

**REGULAR MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
October 10, 2016
10:00 a.m.**

The Board of Directors of Groveland Community Services District met in regular session on the above mentioned date with Directors, Bruce Carter, Vice President, Scott Wemmer and Steve Perreira being present. Also present General Manager Jon Sterling and Office Manager/ Board Secretary Jennifer Flores.

Directors Swan and Armstrong were absent.

Director Carter called the meeting to order at 10:00 a.m.

Public Comment

Member of the public requested that the T.V monitor be moved so that the public could better see the agenda on display, or continue to have one copy still available for the public.

Agenda Approval

Motion

Director Wemmer moved, seconded by Director Carter, and the motion passed to approve the agenda as written.

Ayes: Directors Carter, Wemmer, and Perreira

Absent: Directors Armstrong and Swan

Information Items

Presentation of the FY 15-16 Financial Statements by Jamie Mathews from Gilbert Associates.

Jamie Mathews presented the FY 15/16 Financial Statements to the Board. A long discussion ensued between the Board, members of the public, and staff. Action to approve the statements will take place at the November regular meeting.

Action Items to be Considered by the Board of Directors

Consent Calendar

- A. Approve Minutes from September 12, 2016 Regular Meeting
- B. Approve Minutes from the September 22, 2016 Special Meeting

Motion

Director Wemmer moved, seconded by Director Perreira, and the motion passed to approve the consent calendar as written.

Ayes: Directors Wemmer, Carter and Perreira

Absent: Directors Swan and Armstrong

Consider for Approval Amendment to the Schedule "A" Agreement with CAL FIRE

Kevin Patton presented the item to the Board. He discussed the changes to the existing agreement and increase of overall cost of \$103,170, of which \$25,792 is the responsibility of the District. A long discussion ensued between the Board and Mr. Patton.

Director Perreira stated he is against the plan and will not vote for the item.

Mr. Sterling stated that ... "according to the CAL FIRE contract that expires June 30, 2017 these costs can be increased without this effort of trying to be transparent and notifying the public that there was an increase in the cost of the contract. CAL FIRE took the approach at the county level, and the local level to clarify the changes. The District does budget high, with the expectation that there will be fluctuations in costs. CAL FIRE can go forward with the cost increase..."

Motion

Director Perreira moved, seconded by Director Wemmer, and the motion failed to approve the Amendment to Schedule "A" Agreement with CAL Fire.

Ayes: Directors Wemmer and Carter

Noes: Director Perreira

Absent: Directors Swan and Armstrong

Consider for Approval to Revise the Drought Ordinance Per EDU Allocations

Director Perreira presented the item to the Board. He stated the drought ordinance should be revised as there are many flaws. A long discussion ensued between the Board and staff.

Director Carter created a Drought Ordinance Revision Ad Hoc Committee for further review on the matter. The committee will include Director Swan as chair, and Director Perreira.

Consider for Approval Reevaluating the Stage of Declared Drought Phase Mr. Sterling presented the item to the Board. He stated that the District has met 20% conservation and has maintained grant eligibility. The next grant application will be turned in within 6-9 months, in which the stage of drought should be revisited at a later date.

No action was taken by the Board.

Consider for Approval to Revise the UWMP to Include the Revised Drought Ordinance Principles into the Water Shortage Contingency Planning Section

Item was removed.

Consider for Approval Accepting the 2015 Urban Water Management Plan Update and Set Date for Public Hearing to Consider for Adoption.

Mr. Sterling presented the item to the Board. He stated the draft includes all the updated revisions, and the public hearing is set for December 12, 2016.

Director Perreira wanted to change the wording to "whole house simple system" on page 71.

Motion

Director Carter moved, seconded by Director Wemmer, and the motion passed to approve the 2015 Urban Water Management Plan Update with the Revision to Section 9.2.7.2, Stating that the \$200 Rebate is for a Whole House Simple System, and the Public Hearing will occur on December 12, 2016 Regular Board Meeting.

Ayes: Directors Carter, Wemmer and Perreira

Absent: Directors Swan and Armstrong

Consider for Approval Location for Frank Oyung Memorial Bench at Mary Laveroni Park
Mr. Sterling presented the item to the Board. He stated the location of the bench will be where the nature hike participants meet. The design of the bench will be presented to the Board at a later date.

Motion

Director Carter moved, seconded by Director Wemmer, and the motion passed to approve the location of the Frank Oyung Memorial Bench at Mary Laveroni Park.

Ayes: Directors Carter, Wemmer and Perreira

Absent: Directors Swan and Armstrong

Consider for Approval Increasing Government Fund by \$45,000 for Mary Laveroni Park Upgrades

Mr. Sterling presented the item to the Board. He stated that over the last three years, the Fire Fund has come under budget, in which those funds are placed into reserves. It is upon the recommendation of the Parks Committee to allocate \$45,000 from FY 15-16 Government reserves to be used for capital improvement work for the park, which includes bathroom renovations, and playground equipment. A discussion ensued between the Board and staff.

Director Carter encouraged the park committee to work with the historical society in regards to upgrades.

Motion

Director Perreira moved, seconded by Director Wemmer, and the motion passed to approve Increasing the Government Fund by \$45,000 for Mary Laveroni Park Upgrades.

Ayes: Directors Carter, Wemmer and Perreira

Absent: Directors Swan and Armstrong

Information Items

Ad Hoc Committees Reports

A. Board of Director's Policy Manual

Director Perreira stated the committee's work will be submitted at the next regular meeting.

B. Equipment Review Committee

No report

C. Survey Committee

The online survey will be submitted at the next regular meeting for approval.

D. Budget Committee

No report

E. Bargaining Unit Negotiations

A closed session is scheduled for October 19, 2016 at 10 am. An Open session will follow for approval.

F. Fire Department

No report

G. General Manager's Employment Contract Review

Disbanded

H. General Manager Goals and Objectives Committee

Disbanded

Standing Committee Reports

A. Strategic Planning

Disbanded

B. Park Committee

Director Wemmer stated there has been discussion on Park Security. Dialogue has included increased lighting and possibly closing the entrance to the historical society parking lot at night. The Park Master Plan is being reviewed by the committee and community members.

C. Water Conservation

Director Carter stated upcoming articles will focus on winterizing and the SFPUC tunnel outage.

D. Finance Committee

No report.

Staff Reports

A. General Manager's Comments

Mr. Sterling stated President Swan is healing and doing well, and anticipates to be available in the next few weeks. He further stated that Greg Dunn passed the Grade II Wastewater exam. He also wanted to give credit to staff member Debra Percoco for all her work with the Audit. Luis Melchor will now be compiling an operations and maintenance report that will be included into the board packets.

B. Operations and Maintenance

C. Admin/Finance

a. List of September Payables

Ms. Flores presented the September payables to the Board.

Adjournment

Motion

Director Wemmer moved, seconded by Director Carter, and the motion passed to adjourn the meeting at 1:33 p.m.

Ayes: Directors Carter, Wemmer and Perreira

Absent: Directors Swan and Armstrong

APPROVED:

Robert Swan, President

ATTEST:

Jennifer Flores, Board Secretary

**SPECIAL MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
October 19, 2016
10:00 a.m.**

The Board of Directors of Groveland Community Services District met in special session on the above mentioned date with Directors Bob Swan, President, Bruce Carter, Vice President, Scott Wemmer, and Steve Perreira being present. Also present General Manager Jon Sterling.

Director Armstrong and was absent

Agenda Approval

Motion

Director Swan moved, seconded by Director Carter, and the motion passed to approve the agenda as written.

Ayes: Directors Swan, Carter and Wemmer

Absent: Director Armstrong and Perreira

Director Swan asked to reconsider the agenda by moving item 2, to item 4, so that the item can be discussed once the other absent directors arrive.

Motion

Director Swan moved, seconded by Director Carter, and the motion passed to approve the agenda as amended.

Ayes: Directors Swan, Carter and Wemmer

Absent: Directors Armstrong and Perreira

Closed Session

- A. Conference with Labor Negotiator (Government Code Section 54957.6)
Agency designated representative: General Manager
Employee Organization: Operating Engineers, Local #3

The Board did not convene into closed session.

Action Items to be Considered by the Board of Directors

Consider for Approval Holding Public Hearing on December 19, 2016 Regarding Approval of District's 2015 Urban Water Management Plan (UWMP)

Mr. Sterling presented the item to the Board and stated that staff missed the deadline for advertisement to allow for the 60 day notification requirement. He further stated that the request was to move public hearing to December 19th.

Motion

Director Carter moved, seconded by Director Wemmer, and the motion passed to approve the holding of a Public Hearing for the Urban Water Management Plan on December 19, 2016.

Ayes: Directors Swan, Carter and Wemmer

Absent: Directors Armstrong and Perreira

Consider for Approval Will Serve and Maintenance Agreement between Groveland Community Services District and Mar-Val Food Stores, Inc.

Mr. Sterling presented the item to the Board. He stated himself and the C&D Supervisor did not want to obligate the District with making repairs inside the parking lot in Groveland. He further stated any of the improvements beyond the Cal Trans right of way would be the owners' responsibility. The agreement has been approved by District counsel, and is in front of the Board for approval. A brief discussion ensued between the Board and staff.

Motion

Director Swan moved, seconded by Director Wemmer, and the motion passed to approve the Will Serve and Maintenance Agreement between Groveland Community Services District and Mar-Val Food Stores, Inc.

Ayes: Directors Swan, Carter and Wemmer

Absent: Directors Perreira and Armstrong

Director Swan declared a short recess. The meeting reconvened at 10:16 a.m.

Director Perreira entered the meeting at 10:16 am.

The opportunity to enter closed session was considered. The Board did not enter closed session.

Consider for Approval 2016-2019 Memorandum of Understanding between the District and Operating Engineers Local #3, Revised Employee Handbook and the Compensation and Classification Plan.

Mr. Sterling presented the item to the Board. He discussed the revisions to the Employee Handbook and Classification and Compensation Plan. He further stated that a lot of work had been done to develop a compensation & classification plan, and an MOU, that is financially responsible. He further stated the Plan affords the District the opportunity to offer a benefits and salary schedule that will allow the District to recruit and retain employees. A discussion ensued between the Board and staff.

Mr. Sterling stated in the C&C Plan the salary schedule is to be reviewed by the General Manager every three years, in hopes to keep the District competitive with industry pay.

Motion

Director Swan moved, seconded by Director Wemmer, and the motion passed to approve the 2016-2019 Memorandum of Understanding and Salary Range for Current Employees, between the District and Operating Engineers Local #3, as well as the Revised Employee Handbook, and the Compensation and Classification Plan as of October 19, 2016.

Ayes: Directors Swan, Carter, Wemmer, and Perreira

Absent: Director Armstrong

Consider for Approval Selecting Consultants to Conduct the Sewer Rate Study

Mr. Sterling presented the item to the Board. Director Carter stated he wants the Board to ask the consultants to revise their proposals to omit the location based rate as it is not required to meet Prop 218 requirements. A long discussion ensued between the Board and staff.

Motion

Director Swan moved, seconded by Director Perreira, and the motion passed to award the Sewer Rate Study to Bartle & Wells.

Ayes: Directors Swan, Carter, Wemmer, and Perreira

Absent: Director Armstrong

Consider for Approval Customer Satisfaction Survey to be Published on the District Website

Mr. Sterling stated that the new web page has the option for posting forms to conduct surveys, and that staff and Director Carter feel that this is an efficient and affordable way to conduct surveys. A discussion ensued between the Board and staff.

An additional question was added "Any suggestions to reduce the cost of service?"

Director Perreira stated the Board Policy Manual states we must ask about rates, so he is voting against the item.

Motion

Director Carter, seconded by Director Swan, and the motion passed to approve the Customer Satisfaction Survey Draft as submitted with the Addition of Question 9, Do You Have Any Suggestions on How GCSD might Reduce the Cost of Services.

Ayes: Directors Swan, Carter and Wemmer

Noes: Director Perreira

Absent: Director Armstrong

Adjournment

Motion

Director Swan moved, seconded by Director Carter, and the motion passed to adjourn the meeting at 11:38 am.

Ayes: Directors Swan, Carter, Wemmer, and Perreira

Absent: Director Armstrong

TO: Board of Directors

FROM: Paul Avila, Assistant Chief, CALFIRE

Date: October 10, 2016

SUBJECT: Consideration of Approving an Amendment to the Schedule "A" Agreement with CAL FIRE

In May of 2014 your Board entered into a three year agreement to provide fire protection in the Groveland Community Services District. This cooperative relationship has been mutually beneficial and has provided a great service to the residents and tourist of our community.

The Schedule A Agreement is an administrative component of the Groveland Community Services District Fire program. This agreement calls for CAL FIRE to provide the following services:

- Emergency fire protection, responses and basic life support
- Extended Fire Protection Services through the Amador Plan

The Agreement consists of two schedules. The first schedule (4142) lists all details for the full time permanent positions. It includes the staffing for: Groveland Fire Department. The second schedule (4144) is known as the Amador Plan and it includes staffing for Groveland FFS (funded by Groveland Community Service District) plus all related utilities. A detailed breakdown of these two schedules is included in the attached Schedule A Agreement. This current Agreement expires June 30, 2017.

For your Boards' consideration, staff is presenting the following amendments to this Agreement:

Schedule 4142

- Salary of the Communication Operators increased
- Benefit Rate increased from 78.72% to 82.18 %
- Unemployment Insurance decrease from 10.97% to 8.85%
- Administrative Rate increased from 12.59% to 12.79%

- Staff Benefit Rates
 - Extended Duty Week Compensation increase from 41.35% to 44.38%
 - Uniform Allowance increase from 40.44% to 43.37%
 - Emergency response Bonus increase from 40.44% to 43.37%

Schedule 4144 (Amador Plan)

- Administrative Rate increased from 12.59% to 12.79%
- Unemployment Insurance decrease from 10.97% to 8.85%

The above mentioned amendments to the Agreement will increase the overall cost by \$103,170 for this fiscal year of which \$25,792 is the responsibility of Groveland Community Services District. One thing to remember is that the District only pays for actual costs which usually results in a much lower payment than what is projected.

Staff recommends continuing this relationship with CAL FIRE for the administration of Groveland Fire. A representative from CAL FIRE will be on hand at your Board Meeting to answer any questions.

Recommendation

It is recommended that your Board approve the attached amendment to the CAL FIRE Agreement in the amount of \$ 25,792 for this fiscal year, for a total contract amount not to exceed \$1,066,509.

AGENDA SUBMITTAL

To: GCSD Board of Directors
From: GCSD Staff
Date: November 14, 2016
Subject: Consider for Approval FY 15/16 Financial Statements

Summary:

The FY 15/16 Financial Statements were presented to the Board at their last regular meeting. During discussion, it was requested that the language that resided in the Management Report regarding that the report should only be shared with the Board and staff be revised or be omitted, as it is a public document. Staff sent the Board's request to Bryant Jolley who returned the document revised omitting the previous language.

Attachment:

1. Revised Management Report

Recommended Action

Approve the District's FY 15/16 Financial Statements

GROVELAND COMMUNITY SERVICES DISTRICT

MANAGEMENT REPORT

AND

AUDITOR'S COMMUNICATION LETTER

FOR THE YEAR ENDED JUNE 30, 2016

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BRYANT L. JOLLEY

CERTIFIED PUBLIC ACCOUNTANTS

Bryant L. Jolley C.P.A.
Ryan P. Jolley C.P.A.
Darryl L. Smith C.P.A.
Jeffrey M. Schill
Lan T. Kimoto

Board of Directors
Groveland Community Services District
Groveland, California

In planning and performing our audit of the financial statements of the Groveland Community Services District (District), as of and for the fiscal year ended June 30, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may and not be detected by such controls.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

Having completed the annual audit of the District's records for the fiscal year ended June 30, 2016, we are pleased to report that there were no observations, recommendations, or suggestions at this time.

We have included in this letter a summary of communication with the members of the Board of Directors as required by professional auditing standards. We would like to thank the District's management and staff for the courtesy and cooperation extended to us during the course of our engagement.



September 14, 2016

BRYANT L. JOLLEY

CERTIFIED PUBLIC ACCOUNTANTS

Bryant L. Jolley C.P.A.
Ryan P. Jolley C.P.A.
Darryl L. Smith C.P.A.
Jeffrey M. Schill
Lan T. Kimoto

Board of Directors
Groveland Community Services District
Groveland, California

We have audited the financial statements of the Groveland Community Services District (District), for the year ended June 30, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter dated September 14, 2016. Professional standards require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements. In 2016, the District implemented Governmental Accounting Standards Board (GASB) Statement No. 72, *Fair Value Measurement and Application*. This Statement addresses accounting and financial reporting issues related to fair value measurements. The definition of fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. We noted no transaction entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Accounting estimates are used in determining the depreciable lives and methods used for capital assets, compensated absences, other postemployment benefits liability and funding progress of CalPERS. We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were the disclosures about the employee retirement plan and other postemployment benefits plan disclosed in Note 5 to the financial statements.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. We did not identify any significant audit adjustments.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated September 14, 2016.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings and Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

A handwritten signature in blue ink, appearing to be "Michael J. [unclear]", written in a cursive style.

September 14, 2016

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors
Groveland Community Services District
Groveland, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Groveland Community Services District (District) as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated September 14, 2016.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Groveland Community Services District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Groveland Community Services District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink, appearing to read "Auditor", with a stylized flourish at the end.

September 14, 2016

AGENDA SUBMITTAL

To: GCSD Board of Directors
From: GCSD Staff
Date: November 14, 2016
Subject: Consider for Approval Revised Park Use Fee Schedule

Summary

The Park Committee recommends increasing park use fees as submitted. Park fees will be used to make needed repairs to the park, and to purchase and replace broken tables and chairs.

Attachment:

1. Revised Park Fee Schedule

Recommended Action

Approve Revised Park Use Fee Schedule

Appendix 800-A SCHEDULE OF FEES FOR PARKS DEPARTMENT FACILITIES

The District Board of Directors may establish and periodically amend fees for using the various park facilities managed by the District. These facilities include Mary Laveroni Community Park, Leon Rose Ball Field, and the Groveland Dog Park.

Use of the Park or Ball Field for special events is on a first-come-first-served basis. Large events are defined as those in which more than 1,000 people are in attendance. Use Fees and Deposit Fees **must be separate checks!**

Mary Laveroni Community Park

USE FEES (non-refundable)

Park Use Fee	\$25 /day
Large Event Use Fee	\$100/day
Use of Large Stage	\$200 /day
Additional Janitorial Services	\$25/day
Use of District Chairs	\$25/day
Use of District Tables	\$25/day
Use of Traffic Control Signs	\$35/event
Installation of Snow Fencing	\$150/event
District Staff Time During Event	\$35/hour per person
Use of P.A. System	\$35/event

Park Use Fees

Park Use Fees: (Per Day)	
0-100 people	\$35.00
101-300 people	\$50.00
301-500 People	\$150.00
500 or more "Large Event Fee"	\$500.00
Janitorial Fee	\$30 per hour
0-100	60.00 Minimum charge two hours
101-300 People	90.00 Minimum charge of three
301-500 People	120.00 Minimum charge of four hours
Janitorial Fee for Large Events	\$200 per day 6 hours includes hourly bathroom checks, trash removal across entire park.

Use of District Property Fees

<u>District chairs</u>	<u>\$35.00</u>
<u>District tables</u>	<u>\$35.00</u>
<u>Use of P.A. System</u>	<u>\$45.00</u>
<u>Use of Concession Stand</u> <u>There will be a meter read before and after the event. Use fees include 3300 gallons of water, if the water exceeds said amount, the water use will be taken from the deposit</u>	<u>\$50.00</u>

Key Charge

<u>Lost Key Fee</u>	<u>If a key is misplaced the responsible party must cover the cost of replacing all park locks, and keys.</u>
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Deposit Fees (Refundable)

Please ensure Deposit Fees are on Separate Checks

If an employee is called out to the event there is a \$100 on call fee that will be deducted from the deposit.

<u>Event: 0-100 people</u>	<u>\$150.00</u>
<u>101-300 people</u>	<u>\$200.00</u>
<u>301-500 people</u>	<u>\$300.00</u>
<u>501 or more</u>	<u>\$500.00</u>

<u>Table, Chairs, P.A System</u> <u>Tables and chairs are counted before and after the event.</u>	<u>\$100.00</u>
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Dog Park Fees

Permits are issued on an annual Basis (Jan -Dec)

<u>1-2 Dogs</u>	<u>\$25.00</u>
<u>3 or more Dogs</u>	<u>\$35.00</u>

Valid Rabies and County License are required to be issued permit.
No exceptions will be made due to liability and insurance reasons.

DEPOSIT FEES (refundable)

<u>Small Event Security Deposit</u>	<u>\$100/event</u>
<u>Large Event Security Deposit</u>	<u>\$500/event</u>
<u>Table, Chair, P.A. System Security Deposit</u>	<u>\$100/event</u>

Leon Rose Ball Field

USE FEES (non-refundable)

Ball Field	\$25 (4-hr event), \$50 (8-hr event)
Field Lights	\$25/night
Additional Janitorial Services	\$25/visit
District Staff Time During Event	\$40/hr per person

DEPOSIT FEES (refundable)

Small Event Security Deposit	\$100/event
Large Event Security Deposit	\$500/event
Table, Chair, P.A. System Security Deposit	\$100/event

Dog Park Permit

- ~~1. One or Two Dogs: \$25.00 per year (January 1st through December 31st)~~
- ~~2. Third Dog: \$10.00 per year (January 1st through December 31st)~~

AGENDA SUBMITTAL

To: GCS D Board of Directors
From: GCS D Staff
Date: November 14, 2016
Subject: Consider for Approval Revisions to the District's Operational Policies and Procedures Manual Regarding the District Billing Adjustments for Water Breaks/Leaks

Summary

Awhile back, staff was directed by the Board to look into the District's current policy regarding water break/leak forgiveness for customers, and to bring a revised policy back to Board for consideration. This was postponed until the new water rates were approved.

With the new rates approved, staff researched other water agency policies with regard to water loss forgiveness and has drafted the attached revised policy for the Board's consideration.

Recommended Action

Approve the revised *Section 106.14 Water & Sewer Account Leak Adjustment Requests*

106.14 Water and Sewer Account Adjustment Requests

The General Manager, or the Office Manager in his/her absence, is authorized to adjust a customer's water or sewer service account when his/her bill reflects usage that is significantly greater than normal, due to accidental loss of water through broken pipes or other failures in the property's plumbing system, subject to the following conditions:

- ~~A. The Customer requests the account adjustment in writing that sets forth the reason for the increased usage.~~
- ~~B. A similar request has not been made within the past 12 months~~
- ~~C. The account shows no record of being delinquent for more than 60 days during the past 24 months.~~
- ~~D. The customer certifies that the problem causing the usage has been repaired and/or resolved.~~
- A. The customer account shows no record of being delinquent for more than 60 days during the past 24 months.
- B. One (1) leak adjustment will be granted within a 24 month period and may not span more than one billing cycle.
- C. No adjustment for an irrigation leak will be given (any leaks associated with irrigation systems are not eligible).
- D. Immediate steps were taken, after detection of the leak, to prevent further loss of water AND customer must have repaired the leak within 14 days of being notified or when the leak was discovered was discovered.
- E. Leak must be deemed undetectable by the homeowner; no adjustment will be granted for internal plumbing leaks which should be considered a household maintenance responsibility; and/or eligible for insurance payment.
- F. Hoses or faucets left on by customer are not eligible for adjustments.
- G. Leak adjustments must be applied for in writing within 30 days of receipt of billing.
- H. Proof of the repair must be provided (receipts for any materials or services related to that repair).
- I. Only leaks in excess of three times the owners last year consumption will be considered for adjustment.
- J. No leak adjustments will be granted during District declared drought status.

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