



SPECIAL MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 www.gcsd.org

SPECIAL MEETING AGENDA

June 23, 2020

10:00 a.m.

LOCATION: TELECONFERENCE - SEE BELOW

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor's in Executive Order 33-20 and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time.
- The meeting will be conducted via teleconference using Zoom. (See authorization in the Governor's Executive Order 29-20)
- All members of the public seeking to observe and/or to address the GCSB Board may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE AND PARTICIPATE IN THE MEETING:

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.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://us04web.zoom.us/j/279281953> using a computer with internet access that meets Zoom's system requirements

Mobile: Log in through the Zoom mobile app on a smartphone and enter Meeting ID# 279-281-953.

HOW TO SUBMIT PUBLIC COMMENTS:

Written/ Read Aloud: Please email your comments to board@gcsd.org, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email.

Telephonic / Electronic Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments by voice and in writing, and identify the cut off time for submission of written comments. Comments can be emailed in advance of the Board meeting and up to the time of Board consideration of the item during the meeting. Send email to board@gcsd.org, and write "Public Comment" in the subject line. Once you have joined the Board meeting online using Zoom, public comments can also be submitted using the Chat function while in the Zoom Meeting. In the body of the email or Chat, include the agenda item number and its title, as well as your comments. Once the public comment period is closed,

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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)

comments timely received in advance of consideration of the agenda item will be read aloud prior to Board action on the matter. Comments received after the close of the public comment period will be added to the record after the meeting.

ACCESSIBILITY INFORMATION:

Board Meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Jennifer Flores, Board Secretary, at least 48 hours before a regular meeting at (209) 962-7161 or jflores@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.



TELECONFERENCE SPECIAL MEETING AGENDA

June 23, 2020
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. Public Comment

Members of the public are appreciated for taking the time to attend this meeting and provide comments on matters of District business. Public comments are subject to a 3-minute time limit; 10 minutes on an individual topic. Although no action can be taken on items not listed on the agenda, please know we are listening carefully to your comments.

5. Public Hearing

- A. Conduct Public Hearing Regarding the Adoption of the FY 2020-2021 Final Budget
- B. Adoption of a Resolution Approving the FY 2020-2021 Final Budget including Appropriations Limit, Salary Schedule, and Organizational Chart

6. Adjournment

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June 23, 2020

1 BUDGET OVERVIEW

1.1 PURPOSE

We are pleased to present to the Board of Directors the third draft 2020/2021 fiscal year budget, which will be described in detail in a budget memorandum. The intent of this document is to describe, in narrative terms, how the budget is planned to support accomplishment of Board goals and management objectives. We provide background on how management is approaching budget preparation, to describe what the budget will and will not contain, changes to be made or expected in operations and administration, infrastructure improvements and other capital investments proposed. After Board review and direction today, a final version of this memo will become the budget narrative that supports and explains the final budget for the benefit of the Board and public. The Budget Memorandum also serves as a foundation for financial continuity and stability through changes in Boards and management into the future.

The final budget memorandum for 2020/2021 will be completed with hyperlinks to the individual fund budget sheets for presentation at the budget public hearing planned for June 23, 2020.

1.2 TRANSPARENCY

The development of the small public agency budget is as much an exercise in public outreach and education as it is in finance and fiscal accountability. Effective special district budgets tie directly to management goals and objectives, are simply presented and easily understood by the average District service customer. Budgets containing every line item to be purchased are not realistic or necessary in our public service environment, where our revenue is very predictable but our expenses can vary widely due to weather, regulations, natural disasters, critical equipment failure or pandemic. Therefore, this budget is presented with individual line items summarized into functional categories in each service, including:

- Salaries, benefits and pension liabilities
- Operating expenses such as equipment, vehicles, system/building maintenance and repair
- Outside (contractual) services
- Other expenses such as utilities, training, certification
- Leases and debt service (loan) payments
- Capital outlay (projects and equipment with a value of over \$5000 and useful life of greater than three years)

These expense categories are easily understood by the layperson, and prepared for the Board and public to understand how much we spend on employees and the cost change from year to year; the amounts invested in infrastructure and equipment replacement, the cost of loans, contracted services and maintenance.

To provide a basis of budget understanding, the assumptions, criteria and procedures of budget development are articulated in this memorandum to offer the reader with the background necessary to comprehend the methodology used and performance to budget within the year currently coming to a close; as well as the ability to transition into the upcoming budget year with the information necessary to identify trends, financial red flags, budget influences and other factors. The budgeting exercise is therefore used as a vehicle to increase financial transparency and accountability.

1.3 ACCOUNTABILITY

Budgeting is also a management tool used to continuously refine financial accounting methods to evaluate the impact of delivering various levels of public services. For example, we need to be able to not only quickly recognize when we have underestimated cost for materials and supplies; we should also have the ability to know whether it was maintenance, state permits or salaries that produced the cost overrun. This provides the Board with the ability to uphold their fiscal responsibilities; seeking clarification, considering budget amendments and/or evaluating options to increase revenue or reduce expense. The budget also lays out the annual expenditure plan that directly ties to and supports the service rates charged. Performance within the budget, accomplishing the District's goals, setting aside reserves for infrastructure and operations provides a measurement of financial success.

1.4 SERVICES PROVIDED

In accordance with [California Government Code Section 61100](#), The District is authorized by the Local Agency Formation Commission (LAFCO) to provide the following services (active powers):

- Water
- Sewer
- Fire
- Park/recreation including Community Centers

1.4.1 Water Service

The district provides potable water treatment and distribution service to approximately 3300 connections from Big Oak Flat through Groveland and Pine Mountain Lake. The also provides fire hydrants and stored water for firefighting purposes. The cost of delivering water services is funded 100% by water system user charges and fees. Some infrastructure improvements are funded by state and federal grants, and the district expends much effort to maximize available grants. Grants are very competitive and can take one to five years to complete the application and receive a funding contract. All water system infrastructure grants pay on a reimbursement basis; in other words we must have the cash to pay the contractor, then request reimbursement from the state, which can take two months for payment. In funding all of our services, grants are NOT available to pay the cost of staff, chemicals, power, fuel or any other normal operating cost; or to waive or reduce fees or charges for low income, seniors, etc.

1.4.2 Sewer Service

The district provides wastewater collection, treatment and recycling services to approximately 1550 connections from Big Oak Flat through Groveland and Pine Mountain Lake. As with water service, the cost of delivering wastewater services is funded 100% by sewer system user charges and fees, and some infrastructure improvements are funded by state and federal grants.

1.4.3 Fire Services

The district fire department provides fire suppression and protection, emergency response, emergency medical, rescue and hazardous materials response services within the district boundaries and surrounding areas under mutual aid agreements. The fire department is funded entirely with ad-valorem property tax dollars received by the District (not a special tax or assessment). The District typically allocates 92% of the total property tax received to fund the fire department. Prior to 2012 when it expired, the District also had a property assessment in place that generated approximately \$250,000 annually. A special tax measure on the 2012 ballot failed, and the department has only property taxes remaining, coupled with small amounts of reimbursements for equipment used on state fires. Grants are available for some projects and programs, such as new fire safety and inspections.

The GCSD fire department has no direct employees and is staffed under contract with CALFIRE. Two CALFIRE firefighters are on duty at the District station 24x7 and the fire engines and all equipment in the station are owned and maintained by GCSD. During the fire season, the CALFIRE station on Merrell Road is also staffed with a minimum of two full time firefighters at state expense. During non-fire season (typically November – April), the District funds the cost for these two full time staff to remain at the CALFIRE station to respond to District emergency calls. District maintenance and administrative staff are responsible for fire department equipment and buildings, finances, planning, communication, contracts and other management matters. Please see the recently updated Fire Department Master Plan which outlines concerns with the low level of staffing and funding available to support the fire department.

1.4.4 Park Services

The District owns and operates Mary Laveroni Park and all of its amenities, as well as the dog park and Leon Rose Ballfield. The District also provides limited recreational programs run by volunteers such as Movies in the Park. The park operation is funded by the remaining 8% of the ad-valorem property taxes and a small amount of facility rental fee revenue. Competitive grants are occasionally available to build new amenities and replace infrastructure, buildings and related equipment. As with the Fire Department, the park services also share maintenance and administrative staffing with all other services. With increasing maintenance costs at the park and very small increases in property tax revenue, amenities such as Leon Rose Ballfield can only be opened to the public if operated and maintained by volunteers.

1.5 SERVICE LEVELS

Special districts are truly the most responsive vehicle in which to respond to a community's service provision needs. In some cases, a district is formed to provide a single public service such as water or wastewater, and in others such as GCSD, a district is formed to provide multiple public services, tailored at a level specific to the needs of the community. Considering these differences, it is important to understand the fact that some of our service levels are fixed by law or state/federal regulations and we must comply with these regardless of the impacts on the budget. Other service levels are at the discretion of the district through its Board of Directors; and considering public input as further described below.

1.5.1 Mandatory Service Level Example

The Local Agency Formation Commission (LAFCO) Resolution that formed GCSD assigns to us the responsibility to provide water and sewer services; which must be delivered in a manner that protects public health and safety, and in strict compliance with State and Federal Permits, regulations and laws.

We have an obligation to provide our community with safe drinking water. We are mandated to comply with Safe Drinking Water laws and requirements, and if we do not, the state **will** levy steep fines, penalties and expensive/unplanned improvement requirements. Pleading that the District or its customers cannot comply with OSHA laws, Safe Drinking Water or Clean Water Act requirements because we do not have enough money, have high unemployment and low household income in the community; will not relieve the District of the fines or enforcement plus the requirement to be in compliance with laws. Also, as community members responsible for healthy drinking water, our staff and management will not allow customer water quality to suffer due to budget cuts.

The District Board and management have NO flexibility when it comes to providing service in compliance with these requirements, no matter how costly. Therefore, management will budget for compliance including ensuring an adequate staff of state certified operators, mandated training, chemicals, reliable pumps, controls, monitoring equipment, reliable vehicles and equipment and safety equipment. Qualified, certified staff do not come cheaply as they are in high demand in the region, state and country and the employment market is very competitive with high paying agencies such as the valley irrigation districts and City/County of San Francisco at its Hetch Hetchy facilities. We also budget for consultation with qualified engineers to ensure we are operating in accordance with current industry practices and in the most cost effective manner possible.

1.5.2 Discretionary Service Level Example

Fire and Park services are examples where we have the discretion to set service levels. With regard to parks, if we own and operate them, certain less onerous mandatory requirements apply, including:

- To reduce liability, we must maintain for public safety. We can, and will be sued for a dangerous or defective condition of public property
- We must comply with all handicapped accessibility requirements for facilities and buildings
- Playgrounds must be constructed and maintained in compliance with the Handbook for Public Playground Safety
- We must comply with public contracting requirements such as payment of prevailing wage; CEQA and non-discrimination requirements

However, if we have no money available to operate a baseball field, replace a leaky roof, replace a broken refrigerator, irrigate or mow the lawn, stripe the parking lot, or keep the skate park open when the concrete fails; there is no requirement in law to provide for these. Therefore, as unpopular as it may be, if there is no money, the District can budget \$0 for water and \$0 for power, close and lock buildings and stop mowing the lawn.

In the example above, the District does have the ability to propose the adoption of a funding measure, such as a property assessment or special tax, that if approved by the voters can be used to maintain services at a current level or improve them to the level desired by the community. Once a funding measure is approved, law requires that those funds can only be spent on the services and improvements for which they were approved by the voters.

In a very high fire hazard zone like the GCSO service area, one would assume that having a local fire department would be mandatory; however this is not the case. If the district budget and revenue will not support the cost of operating a fire department, the Board can choose to petition the Local Agency Formation Commission (LAFCO) to stop providing the service. The District could choose to terminate its Schedule A contract with Calfire and have only a volunteer department, when and if personnel were available. While providing fire services whether volunteer or through Calfire, strict state mandated

procedural, training, safety and documentation requirements exist and must be followed. Obviously having no fire department or a volunteer only department would have a negative effect on property insurance and safety throughout the district and region. Providing mutual aid and responding to emergencies outside the district boundaries is also at the discretion of the GCSD Board.

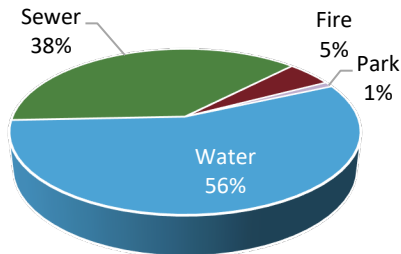
1.6 GENERAL BUDGET DEFINITIONS

1.6.1 Administrative Expenses

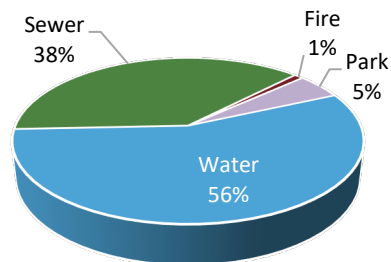
All administrative, or overhead expenses are presented in their own category on page 5 of the [District-Wide Budget](#) for transparency and evaluation purposes. The salary and benefits of office staff, management, office expense, insurance, board expenses and other basic, foundational costs incurred to administer the affairs of the District, regardless of the services provided, are accounted for in the administrative expense. As a standard accounting practice in local government, administrative expense is either funded by allocation of property tax dollars, or distributed to the various services provided, at an allocation percentage based on the level of administrative effort that goes into delivering the respective service.

Continuing in 2020/21, it is recommended that GCSD allocate the administrative expenses to each of its service funds based on an appropriate percentage of benefit derived; as shown in the charts below. The administrative overhead is allocated to water and sewer services proportionally based on the numbers of customers served. The proportional share of administrative expenses paid by park and fire services are based on the estimated level of administrative effort to manage the respective services and meet the goals of the Board. Due to the large management effort in updating the fire department master plan in 2019/20 and implementing that plan in 2020-2021, it is anticipated and budgeted that the effort and associated cost of administration of the fire department will increase from to 5% in the upcoming 2020/21 fiscal year (up from 1% in 2019/20).

2020/21 Administrative Expenses, % to Services



2019/20 Administrative Expenses, % to Services



1.6.2 Revenue

1.6.2.1 Taxes and Assessments

- **Property Taxes – Current Secured:** A portion of the ad valorem (value based) property taxes that are levied, collected and appropriated by the County to the District for all secured property within the Groveland Community Services District service area. This tax is secured by a lien on real property and are subject to 1% of market value limitations of Proposition 13. The Board of Directors has the discretion to allocate ad valorem property taxes to any and all legitimate

expenses of the District. Historically, the District has allocated all ad valorem taxes received to the Fire and Park services.

- **Property Taxes – Current Unsecured:** A portion of the ad valorem (value based) property taxes that are levied, collected and appropriated by the County to the District for all unsecured property with the District’s service area. The term “unsecured” simply refers to property that is not secured real estate such as a house or parcel of land which is currently owned. In general, unsecured property tax is either for business personal property (office equipment, owned or leased), boats, berths, or possessory interest for use of a space.
- **Assessments** (In our case also referred to as Bonds): A levy or charge upon real property by an agency for a special benefit conferred upon the real property that is subject to Proposition 218.

1.6.2.2 Service Charges

Property related charges imposed for a property related service. Article XIII D of the California constitution determined that water and wastewater are property related services subject to the ratemaking procedures of Proposition 218 (1996).

- **Water Service Charge:** Fees collected to recover the cost of providing water service and potable water to District customers. The fixed charge or “base rate” is levied on a monthly basis to keep the water system in a “ready to serve” condition.
- **Wastewater Service Charge:** Fees collected to recover the cost of wastewater collection, treatment and disposal services to District customers. The fixed charge or “base rate” is levied on a monthly basis to keep the wastewater system in a “ready to serve” condition.
- **Variable Rates:** the dollar amount charged per unit of water consumed and/or sewage discharged based on meter readings

1.6.2.3 Fees

Miscellaneous set fees such as late fees, door notice fees, hydrant meter rental, hookup fees, reconnection fees, property transfer fees and returned check fees. All fees are charged related to actions or non-actions specific to a customer’s water or wastewater account, for facility rentals and other administrative processes. Government Code § 61115(a)(1) provides that the District Board of Directors can, by ordinance or resolution, establish fees for the services and facilities that the District provides. All such fees must be reasonably related to the service provided. The fees cannot be used as a source of “general revenue” for the District. The District has adopted a Miscellaneous Fee Schedule which contains the various charges for extra services provided by the District.

1.6.2.4 Grants & Donations

Various grants or donations received for specific purposes or areas. Grants are only included in the budgeted revenue if a grant agreement is in place and the receipt of the grant revenue can be certainly expected within the fiscal year. Grant revenue may be listed as contingent if there is a reasonable expectation that the money will be received to offset a particular expense.

1.6.2.5 Other Revenue

- **Strike Team Revenue:** Income received from the State of California and Federal Government to reimburse the District for expenses related to responding to a request for mutual aid to fight wildfire (Strike Team). This is applicable to the fire fund only.
- **Lease Revenue:** Income received from the rental of District property, equipment or buildings.
- **Cell Tower Rental:** Income received from the rental of District property to telecommunications companies for the location of cellular and data transmission facilities.

- **Sale of Assets:** Monies received from the sale of buildings, vehicles, land or equipment owned by the District.
- **Interest Revenue:** Interest earned on investment of District funds, such as Money Market accounts or LAIF.

1.6.3 General Expenses

- **Salaries:** Costs associated with compensation paid to employees and interns of the District including regular pay, overtime, standby, vacation, sick, strike team, cell phone stipend, uniform allowance, and intern stipends.
- **Benefits:** Costs associated with all fringe benefits and payroll related expenses for District employees. Costs include payroll taxes, retirement contributions, health/vision/dental insurance premiums, and workers compensation insurance premiums.
- **OPEB/Pension Liability:** Other Post Employment Benefits (OPEB) reflects the cost of pre-funding medical benefit costs which will be provided to current vested employees (hired prior to 2013) upon retirement. Employees hired after 2016 do not receive District payment of medical insurance in retirement. Those hired between 2013 and 2016 receive retiree medical insurance based on a vesting schedule (years of service). This annual payment, which is calculated based on an actuarial valuation, is deposited into a specific (interest earning) trust fund intended to reduce and control future retiree medical insurance costs. Pension liability is the amount of estimated payments to fund the deficit in the District's retirement account with CalPERS.
- **Retiree Medical:** The direct cost of medical insurance premiums for existing retired employees that receive this benefit in which they are vested
- **Equip, Auto, Maint, & Repairs:** This category of costs includes maintenance and repair of equipment, facilities, and vehicles; fuel; safety supplies and equipment; new equipment purchases with a purchase price of less than \$5,000 per item; personal protective equipment; landscaping and janitorial services.
- **Outside Services:** Costs from professional outside consultants/service providers including public outreach, human resources, auditing, legal, engineering, medical, janitorial, lab services, and IT service providers.
- **Other:** Other costs consist of state permits, utilities, phone and communication expenses, property and liability insurance, training, conferences, travel, certifications, public education materials, software licenses and maintenance.
- **Cost of Water** - In the water fund, the purchase of water from SFPUC and tunnel outage related costs.
- **Debt Service:** The amount of (loan) principal and interest due during the fiscal year on debt incurred for previous capital improvement purchases/projects.
- **Capital Outlay:** Assets or improvements with a cost of \$5000 or more and a useful life that is longer than three years. The cost of materials, supplies, permits and construction contracting is included with the cost of each project.

1.6.4 Reserves

Fund balances/net assets set aside to meet known and estimated future obligations and to ensure available cash for normal operations. Reserves are typically established based on improvements identified in adopted capital improvement plans and master plans. Reserves are shown as both an

expense (where a certain amount of cash is set aside) and a revenue (Transfer in) to fund a project or purpose for which they are set aside.

1.7 2019/20 BUDGET PERFORMANCE AND ACCOMPLISHMENTS

The 2019/20 total revenue and expenses through approximately 11 months of the year for each fund is summarized below:

WATER	AMOUNT	SEWER	AMOUNT
Revenue	\$3,060,341	Revenue	\$2,514,786
Expenses	\$2,183,374	Expenses	\$1,962,140
Revenue Over (Under) Expenses	\$876,967	Revenue Over (Under) Expenses	\$552,646

FIRE	AMOUNT	PARK	AMOUNT
Revenue	\$1,145,077	Revenue	\$153,057
Expenses	\$1,189,220	Expenses	\$146,629
Revenue Over (Under) Expenses	(\$44,143)	Revenue Over (Under) Expenses	\$6,428

- Total employee benefits are projected to be under budget by \$25,163 as a result of the District changing the employee health plan structure. This only represents a six (6) month cost savings as the health plans are by calendar year. Total realized cost savings to the District should be significant in the upcoming fiscal year pending no major employee claims.
- It is projected that the District will have received approximately \$71,000 in LAIF interest revenue due to the District’s efforts to maintain and enhance District investments. The District has also been cautious in budgeting this number for the upcoming fiscal year due to the potential negative impacts of COVID-19.
- Fully funded the District’s OPEB expense and liability through the California Employers’ Retiree Benefit Trust (CERBT) Fund established in FY 2103/14.
- Fire Master Plan completed.
- Engaged SCI Consulting to conduct analysis and development of Fire revenue measure. (Progress stalled due to COVID-19)
- Significant progress in development of Water and Sewer Master Plan development.

For the second consecutive year, the District has completed hundreds of thousands of dollars of building, facilities and infrastructure improvement and restoration projects; funded with dollars generated from customer rates, state grants and reserves. The capital projects completed are listed below and financial detail included in the [Capital Outlay Budget](#) sheet attached to this memo:

1. Building Roof Replacements
 - Operations Building
 - Big Creek Storage and Generator Building
2. Flume restoration completed
3. Purchased GIS equipment, completed training and started field verification of district assets and map updates

4. Installed new washer and dryer for District employee uniforms
5. District building repair project to be completed by early July 2020:
 - Operations – siding repairs, window replacement, glass door replacement, and new paint
 - Admin - back deck replacement and new paint
 - Firehouse - siding repairs, gutter repairs, new paint
 - Maintenance - New gutter and window replacement
 - Park – Stage fascia board replaced and painted
6. Purchased a new water wagon (trailer mounted tank) for underground construction, dust control compliance and system maintenance
7. Completed water and sewer plant evaluations for the Water and Sewer master plan, which is over 50% complete
8. Purchase of new crane body mechanics truck to replace truck #17
9. Started Jones Hill fuel break- around District property
10. Lift Station #16 Sewer line improvement/replacement (project start date 6/22/2020)
11. Administration parking lot restoration-engineering completed
12. Sewer improvements -engineering completed and funding applications prepared
 - Headworks
 - LS #2
 - irrigation system
13. Concrete/Grading by screw press – engineering completed
14. Road maintenance -engineering completed
 - Around reservoirs
 - Around irrigation fields
15. LS #11 storm damage project completed
 - Replaced power pole
 - Generator housing repair

1.8 BOARD DIRECTION RELATED TO BUDGET 2020/2021 DEVELOPMENT

The Board of Directors reviewed a preliminary draft budget proposal at its May 12, 2020 Regular Meeting and held a budget workshop on May 26, 2020 to receive public comment and provide direction to staff on development of the final budget. Staff presented Board Goals and budget objectives which has served as the guiding principles in this final draft budget. The staffing plans, employee development strategies, projects, major purchases, technology, studies and management actions planned for 2020/21 are each intended to support accomplishment of the following adopted Board Goals:

1. **Support an Excellent, Efficient and Qualified Staff**
2. **Adopt/Update Solid Policies and Ordinances**
3. **Support Facilities and Operations to Stabilize Long Term Cost by Planning for the Future and Reduce the Rate of Cost Increase**
4. **Support Excellent Customer Service, Customer Relations and Outreach**
5. **Ensure the Financial Stability of the District by Planning Long Term Versus Crisis**

6. **Provide the structure, process and staffing for competent, transparent and accountable governance and administration of all District services**

1.9 2020/2021 BUDGET HIGHLIGHTS:

This section of the Budget Memorandum is intended to provide the reader an overview, or “bottom line” of what has changed from prior years, and where to focus in the budget for major projects or purchases. Additional detail is provided later in the report supporting the budget highlights, which include:

- Administrative expenses of \$1,549,112 which reflects the baseline cost of staffing the office, General Manager, office equipment, Board of Directors training and stipends, operating and maintaining the District office and related facilities. The current proposed budget allocates the majority of administrative expenses based on customer count in water and sewer, and based on the estimated amount of administrative staff effort for fire and park, as follows:
 - Water – 56%
 - Sewer – 38%
 - Fire – 5%
 - Park – 1%
- 3% COLA increase to all positions in the salary schedule based on Western Region CPI
- Annual employee merit salary step increases for employees meeting performance expectations
- Springbrook (accounting/utility billing) version upgrade
- Revise and update job descriptions, develop employee salary advancement path and incentive pay development study
- Water fund revenue covers operating expense by \$66,340
- [Water capital improvements](#) of \$633,400 funded by current rates and fund balance (reserve,) in addition to \$3,400,000 in grant funded capital for the Second Garrotte and Big Creek Clearwells Rehabilitation Project
- Water Rate Study budgeted for 2021 at \$25,000
- Sewer revenue covers operating expenses by \$405,274
- [Sewer capital improvements](#) and equipment purchases in the amount of up to \$443,750
- Sewer reserve deposit of \$100,000
- Fire service funding shortfall of \$487,975 if Schedule A and Amador contracts billed at CAL FIRE estimated budget
- Park fund covers operating expense by \$36,765

2 2020/21 BUDGET DISCUSSION

2.1 BUDGET DEVELOPMENT PROCESS

The District’s budget is developed for the ensuing fiscal year, initially by office and operations management staff under the direction of the General Manager. Expenses and revenue through the first six to eight months of the year are closely analyzed and then projected through the end of the year. To understand financial trends and identify potential budgeting inaccuracies, the expenses and revenue are then compared to previous years’ budgets and actual fiscal year-end figures. These identified trends, as well as areas where we had in previous years budgeted too high or low, are taken into consideration in development of the next fiscal year’s budget. Further, budget criteria are identified, and assumptions

made about known changes in expenses and revenue for the next year; which are then forecasted to further guide budget development.

The District budget proposal is very simply constructed and presented, due to the relatively stable and very limiting nature of our funding and limited expense fluctuations; therefore, this narrative is very important in understanding the financial condition of the District. Following are some basic assumptions and criteria used in our budget development:

2.2 SERVICES CRITERIA

Driven by the Board 2020 adopted/amended Management Objectives, detailed in the following section are specific management directives issued to staff to guide their overall approach to budget development, and setting certain minimum and maximum goals:

2.2.1 Water/Sewer

- Customer Service levels will be maintained
- Preventative maintenance of the sewer system will continue in compliance with the adopted SSMP and at industry standards
- Preventative maintenance of the water system will increase over 2019 with the full implementation of the asset management software
- System repair and capital improvements will continue at 2019 pace
- Water and wastewater quality will be maintained at all times
- Efforts and expenditures will continue to be invested in optimizing water and wastewater treatment processes
- Public Outreach regarding operations will continue to increase
- SCADA technology will be optimized, and digital asset management (GPS) implemented
- Compliance is mandatory with state permits and other regulatory and legal requirements
- Employee and public safety is of utmost importance
- Equipment is to be safe, reliable and operable for the intended purpose

2.2.2 Mary Laveroni Park

- Improvements to park infrastructure will be planned and implemented to stabilize and reduce operating costs without reducing services
- Public safety and park condition is a top priority

2.2.3 Fire

- Continue the Cal Fire Schedule A and Amador Contracts and to provide the highest level of services possible
- Maintain equipment and facilities in a safe, reliable manner
- Develop an understanding of the benefits to the county and region of providing mutual aid emergency response services
- Develop a fire funding measure

2.2.4 Administration

- Technology will be safe, maintained and improved
- Public outreach on District management and administration will be increased
- Financial practices will be solid, safe and audits clean

- The Board of Directors will continue to function as a knowledgeable, functional governance team
- Implementing an efficient and technology-based records management system is a priority
- Employee and customer safety will be considered in staffing arrangements in the office and in office modifications to maintain social distance and clean work areas

2.3 REVENUE ASSUMPTIONS

- Grant revenue is budgeted to offset project costs where grant contracts are in place as of June 2020
- Water Service Charge base rate revenue will increase by 7% (\$101,526), due to the step rate increase approved in June 2020 and higher than expected year end actuals. Water consumption charge revenue is down 2%, \$14,524
- Interest earnings are expected to increase by \$30,000 due to a better rate of return on LAIF investments. Connection fee and miscellaneous revenue are also budgeted to increase slightly.
- Wastewater (Sewer) revenue will increase by \$249,040 (17%) over 2019/20 as a result of the step rate increase approved in June 2020. The variable rate revenue is expected to generate an increase of \$63,545 (14%). Connection fee revenue is budgeted to decrease by \$10,000 from 2019/20 based on current trends.
- Property tax revenue (normally allocated to Park and Fire Services) is estimated to increase by \$23,625 (2%) which is the normal 2% inflation increase levied by the county. Ninety Two percent (\$1,108,503) of the property tax will be allocated to Fire, and 8% (\$96,390) to Park services.
- Lease revenue is expected to increase by \$1,200 for the year due to inflation built into the contracts; allocated 100% to Park

2.4 EXPENSE ASSUMPTIONS

- Staffing level will remain the same for 2020/21, with continued consideration to the addition of an IT/SCADA Administrator position to save costs in the future
- Salary and related benefit expenses applied to all services are increased by the 3% cost of Living (COLA) formula per the Union MOU, and merit salary increases are budgeted for highly performing employees
- Hire consultant for completion of the classification descriptions and employee performance/advancement plan
- Hire consultant for public outreach and social media management
- Continue contract with Fire special tax consultant
- Calfire costs will be budgeted in accordance with the 2020 contract, and the actual amount billed to the District will steadily increase to the amount budgeted
- Expenses for materials and supplies are expected to increase slightly due to basic inflation
- Utility expenses and fuel budgeted consistent with last fiscal year, no major increases expected
- Technology expenses for hardware, software and IT services will remain consistent with 2019/20
- Water and Wastewater Master Plan development budgeted with 50% of work remaining, \$100,000 total

3 CAPITAL IMPROVEMENT PROJECTS

Below is a partial list of the capital projects and equipment purchase for the year.

CIP Project Description

- **Bobcat Purchase**
 - Proposed Capital Budget \$40,000
 - New Bobcat will be utilized strictly for sludge handling on the STP plant, which will eliminate sludge from being tracked to non-approved areas.
- **Concrete/Grading around Screw press**
 - Proposed Capital Budget \$65,073
 - The Concrete and Grading project will correct all drainage around existing Drying Bed system and eliminate runoff from saturating stored sludge, keep sludge contained on a washable surface and give operators a smooth safe working area.
- **Fuel Tank Project**
 - Proposed Capital Budget \$90,000
 - The Fuel Tank Project will give the District additional Diesel storage for future PSPS events, give notification on low fuel levels, Management will also be able to pull reports to monitor/track fuel usage and cost.
- **Influent Pump Station Upgrade**
 - Proposed Capital Budget \$150,000
 - Influent Pump Station Upgrade Project will allow Operator's to remotely operate the bypass pump system, reduce the number of pumps needed during bypass pumping operations, and make access for cleaning and maintenance safer.
- **Road Maintenance**
 - Proposed Capital Budget \$175,000
 - Road Maintenance Project will correct all drainage, replace all damaged, failed/undersized culverts, and resurface all roadways around the corporation yard, dam, and reservoirs roads. Current system has failed causing damage from loss of materials due to erosion.
- **Screw Press Pump System and Enclosure**
 - Proposed Capital Budget \$201,500
 - The Screw Press Pump System and Enclosure Project will give the Operator's the ability to operate the Press in auto, this will increase employee safety, eliminate multiple equipment starts/stops and protect it from weather elements; The press currently has to be shut down every 15 min by staff to dump the loaded sludge bin. The new system will operate a pump system allowing the Press to run continuously to a selected Drying Bed, eliminating the need to stop the press to dump the Sludge bin. The new enclosure will add needed protected from all-weather elements, rain, snow, and extreme temperatures, which will increase the life expectancy of the equipment.

- **Tank 2 Project**
 - Proposed Capital Budget \$95,000
 - The Tank 2 Project will eliminate one standby generator which is currently having mechanical issue and set the other to automatically run this site during any power failure. The asphalt will be repaired, and the current erosion problem will be eliminated.
- **Truck #6 and #8 Replacement**
 - Proposed Capital Budget \$70,000
 - Truck #6 and #8 have gone past their life expectancy and have had mechanical issue in past year.
- **WTP AC Unit Installation**
 - Proposed Capital Budget \$11,000
 - The District has Started to replace all mag starters with VFD at both Second Garotte and Big Creek Water Treatment plants, with the new VFD installation the MCC rooms have been experiencing above normal temperatures due to the heat that VFD generate, this has resulted in some overheating issues and a premature failure to the Big Creek Turbine VFD. Industrial Electric recommended to add AC units to both MCC rooms to protect all electrical equipment.
- **Tank 4 Generator**
 - Proposed budget: \$105,000
 - Replaces the oldest backup power generator that operates the water pump station at the airport, and provides pressure to Unit 12. Tuolumne County is funding \$18,000 of the cost, and the state budget may have funding for additional reimbursements related to PSPS
- **Big Creek and Second Garrotte Clearwell Rehabilitation**
 - Approved budget of \$3,400,000, funded by state grant
 - Removes failed interior tank coatings, repairs corrosion damage and provides exterior coating on tanks. The project also includes the renovation of the Butler Way Booster pump needed to operate during tank recoating.

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DISTRICT-WIDE SUMMARY	WATER			
	BUDGETED 19/20	19/20 PROJECTED FYE	PROPOSED 20/21	% Diff
Beginning Cash Balance	2,710,494	2,710,494	3,065,672	
Revenue				
Services Charges	\$ 2,453,992	\$ 2,466,984	\$ 2,540,994	4%
Fees	88,591	97,624	83,310	-6%
Taxes				
Other Revenue	46,228	72,076	48,500	5%
TOTAL FUND REVENUE	2,588,811	2,636,684	2,672,804	3%
Operating Expenses				
Salaries	\$ 450,907	\$ 366,049	\$ 470,747	4%
Benefits	177,318	161,546	182,444	3%
Retiree Medical	50,000	52,418	52,000	4%
Admin Operating Expense				
Equip, Auto, Maint, & Repairs	280,691	210,563	323,720	15%
Outside Services	264,000	160,351	312,000	18%
CAL FIRE (Schedule A + Amador Contracts)				
Other (incl. OPEB, Leases, Cost of Water)	408,130	316,986	398,050	-2%
TOTAL FUND EXPENSES	\$ 1,631,046	\$ 1,267,913	\$ 1,738,961	7%
Administrative Cost Allocation	867,948	709,043	867,503	
TOTAL OPERATING EXPENSES	\$ 2,498,994	\$ 1,976,956	\$ 2,606,464	4%
TOTAL OPERATING BALANCE	\$ 89,817	\$ 659,728	\$ 66,340	
Capital Expenses and Revenue				
Capital Revenue (Connection/Capacity Fees, Reserve Transfer, Loans, Grants)			(3,400,000)	
Capital Outlay (Expenditures on Fixed Assets)	408,308	246,430	4,033,400	888%
NET CAPITAL EXPENSES	408,308	246,430	633,400	55%
Reserve Set-Aside				
Reserve for Capital Outlay	47,771	-	-	
Employee Medical Plan Reserve			7,592	
TOTAL RESERVE SET-ASIDE	47,771	-	7,592	
TOTAL EXPENSES	2,955,073	2,223,386	3,247,456	10%
Debt Service Expenses and Revenue				
Debt Service Charge Revenue	618,476	621,112	607,042	
Debt Service Payments	(687,634)	(679,232)	(688,774)	
WWTP Improvement Loan				
NET DEBT SERVICE	(69,158)	(58,120)	(81,732)	
GRAND TOTAL EXPENSES NET REVENUE	\$ (435,420)	\$ 355,178	\$ (656,384)	
ENDING CASH BALANCE	\$ 2,275,074	\$ 3,065,672	\$ 2,409,288	

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DISTRICT-WIDE SUMMARY	SEWER			
	BUDGETED 19/20	19/20 PROJECTED FYE	PROPOSED 20/21	% Diff
Beginning Cash Balance	866,495	866,495	1,050,977	
Revenue				
Services Charges	\$ 1,880,607	\$ 1,907,995	\$ 2,193,192	17%
Fees	42,000	33,782	32,000	-24%
Taxes				
Other Revenue	914,059	780,196	32,620	-96%
TOTAL FUND REVENUE	2,836,666	2,721,973	2,257,812	-20%
Operating Expenses				
Salaries	\$ 390,848	\$ 322,768	\$ 408,010	4%
Benefits	152,492	138,913	156,902	3%
Retiree Medical	25,000	24,207	26,000	4%
Admin Operating Expense				
Equip, Auto, Maint, & Repairs	151,703	114,161	181,080	19%
Outside Services	261,000	132,193	250,200	-4%
CAL FIRE (Schedule A + Amador Contracts)				
Other (incl. OPEB, Leases, Cost of Water)	219,420	174,164	241,684	10%
TOTAL FUND EXPENSES	\$ 1,200,463	\$ 906,406	\$ 1,263,875	5%
Administrative Cost Allocation	570,740	484,401	588,662	
TOTAL OPERATING EXPENSES	\$ 1,771,203	\$ 1,390,807	\$ 1,852,538	5%
TOTAL OPERATING BALANCE	\$ 1,065,463	\$ 1,331,166	\$ 405,274	
Capital Expenses and Revenue				
Capital Revenue (Connection/Capacity Fees, Reserve Transfer, Loans, Grants)			(1,500,000)	
Capital Outlay (Expenditures on Fixed Assets)	1,662,791	712,190	1,943,750	17%
NET CAPITAL EXPENSES	1,662,791	712,190	443,750	-73%
Reserve Set-Aside				
Reserve for Capital Outlay	100,000	100,000	100,000	
Employee Medical Plan Reserve			6,529	
TOTAL RESERVE SET-ASIDE	100,000	100,000	106,529	
TOTAL EXPENSES	3,531,716	2,370,244	2,402,817	-32%
Debt Service Expenses and Revenue				
Debt Service Charge Revenue	326,188	327,743	327,864	
Debt Service Payments	(323,910)	(494,990)	(297,665)	
WWTP Improvement Loan			(105,838)	
NET DEBT SERVICE	2,278	(167,247)	(75,639)	
GRAND TOTAL EXPENSES NET REVENUE	\$ (692,772)	\$ 184,482	\$ (220,644)	
ENDING CASH BALANCE	\$ 173,723	\$ 1,050,977	\$ 830,333	

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DISTRICT-WIDE SUMMARY	FIRE			
	BUDGETED 19/20	19/20 PROJECTED FYE	PROPOSED 20/21	% Diff
Beginning Cash Balance	1,290,904	1,290,904	1,045,705	
Revenue				
Services Charges	\$ -		\$ -	
Fees				
Taxes	1,086,768	1,121,488	1,108,503	2%
Other Revenue	212,800	68,033	196,800	-8%
TOTAL FUND REVENUE	1,299,568	1,189,521	1,305,303	0%
Operating Expenses				
Salaries	\$ 17,159	\$ 4,591	\$ 44,813	161%
Benefits	7,093	4,714	18,244	157%
Retiree Medical	14,000	14,165	14,350	3%
Admin Operating Expense				
Equip, Auto, Maint, & Repairs	59,820	33,302	63,820	7%
Outside Services				
CAL FIRE (Schedule A + Amador Contracts)	1,350,230	1,170,337	1,319,537	-2%
Other (incl. OPEB, Leases, Cost of Water)	279,678	109,636	255,058	-9%
TOTAL FUND EXPENSES	\$ 1,727,980	\$ 1,336,745	\$ 1,715,822	-1%
Administrative Cost Allocation	19,908	25,086	77,456	
TOTAL OPERATING EXPENSES	\$ 1,747,888	\$ 1,361,831	\$ 1,793,278	3%
TOTAL OPERATING BALANCE	\$ (448,320)	\$ (172,310)	\$ (487,975)	
Capital Expenses and Revenue				
Capital Revenue (Connection/Capacity Fees, Reserve Transfer, Loans, Grants)				
Capital Outlay (Expenditures on Fixed Assets)	78,037	72,889	21,125	
NET CAPITAL EXPENSES	78,037	72,889	21,125	
Reserve Set-Aside				
Reserve for Capital Outlay	-	-	-	
Employee Medical Plan Reserve	-	-	(5,349)	
TOTAL RESERVE SET-ASIDE	-	-	(5,349)	
TOTAL EXPENSES	1,825,925	1,434,720	1,809,053	-1%
Debt Service Expenses and Revenue				
Debt Service Charge Revenue				
Debt Service Payments				
WWTP Improvement Loan				
NET DEBT SERVICE	-	-	-	
GRAND TOTAL EXPENSES NET REVENUE	\$ (526,357)	\$ (245,199)	\$ (503,750)	
ENDING CASH BALANCE	\$ 764,547	\$ 1,045,705	\$ 541,955	

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DISTRICT-WIDE SUMMARY	PARKS			
	BUDGETED 19/20	19/20 PROJECTED FYE	PROPOSED 20/21	% Diff
Beginning Cash Balance	316,109	316,109	313,246	
Revenue				
Services Charges	\$ -		\$ -	
Fees	1,500	3,500	2,000	33%
Taxes	94,500	97,521	96,390	2%
Other Revenue	242,400	57,163	46,000	
TOTAL FUND REVENUE	338,400	158,184	144,390	-57%
Operating Expenses				
Salaries	\$ 42,901	\$ 21,876	\$ 17,925	-58%
Benefits	17,731	13,727	7,298	-59%
Retiree Medical				
Admin Operating Expense				
Equip, Auto, Maint, & Repairs	7,700	7,185	7,800	1%
Outside Services				
CAL FIRE (Schedule A + Amador Contracts)				
Other (incl. OPEB, Leases, Cost of Water)	59,500	47,468	59,111	-1%
TOTAL FUND EXPENSES	\$ 127,832	\$ 90,256	\$ 92,134	-28%
Administrative Cost Allocation	69,529	55,925	15,491	
TOTAL OPERATING EXPENSES	\$ 197,361	\$ 146,181	\$ 107,625	-45%
TOTAL OPERATING BALANCE	\$ 141,039	\$ 12,003	\$ 36,765	
Capital Expenses and Revenue				
Capital Revenue (Connection/Capacity Fees, Reserve Transfer, Loans, Grants)				
Capital Outlay (Expenditures on Fixed Assets)	263,245	14,866	13,895	-95%
NET CAPITAL EXPENSES	263,245	14,866	13,895	-95%
Reserve Set-Aside				
Reserve for Capital Outlay	-	-	-	
Employee Medical Plan Reserve	-	-	6,412	
TOTAL RESERVE SET-ASIDE	-	-	6,412	
TOTAL EXPENSES	460,606	161,047	127,932	-72%
Debt Service Expenses and Revenue				
Debt Service Charge Revenue				
Debt Service Payments				
WWTP Improvement Loan				
NET DEBT SERVICE	-	-	-	
GRAND TOTAL EXPENSES NET REVENUE	\$ (122,206)	\$ (2,863)	\$ 16,458	
ENDING CASH BALANCE	\$ 193,903	\$ 313,246	\$ 329,704	

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DISTRICT-WIDE SUMMARY	ADMIN				
	BUDGETED 19/20	19/20 PROJECTED FYE	PROPOSED 20/21	% Diff	TOTAL 19/20 PROJECTED FYE
Beginning Cash Balance					
Revenue					
Services Charges					\$ 4,734,186
Fees					117,310
Taxes					1,204,893
Other Revenue					323,920
TOTAL FUND REVENUE					\$ 6,380,309
Operating Expenses					
Salaries	\$ 499,127	\$ 451,795	\$ 529,782	6%	\$ 1,471,277
Benefits	207,146	178,804	171,729	-17%	536,617
Retiree Medical					92,350
Admin Operating Expense	362,350	358,936	412,869	14%	412,869
Equip, Auto, Maint, & Repairs					576,420
Outside Services	123,700	118,865	191,400	55%	753,600
CAL FIRE (Schedule A + Amador Contracts)					1,319,537
Other (incl. OPEB, Leases, Cost of Water)	335,802	166,055	192,562	-43%	1,146,465
TOTAL FUND EXPENSES	\$ 1,528,125	\$ 1,274,455	\$ 1,498,342	-2%	\$ 6,309,134
Administrative Cost Allocation	1,528,125	1,274,455	1,549,112		52
TOTAL OPERATING EXPENSES					
TOTAL OPERATING BALANCE					71,175
Capital Expenses and Revenue					
Capital Revenue (Connection/Capacity Fees, Reserve Transfer, Loans, Grants)					
Capital Outlay (Expenditures on Fixed Assets)					
NET CAPITAL EXPENSES	-	-	-		1,112,170
Reserve Set-Aside					
Reserve for Capital Outlay					100,000
Employee Medical Plan Reserve			50,770		65,955
TOTAL RESERVE SET-ASIDE			50,770		165,955
TOTAL EXPENSES					7,587,259
Debt Service Expenses and Revenue					
Debt Service Charge Revenue					934,906
Debt Service Payments					(986,439)
WWTP Improvement Loan					
NET DEBT SERVICE	-	-	-		(157,371)
GRAND TOTAL EXPENSES NET REVENUE			\$ 1,549,112		\$ (1,364,321)
ENDING CASH BALANCE					

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ADMIN-REVENUE

BUDGET ITEM	BUDGET			CHANGE		ALLOCATION OF DISCRETIONARY REVENUE
	19/20 Adopted	19/20 Projected FYE	20/21 Proposed	\$	%	
Other Revenue						
Property Taxes	\$ 1,181,268	\$ 1,219,009	\$ 1,204,893	\$ 23,625	2%	Allocated to Fire and Park at 92%/8%
TOTAL OTHER REVENUE	\$ 1,181,268	\$ 1,219,009	\$ 1,204,893	\$ 23,625	2%	

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ADMIN-EXPENSES**

BUDGET ITEM	BUDGET			CHANGE		REASON FOR CHANGE
	19/20 Adopted	19/20 Projected FYE	20/21 Proposed	\$	%	
Admin/Board Salaries						
Regular Time	414,980	386,753	440,151	25,171	6%	COLA plus Salary Step increases
Board Wages	12,000	10,074	12,000	-	0%	
Leave	7,528	7,915	7,949	421	6%	
On Call	2,880	1,902	-	(2,880)	-100%	No on call scheduled due to change in lock off policy
Overtime	3,062	546	3,306	244	8%	
Vacation Leave	19,803	8,735	21,202	1,399	7%	
Sick Leave	20,276	13,725	21,676	1,400	7%	
Holiday Pay	18,598	22,145	23,497	4,899	26%	Two added holidays (New Year's Eve and Personal Holiday)
TOTAL ADMIN/BOARD SALARIES	499,127	451,795	529,782	30,655		
Admin/Board Benefits						
CalPERS Retirement	35,816	36,641	48,488	12,672	35%	Higher payroll and increased employer cost rate
FICA	27,061	27,614	28,746	1,685	6%	
Board FICA	744	535	744	0	0%	
Medicare	6,328	6,457	6,723	395	6%	
Board Medicare	174	123	174	-	0%	
SUI	2,407	2,181	2,310	(97)	-4%	
Workers Comp	1,408	1,407	2,091	683	49%	Based on projection from SDRMA; EMOD rate increase to 82% from 76%
Board Workers Comp	47	48	62	15	32%	
Health/Vision/Dental Insurance	133,161	103,798	82,391	(50,770)	-38%	Medical plan change with added employer coinsurance
TOTAL ADMIN/BOARD BENEFITS	207,146	178,804	171,729	(35,417)		
OPEB/Pension Unfunded Liability						
Transfer to OPEB Trust	161,000	-		(161,000)		Fully funded due to prior year contributions
Pension Unfunded Liability	165,500	159,804	185,511	20,011	12%	CalPERS determines unfunded
TOTAL OPEB/PENSION UNFUNDED LIABILITY	326,500	159,804	185,511	(140,989)		
Admin Operating Expense						
Bank Fees	5,300	5,368	5,762	462	9%	
Credit Card Merchant Fees	36,500	41,516	41,357	4,857	13%	More customers using credit cards
Office Supplies	7,800	5,328	7,800	-	0%	
Membership/Subscriptions (IRWMP/CSDA)	18,000	18,000	18,000	-	0%	CalCad, Cartegraph
LAFCO Fees	4,400	-	4,500	100	2%	
Computers/ Maint/Prog/IT Serv/Springbrook	75,000	118,000	97,000	22,000	29%	Springbrook upgrade
Office Expense	65,000	35,300	50,000	(15,000)	-23%	Closer to actuals
Training, Conferences, Travel	12,000	11,900	12,000	-	0%	

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ADMIN-EXPENSES**

BUDGET ITEM	BUDGET			CHANGE		REASON FOR CHANGE
	19/20 Adopted	19/20 Projected FYE	20/21 Proposed	\$	%	
District Telephone Services	20,200	19,102	20,000	(200)	-1%	
Bad Debt	3,000	-	2,000	(1,000)	-33%	
Toilet Rebates			4,000			
Employee Medical Testing	300	-	300	-	0%	
Cost of Bond Issuance (actuals)	6,250	3,955	4,750	(1,500)	-24%	Sewer Bond replaced
District General Liability Insurance	108,200	100,267	145,000	36,800	34%	39% Increase in premiums per SDRMA quote
Misc. Expense	400	200	400	-	0%	
TOTAL ADMIN OPERATING EXPENSE	362,350	358,936	412,869	46,519		
Outside Services						
Janitorial Service/Supplies	4,500	4,500	4,500	-	0%	
Consultant Fees	1,000	-	1,000	-	0%	
CPA Services/Annual Audit	51,200	51,175	52,500	1,300	3%	
Legal Counsel Services	31,000	30,590	31,000	-	0%	
Actuarial Review (GASB-OPEB)	3,000	2,500	2,000	(1,000)	-33%	Forward Report is less
Classification & Comp Study	3,000	-		(3,000)	-100%	Complete
Public Relations/Communications	30,000	30,100	31,400	1,400	5%	
HR Consulting	-	-	20,000	20,000		Salary Advancement/Incentive Pay Study
Impact Mitigation Fee Study	-	-	49,000	49,000		
TOTAL OUTSIDE SERVICES	123,700	118,865	191,400	67,700		
Leases						
Copystar 5550 GE Capital	5,700	4,388	5,700	-	0%	
FP Mail Machine	1,351	-	1,351	-	0%	
Avaya Phone System	2,251	1,863	-	(2,251)	-100%	Replaced with new phone system
TOTAL LEASES	9,302	6,251	7,051	(2,251)		
Employee Medical Plan Reserve Set-Aside						
Annual Employee Medical Plan Transfer to Reserve			50,770	50,770		Projected underbudget amount from FY 2019/20
TOTAL EMPLOYEE MEDICAL PLAN RESERVE SET-ASIDE	-	-	50,770	50,770		
TOTAL ADMIN EXPENSE	1,528,125	1,274,455	1,549,112	20,987	1%	Overall % Change

Groveland Community Services District
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WATER-REVENUE

BUDGET ITEM	BUDGET			CHANGE		REASON FOR CHANGE
	19/20 Adopted	19/20 Projected FYE	20/21 Proposed	\$	%	
Fixed Charges	1,540,588	1,594,285	1,642,114	101,526	7%	Projected year end actuals with 3% increase
Variable Charges	913,404	872,699	898,880	(14,524)	-2%	Projected year end actuals with 3% increase
TOTAL SERVICE CHARGES	2,453,992	2,466,984	2,540,994	87,002		
Fees						
Participation Fees	25,000	36,000	30,000	5,000	20%	
Disconnection Fees	8,000	6,600	2,000	(6,000)	-75%	Change in lock off policy
Unlock Meter Fee	309	1,200	1,000	691	224%	Closer to actuals
Meters		3,726				
Backflow Testing	5,232	5,120	5,120	(112)	-2%	
Account Transfer Fee	9,322	8,400	8,400	(922)	-10%	
Returned Check Fee	618	975	975	357	58%	
Misc. Admin Fees	2,000	8,750	8,750	6,750	338%	New fees/ Misc. Fee Schedule
Late Pay Penalty	36,050	24,788	25,000	(11,050)	-31%	Less three months (COVID-19)
Interest Earned	2,060	2,065	2,065	5	0%	
TOTAL FEES	88,591	97,624	83,310	(5,281)		
Other Non-Operating Revenue						
Downtown Groveland/BOF Planning	32,228	32,165			-100%	
CDAA Grant (75%)				-		
Big Creek-2G Clearwell, Butler Way Bypass			3,400,000			Grant @100%
Non operating Income	-	411		-		
Capital Allocation For Master Plan				-		
Expense Refunds	-			-		
Interest Earned-LAIF	10,000	35,000	40,000	30,000	300%	Based on actuals less anticipated rate reduction due to COVID-19
Interest Earned-Rabobank	2,000	2,000	2,000	-	0%	
Interest Earned BNY Mellon	2,000	2,500	6,500	4,500	225%	Based on actuals
TOTAL NON-OPERATING REVENUE	46,228	72,076	3,448,500	34,500		
WATER REVENUE LESS GRANTS	2,556,583	2,604,519	2,672,804		5%	
TOTAL WATER REVENUE	2,588,811	2,636,684	6,072,804	116,221	135%	

Groveland Community Services District
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WATER-EXPENSES

BUDGET ITEM	BUDGET			CHANGE		REASON FOR CHANGE
	19/20 Approved	19/20 Projected FYE	20/21 Proposed	\$	%	
Salaries						
Regular Time	356,808	293,023	370,692	13,884	4%	
Overtime	19,423	12,584	20,248	825	4%	
On Call	21,900	24,547	22,620	720	3%	
Admin Leave	909	1,020	981	72	8%	
Vacation Leave	19,061	9,537	18,865	(196)	-1%	
Sick Leave	17,111	11,148	17,918	807	5%	
Holiday Pay	15,695	14,190	19,424	3,729	24%	Two added holidays (New Year's Eve and Personal Holiday)
TOTAL SALARIES	450,907	366,049	470,747	19,840		
Benefits						
CalPERS Retirement	31,114	28,509	36,438	5,324	17%	Higher payroll and increased employer cost rate
FICA	24,453	24,322	25,590	1,137	5%	
Medicare	5,719	5,670	5,985	266	5%	
SUI	2,503	2,524	2,503	(1)	0%	
Workers Comp	11,722	11,722	17,715	5,993	51%	Based on projection from SDRMA; EMOD rate increase to 82% from 76%
Health/Vision/Dental Insurance	101,807	88,799	94,215	(7,592)	-7%	Medical plan change with added employer coinsurance
TOTAL BENEFITS	177,318	161,546	182,444	5,126		
Retiree Medical						
Retiree Medical	50,000	52,418	52,000	2,000	4%	Existing retirees; should be removed with fully funded OPEB via Trust
TOTAL RETIREE MEDICAL	50,000	52,418	52,000	2,000		
Equipment, Automotive, Maintenance & Repairs						
Fuel	42,905	34,191	49,340	6,435	15%	Fuel volume and price increase (PSPS)
Water Meters	15,000	8,702	15,000	-		
Uniform/Clothing	12,500	12,562	14,000	1,500	12%	
Tools/Equipment	7,000	6,984	8,000	1,000	14%	
Repair & Maintenance-General	40,000	28,737	67,880	27,880	70%	MCC Cabinet Preventative Maint. Services
Repair & Maintenance-Vehicles	25,000	13,225	25,000	-		
Repair & Maint. -Trans/Distribution	46,000	35,035	50,000	4,000	9%	
Repair & Maintenance- Treatment	66,286	46,916	50,000	(16,286)	-25%	Reallocated funds to Equipment-Based on actuals
Repair & Maintenance- Equipment	7,000	7,771	23,000	16,000	229%	Reallocated funds from Treatment based on actuals

Groveland Community Services District
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WATER-EXPENSES

BUDGET ITEM	BUDGET			CHANGE		REASON FOR CHANGE
	19/20 Approved	19/20 Projected FYE	20/21 Proposed	\$	%	
Water Tank Cleaning	8,000	4,000	8,000	-	0%	
Safety Supplies	11,000	12,440	13,500	2,500	23%	Increase in PPE purchases
TOTAL EQUIP, AUTO, MAINT & REPAIRS	280,691	210,563	323,720	43,029		
Outside Services						
Janitorial Services & Supplies	8,000	7,480	10,000	2,000	25%	Increase in supplies
Engineering	20,000	28,783	30,000	10,000	50%	
Aqua Labs-Lab Tests	44,000	39,640	44,000	-	0%	
Conservation Crew	2,000	1,843	5,000	3,000	150%	Increase in areas cleared
Computers/ Maint/Prog/IT Serv.	70,000	34,000	70,000	-	0%	IT support-Instrumentation repair-Programing-State reporting
Master Plan Development	100,000	33,466	50,000	(50,000)	-50%	
System Map Update/Digitize	20,000	15,139	10,000	(10,000)	-50%	
GPS Field Verification for Map Updates			10,200			Equipment-software and outside services
Safety Program Assessment and Update			57,800			Safety Program update
Water Rate Study			25,000			Every 5 years
TOTAL OUTSIDE SERVICES	264,000	160,351	312,000	(45,000)		
Cost of Water						
SFPUC	190,000	152,803	190,000	-	0%	
Tunnel Shutdown Related Costs	25,000	21,869	25,000	-	0%	
TOTAL COST OF WATER	215,000	174,672	215,000	-		
Other						
Utilities	115,000	100,000	100,000	(15,000)	-13%	Closer to actuals
Membership & Subscriptions	80	-	15,000	14,920	18650%	Annual subscription cost (CalCAD and Cartegraph)
Training, Conferences & Travel	9,200	1,250	9,200	-	0%	
Employee Certification	4,000	1,326	4,000	-	0%	
Employee Medical Testing	4,850	1,559	4,850	-	0%	
Chemicals	45,000	25,513	35,000	(10,000)	-22%	Less chemicals required-better plant efficiency
Permits & Licenses	10,000	7,666	10,000	-	0%	
TOTAL OTHER	188,130	137,314	178,050	(10,080)		
Lease Expense						
Alternative Water Supply (AWS)	5,000	5,000	5,000	-	0%	
TOTAL LEASE EXPENSE	5,000	5,000	5,000	-	0%	
TOTAL WATER EXPENSES	1,631,046	1,267,913	1,738,961	14,915		
Admin Allocation Transfer Out	867,948	709,043	867,503	(445)	0%	

Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
WATER-EXPENSES

BUDGET ITEM	BUDGET			CHANGE		REASON FOR CHANGE
	19/20 Approved	19/20 Projected FYE	20/21 Proposed	\$	%	
TOTAL WATER WITH ADMIN	2,498,994	1,976,956	2,606,464	14,470		
Capital Outlay						
See Capital Outlay Sheet	408,308	246,430	4,033,400	3,625,092		
TOTAL CAPITAL OUTLAY	408,308	246,430	4,033,400	3,625,092		
Reserve Set-Aside						
Annual Fund Reserve Set-Aside	47,771		-	(47,771)		Capital expenses exceeded 2016 rate study reserve by \$21,921
Employee Medical Plan Transfer to Reserve			7,592			Projected underbudget amount from FY 2019/20
TOTAL RESERVE SET-ASIDE	47,771	-	7,592	(47,771)		
GRAND TOTAL WITH CAPITAL	2,955,073	2,223,386	6,647,456	3,639,562	125%	

Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
SEWER-REVENUE

BUDGET ITEM				CHANGE		REASON FOR CHANGE
	19/20 Adopted	19/20 Projected FYE	20/21 Proposed	\$	%	
Service Charges						
Fixed Charges	1,424,862	1,456,434	1,673,902	249,040	17%	Projected year end actuals with 15% increase
Variable Charges	455,745	451,561	519,290	63,545	14%	Projected year end actuals with 15% increase
TOTAL SERVICE CHARGES	1,880,607	1,907,995	2,193,192	312,585		
Fees						
Sewer Connections	30,000	21,000	20,000	(10,000)	-33%	Closer to actuals
Late Pay Penalty	12,000	12,782	12,000	-	0%	Less three months (COVID-19)
TOTAL FEES	42,000	33,782	32,000	(10,000)		
Other Non-Operating Revenue						
Septage	-		-	-		
Interest Earned (S/C UB)	800	968	1,000	200	25%	
Interest Earned LAIF	2,000	16,500	10,000	8,000	400%	Based on actuals less anticipated rate reduction due to COVID-19
Interest Earned Rabobank/BNY	4,500	1,650	1,620	(2,880)	-64%	No more Bond Reserve Acct.
Groveland/BOF Sewer Planning	128,000	16,247	-	(128,000)	-100%	
IRWMP LS#16 Grant	298,000	268,000	20,000	(278,000)	-93%	
CDAA Grant (Mar 22 Flood) 25%	106,500	96,055	-	(106,500)	-100%	
FEMA 2017 Flood Grant	374,259	381,744	-	(374,259)	-100%	
TOTAL NON-OPERATING REVENUE	914,059	780,196	32,620	(881,439)		
TOTAL SEWER REVENUE LESS GRANTS	1,929,907	1,959,927	2,237,812		16%	
TOTAL SEWER REVENUE	2,836,666	2,721,973	2,257,812	(578,854)	-20%	

**Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget**

SEWER EXPENSES

BUDGET ITEM	BUDGET			CHANGE		REASON FOR CHANGE
	19/20 Adopted	19/20 Projected FYE	20/21 Proposed	\$	%	
Salaries						
Regular Time	306,855	248,478	318,795	11,940	4%	
Overtime	16,704	14,067	17,413	709	4%	
On Call	21,900	22,808	22,620	720	3%	
Leave	782	691	844	62		
Vacation Leave	16,393	8,695	16,224	(169)	-1%	
Sick Leave	14,716	14,900	15,410	694	5%	
Holiday Pay	13,498	13,129	16,704	3,206	24%	Two added holidays (New Year's Eve and Personal Holiday)
TOTAL SALARIES	390,848	322,768	408,010	17,162		
Benefits						
CalPERS Retirement	26,758	25,343	31,336	4,578	17%	Higher payroll and increased employer cost rate
FICA	21,030	21,044	22,007	977	5%	"
Medicare	4,918	4,929	5,147	229	5%	"
SUI	2,152	1,852	2,152	0	0%	
Workers Comp	10,080	10,080	15,235	5,155	51%	Based on projection from SDRMA; EMOD rate increase to 82% from 76%
Health/Vision/Dental Insurance	87,554	75,665	81,025	(6,529)	-7%	Medical plan change with added employer coinsurance
TOTAL BENEFITS	152,492	138,913	156,902	4,410		
Retiree Medical						
Retiree Medical	25,000	24,207	26,000	1,000	4%	Existing retirees; should be removed with fully funded OPEB via Trust
TOTAL RETIREE MEDICAL	25,000	24,207	26,000	1,000		
Equipment, Automotive, Maintenance & Repairs						
Fuel	21,075	15,701	24,240	3,165	15%	Fuel volume and price increase (PSPS)
Uniform/Clothing	6,000	5,816	6,720	720	12%	
Tools/Equipment	6,000	3,463	7,000	1,000	17%	
Repair & Maintenance-General	40,000	18,190	53,120	13,120	33%	MCC Cabinet Preventative Maint. Services
Repair & Maintenance-Vehicles	12,000	11,957	14,000	2,000		
Repair & Maint. -Trans/Collections	20,000	14,156	20,000	-	0%	
Repair & Maintenance- Treatment	30,000	21,591	30,000	-	0%	
Repair & Maintenance- Equipment	11,628	17,337	20,000	8,372	72%	Expected Generator Maint cost increase (PSPS)
Safety Supplies	5,000	5,950	6,000	1,000	20%	Increase in PPE purchases
TOTAL EQUIP, AUTO, MAINT & REPAIRS	151,703	114,161	181,080	29,377		
Outside Services						
Janitorial Service & Supplies	4,000	3,950	6,000	2,000	50%	Increase in supplies
Engineering	20,000	14,240	20,000	-	0%	
Aqua Labs-Lab Tests	22,000	17,710	22,000	-	0%	
Computers/ Maint/Prog/IT Serv.	30,000	12,676	30,000	-	0%	

**Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget**

SEWER EXPENSES

BUDGET ITEM	BUDGET			CHANGE		REASON FOR CHANGE
	19/20 Adopted	19/20 Projected FYE	20/21 Proposed	\$	%	
Annual Collections System Camera Insp.	60,000	16,694	67,000	7,000	12%	Increase due to Hub Station cleanings
Biosolids Disposal	8,000	7,689	8,000	-	0%	
Groundwater Monitoring	5,000	3,090	5,000	-	0%	
Conservation Crew	2,000	1,843	5,000	3,000	150%	Increased areas cleared
Master Plan Development	100,000	50,000	50,000	(50,000)	-50%	Funded by Capital Allocation
System Map Update/Digitize	10,000	4,301	10,000	-	0%	Less expense expected
Safety Program Assessment and Update			27,200	27,200		Safety Program Update
TOTAL OUTSIDE SERVICES	261,000	132,193	250,200	(10,800)		
Other						
Utilities	126,000	100,000	126,000	-	0%	
Memberships & Subscriptions	1,920	764	9,184	7,264		Annual subscription cost (CalCAD and Cartegraph)
Training, Conferences & Travel	7,000	1,546	7,000	-	0%	
Employee Certification	5,000	4,421	5,000	-	0%	
Employee Medical Testing	2,500	735	2,500	-	0%	
Chemicals/Odor Control	35,000	32,698	40,000	5,000	14%	Odor-grease Control new product increase
Dam Monitoring Survey	2,000	-	2,000	-	0%	
Permits & Licenses	40,000	34,000	40,000	-	0%	
I & I Study			10,000	10,000		Collection system Inflow & Infiltration monitoring
TOTAL OTHER	219,420	174,164	241,684	22,264		
TOTAL SEWER EXPENSES	1,200,463	906,406	1,263,875	63,412		
Admin Allocation Transfer Out	570,740	484,401	588,662	17,922	3%	
TOTAL SEWER WITH ADMIN	1,771,203	1,390,807	1,852,538	81,335		

Groveland Community Services District
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SEWER EXPENSES

BUDGET ITEM	BUDGET			CHANGE		REASON FOR CHANGE
	19/20 Adopted	19/20 Projected FYE	20/21 Proposed	\$	%	
Capital Outlay						
See Capital Outlay Sheet	1,662,791	712,190	1,943,750	280,959		
TOTAL CAPITAL OUTLAY	1,662,791	712,190	1,943,750	280,959		
Reserve Set-Aside						
Annual Fund Reserve Set-Aside	100,000	100,000	100,000	-		Per Sewer Rate Study
Employee Medical Plan Transfer to Reserve			6,529			Projected underbudget amount from FY 2019/20
TOTAL RESERVE SET-ASIDE	100,000	100,000	106,529	-		
GRAND TOTAL WITH CAPITAL	3,533,994	2,202,997	3,902,817	362,294	10%	

Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
FIRE-REVENUE

BUDGET ITEM	BUDGET			CHANGE		REASON FOR CHANGE
	19/20 Adopted	19/20 Projected FYE	20/21 Proposed	\$	%	
Taxes						
General Property Tax	1,086,768	1,121,488	1,108,503	21,735	2%	
TOTAL TAXES	1,086,768	1,121,488	1,108,503	21,735		
Variable Revenue						
Strike Team-Equipment Use	20,500	31,383	20,500	-	0%	
CERT						
TOTAL VARIABLE REVENUE	20,500	31,383	20,500	-		
Other Non-Operating Revenue						
Sonora Area Grant Foundation	20,000	20,000		(20,000)	-100%	
Jones Hill Fire Break Grant	166,300	1,650	166,300	-	0%	
Interest earned-Mechanics Bank	1,000	-		(1,000)	-100%	
Interest Earned -LAIF	\$ 5,000.00	\$ 15,000	10,000	5,000	100%	Based on actuals less anticipated rate reduction due to COVID-19
TOTAL NON-OPERATING REVENUE	192,300	36,650	176,300	(16,000)		
TOTAL FIRE REVENUE LESS GRANTS	1,113,268	1,167,871	1,139,003			
TOTAL FIRE REVENUE	1,299,568	1,189,521	1,305,303	5,735	0%	

Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
FIRE-EXPENSES

BUDGET ITEM	BUDGET			CHANGE		REASON FOR CHANGE
	19/20 Adopted	19/20 Projected FYE	20/21 Proposed	\$	%	
CAL FIRE Contract						
Schedule "A" Plan	1,077,718	981,180	1,056,071	(21,647)	-2%	Estimate provided by CAL FIRE
Amador Plan	272,512	189,157	263,466	(9,046)	-3%	Estimate provided by CAL FIRE
TOTAL CAL FIRE CONTRACTS	1,350,230	1,170,337	1,319,537	(30,693)		
Salaries						
Regular Time	14,272	3,951	37,069	22,797	160%	DSI and Resident positions included
Overtime	777	37	2,025	1,248	161%	
Vacation Leave	762	266	1,886	1,124	148%	
Admin Leave	36	20	98	62		
Sick Leave	684	151	1,792	1,108	162%	
Holiday Pay	628	166	1,942	1,314	209%	Two added holidays (New Year's Eve and Personal Holiday)
TOTAL SALARIES	17,159	4,591	44,813	27,654		
Benefits						
CalPERS Retirement	1,245	417	3,644	2,399	193%	
FICA	978	284	2,559	1,581	162%	
Medicare	229	67	598	369	161%	
SUI	100	10	250	150	150%	
Workers Comp	469	469	1,771	1,302	278%	Based on projection from SDRMA; EMOD rate increase to 82% from 76%
Health/Vision/Dental Insurance	4,072	3,467	9,421	5,349	131%	Medical plan change with added employer coinsurance
TOTAL BENEFITS	7,093	4,714	18,244	11,151		
Retiree Medical						
Retiree Medical	14,000	14,165	14,350	350	3%	Existing retirees; should be removed with fully funded OPEB via Trust
TOTAL RETIREE MEDICAL	14,000	14,165	14,350	350		
Unfunded Pension Liability						
Unfunded Pension Liability	42,350	40,896	62,730	20,380	48%	Provided by CalPERS
TOTAL UNFUNDED PENSION LIABILITY	42,350	40,896	62,730	20,380		
Equipment, Automotive, Maintenance & Repairs						
Radio Communications	1,000	380	5,000	4,000	400%	District 10% cost share if FEMA AFG grant awarded
Fuel	14,820	12,140	14,820	-	0%	
Protective Clothing/Wildland	8,000	661	8,000	-	0%	
Medical Supplies/EMS Equip.	1,500	255	1,500	-	0%	
Small Tools & Safety Equipment	1,500	335	1,500	-	0%	
Repair & Maint.-Station General	7,000	6,786	7,000	-	0%	
Repair & Maint.-Apparatus	16,500	10,324	16,500	-	0%	
Repair & Maint.- Equipment	2,000	1,821	2,000	-	0%	
SCBA Equipment	7,500	600	7,500	-	0%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	59,820	33,302	63,820	4,000		

Groveland Community Services District
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FIRE-EXPENSES

BUDGET ITEM	BUDGET			CHANGE		REASON FOR CHANGE
	19/20 Adopted	19/20 Projected FYE	20/21 Proposed	\$	%	
Other						
Utilities	18,628	22,000	18,628	-	0%	
Office & Cleaning Supplies	5,900	2,500	4,900	(1,000)	-17%	
Training	1,000	-	2,000	1,000		
Fire Prevention Supplies/Events	500	500	500	-		
Master Plan & Development Impact Study	45,000	41,435		(45,000)		
Jones Hill Fire Break (Grant)	166,300	2,305	166,300	-		
CERT						
TOTAL OTHER EXPENSE	237,328	68,740	192,328	(45,000)		
TOTAL FIRE EXPENSES	1,727,980	1,336,745	1,715,822	(32,538)		
Admin Allocation Transfer Out	19,908	25,086	77,456	57,548	289%	
TOTAL FIRE WITH ADMIN	1,747,888	1,361,831	1,793,278	25,010		
Capital Outlay						
See Capital Outlay Sheet	78,037	72,889	21,125	(56,912)		
TOTAL CAPITAL OUTLAY	78,037	72,889	21,125	(56,912)		
Reserve Set-Aside						
Annual Fund Reserve Set-Aside	-			-		
Employee Medical Plan Transfer to Reserve			(5,349)			Projected underbudget amount from FY 2019/20
TOTAL RESERVE SET-ASIDE	-	-	(5,349)	-		
GRAND TOTAL WITH CAPITAL	1,825,925	1,434,720	1,809,053	25,075	-1%	

Groveland Community Services District
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PARKS-REVENUE

BUDGET ITEM	BUDGET			CHANGE		REASON FOR CHANGE
	19/20 Adopted	19/20 Projected FYE	20/21 Proposed	\$	%	
Taxes						
General Property Tax	94,500	97,521	96,390	1,890	2%	
TOTAL TAXES	94,500	97,521	96,390	1,890		
Variable Revenue						
Use Fees	500	1,260	500	-	0%	
Dog Park Permit Fees	1,000	2,240	1,500	500	50%	
TOTAL VARIABLE REVENUE	1,500	3,500	2,000	500		
Other Revenue						
Cell Tower Leases	40,800	52,663	42,000	1,200	3%	Verizon & AT&T
Park Infrastructure Upgrade Grant	200,000		-		-100%	
Interest Earned-LAIF	1,500	4,500	4,000	2,500	167%	Based on actuals less anticipated rate reduction due to COVID-19
Interest Earned-Rabobank	100	-	-	(100)	-100%	
TOTAL OTHER REVENUE	242,400	57,163	46,000	3,600		
TOTAL PARK REVENUE LESS GRANTS	138,400	158,184	144,390	5,990	4%	
TOTAL PARKS REVENUE	338,400	158,184	144,390	(194,010)	-57%	

Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
PARKS-EXPENSES

BUDGET ITEM	BUDGET			CHANGE		REASON FOR CHANGE
	19/20 Adopted	19/20 Projected FYE	20/21 Proposed	\$	%	
Salaries						
Regular Time	35,681	18,870	14,828	(20,853)	-58%	Salary increases
Overtime	1,942	410	810	(1,132)	-58%	
Vacation Leave	1,906	1,192	755	(1,151)	-60%	
Admin Leave	91	91	39	(52)		
Sick Leave	1,711	605	717	(994)	-58%	
Holiday Pay	1,570	708	777	(793)	-51%	Two added holidays (New Year's Eve and Personal Holiday)
TOTAL SALARIES	42,901	21,876	17,925	(24,976)		
Benefits						
CalPERS Retirement	3,111	1,942	1,458	(1,653)	-53%	
FICA	2,445	1,392	1,024	(1,421)	-58%	
Medicare	572	328	239	(333)	-58%	
SUI	250	53	100	(150)	-60%	
Workers Comp	1,172	1,172	709	(463)	-40%	Based on projection from SDRMA; EMOD rate increase to 82% from 76%
Health/Vision/Dental Insurance	10,181	8,840	3,769	(6,412)	-63%	Medical plan change with added employer coinsurance
TOTAL BENEFITS	17,731	13,727	7,298	(10,433)		
Operating Expense						
Dog Park	400	662	500	100	25%	
Repair & Maintenance	7,300	6,523	7,300	-	0%	
TOTAL OPERATING EXPENSE	7,700	7,185	7,800	100		
Other						
Utilities	42,000	35,000	35,000	(7,000)	-17%	Closer to actuals
Janitorial Services	12,500	9,403	12,500	-	0%	
Safety Equipment	1,000	115	1,000	-	0%	
Toilet Rebates	4,000	2,950		(4,000)	-100%	
ParkMaster Plan			10,611	10,611		
TOTAL OTHER EXPENSE	59,500	47,468	59,111	(389)		
TOTAL PARK EXPENSES	127,832	90,256	92,134	(35,698)		
Admin Allocation Transfer Out	69,529	55,925	15,491	(54,038)	-78%	
TOTAL PARKS WITH ADMIN	197,361	146,181	107,625	(89,736)		
Capital Outlay						
See Capital Outlay Sheet	263,245	14,866	13,895	(249,350)		
TOTAL CAPITAL OUTLAY	263,245	14,866	13,895	(249,350)		
Reserve Set-Aside						
Annual Fund Reserve Set-Aside	-		-	-		
Employee Medical Plan Transfer to Reserve			6,412			Projected underbudget amount from FY 2019/20
TOTAL RESERVE SET-ASIDE	-	-	6,412	-		
TOTAL WITH CAPITAL	460,606	161,047	127,932	(374,784)	-72%	

Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
Capital Outlay

ADMIN CAPITAL OUTLAY				
CIP Project	2019/20 Approved	2019/20 Projected	2020/21 Proposed	COMMENTS
Admin Parking Lot Upgrade (5 Yr Plan)	100,000		175,000	Moved to 2020-21; waiting for engineering 5 year plan
Mechanic Tools	10,000	10,013		Moved to operating cost in general fund expenses
Fuel Tank Painting/Electronic Logging	20,000		90,000	Expanded Project,Maint.-improved use accountability; Fund share
Operations Roof R & M, siding, windows, paint	52,000	42,750		
Maint. Window Repl, Gutter in back	4,500	4,880		
Admin Building railing, Paint, Siding	50,000	22,500		
Computers/lpads	15,000	13,771		
District Camera System			26,500	Security camera system; fund share
Server OS Upgrade			31,000	Server upgrade; fund share
Admin Building Remodel			TBD	COVID-19; improved funtionality
TOTAL CAPITAL OUTLAY	251,500	93,914	322,500	

**Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
Capital Outlay**

WATER CAPITAL OUTLAY				
CIP Project	2019/20 Approved	2019/20 Projected	2020/21 Proposed	COMMENTS
Downtown Groveland/BOF Rehab Planning	32,228	8,680		
AWS Tank 2 Booster System	5,000			Needs further engineering moved to general expense
General Water Distribution Improv.	30,000		30,000	Ongoing
Water Pump Replacements	13,293		20,000	Ongoing
Big Creek Roof Repairs	20,360	20,115		Completed
Admin Parking Lot Upgrade (5 Yr Plan)	56,000		98,000	Moved to 2020-21; waiting for engineering 5 year plan
Mechanic Tools	5,600	5,609		Moved to operating cost in general fund expenses
Fuel Tank Painting/Electronic Logging	11,200		50,400	Expanded Project,Maint.-improved use accountability; Fund share
Operations Roof R & M, siding, windows, paint	29,120	26,505		
Maint. Window Repl, Gutter in back	2,520	3,026		
Admin Building railing, Paint, Siding	28,000	13,950		Project started
Computers/lpads	8,400	7,712		Purchased
GPS Unit	10,200	15,363		Updated equipment and software for better accuracy
Water Wagon	4,080	4,507		Bought new instead of used
Crane Body Truck	98,600	98,600		New mechanics truck with crane 2019-20
Washer/Dryer	17,000	11,893		Installed
Treatment Plant General Improvements/Replacements	20,000		20,000	Ongoing
Big Creek UV Analyzer	7,361	7,361		Purchased
6" Booster Pump Control Valve	9,346	9,346		Purchased and installed
Butler Way Booster PS		5,940		Engineering design work, construction included in Clearwell project
Finish CL2 Pump		5,053		Pump failure
BC/2G Clearwell, Butler		2,770		
Water Treatment Plant AC upgrades		-	11,000	New AC to prevent VFD overheating
Tank #2 Generator/Asphalt Improvement		-	95,000	Consolidate to one standby generator and asphalt repairs
Truck #6 Replacement		-	35,000	New meter truck
Truck #8 Replacement		-	23,800	Replace Ford Ranger Truck #8 Fund Share
District Camera System		-	14,840	Security camera system; fund share
Tank Mixers for T2, 4 and 5			113,000	Help with Nitrification problem
Server OS Upgrade		-	17,360	Server upgrade; fund share
Tank 4 Generator			105,000	Replacing one of oldest units that has had multiple mechanical failures.
Big Creek-2G Clearwell, Butler Way Bypass			3,400,000	State grant funded renovation and pump station upgrade
TOTAL WATER CAPITAL OUTLAY	408,308	246,430	4,033,400	
TOTAL CAPITAL OUTLAY (LESS GRANT PROJECTS)			633,400	

**Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
Capital Outlay**

SEWER CAPITAL OUTLAY				
CIP Project	2019/20 Approved	2019/20 Projected	2020/21 Proposed	COMMENTS
LS#16 Sewer Line Improvement	44,350	44,350		To be completed
Downtown Groveland/BOF Rehab Planning	128,000	9,115		Study complete
OES Flume Diversion	489,151	482,500		Project complete
Replace STP Reservoir 1 Valves	40,600			2018-19 Project
Wastewater Pump Replacements	24,000		24,000	Ongoing
Sewer Imp-Headworks, LS2, Irrigation, Sludge Pump, Influent Pump	530,000	32,287	1,470,000	Sewer Treatment Plant Improvement Project
Admin Parking Lot Upgrade (5 Yr Plan)	38,000	4,501	66,500	Moved to 2020-21 waiting for engineering 5 year plan
Mechanic Tools	3,800			Moved to operating cost
Fuel Tank Painting/Electronic Logging	7,600		34,200	Expanded Project,Maint.-improved use accountability; Fund share
Operations Roof R & M , siding, windows, paint	19,760	13,680		Completed
Maint. Window/Repl. Gutter in back	1,710	1,562		Completed
Admin Building railing/paint/siding repair	19,000	7,200		To be completed
Computers/lpads	5,700	5,233		Purchased and installed
GPS Unit	4,800	7,307		Updated equipment and software for better accuracy
Water Wagon	1,920	2,121		Bought new instead of used
Crane Body Truck	46,400	46,400		New mechanics truck with crane 2019-20
Washer/Dryer	8,000	6,138		Purchased and installed
Concrete grading by Screw Press	85,000		120,000	Moved to 2020/21 to be bid with Headworks Improvements
Sludge Pump	65,000			Expanded Project, moved to headworks project
LS #10 Control Center Upgrades	10,000	7,589		Completed
Culvert Headwall @ Flume	10,000	2,500		Became part of FEMA Flume Grant, 25% District cost share
Road Maintenance	80,000	8,801	100,000	District roads-Dam-Reservoirs-Spray Fields-Maint. Yard
Bendix Power Pole-LS#11		7,589		
CL2 Motor Meter Pump		5,419		
Flow Meter Install		8,698		
RAS Pump Rebuild (OMAR)		9,200		
New Bobcat			45,000	New Bobcat for sludge handling
Truck # 8 Replacement		-	11,200	Replace Ford Ranger Truck #8 Fund Share
District Camera System			10,070	Security camera system; fund share
Server OS Upgrade			11,780	Server upgrade; fund share
Skate Park Manhole repair/replacemnt			25,000	replaces failed manhole in park
Smart (manhold) Cover System			26,000	Monitors and transmits flow in critical manholes
TOTAL SEWER CAPITAL OUTLAY	1,662,791	712,190	1,943,750	

**Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
Capital Outlay**

FIRE CAPITAL OUTLAY				
CIP Project	2019/20 Approved	2019/20 Projected	2020/21 Proposed	COMMENTS
SCBA Fill Station	30,647			Completed
Admin Parking Lot Upgrade (5 Yr Plan)	1,000		8,750	Moved to 2020-21 waiting for engineering 5 year plan
Mechanics Tools	100			
Fuel Tank Painting/Electronic Logging	200		4,500	Expanded Project,Maint.-improved use accountability; Fund share
Operations Roof R & M, siding, windows, paint	520	427		
Maint. Window/Repl. Gutter in back	45	49		
Admin Building railing/paint/siding repair	500	225		
Computers/lpads	150	138		
Apparatus Bay Lighting Upgrade	4,875	5,050		Added extra light
Fire Building Gutter & Paint/Siding repair	40,000	59,000		Change order to replace all siding on west side of building
Fire Engine Model 15		8,000		
Kitchen Remodel			-	Removed from draft budget due to budget constraints
Station restroom upgrades			5,000	Replacement toilets and plumbing upgrades
District Camera System			1,325	Security camera system; fund share
Server OS Upgrade			1,550	Server upgrade; fund share
TOTAL FIRE CAPITAL OUTLAY	78,037	72,889	21,125	

**Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
Capital Outlay**

PARK CAPITAL OUTLAY				
Projects	2019/20 Approved	2019/20 Projected	2020/21 Proposed	COMMENTS
Admin Parking Lot Upgrade (5 Yr Plan)	5,000		1,750	Moved to 2020-21 waiting for engineering 5 year plan
Mechanics Tools	500			
Fuel Tank Painting/Electronic Logging	1,000		900	Expanded Project,Maint.-improved use accountability; Fund share
Operations Roof R & M, siding, windows, paint	2,600	2,138		Completed
Maint. Window/Repl. Gutter in back	225	244		Completed
Admin Building railing/paint/siding repair	2,500	1,125		Completed
Computers/Ipads	750	689		Completed
Park Infrastructure Upgrade Project	240,000			State grant funds on hold
Park Ampitheater	10,670	10,670		Completed
Park Door Upgrades			10,670	Vandal Proof doors for ampitheater
District Camera System			265	Security camera system; fund share
Server OS Upgrade			310	Server upgrade; fund share
TOTAL PARK CAPITAL OUTLAY	263,245	14,866	13,895	

Groveland Community Services District
Proposed Draft FY 2020/2021 Annual Budget
District Debt Service

WATER		
	2013 DEBT SERVICE Paid off in 2027	2014 DEBT SERVICE, Paid off in 2027
	19/20	20/21
Debt Service Revenue	\$ 264,338	\$ 342,704
Debt Service Expense	\$ (310,376)	\$ (378,398)
Revenue Over (Under) Expense	\$ (46,038)	\$ (35,694)

SEWER (PML ONLY)		
		2014 DEBT SERVICE, Paid off in 2027
		20/21
Debt Service Revenue		\$ 327,864
Debt Service Expense		\$ (297,665)
Revenue Over (Under) Expense		\$ 30,199

WWTP IMPROVEMENT LOAN		
Principal and Interest		\$ (105,838)
Total Loan Expense		\$ (105,838)

RESOLUTION 30-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT ADOPTING THE DISTRICT’S FINAL 2020/2021 FISCAL YEAR BUDGET AND RELATED ACTIONS

WHEREAS, the Groveland Community Services District (District) Board of Directors reviews and accepts a monthly treasurer’s report that includes statements of cash flows, account and investment balances, and budget to actual reports; and

WHEREAS, the District held a public budget workshop on May 26, 2020; and

WHEREAS, the District publicly reviewed and received public comment on a preliminary draft budget on June 9, 2020 and directed the preparation of a final budget for consideration during a special Board meeting of June 23, 2020; and

WHEREAS, the Notice of Public Hearing regarding budget adoption was duly published on MyMotherlode.com on June 9, 2020 and in the local newspaper as required by law; and

WHEREAS, the final draft 2020-2021 budget reflecting the input of the public and direction of the Board is included herein for consideration; and

WHEREAS, the published appropriations limit (Gann Limit) calculation and employee Salary Schedule is also included herein for consideration.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the District does hereby approve and adopt:

1. The Final 2020-21 Fiscal Year Budget as presented.
2. The 2020/2021 Salary Schedule as presented.
3. The Appropriations Limit as presented
4. The 2020/2021 District Organizational Chart

BE IT FURTHER RESOLVED that the District General Manager or his/her designee is hereby authorized to expend the funds contained within the 2020-2021 Budget in accordance with financial policies adopted by the Board.

PASSED AND ADOPTED by the Board of Directors of the Groveland Community Services District on June 23, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Jennifer Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Special Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on June 23, 2020.

DATED: _____

**GROVELAND COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2020/21**

Appropriations Limits

Fiscal 2019/20 Limit		\$3,771,486
Weighted Growth Factor		
	Per capita COL Change	3.73%
	Population Change	-0.07%
Fiscal 2020/21 Limit		\$3,909,424
<u>2020/21 Budgeted Property Tax</u>		<u>\$1,204.893</u>
Amount Under Limit		\$2,704,531

**GROVELAND COMMUNITY SERVICES DISTRICT
APPROPRIATION LIMIT DATA**

		PER CAPITA PERSONAL INCOME %	STATE POPULATION CHANGE OVER PR	TUOLUMNE COUNTY POPULATION CHANGE OVER PR YEAR			TUOLUMNE COUNTY-EXCLUSIONS IIA			% INC (DEC) SINCE	WEIGHTED AVE		
DATA AS OF	TO BE USED FOR	CHANGE OVER PR	CHANGE OVER PR	SONORA	UNINCORPORATED	TOTAL	SONORA	UNINCORPORATED	2001	SONORA	UNINC	AVE	
JANUARY 1,	FYE	YEAR	YEAR										
2001	2001-2002	7.82%	1.8100%	0.37%	0.40%	48,832	4,238	44,594	0.0000%	0.00%	0.00%	0.00%	
2002	2002-2003	-1.27%	1.8300%	1.00%	0.97%	51,566	4,537	47,029	5.4604%	5.60%	5.46%	5.60%	
2003	2003-2004	2.31%	1.6900%	1.30%	1.10%	52,239	4,605	47,634	6.8171%	6.98%	6.82%	6.98%	
2004	2004-2005	3.28%	1.5200%	0.71%	0.64%	52,741	4,653	48,088	7.8351%	8.00%	7.84%	8.00%	
2005	2005-2006	5.26%	1.5000%	-1.55%	-1.32%	51,962	4,573	47,389	6.2677%	6.41%	6.27%	6.41%	
2006	2006-2007	3.96%	1.2100%	2.17%	1.05%	54,038	4,804	49,234	10.4050%	10.66%	10.40%	10.66%	
2007	2007-2008	4.42%	1.2000%	1.00%	0.47%	53,093	4,750	48,343	8.4070%	8.73%	8.41%	8.73%	
2008	2008-2009	4.29%	1.3100%	-0.19%	-0.08%	52,568	4,698	47,870	7.3463%	7.65%	7.35%	7.65%	
2009	2009-2010	0.62%	1.1100%	0.00%	0.09%	52,253	4,666	47,587	6.7117%	7.01%	6.71%	7.01%	
2010	2010-2011	-2.54%	1.0300%	0.58%	0.57%	52,306	4,672	47,634	0.07	0.07	0.07	0.0711%	
2011	2011-2012	2.51%	1.0103%	0.29%	0.43%	51,727	4,913	46,814	0.05	0.06	0.05	0.0593%	
2012	2012-2013	3.77%	1.0448%	-2.17%	-1.84%	50,553	4,788	45,765	0.03	0.04	0.03	0.0352%	
2013	2013-2014	5.12%	1.0595%	-0.06%	0.18%	51,322	4,847	46,475	0.04	0.05	0.04	0.0510%	
2014	2014-2015	-0.23%	1.0072%	0.10%	-0.08%								
2015	2015-2016	3.82%	1.0479%	0.83%	1.05%								
2016	2016-2017	5.37%	1.0632%	-0.27%	-0.28%								
2017	2017-2018	3.69%	1.0457%	-0.55%	-0.45%								
2018	2018-2019	3.67%	1.0448%	0.29%	-0.10%								
2019	2019-2020	3.85%	1.0434%	-0.20%	-0.14%								
2020	2020-2021	3.73%	1.0396%	-0.17%	-0.07%								
APPROPRIATION LIMIT													
2005-2006	\$ 2,366,624	105.260000%				99.98523%					105.244453%	\$ 2,490,740.89	
2006-2007	\$ 2,490,741	103.960000%				100.03995%					104.001534%	\$ 2,590,408.74	
2007-2008	\$ 2,590,409	104.420000%				99.98251%					104.401739%	\$ 2,704,431.78	
2008-2009	\$ 2,704,432	104.420000%				99.99011%					104.409675%	\$ 2,823,688.42	
2009-2010	\$ 2,823,688	100.620000%				99.99401%					100.613971%	\$ 2,841,025.04	
2010-2011	\$ 2,841,025	97.460000%				100.00101%					97.460989%	\$ 2,768,891.09	
2011-2012	\$ 2,768,891	102.510000%				99.98893%					102.498653%	\$ 2,838,076.06	
2012-2013	\$ 2,838,076	103.770000%				99.97730%					103.746448%	\$ 2,944,403.11	
2013-2014	\$ 2,944,403	105.120000%				100.01521%					105.135991%	\$ 3,095,627.38	
2014-2015	\$ 3,095,627	99.770000%				99.92000%					99.690184%	\$ 3,086,036.63	
2015-2016	\$ 3,086,037	103.820000%				101.05000%					104.910110%	\$ 3,237,564.42	
2016-2017	\$ 3,237,564	105.370000%				99.72000%					105.074964%	\$ 3,401,869.65	
2017-2018	\$ 3,401,870	103.690000%				99.55000%					103.223395%	\$ 3,511,525.35	
2018-2019	\$ 3,511,525	103.670000%				99.90000%					103.566330%	\$ 3,636,757.93	
2019-2020	\$ 3,636,758	103.850000%				99.86000%					103.704610%	\$ 3,771,485.63	
2020-2021	\$ 3,771,486	103.730000%				99.93000%					103.657389%	\$ 3,909,423.53	

Groveland Community Services District
Proposed Salary Range Schedule FY 2020-21
June 23, 2020
3% COLA Adjustment

FACTORS
Range 6, Step 5, Annual \$53,691.84
Step Increase 5.00%
Range Increase 2.50%
Pay Periods per Year 26
Hours per Year 2,080

lowest current salary

Salary Range	Annually					Monthly					Per Pay Period					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
1	39,042	40,994	43,044	45,196	47,456	3,253	3,416	3,587	3,766	3,955	1,501.61	1,576.70	1,655.53	1,738.31	1,825.22	18.77	19.71	20.69	21.73	22.82
2	40,018	42,019	44,120	46,326	48,642	3,335	3,502	3,677	3,860	4,054	1,539.15	1,616.11	1,696.92	1,781.76	1,870.85	19.24	20.20	21.21	22.27	23.39
3	41,018	43,069	45,223	47,484	49,858	3,418	3,589	3,769	3,957	4,155	1,577.63	1,656.52	1,739.34	1,826.31	1,917.62	19.72	20.71	21.74	22.83	23.97
4	42,044	44,146	46,353	48,671	51,105	3,504	3,679	3,863	4,056	4,259	1,617.07	1,697.93	1,782.82	1,871.97	1,965.56	20.21	21.22	22.29	23.40	24.57
5	43,095	45,250	47,512	49,888	52,382	3,591	3,771	3,959	4,157	4,365	1,657.50	1,740.38	1,827.40	1,918.76	2,014.70	20.72	21.75	22.84	23.98	25.18
6	44,172	46,381	48,700	51,135	53,692	3,681	3,865	4,058	4,261	4,474	1,698.94	1,783.89	1,873.08	1,966.73	2,065.07	21.24	22.30	23.41	24.58	25.81
7	45,277	47,541	49,918	52,413	55,034	3,773	3,962	4,160	4,368	4,586	1,741.41	1,828.48	1,919.91	2,015.90	2,116.70	21.77	22.86	24.00	25.20	26.46
8	46,409	48,729	51,166	53,724	56,410	3,867	4,061	4,264	4,477	4,701	1,784.95	1,874.19	1,967.90	2,066.30	2,169.61	22.31	23.43	24.60	25.83	27.12
9	47,569	49,947	52,445	55,067	57,820	3,964	4,162	4,370	4,589	4,818	1,829.57	1,921.05	2,017.10	2,117.96	2,223.86	22.87	24.01	25.21	26.47	27.80
10	48,758	51,196	53,756	56,444	59,266	4,063	4,266	4,480	4,704	4,939	1,875.31	1,969.08	2,067.53	2,170.91	2,279.45	23.44	24.61	25.84	27.14	28.49
11	49,977	52,476	55,100	57,855	60,747	4,165	4,373	4,592	4,821	5,062	1,922.19	2,018.30	2,119.22	2,225.18	2,336.44	24.03	25.23	26.49	27.81	29.21
12	51,226	53,788	56,477	59,301	62,266	4,269	4,482	4,706	4,942	5,189	1,970.25	2,068.76	2,172.20	2,280.81	2,394.85	24.63	25.86	27.15	28.51	29.94
13	52,507	55,132	57,889	60,784	63,823	4,376	4,594	4,824	5,065	5,319	2,019.50	2,120.48	2,226.50	2,337.83	2,454.72	25.24	26.51	27.83	29.22	30.68
14	53,820	56,511	59,336	62,303	65,418	4,485	4,709	4,945	5,192	5,452	2,069.99	2,173.49	2,282.17	2,396.27	2,516.09	25.87	27.17	28.53	29.95	31.45
15	55,165	57,924	60,820	63,861	67,054	4,597	4,827	5,068	5,322	5,588	2,121.74	2,227.83	2,339.22	2,456.18	2,578.99	26.52	27.85	29.24	30.70	32.24
16	56,544	59,372	62,340	65,457	68,730	4,712	4,948	5,195	5,455	5,728	2,174.79	2,283.52	2,397.70	2,517.59	2,643.47	27.18	28.54	29.97	31.47	33.04
17	57,958	60,856	63,899	67,094	70,448	4,830	5,071	5,325	5,591	5,871	2,229.15	2,340.61	2,457.64	2,580.53	2,709.55	27.86	29.26	30.72	32.26	33.87
18	59,407	62,377	65,496	68,771	72,210	4,951	5,198	5,458	5,731	6,017	2,284.88	2,399.13	2,519.08	2,645.04	2,777.29	28.56	29.99	31.49	33.06	34.72
19	60,892	63,937	67,134	70,490	74,015	5,074	5,328	5,594	5,874	6,168	2,342.01	2,459.11	2,582.06	2,711.16	2,846.72	29.28	30.74	32.28	33.89	35.58
20	62,414	65,535	68,812	72,253	75,865	5,201	5,461	5,734	6,021	6,322	2,400.56	2,520.58	2,646.61	2,778.94	2,917.89	30.01	31.51	33.08	34.74	36.47
21	63,975	67,174	70,532	74,059	77,762	5,331	5,598	5,878	6,172	6,480	2,460.57	2,583.60	2,712.78	2,848.42	2,990.84	30.76	32.29	33.91	35.61	37.39
22	65,574	68,853	72,296	75,910	79,706	5,465	5,738	6,025	6,326	6,642	2,522.08	2,648.19	2,780.60	2,919.63	3,065.61	31.53	33.10	34.76	36.50	38.32
23	67,214	70,574	74,103	77,808	81,698	5,601	5,881	6,175	6,484	6,808	2,585.14	2,714.39	2,850.11	2,992.62	3,142.25	32.31	33.93	35.63	37.41	39.28
24	68,894	72,339	75,956	79,753	83,741	5,741	6,028	6,330	6,646	6,978	2,649.76	2,782.25	2,921.37	3,067.43	3,220.81	33.12	34.78	36.52	38.34	40.26
25	70,616	74,147	77,854	81,747	85,834	5,885	6,179	6,488	6,812	7,153	2,716.01	2,851.81	2,994.40	3,144.12	3,301.33	33.95	35.65	37.43	39.30	41.27
26	72,382	76,001	79,801	83,791	87,980	6,032	6,333	6,650	6,983	7,332	2,783.91	2,923.10	3,069.26	3,222.72	3,383.86	34.80	36.54	38.37	40.28	42.30
27	74,191	77,901	81,796	85,886	90,180	6,183	6,492	6,816	7,157	7,515	2,853.51	2,996.18	3,145.99	3,303.29	3,468.46	35.67	37.45	39.32	41.29	43.36
28	76,046	79,848	83,841	88,033	92,434	6,337	6,654	6,987	7,336	7,703	2,924.84	3,071.09	3,224.64	3,385.87	3,555.17	36.56	38.39	40.31	42.32	44.44
29	77,947	81,844	85,937	90,234	94,745	6,496	6,820	7,161	7,519	7,895	2,997.97	3,147.86	3,305.26	3,470.52	3,644.05	37.47	39.35	41.32	43.38	45.55
30	79,896	83,891	88,085	92,489	97,114	6,658	6,991	7,340	7,707	8,093	3,072.91	3,226.56	3,387.89	3,557.28	3,735.15	38.41	40.33	42.35	44.47	46.69
31	81,893	85,988	90,287	94,802	99,542	6,824	7,166	7,524	7,900	8,295	3,149.74	3,307.22	3,472.59	3,646.22	3,828.53	39.37	41.34	43.41	45.58	47.86
32	83,941	88,138	92,544	97,172	102,030	6,995	7,345	7,712	8,098	8,503	3,228.48	3,389.91	3,559.40	3,737.37	3,924.24	40.36	42.37	44.49	46.72	49.05
33	86,039	90,341	94,858	99,601	104,581	7,170	7,528	7,905	8,300	8,715	3,309.19	3,474.65	3,648.39	3,830.80	4,022.34	41.36	43.43	45.60	47.89	50.28
34	88,190	92,599	97,229	102,091	107,195	7,349	7,717	8,102	8,508	8,933	3,391.92	3,561.52	3,739.60	3,926.57	4,122.90	42.40	44.52	46.74	49.08	51.54
35	90,395	94,914	99,660	104,643	109,875	7,533	7,910	8,305	8,720	9,156	3,476.72	3,650.56	3,833.08	4,024.74	4,225.98	43.46	45.63	47.91	50.31	52.82
36	92,655	97,287	102,152	107,259	112,622	7,721	8,107	8,513	8,938	9,385	3,563.64	3,741.82	3,928.91	4,125.36	4,331.63	44.55	46.77	49.11	51.57	54.15
37	94,971	99,720	104,706	109,941	115,438	7,914	8,310	8,725	9,162	9,620	3,652.73	3,835.37	4,027.13	4,228.49	4,439.92	45.66	47.94	50.34	52.86	55.50
38	97,345	102,213	107,323	112,689	118,324	8,112	8,518	8,944	9,391	9,860	3,744.05	3,931.25	4,127.81	4,334.20	4,550.91	46.80	49.14	51.60	54.18	56.89

**Groveland Community Services District
Proposed Salary Range Schedule FY 2020-21**

June 23, 2020

3% COLA Adjustment

Salary Range	Annually					Monthly					Per Pay Period					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
39	99,779	104,768	110,006	115,507	121,282	8,315	8,731	9,167	9,626	10,107	3,837.65	4,029.53	4,231.01	4,442.56	4,664.69	47.97	50.37	52.89	55.53	58.31
40	102,273	107,387	112,756	118,394	124,314	8,523	8,949	9,396	9,866	10,359	3,933.59	4,130.27	4,336.78	4,553.62	4,781.30	49.17	51.63	54.21	56.92	59.77
41	104,830	110,072	115,575	121,354	127,422	8,736	9,173	9,631	10,113	10,618	4,031.93	4,233.53	4,445.20	4,667.46	4,900.84	50.40	52.92	55.57	58.34	61.26
42	107,451	112,823	118,465	124,388	130,607	8,954	9,402	9,872	10,366	10,884	4,132.73	4,339.37	4,556.33	4,784.15	5,023.36	51.66	54.24	56.95	59.80	62.79
43	110,137	115,644	121,426	127,498	133,872	9,178	9,637	10,119	10,625	11,156	4,236.05	4,447.85	4,670.24	4,903.75	5,148.94	52.95	55.60	58.38	61.30	64.36
44	112,891	118,535	124,462	130,685	137,219	9,408	9,878	10,372	10,890	11,435	4,341.95	4,559.05	4,787.00	5,026.35	5,277.67	54.27	56.99	59.84	62.83	65.97
45	115,713	121,499	127,573	133,952	140,650	9,643	10,125	10,631	11,163	11,721	4,450.50	4,673.02	4,906.67	5,152.01	5,409.61	55.63	58.41	61.33	64.40	67.62
46	118,606	124,536	130,763	137,301	144,166	9,884	10,378	10,897	11,442	12,014	4,561.76	4,789.85	5,029.34	5,280.81	5,544.85	57.02	59.87	62.87	66.01	69.31
47	121,571	127,649	134,032	140,733	147,770	10,131	10,637	11,169	11,728	12,314	4,675.80	4,909.59	5,155.07	5,412.83	5,683.47	58.45	61.37	64.44	67.66	71.04
48	124,610	130,841	137,383	144,252	151,464	10,384	10,903	11,449	12,021	12,622	4,792.70	5,032.33	5,283.95	5,548.15	5,825.55	59.91	62.90	66.05	69.35	72.82
49	127,725	134,112	140,817	147,858	155,251	10,644	11,176	11,735	12,322	12,938	4,912.52	5,158.14	5,416.05	5,686.85	5,971.19	61.41	64.48	67.70	71.09	74.64
50	130,919	137,464	144,338	151,555	159,132	10,910	11,455	12,028	12,630	13,261	5,035.33	5,287.10	5,551.45	5,829.02	6,120.47	62.94	66.09	69.39	72.86	76.51
51	134,192	140,901	147,946	155,343	163,111	11,183	11,742	12,329	12,945	13,593	5,161.21	5,419.27	5,690.24	5,974.75	6,273.49	64.52	67.74	71.13	74.68	78.42
52	137,546	144,424	151,645	159,227	167,188	11,462	12,035	12,637	13,269	13,932	5,290.24	5,554.75	5,832.49	6,124.12	6,430.32	66.13	69.43	72.91	76.55	80.38
53	140,985	148,034	155,436	163,208	171,368	11,749	12,336	12,953	13,601	14,281	5,422.50	5,693.62	5,978.30	6,277.22	6,591.08	67.78	71.17	74.73	78.47	82.39
54	144,510	151,735	159,322	167,288	175,652	12,042	12,645	13,277	13,941	14,638	5,558.06	5,835.96	6,127.76	6,434.15	6,755.86	69.48	72.95	76.60	80.43	84.45
55	148,122	155,528	163,305	171,470	180,044	12,344	12,961	13,609	14,289	15,004	5,697.01	5,981.86	6,280.96	6,595.00	6,924.75	71.21	74.77	78.51	82.44	86.56
56	151,825	159,417	167,387	175,757	184,545	12,652	13,285	13,949	14,646	15,379	5,839.44	6,131.41	6,437.98	6,759.88	7,097.87	72.99	76.64	80.47	84.50	88.72
57	155,621	163,402	171,572	180,151	189,158	12,968	13,617	14,298	15,013	15,763	5,985.42	6,284.69	6,598.93	6,928.88	7,275.32	74.82	78.56	82.49	86.61	90.94
58	159,512	167,487	175,861	184,655	193,887	13,293	13,957	14,655	15,388	16,157	6,135.06	6,441.81	6,763.90	7,102.10	7,457.20	76.69	80.52	84.55	88.78	93.22
59	163,499	171,674	180,258	189,271	198,734	13,625	14,306	15,022	15,773	16,561	6,288.44	6,602.86	6,933.00	7,279.65	7,643.63	78.61	82.54	86.66	91.00	95.55
60	167,587	175,966	184,764	194,003	203,703	13,966	14,664	15,397	16,167	16,975	6,445.65	6,767.93	7,106.33	7,461.64	7,834.72	80.57	84.60	88.83	93.27	97.93
61	171,776	180,365	189,384	198,853	208,795	14,315	15,030	15,782	16,571	17,400	6,606.79	6,937.13	7,283.98	7,648.18	8,030.59	82.58	86.71	91.05	95.60	100.38
62	176,071	184,874	194,118	203,824	214,015	14,673	15,406	16,177	16,985	17,835	6,771.96	7,110.56	7,466.08	7,839.39	8,231.36	84.65	88.88	93.33	97.99	102.89
63	180,473	189,496	198,971	208,920	219,366	15,039	15,791	16,581	17,410	18,280	6,941.26	7,288.32	7,652.73	8,035.37	8,437.14	86.77	91.10	95.66	100.44	105.46
64	184,984	194,234	203,945	214,143	224,850	15,415	16,186	16,995	17,845	18,737	7,114.79	7,470.53	7,844.05	8,236.26	8,648.07	88.93	93.38	98.05	102.95	108.10
65	189,609	199,090	209,044	219,496	230,471	15,801	16,591	17,420	18,291	19,206	7,292.66	7,657.29	8,040.15	8,442.16	8,864.27	91.16	95.72	100.53	105.53	110.80
66	194,349	204,067	214,270	224,984	236,233	16,196	17,006	17,856	18,749	19,686	7,474.97	7,848.72	8,241.16	8,653.22	9,085.88	93.44	98.11	103.03	108.17	113.57
67	199,208	209,168	219,627	230,608	242,139	16,601	17,431	18,302	19,217	20,178	7,661.85	8,044.94	8,447.19	8,869.55	9,313.02	95.77	100.56	105.56	110.87	116.41
68	204,188	214,398	225,118	236,373	248,192	17,016	17,866	18,760	19,698	20,683	7,853.39	8,246.06	8,658.37	9,091.29	9,545.85	98.17	103.08	108.19	113.64	119.32
69	209,293	219,758	230,745	242,283	254,397	17,441	18,313	19,229	20,190	21,200	8,049.73	8,452.22	8,874.83	9,318.57	9,784.50	100.62	105.65	110.88	116.48	122.31
70	214,525	225,252	236,514	248,340	260,757	17,877	18,771	19,710	20,695	21,730	8,250.97	8,663.52	9,096.70	9,551.53	10,029.11	103.14	108.29	113.61	119.39	125.36
71	219,888	230,883	242,427	254,548	267,276	18,324	19,240	20,202	21,212	22,273	8,457.25	8,880.11	9,324.11	9,790.32	10,279.84	105.72	111.00	116.49	122.38	128.50
72	225,386	236,655	248,488	260,912	273,958	18,782	19,721	20,707	21,743	22,830	8,668.68	9,102.11	9,557.22	10,035.08	10,536.83	108.36	113.78	119.36	125.44	131.71
73	231,020	242,571	254,700	267,435	280,807	19,252	20,214	21,225	22,286	23,401	8,885.39	9,329.66	9,796.15	10,285.96	10,800.25	111.07	116.62	122.30	128.57	135.00
74	236,796	248,636	261,067	274,121	287,827	19,733	20,720	21,756	22,843	23,986	9,107.53	9,562.91	10,041.05	10,543.10	11,070.26	113.84	119.54	125.39	131.79	138.38
75	242,716	254,851	267,594	280,974	295,022	20,226	21,238	22,300	23,414	24,585	9,335.22	9,801.98	10,292.08	10,806.68	11,347.02	116.69	122.52	128.51	135.08	141.84
76	248,784	261,223	274,284	287,998	302,398	20,732	21,769	22,857	24,000	25,200	9,568.60	10,047.03	10,549.38	11,076.85	11,630.69	119.61	125.59	131.71	138.46	145.38
77	255,003	267,753	281,141	295,198	309,958	21,250	22,313	23,428	24,600	25,830	9,807.81	10,298.20	10,813.11	11,353.77	11,921.46	122.60	128.73	135.00	141.92	149.02
78	261,378	274,447	288,169	302,578	317,707	21,782	22,871	24,014	25,215	26,476	10,053.01	10,555.66	11,083.44	11,637.61	12,219.49	125.66	131.95	138.36	145.47	152.74
79	267,913	281,308	295,374	310,142	325,650	22,326	23,442	24,614	25,845	27,137	10,304.33	10,819.55	11,360.53	11,928.55	12,524.98	128.80	135.24	141.81	149.11	156.56
80	274,610	288,341	302,758	317,896	333,791	22,884	24,028	25,230	26,491	27,816	10,561.94	11,090.04	11,644.54	12,226.77	12,838.11	132.02	138.63	145.34	152.83	160.48
81	281,476	295,550	310,327	325,843	342,136	23,456	24,629	25,861	27,154	28,511	10,825.99	11,367.29	11,935.65	12,532.44	13,159.06	135.32	142.09	148.99	156.66	164.49
82	288,513	302,938	318,085	333,989	350,689	24,043	25,245	26,507	27,832	29,224	11,096.64	11,651.47	12,234.05	12,845.75	13,488.04	138.71	145.64	152.71	160.57	168.60
83	295,725	310,512	326,037	342,339	359,456	24,644	25,876	27,170	28,528	29,955	11,374.06	11,942.76	12,539.90	13,166.89	13,825.24	142.18	149.28	156.57	164.59	172.82
84	303,119	318,275	334,188	350,898	368,443	25,260	26,523	27,849	29,241	30,704	11,658.41	12,241.33	12,853.39	13,496.06	14,170.87	145.73	153.02	160.57	168.70	177.14
85	310,697	326,231	342,543	359,670	377,654	25,891	27,186	28,545	29,973	31,471	11,949.87	12,547.36	13,174.73	13,833.47	14,525.14	149.37	156.84	164.57	172.92	181.56
86	318,464	334,387	351,107	368,662	387,095	26,539	27,866	29,259	30,722	32,258	12,248.61	12,861.05	13,504.10	14,179.30	14,888.27	153.11	160.76	168.77	177.24	186.10
87	326,426	342,747	359,884	377,878	396,772	27,202	28,562	29,990	31,490	33,064	12,554.83	13,182.5								

**Groveland Community Services District
Proposed Salary Range Schedule FY 2020-21
June 23, 2020
3% COLA Adjustment**

Salary Range	Annually					Monthly					Per Pay Period					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
90	351,525	369,101	387,556	406,934	427,280	29,294	30,758	32,296	33,911	35,607	13,520.18	14,196.19	14,906.00	15,651.30	16,433.86	169.00	177.45	#####	195.64	205.42
91	360,313	378,328	397,245	417,107	437,962	30,026	31,527	33,104	34,759	36,497	13,858.18	14,551.09	15,278.65	16,042.58	16,844.71	173.23	181.89	#####	200.53	210.56
92	369,321	387,787	407,176	427,535	448,911	30,777	32,316	33,931	35,628	37,409	14,204.64	14,914.87	15,660.61	16,443.64	17,265.83	177.56	186.44	#####	205.55	215.82
93	378,554	397,481	417,355	438,223	460,134	31,546	33,123	34,780	36,519	38,345	14,559.75	15,287.74	16,052.13	16,854.74	17,697.47	182.00	191.10	#####	210.68	221.22
94	388,017	407,418	427,789	449,179	471,638	32,335	33,952	35,649	37,432	39,303	14,923.75	15,669.94	16,453.43	17,276.10	18,139.91	186.55	195.87	#####	215.95	226.75
95	397,718	417,604	438,484	460,408	483,429	33,143	34,800	36,540	38,367	40,286	15,296.84	16,061.68	16,864.77	17,708.01	18,593.41	191.21	200.77	#####	221.35	232.42
96	407,661	428,044	449,446	471,918	495,514	33,972	35,670	37,454	39,327	41,293	15,679.26	16,463.23	17,286.39	18,150.71	19,058.24	195.99	205.79	#####	226.88	238.23
97	417,852	438,745	460,682	483,716	507,902	34,821	36,562	38,390	40,310	42,325	16,071.24	16,874.81	17,718.55	18,604.47	19,534.70	200.89	210.94	#####	232.56	244.18
98	428,299	449,714	472,199	495,809	520,600	35,692	37,476	39,350	41,317	43,383	16,473.03	17,296.68	18,161.51	19,069.59	20,023.06	205.91	216.21	#####	238.37	250.29
99	439,006	460,956	484,004	508,204	533,615	36,584	38,413	40,334	42,350	44,468	16,884.85	17,729.09	18,615.55	19,546.33	20,523.64	211.06	221.61	#####	244.33	256.55
100	449,981	472,480	496,104	520,910	546,955	37,498	39,373	41,342	43,409	45,580	17,306.97	18,172.32	19,080.94	20,034.98	21,036.73	216.34	227.15	#####	250.44	262.96

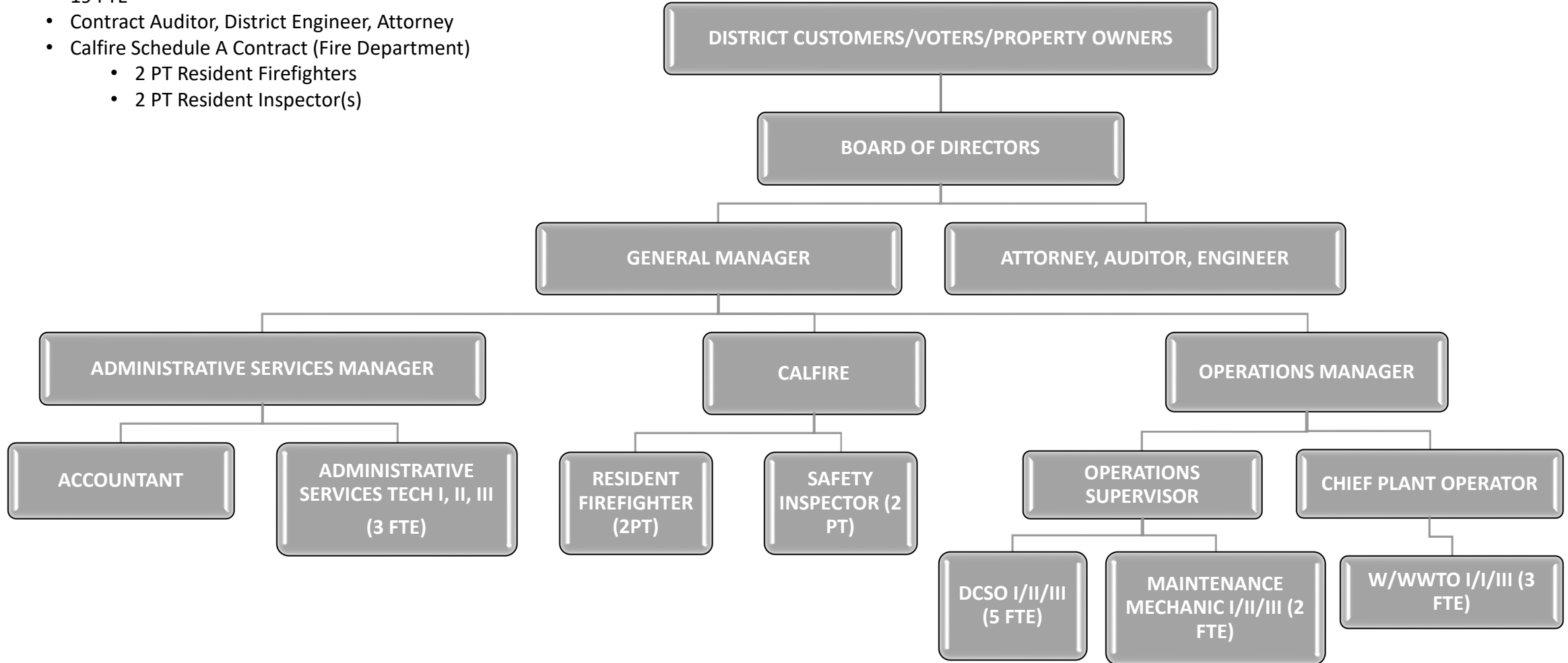
**Groveland Community Services District
Salary Range Placement**

Class Title	Salary Range	Maximum Monthly Salary
Administrative Services Technician I	3	\$4,155
Administrative Services Technician II	7	\$4,586
Administrative Services Technician III	13	\$5,319
Chief Plant Operator	27	\$7,515
Collection and Distribution System Operator I	5	\$4,365
Collection and Distribution System Operator II	11	\$5,062
Collection and Distribution System Operator III	15	\$5,588
Collections and Distribution Lead	19	\$6,168
Accountant	20	\$6,322
Maintenance Mechanic I	11	\$5,062
Maintenance Mechanic II	17	\$5,871
Maintenance Mechanic III	21	\$6,480
Administrative Services Manager	29	\$7,895
Operations & Maintenance Manager	38	\$9,860
Operations & Maintenance Supervisor	27	\$7,515
Water/Wastewater Operator I	9	\$4,818
Water/Wastewater Operator II	15	\$5,588
Water/Wastewater Operator III	19	\$6,168
General Manager	Contract	\$162,225 Annual Salary

GCSD Organizational Chart

HEADCOUNT FY 2020/21:

- 19 FTE
- Contract Auditor, District Engineer, Attorney
- Calfire Schedule A Contract (Fire Department)
 - 2 PT Resident Firefighters
 - 2 PT Resident Inspector(s)



409 INVESTMENT OF DISTRICT FUNDS

ADOPTED: October 11, 2010

AMENDED: March 12, 2018 (Resolution 8-18)

409.1 Purpose

The Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code (CGC) §53600.6 and §53630.1). The purpose of this policy is to identify various policies and procedures that enhance opportunities for a prudent and systematic investment policy and to organize and formalize investment-related activities.

Government Code Sections 5921 and 53601, et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency. The investment policies and practices of the District are based on state law and prudent money management. All funds will be invested in accordance with the District's Investment Policy, and California Government Code Sections 53601, 53601.1, 53601.5 and 53635.5. When the District issues bonds, the investment of bond proceeds will be further restricted by the provision of relevant bond documents.

The Treasurer or fiscal officer of a local agency is required to annually prepare and submit a statement of investment policy and such policy, and any changes thereto, is to be considered by the local agency's legislative body at a public meeting (CGC §53646(a)). For Groveland Community Services District, Treasurer shall be responsible for preparing and submitting such policy for adoption by minute action or by resolution of the District Board. The adopted Investment Policy shall be reviewed on an annual basis and the District Board shall approve any modifications to such policy by minute action or by resolution. The investment policy, as adopted by the District Board, shall be used to guide District staff in investment decisions and transactions.

For these reasons, and to ensure prudent and responsible management of the public's funds, it is the policy of Groveland Community Services District to invest funds not required for immediate needs of the District in a manner which will provide the highest investment return with the maximum safety while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of Groveland Community Services District funds.

409.2 Scope

This investment policy shall apply to the investment of all funds of Groveland Community Services District except retirement funds and debt service funds held by Trustees for payment of bond redemption and interest.

409.3 Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by District staff shall be the “prudent person” standard as found in §53600.3 of the Government Code of the State of California, and shall be applied in the context of managing an overall portfolio. The Treasurer, acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations for expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

409.4 Objectives

As specified in California Government Code §53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives of the investment activities, in priority order, shall be:

A. Legality and Safety

Legality and safety of principal are the foremost objectives of the investment program. Investments of Groveland Community Services District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

B. Liquidity

The investment portfolio will remain sufficiently liquid to enable Groveland Community Services District to meet all projected, as well as expected and unexpected cash needs.

C. Return on Investments

The District shall seek to attain market average rates of return on all investments within the constraints imposed by State law, by the avoidance of capital losses and by cash flow considerations. The District’s investment portfolio shall be diversified to eliminate the risk of loss resulting from over-concentration of asset in a specific issuer or class of securities and shall contain investments of varying lengths of maturity of five (5) years or less.

409.5 Delegation of Authority

Authority to manage the investment program is derived from California Government Code §53600, *et seq.* Management responsibility for the investment program is hereby delegated by the Board to the Treasurer.

The Treasurer shall render a quarterly report to the Board specifying the type of investment, institution, date of maturity, amount of deposit, current market value for all securities with a maturity of more than twelve (12) months, and a rate of interest. Under the provisions of California

Government Code §53600.3, the Treasurer is a trustee and a fiduciary subject to the prudent investor standard.

409.6 Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

409.7 Authorized Financial Institutions and Dealers

The Treasurer will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness that are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the Treasurer shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Treasurer shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for Groveland Community Services District's account with the firm has reviewed Groveland Community Services District's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to Groveland Community Services District that are appropriate under the terms and conditions of the Investment Policy.

409.8 Permitted Investment Instruments

Permitted investment instruments for the District's assets are the following:

- A. Government obligations for which the full faith and credit of the United States are pledged for the payment of principal and interest.
- B. Obligations issued by Banks for Cooperatives, Federal Land Banks, Federal Intermediate Credit Banks, Federal Farm Credit Banks, Federal Home Loan Banks, the Federal Home Loan Bank Board, the Federal Home Loan Mortgage Corporation, the Resolution Funding Corporation, or in obligations, participations, or other instruments of, or issued by, or fully guaranteed as to principal and interest by, the Federal National Mortgage Association; or in guaranteed portions of Small Business Administration notes; or in obligations, participations or other instruments of, or issued by, a federal agency or a United States government-sponsored enterprise, or such agencies or enterprises which may be created.

- C. FDIC insured or fully collateralized time certificates of deposit in financial institutions located in California. Preference may be given to local banks.
- D. Negotiable certificates of deposit or deposit notes issued by a nationally or state-chartered bank or a state or federal savings and loan association or by a state-licensed branch of a foreign bank; provided that the senior debt obligations of the issuing institution are rated “AA” or better by Moody’s or Standard & Poor’s.

Purchase of negotiable certificates of deposit may not exceed 30 percent of the District’s investment portfolio.

- E. State of California’s Local Agency Investment Fund. The LAIF portfolio should be reviewed periodically.
- F. Investment Trust of California (CalTRUST). CalTRUST is a joint powers authority of California public agencies that serves as an investment alternative to LAIF.
- G. Insured savings account or money market account.

409.9 Prohibited Investments

Under the provisions of California Government Code §53601.6 and §53631.5, Groveland Community Services District shall not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero (0) interest accrual if held to maturity. Additional investments which are not permitted include repurchase agreements, banker’s acceptances, commercial paper, and medium-term corporate notes.

409.10 Maximum Maturity

Investment maturities shall be based on a review of cash flow forecasts. Maturities will be scheduled so as to permit the District to meet all projected obligations. The maximum maturity will be no more than five years from purchase date to maturity date.

409.11 Reporting

The Treasurer shall submit to the District Board a quarterly investment report, which shall consist of a cover report over the reports generated by the investment fund and the Local Agency Investment Fund. The cover report shall include a certification that:

- A. All investment actions executed since the last report have been made in full compliance with this Investment Policy, and
- B. Groveland Community Services District will meet its cash flow requirements for the next six (6) months.

409.12 Investment Policy Review

This Investment Policy shall be reviewed, modified as needed, and approved on an annual basis by the Board of Directors. This should be done during the annual budgeting process.