



SPECIAL MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 www.gcsd.org

WORKSHOP MEETING AGENDA

February 17, 2022

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, 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 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.

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, 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 pearlman@gcsd.org. Advanced notification will enable the District to swiftly resolve such requests to ensure accessibility.

AGENDA MATERIAL:

Physical copies of agenda material will not be available at the meeting. All agenda material can be accessed on the District Board Meeting Webpage at <https://www.gcsd.org/board-meetings-meeting-documents>. Physical copies can be obtained through the District office once made available.

PUBLIC RECORDS:

Public records that relate to any item on the open session agenda for a meeting are available for public inspection. Those records that are distributed after the agenda posting deadline for the meeting are available for public inspection at the same time they are distributed to all or a majority of the members of the Board. The Board has designated the District's website located at <https://www.gcsd.org> as the place for making those public records available for inspection. The documents may also be obtained by calling the District office.

ALL AGENDA MATERIAL ARE AVAILABLE ON THE DISTRICT WEBSITE AT WWW.GCSD.ORG OR MAY BE INSPECTED IN THE GROVELAND COMMUNITY SERVICES DISTRICT OFFICE AT 18966 FERRETTI ROAD, GROVELAND, CALIFORNIA

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SPECIAL MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

Groveland, CA 95321

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WORKSHOP AGENDA

February 17, 2022

10:00 a.m.

1. Call to Order

2. Pledge of Allegiance

3. Roll Call of Board Members

Spencer Edwards, President

Robert Swan, Vice President

John Armstrong, Director

Janice Kwiatkowski, Director

Nancy Mora, Director

4. Discussion and Action Items

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

- A. Presentation of a 2nd Quarter 2021-2022 FY Financial Statements
- B. Discussion of the Groveland Fire Department Future Funding, Potential Fire Special Tax and Potential Formal Request for Tuolumne County to Develop a Staffed Fire Station in the Groveland Area or to Contract for Fire Department Services with GCSD
- C. Review and Update of the 2021-2022 Management Objectives Which Identify Management Actions Intended to Accomplish the Goals of the Board of Directors

5. Adjournment

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February 17, 2022

2nd 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 15%. Other operating revenue has exceeded the entire fiscal budgeted amount by 43%. This revenue includes \$37,000 in other water sales for flow meters, \$19,000 for new meters, \$13,000 in backflow installation and testing fees, \$23,000 in late fees and penalties, and \$8,000 in account transfer fees. Other nonoperating revenue includes \$1,102,873 in state grant funds for the Big Creek Clearwell Project.

EXPENSES

Overall, District expenses are on track. Utilities is over slightly over budget with a current \$70,000 TCPPA expense due to increased energy rates.

CAPITAL OUTLAY

1st Quarter

1st 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.

2nd Quarter

2nd quarter capital expense includes \$2,067 fund share expense for the Admin Parking Lot Upgrade Project, \$5,164 fund share expense for Fuel Tank Project, \$600,241 for Big Creek/Second Garrotte/Butler Way Construction Project, \$2,215 in engineering expense for generator installations, \$5,703 in engineering expense for IRWMP Emergency Generator Project, and \$104,311 for the purchase of new Kohler emergency generator for Second Garrotte.

WATER CAPITAL OUTLAY		
CIP Project	2021-22 Adopted	2021/22 YTD Spent
General Water Distribution Improv.	40,000	
Water Pump Replacements	20,000	
Admin Parking Lot Upgrade (5 Yr Plan)	98,000	2,067
Fuel Tank Painting/Electronic Logging	84,000	5,164
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	1,264,030
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	2,215
Pump Control and Surge Valves	35,000	
SCADA Improvements	30,000	
New Trimble R2	7,500	9,163
IRWMP Emergency Generators		6,164
Unbudgeted Items		
Kohler Generator-2G		104,311
TOTAL WATER CAPITAL OUTLAY	1,620,531	1,461,944
TOTAL CAPITAL OUTLAY (LESS GRANT PROJECTS)	666,331	197,914

SEWER FUND

REVENUE

Fixed rates are on track and variable rates are exceeding the budgeted figure by 11%. Other operating revenue includes \$14,000 in late fees and penalties and \$7,000 for a new sewer connection.

EXPENSES

Overall, District expenses are on track with nothing notable.

CAPITAL OUTLAY

1st Quarter

1st 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.

2nd Quarter

2nd quarter capital expense includes \$33,039 in engineering expense for Downtown Groveland/BOF Sewer Rehabilitation Construction Project, \$22,120 in engineering expense for the Wastewater Treatment Plant Improvement Project, \$2,684 in engineering expense for IRWMP Emergency Generator Project, \$4,734 expense for replacement cells for the chlorine generator, and \$7,208 in engineering expense for the Reservoir 1 Relining Project.

SEWER CAPITAL OUTLAY		
CIP Project	2021-22 Adopted	2021/22 YTD Spent
Downtown Groveland/BOF Construction	4,149,176	47,529
General Sewer Improvements	40,000	4,063
Wastewater Pump Replacements	26,000	20,226
Sewer Imp-Headworks, LS2, Irrigation, Sludge Pump, Influent Pump	1,300,000	28,338
Admin Parking Lot Upgrade (5 Yr Plan)	66,500	1,402
Fuel Tank Painting/Electronic Logging	57,000	3,504
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		2,901
Unbudgeted Items		
Chlorine Gen Cell Tubes		4,734
WWTP Pond 1 Liner		7,208
TOTAL SEWER CAPITAL OUTLAY	7,108,162	156,608
TOTAL CAPITAL OUTLAY (LESS GRANT PROJECTS)	2,958,986	109,079

FIRE FUND

REVENUE

The District received its first disbursement check from the county with \$661,000 being allocated to the Fire Fund; the second large disbursement check will be received in April. Other nonoperating revenue includes \$24,00 in grant funds for the Jones Hill Fuel Break Project.

EXPENSES

2nd quarter CALFIRE expense was \$257,470; all other expenses are on track.

CAPITAL OUTLAY

1st Quarter

1st 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.

2nd Quarter

2nd quarter capital expense includes \$185 fund share expense for the Admin Parking Lot Upgrade Project and \$461 fund share expense for Fuel Tank Project.

FIRE CAPITAL OUTLAY		
CIP Project	2021-22 Adopted	2021-22 YTD Spent
Admin Parking Lot Upgrade (5 Yr Plan)	8,750	185
Fuel Tank Painting/Electronic Logging	7,500	461
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	
TOTAL FIRE CAPITAL OUTLAY	142,750	69,320

PARKS FUND

REVENUE

The District received its first disbursement check from the county with \$57,538 being allocated to the Parks Fund; the second large disbursement check will be received in April. Other nonoperating revenue includes \$27,00 in cell tower rent.

EXPENSES

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

CAPITAL OUTLAY

1st Quarter

None.

2nd Quarter

2nd quarter capital expense includes \$185 fund share expense for the Admin Parking Lot Upgrade Project, \$461 fund share expense for Fuel Tank Project, \$45,542 in Adventure Park Improvements Project expense which is the work performed by WRT in preliminary park design and public outreach material, and \$176,432 in land purchase expense for the newly acquired 37-acre property. The purchase of the land has been submitted for reimbursement via the California Department of Parks and Recreation Per Capita Grant Program.

PARK CAPITAL OUTLAY		
CIP Project	2021-22 Adopted	2021-22 YTD Spent
Admin Parking Lot Upgrade (5 Yr Plan)	1,750	37
Fuel Tank Painting/Electronic Logging	1,500	92
General Park Upgrades	10,000	
Parking Lot Repairs	79,000	
Adventure Park Improvements Project	55,000	45,542
Park Rehab Project-Grant	175,952	
Admin Office Remodel	200	
Unbudgeted Items		
37 Acre Land Purchase		176,432
TOTAL PARK CAPITAL OUTLAY	323,402	222,103

Budget to Actual 2nd Quarter Report

Groveland Community Services District

For 2nd Quarter Ended December, 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	\$ 1,683,637	\$ (1,685,245)	50%
Variable rates	1,521,793	966,782	\$ (555,011)	36%
Property taxes	1,228,991	719,228	\$ (509,763)	41%
Other operating revenues	121,456	131,811	\$ 10,355	-9%
Other nonoperating revenues	6,633,519	1,166,754	\$ (5,466,765)	82%
Total Revenues	12,874,641	4,668,212	(8,206,429)	
Salaries and benefits	(2,600,421)	(1,192,466)	1,407,955	54%
Cost of water	(220,000)	(96,258)	123,742	56%
Utilities	(293,000)	(179,041)	113,959	39%
Cal Fire contract	(943,467)	(471,853)	471,614	50%
Other operating expenses	(1,823,272)	(887,319)	935,953	51%
Leases: prin+interest	(10,501)	(7,834)	2,667	25%
Sewer Project Imp Loan	(105,838)	(105,838)	-	
Transfer to Pension	(271,717)	(269,535)	2,182	1%
Total Expenses	(6,268,216)	(3,210,144)	3,058,072	
Capital outlay (fixed assets)	(9,194,845)	(1,909,975)	7,284,870	79%
Net profit (loss)	\$ (2,588,420)	\$ (451,907)	\$ 2,136,513	
Debt Service Collections	935,771	473,031		
Debt Service: Prin/Interest	(810,535)	(810,535)		
	125,236	(337,504)		

Budget to Actual 2nd Quarter Report

Groveland Community Services District

For 2nd Quarter Ended December, 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	\$ 822,618	\$ (822,117)	50%
Variable rates	977,042	636,761	(340,281)	35%
Other operating revenues	71,956	102,645	30,689	-43%
Other nonoperating revenues	2,149,700	1,108,132	(1,041,568)	48%
Total Revenue	4,843,433	2,670,156	(2,173,277)	
Salaries	(973,497)	(414,657)	558,840	57%
Benefits	(385,243)	(225,632)	159,611	41%
Cost of water	(220,000)	(96,258)	123,742	56%
Utilities	(125,000)	(78,853)	46,147	37%
Other operating expenses	(934,089)	(464,722)	469,367	50%
Leases	(8,264)	(6,688)	1,576	19%
Pension Unfunded Liability	\$ (115,762)	\$ (115,771)	(9)	0%
Total Expenses	(2,761,855)	(1,402,581)	1,359,274	
Capital outlay (Fixed assets)	(1,620,531)	(1,461,944)	158,587	10%
Net profit (loss)	\$ 461,047	\$ (194,369)	\$ (655,416)	
Debt Service Collections	607,417	308,908		
Debt Service Prin/Interest	(515,295)	(515,295)		
	92,122	(206,387)		

Budget to Actual 2nd Quarter Report

Groveland Community Services District

For 2nd Quarter Ended December, 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	\$ 861,019	\$ (863,128)	50%
Variable rates	544,751	330,021	(214,730)	39%
Other operating revenues	45,000	24,405	(20,595)	46%
Other nonoperating revenues	4,247,717	4,528	(4,243,189)	100%
Total Revenue	6,561,615	1,219,973	(5,341,642)	
Salaries	(780,803)	(333,310)	447,493	57%
Benefits	(293,669)	(167,481)	126,188	43%
Utilities	(100,000)	(58,840)	41,160	41%
Other operating expenses	(706,154)	(337,219)	368,935	52%
Leases	(2,237)	(1,146)	1,091	49%
Sewer Improvement Project Loan-P/I	(105,838)	(105,838)	-	0%
Pension Unfunded Liability	(78,552)	(78,559)	(7)	0%
Total Expenses	(2,067,253)	(1,082,393)	984,860	
Capital Outlay (fixed assets)	(7,108,162)	(156,608)	6,951,554	98%
Net profit (loss)	\$ (2,613,800)	\$ (19,028)	\$ 2,594,772	
Debt Service Collections	328,354	164,123		
Debt Service:Prin/Interest	(295,240)	(295,240)		
	33,114	(131,117)		

Budget to Actual 2nd Quarter Report

Groveland Community Services District

For 2nd Quarter Ended December, 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	719,228	(509,763)	41%
Other operating revenues	4,500	4,761	261	-6%
Other nonoperating revenues	236,102	54,094	(182,008)	77%
Total Revenues	1,469,593	778,083	(691,510)	
Salaries and benefits	(167,209)	(51,386)	115,823	69%
Utilities	(68,000)	(41,348)	26,652	39%
Cal Fire Contract	(943,467)	(471,853)	471,614	50%
Other operating expenses	(183,029)	(85,378)	97,651	53%
Transfer to Pension/Unfunded	(77,403)	(75,205)	2,198	3%
Non-Operating Exp.-Jones Hill	(166,300)		166,300	100%
Total Expenses	(1,605,408)	(725,170)	880,238	
Capital outlay (fixed assets)	(466,152)	(291,423)	174,729	37%
Net profit (loss)	\$ (601,967)	\$ (238,510)	\$ 363,457	

Budget to Actual 2nd Quarter Report

Groveland Community Services District

For 2nd Quarter Ended December, 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	\$ 661,690	\$ (468,983)	41%
Other operating revenues	2,000	3,006	1,006	-50%
Other nonoperating revenues	3,350	24,791	\$ 21,441	-640%
Total Revenues	1,136,023	689,487	(446,536)	
Salaries and benefits	(125,555)	(31,470)	94,085	75%
Cal Fire Contract	(943,467)	(471,853)	471,614	50%
Utilities	(21,000)	(8,352)	12,648	60%
Other operating expenses	(131,398)	(61,403)	69,995	53%
Tfr. to PERS Unfunded Liability	(75,336)	(73,138)	\$ 2,198	3%
Total Expenses	(1,296,756)	(646,216)	650,540	
Capital Outlay (fixed assets)	(142,750)	(69,320)	\$ 73,430	
Net Profit (Loss)	\$ (303,483)	\$ (26,049)	\$ 277,434	

Budget to Actual 2nd Quarter Report

Groveland Community Services District

For 2nd Quarter Ended December, 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	\$ 57,538	\$ (40,780)	41%
Other operating revenues	2,500	1,755	(745)	30%
Other nonoperating revenues	232,752	29,303	(203,449)	87%
Total Revenue	333,570	88,596	(244,974)	
Salaries and benefits	(41,654)	(19,916)	21,738	52%
Utilities	(47,000)	(32,996)	14,004	30%
Other operating expenses	(51,631)	(23,975)	27,656	54%
Transfer to Pension	(2,067)	(2,067)	-	0%
Total Expenses	(142,352)	(78,954)	63,398	
Capital outlay (fixed assets)	(323,402)	(222,103)	101,299	31%
Net Profit (Loss)	\$ (132,184)	\$ (212,461)	\$ (80,277)	

Groveland Community Services District
 Adopted FY 2021/22 Annual Budget
 Capital Outlay

ADMIN CAPITAL OUTLAY		
CIP Project	2021-22 Adopted	2021/22 YTD Spent
Admin Parking Lot Upgrade (5 Yr Plan) \$175,000	175,000	3,691
Fuel Tank Painting/Electronic Logging \$150,000	150,000	9,221
Admin Building Office Space Redesign \$20,000	20,000	-
TOTAL CAPITAL OUTLAY	345,000	12,912

**Groveland Community Services District
Adopted FY 2021/22 Annual Budget
Capital Outlay**

WATER CAPITAL OUTLAY		
CIP Project	2021-22 Adopted	2021/22 YTD Spent
General Water Distribution Improv.	40,000	
Water Pump Replacements	20,000	
Admin Parking Lot Upgrade (5 Yr Plan)	98,000	2,067
Fuel Tank Painting/Electronic Logging	84,000	5,164
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	1,264,030
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	2,215
Pump Control and Surge Valves	35,000	
SCADA Improvements	30,000	
New Trimble R2	7,500	9,163
IRWMP Emergency Generators		6,164
Unbudgeted Items		
Kohler Generator-2G		104,311
TOTAL WATER CAPITAL OUTLAY	1,620,531	1,461,944
TOTAL CAPITAL OUTLAY (LESS GRANT PROJECTS)	666,331	197,914

**Groveland Community Services District
Adopted FY 2021/22 Annual Budget
Capital Outlay**

SEWER CAPITAL OUTLAY		
CIP Project	2021-22 Adopted	2021/22 YTD Spent
Downtown Groveland/BOF Construction	4,149,176	47,529
General Sewer Improvements	40,000	4,063
Wastewater Pump Replacements	26,000	20,226
Sewer Imp-Headworks, LS2, Irrigation, Sludge Pump, Influent Pump	1,300,000	28,338
Admin Parking Lot Upgrade (5 Yr Plan)	66,500	1,402
Fuel Tank Painting/Electronic Logging	57,000	3,504
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		2,901
Unbudgeted Items		
Chlorine Gen Cell Tubes		4,734
WWTP Pond 1 Liner		7,208
TOTAL SEWER CAPITAL OUTLAY	7,108,162	156,608
TOTAL CAPITAL OUTLAY (LESS GRANT PROJECTS)	2,958,986	109,079

**Groveland Community Services District
 Adopted FY 2021/22 Annual Budget
 Capital Outlay**

FIRE CAPITAL OUTLAY		
CIP Project	2021-22 Adopted	2021-22 YTD Spent
Admin Parking Lot Upgrade (5 Yr Plan)	8,750	185
Fuel Tank Painting/Electronic Logging	7,500	461
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	
TOTAL FIRE CAPITAL OUTLAY	142,750	69,320

**Groveland Community Services District
 Adopted FY 2021/22 Annual Budget
 Capital Outlay**

PARK CAPITAL OUTLAY		
CIP Project	2021-22 Adopted	2021-22 YTD Spent
Admin Parking Lot Upgrade (5 Yr Plan)	1,750	37
Fuel Tank Painting/Electronic Logging	1,500	92
General Park Upgrades	10,000	
Parking Lot Repairs	79,000	
Adventure Park Improvements Project	55,000	45,542
Park Rehab Project-Grant	175,952	
Admin Office Remodel	200	
Unbudgeted Items		
37 Acre Land Purchase		176,432
TOTAL PARK CAPITAL OUTLAY	323,402	222,103



TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: February 17, 2022

SUBJECT: Agenda Item 4B: Discussion of the Groveland Fire Department Future Funding, Potential Fire Special Tax and Potential Formal Request for Tuolumne County to Develop a Staffed Fire Station in the Groveland Area or to Contract for Fire Department Services with GCSB

RECOMMENDED ACTION:

No specific Board action is recommended as this is intended to be an opportunity to further develop the Board and public understanding of and options available for the fire and emergency response services on the Hwy 120 corridor in the response area of GCSB Fire.

BACKGROUND:

The board of directors has clearly stated its objective that the fire department maintain its capabilities to respond to emergency calls within the adopted response times as identified in the recently completed fire masterplan. As growth in population and tourism continues to occur outside of the GCSB boundaries, emergency response calls are continuing to increase as well. Now is the time to plan for the future growth of the Groveland Fire Department and its capabilities to accommodate the nature and number of emergency calls expected.

As has been discussed many times, the cost of expanding the GCSB Fire Department staffing and operating expenses must not be paid by GCSB taxpayers to accommodate growth outside the district boundaries. At the same time under the mutual aid agreement with all fire departments in the county, the GCSB fire will continue to respond to calls within our response area. The county, hearing the concerns of GCSB and seeing growth in resorts outside of Yosemite National Park, has begun consideration of expanding fire and emergency response capabilities in the Groveland region. The district has been involved in discussions with the county, but it continues to remain unclear on whether they intend to proceed with the development of a new fire station on the highway 120 corridor or whether they are going to continue to expect GCSB fire to respond to all calls.

During these discussions, the county agreed to begin funding the Groveland Cal Fire station during the offseason under an Amador contract. This action has allowed emergency response services to remain at the same level and for the district funds available for the fire department to not be depleted quickly. However, as identified in our fire masterplan, even with the staffing of both stations and due to our remote location, we are marginally staffed for minor emergencies and understaffed to adequately respond to larger emergencies. As we run additional calls far outside the district boundaries, the risk increases of a call occurring inside the district boundaries at the same time, which could have disastrous results. It is time to come to agreement with the county on the emergency response standards of coverage for the region and how we are going to get there financially and logistically.

The county has voiced its desire to increase emergency response staffing in the region and planning should begin immediately toward that end.

ATTACHMENTS:

None

FISCAL IMPACT:

None

Management Objectives Report 2020-2022

Legend:		NEW OBJECTIVES PROPOSED FOR APPROVAL	REVIEW WORKSHOP February 2022	
On Track, moving toward due date			Status Through February 11, 2022	
Delayed, waiting on other items or time hampered				
Off Track, not needed, or not possible				
#	Objective Description	Measurement	Due Date	
DEVELOP AND SUPPORT EXCELLENT EMPLOYEES AND A SAFE WORKING ENVIRONMENT				
1	Conduct an Organizational Evaluation/Develop an Employee Excellence Program	Board action on consultant contract and subsequent package of updated job descriptions		CONSULTANT PROPOSAL AND WORK SCOPE UNDER COMMITTEE REVIEW
1a	Develop updated job descriptions that identify the core responsibilities, assignments and advancement expectations and path for each district position	Board presentation on program Outline (consultant assistance with program development)		
1b	Develop a service continuity plan that ensures coverage of essential tasks and responsibilities during emergency conditions such as Pandemic	Board approval of Continuity/Staffing Plan		
2	Develop a succession plan and strategy for the District's internal Accountant position	Presentation of plan to Board		ON TRACK - TRAINING AND TASK REASSIGNMENT OCCURING INTERNALLY, DEVELOPING WRITTEN JOB TASK ITEMS
3	Conduct an evaluation of the Completeness and Effectiveness of our employee safety program including IIPP, required procedures and methods, and ability to protect against exposure to viruses such as COVID-19	Presentation of evaluation report to Board		ENTIRE SAFETY PROGRAM CURRENTLY BEING UPDATED BY STAFF AND CONSULTANT
3a	Consult with safety experts to update the District IIPP and safety program with necessary procedures	Board approval of Safety Consultant Contracts and subsequent presentation of updated Safety Program		COMPLETED, UNDER CONTRACT WITH SAFETY SPECIALIST CONSULTANT
NEW AND AMENDED POLICIES TO SUPPORT OPERATIONS AND GOOD GOVERNANCE				
4	Add to the Board Orientation Program a development plan to include recommended learning path and schedule, training and conference attendance, certification	Board approval of updated orientation program content		ONGOING UPDATES
5	Complete the Sewer Ordinance Update	Board approval of revised ordinance		NO ACTION
5a	Update Winter Averaging Provisions of Ordinance	Board approval of revised revisions		COMPLETED
6	Complete Water Ordinance Update	Board approval of revised ordinance		NO ACTION
7	Complete Park Ordinance Update	Board approval of revised ordinance		NO ACTION
ACTIONS TO PROVIDE FOR EFFECTIVE, LONG TERM FINANCIAL INVESTMENTS IN SUPPORT OF RELIABLE, EFFICIENT AND COMPLIANT FACILITIES AND OPERATIONS				
8	Complete updated water and sewer master plans	Board approval of final master plans		FINAL DRAFT EXPECTED FOR REVIEW BY MARCH 2022
8a	Complete updated water and sewer 30 Year Capital Improvement Plans (CIP)	Board adoption of CIP		INCLUDED IN MASTER PLAN
8b	Complete preliminary wastewater treatment plant upgrades evaluation and submit applications for funding	Preliminary Engineering Report presented to Board		
8c	Submit funding applications for priority projects contained in the water/sewer master plan CIP	Report to Board on Applications Submitted		
9	Develop and implement Encroachment Permit process, outreach process to advise of need for permit and resolve encroachments and address existing conflicts	Permits issued for encroachments, and existing conflicts removed		ON TRACK, WAITING FOR STATE APPROVAL TO PROCEED WITH PHASE II SO CONTRACTOR CAN SET SCHEDULE
10	Manage Engineer, Construction Contract and state funding requirements through project completion	Notice of Completion		ONGOING UPDATES
10a	Secure amended agreement with state with addition of second phase in PML	Amended agreement		REQUEST AND DOCUMENTATION SUBMITTED
11	Complete Clearwell Renovation Project	Notice of Completion		ON TRACK, CONTRACTOR CLAIMS YET TO BE RESOLVED
11a	Secure funding agreement extension for one year to complete additional tank renovation work with remaining grant funds	Amended funding agreement		REQUEST AND DOCUMENTATION SUBMITTED
12	Prepare 2019/20 Community Development Block Grant (CDBG) funding application for downtown water system improvements	Confirmation of application submitted		COMPLETED, NO UPDATE, AWAITING NOTICE FROM CDBG
13	Fire Department Emergency Response and deployment optimization and cost evaluation (potential for ALS emergency rescue squad)	Board consideration of report		MEETING WITH COUNTY AND COUNTY FIRE CHIEFS AND COUNTY PROMOTING THE COMPLETION OF A STANDARDS OF COVERAGE EVALUATION, WHICH WILL PROVIDE NECESSARY DATA FOR DECISIONS
14	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		COMPLETED - GIS UPDATE, PROPOSE IMPROVED RESPONSE TRACKING SYSTEM
15	Pursue funding for park improvements	Submit grant applications		ON TRACK, SUBMITTED CLEAN CA AND RURAL RECREATION AND TOURISM APPLICATIONS
16	Complete park improvements planning and design	Bid ready plans and specifications		NEED GRANT FUNDING TO START
17	Secure Per Capita Funding Agreement with State	Management Report of signed funding agreement		ALL DOCUMENTS SUBMITTED AND AWAITING AGREEMENT
17a	Implement Per Capita Park Improvements	Management presentation of completed projects		PROPERTY PURCHASED
18	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		COMPLETED -FINAL CONNECTIONS MADE BY PG&E IN NOVEMBER 2021, PLANTING SPRING 2022
19	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		MEETING SCHEDULED WITH PARTNERS FEBRUARY 2022
20	Evaluate consolidation of the Groveland Lighting District into GCSD	Board consideration of consolidation proposal		COMPLETED REVIEW OF THE LIGHTING FUND REVENUE AND EXPENSES, BOARD ACTION TO SUPPORT - WATING FOR COMPLETION OF MSR BY LAFCO
21	Complete the acquisition of the Hetch Hetchy Railroad Parcels for sewer easement and potential future trail	Property Purchase		
22	Complete annexation of Airport Estates	LAFCO approval of annexation		PENDING MSR ADOPTION

Management Objectives Report 2020-2022

Legend:		NEW OBJECTIVES PROPOSED FOR APPROVAL	REVIEW WORKSHOP February 2022	
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Off Track, not needed, or not possible				
#	Objective Description	Measurement	Due Date	
ACTIONS TO IMPROVE DISTRICT FINANCIAL CONDITION AND PRUDENTLY PREPARE FOR KNOWN FUTURE EXPENDITURES				
23	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		ONGOING EFFORT, PLANNED FOR MARCH 2022 AND DISTRIBUTION IN A MAILED NEWSLETTER
24	Complete Financial Reserve Needs Evaluations and Establish Targeted Annual and Total Reserve Amount	Board approval of financial needs analysis		RESERVE STUDY TO BEGIN ON MASTER PLAN COMPLETION
25	Develop New Financial Reserve Policies	Board approval of policies		POLICIES ARE TIED TO COMPLETION OF MASTER PLANS AND RESERVE STUDY
26	Complete creation of a Community Facilities District (CFD) within the GCSD boundaries to provide funding for Fire and Park services from new development projects	Board election for CFD, updated development policies		COMPLETED, THEN RESCINDED. UPDATING POLICIES TO APPLY CFD FORMATION TO NEW DEVELOPMENT OF LARGE COMMERCIAL AND LARGE RESIDENTIAL DEVELOPMENTS
26a	Coordinate CFD implementation through County			CFD 2021-01 RESCINDED
27	Coordinate Development Impact Fee adoption by County Board and implementation	Fee adoption by county, and implementation		FEE COLLECTION AGREEMENT AND IMPACT FEES SUBMITTED TO THE COUNTY FOR ADOPTION BY THE BOS. THE COUNTY IS UPDATING THEIR IMPACT FEES, AND WILL LIKELY ACT ON OURS AND THEIRS AS A UNIT
28	Develop a long-term Park Service Funding Plan	Board approval of funding plan		NO ACTION - WILL BE EVALUATING THE FEASIBILITY OF AN RV PARK AND POTENTIAL FACILITY RENTAL REVENUE WITH ENHANCED FACILITIES
29	Coordinate with County for the implementation of Community Facilities Districts or other funding mechanisms to offset the impact of land development outside GCSD boundaries	Consideration of agreement with County regarding mitigation funding for development projects		THIS IS AN ONGOING MATTER TO WHICH WE WILL CONTINUE TO DEDICATE TIME AND EFFORT
30	Contract for Water and Wastewater System Connection Fee Study	Board adoption of Connection Fee Study and Schedule		CONTRACT WITH NBS, WORK STARTS ON COMPLETION OF CIP IN MASTER PLAN
31	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		BOARD COMMITTEE TO BE FORMED
ACTIONS THAT SUPPORT THE FOUNDATION OF SOLID MANAGEMENT AND ADMINISTRATION OF DISTRICT SERVICES AND ASSETS, TRANSPARENCY AND ACCOUNTABILITY				
32	Achieve District of Distinction Accreditation (Platinum Level)	Presentation of award to Board		NO ACTION
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		IN PROGRESS - LAFCO MAY CONSIDER APPROVAL IN MARCH 2022
34	Develop reports on reserves and present annually	Annual Board presentations on reserves contained in Management Discussion and Analysis (MD&A) with annual audit		ONGOING
35	Develop connection/capacity fee report	Presentation of report to Board		
36	Develop and begin distribution of a GCSD quarterly newsletter	Newsletter delivery		NO ACTION

Outside Project Funding Secured

Project	grant	loan	Application Process	Customer Benefits
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 lower 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
	\$ 9,739,776	\$ 3,061,392		

Outside Project Funding (In Pursuit)

Project	grant request	Potential Match \$ or Loan (Rough Estimate)	Application Process	Customer Benefits
Mary Laveroni Park and Trail Improvements	\$ 7,500,000	\$ 500,000	Grant applications prepared to: Clean California, Proposition 68 Rural Recreation and Tourism, State Office of Emergency Services for fire fuels reduction on new land parcel. Applications upcoming for State Recreational Trails Program, EDA Recreation Program, Caltrans Active Transportation program, OES Hazard Mitigation Grant	Community beautification, community health and wellness infrastructure and improvements, non-motorized trail linkage from Ballfield to Community Resilience Center to Mary Laveroni Park and Downtown Groveland, trail serves as road connection from PML to Deer Flat Road for emergency ingress/egress bypassing Hwy 120, increased park functional space for events, classes and gatherings, new sanitary public restrooms, improved picnic areas, outdoor music and movie venues, climbing and adventure features
Groveland/Big Oak Flat Water Distribution system replacement project	\$ 4,000,000	\$ 1,000,000	Application submitted to the State Water Board's Drinking Water State Revolving Fund. Requires an extensive technical report and environmental permits and documentation, requires financial analysis to ensure capacity to repay loan amounts	Replace failing and undersized water mains, upsize water mains to provide adequate fire flow through hydrants, improve system functionality, reduce water losses
AWS Treatment Plant Permanent Relocation	\$ 2,000,000	\$ 500,000	US Department of Agriculture (USDA) funding application and preliminary engineering report submitted	Provide a permanent location for the Alternative Water Supply treatment plant on GCSO property with pipeline connection to PML. Reduces operating expenses and ensures consistent and reliable operation
Drought Resilience Water System Improvements	\$ 8,545,000		State Water Board application package submitted	Provide water supply surety even in worst case scenario drought, improve water quality and reduce maintenance expense
Wastewater Treatment Plant Upgrades/Recycled Water	\$ 15,000,000	\$ 3,750,000	Clean Water State Revolving Funds	Meet current and future state water quality regulations, reduce odor production, new water source for park, ball field and greenbelt/fire fuel break irrigation, capacity enhancements
Automatic Water Meter Project	\$ 1,500,000	\$ 375,000	Applications submitted to USDA and State Drought Emergency Funding Program	Customer access to realtime water usage data, increased water conservation, increased cost efficiency and capability to troubleshoot the water system/water loss
	\$ 38,545,000	\$ 6,125,000		