



REGULAR MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 www.gcsd.org

AGENDA

February 9, 2021

10:00 a.m.

LOCATION: TELECONFERENCE - SEE BELOW

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED 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 not open to the public at this time.
- 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 Jennifer Flores, 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

February 9, 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
 - i. Presentation of the 2020 District Year in Review

B. Proclamations

- i. Recognition of Adam Ahlswede for his 1 Year of Service to the Groveland Community Services District
- ii. Recognition of Jennifer Flores for her 10 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 January 12, 2021 Special Meeting
- B. Approve Minutes from the January 12, 2021 Regular Meeting
- C. Approve Minutes from the January 26, 2021 Special Meeting
- D. Accept January 2021 Payables
- E. 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. Discussion and Board Direction on Groveland CSD Fire Department Operational and Financial Matters Including Increased Staffing Levels, Expanded Facilities and Equipment, as Well as Funding Proposed to be Provided Through the Tuolumne County Fire Authority

6. Discussion and Action Items

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

- A. Adoption of a Resolution Approving an Agreement with Gilbert and Associates for Accounting Services
- B. Adoption of a Resolution Rescinding Resolution 01-2021 and Ratifying the General Manager's Execution of an Advance Funding Agreement with Preserve Partners Inc. to Secure Funding Deposits to Cover the Cost of Legal, Administrative and Engineering Services Associated with the Hwy 120 Lodging Project (Formerly Yonder Yosemite)
- C. Adoption of a Resolution Approving an Updated Board Remuneration Policy Adding Compensation for Attending Meetings and Hearings, including the Fire JPA to Represent the District at the Request of the General Manager
- D. Discussion and Consideration Approving a Revised Performance Evaluation Form for the General Manager
- E. Adoption of a Resolution Approving a Contract Change Order with Ragsdale & Sons Inc. for the Groveland Community Services District Pavement Rehabilitation Project Approving Bid Additive Item No. 2 for Tank #2
- F. Adoption of a Resolution Modifying the District Organizational Chart to Add One Full Time Collection/Distribution System Operator I/II/III Position and Related Personnel Budget Amendment

7. Adjournment

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

18966 Ferretti Road Groveland, CA 95321

Staff Report

February 9, 2021

To: Board of Directors

From: Andy Murphy, Assistant Chief
By: Jude R. Acosta, Battalion Chief

Subject: Monthly Activity Report – January 1, 2021 to January 31, 2021

Operations:

Emergency Incident Response:

On January 5, 2021, CAL FIRE and Groveland Fire units responded to a vehicle accident with fire at Miner’s Mart. Upon arriving at scene, there was a single vehicle with damage to the front end with no visible fire. Further investigation revealed a bystander extinguished a small engine compartment fire with a fire extinguisher. The cause of the fire is determined to be mechanical due to the impact of hitting a deer, creating a leak to the master cylinder.

On January 19, 2021, CAL FIRE and Groveland Fire units responded to a reported vegetation fire with powerlines down at Highway 120 X Hells Hollow Road. Upon arrival, there was a ¼ acre of grass burning at a slow rate of spread. Fire crews aggressively attacked the fire containing it to less than a ½ an acre. The cause of the fire is determined to be a tree falling across a powerline creating a fault.

On January 24, 2021 Engine 781 along with CAL FIRE units responded to structure fire at 19065 Fountain Court. Upon arrival, there was a confirmed working attic fire. An aggressive fire attack with Engine 4476, quickly knocked down the fire in the attic near the chimney, preventing any additional spread into the residence. The cause of the fire is determined to be excessive pine needle and acorn loading in the chimney void from woodpeckers.



Apparatus and Equipment:

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

Training:

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

- Self-Contained Breathing Apparatus
- COVID-19
- Bloodborne Pathogens
- Low Angle Rope Rescue Pickets
- Tire Chain Installation
- FAE Dempsey completed his 3rd year JAC Test
- Hazardous Materials

Grants:

Our FEMA AFG-COVID-19 Supplemental grant application was approved. The total approved budget is \$2,613.00. This includes \$2,488.57 in Federal funding. GCSD is responsible for 5.00%, which is \$124.43. This funding will supply Groveland Fire with (3) non-permeable EMS bags, and additional personal protective equipment to assist us with responding to COVID-19 related emergencies.

MONTH - January 2021

STATION 78

Alarm Sounding	2
Odor Investigation	0
Debris Fire	0
Medical Aid	29
Fire Menace Standby	2
Fire Other	1
Haz Mat	0
Landing Zone	0
Plane/Heli Crash	0
Public Assist	9
Smoke Check	4
Structure Fire	1
Commercial Structure Fire	0
Vegetation Fire	2
Vehicle Accident	0
Vehicle Accident/Pin in	0
Vehicle Fire	1
TOTAL	51

(45 calls in GCSD district, 6 calls in Tuolumne County)



Auto Aid	Given
Tuolumne County	6

Last Call Logged Run # TCU 001649

TO: GCSD Board of Directors

FROM: Pete Kampa, General Manager

DATE: February 9, 2021

SUBJECT: Agenda Item 3Aii. General Manager's Report

Once again, I am honored to provide highlights of a select few efforts and activities of GCSD management over the past month. If there are topics discussed for which you would like additional information, please feel free to contact myself, Rachel or Jennifer.

BIG CREEK/2G CLEARWELL PROJECT

Included in this report is a copy of the agenda for our most recent engineering staff meeting regarding the Clearwell Project. The agenda provides an informative overview of project budgets and expenditures, status and schedule.

The structural repairs included the replacement of many of the roof support beams that were completely corroded.

This work has been completed, sandblasted and inspected by the District Engineer and our coatings expert (inspector). As of the date of this report, the contractor is nearing completion on the interior coating of the Big Creek Clearwell.

Construction on the Butler Wy Booster Pump Station Renovation is nearing completion, and must be operational before the contractor takes the Second Garottee Clearwell out of service.



Overall the project is on budget and schedule, with full completion planned in late spring. As shown in the project meeting agenda, we received our first clearwell invoice from the contractor and we have processed our first disbursement request to the State Water Board in the amount of \$331,640. Reimbursement from the state will take 4-8 weeks to receive, and we must pay the invoice by the end of the February.

DEVELOPMENT IMPACT FEE STUDY

The project consultant, NBS, has completed and submitted preliminary Land Use Tables that establish the methodology for determining the demand of various types of land development on our Fire services, including single and multi-family residential, commercial, hotel/B&B/RV Park and Mobile Home Parks. This demand factor is then applied per unit based on the capital cost of

equipment and facilities. The Non-utility Impact Fees should be ready for Board presentation in March, while we are waiting for the Capital Improvement Plan from the Water/Sewer Master Plan before we can update our water and sewer connection and capacity fees.

DOWNTOWN GROVELAND/BOF SEWER COLLECTION SYSTEM RENOVATION PROJECT

With the fully execute grant and loan contract in place, we now are required to start construction at the earliest possible time and our District Engineer is working diligently to complete final plans and specifications to allow for public bidding in early March 2021. We submitted our first progress report and disbursement request to the state; in the amount of \$58,259 in engineering costs. The progress report is attached. We will be including the County road department in our pre-bid meeting with contractors. Internally we are working on our public outreach strategy since there will be traffic delays in some areas and potential accidental water service disruptions.

DOWNTOWN GROVELAND/BOF WATER DISTRIBUTION SYSTEM RENOVATION PROJECT

We received an extension until the end of March 2021 for the Planning Grant, with the time and remaining money being used to produce 100% project plans and specifications for bidding. The District Engineer is finalizing the project documents to include and address comments and design requirements of the State Division of Drinking Water; which should be complete by the end of March 2021. Our CDBG grant application through the county is in CDBG system with all other approved applications for funding, and we have been informed they will continue funding down the list as the appropriations become available. We hope to hear from CDBG and the county on this very soon and if successful, the project is required to be publicly bid within 90 days of grant contract award.

GCSD FIRE DEPARTMENT AND TUOLUMNE COUNTY FIRE AUTHORITY

This item is included on this meeting agenda at Item 5A, and this past month included review of the bylaws and conflict of interest policy, special tax ordinance draft and multiple related emails and phone calls.

ADDITIONAL ITEMS OF INTEREST

CSDA - Included in this agenda package is a notice from CSDA regarding the upcoming call for nominations for Seat A on the Board of Directors. As I am a Board member on CSDA, we are not eligible to nominate an additional person for the Board. It is recommended that we not nominate a candidate, as the incumbent, Noelle Mattock has stated that she will once again run for reelection.

National Special Districts Alliance (NSDA) – Included herein is a support letter regarding legislation being supported by the newly formed NSDA group. CSDA is doing a fantastic job at promoting the value of special districts across the country, and more information regarding the legislation and NSDA can be found on the CSDA.net website.

Long Gulch Subdivision – Last year, the Long Gulch project proponent submitted an application to the County for the creation of a 19 lot subdivision which was intended to annex to the GCSD to be provided water service. On February 4, 2021 we received a revised notice from the county

advising that the project is now planning to move forward with private wells on each parcel versus connection to the GCSD system. From a planning and logical expansion of services perspective, especially since the lots being created are in close proximity to the existing water system, the project should be required to annex into and connect to the GCSD system. Staff will be submitting a letter in response to the notice stating that annexation and connection should be required for subdivision approval.

*The **GCSD Strong Culture*** – Attached is a draft document outlining the management culture of GCSD. Our management team believes strongly in these principles and it is our desire to review this publicly with the Board to receive input and ensure continued alignment between Board goals and vision for the District, and managements direction in implementation. This document is presented for information only at this time.

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

February 3, 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)	\$253,840.00
d. Budget Spent to Date (Total Project)	\$331,640.00
e. Total Project Contingency	\$361,000.00
f. Contingency Used to Date	\$33,217.80
e. Percentage Funding Used to Date (Contractor)	8.1%
f. Percentage Funding Used to Date (Total Project)	8.4%
d. Percent Contingency Used to Date	9.2%
g. Days for Completion	128 Working Days
e. Elapsed Days	40 Working Days
f. Remaining Days	88 Working Days
- III. CONSTRUCTION SITE REPORTS
 - a. Progress to Date
 - b. Contractor (1-MONTH LOOK AHEAD)
- IV. CHANGE ORDERS
 - a. Executed
 - i. Change Order No. 4 – Additional Structural Repairs in Big Creek Clearwell (\$33,217.80 and 8 additional Working Days)
 - b. Pending
 - i. Change Order No. 2 – Inspection Sand Blast (Time & Material) (± \$50,000)
 - ii. Change Order No. 3 – Additional Work at Butler Way (Time & Material)
 - c. Denied
 - i. Change Order No. 1 – Oil in Tank (\$48,539.00 and 14 additional Working Days)
 - ii. Change Order No. 5 – Air Release Valve on 90 Degree Elbow (\$1,300.00 and 1 additional Working Day)

- V. SUBMITTAL REVIEW
 - a. Approved Submittals
 - i. Submittal No. 1 – 14, 16 – 20, 22 – 26, and 28 - 31
 - b. Remaining Submittals
 - i. Submittal No. 15, 21 and 27
 - ii. Anode Hole Replacement
 - iii. Neoprene Rubber
- VI. REVIEW RFI LOG
 - a. Electrical RFI
 - i. RFI No. 1 – 10
 - b. General RFI
 - i. RFI No. 10 – 18
- VII. PAYMENT REQUESTS
 - a. Processed
 - i. Disbursement Request No. 1 (\$331,640.00)
- VIII. CONCERNS
- IX. ADJOURN

STATE OF CALIFORNIA
STATE WATER RESOURCES CONTROL BOARD
CLEAN WATER STATE REVOLVING FUND PROGRAM
QUARTERLY PROGRESS REPORT #1

Qrt. End Date: December 31, 2020

GROVELAND COMMUNITY SERVICES DISTRICT

CONSTRUCTION GRANT/LOAN

AGREEMENT NO. D2001007

PROJECT NO. C-06-8109-210

This Quarterly Progress Report provides a summary of the progress made during the 4th Quarter of 2020 on the Groveland Community Services District Sewer Collection System Improvements Project.

- ❖ Regarding Scope of Work:
 - Funding agreement executed on November 25, 2020.
 - District Engineer is working on Project plans and specifications, topographic survey, permits, etc.
- ❖ Project Plans and Specifications percent Complete as of 12/31/2020
 - Percent Completed: 70%
- ❖ Project Milestones:

○ Complete Topographical Survey	January 29, 2021
○ 90 percent submittal (Plans and Spec)	February 12, 2021
○ Final Submittal (Plans and Spec)	February 26, 2021
○ Solicit Bids	March 5, 2021
○ Open Bids	April 8, 2021
○ Award	April 13, 2021
○ Start of Construction (Issue NTP)	May 1, 2021
○ Completion of Construction	May 1, 2022
○ Final Disbursement Request	May 1, 2022
- ❖ Problems encountered, proposed resolutions, schedule for resolutions and status of previous problem resolutions:
 - None



**California Special
Districts Association**
Districts Stronger Together

RECEIVED
FEB 01 2021

BY:

DATE: January 28, 2021
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
SUBJECT: **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT A**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2022 - 2024 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is March 29, 2021. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csga.net

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on May 28, 2021. All votes must be received through the system no later than 5:00 p.m. July 16, 2021. The successful candidates will be notified no later than July 20, 2021. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2021.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network Seat A – Ralph Emerson, GM, Garberville Sanitary District*
Sierra Network Seat A – Noelle Mattock, Director, El Dorado Hills Community Services District*
Bay Area Network Seat A – Chad Davisson, GM, Ironhouse Sanitary District*
Central Network Seat A – Vacant
Coastal Network Seat A – Elaine Magner, Director, Pleasant Valley Recreation and Park District*
Southern Network Seat A – Jo MacKenzie, Director, Vista Irrigation District*

This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely. Electronic Ballots will be emailed to the main contact in your district May 28, 2021. All votes must be received through the system no later than 5:00 p.m. July 16, 2021.

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail Amberp@csga.net by **March 29, 2021** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on May 28, 2021 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. July 16, 2021.

The successful candidates will be notified no later than July 20, 2021. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2021.

(* = Incumbent is running for re-election)

If you have any questions, please contact Amber Phelen at amberp@csga.net.



G.C.S.D. Services - 209 / 962-7161
Fax - 209 / 962-4943
Fire Department - 209 / 962-7891
www.gcsd.org

water • fire protection • parks • wastewater collection & treatment

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

February 4, 2021

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

The Honorable Alex Padilla
United States Senate
B03 Russell Senate Office Building
Washington, D.C. 20510

The Honorable Tom McClintock
United States House of Representatives
2312 Rayburn House Office Building
Washington, D.C. 20515

RE: Support H.R. 535 and S. 91, the Special Districts Provide Essential Services Act

Dear Senator Feinstein, Senator Padilla, and Representative McClintock:

The Groveland Community Services District respectfully requests your support of H.R. 535 and S. 91, the Special Districts Provide Essential Services Act, and its inclusion in any potential pandemic relief package. These bills would ensure that your constituents receiving essential services, like fire protection, water, wastewater, childcare, healthcare, resource and agricultural conservation, and more from a special district, rather than a city or county, are not excluded from future COVID-19 relief approved for state and local governments.

As a provider of water, sewer, parks and recreation, fire and emergency response services to a full time population of 3200 of your constituents in the community of Groveland, California located just outside the northern entrance to Yosemite National Park. As a Yosemite gateway community with a large number of vacation/second homes, organization camps, campgrounds and lodging units, the population receiving our services regularly increases to over 10,000 during the summer months. Access to federal relief resources would help our district maintain the level of services we provide, confront COVID-19 and overcome the pandemic's fiscal impacts.

COVID-19 has also resulted in an increase in full time residents working remotely from their vacation home in Groveland, and an increase in visitors escaping the urban areas with high COVID-19 infection rates; both of which resulting in an increased service demand at a time when the District has seen zero park facility rental revenue and high water and sewer payment delinquency rates, with no ability to enforce payment requirements. Our small district water and sewer services are 100% funded through monthly rates and due to high and increasing infrastructure costs, no contingency fund exists to cover COVID related revenue losses. **Our employees are on the front-lines responding to 911 calls, delivering safe drinking water to families sheltered at home, collecting and treating their wastewater, and yet our local government agency has yet to receive the direct access to funding that other government agencies, as well as businesses and non-profits, have received.**

Our district is just one of 2,000 across the state that, altogether, anticipate a **\$1.26 billion impact** due to COVID-19 through the end of Fiscal Year 2021. Furthermore, 46 percent are unlikely to maintain current staffing of essential workers or are uncertain that they can, and 54 percent are unlikely to maintain or are uncertain about the level of essential services they can provide through this fiscal year.

These bills are identical to the bipartisan S. 4308 from the 116th Congress. H.R. 535 and S. 91 would allow the vital services that communities rely upon to continue unhindered, while also providing greater certainty for these governments to retain their essential workers. Specifically, the legislation would establish a federal definition of “special district”, allow special districts’ access to future Coronavirus Relief Fund allocations, and designate special districts as “eligible issuers” of the Federal Reserve Board’s Municipal Liquidity Facility.

Without ready access to pandemic relief available to other units of local government, the risk of special districts’ inability to continue providing uninterrupted, vital services to their communities will continue to grow. We look forward to working with you to ensure all essential workers and the vulnerable communities they serve receive equitable access to these important relief funds.

Thank you for your consideration of our request.

Sincerely,



Peter J. Kampa
General Manager
Groveland Community Services District

cc: Governor Gavin Newsom
Cole Karr, Federal Advocacy Coordinator, California Special Districts Association (advocacy@cdda.net)



COMMUNITY DEVELOPMENT DEPARTMENT

Quincy Yaley, AICP
Director

Land Use and Natural Resources – Housing and Community Programs – Environmental Health – Building and Safety – Code Compliance

Date: February 4, 2021
To: Interested Stakeholder
From: Tuolumne County Community Development Department
RE: REVISED APPLICATION
Long Gulch Ranch General Plan Amendment GPA20-001, Zone Change RZ20-002,
and Tentative Subdivision Map TSM20-002
Assessor's Parcel Number: 066-160-085

48 Yaney Avenue, Sonora
Mailing: 2 S. Green Street
Sonora, CA 95370
(209) 533-5633
(209) 533-5616 (Fax)
(209) 533-5909 (Fax – EHD)
www.tuolumnecounty.ca.gov

The Community Development Department thanks you for your participation in the land development process in Tuolumne County. We value your comments and look forward to your continued participation in our planning process. This process provides information on your requirements and concerns to the applicant early in the review process. Involvement on your part can eliminate or minimize problems that could arise later.

We have received a **revised** application from Long Gulch Ranch for the following:

1. General Plan Amendment GPA20-001 to change the General Plan land use designation of a 78.8± acre parcel from RR (Rural Residential) to HR (Homestead Residential).
2. Zone Change RZ20-002 to rezone a 78.8± acre parcel from AE-37:AIR (Exclusive Agricultural, Thirty-Seven Acre Minimum: Airport Combining) to RE-3:AIR (Residential Estate, Three Acre Minimum: Airport Combining) under Title 17 of the Tuolumne County Ordinance Code.
3. Tentative Subdivision Map TSM20-002 to divide a 78.8± acre parcel into 19 residential lots ranging in size from 3.0± acres to 12.5± acres.

Location: The project site is located east of the intersection of Ferretti Road and Clements Road in the community of Groveland. The project site is within a portion of Section 13, Township 1 South, Range 16 East, Mount Diablo Baseline and Meridian, and within Supervisorial District 4. Assessor's Parcel Number 066-160-085.

Access: Ferretti Road and Clements Road

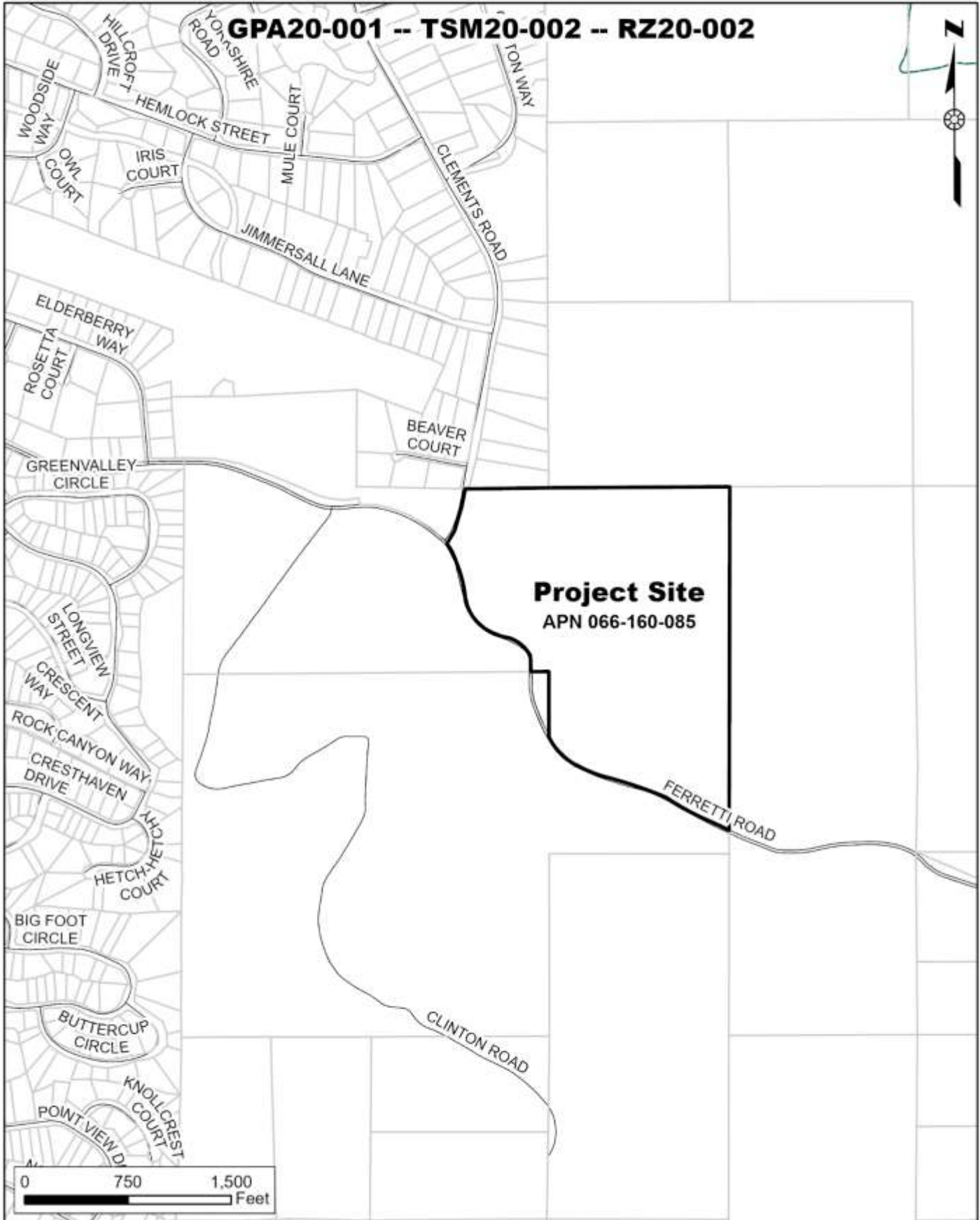
Sewage Disposal Method: Private Sewage Disposal System

Water Source: **Private Wells**

Fire Hazard Rating: Very High

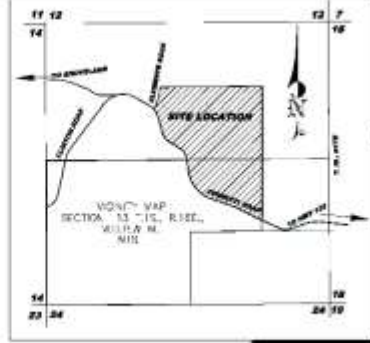
Additional Information:

1. The original Stakeholder Notification sent on February 26, 2020 indicated that the project would connect to GCSO for public water. The application has been revised to include the provision for on-site wells as the water supply. Sewage disposal will



NOTES:
 1. APN 066-150-065
 2. LEGAL DESCRIPTION: PARCEL 3 OF PM 59-32
 3. OWNER: LONG GULCH RANCH ATTN: BRIAN FITZGERALD
 4830 DALEWOOD DR
 EL DORADO HILLS CA 95762
 4. ZONING: GENERAL PLAN
 DUNELM 06.3.01 AN RR
 PROPOSED: RE-ZONE RR
 5. WATER, WELLS, SEWER, SEPTIC
 6. SCHOOL DISTRICT: BOFOLSO

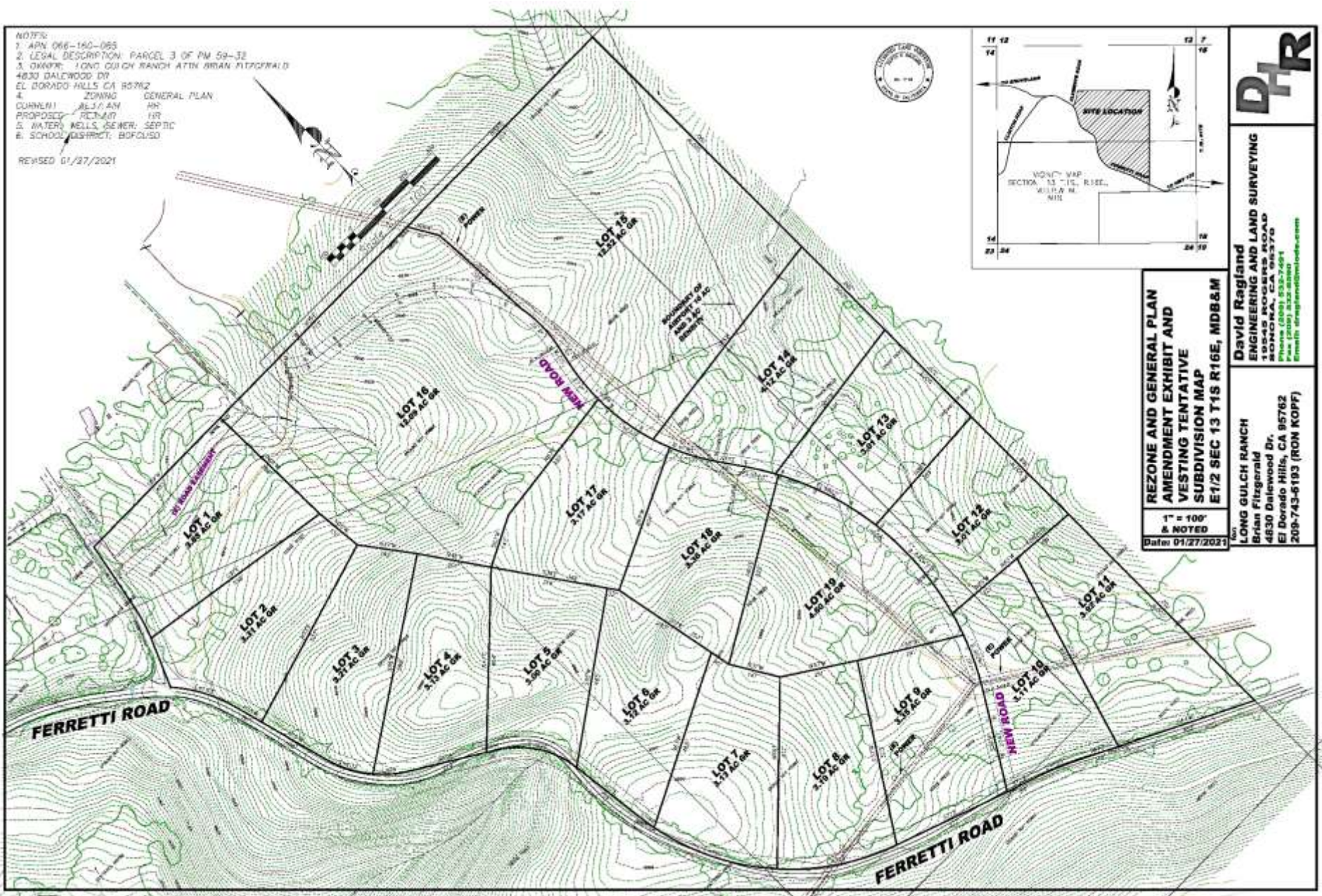
REVISED 01/27/2021



David Ragland
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 Fax (925) 932-8888
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**REZONE AND GENERAL PLAN
 AMENDMENT EXHIBIT AND
 VESTING TENTATIVE
 SUBDIVISION MAP**
 E1/2 SEC 13 T1S R16E, MDB&M
 1" = 100'
 & NOTED
 Date: 01/27/2021

FOR
LONG GULCH RANCH
 Brian Fitzgerald
 4830 Dalewood Dr.
 El Dorado Hills, CA 95762
 209-743-6193 (RON KOPF)



The GCSD Strong Manifesto - Positive Workplace Culture

February 5, 2021

GCSD STRONG is the heart and soul of our agency. It is the complete picture of what we are. It is what makes us unique. We develop and flex our plans and actions around this core belief in strength as a work-family. It is crucial and expected that demonstrable actions are taken regularly by management and supervisors so that GCSD employees feel an individual and personal responsibility towards these values. This will ensure that they can evaluate their own attitudes towards these positive core values, and take pride in them. Positive attitudes and positive actions make for a positive workplace culture.

GCSD management (GM, management, and supervisors) will:

- 1) **Communicate clear ethos and values for the district:** It is important that we have a set of clear organizational core values that are communicated effectively and discussed with the employees so that they feel part of it. It conveys our commitment to community, family, public health and safety. It is not enough to simply state that this is what we believe in and is important to us. It is not just a tagline. It is not just the GCSD logo or the colors. It is not just our story and 'about' page, or a sales pitch of why we are special or a great place to thrive. So, what does GCSD do? Why do we exist?
 - a) We provide exactly the type, amount and quality of public services needed by the community. We were formed in the 1950's to deliver services by a vote of the public
 - b) We provide for and protect the public health and safety of our community
 - c) We provide reliable infrastructure to support the local economy, recreation, tourism and to make our region an awesome place to live, work and visit
 - d) We are proud of the look and feel of our community and our work; and understand that our services make it special and attractive
- 2) **We will foster collaboration and communication:** Leadership and management style that encourages teamwork, open and honest communication is vital to creating a positive feeling at GCSD. Open and honest communication also means that regular audits are taken to evaluate how people are interacting with each other, feedback is welcomed and taken on board, and opportunities for social interaction are enabled. These can include less formal venues such as coffee mornings, team getaways and encouraging/respecting family time, disconnecting with rest and relaxation. This gives an opportunity for team members to nurture and foster connections outside of the typical work environment.
- 3) **Create an inclusive work environment:** We will maintain a positive workplace where all the employees are valued, supported and nurtured irrespective of their education, skills, abilities, race, sex or religion. All employees have equal opportunities to progress and equal access to specialized training, professional certifications, learning new job skills, taking on

new responsibilities and all the advancement opportunities GCSD has to offer. GCSD recognizes and values individual differences in our workforce and we will strive to make everyone feel welcome and accepted. We strive to raise you as an excellent employee; part of the family that supports your goals for the future.

- 4) **We support autonomy:** We recognize that one of the greatest drivers of productivity is pride of ownership in one's work. GCSD employees are empowered to innovate and work autonomously, without micro-managing or hand-holding.
- 5) **We expect and celebrate performance:** We place a high value on "pride in output" (the quality of work produced) rather than the quantity of work produced. Achievements are to be regularly celebrated in the presence of peers, who are also encouraged to recognize one another for reaching important milestones. We recognize that the better our peers or subordinates perform, the more thoroughly we support the strength and foundation of the GCSD family.
- 6) **We will conduct ourselves with passion:** We truly care about our GCSD family, the quality of our services and the health, safety and economy of the communities we serve. Management will support a common path to excellent public services—*not* cost savings as the core objective. Managers and supervisors will align the goals of each individual employee with the objectives of the overarching objectives of GCSD.

VISION

In the future at GCSD we see a thriving family of long term employees that have acquired the necessary skills and certifications for their position and beyond. We have thoroughly communicated our service and performance expectations among all levels of the District and to the public we serve. Work at GCSD and life outside GCSD are in balance for all employees. GCSD employees have proven to the public that the District works extremely hard to provide excellent services, is respectful of public funds, operates efficiently toward intergenerational service and cost equity.

VALUES

At GCSD, each employee values the other's growth, as well as supports life balance outside of work. We strive to ensure that the community can rely on the District for honest and accurate information, state of the art services, and promotion of cohesive relationships within the community. Trust in GCSD as a competent service provider is of critical importance to the success of our services, and to accomplish this every employee is expected to uphold, support and defend the GCSD culture.

THE GCSD-STRONG CULTURE

- We will celebrate our strengths, address our weaknesses, capture our opportunities, respect our threats
- We understand that none of us are perfect, but we work very hard as individuals and a team, and are damn good at what we do
- We listen emphatically to each other and our customers

- We communicate to understand, learn, inform, assist and celebrate success; not judge or belittle
- We encourage and expect employee input and engagement
- We are accountable
- We are the nucleus of a better community
- We have pride in our services and communities
- We understand our critical role as an employee, to the services we provide and in the GCSD family
- We recognize and appreciate that our services never stop, and we will perform and improve to the best we can so that we are able to leave GCSD work behind us at the end of the day
- We treat all customers and visitors with care and respect, even in the face of adversity
- We will uphold the policy of the District and effect its change when not in the best interest of our culture
- We see ourselves through the eyes of others and act accordingly
- We expect advancement and improvement and support each other in its achievement
- We understand that change is inevitable, crisis can be expected and personal lives in today's environment can at times be difficult and add stress to our work; we are accepting of this
- We serve to better each other; which makes us more cohesive, resilient and effective as a whole making all of our lives and jobs better and easier
- We all make mistakes, especially when we are working hard to make things better. Be honest, we understand. Learn something new every day even if by your mistakes.
- We will always be honest and respectful of others; lead by example and strive to build trust
- We will be your coach and mentor, but we do not offer Time-out or Detention
- We practice fair and just treatment for everyone, including fair pay based upon equitable pay differentials for level of work and merit recognition related to personal effectiveness appraisal
- We provide a functional venue for employees individually or through representatives to participate in policy development and in developing the long term organizational vision

The role of managerial leadership throughout GCSD is to make these organizational values operationally real.



Operations Report

Month of Review: January 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: January 2021	
Total	3.86 MG
High	.27 MG
Low	.07 MG
Average	0.12 MG

Effluent Totals From: Plant: January 2021	
Total	3.91MG
High	0.28 MG
Low	0.07 MG
Average	0.12 MG

Rainfall Totals at the Sewer Treatment Plant Month of January 2021	
Year	Total Rainfall-inches
2021	9.36 (High 3.86)
2020	15.41 (High 1.95)
2019	8.12 (High 2.71)
2018	4.77 (High 1.88)
2017	22.16 (High)
Current Season Total	14.97

Wasting Totals	
Total Inches	389
Total Pounds	5662

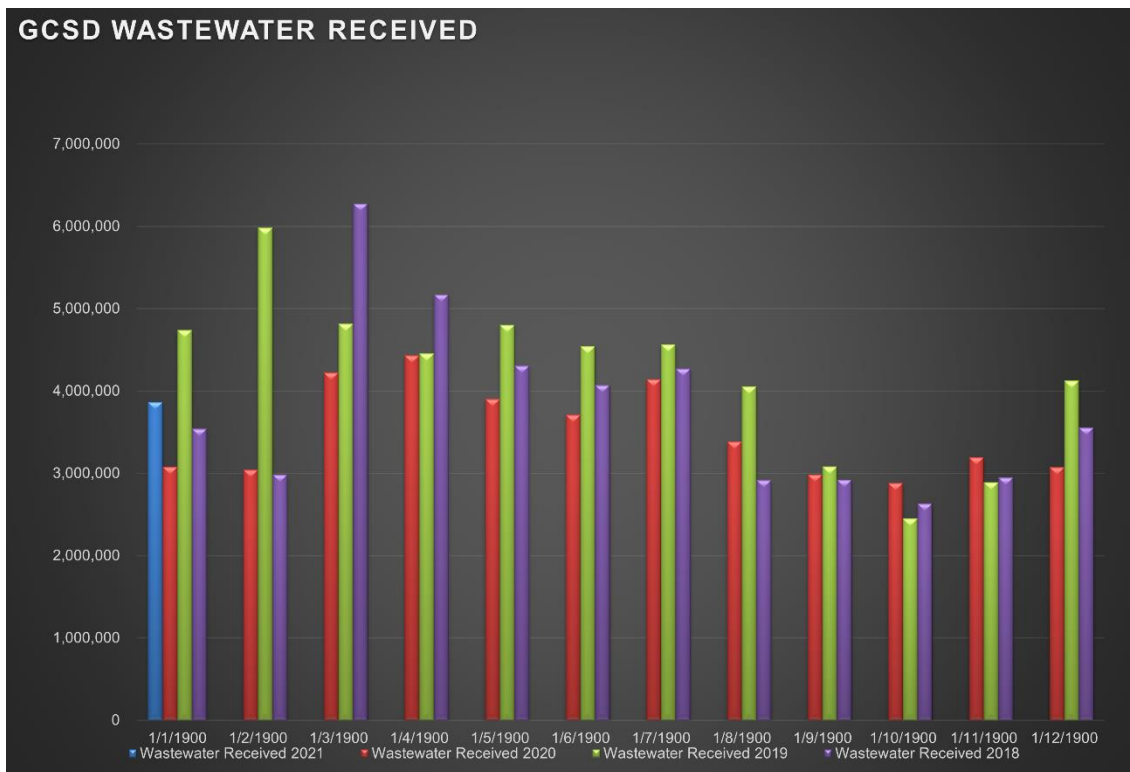
Reclamation Totals	
PML	0
Spray Fields	0
PML Season Total	0
Spray Fields Total	0

Active Sewer Accounts: 1561

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
- Serviced STP Blower #3

Current and Past Monthly Influent Totals



Wastewater Collections Department

- Completed all Preventative Maintenance Check Sheets (PMCS) at all Lift Stations (weekly)
 - Added degreaser blocks at all Lift Stations
 - 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
 - Twin Pines lines

- Cleared part of LS 16 easement
- Cleared roots from Manhole on Hwy 120
- Marked out 15' easement in BOF for easement clearing
- LS11-Cleaned; Replaced pump and drive
- Replaced hour meter at LS14
- Investigated for I&I during storm event
- CCTV sewer line next to PML Gate

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
- Cleaned Lime Tank at Big Creek WTP
- Cleaned UV system at 2G

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
- Replaced check valve at Tank 4
- Installed new antenna on one of the new AMI meters
- Flushed Dead-Ends
- Repaired water main leak on Sean Patrick Lane
- Repaired 2 water main leak on Old Hwy 120
 - 6" Main Line and 6" gate valve
- Moved portable generator back to Dunn Court for AWS operations
- Replaced copper tubing for air relief valve control at AWS
- Exercised CLA-valve at Dunn Court

Meter Related Services	Total
Check/repair meter	1
Install water meter	0
Monthly Meter Restrictions	0
Meter change outs	1
Read tenant out	2
Re-Read	23
Turn off meter	2
Turn on meter	1
Test meter	0
Total Distribution Issues	30

Active Water Accounts:3257

Billed Consumption 2021	Gallons
	6,168,011
Billed Consumption 2020	Gallons
	5,574,857

Construction and Maintenance

Description	Water	Sewer
Main line leaks	0	0
Main line break	2	0
Service leaks	1	0
Service breaks	0	0
Fire Hydrant replaced/repared	0	0
Totals Per Service	3	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
- Cleaned drainages
- Plowed parking lots and driveways
- Salted parking lots, driveways, and walkways
- Shoveled snow from walkways
- Installed new SCADA monitor in Maintenance Office Building
- Cleaned gutters and down spouts at Fire House
- Replaced generator transfer switch wiring that was chewed by rats
- Replaced LS 5 Standby Generator block heater
- Decommissioned Engine 788
- Replaced fuel pump and rebuilt pressure washer pump on Vac-Tron
- Cleaned, inspected, and greased Mini Excavator
- Cleaned, inspected, and greased Newer Backhoe
- Replaced front differential on Truck 6
- Replaced batteries on utility 786
- Replaced airline connectors at foot valve on Flush Truck
- Cleaned exhaust on Truck 7
- Replaced driver side mirror on Truck 19

Projects/Contract Work

- GIS Program
- Cartegraph Development
- Worked with District engineers in locating manholes for sewer project
- Worked with RDC and maintained water flow and pressure during Butler Way Bypass Project
- Worked with Burton Fire on Engine 781 repairs

After Hour Calls

- Staff had 8 after hour calls: 7 Water; 1 Sewer all resolved

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

**SPECIAL MEETING OF THE BOARD OF
DIRECTORS GROVELAND COMMUNITY SERVICES
DISTRICT GROVELAND, CALIFORNIA
January 12, 2021
9:45 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, John Armstrong 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 9:50am.

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.

- A. Appointment of a Member and Alternate Member to Serve on the Tuolumne County Fire Authority Board of Directors.**

Motion

Director Swan moved, seconded by Director Edwards and the motion passed unanimously by roll call to appoint General Manager, Pete Kampa as the Tuolumne County Fire Authority member for the District.

Motion

Director Swan moved, seconded by Director Armstrong and the motion passed unanimously by roll call to appoint Board President, Janice Kwiatkowski as the Tuolumne County Fire Authority alternate member for the District.

Adjournment

Meeting adjourned at 9:59am.

APPROVED:

Janice Kwiatkowski, President

ATTEST:

Rachel Pearlman, Board Secretary

**REGULAR MEETING OF THE BOARD OF
DIRECTORS GROVELAND COMMUNITY SERVICES
DISTRICT GROVELAND, CALIFORNIA
January 12, 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, John Armstrong 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 10:03am.

Approve Order of Agenda

Motion

Director Armstrong moved, seconded by Director Kwiatkowski and the motion passed unanimously by roll call to approve the order of the agenda.

Public Comment

None.

Information Items

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

A. Staff Reports

- A. Staff Reports
 - i. Fire Department Report
 - ii. General Manager's Report
 - 1. Presentation of 2020 State of the District/Management Performance Report
 - iii. Operations Manager's Report
 - iv. Administrative Services Manager's Report
 - 1. Presentation of the 2020 District Year in Review
- B. Proclamations
 - i. Recognition of Andrew Marshall for his 3 Years of Service to the Groveland Community Services District
 - ii. Recognition of Luis Melchor for his 14 Years of Service to the Groveland Community Services District
 - iii. Recognition of Zachary Pacheco for his 1 Year of Service to the Groveland Community Services District

Consent Calendar

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

- A. Approve Minutes from the December 8, 2020 Regular Meeting
- B. Accept December 2020 Payables
- C. Waive Reading of Ordinances and Resolutions Except by Title

Motion

Director Swan moved, seconded by Director Edwards and the motion passed unanimously by roll call to approve the consent calendar.

Old Business

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

- A. Update on the staffing, facility improvement and equipment budget projections, financial analysis and funding plans to accomplish a Groveland CSD Fire Department standard consisting of a minimum of four staff and two engines at all times

Motion

No action taken.

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. Approval of a Mid-year 2020/21 Budget Adjustment to Include Non-Budgeted Items Previously Approved by the Board, the Addition and Modification of the Capital Outlay/Projects Schedule and Minor Operating Expense Adjustments

Motion

Director Armstrong moved, seconded by Director Mora and the motion passed unanimously by roll call to approve of a Mid-year 2020/21 Budget Adjustment to Include Non-Budgeted Items Previously Approved by the Board, the Addition and Modification of the Capital Outlay/Projects Schedule and Minor Operating Expense Adjustments.

- B. Adoption of a Resolution Ratifying the General Manager's Execution of an Advance Funding Agreement with Preserve Partners Inc. to Secure Funding Deposits to Cover the Cost of Legal, Administrative and Engineering Services Associated with the Hwy 120 Lodging Project (Formerly Yonder Yosemite)

Motion

Director Armstrong moved, seconded by Director Edwards and the motion passed unanimously by roll call to adopt Resolution 01-2021 Ratifying the General Manager's Execution of an Advance Funding Agreement with Preserve Partners, Inc. to Secure Funding Deposits to Cover the Cost of Legal, Administrative and Engineering Services Associated with the Hwy 120 Lodging Project (Formerly Yonder Yosemite).

- C. Consideration of authorizing the Groveland CSD Fire Department to apply for the Office of Traffic Safety (OTS) Grant

Motion

Director Armstrong moved, seconded by Director Swan and the motion passed unanimously by roll call to allow the GCSD Fire Department to submit the Office of Traffic Safety grant application and allow the General Manager to sign any subsequent documents pertaining to this grant.

- D. Adoption of a Resolution Authorizing an Memorandum of Understanding with Tuolumne County Fire Department to Submit a Joint Grant Application to the Sonora Area Foundation for Rapid Intervention Team Pack Fast Attack Emergency Air Supply Units

Motion

Director Swan moved, seconded by Director Armstrong and the motion passed unanimously by roll call to adopt Resolution 03-2021 Authorizing a Memorandum of Understanding with Tuolumne County Fire Department to Submit a Joint Grant Application to the Sonora Area Foundation for Rapid Intervention Team Pack Fast Attack Emergency Air Supply Units at a cost of \$13,845.16 and approve the General Manager to sign any related documents.

- E. Consideration of Interest in a Policy Amendment Clarifying the Process Regarding Board Members Attending and Receiving Compensation for Meetings Outside of District Meetings but Related to District Business

Motion

Director Swan moved, seconded by Director Mora and the motion passed unanimously by roll call to appoint Director Swan and Director Kwiatkowski to Ratify an Ad-Hoc Committee to discuss and establish a proposed structure and process for a Board protocol or policy amendment to be presented for Board consideration at the February 2021 Regular meeting.

Public Comment

None.

The Board convened into closed session at 12:42pm.

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

- A. Public Employee Performance Evaluation
Pursuant to Govt. Code Sec. 54957
Title: General Manager

The Board reconvened into open session at 1:16pm.

- B. Announcement of Reportable Action taken in Closed Session

No reportable action was taken.

Adjournment

Meeting adjourned at 1:24pm.

APPROVED:

Janice Kwiatkowski, President

ATTEST:

Rachel Pearlman, Board Secretary

DRAFT

**SPECIAL MEETING OF THE BOARD OF
DIRECTORS GROVELAND COMMUNITY SERVICES
DISTRICT GROVELAND, CALIFORNIA
January 26, 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 10:07am.

Absent: Directors Armstrong and Swan

Director Swan joined the meeting at 10:10am.

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.

A. Presentation of a 2nd Quarter 2020-2021 FY Financial Statement

Motion

No action was taken.

B. Review and Update of the 2020-2022 Management Objectives Which Identify Management Actions Intended to Accomplish the Goals of the Board of Directors

Motion

Director Swan moved, seconded by Director Edwards and the motion passed by roll call to receive, and approve the Management Goals and Objectives as presented.

Ayes: Directors Kwiatkowski, Mora, Swan and Edwards

Absent: Director Armstrong

Director Edwards left the meeting at 11:40am.

C. Approval of a Resolution Awarding a Contract with Ragsdale & Sons for the Rebid of the Groveland Community Services District Pavement Rehabilitation Project and Authorizing the General Manager to Award the Construction Contract

Motion

Director Swan moved, seconded by Director Mora and the motion passed by roll call to accept the low bid from Ragsdale & Son Inc. for \$116,256.93 specifically the base bid and item one (1) and authorize the General Manager to sign the Agreement on behalf of the District.

Ayes: Directors Kwiatkowski, Mora, and Swan

Absent: Directors Armstrong and Edwards

Adjournment

Meeting adjourned at 11:50am.

APPROVED:

Janice Kwiatkowski, President

ATTEST:

Rachel Pearlman, Board Secretary

DRAFT



ACCOUNTS PAYABLE CHECK LISTING

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

Accounts Payable Checks



User: dpercoco
Printed: 2/3/2021 4:29:38 PM

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
19853	aqu5	Aqua Sierra Controls Inc.	1/31/2021	True	HMI Replacement- Final billing	\$2,810.45
19854	UB*02772	Ardakani, Alpasha	1/31/2021	True	Refund Check 014710-000, 20021 UPPR SKYRDGE15/6	\$148.05
19855	UB*02775	Auto Parts, KC	1/31/2021	True	Refund Check 015579-000, 11241 Wards Ferry Rd	\$67.16
19856	UB*02782	Bates, James	1/31/2021	True	Refund Check 015503-000, 12322 MILLS ST 8/86	\$103.56
19857	UB*02436	Bawani, Trustee, Nadeem & Forzia	1/31/2021	True	Refund Check 015153-000, 12083 HILLHURST 8/186	\$35.79
19858	UB*02724	Billman, Jamie	1/31/2021	True	Refund Check 015997-000, 12309 Shooting Star Ct 13/329	\$766.61
19859	UB*02765	Bootman, Mark	1/31/2021	True	Refund Check 016534-000, 19674 FERRETTI RD 6/230	\$12.51
19860	UB*02774	Brasceso, Trustee, Shirley	1/31/2021	True	Refund Check 014110-000, 20759 Crest Pine 3/451 M	\$5.45
19861	UB*02781	Costa, Kenneth & Judith	1/31/2021	True	Refund Check 007896-000, 12045 Alcan Ct. 8/170	\$98.28
19862	UB*02780	Crouse, Sheldon & Jesika	1/31/2021	True	Refund Check 016234-000, 20385 Whites Gulch Drive	\$5.22
19863	UB*02779	Del Secco, Mark	1/31/2021	True	Refund Check 015151-000, 20041 Upper Skyridge 15/11	\$149.21
19864	EDIS01	E.D.I.S.	1/31/2021	True	Admin Supplemental Health Ins.	\$3,811.54
19865	Fas02	Fastenal	1/31/2021	True	Shop Stock	\$209.11
19866	UB*02784	Frenkel, Boris & Ada	1/31/2021	True	Refund Check 013123-000, 20134 PINE MT DR	\$183.47
19867	UB*02783	Gayle, Richard	1/31/2021	True	Refund Check 008439-000, 12727 JUNIPERO SER 5/817	\$485.94
19868	H&S	H & S Parts and Service	1/31/2021	True	1 ea. ABS Modulator for Flush Truck Air Leak repair	\$211.80
19869	UB*02778	Hernandez, Cheryl	1/31/2021	True	Refund Check 010235-000, 20010 PINE MT DR 13/200	\$481.37
19870	UB*02776	Holbrook, Louise	1/31/2021	True	Refund Check 008697-000, 20136 LWR SKYRG 15/99	\$786.70
19871	ind04	Industrial Electrical Co.	1/31/2021	True	Replace/Adjust voltage regulator/load test	\$6,601.35
19872	JSW02	J.S. West Propane Gas	1/31/2021	True	Propane	\$3,792.76
19873	dic02	Matthew Dickens	1/31/2021	True	Matt Dickens D2 Renewal	\$80.00
19874	UB*02769	Mattingly, Joseph & Elizabeth	1/31/2021	True	Refund Check 008348-000, 21224 JIMMERSALL LANE 12/103	\$324.61
19875	UB*02764	Murphy, Danny	1/31/2021	True	Refund Check 015998-000, 19903 Pine Mt Drive 13/18	\$2,404.78
19876	neu01	Neumiller & Beardslee	1/31/2021	True	Legal Services	\$2,157.00
19877	UB*02773	Pollock, Douglas	1/31/2021	True	Refund Check 014972-000, 20156 LWR SKYRDG 15/94	\$66.28
19878	Ree02	Reed, Ben	1/31/2021	True	Wells Fargo Refund on wire sent for purchase of used Bobcat 2016	\$2,207.35
19879	UB*02768	Robichaud, Jim	1/31/2021	True	Refund Check 014208-001, 20488 FERRETTI RD 3/32	\$128.70
19880	UB*02771	Sinnott, Charles	1/31/2021	True	Refund Check 014109-000, 19301 OAK GROVE 5/184 MRG	\$155.88
19881	Sta15	Staples Credit Plan	1/31/2021	True	Office Supplies	\$11.57
19882	UB*02766	Steese-Bradley, Elly L.	1/31/2021	True	Refund Check 016630-001, 20493 ROCK CANYON 3/221	\$14.23
19883	UB*02777	Tomlinson, David & Ruth	1/31/2021	True	Refund Check 006707-000, 13090 Elderberry Way 11/44	\$326.00
19884	UB*02655	TOMPKINS, ROBERT	1/31/2021	True	Refund Check 008043-000, 13011 JACKSON MILL 7/196	\$227.20
19885	Ver02	Verizon Wireless 5298	1/31/2021	True	Monthly Cell Phone	\$155.53

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
19886	UB*02770	Williams, James & Gina	1/31/2021	True	Refund Check 015109-000, 20695 Crest Pine 3/456	\$165.14
19887	UB*02767	Zachman, William	1/31/2021	True	Refund Check 009827-000, 20783 Nonpareil Way 10/35	\$12.00
19888	Ah101	Ahlsweide, Adam	1/31/2021	True	Reimburse for 1 pair Workboots	\$211.32
19889	am01	AM Consulting Engineers, Inc.	1/31/2021	True	Sewer Collection Downtown Groveland BOF Planning	\$54,193.26
19890	aqu5	Aqua Sierra Controls Inc.	1/31/2021	True	IT Services	\$1,130.67
19891	ATT02	AT&T	1/31/2021	True	Monthly Cal Net phone service	\$364.73
19892	Atl01	Atlas Copco Compressors, LLC	1/31/2021	True	Diagnose AWS Compressor	\$1,670.00
19893	CA Dept	CA Dept of Tax/Fee Administration	1/31/2021	True	2020 Sales Tax for invoices not charged tax on.	\$1,881.00
19894	CAR06	Carbon Copy Inc.	1/31/2021	True	Monthly Copier Usage	\$31.78
19895	Datapros	Dataprose LLC Attn AR	1/31/2021	True	Monthly UB Statement Processing	\$1,859.55
19896	DEP09	Department of Forestry & Fire Protection	1/31/2021	True	October -Dec 31, 2020 Cal Fire Contract	\$219,474.97
19897	EDIS01	E.D.I.S.	1/31/2021	True	Admin Supplemental Health Ins. 40%	\$595.00
19898	Fas02	Fastenal	1/31/2021	True	2 boxes nitrile gloves for safety	\$638.70
19899	Ferg01	Ferguson Enterprises Inc. #1423	1/31/2021	True	1 ea. 8" blnd flg, 1 ea. 8" flg bend	\$644.68
19900	flo01	Flores, Jennifer	1/31/2021	True	Monthly Internet Stipend	\$100.00
19901	GCS02	GCS D	1/31/2021	True	GCS D WaterBill	\$2,849.86
19902	GCS01	GCS D Petty Cash	1/31/2021	True	Remaining balance for front axle	\$19.24
19903	GEN01	General Plumbing Supply	1/31/2021	True	200 Meter Gaskets	\$63.93
19904	GRA04	Grainger	1/31/2021	True	4 ea. Water Tight Document Holders	\$63.36
19905	H&S	H & S Parts and Service	1/31/2021	True	2 ea. Air fitting for Flush Truck	\$105.94
19906	Hes01	Hessler Construction Co.	1/31/2021	True	Operations Building, Firehouse repairs 5% Ret	\$7,102.19
19907	Hun02	Hunt & Sons, Inc.	1/31/2021	True	Fuel & Oil	\$1,276.02
19908	AR-Inc.	Inc., George Reed	1/31/2021	True	AR Refund	\$2,447.12
19909	ITR01	Itron Electric Metering Co Inc	1/31/2021	True	Quarterly Hardware Maint-Handhelds	\$808.17
19910	Kam02	Kampa, Peter	1/31/2021	True	Monthly Internet Stipend	\$100.00
19911	CUR01	L. N. Curtis & Sons	1/31/2021	True	5 gallon Citrosqueeze PPE/Turnout Cleaner	\$185.67
19912	Mar02	Marshall, Andrew	1/31/2021	True	Reimburse for 2 pair Work Boots	\$471.88
19913	Mitel	Mitel	1/31/2021	True	District Telephone Service	\$355.31
19914	MOO01	Moore Bros. Scavenger Co., Inc.	1/31/2021	True	30 Yd Open Top Monthly Rental	\$142.88
19915	Moo06	Moore Ranch Trucking	1/31/2021	True	1 load of Road Base, 1 load of fill sand for C & D stock	\$1,050.00
19916	MOT03	Mother Lode Answering Service	1/31/2021	True	Monthly Call Forward/Paging	\$239.00
19917	MOU03	Mountain Oasis Water Systems	1/31/2021	True	Bottled Water	\$163.00
19918	Pea01	Pearlman, Rachel	1/31/2021	True	Monthly Internet Stipend	\$100.00
19919	pin04	Pine Alley Saw Shop	1/31/2021	True	Parts for Chainsaw	\$210.66
19920	Pri04	Principal Life Insurance Company	1/31/2021	True	Monthly Dental, Vision, Life & LTD Insurance	\$3,807.83
19921	ric04	Richey, Garrett	1/31/2021	True	20 ea. Backflow Testing	\$1,500.00
19922	Ron01	Roni Lynn	1/31/2021	True	Social Media Management	\$2,600.00
19923	Saw01	Sawyer, Shane	1/31/2021	True	Reim for Class A Test	\$84.91
19924	Sna01	Snap-on	1/31/2021	True	1 ea. 20.4 Ethos edge Full Scanbay & Master Kit	\$13,706.56
19925	Sprbrk	Springbrook Holding Co. LLC	1/31/2021	True	December Professional services tor Cloud Migration	\$2,000.00
19926	Stream	Streamline	1/31/2021	True	Annual Web Maintenance	\$2,400.00
19927	tec02	Technique Data Systems, Inc.	1/31/2021	True	Rollers for Remit Plus Scanner	\$48.59
19928	TIR01	The Tire Shop	1/31/2021	True	Mount/Balance Truck #3 Tires	\$70.00

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
19929	Tuo14	Tuolumne County Recorder	1/31/2021	True	13 ea. Satisfaction of Liens	\$260.00
19930	TWO1	Two Guys Pizza	1/31/2021	True	Meals for 3 water breaks	\$456.01
19931	Van01	VanDyk, Renee	1/31/2021	True	Monthly Internet Stipend	\$100.00
19932	Ver02	Verizon Wireless 5298	1/31/2021	True	Monthly Cell Phone	\$838.26
19933	Vip02	VIPRE Security	1/31/2021	True	District Wide Anti-Virus	\$3,510.00
19934	WRT01	Wallace, Robert & Todd	1/31/2021	True	Groveland Park Amenities Study and Plan through 1/3/21	\$4,472.91
19935	Wells	Wells Fargo Bank, N.A.	1/31/2021	True	Monthly Lease on Admin Copier	\$359.29
115803	OE3	Operating Engineers Local #3	1/28/2021	True	PR Batch 00002.01.2021 Oper Engin Union Dues	\$353.99
902243	CAL09	CalPers 457 Plan Administrator	1/22/2021	True	PR Batch 00002.01.2021 CalPers Def Comp	\$1,000.00
902244	DCSS	Dept of Child Support Services	1/22/2021	True	PR Batch 00002.01.2021 Wage Garnish Child Support	\$205.03
902245	EDD01	EDD - Electronic	1/22/2021	True	PR Batch 00002.01.2021 State Unemp Ins	\$3,625.52
902246	FedEFTPS	Federal EFTPS	1/22/2021	True	PR Batch 00002.01.2021 Federal Income Tax	\$13,215.62
902247	Orion	Orion Portfolio Solutions	1/22/2021	True	PR Batch 00002.01.2021 Orion 457	\$1,805.00
902248	PER01	Pers - Electronic	1/22/2021	True	PR Batch 00002.01.2021 2nd Tier PERS	\$7,692.43
19769	am01	AM Consulting Engineers, Inc.	1/15/2021	True	Engineering fees-Revising Construction docs for District Parking	\$32,199.51
19770	BLU01	Anthem Blue Cross	1/15/2021	True	Monthly Group Health Ins.	\$21,914.90
19771	AQU01	Aqua Labs	1/15/2021	True	Lab Tests	\$7,235.00
19772	aqu5	Aqua Sierra Controls Inc.	1/15/2021	True	IT support for December 2020	\$6,491.50
19773	Aquafix	Aquafix	1/15/2021	True	55 gallons GreaseZilla- Lift Station Degreaser	\$2,222.84
19774	Ari01	Arizona Pneumatic Systems, Inc.	1/15/2021	True	1 ea. Gaembsa Blower #S608679 for STP	\$3,534.00
19775	ATT02	AT&T	1/15/2021	True	Monthly Cal Net phone service	\$357.82
19776	ATT03	AT&T	1/15/2021	True	Monthly Internet Uverse	\$286.80
19777	UB*02758	Bawani, Trustee, Nadeem & Forzia	1/15/2021	True	Refund Check 015153-001, 12083 HILLHURST 8/186	\$62.36
19778	UB*02755	Burdt, William & Suzette	1/15/2021	True	Refund Check 011347-000, 20679 ROCK CT 4/271	\$190.53
19779	BUR01	Burton's Fire Inc	1/15/2021	True	Repairs for Fire Engine #781	\$3,133.78
19780	CAR06	Carbon Copy Inc.	1/15/2021	True	Monthly Copier Usage	\$35.25
19781	CEN04	Centro Print Solutions	1/15/2021	True	100 W2 forms with 50 envelopes	\$58.98
19782	UB*02763	Chautard, Alain & Adeline	1/15/2021	True	Refund Check 016119-000, 13000 TIP TOP CT 2/57	\$154.35
19783	Cle03	CleanSmith Solutions	1/15/2021	True	Disinfection Services	\$1,650.00
19784	COL03	Columbia Communications	1/15/2021	True	2 pagers for Treatment Dept.	\$344.56
19785	Cro04	Crook Logging Inc.	1/15/2021	True	34.01 acres for Jones Hill Fuel Break Project F2020-01-Grant	\$100,329.50
19786	Datapro	Dataprose LLC Attn AR	1/15/2021	True	Monthly UB Statement Processing	\$1,841.55
19787	Deu01	Deutsch, Travis	1/15/2021	True	Reimburse Travis Deutsch for Class A testing & study sheets	\$118.88
19788	DIS01	Dish Network	1/15/2021	True	Satellite TV for FD	\$83.04
19789	UB*02757	Donovan, Nathan	1/15/2021	True	Refund Check 013126-000, 19419 Pleasant View 1/324	\$519.24
19790	DRU01	Drugtech Toxicology Services, LLC	1/15/2021	True	Consortium DOT Tests	\$76.00
19791	Du-A01	Du-All Safety, LLC	1/15/2021	True	Regulatory Assessment	\$4,950.00
19792	EDIS01	E.D.I.S.	1/15/2021	True	Admin Supplemental Health Ins. 40%	\$1,395.54
19793	Fas02	Fastenal	1/15/2021	True	Misc. Shop Parts, 55 gallon drum of Super Clean for shop	\$1,315.00
19794	Ferg01	Ferguson Enterprises Inc. #1423	1/15/2021	True	Parts for Spray Field	\$3,501.86
19795	GCS02	GCSO	1/15/2021	True	GCSO Water Bill	\$3,219.40
19796	GCS01	GCSO Petty Cash	1/15/2021	True	Front Differential for Truck #6	\$201.35
19797	GEN01	General Plumbing Supply	1/15/2021	True	Fittings for AWS	\$81.65

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
19798	GEN02	General Supply Co	1/15/2021	True	Fuses for WWTP OSG	\$85.79
19799	gilb01	Gilbert Associates, Inc.	1/15/2021	True	CPA Services	\$3,100.00
19800	GRA04	Grainger	1/15/2021	True	1" Pipe tap for Shop Tool	\$915.91
19801	H&S	H & S Parts and Service	1/15/2021	True	Parking brake valve for Flush Truck repair	\$228.14
19802	HAC01	Hach	1/15/2021	True	Chemicals for Water Treatment plants	\$2,544.42
19803	UB*02735	Hunt, Lawrence R & Bettie J	1/15/2021	True	Refund Check 008806-000, 20291 MARINA CT 13/321	\$227.00
19804	Hun02	Hunt & Sons, Inc.	1/15/2021	True	Fuel & Oil	\$1,082.37
19805	Int03	IBS of Sacramento Valley	1/15/2021	True	3 Batteries for Bobcat	\$370.42
19806	IRO01	Iron Mountain	1/15/2021	True	2 ea. 65 Gallon bins shredded off site	\$165.06
19807	UB*02752	Kawika Reis, Ryan	1/15/2021	True	Refund Check 015834-000, 13024 MUELLER DR 2/136	\$50.64
19808	KC Auto	KC Auto Parts	1/15/2021	True	Auto Parts for December, 2020	\$31.90
19809	KC01	KC Courier, LLC	1/15/2021	True	Monthly Courier Service	\$372.38
19810	UB*02760	Kellmann, Cindi	1/15/2021	True	Refund Check 016174-000, 19323 JAMES CIR 2/237	\$5.64
19811	UB*02759	Leeds, Trustees, Scott & Erin	1/15/2021	True	Refund Check 015629-000, 19935 PINE MT DR 13/143	\$56.45
19812	LOW01	Lowe's Companies, Inc.	1/15/2021	True	Dishwasher for Fire Dept.	\$607.76
19813	UB*02712	Marks, Evan & Lisa	1/15/2021	True	Refund Check 013623-000, 19590 COTTONWOOD 6-191	\$573.68
19814	UB*02762	Mattingly, Elizabeth	1/15/2021	True	Refund Check 012727-005, 20706 Nonpareil Way 4/250	\$66.78
19815	UB*02754	McCullough, Stuart	1/15/2021	True	Refund Check 011018-000, 19100 RABOUL CT 2/326	\$63.09
19816	UB*02747	Merolla, Richard	1/15/2021	True	Refund Check 013668-000, 12295 SUNNYSIDE WAY 8/63	\$126.03
19817	UB*02750	Molina, Betsy	1/15/2021	True	Refund Check 016195-000, 12351 MILLS ST 8/99	\$149.69
19818	MOO01	Moore Bros. Scavenger Co., Inc.	1/15/2021	True	30 YD Debris Box	\$637.28
19819	MOU03	Mountain Oasis Water Systems	1/15/2021	True	Bottled Water	\$123.00
19820	Moy01	Moyle Paving, Inc.	1/15/2021	True	1 load Road Base for C & D Stock	\$466.43
19821	NBS01	NBS Government Finance Group	1/15/2021	True	Professional Services thru 12/31/20-Development Impact Fee Study	\$2,425.00
19822	neu01	Neumiller & Beardslee	1/15/2021	True	Legal Fees for Admin	\$1,552.87
19823	Oreil	O'Reilly Auto Parts	1/15/2021	True	December 2020 Auto Parts	\$800.88
19824	per04	Percoco, Ronald	1/15/2021	True	Uniform Laundering, Cleaning	\$1,882.00
19825	PGE01	PG&E	1/15/2021	True	Monthly Electric Charges	\$746.81
19826	pml01	PML Hardware & Supply Inc.	1/15/2021	True	December Hardware supplies	\$499.55
19827	pow04	Power Services, Inc.	1/15/2021	True	Certified Pump Flow Test for 2G	\$550.00
19828	Pri04	Principal Life Insurance Company	1/15/2021	True	Monthly Dental, Vision, Life & LTD Insurance	\$4,190.83
19829	SUE01	Ray Sues Insurance & Invst	1/15/2021	True	Retired Members Medical	\$3,442.56
19830	SFPUC	San Francisco Public Utilities Commission	1/15/2021	True	Monthly Water Purchase	\$13,161.00
19831	UB*02749	Schwab, Noreen	1/15/2021	True	Refund Check 011702-000, 20077 UPR SKYRG 15/17	\$206.31
19832	SDR01	SDRMA	1/15/2021	True	Added 2020 Chevy/Med Duty 4 WD VIN:76704	\$2,610.57
19833	Sie17	Sierra Instant Printing	1/15/2021	True	4 boxes #10 Window envelopes	\$387.90
19834	UB*02748	Smith, Gary	1/15/2021	True	Refund Check 016009-001, 19114 DYER CT 5/275	\$359.39
19835	UB*02751	Smith, Gary	1/15/2021	True	Refund Check 016009-000, 19112 DYER CT 5/275	\$395.27
19836	son14	Sonora Lumber Co.	1/15/2021	True	4 ea. Tarps for material bins	\$124.95
19837	Sprbrk	Springbrook Holding Co. LLC	1/15/2021	True	Monthly C/C Web Pmt Fees	\$4,802.15
19838	Stream	Streamline	1/15/2021	True	January 2021 Web Maintenance	\$200.00
19839	SWR02	SWRCB	1/15/2021	True	Anthony Filippi WWI Certification	\$95.00
19840	SWR03	SWRCB	1/15/2021	True	Annual Permit Fee for School st./Merrell Rd. 7/1/20-6/30/21	\$7,089.00

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
19841	UB*02756	Talmadge, Michael & Sharon	1/15/2021	True	Refund Check 013041-007, 12914 Mueller Dr 2/76	\$69.22
19842	UB*02753	The Khubiar Trust, Ben	1/15/2021	True	Refund Check 016539-000, 19885 Pleasant View 1/241	\$8.58
19843	TIR01	The Tire Shop	1/15/2021	True	Backhoe tire repair	\$20.00
19844	Tir02	TireHub, LLC	1/15/2021	True	4 ea. Tires for Truck #3	\$858.00
19845	Tru03	Trusted Gear Company, LLC	1/15/2021	True	12 ea. Waterproof Trench coats, 12 ea. Waterproof Rain pants	\$2,040.00
19846	TUO01	Tuo. Co. Public Power Agency	1/15/2021	True	Public Power Purchase	\$12,762.84
19847	Tuo16	Tuolumne County Fire	1/15/2021	True	12.5% portion of SCBA purchase cost	\$7,129.81
19848	UMP01	UMPQUA Bank	1/15/2021	True	December Credit Card Purchases	\$2,865.05
19849	USA03	Usa Blue Book	1/15/2021	True	2 ea. Bomber jackets for Treatment Dept	\$1,889.98
19850	Ver02	Verizon Wireless 5298	1/15/2021	True	Monthly Cell Phone	\$837.96
19851	UB*02761	Vital, Jose & Irene	1/15/2021	True	Refund Check 016057-000, 20779 POINT VIEW 4/223	\$213.42
19852	Wells	Wells Fargo Bank, N.A.	1/15/2021	True	Monthly Lease on Admin Copier	\$359.29
115802	OE3	Operating Engineers Local #3	1/15/2021	True	PR Batch 00001.01.2021 Oper Engin Union Dues	\$353.99
902237	CAL09	CalPers 457 Plan Administrator	1/15/2021	True	PR Batch 00001.01.2021 CalPers Def Comp	\$1,000.00
902238	DCSS	Dept of Child Support Services	1/15/2021	True	PR Batch 00001.01.2021 Wage Garnish Child Support	\$205.03
902239	EDD01	EDD - Electronic	1/15/2021	True	PR Batch 00001.01.2021 State Income Tax	\$4,219.64
902240	FedEFTPS	Federal EFTPS	1/15/2021	True	PR Batch 00001.01.2021 FICA Employee Portion	\$13,952.52
902241	Orion	Orion Portfolio Solutions	1/15/2021	True	PR Batch 00001.01.2021 Orion 457	\$1,805.00
902242	PER01	Pers - Electronic	1/15/2021	True	PR Batch 00001.01.2021 PERS Employee Deduct	\$8,592.25
19768	Cap1	Capital One Public Funding	1/1/2021	True	Principal for Loan #100963531 payment for Sewer Imp Project	\$52,918.90
					Total	\$760,893.32
					Jan Direct Deposit Payroll	\$69,693.86
					Total Accounts Payable	\$830,587.18



BOARD MEETING AGENDA SUBMITTAL

TO: GCS D Board of Directors

FROM: Pete Kampa, General Manager

DATE: February 9, 2021

SUBJECT: Agenda Item 5A. Discussion and Board Direction on Groveland CSD Fire Department Operational and Financial Matters Including Increased Staffing Levels, Expanded Facilities and Equipment, as Well as Funding Proposed to be Provided Through the Tuolumne County Fire Authority

RECOMMENDED ACTION:

This is intended as an update report only and no specific action is required; however Board direction to staff is appropriate and expected

BACKGROUND:

The board has requested that we continue to discuss the status of the operation of the Groveland Fire Department, the Tuolumne County Fire Authority, the June 2021 special tax measure, fire staffing in the region and costs associated with increasing staffing at the GCS D fire station. For each Board meeting a brief written summary of activities will be provided.

Actions through February 4, 2021:

- Prepared revised fire department budget projections which include adding a second engine crew and associated expansion of the fire station facilities; **attached**
- Reviewed draft and final proposed Tuolumne County Fire Authority (TCFA) bylaws and special tax ordinance prepared by GCS D legal counsel and County Counsel.
- TCFA Board meetings have been scheduled for February 17, March 3rd and March 5th to vote on the bylaws, conflict in interest code, tax ordinance and approve a resolution calling for the election; scheduled for June 8, 2021. The draft documents are scheduled for distribution tomorrow.

ATTACHMENTS:

- Updated Fire Department Budget Projection for Increased Staffing

FINANCIAL IMPACT:

This is an update report only.

Groveland Community Services District

Fire Fiscal Impact Analysis

4-0 Staffing, 2 engines

Item	Adjusted Annual Reoccurring Expenditures
Department Salaries / Benefits ¹	\$72,058
Department Services / Supplies ¹	\$63,820
CAL FIRE Schedule A Cooperative Agreement ²	\$2,229,520
Unfunded Pension Liability ¹	\$62,730
Other (Incl. OPEB, Leases, Cost of Water) ¹	\$26,028
District Administration Allocation ¹	\$77,456
Fire Station Expansion/Renovation ⁴	\$17,000
Additional Type 1 Apparatus ⁵	\$88,000
Department Capital Outlay ³	\$257,509
Total Annual Expenditures	\$2,894,121
(Existing) Property Tax Revenue	\$1,130,000
(Proposed) Special Tax Revenue	\$552,579
Total Revenue	\$1,682,579
Revenue Shortfall	-\$1,211,542

Potential Revenue Options:

Community Facilities District within GCSD (Formation in Progress)

Additional Property Assessment or Special Tax

Tuolumne County allocation of TOT, special tax or other revenue

SAFER Grant participation (covers three years' staff cost at declining percent annually)

Notes:

¹ From District's 2020-21 Adopted Budget for the Fire Department. Excludes Jones Hill Fire Break Grant.

² Based on increased staffing level from 5 personnel to 11 personnel (2 fire captains and 9 fire apparatus engineers).

³ From 2020 GCSD Fire Master Plan Update and Board approved equipment replacement schedule, which is currently not funded due to lack of tax revenue. Includes apparatus, equipment and station upgrades and replacement.

⁴ **(SECOND CREW)** Estimated \$250,000 to modify sleeping quarters and common areas for added staff and current standards

⁵ **(SECOND CREW)** Financing \$750,000 for 10 years

TO: GCSB Board of Directors

FROM: Jennifer Flores, Administrative Services Manager

DATE: February 9, 2021

SUBJECT: Agenda Item 6A. Adoption of a Resolution Approving an Agreement with Gilbert and Associates for Accounting Services

RECOMMENDED ACTION:

Staff recommends the following action:

I move to adopt Resolution 04-2021 approving an Agreement with Gilbert and Associates for Accounting Services.

BACKGROUND

The District lost its finance officer in 2013 and instead of refilling the position, decided to contract with Gilbert and Associates to serve as the District's Controller and perform various accounting functions for the District as an extension of staff. The scope of work that they are currently performing and that is proposed in the updated contract include:

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

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

The District's contract with Gilbert and Associates expired December 2019 and they have been providing services on a month-to-month basis over the last year. District Management would like to reenter into a two-year contract with Gilbert and Associates as they provide critical accounting services for the District, in which the District does not have the ability to perform in-house. The contract mirrors what is currently in place with the exception of *Compensation* which will increase from a \$37,200 to a \$40,800 annual expense.

ATTACHMENTS

1. Proposed Contract
2. Resolution 04-2021

FINANCIAL IMPACT

The new contract represents a \$3,600 increase in annual compensation. The last time Gilbert and Associates increased the annual compensation was seven (7) years ago in 2014.

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

This Agreement is made as of January 1, 2021, by and between the Groveland Community Service District ("District") and Gilbert CPAs ("Contracted Controller") concerning services.

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

NOW, THEREFORE, the parties agree as follows:

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

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

- Prepare calculations and adjusting journal entries for difficult accounting transactions. For example, complex debt refunding entries, complex revenue recognition rules, and Pension and OPEB Liability calculations, entries, and disclosures.
 - Assist with and review the reasonableness of actuarial methods and assumption for the post-employment health care benefits actuary reports.
 - Review significant accounting policies to ensure they are up to standards and consistent with other similar government agencies and provide recommendations, as necessary.
- B. *Compensation* – In exchange for the services rendered hereunder, the Contracted Controller shall be compensated in the amount of \$40,800 annually plus out-of-pocket expenses, to be billed monthly starting January 1, 2021. The fee estimate is based on anticipated cooperation from the District's representatives and the assumption that unexpected circumstances will not be encountered during the work performed. Fees will be reviewed annually and based upon actual time and standard fees, adjusted if necessary. If significant additional time is necessary, the Contracted Controller will discuss it with the District representatives and arrive at a new fee estimate before the Contracted Controller incurs additional costs. The Contracted Controller invoices are payable upon presentation.

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

- C. *Term* – The term of this agreement shall commence on January 1, 2021 through December 31, 2022.
- D. *Compliance with Laws* – The Contracted Controller agrees that the work will be conducted and the services will be performed in compliance with all laws and regulations; with the policies, procedures and directives of the District, particularly those related to fiscal and management matters; and with generally accepted accounting principles applicable to governmental entities.
- E. *Termination* – This Agreement may be terminated at any time by either party upon ninety days advance written notice to the other party. Upon termination by either party, the Contracted Controller shall be compensated for all work performed through the date of termination.
- F. *Disclosures of Conflicts* – The Contracted Controller shall be responsible for disclosing financial interests that may be a conflict. Disclosure may be satisfied through completion of the related Fair Political Practices Commission form on an annual basis.
- G. *Insurance* – The Contracted Controller shall maintain Commercial General Liability on an occurrence basis with limits no less than \$1,000,000 per occurrence and general aggregate limit no less than \$2,000,000; Auto Liability with limit no less than \$1,000,000 combined single limit; Workers' Compensation with Statutory limits and Employer's Liability with limits of no less than \$1,000,000 per accident for bodily injury or disease; Professional Liability insurance with limit no less than \$1,000,000 per occurrence or claim and aggregate no less than \$2,000,000.
- H. *Indemnification* – The Contracted Controller agrees to indemnify, defend and hold harmless the District, its officers, directors and member agencies from any liability arising from the Contracted Controller's negligence or willful misconduct or omissions in the performance of this agreement. The District, its officers, directors and member agencies agree to indemnify, defend and hold harmless the Contracted Controller from any liability arising from the negligence, willful misconduct or omissions of the District, its officers, directors and member agencies.

I. *Independent Contractor* – It is expressly agreed by the parties that the Contracted Controller’s relationship to the District is that of an independent contractor. As such, the District will not be providing any Workers’ Compensation coverage or benefits to the Contracted Controller.

J. *Other Obligations of Parties* – The District is responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. The District is responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

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

K. *Entire Agreement* – This writing constitutes the entire agreement between the parties relative to the services specified herein, and no modifications shall be effective unless and until such modification is evidenced by a writing signed by both parties. This agreement is contractual in nature, and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties.

L. *Successors and Assignment* – The Contracted Controller agrees that it will not assign, transfer, convey, or otherwise dispose of this Agreement or any part thereof, or its rights, title, or interest therein, without the prior written consent of the District.

M. *Waiver* – The waiver by either party of a breach by the other of any provision of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of either of the same or a different provision of this Agreement.

N. *Severability* – Should any part of this Agreement be declared unconstitutional, invalid, or beyond the authority of either party to enter into or carry out, such decision shall not affect the validity of the remainder of this agreement, which shall continue in full force and effect; provided that the remainder of this contract can, absent the excised portion, be reasonably interpreted to give effect to the intentions of the parties.

O. *Headings* – The descriptive headings used in this Agreement are for convenience only and shall not control or affect the meaning or construction of any of its provisions.

P. *Title to Documents* – All original calculations, files, records, studies and other material or documents developed or used in connection with the performance of this Agreement shall be the property of the District. If working papers or product include computer generated material, The Contracted Controller shall provide the material including the database upon which it is based to the District in a mutually agreed upon computer machine-readable format and media.

Q. *Email Transmission* – In connection with this engagement, the Contracted Controller may communicate with the District or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, the Contracted Controller cannot guarantee or warrant that emails from the Contracted Controller will be properly delivered and read only by the addressee. Therefore, the Contracted Controller specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by the Contracted Controller in connection with the performance of this engagement. In that regard, the District agrees that the Contracted Controller shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

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

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

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

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

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

GROVELAND COMMUNITY SERVICE DISTRICT

BY _____

DATE _____

TITLE _____

GILBERT CPAs

BY _____

DATE _____

TITLE _____ Shareholder

RESOLUTION 04-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING AN AGREEMENT WITH GILBERT AND ASSOCIATES FOR ACCOUNTING SERVICES

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

WHEREAS, the District lost its finance officer in 2013 and instead of refilling the position, decided to contract with Gilbert and Associates to serve as the District's Controller and perform various accounting functions for the District as an extension of staff; and

WHEREAS, the District's current contract with Gilbert and Associates expired December 2019 and they have been providing services on a month-to-month basis over the last year; and

WHEREAS, District Management would like to reenter into a two-year contract with Gilbert and Associates as they provide critical accounting services for the District; and

WHEREAS, the contract mirrors what is currently in place with the exception of Compensation which will increase from a \$37,200 to a \$40,800 annual expense.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES hereby approve an Agreement with Gilbert and Associates for Accounting Services.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on February 9, 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 February 9, 2021.

DATED: _____

TO: GCS D Board of Directors

FROM: Pete Kampa, General Manager

DATE: February 9, 2021

SUBJECT: Agenda Item 6B. Adoption of a Resolution Rescinding Resolution 05-2021 and Ratifying the General Manager's Execution of an Advance Funding Agreement with Preserve Partners Inc. to Secure Funding Deposits to Cover the Cost of Legal, Administrative and Engineering Services Associated with the Hwy 120 Lodging Project (Formerly Yonder Yosemite)

RECOMMENDED ACTION:

Staff recommends the following action:

I move to rescind Resolution 01-2021 and adopt Resolution 05-2021 Ratifying the General Manager's Execution of an Advance Funding Agreement with Preserve Partners Inc. to Secure Funding Deposits to Cover the Cost of Legal, Administrative and Engineering Services Associated with the Hwy 120 Lodging Project (Formerly Yonder Yosemite).

BACKGROUND:

At our January 12, 2021 meeting, the board of directors adopted Resolution 01-2021 which ratified an advance funding agreement with Preserve Partners Incorporated. An inadvertent typographical error in the resolution listed the development project consultant rather than Preserve Partners. Also, we were contacted after the meeting by the project consultant with a request for a replacement signatory on the funding agreement. Since there are two changes necessary the best way to address this permanent record of the district is to rescind the previous Resolution 01-2021 making it ineffective, and adopting a new replacement resolution with the corrections made.

No changes have been made in the Advance Funding Agreement, so it is not reproduced in this agenda packet. A clean version of the same agreement will be signed by the new representative of Preserve Partners, the project owner. If a copy is needed, please contact Rachel Pearman, Board Secretary. The proposed Resolution 05-2021 contains two changes from Resolution 01-2021; 1) the reference to TK Consulting has been deleted and replaced with Preserve Partners, Inc. and 2) The Resolution rescinds the previous Resolution 01-2021.

ATTACHMENTS:

- Proposed rescinded Resolution 01-2021
- Draft Resolution 05-2021

FINANCIAL IMPACT:

None

RESOLUTION 01-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT RATIFYING THE GENERAL MANAGER'S EXECUTION OF AN ADVANCE FUNDING AGREEMENT WITH PRESERVE PARTNERS, INC TO SECURE FUNDING DEPOSITS TO COVER THE COST OF LEGAL, ADMINISTRATIVE AND ENGINEERING SERVICES ASSOCIATED WITH THE HWY 120 LODGING PROJECT (FORMERLY YONDER YOSEMITE)

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 provides Water, Sewer, Fire and Park/Recreation services within its established boundaries; and

WHEREAS, Preserve Partners, Inc has submitted a lodging project for approval by the County of Tuolumne and has submitted an application to the District requested the provision of the above services by the District; and

WHEREAS, the District's Facilities Development policies require the execution of an Advance Funding Agreement in addition to the Service Application to secure funding deposits and indemnification to cover any liability and expense for the review and approval of service to the Project and acceptance of dedicated infrastructure as determined appropriate by the District; and

WHEREAS, the Project developer has executed and the General Manager has approved the Advance Funding Agreement for the Hwy 120 Lodging Project attached hereto.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES hereby Ratify and Approve the General Manager's Execution of an Advance Funding Agreement with TK Consulting to Secure Funding Deposits to Cover the Cost of Legal, Administrative and Engineering Services Associated with the Hwy 120 Lodging Project (Formerly Yonder Yosemite), as evidenced by the Board President's execution of the Agreement.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on January 12, 2021 by the following vote:

AYES: Directors Kwiatkowski, Mora, Armstrong, Edwards, and Swan

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Rachel Pearlman, 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 January 12, 2021.

DATED: _____

RECINDED BY RESOLUTION 05-2021 ON 02-09-2021 BY RESOLUTION 05-2021

RESOLUTION 05-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT RESCINDING RESOLUTION 01-2021 AND RATIFYING THE GENERAL MANAGER’S EXECUTION OF AN ADVANCE FUNDING AGREEMENT WITH PRESERVE PARTNERS, INC TO SECURE FUNDING DEPOSITS TO COVER THE COST OF LEGAL, ADMINISTRATIVE AND ENGINEERING SERVICES ASSOCIATED WITH THE HWY 120 LODGING PROJECT (FORMERLY YONDER YOSEMITE)

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 provides Water, Sewer, Fire and Park/Recreation services within its established boundaries; and

WHEREAS, Preserve Partners, Inc has submitted a lodging project for approval by the County of Tuolumne and has submitted an application to the District requested the provision of the above services by the District; and

WHEREAS, the District’s Facilities Development policies require the execution of an Advance Funding Agreement in addition to the Service Application to secure funding deposits and indemnification to cover any liability and expense for the review and approval of service to the Project and acceptance of dedicated infrastructure as determined appropriate by the District; and

WHEREAS, the Project developer has executed and the General Manager has approved the Advance Funding Agreement for the Hwy 120 Lodging Project attached hereto.

WHEREAS, Resolution 01-2021 contained actions which included reference to an incorrect Agreement signatory, and a request has been submitted by the party to the Agreement to change its authorized signatory.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES hereby:

1. Rescind Resolution 01-2021 with its approvals and actions no longer valid; and
2. Ratify the General Manager’s Execution of an Advance Funding Agreement with Preserve Partners, Inc. to secure funding deposits to cover the cost of legal, administrative, and engineering services associated with the HWY 120 lodging project (formerly Yonder Yosemite).

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on February 9, 2021 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Rachel Pearlman, 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 February 9, 2021.

DATED: _____



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Pete Kampa, General Manager

DATE: February 9, 2021

SUBJECT: Agenda Item 6C. Adoption of a Resolution Approving an Updated Board Remuneration Policy for Attending Meetings and Hearings, including the Fire JPA to Represent the District at the Request of the General Manager

RECOMMENDED ACTION:

Staff recommends the following action:

I move to adopt Resolution 06-2021 approving an updated Board Remuneration Policy.

BACKGROUND:

The Board of Director's Policy Manual states that, "*Members of the Board of Directors shall receive a Director's Fee for each "meeting day", with a maximum of six meeting days per month. The fee shall be annually established by the Board at the first regular meeting in July.*" On August 13, 2019, the Board approved Resolution 34-19, Establishing Board Member Remuneration, in Accordance with *Director's Policy 10.3, for Attendance at Board Meetings, Trainings, and other Approved Events.*

On January 12, 2021, the Board appointed Directors Kwiatkowski and Swan to an *ad hoc* committee to clarify the process of GCSB Board Members attending and receiving compensation for non-GCSB meetings, hearings, legislative processes and similar events related to District business. The committee met on January 20, 2021 and discussed specifically the issues where the GM seeks elected official assistance/participation. The committee recommended a process where the Board President can appoint themselves, a board member or members to attend such meetings based on GM recommendation or request, and that attendance be considered a "days' service" for the purpose of compensation. The Board President/member attendance and compensation to be ratified by Board at the next meeting.

Additionally, discussed was that the Primary and Alternate be compensated for attending meetings of the Tuolumne County Fire Authority (TCFA JPA) meetings, and which is also relevant to the Tuolumne Stanislaus Regional Water Management Authority (IRWMP). The committee recommends that the TCFA alternate attend all meetings to stay abreast of this important issue. It is recommended by the Committee to update the Board Remuneration Policy to reflect the above discussed changes.

ATTACHMENTS:

1. Resolution 06-2021
2. Draft Remuneration Policy section 10.3 Director Compensation (redline changes)

10.3 Director Compensation

Members of the Board of Directors shall receive a Director's Fee for each "meeting day", with a maximum of six meeting days per month. The fee shall be annually established by the Board at the first regular meeting in July.

In addition to Board meetings, Directors may be compensated for the following: (1) Regular Board meetings; (2) Special Board meetings; (3) advisory or committee body meetings; (4) training and educational seminars or conferences; (5) negotiation sessions; (6) depositions; (7) meetings with District consultants, engineers, or other professionals for the purpose of conducting District business or potential business; (8) meetings of a Joint Powers Authority or other government body of which the District is a member and the Director has been appointed by the Board as the District representative or alternate; (9) non-District meetings, hearings, legislative processes and similar events related to District business that may occur on a sporadic, unscheduled basis and attendance at which is requested of the Board member(s) by the General Manager; (10) Any other activity the Board requests in writing that a member attend in advance of attendance. Several meetings may be attended on the same day, but will be considered as only one meeting day.

On the General Manager's request for Board member(s) attendance at non-District meetings, hearings, legislative processes and similar events, the Board President can appoint himself, a board member or members to attend such meetings and their compensation is to be ratified by the Board at its next meeting.

RESOLUTION 06-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING AN UPDATED BOARD RENUMERATION POLICY

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

WHEREAS, the Board of Directors made a motion on January 12, 2021 to form an Ad-Hoc Committee to clarify the process regarding Board Members attending and receiving compensation for meetings outside of District meetings but related to District business; and

WHEREAS, Directors Kwiatkowski and Swan were appointed by the Board of Directors to the committee, and met with General Manager, Pete Kampa and Board Secretary, Rachel Pearlman on January 20, 2021; and

WHEREAS, the committee recommended that the Board Remuneration Policy be amended to authorize Board members to attend meetings and hearings related to District business at the request of the General Manger and to receive compensation therefor.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES hereby approve the attached updated Board Remuneration Policy. **BE IT FURTHER RESOLVED** that the related Ad-Hoc Board Committee is hereby dissolved.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on February 9, 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 February 9, 2021.

DATED: _____

BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Pete Kampa, General Manager

DATE: February 9, 2021

SUBJECT: Agenda Item 6D. Discussion and Consideration Approving a Revised General Manager's Evaluation Form

RECOMMENDED ACTION:

Staff recommends the following action:

I move to approve the revised General Manager's Evaluation Form and to include the Objectives rating descriptions as discussed.

BACKGROUND:

During the January 12, 2021 Regular Board meeting, staff was directed to make minor changes to the General Manager performance evaluation forms, which would be brought to this meeting for consideration by the Board.

Changes have been made to modify the evaluation Part 1 – Professional Attributes section to include three options in the dropdown menu: Meets, Does not Meet and Exceeds. The evaluation form Part 2, Expectations, Goals and Objectives were not modified, with the understanding that we would clarify at this meeting that the dropdown menu options are not intended to be a measure of whether the particular objective was completed or not; rather they are intended to identify whether the GM's efforts in accomplishing the objective is aligned with and advancing the Board's goals and its completion is advancing in accordance with each director's expectations. A proposed brief definition of each menu option is listed below and can be included in the form if approved:

Meets – The objective is clearly defined, the GM's actions on it are aligned with and advancing the Board's goals and the GM's performance on this meets my expectations

Does not Meet – the GM's actions on this item do not appear to be aligned with and advancing the Board's goals and/or the GM's performance on this does not meet my expectation

On Track/Acceptable – I may/do not have enough information on the exact status of this objective but the GM's performance on this meets my expectations given the priorities and circumstances

Unknown – I have no way to make a determination on whether the GM is performing well on this objective

ATTACHMENTS:

- GM Evaluation Form, as revised

FINANCIAL IMPACT:

None



G.C.S.D. Services - 209 / 962-7161

Fax - 209 / 962-4943

Fire Department - 209 / 962-7891

www.gcsd.org

water • fire protection • parks • wastewater collection & treatment

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

January 12, 2021

GM Evaluation Cover Memo

Dear Board of Directors,

The Performance Evaluation forms are attached. Pete has made some modifications to the forms to make it easier for your response. There is a dropdown for selection of Meets/Does Not Meet, etc. and you can type directly into the comment cell for each item of the table. You can also type directly into the "Board Member Comments" and "Director Goals and Objectives" pages. If you do not have access to Adobe or are unsure how to use it, I am available to assist you in submitting your comments. You can also submit handwritten comments to Janice.

Sincerely,

Rachel Pearlman
Board Secretary

**GENERAL MANAGER
ANNUAL PERFORMANCE
EVALUATION PROCESS**

BOARD PRESIDENT'S GUIDE

February 2021

Annual Performance Evaluation Process for the General Manager of the Groveland Community Services District

INTRODUCTION

The following seven-step process shall be used by the Board of Directors (Board) for the evaluation of the performance of the General Manager (GM) of Groveland Community Services District (District). The Board President shall be responsible for initiating the process each year with the goal of completion near the first of the year, each year. At the discretion of the Board of Directors, the process will be facilitated by either a designated ad-hoc sub-committee or the Board President.

STEP PROCESS

Step 1 (Week 1) – Request Performance Report from the GM regarding performance. Allow two-week turn around. The Performance Report should provide an update on the achievement of approved goals and objectives and any changes, new priorities or impediments to accomplishing objectives, as well as addressing the state of the District in general.

Step 2 (Week 1)– Circulate to Board members last year’s GM evaluation and GM’s Performance Report, along with the Appendix A, Parts 1, 2 and 3, requesting one-week response turn-around from Board members.

Step 3 (Week 2-3) - Board President will gather all Board member inputs for collation into standard format (Appendix A) by filling in all sections of the forms from Board input. (see example in Table -1 below). Board President must be able to take all inputs and meld them into one Board message to the GM. A statement of overall performance should be provided. This entire step may be done by the President directly or a designated ad-hoc sub-committee.

Guidance: Scores (middle column) should be an averaged score of all those received. Since the standard form table on Success factor allows for comments (right column) on individual attributes, these should be listed into the table in the designated space (see example table below).

Table 1 – (Part 2 - GCSD GM Success Factor **example**)

Professional Attribute	Rating <i>(Meets/Does not meet)</i>	Comments <i>(as collected from all Board members)</i>
<i>Policy Development</i> EXAMPLE	<i>Meets</i>	<ul style="list-style-type: none"> • GM brings clear policy issues to us. • GM should include more detail on why a policy decision is needed on issues. EXAMPLE
<i>Public Relations</i> EXAMPLE	<i>Does not meet</i>	<ul style="list-style-type: none"> • GM has not made significant progress in keeping positive relations with the community. • GM should make better use of staff in working with other agencies. EXAMPLE

Step 4 (Week 4) – President will share draft evaluation with Board in closed session seeking endorsement of the completed draft evaluation.

Step 5 –Board President and/or Board subcommittee provides the evaluation to the GM (4-7 days before the closed session evaluation meeting).

Guidance: this allows for the GM to consider the evaluation and prepare responses (where needed) to the Board for the upcoming evaluation meeting. At least one week should be allowed for the GM to consider responses if any.

Step 6 –Agendize closed session for GM performance evaluation. Board conducts the session to formally deliver the evaluation and hear the position or thoughts of the GM, if any, regarding the draft evaluation. At times this could take two meetings since changes to the evaluation could result from this meeting. The potential for adjustments to the GM contract, if any, may also be discussed at this closed session. Specific compensation adjustments should be handled in open public session.

When reconvened to open session, the President will make public any actions from the closed session. A vote of the Board may be necessary.

Step 7 – Sign and file completed evaluation in the District personnel records.

GM Standard Evaluation Forms

Distributed to all Board Members

INSTRUCTIONS TO BOARD MEMBERS:

The following forms are used to evaluate the performance of the GM for the Groveland CSD.

You should review the attached Performance Report prepared by the General Manager, complete each of the evaluation forms and return the forms to the Board President.

Please complete the forms and add comments that you'd like to see shared with our GM relative to each area evaluated and in Part 3, general comments.

Note that room exists for you to provide comments on each attribute as well as for your goals and expectations for the upcoming year.

The Board President will be reviewing all evaluation forms, compiling them into a single averaged Performance Evaluation Report, and distributing the Board and General Manager for discussion during an upcoming Closed Session meeting.

APPENDIX A - Part 1.0

DISTRICT EXPECTED PROFESSIONAL ATTRIBUTES AND COMPETENCIES

Rate the performance of the GM for each of the ATTRIBUTES AND COMPETENCIES **from the current evaluation year**. Check the middle box if GM achieved the expected performance. Leave the box empty and provide a comment if you feel the GM did not measure up to your expectations in the attribute area. *Use Met/Did Not Meet/On Track/Unknown (dropdown) ratings of performance. Type Comments directly in box.*

Professional Attribute	Rating <i>(Exceeds/Meets /Does not Meet</i>	Comments
Leadership		
Vision		
Commitment to Our Goals		
Communications		
Personal Style		
District administration		
Ethics		

Leadership – the demonstrated ability to provide clear guidance and direction to those around him/her to achieve things greater than the sum of the parts.

Vision – sees and projects how actions today will effect our future and effectively plans for mitigating possible liabilities or leveraging opportunities.

Commitment to our goals – he/she takes our goals seriously, gets them accomplished and/or reports issues with completing goals in a proactive way. Our goals are top priority to him/her.

Communications – clear, timely, relevant and understandable and proactive communications with those around him/her both inside and outside the organization and up and down the organization. This is demonstrated especially with the Board of Directors.

Personal Style – possess a personal style about which work and communications are accomplished that is compatible with professionals in the field and matching our culture at Groveland CSD.

District administration – effectiveness in directing, monitoring and improving work-flow, and implementing District policies, rules and/or programs.

Ethics – performs his/her work fully meeting and exceeding professional standards of ethics and compatible with ethical standards prescribed to public agencies in California.

APPENDIX A - Part 2.0 GOALS AND OBJECTIVES FROM EVALUATION YEAR 2019/20

Rate the performance of the General Manager for each of the Goals and Objectives **from the current evaluation year** (those developed last year). Use Met/Did Not Meet/On Track/Unknown (dropdown) ratings of performance. Type Comments directly in box. *(Guidance: this form contains a list of expectations, goals and objectives from the Board approved Management Objectives)*

Expectation, goal or objective (From Approved Management Objectives)	Rating (Met/Did Not Meet/On Track/Unknown)	Comments
Conduct an Organizational Evaluation/Develop an Employee Excellence Program		
Develop updated job descriptions that identify the core responsibilities, assignments and advancement expectations and path for each district position		
Develop a service continuity plan that ensures coverage of essential tasks and responsibilities during emergency conditions such as Pandemic		
Develop a COVID-19 Response Plan for District facilities and operations, including a remote-work plan and policies		
Develop a succession plan and strategy for the District's internal Accountant position		
Conduct an evaluation of the Completeness and Effectiveness of our employee safety program including IIPP, required procedures and methods, and ability to protect against exposure		
Consult with safety experts to update the District IIPP and safety program with necessary procedures		
Evaluate the need and opportunity/cost of implementing an internal Information Technology/SCADA/Communications Position		
Add to the Board Orientation Program a development plan to include recommended learning path and schedule, training and conference attendance, certification		
Complete the Sewer Ordinance Update		
Update Winter Averaging Provisions of Ordinance		

Complete Water Ordinance Update		
Complete Park Ordinance Update		
Complete Financial Reserve Needs Evaluations and Establish Targeted Annual and Total Reserve Amount		
Develop New Financial Reserve Policies		
Complete updated water and sewer master plans		
Complete updated water and sewer 30 Year Capital Improvement Plans (CIP)		
Complete development impact fee study for Water, Sewer, Fire and Park Services		
Secure funding agreement for Downtown BOF/Groveland water and sewer system improvements		
Secure funding agreement for Clearwell Rehabilitations		
Prepare 2019/20 Community Development Block Grant (CDBG) funding application		
Develop Capital Improvement/Replacement Plans for fire services		
Develop Capital Improvement/Replacement Plans for Park services		
Develop and implement a GPS program to support the update and digitization of District infrastructure maps and add layers to our GIS site to display easements, and system maintenance		
Implement a system of contracts with qualified contractors for general and technical maintenance and construction work, emergency response and repairs		

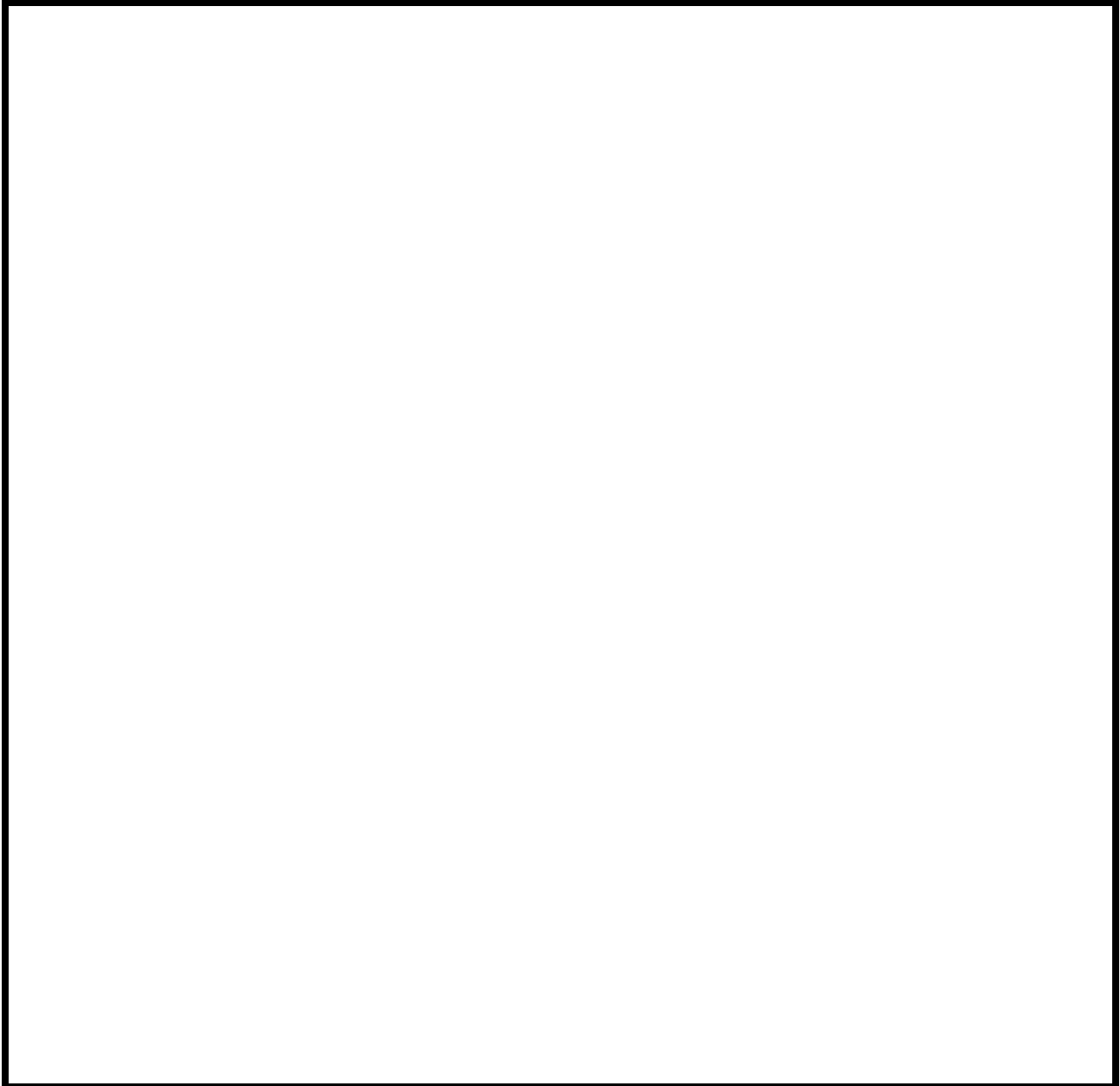
Complete the Fire Department Master Plan Update		
Coordinate with County for the implementation of Community Facilities Districts or other funding mechanisms to offset the impact of land development outside GCSD boundaries		
Complete Development Financial Impact Study for Terra Vi and Under Canvas projects		
Fire Department Emergency Response and deployment optimization and cost evaluation (potential for ALS emergency rescue squad)		
Compile Fire Department Call data for visual display and analysis in the CAD system, to determine future equipment, staffing and deployment strategies		
Complete creation of a Community Facilities District (CFD) within the GCSD boundaries to provide funding for Fire and Park services from new development projects		
Secure revised Schedule A Contract with Cal Fire removing the Amador Contract cost obligation (transferred to County contract)		
Complete the GRACE (Park Enhancement) project plan and begin funding/implementation process		
Plan the State Parks funded Per Capita Grant Improvements		
Secure Per Capita Funding Agreement with State		
Implement Per Capita Park Improvements		
Complete PG&E Permanent Interconnection Hub (PIH) project agreement to facilitate continuous power to downtown Groveland during PSPS		
Complete evaluation and partnership agreement with an Internet Service Provider to expand broadband services in the GCSD service area, and implement new technologies at District		
Evaluate consolidation of the Groveland Lighting District into GCSD		

Complete annexation of Airport Estates		
Produce an annual accomplishments report detailing where and how our customer and taxpayer money has been (and will be) spent		
Complete development of a local funding measure to support Fire Services		
Engage a Fire Department focus group of interested public to assist in planning and advocating for the future financial health of the department		
Coordinate with the County and Fire Districts in the Development of an entity, such as a JPA capable of levying and administering a Fire Services funding measure		
Achieve Special District representation on Tuolumne County LAFCO		
Coordinate with and assist LAFCO in a comprehensive update of the District's Municipal Service Review (MSR)		
Develop a plan to improve customer interaction technologies and methods to simplify and increase payment speed and security, precise and timely notification of account issues and Create a New Customer Information packet		
Conduct a records inventory and establish appropriate records categories		
Evaluate and implement systems and technologies for records and data management		
Develop reports on reserves and connection/capacity fee expenditures and present annually		

APPENDIX A - PART 3.0

BOARD MEMBER'S GENERAL COMMENTS ON THE PERFORMANCE OF THE GM

Use the following space to list general performance observations, observed strengths and weaknesses, along with areas for growth for your GM in providing optimal management services to the Board in its decision making and in leading the District in delivery of excellent public services. **(You can copy/paste text here or type directly)**



APPENDIX A- Part 4.0:

**PERFORMANCE GOALS AND OBJECTIVES FOR THE GM
FOR THE UPCOMING EVALUATION YEAR**

List your own personal goals, objectives, and expectations for the GM for the upcoming year. The Board President will present to the full Board for consideration the individual Board member goals submitted.

NOTE - "Goals and objectives for the upcoming year should be consistent with the Strategic Plan or other stated plans and Board priorities. They should be specific, measurable, attainable, realistic, and able to be completed within the timeframe of review period. Final goals and objectives will be reached by consensus of entire board.

GOALS AND OBJECTIVES

1.

2.

3.

4.

5.

APPENDIX A - Part 5.0: COMMENTS FROM GENERAL MANAGER

(This area is reserved for any comments the GM would like to make in the evaluation.)

Presented by: Janice Kwiatkowski, President

Date

Received by: Peter Kampa, General Manager

Date



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Pete Kampa, General Manager

DATE: February 9, 2021

SUBJECT: Agenda Item 6E. Adoption of a Resolution Approving a Contract Change Order with Ragsdale & Sons Inc. for the Groveland Community Services District Pavement Rehabilitation Project Approving Bid Additive Item No. 2 for Tank #2

RECOMMENDED ACTION:

Staff recommends the following action:

I move to approve Resolution 07-2021 approving a Contract Change Order with Ragsdale and Sons Inc. for the Groveland Community Services District Pavement Rehabilitation Project approving Bid Item No. 2 for Tank #2.

BACKGROUND:

During the board's January 26, 2021 special meeting, a resolution was adopted approving a construction contract with Ragsdale and Sons Incorporated for the pavement rehabilitation project, which included the base bid items and bid additive items number 1. The reason that only the two components of the bid schedule were awarded, was because it was assumed that we had followed the informal bid process which is limited to projects costing less than \$200,000. The lowest bid amount for all three items including the base bid, bid addition #1, and bid addition #2 was \$181,164.29; which is over the informal bid limit when you include the required engineering and administrative expenses. Therefore the staff recommendation and Board's approval was to award the contract in the amount of \$116,256.93.

Immediately following the Board meeting, it was discovered that the District Engineer had in fact followed the "Formal" bid process which has no formal bid limit, sending the Notice to Bidders to the appropriate Builder's Exchanges and Plan Centers. Had management been aware of that fact, the recommendation for contract award would have been for the base bid plus additive items 1 and 2, for a total of \$181,164.29. Since the prior resolution awarding the contract is still relevant and the Notice of Award has been given to Ragsdale, we are recommending that the Board authorize the General Manager to approve a Contract Change Order for Bid Addition Item No. 2 – Tank 2 as bid in the amount of \$64,907.36.

ATTACHMENTS:

- Project bid summary sheet
- Draft Resolution

FINANCIAL IMPACT:

This action if approved will increase the contract with Ragsdale Construction by the amount of \$64,907.36 for a total contract amount of \$181,164.29. The 2020/2021 Budget contains adequate funding to cover the Change Order as follows:

Contract item	Remaining 20/21 FY Budgeted	Ragsdale Contract Amount	Difference
Base Bid plus Additive Item No. 1	\$ 175,000.00	116,256.93	\$ 58,743.07
Bid Additive Item No. 2 - Tank 2	\$ 30,000.00	64,907.36	\$ (34,907.36)
Total	\$ 205,000.00	\$ 181,164.29	\$ 23,835.71

Although the Water Fund budget amount will be exceeded for this project line, the majority of the savings for the Administrative Expense of the Base Bid and Additive Item No. 1 is allocated to the Water Fund with a savings that will offset the Tank 2 cost overrun.

Bid Summary
Groveland Community Services District
Pavement Rehabilitation at District's Office Phase 1 Rebid

Bid Opening Date: January 12, 2021

														Engineer's Estimate	Ragsdale & Sons Inc.	Moyle Paving Inc.	Anderson Striping & Construction, Inc.	K.W. Emerson, Inc.
Base Bid																		
Bid Item No.	Bid Item	Quantity	Unit	Unit Price	Cost	Unit Price	Cost	Unit Price	Cost	Unit Price	Cost	Unit Price	Cost					
1	Mobilization	1	LS	\$4,000.00	\$4,000.00	\$1,900.00	\$1,900.00	\$11,231.21	\$11,231.21	\$17,111.99	\$17,111.99	\$14,135.00	\$14,135.00					
2	Crack Treatment	1	LS	\$4,000.00	\$4,000.00	\$4,660.00	\$4,660.00	\$2,300.00	\$2,300.00	\$4,552.00	\$4,552.00	\$7,195.00	\$7,195.00					
3	Polymer Modified Seal Coat	35,401	SF	\$0.90	\$31,860.90	\$0.275	\$9,735.28	\$0.21	\$7,434.21	\$0.31	\$10,974.31	\$0.32	\$11,328.32					
4	Pavement Replacement	6,065	SF	\$12.00	\$72,780.00	\$10.21	\$61,923.65	\$12.26	\$74,356.90	\$13.78	\$83,575.70	\$16.00	\$97,040.00					
5	Striping and Markings	1	LS	\$5,000.00	\$5,000.00	\$2,000.00	\$2,000.00	\$1,500.00	\$1,500.00	\$3,612.00	\$3,612.00	\$2,664.00	\$2,664.00					
Total Base Bid				\$117,640.90		\$80,218.93		\$96,822.32		\$119,826.00		\$132,362.32						
Bid Addition No. 1 - District Vehicle Storage Lot																		
1	Pavement Replacement	3,700	SF	\$12.00	\$44,400.00	\$9.74	\$36,038.00	\$12.54	\$46,398.00	\$12.78	\$47,286.00	\$10.50	\$38,850.00					
Total Bid Addition No. 1				\$44,400.00		\$36,038.00		\$46,398.00		\$47,286.00		\$38,850.00						
Bid Addition No. 2 - Tank No. 2																		
1	Pavement Replacement	6,664	SF	\$12.00	\$79,968.00	\$9.74	\$64,907.36	\$11.40	\$75,969.60	\$8.52	\$56,777.28	\$12.00	\$79,968.00					
Total Bid Addition No. 2				\$79,968.00		\$64,907.36		\$75,969.60		\$56,777.28		\$79,968.00						
Total (Base Bid + Bid Addition No. 1 + Bid Addition No. 2)				\$242,008.90		\$181,164.29		\$219,189.92		\$223,889.28		\$251,180.32						

RESOLUTION 07-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING A CONTRACT CHANGE ORDER WITH RAGSDALE AND SONS INC. FOR THE GROVELAND COMMUNITY SERVICES DISTRICT PAVEMENT REHABILITATION PROJECT APPROVING BID ADDITIVE ITEM NO. 2 FOR TANK #2

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 January 26, 2021 the Board approved a construction contract with Ragsdale and Sons Incorporated for the pavement rehabilitation project, which included the base bid items and bid additive item number 1; and

WHEREAS, the District Engineer and General Manager have recommended that the Board include the award of the Pavement Rehabilitation Project Bid Additive Item No. 2 – Tank 2 to the low bidder Ragsdale and Sons, Inc by Contract Change Order in the amount of 64,907.36.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES hereby approve a Contract Change Order with Ragsdale and Sons Inc. for the Groveland Community Services District Pavement Rehabilitation Project approving Bid Additive Item No. 2 for Tank #2.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on February 9, 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 February 9, 2021.

DATED: _____



BOARD MEETING AGENDA SUBMITTAL

TO: GCSO Board of Directors

FROM: Pete Kampa, General Manager

DATE: February 9, 2021

SUBJECT: Agenda Item 6F: Adoption of a Resolution Modifying the District Organizational Chart to Add One Full Time Collection/Distribution System Operator I/II/III Position and Related Personnel Budget Amendment

RECOMMENDED ACTION:

Staff recommends the following action:

I move to approve Resolution 08-2021 modifying the District Organizational Chart to add one full time Collections/Distribution System Operator I/II/III Position and related Personnel Budget Amendment in the amount of \$50,000 for the remainder of the 2020/21 fiscal year.

BACKGROUND:

Due to the fact that the District staff has done a fantastic job in maintaining continuity of our services over the past several years, has been making constant system improvements and reducing the number of system failures significantly; Management has been hesitant to increase staffing in the Operations and Maintenance Departments. It was management's intent to maintain staffing levels until the Supervisor position was created and fully integrated into the workflow, new procedures and technologies were implemented to increase and sustain efficiencies, and our relatively inexperienced crew of new employees were able to achieve the certification and experience to achieve proficiency at their job duties.

The new supervisor was hired and has nearly completed implementation of new technology and procedures, but unfortunately we have seen continued turnover of staff Collections/Distribution System Operators as well as one Maintenance Mechanic. We advertise widely for these positions, however with our employment package on-par with our local and regional competitors, it is difficult to attract experienced talent that is required to be on call and available after hours, living close to Groveland where there are virtually no rentals and the housing market is out of reach for the wage earned. We have an excellent crew growing skills quickly, but have clearly seen with the COVID-19 Pandemic and an employee recently out on injury leave, that we are understaffed to ensure continuity of services.

An internal staffing evaluation was completed and at the current staffing level, we are one injury or illness away from operating at a critical level where employee safety is compromised, little to no maintenance is performed and training time is unavailable. We are now required to develop a Continuity Plan for our essential services that identifies the means and methods to continue services should multiple employees contract COVID. Additional maintenance staffing is needed

so that sick employees can stay home and we can continue to train and implement our plans for constant system and service improvement.

ATTACHMENTS:

1. Resolution 08-2021
2. Proposed revised Organizational Chart

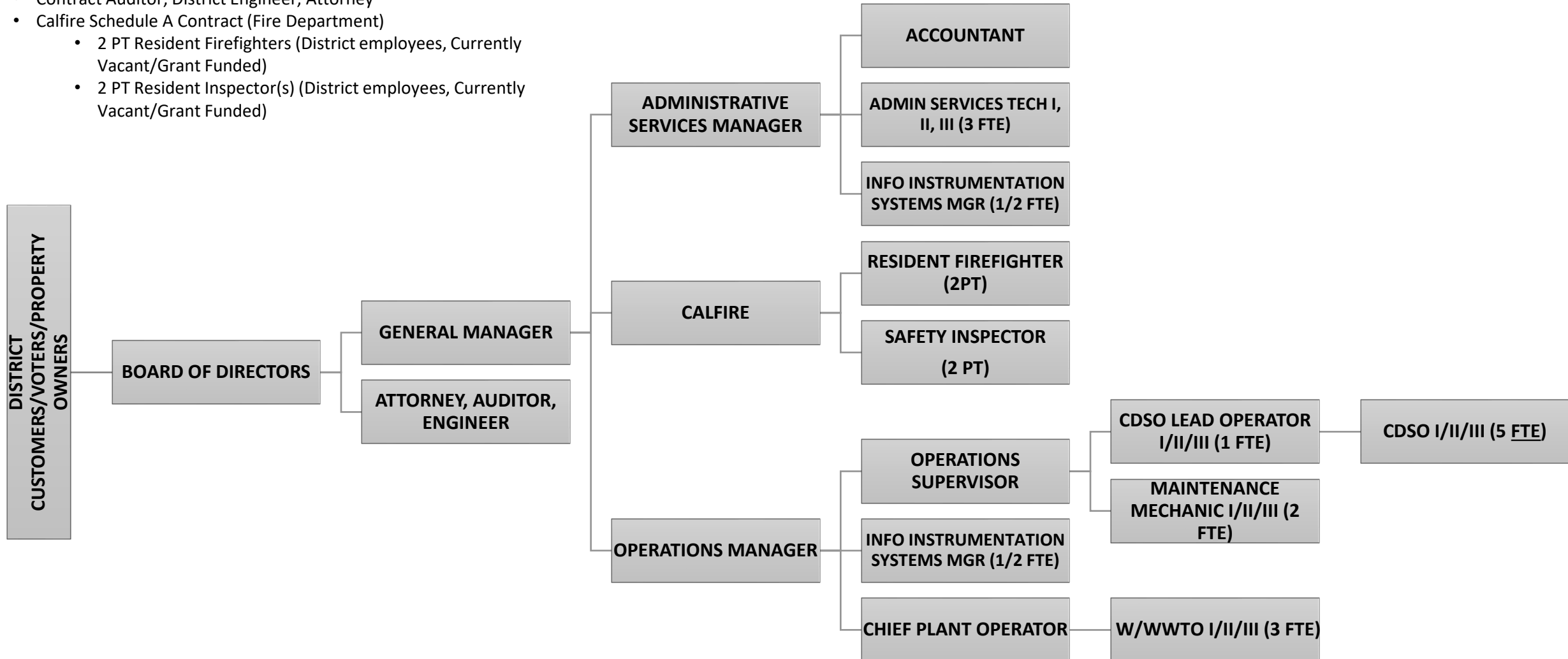
FINANCIAL IMPACT:

The total annual cost of a new CDSO is between \$70,000 and \$90,000 depending upon the level in which they are placed and cost of benefits. The impact for the remainder of this fiscal year will not exceed \$50,000 through June 30, 2021.

GCSD Organizational Chart- Proposed Amendment 2-09-2021

APPROVED HEADCOUNT 2019/20:

- 20 FTE – **Proposed 21 FTE effective 3-1-2021**
- Contract Auditor, District Engineer, Attorney
- Calfire Schedule A Contract (Fire Department)
 - 2 PT Resident Firefighters (District employees, Currently Vacant/Grant Funded)
 - 2 PT Resident Inspector(s) (District employees, Currently Vacant/Grant Funded)



CDSO = Collection and Distribution System Operator W/WWTO = Water/Wastewater Treatment Operator

RESOLUTION 08-2021

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND
COMMUNITY SERVICES DISTRICT MODIFYING THE DISTRICT
ORGANIZATIONAL CHART TO ADD ONE FULL TIME
COLLECTION/DISTRIBUTION SYSTEM OPERATOR I/II/III POSITION AND
RELATED PERSONNEL BUDGET AMENDMENT**

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

WHEREAS, the District is required to comply with various practices, procedures and regulatory requirements to protect the health and safety of our customers and to provide reliable and sustainable public services; and

WHEREAS, the District is also required to develop an Essential Services Continuity Plan as a result of the COVID-19 Pandemic, to ensure that adequate certified, qualified personnel and procedures are in place and available to ensure that our critical public services will continue to be provided in compliance with law and regulations in the event of a COVID-19 illness or related isolation or quarantine of employees; and

WHEREAS, on evaluation of staffing levels in the various departments of the District, it has been determined that additional personnel is needed in the Maintenance Department to ensure continuity of service and to implement the personnel and operational goals of the District.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES hereby adopt Resolution 07-2021 modifying the District Organizational Chart to add one full time Collections/Distribution System Operator I/II/III Position and related Personnel Budget Amendment in the amount of \$50,000 for the remainder of the 2020/21 Fiscal Year.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on February 9, 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Rachel Pearlman, Board Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

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DATED: _____



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Pete Kampa, General Manager

DATE: February 9, 2021

SUBJECT: Agenda Item 6F: Adoption of a Resolution Modifying the District Organizational Chart to Add One Full Time Collection/Distribution System Operator I/II/III Position and Related Personnel Budget Amendment

RECOMMENDED ACTION:

Staff recommends the following action:

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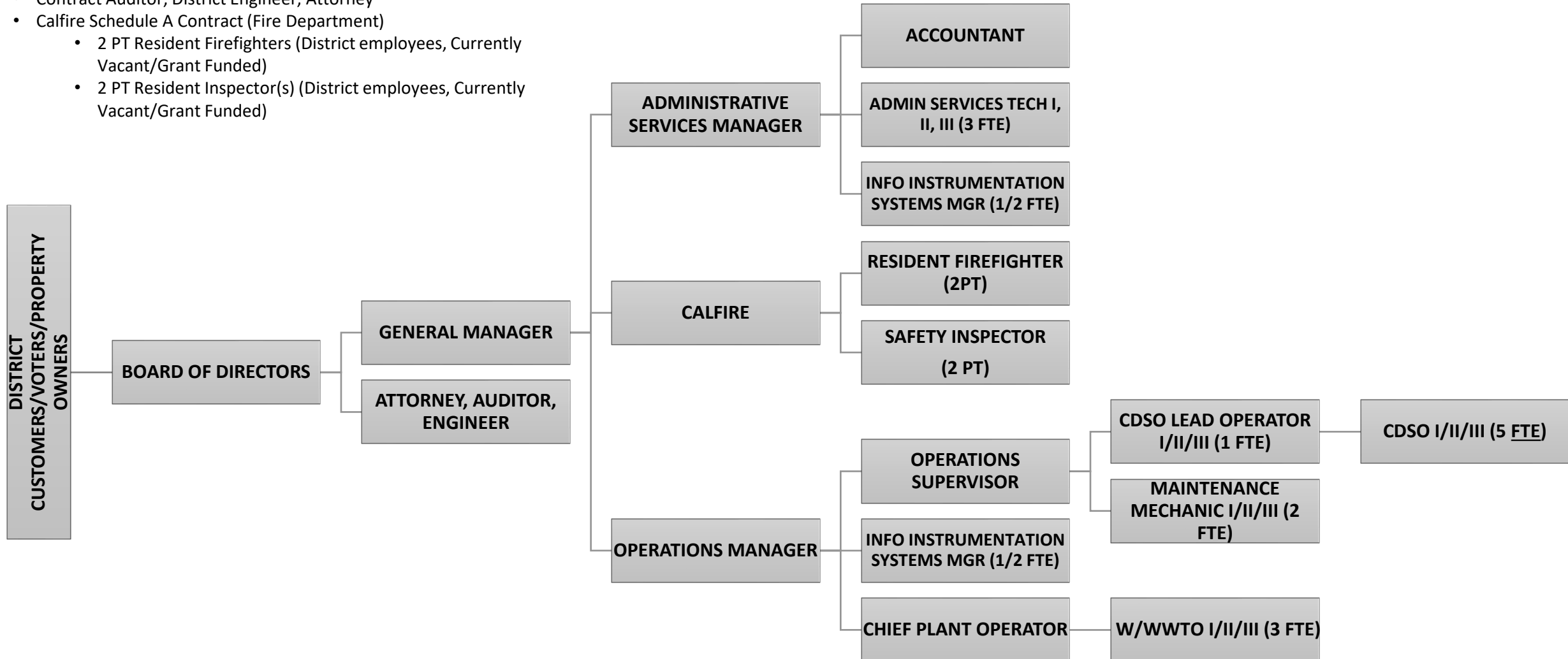
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COMMUNITY SERVICES DISTRICT MODIFYING THE DISTRICT
ORGANIZATIONAL CHART TO ADD ONE FULL TIME
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WHEREAS, the District is required to comply with various practices, procedures and regulatory requirements to protect the health and safety of our customers and to provide reliable and sustainable public services; and

WHEREAS, the District is also required to develop an Essential Services Continuity Plan as a result of the COVID-19 Pandemic, to ensure that adequate certified, qualified personnel and procedures are in place and available to ensure that our critical public services will continue to be provided in compliance with law and regulations in the event of a COVID-19 illness or related isolation or quarantine of employees; and

WHEREAS, on evaluation of staffing levels in the various departments of the District, it has been determined that additional personnel is needed in the Maintenance Department to ensure continuity of service and to implement the personnel and operational goals of the District.

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ABSENT:

ATTEST:

Rachel Pearlman, Board Secretary

Janice Kwiatkowski, President - Board of Directors

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