



## SPECIAL MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 [www.gcsd.org](http://www.gcsd.org)

### WORKSHOP MEETING AGENDA

November 15, 2021 10:00  
a.m.

### **BOARD MEMBERS AND PUBLIC MAY ATTEND IN PERSON AT DISTRICT OFFICE OR VIA VIDEO CONFERENCE AS DETAILED BELOW:**

In accordance with the Ralph M. Brown Act (Cal. Gov. Code 54950 et seq.), as amended by Assembly Bill 361 (2021), the Groveland Community Services District ("GCSD") Board of Directors ("Board") and staff will be participating in this meeting by attending in-person, telephonically or by videoconference. All members of the public seeking to observe and/or address the GCSD Board may participate in the meeting by attending in-person, telephonically or as otherwise electronically in the manner described below.

Accessibility Requirements, if you need immediate assistance during the Board meeting, please call (209) 962-7161. The District office is open to the public at this time from 9am to 4:30pm Monday through Thursday and 9am to 4pm on Friday (Closed between 12pm-2pm). 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](mailto: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.

ALL AGENDA MATERIAL ARE AVAILABLE ON THE DISTRICT WEBSITE AT [WWW.GCSD.ORG](http://WWW.GCSD.ORG) OR MAY BE REQUESTED TO BE DELIVERED BY EMAIL OR U.S. MAIL BY CONTACTING THE DISTRICT SECRETARY AT 209-962-7161 OR [Board@gcsd.org](mailto:Board@gcsd.org).

*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)

**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](mailto:board@gcsd.org), and write "Public Comment" in the subject line. Once you have joined the Board meeting online using Zoom, public comments can also be submitted using the Chat function while in the Zoom Meeting. In the body of the email or Chat, include the agenda item number and its title, as well as your comments. The Board President will also public comment to be made verbally prior to consideration of each agenda item and will explain the procedure for making verbal comments during the meeting. Once the public comment period is closed, comments timely received in advance of consideration of the agenda item will be read aloud prior to Board action on the matter. Comments received after the close of the public comment period will be added to the record after the meeting.

#### **ACCESSIBILITY INFORMATION:**

Board Meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Rachel Pearlman, Board Secretary, at least 48 hours before a regular meeting at (209) 962-7161 or [rpearlman@gcsd.org](mailto: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](http://WWW.GCSD.ORG) OR MAY BE INSPECTED IN THE GROVELAND COMMUNITY SERVICES DISTRICT OFFICE AT 18966 FERRETTI ROAD, GROVELAND, CALIFORNIA

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**WORKSHOP AGENDA**

November 15, 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 the 4th Quarter 2020-2021 FY Financial Statement
- B. Presentation of the 1st Quarter 2021-2022 FY Financial Statement
- C. Update Report on the Status of Current and Ongoing District Infrastructure Projects
- D. Introduction and Update Regarding Proper Management of Encroachments on District Property and Easements
- E. Discussion Regarding Accommodations for the Displacement of the Homeless on District Property
- F. Discussion and Update Regarding the Status of the Emergency Warning Sirens System
- G. Review and Update of the General Manager's District Management Objectives for the Period of January 1, 2021 through September 30, 2021

**5. Adjournment**

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# October 26, 2021

## 4<sup>th</sup> Quarter Financial Statement Memo

**Authored by: Jennifer Flores, Administrative Services Manager**

### **WATER FUND**

#### **REVENUE**

Fixed rates came right in line with budgeted figure, and variable rates came in 19% over budget. Other Operating Revenue came in under budget by 23% with the main contributing factor being the District's suspension of late fees and disconnection charges. Other nonoperating revenue includes \$14,780 in earned interest from District's LAIF account and \$8,680 in grant reimbursement revenue for the Downtown Groveland/Big Oak Flat Planning Study, \$73,245 in PSPS Community Power Resiliency state grant funds for the purchase of generators, and \$1,814,134 in state grant funds for Big Creek Clearwell Project.

#### **EXPENSES**

Salaries and benefits came in right at the budgeted figure. Utilities went 14% over budget due to higher TCPPA electric utility rates. Leases came in over budget as the District had to pay off the old Avaya phone lease that was not expected during the development of the budget. Other operating expenses came in 25% under budget at the close of the fiscal year.

#### **CAPITAL OUTLAY**

##### **1<sup>st</sup> Quarter**

1<sup>st</sup> 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.

##### **2<sup>nd</sup> Quarter**

2<sup>nd</sup> 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.

### **3<sup>rd</sup> Quarter**

3<sup>rd</sup> quarter capital expense includes \$3,938 for a surge valve replacement at the Big Creek Transmission Main, \$9,767 for the installation of tank mixers for Tanks 2, 4, and 5, \$1,283,747 in construction and engineering expense for the Big Creek/Second Garrotte Clearwell Project, and \$4,569 fund share expense for the purchase of a vehicle diagnostic scanner.

### **4<sup>th</sup> Quarter**

4<sup>th</sup> quarter capital expense includes \$101,259 for the Admin Parking Lot Upgrade Project, \$5,885 for the purchase of hardware for the District's Security Camera System, \$7,500 for Tanks 2,4, and 5 tank mixer project, \$44,760 in installation and start up expense for Tank 4 generator, \$615,364 for the Big Creek/Second Garrotte Clearwell Project, \$4,710 for the purchase of new CL2 pump, and \$8,571 for purchase of solar panels and other related equipment for tank sites.

<b>WATER CAPITAL OUTLAY</b>		
<b>CIP Project</b>	<b>2020/21 Adopted</b>	<b>2020/21 YTD Spent</b>
Downtown Groveland/BOF Planning Study	15,000	12,811
General Water Distribution System Improv.	30,000	4,817
Water Pump Replacements	20,000	9,023
Admin Parking Lot Upgrade (5 Yr Plan)	98,000	103,735
Fuel Tank Painting/Electronic Logging	50,400	-
Treatment Plant General Improvements/Replacements	20,000	-
Crane Body Truck	97,920	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	25,971	
Truck #8 Replacement	17,660	
District Camera System	14,840	5,885
Tank Mixers for T2, 4 and 5	113,000	74,499
Server OS Upgrade	19,972	20,911
Tank 4 Generator	105,000	103,254
Big Creek-2G Clearwell, Butler Way Bypass	3,400,000	1,932,367
2020 Honda UTV	12,279	12,279
Tank #2 A/C Heater	3,672	3,672
<b>Unbudgeted Items</b>		
Encore 700 CL2 Pump		4,710
Pro Link Edge Master Scanner		4,569
IRWMP Emergency Generators		1,721
NXT Ice Maker		2,952
Solar System for Tank sites		8,571
<b>TOTAL WATER CAPITAL OUTLAY</b>	<b>4,149,714</b>	<b>2,456,132</b>

## **SEWER FUND**

### **REVENUE**

Fixed rates came in right at the budgeted figure and variable rates exceeded the budgeted figure by 8%. Other Operating Revenue came in under budget by 28% with the main contributing factor being the District's suspension of late fees and disconnection charges. Other nonoperating revenue includes \$11,211 in earned interest from District's LAIF account, \$3,000 for items sold as surplus, \$42,430 in

FEMA funds for Flume Project, \$213,405 in PSPS Community Power Resiliency state grant funds for the purchase of generators, and \$169,759 from the state for reimbursement claim #1 and #2 for the Downtown Groveland/Big Oak Flat Collection System Rehab Project.

### **EXPENSES**

District salaries and benefits came in 6% under budget. District utilities and Other District Operating Expense came in 28% under budget. Leases came in 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**

#### **1<sup>st</sup> Quarter**

1<sup>st</sup> 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.

#### **2<sup>nd</sup> Quarter**

2<sup>nd</sup> 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.

#### **3<sup>rd</sup> Quarter**

3<sup>rd</sup> quarter capital expense includes \$4,569 fund share expense for the purchase of a vehicle diagnostic scanner and \$3,774 for the purchase of a replacement Polymer Tank Mixer which keeps polymer from solidifying.

#### **4<sup>th</sup> Quarter**

4<sup>th</sup> quarter capital expense includes \$10,547 in Wastewater Pump Replacements, \$68,711 for the Admin Parking Lot Upgrade Project, \$3,993 for the purchase of hardware for the District's Security Camera System, \$66,500 in engineering expense for the Downtown Groveland/BOF Collection System Rehab Project, and \$7,200 for the purchase of a backup pump for Sludge Press.

<b>SEWER CAPITAL OUTLAY</b>		
<b>CIP Project</b>	<b>2020/21 Adopted</b>	<b>2020/21 YTD Spent</b>
Wastewater Pump Replacements	24,000	10,574
Sewer Imp-Headworks, LS2, Irrigation, Sludge Pump, Influent Pump	1,470,000	100,417
Admin Parking Lot Upgrade (5 Yr Plan)	66,500	70,391
Fuel Tank Painting/Electronic Logging	34,200	
Concrete grading by Screw Press	120,000	
Road Maintenance	100,000	
New Bobcat	45,000	45,000
Truck # 8 Replacement	8,311	
District Camera System	10,070	3,993
Server OS Upgrade	13,553	10,575
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	
Crane Body Truck	46,080	46,005
Gaembsa Blower (2)	3,533	7,067
Flow Meter MV 806	3,265	3,265
2020 Honda UTV	5,779	5,778
Tank #2 A/C Heater	1,728	1,728
<b>Unbudgeted Items</b>		
Downtown Groveland/BOF		292,839
ProLink Edge Master Scanner		4,569
Polymer Tank Mixer		3,774
IRWMP Emergency Generators		809
Tiger Max Flowmetr 4"		4,119
Sludge Press Pump Boeger		7,200
NXT Ice Maker		2,952
Tsurumi Submersible Pump LS#8		3,530
<b>TOTAL SEWER CAPITAL OUTLAY</b>	<b>2,103,019</b>	<b>672,488</b>

## ***FIRE FUND***

### **REVENUE**

The District received 5% more in property taxes than what was budgeted. Other operating revenue includes \$81,000 in equipment rental revenue. Other nonoperating revenue includes, \$3,300 in grant



funds from the State of California for new turnouts, and \$4,518 in earned interest from District's LAIF account, and \$140,768 in grant money for the Jones Hill Fuel Break Project.

### **EXPENSES**

The District paid \$762,563 to CAL FIRE for the Schedule A contract for the fiscal year. Utilities came in over budget due to higher water usage. Other operating expense includes \$27,393 in consultant fees to NBS for the creation of a Communities Facility District (CFD) Study, \$19,787 in legal fees for review and response related to the Under Canvas and Terra Vi Lodging projects, \$19,902 to SCI Consulting for fire tax consulting services, \$25,523 in apparatus repair work, and \$7,500 for SCBA equipment. Non-operating expense includes \$149,800 for the Jones Hill Fuel Break Project.

### **CAPITAL OUTLAY**

#### **1<sup>st</sup> Quarter**

1<sup>st</sup> 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).

#### **2<sup>nd</sup> Quarter**

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

#### **3<sup>rd</sup> Quarter**

3<sup>rd</sup> quarter capital expense includes \$4,569 fund share expense for the purchase of a vehicle diagnostic scanner.

#### **4<sup>th</sup> Quarter**

4<sup>th</sup> quarter capital expense includes \$9,041 fund share expense for the Admin Parking Lot Upgrade Project.

<b>FIRE CAPITAL OUTLAY</b>		
<b>CIP Project</b>	<b>2020/21 Adopted</b>	<b>2020/21 YTD Spent</b>
Admin Parking Lot Upgrade (5 Yr Plan)	8,750	9,262
Fuel Tank Painting/Electronic Logging	4,500	-
Station Restroom Upgrades	5,000	2,091
District Camera System	1,325	525
Server OS Upgrade	1,783	1,392
Fire Dept Building Upgrade	60,000	62,345
<b>Unbudgeted Items</b>		
ProLink Edge Master Scanner		4,569
<b>TOTAL FIRE CAPITAL OUTLAY</b>	<b>81,358</b>	<b>80,184</b>

## ***PARKS FUND***

### **REVENUE**

Other non-operating revenue includes \$25,300 from PG&E for the purchase of two (2) easements for the Pre-Installed Interconnection Hub (PIH), \$52,775 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 \$1,450 in earned interest from District's LAIF account.

### **EXPENSES**

Salaries and benefits came in 49% under budget and Other Operating Expense 16% under budget.

### **CAPITAL OUTLAY**

#### **1<sup>st</sup> Quarter**

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

#### **2<sup>nd</sup> Quarter**

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

#### **3<sup>rd</sup> Quarter**

Nothing notable.

#### **4<sup>th</sup> Quarter**

4<sup>th</sup> quarter includes \$1,809 fund share expense for the Admin Parking Lot Upgrade Project.

<b>PARK CAPITAL OUTLAY</b>		
<b>Projects</b>	<b>2020/21 Proposed</b>	<b>2020/21 YTD Spent</b>
Admin Parking Lot Upgrade (5 Yr Plan)	1,750	1,853
Fuel Tank Painting/Electronic Logging	900	-
Park Door Upgrades	10,670	-
District Camera System	265	105
Server OS Upgrade	357	278
<b>TOTAL PARK CAPITAL OUTLAY</b>	<b>13,942</b>	<b>2,236</b>

## Budget to Actual 4th Quarter Report

### *Groveland Community Services District*

For 4th Quarter Ended June 30, 2021

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	\$ 3,317,333	\$ 1,317	0%
Variable rates	1,418,170	1,631,142	\$ 212,972	-15%
Property taxes	1,204,893	1,265,174	\$ 60,281	-5%
Other operating revenues	198,515	171,226	\$ (27,289)	14%
Other nonoperating revenues	3,701,770	2,598,067	\$ (1,103,703)	30%
<b>Total Revenues</b>	<b>9,839,364</b>	<b>8,982,942</b>	<b>(856,422)</b>	
Salaries and benefits	(2,177,787)	(2,069,301)	108,486	5%
Cost of water	(215,000)	(211,596)	3,404	2%
Utilities	(291,628)	(263,713)	27,915	10%
Cal Fire contract	(1,056,071)	(762,563)	293,508	28%
Other operating expenses	(2,183,426)	(1,616,210)	567,216	26%
Leases: prin+interest	(14,862)	(12,741)	2,121	14%
Sewer Project Imp Loan	(105,838)	(105,838)		
Transfer to Pension	(248,241)	(239,983)	8,258	3%
Non Operating Expenses-Jones Hill	(166,300)	(149,800)		
<b>Total Expenses</b>	<b>(6,459,153)</b>	<b>(5,431,746)</b>	<b>1,010,906</b>	
<b>Capital outlay (fixed assets)</b>	<b>(6,348,033)</b>	<b>(3,207,147)</b>	3,140,886	49%
<b>Net profit (loss)</b>	<b>\$ (2,967,822)</b>	<b>\$ 344,049</b>	<b>\$ 3,295,370</b>	
Debt Service Collections	934,906	949,697		
Debt Service: Prin/Interest	(986,341)	(979,748)		
	(51,435)	(30,051)		

## Budget to Actual 4th Quarter Report

### *Groveland Community Services District*

For 4th Quarter Ended June 30, 2021

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	\$ 1,644,582	\$ 2,468	0%
Variable rates	898,880	1,068,646	169,766	-19%
Other operating revenues	83,310	64,541	(18,769)	23%
Other nonoperating revenues	3,448,500	1,919,038	(1,529,462)	44%
<b>Total Revenue</b>	<b>6,072,804</b>	<b>4,696,806</b>	<b>(1,375,998)</b>	
Salaries	(787,992)	(788,214)	(222)	0%
Benefits	(341,092)	(339,501)	1,591	0%
Cost of water	(215,000)	(211,596)	3,404	2%
Utilities	(100,000)	(114,231)	(14,231)	-14%
Other operating expenses	(1,093,556)	(817,963)	275,593	25%
Leases	(10,875)	(9,612)	1,263	12%
Pension Unfunded Liability	\$ (103,886)	\$ (100,430)	3,456	3%
<b>Total Expenses</b>	<b>(2,652,401)</b>	<b>(2,381,547)</b>	<b>270,854</b>	
<b>Capital outlay (Fixed assets)</b>	<b>(4,149,714)</b>	<b>(2,450,807)</b>	<b>1,698,907</b>	<b>41%</b>
<b>Net profit (loss)</b>	<b>\$ (729,311)</b>	<b>\$ (135,548)</b>	<b>\$ 593,763</b>	
Debt Service Collections	607,042	621,454		
Debt Service Prin/Interest	(688,676)	(682,083)		
	(81,634)	(60,629)		

## Budget to Actual 4th Quarter Report

### *Groveland Community Services District*

For 4th Quarter Ended June 30, 2021

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	\$ 1,672,751	\$ (1,151)	0%
Variable rates	519,290	562,496	43,206	-8%
Other operating revenues	32,000	22,900	(9,100)	28%
Other nonoperating revenues	32,620	440,336	407,716	-1250%
<b>Total Revenue</b>	<b>2,257,812</b>	<b>2,698,484</b>	<b>440,672</b>	
Salaries	(625,419)	(586,336)	39,083	6%
Benefits	(262,890)	(247,076)	15,814	6%
Utilities	(126,000)	(90,983)	35,017	28%
Other operating expenses	(811,715)	(586,440)	225,275	28%
Leases	(3,987)	(3,129)	858	22%
Sewer Improvement Project Loan-P/I	(105,838)	(105,838)	0	0%
Pension Unfunded Liability	(70,494)	(68,149)	2,345	3%
<b>Total Expenses</b>	<b>(2,006,343)</b>	<b>(1,687,950)</b>	<b>318,393</b>	
<b>Capital Outlay (fixed assets)</b>	<b>(2,103,019)</b>	<b>(672,488)</b>	1,430,531	68%
<b>Net profit (loss)</b>	<b>\$ (1,851,550)</b>	<b>\$ 338,046</b>	<b>\$ 2,189,596</b>	
Debt Service Collections	327,864	328,243		
Debt Service:Prin/Interest	(297,665)	(297,665)		
	30,199	30,578		

## Budget to Actual 4th Quarter Report

### *Groveland Community Services District*

For 4th Quarter Ended June 30, 2021

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	1,265,174	60,281	-5%
Other operating revenues	83,205	83,785	580	-1%
Other nonoperating revenues	220,650	238,693	18,043	-8%
<b>Total Revenues</b>	<b>1,508,748</b>	<b>1,587,652</b>	<b>78,904</b>	
Salaries and benefits	(160,394)	(108,175)	52,219	33%
Utilities	(65,628)	(58,499)	7,129	11%
Cal Fire Contract	(1,056,071)	(762,563)	293,508	28%
Other operating expenses	(278,155)	(211,807)	66,348	24%
Transfer to Pension/Unfunded	(73,861)	(71,404)	2,457	3%
Non-Operating Exp.-Jones Hill	(166,300)	(149,800)	16,500	10%
<b>Total Expenses</b>	<b>(1,800,409)</b>	<b>(1,362,249)</b>	<b>438,160</b>	
<b>Capital outlay (fixed assets)</b>	<b>(95,300)</b>	<b>(83,852)</b>	<b>11,448</b>	12%
<b>Net profit (loss)</b>	<b>\$ (386,961)</b>	<b>\$ 141,551</b>	<b>\$ 528,512</b>	

## Budget to Actual 4th Quarter Report

### *Groveland Community Services District*

For 4th Quarter Ended June 30, 2021

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	\$ 1,163,960	\$ 55,457	-5%
Other operating revenues	81,205	80,522	(683)	1%
Other nonoperating revenues	174,650	148,587	\$ (26,063)	15%
<b>Total Revenues</b>	<b>1,364,358</b>	<b>1,393,069</b>	<b>28,711</b>	
Salaries and benefits	(120,793)	(88,010)	32,783	27%
Cal Fire Contract	(1,056,071)	(762,563)	293,508	28%
Utilities	(18,628)	(18,759)	(131)	-1%
Other operating expenses	(235,087)	(175,489)	59,598	25%
Tfr. to PERS Unfunded Liability	(72,006)	(69,610)	2,396	3%
Non Operating Exp - Jones Hill	(166,300)	(149,800)	16,500	10%
<b>Total Expenses</b>	<b>(1,668,885)</b>	<b>(1,264,232)</b>	<b>404,653</b>	
<b>Capital Outlay (fixed assets)</b>	<b>(81,358)</b>	<b>(78,093)</b>	<b>3,265</b>	
<b>Net Profit (Loss)</b>	<b>\$ (385,885)</b>	<b>\$ 50,744</b>	<b>\$ 436,629</b>	



## Budget to Actual 4th Quarter Report

### *Groveland Community Services District*

For 4th Quarter Ended June 30, 2021

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	\$ 101,214	\$ 4,824	-5%
Other operating revenues	2,000	3,263	1,263	-63%
Other nonoperating revenues	46,000	90,106	44,106	-96%
<b>Total Revenue</b>	<b>144,390</b>	<b>194,583</b>	<b>50,193</b>	
Salaries and benefits	(39,601)	(20,165)	19,436	49%
Utilities	(47,000)	(39,740)	7,260	15%
Other operating expenses	(43,068)	(36,318)	6,750	16%
Transfer to Pension	(1,855)	(1,794)	61	3%
<b>Total Expenses</b>	<b>(131,524)</b>	<b>(98,017)</b>	<b>33,507</b>	
<b>Capital outlay (fixed assets)</b>	<b>(13,942)</b>	<b>(5,760)</b>	<b>8,182</b>	<b>59%</b>
<b>Net Profit (Loss)</b>	<b>\$ (1,076)</b>	<b>\$ 90,806</b>	<b>\$ 91,882</b>	

# October 26, 2021

## 1<sup>st</sup> Quarter Financial Statement Memo

*Authored by: Jennifer Flores, Administrative Services Manager*

### **WATER FUND**

#### **REVENUE**

Fixed rates are on track and variable rates are exceeding the budgeted figure by 18%. Other operating revenue has exceeded the entire fiscal budgeted amount by 5%. This revenue includes \$25,000 in other water sales for flow meters, \$19,000 for new meters, \$13,000 in backflow installation and testing fees, \$12,000 in late fees and penalties, and \$4,000 in account transfer fees. Other nonoperating revenue includes \$1,009 in earned interest from District's LAIF account and \$132,254 in state grant funds for the Big Creek Clearwell Project.

#### **EXPENSES**

Overall, District expenses are on track with nothing notable.

#### **CAPITAL OUTLAY**

##### **1<sup>st</sup> Quarter**

1<sup>st</sup> quarter capital expense includes \$663,789 for Big Creek/Second Garrotte/Butler Way Construction Project, \$46,020 fund share expense for the two new truck purchases, \$22,810 fund share expense for the purchase of new dump truck equipment trailer, and \$9,163 fund share expense for new Trimble Unit for GIS Map Surveying.

<b>WATER CAPITAL OUTLAY</b>		
<b>CIP Project</b>	<b>2021-22 Adopted</b>	<b>2021/22 YTD Spent</b>
General Water Distribution Improv.	40,000	
Water Pump Replacements	20,000	
Admin Parking Lot Upgrade (5 Yr Plan)	98,000	
Fuel Tank Painting/Electronic Logging	84,000	
Treatment Plant General Improvements/Replacements	25,000	
2021 Chevy Silverado	25,971	
2021 Chevy Silverado	17,660	
Big Creek-2G Clearwell, Butler Way Bypass	954,200	663,789
2021 Chevy Silverado	20,400	23,010
2021 Chevy Silverado - IT/Instrumentation Tech Truck	27,200	23,010
Dump Truck & Trailer	124,000	22,810
Admin Office Remodel	11,200	
Truck #3 Replacement	20,400	
Generator Installations	80,000	
Pump Control and Surge Valves	35,000	
SCADA Improvements	30,000	
New Trimble R2	7,500	9,163
IRWMP Emergency Generators		461
<b>TOTAL WATER CAPITAL OUTLAY</b>	<b>1,620,531</b>	<b>742,243</b>
<b>TOTAL CAPITAL OUTLAY (LESS GRANT PROJECTS)</b>	<b>666,331</b>	<b>78,454</b>

***SEWER FUND***

**REVENUE**

Fixed rates are on track and variable rates are exceeding the budgeted figure by 13%. Other operating revenue includes \$7,000 in late fees and penalties. Other non-operating revenue includes \$1,160 in earned interest from the District’s LAIF account.

**EXPENSES**

Overall, District expenses are on track with nothing notable.

**CAPITAL OUTLAY**

**1<sup>st</sup> Quarter**

1<sup>st</sup> quarter capital expense includes \$14,490 in engineering expense for Downtown Groveland/BOF Sewer Rehabilitation Construction Project, \$20,226 in wastewater pump replacements, \$6,218 in engineering expense for the Wastewater Treatment Plant Improvement Project, \$21,656 fund share

expense for the two new truck purchases, \$22,810 fund share expense for the purchase of new dump truck equipment trailer, and \$4,312 fund share expense for new Trimble Unit for GIS Map Surveying.

<b>SEWER CAPITAL OUTLAY</b>		
<b>CIP Project</b>	<b>2021-22 Adopted</b>	<b>2021/22 YTD Spent</b>
Downtown Groveland/BOF Construction	4,149,176	14,490
Sewer Improvements- Unanticipated	40,000	
Wastewater Pump Replacements	26,000	20,226
Sewer Imp-Headworks, LS2, Irrigation, Sludge Pump, Influent Pump	1,300,000	6,218
Admin Parking Lot Upgrade (5 Yr Plan)	66,500	
Fuel Tank Painting/Electronic Logging	57,000	
Concrete grading by Screw Press	200,000	
Road Maintenance	200,000	
2021 Chevy Silverado	8,311	
2021 Chevy Colorado - 1231201	9,600	10,828
2021 Chevy Colorado - 1269587	12,800	10,828
Vac-Con Truck	533,075	
Dump truck & Trailer	76,000	10,734
Admin Office Remodel	7,600	
Truck #3 Replacement	9,600	
Generator Installations	120,000	
STP Blower/Gen Room Rehab	45,000	
New Trimble R2	7,500	4,312
Asphalt Rehabilitation	140,000	
Annual Sewer Reserve - Set Aside	100,000	
IRWMP Emergency Generators		217
<b>TOTAL SEWER CAPITAL OUTLAY</b>	<b>7,108,162</b>	<b>77,853</b>
<b>TOTAL CAPITAL OUTLAY (LESS GRANT PROJECTS)</b>	<b>2,958,986</b>	<b>63,363</b>

## ***FIRE FUND***

### **REVENUE**

The District has received a small check from the county; larger disbursement checks are received in December and April. Other nonoperating revenue includes \$24,00 in grant funds for the Jones Hill Fuel Break Project, and \$467 in earned interest from District's LAIF account.

**EXPENSES**

The District has not yet received an invoice from CAL FIRE. Overall, District expenses are on track with nothing notable.

**CAPITAL OUTLAY**

**1<sup>st</sup> Quarter**

1<sup>st</sup> quarter capital expense includes \$46,766 for the purchase of new extrication equipment, \$13,975 for the purchase of a thermal imaging camera, and \$7,934 for the purchase of rescue struts.

<b>FIRE CAPITAL OUTLAY</b>		
<b>CIP Project</b>	<b>2021-22 Adopted</b>	<b>2021-22 YTD Spent</b>
Admin Parking Lot Upgrade (5 Yr Plan)	8,750	
Fuel Tank Painting/Electronic Logging	7,500	
Asphalt repair (driveway/employee parking area)	56,000	
Extrication Equipment	47,000	46,766
Thermal Imaging Camera	14,000	13,975
Rescue Struts	8,500	7,934
Admin Office Remodel	1,000	
<b>TOTAL FIRE CAPITAL OUTLAY</b>	<b>142,750</b>	<b>68,675</b>

***PARKS FUND***

**REVENUE**

The District has received a small check from the county; larger disbursement checks are received in December and April. Other operating revenue includes \$14,00 in cell tower rent, and \$150 in earned interest from District’s LAIF account.

**EXPENSES**

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

**CAPITAL OUTLAY**

**1<sup>st</sup> Quarter**

None.

<b>PARK CAPITAL OUTLAY</b>		
<b>Projects</b>	<b>2021-22 Adopted</b>	<b>2021-22 YTD Spent</b>
Admin Parking Lot Upgrade (5 Yr Plan)	1,750	
Fuel Tank Painting/Electronic Logging	1,500	
General Park Upgrades	10,000	
Parking Lot Repairs	79,000	
Adventure Park Improvements Project	55,000	
Park Rehab Project-Grant	175,952	
Admin Office Remodel	200	
<b>TOTAL PARK CAPITAL OUTLAY</b>	<b>321,652</b>	<b>-</b>

## Budget to Actual 1st Quarter Report

### *Groveland Community Services District*

For 1st Quarter Ended September, 2021

Total - District-Wide	2021/22 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget-Remaining \$	CY Actual Vs. CY Budget-Remaining%
Fixed rates	\$ 3,368,882	\$ 841,613	\$ (2,527,269)	75%
Variable rates	1,521,793	629,226	\$ (892,567)	59%
Property taxes	1,228,991	27,494	\$ (1,201,497)	98%
Other operating revenues	121,456	84,532	\$ (36,924)	30%
Other nonoperating revenues	6,633,519	174,890	\$ (6,458,629)	97%
<b>Total Revenues</b>	<b>12,874,641</b>	<b>1,757,755</b>	<b>(11,116,886)</b>	
Salaries and benefits	(2,600,421)	(532,671)	2,067,750	80%
Cost of water	(220,000)	(59,815)	160,185	73%
Utilities	(293,000)	(97,581)	195,419	67%
Cal Fire contract	(943,467)	-	943,467	100%
Other operating expenses	(1,823,272)	(510,492)	1,312,780	72%
Leases: prin+interest	(10,501)	(6,552)	3,949	38%
Sewer Project Imp Loan	(105,838)	(52,919)	52,919	
Transfer to Pension	(271,717)	(269,535)	2,182	1%
<b>Total Expenses</b>	<b>(6,268,216)</b>	<b>(1,529,564)</b>	<b>4,738,652</b>	
<b>Capital outlay (fixed assets)</b>	<b>(9,194,845)</b>	<b>(888,772)</b>	8,306,074	90%
<b>Net profit (loss)</b>	<b>\$ (2,588,420)</b>	<b>\$ (660,581)</b>	<b>\$ 1,927,839</b>	
Debt Service Collections	935,771	237,363		
Debt Service: Prin/Interest	(810,535)	(405,538)		
	125,236	(168,175)		

## Budget to Actual 1st Quarter Report

### *Groveland Community Services District*

For 1st Quarter Ended September, 2021

Water	2021/22 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget- Remaining \$	CY Actual Vs. CY Budget- Remaining%
Fixed rates	\$ 1,644,735	\$ 411,167	\$ (1,233,568)	75%
Variable rates	977,042	424,259	(552,783)	57%
Other operating revenues	71,956	75,465	3,509	-5%
Other nonoperating revenues	2,149,700	134,183	(2,015,517)	94%
<b>Total Revenue</b>	<b>4,843,433</b>	<b>1,045,074</b>	<b>(3,798,359)</b>	
Salaries	(973,497)	(172,187)	801,310	82%
Benefits	(385,243)	(118,249)	266,994	69%
Cost of water	(220,000)	(59,815)	160,185	73%
Utilities	(125,000)	(38,736)	86,264	69%
Other operating expenses	(934,089)	(279,924)	654,165	70%
Leases	(8,264)	(5,924)	2,340	28%
Pension Unfunded Liability	\$ (115,762)	\$ (115,771)	(9)	0%
<b>Total Expenses</b>	<b>(2,761,855)</b>	<b>(790,606)</b>	<b>1,971,249</b>	
<b>Capital outlay (Fixed assets)</b>	<b>(1,620,531)</b>	<b>(742,243)</b>	<b>878,288</b>	<b>54%</b>
<b>Net profit (loss)</b>	<b>\$ 461,047</b>	<b>\$ (487,776)</b>	<b>\$ (948,823)</b>	
Debt Service Collections	607,417	155,325		
Debt Service Prin/Interest	(515,295)	(256,981)		
	92,122	(101,656)		



## Budget to Actual 1st Quarter Report

### *Groveland Community Services District*

For 1st Quarter Ended September, 2021

Sewer	2021/22 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget- Remaining \$	CY Actual Vs. CY Budget- Remaining%
Fixed rates	\$ 1,724,147	\$ 430,446	\$ (1,293,701)	75%
Variable rates	544,751	204,967	(339,784)	62%
Other operating revenues	45,000	8,144	(36,856)	82%
Other nonoperating revenues	4,247,717	1,295	(4,246,422)	100%
<b>Total Revenue</b>	<b>6,561,615</b>	<b>644,852</b>	<b>(5,916,763)</b>	
Salaries	(780,803)	(137,184)	643,619	82%
Benefits	(293,669)	(84,759)	208,910	71%
Utilities	(100,000)	(30,064)	69,936	70%
Other operating expenses	(706,154)	(179,079)	527,075	75%
Leases	(2,237)	(627)	1,610	72%
Sewer Improvement Project Loan-P/I	(105,838)	(52,919)	52,919	50%
Pension Unfunded Liability	(78,552)	(78,559)	(7)	0%
<b>Total Expenses</b>	<b>(2,067,253)</b>	<b>(563,192)</b>	<b>1,504,061</b>	
<b>Capital Outlay (fixed assets)</b>	<b>(7,108,162)</b>	<b>(77,853)</b>	<b>7,030,309</b>	<b>99%</b>
<b>Net profit (loss)</b>	<b>\$ (2,613,800)</b>	<b>\$ 3,806</b>	<b>\$ 2,617,606</b>	
Debt Service Collections	328,354	82,038		
Debt Service:Prin/Interest	(295,240)	(148,557)		
	33,114	(66,519)		

## Budget to Actual 1st Quarter Report

### *Groveland Community Services District*

For 1st Quarter Ended September, 2021

Total - Governmental Funds	2021/22 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget- Remaining \$	CY Actual Vs. CY Budget- Remaining%
Property taxes	1,228,991	27,494	(1,201,497)	98%
Other operating revenues	4,500	923	(3,577)	79%
Other nonoperating revenues	236,102	39,412	(196,690)	83%
<b>Total Revenues</b>	<b>1,469,593</b>	<b>67,829</b>	<b>(1,401,764)</b>	
Salaries and benefits	(167,209)	(20,291)	146,918	88%
Utilities	(68,000)	(28,781)	39,219	58%
Cal Fire Contract	(943,467)	-	943,467	100%
Other operating expenses	(183,029)	(51,489)	131,540	72%
Transfer to Pension/Unfunded	(77,403)	(75,205)	2,198	3%
Non-Operating Exp.-Jones Hill	(166,300)		166,300	100%
<b>Total Expenses</b>	<b>(1,605,408)</b>	<b>(175,766)</b>	<b>1,429,642</b>	
<b>Capital outlay (fixed assets)</b>	<b>(466,152)</b>	<b>(68,675)</b>	<b>397,477</b>	<b>85%</b>
<b>Net profit (loss)</b>	<b>\$ (601,967)</b>	<b>\$ (176,611)</b>	<b>\$ 425,356</b>	

## Budget to Actual 1st Quarter Report

### *Groveland Community Services District*

For 1st Quarter Ended September, 2021

Fire	2021/22 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget- Remaining \$	CY Actual Vs. CY Budget- Remaining%
Property taxes	\$ 1,130,673	\$ 25,295	\$ (1,105,378)	98%
Other operating revenues	2,000	503	(1,497)	75%
Other nonoperating revenues	3,350	24,349	\$ 20,999	-627%
<b>Total Revenues</b>	<b>1,136,023</b>	<b>50,147</b>	<b>(1,085,876)</b>	
Salaries and benefits	(125,555)	(13,965)	111,590	89%
Cal Fire Contract	(943,467)		943,467	100%
Utilities	(21,000)	(4,240)	16,760	80%
Other operating expenses	(131,398)	(35,824)	95,574	73%
Tfr. to PERS Unfunded Liability	(75,336)	(73,138)	\$ 2,198	3%
<b>Total Expenses</b>	<b>(1,296,756)</b>	<b>(127,167)</b>	<b>1,169,589</b>	
<b>Capital Outlay (fixed assets)</b>	<b>(142,750)</b>	<b>(68,675)</b>	<b>\$ 74,075</b>	
<b>Net Profit (Loss)</b>	<b>\$ (303,483)</b>	<b>\$ (145,695)</b>	<b>\$ 157,788</b>	

## Budget to Actual 1st Quarter Report

### *Groveland Community Services District*

For 1st Quarter Ended September, 2021

Parks	2021/22 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget-Remaining \$	CY Actual Vs. CY Budget-Remaining%
Property taxes	\$ 98,318	\$ 2,200	\$ (96,118)	98%
Other operating revenues	2,500	420	(2,080)	83%
Other nonoperating revenues	232,752	15,063	(217,689)	94%
<b>Total Revenue</b>	<b>333,570</b>	<b>17,683</b>	<b>(315,887)</b>	
Salaries and benefits	(41,654)	(6,327)	35,327	85%
Utilities	(47,000)	(24,541)	22,459	48%
Other operating expenses	(51,631)	(15,665)	35,966	70%
Transfer to Pension	(2,067)	(2,067)	-	0%
<b>Total Expenses</b>	<b>(142,352)</b>	<b>(48,599)</b>	<b>93,753</b>	
<b>Capital outlay (fixed assets)</b>	<b>(323,402)</b>		<b>323,402</b>	100%
<b>Net Profit (Loss)</b>	<b>\$ (132,184)</b>	<b>\$ (30,916)</b>	<b>\$ 101,268</b>	



**TO: GCSB Board of Directors**

**FROM: Peter Kampa, General Manager**

**DATE: November 15, 2021**

**SUBJECT: Item 4C. Update Report on the Status of Current and Ongoing District Infrastructure Projects**

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**RECOMMENDED ACTION:**

This item is intended for information only, and potential Board direction. Should the Board desire to take action on any project discussed, it is recommended that the item be placed on the appropriate regular meeting agenda.

**BACKGROUND:**

A brief overview report covering the scope and status of all District infrastructure and engineering projects is attached and will be discussed at this workshop.

*In Construction or Ongoing*

**1. Wastewater Treatment Plant Reservoir 2 Inundation Study and Emergency Response Plan (ERP) - \$53,000 estimated from Sewer Fund**

This **state mandated** plan is required by the State Division of Dam Safety (DSOD) for the operation of our wastewater holding reservoir. The study maps and evaluates the area of potential impact should the reservoir dam fail, who would be impacted and GCSD's response should this unlikely event occur.

- a. Inundation study submitted to State – 8/26/2021
  - i. Received comments from state on October 22, 2021
  - ii. Emailed CalOES an update on the ERP 10/25/2021
  - iii. Revising model should be ready during the week of 11/15/21
- b. Draft letter to affected agencies and parties ready to be sent out once we receive DSOD approval
- c. New siren at Tank 2 may be used for emergency failure notification if approved by County Sheriff

**2. Urban Water Management Plan Update 2020 - \$20,000 from the Water Fund**

This **state mandated** plan evaluates the amount of water supply available to the District against current and future water demands, including water conservation targets and other related requirements. Completion and update of this plan every 5 years is required and a condition of receiving state grant money.

- a. **Completed** with final approval by the Board on November 9, 2021

**3. Big Creek/2G Clearwell Project - \$3.4 million state grant funded**

As discussed each month during our regular meeting, the contractor has completed the interior and exterior coating of the Big Creek Clearwell, and will have completed by mid November the 2G interior and exterior coating. The sound enclosure for the Butler Way Booster station was delivered to Farr Construction on November 5, 2021 and is scheduled for installation during the week of 11-15-2021, and at which time they will complete the air relief valve installation and punch list items. As has been normal with this project, we expect the contractor to not meet their project schedule. The project is being completed far below budget, and we are working with the state to determine if we can move the remaining contingency funds to complete a recoating of Tank 5.

**4. Sewer Collection System Replacement Project - \$5.8 Million state loan (\$1.4 million) and grant (\$4.4 million) funded**

This project involves the replacement or rehabilitation of 11,500 linear feet of existing sewer main, construction of 19 new manholes, resurfacing and rehabilitation up 46 existing manholes and the

number of main line spot repairs throughout the system. The construction contract was awarded to Moyle excavation of Jamestown in June, 2021 and the work will begin as soon as budget approval is provided by the state, which is estimated to be December 2021. The project is planned to be completed within one year, weather permitting.

- a. Pre-construction meeting – December 1, 2021.
  - i. Pine Mountain Lake Association and Tuolumne County officials will be invited to attend this meeting to answer contractor questions and address concerns in advance of construction
- b. Caltrans Encroachment Permit received
- c. Environmental Revisions for the PML rehabilitation work:
  - i. Draft Biological Memorandum has been received
  - ii. Draft Cultural Report due 11/10/2021
  - iii. Draft CEQA Documents due 11/10/2021
- d. Change order to be issued to contractor to install paddles/delineation showing sewer lines and easement locations on private property
- e. GIS Mapping for Project is completed for Board review and for working with public notification and potential meeting on easement access
  - i. Identified that several existing manholes are inaccessible due to highly developed yards, on easements. It has been determined that we can rehabilitate and recoat the manholes in lieu of full replacement and expect good performance and long life, without huge disruptions to neighborhoods.
  - ii. All new manholes will also receive an interior liner (by contract change order) to eliminate concrete corrosion caused by hydrogen sulfide gas levels

#### **5. Feasibility Review and Cost Estimates for Long Gulch project - Developer funded**

Staff and our district engineer have been working with representatives from the revised Long Gulch project on an evaluation of the feasibility and improvements necessary to provide service to three separately distinct areas of development South of Ferretti Rd just outside of the district boundaries near the airport. The project involves the potential for apartment units and a number of larger rural residential lots. The district is evaluating the timing of these projects for the purpose of determining phased improvements and relocation of the tank serving that area as well as water main extensions, fire hydrant spacing and connection points. After the feasibility letter is issued, the developer will determine whether they will proceed with an application to the county for the project.

#### **6. Water/Wastewater Master Plan Review - \$200,000 funded by the water and sewer enterprise funds**

District staff and our engineering team conducted an extensive review of the second draft of the water and sewer master plan prepared by the engineering firm Wood Rodgers. We generated extensive comments and suggestions that have been compiled by our District Engineer to be delivered to Wood Rodgers staff for review early this week. We will look for them to return the draft

final masterplan for review by our committee within two to three weeks of receiving our comments. The plan takes an extensive look at the improvements that are necessary to both the water and sewer systems for maintenance and replacement purposes, as well as upgrades to meet regulatory requirements and future water and sewer demands. As you will remember the master plan also contains capital improvement plans for both water and sewer service that outline the recommended priority improvements out 20 or more years. The purpose of the capital improvement plan and long term cost estimation is for evaluation of options and priorities, our use in establishing rate plans, budgets and connection fees for new development into the future.

**7. Community drought and DWR grants for water supply and conservation - \$8.545 grant application to DWR (11-01-2021)**

District staff and our engineer have conducted a preliminary evaluation of water supply improvements necessary to be able to safely and effectively pump water from Pine Mountain Lake during extreme, long term drought conditions. We are also planning the relocation and permanent installation of the alternative water supply treatment plant (AWS) on district property and connection between the treatment plant and the new intake at Pine Mountain Lake. The third component of this project is the installation of a groundwater well to serve as a separate drought water supply for the community of Big Oak Flat. In the case of a loss of the tunnel water supply, and inability to draw water from Pine Mountain Lake, this well would serve to meet the full water demands of the community of Big Oak Flat. The project also includes the installation of a separate water storage tank and water main connecting the Big Oak Flat system to the new tank. An application in the amount of \$8.545 Million has been submitted to the state Department of Water Resources for hopeful funding out of the billions of dollars of drought funding assistance being rapidly moved through the state.

**8. Airport estates closeout and GCSO acceptance of infrastructure – Developer funded**

We are working with the airport estates development team to finalize the documentation for district acceptance of the infrastructure they installed as part of their residential development project consisting of eight new lots. We are also securing an easement through the property to allow the Tank 2 overflow drain line to discharge at Ferretti Rd rather than next to the airport taxiway. The project developers must provide a warranty bond to guarantee the function of the water system improvements, provide construction cost accounting and an easement grant deed prior to consideration of acceptance by the District. The acceptance should be before the board of directors by the December regular board meeting. The property still needs to go through the annexation process into the GCSO boundaries once LAFCO has completed and adopted the municipal service review for the district.

**9. WWTP Improvements Phase 1 and 2 - \$1,785,640 funded from the Sewer Enterprise funds and \$1.5 million loan**

The Phase 1 Improvements consisting of gravel road restoration, culvert installation, concrete slab and drainage improvements will begin construction as soon as the contractor can mobilize in November. Weather depending, we expect the Phase 1 project to be completed by early spring 2022. Final draft plans for the Phase 2 project are completed and we expect the final electrical plans and technical specifications by December 10, 2021, at which time we will begin public bidding likely in January 2022. This project has been two years in the works and due to severely outdated and worn out equipment, concerns with odor production and other factors, has evolved from a simple replacement of the WWTP headworks screen to replacement of the screen and solids handling equipment, installation of new headworks monitoring and flow control equipment, replacement and upgrade of portions of the recycled water irrigation system and renovation and standardization of



lift station No. 2. Construction of the entire project should be completed by the end of summer 2022. This project will reduce odor production at the treatment plant, improve operating efficiency and safety, standardize controls and equipment, and assist with continued regulatory compliance.

#### **10. AMI water meter upgrade project design and funding application - \$1.5 million grant/loan applications**

Grant and loan applications have been submitted to USDA and the Bureau of Reclamation for funding to upgrade all of the water meters in the system to an automatic metering interface that allows for remote reading of water meters around the clock. This much simplifies utility billing, provides significant water and bill management features for customers, as well as providing a significant water conservation tool for the district to meet regulatory requirements and water demand reduction targets. Due to cellular technology improvements, the project cost estimate has reduced in half from over \$3 million to approximately \$1.5 million.

#### **11. AWS design and funding application - \$3.5 million grant/loan applications**

As discussed above this project involves the relocation of the alternative water supply treatment plant to the district property and connection of the treatment plant with the pipeline to the Pine Mountain Lake intake. A separate funding application to the USDA has been submitted for this project (in 2019) The operation of the AWS in the parking lot of the Pine Mountain Lake association maintenance yard is a maintenance, operational, and safety concern and was never intended to be a long-term installation. This project makes the move for this installation to be permanent on district property to improve the ease of operation significantly and to ensure the reliability of water supply during drought and tunnel outage.

#### **12. Wastewater plant pond 1 renovation project - \$300,000 from sewer enterprise funds**

This project is necessary for operation safety, efficiency, and regulatory compliance, and was approved by the Board on November 9, 2021. It involves the replacement of the failed liner on wastewater treatment pond #1, which to save money was installed previously using a liner of low strength and quality for the exposure to wastewater, the environment, and animals such as deer and bear. Exposure to these factors have caused the existing liner to prematurely rip and fail. The new liner will be installed as quickly as we can get a contractor on board following completion a project plans by the district engineer. This pond is used as an emergency storage location for untreated sewage in the event of treatment plant upset, storms, or high flows from the system. The pond must be lined so that the untreated wastewater does not soak directly into the ground. The project also includes the following:

- a. Concrete pad design to handle mass grease and debris from lift stations
- b. Perimeter fence
- c. New thick liner similar to that used in the WWTP Equalizing (EQ) basin
- d. Grading work to reduce stormwater inflow from surrounding area

#### **13. Main Hub Lift Station floors and debris – Estimated to be included in \$5.8 million SWRCB funded Collection System Project in #4 above**

This project is currently being planned and involves the installation of concrete in the bottom of lift stations that were previously improved in 2005. The project plans at that time in 2005 included the

installation of this concrete, however for some reason the work was never completed, and the bowl in the bottom of the lift station results in a buildup of solids that can be difficult to remove. The solids generate odor which is a priority to address with these improvements. This project involves bypassing, draining, cleaning, installing the concrete floor and then lining the lift stations; and will be completed using Sewer Collection System Renovation Project contingency funds under contract change order with Moyle Excavation, in the spring or early summer of 2022.

### *Engineering, Feasibility Analysis and Condition Assessments*

#### **14. Water Distribution system evaluation-unusual operating conditions**

Our district engineer is working with district staff to evaluate abnormal operating conditions within the water distribution system. We have found that there is very little complete documentation about some of the work and maintenance records from the past in the distribution system. By operating fire hydrants and taking pressure readings, as well as customer reports of low water pressure or no water at all during operation of fire hydrants, we have determined that there are abnormal conditions that have existed for many years. Our engineer is developing a testing strategy to identify the possible causes of these pressure and flow anomalies so that we can implement improvements as soon as possible.

#### **15. WWTP Air system evaluation/upgrade – Estimated \$10,000 evaluation costs**

The wastewater treatment plant is operating on its original compressed air distribution system, which is beginning to show signs of extreme corrosion and failure both underground and inside the treatment plant basins. We were having difficulty locating replacement parts because of their age and are considering self-fabrication to ensure that the treatment plant continues operating correctly while we determine if a complete treatment plant replacement/upgrade is necessary and possible. We are also looking to design a simpler system for removal and cleaning of the air distribution system within the equalization basin. There are currently no means to remove these air diffusers without attempting to fish them out with a long pole from the bottom of the pond. Proper air system operation is critical to finished wastewater quality and odor control throughout.

#### **16. Big Oak Flat/Groveland Water Distribution System Replacement project - \$5 Million grant and loan applications to SWRCB and CDBG through Tuolumne County**

Downtown Big Oak Flat/Groveland water distribution system replacement project design currently stands at 90% complete. Our funding application to the State Water Resources Control Board is complete and we are waiting and hopeful to be placed on the funding priority list. As soon as we get an indication that the project is moving into a fundable status, our engineer will complete the final project plans and specifications for bidding. We have heard no more on the community development block grant (CDBG) money through the county, as the procedures for that funding program have significantly changed as a result of COVID-19. If we are awarded those funds in the amount of \$3.4 million, we will have to be prepared for public bidding within 90 days of contract award. Staff and our District Engineer are pouring over newly released funding programs as they become available and are closely monitoring the federal infrastructure bill and its allocation in hopes of securing grant funds for this project as well.

#### **17. Evaluation of Odor Control Filtration and Chemical Addition Systems for Lift Stations - \$35,000 per lift station for permanent installations**

We have identified manufacturers of relatively simple air filtration systems that can be placed on lift stations to remove hydrogen sulfide, methane and other gases that occur from the natural decomposition of organic waste in sewage. These filtration systems operate continuously to remove

odors from the air in the lift stations and contain carbon filters. Also, we have been pilot testing liquid products that reduce grease buildup and neutralize sewer odors at the molecular level, not as a fragrance additive. We are currently manually dosing the lift stations but are planning to pilot test over the next few months a continuous chemical feed storage/pump system to more effectively dose the wastewater based on flow volume, and measure odor reduction. We were excited (and surprised) to find that the main hub sewer lift stations that were renovated in 2005 contained expensive wastewater flow meters installed into the wiring and physically laying in electrical cabinets. These important devices that monitor, store and transmit wastewater flow volume real-time through our SCADA system were also not completed in the 2005 project, and we are in the process of completing the installation in-house; thanks to our amazing IT staff! We expect that by next March or April we will at minimum have the pilot projects installed for evaluation and if effective, will make permanent installations following budget approval and as soon as the equipment can be specified, ordered, and installed. There are disadvantages to each of these systems, with the air filtration system having constant noise production similar to a large shop vac unless a full building is installed for noise control. The chemical injection systems are relatively inexpensive; however the continuous use of chemical is estimated to be relatively spendy on an annual basis. We will evaluate the advantages, disadvantages and cost of each in our presentation to the board following our pilot study. A pilot study including a temporary installation is planned at 3 main lift stations to determine how well the systems function, their noise and nuisance production, odor reduction and to ensure that elimination of lift station odor alone is adequate based on inflow of treatment plant odors and the particulars of the lift station sites. The air filtration system rental cost is \$5,175 first month rental per lift station, \$1,000 monthly thereafter

#### **18. Emergency Power Generator Replacements - \$584,600 in grants from the State Budget allocation to districts, and DWR through the Tuolumne Stanislaus IRWM**

The District operates over 23 emergency power supply generators that run critical infrastructure such as water pump stations, sewer lift stations, the fire department, administrative office, water treatment plants and wastewater plant during times of power outage. The total run times for all GCSD generators between October 2020 and October 2021 was 1195 hours, with an average power outage time of 52 hours in that year. Without generators, the District would receive hundreds of thousands of dollars annually in state regulatory fines for sewage overflows, as well as customers without water for days on end causing health and safety concerns. Many of these power generators have been in service since the 1970's and are beyond their reasonable, serviceable life. The district aggressively sought after and received grant funding for replacement of several critical emergency power generators including \$286,600 from the state for public safety power shut down relief projects, and \$290,000 from the department of water resources through our Integrated Regional Water Management program. All of the generators have been ordered and will be delivered between December 2021 and March 2022. We have already received the funding from the state and will receive reimbursement from the department of water resources following the purchase and installation of the generators. By next summer all generators should be installed and operational, significantly streamlining our operation and making for more reliable water and wastewater services during power outages.

#### **19. Preliminary planning and potential property acquisition for relocation of Tank 4**

District staff has begun the planning with our engineer for the relocation of tank #4 to a higher location where we can eliminate the hydropneumatic system at the current Tank 4 location and provide water supply for future development in the area near the revised Long Gulch Ranch project proposal. This tank relocation has benefits to both existing customers and creates capacity available for purchase by future connections to the system. The new tank location at its higher elevation will provide for significantly increased fire flow in the Unit 12 area of Pine Mountain Lake and eliminate the need to operate the costly and maintenance intensive pump and pressure tank system located

at the current Tank 4 site. We are currently planning at the concept level to identify parcels that are ideal for the location of the tank and will be working with property owners to determine availability and cost. The Long Gulch development project and any future connections to the system will pay proportionally toward the cost of the tank and connecting pipelines.

## **20. WWTP plant evaluation for overall reconstruction**

The existing wastewater treatment plant is over 50 years old and is beginning to deteriorate rapidly. The type of treatment system coupled with open basins and extensive aeration result in significant odor production which then migrates offsite to the residential community. Our wastewater treatment plant permit is from 1984 and will most certainly be up for renewal in the very near future. State regulations have significantly tightened since 1984, and it is highly likely that the wastewater plant will need to be completely rebuilt to meet new Regulatory standards. In addition with WWTP upgrades, there is a significant opportunity for the district to put its reclaimed wastewater to beneficial use in irrigation of the adjacent baseball field, park and greenbelts between these facilities for fire prevention, cooling and beautification. In the near future the district engineer will provide an overview of the process of upgrade and permitting of a replacement wastewater treatment plant and it's estimated costs and schedule.

## **21. Supplemental Groveland CSD standards for hydrant spacing, minimum main sizes, etc.**

The district is working with its engineer in the development of construction standards for new development within the district boundaries, and that inform county land use development policies and projects. This would apply to projects that occur in close proximity or adjacent to the district boundaries and infrastructure and where connection is possible and in the best public interest. In providing services to the community within GCSO, it is solid utility and service planning practice to look at where service demands may occur close to but just outside of district boundaries. For example, if multifamily or commercial development is proposed within the county just outside of the GCSO boundaries, the project would certainly be receiving the benefit of GCSO provided fire and park services, and in accordance with the policies of the state and drought contingency planning, public water and sewer is always encouraged and in some cases mandatory even though a project is not directly adjacent to a water or sewer main. The purpose of this effort is to establish certain standards that can be applied in the design and approval of new development projects both inside the district boundaries and those likely to require annexation into the district boundaries. The district currently has adopted standard drawings and details which shows how things should be constructed, but currently does not have supplemental standards to identify a minimum distance to water and sewer mains to trigger mandatory connection, or size of new development project that would require annexation to the district and connection to the public systems. These standards would also prescribe the minimum size of water and sewer mains to be extended, spacing of fire hydrants for the various land use types, and other related requirements so that developers understand what is expected for construction in, and adjacent to the district where utility connection will be required.

## **22. Park Improvement Project Planning – Potential \$10 million in grant applications**

For over two years now the district has been evaluating the function and condition of its existing park assets and equipment, as well as reaching out to receive input on desired park improvements from the public in general and from the various established groups and organizations in the community. The board has on a number of occasions reviewed the array of potential park improvements identified through the public engagement process, and the district is now reviewing these identified priorities throughout the community in various venues to finalize a potential park improvement project. The stated goals of any park improvement project planned are to improve outdoor activities for the health of the community, increase opportunities for outdoor socializing

and community events, as well as constructing improvements that support revenue generating activities in support of district park facility operation and improvement as well as community enhancement and enrichment. On a parallel track, state proposition 68 has infused hundreds of millions of dollars into park and recreation facility development and improvements in the form of grants to local cities, counties and districts. Federal funding, further increased by the recent infrastructure package, is planned to become abundant in support of public improvements that increase hazard mitigation, enhancement of emergency services and public safety, improvement of public health through trails and enhanced outdoor activities, and projects that sustain communities' economic wellbeing during times of general economic impact due to emergencies such as the recent pandemic. By the end of December 2021, the district will have publicly vetted a master plan of improvements that function together in support of the above goals and in consideration of the large amounts of funding available immediately. As the Board is aware, the community identified potential improvements on the District's 287 acre parcel including creation of:

- a sports activity center near the softball field that contains a relocated basketball court and skatepark, BMX or Pump Track, improvements to the existing ballfield and its supporting infrastructure, parking, lighting, security and room for additional facilities in the future as community needs change
- A paved, accessible trail system connecting the Sports Activity Center with the PML entrance, Groveland Resilience Center, Mary Laveroni Park, Downtown Groveland and Deer Flat Rd. The trail can also serve as an emergency evacuation/ingress/egress route avoiding downtown and the Ferretti Rd/Hwy 120 intersection
- A secondary and tertiary trail system and related amenities such as benches, viewing areas/overlooks, interpretive signage located throughout the District's 287 acre parcel and which can provide a venue for hiking, walking and organized running, biking and related sporting events
- Infrastructure in Mary Laveroni Park to support a wide variety of activities such as enhanced public uses and accessibility, community events and private rentals. Improvements potentially include a hillside amphitheater/outdoor classroom and stage for concerts, theater and classes, large covered gathering space, sheltered benches and paths connecting amenities
- Yosemite type adventure area including bouldering areas, nets and climbers, nature areas in the creek bed, swings, slack lines and other amenities incorporated into the terrain
- New restroom and trailhead facilities within the existing park
- Potential RV Park/Campground located off Deer Flat Rd on GCSD property
- Competitive Disk Golf course located between the existing park and GCSD office adjacent to the main trail segment



**TO: GCSB Board of Directors Peter**

**FROM: Kampa, General Manager**

**DATE: November 15, 2021**

**SUBJECT: Item 4D. Introduction and Update Regarding Proper Management of Encroachments on District Property and Easements**

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**RECOMMENDED ACTION:**

This item is intended for information only, and potential Board direction. The Board will be considering an updated Encroachment Ordinance at its November or December 2021 Regular Meeting.

**BACKGROUND:**

The district has in place an encroachment ordinance and policy which is intended to allow private persons or contractors to, under certain conditions use or occupy district properties and/or easements on a temporary or permanent basis. Our existing policy and ordinance were primarily drafted to address the need for a developer's contractor(s) to enter onto District property and build infrastructure improvements, as required for a development project. We have been able to use this policy to document and allow some minor encroachments on district easements in the past three years. With the assistance of legal counsel, staff has been updating the ordinance and policy language to better suit the majority of the encroachment requests we see today.

The purpose of the discussion today is to review with the board the entire process related to the issuance of encroachment permits to access district property. The issue of encroachments is an important topic as we begin our first major sewer system rehabilitation project, much of which is located in district easements crossing private property. Historically there has not been a high degree of control over what occurs within these easements on private property. We have identified a number of improvements built on private property within the existing district sewer easements, both permitted by the county, and other improvements that do not require permits by the county. Many of these encroachments make access to the sewer system for the replacement of pipes and manholes difficult to impossible without major work and property owner outcry for removal of improvements including concrete, walkways, landscaping, entertainment areas and other normal property improvements.

For the upcoming sewer project construction this has resulted in a decision regarding whether to continue with the engineer's design to replace certain manholes which would require extensive removal of improvements on private property for the construction equipment and excavations; or to modify the construction work to rehabilitate manholes versus excavation and replacement. For this particular project,

we have identified that manhole rehabilitation is possible and will result in an acceptable end condition of the sewer system and thereby avoiding major private property disruption. This is not an ideal situation, as these private property improvements were not approved by GCSD to be constructed in the easement, and their presence results in increased costs to all customers for maintenance and replacement.

We have very much benefited over the past two years with the assistance of the Pine Mountain Lake association in their implementation of a requirement to contact GCSD and secure the necessary encroachment permits in advance up construction of any work that may be in, or affect the GCSD easements on private property. This notification and approval process has resulted in a number of encroachment permit applications over the past two years. The attached documents have been updated based on current situations and need, with the encroachment agreement, permit procedure and tasks being recently completed. At this time the board's review is for understanding and direction to staff as we finalize the related policy an ordinance documents. This discussion will also focus on the specific area of sewer improvements in conflict with private property improvements, as was recently identified and must be addressed within the next four months prior to construction.

Important to note is that regardless of whether or not an encroachment permit is issued for access and improvements within easements, in the event the district needs full access to the easement and the improvements must be removed, that the owner is required to remove all improvements on notice. The district is under no obligation and cannot use ratepayer dollars to rebuild private property improvements built within an easement, permitted or not. If the encroachments are unpermitted by GCSD or the property owner does not remove improvements as requested, the district can have the improvements removed so that it's necessary work can be performed. The cost of have any district removal of improvements is billed to the property. As you can imagine this becomes a very sensitive issue, especially for future property owners who may not have an understanding that improvements are built in an easement and must be removed on request.

**ATTACHMENTS:**

1. Encroachment Permit Application
2. Encroachment Permit Form including General Provisions
3. Encroachment Agreement
4. Encroachment Permit Procedure and Tasks (Internal Processes)

The undersigned hereby applies for an encroachment permit to obtain access to District-owned property, easements and/or right of way ("District Property") at the following described location and for the following activities and purposes:

Location:	
Description of Activities & Purposes:	
Applicant Name:	
Estimated Duration of Construction Activities:	
Requested Permit Duration (circle):	<input type="checkbox"/> Temporary <input type="checkbox"/> Permanent (Agreement Required)

**Conditions of Permit:**

1. Applicant agrees to prepare plans and specifications acceptable to the District for any work planned and to perform all activities in accordance with the requirements and conditions set forth in the Encroachment Permit and any Special Conditions herein, subject to inspection and approval of the District Representative.
2. **Applicant shall have all utilities marked (by dialing 811) and the area of proposed encroachment (and improvements if applicable) shall be marked clearly and accurately with paint, stakes or other visible markers that show location and heights/grades, for District review PRIOR TO filing an application. This is to ensure that that an encroachment permit is necessary and possible to secure prior to application and payment of fees.**
3. Applicant will contact the District Office at least 24 hours prior to commencing activities on District Property in order that an inspection may be scheduled.
4. Applicant agrees to maintain District Property in a reasonable and safe condition throughout the term of this Permit.
5. Applicant agrees to comply with all local ordinances concerning the activities to be undertaken on District Property and the use thereof, including current Water, Sewer and Encroachment Ordinances.
6. Applicant agrees to perform at Applicant's own expense any removal of improvements as directed by the District to provide unrestricted access to its easement/property, in accordance with the removal time schedule set by the District. If improvements are not removed in accordance with District directives, District will remove the improvements at the expense of the Applicant. Improvements located on District easements/property under this permit will not be replaced by the District.
7. The Applicant shall assume the defense of, and indemnify and save harmless, the District, its officers, employees and agents, and each and every one of them from and against all actions, liability, damages, claims, losses or expenses of every type and description to which it may be subjected or put to by reason of or resulting from: (1) the performance of, or failure to perform, the work or any other obligations of this Permit by the Applicant, any subcontractor or the Applicant's agents or employees; (2) any alleged negligent act or omission of the Applicant, any subcontractor, the Applicant's agents or employees, in connection with any acts performed or required to be performed pursuant to this Permit; (3) any dangerous or defective condition arising or resulting from any of the actions or omissions of the Applicant, Applicant's agents or employees in carrying out the provisions of this Permit. This indemnification is effective and shall apply whether or not any such action is alleged to have been caused in part by the District as a party indemnified hereunder. This indemnification shall not include any claim arising from the sole negligence or willful misconduct of the District or its employees.



<p><b>7. Special Conditions Needed*</b> (List Your Need for the Temporary or Permanent Encroachment, any special construction considerations such as need for excavation, filling or grading in the easement, retaining walls, etc)</p>	
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This Application for Encroachment Permit does not constitute the Encroachment Permit or District consent to access District Property for the purposes described in this Application. District permission to perform activities on District Property and the terms and conditions of Applicant's use of District Property will be specified in a separate Encroachment Permit signed by an authorized representative of the District and also by the Permittee. By his or her signature below, the Applicant acknowledges that this Application does not constitute District permission to perform the list of activities on District Property. In executing this Application, Applicant acknowledges that it has received and reviewed a copy of the District's current Water, Sewer, and Encroachment Ordinances.

\* **Special Conditions** - Please understand that encroachments in District's public utility easements can result in reduced access for utility system maintenance, repair and replacement, which increases cost to District customers and property owner distress when approved encroachments must be removed in the future for utility work. Considering this concern, in this area or attached to the application explain why the District should favorably consider granting a permit for such encroachment. Provide the District as much information as needed to justify the granting of an encroachment permit. Also include any other considerations or features associated with improvements to be documented in the permit.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Verbiage	Definition	Applicant Initials
"Utilities, Water Utilities, or Sewer Utilities"	means the public water, public sewer, and related infrastructure, as such Utilities now exists or as it may hereafter be modified or reconstructed.	
"Standards"	Means the applicable District Ordinances, Policies and Standards, including Encroachment Standards for Groveland Community Services District are incorporated herein as though set forth in full, and a copy	



# Encroachment Permit Application Checklist

For District Office Use Only

Date Received	Document/Information Needed	GCSD Staff Initials
	Non-Refundable Administrative Fee \$100.00    Check #	
	Encroachment Permit Application Fee \$240.00    Check #	
	District Engineer Deposit \$575.00    Check #	
	Site Plans Received	
	APN #:	
	Date of Site Inspection:	

\_\_\_\_\_  
 Operations Manager Signature Date

DRAFT

**GROVELAND COMMUNITY SERVICES DISTRICT**

**ENCROACHMENT PERMIT**

No. \_\_\_\_\_

Date: \_\_\_\_\_

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In response to your Application and subject to all the terms, conditions and restrictions written below, the General Provisions attached hereto, or any and all printed general and special specifications, PERMISSION IS HEREBY GRANTED TO: \_\_\_\_\_ (hereinafter referred to as the "Permittee") by Groveland Community Services District (hereinafter referred to as the "District"), to encroach upon District's Property, more particularly described as

\_\_\_\_\_

\_\_\_\_\_

The nature of the permitted encroachment is described as follows:

\_\_\_\_\_

as depicted in Exhibit B, Encroachment Permit Application attached hereto.

TERMS, CONDITIONS AND RESTRICTIONS:

1. Permittee shall comply with District's Encroachment Ordinance No. \_\_\_\_\_, a copy of which is attached hereto and incorporated herein by this reference.
2. All District Property, including, without limitation, the Easements, affected by Permittee's construction, maintenance, or use, or any combination thereof, of the Roadway shall be restored to its condition as of the date of the issuance of this Permit, or better.
3. Any and all construction work performed and/or improvements installed on, or encroaching upon, District Property pursuant to this Permit shall be constructed and completed to the satisfaction of District, which shall be notified before any work is started by advising the Operations Manager in writing.
4. Permittee's use of, or encroachment upon, District Property is limited to those purposes and those activities specifically described in this Permit. Failure of Permittee to comply with this condition may result in revocation of this Permit.
5. Administrative costs incurred by the District in reviewing Permittee's Application for Encroachment Permit and issuing this Encroachment Permit, together with all costs of any inspections required by the District due to activities conducted by Permittee on District Property pursuant to this Permit shall be estimated by District and such amounts shall be deposited by Permittee with District prior to the issuance of this Permit.

6. The District assumes no maintenance or other responsibility for the construction work, improvements, or other encroachments permitted on or affecting District Property pursuant to the terms of this Permit. The Permittee assumes any and all responsibilities described in the attached Encroachment Permit Conditions; Exhibit A.

7. The Permittee shall assume the defense of, and indemnify and save harmless, the District, its officers, employees and agents, and each and every one of them from and against all actions, liability, damages, claims, costs, fees, losses or expenses of every type and description to which it may be subjected or put to by reason of or resulting from or in connection with: (1) the performance of, or failure to perform, the work or any other obligations of this Permit by the Permittee, any subcontractor or the Permittee's agents or employees; (2) any alleged negligent act or omission of the Permittee, any subcontractor, the Permittee's agents or employees, in connection with any acts performed or required to be performed pursuant to this Permit; (3) any dangerous or defective condition arising or resulting from any of the actions or omissions of the Permittee, Permittee's agents or employees in carrying out the provisions of this Permit; (4) the construction, maintenance or use, or any combination thereof, of the Roadway, in whole or in part; or (5) any combination of (1), (2), (3) and (4), above. This indemnification is effective and shall apply whether or not any such action is alleged to have been caused in part by the District as a party indemnified hereunder. This indemnification shall not include any claim arising from the sole negligence or willful misconduct of the District or its employees. This indemnification shall survive the termination of this Permit.

8. Permittee will promptly remove all or any portion of the Roadway, along with any other improvements made by or for Permittee and any property of Permittee, encroaching upon the Easements upon the written request of District. This request may be made at any time, for any or no reason.

9. Issuance of this Permit, or the construction, maintenance, or use (or any combination thereof) of the \_\_\_\_\_ in no way shall limit the District's use and enjoyment of the \_\_\_\_\_. District may remove or damage all or any portion of the \_\_\_\_\_ to access or otherwise use the Easements. Under no circumstances will the District have any obligation to repair or replace the \_\_\_\_\_, in whole or in part, or compensate Permittee in any way as a result of or in connection with any damage to, or removal of, all or any portion of the \_\_\_\_\_, unless as a result of District's gross negligence or willful misconduct.

10. Upon completion of the activities and purposes specified herein, the Permittee shall contact the designated representative of the District, who will specify an expiration date for this Encroachment Permit. In no event shall the encroachment contemplated herein be conducted past \_\_\_\_\_.

11. This Permit is to be strictly construed according to its terms and no use of District Property for purposes or activities other than those specified herein is authorized hereby. The Encroachment Permit General Provisions attached hereto as Exhibit A are hereby incorporated herein by this reference.

GROVELAND COMMUNITY SERVICES DISTRICT

By: \_\_\_\_\_

I agree to abide by all terms and conditions of this Encroachment Permit and District ordinance  
No. \_\_\_\_\_

\_\_\_\_\_  
Permittee

DRAFT

## EXHIBIT A

### GROVELAND COMMUNITY SERVICES DISTRICT ENCROACHMENT PERMIT GENERAL PROVISIONS

1. Definition: The term “encroachment” as used in this Permit is as defined in District’s Encroachment Ordinance No. \_\_\_\_\_ (hereinafter the “Encroachment Ordinance”). This Permit is revocable on five days’ notice.
2. Acceptance of Provisions: It is understood and agreed by the Permittee that the doing of any work, or the performance of any activity, or the granting of any access under the authority of this Permit shall constitute an acceptance by Permittee of the provisions, terms and conditions of this Permit and the District’s Encroachment Policies.
3. No Precedent Established: This Permit is granted upon the condition that the permission granted to use District Property for the purposes specified herein shall not be construed as establishing any precedent with respect to what constitutes permissible uses of District Property.
4. Notice Prior to Commencing Use: Notice shall be given to District at least two days in advance of the date Permittee’s use of District Property pursuant to this Permit is to begin.
5. Keep Permit on the Site: This Permit shall be kept at the site of the encroachment on District Property permitted hereby, and must be shown to any representative of the District or any law enforcement officer on demand.
6. Storage of Material: No material shall be stored on District Property except as otherwise authorized by this Permit.
7. Clean Up District Property: Upon completion of the use of the District Property permitted hereby, Permittee shall remove all debris (soil, concrete, pavement, wood, etc.), rubbish, or other materials and District Property subject to the encroachment shall be restored to its condition as of the date the Permit was issued.
8. Satisfaction of District: Any work constructed or improvements installed within the encroachment shall be completed to the satisfaction of the District. District may periodically inspect the District Property subject to the encroachment, and the cost of any such inspection shall be reimbursed to District out of the deposit paid by Permittee upon the issuance of this Permit.
9. Insurance Requirements: In order to fund Permittee’s indemnity obligations under Section 6 of the Permit, Permittee shall carry and maintain during the life of this Permit, such public liability, property damage and contractual liability insurance and workers’ compensation insurance as specified below:
  - A. Public Liability and Property Damage Insurance: The Permittee shall furnish public liability and property damage insurance which includes, but is not limited to, personal injury, property damage, losses relating to independent contractors, products and equipment, explosion, collapse and underground hazards, in a minimum amount not less than a combined single limit of One Million Dollars

(\$1,000,000.00) for one or more persons injured and property damaged in each occurrence.

The public liability and property damage insurance furnished by the Permittee shall also name the District as an additional insured and shall directly protect, as well as provide the defense for the District, its officers, agents and employees, as well as the Permittee, all subcontractors and suppliers, if any, from all suits, actions, damages, losses or claims of every type and description to which they may be subjected by reason of, or resulting from the Permittee's operations in the activities and purposes authorized by this Permit, and all insurance policies shall so state. Said insurance shall also specifically cover the contractual liability of the Permittee. Said insurance shall also specify that it acts as primary insurance.

If the Permittee fails to maintain such insurance, this Permit may be revoked at the discretion of District on written notice to Permittee.

- B. Workers' Compensation Insurance: If the Permittee's Application for Encroachment Permit proposes that construction be performed on District Property, then Permittee shall be permissibly self-insured or shall carry full workers' compensation insurance coverage for all persons employed, either directly or through subcontractors, in carrying out the activities and/or purposes contemplated by this Permit, in accordance with the Workers' Compensation Insurance Act contained in the Labor Code of the State of California.

If the Permittee fails to maintain such insurance, the District may take out insurance to cover any compensation which the District might be liable to pay under the provisions of the Workers' Compensation Insurance Act by reason of an employee of the Permittee being injured or killed while engaged in the course and scope of his employment. If the Permittee fails to maintain such insurance, this Permit may be revoked at the discretion of District on written notice to Permittee.

By execution of this Permit Agreement, the Permittee certifies as follows:

"I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code. I will comply with such provisions before commencing the performance of the work of this contract."

As part of the execution of this Permit, the Permittee agrees to furnish to the District a certified copy of the insurance policies it has taken out for public liability, property damage and workers' compensation insurance set forth above for the period covered by this Permit. Such insurance shall be placed with an insurance carrier acceptable to the District under terms satisfactory to the District. Said certified policies of insurance shall be furnished to the District prior to commencing the activities and/or purposes contemplated by this Permit. Each such certified policy shall bear an endorsement precluding the cancellation or reduction in coverage of any such policy before the expiration of thirty (30) days after the District shall have received notification of such cancellation or reduction.

Should the Permittee fail to obtain and keep in force the insurance coverage hereinabove required, the District shall have the right to revoke this Permit forthwith and without regard to any other provisions of this Permit.

10. Performance Bond: If the terms of this Permit allow the Permittee to conduct construction activity on District Property, the Permittee shall, prior to issuance of this Permit, file with District a performance bond, cash deposit, or irrevocable letter of credit in lieu of bond, in the amount of one hundred percent (100%) of the estimated cost of the construction work to be performed on District Property pursuant to the terms of this Permit. Any such bond or irrevocable letter of credit shall name District as obligee. Failure to comply with these requirements will result in revocation of this Permit.

11. Making Repairs: Repairs to District Property necessitated by Permittee's use of District Property shall be performed by employees of the District and the expenses thereof shall be charged to Permittee. All costs incurred by District with respect to laborers, supervisors and inspectors with respect to such repair work shall be reimbursed to District out of the cash deposit paid by Permittee upon issuance of this Permit. To the extent such deposit exceeds the costs incurred by the District in issuing this Permit, inspecting the Property, and repairing the Property, if necessary, will be refunded to Permittee upon the expiration of this Permit.

The District will give reasonable notice of its election to make such repairs. If the District does not so elect, the Permittee shall make such repairs promptly at its sole expense. In every case, the Permittee shall be responsible for restoring any portion of District Property which has been disturbed to its former condition as of the date of issuance of this Permit.

12. Maintenance: The Permittee agrees by the acceptance of this Permit to exercise reasonable care to maintain the Property subject to this encroachment, and any improvements placed thereon during the period of the permitted encroachment as authorized by the terms of this Permit. The Permittee shall undertake all such maintenance and/or repairs at its own expense.

13. Relocation: Relocation of any improvement constructed upon District Property pursuant to this Encroachment Permit, if required by future District operations, shall be at the sole expense of the Permittee. The District shall provide Permittee with notice as to the date by which any improvements constructed pursuant to the Encroachment Permit must be removed or relocated. If Permittee fails to remove or relocate any such improvement within such period of time, District may remove or relocate such improvement in its discretion and charge the costs thereof to Permittee, which costs Permittee hereby agrees to reimburse to District upon demand. District may also exercise its rights to revoke this Permit.

I agree to abide by the above terms.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Permittee



RECORDED AT THE REQUEST OF  
AND WHEN RECORDED RETURN TO:

GROVELAND COMMUNITY  
SERVICES DISTRICT  
18966 FERRETTI ROAD  
GROVELAND, CA 95321

AGREEMENT RELATIVE TO CERTAIN ENCROACHMENTS  
ON UTILITY EASEMENTS OF THE GROVELAND  
COMMUNITY SERVICES DISTRICT

THIS AGREEMENT is made this day of December 21, 2020, between Groveland Community Services District, a political subdivision of the State of California, herein called "District", and \_\_\_\_\_, herein called "Owner".

WHEREAS, Owner is the owner of that property described as Lot \_\_\_\_\_ as shown in the Map of \_\_\_\_\_, Unit No. \_\_\_\_\_, with APN No. \_\_\_\_\_, and with street address \_\_\_\_\_

\_\_\_\_\_ hereinafter referred to as "Lot"; and

WHEREAS, District is the owner of the land to the \_\_\_\_\_ of said lot and adjacent lots and on a portion of which public [Utilities, Water Utilities, or Sewer Utilities] of District lies; and

WHEREAS, Owner has requested to be granted an easement to use said land of the District, on the terms and conditions of that easement and as set forth herein; and

WHEREAS, the use of said easement is subject to the Ordinances, Policies and Standards of the District; and

WHEREAS, Owner desires to place and/or maintain certain encroachment(s) on or about the easement over the land of District; and

WHEREAS, the placing and/or maintaining of said encroachment(s) requires a permit from the District, and Owner has submitted an application for such permit to the District;

NOW, THEREFORE, it is agreed as follows:

1. Definitions. As used in this Agreement, the following words shall have the following meanings:
  - A. "Utilities, Water Utilities, or Sewer Utilities" means the public water, public sewer and related infrastructure, as such Utilities now exists or as it may hereafter be modified or reconstructed.
  - B. "Standards" means the applicable District Ordinances, Policies and Standards, including Encroachment Standards for Groveland Community Services District as they are now, or may hereafter be modified; the Current Standards are incorporated herein as though set forth in full, and a copy thereof is available at the District offices.
2. Compliance with Standards and Permits and Right to Remove. Owner shall comply with all terms and provisions of the Standards as the same now exist, or as they may hereafter from time to time be amended, and with the terms and conditions of the Permits issued to Owner by the District. Owner understands and agrees that non-compliance may result in revocation of the permit(s) issued by the District. Any encroachment(s) on or about the Utilities or the easement of District which are not expressly permitted to be maintained by both the Standards and by valid permit(s) may be removed by District, and Owner hereby grants the District express permission to enter Owner's property and easement, and to remove any such encroachment(s), if such encroachment(s) are not removed by Owner within thirty days of notice to remove given by District to Owner, without liability to Owner; provided, however, that in case of emergency, no such notice need be given and entry and removal by the District may be immediate, without liability to Owner.
3. Payment. Owner hereby agrees that in the event District removes any encroachment(s) as specified in Paragraph 2 of this Agreement, Owner will promptly pay to District, upon presentation of a statement, the actual cost of removing such encroachment(s).
4. Removal by Judicial Proceedings. District shall have the right to obtain removal of any encroachment(s) not permitted by the Standards and by valid permit(s) issued by the District, by appropriate judicial proceeding, including any preliminary relief which may be proper.
5. Subordination. This Agreement shall be subordinate to any encumbrances of record prior to date of execution of this Agreement, affecting this lot, and shall be recorded in the Official Records of the County of Tuolumne.
6. Affect on Other Requirements and Regulations. It is agreed that the execution of this document shall in no way diminish or affect the rights and powers of District under the easement and as granted to District by applicable provisions of California law.

7. It is agreed that, to the extent permitted by law, this Agreement is a covenant running with the land owned by District and Owner in that it is a covenant by District to allow certain actions and encroachment to be done and made on the land of District, and which actions and encroachment are for the benefit of the landowner by Owner(s).

8. Binding on Successors. This Agreement shall extend to and be binding upon the heirs, successors, administrators and assigns of the Owner and any successor of District.

Executed at Groveland, California.

"DISTRICT"

GROVELAND COMMUNITY SERVICES DISTRICT

By: \_\_\_\_\_

"OWNER"

By: \_\_\_\_\_

[Acknowledgements on Following Pages]

# PROCEDURE

Cancels:

See Also: Board Policy \_\_\_\_\_

Approved by:

**PROCEDURE # \_\_\_\_\_ ENCROACHMENT PERMITS**

*Action by:*

*Action:*

<p><b>Administrative Services Tech</b></p>	<ol style="list-style-type: none"> <li>1. Distribute Encroachment Permit Policy and Application Form</li> <li>2. Collect completed Encroachment Permit Application and required fees                         <ol style="list-style-type: none"> <li>a. Non-Refundable Application fee \$240</li> <li>b. Non-Refundable Admin fee \$100</li> <li>c. Refundable Engineering deposit \$575</li> <li>d. Collect detailed site plans and drawings of proposed work</li> <li>e. Collect insurance (if required)</li> <li>f. Performance security (if required)</li> </ol> </li> <li>3. Receive Completed application and attachments and route to Operations Manager</li> </ol>
<p><b>Operations Manager</b></p>	<ol style="list-style-type: none"> <li>1. Field verify location of the Encroachment and determination of feasibility; deposits required</li> <li>2. Send Encroachment Permit Application site plans and drawings to District engineer for review</li> <li>3. Send Encroachment Permit/Agreement to General Manager for final approval</li> </ol>
<p><b>GM</b></p>	<ol style="list-style-type: none"> <li>1. Coordinate legal review if needed</li> <li>2. Approve or deny permit</li> </ol>
<p><b>Administrative Services Tech</b></p>	<ol style="list-style-type: none"> <li>1. Coordinate signatures on agreement (notarized)</li> <li>2. File notarized agreement with Tuolumne County Recorder</li> <li>3. Collect County Recording Fees from applicant deposit or direct bill (actual recording cost)</li> </ol>

	4. Send final signed Encroachment Permit and Agreement to the applicant
<b>Accountant</b>	<ol style="list-style-type: none"> <li>1. Account for costs associated with permit issuance</li> <li>2. Generate requests for additional deposits</li> </ol>
<b>Operations Manager</b>	<ol style="list-style-type: none"> <li>1. Inspect proposed work on District Property during construction</li> </ol>
<b>Accountant</b>	<ol style="list-style-type: none"> <li>1. Complete final deposit accounting and return remaining deposit when expenses completed</li> </ol>

DRAFT

Effective Date:

Page: of

# TASK OUTLINE

Cancels:

See Also:

Approved by:

**TASK #:**

**TASK TITLE: Encroachment Permit Processing**

An initial review by the Operations Manager is conducted to determine if permit issuance is needed and possible, prior to encroachment application and charging of fees and deposits. After the customer has applied for an Encroachment Permit the process is assigned to the Administrative Services Technician, Operations Manager, District Engineer, and the General Manager.

<i>Timing</i>	<i>Task</i>
	<b>Encroachment Permit</b>
<b>Prior to Application</b>	<ol style="list-style-type: none"> <li>1. Admin - Encroachment Application placed on website and updated</li> <li>2. Customer seeking encroachment downloads or receives application from office, reviews and locates utilities and delineates encroachment on site</li> <li>3. Customer contacts office for permit feasibility site visit conducted by Operations Manager (or designee). If feasible, customer contacted to submit permit application and fees</li> <li>4. Operations Manager to determine if engineering review required and document to Admin for proper deposit charge on application</li> </ol>
<b>On Initial Application Admin</b>	<ol style="list-style-type: none"> <li>1. Admin to collect application, detailed site plans and fees from customer, check application for completeness.</li> <li>2. Admin to complete application checklist.</li> <li>3. Route application to Operations Manager.</li> </ol>
<b>Application Processing</b>	<ol style="list-style-type: none"> <li>1. Operations Manager review the application and site plans.</li> <li>2. Operations Manager may make additional site visits to verify location and features of encroachment.</li> <li>3. Operations Manager sends the application, site plans, drawings, and pictures to District Engineer for review as determined necessary.</li> </ol>
<b>Evaluation and Condition Development</b>	<ol style="list-style-type: none"> <li>1. District Engineer reviews the application, site plans, drawings, and pictures to make a final decision regarding whether placement of the construction being performed and the location of the encroachment can be permitted, and establishes specific permit conditions in addition to the General Conditions.</li> <li>2. District Engineer returns plans and application to the Operations Manager with Engineers comments and recommendations.</li> </ol>
<b>Permit drafting</b>	<ol style="list-style-type: none"> <li>1. Operations Manager creates permit and agreement.</li> <li>2. Operations Manager send plans, pictures, application, permit and agreement to the General Manager.</li> </ol>
<b>General Manager Review</b>	<ol style="list-style-type: none"> <li>1. General Manager reviews recommendation from Operations Manager and District Engineer to determine whether legal counsel is needed.</li> <li>2. General Manager approves or denies permit.</li> <li>3. General Manager returns approved permit and agreement to Admin and denied permit to Operations Manager.</li> </ol>
<b>Following Review</b>	<ol style="list-style-type: none"> <li>1. <b>If the permit is denied:</b> Operations Manager needs to contact property owner to notify of GM decision.</li> </ol>
<b>Finalizing Permit – Admin Staff</b>	<ol style="list-style-type: none"> <li>1. <b>If the permit is approved:</b> Admin staff will contact property owner and notify of GM decision, arrange for property owners signature on permit, Conditions &amp; agreement.</li> </ol>

	<ol style="list-style-type: none"> <li>2. Encroachment Permit signatures of GM and Permittee are notarized and filed with Tuolumne County Recorder's Office.</li> <li>3. When permit is recorded admin will send property owner the executed permit and recorded agreement.</li> <li>4. Admin will file the permit and agreement in the property file as well as scan documents into Laserfiche to link with account in Springbrook and included in the Encroachment Permits electronic files.</li> <li>5. Admin will refund deposit balance after all engineering and legal bills confirmed paid.</li> </ol>
<p><b>Post Permit Issuance - Operations Manager</b></p>	<ol style="list-style-type: none"> <li>1. Operations Manager will inspect proposed work on property during construction as needed and document for the encroachment file.</li> </ol>

DRAFT



**TO: GCSB Board of Directors**

**FROM: Peter Kampa, General Manager**

**DATE: November 15, 2021**

**SUBJECT: Item 4E. Discussion and Update Regarding Accommodations for the Displacement of the Homeless on District Property**

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**RECOMMENDED ACTION:**

This item is intended for information only, and potential Board direction.

**BACKGROUND:**

At the recent CSDA Annual Conference, a breakout session was held surrounding the accommodations public agencies, such as the District, may have to make for the local homelessness population with regard to allowing them to sleep on District property.

There are many challenges to be faced with appropriately addressing the growing homelessness concern in the state of California. The impacts of this growth are being felt statewide by many public agencies, and the District is no exception. While the District is sympathetic on this issue, the local homeless population does impact the District, specifically within Mary Laveroni Park. The issues that the District has had to face are not uncommon from what other's experiences are; residency taken up in areas making them unusable by other park users, large amounts of trash, health concerns related to the human feces and urine in the park, fire concerns from warming/cooking fires.

For several years now, the District has been working on a park improvement master plan to enhance local recreational opportunities. Ensuring that all park users have access to the park and the proposed new amenities is very important, and why the breakout session was of concern to District management. In order to gain a better understanding of the issue and what the District was legally required to do, it reached out to legal counsel to prepare a memo about the issue. This memo has been attached for the Board's review and staff seeks direction from the Board regarding expectations of management in terms of addressing and/or accommodating homeless on District properties.

**ATTACHMENTS:**

1. Memorandum Martin v. City of Boise



NEUMILLER & BEARDSLEE  
A Professional Corporation

Memorandum

Via E-Mail

TO: Daniel J. Schroeder  
FROM: Allison M. Felkins  
DATE: October 15, 2021  
FILE: 32981-38913  
RE: Martin v. City of Boise - Homelessness

---

**Questions Presented**

1. What is the holding in *Martin v. City of Boise*?
2. Are special districts required to comply with *Martin v. City of Boise*?
3. If the City of Sonora has homeless facilities, is that close enough to be considered available beds?

**Brief Answers**

1. In *Martin v. City of Boise*, the court held that an ordinance violates the Eighth Amendment's prohibition against cruel and unusual punishment, to that extent that it imposes criminal sanctions against homeless individuals for sleeping outdoors, on public property, when no alternative shelter is available to them.
2. Special districts are required to comply with *Martin v. City of Boise* because the case does not impose an affirmative duty to provide shelter to homeless individuals, but rather prohibits agencies from criminalizing activities related to homelessness, such as sleeping or lying in public when there are not enough shelter beds available to accommodate all the homeless individuals in an area.
3. In *Martin v. City of Boise*, the court looked to county statistics to determine the ratio of homeless individuals to shelter beds. However, considering the rural nature of Groveland and Tuolumne County, and the lack of public transportation, Sonora shelters likely would not be considered available beds for Groveland.

**Discussion:**

**1. Martin v. City of Boise (9th Cir. 2018) 902 F.3d 1031**

In *Martin v. City of Boise*, the court held that an ordinance violates the Eighth Amendment's prohibition against cruel and unusual punishment, to that extent that it imposes criminal sanctions against homeless individuals for sleeping outdoors, on public property, when no alternative shelter is available to them. The court reasoned that the Eighth Amendment prohibits the state from punishing an involuntary act or condition if it is the unavoidable consequence of one's status of being. More specifically, it is unconstitutional to criminalize the involuntary act or condition of sitting, sleeping, or

lying outside on public property because it is the unavoidable consequence of one's status of being homeless individuals who cannot obtain shelter.

The Boise law that was challenged, and other laws referenced by the court were absolute prohibitions on camping or sleeping anywhere within a jurisdiction. For example, there were two Boise ordinances at issue, the first ordinance criminalized using "any of the streets, sidewalks, parks or public places as a camping place at any time." The second ordinance criminalized "occupying, lodging, or sleeping in any building, structure or place, whether public or private" without permission. The court found these ordinances to be unconstitutional because individuals were being punished for the act of sleeping, or lying outside when there was no practically available shelter or place to sleep available to them.

However, this does not mean a jurisdiction cannot regulate the act of sleeping or camping outside at all. In *Martin*, the court explicitly states, "[n]or do we suggest that a jurisdiction with insufficient shelter can never criminalize the act of sleeping outside. Even where shelter is unavailable, an ordinance prohibiting sitting, lying, or sleeping outside at particular times or in particular locations might well be constitutionally permissible."

GCSD can limit when and where individuals may sleep, such as prohibiting sleeping in certain parks, or prohibiting camping in parks at certain times.

## **2. Are special districts required to comply with *Martin v. City of Boise*?**

*Martin v. City of Boise* involves a city. Cities have police powers and have the ability to open homeless shelters. This raises the question of whether a special district, which does not have police power, nor the ability to open a homeless shelter, has to comply with the *Martin* decision. The *Martin* case does not impose an affirmative duty on an agency to provide sufficient shelter for the homeless. The court holds that "so long as there is a greater number of homeless individuals in [a jurisdiction] than the number of available beds [in shelters]," the jurisdiction cannot prosecute homeless individuals for "involuntarily sitting, lying, or sleeping in public. Therefore, special district must comply with the *Martin* decision, and are prohibited from criminalizing sitting, lying, or sleeping in public, when there is a greater number of homeless individuals than the number of available beds in a jurisdiction.

## **3. If the City of Sonora has homeless facilities, is that close enough to be considered available beds?**

In *Martin*, the court looked to the number of shelters and beds in Ada County, the county where the City of Boise is located. There were an estimated 354 beds and 92 overflow mats for homeless individuals, compared to the estimated 867 homeless individuals.

So, if the county statistics for Tuolumne County provide that there are more shelter beds in the county than there are homeless individuals, then this fact may allow

GCSD to enact and enforce an ordinance against sleeping in any public places. However, Ada County is Idaho's most populous county, as compared to Groveland and Tuolumne County, which is a fairly rural area. There is a possibility the court would not look to the entire county when determining the ratio of homeless individuals to available beds. Factors such as whether homeless individuals can easily access shelters in different cities within the county, or easily move around the county may be considered when determining if there are beds available. Thus, the distance to those shelters and available public transportation available to the homeless might be issues a court would look at.

AMF:amf



**TO: GCSB Board of Directors**

**FROM: Peter Kampa, General Manager**

**DATE: November 15, 2021**

**SUBJECT: Item 4F. Discussion and Update Regarding the Status of the  
Emergency Warning Sirens System**

---

**RECOMMENDED ACTION:**

This item is intended for information only, and potential Board direction. Should the Board desire to take action on this project, it is recommended that the item be placed on the appropriate regular meeting agenda.

**BACKGROUND:**

The District has allowed a local nonprofit organization named Tuolumne Safe access to its Tank 2 site for the installation of an emergency warning siren, similar to that used by the Twain Harte Fire Department, and planned by several others. Local fundraising proceeds collected by Miner's Mart and others were used by Tuolumne Safe for the purchase and installation of the siren. District management was assured that the logistics of siren operation were supported and being worked out by the County Sheriff. It was determined shortly after the commitment to use Tank 2, that the County Sheriff was not as far along in his support of the sirens as it had been presented to management in the beginning.

The logistical details surrounding the implementation of a county wide emergency warning siren system continue to be discussed at the head level of county leadership. There is currently much expressed concern and many questions that still need to be answered before a system can be constructed and put in use. The Tuolumne County Fire Safety Advisory Committee recently voted to recommend to the Board of Supervisors on November 2, 2021 a cease and desist order related to continued warning siren installations until such time as the operational and logistical details are worked out.

Other than the individual questions and concerns from leadership who represent certain factions within the county, Tuolumne County Sheriff Bill Pooley's are the ones that need to be addressed first as his office is the legally responsible agent for managing and running an emergency notification system. Sheriff Pooley has expressed concern with having the staff resources to implement and manage such a system, the proper training of his staff to operate the system, the specific needs of each part of the county, what residents and tourist are supposed to do once alarms are sounded, theft and vandalism of equipment, and if money could be better spent on enhancing existing and more modern emergency notification system.

The District continues to participate and cooperate with this process as an enhanced emergency warning system in some acceptable form will be very beneficial to the community. The district has also considered the use of the siren in its emergency action plan for wastewater reservoir 2, in the event the dam was ever to fail and notification of downstream properties was necessary. Of course, the details of that need to be worked into the operating protocol as well.



**TO: GCSB Board of Directors**

**FROM: Peter Kampa, General Manager**

**DATE: November 15, 2021**

**SUBJECT: Item 4G. Review and Update of the General Manager’s District Management Objectives for the Period of January 1, 2021 through September 30, 2021**

---

**RECOMMENDED ACTION:**

This is an item to review previously approved management objectives and update as needed.

**BACKGROUND:**

A copy of the Management Objectives worksheet is attached showing the summary status of objectives and it is expected that we will review this table in detail during the meeting. As you can see with the lengthy district project update report, the level of time available to make significant progress on additional initiatives and projects is limited.

The time required has been significant for completion of the impact reports and actions related to the formation of the community facilities district and the impact fees for new development projects. In addition, overall planning for the future of fire and emergency services on a county wide and local basis has taken much more time than initially planned. We are entering a period where substantial time will be spent finalizing the park improvement plans, securing funding for the project and completing design and environmental documents. The upcoming finalization of the water and sewer master plans, capital improvement plans and related connection capacity fees will consume a large chunk of management time and effort in the upcoming six months. Also, the construction of the sewer collection system improvement project is the first time in nearly two decades that the district has undertaken a large scale infrastructure construction project that will affect traffic and people’s daily lives for the next year. It is imperative that significant management effort is put into the communication plan and internal coordination of the project, not to mention compliance with state funding requirements.

These major efforts are being raised as we evaluate the status and update of the management objectives. We seek direction from the Board on priorities rather than

schedule at this time, simply because the time necessary to successfully complete what we already have in progress is somewhat unknown at this time.

Management recommends that the Board consider and give direction regarding the following priorities:

1. Actions to secure the financial future of the Fire Department
2. Actions to successfully plan, implement and complete the current infrastructure projects
3. Finalize Park improvement public engagement, improvement plans, project funding plans and grant applications
4. Water and sewer master plans, capital improvement plans and updated connection/capacity fee studies

Many of the policy and procedure items contained in the management objectives will be dealt with on an as needed basis, and consulting assistance will be needed for important items where no staff time is available. We look forward to the discussion.

Also included with this agenda item is a well deserved thanks to the newly formed Groveland Area CERT. Thank you Bob and team!

A partial list of grants and loans received in recent years is also included to highlight the excellent work of all GCSD staff in accomplishing our collective vision!

---

**From:** Petra Hendersen <PHendersen@co.tuolumne.ca.us>  
**Sent:** Tuesday, October 19, 2021 7:35:04 AM  
**To:** grovelandcert@gmail.com <grovelandcert@gmail.com>; Pete Kampa <pkampa@gcsd.org>; Jennifer Flores <jflores@gcsd.org>; Luis Melchor <lmelchor@gcsd.org>; Adam Ahlswede <aahlswede@gcsd.org>  
**Cc:** Dore Bietz <dbietz@co.tuolumne.ca.us>  
**Subject:** RE: Many Thanks

---

Thank you, once again, for local CERT support!

We honestly couldn't pull off these community events smoothly and safely without the assistance of your well trained volunteers and new cache of resources!

Groveland CERT you are truly appreciated!

Sincerely,  
Petra

**Petra Hendersen**  
Tuolumne County Public Health Department  
Program Specialist  
Phone: 209-533-7486 Fax: 209-533-7406  
20111 Cedar Road North  
Sonora, CA 95370  
[PHendersen@co.tuolumne.ca.us](mailto:PHendersen@co.tuolumne.ca.us)  
<https://www.tuolumnecounty.ca.gov/250/Public-Health>



[Follow us on Facebook](#)



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**From:** grovelandcert@gmail.com <grovelandcert@gmail.com>  
**Sent:** Thursday, October 14, 2021 10:09 AM  
**To:** Pete Kampa <pkampa@gcsd.org>; 'Jennifer Flores' <jflores@gcsd.org>; 'Luis Melchor' <lmelchor@gcsd.org>; 'Adam Ahlswede' <aahlswede@gcsd.org>  
**Cc:** Petra Hendersen <PHendersen@co.tuolumne.ca.us>; Dore Bietz <dbietz@co.tuolumne.ca.us>  
**Subject:** Many Thanks

Hi all

Thanks for your support of CERT for yesterday's Flu Vax clinic.

All went smoothly. The equipment helped with the traffic control.

TCPHA vaxed somewhere around 230 locals. Meanwhile, the library remained open and people used ML Park.

CERT utilized, for the first time, some of the equipment GCSd funded - Canopy, table, chairs, radios, etc. Thanks for your support.

Stay Safe, Be well, Bob Asquith  
Groveland CERT Program Manager  
[GrovelandCERT@gmail.com](mailto:GrovelandCERT@gmail.com)

FB - CERT - Groveland Area Community Emergency Response Team  
NDN - CERT - Groveland Area Community Emergency Response Team



Groveland, California



**Outside Infrastructure Funding**

<b>Project</b>	<b>grant</b>	<b>loan</b>	<b>Application Process</b>	<b>Customer Benefits</b>
Water and Sewer Planning grants	\$ 800,000	\$ -	Funding application to the state water board	Completed a thorough inspection and condition assessment of the water and sewer systems and identified the highest priority upgrade/replacement projects to advance into a state construction grant application process
Groveland/Big Oak Flat sewer collection system replacement project	\$ 4,384,176	\$ 1,461,392	Completion of the planning study and technical reports, participate in full fiscal analysis by the state, completed rate studies and rate increase processes to qualify for the grants	Reduced odor production, improved operating efficiency and cleaning capabilities, reduced potential for SSO and associated fines, reduced cost to customers with 75% grant funding
Big Creek/2G clearwell renovation project	\$ 3,400,000	\$ -	Tank engineering condition assessment and state funding application including managerial, technical and financial evaluation (are we competent to properly receive and spend the money correctly)	Improved water quality from both WTP, extended life of the tanks by an additional 20-30 years, reduced cost to customers since 100% grant
WWTP Improvements		\$ 1,600,000	Shopped for best project financing through relationship with CSDA Finance Corporation, Simple loan application	Very low interest rates and project completed faster than waiting for prioritization by state. The project reduces odor production, increases operating efficiency, better monitors and controls wastewater process flow, solids and sludge handling
Generators	\$ 584,600	\$ -	Two separate sources of funding. Worked with CSDA legislative team and secured direct state allocation to special districts. The application included a project plan, budget and narrative about the problem and need for the replacement generators. A second application was submitted to the Tuolumne Stanislaus Regional Water Management Authority, application servicing with the state, interview and followup meetings with DWR and IRWM group	Reduced cost to customers since state paid the cost of replacing old, worn out equipment; increased system reliability and low emissions production
Fire Fuel Breaks	\$ 571,000		Preparation of a competitive narrative application to the state including budget and workplan, maps of treated areas	Protection of communities from wildfire, protection of critical water and sewer infrastructure
	<b>\$ 9,739,776</b>	<b>\$ 3,061,392</b>		

## Management Objectives Report 2020-2022

Legend:
On Track, moving toward due date
Delayed, waiting on other items or time hampered
Off Track, not needed, or not possible

NEW OBJECTIVES PROPOSED FOR APPROVAL

REVIEW WORKSHOP January 2021	REVIEW WORKSHOP October 2022
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#	Objective Description	Measurement	Due Date	PERIOD COVERED	
				October - Dec 2020	January - September 2021

### DEVELOP AND SUPPORT EXCELLENT EMPLOYEES AND A SAFE WORKING ENVIRONMENT

<b>1</b>	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	NO ACTION	CONSULTANT PROPOSAL AND WORK SCOPE UNDER COMMITTEE REVIEW
<b>1a</b>	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	NO ACTION	
<b>1b</b>	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	NO ACTION	
<b>1c</b>	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	COMPLETED	
<b>2</b>	Develop a succession plan and strategy for the District's internal Accountant position	Presentation of plan to Board	12/30/2020, revised March 2021	ON TRACK - MET WITH CPA GILBERT ASSOCIATES TO DISCUSS SCOPE OF THEIR CONTRACT	ON TRACK - TRAINING AND TASK REASSIGNMENT OCCURING INTERNALLY, DEVELOPING WRITTEN JOB TASK ITEMS
<b>3</b>	Conduct an evaluaton 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	EVALUATION COMPLETED, REPORT AND NEXT STEPS TO BE REVIEWED AT FEBRUARY REGULAR MEETING	ENTIRE SAFETY PROGRAM CURRENTLY BEING UPDATED BY STAFF AND CONSULTANT
<b>3a</b>	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	ON TRACK	COMPLETED, UNDER CONTRACT WITH SAFETY SPECIALIST CONSULTANT
<b>4</b>	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 BEGINNING ADVERTISING	COMPLETED AND SIGNIFICANT PROGRESS (SEPARATE REPORT TO BE PROVIDED)

### NEW AND AMENDED POLICIES TO SUPPORT OPERATIONS AND GOOD GOVERNANCE

<b>5</b>	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 oriantation program content	30-Jun-20	COMPLETED	
<b>6</b>	Complete the Sewer Ordinance Update	Board approval of revised ordinance	Initial (revised) 7/31/2020, proposed December 8, 2020, revised April 2021	NO ACTION	NO ACTION
<b>6a</b>	Update Winter Averaging Provisions of Ordinance	Board approval of revised revisions	10-Mar-20	COMPLETED	COMPLETED
<b>7</b>	Complete Water Ordinance Update	Board approval of revised ordinance	Initial (revised) 9/30/2020, proposed April 13, 2021	NO ACTION	NO ACTION
<b>8</b>	Complete Park Ordinance Update	Board approval of revised ordinance	Initial 12/31/2020, revised April 13, 2021	NO ACTION	NO ACTION

## Management Objectives Report 2020-2022

Legend:		NEW OBJECTIVES PROPOSED FOR APPROVAL	REVIEW WORKSHOP		
			January 2021	October 2022	
		PERIOD COVERED			
#	Objective Description	Measurement	Due Date	October - Dec 2020	January - September 2021
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	ON TRACK	RECOMMEND A RESERVE STUDY USING FINANCIAL DATA FROM MASTER PLANS AND BOARD DIRECTION ON SERVICE LEVELS
10	Develop New Financial Reserve Policies	Board approval of policies	Initial 12/31/2020, revised April 13, 2021	ON TRACK	ON TRACK
<del>11</del>	<del>Complete monthly updates to Operating policies and procedures manual to new format</del>	<del>Monthly Board action on updated policies</del>	<del>None proposed</del>		
<b>ACTIONS TO PROVIDE FOR EFFECTIVE, LONG TERM FINANCIAL INVESTMENTS IN SUPPORT OF RELIABLE, EFFICIENT AND COMPLIANT FACILITIES AND OPERATIONS</b>					
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	ON TRACK	2ND DRAFT THOROUGHLY REVIEWED AND 27 PAGES OF COMMENTS TO BE SENT DURING THE WEEK OF 11-15-21
12a	Complete updated water and sewer 30 Year Capital Improvement Plans (CIP)	Board adoption of CIP	12/31/2020, revised March 2021	ON TRACK	INCLUDED IN MASTER PLAN
13	Contract for Water and Wastewater System Connection Fee Study	Board adoption of Connection Fee Study and Schedule	30-Mar-21	ON TRACK	CONTRACT WITH NBS, WORK STARTS ON COMPLETION OF CIP
14	Secure funding agreement for Downtown BOF/Groveland water and sewer system system improvements	State Funding Agreement	31-Dec-20	COMPLETED SEWER AGREEMENT AND SUBMITTED ATTACHED FIRST PROGRESS REPORT SHOWING SCHEDULE	COMPLETED
14A	Develop and implement Encroachment Permit process, outreach process to advise of need for permit and resolve encroachments and address existing conflicts				ENCROACHMENT PERMIT PROCESS COMPLETED FOR BOARD REVIEW 11/15/2021
14B	Manage Engineer, Construction Contract and state funding requirements through project completion				NEW
15	Secure funding agreement for Clearwell Rehabilitations	State Funding Agreement	30-Apr-20	COMPLETED AND CONSTRUCTION PROGRESSING ON SCHEDULE AND BUDGET	COMPLETED AND CONSTRUCTION NEARING COMPLETION UNDER BUDGET
16	Prepare 2019/20 Community Development Block Grant (CDBG) funding application	Confirmation of application submitted	31-Mar-20	COMPLETED - APPLICATION SUBMITTED AND DEEMED COMPLETE, NOFA RELEASED AT THE END OF JANUARY, FUNDING PROJECTS DOWN THE LIST FROM LAST YEAR	NO UPDATE, AWAITING NOTICE FROM CDBG
17	Develop Capital Improvement/Replacement Plans for fire services	Board approval of CIP	7-Jan-20	COMPLETED	
18	Develop Capital Improvement/Replacement Plans for Park services	Board approval of CIP	Initial 6/30/2020, revised January 30, 2021	INCLUDED WITH ITEM 22 AND 24 BELOW (PROPOSE REMOVAL)	NEED CONDITION ASSESSMENT FOR EXISTING ASSETS

## Management Objectives Report 2020-2022

Legend:		NEW OBJECTIVES PROPOSED FOR APPROVAL	REVIEW WORKSHOP		
			January 2021	October 2022	
		PERIOD COVERED			
#	Objective Description	Measurement	Due Date	October - Dec 2020	January - September 2021
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	ON TRACK - POTENTIAL NEED FOR UPDATED EQUIPMENT TO SIMPLIFY PROCESS	ON TRACK - THIS IS AN ONGING TASK AS TIME AND RESOURCES ALLOW
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	COMPLETE	
21	Complete the Fire Department Master Plan Update	Board approval of Master Plan	10-Mar-20	COMPLETE	
21a	Coordinate with County for the implementation of Community Facilities Districts or other funding mechanisms to offset the impact of land development outside GCSO boundaries	Consideration of agreement with County regarding mitigation funding for development projects	Initial 10/13/2020, revised 12/31/2020	COMPLETED - PROJECT APPROVED BY COUNTY AND FIRE FEE INCLUDED IN PROJECT CONDITIONS. COUNTY CONSIDERING OPENING A STAFFED STATION ON CORRIDOR	WORKING WITH COUNTY ADMINISTRATION ON POTENTIAL CFD FORMATION OR OTHER MEANS TO OFFSET DEVELOPMENT IMPACT OUTSIDE GCSO
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	COMPLETED - ADDITIONAL FINANCIAL ANALYSIS BEING COMPLETED BY COUNTY	COMPLETED AS PART OF CFD CREATION
21c	Fire Department Emergency Response and deployment optimization and cost evaluation (potential for ALS emergency rescue squad)	Board consideration of report	28-Feb-21	ON TRACK - COUNTY MEETING INTERNALLY AND CONSIDERING RAPID RESPONSE VEHICLE	NO ACTION - MEETING WITH COUNTY AND COUNTY FIRE CHIEFS
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 - WILL BE KEPT UPDATED ON REGULAR BASIS	COMPLETED - NO FUNDING FOR CAD UPDATES, RECEIVING MONTHLY REPORTS ON CALL VOLUMES CONTAINING ADDITIONAL DATA
21e	Complete creation of a Community Facilities District (CFD) within the GCSO boundaries to provide funding for Fire and Park services from new development projects	Board election for CFD	2/9/2021, revised April 2021	ON TRACK - CONSULTANT WORKING THROUGH DATA GENERATED IN IMPACT FEE STUDY PROJECT	COMPLETED, IMPLEMENTATION PENDING
21f	Coordinate CFD implementation through County				
21g	Coordinate Development Impact Fee adoption by County Board and implementation				
21h	Secure revised Schedule A Contract with CalFIRE removing the Amador Contract cost obligation (transferred to County contract)	Board approval of contract	10-Nov-20	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	ON TRACK - COORDINATING THROUGH WRT DESIGN	ON TRACK - COORDINATING THROUGH WRT DESIGN AND COMPLETING PUBLIC ENGAGEMENT
22a	Pursue funding through SFPUC Community Benefit Program	Funding announcement to Board	ongoing	ON TRACK - MET WITH THREE SFPUC CONSULTANTS TO REQUEST	MET WITH MULTIPLE CONSULTANTS HOWEVER PROCESS STALLED FOLLOWING SFPUC WITHDRAWAL OF OFFER TO WORK TOWARD DEDICATION OF HETCH HETCHY RAIL EASEMENT
22b	Pursue funding through Prop 68 Rural Recreation and Tourism grant	Submit grant application	44505	ON TRACK - ATTENDED WEBINAR IN JANUARY AND PLANNING	ON TRACK - FIRST GRANT APPLICATION DUE JANUARY 20, 2022, RECREATIONAL TRAILS PROGRAM APPLICATION DUE MARCH 2022, PURSUING MULTIPLE OTHER OPPORTUNITIES

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NEW OBJECTIVES PROPOSED FOR APPROVAL

REVIEW WORKSHOP January 2021	REVIEW WORKSHOP October 2022
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#	Objective Description	Measurement	Due Date	PERIOD COVERED	
				October - Dec 2020	January - September 2021
23	Develop a long-term Park Service Funding Plan	Board approval of funding plan	Initial - 6/30/2020, Proposed October 12, 2021	NO ACTION	NO ACTION - WILL BE EVALUATING THE FEASIBILITY OF AN RV PARK AND POTENTIAL FACILITY RENTAL REVENUE WITH ENHANCED FACILITIES
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	ON TRACK - WRT CONDUCTED SITE VISIT JANUARY 2021	COMPLETED - PURCHASED PROPERTY FOR TRAIL, OPEN SPACE, HISTORIC PRESERVATION, PUBLIC EDUCATION, EMERGENCY ACCESS ROUTE AND FIRE FUEL REDUCTION
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	ON TRACK - CONTRACT MUST BE FULLY EXECUTED BY JUNE 2022	ON TRACK
24b	Implement Per Capita Park Improvements	Management presentation of completed projects	30-Jun-22	ON TRACK	ON TRACK - IN PLANNING, PUBLIC ENGAGEMENT, DESIGN AND CEQA TO FOLLOW
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 - CONSTRUCTION SCHEDULED SPRING 2021	COMPLETED - FINAL CONNECTIONS MADE BY PG&E IN NOVEMBER 2021, PLANTING SPRING 2022
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	NO ACTION	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	NO ACTION	COMPLETED REVIEW OF THE LIGHTING FUND REVENUE AND EXPENSES, BOARD ACTION TO SUPPORT - WAITING FOR COMPLETION OF MSR BY LAFCO
28	Complete annexation of Airport Estates	LAFCO approval of annexation	Initial 10/13/2020, revised June 30, 2021	ON TRACK	CONSIDERATION OF INFRASTRUCTURE ACCEPTANCE PLANNED FOR DECEMBER 2021, ANNEXATION PROCESS TO BEGIN FOLLOWING LAFCO ADOPTION OF MSR
<b>ACTIONS TO IMPROVE DISTRICT FINANCIAL CONDITION AND PRUDENTLY PREPARE FOR KNOWN FUTURE EXPENDITURES</b>					
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	ON TRACK FOR FEBRUARY 2021 PRESENTATION	ONGOING, PLANNED FOR JANUARY 2022 AND DISTRIBUTION IN A MAILED NEWSLETTER
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	COMPLETED, MEASURE FAILED COUNTYWIDE BUT GROVELAND BEING CLOSEST TO VOTER APPROVAL
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	BOARD DIRECTION NEEDED
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	COMPLETED	COMPLETED - JPA FORMED AND DISSOLVED

## Management Objectives Report 2020-2022

Legend:		NEW OBJECTIVES PROPOSED FOR APPROVAL	REVIEW WORKSHOP		
			January 2021	October 2022	
#	Objective Description	Measurement	Due Date	PERIOD COVERED October - Dec 2020	January - September 2021
<b>ACTIONS THAT SUPPORT THE FOUNDATION OF SOLID MANAGEMENT AND ADMINISTRATION OF DISTRICT SERVICES AND ASSETS, TRANSPARENCY AND</b>					
31	Achieve District of Distinction Accreditation (Platinum Level)	Presentation of award to Board	Based on Board member participation	ON TRACK - CURRENTLY QUALIFY FOR SILVER LEVEL	NO ACTION
32	Achieve Special District representation on Toulumne County LAFCO	SPECIAL DISTRICTS SEATED ON LAFCO	30-Jun-20	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	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	IN PROGRESS - LAFCO MAY CONSIDER APPROVAL IN JANUARY 2022
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	COMPLETED - IMPLEMENTED CLOUD BASED UTILITY BILLING/ACCOUNTING SOFTWARE (SPRINGBROOK) AND CIVIC PAY PAD	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	
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	ONGOING
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	COMPLETED - IMPLEMENTED LASERFISCHE FOR RECORDS, CARTEGRAPH FOR ASSET MANAGEMENT, AND TRACSTAR FOR PERSONNEL PERFORMANCE MANAGEMENT	ONGOING
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	COMPLETED IN 2019 MDA	ONGOING
39	Develop and begin distribution of a GCSD quarterly newsletter	Newsletter delivery	February 2022		NEW