

WORKSHOP MEETING AGENDA

January 26, 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 from 9am to 4:30pm Monday through Thursday and 9am to 4pm on Friday (Closed between 12pm-2pm).
- The meeting will be conducted via teleconference using Zoom. (See authorization in the Governor's Executive Order 29-20)
- All members of the public seeking to observe and/or to address the GCSD 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.

WORKSHOP AGENDA

January 26, 2021

10:00 a.m.

1. Call to Order

2. Pledge of Allegiance

3. Roll Call of Board Members

Janice Kwiatkowski, President

Nancy Mora, Vice President

John Armstrong, Director

Spencer Edwards, Director

Robert Swan, Director

4. 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
- B. Review and Update of the 2020-2022 Management Objectives Which Identify Management Actions Intended to Accomplish the Goals of the Board of Directors
- 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

5. Adjournment

January 26, 2021

2nd Quarter Financial Statement Memo

Authored by: Jennifer Flores, Administrative Services Manager

Please note: This memo reflects activity through December 31, 2020 and items in the capital outlay charts noted as “unbudgeted” were made part of the approved budget in January 2021.

WATER FUND

REVENUE

Fixed rates are on track with the adopted budget and variable rates are exceeding the budgeted figure by 24%. Other nonoperating revenue includes \$10,638 in earned interest from District’s LAIF account.

EXPENSES

Overall, District expenses are on track with the approved budget. Leases will be over budget as the District had to pay off the old Avaya phone lease that was not expected during the development of the budget.

CAPITAL OUTLAY

1st Quarter

1st quarter capital expense includes \$20,911 fund share expense for the software upgrade to the District’s new server, \$18,000 for the initial deposit for the new Tank 4 generator (this has been reimbursed by the county from their PG&E PSPS relief fund), \$15,346 in engineering fees for the Big Creek/Second Garrotte Clearwell Project, and \$12,279 fund share expense for the Honda utility vehicle purchased to access off road District properties including water and sewer easements for inspections.

2nd Quarter

2nd quarter capital expense includes the fund share of \$97,760 for the purchase of the District’s new crane truck (budgeted originally in the 2019/20 FY and carried to this year due to delays in truck delivery), \$44,335 for the Tank #2 generator/asphalt improvement project, \$57,232 for the purchase of mixers for Tanks 2, 4, and 5 to improve water quality and regulatory compliance, \$50,494 for the remaining balance for the purchase of the new Tank 4 generator, and \$17,910 in engineering fees (contract initiation, notice to proceed, contractor meetings, preparation of the budget package for the state) for the Big Creek/Second Garrotte Clearwell Project.

WATER CAPITAL OUTLAY		
CIP Project	2020/21 Adopted	2020/21 YTD Spent
Downtown Groveland/BOF Planning Study		12,811
General Water Distribution System Improv.	30,000	4,365
Water Pump Replacements	20,000	
Admin Parking Lot Upgrade (5 Yr Plan)	98,000	1,125
Fuel Tank Painting/Electronic Logging	50,400	
Treatment Plant General Improvements/Replacements	20,000	
Crane Body Truck		97,760
Big Creek WTP A/C Upgrade	5,500	4,130
2G WTP A/C Upgrade	5,500	4,130
Tank #2 Generator/Asphalt Improvement	95,000	44,335
Truck #6 Replacement	35,000	
Truck #8 Replacement	23,800	
District Camera System	14,840	
Tank Mixers for T2, 4 and 5	113,000	57,232
Server OS Upgrade	17,360	20,911
Tank 4 Generator	105,000	58,494
Big Creek-2G Clearwell, Butler Way Bypass	3,400,000	33,256
Unbudgeted Items		
2020 Honda UTV		12,279
Tank #2 A/C Heater		3,672
TOTAL WATER CAPITAL OUTLAY	4,033,400	341,689

SEWER FUND

REVENUE

Fixed rates are on track with the approved budget and variable rates are exceeding the budgeted figure by 14% due to higher customer water consumption. Other nonoperating revenue includes \$7,477 in earned interest from District's LAIF account.

EXPENSES

Overall, District expenses are on track with the approved budget. Leases will be over budget as the District had to pay off the old Avaya phone lease that was not expected during the development of the budget. The District has paid its annual PERS unfunded accrued liability (UAL) bill, the remaining \$2,345 is the 3% cost savings the District receives for paying this in one lump sum.

CAPITAL OUTLAY

1st Quarter

1st quarter capital expense includes \$13,082 fund share expense for the software upgrade to the District's new server, \$21,340 for the Skate Park Manhole Repair Project (project completed), \$3,533 for new Sewer Treatment Plant blower, \$3,265 for new flow meter for PML mixing pond (required for calculating mixture of District reclaimed water and lake water for golf course watering), and \$5,778 fund share expense for the Honda utility vehicle purchased to access off road District properties including water and sewer easements for inspections.

2nd Quarter

2nd quarter capital expense includes \$94,064 for the Headworks Replacement Project at the Wastewater Treatment Plant (WWTP), \$47,207 for the purchase of a new Bobcat used at the WWTP, \$26,562 for the purchase of the Smart Manhole Cover System which is in place and operational, \$16,389 in engineering fees for preparation of the final plans and specifications for the Downtown Groveland/Big Oak Flat Collection System Rehab Project, and the fund share of \$46,005 for the purchase of the District's new crane truck.

SEWER CAPITAL OUTLAY		
CIP Project	2020/21 Adopted	2020/21 YTD Spent
Wastewater Pump Replacements	24,000	
Sewer Imp-Headworks, LS2, Irrigation, Sludge Pump, Influent Pump	1,470,000	94,064
Admin Parking Lot Upgrade (5 Yr Plan)	66,500	763
Fuel Tank Painting/Electronic Logging	34,200	
Concrete grading by Screw Press	120,000	
Road Maintenance	100,000	
New Bobcat	45,000	47,207
Truck # 8 Replacement	11,200	
District Camera System	10,070	
Server OS Upgrade	11,780	13,082
Skate Park Manhole Repair/Replacement	25,000	21,340
Smart (manhole) Cover System	26,000	26,562
Annual Contingency for Future Capital Projects	100,000	
Unbudgeted Items		
Downtown Groveland/BOF		19,922
Crane Body Truck		46,005
Gaembsa Blower (2)		7,067
Flow Meter MV 806		3,265
2020 Honda UTV		5,778
Tank #2 A/C Heater		1,728
TOTAL SEWER CAPITAL OUTLAY	2,043,750	286,783

FIRE FUND

REVENUE

The District received a large property tax disbursement check from the county in December. Other nonoperating revenue includes \$3,300 in grants funds from the State of California for new turnouts, and \$3,013 in earned interest from District's LAIF account. Other non-operating revenue includes \$27,641 in grant money for the Jones Hill Fuel Break Project.

EXPENSES

The District has paid \$195,100 to CAL FIRE which only reflects their first quarter billing. Utilities are over budget due to higher water usage. Other operating expense includes \$16,522 in legal fees related to review and response related to the Under Canvas and Terra Vi Lodging projects, \$9,500 to SCI Consulting

for fire tax consulting services, and \$13,785 in apparatus repair work. Non-operating expense includes \$105,000 for the Jones Hill Fuel Break Project.

CAPITAL OUTLAY

1st Quarter

1st quarter capital expense includes \$1,392 fund share expense for the software upgrade to the District’s new server, \$59,228 for the Fire Department Building Upgrade Project (This item was not budgeted for in the current fiscal year as it was projected to be completed by the close of the previous fiscal year where it was budgeted for in the amount of \$59,000).

2nd Quarter

2nd quarter capital expense includes \$100 fund share expense for the Admin Parking Lot Upgrade Project.

FIRE CAPITAL OUTLAY		
CIP Project	2020/21 Adopted	2020/21 YTD Spent
Admin Parking Lot Upgrade (5 Yr Plan)	8,750	100
Fuel Tank Painting/Electronic Logging	4,500	-
Station Restroom Upgrades	5,000	2,091
District Camera System	1,325	-
Server OS Upgrade	1,550	1,392
Unbudgeted Items		
Fire Dept Building Upgrade		59,228
TOTAL FIRE CAPITAL OUTLAY	21,125	62,811

PARKS FUND

REVENUE

The District received a large property tax disbursement check from the county in December. Other operating revenue includes \$25,300 from PG&E for the purchase of two (2) easements for the Pre-Installed Interconnection Hub (PIH), \$26,878 in cell tower rent, \$9,500 from PG&E for the use of Mary Laveroni Park for their community resource center during the last PSPS event, and \$964 in earned interest from District’s LAIF account.

EXPENSES

Utilities are up as a result of higher District water bills.

CAPITAL OUTLAY

1st Quarter

1st quarter capital expense includes \$278 fund share expense for the software upgrade to the District's new server.

2nd Quarter

2nd quarter capital expense includes \$20 fund share expense for the Admin Parking Lot Upgrade Project.

PARK CAPITAL OUTLAY		
Projects	2020/21 Proposed	2020/21 YTD Spent
Admin Parking Lot Upgrade (5 Yr Plan)	1,750	20
Fuel Tank Painting/Electronic Logging	900	-
Park Door Upgrades	10,670	-
District Camera System	265	-
Server OS Upgrade	310	278
TOTAL PARK CAPITAL OUTLAY	13,895	298

Budget to Actual 2nd Quarter Report

Groveland Community Services District

For 2nd Quarter Ended December 31, 2020

Total - District-Wide	2020/21 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget- Remaining \$	CY Actual Vs. CY Budget- Remaining%
Fixed rates	\$ 3,316,016	\$ 1,659,870	\$ (1,656,146)	50%
Variable rates	1,418,170	997,004	\$ (421,166)	30%
Property taxes	1,204,893	697,881	\$ (507,012)	42%
Other operating revenues	137,810	47,486	\$ (90,324)	66%
Other nonoperating revenues	3,703,420	110,305	\$ (3,593,115)	97%
Total Revenues	9,780,309	3,512,546	(6,267,763)	
Salaries and benefits	(2,126,133)	(970,163)	1,155,970	54%
Cost of water	(215,000)	(110,670)	104,330	49%
Utilities	(279,628)	(136,704)	142,924	51%
Cal Fire contract	(1,319,537)	(195,900)	1,123,637	85%
Other operating expenses	(2,048,558)	(857,443)	1,191,115	58%
Leases: prin+interest	(11,628)	(11,121)	507	4%
Sewer Project Imp Loan	(105,838)	(52,919)		
Transfer to Pension	(248,241)	(239,983)	8,258	3%
Non Operating Expenses-Jones Hill	(166,300)	(127,971)		
Total Expenses	(6,520,863)	(2,702,875)	3,726,740	
Capital outlay (fixed assets)	(6,112,170)	(702,186)	5,409,984	89%
Net profit (loss)	\$ (2,852,724)	\$ 107,485	\$ 2,868,961	
Debt Service Collections	934,906	474,845	(460,061)	
Debt Service: Prin/Interest	(986,341)	(366,721)	619,620	
	(51,435)	108,123	\$ 159,558	

Budget to Actual 2nd Quarter Report

Groveland Community Services District

For 2nd Quarter Ended December 31, 2020

Water	2020/21 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget- Remaining \$	CY Actual Vs. CY Budget- Remaining%
Fixed rates	\$ 1,642,114	\$ 822,618	\$ (819,496)	50%
Variable rates	898,880	664,619	(234,261)	26%
Other operating revenues	83,310	39,878	(43,432)	52%
Other nonoperating revenues	3,448,500	5,506	(3,442,994)	100%
Total Revenue	6,072,804	1,532,621	(4,540,183)	
Salaries	(767,427)	(350,663)	416,764	54%
Benefits	(338,207)	(175,803)	162,404	48%
Cost of water	(215,000)	(110,670)	104,330	49%
Utilities	(100,000)	(50,788)	49,212	49%
Other operating expenses	(1,064,418)	(428,997)	635,421	60%
Leases	(8,949)	(8,647)	302	3%
Pension Unfunded Liability	\$ (103,886)	\$ (100,430)	3,456	3%
Total Expenses	(2,597,887)	(1,225,999)	1,371,888	
Capital outlay (Fixed assets)	(4,033,400)	(354,501)	3,678,899	91%
Net profit (loss)	\$ (558,483)	\$ (47,879)	\$ 510,604	
Debt Service Collections	607,042	310,764	(296,278)	
Debt Service Prin/Interest	(688,676)	(219,489)	469,187	
	(81,634)	91,274	172,908	

Budget to Actual 2nd Quarter Report

Groveland Community Services District

For 2nd Quarter Ended December 31, 2020

Sewer	2020/21 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget- Remaining \$	CY Actual Vs. CY Budget- Remaining%
Fixed rates	\$ 1,673,902	\$ 837,252	\$ (836,650)	50%
Variable rates	519,290	332,385	(186,905)	36%
Other operating revenues	32,000	7,125	(24,875)	78%
Other nonoperating revenues	32,620	7,811	(24,809)	76%
Total Revenue	2,257,812	1,184,574	(1,073,238)	
Salaries	(609,327)	(255,361)	353,966	58%
Benefits	(254,690)	(125,935)	128,755	51%
Utilities	(126,000)	(46,777)	79,223	63%
Other operating expenses	(765,818)	(335,484)	430,334	56%
Leases	(2,679)	(2,475)	204	8%
Sewer Improvement Project Loan-P/I	(105,838)	(52,919)	52,919	50%
Pension Unfunded Liability	(70,494)	(68,149)	2,345	3%
Total Expenses	(1,934,846)	(887,100)	1,047,746	
Capital Outlay (fixed assets)	(2,043,750)	(284,576)	1,759,174	86%
Net profit (loss)	\$ (1,720,784)	\$ 12,898	\$ 1,733,682	
Debt Service Collections	327,864	164,081	(163,783)	
Debt Service:Prin/Interest	(297,665)	(147,232)	150,433	
	30,199	16,849	(13,350)	

Budget to Actual 2nd Quarter Report

Groveland Community Services District

For 2nd Quarter Ended December 31, 2020

Total - Governmental Funds	2020/21 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget- Remaining \$	CY Actual Vs. CY Budget- Remaining%
Property taxes	1,204,893	697,881	(507,012)	42%
Other operating revenues	22,500	483	(22,018)	98%
Other nonoperating revenues	222,300	96,987	(125,313)	56%
Total Revenues	1,449,693	795,351	(654,342)	
Salaries and benefits	(156,482)	(62,401)	94,081	60%
Utilities	(53,628)	(39,139)	14,489	27%
Cal Fire/Amador contract	(1,319,537)	(195,900)	1,123,637	85%
Other operating expenses	(218,322)	(92,961)	125,361	57%
Transfer to Pension/Unfunded	(73,861)	(71,404)	2,457	3%
Non-Operating Exp.-Jones Hill	(166,300)	(127,971)	38,329	23%
Total Expenses	(1,988,130)	(589,777)	1,398,353	
Capital outlay (fixed assets)	(35,020)	(63,109)	(28,089)	-80%
Net profit (loss)	\$ (573,457)	\$ 142,465	\$ 715,922	

Budget to Actual 2nd Quarter Report

Groveland Community Services District

For 2nd Quarter Ended December 31, 2020

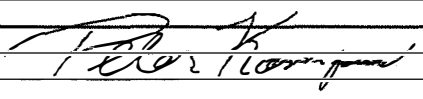
Fire	2020/21 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget- Remaining \$	CY Actual Vs. CY Budget- Remaining%
Property taxes	\$ 1,108,503	\$ 642,051	\$ (466,452)	42%
Other operating revenues	20,500	0	(20,500)	100%
Other nonoperating revenues	176,300	33,955	\$ (142,345)	81%
Total Revenues	1,305,303	676,006	(629,297)	
Salaries and benefits	(117,830)	(51,502)	66,328	56%
Cal Fire Contract	(1,056,071)	(195,900)	860,171	81%
Amador Contract	(263,466)	0	263,466	100%
Utilities	(18,628)	(11,499)	7,129	38%
Other operating expenses	(181,546)	(84,230)	97,316	54%
Tfr. to PERS Unfunded Liability	(72,006)	(69,610)	\$ 2,396	3%
Non Operating Exp - Jones Hill	(166,300)	(127,971)	\$ 38,329	23%
Total Expenses	(1,875,847)	(540,712)	1,335,135	
Capital Outlay (fixed assets)	(21,125)	(62,811)	\$ (41,686)	
Net Profit (Loss)	\$ (591,669)	\$ 72,483	\$ 664,152	

Budget to Actual 2nd Quarter Report

Groveland Community Services District

For 2nd Quarter Ended December 31, 2020

Parks	2020/21 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget-Remaining \$	CY Actual Vs. CY Budget-Remaining%
Property taxes	\$ 96,390	\$ 55,830	\$ (40,560)	42%
Other operating revenues	2,000	483	(1,518)	76%
Other nonoperating revenues	46,000	63,032	17,032	-37%
Total Revenue	144,390	119,345	(25,045)	
Salaries and benefits	(38,652)	(10,899)	27,753	72%
Utilities	(35,000)	(27,640)	7,360	21%
Other operating expenses	(36,776)	(8,731)	28,045	76%
Transfer to Pension	(1,855)	(1,794)	61	3%
Total Expenses	(112,283)	(49,065)	63,218	
Capital outlay (fixed assets)	(13,895)	(298)	13,597	98%
Net Profit (Loss)	\$ 18,212	\$ 69,982	\$ 51,770	

GROVELAND COMMUNITY SERVICES DISTRICT				Enterprise & D/G Funds			Government Funds		
Quarterly Investment/Treasurer's Report									
2nd Quarter Balances @ 12/31/20		Interest	YTD Interest						
Cash Accounts	Acct	Rate	Jan-Dec 2020	Water	Sewer	Grunsky	Fire	Parks	G/L Totals
Mechanics Bank Operating Account	4498	0	0	279,052.23	661,584.18	2,853.10	405,715.77	141,130.81	1,490,336.09
Mechanics Bank Payroll Account	2426	0	0	16,754.84	17,802.58		3,573.57	3,204.53	41,335.52
Mechanics Bank Sewer Impr. Checking	2675	0	0		9,936.81				9,936.81
Water Bond Pymt Reserve	4662	0.06%	1153.15	1,113,940.06	-		-	-	1,113,940.06
Sewer Bond Pymt Reserve	4745	0.06%	1056.08	-	917,948.14		-	-	917,948.14
Cash Drawer				168.00	132.00				300.00
Petty Cash				100.00	100.00				200.00
Cash in Co Treas SAD 77-1				(588.00)					(588.00)
LAIF	5001	0.63%	64,103.92	2,653,070.91	1,900,653.82	12,139.07	765,996.18	245,147.45	5,577,007.43
Total Unrestricted Cash				4,062,498.04	3,508,157.53	14,992.17	1,175,285.52	389,482.79	9,150,416.05
2013 Water Bond Sale - Restricted Reserve	2498	0.06%	406.1	316,679.16					316,679.16
2014 BNY Water Bond Sale - Restricted Reserve	5112	0.03%	2029.75	378,543.39					378,543.39
2014 BNY Sewer Bond Sale-Restricted Reserve	9240		129.38		-				-
Total Restricted Cash				695,222.55	-	-	-	-	695,222.55
Total Cash and Investments				4,757,720.59	3,508,157.53	18,464.26	1,175,285.52	389,482.79	9,845,638.60
2020 YTD Interest Earned		Jan-Dec	\$ 68,878.38						
"I certify that the District investments have been made in accordance with the Investment Policy. I further certify that the District has adequate revenue to cover its operating expense for the next six months, in accordance with California Government Code Sections 53646 (b) (2) and (3) respectively."									
Name				Title	General Manager			Date	January 19, 2021

Management Objectives Report 2020-2022

Legend:		NEW OBJECTIVES PROPOSED FOR APPROVAL	REVIEW WORKSHOP		
On Track, moving toward due date			October 2020	January 2021	
Delayed, waiting on other items or time hampered		PERIOD COVERED			
Off Track, not needed, or not possible		July - September 2020	October - Dec 2020		
#	Objective Description	Measurement	Due Date		
DEVELOP AND SUPPORT EXCELLENT EMPLOYEES AND A SAFE WORKING ENVIRONMENT					
1	Conduct an Organizational Evaluation/Develop an Employee Excellence Program	Board action on consultant contract and subsequent package of updated job descriptions	Initial - 6/30/2020, Revised - 1/30/21, revised March 2021	DEVELOPING CONSULTANT SCOPE, PREPARED POSITIVE WORKPLACE CULTURE DECLARATION FOR MANAGEMENT	NO ACTION
1a	Develop updated job descriptions that identify the core responsibilities, assignments and advancement expectations and path for each district position	Board presentation on program Outline (consultant assistance with program development)	Initial - 6/30/2020, Revised - 1/30/21, revised March 2021	INCLUDED IN CONSULTANT SCOPE, POTENTIALLY INCREASING TO MORE HIGH LEVEL ORGANIZATIONAL EVALUATION	NO ACTION
1b	Develop a service continuity plan that ensures coverage of essential tasks and responsibilities during emergency conditions such as Pandemic	Board approval of Continuity/Staffing Plan	1/31/2021, Revised March 2021	CONSULTANT WORK SCOPE DEVELOPMENT IN PROGRESS	NO ACTION
1c	Develop a COVID-19 Response Plan for District facilities and operations, including a remote-work plan and policies	Presentation of Response Plan to Board	14-Jul-20	COMPLETE	COMPLETED
2	Develop a succession plan and strategy for the District's internal Accountant position	Presentation of plan to Board	12/30/2020, revised March 2021	IN PROGRESS, EVALUATING POTENTIAL OUTSOURCING OF PAYROLL AND AP/AR FUNCTIONS, REDISTRIBUTION OF INTERNAL SUPPORT DUTIES	ON TRACK - MET WITH CPA GILBERT ASSOCIATES TO DISCUSS SCOPE OF THEIR CONTRACT
3	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 to viruses such as COVID-19	Presentation of evaluation report to Board	Initial 10/13/2020, Revised 1/12/21, revised February 2021	IN PROGRESS, CONSULTANT ENGAGED FOR INITIAL EVALUATION AND REPORT/PROGRAM PROPOSAL	EVALUATION COMPLETED, REPORT AND NEXT STEPS TO BE REVIEWED AT FEBRUARY REGULAR MEETING
3a	Consult with safety experts to update the District IIPP and safety program with necessary procedures	Board approval of Safety Consultant Contracts and subsequent presentation of updated Safety Program	12/31/2020, revised April 2021	INCLUDED WITH ITEM 3 CONSULTANT EVALUATION	ON TRACK
4	Evaluate the need and opportunity/cost of implementing an internal Information Technology/SCADA/Communications Position	Board consideration of report regarding IT staff addition and approval of revised organizational chart if warranted	11-Aug-20	COMPLETED AND BOARD APPROVED OCTOBER 2020. HIRING PROCESS BEGINNING	COMPLETED AND BEGINNING ADVERTISING
NEW AND AMENDED POLICIES TO SUPPORT OPERATIONS AND GOOD GOVERNANCE					
5	Add to the Board Orientation Program a development plan to include recommended learning path and schedule, training and conference attendance, certification	Board approval of updated orientation program content	30-Jun-20	COMPLETED DRAFT FOR REVIEW	COMPLETED
6	Complete the Sewer Ordinance Update	Board approval of revised ordinance	Initial (revised) 7/31/2020, proposed December 8, 2020, revised April 2021	DRAFT LANGUAGE UNDER INTERNAL REVIEW, PROPOSE FOR BOARD REVIEW DECEMBER 2020	NO ACTION
6a	Update Winter Averaging Provisions of Ordinance	Board approval of revised revisions	10-Mar-20	COMPLETED	COMPLETED
7	Complete Water Ordinance Update	Board approval of revised ordinance	Initial (revised) 9/30/2020, proposed April 13, 2021	STALLED DUE TO PRESSING PRIORITIES, PROPOSE APRIL 2021	NO ACTION
8	Complete Park Ordinance Update	Board approval of revised ordinance	Initial 12/31/2020, revised April 13, 2021	STALLED DUE TO PRESSING PRIORITIES, PROPOSE APRIL 2021	NO ACTION
9	Complete Financial Reserve Needs Evaluations and Establish Targeted Annual and Total Reserve Amount	Board approval of financial needs analysis	Initial 12/31/2020, revised April 13, 2021	DEVELOPED INITIAL RESERVE REPORT AND PROPOSE TO REMOVE FROM MANAGEMENT PRIORITIES, TO BE CONSIDERED IN THE FUTURE POST MASTER PLAN COMPLETION	ON TRACK
10	Develop New Financial Reserve Policies	Board approval of policies	Initial 12/31/2020, revised April 13, 2021	ON TRACK	ON TRACK
11	Complete monthly updates to Operating policies and procedures manual to new format	Monthly Board action on updated policies	None proposed	PROPOSE TO REMOVE FROM MANAGEMENT PRIORITIES, TO BE COMPLETED AS NEEDED ON AN ONGOING BASIS	
ACTIONS TO PROVIDE FOR EFFECTIVE, LONG TERM FINANCIAL INVESTMENTS IN SUPPORT OF RELIABLE, EFFICIENT AND COMPLIANT FACILITIES AND OPERATIONS					
12	Complete updated water and sewer master plans	Board approval of final master plans	Initial 8/30/2020, revised 12/31/2020, revised March 2021	REVIEWED 3 ADDITIONAL TECH MEMOS WITH FINAL PLAN NOW SCHEDULED FOR COMPLETION BY 12/31/2020	ON TRACK
12a	Complete updated water and sewer 30 Year Capital Improvement Plans (CIP)	Board adoption of CIP	12/31/2020, revised March 2021	SAME AS ABOVE	ON TRACK
13	Contract for Water and Wastewater System Connection Fee Study	Board adoption of Connection Fee Study and Schedule	30-Mar-21	CONSULTANT UNDER CONTRACT AND IN PROCESS OF DATA REVIEW. SIGNIFICANT EFFORT TO COMPILE MUCH OF THE ASSET DATA NECESSARY	ON TRACK

Management Objectives Report 2020-2022

Legend:		NEW OBJECTIVES PROPOSED FOR APPROVAL	REVIEW WORKSHOP		
			October 2020	January 2021	
#	Objective Description	Measurement	Due Date	PERIOD COVERED	
				July - September 2020	October - Dec 2020
14	Secure funding agreement for Downtown BOF/Groveland water and sewer system improvements	State Funding Agreement	31-Dec-20	COMPLETED FOR SEWER PROJECT AGREEMENT AS OF OCTOBER 19, 2020. FINAL DESIGN BEING COMPLETED INCLUDING UPDATE OF PROBLEM AREAS TO BE ADDRESSED. PROJECT TO BE PUBLICLY BID IN JANUARY OR FEBRUARY 2021. WATER AGREEMENT TO BE SEPARATE OBJECTIVE	COMPLETED SEWER AGREEMENT AND SUBMITTED ATTACHED FIRST PROGRESS REPORT SHOWING SCHEDULE
15	Secure funding agreement for Clearwell Rehabilitations	State Funding Agreement	30-Apr-20	SUBMITTED BUDGET AMENDMENT TO INCREASE FUNDING DUE TO HIGHER THAN EXPECTED BIDS, WAITING FOR STATE APPROVAL OF BUDGET AND NTP	COMPLETED AND CONSTRUCTION PROGRESSING ON SCHEDULE AND BUDGET
16	Prepare 2019/20 Community Development Block Grant (CDBG) funding application	Confirmation of application submitted	31-Mar-20	APPLICATION IS COMPLETE FOLLOWING AUDIT SUBMITTAL BY COUNTY, HOWEVER FUNDING IS EXHAUSTED AND LIKELY NO FUNDING UNTIL THE 2021 NOFA RELEASED	COMPLETED - APPLICATION SUBMITTED AND DEEMED COMPLETE, NOFA RELEASED AT THE END OF JANUARY, FUNDING PROJECTS DOWN THE LIST FROM LAST YEAR
17	Develop Capital Improvement/Replacement Plans for fire services	Board approval of CIP	7-Jan-20	COMPLETED	COMPLETED
18	Develop Capital Improvement/Replacement Plans for Park services	Board approval of CIP	Initial 6/30/2020, revised January 30, 2021	IN PROGRESS, CONTRACT WITH WRT CONSULTANTS INCLUDES CURSORY CONDITION ASSESSMENT; COMPLETION OF PLAN PROPOSED FOR JANUARY 2021	INCLUDED WITH ITEM 22 AND 24 BELOW (PROPOSE REMOVAL)
19	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 management data	Board presentation on GPS plan and schedule	3/10/2020, revised to ongoing as staff time allows	COMPLETED. PROGRAM NOW PROCEEDING AS A GENERAL PRACTICE/ONGOING BASIS	ON TRACK - POTENTIAL NEED FOR UPDATED EQUIPMENT TO SIMPLIFY PROCESS
20	Implement a system of contracts with qualified contractors for general and technical maintenance and construction work, emergency response and repairs	Board approval of contracts	10-Mar-20	COMPLETED MAY 2020	COMPLETE
21	Complete the Fire Department Master Plan Update	Board approval of Master Plan	10-Mar-20	COMPLETED MAY 2020	COMPLETE
21a	Coordinate with County for the implementation of Community Facilities Districts or other funding mechanisms to offset the impact of land development outside GCSB boundaries	Consideration of agreement with County regarding mitigation funding for development projects	Initial 10/13/2020, revised 12/31/2020	IN PROGRESS, CONTINUE TO MEET WITH COUNTY ADMINISTRATION AND REVIEW LEGAL OPTIONS. SECURED COUNTY FUNDING COMMITMENT FOR AMADOR COST	COMPLETED - PROJECT APPROVED BY COUNTY AND FIRE FEE INCLUDED IN PROJECT CONDITIONS. COUNTY CONSIDERING OPENING A STAFFED STATION ON CORRIDOR
21b	Complete Development Financial Impact Study for Terra Vista and Under Canvas projects	Board approval consulting services and approval of Impact Study	13-Oct-20	COMPLETE AND PRESENTED TO BOARD	COMPLETED - ADDITIONAL FINANCIAL ANALYSIS BEING COMPLETED BY COUNTY
21c	Fire Department Emergency Response and deployment optimization and cost evaluation (potential for ALS emergency rescue squad)	Board consideration of report	28-Feb-21	HELD INITIAL CONVERSATIONS INTERNALLY WITH CALFIRE AND WITH COUNTY ADMINISTRATION	ON TRACK - COUNTY MEETING INTERNALLY AND CONSIDERING RAPID RESPONSE VEHICLE
21d	Compile Fire Department Call data for visual display and analysis in the CAD system, to determine future equipment, staffing and deployment strategies	Board presentation of call data	11-Aug-20	COMPLETED AND BEING REGULARLY UPDATED ON GIS SITE. DATA ACCURACY BEING EVALUATED AND IMPROVEMENT OPTIONS DEVELOPED	COMPLETED - WILL BE KEPT UPDATED ON REGULAR BASIS
21e	Complete creation of a Community Facilities District (CFD) within the GCSB boundaries to provide funding for Fire and Park services from new development projects	Board election for CFD	2/9/2021, revised April 2021	NEW INITIATIVE	ON TRACK - CONSULTANT WORKING THROUGH DATA GENERATED IN IMPACT FEE STUDY PROJECT
21f	Secure revised Schedule A Contract with CalFIRE removing the Amador Contract cost obligation (transferred to County contract)	Board approval of contract	10-Nov-20	NEW INITIATIVE	COMPLETED
22	Complete the GRACE (Park Enhancement) project plan and begin funding/implementation process	Board approval of Plan; Board approval of funding applications	Initial 4/14/2020, revised 2/13/2020	COMPLETED CONSULTANT RECRUITMENT PROCESS, WITH WORK SCOPE INCLUDED IN THEIR CONTRACT.	ON TRACK - COORDINATING THROUGH WRT DESIGN
22a	Pursue funding through SFPUC Community Benefit Program	Funding announcement to Board	ongoing		ON TRACK - MET WITH THREE SFPUC CONSULTANTS TO REQUEST FUNDING OR WORK EFFORT
22b	Pursue funding through Prop 68 Rural Recreation and Tourism grant	Submit grant application	5-Nov-21		ON TRACK - ATTENDED WEBINAR IN JANUARY AND PLANNING TASK SCHEDULE
23	Develop a long-term Park Service Funding Plan	Board approval of funding plan	Initial - 6/30/2020, Proposed October 12, 2021	NON PRIORITY AT THIS TIME. PROPOSE DELAY UNTIL SUMMER/FALL 2021	NO ACTION
24	Plan the State Parks funded Per Capita Grant Improvements	Board approval of project	Initial 5/12/2020, revised 12/8/2020, revised 6/30/2021	IN PROGRESS, INITIAL EVALUATION IN WRT CONSULTANT SCOPE OF WORK, PROPOSE ON DECEMBER 2020 BOARD AGENDA	ON TRACK - WRT CONDUCTED SITE VISIT JANUARY 2021
24a	Secure Per Capita Funding Agreement with State	Management Report of signed funding agreement	Initial 7/1/2020, revised January 31, 2021, revised June 30, 2021	PROPOSE JANUARY AGREEMENT AFTER BOARD ACTION ON PROJECT PLAN	ON TRACK - CONTRACT MUST BE FULLY EXECUTED BY JUNE 2022
24b	Implement Per Capita Park Improvements	Management presentation of completed projects	30-Jun-22	PLANNING IN PROGRESS	ON TRACK
25	Complete PG&E Permanent Interconnection Hub (PIH) project agreement to facilitate continuous power to downtown Groveland during PSPS	Board consideration of easement approval and related agreement	8-Sep-20	COMPLETED AGREEMENT, CONSTRUCTION BEING SCHEDULED BY PG&E	COMPLETED - CONSTRUCTION SCHEDULED SPRING 2021

Management Objectives Report 2020-2022

Legend:		NEW OBJECTIVES PROPOSED FOR APPROVAL	REVIEW WORKSHOP		
On Track, moving toward due date	Delayed, waiting on other items or time hampered		October 2020	January 2021	
		PERIOD COVERED			
#	Objective Description	Measurement	Due Date	July - September 2020	October - Dec 2020
26	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 facilities	Board consideration of partnership agreement	Initial 9/8/2020, revised 12/08/2020	IN PROGRESS, NEGOTIATING AGREEMENT TERMS, PROPOSE COMPLETION DECEMBER 2020	NO ACTION
27	Evaluate consolidation of the Groveland Lighting District into GCSD	Board consideration of consolidation proposal	Initial 10/13/2020, revised June 30, 2021	EVALUATION STALLED DUE TO PRIORITIES, ALSO PENDING OUTCOME OF MUNICIPAL SERVICE REVIEW SCHEDULED FOR COMPLETION DECEMBER 2020	NO ACTION
28	Complete annexation of Airport Estates	LAFCO approval of annexation	Initial 10/13/2020, revised June 30, 2021	DELAYED PENDING COMPLETION OF THE MUNICIPAL SERVICE REVIEW. SECURED LAFCO APPROVAL FOR OUT OF AREA SERVICE TO PROPERTIES UNTIL ANNEXATION	ON TRACK
ACTIONS TO IMPROVE DISTRICT FINANCIAL CONDITION AND PRUDENTLY PREPARE FOR KNOWN FUTURE EXPENDITURES					
29	Produce an annual accomplishments report detailing where and how our customer and taxpayer money has been (and will be) spent	Presentation of annual accomplishments reports	28-Jan-20	COMPLETED. ALSO ADDED RESERVE SUMMARY REPORT AND PREPARING CONSOLIDATED RESERVE/PROJECT REPORT	ON TRACK FOR FEBRUARY 2021 PRESENTATION
30	Complete development of a local funding measure to support Fire Services	JPA Board approval of funding measure; submit to voters	Initial 5/12/2020, revised 2/9/2021, revised March 2021	ON TRACK FOR JUNE 2021 ELECTION IN COORDINATION WITH COUNTYWIDE JPA	ON TRACK
30a	Engage a Fire Department focus group of interested public to assist in planning and advocating for the future financial health of the department	Confirmation of group formation	14-Apr-20	ON TRACK FOR JUNE 2021 ELECTION IN COORDINATION WITH COUNTYWIDE JPA. ALSO INTEND TO COORDINATE WITH GROVELAND CERT AND SEEK PMLA ENDORSEMENT	ON TRACK
30b	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	Board approval of JPA agreement or similar	31-Dec-20	ON TRACK FOR CREATION BY DECEMBER 2020. BOARD REVIEWED DRAFT JPA LANGUAGE DURING OCTOBER MEETING	COMPLETED
ACTIONS THAT SUPPORT THE FOUNDATION OF SOLID MANAGEMENT AND ADMINISTRATION OF DISTRICT SERVICES AND ASSETS, TRANSPARENCY AND ACCOUNTABILITY					
31	Achieve District of Distinction Accreditation (Platinum Level)	Presentation of award to Board	Based on Board member participation	NO FURTHER ACTION, ALL CONFERENCES CANCELLED, MUST BE DONE ONLINE, PROPOSE REMOVE FROM MANAGEMENT OBJECTIVES	ON TRACK - CURRENTLY QUALIFY FOR SILVER LEVEL
32	Achieve Special District representation on Toulumne County LAFCO	SPECIAL DISTRICTS SEATED ON LAFCO	30-Jun-20	COMPLETED	COMPLETED
33	Coordinate with and assist LAFCO in a comprehensive update of the District's Municipal Service Review (MSR)	Submit LAFCO information request/response for Board review on August 11, 2020 of October Board workshop	Initial 7/31/2020, revised 12/31/2020, Revised June 30, 2021	ON TRACK, DRAFT MSR EXPECTED BY DECEMBER 2020	IN PROGRESS FOR OVER 1 YEAR. LAFCO CONSULTANT IS PREPARING THE REPORT, WE HAVE PROVIDED COMPREHENSIVE INFORMATION TO FOUR INFORMATION REQUESTS. EXCELLENT DOCUMENT TO DESCRIBE ALL ASPECTS OF DISTRICT COMPETENCIES AND NEEDS. NOT A TIMELINE WE CONTROL
34	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 emergencies, and improve water management	Presentation of plan for Board approval	Initial 4/14/2020, revised 6/30/2021	ON TRACK FOR JUNE 2021 COMPLETION, IMPLEMENTATION BEGINNING WITH SPRINGBROOK CONVERSION TO CLOUD	COMPLETED - IMPLEMENTED CLOUD BASED UTILITY BILLING/ACCOUNTING SOFTWARE (SPRINGBROOK) AND CIVIC PAY PAD
35	Create a New Customer Information packet	Presentation of packet to Board	14-Apr-20	COMPLETED	COMPLETED
36	Conduct a records inventory and establish appropriate records categories	Presentation of inventory and categories to Board	initial 9/30/2020, revised January 26, 2021, ongoing process	ON TRACK FOR COMPLETION ON SCHEDULE. PROJECT FOLDER MODULE RECENTLY DEVELOPED	ON TRACK
37	Evaluate and implement systems and technologies for records and data management	Presentation of technology solutions to Board	Initial 12/31/2020, revised January 26, 2021. Propose April 2021 presentation	ON TRACK, MIGRATING TO LASERFISCHE DOCUMENT MANAGEMENT SYSTEM. PRESENTATION TO BE PROVIDED TO BOARD APRIL 2021	COMPLETED - IMPLEMENTED LASERFISCHE FOR RECORDS, CARTEGRAPH FOR ASSET MANAGEMENT, AND TRACSTAR FOR PERSONNEL PERFORMANCE MANAGEMENT
38	Develop reports on reserves and connection/capacity fee expenditures and present annually	Annual Board presentations in Management Discussion and Analysis (MD&A) with annual audit	Initial 12/31/2020, revised 4/13/2021	RESERVE SUMMARY REPORT PREPARED INCLUDING RESERVE BALANCE, CAPITAL EXPENDITURES AND GRANT DATA. CONNECTION/CAPACITY FEE REPORT PROPOSED AT END OF DEVELOPMENT IMPACT FEE STUDY AND CIP ADOPTION; APRIL 2021	COMPLETED IN 2019 MDA

STAFF REPORT

AGENDA ITEM: Bid Acceptance – Pavement Rehabilitation at District’s Office (Phase 1) Rebid

MEETING DATE: January 26, 2021

PREPARED BY: Alfonso Manrique, District Engineer

RECOMMENDATION:

Staff recommends that the Groveland Community Services District (GCSD) Board of Directors accept the low bid from Ragsdale & Son Inc. for \$116,256.93 for and authorize the General Manager to sign the Agreement on behalf of the District.

BACKGROUND:

The Pavement Rehabilitation at District’s Office (Phase 1) Rebid project was advertised from December 3, 2020 to January 12, 2021. The project consists of crack treatment, a polymer modified seal coat, pavement replacement, and striping and markings in the District Office parking lot to Ferretti Road (Base Bid), with additional options to replace the pavement behind the district office (Bid Addition 1) and at Tank No. 2 (Bid Addition 2). Four bids were received and reviewed for compliance with the contract documents, with no discrepancies found.

DISCUSSION:

A total of 4 bids were received at the GCSD office on January 12, 2021. District staff recommend awarding the Base Bid and Bid Addition 1. The low bid for the Base Bid plus Bid Addition 1 was submitted by Ragsdale & Son Inc. in the amount of \$116,256.93. The bid results were as listed:

<u>Contractor</u>	<u>Total Bid</u>
Ragsdale & Son Inc.	\$116,256.93
Moyle Paving Inc.	\$143,220.32
Anderson Striping & Construction, Inc.	\$167,112.00
K.W. Emerson, Inc.	\$171,212.32
Engineer’s Estimate	\$162,040.90

FISCAL IMPACT:

Construction costs for this project will be covered by funds approved in the 2020/21 budget.

ATTACHMENTS:

1. Notice of Award
2. Agreement

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 03-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT 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

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

WHEREAS, the District Engineer has determined through internal inspection that the District office access road and parking lot has significant wear and aging and that this condition should not be allowed to continue as asphalt failure will worsen exponentially resulting in increased future repair and maintenance costs; and

WHEREAS, the Pavement Rehabilitation at District’s Office (Phase 1) project was originally advertised from May 4, 2020 to June 16, 2020, and due to bid defects, the board rejected all bids at the July 14, 2020 board meeting; and

WHEREAS, after modification of pavement rehabilitation project plans and specifications the District Engineer is prepared to issue a revised Notice to Bidders following Board approval; and

WHEREAS, a non-mandatory pre-bid meeting was held on December 22, at 10am. The District Engineer sent out the plans to seven (7) prospective bidders; and

WHEREAS; District staff opened the sealed rebids for the Pavement Rehabilitation Project on January 12, 2021 at 2pm. On review of the four (4) bids submitted it was determined by the District Engineer that Ragsdale & Sons is the lowest bidder.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES hereby *approve Resolution 03-2021 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.*

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on January 26, 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 January 26, 2021.

DATED: _____