

SPECIAL MEETING OF THE BOARD OF DIRECTORS
Groveland Community Services District

AGENDA
May 19, 2016
12:00 p.m.

Groveland Community Services District
18966 Ferretti Rd
Groveland, CA 95321

Call to Order

Pledge of Allegiance

Roll Call of Board Members

Robert Swan, President
Bruce Carter, Vice President
John Armstrong, Director
Scott Wemmer, Director
Steve Perreira, Director

1. Agenda Approval

Action Items to be Considered by the Board of Directors

2. Consent Calendar

- A. Approve Minutes from April 11, 2016 Regular Board Meeting
- B. Approve Minutes from April 27, 2016 Special Board Meeting

3. Consider for Approval Declaring Surplus Sale for Outdated Equipment (Staff)

4. Consider for Approval Revised Sewer Rate Request for Proposal (Staff)

Closed Session

A. CONFERENCE WITH LABOR NEGOTIATOR (Government Code section 54957.6)

Agency designated representative: General Manager

Employee organization: Operating Engineers, Local #3

5. Adjournment

ALL AGENDA MATERIAL MAY BE INSPECTED IN THE GROVELAND COMMUNITY SERVICES DISTRICT OFFICE AT 18966 FERRETTI ROAD, GROVELAND, CALIFORNIA

Summary of Guidelines for Public Comments at District Board Meetings
(Excerpt from Exhibit B of Policy Manual for the Board of Directors)

1. Persons wishing to speak on any Agenda Item are asked to complete a Speaker Request Card and give it to the Board Secretary prior to the meeting.
2. The Presiding Officer will:
 - Announce the Agenda Item
 - Staff will provide a report and any associated recommended actions to be considered by the Board of Directors.
 - Members of the public will be identified by the Presiding Officer and asked to present their comments and submittals
 - The Presiding Officer will close the hearing and bring the issue back to the Directors for discussion and possible action.
3. Oral comments will typically be limited to 3 minutes and must be relevant to the Agenda Item.

California Elections Code Section 18340 states: Every person who, by threats, intimidations, or unlawful violence, willfully hinders or prevents electors from assembling in public meetings for the consideration of public questions is guilty of a misdemeanor.

California Penal Code Section 403 states: Every person who, without authority of law, willfully disrupts or breaks up any assembly or meeting that is not unlawful in its character...is guilty of a misdemeanor.

As presiding officer, the President of the Board has the authority to preserve order at all Board of Director meetings, to remove or cause the removal of any person from any such meeting for disorderly conduct, or for making personal, impertinent, or slanderous remarks, using profanity, or becoming boisterous, threatening or personally abusive while addressing said Board, and to enforce the rules of the Board.
(Sec. 6 Policy Manual for the Board of Directors)

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)

**REGULAR MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
April 11, 2016
10:00 a.m.**

The Board of Directors of Groveland Community Services District met in regular session on the above mentioned date with Directors Bob Swan, President, Bruce Carter, Vice President, and Steve Perreira being present. Also present General Manager Jon Sterling and Office Manager/District Secretary Jennifer Flores.

Absent: Director Wemmer and Armstrong.

Public Comment-

Mrs. Crow stated that the minutes are thorough and full of detail, but she was disappointed that it took over a year for minutes to be completed. She also stated she was upset the January 13th 2016 minutes were not included.

Paul Avilla from Cal Fire introduced Jude Costa the new Battalion Chief for Groveland to the Board.

Agenda Approval

Mr. Sterling asked to remove item 8 from the agenda.

Motion

Director Swan moved, seconded by Director Perreira and the motion passed to approve the agenda as amended.

Ayes: Directors Swan, Carter, and Perreira

Absent: Directors Wemmer and Armstrong

Action Items to be Considered by the Board of Directors

Consent Calendar

- A. Approve Minutes from May 27, 2015 Special Board Meeting
- B. Approve Minutes from June 1, 2015 Regular Meeting
- C. Approve Minutes from June 3, 2015 Special Meeting
- D. Approve Minutes from June 10, 2015 Special Meeting
- E. Approve Minutes from June 18, 2015 Special Meeting
- F. Approve Minutes from June 24, 2015 Special Meeting
- G. Approve Minutes from June 29, 2015 Special Meeting
- H. Approve Minutes from July 6, 2015 Regular Meeting
- I. Approve Minutes from July 9, 2015 Special Meeting
- J. Approve Minutes from August 3, 2015 Regular Meeting
- K. Approve Minutes from the September 8, 2015 Regular Meeting
- L. Approve Minutes from the October 5, 2015 Regular Meeting
- M. Approve Minutes from the November 16, 2015 Special Meeting
- N. Approve Minutes from the December 7, 2015 Regular Meeting
- O. Approve Minutes from the January 11, 2016 Regular Meeting
- P. Approve Minutes from the January 25, 2016 Special Meeting

- Q. Approve Minutes from the February 8, 2016 Regular Meeting
- R. Approve Minutes from the March 2, 2016 Special Meeting
- S. Waive Reading of Ordinances and Resolutions Except by Title

Director Perreira stated he did not read the minutes, therefore he cannot vote on the consent calendar.

Director Swan tabled the item until the May 9th regular meeting.

Consider for Approval Authorizing the General Manager to Sign the Cal Fire Tuolumne Calaveras Unit 2016 Local Government Assistance by Hire Agreement

Mr. Sterling presented the item to the Board. He then introduced Paul Avila who explained the new three year agreement and stated the changes that were made. A discussion ensued between the Board, Mr. Avilla, and staff.

Motion

Director Carter moved, seconded by Director Perreira, and the motion passed to Authorize the General Manager to sign the Cal Fire Tuolumne Calaveras Unit 2016 Local Government Assistance by Hire Agreement.

Ayes: Director Swan, Carter, and Perreira

Absent: Directors Wemmer and Armstrong

Consider for Approval Authorizing the General Manager to Sign the Automatic Aid/Mutual Aid Agreement Tuolumne County Fire Service Providers

Mr. Sterling introduced item to the Board. He stated the issues concerning the new Rush Creek Evergreen Lodge expansion, and the impact it will have to the Groveland Fire Station. Paul Avila explained the mutual aid agreement. A long discussion ensued between the Board, Mr. Avilla, and staff.

Motion

Director Swan moved, seconded by Director Perreira and the motion passed to authorize General Manager to Sign the Automatic Aid/Mutual Aid Agreement Tuolumne County Fire Service Providers.

Ayes: Directors Swan, Carter, and Perreira

Absent: Directors Wemmer and Armstrong

Consider for Approval Authorizing Staff to Pursue Working with Transportation Council/Transit Agency Regarding Installation of Changeable Electronic Message Sign to be Located at LS 16 Site

Mr. Sterling presented the item to the Board. He then introduced Tyler Summersett from the Transportation Council.

Mr. Summersett stated the money for the sign would be coming from Yosemite National Park, and asked the District for permission to look further into use of this site.

Director Swan stated he would like a time of use schedule included with the final agreement.

A discussion ensued between the Board, Mr. Summersett, and members of the public, and staff.

Motion

Director Carter moved, seconded by Director Swan, and the motion passed to approve Authorizing the General Manager and Staff to Work with the Transportation Council/Transit Agency (TCTA) in Developing Preliminary Plans and Concepts Leading to a Proper Agreement for the Changeable Message Sign at LS 16.

Ayes: Directors Swan, Carter, and Perreira

Absent: Directors Wemmer and Armstrong

Consider for Approval Authorizing General Manager to Execute Installment Payment Agreement for Payment of Delinquent Accounts in the Amount of \$3,255.24

Ms. Flores introduced the item to the Board. She stated the agreement would be over a six month period, and the current balance must be paid along with payment plan agreement amount. A discussion ensued between the Board and staff.

Motion

Director Swan moved, seconded by Director Carter, and the motion passed to approve Authorizing General Manager to Execute Installment Payment Agreement with Michael Spillane in the Amount of \$3255.24.

Ayes: Directors Swan, Carter, and Perreira

Absent: Directors Wemmer and Armstrong

Consider for Approval New Employee Health Insurance Plan through Ray Suess Insurance and Sending Notice of Intent to Terminate Current Health Plan to SDRMA

Ms. Flores presented the item to the Board. She stated she regularly searches insurance plans from other brokers, and that Ray Suess Insurance was able to bring the District a comparable health insurance plan, with substantial cost savings. A discussion ensued between the Board, staff and a member of the public.

Motion

Director Swan moved, seconded by Director Carter and the motion passed to approve the Proposed New Employee Health Insurance Plan through Ray Suess Insurance and Sending Notice of Intent to Terminate Current Health Plan to SDRMA.

Ayes: Director Swan, Carter, and Perreira

Absent: Directors Wemmer and Armstrong

Consider for Approval Submitting Two (2) RFP's for Sewer Rate Study, One for a Fixed and/or Variable Rate, and a Second for a Fixed and/or Variable Rate with Location Based Cost Allocation

Ms. Flores presented the item to the Board on behalf of Director Wemmer. She stated Director Wemmer is asking the Board to draft two RFP's to be sent out, so that the District can see the cost difference for doing the work based on two different sets of criteria. A discussion ensued between the Board, staff, and members of the public.

Motion

Director Carter moved, seconded by Director Swan and the motion passed to Direct Staff to Prepare a Single RFP for the Sewer Rate Study Incorporating, One Component of a Fixed and/or Variable Rate, and a Second Component, with a Fixed and/or Variable Location Based Rate; with the Costs being Separated so that they can be Identified, and that the Findings be Proposition 218 Compliant.

Ayes: Director Swan, Carter, and Perreira

Absent: Director Wemmer and Armstrong

Consider for Approval Seeking Outside Legal Counsel to Review and Provide Opinion with Regard to Each of the District's Proposed Sewer Rate Structure Scenarios

Ms. Flores presented the item to the Board on behalf of Director Wemmer. She stated that Director Wemmer would like legal counsel review of the Engineer's proposals received before a rate a study is done. A discussion ensued between the Board, staff and members of the public.

Director Perreira stated on the record that he does not want current legal counsel to review any of the proposals received. He wants two attorney reviews including a counsel who advocates for Special Districts, and one who challenges agencies.

Kay Crow stated on the record she doesn't think that it is fair that one area, (Pine Mountain Lake) should not subsidize the other (Groveland/Big Oak Flat), due to the fact one qualifies more Grants.

She also stated "from what the District's attorney released as a public statement in my opinion was a big joke. It was shameful and you paid him for that, that guy should not be practicing. It was a terrible assessment, and it lacked professionalism, and was insulting to the public".

Motion

Director Swan moved, seconded by Director Carter and the motion failed to Direct Staff to Plan to Seek Outside Expert Legal Counsel to Review and Provide Opinion on the Selected Proposal for Sewer Rate Study the Board will Eventually be Making.

Ayes: Directors Swan and Carter

Noes: Directors Perreira

Absent: Directors Armstrong and Wemmer

Director Perreira moved, no second, and the motion failed to Direct Staff to seek Expert Outside Legal Counsel, Two of them, One from Each Side of the Issue.

Ad Hoc Committees Reports

Board of Director's Policy Manual (Directors Perreira & Swan)

No report

Equipment Review Committee (Directors Wemmer & Armstrong)

Ms. Flores stated the surplus sale for equipment viewing will occur later in the month, and that an ad would be published in the Union Democrat.

Survey Committee (Director Carter)

No report

Budget Committee (Directors Swan & Perreira)

Director Swan stated the committee has been working on the budget, and that staff is looking in historic old asset files to clarify actual assets. Next meeting scheduled April 14th at 11:30 a.m.

Bargaining Unit Negotiations (Directors Swan & Wemmer)

Director Swan stated the committee has met twice, and next meeting is set for April 14th.

Fire Department (Directors Carter & Armstrong)

Director Carter stated the committee had reviewed the action items on today's agenda at their last meeting.

General Manager's Employment Contract Review (Director Perreira & Swan)

Director Swan stated the committee has met and reviewed the contract.

General Manager Goals and Objectives Committee (Directors Wemmer & Carter)
No report

Standing Committee Reports

Strategic Planning (Directors Wemmer & Swan)
Director Swan stated the committee needs to schedule a meeting.

Park Committee (Directors Wemmer & Armstrong)
Mr. Sterling stated the next meeting is April 12th at 10:00 a.m.

Water Conservation (Directors Carter & Wemmer)
Director Carter stated the committee is continuing to prepare for the greywater workshop scheduled for April 30th; as well as compiling the 2015 Water Conservation Report.

Finance Committee (Director Swan & Perreira)
No Report

Staff Reports

General Manager's Comments

Mr. Sterling stated a full draft budget will appear on the April 27th Special meeting, so it can appear on the May 9th regular meeting for final approval.

Operations and Maintenance

Mr. Sterling stated the camera and flush contractor have started

Admin/Finance

Ms. Flores presented the March payables to the Board.

Director Comments

Director Perreira stated he would like to make a counter presentation regarding the sewer expansion.

Adjournment

Motion

Director Swan moved, seconded by Director Carter, and the motion passed to adjourn the meeting at 1:07 p.m.

Ayes: Directors Swan, Carter, and Perreira

Absent: Directors Armstrong and Wemmer

APPROVED:

ATTEST:

Robert Swan, President

Lindsay Northrop, Interim Board Secretary

**BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
April 27, 2016
10:00 a.m.**

The Board of Directors of Groveland Community Services District met in special session on the above mentioned date with Directors Bob Swan, President, Bruce Carter, Vice President, Scott Wemmer, and Steve Perreira being present. Also present was General Manager Jon Sterling, Office Manager/Board Secretary Jennifer Flores, and staff member Lindsay Northrop.

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

Director Armstrong was absent.

Agenda Approval

Motion

Director Swan moved, seconded by Director Carter, and the motion passed to approve the agenda as submitted with the addition for Director Comments.

Ayes: Directors Swan, Carter, Armstrong, and Perreira

Absent: Director Armstrong

Action Items

Consent Calendar

A. Approve Minutes from January 13, 2016 Special Meeting

B. Waive Reading of Ordinances and Resolutions Except by Title

Director Perreira stated he would not vote in favor because the minutes should have been made available to the public before the rates took effect.

Motion

Director Swan moved, seconded by Director Wemmer, and the motion passed to approve the Consent Calendar as written.

Ayes: Directors Swan, Carter, and Wemmer

Noes: Director Perreira

Abstain: Director Armstrong

Director Armstrong entered the meeting at 10:06 a.m.

Mrs. Crow stated "she agreed with Director Perreira. She also stated that the rate study was done poorly, quickly, and it was done sloppily"

Consider for Approval Resolution 2-16, A Resolution of the Board of Directors of the Groveland Community Services District Adopting the Labor Compliance Program for the Lift Station 16 Improvement Project

Mr. Sterling presented the item to the Board. He stated the Department of Water Resources is requiring a resolution of acceptance for Kearny and Associates to complete the Lift Station 16 project. A discussion ensued between the Board and staff.

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to approve Resolution 2-16, A Resolution of the Board of Directors of the Groveland Community Services District Adopting the Labor Compliance Program for the Lift Station 16 Improvement Project.

Information Item

Discuss FY 2016-17 District Wide Draft Budgets

Mr. Sterling presented the item to the Board. A long discussion ensued between the Board and staff.

Director Armstrong stated that the pay scale is not competitive, and that the District is still having issues with retention, and recruitment.

Director Perreira stated "We should pay less per employee for the same work, as for someone who works in Sonora, that's how economics work."

Director Swan directs staff to reflect the budget in actuaries, change capital improvements that are known to be included into footnotes, and to make the other edits as suggested.

Director Comments

Director Armstrong thanked staff for their work on the budgets.

Director Perreira thanked Debra Percoco, and other staff for their work on preparing the budget. He also mentioned that current staffing is feeling the burden of past employees, due to the high amount of unfunded liabilities.

Director Wemmer thanked staff for the work performed on the budget. He addressed Director Perreira's comment, and raised the fact that vesting had been changed, and now an employee must work 20 years to receive benefits.

Director Carter thanked the budget and staff for their work on the budget. He also stated he is in favor of matching the employee contribution for benefits, and wants to encourage the young employees to plan for their future.

Director Swan stated he attended a SDRMA leadership class, and asked the Board to consider having a Special meeting workshop on Board norms, and behaviors. He also asked as a personal request; when Board members act as individuals and make statements to the press criticizing other members of the Board, to not criticize motivations, transparency or honesty, and for professionalism, keep comments impersonal.

Adjournment

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to adjourn the meeting at 12:42 p.m.

Ayes: Directors Swan, Carter, Wemmer, Armstrong, and Perreira

APPROVED:

Robert Swan, President

ATTEST:

Lindsay Northrop, Interim Board Secretary

DRAFT

AGENDA SUBMITTAL

To: GCSO Board of Directors
From: GCSO Equipment Committee
Date: May 19, 2016
Subject: Consider for Approval Declaring Surplus Sale of Outdated Equipment.

Summary

Service Truck #16 (2004 Chevy Silverado) recently had a complete failure of the Automatic transmission. Upon inspection and given the vehicles age and mileage our staff mechanic is recommending this vehicle be traded (\$2500) in for a 2016 Chevy Silverado 2500 HD 4WD Service Truck. Additionally Truck #12 (2004 Nissan) owned by the District has been declared surplus by the Board and our staff mechanic is recommending that this vehicle also be used for trade in value (\$6500) towards the new Service Truck. Staff solicited three quotes for the purchase of the Service Truck and Steve's Chevrolet was the lowest quote received. Steve's Chevrolet- 2016 Chevy Silverado 2500 HD 4WD with service bed \$35,084.90 less trade in (\$9,000) net price of \$26,084.90. Alfred Matthews - 2016 GMC Sierra 2500 HD 4WD with service bed \$45,575.49 plus documentation fees. Chase Chevrolet – No response. Funds would come from the 2015/16 Budget Water and Sewer Enterprise funds (050/060-300-71-150-00 \$13,042.45 each fund).

Recommended Action

The Equipment Committee recommends the 2004 Chevy Silverado to be declared surplus, trade in value (\$2,500) and the 2004 Nissan trade in value (\$6,500) to be applied to the purchase of a new Chevy Silverado 2500HD 4WD Service Truck from Steve's Chevrolet for a purchase price of \$26,084.90.

Prepared For:
 MATT DICKENS
 CITY OF GROVELAND
 Email: mmdickens78@gmail.co
 m

Prepared By: *Alan Berg*
 administrator
 STEVES CHEVROLET / BUICK INC
 1285 EAST F. ST.
 OAKDALE, CA 95361
 Phone: (209) 765-4746
 Fax: (209) 847-8653
 Email: alan@steveschevrolet.com

2016 Fleet/Non-Retail Chevrolet Silverado 2500HD 4WD Reg Cab 133.6" W

WINDOW STICKER

2016 Chevrolet Silverado 2500HD 4WD Reg Cab 133.6" Work Truck	Interior: - Dark Ash with Jet Black Interior Acc
6.0L/364 CID * Gas V8	Exterior 1: - Summit White
* 6-Speed Automatic	Exterior 2: - No color has been selected.

CODE	MODEL	MSRP
CK25903	2016 Chevrolet Silverado 2500HD 4WD Reg Cab 133.6" Work Truck	\$35,910.00
OPTIONS		
ZW9	PICKUP BOX, DELETE	-\$675.00
Z85	SUSPENSION PACKAGE, STANDARD	\$0.00
YF5	EMISSIONS, CALIFORNIA STATE REQUIREMENTS	\$0.00
L96	ENGINE, VORTEC 6.0L VARIABLE VALVE TIMING V8 SFI, E85-COMPATIBLE, F	\$0.00
MYD	TRANSMISSION, 6-SPEED AUTOMATIC, HEAVY-DUTY, ELECTRONICALLY CO	\$0.00
GEH	GVWR, 9500 LBS. (4309 KG)	\$0.00
GT5	REAR AXLE, 4.10 RATIO	\$0.00
1WT	WORK TRUCK PREFERRED EQUIPMENT GROUP	\$0.00
PYN	WHEELS, 17" (43.2 CM) STEEL	\$0.00
QHQ	TIRES, LT245/75R17E ALL-SEASON, BLACKWALL	\$0.00
ZY1	PAINT, SOLID	\$0.00
GAZ	SUMMIT WHITE	\$0.00
AE7	SEATS, FRONT 40/20/40 SPLIT-BENCH, 3-PASSENGER, DRIVER AND FRONT	\$0.00
H2R	DARK ASH WITH JET BLACK INTERIOR ACCENTS, CLOTH SEAT TRIM	\$0.00
IO3	AUDIO SYSTEM, 4.2" DIAGONAL COLOR DISPLAY, AM/FM STEREO	\$0.00
JL1	TRAILER BRAKE CONTROLLER, INTEGRATED	\$275.00
9J4	BUMPER, REAR, DELETE	INC
SPECIAL EQUIPMENT OPTIONS		
SFW	BACK-UP ALARM CALIBRATION	INC
SUBTOTAL		\$35,510.00

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 438.0, Data updated 5/10/2016
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Customer File:

Prepared For:
 MATT DICKENS
 CITY OF GROVELAND
 Email: mmdickens78@gmail.co
 m

Prepared By: *Alan Berg*
 administrator
 STEVES CHEVROLET / BUICK INC
 1285 EAST F. ST.
 OAKDALE, CA 95361
 Phone: (209) 765-4746
 Fax: (209) 847-8653
 Email: alan@steveschevrolet.com

2016 Fleet/Non-Retail Chevrolet Silverado 2500HD 4WD Reg Cab 133.6" W

WINDOW STICKER

Advert/Adjustments	\$0.00
Destination Charge	\$1,195.00
TOTAL PRICE	\$36,705.00
Est City: mpg	
Est Highway: mpg	
Est Highway Cruising Range: mi	

Selling Price 26,611
Knapsack Utility Bed 5911

32,522 + Tax/Lices

Tax (7.5%) 2,445.15

License Exempt

Doc Fee 109.00

Cal Tire Fee 8.75

\$35,084.90

Trade in 2004 Silverado <2500>

2004 Nissan <6500>

26,084.90 Total

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 438.0, Data updated 5/10/2016
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Customer File:



Quote Worksheet

Quote Number:	103761	14. CALIF TIRE FEE:	\$ 8.75
1. Customer Number:		15. CVR:	\$ 29.00
2. Buyer Residence Info:		16. DMV Additional Fee:	
3. Cust Name:	CITY OF GROVELAND	17. License Fee:	
4. Stock Number:			
5. Sales Price:	\$ 32,522.00	18. GAP:	
6. Accessories:		19. Service Contract:	
7. Documentation Serv:	\$ 80.00	20. Sales Tax:	7.5000% \$ 2,445.15
8. Cash Down:		Sale Subtotal:	\$ 23,522.00
9. Rebate:		Total Financed:	\$ 26,084.90
10. Trade 1 Allowance:	\$ 2,500.00	21. APR:	
11. Trade 1 Payoff:		22. Term:	
Trade 1 Net Allow:	\$ 2,500.00	23. MONTHLY PAYMENT:	\$ 26,084.90
12. Trade 2 Allowance:	\$ 6,500.00		
13. Trade 2 Payoff:		24. 1st Payment Date:	05/13/16
Trade 2 Net Allow:	\$ 6,500.00		
Total Down:	\$ 9,000.00	Finance Charge:	
		Deferred Price:	

Command Window

Command (?):

Enter a command, a field number, or press a function key. Enter ? for help.

F3-Sv/Ex	F5-RRecall	F6-Cust	F7-Veh	F8-Trd	F10-Misc	SF11->
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Jon Sterling

From: Matt Dickens <mmdickens78@gmail.com>
Sent: Wednesday, April 13, 2016 3:31 PM
To: Jon Sterling
Subject: Fwd: Re: Sierra truck quote

----- Forwarded message -----

From: <emakiewicz@alfredmatthews.com>
Date: Apr 13, 2016 2:29 PM
Subject: Re: Sierra truck quote
To: "Matt Dickens" <mmdickens78@gmail.com>
Cc:

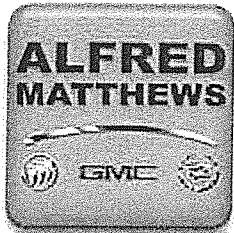
Hi Matt,

Here is the quote for the truck you requested:

2016 GMC Sierra 2500HD Reg Cab 4WD Work truck..6.0L Gas engine.

35,4950.80 Plus Tax Lic and Doc fees for the truck..The Royal utility box, similar to the ones we have here, minus the pwr tonneau cover adds 6900....the only thing I can not quote is the rebate...Currently there is a 1000 rebate on this truck...You will receive the rebate that applies upon delivery...Hope this helps..Any questions please call me..

Regards,
Eddie Mack
Sales Manager
Alfred Matthews Buick-GMC-Cadillac
Modesto, Ca 95356
[209.577.0140](tel:209.577.0140) Store
[209.261.4063](tel:209.261.4063) Cell



-----Original Message-----

From: "Matt Dickens" <mmdickens78@gmail.com>
Sent: Wednesday, April 13, 2016 7:02am
To: emakiewicz@alfredmatthews.com
Subject: Re: Sierra truck quote

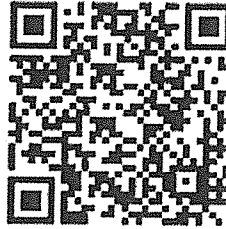
K, I looked at the two trks on the website and those boxes look fine, but I need the center to be open, nothing in the center so I can haul stuff around.

On Apr 12, 2016 7:33 PM, <emakiewicz@alfredmatthews.com> wrote:

Matt, I am working on this quote for you but have some questions. Do you want power windows and power door locks? Our work truck typically does not offer that as standard equipment..I also have some questions on the utility bed...If you get a chance can you give me a call..209.261.4063 is my cell...I will be in the store until 8 p.m.. tonite.. I will be back at 0830 tomorrow and here until 4....I just want to make sure I quote the correct truck..

Thanks again,

Eddie Mack
Sales Manager
Alfred Matthews Buick-GMC-Cadillac
Modesto, Ca 95356
209.577.0140 Store
209.261.4063 Cell





GROVELAND COMMUNITY SERVICES DISTRICT

18966 Ferretti Rd
P.O. Box 350
Groveland, CA 95321
209-962-7161 phone
jsterling@gcsd.org

Groveland Community Services District Request for Proposal

**Sanitary Sewer Rate Study Services Deadline:
August 17 2016**

The Groveland Community Services District (the "District") is requesting proposals to conduct a comprehensive sewer rate study that will provide the basis for establishing sewer rates that adequately and equitably fund the District's sewer operations, while minimizing rate fluctuations.

Proposers have the option of submitting their proposal electronically, as a PDF file, or in hard copy form (minimum of 3 hard copies). Proposals must be received by the District on or before 4:00 p.m. on **August 17 2016**. Proposals and all inquiries relating to this RFP should be addressed to:

Contact Information

All correspondence, including all questions and final proposals, must be submitted to:

Groveland Community Services District
Attn: Jon Sterling, General Manager
18966 Ferretti Rd
P.O. Box 350
Groveland, CA 95321
209-962-7161ext. 105
jsterling@gcsd.org

Proposed Schedule of Events

- Issue RFP May 25th 2016
- Question Deadline June 2nd 2016
- Response to Questions July 13 2016
- RFP Submittal Deadline August 17 2016
- Interviews (if required) September 12th 2016
- Board Approval of Firm September 19th 2016 Special Meeting
- Execution of Agreement September 26th 2016
- Completion of Report January 4th 2017
- Rate Presentations TBD
- Public Hearing Process TBD



GROVELAND COMMUNITY SERVICES DISTRICT

18966 Ferretti Rd
P.O. Box 350
Groveland, CA 95321
209-962-7161 phone
jsterling@gcsd.org

Introduction

The District is soliciting proposals from qualified consulting firms to conduct a comprehensive wastewater rate study which shall include evaluating the District's current wastewater rates, developing a rate model to address funding of operations and capital improvements over the next five years, and formulating new wastewater rate structures. More specifically, the selected consultant shall perform all tasks specified in the Scope of Work section of this RFP and is encouraged to include in its proposal any suggested additions or modifications to the scope that will enhance or clarify the study. If the District deems it necessary, the selected consultant may be contracted to perform additional duties, including but not limited to additional rate studies and the development of new rate categories.

Background

The Groveland Community Services District (GCS D) is a Special District formed by the State of California. Our 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 GCS D service area covers approximately 15 square miles in southern Tuolumne County. The District is bounded on the north by the Tuolumne River, on the south by Mariposa County, on the east by the Stanislaus National Forest, and on the west by Moccasin.

The District owns and operates the regional wastewater collection, treatment, and regional recycled water system, which provides sewer service to approximately 1,500 customers within the District's service area. The system includes 35 miles of pipeline, 7 miles of Force Mains and 16 sewer lift stations. Included in the service area are areas of the community having been determined Disadvantage Community (DAC) and Severely Disadvantaged Community (SDAC).

The activities of the District are governed by a five (5) member Board of Directors, each of whom is elected to office for a four-year term. Day-to-day management of the District is delegated to a General Manager, who is appointed by and reports to the Board of Directors. sewer operating revenues and expenses for fiscal years 2010 through 2014 is as follows:



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Sewer System Operating Revenue/Expenses (\$)

	<u>FY 2011-12</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>Est FY 2015-16</u>	<u>Est FY 2016-17</u>
Operating Rev:	1,451,222	1,455,519	1,450,065	1,484,955	1,432,559	2,375,296
Operating Exp.:	<u>1,382,662</u>	<u>1,433,612</u>	<u>1,272,542</u>	<u>1,099,092</u>	<u>(1,721,300)</u>	<u>(2,733,327)</u>
Oper. Income/(loss)	68,560	21,907	177,523	385,863	(288,741)	(358,031)

In fiscal year 2009-10 the District increased sewer rates by 0.8 percent. There have been no sewer rate increases since 2010. Current sewer rates were adopted by Ordinance 2-10.

Additional background information, including a copy of the District's Service Area Plan, and Utility Service Policy are available at www.gcsd.org.

Rate Study Scope of Work

The consultant is requested to develop a detailed scope of work based on information provided in this RFP as well as the needs of the District as described below. This is not a comprehensive list but includes some of the key items required to be included in the RFP response. The following analysis must be performed for the wastewater fund.

- Conduct a cost of service analysis
- Prepare a long Range Financial Forecast spanning ten years
- Assess the Affordability Index
- Incorporate into revenue modeling a plan for future capital rehabilitation, improvement and financing requirements for the projected lifetime of the system, and provide in an Excel compatible format
- Provide analysis for meeting operating reserve fund policies and potential rate stabilization components
- Address growth and projected demands for the wastewater systems as it relates to a new rate structure
- Identify a schedule of Equivalent Dwelling Units (EDU) appropriate for the GCS D system
- Develop sewer rate structure scenarios based on Equivalent Dwelling Unit (EDU), for the following conditions;
 - System wide Fixed Rate
 - System wide Fixed and Variable Rate
 - Location dependent Fixed Rate plus Global Variable rate



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- Location Dependent Fixed Rate plus Location dependent Variable Rate
- Provide estimated cost to produce each rate scenario
- Evaluate each scenario for Compliance with Prop 218
- Incorporate considerations for rebates for Grey Water systems, Winter Averaging (Landscape exemption) and Low Volume Usage based on the reduction to the expense under the fixed rate modeling.
- Recommended rate structures shall provide direct identification of revenues appropriated for major funded activities including but not limited to: operations and maintenance expenses, capital improvement expenses, and debt coverage requirements. Any recommended rate structure or model should take into consideration the ease of administration and understanding by the rate payer
- Review and evaluate other fees such as late payment fees, connection fees, etc.
- Meet with the District, community groups, and building industry groups during the study to secure their input (assume a total of 4 meetings)
- Prepare a presentation to the public and the District Board of the recommended rate structure
- Develop the Proposition 218 Public Notification, prepare presentation for Public Hearing, and assist District staff with public hearing process and any other Proposition 218 items, attend and facilitate Prop 218 public meeting to respond to any inquiries about the rate study

If the District deems it necessary, the selected consultant may be contracted to perform additional duties. These duties may include, but are not limited to the following:

- Conducting additional rate studies
- Constructing new rate categories

Proposal Preparation

The District requires prospective consultants to submit a concise proposal clearly addressing all of the requirements outlined in this RFP. Proposal must include, at a minimum, the following:

- Executive Summary - Include a one-page overview of the entire proposal describing the most important elements of the proposal.
- Information Page - Include name of firm submitting the proposal, contact information for the person that will act as project leader including name, title, address, telephone and fax numbers, and email address.



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- Description of Study Understanding - Outline of the prospective consultant's understanding of the study and summarizing the basic approach to the rate study and revenue program.
- Methodology - Descriptions which enable the District to assess the prospective consultant's capability to conduct this study in a structured and efficient fashion.
- Scope of Work - Details with specific task descriptions to demonstrate that the prospective consultant has considered all aspects of the study and that the prospective consultant will cover them thoroughly.
- Project Organization and Key Personnel - Describe the proposed project organization, including identification and responsibilities of key personnel. Indicate the role and responsibility of prime consultants and all sub-consultants. Include resumes of key personnel assigned to the study.
- Qualifications - Description of the organization, including experience with wastewater rate studies, as well as other rate studies and revenue programs.
- Representative study descriptions and client references - Submit descriptions of three (3) similar assignments which were conducted by the prospective consultant, including other public agency's contact name and telephone number. Projects currently being performed may be submitted for consideration. Please provide two examples of completed reports for communities of similar size or service area.
- Work Schedule – Supply a timeline for developing the rate study and for the work leading up to the presentation of alternatives and the presentation of the preliminary and final reports. The timeline for completion should consider timing for the distribution of the 218 Notice, required public hearings and any other mandatory public contacts and communications so that proposed increases to rates, fees and charges, if any, can become effective.
- Proposed Fee Schedule - Proposals shall include a cost estimate for providing services, including the firm's billing rate schedule. The cost proposal shall include detailed information regarding the estimated number of hours to be dedicated to the District's engagement, delineated by staffing level and the hourly rate of each.
- Total All-Inclusive Maximum Price – The dollar cost bid should contain all pricing information. ***The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out of pocket expenses.***
- Insurance Requirements: During the entire term of its engagement, the Firm agrees to indemnify, defend and hold harmless the District and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages and/or liability arising from the Contractor's acts, errors or omissions and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is



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prohibited by law. The Firm also shall secure and maintain throughout the Agreement the following types of insurance with limits as shown:

- Workers' Compensation – A program of Workers' Compensation insurance or a State-approved Self-Insurance Program in an amount and form to meet all applicable requirements of the Labor Code of the State of California.
- Comprehensive General and Automobile Liability Insurance – This coverage to include contractual coverage and automobile liability coverage for owned, hired and non-owned vehicles. The policy shall have combined single limits for bodily injury and property damage of not less than one million dollars (\$1,000,000).
- Proof of Coverage: The Contractor shall furnish certificates of insurance to the District evidencing the insurance coverage prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty- (30) day written notice to the District. The Contractor shall maintain such insurance from the time the Contractor commences performance of services hereunder until the completion of such services.
- All responses and materials submitted become property of the District and are subject to the California Public Records Act.

Selection Criteria

The District intends to engage the most qualified consultant available for this assignment. It is imperative that the consultant's proposal fully address all aspects of the RFP. Prospective consultants must provide District staff with clearly expressed information conveying the consultant's understanding of the project and the District's specific requirements. The following criteria shall be used to evaluate the consultant's offer of services:

- The professional experience and background of consultant including the experience of principals, project managers, and other key personnel.
- Record of similar work performed by the firm, the project team, and each project team member.
- Demonstrated experience and skill concerning rate studies for wastewater services.
- Completeness of the proposal and conformance to RFP requirements for content and format, and level of effort in answering the RFP.
- Technical quality of the approach and methodology, the level of effort utilized to identify key elements of the project, and suggested approach to provide a successful project.



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- The firm's ability to perform the services at a fair and reasonable price to the District.

Special Terms and Conditions

District requires that the Rate Study work be performed by staff that have at least ten years' experience conducting rate study engineer reports.

All materials submitted in response to this RFP shall be considered the property of the District. Respondents will not be compensated for any expenses incurred in the process for responding to the RFP or, if requested, in submitting further information or appearing for an interview.

The District reserves the right to reject any or all proposals, to waive informalities and minor irregularities in the proposals received, to discuss proposal details with respondents, and to accept other than the lowest bid proposal.

Selection Procedure

A selection committee will evaluate each proposal and forward recommendations to the District Board, who will in turn execute a contract with the Consultant to perform the requested services. The selection committee may choose to interview applicants as a part of the selection process.

District staff anticipates the Consultant contract will be awarded on or before. The contract will be awarded to the proposer whose offer conforms to the solicitation and which will be, in the opinion of the District, the most advantageous to the District.