANCE	\$ 19,289	\$ 54,286	\$ (30,820)	-157%
Capital Expenses and Revenue				
Capital Revenue (Connection/Capacity Fees, Reserve Transfer, Loans, Grants)				
Capital Outlay (Expenditures on Fixed Assets)	\$ 3,272	\$ 2,293	\$ 90,500	
NET CAPITAL EXPENSES	\$ 3,272	\$ 2,293	\$ 90,500	3847%
Reserve Set-Aside				
Reserve for Capital Outlay	\$ -	\$ -	\$ -	
Employee Medical Plan Reserve	6,412	-	-	
TOTAL RESERVE SET-ASIDE	\$ 6,412	\$ -	\$ -	
TOTAL EXPENSES	\$ 134,785	\$ 101,992	\$ 276,938	172%
Debt Service Expenses and Revenue				
Debt Service Charge Revenue				
Debt Service Payments				
WWTP Improvement Loan				
NET DEBT SERVICE				
GRAND TOTAL EXPENSES NET REVENUE	\$ 9,605	\$ 51,993	\$ (121,320)	
ENDING CASH BALANCE	\$ 324,801	\$ 367,189	\$ 245,869	

Groveland Community Services District
Draft FY 2021/22
Annual Budget

DISTRICT-WIDE SUMMARY	ADMIN				TOTAL 20/21 PROJECTED FYE
	BUDGETED 20/21	20/21 PROJECTED FYE	PROPOSED 21/22	% Diff	
Beginning Cash Balance					
Revenue					
Services Charges					\$ 4,824,590
Fees					45,301
Taxes					1,204,893
Other Revenue					540,204
TOTAL FUND REVENUE					\$ 6,614,988
Operating Expenses					
Salaries	\$ 545,483	\$ 445,509	\$ 583,498	31%	\$ 842,810
Benefits	179,732	172,530	193,302	12%	381,847
Retiree Medical					87,257
Admin Operating Expense	430,419	405,224	364,850	-10%	-
Equip, Auto, Maint, & Repairs					466,321
Outside Services	221,425	187,851	190,747	2%	268,729
CAL FIRE (Schedule A + Amador Contracts)					817,624
Other (incl. OPEB, Leases, Cost of Water)	196,002	188,720	212,572	13%	700,989
TOTAL FUND EXPENSES	\$ 1,573,061	\$ 1,399,834	\$ 1,544,969	10%	\$ 3,565,577
Administrative Cost Allocation	1,573,063	1,399,834	1,546,519	10%	1,399,834
TOTAL OPERATING EXPENSES	\$ 3,146,124	\$ 2,799,668	\$ 3,091,488	10%	
TOTAL OPERATING BALANCE					3,049,411
Capital Expenses and Revenue					
Capital Revenue (Connection/Capacity Fees, Reserve Transfer, Loans, Grants)					
Capital Outlay (Expenditures on Fixed Assets)					
NET CAPITAL EXPENSES					\$ 904,672
Reserve Set-Aside					
Reserve for Capital Outlay					-
Employee Medical Plan Reserve					-
TOTAL RESERVE SET-ASIDE					\$ -
TOTAL EXPENSES					\$ 5,870,083
Debt Service Expenses and Revenue					
Debt Service Charge Revenue					949,511
Debt Service Payments					(986,151)
WWTP Improvement Loan					-
NET DEBT SERVICE					\$ (36,640)
GRAND TOTAL EXPENSES NET REVENUE					\$ 2,108,099
ENDING CASH BALANCE					\$ 6,188,270

Groveland Community Services District
Draft FY 2021/22 Annual Budget
WATER-REVENUE

BUDGET ITEM	19/20 Actual	20/21 Adopted	20/21 Year to Date	20/21 Projected FYE	Proposed 21/22	CHANGE		REASON FOR CHANGE
						\$	%	
Fixed Charges	1,594,714	1,642,114	1,233,521	1,644,735	1,644,735	-	0%	
Variable Charges	941,254	898,880	823,676	977,042	977,042	78,162	0%	
TOTAL SERVICE CHARGES	2,535,968	2,540,994	2,057,197	2,621,777	2,621,777	78,162		
Fees								
Participation Fees	32,311	30,000	3,106	3,106	3,106	(26,894)	0%	
Disconnection Fees	6,600	2,000	-	-	-	(2,000)		
Unlock Meter Fee	1,240	1,000	40	40	40	(960)	0%	
Meters	3,901		850	850	850	850	0%	
Backflow Testing	5,120	5,120	1,960	1,960	1,960	(3,160)	0%	
Account Transfer Fee	10,165	8,400	12,150	14,500	14,500	6,100	0%	
Returned Check Fee	910	975	420	500	500	(475)	0%	
Misc. Admin Fees	11,139	8,750	752	1,000	1,000	(7,750)	0%	
Late Pay Penalty	25,208	25,000	-	-	-	(25,000)		
Interest Earned (UB)	2,065	2,065	-	-	-	(2,065)		
TOTAL FEES	98,659	83,310	19,278	21,956	21,956	(61,354)		
Other Non-Operating Revenue								
Downtown Groveland/BOF Planning	8,680		8,680	8,680		(8,680)	-100%	
Big Creek-2G Clearwell, Butler Way Bypass		3,400,000	330,000	1,304,000		(1,304,000)	-100%	
Non operating Income	18,411		152	152	-	(152)	-100%	
Expense Refunds	8,662		6,430	6,500	-	(6,500)	-100%	
Interest Earned-LAIF	38,809	40,000	13,335	14,000	11,500	(2,500)	-18%	
Interest Earned-Mechanics	2,435	2,000	565	640	-	(640)	-100%	
Interest Earned BNY Mellon	2,338	6,500	5,566	5,566	-	(5,566)	-100%	
TOTAL NON-OPERATING REVENUE	79,335	3,448,500	364,728	1,339,538	11,500	(1,328,038)		
WATER REVENUE LESS GRANTS	2,705,282	2,672,804	2,432,523	2,670,591	2,655,233	(15,358)	-1%	
TOTAL WATER REVENUE	2,713,962	6,072,804	2,441,203	3,983,271	2,655,233	(1,328,038)	-33%	

Groveland Community Services District
Draft FY 2021/22 Annual Budget
WATER-EXPENSES

BUDGET ITEM	19/20 Actual	20/21 Adopted	20/21 Year to Date	20/21 Projected FYE	Proposed 21/22	CHANGE		REASON FOR CHANGE
						\$	%	
Salaries								
Regular Time	306,544	382,467	261,877	356,059	486,431	130,372	37%	Added positions and Step Increases
Overtime	25,680	20,248	24,045	24,213	32,372	8,159	34%	
On Call	23,573	22,620	16,150	21,400	22,880	1,480	7%	
Admin Leave	1,018	981	248	248	1,057	809	326%	Added IT Position
Vacation Leave	19,238	18,865	12,582	13,518	25,415	11,897	88%	Added positions
Sick Leave	14,867	17,918	9,025	9,805	23,663	13,858	141%	Added positions
Holiday Pay	16,585	19,424	17,218	17,218	28,364	11,146	65%	Added positions
Misc Pay/Flex/Bereave/Jury	4,185		3,207	3,675	3,675	-	0%	
TOTAL SALARIES	411,690	482,523	344,352	446,136	620,183	177,722		
Benefits								
CalPERS Retirement	29,941	36,438	28,380	36,993	45,691	8,698	24%	Added positions
FICA	25,525	25,590	21,557	27,869	33,336	5,467	20%	Added positions
Medicare	5,969	5,985	5,042	6,518	7,796	1,278	20%	Added positions
SUI	2,524	2,503	2,288	2,696	1,785	(911)	-34%	Added positions
Workers Comp	11,721	17,715	13,595	18,127	22,753	4,626	26%	Added positions
Health/Vision/Dental Insurance	89,196	100,215	76,942	101,154	115,633	14,479	14%	Added positions
TOTAL BENEFITS	164,876	188,446	147,804	193,357	226,994	33,637		
Retiree Medical								
Retiree Medical	52,070	52,000	41,665	52,000	50,000	(2,000)	-4%	
TOTAL RETIREE MEDICAL	52,070	52,000	41,665	52,000	50,000	(2,000)		
Equipment, Automotive, Maintenance & Repairs								
Fuel	32,232	49,340	26,963	40,000	50,000	10,000	25%	Increase in fuel prices and future PSPS events
Water Meters	8,702	15,000	3,033	5,000	15,000	10,000	200%	On going; minimal installs and change outs
Uniform/Clothing	13,201	14,000	9,797	13,000	15,000	2,000	15%	General Increase
Tools/Equipment	7,796	12,240	11,893	13,590	15,000	1,410	10%	General Increase
Repair & Maintenance-General	29,819	64,208	20,461	25,350	50,000	24,650	97%	More anticipated general maint. contract work
Repair & Maintenance-Vehicles	12,934	25,000	13,031	22,000	25,000	3,000	14%	Increase in repairs for older fleet
Repair & Maint. -Trans/Distribution	76,091	50,000	44,677	50,677	64,208	13,531	27%	Higher asphalt repairs
Repair & Maintenance- Treatment	47,748	50,000	43,386	45,350	50,000	4,650	10%	Expecting material cost increase
Repair & Maintenance- Equipment	6,715	23,000	13,814	16,841	25,000	8,159	48%	Will complete more generator load testing FY21/22

Groveland Community Services District
Draft FY 2021/22 Annual Budget
WATER-EXPENSES

BUDGET ITEM	19/20 Actual	20/21 Adopted	20/21 Year to Date	20/21 Projected FYE	Proposed 21/22	CHANGE		REASON FOR CHANGE
						\$	%	
Water Tank Cleaning	4,000	8,000			8,000	8,000		Clear Wells were scheduled this year
Safety Supplies	13,088	13,500	8,819	12,899	15,000	2,101	16%	Will have increase due to safety program update
TOTAL EQUIP, AUTO, MAINT & REPAIRS	252,326	324,288	195,874	244,707	332,208	87,501		
Outside Services								
Janitorial Services & Supplies	7,023	10,000	7,042	9,550	15,000	5,450	57%	Projected Increase in material and supply cost
Engineering	27,823	30,000	16,774	25,000	30,000	5,000	20%	
Aqua Labs-Lab Tests	41,984	44,000	31,229	43,733	48,000	4,267	10%	Projected increase in pricing
Conservation Crew	1,843	5,000	3,724	3,686	-	(3,686)	-100%	New Fuel Reduction/Fire Safety Line replaces this line
Fuel Reduction/Fire Safety					20,000			Fuel reduction on District property
Computer Hardware/Equipment	46,411	70,000	45,747	56,000	19,584	(36,416)	-65%	New IT position on staff, Line broken out in three GL's
Programming					3,400			
Annual Software Subscriptions					15,640			
Master Plan Development	76,120	50,000				-		
GIS and System Map Updates	12,139	10,000			25,000	25,000		
GPS Field Verification for Map Updates		10,200						
Safety Program Assessment and Update	-	57,800	3,366			-		
Water Rate Study	-	25,000			40,000	40,000		
TOTAL OUTSIDE SERVICES	213,343	312,000	107,882	137,969	216,624	39,615		
Cost of Water								
SFPUC	160,626	190,000	133,874	185,000	190,000	5,000	3%	
Tunnel Shutdown Related Costs	21,869	25,000	13,121	22,062	30,000	7,938	36%	Longer and more frequent tunnel shutdowns
TOTAL COST OF WATER	182,495	215,000	146,995	207,062	220,000	12,938		
Other								
Utilities	92,764	100,000	85,213	115,000	125,000	10,000	9%	
Memberships	-	15,000	5,326	7,500	7,500	-	0%	
Training, Conferences & Travel	801	9,200	1,123	2,230	9,200	6,970	313%	Training and conferences didn't occur due to COVID
Employee Certification	1,197	4,000	539	850	4,000	3,150	371%	Employee certification postponed due to COVID
Employee Medical Testing	1,559	4,850	2,904	3,104	4,850	1,746	56%	More DMV physicals and fit testing
Chemicals	25,667	35,000	26,070	27,307	35,000	7,693	28%	Kept previous budget figure
Permits & Licenses	7,665	10,000	7,770	8,500	10,000	1,500	18%	
TOTAL OTHER	129,653	178,050	128,945	164,491	195,550	31,059		
Lease Expense								
Alternative Water Supply (AWS)	5,000	5,000	5,000	5,000	5,000	-	0%	
TOTAL LEASE EXPENSE	5,000	5,000	5,000	5,000	5,000	-	0%	
TOTAL WATER EXPENSES	1,411,453	1,757,307	1,118,517	1,450,722	1,866,559	380,472		
Admin Allocation Transfer Out	730,031	881,882	619,862	777,898	868,741	90,843	12%	

Groveland Community Services District
 Draft FY 2021/22 Annual Budget
 WATER-EXPENSES

BUDGET ITEM	19/20 Actual	20/21 Adopted	20/21 Year to Date	20/21 Projected FYE	Proposed 21/22	CHANGE		REASON FOR CHANGE
						\$	%	
TOTAL WATER WITH ADMIN	2,141,484	2,639,189	1,738,379	2,228,620	2,735,300	471,315		
Capital Outlay								
See Capital Outlay Sheet	52,411	4,149,714	1,653,210	556,980	655,131	98,151	18%	
TOTAL CAPITAL OUTLAY	52,411	4,149,714	1,653,210	556,980	655,131	98,151		
Reserve Set-Aside								
Annual Fund Reserve Set-Aside		-				-		
		7,592				-		
TOTAL RESERVE SET-ASIDE	-	7,592	-	-	-	-		
GRAND TOTAL WITH CAPITAL	2,193,895	6,796,495	3,391,589	2,785,600	3,390,431	569,466		

Groveland Community Services District
Draft FY 2021/22 Annual Budget
SEWER-REVENUE

BUDGET ITEM	19/20 Actual	20/21 Adopted	20/21 Year to Date	20/21 Projected FYE	Proposed 21/22	CHANGE		REASON FOR CHANGE
						\$	%	
Service Charges								
Fixed Charges	1,455,370	1,673,902	1,255,153	1,673,929	1,724,147	50,218	3%	Planned upcoming rate increase
Variable Charges	466,237	519,290	430,982	528,884	544,751	15,867	3%	Planned upcoming rate increase
TOTAL SERVICE CHARGES	1,921,607	2,193,192	1,686,135	2,202,813	2,268,897	66,084		
Fees								
Sewer Connections	21,000	20,000	14,000	21,000	20,000	(1,000)	-5%	
Interest Earned (S/C UB)	968	1,000	-	-	-	-		
Late Pay Penalty	12,783	12,000	-	-	-	-		
TOTAL FEES	34,751	33,000	14,000	21,000	20,000	(1,000)		
Other Non-Operating Revenue								
Interest Earned LAIF	17,395	10,000	9,553	11,053	8,300	(2,753)	-25%	Lower interest rate
Interest Earned Rabobank/BNY	5,629	1,620	402	475	-	(475)	-100%	
Groveland/BOF Sewer Construction	-	-	-	185,733	-	(185,733)	-100%	
IRWMP LS#16 Grant	-	20,000	-	-	-	-		
		-						
		-						
TOTAL NON-OPERATING REVENUE	23,024	31,620	9,955	197,261	8,300	(188,961)		
TOTAL SEWER REVENUE LESS GRANTS	1,979,382	2,237,812	1,710,090	2,235,341	2,297,197	61,856	3%	
TOTAL SEWER REVENUE	1,979,382	2,257,812	1,710,090	2,421,074	2,297,197	(123,877)	-5%	

**Groveland Community Services District
Draft FY 2021/22 Annual Budget
SEWER EXPENSES**

BUDGET ITEM	19/20 Actual	20/21 Adopted	20/21 Year to Date	20/21 Projected FYE	Proposed 21/22	CHANGE		REASON FOR CHANGE
						\$	%	
Salaries								
Regular Time	257,341	328,922	191,370	282,324	418,331	136,007	48%	Added positions and step Increases
Overtime	20,567	17,413	15,095	16,565	27,840	11,275	68%	
On Call	23,573	22,620	16,110	21,360	22,880	1,520	7%	
Admin Leave	691	844	168	168	909	741	441%	Added IT Position
Vacation Leave	12,678	16,224	7,393	15,889	21,857	5,968	38%	Added positions
Sick Leave	14,587	15,410	6,342	6,864	20,350	13,486	196%	Added positions
Holiday Pay	13,698	16,704	11,909	11,909	24,393	12,484	105%	Added positions
Misc Pay/Flex/Bereave/Jury	4,317		3,273	3,585	2,836			
TOTAL SALARIES	347,452	418,137	251,660	358,664	539,397	181,481		
Benefits								
CalPERS Retirement	26,042	31,336	20,633	29,213	39,294	10,081	35%	Added positions
FICA	21,542	22,007	15,603	22,238	28,669	6,431	29%	Added positions
Medicare	5,038	5,147	3,649	5,197	6,705	1,508	29%	Added positions
SUI	1,852	2,152	1,511	1,919	1,535	(384)	-20%	Added positions
Workers Comp	10,080	15,235	11,692	15,590	19,567	3,977	26%	Added positions
Health/Vision/Dental Insurance	75,923	86,185	64,768	85,312	99,444	14,132	17%	Added positions
TOTAL BENEFITS	140,477	162,062	117,856	159,469	195,215	35,746		
Retiree Medical								
Retiree Medical	24,043	26,000	19,607	25,000	25,000	-	0%	
TOTAL RETIREE MEDICAL	24,043	26,000	19,607	25,000	25,000	-		
Equipment, Automotive, Maintenance & Repairs								
Fuel	14,651	24,240	12,298	20,000	22,000	2,000	10%	Increase in fuel prices and future PSPS events
Uniform/Clothing	6,212	6,720	4,376	6,000	6,500	500	8%	General Increase
Tools/Equipment	3,852	10,760	2,633	6,500	10,760	4,260	66%	General Increase
Repair & Maintenance-General	16,789	51,392	7,402	12,250	40,000	27,750	227%	More anticipated general maint. contract work
Repair & Maintenance-Vehicles	11,754	14,000	7,356	10,356	15,000	4,644	45%	Increase in repairs for older fleet
Repair & Maint. -Trans/Collections	16,642	35,000	32,222	34,250	46,392	12,142	35%	Reallocated funds from Repair and Maint. General
Repair & Maintenance- Treatment	24,655	30,000	9,553	13,553	20,000	6,447	48%	
Repair & Maintenance- Equipment	16,126	35,000	35,390	37,390	40,000	2,610	7%	More Generator testing and repairs
Safety Supplies	6,255	6,000	4,402	8,285	10,000	1,715	21%	Will have increase due to safety program update
TOTAL EQUIP, AUTO, MAINT & REPAIRS	116,936	213,112	115,632	148,584	210,652	62,068		
Outside Services								
Janitorial Service & Supplies	3,303	6,000	3,314	5,000	10,000	5,000	100%	Projected Increase in materials and supply cost
Engineering	10,365	20,000	4,544	10,000	20,000	10,000	100%	Keeping previous FY budget figure
Aqua Labs-Lab Tests	13,880	22,000	9,208	13,199	22,000	8,801	67%	Increase in pricing and sampling
Computer Hardware/Equipment	21,136	30,000	20,271	25,500	9,216	(16,284)	-64%	New IT position on staff, Line broken out in three GL's
Programming					1,600			
Annual Software Subscriptions					7,360			
Annual Collections System Camera Insp.	16,694	67,000	33,800	67,000	70,000	3,000	4%	
Biosolids Disposal	7,689	8,000	4,375	4,375	8,000	3,625	83%	Based on tonage per year, tonage can fluctuate
Groundwater Monitoring	3,090	5,000	2,000	2,000	4,000	2,000	100%	Keeping previous FY budget figure
Conservation Crew	1,843	5,000	3,686	3,686		(3,686)	-100%	New Fuel Reduction/Fire Safety Line replaces this line

Groveland Community Services District
Draft FY 2021/22 Annual Budget
SEWER EXPENSES

BUDGET ITEM	19/20 Actual	20/21 Adopted	20/21 Year to Date	20/21 Projected FYE	Proposed 21/22	CHANGE		REASON FOR CHANGE
						\$	%	
Fire Reduction/Fire Safety					20,000			Fuel reduction on District property
Master Plan Development	76,120	50,000				-		
GIS and System Map Updates	4,301	10,000			15,000	15,000		Update of sewer infrastructure locations & maps
Safety Program Assessment and Update	-	27,200	1,584			-		TBD
TOTAL OUTSIDE SERVICES	158,421	250,200	80,782	130,760	187,176	27,456		
Other								
Utilities	94,916	126,000	68,325	95,000	100,000	5,000	5%	
Memberships	764	9,184	2,940	3,500	5,000	1,500	43%	
Training, Conferences & Travel	1,346	7,000	243	1,200	7,000	5,800	483%	Training and conferences didn't occur due to COVID
Employee Certification	3,922	5,000	2,628	3,628	5,000	1,372	38%	Employee certification postponed due to COVID
Employee Medical Testing	735	2,500	1,462	2,462	2,500	38	2%	
Chemicals/Odor Control	35,643	40,000	18,676	27,928	40,000	12,072	43%	Projected increase in cost
Dam Monitoring Survey	-	2,000			4,000	4,000		Not needed until 2024
Permits & Licenses	21,392	40,000	33,972	35,000	40,000	5,000	14%	
I & I Study	-	10,000				-		TBD
TOTAL OTHER	158,718	241,684	128,246	168,718	203,500	34,782		
TOTAL SEWER EXPENSES	946,047	1,311,195	713,783	991,195	1,360,940	369,745		
Admin Allocation Transfer Out	495,561	580,017	413,953	516,470	580,799	64,329	12%	
TOTAL SEWER WITH ADMIN	1,441,608	1,891,212	1,127,736	1,507,665	1,941,739	434,074		
Capital Outlay								
See Capital Outlay Sheet	84,135	2,003,019	505,056	264,161	1,551,386	1,287,225	487%	
TOTAL CAPITAL OUTLAY	84,135	2,003,019	505,056	264,161	1,551,386	1,287,225		
Reserve Set-Aside								
Annual Fund Reserve Set-Aside		100,000			100,000	100,000		
Employee Medical Plan Transfer to Reserve		6,529				-		
TOTAL RESERVE SET-ASIDE	-	106,529	-	-	100,000	100,000		
GRAND TOTAL WITH CAPITAL	1,525,743	4,000,760	1,632,792	1,771,826	3,593,125	1,821,299		

Groveland Community Services District
Draft FY 2021/22 Annual Budget
FIRE-REVENUE

BUDGET ITEM	19/20 Actual	20/21 Adopted	20/21 Year to Date	20/21 Projected FYE	Proposed 21/22	CHANGE		REASON FOR CHANGE
						\$	%	
Taxes								
General Property Tax	1,121,864	1,108,503	648,308	1,108,503	1,130,673	22,170	2%	
TOTAL TAXES	1,121,864	1,108,503	648,308	1,108,503	1,130,673	22,170		
Variable Revenue								
Equipment Use Rental	31,383	79,605	28,253	79,605	-	(79,605)	-100%	
CERT	1,655	1,600	-	-	-	-		TBD
TOTAL VARIABLE REVENUE	33,038	81,205	28,253	79,605	-	(79,605)		
Other Non-Operating Revenue								
Non-Operating Income-Turnouts	15,656		3,300	3,300	-	(3,300)	-100%	
Jones Hill Fire Break Grant	1,650	164,650	140,768	164,650	-	(164,650)	-100%	
Interest earned-Mechanics Bank	-	-	-	-	-	-		
Interest Earned -LAIF	\$ 14,882	10,000	\$ 3,850	\$ 4,600	\$ 3,350	(1,250)	-27%	
TOTAL NON-OPERATING REVENUE	32,188	174,650	147,918	172,550	3,350	(169,200)		
TOTAL FIRE REVENUE LESS GRANTS	1,169,784	1,199,708	680,411	1,192,708	1,134,023	(58,685)	-5%	
TOTAL FIRE REVENUE	1,187,090	1,364,358	824,479	1,360,658	1,134,023	(226,635)	-17%	

Groveland Community Services District
Draft FY 2021/22 Annual Budget
FIRE-EXPENSES

BUDGET ITEM	19/20 Actual	20/21 Adopted	20/21 Year to Date	20/21 Projected FYE	Proposed 21/22	CHANGE		REASON FOR CHANGE
						\$	%	
CAL FIRE Contract								
Schedule "A" Plan	981,180	1,056,071	598,149	817,624	943,467	125,843	15%	Projected increase
TOTAL CAL FIRE CONTRACTS	981,180	1,056,071	598,149	817,624	943,467	125,843		
Salaries								
Regular Time	6,304	38,247	7,290	18,090	48,643	30,553	169%	
Overtime	37	2,025	53	137	3,237	3,100	2263%	
Vacation Leave	266	1,886	96	96	2,542	2,446	2547%	
Admin Leave	18	98	22	22	106	84	380%	
Sick Leave	243	1,792	310	310	2,366	2,056	663%	
Holiday Pay/Misc	178	1,942	12,866	12,866	2,836	(10,030)	-78%	
TOTAL SALARIES	7,046	45,990	20,637	31,521	59,730	28,209		
Benefits								
CalPERS Retirement	554	3,644	1,400	2,600	4,569	1,969	76%	
FICA	437	2,559	1,279	1,951	3,334	1,383	71%	
Medicare	102	598	296	452	780	328	72%	
SUI	75	250	554	554	179	(376)	-68%	
Workers Comp	469	1,771	2,397	2,850	2,275	(575)	-20%	
Health/Vision/Dental Insurance	3,472	10,021	7,611	14,928	11,563	(3,365)	-23%	
TOTAL BENEFITS	5,109	18,843	13,537	23,335	22,699	(636)		
Retiree Medical								
Retiree Medical	14,165	14,350	7,693	10,257	2,000	(8,257)	-81%	
TOTAL RETIREE MEDICAL	14,165	14,350	7,693	10,257	2,000	(8,257)		
Unfunded Pension Liability								
Unfunded Pension Liability	40,896	62,730	60,643	60,643	65,000	4,357	7%	
TOTAL UNFUNDED PENSION LIABILITY	40,896	62,730	60,643	60,643	65,000	4,357		
Equipment, Automotive, Maintenance & Repairs								
Radio Communications		5,000	285	5,000	5,000			
Fuel	11,721	14,820	7,912	12,000	15,000	3,000	25%	Increase in fuel costs
Protective Clothing/Wildland	8,000	7,000	1,130	7,000	7,000	-	0%	
Medical Supplies/EMS Equip.	255	1,500	218	1,500	1,500	-	0%	
Small Tools & Safety Equipment	332	4,500	3,496	4,500	4,500	-	0%	
Repair & Maint.-Station General	5,866	7,000	3,659	7,000	7,000	-	0%	
Repair & Maint.-Apparatus	9,878	16,500	18,490	20,490	20,000	(490)	-2%	Age of fire equipment requiring additional repairs
Repair & Maint.- Equipment	1,610	2,000	-	2,000	2,200	200	10%	
SCBA Equipment	551	7,500	7,505	7,505	7,500	(5)	0%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	38,213	65,820	42,695	66,995	69,700	2,705		

Groveland Community Services District
Draft FY 2021/22 Annual Budget
FIRE-EXPENSES

BUDGET ITEM	19/20 Actual	20/21 Adopted	20/21 Year to Date	20/21 Projected FYE	Proposed 21/22	CHANGE		REASON FOR CHANGE
						\$	%	
Other								
Utilities	16,264	18,628	15,876	20,000	21,000	1,000	5%	
Office & Cleaning Supplies	5,943	4,900	3,220	4,120	4,900	780	19%	
Training	-	-			2,000	2,000		Plan to host training class
Fire Prevention Supplies/Events	461	500		500	500	-	0%	
Master Plan & Development Impact Study	41,435		2,762			-		
City Gate County Project Evaluation	-	10,000				-		
SCI Special Fire Tax Consulting	-	80,000	9,563			-		
NBS Consulting- CFD Formation	-	18,400	12,500		-	-		
Jones Hill Fire Break (Grant)	2,305	166,300	149,800			-		Grant
Grant Writing	-	2,500		2,500	2,500	-	0%	
CERT	-	1,600	904			-		TBD
TOTAL OTHER EXPENSE	66,408	302,828	194,625	27,120	30,900	3,780		
TOTAL FIRE EXPENSES	1,153,017	1,566,632	937,979	1,037,495	1,193,497	156,002	15%	
Admin Allocation Transfer Out	26,485	96,854	77,571	91,932	82,263	(9,669)	-11%	
TOTAL FIRE WITH ADMIN	1,179,502	1,663,486	1,015,550	1,129,427	1,275,760	146,333		
Capital Outlay								
See Capital Outlay Sheet	40,756	81,358	72,689	81,238	160,932	79,694	98%	
TOTAL CAPITAL OUTLAY	40,756	81,358	72,689	81,238	160,932	79,694		
Reserve Set-Aside								
Annual Fund Reserve Set-Aside						-		
Employee Medical Plan Transfer to Reserve		5,349				-		
TOTAL RESERVE SET-ASIDE	-	5,349	-	-	-	-		
GRAND TOTAL WITH CAPITAL	1,220,258	1,750,193	1,088,239	1,210,665	1,436,692	226,027	0	

Groveland Community Services District
Draft FY 21/22 Annual Budget
PARKS-REVENUE

BUDGET ITEM	19/20 Actual	20/21 Adopted	20/21 Year to Date	20/21 Projected FYE	Proposed 21/22	CHANGE		REASON FOR CHANGE
						\$	%	
Taxes								
General Property Tax	97,553	96,390	56,375	96,390	98,318	1,928	2%	
TOTAL TAXES	97,553	96,390	56,375	96,390	98,318	1,928		
Variable Revenue								
Use Fees	1,260	500	145	145	500	355	245%	
Dog Park Permit Fees	2,515	1,500	2,150	2,200	2,000	(200)	-9%	
TOTAL VARIABLE REVENUE	3,775	2,000	2,295	2,345	2,500	155		
Other Revenue								
Cell Tower Leases	53,929	42,000	40,329	53,750	54,000	250	0%	
Park Infrastructure Upgrade Grant	-	-	-	-	-	-	-	
Interest Earned-LAIF	4,763	4,000	1,232	1,500	800	(700)	-47%	
Donations	4,855	-	-	-	-	-	-	
TOTAL OTHER REVENUE	63,547	46,000	41,561	55,250	54,800	(450)		
TOTAL PARK REVENUE LESS GRANTS	164,875	144,390	100,231	153,985	155,618	1,633	1%	
TOTAL PARKS REVENUE	164,875	144,390	100,231	153,985	155,618	1,633	1%	

Groveland Community Services District
Draft FY 2021/22 Annual Budget
PARKS-EXPENSES

BUDGET ITEM	19/20 Actual	20/21 Adopted	20/21 Year to Date	20/21 Projected FYE	Proposed 21/22	CHANGE		REASON FOR CHANGE
						\$	%	
Salaries								
Regular Time	18,501	15,299	4,420	5,518	19,457	13,939	253%	
Overtime	445	810	108	114	1,295	1,181	1036%	
Vacation Leave	1,195	755	166	256	1,017	761	297%	
Admin Leave	91	39	4	4	42	38	957%	
Sick Leave	606	717	164	164	947	783	477%	
Holiday Pay/Misc	1,281	777	433	433	1,135	702	162%	
TOTAL SALARIES	22,119	18,397	5,295	6,489	23,892	17,403		
Benefits								
CalPERS Retirement	1,890	1,458	464	566	1,828	1,262	223%	
FICA	1,371	1,024	328	400	1,333	933	233%	
Medicare	321	239	77	95	312	217	228%	
SUI	53	100	24	24	71	47	198%	
Workers Comp	1,172	709	543	725	910	185	26%	
Health/Vision/Dental Insurance	8,873	4,009	2,907	3,876	4,625	749	19%	
TOTAL BENEFITS	13,680	7,539	4,343	5,686	9,080	3,394		
Operating Expense								
Dog Park	661	500	439	500	550	50	10%	
Repair & Maintenance	6,295	7,300	535	5,535	7,500	1,965	36%	
TOTAL OPERATING EXPENSE	6,956	7,800	974	6,035	8,050	2,015		
Other								
Utilities	34,620	47,000	30,566	43,000	47,000	4,000	9%	
Janitorial Services	7,193	12,500	6,747	9,000	12,500	3,500	39%	Projecting more use this year
Safety Equipment	115	1,000	-	1,000	1,200	200	20%	playground inspection cost increase
NBS Consulting-CFD Formation	-	1,600				-		
Park Master Plan	-	14,955	11,435	14,955		(14,955)	-100%	
Improvement Project Preliminary Design					45,000			
Grant Application Assistance					25,000			
TOTAL OTHER EXPENSE	41,928	77,055	48,748	67,955	130,700	(7,255)		
TOTAL PARK EXPENSES	84,683	110,791	59,360	86,165	171,722	85,557		
Admin Allocation Transfer Out	55,093	14,310	10,955	13,534	14,716	1,182	9%	
TOTAL PARKS WITH ADMIN	139,776	125,101	70,315	99,699	186,438	86,739		
Capital Outlay								
See Capital Outlay Sheet	11,304	3,272	318	2,293	90,500	88,207	3847%	
TOTAL CAPITAL OUTLAY	11,304	3,272	318	2,293	90,500	88,207		
Reserve Set-Aside								
Annual Fund Reserve Set-Aside		-				-		
Employee Medical Plan Transfer to Reserve		6,412				-		
TOTAL RESERVE SET-ASIDE	-	6,412	-	-	-	-		
TOTAL WITH CAPITAL	151,080	134,785	70,633	101,992	276,938	174,946		

Groveland Community Services District
 Draft FY 21/22 Annual Budget
 ADMIN-REVENUE

BUDGET ITEM	19/20 Actual	20/21 Adopted	20/21 Year to Date	20/21 Projected FYE	Proposed 21/22	CHANGE		ALLOCATION OF DISCRETIONARY REVENUE
						\$	%	
Other Revenue								
Property Taxes		1,204,893	704,683	1,204,893	1,228,991	24,098	2%	
TOTAL OTHER REVENUE	-	1,204,893	704,683	1,204,893	1,228,991	24,098	0	

Groveland Community Services District
Draft FY 2021/22 Annual Budget
ADMIN-EXPENSES

BUDGET ITEM	TOTAL FUNDS					CHANGE		REASON FOR CHANGE
	19/20 Actual	20/21 Adopted	20/21 Year to Date	20/21 Projected FYE	Proposed 21/22	\$	%	
Admin/Board Salaries								
Regular Time	393,911	455,852	287,550	393,599	481,446	87,847	22%	Salary Increases
Board Wages	8,976	12,000	6,151	6,151	12,000	5,849	95%	Keeping previous FY figure
Leave	7,629	7,949	7,971	7,971	8,641	670	8%	
On Call	1,906	-	-	-	-	-	-	
Overtime/Comp	3,245	3,305	4,489	4,489	3,581	(908)	-20%	
Vacation Leave	32,253	21,202	6,484	7,840	26,147	18,307	234%	
Sick Leave	24,513	21,677	2,858	4,796	23,506	18,710	390%	Significantly less sick time used in FY 20/21
Holiday Pay/PH/Misc	27,449	23,498	20,663	20,663	28,176	7,513	36%	
TOTAL ADMIN/BOARD SALARIES	499,882	545,483	336,166	445,509	583,498	137,989		
Admin/Board Benefits								
CalPERS Retirement	37,704	48,487	27,341	37,271	45,364	8,093	22%	
FICA	28,319	28,746	19,616	27,023	29,070	2,047	8%	
Board FICA	557	744	381	381	744	363	95%	
Medicare	6,623	6,723	4,886	6,459	7,390	931	14%	
Board Medicare	130	174	89	89	174	85	96%	
SUI	2,180	2,311	1,449	1,449	1,428	(21)	-1%	
Workers Comp	1,407	2,092	1,584	1,584	2,242	658	42%	
Board Workers Comp	47	63	46	46	60	14	31%	
Health/Vision/Dental Insurance	103,535	90,392	74,034	98,228	106,829	8,601	9%	
TOTAL ADMIN/BOARD BENEFITS	180,502	179,732	129,426	172,530	193,302	20,772		
OPEB/Pension Unfunded Liability								
Transfer to OPEB Trust	-	-	-	-	-	-	-	
Pension Unfunded Liability	159,804	185,511	179,340	179,340	206,717	27,377	15%	
TOTAL OPEB/PENSION UNFUNDED LIABILITY	159,804	185,511	179,340	179,340	206,717	27,377		
Admin Operating Expense								
Bank Fees	5,168	5,762	3,430	4,828	5,775	947	20%	
Credit Card Merchant Fees	41,397	41,357	33,412	41,234	45,000	3,766	9%	
Office Supplies	5,771	7,800	5,271	7,628	8,250	622	8%	
Memberships (IRWMP/CSDA)	17,352	18,000	14,793	17,820	18,500	680	4%	
LAFCO Fees	-	4,500	5,874	5,874	6,425	551	9%	
Computer Hardware/Equipment	104,681	122,000	95,800	122,000	19,200	(102,800)	-84%	Broken out into two line items
Annual Software Subscriptions/Internet	-	-	-	-	56,000	56,000		
Office Expense	36,916	50,000	24,945	34,550	32,000	(2,550)	-7%	
Training, Conferences, Travel	9,936	12,000	101	190	12,000	11,810	6216%	Keeping previous FY figure
District Telephone Services	18,234	20,000	15,988	20,000	24,000	4,000	20%	
Toilet Rebates	-	4,000	2,375	2,600	2,700	100	4%	
District General Liability Insurance	101,267	145,000	143,500	148,500	135,000	(13,500)	-9%	
TOTAL ADMIN OPERATING EXPENSE	340,722	430,419	345,489	405,224	364,850	(96,374)		
Outside Services								
Janitorial Service/Supplies	4,229	17,025	5,396	8,320	10,000	1,680	20%	Projected Increase in material and supply cost
CPA Services/Annual Audit	50,700	52,500	44,351	61,417	59,500	(1,917)	-3%	
Legal Counsel Services	31,315	49,500	26,672	38,443	35,000	(3,443)	-9%	
Actuarial Review (GASB-OPEB)	2,500	2,000	1,500	1,500	3,000	1,500	100%	Projected expense with full report
Classification & Comp Study	-	-	1,951	1,951	50,000	48,049	2463%	
Public Relations/Communications	30,136	31,400	23,400	31,420	31,247	(173)	-1%	

Groveland Community Services District
 Draft FY 2021/22 Annual Budget
 ADMIN-EXPENSES

BUDGET ITEM	TOTAL FUNDS					CHANGE		REASON FOR CHANGE
						\$	%	
HR Consulting	-	20,000	4,800	4,800	2,000	(2,800)	-58%	
Impact Mitigation Fee Study	-	49,000	15,977	40,000	-	(40,000)	-100%	
TOTAL OUTSIDE SERVICES	118,880	221,425	124,047	187,851	190,747	2,896		
Leases								
Copystar 5550 GE Capital	4,383	5,700	3,348	4,565	4,704	139	3%	
FP Mail Machine	1,133	1,351	1,087	1,376	1,151	(225)	-16%	
Avaya Phone System	1,864	3,440	3,438	3,439	-	(3,439)	-100%	
TOTAL LEASES	7,380	10,491	7,873	9,380	5,855	(3,525)		
Employee Medical Plan Reserve Set-Aside								
	-	-	-	-	-	-	-	
TOTAL EMPLOYEE MEDICAL PLAN RESERVE SET-ASIDE	-	-	-	-	-	-	-	
TOTAL ADMIN EXPENSE	1,307,170	1,573,061	1,122,341	1,399,834	1,544,969	89,135	10%	Overall % Change

**Groveland Community Services District
Draft FY 2021/22 Annual Budget
Capital Outlay**

ADMIN CAPITAL OUTLAY						
CIP Project	2019/20 Actual	2020/21 Adopted	2020/21 YTD	2020/21 Projected FYE	2021-22 Proposed	COMMENTS
Admin Parking Lot Upgrade (5 Yr Plan)		175,000		175,000	175,000	Phase 2 of 5 maint. Dept. access road rehab
Fuel Tank Painting/Electronic Logging		90,000			150,000	Price flucuations and added installation cost.
District Camera System		26,500		20,000		
Server OS Upgrade		35,665		27,830		
Admin Building Office Space Redesign				20,000		
Admin Building Remodel		TBD				
TOTAL CAPITAL OUTLAY	-	327,165		242,830	325,000	

**Groveland Community Services District
Draft FY 2021/22 Annual Budget
Capital Outlay**

WATER CAPITAL OUTLAY						
CIP Project	2019/20 Actual	2020/21 Adopted	2020/21 YTD	2020/21 Projected FYE	2021-22 Proposed	COMMENTS
Downtown Groveland/BOF Rehab Planning	19,585	15,000	12,811			
General Water Distribution Improv.		30,000	9,182	28,000	40,000	Anticipated expense
Water Pump Replacements		20,000		10,000	20,000	Increase in equipment cost, on-going
Admin Parking Lot Upgrade (5 Yr Plan)	7,106	98,000	2,261	98,000	98,000	Phase 2 of 5 maint. Dept. access road rehab
Fuel Tank Painting/Electronic Logging		50,400			84,000	Didn't complete in current FY; project expanded
Crane Body Truck		97,920	97,760	97,760	-	Purchased
Treatment Plant General Improvements/Replacements		20,000			25,000	Didn't occur in FY 2020/21; Projected increase in materials cost
Water Treatment Plant AC upgrades		11,000	8,260	8,260		Completed
Tank #2 Generator/Asphalt Improvement		95,000	44,335	95,000		Completed
2021 Chevy Silverado		25,971			25,971	Dealership did not order before cutoff, will honor 2021 price
2021 Chevy Silverado		17,660			17,660	Dealership did not order before cut off, will honor 2021 price
Honda UTV		12,279	12,279	12,279		Purchased
District Camera System		14,840		13,600		Purchased
Tank Mixers for T2, 4 and 5		113,000	66,999	67,000		Completed
Server OS Upgrade		19,972	15,585	15,585		Completed
Tank 4 Generator		105,000	58,494	103,255		Completed
Tank 2 AC/Heater		3,672	3,672	3,672		Completed
Big Creek-2G Clearwell, Butler Way Bypass	25,720	3,400,000	1,317,003			TBD
Pro Link Edge Master Scanner			4,569	4,569		Mid-year adjustment. Needed for District Fleet repairs.
Truck 3 replacement					20,400	Truck 3 is 17 years old; more frequent repairs
Ops Manager Truck					20,400	Ops Manager truck was moved to C&D for new Ops Supervisor position
Generator Installations					80,000	Installation expense of new generator purchased by grants
Pump Control and Surge Valves					35,000	Replaces old units that can not be rebuilt
SCADA Improvements					30,000	Will allow District to log more data/trends within our SCADA
IT/Instrumentation Tech Truck					27,200	Truck for new IT position, all fleet is currently assigned
Dump Truck & Trailer					124,000	Will replace 1986 dump truck and 1971 equipment trailer
New Trimble R2					7,500	Adam description
TOTAL WATER CAPITAL OUTLAY	52,411	4,149,714	1,653,210	556,980	655,131	
TOTAL CAPITAL OUTLAY (LESS GRANT PROJECTS)		749,714	336,207	556,980	655,131	

**Groveland Community Services District
Draft FY 2021/22 Annual Budget
Capital Outlay**

SEWER CAPITAL OUTLAY						
CIP Project	2019/20 Actual	2020/21 Adopted	2020/21 YTD	2020/21 Projected FYE	2021-22 Proposed	COMMENTS
Downtown Groveland/BOF Rehab Planning	9,115		230,207			
Wastewater Pump Replacements		24,000		12,182	26,000	For pump failures
Sewer Imp-Headworks, LS2, Irrigation, Sludge Pump, Influent Pump	60,084	1,470,000	95,444			TBD
Admin Parking Lot Upgrade (5 Yr Plan)	4,822	66,500	1,534	66,500	66,500	Phase 2 of 5 maint. Dept. access road rehab
Fuel Tank Painting/Electronic Logging		34,200			57,000	Didn't complete in current FY; project expanded
Crane Body Truck		46,080	46,005	46,005		Purchased
Concrete grading by Screw Press	1,313	120,000			200,000	Delayed; increased material cost projected
Road Maintenance	8,801	100,000			200,000	Delayed; increased material cost projected
New Bobcat		45,000	47,207	47,207		Purchased
2021 Chevy Silverado		8,311			8,311	Dealership did not order before cutoff, will honor 2021 price
Honda UTV		5,779	5,779	5,778		Purchased
District Camera System		10,070		7,600		Purchased
Server OS Upgrade		13,553	10,575	10,575		Completed
Skate Park Manhole repair/replacemnt		25,000	21,340	21,340		Completed
Smart (manhold) Cover System		26,000	26,562	26,562		Completed
Gaembsa Blower		3,533	7,067	7,076		Purchased
Flow Meter MW806		3,265	3,265	3,265		Purchased
Tank 2 AC/Heater		1,728	1,728	1,728		Purchased
Pro Link Edge Master Scanner			4,569	4,569		Mid-year adjustment. Needed for District Fleet repairs.
Polymer Tank Mixer			3,774	3,774		Purchased
General Sewer System Improv.					40,000	New line item for anticipated general improvements
STP blower & Gen room rehab					45,000	Building rehab and upgrades
Truck 3 Replacement					9,600	Truck 3 is 17 years old; more frequent repairs
Ops Manager Truck					9,600	Ops manager truck was moved to C&D for new ops supervisor position
Generator Installations					120,000	Installations expense of new generators purchased by grants
Asphalt rehabilitation					140,000	Asphalt rehab to Sewer infrastructure
SCADA Improvements						Will allow District to log more data/trends within our SCADA
IT/instrumentation Tech Truck					12,800	Truck for new IT position, all fleet is currently assigned
Dump truck & Trailer					76,000	Will replace 1986 dump truck and 1971 equipment trailer
New Trimble R2					7,500	Adam description
Vac-Con Truck					533,075	Ability to clean all lift stations, reduce odors, consolidates two trucks
TOTAL SEWER CAPITAL OUTLAY	84,135	2,003,019	505,056	264,161	1,551,386	

Groveland Community Services District
Draft FY 2021/22 Annual Budget
Capital Outlay

FIRE CAPITAL OUTLAY						
CIP Project	2019/20 Actual	2020/21 Adopted	2020/21 YTD	2020/21 Projected FYE	2021-22 Proposed	COMMENTS
SCBA Fill Station	32,796					
Admin Parking Lot Upgrade (5 Yr Plan)	127	8,750	202	8,750	8,750	Phase 2 of 5 maint. Dept. access road rehab
Fuel Tank Painting/Electronic Logging		4,500			7,500	Didn't complete in current FY; project expanded
Operations Roof R & M, siding, windows, paint	1,775					
Maint. Window/Repl. Gutter in back	98					
Admin Building railing/paint/siding repair	772					
Computers/Ipads	138					
Apparatus Bay Lighting Upgrade	5,050					
Fire Dept Building Upgrade		60,000	62,345	62,345		Completed
Kitchen Remodel		-				
Fire Station Restroom Upgrade		5,000	4,182	4,182	4,182	Completed
District Camera System		1,325	-			Purchased
Server OS Upgrade		1,783	1,392	1,392		Completed
Pro Link Edge Master Scanner		-	4,568	4,569		Mid-year adjustment. Needed for District Fleet repairs.
Asphalt repair (driveway/employee parking area)					56,000	Will replace employee parking area and seal/crack fill upper portion
Extrication Equipment					47,000	Replaces 12+ year old outdated equipment with battery powered tool set
Thermal Imaging Camera					14,000	Replace 12 year old camera w/ new camera that has better technology
Rescue Struts					8,500	Replace 12 year old struts w/ new 80,000 lbs highway strut kit
DSI Inspectors					15,000	To perform defensible space inspections within district boundaries
TOTAL FIRE CAPITAL OUTLAY	40,756	81,358	72,689	81,238	160,932	

Groveland Community Services District
 Draft FY 2021/22 Annual Budget
 Capital Outlay

PARK CAPITAL OUTLAY						
Projects	2019/20 Actual	2020/21 Adopted	2020/21 YTD	2020/21 Projected	2021-22 Proposed	COMMENTS
Admin Parking Lot Upgrade (5 Yr Plan)	634	1,750	40	1,750		
Fuel Tank Painting/Electronic Logging		900			1,500	Didn't complete in current FY; project expanded
Park Ampitheater	10,670					
General Park Upgrades					10,000	For general park upgrades
District Camera System		265		265		Purchased
Server OS Upgrade		357	278	278		Completed
Parking Lot Repairs					79,000	Needed repairs to mitigate complete failure and replacement
TOTAL PARK CAPITAL OUTLAY	11,304	3,272	318	2,293	90,500	

Groveland Community Services District
 Draft FY 2021/2022 Annual Budget
 District Debt Service

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

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

WWTP IMPROVEMENT LOAN		
Principal and Interest		\$ (105,838)
Total Loan Expense		\$ (105,838)

TO: GCSB Board of Directors

FROM: Travis Chunn, Cal Fire Captain

DATE: May 11, 2021

SUBJECT: Agenda Item 6B. Adoption of a Resolution Authorizing Application for the California Climate Investments (CCI) Department of Forestry and Fire Protection, Fire Prevention Grant for the GCSB Properties Fuels Reduction Project, and Authorize the General Manager to Sign the Grant Agreement and any Related Documents

RECOMMENDED ACTION:

Staff recommends the following action:

I move to Adopt Resolution 12-2021 Authorizing Application for the California Climate Investments (CCI) Department of Forestry and Fire Protection, Fire Prevention Grant for the GCSB Properties Fuels Reduction Project, and Authorize the General Manager to Sign the Grant Agreement and any Related Documents.

BACKGROUND:

California Climate Investments is a statewide initiative that puts billions of cap-and-trade dollars to work reducing greenhouse gas emissions, strengthening the economy and improving public health and the environment-particularly in disadvantaged communities. Goals of this program are to improve resiliency of forested and forest-adjacent communities and upper watershed forests while achieving climate goals.

In 2018 the District applied for and was later awarded approximately \$160,000.00 for a fuel break on District property on Jones Hill through this grant program. This year the District staff would like to apply for the grant to provide funds to complete defensible space and fuels modifications around District infrastructure and rights of way to protect vital community assets from catastrophic wildfire. The total grant request is \$405,462.40, and it will treat approximately 119 acres.

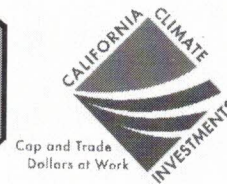
ATTACHMENTS:

1. Resolution 12-2021
2. CCI Grant Application

FINANCIAL IMPACT:

1. This is a non-matching grant and would require no District funds.

California Department of Forestry and Fire Protection (CALFIRE)
California Climate Investments
Fire Prevention Program Grant Application
Fiscal Year 2020-21/2021-22 Funding Opportunity



Please request a Project Tracking # for each separate application by following the instructions in the 2020-21/2021-22 CCI Grant Guidelines on the [Fire Prevention Grants Web Page](#). Submit the application and all supporting materials to the SharePoint folder assigned to your tracking number **no later than 3:00pm PDT on May 19, 2021**. Grant awards are contingent upon appropriation from the [California Climate Investments](#), or other fund source, with up to \$165 million being awarded. Please note: Items marked in red are required.

1. **Project Tracking #:** 20-FP-TCU-0105 CalMapper ID: [REDACTED]

Project Name/Title: Groveland Community Services District Infrastructure Fuel Reduction

County: Tuolumne

CAL FIRE Unit/Contract County (Please use this 3-letter Unit Identifier for file naming. See Question 14): TCU - Tuolumne-Calaveras Unit

2. **Organization Type:** Other If Other, please specify: Community Services District

If Non-Profit, are you a registered 501(c)(3)? Yes No

3. **Sponsoring Organization:** [REDACTED]
Project Manager

Title: General Manager

First Name: Peter **Last Name:** Kampa

Address Line 1: P.O. Box 350

Address Line 2: [REDACTED]

City: Groveland **State:** California **Zip Code:** 95321

Phone Number: (209) 962-7161 **Secondary Phone Number:** [REDACTED]

Email Address: pkampa@gcsd.org **Fax Number:** [REDACTED]

Tracking #: 20-FP-TCU-0105

Project Name: Groveland Community Services District Infrastructure Fuel Reduction

4. For which primary activity is funding being requested? Fuel Reduction

5. Grant Period: Please provide the estimated start date and completion date for your project. Projects MUST be completed by March 15, 2025 or March 15, 2026, depending on the source of the funds awarded. Note that final billing is due 30 days after project completion. Please use MM/DD/YYYY format.

Project Start Date: 04/01/2022 Project Completion Date: 03/15/2026

6. Limiting Factors: Are there any existing forest or land management plans; Conservation Easements; Covenant, Conditions & Restrictions (CC&R's); matters related to zoning; use restrictions, or other factors that can or will limit the fire prevention proposed activity?

If checked, describe existing plan(s) and the limitations, if any, in the attached Scope of Work.

7. Timber Harvest Plans: For fuel reduction projects, is there a timber harvesting document on any portion of the proposed project area for which a "Notice of Completion" has not been filed with CAL FIRE?

If checked, provide the THP identification number and describe the relationship to the project in the attached Scope of Work document.

THP ID Number:

8. Community at Risk: Is the project associated with a community that is listed as a Community at Risk? See the list of Communities at Risk on the Office of the State Fire Marshal web page.

Yes No

Number of Communities in the project area: 1

9. Disadvantaged/Low Income Community: Is the project associated with a low-income community that is listed as a Community at Risk? See the information on Priority Population Investments on the California Air Resources Board web page.

Yes No

If Yes, select all that applies:

Disadvantaged Low Income Both Buffer Zone

Tracking #: 20-FP-TCU-0105

Project Name: Groveland Community Services District Infrastructure Fuel Reduction

10. Describe how your proposal would reduce the total amount of wildfire (and thereby reduce wildfire emissions) around communities, homes, infrastructure, and other highly valued resources. Please focus on GHG benefits. (Limited to 700 characters.)

Groveland is in an area that is subject to vegetation fires with fire probability above 1%. The hilly terrain, incursion of flammable vegetation and generally difficult road system make wildland fire the most serious threat for conflagration should a fire escape building of origin or the ignition occurs outside. Private contractors utilizing handcrews and/or operating masticators, will create an approximate 119 acres shaded fuel break by handcutting or masticating surface and ladder fuels in the understory of the Groveland Community Services District properties. This fuel reduction will allow firefighting forces the ability to protect critical water and sewage infrastructure.

11. Federal Responsibility Area: Does your project/activity include work on Federal Lands that might require NEPA, or use a framework similar to Good Neighbor Authority?

Non-Tribal Lands: Yes No If yes, how many acres?

Tribal Lands: Yes No If yes, how many acres?

12. Project Area Statistics: For all projects, provide an estimate of the Project Influence Zone (PIZ) acres and the Treatment Influence Zone (TIZ) acres.

PIZ - The Project influence Zone (PIZ) is the broad geographic area encompassing the neighborhoods or communities that the grant proposal is designed to protect with fuel reductions, public education, or planning activities. This can be the sum of all treatment areas or could include a buffer area around the planning/public education target. Please keep the PIZ from encompassing an overly large area, unless benefits are clearly defined in the Scope-of-Work.

TIZ - Treatments are areas within a PIZ, where on-the-ground activities are accomplished (e.g. hazard fuel reductions, shaded fuel breaks, masticating, etc.). There can be multiple discrete Treatment areas associated with a PIZ. Some projects (e.g. Planning & Public Education) may NOT have treatment areas.

	LRA	FRA	SRA
Project Influence Zone (PIZ)	<input type="text"/>	<input type="text"/>	10,000.00
Treatment Influence Zone (TIZ)	<input type="text"/>	<input type="text"/>	1,000.00

Tracking #: 20-FP-TCU-0105

Project Name: Groveland Community Services District Infrastructure Fuel Reduction

13. **Project Budget:** What is the proposed budget? Please include a discussion of the project budget in the Scope of Work and enter the amount from the Project Budget workbook (.xls).

Budget Item	Amount
Grant Funding Requested (\$)	405,462.40

14. **Local Wildland Fire Risk Reduction Plans:** Is the project in, consistent with, or build on a larger plan that deals with the risk and potential impact to habitable structures in the WUI covered by this project? If so, discuss in the Scope of Work. **Select all that apply.**

- CAL FIRE Unit Strategic Fire Plan
- Homeowners' Association Plan
- Fire Safe Council Action Plan
- County Fire Department Strategic Fire Plan
- Local Fire Department Plan
- FIREWISE Community Assessment
- Other Local Plan (Identify in Scope of Work)
- Local Hazard Mitigation Plan
- Community Wildfire Protection Plan

15. **CEQA Compliance:** Describe how compliance with the California Environmental Quality Act (CEQA) will be achieved in the Scope of Work. Is there an existing (CEQA) document that addresses this project or can be used to meet CEQA requirements?

Please indicate the CEQA document type (For planning, education and other projects that are exempt from CEQA, select "Not Applicable"):

Will File

Document Identification Number:

16. Have you applied for or received any other CAL FIRE Grants for this project?

- Yes No

If yes, please identify the other CAL FIRE grant program and how the additional grant will be or is being applied to this project.

Tracking #: 20-FP-TCU-0105

Page 4 of 5

Project Name: Groveland Community Services District Infrastructure Fuel Reduction

17. Application Submission:





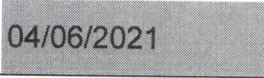

Note to Applicant: If you modify the language contained in any part of this document, other than to fill in the blanks or to provide requested information, your application **will be rejected**.

Use the table below as a tool to make sure you have all documents ready prior to submitting the application.

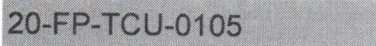
Replace "XXXX" in the file name with the project's ID Number. Replace "UUU" in the file name with the 3-letter identifier for the Unit where the project is located. Unit identifiers are listed in the instructions for this application form.

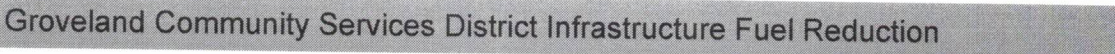
Attachments	File Name
<input checked="" type="checkbox"/> Application Form (.pdf)	20-FP-UUU-0105-Application.pdf
<input checked="" type="checkbox"/> Scope of Work (.doc)	20-FP-UUU-0105-SOW.doc
<input checked="" type="checkbox"/> Project Budget (.xls)	20-FP-UUU-0105-Budget.xls
<input checked="" type="checkbox"/> Project Map (.pdf)	20-FP-UUU-0105-MAP.pdf
<input type="checkbox"/> Articles of Incorporation (.pdf) - Applies to Non-Profits only	20-FP-UUU-0105-AOI.pdf
<input checked="" type="checkbox"/> Mapping	<u>Create a Geo Point & Polygon</u> web link

I certify that the above and attached information is true and correct:

	
Original Signature Required: Grantee's Authorized Representative	Date Signed
	
Printed Name	Title
Executed on:  Date	at  City

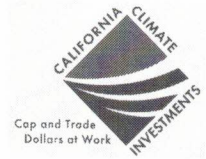
Please fill out this form completely. Be sure to save a copy of this form and all attachments for your records. Submit the application and all supporting materials to the SharePoint folder assigned to your tracking number **no later than 3:00pm PDT on May 19, 2021**. Please submit the documents as early as possible to avoid unanticipated issues. **Applications submitted or modified in the SharePoint folder after this date will be considered late.** Access to SharePoint after the due date may be revoked.

Tracking #: 

Project Name: 



California Department of Forestry and Fire Protection
(CAL FIRE) California Climate Investments
Fire Prevention Grants Program
Project Scope of Work



Project Name: Groveland Community Services District (GCSD) Infrastructure Fuel Reduction

Project Tracking Number: 20-FP-TCU-0105

Project Description Summary: Please provide a paragraph summarizing proposed project including the location, habitable structures, acres treated, etc. (Please type in blank space below. Please note there is no space limitations).

The proposed GCSD Infrastructure Fuel Reduction in totality is approximately 119 acres in size and located within property owned by the Groveland Community Services District. A large portion of the fuel reduction will allow the Rim Truck Trail West Fuel Break and Jones Hill Fuel Break to be segment by segment constructed encompassing the Community of Groveland and the Groveland Community Services District. The proposed fuel reduction will protect the communities of Big Oak Flat, Pine Mountain Lake and Groveland from a large, damaging fire coming from the South Fork of the Tuolumne River Canyon. The overall project area is within the State Responsibility Area (SRA) in Groveland. This project will benefit approximately 3,500 habitable structures. Protection of critical water and sewage facilities are priority to maintain continuity of operations.

A. Scope of Work

This item is broken into project specific criteria depending on the type of project being proposed: planning, education or hazardous fuel reduction. Please **answer one section of questions** that pertain to the primary activity type for your project.

Section 1: Hazardous Fuel Reduction/Removal of Dead or Dying Tree Projects

1. Describe the geographic scope of the project, including an estimate of the number of habitable structures and the names of the general communities that will benefit.
2. Describe the goals, objectives, and expected outcomes of the project.
3. Provide a clear rationale for how the proposed project will reduce the risks associated with wildfire to habitable structures in the WUI.
4. Identify any additional assets at risk to wildfire that will benefit from the proposed project. These may include, but are not limited to, domestic and municipal water supplies, power lines, communication facilities and community centers.
5. Is the scale of the project appropriate to achieve the stated goals, objectives and outcomes discussed in Item 2 above?
6. How will the project/activity utilize the left over woody biomass? Will the project/activity use a biomass facility to reduce greater greenhouse gas emissions?

Response (Section 1): The Groveland Community Services District has an area of 14.7 square miles servicing the communities of Groveland and Big Oak Flat. Located only 26 miles from the northern entrance to the Yosemite National Park on Highway 120, today Groveland is the most convenient gateway for tourists coming from the San Francisco Bay Area, Sacramento, Stockton, or Modesto. A large percentage of those visitors, along with residents, use the wide variety of recreation assets available within Groveland along the way: fishing, lake and river sports, hiking, cycling, touring, to name just a few. Full time population of the Groveland area is approximately 5,000 residents but the population can rise to approximately 10,000 residents and visitors alike during the peak of the tourist season, which coincidentally is also during the peak of the California wildland fire season. Tourism and recreation may be the most significant element of the economy threatened by wildfire.

The geographic scope of this project is on the Groveland Community Services District (GCSD) property. The Project goal is to reduce the risk of catastrophic wildfire on properties owned by the GCSD, and which contain critical water supply, treatment, storage and distribution infrastructure, wastewater collection and treatment systems, administrative offices, utility emergency operations center, community park and fire department buildings. The project will also provide access for firefighters to protect this critical infrastructure in the event of fire, and to provide alternate routes of ingress and egress to the community in the event of evacuation.

The Project will be completed using private contractors operating masticators and handcrews to create an approximate 119-acre shaded fuel break by masticating and hand cutting in the understory. Generally, trees less than 10-inches in diameter at breast height, and brush would be removed to create a shaded fuel break condition. Residual trees will be spaced to break up the vertical and horizontal continuity of fuels. Acceptable dead trees and woody debris will be stockpiled and hauled to local biomass facilities to produce electricity.

The benefit of removing the understory fuels is the reduction in greenhouse gas emissions. This will allow mature trees to live through and endure a wildland fire. Mature trees process significantly more CO₂ than smaller plants due to their large size and extensive root structures, and having a much more woody biomass which stores additional CO₂. Native Ponderosa Pines and Black Oak within the fuel break are examples of trees especially good at absorbing and storing CO₂.

The expected outcome is to have continuous fuel reductions strategically placed in locations within a greater area of fuel breaks overall, at least in terms of protecting the Groveland community. This will assist in controlling large fires primarily where they provide additional access for firefighting activities, ultimately increasing initial attack success, reducing the number of extended or major wildland fires. This fuel reduction will serve to allow firefighters to work safely in the area; to change fire direction; to drop fire to the ground; and to stop the spread of wildfire under adverse fire conditions. The width of treatment will be determined utilizing such factors as fuel loads, topography, predominant winds, values at risk and fire behavior modeling. Mitigating fire risk to the

communities and protecting critical water and wastewater infrastructure is a priority of the District.

(In July 2015, the Big Creek Fire started below the Highway 120 fuel break during critical fire weather and fuel conditions allowing fire crews to anchor and quickly extinguish spot fires from spreading. The fire was stopped in the extended attack phase and was prevented from becoming a major fire greatly reducing fire suppression costs.)

Another key desirable outcome of fuel reduction is protecting the Groveland Community Services District water and sewage treatment facility. This critical infrastructure provides safe drinking water and fire protection for the Groveland and Big Oak Flat communities. Additionally, the National Disaster Resilience Competition (NDRC) awarded Tuolumne County to rebuild and increase their resilience to future disasters. Thus, the creation of the Groveland Community Resilience Center will be located on the proposed project area. This Resilience Center will provide the community with a multi-use building, parking spaces and multi-functional space for staging areas. The center is designed to function during nonemergency and emergency times.

With the Pacific Gas & Electric Company (PG&E) continually planning Public Safety Power Shutoff (PSPS) due to conditions, combined with heightened fire risk being forecasted, GCSD is dependent on alternate sources of power (generators) in order to operate the critical infrastructure. The communities of Groveland and Big Oak Flat are most likely to have electric lines to be considered for a public safety power outage since they pass through areas that have been designated by the California Public Utilities Commission (CPUC) as High Fire Threat. During the summer of 2019, PG&E's Public Safety Power Shutoff occurred twice lasting up to five days in the Groveland service area and throughout Tuolumne County. Although it is impossible to predict with certainty when, where and how often gusty winds and dry conditions, combined with a heightened fire risk, could occur, given the rapidly changing environmental conditions PG&E will continue this practice until their infrastructure is updated.

Finally, with the number of large wildfires increasing in California since the early 1980s the number of catastrophic wildfires are projected to increase in the state as the climate warms. There could be profound changes to certain ecosystems which are vital for survival. The planet as a whole is entering into an unprecedented new climatic era while the worst wildfires, and the hottest summers, and the worst floods are yet to come. The only technologically proven way to keep them at bay is to reduce greenhouse gas emissions. The Groveland Community Services District Infrastructure Fuel Reduction will be a great example of a project that reduces greenhouse gas emissions in conjunction with protecting the community from fire.

Highway 120 through downtown Groveland and Big Oak Flat is the main route from the San Francisco Bay Area to Yosemite National Park, as well as to dozens of regional resort facilities, hotels, commercial businesses and residences accessed by tourists from throughout the world. Highway 120 is the only accessible ingress and egress route through Groveland itself, and as only a two-lane highway, becomes backed up for

miles under normal tourist travel conditions. In the event of an evacuation due to wildfire, Highway 120 could become a disastrous bottleneck, trapping tens of thousands of tourists on a single community exit route. The project will clear strategic existing roads and railroad easement of brush and timber, providing a safe means of alternate access within the shaded fuel break area, paralleling Highway 120 to and from Pine Mountain Lake and Big Oak Flat. This alternate community access will potentially reduce traffic congestion on Highway 120 by 50% through the populated communities.

Section 2: Planning Projects

1. Describe the geographic scope of the project, including the communities that will benefit, and an estimate of the number of structures within the project area.
2. Describe how the project will assess the risks to residents and structures in the WUI and prioritize projects to reduce this risk over time.
3. Does the proposed plan add or build upon previous wildfire prevention planning efforts in the general project area?
4. Identify a diverse group of key stakeholders, including local, state, and federal officials where appropriate, to collaborate with during the planning process. Discuss how the project proponent plans to engage with these targeted stakeholders.
5. Describe the pathways for community involvement that will be incorporated in the planning process.

Section 3: Education

1. Describe the specific message of the education program and how it relates to reducing the risk of wildfire to owners of structures in the WUI.
2. Describe the target audience of the education program and how information will be distributed to this audience.
3. Will the education program raise the awareness of homeowner responsibilities of living in a fire prone environment?
4. Identify specific actions being advocated in the education material that is expected to increase the preparedness of residents and structures in the WUI for wildfire.
5. Describe the expected outcome of the education in terms of increased or changed public awareness about wildfire.

Answer only 1 set of questions from above, depending on your project; Fuel Reduction, Planning or Education. (Please type in blank space below. Please note there is no space limitations).

B. Relationship to Strategic Plans

Does the proposed project support the goals and objectives of the California Strategic Fire Plan, the local CAL FIRE Unit Fire Plan, a Community Wildfire Protection Plan (CWPP), County Fire Plan, or other long term planning document? (Please type in blank space below. Please note there is no space limitations).

Response: This Groveland Community Services District Infrastructure Fuel Reduction will complement the existing fuel breaks in the Tuolumne-Calaveras Unit Fire Plan meeting the goals of CAL FIRE in the Groveland Battalion.

C. Degree of Risk

1. Discuss the location of the project in relation to areas of moderate, high, or very high fire hazard severity zone as identified by the latest Fire and Resource Assessment Program maps. Fire hazard severity zone maps by county can be accessed at: http://www.fire.ca.gov/fire_prevention/fire_prevention_wildland_zones_maps.php
2. Describe the geographic proximity of the project to structures at risk to damage from wildfire in the WUI. (Please type in blank space below. Please note there is no space limitations).

Response: Groveland is in an area that is subject to vegetation fires. The hilly terrain, incursion of flammable vegetation and the generally difficult road system make wildland fires the most serious threat for conflagration should a fire escape a building of origin or the ignition occurs outside. Groveland is unique in that it is in the only Battalion in the Tuolumne-Calaveras Unit to extend from the Local Response Area (LRA) boundary in the west to the Federal Response Area (FRA) / Direct Protection Area (DPA) boundary with the US Forest service in the east. Most the Battalion has been designated by CAL FIRE as a Very High Fire Hazard Severity Zone. The Fuels in the Battalion transition from west to east with the increasing elevation; from grass rangeland, to grass and oak woodland, to mature chamise stands, culminating in stands of mixed woodland and timber. These varieties of fuel, combined with the rugged terrain, create a volatile fire environment that has produced many large and damaging fires over the decades. The Battalion does have a history of large fires: Moccasin 1992, Rogge and Ackerson fires 1996, Creek 2001, Serpentine 2008, and Rim 2012 to name a few which all directly threatened the communities of Groveland and Big Oak Flat.

A noteworthy percent of the Groveland area residences are vacation homes, and there are many motels, RV parks and campgrounds; which leads to increases in population throughout the year in response to summer recreation opportunities, holiday weekends and the ski season. Commercial development has responded to the needs of the full-time population as well as catering to the needs of tourists, a significant number of whom take advantage of the Groveland area services and accommodations while traveling to and from Yosemite National Park. This project protects Downtown Groveland to the south and the Pine Mountain Lake Community with over 2800 structures to the north and east. Within the Project Influence Zone (PIZ) approximately 3,500 habitable structures will benefit.

In addition to structures at risk, the overwhelming majority of the Groveland and Big Oak Flat area are privately owned; however, the Federal Government does have significant

holdings. The Bureau of Land Management has large tracts in Moccasin Creek drainage, and the Priest Grade and Jackass Ridge areas, among others. The Stanislaus National Forest has a smaller number of acres within the Battalion along the eastern boundary and in the extreme southeast corner, south of Hwy 120. All Federal lands within the Battalion are State DPA. The City and County of San Francisco also owns and operates several acres under the control of Hetch Hetchy Water & Power which is a critical infrastructure for Groveland and the Bay Area.

D. Community Support

1. Does the project include any matching funds from other funding sources or any in-kind contributions that are expected to extend the impact of the proposed project?
2. Describe plans for external communications during the life of the project to keep the effected community informed about the goals, objectives and progress of the project. Activities such as planned press releases, project signage, community meetings, and field tours are encouraged.
3. Describe any plans to maintain the project after the grant period has ended.
4. Does the proposed project work with other organizations or agencies to address fire hazard reduction at the landscape level?

(Please type in blank space below. Please note there is no space limitations).

Response: The creation of this fuel reduction program will segment the Jones Hill Fuel Reduction project by protecting the community and infrastructure is strongly supported both publicly and politically. The Groveland Community Services District Mission is to provide environmentally sound, economic, and compliant services that meet our customer's needs for water and wastewater treatment, fire protection, and park facilities in the unincorporated township of Groveland, California.

The Groveland Fire Department and District plan to keep the public informed of the fuel treatment work by board meetings, social media and radio. Interpretive signage is planned for installation along future public trail routes in the project area to educate the public regarding the fuel break project and community wildfire protection efforts.

Planned maintenance will consist of utilizing the local CAL FIRE handcrews and Sierra Training Center.

The Pine Mountain Lake Homeowners Association, Tuolumne County Fire along with the Highway 120 Fire Safe Council have funding for several shaded fuel breaks as a strategic "defensible landscape" to reduce the speed and severity of fires, improve suppression by ground crews and air resources. By "blocking" these areas the fuel modifications separates the community and District to reduce fire loss and damage.

E. Project Implementation

1. Discuss the anticipated timeline for the project. Make sure to take seasonal restrictions into account.
2. Verify the expected timeframes to complete the project will fall under the March 15, 2024 deadline.
3. Describe the milestones that will be used to measure the progress of the project.
4. Describe measurable outcomes (i.e. project deliverables) that will be used to measure the project's success.
5. If applicable, how will the requirements of the California Environmental Quality Act (CEQA) be met?
(Please type in blank space below. Please note there is no space limitations).

Response: The timeline to complete the required environmental documentation is approximately one year which would allow for any surveys to be completed during appropriate times. This environmental work will be conducted by CAL FIRE foresters or a private contractor. Fuel reduction work can be completed in three seasons. A completion date of March 15, 2026 for the project would allow work to be conducted at appropriate times, and provide for contractor availability. Milestones for this project will include identification of areas needing treatment annually, mobilization, completion of treated areas, GPS mapping of the treatments and entry into CALMAPPER and unit GIS database.

F. Administration

1. Describe any previous experience the project proponent has with similar projects. Include a list of recent past projects the proponent has successfully completed if applicable. Project proponents having no previous experience with similar projects should discuss any past experiences that may help show a capacity to successfully complete the project being proposed. This may include partnering with a more experienced organization that can provide project support.
2. Identify who will be responsible for tracking project expenses and maintaining project records in a manner that allows for a full audit trail of any awarded grant funds.
(Please type in blank space below. Please note there is no space limitations).

Response: Groveland Community Services District under Schedule A contract with CAL FIRE has experience in planning, implementing and completing fuels treatment and reduction projects under the State Fire Prevention Fee grant program and has partnered with the Highway 120 Fire Safe Council to complete grant projects in the past. These projects included fuel breaks in and around the community of Groveland. The Groveland Community Services District will be responsible to tracking all grant project expenses, reporting requirements and record keeping for auditing purposes.

G. Budget

A detailed project budget should be provided in an Excel spreadsheet attached to this grant application. The space provided here is to allow for a narrative description to further explain the proposed budget.

1. Explain how the grant funds, if awarded, will be spent to support the goals and objectives of the project. If equipment grant funds are requested, explain how the equipment will be utilized and maintained beyond the life of the grant.
2. Are the costs for each proposed activity reasonable for the geographic area where they are to be performed? Identify any costs that are higher than usual and explain any special circumstances within the project that makes these increased costs necessary to achieve the goals and objectives of the project.
3. Is the total project cost appropriate for the size, scope, and anticipated benefit of the project?
4. Identify all Indirect Costs and describe why they are necessary for a successful project implementation. Administrative expenses to be paid by the Fire Prevention Grants must be less than 12% of the total grant request (excluding equipment).
5. Explain each object category in detail and how that would support meeting the grant objectives.

(Please type in blank space below. Please note there is no space limitations).

Response: Recent reductions in eligible inmate firefighters used to staff fire crews used in fuels work has resulted in a 20% reduction in fire crews statewide. This reduction has had a direct negative impact on the ability to construct new fuel breaks. Thus, the recommendation to contract out for services seems more viable. Grant funds will be expended to mechanically treat and utilize handcrews for fuel reduction on the Groveland Community Services District properties. Outlook of funds will be planned to maintain the fuel break.

Costs of this project will have to go out to bid but an anticipated cost of \$3,000 per acre is expected. In compliance with CEQA, and environmental review will be completed with the inclusion of an administrative expense. The budget spreadsheet documents the direct cost of the mastication/handcrews, CEQA, and administrative expense.

H. California Climate Investments

The space provided here is to allow for a narrative description to further explain how the project/activity will reduce Greenhouse Gas emissions.

1. How will the project/activity reduce Greenhouse Gas emissions?
2. Is the project located in a Low-Income or Disadvantaged Community? If not, does the project benefit those communities. Please explain.
3. What are the expected co-benefits of the project/activity (i.e. environmental, public health and safety, and climate resiliency)?
4. When are the Greenhouse Gas emissions and/or co-benefits expected to occur and how will they be maintained?
(Please type in blank space below. Please note there is no space limitations).

Response: This project will reduce greenhouse gas emissions by lowering the probability of a devastating wildfire and sequester carbon by removing understory brush and trees. When extraordinary amounts of fuel are present, a fire's intensity may increase beyond the beneficial point. Mastication will allow mature trees to live through and endure a wildland fire. Mature trees process significantly more than smaller plants due to their large size and extensive root structures have a much more woody biomass to store CO₂. Native Ponderosa Pines and Black Oak within the fuel break are examples of trees especially good at absorbing and storing CO₂.

The project is located in a Low-Income Community. Fires, like all natural disasters, disproportionately affect those who are low income. They often lack insurance and resources to rebuild or move elsewhere. The effects on families and communities can be long lasting. Mitigation measures such as this fuel break could be expected to reduce such impact on the community.

Average cost is comparable to other fuel treatment methods and may be more efficient. Co-benefits of mastication treatment is accomplished by lowering the fire intensity potential because the likelihood of a forest crown or canopy fire is reduced, minimizing the threat to the community and infrastructure.

Public health and safety is enhanced when clean energy measures improve air quality and water quality. Mastication reduces the buildup of fuels in the affected area slowing down or minimizing the burning conditions and fire behavior. This measure may prevent negative health incidences, such as illnesses and deaths. Data estimates the human health effects of air quality changes and the monetary value of avoided health effects a key component of a comprehensive economic benefit-cost analysis. Supporting documentation shows mastication can be an effective treatment for overstocked forests and few discernible negative impacts on soil compaction or watershed runoff. These co-benefits can be recognized immediately and be maintained through continued treatments utilizing local CAL FIRE hand crews and Sierra Training Crews.

PAYEE DATA RECORD(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)
STD 204 (Rev. 03/2021)**Section 1 – Payee Information****NAME** (This is required. Do not leave this line blank. Must match the payee's federal tax return)

Groveland Community Services District

BUSINESS NAME, DBA NAME or DISREGARDED SINGLE MEMBER LLC NAME (If different from above)**MAILING ADDRESS** (number, street, apt. or suite no.) (See instructions on Page 2)

P.O. Box 350

CITY, STATE, ZIP CODE

Groveland, CA, 95321-0350

E-MAIL ADDRESS

pkampa@kampacs.com

Section 2 – Entity Type**Check one (1) box only that matches the entity type of the Payee listed in Section 1 above.** (See instructions on page 2) **SOLE PROPRIETOR / INDIVIDUAL** **SINGLE MEMBER LLC** *Disregarded Entity owned by an individual* **PARTNERSHIP** **ESTATE OR TRUST** **CORPORATION** (see instructions on page 2) **MEDICAL** (e.g., dentistry, chiropractic, etc.) **LEGAL** (e.g., attorney services) **EXEMPT** (e.g., nonprofit) **ALL OTHERS****Section 3 – Tax Identification Number**Enter your Tax Identification Number (TIN) in the appropriate box. The TIN must **match** the name given in Section 1 of this form. Do not provide more than one (1) TIN. The TIN is a 9-digit number. **Note:** Payment will not be processed without a TIN.

- For **Individuals**, enter SSN.
- If you are a **Resident Alien**, and you do not have and are not eligible to get an SSN, enter your ITIN.
- Grantor Trusts (such as a Revocable Living Trust while the grantors are alive) may not have a separate FEIN. Those trusts must enter the individual grantor's SSN.
- For **Sole Proprietor or Single Member LLC (disregarded entity)**, in which the **sole member is an individual**, enter SSN (ITIN if applicable) or FEIN (FTB prefers SSN).
- For **Single Member LLC (disregarded entity)**, in which the **sole member is a business entity**, enter the owner entity's FEIN. Do not use the disregarded entity's FEIN.
- For all other entities including LLC that is taxed as a corporation or partnership, estates/trusts (with FEINs), enter the entity's FEIN.

Social Security Number (SSN) or Individual Tax Identification Number (ITIN)

_____ - _____ - _____

OR

Federal Employer Identification Number (FEIN)9 4 - 1 7 0 1 5 4 7**Section 4 – Payee Residency Status** (See instructions) **CALIFORNIA RESIDENT** – Qualified to do business in California or maintains a permanent place of business in California. **CALIFORNIA NONRESIDENT** – Payments to nonresidents for services may be subject to state income tax withholding. No services performed in California Copy of Franchise Tax Board waiver of state withholding is attached.**Section 5 – Certification****I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the state agency below.****NAME OF AUTHORIZED PAYEE REPRESENTATIVE**

Peter Kampa

TITLE

General Manager

E-MAIL ADDRESS

pkampa@kampacs.com

SIGNATURE**DATE**

04/06/2021

TELEPHONE (include area code)

209-962-7161

Section 6 – Paying State Agency

Please return completed form to:

STATE AGENCY/DEPARTMENT OFFICE**UNIT/SECTION****MAILING ADDRESS****FAX****TELEPHONE** (include area code)**CITY****STATE****ZIP CODE****E-MAIL ADDRESS**

NONDISCRIMINATION COMPLIANCE STATEMENT

STD. 19 (Rev. 10/2019)

COMPANY NAME

Groveland Community Services District

The company named above (hereinafter referred to as "prospective contractor") hereby certifies, unless specifically exempted, compliance with Government Code Section 12990 (a-f) and California Code of Regulations, Title 2, Division 4, Chapter 5 in matters relating to reporting requirements and the development, implementation and maintenance of a Nondiscrimination Program. Prospective contractor agrees not to unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), medical condition (cancer), age (over 40), marital status, denial of family care leave and denial of pregnancy disability leave.

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized to legally bind the prospective contractor to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

OFFICIAL'S NAME

Peter Kampa

DATE EXECUTED

04/06/2021

EXECUTED IN THE COUNTY OF

Tuolumne

PROSPECTIVE CONTRACTOR'S SIGNATURE

PROSPECTIVE CONTRACTOR'S TITLE

General Manager

PROSPECTIVE CONTRACTOR'S LEGAL BUSINESS NAME

Groveland Community Services District

DRUG-FREE WORKPLACE CERTIFICATION

STD. 21 (REV. 12-93)

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the certification described below. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.

CONTRACTOR/BIDDER FIRM NAME Groveland Community Services District		FEDERAL ID NUMBER 94-170-1547
BY (Authorized Signature) 		DATE EXECUTED 04/06/2021
PRINTED NAME AND TITLE OF PERSON SIGNING Peter Kampa		TELEPHONE NUMBER (Include Area Code) (209) 962-7161
TITLE General Manager		
CONTRACTOR/BIDDER FIRM'S MAILING ADDRESS P.O. Box 350 Groveland, CA 95321-0350		

The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - (a) The dangers of drug abuse in the workplace,
 - (b) The person's or organization's policy of maintaining a drug-free workplace,
 - (c) Any available counseling, rehabilitation and employee assistance programs, and
 - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract or grant:
 - (a) Will receive a copy of the company's drug-free workplace policy statement, and
 - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
4. At the election of the contractor or grantee, from and after the "Date Executed" and until 04/06/2024^(DATE) (NOT TO EXCEED 36 MONTHS), the state will regard this certificate as valid for all contracts or grants entered into between the contractor or grantee and this state agency without requiring the contractor or grantee to provide a new and individual certificate for each contract or grant. If the contractor or grantee elects to fill in the blank date, then the terms and conditions of this certificate shall have the same force, meaning, effect and enforceability as if a certificate were separately, specifically, and individually provided for each contract or grant between the contractor or grantee and this state agency.

RESOLUTION 12-2021

GROVELAND COMMUNITY SERVICES DISTRICT RESOLUTION AUTHORIZING APPLICATION FOR THE CALIFORNIA CLIMATE INVESTMENTS (CCI) DEPARTMENT OF FORESTRY AND FIRE PROTECTION, FIRE PREVENTION GRANT FOR THE GCSO PROPERTIES FUELS REDUCTION PROJECT AND AUTHORIZE THE GENERAL MANAGER TO SIGN THE GRANT AGREEMENT AND ANY RELATED DOCUMENTS

WHEREAS, the Governor of the State of California in cooperation with the California State Legislature has enacted State of California Climate Investment, which provides funds to the State of California and its political subdivisions for fire prevention programs, and

WHEREAS, the State Department of Forestry and Fire Protection (CAL FIRE) has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing application by local agencies, non-profit organizations, and others under the program; and

WHEREAS, the Groveland Community Services District will enter into an agreement with the State of California to carry out the Hazardous Fuel Reduction/ Maintenance and Tree Mortality Removal Project.

NOW, THEREFORE, BE IT RESOLVED, that this Board of Directors of the Groveland Community Services District does hereby:

1. Approve the filing of an application for the "California Climate Investment Fire Prevention Grant Program," and
2. Certifies that said applicant has or will have sufficient funds to operate and maintain the project; and
3. Certifies that funds under the jurisdiction of the Groveland Community Services District are available to begin the project; and
4. Certifies that said applicant will expend grant funds prior to the term of the grant program or any extensions thereof.
5. Appoints the General Manager or a designee, to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of the aforementioned project.

The FOREGOING RESOLUTION was introduced at the regular meeting of the Board of Directors held on May 11, 2021, and was passed by the following vote:

Ayes:

Noes:

Absent:

Presiding Officer

Attest:

Clerk/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 May 11, 2021.

DATED:

TO: GCSB Board of Directors

FROM: Travis Chunn, Cal Fire Captain

DATE: May 11, 2021

SUBJECT: Agenda Item 6C. Authorize Staff to Apply for the Rural Fire Capacity Grant (RFC) for the Funding of Cooperative Forestry Assistance Act of 1978 and Authorize the General Manager to Sign the Grant Agreement and any Related Documents

RECOMMENDED ACTION:

Staff recommends the following action:

I move to Authorize Staff to Apply for the Rural Fire Capacity Grant (RFC) for the Funding of Cooperative Forestry Assistance Act of 1978 and Authorize the General Manager to Sign the Grant Agreement and any Related Documents.

BACKGROUND:

The Rural Fire Capacity (RFC) Program is a Federally-funded grant program that allows California to provide local and rural fire departments with minor firefighting, training, communications and safety equipment for their firefighters. The RFC Program is not intended for major equipment (fire engines, vehicles, etc.) or Capital repairs. The RFC Program has a 50/50 match requirement which means that the applying department must be able to meet the intended grant award, dollar for dollar. Awards for departments are set at a minimum of \$500 with a maximum of \$20,000. Amounts may be adjusted based on the grant funding available. This grant is for twenty pairs of wildland tactical pants and two sets of structure turnouts. The total grant request is \$10,539.08.

ATTACHMENTS:

1. Rural Fire Capacity Grant Application

FINANCIAL IMPACT:

1. If awarded, Groveland Community Services District would be responsible for 50% of the total grant request, which is \$5,269.54.

California Department of Forestry and Fire
Protection 2021-2022 Application for Funding
Cooperative Forestry Assistance Act of 1978
Rural Fire Capacity (RFC) Program
Agreement # 7GF



A. Department/Organization

Organization Name: Groveland CSD Fire

Contact's First Name: Peter Contact's Last Name: Kampa

Street Address: 18966 Ferretti Road

Mailing Address: P.O. Box 350 Groveland, CA 95321

City: Groveland County: Tuolumne Zip Code: 95321

State: California CAL FIRE Unit: TCU - Tuolumne-Calaveras Unit

Phone Number: (209) 962-7161 Email Address: pkampa@gcsd.org

DUNS Number: 11125952

To check to see what your DUNS Number is, or to apply for one, please visit the [DUNS Number web page](#).

B. Area to be served by award (include areas covered by contract or written mutual aid agreements).

Number of Communities: 4 Area: 14.50 square miles

Congressional District #: CA-4

Population: 3,451 Annual Budget: \$ 1,750,243.00

Latitude N 37 ° 50 ' 40 " Longitude W 120 13 33 "

(Latitude must be between 32 and 42 degrees. Longitude must be between 114 and 125 degrees. Latitude and Longitude minutes and seconds must be between 0 and 60. Use a central point in the Applicant's service area for the general area covered by the project).

All projects **MUST** have a project area.

C. Activity: Annual number of emergency incidents.

Fire: 4 + EMS: 380 + Other: 192 = Total: 576

D. Indian Tribal Community (If project includes an Indian Tribal Community, please provide):

Population: Size (acres): # of structures:

Distance to nearest fire station (miles):

CAL FIRE USE ONLY (Formula-driven)

Total Application Request (up to 50%; \$500 minimum, \$20,000 maximum)

Project Total Cost: \$ 10,539.08

Amount Funded for this Agreement:

E. Proposed Project (List individual items for funding. Include tax and shipping in unit cost):

	Type	Item	Quantity	Unit Cost	Item Total
1.	Safety - Wildland	Wildland Tactical Pant	20	\$ 180.00	\$ 3,600.00
2.	Safety - Structural	Structure Turnout Set	2	\$ 3,469.54	\$ 6,939.08
3.					\$ 0.00
4.					\$ 0.00
5.					\$ 0.00
6.					\$ 0.00
7.					\$ 0.00
8.					\$ 0.00
9.					\$ 0.00
10.					\$ 0.00
11.					\$ 0.00
12.					\$ 0.00
13.					\$ 0.00
14.					\$ 0.00
15.					\$ 0.00
16.					\$ 0.00
17.					\$ 0.00
18.					\$ 0.00
19.					\$ 0.00
20.					\$ 0.00
21.					\$ 0.00
22.					\$ 0.00

F. CAL FIRE USE ONLY (Formula-Driven)

Project Total Cost: \$ 10,539.08

G. Additional Information. 1. Briefly describe the area to be served: fire protection system, water system, equipment, facilities, staffing, hazards, etc. and purpose of proposed project. 2. How will the request(s) maintain or bring your organization into compliance with NFPA 1977? (Limited to space below)

Groveland CSD Fire provides all risk emergency services to the communities of Groveland, Big Oak Flat, Buck Meadows, and Moccasin. Groveland CSD Fire is a combination fire department, which has one staffed fire station located on Highway 120 in the town of Groveland, CA. It is 24 miles from the entrance to Yosemite, where 4,000,000 people visit per year. This proximity to Yosemite, makes Groveland CSD Fire a truly unique place to work. The call volume is generated by people from all over the world. To stay fiscally responsible, Groveland CSD Fire signed a schedule A contract with CAL FIRE in 2013. The budget for Groveland CSD Fire comes 100% from property taxes, and this has made it difficult to replace essential equipment. It has also made it challenging to stay NFPA compliant. We are requesting funding for twenty wildland tactical pants. These pants will be provided to our schedule A employees, and will allow us to be nfpa 1975 and nfpa 1977 compliant. We are also requesting funding for two structure turnout sets. Sadly, we do not have money in our budget to make essential upgrades like this. Assistance with purchasing these wildland tactical pants & structure turnouts, would alleviate the financial hardship that our district is currently facing.

In addition to the original request(s), Applicants may list alternative projects for excess or unused funds, which the State will review during the initial application process. The State will determine which of the Applicant's projects are eligible for funding if excess or unused funds become available. Upon advance written approval by the State, the applicant may use additional/excess funding up to the contract maximum amount to purchase State approved items in listed order of priority on their application.

Deviations from the original application are considered an amendment and require prior approval before the amended expenditures can be made.

The funds will be only for those projects accomplished and/or items purchased between Agreement Approval Date and June 30, 2022. The Recipient agrees to provide CAL FIRE with itemized documentation of the Agreement project expenditures and bill CAL FIRE as soon as the project is complete, but no later than September 1, 2022.

The Recipient gives CAL FIRE or any authorized representative access to examine all records, books, papers, or documents relating to the Agreement. The Recipient shall hold harmless CAL FIRE and its employees for any liability or injury suffered through the use of property or equipment acquired under this Agreement. The applicant certifies that to the best of the applicant's knowledge and belief, the data in this application is true.

I certify that the above and attached information is true and correct:


Original Signature Required: Grantee's Authorized Representative

04/22/2021

Date Signed

Printed Name: Peter Kampa

Title: General Manager

Executed on: 04/22/2021

at

Groveland

Date

City

Organization Name: Groveland CSD Fire

Page 4 of 6

**Grant Assurances for Cooperative Forestry Assistance Act of 1978
Rural Fire Capacity (RFC)**

Organization Name: Groveland CSD Fire

Contact's First Name: Peter

Contact's Last Name: Kampa

Street Address: 18966 Ferretti Road

Mailing Address: P.O. Box 350 Groveland, CA 95321

City: Groveland

County: Tuolumne

Zip Code: 95321

State: California

CAL FIRE Unit: TCU - Tuolumne-Calaveras Unit

Phone Number: (209) 962-7161

Email Address: pkampa@gcsd.org

DUNS Number: 11125952

As the duly authorized representative of the applicant, I certify that the applicant named above:

1. Has the legal authority to apply for the Rural Fire Capacity grant, of the Cooperative Forestry Assistance Act of 1978 and has the institutional, managerial and financial capability to ensure proper planning management, and completion of the grant.
2. Will assure that grant funds are used only for items requested and approved in the application.
3. Assures that all wildland fire response employees (full-time, part-time, or volunteer) are fully equipped with appropriated wildland fire response personal protective equipment that meets NFPA 1977, *Standard on Protective Clothing and Equipment for Wildland Fire Fighting*, and are trained to a proficient level in the use of the personal protective equipment. Wildland fire suppression safety clothing, and equipment includes:
 - Safety helmet
 - Goggles
 - Ear Protection
 - Fire-resistant (i.e. Nomex) hood, shroud, or equivalent face and neck protection
 - Fire-resistant (i.e. Nomex) shirt and pants
 - Gloves
 - Safety work boots
 - Wildland fire shelter
 - Communications Equipment
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain for themselves or others, particularly those with whom they have a family, business or other ties.
6. Will comply with all applicable requirements of all other Federal laws, Executive orders, regulations, Program and Administrative requirements, policies, and other requirements governing this program.
7. Will comply with USDA Forest Service Civil Rights requirements.

See the Forest Service Civil Rights literature on their web page.

8. Understands that failure to comply with any of the above assurances may result in suspension, termination, or reduction of grant funds.

In compliance with NFPA 1977 and trained in the use of Wildland PPE.

Not in compliance with NFPA 1977, but applying for grant funding to purchase Wildland PPE and/or provide required training.

The undersigned represents that he/she is authorized by the above named applicant to enter into this agreement for and on behalf of the said applicant.

Printed Name of Authorized Agent: Peter Kampa

Signature of Authorized Agent: 

Title of Authorized Agent: General Manager

Date: 04/22/2021

Submission requires an unsigned and signed application.

1. Please complete and save an **unsigned** application.
2. In addition, please print, sign, date, and scan a **signed** application (or DocuSign).
3. On one email, please attach both the **unsigned** and **signed** applications and submit to CALFIRE.GRANTS@FIRE.CA.GOV.

Electronic copies must be submitted by May 4, 2021 at 11:59pm.

TO: GCS D Board of Directors

FROM: Jennifer L. Flores, Administrative Services Manager

DATE: May 11, 2021

SUBJECT: Agenda Item 6D. Approval of a Resolution Reestablishing Customer Late Fees Penalties and Interest Charges

RECOMMENDED ACTION:

Staff recommends the following action:

I move to Approve Resolution 13-2021 Reestablishing Customer Late Fee Penalties and Interest Charges.

BACKGROUND:

On March 31, 2020, the Board of Directors approved the temporary suspension of Late Fee Penalties and Interest Charges on Past Due Utility accounts as a courtesy in response to the COVID-19 pandemic. It has been over a year since these fees have been applied, with business reopening and customers financially recovering, staff is recommending that the Board approve reestablishing Late Fees and Interest Charges effective June 1, 2021.

ATTACHMENTS:

1. Resolution 13-2021

FINANCIAL IMPACT:

1. The revenue that is budgeted for Water is \$27,000 and Sewer is \$13,000 with a total of \$40,000 annually.

RESOLUTION 13-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING OF A RESOLUTION REESTABLISHING CUSTOMER LATE FEE PENALTIES AND INTEREST CHARGES

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 March 31, 2020, the Board approved the discontinuance of Late Fee Penalties and Interest Charges due to COVID; and

WHEREAS, it has been a year and most business are open, and customers financially recovering; and

WHEREAS, reestablishing Late Fees and Interest Charges will increase District revenue.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES hereby approve Resolution 13-2021 Reestablishing Customer Late Fee Penalties and Interest Charges effective June 1, 2021.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on May 11, 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

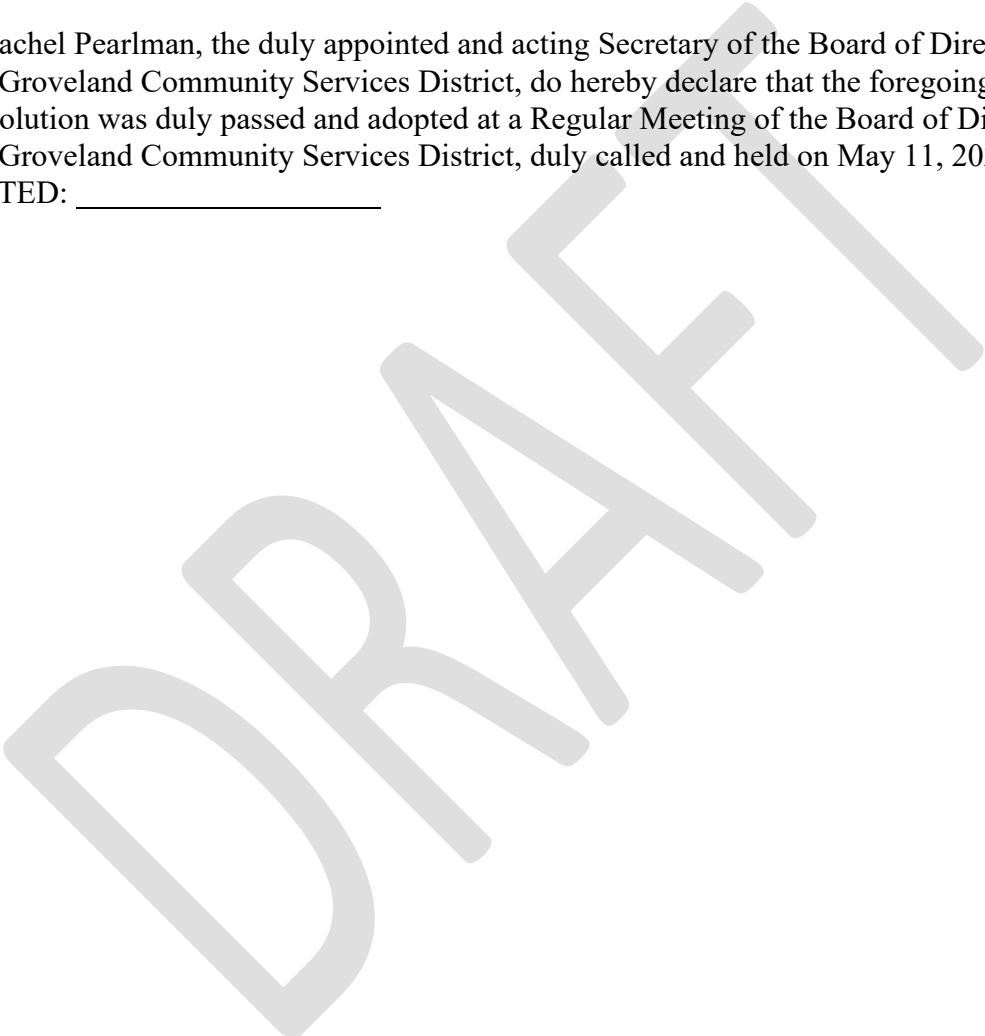
Rachel Pearlman, Board Secretary

Janice Kwiatkowski, President - Board of Directors

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 May 11, 2021.

DATED: _____



TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: May 11, 2021

SUBJECT: Agenda Item 6E. Introduction and Board Direction Regarding the Groveland Community Services District Development Impact Fee Study for Park and Fire Services, Intended to Offset the Impact of New Development Projects within the District

RECOMMENDED ACTION:

Staff recommends the following action:

For maximum transparency and understanding of this newly proposed development fee structure, this item is being presented as a draft and no action is necessary at this time, however direction to staff would be appropriate in preparation of the final draft by the consultant.

BACKGROUND:

Last year the board of directors initiated several actions to reduce the impact of new land development projects on district provided services and related finances. In the past district policy required that each individual new land development project conduct a separate evaluation of impact on services and finances, and this policy was extremely confusing, difficult to implement on a small-scale project and looked only at the impacts of individual projects and not the cumulative impacts and needs of the district.

Rather, the board directed the preparation of a master plan update for fire and is working through the process of selecting park improvements as well as completing an updated water and sewer master plan which will contain detailed capital improvement plans. These plans outline the current and future expected service levels of the board, for which the cost is then estimated and built in to this fee structure. Future development projects will be required to contribute financially toward improvement projects that increase and maintain system capacity in all of our services; paid for through Development Impact Fees. For example, in fire service to maintain our desired response times, we must plan for the increase in call volume as the population increases, which involves added staffing, fire apparatus, equipment, and fire station construction or expansion. This added service capacity has a direct cost and value to new land development projects.

Therefore, one of the first directives of the board on this matter was to enter into contract with NBS consulting for the preparation of a development impact fee study report. Development impact

fees are intended specifically to fund the capital cost of creating and maintaining capacity in our services. With impact fees we will make one-time purchases of equipment, expand facilities, and possibly build additional facilities. Impact fees do not pay for staffing or the ongoing cost of operations. Over the last several months district staff and NBS have been sharing data, reviewing technical memoranda and evaluations, and reviewing various draft versions of assumptions and criteria in the development of this report. NBS has completed an initial draft report which was presented to an ad hoc committee consisting of President Kwiatkowski and Vice President Mora, who have recommended that the study report be presented to the board to increase the level of understanding of the methodology for calculating these fees, received input and hopefully receive some public input and understanding. We have attached a message from the consultant the outlines a draft schedule for public adoption of these fees.

Please remember that these fees once adopted are not collected by the district, rather they are collected by the County At building permit with the funds transferred to the district.

ATTACHMENTS:

1. Impact Fee Study Report
2. Project implementation Schedule

FINANCIAL IMPACT:

None at this time, report only

GROVELAND COMMUNITY SERVICES DISTRICT

DRAFT Report

Development Impact Fee Study

April 22, 2021

Prepared by:



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Executive Summary

Groveland Community Services District has retained NBS Government Finance Group to prepare this study to analyze the impacts of new development on certain of the District's capital facilities and to calculate impact fees based on that analysis. The methods used in this study are intended to satisfy all legal requirements of the U. S. Constitution, the California Constitution and the California Mitigation Fee Act (Government Code Sections 66000 *et seq.*).

Organization of the Report

Chapter 1 of this report provides an overview of the legal requirements for establishing and imposing such fees, and methods that can be used to calculate impact fees. Chapter 2 contains data on existing and future development that is used in this report.

Chapters 3 and 4 analyze the impacts of development on parks and Fire Department facilities respectively. Chapter 5 contains recommendations for adopting and implementing impact fees, including suggested findings to satisfy the requirements of the Mitigation Fee Act.

Development Types

Because of occupancy patterns characterizing residential development in the District, this study does not distinguish among single-family, multi-family and mobile home development. All types of residential units are treated as equivalent in terms of their impact on the facility types addressed in this report.

Similarly, various types of lodging accommodations are grouped into the Hotel/B&B/RV Park category, where "B&B" stands for bed and breakfast inn. The RV park category includes camping facilities. That category is intended to include all hotels, motels, bed and breakfast inns, hostels, RV parks and camping facilities but not dwelling units offered as temporary vacation rentals through Airbnb or similar services. Other types of non-residential development are included in the Commercial/Office/Services category.

This study does not calculate impact fees for accessory dwelling units (ADUs). Recent legislation (SB 13) requires that impact fees for ADUs must be proportional to the relationship between the square footage of the ADU and the square footage of the primary unit. Consequently, the calculation of impact fees must be done on a case-by-case basis. No impact fee may be imposed on an ADU smaller than 750 square feet.

To summarize, the three categories of development defined in this study are:

- Residential (All Types)
- Hotel/B&B/RV Park (including motels, hostels and other types of lodging)
- Commercial/Office/Services

Existing and Future Development

Future residential development forecasted in Chapter 2 would increase the District's estimated full-occupancy population by about 17% from around 7,400 in 2020 to 8,700 at buildout. Full-occupancy population is used in this study to represent the total potential demand on District facilities. It assumes that all residential units are occupied at the average population per dwelling unit estimated from Census Bureau data.

Relatively small amounts of future development are forecast for the lodging and commercial/office/services categories, although the forecasted growth in guest rooms and RV/camping spaces is about 2.5 times the number of existing rooms and spaces.

Impact Fee Analysis

The impact fee analysis for each type of facility addressed in this report is presented in a separate chapter. In each case, the relationship between development and the need for a particular type of facility is defined in a way that allows the impact of additional development on facility needs to be quantified.

Costs used in the impact fee calculations are for capital facilities needed to mitigate the impacts of additional development. Impact fees may not be used to pay for maintenance or operating expenses.

Park Land and Park Improvements. Chapter 3 of this report calculates separate impact fees for park land acquisition and park improvements. The impact fees for park land and park improvements are based on the cost of maintaining the District's existing ratio of park acres to park service population as additional development occurs in the District. As explained in Chapter 2, park service population includes both residents of the District and overnight guests staying in lodging accommodations in the District. Overnight guests are included because the District has plans to develop park facilities that will attract those visitors.

Fire Department Facilities. Chapter 4 calculates impact fees for Fire Department capital facilities including fire station improvements, firefighting apparatus and vehicles. Fire Department facilities are impacted by all types of development occurring in the District. That impact is represented in the impact fee calculations by calls for service per year.

NBS analyzed a random sample of Fire Department calls for service for a three-year period to estimate calls-for-service-per-year factors for each type of development defined in this study. The cost of both existing and future Fire Department facilities was divided by the projected number of calls for service at buildout to get an average cost per call for service per year. That cost per call was then used to calculate fire impact fees per unit for each type of development using the calls per unit per year factors discussed above and shown in Table 2.1, Chapter 2.

Recovery of Administrative Costs

The District will incur costs to comply with the accounting and reporting requirements of the Mitigation Fee Act, including capital budgeting, fee adjustments, mandated annual reports and periodic impact fee study updates. This study proposes that the District add a 2% administrative charge to all of the impact fees calculated in this report to cover those costs.

In the following section, Tables S.1 and S.2 shows the proposed impact fees with the 2% administrative charge included (Table S.2) and without the admin charge (Table S.1). Ultimately it will be up to the Tuolumne County Board of Supervisors to decide on the amount of the impact fees to be adopted (up to the amount justified in this study) and whether or not those fees should include the 2% administrative charge

Impact Fee Summary

Table S.1 shows the impact fees calculated in this report.

Table S.1: Summary of Impact Fees per Unit Calculated in This Report

Development Types	Dev Units ¹	Park Land Impact Fees ²	Park Imprvmt Impact Fees ³	Fire Impact Fees ⁴	Total Impact Fees
Residential (All Types)	DU	\$ 893.90	\$ 3,438.07	\$ 491.12	\$ 4,823.09
Hotel/B&B/RV Park	Room or Space	\$ 540.50	\$ 2,078.83	\$ 649.18	\$ 3,268.51
Commercial/Office/Services	KSF			\$ 983.22	\$ 983.22
Total					

¹ Units of development: DU = dwelling unit; Room = hotel or B&B guest room; Space = RV parking space; KSF = 1,000 gross square feet of building area

² See Table 3.4

³ See Table 3.5

⁴ See Table 4.6

Table S.2 on the next page shows the proposed impact fees from Table S.1 with a 2% administrative charge added. See the discussion above.

Table S.2: Summary of Impact Fees with 2% Administrative Charge Included

Development Types	Dev Units ¹	Park Land Impact Fees	Park Imprvmt Impact Fees	Fire Impact Fees	Total Impact Fees
Residential (All Types)	DU	\$ 911.78	\$ 3,506.83	\$ 500.94	\$ 4,919.55
Hotel/B&B/RV Park	Room or Space	\$ 551.31	\$ 2,120.41	\$ 662.17	\$ 3,333.88
Commercial/Office/Services	KSF			\$ 1,002.88	\$ 1,002.88
Total					

Note: All impact fees shown in this table are based on the impact fees from Table S.1 with a 2% administrative charge added

Projected Revenue

Projected revenue from the park land acquisition and park improvement impact fees, based on the amount of future development forecasted in this report is about \$3.3 million, which would be enough to provide just over five acres of additional parks in the District, using the costs estimated in Chapter 3.

Projected revenue from the Fire Department impact fees is \$508,000. That amount is more than adequate to cover the estimated cost of a future fire station expansion but well below the cost of acquiring a single piece of new firefighting apparatus.

Chapter 1. Introduction

Purpose

The purpose of this study is to analyze the impacts of development on the need for parks and fire protection/emergency response facilities and equipment provided by the Groveland Community Services District, and to calculate impact fees based on that analysis. This report documents the approach, data and methodology used in this study to calculate those impact fees.

The methods used to calculate impact fees in this report are intended to satisfy all legal requirements governing such fees, including provisions of the U. S. Constitution, the California Constitution and the California Mitigation Fee Act (Government Code Sections 66000-66025).

Legal Framework for Impact Fees

This brief summary of the legal framework for development fees is intended as a general overview. It was not prepared by an attorney and should not be treated as legal advice.

U. S. Constitution. Like all land use regulations, development exactions, including impact fees, are subject to the 5th Amendment prohibition on taking of private property for public use without just compensation. Both state and federal courts have recognized the imposition of impact fees on development as a legitimate form of land use regulation, provided the fees meet standards intended to protect against “regulatory takings.” A regulatory taking occurs when regulations unreasonably deprive landowners of property rights protected by the Constitution.

In two landmark cases dealing with exactions, the U. S. Supreme Court has held that when a government agency requires the dedication of land or an interest in land as a condition of development approval, or imposes ad hoc exactions as a condition of approval on a single development project that do not apply to development generally, a higher standard of judicial scrutiny applies. To meet that standard, the agency must demonstrate an “essential nexus” between such exactions and the burden created by a development project (See *Nollan v. California Coastal Commission*, 1987) and make an “individualized determination” that the exaction imposed is “roughly proportional” to that burden (See *Dolan v. City of Tigard*, 1994).

Until recently, it was widely accepted that legislatively-enacted impact fees that apply to all development in a jurisdiction are not subject to the higher standard of judicial scrutiny flowing from the *Nollan* and *Dolan* decisions. But after the U. S. Supreme Court decision in *Koontz v. St. Johns Water Management District* (2013), state courts have reached conflicting conclusions on that issue.

In light of that uncertainty, any agency enacting or imposing impact fees would be wise to demonstrate a nexus and ensure proportionality in the calculation of those fees. That is the standard used in this study.

Defining the “Nexus.” While courts have not been entirely consistent in defining the nexus required to justify exactions and impact fees, that term can be thought of as having the three elements discussed below. We think proportionality is logically included as one element of that nexus, even though it was discussed separately in *Dolan v. Tigard*. The elements of the nexus discussed below mirror the three “reasonable relationship” findings required by the Mitigation Fee Act for establishment and imposition of impact fees.

Need or Impact. Development must create a need for the facilities to be funded by impact fees. All new development in a community creates additional demands on some or all public facilities provided by local government. If the capacity of facilities is not increased to satisfy the additional demand, the quality or availability of public services for the entire community will deteriorate. Impact fees may be used to recover the cost of development-related facilities, but only to the extent that the need for facilities is related to the development project subject to the fees.

The *Nollan* decision reinforced the principle that development exactions may be used only to mitigate impacts created by the development projects upon which they are imposed. In this study, the impact of development on facility needs is analyzed in terms of quantifiable relationships between various types of development and the demand for public facilities based on applicable level-of-service standards. This report contains all of the information needed to demonstrate compliance with this element of the nexus.

Benefit. Development must benefit from facilities funded by impact fees. With respect to the benefit relationship, the most basic requirement is that facilities funded by impact fees be available to serve the development paying the fees. A sufficient benefit relationship also requires that impact fee revenues be segregated from other funds and expended in a timely manner on the facilities for which the fees were charged. Nothing in the U.S. Constitution or California law requires that facilities paid for with impact fee revenues be available exclusively to development projects paying the fees.

Procedures for earmarking and expenditure of fee revenues are mandated by the Mitigation Fee Act, as are procedures to ensure that the fees are either expended expeditiously or refunded. Those requirements are intended to ensure that developments benefit from the impact fees they are required to pay. Thus, over time, procedural issues as well as substantive issues can come into play with respect to the benefit element of the nexus.

Proportionality. Impact fees must be proportional to the impact created by a particular development project. Proportionality in impact fees depends on properly identifying development-related facility costs and calculating the fees in such a way that those costs are allocated in proportion to the facility needs created by different types and amounts of development. The section on impact fee methodology, below, describes methods used to allocate facility costs and calculate impact fees that meet the proportionality standard.

California Constitution. The California Constitution grants broad police power to local governments, including the authority to regulate land use and development. That police

power is the source of authority for local governments in California to impose impact fees on development. Some impact fees have been challenged on grounds that they are special taxes imposed without voter approval in violation of Article XIII A. However, that objection is valid only if the fees charged to a project exceed the cost of providing facilities needed to serve the project. In that case, the fees would also run afoul of the U. S. Constitution and the Mitigation Fee Act.

Articles XIII C and XIII D, added to the California Constitution by Proposition 218 in 1996, require voter approval for some “property-related fees,” but exempt “the imposition of fees or charges as a condition of property development.”

The Mitigation Fee Act. California’s impact fee statute originated in Assembly Bill 1600 during the 1987 session of the Legislature, and took effect in January, 1989. AB 1600 added several sections to the Government Code, beginning with Section 66000. Since that time, the impact fee statute has been amended from time to time, and in 1997 was officially titled the “Mitigation Fee Act.” Unless otherwise noted, code sections referenced in this report are from the Government Code.

The Mitigation Fee Act does not limit the types of capital improvements for which impact fees may be charged. It defines public facilities very broadly to include “public improvements, public services and community amenities.” Although the issue is not specifically addressed in the Mitigation Fee Act, it is clear both in case law and statute (see Government Code Section 65913.8) that impact fees may not be used to pay for maintenance or operating costs. Consequently, the fees calculated in this report are based on the cost of capital assets only.

The Mitigation Fee Act does not use the term “mitigation fee” except in its official title, nor does it use the more common term “impact fee.” The Act simply uses the word “fee,” which is defined as “a monetary exaction, other than a tax or special assessment...that is charged by a local agency to the applicant in connection with approval of a development project for the purpose of defraying all or a portion of the cost of public facilities related to the development project”

To avoid confusion with other types of fees, this report uses the widely-accepted terms “impact fee” and “development impact fee” which both should be understood to mean “fee” as defined in the Mitigation Fee Act.

The Mitigation Fee Act contains requirements for establishing, increasing and imposing impact fees. They are summarized below. It also contains provisions governing the collection and expenditure of fees and requires annual reports and periodic re-evaluation of impact fee programs. Those administrative requirements are discussed in the implementation chapter of this report.

Required Findings. Section 66001 requires that an agency establishing, increasing or imposing impact fees, must make findings to:

1. Identify the purpose of the fee;

2. Identify the use of the fee; and,
3. Determine that there is a reasonable relationship between:
 - a. The use of the fee and the development type on which it is imposed;
 - b. The need for the facility and the type of development on which the fee is imposed; and
 - c. The amount of the fee and the facility cost attributable to the development project. (Applies when fees are imposed on a specific project.)

Each of those requirements is discussed in more detail below.

Identifying the Purpose of the Fees. The broad purpose of impact fees is to protect public health, safety and general welfare by providing for adequate public facilities. The specific purpose of the fees calculated in this study is to fund construction of certain capital improvements that will be needed to mitigate the impacts of planned new development on the District's facilities and to maintain an acceptable level of public services as additional development occurs in the District.

This report recommends that findings regarding the purpose of an impact fee should define the purpose broadly, as providing for the funding of adequate public facilities to serve additional development.

Identifying the Use of the Fees. According to Section 66001, if a fee is used to finance public facilities, those facilities must be identified. A capital improvement plan may be used for that purpose but is not mandatory if the facilities are identified in a General Plan, a Specific Plan, or in other public documents. In this case, we recommend that the District adopt this report as the public document that identifies the facilities to be funded by the fees.

Reasonable Relationship Requirement. As discussed above, Section 66001 requires that, for fees subject to its provisions, a "reasonable relationship" must be demonstrated between:

1. the use of the fee and the type of development on which it is imposed;
2. the need for a public facility and the type of development on which a fee is imposed; and,
3. the amount of the fee and the facility cost attributable to the development on which the fee is imposed.

These three reasonable relationship requirements, as defined in the statute, mirror the nexus and proportionality requirements often cited in court decisions as the standard for defensible impact fees. The term "dual rational nexus" is often used to characterize the standard used by courts in evaluating the legitimacy of impact fees. The "duality" of the nexus refers to (1) an impact or need created by a development project subject to impact fees, and (2) a benefit to the project from the expenditure of the fees.

Although proportionality is reasonably implied in the dual rational nexus formulation, it was explicitly addressed by the Supreme Court in the *Dolan* case, and we prefer to list it as the third element of a complete nexus.

Development Agreements and Reimbursement Agreements. The requirements of the Mitigation Fee Act do not apply to fees collected under development agreements (see Govt. Code Section 66000) or reimbursement agreements (see Govt. Code Section 66003). The same is true of fees in lieu of park land dedication imposed under the Quimby Act (see Govt. Code Section 66477).

Existing Deficiencies. In 2006, Section 66001(g) was added to the Mitigation Fee Act (by AB 2751) to clarify that impact fees “shall not include costs attributable to existing deficiencies in public facilities,…” The legislature’s intent in adopting this amendment, as stated in the bill, was to codify the holdings of *Bixel v. City of Los Angeles* (1989), *Rohn v. City of Visalia* (1989), and *Shapell Industries Inc. v. Governing Board* (1991).

That amendment does not appear to be a substantive change. It is widely understood that other provisions of law make it improper for impact fees to include costs for correcting existing deficiencies.

However, Section 66001(g) also states that impact fees “may include costs attributable to the increased demand for public facilities reasonably related to the development project in order to (1) *refurbish existing facilities to maintain the existing level of service* or (2) *achieve an adopted level of service that is consistent with the general plan.*” (Emphasis added.)

Impact Fees for Existing Facilities. Impact fees may be used to recover costs for existing facilities to the extent that those facilities are needed to serve additional development and have the capacity to do so. In other words, it must be possible to show that fees used to pay for existing facilities meet the need and benefit elements of the nexus.

Authority to Impose Impact Fees

Impact fees are imposed as a condition of approval of a development project, so the authority to impose those fees rests with the body that controls land use permits and approvals. Special districts do not have that authority.

There is specific legislation prohibiting fire districts from charging such fees. California Health and Safety Code Section 13916, which is part of the Fire Protection District Law of 1987, states: “A (fire protection) district board shall not charge a fee on new construction or development for the construction of public improvements or facilities or the acquisition of equipment.” However, as a practical matter, whether or not GCSD is considered a fire district, it cannot impose impact fees on its own.

Although the District itself may not charge impact fees, it is quite common in California for cities and counties to impose impact fees for the benefit of special districts, including fire districts and park districts, that provide services within their jurisdiction. In this case,

GCSD will require the cooperation of Tuolumne County to establish and impose the impact fees calculated in this report.

Recent Legislation

Several new laws enacted by the State of California to facilitate development of affordable housing will affect the implementation of in-lieu fees and impact fees calculated in this study. Below are brief overviews of some key bills passed in recent years.

SB 330 – The Housing Crisis Act of 2019. Amendments to existing law contained in SB 330 prohibit the imposition of new approval requirements on a housing development project once a preliminary application has been submitted. That provision applies to increases in impact fees and in-lieu fees, except when the resolution or ordinance establishing the fee authorizes automatic, inflationary adjustments to the fee or exaction.

AB 1483 – Housing Data: Collection and Reporting. AB 1483 requires that a city, county or special district must post on its website a current schedule of its fees and exactions, as well as associated nexus studies and annual reports. Updates must be posted within 30 days.

SB 13 – Accessory Dwelling Units. SB 13 prohibits the imposition of impact fees on accessory dwelling units (ADUs) smaller than 750 square feet and provides that impact fees for ADUs of 750 square feet or more must be proportional to the square footage of the primary dwelling unit. In our opinion, the proportionality requirement means that impact fees for ADUs of 750 square feet or more must be calculated on a case-by-case basis during the approval process because the sizes of the ADU and the primary unit will be different in each case. The calculation is quite simple, as shown in the following formula: **(ADU Square Feet / Primary Unit Square Feet) X Impact Fee for a Single-Family Residential Unit.** So, for example, if the ADU is 1,000 square feet and the primary unit is 2,000 square feet, the impact fee for the ADU would be 0.5 times the impact fee for a single-family residential unit.

Previously, the law required a water or sewer connection fee or capacity charge for an accessory dwelling unit requiring a new or separate utility connection to be based on either the accessory dwelling unit's size or the number of its plumbing fixtures. SB 13 revises the basis for calculating the connection fee or capacity charge to either the accessory dwelling unit's square feet or the number of its drainage fixture units.

Impact Fee Calculation Methodology

Any one of several legitimate methods may be used to calculate impact fees. The choice of a particular method depends primarily on the service characteristics of, and planning requirements for, the facility type being addressed. Each method has advantages and disadvantages in a particular situation. To some extent they are interchangeable, because they all allocate facility costs in proportion to the needs created by development.

Allocating facility costs to various types and amounts of development is central to all methods of impact fee calculation. Costs are allocated by means of formulas that quantify the relationship between development and the need for facilities. In a cost allocation formula, the impact of development is measured by some attribute of development such as added population or added vehicle trips that represent the impacts created by different types and amounts of development.

Plan-Based or Improvements-Driven Method. Plan-based impact fee calculations are based on the relationship between a specified set of improvements and a specified increment of development. The improvements are typically identified in a facility plan, while the development is identified in a land use plan that forecasts potential development by type and quantity.

Using this method, facility costs are allocated to various categories of development in proportion to the service demand created by each type of development. To calculate plan-based impact fees, it is necessary to determine what facilities will be needed to serve a particular increment of new development.

With this method, the total cost of eligible facilities is divided by the total units of additional demand to calculate a cost per unit of demand (e.g. a cost per capita for parks). Then, the cost per unit of demand is multiplied by factors representing demand per unit of development (e.g. population per unit) to arrive at a cost per unit of development.

This method is somewhat inflexible in that it is based on the relationship between a specific facility plan and a specific land use plan. If either plan changes significantly the fees will have to be recalculated.

Capacity-Based or Consumption-Driven Method. This method calculates a cost per unit of capacity based on the relationship between total cost and total capacity of a system. It can be applied to any type of development, provided the capacity required to serve each increment of development can be estimated and the facility has adequate capacity available to serve the development. Since the cost per unit of demand does not depend on the particular type or quantity of development to be served, this method is flexible with respect to changing development plans.

In this method, the cost of unused capacity is not allocated to development. Capacity-based fees are most commonly used for water and wastewater systems, where the cost of a system component is divided by the capacity of that component to derive a unit cost. However, a similar analysis can be applied to other types of facilities. To produce a schedule of impact fees based on standardized units of development (e.g. dwelling units or square feet of non-residential building area), the cost per unit of capacity is multiplied by the amount of capacity required to serve a typical unit of development in each of several land use categories.

Standard-Based or Incremental Expansion Method. Standard-based fees are calculated using a specified relationship or standard that determines the number of service units to be provided for each unit of development. The standard can be established as a matter

of policy or it can be based on the level of service being provided to existing development in the study area.

Using the standard-based method, costs are defined on a generic unit-cost basis and then applied to development according to a standard that sets the number of service units to be provided for each unit of development.

Park and impact fees are commonly calculated this way. The level of service standard for parks is typically stated in terms of acres of parks per thousand residents. A cost-per-acre for park land or park improvements can usually be estimated without knowing the exact size or location of a particular park. The ratio of park acreage to population and the cost per acre for parks is used to calculate a cost per capita. The cost per capita can then be converted into a cost per unit of development based on the average population per dwelling unit for various types of residential development.

Buy-In or Recoupment Impact Fees. Buy-in fees can be used to recover some portion of the cost of existing facilities, provided those facilities have capacity available to serve additional development. This is not a completely separate fee calculation method but can be used as a variation of one of the other methods described above. It is particularly applicable when there is outstanding debt related to an existing facility.

Facilities Addressed in this Study

Impact/in-lieu fees for the following types of facilities are addressed in this report:

- Park Land Acquisition and Park Improvements (Chapter 3)
- Fire Department Facilities and Equipment (Chapter 4)

Chapter 2. Development Data

This chapter presents data on existing and future development that will be used to calculate impact fees in subsequent chapters of this report.

The information in this chapter may be used to establish levels of service, analyze facility needs, and/or allocate the cost of capital assets between existing and future development and among various types of new development.

Study Area

The study area for this impact fee study is the area within the boundaries of the Groveland Community Services District (GCSD or the District).

Time Frame

No time frame is assumed for the buildout of future development projected in this study. The methods used to calculate impact fees in this study do not require assumptions regarding the rate or timing of development.

Development Types

The development types for which impact fees are calculated in this report are listed below.

- Residential (All Types)
- Hotel/B&B/RV Park
- Commercial/Office/Services

Because of occupancy patterns characterizing residential development in the District, this study does not distinguish among single-family, multi-family and mobile home development. All types of residential units are treated as equivalent in terms of their impact on the facility types addressed in this report.

Similarly, various types of lodging accommodations are grouped into the Hotel/B&B/RV Park category, where “B&B” stands for bed and breakfast inn. The RV park category includes camping facilities. That category is intended to include all hotels, motels, bed and breakfast inns, hostels, RV parks and camping facilities but not dwelling units offered as temporary vacation rentals through Airbnb or similar services. Other types of non-residential development are included in the Commercial/Office/Services category.

Note: This study does not calculate impact fees for accessory dwelling units (ADUs). Recent legislation (SB 13) requires that impact fees for ADUs must be proportional to the relationship between the square footage of the ADU and the square footage of the primary unit. Consequently, the calculation of impact fees must be done on a case-by-case basis. No impact fee may be imposed on an ADU smaller than 750 square feet.

It should be noted that the proportionality requirement written into SB 13 tends to favor ADUs associated with larger primary units, because the larger the ADU, the smaller the ADU in proportion to the primary unit. One way of addressing that issue is to adopt a minimum size for primary units used to calculate the ADU impact fees.

Demand Variables

To calculate impact fees, the relationship between facility needs and development must be quantified in cost allocation formulas. Certain measurable attributes of development (for example, added population) are used as “demand variables” in those formulas to represent the impact of different types of development on various types of capital assets.

Demand variables are selected either because they directly measure the service demand created by various types of development, or because they are reasonably correlated with that demand. The demand variables used to calculate impact fees in this report are discussed below.

Park Service Population. This study defines a park service population that is used to calculate park impact fees. That population has two components: residents of the District and overnight visitors staying in all types of lodging including hotels, motels, bed-and-breakfast inns, hostels, RV parks or camping facilities. Unless otherwise indicated, where the term “population” is used in this study, it means park service population. The population per unit factor for lodging facilities is based on the average daily population for all types of lodging.

The residential population component is defined as “full-occupancy” population, meaning the number of persons that would reside in the District if all residential units were occupied, with each unit housing the average population per unit shown in Table 2.1. Although many dwelling units in the District are occupied only seasonally, that could change, and the full-occupancy population reflects the fact that once a dwelling unit is constructed the District is responsible for providing services to the occupants of that unit. The use of full-occupancy population is conservative in the sense that it tends to reduce the amount of the impact fees calculated in this report.

Fire Department Calls for Service per Year. Demand for fire protection and other emergency response services provided by GCSO is impacted by both residential and non-residential development in the District. In this study, the number of calls for service per unit per year is used to represent the demand for those services by various types of development. The calls-for-service-per-year factors used in this study are based on analysis by NBS of a random sample of calls for service for the three-year period 2016 through 2018.

For that period, the GCSO Fire Department logged a total of 1,543 calls for service, of which 1,361 were from within the District boundaries. Another 182 calls were from locations outside the District boundaries. For this study, NBS analyzed a large random sample of 655 calls, or approximately half of the calls originating within the District, to determine the percentage of calls generated by different types of development.

Next, those percentages were applied to all calls within the District for the three-year period to determine the number of calls generated by each type of development. The resulting numbers were divided by three to get the number of calls for one year. Finally, the number of calls generated by each category of development was divided by the number of existing units in that category to arrive at a calls-per-unit-per-year factor. Those factors are shown in Table 2.1.

Table 2.1: Demand Factors Used in This Study

Development Type	Dev Units ¹	Population per Unit ²	Fire Calls per Unit ³
Residential (All Types)	DU	2.15	0.103
Hotel/B&B/RV Park	Room or Space	1.30	0.136
Commercial/Office/Services	KSF		0.205

¹ Units of development: DU = dwelling unit; Room = hotel or B&B guest room; Space = RV parking space; KSF = 1,000 gross square feet of building area

² Population per unit for residential development is a weighted average for all types of residential development based on U. S. Census Bureau American Community Survey (ACS) 2013 estimates (the most recent available data); population per unit for the Hotel/B&B/RV Park category is based on an estimated two people per room or space and a 65% occupancy rate.

³ Estimated average fire calls for service per unit per year based on analysis by NBS of a random sample of calls for the three-year period from 2016-2018; see discussion in text

Existing and Forecasted Development

Tables 2.2 through 2.4, below, show existing development and forecasted future and buildout development by development type for the District. Table 2.2 shows estimated existing development for GCSD as of January 1, 2021, in terms of units, park service population and fire calls for service per year.

Table 2.2: Existing Development - January, 2021

Development Types	Dev Units ¹	Existing Units ²	Park Svc Pop ³	Fire Calls per Year ⁴
Residential (All Types)	DU	3,451	7,420	354
Hotel/B&B/RV Park	Room or Space	118	153	16
Commercial/Office/Services	KSF	175.3		36
Total			7,573	406

¹ Units of development: DU = dwelling unit; Room = hotel, motel or B&B guest room; Space = RV parking space or campsite; KSF = 1,000 gross square feet of building area

² Existing residential units based on data from Groveland CSD, the 2010 Census, 2013 American Community Survey and Tuolumne County Assessor data; where necessary, data have been updated to 2021

³ Park service population = existing residential units X population per unit from Table 2.1 + existing Hotel/B&B/RV Park units X population per unit from Table 2.1

⁴ Fire calls per year based on analysis by NBS of a random sample of GCSD Fire Department calls for the three year period 2016 through 2018

Table 2.3 shows forecasted future development in the District to buildout. The number of future units shown in Table 2.3 is based on information from the sources listed in footnote 2.

Table 2.3: Forecasted Future Development from 2021 to General Plan Buildout

Development Types	Dev Units ¹	Added Units ²	Added Park Svc Pop ³	Added Fire Calls ⁴
Residential (All Types)	DU	585	1,258	60
Hotel/B&B/RV Park	Room or Space	288	374	39
Commercial/Office/Services	KSF	34.8		7
Total			1,632	106

¹ Units of development: DU = dwelling unit; Room = hotel, motel or B&B guest room; Space = RV parking space or campsite; KSF = 1,000 gross square feet of building area

² Forecasted future development units based on 531 available residential lots in the Pine Mountain Lake community plus an analysis of land designated for future development in the 2020 GCSD Water Master Plan Plan Technical Memorandum No. 1 by Wood Rogers and current development project applications submitted to Tuolumne County

³ Added park service population = added residential units X population per unit from Table 2.1 + added Hotel/B&B/RV Park units X population per unit from Table 2.1

⁴ Added fire calls = added units X fire calls per unit from Table 2.1

Table 2.4 shows total development in the District at buildout.

Table 2.4: Forecasted Total Development at General Plan Buildout

Development Types	Dev Units ¹	Buildout Units ²	Buildout Park Svc Pop ³	Buildout Fire Calls ⁴
Residential (All Types)	DU	4,036	8,678	414
Hotel/B&B/RV Park	Room or Space	406	528	55
Commercial/Office/Services	KSF	210		43
Total			9,206	512

¹ Units of development: DU = dwelling unit; Room = hotel, motel or B&B guest room; Space = RV parking space or campsite; KSF = 1,000 gross square feet of building area

² Buildout units = existing units from Table 2.2 + forecasted future units from Table 2.3

³ Buildout park service population = buildout residential units X population per unit from Table 2.1 + buildout Hotel/B&B/RV Park units X population per unit from Table 2.1

⁴ Buildout fire calls = existing fire calls from Table 2.2 + future fire calls from Table 2.3

The numbers presented in Tables 2.2 through 2.4 indicate that the District is about 82% built out in terms of park service population. Existing Fire Department calls for service represent about 79% of the forecasted total calls at buildout.

Chapter 3. Park Land and Park Improvements

This chapter calculates impact fees for park land acquisition and park improvements.

At present, Groveland Community Services District (GCSD or the District) owns two community parks which are listed in Table 3.1 on the next page.

Service Area

The park impact fees calculated in this chapter are intended to apply to all residential and lodging development within the District. Lodging includes hotels, motels, bed and breakfast inns, hostels, RV parks and campsites.

Methodology

This chapter calculates impact fees using the standard-based method discussed in Chapter 1. Standard-based fees are calculated using a specified relationship or standard that determines the number of service units to be provided for each unit of development. The next two sections discuss the demand variable and level-of-service standard used to calculate the park impact fees.

Demand Variable

A “demand variable” is a quantifiable attribute of development that is used in impact fee calculation formulas to represent the impact of development. The demand variable used to calculate park impact fees in this chapter is the parks service population. As discussed in Chapter 2, park service population consists of full-occupancy residential population plus the estimated average daily population of guests staying at hotels, motels, bed-and-breakfast inns, hostels and RV/Camping facilities in the District.

Because added population, as defined above, is associated with residential and lodging development, the impact fees calculated in this chapter apply only to those types of development.

Existing Level of Service

The level-of-service standard used to calculate impact fees in this chapter is the existing ratio of developed park acreage to park service population in the District. Park service population is defined in Chapter 2. Table 3.1 on the next page lists the District’s existing parks and shows the total acres and improved acres of park land.

Table 3.1: Existing GCSD Parks

Park Name	Park Type	Total Acres	Improved Acres
Mary Laveroni Park	Community	23.00	23.00
Leon Rose Ballpark	Community	1.22	1.22
Total		24.22	24.22

Source: GCSD 2017 Parks Master Plan

Table 3.2 calculates the existing level of service for the District’s parks in terms of acres per capita and acres per 1,000 population. All existing park land is improved, so all existing park acreage is used in this calculation.

Table 3.2: GCSD Parks - Existing Level of Service

Existing Acres ¹	Existing Park Service Pop ²	Acres per Capita ³	Acres per 1,000 ⁴
24.22	7,573	0.00320	3.20

¹ See Table 3.1

² Existing park service population; see Table 2.2

³ Acres per capita = existing acres / existing park service population

⁴ Acres per 1,000 population = acres per capita X 1,000

In the next section, the existing level of service is converted into a cost per capita for park land acquisition and for park improvements using the existing level of service in acres per capita from and the cost per acre for park land and park improvements.

Cost Per Capita

Table 3.3 shows the cost per capita for park land acquisition and park improvements based on the existing level of service from Table 3.2 and the estimated cost per acre for park land acquisition and park improvements.

Table 3.3: Cost per Capita

Fee Type	Cost per Acre ¹	Acres per Capita ²	Cost per Capita ³
Park Land Acquisition	\$ 130,000	0.00320	\$ 415.77
Park Improvements	\$ 500,000	0.00320	\$ 1,599.10

¹ Park land acquisition cost per acre and park improvement cost per acre estimated by GCSD

² See Table 3.2

³ Cost per capita = cost per acre X acres per capita

In the next section, the per-capita costs from Table 3.3 are used to calculate impact fees per unit of development for park land acquisition and park improvements.

Impact Fees per Unit

Table 3.4 shows the calculation of park land impact fees per unit of development. Those fees are calculated using the per-capita cost from Table 3.3 and the population per unit from Table 2.1.

Table 3.4: Park Land Impact Fees per Unit

Development Type	Units ¹	Cost per Capita ²	Population per Unit ³	Impact Fee per Unit ⁴
Residential (All Types)	DU	\$415.77	2.15	\$893.90
Hotel/B&B/RV Park	Room/Space	\$415.77	1.30	\$540.50

¹ Units of development: DU = dwelling unit; Room = hotel, motel or B&B guest room; Space = RV parking space or campsite

² See Table 3.3

³ See Table 2.1

⁴ Impact fee per unit = cost per capita X population per unit

Table 3.5 shows the calculation of park improvement impact fees per unit of development. Those fees are calculated using the per-capita cost from Table 3.3 and the population per unit from Table 2.1.

Table 3.5: Park Improvement Impact Fees per Unit

Development Type	Units ¹	Cost per Capita ²	Population per Unit ³	Impact Fee per Unit ⁴
Residential (All Types)	DU	\$1,599.10	2.15	\$3,438.07
Hotel/B&B/RV Park	Room/Space	\$1,599.10	1.30	\$2,078.83

¹ Units of development: DU = dwelling unit; Room = hotel, motel or B&B guest room; Space = RV parking space or campsite

² See Table 3.3

³ See Table 2.1

⁴ Impact fee per unit = cost per capita X population per unit

Table 3.6 shows the combined total impact fees for park land acquisition and park improvement, which is the sum of the impact fees from Tables 3.4 and 3.5.

Table 3.6: Total Park Land and Improvement Impact Fees per Unit

Development Type	Units ¹	Cost per Capita ²	Population per Unit ³	Total Impact Fees per Unit ⁴
Residential (All Types)	DU	\$2,014.87	2.15	\$4,331.97
Hotel/B&B/RV Park	Room/Space	\$2,014.87	1.30	\$2,619.33

¹ Units of development: DU = dwelling unit; Room = hotel, motel or B&B guest room; Space = RV parking space or campsite

² Sum of costs per capita from Tables 3.4 and 3.5

³ See Table 2.1

⁴ Total impact fees per unit = sum of the impact fees per unit from Tables 3.4 and 3.5

Projected Revenue

Table 3.7 on the next page shows projected revenue to buildout from the combined park land acquisition and park improvement impact fees. Based on the per-acre costs shown in Table 3.3, that revenue could be used to acquire and improve 5.2 acres of additional parks in the District.

Table 3.7: Projected Revenue from Park Impact Fees

Development Type	Units ¹	Total Impact Fees per Unit ²	Future Units ³	Projected Revenue ⁴
Residential (All Types)	DU	\$4,331.97	585	\$ 2,534,201
Hotel/B&B/RV Park	Room/Space	\$2,619.33	288	\$ 754,367
Total				\$ 3,288,568

¹ Units of development: DU = dwelling unit; Room = hotel, motel or B&B guest room; Space = RV parking space or campsite

² See Table 3.6

³ Future units; see Table 2.3

⁴ Projected revenue = total park impact fees per unit X future units

Updating the Fees

The impact fees calculated in this chapter are based the current estimated cost of park land and improvements. We recommend that the fees be reviewed annually and adjusted as needed using local cost data or an index such as the *Engineering News Record Construction Cost Index (CCI)*. See the Implementation Chapter for more on indexing of fees.

Nexus Summary

As discussed in Chapter 1 of this report, Section 66001 of the Mitigation Fee Act requires that an agency establishing, increasing or imposing impact fees, must make findings to:

Identify the purpose of the fee;

Identify the use of the fee; and,

Determine that there is a reasonable relationship between:

- a. The use of the fee and the development type on which it is imposed;
- b. The need for the facility and the type of development on which the fee is imposed; and
- c. The amount of the fee and the facility cost attributable to the development project.

Satisfying those requirements also ensures that the fees meet the “rational nexus” and “rough proportionality” standards enunciated in leading court decisions bearing on impact fees and other exactions. (For more detail, see “Legal Framework for Impact Fees” in Chapter 1.) The following paragraphs explain how the impact fees calculated in this chapter satisfy those requirements.

Purpose of the Fee: The purpose of the impact fees calculated in this chapter is to mitigate the impact of new development on the need for parks in District.

Use of the Fee. Impact fees calculated in this chapter will be used to provide additional parks and park improvements to mitigate the impact of new development on the need for parks in the District.

Reasonable Relationship between the Use of the Fee and the Development Type on Which It Is Imposed. The impact fees calculated in this chapter will be used to provide additional parks to serve the needs of added park service population associated with new residential and lodging development in the District.

Reasonable Relationship between the Need for the Facilities and the Type of Development on Which the Fee Is Imposed. New development increases the need for parks to maintain the existing level of service, as described earlier in this chapter. Without additional parks, the increase in park service population associated with new residential and lodging development would result in a reduction in the level of service provided to all residents of the District.

Reasonable Relationship between the Amount of the Fee and the Facility Cost Attributable to the Development Project. The amount of the park impact fees charged to a development project will depend on the increase in park service population associated with that project. The fees per unit of development calculated in this chapter are based on the estimated park service population per unit of for residential and lodging development in the District. Thus, the fee charged to a development project reflects the impact of that project on the need for parks in the District.

Chapter 4. Fire Department Facilities/Equipment

This chapter calculates impact fees for fire protection and emergency response facilities, apparatus and equipment needed to serve future development in the Groveland Community Services District (GCSD or the District). Where the general term “facilities” is used in this chapter, it is intended to include all types of capital assets needed by the GCSD Fire Department to carry out its mission.

GCSD contracts with the California Department of Forestry and Fire Protection (CAL FIRE) to staff the GCSD fire station in Groveland.

Service Area

The impact fees calculated in this chapter are intended to apply to all future development within the District.

Demand Variable

A “demand variable” is a quantifiable attribute of development that is used in fee calculation formulas to represent the impact of development on a certain type of capital facilities. The demand variable used to calculate impact fees for GCSD facilities in this chapter is calls for service per year.

As explained in Chapter 2, NBS analyzed a large random sample of the calls for service received by the GCSD Fire Department from 2016 through 2018 to estimate the number of calls per unit per year generated by each type of development defined in this study. Table 2.1 shows the calls-per-unit-per-year factors derived from that analysis. Those factors are used to calculate impact fees per unit later in this chapter.

Methodology

This chapter calculates impact fees using the plan-based method discussed in Chapter 1. Plan-based fees allocate costs for a specific set of facilities to a specific increment of development.

In this case, the costs for all existing and future GCSD fire protection and emergency response facilities, apparatus and equipment are allocated to all existing and future development, so that impact fees charged to future development will pay future development’s proportionate share of the overall cost of those assets.

Facilities, Apparatus and Equipment

Table 4.1 on the next page shows the impact fee cost basis used in this study for the existing GCSD fire station and a planned expansion of that station. The value of the existing fire station is estimated using depreciated replacement cost plus the value of the land on which the station is sited. The cost of the planned fire station expansion is based

on the current estimated cost of that expansion. No additional land is required for the expansion.

Table 4.1: Existing and Future Fire Stations

Facility	Constr Date ¹	Site Acres	Land Value ²	Bldg Sq Ft ¹	Building Repl Cost ³	Useful Life ⁴	Depreciated Bldg Cost ⁴	Impact Fee Cost Basis ⁵
GCSO Fire Station	1988	0.35	\$45,500	5,172	\$ 2,198,100	50	\$ 791,316	\$ 836,816
Fire Station Addition	Future			500	\$ 322,500		\$ 322,500	\$ 322,500
Total			\$45,500		\$ 2,520,600		\$ 1,113,816	\$ 1,159,316

¹ Construction date and building square feet from the GCSO property inventory

² Land value for existing fire station based on \$130,000 per acre

³ Estimated replacement cost for the existing fire station based on \$425.00 per square foot; estimated cost for future fire station addition based on \$645.00 per square foot; estimated cost includes soft construction costs, utilities, site development and furniture, fixtures and equipment

⁴ Estimated useful life of buildings in years

⁵ Depreciated building replacement cost for existing fire station using straight-line depreciation over the useful life of the asset; no depreciation applies to future building costs

⁶ Impact fee cost basis = depreciated building replacement cost + estimated land value

Table 4.2 on the next page lists GCSO 's existing firefighting apparatus and other vehicles. Costs for all vehicles and equipment shown in the far-right column of Table 4.2 are depreciated replacement costs based on the useful life shown in that table. Vehicles and equipment are assumed to have a residual value of at least 15% of replacement cost, regardless of age.

Table 4.2: Existing Fire Apparatus and Vehicles

Quantity	Model Year	Description	Useful Life (Yrs)	Unit Repl Cost ¹	Depreciated Repl Cost ²	Impact Fee Cost Basis ³
1	2009	Type I Engine (Pierce Contender)	10	\$ 750,000	\$ 112,500	\$ 112,500
1	2000	Type II Engine (Freightliner)	10	\$ 600,000	\$ 90,000	\$ 90,000
1	1984	Type II Engine (Grumman GMC)	10	\$ 450,000	\$ 67,500	\$ 67,500
1	2009	Silverado 2500 Utility Vehicle	10	\$ 50,000	\$ 7,500	\$ 7,500
1	2009	Silverado 2500 Utility Vehicle	10	\$ 50,000	\$ 7,500	\$ 7,500
Total				\$1,900,000	\$ 285,000	\$ 285,000

¹ Replacement cost provided by GCSO

² Depreciated replacement cost using straight-line depreciation over the useful life of the asset; minimum depreciated value = 15% of replacement cost

³ Impact fee cost basis = depreciated replacement cost

Table 4.3 lists the future apparatus and equipment that will be needed to serve the District at buildout.

Table 4.3: Future Fire Apparatus, Vehicles and Equipment

Description	No. of Units ¹	Cost per Unit ²	Impact Fee Cost Basis ³
Future Type I Engine (incl Equip)	1	\$1,007,000	\$ 1,007,000

¹ Equipment needs provided by GCSD

² Cost per unit provided by GCSD

³ Impact fee cost basis = number of units X cost per unit

Table 4.4 summarizes the costs from the preceding three tables.

Table 4.4: Impact Fee Cost Basis - Existing and Future Assets

Component	Impact Fee Cost Basis ¹
Existing and Future Fire Stations	\$ 1,159,316
Existing - Fire Apparatus and Equipment	\$ 285,000
Future - Fire Apparatus Equipment	\$ 1,007,000
Total	\$ 2,451,316

¹ See Tables 4.1, 4.2 and 4.3

Cost per Call for Service

Table 4.5 calculates the cost per call for service for GCSD Fire Department facilities, apparatus and equipment using the total cost from Table 4.4 and the projected number of calls for service per year at buildout.

Table 4.5: Cost per Call for Service

Impact Fee Cost Basis ¹	Buildout Calls per Year ²	Cost per Call per Year ³
\$2,451,316	512	\$4,787.73

¹ See Table 4.4

² Projected buildout calls per year for GCSD; see Table 2.4

³ Cost per call per year = impact fee cost basis / buildout calls per year

Impact Fees per Unit

Table 4.6 shows the calculation of GCSO Fire Department impact fees per unit of development by development type. Those fees are calculated using the cost per call for service from Table 4.5 and the calls-per-unit-per-year factors from Table 2.1.

Table 4.6 Impact Fee per Unit

Development Type	Units ¹	Cost per Call per Year ²	Calls per Unit per Year ³	Impact Fee per Unit ⁴
Residential (All Types)	DU	\$4,787.73	0.103	\$ 491.12
Hotel/B&B/RV Park	Room/Space	\$4,787.73	0.136	\$ 649.18
Commercial/Office/Services	KSF	\$4,787.73	0.205	\$ 983.22

¹ Units of development: DU = dwelling unit; Room = hotel or B&B guest room; Space = RV parking space; KSF = 1,000 gross square feet of building area

² Cost per call per year; see Table 4.5

³ Calls per unit per year; see Table 2.1

⁴ Impact fee per unit = cost per call per year X calls per unit per year

Projected Revenue

Potential revenue from the impact fees calculated in this chapter can be estimated by applying the fees per unit from Table 4.6 to forecasted future units from Table 2.3. Table 4.7 on the next page shows the projected revenue to buildout from the impact fees shown in Table 4.6.

Table 4.7 Projected Revenue

Development Type	Units ¹	Future Units ²	Impact Fee per Unit ³	Projected Revenue ⁴
Residential, Single-Family	DUs	585	\$ 491.12	\$ 287,305
Hotel/B&B/RV Park	Room/Space	288	\$ 649.18	\$ 186,965
Commercial/Office/Services	KSF	35	\$ 983.22	\$ 34,216
Total				\$ 508,486

¹ Units of development: DU = dwelling unit; Room = hotel or B&B guest room; Space = RV parking space; KSF = 1,000 gross square feet of building area

² Future units; see Table 2.3

³ Impact fee per unit; see Table 4.6

⁴ Projected revenue = future units X impact fee per unit

The total revenue projected in Table 4.7 is substantially less than the cost of the fire station addition shown in Table 4.1 plus the additional fire engine shown in Table 4.3, so additional funding will be required to cover the entire cost of acquiring those assets.

Updating the Fees

The impact fees calculated in this chapter are based the current estimated costs. We recommend that the fees be reviewed and adjusted annually using local cost data or an index such as the *Engineering News Record* Building Cost Index. See the Implementation Chapter for more on indexing of fees.

Nexus Summary

As discussed in Chapter 1 of this report, Section 66001 of the Mitigation Fee Act requires an agency establishing, increasing or imposing impact fees to make findings to:

Identify the purpose of the fee;

Identify the use of the fee; and,

Determine that there is a reasonable relationship between:

- a. The use of the fee and the development type on which it is imposed;
- b. The need for the facility and the type of development on which the fee is imposed; and
- c. The amount of the fee and the facility cost attributable to the development project.

Satisfying those requirements also ensures that the fees meet the “rational nexus” and “rough proportionality” standards enunciated in leading court decisions bearing on impact fees and other exactions. (For more detail, see “Legal Framework for Impact Fees” in Chapter 1.) The following paragraphs explain how the impact fees calculated in this chapter satisfy those requirements.

Purpose of the Fee: The purpose of the impact fees calculated in this chapter is to mitigate the impact of new development on the need for fire protection and emergency response facilities apparatus and equipment provided by the Groveland Community Services District (GCSD).

Use of the Fee. Impact fees calculated in this chapter will be used to provide additional capital assets to mitigate the impact of new development on the need for those facilities in the District. As provided by the Mitigation Fee Act, revenue from impact fees may also be used for temporary loans from one impact fee fund or account to another.

Reasonable Relationship between the Use of the Fee and the Development Type on Which It Is Imposed. The impact fees calculated in this chapter will be used to provide additional facilities and apparatus to serve the added demand for fire protection and other emergency services associated with new development in the District.

Reasonable Relationship between the Need for the Facilities and the Type of Development on Which the Fee Is Imposed. New development increases the demand for fire protection and other emergency services provided by GCSD. Without additional facilities, apparatus and equipment, the increase in demand associated with new

development would negatively impact the ability of the District to provide services efficiently and effectively to all development in its service area.

Reasonable Relationship between the Amount of the Fee and the Facility Cost Attributable to the Development Project. The amount of the GCSD Fire Department impact fees charged to a development project will depend on the increase in calls for service associated with that project. The fees per unit of development calculated in this chapter for each type of development are based on the estimated calls for service per unit per year for that type of development in in the GCSD service area. Thus, the fee charged to a development project reflects the impact of that project on the overall need for facilities, apparatus and equipment used by GCSD to provide fire protection and emergency response services to development in the District.

Chapter 5. Implementation

This chapter of the report contains recommendations for adoption and administration of impact fees, and for the interpretation and application of the development impact fees calculated in this study. It was not prepared by an attorney and is not intended as legal advice.

Statutory requirements for the adoption and administration of fees imposed as a condition of development approval (impact fees) are found in the Mitigation Fee Act (Government Code Sections 66000 *et seq.*).

Adoption

As discussed in Chapter 1, the District does not have the authority to adopt impact fees. GCSD must depend on Tuolumne County to establish and impose the impact fees calculated in this report.

The form in which development impact fees are enacted should be determined in consultation with the County Attorney. Procedures for adoption of fees subject to the Mitigation Fee Act, including notice and public hearing requirements, are specified in Government Code Sections 66016 and 66018. It should be noted that Section 66018 refers to Government Code Section 6062a, which requires that the public hearing notice be published at least twice during the required 10-day notice period. Government Code Section 66017 provides that fees subject to the Mitigation Fee Act do not become effective until 60 days after final action by the governing body.

Actions establishing or increasing fees subject to the Mitigation Act require certain findings, as set forth in Government Code Section 66001 and discussed below and in Chapter 1 of this report.

Establishment of Fees. Pursuant to the Mitigation Fee Act, Section 66001(a), when an agency establishes fees to be imposed as a condition of development approval, it must make findings to:

1. Identify the purpose of the fee;
2. Identify the use of the fee; and
3. Determine how there is a reasonable relationship between:
 - a. The use of the fee and the type of development project on which it is imposed; and,
 - b. The need for the facility and the type of development project on which the fee is imposed

Examples of findings that could be used for impact fees calculated in this study are shown below. The specific language of such findings should be reviewed and approved by the

attorney for the agency adopting the fees. A more complete discussion of the nexus for the proposed impact fees can be found in Chapters 3 and 4 of this report.

Sample Finding: Purpose of the Fee. The Board of Supervisors finds that the purpose of the impact fees hereby enacted is to protect the public health, safety and welfare by requiring new development to contribute to the cost of parks and fire protection and emergency response facilities needed to mitigate the impacts created by that development.

Sample Finding: Use of the Fee. The Board of Supervisors finds that revenue from the impact fees hereby enacted will be used to provide public facilities needed to mitigate the impacts of new development. Those facilities are identified in the 2021 Groveland Community Services District Impact Fee Study by NBS.¹

Sample Finding: Reasonable Relationship: Based on analysis presented in the 2021 Groveland Community Services District Impact Fee Study by NBS, the Board of Supervisors finds that there is a reasonable relationship between:

- a. The use of the fees and the types of development projects on which they are imposed; and,
- b. The need for facilities and the types of development projects on which the fees are imposed.

Administration

The California Mitigation Fee Act (Government Code Sections 66000 et seq.) mandates procedures for administration of impact fee programs, including collection and accounting, reporting, and refunds. References to code sections in the following paragraphs pertain to the California Government Code.

Interagency Coordination. It will be necessary for GCSD to reach an agreement with the County regarding the transmittal of impact fees to the District, as well as the responsibility for complying with the administrative procedures and reporting requirements established by the Mitigation Fee Act. The Executive Summary in this report discusses the option of adding an administrative charge to the fees to cover the cost of complying with those requirements.

Imposition of Fees. Pursuant to the Mitigation Fee Act, Section 66001(a), when an agency imposes an impact fee upon a specific development project, it must make essentially the same findings adopted upon establishment of the fees to:

¹ According to Gov't Code Section 66001 (a) (2), the use of the fee may be specified in a capital improvement plan, the General Plan, or other public documents that identify the public facilities for which the fee is charged. The findings recommended here identify this impact fee study as the source of that information.

1. Identify the purpose of the fee;
2. Identify the use of the fee; and
3. Determine how there is a reasonable relationship between:
 - a. The use of the fee and the type of development project on which it is imposed;
 - b. The need for the facility and the type of development project on which the fee is imposed

Per Section 66001 (b), at the time when an impact fee is imposed on a specific development project, the agency is also required to make a finding to determine how there is a reasonable relationship between:

- c. The amount of the fee and the facility cost attributable to the development project on which it is imposed.

In addition, Section 66006 (f) provides that a local agency, at the time it imposes a fee for public improvements on a specific development project, "... shall identify the public improvement that the fee will be used to finance." The required notification could refer to the improvements identified in this study.

Section 66020 (d) (1) requires that the agency, at the time it imposes an impact fee, provide the applicant with a written statement of the amount of the fee and written notice of a 90-day period during which the imposition of the fee can be protested. Failure to protest imposition of the fee during that period may deprive the fee payer of the right to subsequent legal challenge.

Section 66022 (a) provides a separate procedure for challenging the establishment of an impact fee. Such challenges must be filed within 120 days of enactment.

Collection of Fees. Section 66007 (a) provides that a local agency shall not require payment of fees by developers of residential projects prior to the date of final inspection, or issuance of a certificate of occupancy, whichever occurs first.

However, "utility service fees" (not defined) may be collected upon application for utility service. In a residential development project of more than one dwelling unit, Section 66007 (a) allows the agency to choose to collect fees either for individual units or for phases upon final inspection, or for the entire project upon final inspection of the first dwelling unit completed.

Section 66007 (b) provides two exceptions when the local agency may require the payment of fees from developers of residential projects at an earlier time: (1) when the local agency determines that the fees "will be collected for public improvements or facilities for which an account has been established and funds appropriated and for which the local agency has adopted a proposed construction schedule or plan prior to final inspection or issuance of the certificate of occupancy" or (2) the fees are "to reimburse the local agency for expenditures previously made."

These statutory restrictions on the time at which fees may be collected do not apply to non-residential development.

In cases where the fees are not collected upon issuance of building permits, Subsections 66007 (c) (1) and (2) provide that the agency may require the property owner to execute a contract to pay the fee, and to record that contract as a lien against the property until the fees are paid.

Earmarking and Expenditure of Fee Revenue. Section 66006 (a) mandates that fees be deposited “with other fees for the improvement in a separate capital facilities account or fund in a manner to avoid any commingling of the fees with other revenues and funds of the local agency, except for temporary investments, and expend those fees solely for the purpose for which the fee was collected.” Section 66006 (a) also requires that interest earned on the fee revenues be placed in the capital account and used for the same purpose.

The language of the law is not clear as to whether depositing fees "with other fees for the improvement" refers to a specific capital improvement or a class of improvements (e.g., street improvements).

We are not aware of any agency that has interpreted that language to mean that funds must be segregated by individual projects. And, as a practical matter, that approach would be unworkable because it would mean that no pay-as-you-go project could be constructed until all benefiting development had paid the fees. Common practice is to maintain separate funds or accounts for impact fee revenues by facility category (e.g., fire protection or park improvements), but not for individual projects.

Impact Fee Exemptions, Reductions, and Waivers. In the event that a development project is found to have no impact on facilities for which impact fees are charged, such project must be exempted from the fees.

If a project has characteristics that will make its impacts on a particular public facility or infrastructure system significantly and permanently smaller than the average impact used to calculate impact fees in this study, the fees should be reduced accordingly. Per Section 66001 (b), there must be a reasonable relationship between the amount of the fee and the cost of the public facility attributable to the development on which the fee is imposed. The fee reduction is required if the fee is not proportional to the impact of the development on relevant public facilities.

In some cases, the agency may desire to voluntarily waive or reduce impact fees that would otherwise apply to a project as a way of promoting goals such as affordable housing or economic development. Such a waiver or reduction may not result in increased costs to other development projects, so the effect of such policies is that the lost revenue must be made up from other fund sources.

Credit for Improvements Provided by Developers. If an agency requires a developer, as a condition of project approval to dedicate land or construct facilities or improvements for which impact fees are charged, the agency should ensure that the impact fees are

adjusted so that the overall contribution by the developer does not exceed the impact created by the development.

In the event that a developer voluntarily offers to dedicate land, or construct facilities or improvements in lieu of paying impact fees, the agency may accept or reject such offers and may negotiate the terms under which such an offer would be accepted. Excess contributions by a developer may be offset by reimbursement agreements.

Credit for Existing Development. If a project involves replacement, redevelopment or intensification of previously existing development, impact fees should be applied only to the portion of the project that represents a net increase in demand for relevant facilities, applying the demand factors used in this study to calculate that particular impact fee.

Annual Reports. Section 66006 (b) (1) requires that once each year, within 180 days of the close of the fiscal year, the local agency must make available to the public the following information for each separate account established to receive impact fee revenues:

1. A brief description of the type of fee in the account or fund;
2. The amount of the fee;
3. The beginning and ending balance of the account or fund;
4. The amount of the fees collected and interest earned;
5. Identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the percentage of the cost of the public improvement that was funded with fees;
6. Identification of the approximate date by which the construction of a public improvement will commence, if the agency determines sufficient funds have been collected to complete financing of an incomplete public improvement;
7. A description of each inter-fund transfer or loan made from the account or fund, including interest rates, repayment dates, and a description of the improvement on which the transfer or loan will be expended;
8. The amount of any refunds or allocations made pursuant to Section 66001, paragraphs (e) and (f).

The annual report must be reviewed by the governing body at its next regularly scheduled public meeting, but not less than 15 days after the statements are made public, per Section 66006 (b) (2).

Fifth Year Reports on Unexpended Funds. Prior to 1996, the Mitigation Fee Act required that a local agency collecting impact fees was required to expend or commit impact fee revenue within five years or make findings to justify a continued need for the money. Otherwise, those funds had to be refunded. SB 1693, adopted in 1996 as an amendment to the Mitigation Fee Act, changed that requirement in material ways.

Now, Section 66001 (d) requires that, for the fifth fiscal year following the first deposit of any impact fee revenue into an account or fund as required by Section 66006 (b), and every five years thereafter, the local agency shall make all of the following findings for any fee revenue that remains unexpended, whether committed or uncommitted:

1. Identify the purpose to which the fee will be put;
2. Demonstrate the reasonable relationship between the fee and the purpose for which it is charged;
3. Identify all sources and amounts of funding anticipated to complete financing of incomplete improvements for which impact fees are to be used;
4. Designate the approximate dates on which the funding necessary to complete financing of those improvements will be deposited into the appropriate account or fund.

Those findings are to be made in conjunction with the annual reports discussed above. If such findings are not made as required by Section 66001, the local agency could be required to refund the moneys in the account or fund, per Section 66001 (d).

Once the agency determines that sufficient funds have been collected to complete financing on incomplete improvements for which impact fee revenue is to be used, it must, within 180 days of that determination, identify an approximate date by which construction of the public improvement will be commenced (Section 66001 (e)).

Note: Because impact fees for the Rancho Cucamonga Fire District must be adopted by other agencies as discussed above, the District and those agencies should agree on which agency will be responsible for annual reporting and the fifth year review required by the Mitigation Fee Act, and should develop procedures to ensure that the requirements of the Act are satisfied.

Annual Update of the Capital Improvement Plan. Section 66002 (b) of the Mitigation Fee Act provides that if a local agency cites a capital improvement plan to identify the use of impact fees, that plan must be adopted and annually updated by a resolution of the governing body at a noticed public hearing. The alternative, per Section 66001 (a) (2) is to identify improvements by applicable general or specific plans or in other public documents.

In most cases, the CIP identifies projects for a limited number of years and may not include all improvements needed to serve future development covered by the impact fee study. We recommend that this impact fee study be cited as the public document identifying the use of the fees.

Indexing of Impact Fees. Where impact fees calculated in this report are based on current costs, those costs should, if possible, be adjusted periodically to account for changes in the cost of facilities or other capital assets that will be funded by the impact fees. That adjustment is intended to account for escalation in costs for land, construction, vehicles

and other relevant capital assets. For general construction, we recommend using the Engineering News Record Building Cost Index (20-Cities Average) which is published monthly in ENR. For land costs, local data, including appraisals is the best source. For other assets such as firefighting apparatus, recent bids can be used.

Recent Legislation

As discussed in Chapter 1 (pages 1-5 and 1-6), recently passed legislation imposes additional requirements on agencies imposing impact fees on new development.

- SB 330 prohibits the imposition of new approval requirements on a housing development project once a preliminary application has been submitted.
- AB 1483 requires that a city, county or special district must post on its website a current schedule of its fees and exactions as well as associated nexus studies and annual reports. Updates must be posted within 30 days.
- SB 13 prohibits the imposition of impact fees on accessory dwelling units (ADUs) smaller than 750 square feet and provides that impact fees for ADUs of 750 square feet or more must be proportional to the square footage of the primary dwelling unit. The proportionality requirement means that impact fees for ADUs of 750 square feet or more must be calculated on a case-by-case basis during the approval process because the sizes of the ADU and the primary unit will be different in each case. The calculation is quite simple, as shown in the following formula: **(ADU Square Feet / Primary Unit Square Feet) X Impact Fee for a Single-Family Residential Unit**. So, for example, if the ADU is 1,000 square feet and the primary unit is 2,000 square feet, the impact fee for the ADU would be 0.5 times the impact fee for a single-family residential unit.

This area of state law is evolving rapidly and it is likely that future legislation will place additional requirements on the establishment and imposition of impact fees.

Training and Public Information

Effective administration of an impact fee program requires considerable preparation and training. It is important that those responsible for collecting the fees, and for explaining them to the public, understand both the details of the fee program and its supporting rationale.

Before fees are imposed, a staff training workshop is highly desirable if more than a handful of employees will be involved in collecting or accounting for fees.

It is also useful to pay close attention to handouts that provide information to the public regarding impact fees. Impact fees should be clearly distinguished from other fees, such as user fees for application processing, and the purpose and use of impact fees should be made clear.

Finally, anyone responsible for accounting, capital budgeting, or project management for projects involving impact fees must be fully aware of the restrictions placed on the expenditure of impact fee revenues and should refer to this report for a list of the facilities and on which the impact fee calculations are based.

From: [Nicole Kissam](#)
To: [Joseph Colgan](#); [Pete Kampa](#); [Jennifer Flores](#)
Cc: [Sara Mares](#)
Subject: RE: Draft Report - Parks and Fire Impact Fees
Date: Tuesday, April 27, 2021 6:51:07 PM

Pete and Jennifer,

Now that the draft full report has been issued, here is a possible implementation timeline for Fire and Parks DIFs. This timeline depends on how quickly the District reviews this report and if there are any substantial edits, but it should provide a rough idea:

- By May 7th - Pete/Jennifer review draft report and provide comments or sign off
- By May 14th - NBS provides final report incorporating any edits
- By June 30th - Board Meeting – public hearing to review report and accept report. You may want one or two meetings depending on how much education and discussion you want to have prior to asking for report acceptance. The actual public hearing requires a 14 day public notice.
- July 1 – August 31 – County Board of Supervisors Hearing for adoption of fees. We assume that this will be able to get on the agenda sometime within a 2 month period? The County also has to do a 14 day public notice. Also this is the time to get the fee collection and remittance agreements set up between the District and the County.
- Sept 1 – October 30th – 60 day waiting period for implementation of the fees
- November 1 – Fees effective

Hope this helps – let us know if you have any questions.

NICOLE KISSAM

director

800.676.7516 | nkissam@nbsgov.com

From: Joseph Colgan <joe@colgan-consulting.com>
Sent: Tuesday, April 27, 2021 8:28 AM
To: Pete Kampa <pkampa@gcsd.org>; Jennifer Flores <jflores@gcsd.org>
Cc: Nicole Kissam <nkissam@nbsgov.com>
Subject: Draft Report - Parks and Fire Impact Fees

Hi Pete and Jennifer,

I'm attaching a draft of the report for the park and fire impact fees. Please let us know if you have questions or if you want to discuss anything in the report.

Joe Colgan

Colgan Consulting

3308 El Camino Avenue, Ste 300-212

Sacramento, CA 95821
916.205.2446
joe@colgan-consulting.com

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: May 11, 2021

SUBJECT: Agenda Item 6F. Introduction and Board Direction Regarding the Fiscal Impact Analysis for Future Development with Enhanced Fire and Park Services, to be Considered in the Formation of a Community Facilities District (CFD) Applicable to New Development Projects

RECOMMENDED ACTION:

Staff recommends the following action:

For maximum transparency and understanding of this newly proposed Community Facilities District formation, this item is being presented as a draft and no action is necessary at this time, however direction to staff would be appropriate in preparation of the final draft by the consultant.

BACKGROUND:

Last year the board of directors initiated several actions to reduce the impact of new land development projects on district provided services and related finances. It has become very clear that the cost of providing park and fire services far exceeds the sole source of revenue to fund the services; property taxes. It was therefore important to understand the true cost of providing park and fire services on a per property, or per person basis so that necessary revenue can be raised to cover the cost of the services adequately.

In addition, it was important for the board to determine the capacity of our current services and how new development projects would affect that capacity. In other words, as call volume increases with the fire Department, due to population growth, we will need additional firefighters which will create additional expense for staffing, fuel, insurance, safety gear etc. The board has given clear direction that it intends to meet the National Fire protection Association standards for response times, equipment, personnel, who will require adding another fire engine and crew in the short term. As discussed in the prior agenda item development impact fees are being established to fund the cost of equipment purchase and facilities to support and provide the increased capacity.

What is under consideration in this agenda item is the fiscal impact that new development has on our existing fire and park services, and the cost of expanding our staffing and related operations in the future as needed. Therefore, the board entered into contract with NBS consulting for the

preparation of a Fiscal Impact Analysis as the first step in the creation of a community facilities district that will apply to new development projects within the district boundaries. Over the last several months district staff and NBS have been sharing data, reviewing technical memoranda and evaluations, and reviewing various draft versions of assumptions and criteria in the development of the fiscal impact analysis report. NBS has completed an initial draft report which was presented to an ad hoc committee consisting of President Kwiatkowski and Vice President Mora, who have recommended that the study report be presented to the board to increase the level of understanding of the methodology for calculating these fees, received input and hopefully receive some public input and understanding. We have also attached the consultant's draft schedule for adoption of the FIA and resolution forming the CFD.

Please remember that on formation of the CFD, new land development projects will be required to annex into the CFD as a condition of receiving land development entitlements through the county. The tax that funds the CFD will then be levied on the project property on the tax year following receipt of development entitlement through the county. The CFD tax does not apply to existing developed properties.

ATTACHMENTS:

1. Fiscal Impact Analysis Study Report
2. CFD implementation Schedule

FINANCIAL IMPACT:

None at this time, report only.

GROVELAND COMMUNITY SERVICES DISTRICT

Report For:

**Fiscal Impact Analysis for
Future Development with Enhanced Services**

March 2021

Prepared by:



nbsgov.com

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SECTION 1 | INTRODUCTION

The Groveland Community Services District (the “District”) is undertaking a comprehensive review of the net fiscal impact to its Fire and Parks budgets in anticipation of additional development throughout the District, as well as options to recover the additional fire services costs relating to the supplementary CalFire staffing requirements resulting from such development. The District is concurrently conducting a development impact fee study, which, among other things, will present options to recover the capital costs associated with future development within the District. This review of the revenues generated from existing development, as compared with the costs the District incurs to provide fire/rescue and recreational services, reveals that development produces an overall negative fiscal impact for all land use types within the District. To off-set the negative fiscal impacts created by those land uses, the District should explore establishing a funding source to mitigate those negative fiscal impacts.

This fiscal impact report will provide background information, applicable financial information and analysis, and recommended actions for the District’s consideration. To accomplish this objective, the report includes the following information:

- **Background information.** The introductory portion of the report focuses on the District, as well as the public services and operations under review. Existing development information is also addressed in this section.
- **Revenues.** This section of the report identifies the various revenue sources and the potential recurring revenues, given certain reasonable assumptions.
- **Expenditures.** The expenditure section of the report identifies the estimated recurring cost burden placed upon the District operations.
- **Fiscal Impact.** Using existing development’s identified revenues and expenditures, this section of the report identifies the overall fiscal impact to the District operations. Fiscal impacts are addressed on a land use category basis and using either a per dwelling unit or per building square foot factor.
- **Recommendations.** Finally, the report concludes with a summary of fiscal analysis findings and recommendations for the District’s consideration.

SECTION 2 | BACKGROUND

Development can provide a significant benefit to a public agency. As part of the overall decision-making process to move forward with any proposed development, it is important to evaluate the contributions and demands that the future development will place upon a public agency's general operating fund. In this analysis, the District needs to determine the fiscal impact of future development throughout the District, and determine the overall fiscal impact placed upon the District's operational budget as a result. To determine the anticipated fiscal impacts placed upon the District, this fiscal impact analysis is designed to quantify the approximate cost of services provided by the District in order to fully serve the population.

Analysis Methodology

The revenue portion of the fiscal impact analysis focuses on various taxes, fees, and other District revenues needed to fund ongoing operational costs and the expenditures portion of the fiscal impact analysis includes recurring District expenditures to provide ongoing services.

There are several industry-accepted methods for allocating a public agency's recurring revenues and expenditures to future development. This fiscal analysis largely focuses on two industry standard approaches: the case study approach and the multiplier approach. Both of the approaches are summarized below.

CASE STUDY APPROACH

When data used in a fiscal impact analysis is specific to the analysis itself and is not dependent upon industry accepted generalized multipliers such as the number of residents, employees, etc., the case study approach is utilized. The case study approach relies on development-specific data to estimate the fiscal impacts created from development of a project. Data used in the case study approach may include assessed valuations, property turnover rates, residential and employee populations, household incomes, estimated sales, and taxable expenditures, as applicable to the fiscal analysis.

MULTIPLIER APPROACH

The multiplier approach is used in a fiscal impact analysis when the relationship of the revenues or expenditures generated from the proposed development project are difficult to measure. This particular approach anticipates that certain revenues and expenditures are indicators of future anticipated revenues and expenditures, which can be quantified based upon changes in the number of persons served by the public agency. To apply the multiplier approach, the fiscal analysis determines an average revenue or expenditure amount based upon a per person served basis. Depending on the type of revenue or expenditure, the type of person served can include a resident, employee, or a combination of both.

Current District Persons Served

In order to best apply the multiplier approach in the fiscal impact analysis, and to allocate applicable revenues and expenditures, District population information is utilized. For purposes of this fiscal analysis, District's population includes both residential and employee population estimates.

When determining the total number of persons served, the relationship between the residential population and employee population is evaluated to determine if there are varying levels of services provided to each demographic group. For example, services provided by a public agency may include activities that focus on the well-being of only the residential population. In those particular instances, future changes to the employee population has very limited, if any, additional fiscal impacts upon that particular service category. To recognize any reduced impacts by the employee population, as compared to the residential population, the employee population would receive a reduced weighting. However, there is a similar and relatively uniform manner that the District’s services are provided to both the residential and employee population, which results in a 1:1 relationship between the residential and employee population. Therefore, for purposes of this fiscal analysis, the number of current persons served within the District is the same as the current population estimates and is provided in the table below.

TABLE 1. CURRENT PERSONS SERVED

Current Residential Population ¹	Current Employee Population ²	Current Persons Served
3,017	1,027	4,044

Based upon the District’s current residential population and employee population estimates, the total number of persons currently served within District is 4,044 persons.

District Fiscal Impact Factors

This fiscal analysis will quantify the estimated fiscal impacts on a per person served basis. However, in order to determine the overall fiscal impacts that various residential and non-residential land use categories have upon the District’s operational budget, fiscal impact factors are assigned. This fiscal impact analysis will evaluate the following land use categories: residential, hotel, RV park, and commercial. The table below provides the number of persons per residential dwelling unit or number of employees per 1,000 gross square footage of building area were identified.

TABLE 2. PERSONS PER LAND USE CATEGORY

Description	Persons	Per
Residential	2.15 ³	Dwelling Unit
Hotel	2.00 ³	Room
RV Park	2.00 ³	Space
Commercial	2.10 ⁴	1,000 Square Feet

¹ Population Trends and Key Indicators for Groveland Community Services District for 2020, as provided by American Community Survey, ESRI, and Bureau of Labor Statistics

² Employment Overview for Groveland Community Services District for 2020, as provided by American Community Survey, ESRI, and Bureau of Labor Statistics

³ Impact Fee Study, as provided by Colgan Consulting Corporation

⁴ Estimated persons from comparable FIA report data

Calls for Fire Service Impact Factor

The fiscal impact analysis explores the additional cost burden as it relates to the potential increases in calls for fire service that may result from a particular land use type within the District. The following table shows estimated calls for fire service impact factors:

TABLE 3. CALLS FOR FIRE SERVICE PER UNIT AND IMPACT FACTORS

Description	Fire Calls per Unit ⁵	Impact Factor
Residential	0.103	1.00 ⁶
Hotel	0.136	1.32 ⁷
RV Park	0.136	1.32 ⁸
Commercial	0.205	1.99 ⁹

⁵ Estimated average calls for fire service per unit per year from analysis of a random sample of calls for the three-year period from 2016-2018, per Impact Fee Study, as provided by Colgan Consulting Corporation

⁶ Per dwelling unit

⁷ Per room

⁸ Per space

⁹ Per one-thousand square feet of building area

SECTION 3 | REVENUE ESTIMATE

The District relies on revenue received from several sources. The majority of the District’s operating revenue for its Fire and Parks budgets is primarily property tax revenue, with additional revenues from fees and other revenue. To determine the estimated property tax revenue generated from existing development, the case study approach is used in this fiscal analysis. The multiplier approach is then used to allocate certain types of other revenue that the District receives.

Property Tax Revenue

Under California law, non-exempt property pays an *ad valorem* property tax equal to 1% of the assessed value of the property. Any additional voter-approved taxes or assessments will result in a total property tax rate burden that can exceed 1% of the property’s assessed value. The property tax revenue received from the 1% *ad valorem* property tax rate is then allocated to various overlapping public agencies based upon their authorized allocation for each Tax Rate Area (“TRA”). The boundary of the District includes 12 TRAs in the County, with the District receiving a varying percentage of the 1% *ad valorem* property tax revenue within each TRA. However, the weighted average of the AB-8 rates for these twelve TRAs was calculated to be approximately 16.59%, meaning the District receives approximately 16.59% of the 1% *ad valorem* property tax revenue on a District-wide basis.

RESIDENTIAL DEVELOPMENT PROPERTY TAX

The District serves a diverse area that covers approximately 15 square miles and contains a variety of residential land uses. To estimate the property tax revenue received from residential property, values for the residential land use category need to be determined. Using average single-family, condo/townhome, and mobile home assessed value information for homes built between 2018 and 2020 obtained from recent Tuolumne County Secured Roll data for parcels within the County, the estimated assessed value for the residential category can be quantified. The data sources indicate that the approximate average value for residential property is \$296,500. Applying this approximate value to the residential category, the estimated secured property tax revenue from future residential development is quantified in the table below.

TABLE 4. RESIDENTIAL SECURED PROPERTY TAX REVENUE

Description	Residential Amount
Approximate Value per Residential Dwelling Unit	\$296,500
Less: Homeowner’s Exemption ¹⁰	(7,000)
Estimated Taxable Value per Residential Dwelling Unit	\$289,500
1% <i>Ad Valorem</i> Property Tax	\$2,895
District Share of 1% <i>Ad Valorem</i> Property Tax ¹¹	16.59%
Annual Residential Secured Property Tax Revenue	\$480

Based on the approximate value for residential property, it is estimated that residential property will generate property tax revenue of approximately \$480 per residential dwelling unit for the District per year.

HOTEL DEVELOPMENT PROPERTY TAX

In order to best calculate the potential property tax revenue to be generated from hotel developments, the estimated hotel assessed value is considered. The average assessed value per room of hotel property sold between 2018 and 2020 was obtained from recent Tuolumne County Assessor’s data for parcels within the County. Applying this approximate value per room, the estimated secured property tax revenue from future hotel development is quantified in the table below.

TABLE 5. HOTEL SECURED PROPERTY TAX REVENUE

Description	Hotel Amount
Estimated Value per Room	\$78,000
1% <i>Ad Valorem</i> Property Tax	\$780
District Share of 1% <i>Ad Valorem</i> Property Tax ¹¹	16.59%
Annual Hotel Secured Property Tax Revenue	\$129

Based on the approximate value per room for hotels, it is estimated that hotels will generate property tax revenue of approximately \$129 per room for the District per year.

¹⁰ Homeowner’s Exemption that is available to all owner-occupied residences within Tuolumne County reducing the assessed value of a residence by \$7,000

¹¹ Approximate, based upon the weighted average of the AB-8 rates for the twelve TRAs in the District

RV PARK DEVELOPMENT PROPERTY TAX

In order to best calculate the potential property tax revenue to be generated from an RV park development, estimated construction cost is considered, which in turn will determine a project’s assessed value. It is estimated that the cost to build an RV park is anywhere from \$15,000 to \$50,000 per space¹². For purposes of this analysis, we will assume a mid-range construction cost per space of \$32,500. Applying this approximate value per space, the estimated secured property tax revenue from future RV park development is quantified in the table below.

TABLE 6. RV PARK SECURED PROPERTY TAX REVENUE

Description	RV Park Amount
Estimated Value per Space¹²	\$32,500
1% <i>Ad Valorem</i> Property Tax	\$325
District Share of 1% <i>Ad Valorem</i> Property Tax ¹¹	16.59%
Annual RV Park Secured Property Tax Revenue	\$54

Based on the approximate value per space for RV parks, it is estimated that RV parks will generate property tax revenue from approximately \$54 per space for the District per year.

COMMERCIAL DEVELOPMENT PROPERTY TAX

In order to best calculate the potential property tax revenue to be generated from commercial development, estimated commercial assessed value is considered. The average assessed value per building square foot of commercial property built between 2018 and 2020 was obtained from recent Tuolumne County Assessor’s data for parcels within the County. Applying this approximate value per building square foot for commercial property, the estimated value and secured property tax revenue from future commercial development is quantified in the table below.

TABLE 7. COMMERCIAL SECURED PROPERTY TAX REVENUE

Description	Commercial Amount
Estimated Value per Building Square Foot	\$333
Non-Residential Gross Building Square Feet Factor ¹³	1,000
Total Non-Residential Estimated Taxable Value	\$333,000
1% <i>Ad Valorem</i> Property Tax	\$3,330
District Share of 1% <i>Ad Valorem</i> Property Tax ¹¹	16.59%
Annual Commercial Secured Property Tax Revenue	\$552

¹² Stephen Melendez {2018}, 'How to Build RV Parks', *Houston Chronicle*, December 10

¹³ Fiscal impacts for commercial property is based upon each 1,000 square feet of gross building area

Based on the approximate value per 1,000 square feet of gross building area for commercial property, it is estimated that commercial property will generate property tax revenue of approximately \$552 per 1,000 square feet of gross building area for the District per year.

Other District Revenue

While property tax revenue represents the majority of the District’s annual operating revenue, the District also receives operating revenue from several other sources. Other District revenue sources include fees for use of the Strike Team’s equipment, grants, park use fees, dog park permit fees, cell tower leases, and interest. Using revenue budget information provided by the District, the table below presents the anticipated other revenues.

TABLE 8. OTHER DISTRICT REVENUE

Description	2020-2021 Fire Budget Amount ¹⁴	2020-2021 Parks Budget Amount ¹⁴	2020-2021 Total Amount
Strike Team-Equipment Use	\$20,500	n/a	\$20,500
Jones Hill Fire Break Grant	166,300	n/a	166,300
Use Fees	n/a	\$500	500
Dog Park Permit Fees	n/a	1,500	1,500
Cell Tower Leases	n/a	42,000	42,000
Interest	10,000	4,000	14,000
Total Other District Revenue	\$196,800	\$48,000	\$244,800

The overall impact that development will have on the District’s revenue sources is based upon the assumption that the current per capita revenue amounts will serve as the best indicator of future per capita revenue amounts. Therefore, to best allocate the other District revenues to future development, the multiplier approach is utilized. Table 1 previously identified that the total numbers of persons currently served within the District is 4,044. Using the number of persons served, the amount of other District revenue per person can be determined. The total other District revenue amounts, the total number of persons served, and the amount per person served are presented in the table below.

¹⁴ Budget amounts as detailed in the District’s Fiscal Year 2020/21 Adopted Final Budget

TABLE 9. OTHER DISTRICT REVENUE PER PERSON SERVED

Description	2020-2021 Fire Budget Amount	2020-2021 Parks Budget Amount	Persons Served	Annual Fire Amount per Person Served	Annual Parks Amount per Person Served
Strike Team-Equipment Use ¹⁵	\$20,500	n/a	n/a	\$0.00	\$0.00
Jones Hill Fire Break Grant ¹⁵	166,300	n/a	n/a	0.00	0.00
Use Fees	n/a	\$500	4,044	0.00	0.12
Dog Park Permit Fees	n/a	1,500	4,044	0.00	0.37
Cell Tower Leases ¹⁵	n/a	42,000	n/a	0.00	0.00
Interest	10,000	4,000	4,044	2.47	0.99
Totals	\$196,800	\$48,000		\$2.47	\$1.48

With the above annual fire amount per person served of \$2.47 and the annual parks amount per person served of \$1.48, the total amount of other District Fire and Parks revenue allocated to each person served is \$3.95. It should be noted that the amount of other District revenue per person excludes revenues that are not impacted by changes in the District population. Those excluded revenues include amounts received from use of equipment, grants, and leases. The other District revenue amount per person is multiplied by the number of persons served per residential dwelling unit, hotel room, RV park space, or the number of persons served per 1,000 square feet of gross commercial building area, as shown in the table below.

TABLE 10. OTHER DISTRICT REVENUE

Description	Other District Revenue per Person Served	Persons Served	Occupancy Factor ¹⁶	Total Other District Revenue
Residential Amount	\$3.95	2.15	1.00	\$8
Hotel Amount	3.95	2.00	0.66	5
RV Park Amount	3.95	2.00	0.69	5
Commercial Amount	3.95	2.10	1.00	8

¹⁵ Fixed and not tied to population

¹⁶ The occupancy factor is the share of available rooms/spaces that are occupied or being rented during a given time. Information for Hotel occupancy rates is the average for calendar years 2018 and 2019, obtained from [statista.com](https://www.statista.com); information for RV Parks is the average occupancy rate for parks/campgrounds with full hook ups, obtained from the National Association of RV Parks and Campgrounds' 2019 Industry Trends and Insights Report.

The total estimated property tax revenue (Tables 4 through 7) and other district revenue (Table 10) are shown in the table below.

TABLE 11. TOTAL ANNUAL REVENUE

Description	Property Tax Revenue	Other District Revenue	Total Annual District Revenue
Residential Amount	\$480	\$8	\$489
Hotel Amount	129	5	135
RV Park Amount	54	5	59
Commercial Amount	552	8	561

SECTION 4 | EXPENDITURES ESTIMATE

The revenue previously identified in Section 3 of this fiscal analysis is intended to pay for the recurring expenditures related to the District’s ongoing operations. Using the District’s projected operating expenditures, the tables below presents the anticipated operational costs.

TABLE 12. DISTRICT FIRE EXPENDITURES SUMMARY

Description	2020-2021 Fire Budget Amount ¹⁴
Cal Fire Contract	\$1,056,071
Salaries and Benefits	64,834
Retiree Medical	14,350
Unfunded Pension Liability	62,730
Radio Communications	5,000
Fuel	14,820
Protective Clothing/Wildland	7,000
Medical Supplies/EMS Equip.	1,500
Small Tools & Safety Equipment	4,500
Repair & Maint.-Station General	7,000
Repair & Maint.-Apparatus	16,500
Repair & Maint.- Equipment	2,000
SCBA Equipment	7,500
Utilities	18,628
Office & Cleaning Supplies	4,900
Training	2,000
Fire Prevention Supplies/Events	500
Jones Hill Fire Break (Grant)	166,300
Admin Allocation Transfer Out	77,456
Totals	\$1,533,589

TABLE 13. DISTRICT PARK EXPENDITURES SUMMARY

Description	2020-2021 Park Budget Amount¹⁴
Salaries and Benefits	\$25,223
Dog Park	500
Repair & Maintenance	7,300
Utilities	35,000
Janitorial Services	12,500
Safety Equipment	1,000
Park Master Plan	10,611
Admin Allocation Transfer Out	15,491
Totals	\$107,625

The overall fiscal impact that development will have on the District’s expenditures is based upon the assumption that the current per capita expenditures will serve as the best indicator of future per capita expenditures. Therefore, to best allocate the District expenditures to future development, the multiplier approach is utilized.

District Expenditure per Person Served

As previously noted in Table 1, the total number of persons served in the District is 4,044. Utilizing the multiplier approach, the number of persons served is applied to the expenditure line item to determine the allocable expenditure per person. The tables below provides the expenditure per person for each of the expenditure categories.

TABLE 14. DISTRICT FIRE EXPENDITURES PER PERSON SERVED

Description	2020-2021 Budget Amount ¹⁴	Persons Served	Annual Amount per Person Served
Cal Fire Contract	\$1,056,071	4,044	\$261.15
Salaries and Benefits	64,834	4,044	16.03
Retiree Medical	14,350	4,044	3.55
Unfunded Pension Liability	62,730	4,044	15.51
Radio Communications	5,000	4,044	1.24
Fuel	14,820	4,044	3.66
Protective Clothing/Wildland	7,000	4,044	1.73
Medical Supplies/EMS Equip.	1,500	4,044	0.37
Small Tools & Safety Equipment	4,500	4,044	1.11
Repair & Maint.-Station General	7,000	4,044	1.73
Repair & Maint.-Apparatus	16,500	4,044	4.08
Repair & Maint.- Equipment	2,000	4,044	0.49
SCBA Equipment	7,500	4,044	1.85
Utilities	18,628	4,044	4.61
Office & Cleaning Supplies	4,900	4,044	1.21
Training	2,000	4,044	0.49
Fire Prevention Supplies/Events	500	4,044	0.12
Jones Hill Fire Break (Grant) ¹⁵	166,300	n/a	0.00
Admin Allocation Transfer Out	77,456	4,044	19.15
Total Fire Expenditures per Person Served	\$1,533,589		\$338.10

TABLE 15. DISTRICT PARKS EXPENDITURES PER PERSON SERVED

Description	2020-2021 Budget Amount ¹⁴	Persons Served	Annual Amount per Person Served
Salaries and Benefits	\$25,223	4,044	\$6.24
Dog Park	500	4,044	0.12
Repair & Maintenance	7,300	4,044	1.81
Utilities	35,000	4,044	8.65
Janitorial Services	12,500	4,044	3.09
Safety Equipment	1,000	4,044	0.25
Park Master Plan	10,611	4,044	2.62
Admin Allocation Transfer Out	15,491	4,044	3.83
Total Parks Expenditures per Person Served	\$107,625		\$26.61

Based upon the anticipated budget amount and the number of persons served, the District services result in Fire and Parks expenditures of \$364.72 per person served.

District Expenditure per Unit

Based upon the expenditures per person served calculated in Tables 14 and 15, the rate per person served is calculated by the number of persons served per property land use type to determine the total expenditures per property land use unit. The table below provides the expenditure per unit, by property land use type.

TABLE 16. DISTRICT EXPENDITURES PER UNIT

Description	Fire Costs per Person Served	Calls for Fire Service Impact Factor Served	Adjusted Fire Costs per Person Served	Parks Cost per Person Served ¹⁷	Total Costs per Person Served	Persons Served	Occupancy Factor	Total Expenditures per Unit
Residential Amount	\$338.10	1.00	\$338.10	\$26.61	\$364.72	2.15	1.00	\$784
Hotel Amount	338.10	1.32	446.43	0.00	446.43	2.00	0.66	589
RV Park Amount	338.10	1.32	446.43	0.00	446.43	2.00	0.69	616
Commercial Amount	338.10	1.99	672.92	26.61	699.54	2.10	1.00	1,469

¹⁷ Parks Costs per Person Served not applied to Hotels or RV Parks, as these are typically only overnight visitors

SECTION 5 | FISCAL IMPACT

Based on the estimated total revenue determined in Section 3 and the total allocated expenditures presented in Section 4, there is a negative fiscal impact for property land use types. The table below sets forth the total anticipated fiscal impact for the various residential and non-residential land uses.

TABLE 17. ANNUAL FISCAL IMPACT

Description	District Revenue	District Expenditures	Annual Fiscal Impact	Per
Residential Amount	\$489	\$784	(\$295)	Dwelling Unit
Hotel Amount	135	589	(455)	Room
RV Park Amount	59	616	(557)	Space
Commercial Amount	561	1,469	(908)	1,000 Building Square Feet

Based on revenue and expenditure estimates, all land use types create a varying negative fiscal impact for the District’s Fire and Parks operating funds.

To mitigate any negative fiscal impacts from future development, the District should consider the establishment of a Special Financing District. Alternatives for the District’s consideration are presented in Section 6 of this fiscal impact analysis.

SECTION 6 | ENHANCED FIRE SERVICES COSTS

Future development needs to provide funding for enhanced levels of fire service within the District. The District has determined that future development within the District will require six additional full time CalFire employees. The total increase to the CalFire budget is anticipated to be \$1,167,864, including additional District administrative costs. Currently, the District does not have a long-term funding source to pay for the enhanced level of services needed as a result of future development. To provide a long-term funding solution, the enhanced fire services costs should be included in the CFD and recovered from future development. The call-adjusted additional persons served within the District is shown in the table below.

TABLE 18. CALL-ADJUSTED ADDITIONAL PERSONS SERVED

Description	Forecasted Additional Units ¹⁸	Persons Served per Unit	Occupancy Factor	Calls for Fire Service Impact Factor	Forecasted Call-Adjusted Additional Persons Served
Residential Amount	585	2.15	1.00	1.00	1,258
Hotel Amount	200	2.00	0.66	1.32	349
RV Park Amount	88	2.00	0.69	1.32	160
Commercial Amount	34.8	2.10	1.00	1.99	145
Total					1,912

The following table shows the enhanced services cost per call-adjusted additional person served.

TABLE 19. ENHANCED FIRE SERVICES COST PER CALL-ADJUSTED PERSON SERVED

Description	Amount
Enhanced Fire Services Costs	\$1,167,864
Call-Adjusted Additional Persons Served	1,912
Enhanced Fire Services Cost per Call-Adjusted Additional Person Served	\$611

¹⁸ Impact Fee Study, as provided by Colgan Consulting Corporation. Dwelling Units for Residential; Rooms for Hotel; Spaces for RV Park; 1,000 square feet of building area for Commercial

The following table shows the enhanced services costs for the various residential and non-residential land uses.

TABLE 20. ENHANCED SERVICES AMOUNT PER UNIT

Description	Enhanced Fire Services Cost per Call Adjusted Additional Persons Served	Call-Adjusted Additional Persons Served	Total Enhanced Services Amount	Enhanced Services Amount per Unit	Per
Residential Amount	\$611	1,258	\$768,191	\$1,313	Dwelling Unit
Hotel Amount	611	349	212,902	1,065	Room
RV Park Amount	611	160	97,935	1,113	Space
Commercial Amount	611	145	88,836	2,553	1,000 Building Square Feet

SECTION 7 | FISCAL IMPACT FUNDING OPTIONS

To mitigate the negative fiscal impacts identified in Section 5 of this report, the District should consider the establishment of a special financing district (“SFD”), which could include a special tax or a special assessment. Since the District’s negative fiscal impacts are attributable to the provision of general services, a special assessment may not be the most appropriate funding option for the District to mitigate those impacts. Special assessments require the identification and separation of general and special benefits. Special benefits can be assessed to property, but all general benefits must be funded by sources other than the special assessments. Therefore, a special assessment would not entirely alleviate the negative fiscal impact. Alternatively, the District could implement a special tax.

Community Facilities Districts

A Community Facilities District, or CFD and also referred to as a Mello-Roos District, is a type of SFD that is established via the Mello-Roos Community Facilities District Act of 1982 (“1982 Act”). Through the levy and collection of a special tax, CFDs provide funding for authorized public improvements and/or public services. The CFD’s Rate and Method of Apportionment includes procedures for identifying and classifying property within the CFD, establishing the initial maximum special tax rates, and the formula for calculating the annual special tax and assigning the special tax to taxable property within the CFD. Since CFDs authorize the levy and collection of a special tax, as opposed to a special assessment, there is no requirement to make a finding of special benefit for the property subject to the special tax. However, the special tax should be based on a benefit received by property, the cost of providing the facilities or services, or some other reasonable basis for assigning the special tax, as determined by the legislative body.

In order to establish a CFD, the 1982 Act requires a two-thirds approval of the registered voters, residing within the proposed CFD boundary, voting in the special tax election. If there are less than 12 registered voters within the proposed CFD boundaries, then a landowner special tax election can take place. In the case of a landowner special tax election, a two-thirds approval is still required and each landowner receives one vote per acre or portion of an acre of land owned. It should be noted that if a CFD is approved via a landowner special tax election, the CFD is only authorized to fund additional services. In *Building Industry Association of the Bay Area v. City of San Ramon*, the California Appellate Court held that a landowner-approved CFD can only fund the increase in demand for pre-existing services, so long as the special tax revenue is not available for general government purposes. The additional services funded by the CFD shall not replace services already available and provided within the boundaries of the CFD. Further, special tax revenue generated from the CFD can only be used to fund the authorized public services set forth in the 1982 Act. CFD authorized public services include fire protection services and maintenance and lighting of parks. It should be noted that any CFD formed by the District, as well as any potential annexations to that CFD, would be approved by a landowner special tax election, as new development projects would be required to participate in the CFD as a condition of approval.

FUTURE DEVELOPMENT SPECIFIC COSTS

In addition to using a CFD to mitigate future residential development’s negative fiscal impacts, the CFD can also fund authorized CFD services that are intended to provide an enhanced level of service or services that are unique to future development. These services would be in addition to any previously identified

negative fiscal impacts placed upon the District in providing fire protection services. Funding for any enhanced and/or additional recurring public service costs, including repairs and replacements, reserves and administration can be accomplished through a CFD.

BENEFITS TO THE DISTRICT

Through the formation of a CFD, the District can establish an ongoing funding source that mitigates the negative fiscal impacts created by future residential and non-residential development, as well as provide funding for new or enhanced services within the District. The CFD’s maximum special tax rate can include an annual escalation factor, to keep pace with changing costs, that is based upon an annual fixed amount or an escalation factor that is tied to a specific inflation index. Further, the CFD special tax can be established without a sunset date so that the CFD special tax can be levied in perpetuity or until the voters choose to end it.

CFD Special Tax Recommendation

In order for the District to continue to provide necessary services to their population base, the District needs to ensure that developing property pays their fair share of any additional fiscal burdens placed upon the District’s operational budget, including additional services required as a result of such development. To mitigate the negative fiscal impacts, the District should consider establishing a CFD. The levy and collection of the special tax could generate sufficient revenue to offset the negative fiscal impacts to the District. Further, the CFD provides the flexibility to generate additional revenue to fund any enhanced or new project specific costs desired by future development. The CFD’s Rate and Method of Apportionment establishes the special tax formula and sets the initial maximum special tax rates. A benefit of the CFD is that it allows for a great deal of flexibility in structuring the special tax formula so that the formula and maximum special tax rates best fit and accomplish specific needs. In this particular case, the CFD special tax rates could be sized to recover the annual negative fiscal impact on development, recover ongoing administrative costs related to the CFD, and be structured to create both a residential special tax rate and non-residential special tax rate.

CFD SPECIAL TAX RATES

Based on the overall fiscal impacts created by future development, the proposed annual base CFD special tax rates for consideration are provided in the table below.

TABLE 21. PROPOSED CFD SPECIAL TAX RATES

Land Use Category	Existing Budget Fiscal Impact	Enhanced Services Fiscal Impact	Total CFD Special Tax Rate ¹⁹	Per
Residential	\$295	\$1,313	\$1,609	Dwelling Unit
Hotel	455	1,065	1,519	Room
RV Park	557	1,113	1,670	Space
Commercial	908	2,553	3,461	1,000 Building Square Feet

¹⁹ Rates for services portion; does not include potential CFD administration or reserve/contingency costs

The CFD special tax rates presented in Table 21 would represent the initial CFD maximum special tax rates to fund the identified negative fiscal impacts. The District could also increase the initial CFD maximum special tax rates to cover the added costs for administering the CFD, as well as establish any reserves or contingency funds. Further, the CFD would be structured to include a special tax escalation factor, which would allow for an annual increase to the initial CFD maximum special tax rates. While the CFD maximum special tax rates would increase on an annual basis, the District is not required to levy the special tax at the CFD maximum special tax rates each year. In order to meet the CFD annual special tax requirement, authorized services and administrative costs, the District has the flexibility to levy a CFD special tax amount that is less than or equal to the CFD maximum special tax.

**GROVELAND COMMUNITY SERVICES DISTRICT
COMMUNITY FACILITIES DISTRICT NO. 2021-1
(PUBLIC SERVICES)**

CFD FORMATION SCHEDULE

Board of Directors meets on the 2nd Tuesday at 10:00pm

Schedule Dates	Scheduled Tasks	Responsible Party
June 1, 2021	Final Resolution of Intention due to Board Secretary	NBS
June 8, 2021	Intent Meeting – Board of Directors considers Resolution of Intention, including Boundary Map, and setting the date of the Public Hearing	GCSD
June 23, 2021	Boundary Map must be recorded on or before this date	GCSD
July 6, 2021	Board Secretary publishes of the Hearing Notice in the local adjudicated newspaper at least 7 days prior to Public Hearing	GCSD
July 6, 2021	Final Resolution of Formation due to Board Secretary	NBS
July 13, 2021	Public Hearing – Board of Directors allows any public comments either oral or written. Board of Directors determines whether there has been a majority protest or not, then considers Resolution of Formation	GCSD

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: May 11, 2021

SUBJECT: Agenda Item 6G. Adoption of the Resolution Approving the 2021 Wastewater Treatment Plant Improvements Project Plans and Specifications and Authorize Public Bidding

RECOMMENDED ACTION:

Staff recommends the following action:

I move to Adopt Resolution 14-2021 Approving the 2021 Wastewater Treatment Plant Project Plans and Specifications and Authorize Public Bidding.

BACKGROUND:

In early 2020, the Board approved the purchase of a replacement headworks “rotating screen” which services as the primary removal mechanism for inorganic materials coming into the Wastewater Treatment Plant (WWTP). The screen had failed numerous times and was nearing catastrophic failure. During preparation of the 2020/21 fiscal year budget, the Board also approved the addition of smaller project components into the WWTP Improvements Project. The smaller project components have been combined into the larger headworks project to hopefully receive better construction bids. The components of the project are generally as follows:

1. The installation of the headworks screen purchased in 2020
2. the installation of control manholes and bypass valves on the inlet to the headworks cream system
3. the renovation of electrical controls for the headworks screen system
4. the renovation of the recycled water irrigation system pumps, piping, and valves
5. the upgrade of lift station #2 to the district standards including pumps and pump mounting systems
6. the installation up concrete in the sludge processing area of the wastewater plant

After significant headworks screen manufacturing delays, and covid-19 related electrical design delays, the project design is complete and under internal review. Due to the urgent need to get this project complete, staff seeks authorization from the Board to proceed with bidding. The District Engineer is updating the cost estimate and bidders notice and we will distribute to the Board as

soon as they are available to us. If they are not available by the Board meeting, we can move this item to a special meeting in the future, at the pleasure of the Board.

ATTACHMENTS:

1. Resolution 14-2021

FINANCIAL IMPACT:

To be provided to the Board on receipt. \$1.5 million in funding is immediately available for allocation to this project.

RESOLUTION 14-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING THE 2021 WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT PLANS AND SPECIFICATIONS AND AUTHORIZE PUBLIC BIDDING

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

WHEREAS, the District Engineer has conducted an evaluation of the District’s Wastewater Treatment Plant Headworks, Recycled Water Distribution system, Lift Station #2 and solids handling processes and determined that numerous system defects exist and require immediate replacement and upgrade for effectiveness and efficiency; and

WHEREAS, the District applied for and received loan funding in the amount of \$1,500,000 to provide funding for the project; and

WHEREAS, the District Engineer has directed the preparation of project plans and specifications acceptable to the District and the District Engineer is prepared to issue a Notice to Bidders following Board approval.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES hereby adopt Resolution 14-2021 approving the 2021 Wastewater Treatment Plant Improvements Project Plans and Specifications and Authorize Public Bidding.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on May 11, 2021 by the following vote:

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

Rachel Pearlman, Board Secretary

Janice Kwiatkowski, President - Board of Directors

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 May 11, 2021.

DATED: _____

DRAFT