

BOARD MEETING AGENDA SUBMITTAL

TO: GCSD Board of Directors

FROM: Pete Kampa, General Manager

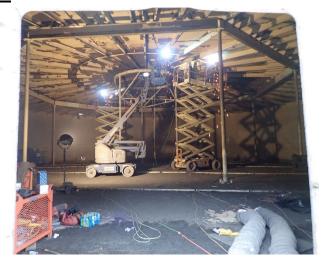
DATE: February 9, 2021

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.

<u>DOWNTOWN GROVELAND/BOF SEWER COLLECTION SYSTEM RENOVATION</u> <u>PROJECT</u>

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.

<u>DOWNTOWN GROVELAND/BOF WATER DISTRIBUTION SYSTEM RENOVATION PROJECT</u>

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 SERVCIES DISTRICT BIG CREEK AND SECOND GARROTTE CLEARWELLS REHABILTIATION 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)
f. Percentage Funding Used to Date (Total Project)
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:
 - o 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

o Percent Completed: 70%

Project Milestones:

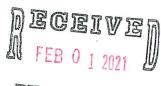
0	Complete Topographical Survey	January 29, 2021
0	90 percent submittal (Plans and Spec)	February 12, 2021
0	Final Submittal (Plans and Spec)	February 26, 2021
0	Solicit Bids	March 5, 2021
0	Open Bids	April 8, 2021
0	Award	April 13, 2021
0	Start of Construction (Issue NTP)	May 1, 2021
0	Completion of Construction	May 1, 2022
0	Final Disbursement Request	May 1, 2022

- Problems encountered, proposed resolutions, schedule for resolutions and status of previous problem resolutions:
 - o None



California Special Districts Association

Districts Stronger Together



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@csda.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*

Seat A - Noelle Mattock, Director, El Dorado Hills Community Services District* Sierra Network

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@csda.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@csda.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 Tom McClintock United States House of Representatives 2312 Rayburn House Office Building Washington, D.C. 20515 The Honorable Alex Padilla United States Senate B03 Russell Senate Office Building Washington, D.C. 20510

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

I Etar Kampa

cc: Governor Gavin Newsom

Cole Karr, Federal Advocacy Coordinator, California Special Districts Association (advocacy@csda.net)



COMMUNITY DEVELOPMENT DEPARTMENT

Quincy Yaley, AICP
Director

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

48 Yaney Avenue, Sonora Mailing: 2 S. Green Street Sonora, CA 95370 (209) 533-5633 (209) 533-5616 (Fax)

(209) 533-5010 (Pax) (209) 533-5909 (Fax – EHD) www.tuolumnecounty.ca.gov

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

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).
- 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:

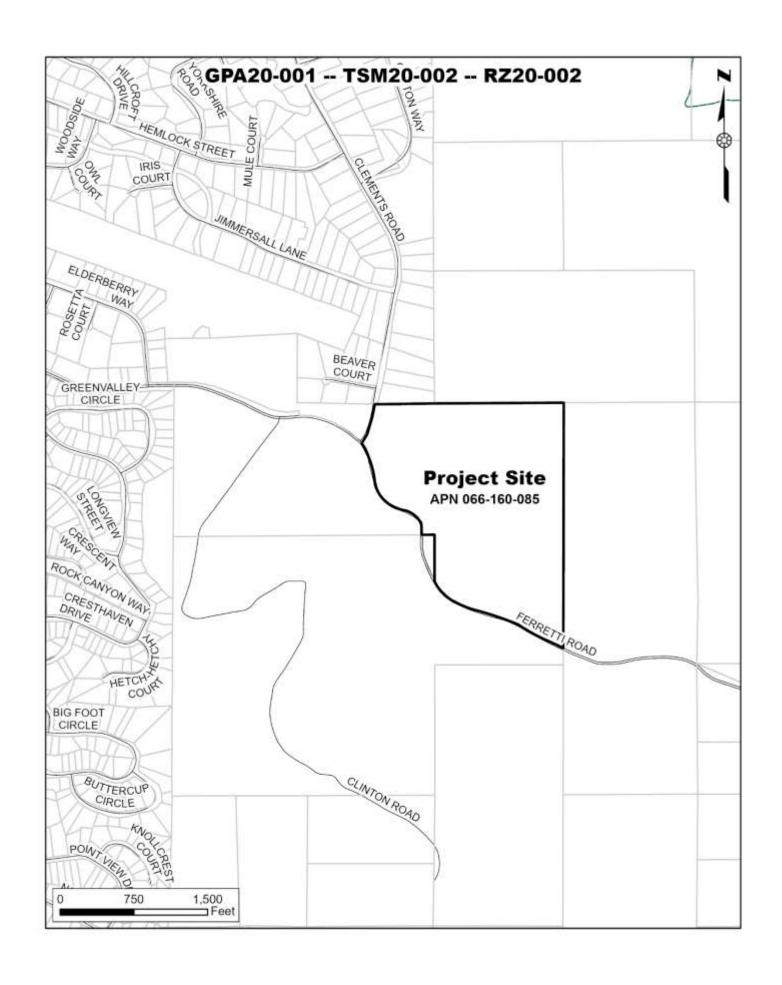
1. The original Stakeholder Notification sent on February 26, 2020 indicated that the project would connect to GCSD for public water. The application has been revised to include the provision for on-site wells as the water supply. Sewage disposal will

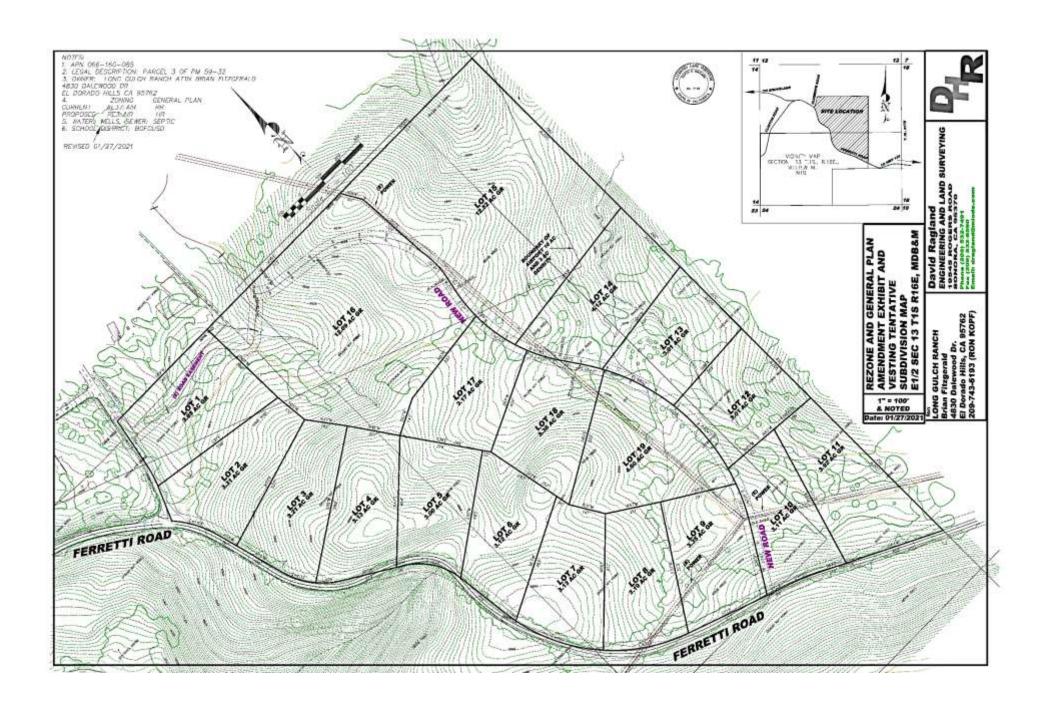
be provided via private sewage disposal system, as was indicated on the initial Stakeholder Notification letter.

2. Proposed Lots 1 through 11 will be access via Ferretti Road and Clements Road and proposed Lots 12 through 19 will be accessed via a new internal road.

Please return your comments by Friday, February 26, 2021. Please note that email is the preferred method of communication due to staff working remote.

Staff Contact:	Natalie Rizzi (209) 533-5936; nrizzi@co.tuolumne.ca.us
AGENCY:	
notified of futu	vners within 1000 feet of the proposed project and agencies/organizations will bure public hearings. Property owners do not need to request future notification at all comments received are included in the public record for the project.
Signed by:	
Agency:	Date:





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.