

AGENDA

February 11, 2025

10:00 a.m.

Location: 18966 Ferretti Road, Groveland, CA, 95321

MEMBERS OF THE PUBLIC MAY ATTEND IN PERSON AT DISTRICT OFFICE OR VIA VIDEO CONFERENCE AS DETAILED BELOW:

HOW TO OBSERVE AND PARTICIPATE IN THE MEETING:

Computer, tablet or smartphone: Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/7688070165> using a computer with internet access that meets Zoom's system requirements.

Telephone: Listen to the meeting live by calling Zoom at (253) 215-8782 or (301) 715-8592. Enter the Meeting ID# 279-281-953 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/u/abb4GNs5xM> if the line is busy.

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

HOW TO SUBMIT PUBLIC COMMENTS:

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

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

ACCESSIBILITY INFORMATION:

Board Meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Rachel Pearlman, Board Secretary, at least 48 hours before a regular meeting at (209) 962-7161 or rpearlman@gcsd.org. Advanced notification will enable the District to swiftly resolve such requests to ensure accessibility.

AGENDA MATERIAL:

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

PUBLIC RECORDS:

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

AGENDA

February 11, 2025

10:00 a.m.

Location: 18966 Ferretti Road, Groveland, CA 95321

Call to Order

Pledge of Allegiance

Roll Call of Board Members

Nancy Mora, President

Robert Swan, Vice President

John Armstrong, Director

Spencer Edwards, Director

Janice Kwiatkowski, Director

1. Approve Order of Agenda

2. 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.

3. Information Items

Brief reports may be provided by District staff and/or Board members as information on matters of general interest. No action will be taken by the Board during Reports, however items discussed may be recommended for discussion and action on a future agenda. Public comments will be taken after each report is provided.

A. Staff Reports

- i. Fire Department Report
- ii. CERT Report
- iii. Operations Manager's Report
- iv. Administrative Services Manager's Report
 - a. Presentation of the 2024 Year in Review
- v. Finance Officer Report
- vi. General Manager's Report

B. Proclamations

- i. Recognition of Jennifer Donabedian for her 14 Years of Service to the Groveland Community Services District
- ii. Recognition of Adam Ahlswede for his 5 Years of Service to the Groveland Community Services District
- iii. Recognition of Nancy Mora for her 7 Years of Service to the Groveland Community Services District

4. Consent Calendar

Consent Calendar items are considered routine and will be acted upon by one motion. There will be no separate discussion on these items unless a member of the Board, Staff or a member of the Public requests specific items be set aside for separate discussion.

- A. Approve Minutes from January 9, 2025, Regular Meeting
- B. Accept January 2025 Payables
- C. Notice of the Filing of the Mary Laveroni Park Improvements Project (REBID) Notice of Completion with the County of Tuolumne
- D. Notice of the Filing of the Hardrock Groundwater Test Well Project Notice of Completion with the County of Tuolumne
- E. Waive Reading of Ordinances and Resolutions Except by Title

5. Old Business

(Items tabled or carried forward from a previous meeting to be considered on this agenda. The Board of Directors intends to consider each of the following items and may take action at this meeting. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action)

None

6. Discussion and Action Items

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

- A. Board Discussion and Support for the District to Assist the Project Managers of the Tuolumne County FireSafe Council in Implementation of the Defensible Space for Seniors and Disabled in Tuolumne County project
- B. Board Review and Discussion Pertaining to the District's Response to the Tuolumne County Planning Commission Regarding the Tiny House Village Project
- C. Adoption of a Resolution Approving a Revised and Updated District Organizational Chart to Reflect the Addition of an Executive Assistant Position
- D. Adoption of a Resolution Amending the District's Salary Schedule as Recommended in the Total Compensation Analysis Report Prepared by Bryce Consulting Inc., With Salary Adjustments Effective for the Pay Period Beginning March 7, 2025

7. Adjournment



**Groveland Community Services District
Fire Department / CAL FIRE**
18966 Ferretti Road Groveland, CA 95321



Staff Report
February 1, 2025

To: Board of Directors

From: Andy Murphy, Assistant Chief
By: Travis Chunn, Fire Captain

Subject: Monthly Activity Report – January 1, 2025 – January 31st, 2025

Operations:

On January 27th, 2025, at 4:05 PM GCSO Engine-781 and Tuolumne County Engine-631 were part of a dispatch to a vehicle accident with possible fire on Highway 120 near Elder Lane. Engine 781 arrived and found a vehicle on its roof with all occupants out. The vehicle was not on fire, and the occupant of the vehicle fled the scene shortly after we arrived.





**Groveland Community Services District
Fire Department / CALFIRE**
18966 Ferretti Road Groveland, CA 95321



Apparatus and Equipment:

Apparatus	Description	Status
Engine 781	2009 Pierce Contender	In Service
Engine 787	2000 Freightliner FL112	In Service
Engine 783	1997 International Model 15	In Service
Utility 786	2008 Chevrolet 2500	In Service

Training:

In addition to our monthly Emergency Medical Technician (EMT) curriculum and engine company performance standards, Battalion personnel received the following specialized training:

- FAE Martinez- attended RIO/CEET part of his instructor series
- FAE Herrera- attended Medical Unit Leader
- FAE Doo- attended Hazmat IC and Company Officer 2B as part of his JAC courses.
- Hose Evolutions
- Extrication
- Ladders
- **Battalion Training- Rescue 42s and Air Bags**



Groveland Community Services District Fire Department / CALFIRE

18966 Ferretti Road Groveland, CA 95321



Training:

The GCSO Fire Department conducted a comprehensive training program using grant-funded equipment, involving multiple agencies to enhance rescue capabilities, interagency coordination, and emergency preparedness. The training focused on hands-on application of advanced rescue tools, scenario-based exercises, and public education to improve technical proficiency, teamwork, and community awareness. As a result, participating personnel gained increased confidence in high-pressure situations, strengthened collaboration, and improved their ability to respond effectively to vehicle, structural, and heavy equipment emergencies.





Groveland Community Services District Fire Department / CALFIRE

18966 Ferretti Road Groveland, CA 95321



Fire Department News:

Bauer Compressor recently completed the annual maintenance service for our SCBA fill station. This comprehensive service included inspecting and replacing filters, checking for air purity compliance, testing system pressure and functionality, lubricating moving parts, and ensuring proper calibration of all components. Regular maintenance of this equipment is essential to ensuring reliability, efficiency, and safety, allowing us to maintain peak performance in supporting firefighting operations.



Jan-25

STATION 78

Alarm Sounding	2
Odor Investigation	0
Debris Fire	0
Medical Aid	20
Fire Menace Standby	0
Fire Other	0
Haz Mat	0
Landing Zone	0
Plane/Heli Crash	0
Public Assist	6
Smoke Check	0
Structure Fire	0
Commercial Structure Fire	0
Vegetation Fire	0
Vehicle Accident	1
Vehicle Accident/Pin in	0
Vehicle Fire	0
TOTAL	29

(29 calls in GCSO district, 0 auto aid calls)

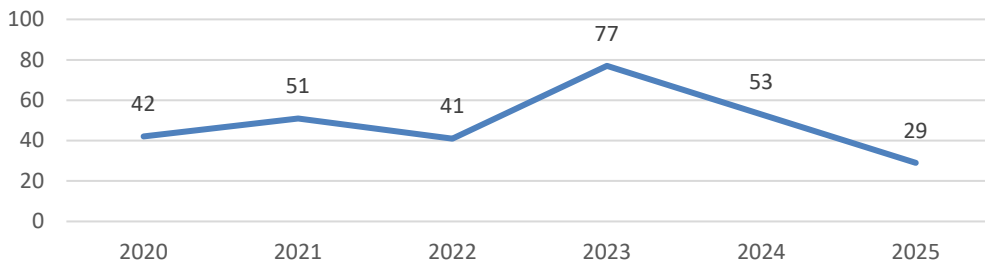


Auto Aid	Given
Tuolumne County	0
TCFD E-631: 16 CALLS	

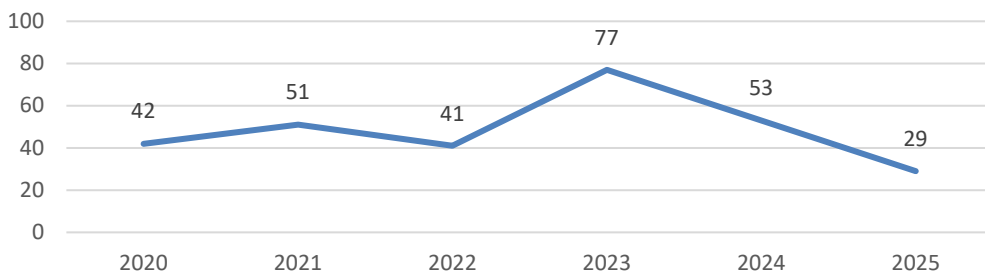
ALS	
Yes	No
13	7

Last Call Logged Run # TCU 001477

GCSO TOTAL INCIDENTS 2020-2025



GCSO TOTAL INCIDENT YEAR-TO-DATE





Information Provided By

O&M Manager: Luis Melchor
 Operations Supervisor: Stacy Billings
 Maintenance Supervisor: Andrew Klein
 Administration Services Technician: Rachel Pearlman
 Utility Billing Specialist: Meghan Atkins

**Operations and Maintenance Report
 January 2025**

Operations Department

Wastewater Treatment Division

Influent Totals	
Total	3.69
Average	0.12
High	0.17
Low	0.06

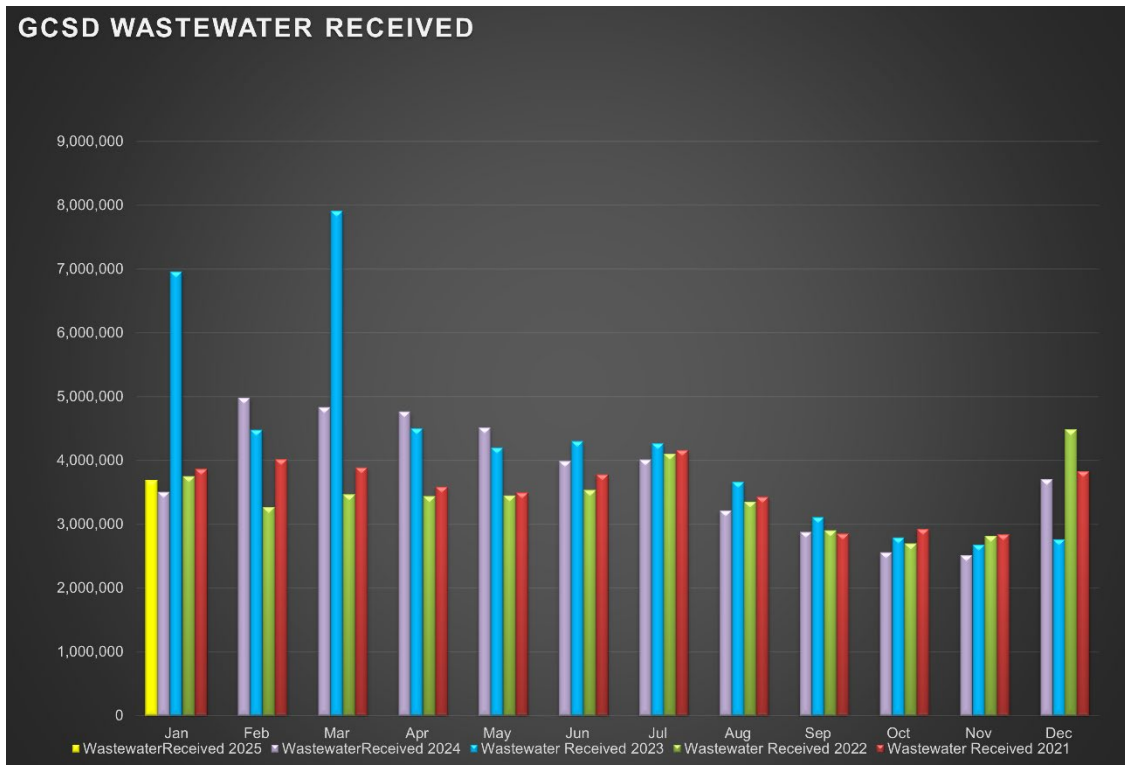
Effluent Totals	
Total	4.21
Average	0.14
High	0.22
Low	0.03

Reclamation Totals	
PML	
Spray Fields	
PML Season Total	
Spray Field Season Total	

Wasting Totals	
Total Inches	296
Total Pounds	4662
Active Accounts	1571

STP Rainfall Totals by Year During Current Month (Inches)					
Season	2025	2024	2023	2022	2021
	14.97	1.58	7.39	20.45	9.36
	High 1.00	High 1.50	High 3.01	High 0.00	3.86

Charted Historical Monthly Influent Totals



Wastewater Treatment Division

Routine Tasks

- Took weekly Bac-Ts and BOD of the Chlorine Contact Chamber (CCC) and sent into Alpha Lab for testing.
- Completed monthly Wastewater Report and sent to the State Water Resources Control Board
- Completed daily rounds and Lab.

Water Treatment Division

Routine Tasks

- Submitted monthly Water Treatment Report to State Water Resources Control Board
- Submitted monthly Conservation Report to State Water Boards
- Performed weekly checks and calibrations on all analyzers at 2G, BC, and AWS
- Performed monthly UV calibrations at 2G and BC.
- Took weekly Treatment Plant samples and sent them into Alpha Lab
- Monitored/sampled Distribution Tanks as needed.

Maintenance Department

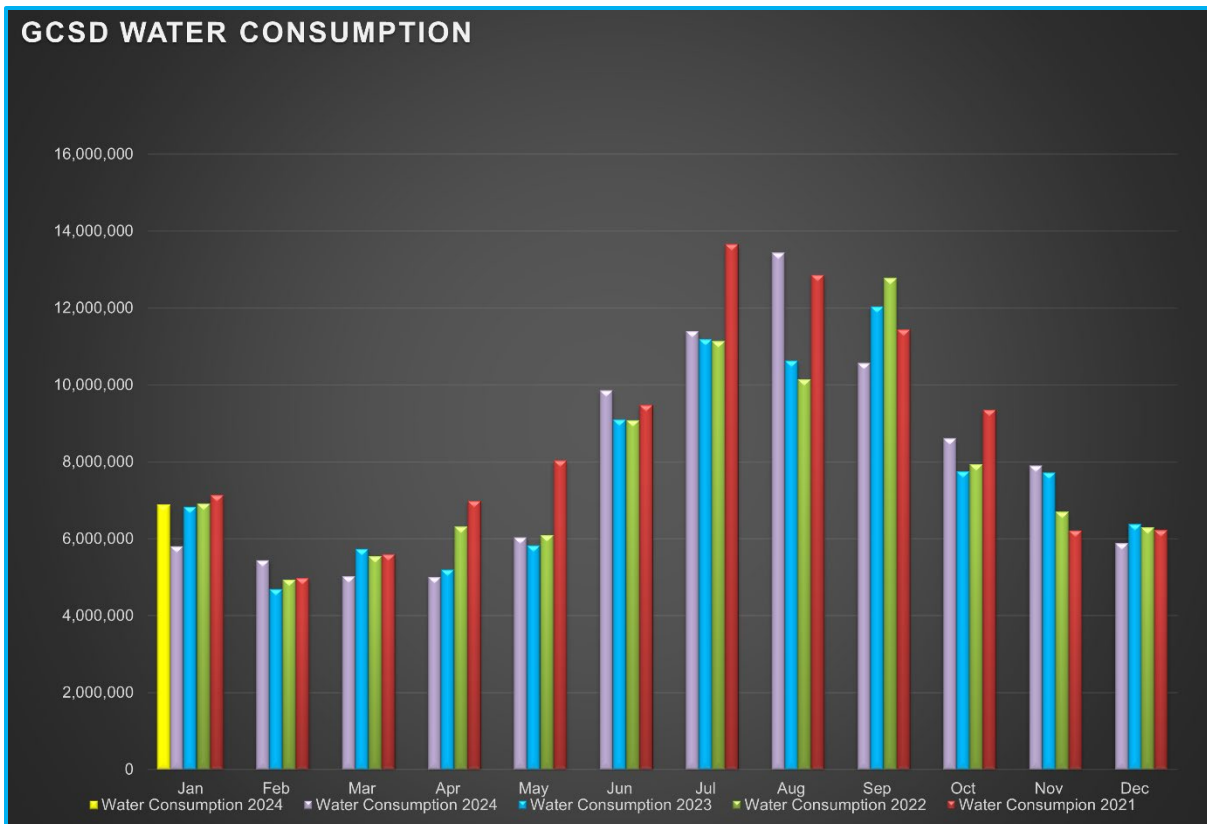
Water Distribution System Division

Meter Related Services	Total
Check / Repair Meters	11
Water Meters Installed	2
Meter Lock offs	10
Meter Changeouts	1
Tenant Final Reads	1
Re-Reads	12
Unusual Consumption	19
Meter Turn-Offs	6
Meter Turn-Ons	3
Meter Tests	1
Winterize Meter	0
Zero Read Meter Tests	84
Color/Taste/Odor/PSI Complaints	6
Total Meter Related Issues	156

Billed Consumption (Gallons)	2025	2024	2023
Residential	5,897,996	5,522,266	6,408,823
Commercial	978,193	276,564	418,527
Total	6,876,189	5,798,830	6,827,350

Active Accounts	3274
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Charted Historical Monthly Water Consumption



Maintenance and Repair Data

Description	Total
Water Main Leaks / Repairs	0
Water Service Line Leaks / Repairs	0
Fire Hydrant Repairs / Replacements	0
Number of Hydrants Flushed	3
Number of Dead-Ends Flushed	0
Water Valves Exercised	0
GIS Points	0

Description	Gallons
Flushing for Water Quality	2,100
Water Loss Due to Leaks / Breaks	0

After-Hours Calls (Hours)				
Water	Sewer	Park	Other	Total
5	1	0	0	6

Maintenance and Repair

- **Routine Tasks**
 - Read all District Water Meters
 - Customer Service Calls (Low / High Pressures, No Water, Turn-Ons / Turn-Offs, Etc.)
 - Underground Service Alert (USA) Utility Marking Program
 - Weekly Pump Station Inspections at Tank 2, Tank 4, Tank 5 (Buildings, Tanks, Motors, Pumps, Drives, Communications, Generators, and Auxiliary Equipment)
 - Lock offs for non-payment.
 - Unusual Usage meter reads.

- **Tanks and Pump Stations**
 - Tested ATS (Automatic Transfer Switch) at Tank 4.
 - Rodent control at Tank 4.
 - Installed safety screen at Dunn Ct pump and repaired sample port test line.

- **Distribution System**
 - R&R water meter box at 18583 State Hwy 120.

Pictures

Wastewater Collection System Division

Description	Total
Manholes Inspected	104
GIS Points	0
Customer Complaint	1
Odor Complaints	0

Description	Total
Flushing/Jetting (Feet)	3338
Video Inspection (Feet)	420

Description	Total
Sanitary Sewer Spills (SSO)	0
SSO Gallons Spilled	0

Maintenance and Repair

- **Routine Tasks**
 - Weekly lift station site inspections (PMCS)
 - Added degreaser and odor control to lift stations.

- **Lift Stations**
 - Cleaned and Inspected: LS1, LS3, LS4, LS13, LS14, LS15, LS16.
 - Manhole Inspections: LS16 and Groveland
 - Remove roots and debris found during manhole inspections.
 - Maintain odor control chemical dosing pumps at LS6, LS8, LS11, LS13.
 - Pulled both pumps at LS7 to inspect for missing hardware.
 - Tested ATS (Automatic Transfer Switch) at LS11 and LS12.
 - Exercised and tested generator system at all lift stations.
 - R&R Generator Battery at LS13 and Firehouse.
 - Repaired light in cabinet at LS8.
 - Replace check valve seal at LS16.

- **Collection System**
 - Flushed/Jetted gravity sewer line areas.
 - Groveland, Bass Pond, Twin Pines Easement monthly manhole inspections.
 - Dosed sanitary system with caustic soda for PH at WWTP.
 - Located and Raised flushing branch to grade 17990 Harper Rd.
 - Odor Complaint at 19745 Pleasant View Dr (LS8)
 - Replaced batteries on flow meters at Cresthaven Dr and LS11.
 - R&R new manhole lid at 11236 Ward Ferry Rd.

Pictures

General Maintenance Division

Maintenance By Department

- **Operations Department**

- 2G Water Treatment Plant
- Big Creek Water Treatment Plant
 - Inspected Cla-Valve.
- Butler Bypass Pump Station
- AWS
 - Delivered 12.5% hypochlorite barrels.
 - R&R security light bulbs.
- STP
 - R&R Flow Meter for Reservoir #1
 - Rebuild chlorine generator pump.
 - Cleaned plugged water jets on headworks drum and tested.
 - Inspect power issue to aerator in Reservoir #1. Installed generator to run aerator.

- **Maintenance Department**

- Equipment
 - Shop maintenance and cleaning.
 - Retrofitted new LED lights at Highlands pump station, Big Creek, 2G, and Tank 4.
 - Monthly Inspect and run at operating temperatures...
 - Rain for Rent, Sullair, Vactron, Cement mixer, Light Tower, STP generator, Dunn Ct Generator, AWS Generator, Standby Generator, Highlands Generator.
- Vehicles
 - 51618: R&R two tire pressure sensors. Service fluids and filters.
 - 41820: Inspect tires and install proper PSI. R&R tire pressure sensor.
 - 52229: Service fluids and filters and rotate tires.
 - 52335: Installed auxiliary fuel tank in truck bed.
- Buildings & Yard
 - General yard cleanliness.
 - Vegetation management.
 - Replaced gate and fortified locks and latches at 37-acre parcel.
 - Repaired chain and lubed main gate at WWTP.

Pictures

Parks Division

Maintenance and Repair

- **Mary Laveroni Community Park**
 - Landscape Maintenance.
 - Install new irrigation line for park strip near new restrooms.
 - Installed Doggy Doo stations.
 - Relocate library sign at park entrance.
 - Installed new restrictor inserts on trash bins to discourage dumping from home and large items.

- **Ballfield & Dog Park**
 - Change gate code at dog park.
 - Prepare field and restrooms for Tioga HS practice startup.

Contracted Work

- **Njirich Construction**
 - Water main extension – Harper Rd.
 - Tank 5 site work for new tank.
 - Hydrant replacement on Ferretti Rd. GCSD assist with traffic control.

Workplace Safety and Training

- **Routine Safety Meetings**
 - Daily Tailgate Meetings
 - Weekly Safety Meetings
 - Weekly Security Checks
 - Weekly Vehicle Inspection

- **DKF Solutions Group**
 - Estimating Spill Start Time and Spill Volume – Strategies and Methods Training

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: February 11, 2025

SUBJECT: Agenda Item 3Avi: General Managers Report

Overview

Highlights for the period of January 14, 2025 to February 11th include the following items and a verbal report will be provided.

- Chaired the first CSDA board meeting of the year on January 17, 2025
- Conducted the Tuolumne County Chapter of CSDA meeting on January 13, 2025, which was attended by nearly 20 persons and included discussion with District 4 Supervisor Steve Grierfer
- Attended and presented at a January 24, 2025 forum organized by local FireWise Communities. The intent was to inform our state Senator and Assemblymember of the good work we are doing locally in fuels reduction and making our community firesafe. Also in attendance were representatives from Calfire, USFS, County Firesafe Council and Supervisor Grierfer. The presentation I gave is linked below:



[GCSB Fuels Reduction Projects](#)

[Go to
this Sway](#)

- Attended the County Natural Resources Committee, agenda attached
- Included in this report is a flyer prepared by the Association of California Water Agencies related to water supply for firefighting, to help relieve some misunderstandings caused by the SoCal fires.

**TUOLUMNE COUNTY NATURAL RESOURCES ADVISORY COMMITTEE
REGULAR MEETING AGENDA**

2025 Strategic Priorities

- Support our local water utility partners in their effort to modernize and improve water supply infrastructure and mitigate risk.
- Maintain awareness of pertinent State and Federal legislation regarding natural resources, land use, water, and water rights.
- Maintain awareness of Tuolumne County Federal land use policy, planning, and implementation and provide recommendations and advocacy as appropriate.
- Promote landscape and watershed resilience through innovative solutions and capacity building.

Date/Time: Wednesday, February 5, 2025 at 10:00 AM

Location: A.N. Francisco Bldg. 48 Yaney Ave. 3rd Floor Committees & Commissions Rm., Sonora, 95370

Contact: Sean Hembree at shembree@co.tuolumne.ca.us (209)533-5554

Chair/Vice Chair

Supervisor Anaiah Kirk

Supervisor Mike Holland

Agency Representatives

Tuolumne Me Wuk

Diana Beasley

Chicken Ranch Me Wuk

Stephanie Suess

Tuolumne Utilities District

Don Perkins

Groveland CSD

Pete Kampa

Hetch Hetchy

Adam Mazurkiewicz

Fish and Game Preserve Fund

Jim Maddox

Agricultural Advisor

Dick Gaiser

Tuolumne Co. RCD

Jim Phelan

At Large Member

Chris Trott

Staff

County Administrator

Tracie Riggs

Water & Natural Resource

Analyst (CAO)

Sean Hembree

I. CALL TO ORDER

II. ROLL CALL (5 minutes)

Introductions during roll call

Confirm quorum requirements are met (Quorum = 6 members)

III. PUBLIC FORUM (15 minutes)

The public may speak on any item, not on the agenda. No action may be taken by the Committee

Public Comment (limited to 3 minutes per person)

IV. APPROVAL OF MINUTES FOR MEETING November 6, 2024 (5 minutes)

**V. DISCUSSION OF FIRE-HARDENED TRAILS AND VEGETATION
MANAGEMENT CORRIDORS**

VI. PARTNER AGENCY UPDATES (15 minutes)

VII. COMMITTEE BUSINESS:

a. Staff Reports and Recommendations

i. Pincrest overuse actions update

ii. USFS Withdrawal of Old Growth Forest Proposal

iii. Sustainable Rural Schools status

iv. Biomass JPA proposal update

v. Recent proposed actions on threatened or endangered species

vi. H.R. - 471 Fix Our Forests Act

b. Committee Member Reports

VIII. ADJOURNMENT

The Next meeting will be held on March 5, 2025



Tuolumne County Natural Resources Advisory Committee Minutes

For the Meeting on November 6, 2024

2024 Natural Resource Members <i>(or assigned delegates)</i>	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
Anaiah Kirk	✓	✓	✓	✓	✓		✓	✓		✓	A	
Kathleen Haff	✓	✓	✓	✓	✓		✓	✓		✓	✓	
Don Perkins	✓	✓	✓	✓	✓		✓	✓		✓	✓	
Pete Kampa		✓	✓	✓	✓		✓	✓		✓	✓	
Joy Meller		✓	✓	E	✓		E	E		✓	✓	
Dianna Beasley		✓	A	A	A		A	✓		✓	E	
Dick Gaiser	✓	✓	✓	✓	✓		✓	A		E	✓	
Chris Trott		✓	✓	E	✓		✓	✓		E	E	
Jim Maddox	✓	✓	✓	✓	✓		E	✓		E	✓	
Jim Phelan	✓	✓	✓	✓	✓		✓	✓		✓	E	
Present = ✓ Absent = A Excused = E												

1. **CALL TO ORDER:** Vice Chair Haff called the meeting to order at 10:02 A.M. and confirmed a quorum was present.
2. **MEMBERS PRESENT:** Vice-Chair Kathleen Haff, Eric Hall on behalf of TUD, Pete Kampa, Joy Meller, Dick Gaiser, Jim Phelan, and Sean Hembree (staff)
3. **PUBLIC FORUM:** *(The public may speak on any item not on the printed agenda. No action may be taken by the Committee. The amount of time allocated for the public forum is limited to 15 minutes.)* – None
 - a. Jim Maddox inquired about the status of a spring off Phoenix Lake Road. Maddox Stated that this could be used as a drafting point for fire suppression and still overflow to support wildlife habitat. Eric Hall will inquire and report back.
 - b. MSA Analyst Caitlin Henry reported that work has begun and contract awards for a subset of the SERAL Phase 3 and Rim Fire reforestation projects.
 - c. Sean Hembree announced that Tuolumne County Solid Waste Division is sponsoring a ‘Dollar Dump Days’ event on November 23, 2024. Flyers were made available.
4. **APPROVAL OF MINUTES:** In consideration of approving the minutes of the meeting held on August 7, 2024, Pete Kampa made a motion to approve the minutes. Joy Meller seconded the motion. The minutes were approved

unanimously 6-0

5. DISCUSSION OF FIRE-HARDENED TRAILS AND VEGETATION MANAGEMENT CORRIDORS (Postponed)

6. PARTNER AGENCY UPDATES:

- a. CAL FIRE:
- b. City of Sonora:

7. COMMITTEE BUSINESS:

- a. Staff Reports and Recommendations: Staff Support Sean Hembree reported on the following actions.
 - i. Targeted Grazing Grant and Working Group Update – Hembree reported the ongoing work to develop the grant actions and technical advisory working group to support grazing workforce development.
 - ii. Golden State Natural Resources (GSR) DEIR – This Draft Environmental Impact Report for GSR's Forest Resiliency Project is now available
 - iii. AB 2257 update – This legislation was passed into law on August 27th. A letter of support was submitted by the Tuolumne County Board of Supervisors at the recommendation of this Committee.
 - iv. Pinecrest overuse tracking update – Ongoing updates for the actions recommended at the October NRC meeting will be tracked at subsequent meetings. All actions are planned for completion prior the Memorial Day, 2025.
 - b. Committee Members Reports:
 - i. Pete Kampa (GCSD)
 - ii. Joy Mellera (Hetch Hetchy)
8. ADJOURNED: Vice Chair Haff adjourned the meeting at 10:52 A.M.
(The next meeting is scheduled for December 4, 2024)

Much public comment received against new pellet mill, not on agenda for committee but will be before the BOS soon.

GCSD Report:

- participated in an informational forum held by firewise community organizers and attended by county supervisor Grier, senator and assemblymember, calfire, USFS, firesafe council. Bus tour
- heard the bad news about the california insurance market

-Nearing completion of acquisition of 40 parcels of land comprising a small portion of the HHRR, extending parallel to hwy 120 from the GCSD office on Ferretti rd, east to hwy 120 on the far end of BOF

- fully accessible paved trail
- serves as emergency ingress/egress bypassing 120 during evacuations, fire protection, etc

Completed a mile long water pipeline serving BOF and including 6 new fire hydrants and 140000 gallons storage
Out to bid on 8000 foot replacement pipeline from BOF to groveland

Wildfires and Water

The Role of California Public Water Agencies

January 2025



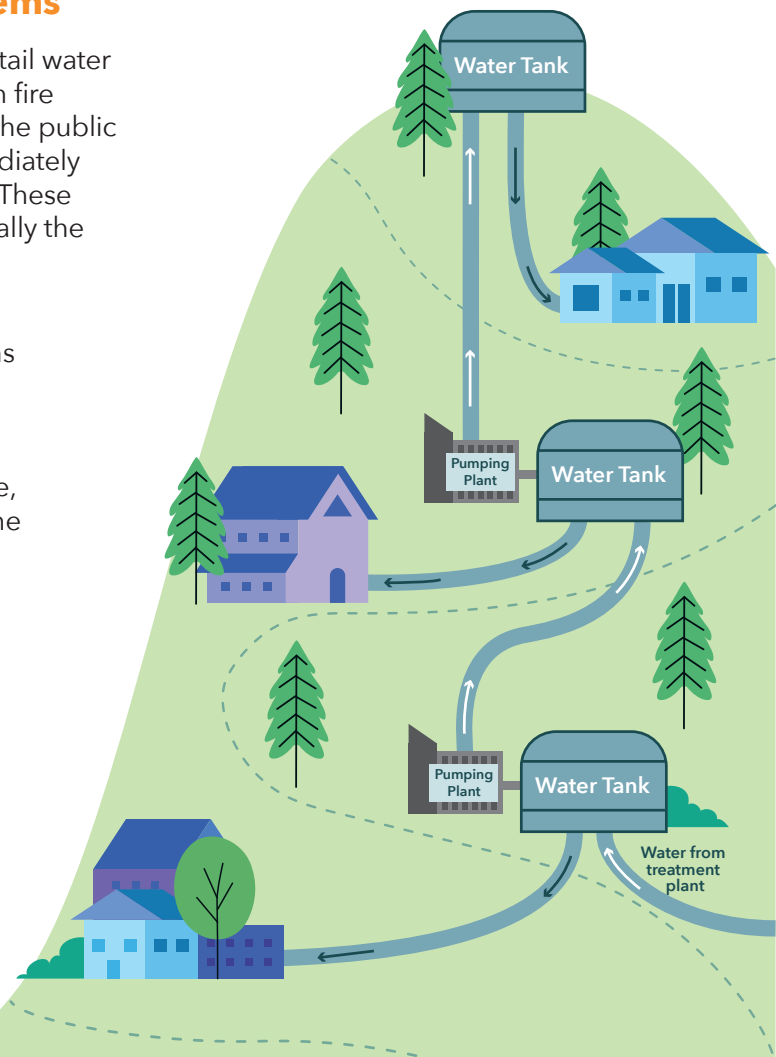
California faces catastrophic climate-driven wildfires, exacerbated by periods of heavy rainfall followed by periods of extreme drought, decades of fire suppression, and historically limited focus on forest health and vegetation management projects. These intense wildfires have devastating impacts on communities that require multifaceted local, statewide, and federal response. Public water agencies serve a critical local government role during these events.

Fire Hydrants and Water Distribution Systems

Public water agencies are responsible for providing critical retail water service to properties across the state, including water to aid in fire suppression. Retail water systems were designed to provide the public with safe and reliable drinking water and to provide an immediately available water service to aid in extinguishing structural fires. These water systems were not designed to combat wildfires, especially the climate-driven wildfires that California experiences today.

Water systems use water pressure created by pump stations and water-storage tanks to move water from lower elevations to higher elevations. These water systems can become overwhelmed when too many fire hydrants are used within the same pressure zone. For a structural fire, there might be three to five fire engines responding to the fire. For a wildfire, there can be hundreds of fire engines hooked up to the same system. The significant drawdown on the system during a wildfire can cause the water pressure to drop, which can affect fire hydrants, particularly those at higher elevations.

Firefighters anticipate this drop in pressure and will adjust their operations as needed. Firefighters can fill large water trucks from hydrants at lower elevations, where there is higher water pressure, and drive the water to higher elevations for use. In addition, fire hydrants are but one tool firefighters use when responding to wildfires. Water agencies also coordinate with firefighters to provide water sources for firefighting helicopters and fixed-wing aircraft. Firefighters also utilize other strategies such as creating fuel breaks to contain the fire.



Preparation and Response to Wildfire Events

Public water agencies are making investments to adapt to climate change, including preparing for catastrophic wildfires. Water agencies also take specific actions in response to wildfire events. The investments and activities of each agency will vary based on the needs of that agency and area of the state.

Long-term Planning

As catastrophic wildfires have increased in severity and frequency, water agencies are taking actions to prepare for future wildfire events, such as:

Infrastructure investments:

- › Retention reservoirs or storage tanks
- › Interties between neighboring water agencies
- › Helicopter refilling stations
- › Upsized pipes for water flow
- › Backup power

Emergency preparedness:

- › Emergency response planning and training
- › Coordination and relationship-building with local agencies

Wildfire Mitigation:

- › Forest health and vegetation management projects



Photo courtesy of Crescenta Valley Water District

Emergency Response

When faced with a wildfire event, water agencies take a number of specific actions that might include:

- › Topping off storage tanks and reservoirs
- › Engaging and refueling backup generators to power critical facilities, including pump stations, during electric outages
- › Providing access for firefighting aircraft to refill at reservoirs or other available sources
- › Shutting off service to structures destroyed by fire to aid in pressurizing the system
- › Providing support to affected water agencies through mutual aid assistance
- › Communicating with the local fire departments and other first-responders
- › Communicating with customers and providing resources



Contact

Kylie Wright, State Relations Advocate
916-669-2382 • kyliew@acwa.com

Julia Hall, State Legislative Director
530-902-9746 • juliah@acwa.com

**REGULAR MEETING OF THE BOARD OF
DIRECTORS GROVELAND COMMUNITY SERVICES
DISTRICT GROVELAND, CALIFORNIA
January 14, 2025
10:00 a.m.**

The Board of Directors of Groveland Community Services District met in regular session on the above mentioned date with Director Robert Swan Vice President, Directors John Armstrong, Spencer Edwards, and Janice Kwiatkowski being present. Also present was Board Secretary Rachel Pearlman, Administrative Services Technician II Meghan Atkins, Finance Officer Michelle Ronning, Operations Manager Luis Melchor and General Manager Peter Kampa.

Call to Order

Director Swan called the meeting to order at 10:03am.

Director Mora absent.

Approve Order of Agenda

Motion

It was moved by Director Edwards and seconded by Director Armstrong and the motion passed to approve the order of the Agenda.

Ayes: Directors Swan, Armstrong, Edwards, and Kwiatkowski

Absent: Director Mora

Public Comment

None

Director Kwiatkowski left at the meeting at 10:07am.

Director Kwiatkowski returned to the meeting at 10:10am.

Information Items

Brief reports may be provided by District staff and/or Board members as information on matters of general interest. No action will be taken by the Board during Reports, however items discussed may be recommended for discussion and action on a future agenda. Public comments will be taken after each report is provided.

Staff Reports

Fire Department Report

CERT Report

Operations Manager's Report

Administrative Services Manager's Report

General Manager's Report

Proclamations

Recognition of Luis Melchor for his 18 Years of Service to the Groveland Community Services District

Recognition of Andrew Marshall for his 7 Years of Service to the Groveland Community Services District

Consent Calendar

Consent Calendar items are considered routine and will be acted upon by one motion. There will be no separate discussion on these items unless a member of the Board, Staff or a member of the Public requests specific items be set aside for separate discussion.

Approve Minutes from December 10, 2024, Regular Meeting

Approve Minutes from December 30, 2024, Special Meeting

Accept December 2024 Payables

Waive Reading of Ordinances and Resolutions Except by Title

Old Business

(Items tabled or carried forward from a previous meeting to be considered on this agenda. The Board of Directors intends to consider each of the following items and may take action at this meeting. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action)

None

Discussion and Action Items

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

Adoption of a Resolution Approving the District's Revised Employee Handbook

Motion

It was moved by Director Edwards and seconded by Director Armstrong and the motion passed to adopt resolution 01-2025 Approving the District's revisions to the Employee Handbook.

Ayes: Directors Swan, Armstrong, Edwards and Kwiatkowski

Absent: Director Mora

Adoption of a Resolution Approving an Amendment to the Agreement with NBS Consulting for Additional Professional Consulting Tasks Related to Development of a Fire Services Special Tax Measure for a Future Ballot, Approval and Implementation of Development Impact Fees for Fire and Park Services, Approval and Implementation of Updated Water and Sewer Connection/Capacity Fees for New Development, and Implementation/Outreach Assistance with a New Water and Sewer Rate Schedule

Motion

It was moved by Director Edwards and seconded by Director Armstrong and the motion passed to adopt resolution 02-2025 Approving an Amendment to the Agreement with NBS Consulting for Additional Professional Consulting Tasks Related to Development of a Fire Services Special Tax Measure for a Future Ballot, Approval and Implementation of Development Impact Fees for Fire and Park Services, Approval and Implementation of Updated Water and Sewer Connection/Capacity Fees for New Development, and Implementation/Outreach Assistance with a New Water and Sewer Rate Schedule.

Ayes: Directors Swan, Armstrong, Edwards and Kwiatkowski

Absent: Director Mora

Adoption of a Resolution Extending an Agreement with Gilbert and Associates for Accounting Services for an Additional Year

Motion

It was moved by Director Armstrong and seconded by Director Kwiatkowski and the motion passed to adopt resolution 03-2025 Extending an Agreement with Gilbert and Associates for Accounting Services for the 2025 calendar year.

Ayes: Directors Swan, Armstrong, Edwards and Kwiatkowski

Absent: Director Mora

Adoption of a Resolution of Intention to Amend the Groveland Community Services District CalPERS Retirement Contract to Provide Section 20516 (Employees Sharing Additional Cost) of a Reduction of 2.5% for Classic Local Miscellaneous Members

Motion

It was moved by Director Armstrong and seconded by Director Edwards and the motion passed to adopt Resolution 04-2025 Intention to Amend the Groveland Community Services District CalPERS Retirement Contract to Provide Section 20516 (Employees Sharing Additional Cost) of a Reduction of 2.5% for Classic Local Miscellaneous Members.

Ayes: Directors Swan, Armstrong, Edwards and Kwiatkowski

Absent: Director Mora

Adoption of a Resolution Updating Section 2.20 Longevity Pay of the Memorandum of Understanding between Groveland Community Services District and the Operating Engineers Local No. 3 for the Maintenance and Operations Unit

Motion

It was moved by Director Armstrong and seconded by Director Kwiatkowski and the motion passed to adopt Resolution 05-2025 Updating Section 2.20 Longevity Pay of the Memorandum of Understanding between Groveland Community Services District and the Operating Engineers Local No. 3 for the Maintenance and Operations Unit.

Ayes: Directors Swan, Armstrong, Edwards and Kwiatkowski

Absent: Director Mora

Adjournment

The meeting adjourned at 12:12pm.

APPROVED:

Nancy Mora, Board President

ATTEST:

Rachel Pearlman, Board Secretary



ACCOUNTS PAYABLE CHECK LISTING

January 2025
Fiscal Year 24/255
Board Approval Date _____

Accounts Payable Checks



User: mronning@gcsd.org
Printed: 1/30/2025 7:07:14 AM

Check	Vendor	Vendor Name	Check D	Void	Commit	Description	Amount	Reconcil	Clear Da
24558	Met03	Metro Presort	1/2/2025	False	True	Monthly UB Statement Processing	\$2,216.66	True	1/22/2025
24559	Moy02	Moyle Excavation Inc.	1/2/2025	False	True	Retention less LS#8 Hatch to be completed	\$201,359.99	True	1/22/2025
24560	Siel7	Sierra Instant Printing	1/2/2025	True	True	2025 Dog Park Permits - VOI	\$76.13	False	
24561	STA08	Standard Insurance Co	1/2/2025	False	True	January Coverage	\$363.41	True	1/22/2025
24562	TUO04	Tuo. Co. Clerk & Auditor-Contr	1/2/2025	False	True	Delinquent Water Charges 2024 Tax Roll	\$45.50	True	1/22/2025
24563	USD01	USDA-Forest Service	1/2/2025	False	True	Permit for Payer Code 0003350876	\$81.47	True	1/22/2025
24564	DRU01	Drugtech Toxicology Services, LLC	1/8/2025	False	True	Consortium DOT Tests	\$154.00	True	1/22/2025
24565	Fas02	Fastenal	1/8/2025	False	True	Paper Towels & Shop Supplies	\$156.00	True	1/22/2025
24566	UB*0342	Gaukel, Ralph	1/8/2025	False	True	Refund Check 013315-000, 12434 Cassaretto Court 1/449	\$253.94	True	1/22/2025
24567	GEN01	General Plumbing Supply	1/8/2025	False	True	Monthly Parts & Supplies	\$2,255.75	True	1/22/2025
24568	UB*0342	Goat Properties, LLC	1/8/2025	False	True	Refund Check 016554-000, 12089 Breckenridge 13/31 Reverse	\$26.54	True	1/30/2025
24569	HAC01	Hach	1/8/2025	False	True	Chemicals & Supplies	\$6,140.75	True	1/30/2025
24570	UB*0342	McKenry, Lawrence	1/8/2025	False	True	Refund Check 012811-000, 20019 Pine Mountain Drive 13/252	\$249.82	False	
24571	UB*0341	Passanisi, P	1/8/2025	False	True	Refund Check 011067-000, 20469 ROCK CANYON 3/225 H	\$17.79	True	1/30/2025
24572	Pro09	Provost & Pritchard Consulting	1/8/2025	False	True	HHRP - Phase 1 PAED	\$6,633.25	False	
24573	SUE01	Ray Suess Insurance & Invst	1/8/2025	False	True	December Retired Employees Health Ins	\$4,323.26	True	1/22/2025
24574	UB*0341	Renfro, Michael & Alexandra	1/8/2025	False	True	Refund Check 016357-000, 19420 Reid Circle 5/52 December	\$233.00	True	1/22/2025
24575	Sprbrk	Springbrook Holding Company LLC	1/8/2025	False	True	Monthly Civic Pay	\$1,496.90	True	1/22/2025
24576	SOL02	The Solv Group	1/8/2025	False	True	W-2 and 1099-NEC Forms	\$44.12	True	1/22/2025
24577	UNI01	Union Democrat	1/8/2025	False	True	Newspaper Subscription - Yearly	\$300.00	True	1/22/2025
24578	UNI05	Univar Solutions	1/8/2025	False	True	Soda Ash DNS & Chemicals	\$12,328.55	True	1/22/2025
24579	Wells	Wells Fargo Vendor Financial Services, LLC	1/8/2025	False	True	Monthly Lease on Admin Copier	\$359.28	True	1/22/2025
24580	WIZ01	WiZiX Technology Group, Inc	1/8/2025	False	True	Copier - Copy Expense for Adttl Copies	\$34.50	True	1/22/2025
24581	Adv02	Adventist Health Sonora-HBOC	1/14/2025	False	True	OCC Physical - S. Sawyer	\$120.00	True	1/22/2025
24582	Alp03	Alpha Analytical Labs, Inc.	1/14/2025	False	True	Operations Lab Testing for Water & Wastewater	\$5,470.00	True	1/22/2025
24583	am01	AM Consulting Engineers, Inc.	1/14/2025	False	True	Project #148 - GARBP	\$4,167.00	True	1/22/2025
24584	Aquafix	Aquafix	1/14/2025	False	True	Lift station Odor Control	\$4,036.37	True	1/30/2025
24585	BAC02	Backflow Solutions, Inc.	1/14/2025	False	True	Annual BSI Online Subscription Fee	\$495.00	True	1/30/2025
24586	BEA02	Beam	1/14/2025	False	True	January Vision Coverage	\$336.47	True	1/22/2025
24587	CA Dept	CA Dept of Tax/Fee Administration	1/14/2025	False	True	2024 Q4 Diesel Fuel Return	\$564.00	True	1/22/2025
24588	CA Dept	CA Dept of Tax/Fee Administration	1/14/2025	False	True	2024 Q4 Sales and Use Tax Return	\$104.00	True	1/22/2025
24589	Cle03	CleanSmith Solutions	1/14/2025	False	True	Disinfection/Janitorial Services Monthly	\$5,500.00	True	1/22/2025
24590	EDIS01	E.D.I.S.	1/14/2025	False	True	Supplemental Health Insurance	\$4,408.64	True	1/22/2025

Check	Vendor	Vendor Name	Check D	Void	Commit	Description	Amount	Reconcil	Clear Da
24591	Fas02	Fastenal	1/14/2025	False	True	Portable Eye Wash Station & Safety Supplies	\$956.87	True	1/22/2025
24592	UNU01	First UNUM Life Insurance Co.	1/14/2025	False	True	February Life Ins Coverage	\$120.00	True	1/22/2025
24593	FP Mail	FP Finance (Monthly pmt)	1/14/2025	False	True	Monthly Postage Machine Rental	\$107.24	True	1/30/2025
24594	GCS02	GCSO	1/14/2025	False	True	GCSO Water Billing - All Facilities	\$9,052.45	True	1/22/2025
24595	UB*0342	Goat Properties, LLC	1/14/2025	False	True	Refund Check 016554-000, 12089 Breckenridge 13/31	\$41.80	False	
24596	ROT01	Groveland Rotary	1/14/2025	False	True	Semi-Annual Dues	\$175.00	True	1/22/2025
24597	HEN06	Henry's Auto Supply	1/14/2025	False	True	December Auto Parts	\$849.70	True	1/22/2025
24598	ICAD01	Industrial Control and Design, Inc.	1/14/2025	False	True	Programmer Time - Run AWS startup changes & SCADA	\$10,450.00	True	1/30/2025
24599	ITR01	Itron Electric Metering Co Inc	1/14/2025	False	True	Software Maintenance - 02/01/2025-04/30/2025	\$649.85	True	1/30/2025
24600	UB*0330	Jacinto, John	1/14/2025	False	True	Refund Check 012976-000, 13046 MOKELUMNE 2/205	\$60.00	False	
24601	Met03	Metro Presort	1/14/2025	False	True	Monthly UB Statement Processing	\$337.54	True	1/22/2025
24602	Met04	Metron-Farmer, LLC	1/14/2025	False	True	Cellular renewal 1Yr	\$100.00	True	1/30/2025
24603	MOO01	Moore Bros. Scavenger Co., Inc.	1/14/2025	False	True	Monthly Garbage Service	\$1,567.41	False	
24604	MOU03	Mountain Oasis Water Systems	1/14/2025	False	True	Bottled Water	\$131.00	True	1/22/2025
24605	NBS01	NBS Government Finance Group	1/14/2025	False	True	Rate Study Task 5 - Study Reports	\$900.00	True	1/22/2025
24606	per04	Percoco, Ronald	1/14/2025	False	True	Monthly Uniform Laundry	\$2,740.00	True	1/30/2025
24607	PGE01	PG&E	1/14/2025	False	True	Electric Charges	\$1,266.86	True	1/22/2025
24608	pml01	PML Hardware & Supply Inc.	1/14/2025	False	True	December Hardware Purchases	\$907.31	False	
24609	Ron01	Rudy, Roni Lynn	1/14/2025	False	True	Social Media Management	\$2,784.92	True	1/30/2025
24610	SFPUC	San Francisco Public Utilities Commission	1/14/2025	False	True	Monthly Water Purchase	\$6,367.12	True	1/22/2025
24611	TUO01	Tuo. Co. Public Power Agency	1/14/2025	False	True	Monthly Public Power Purchase	\$22,639.90	True	1/30/2025
24612	Tuo14	Tuolumne County Recorder	1/14/2025	False	True	Monthly Subscription to County Records	\$243.50	True	1/30/2025
24613	UB*0342	Whitney, Peter & Cheryl	1/14/2025	False	True	Refund Check 008568-000, 20609 LONGVIEW ST 3/254	\$75.79	False	
24614	WIZ01	WiZiX Technology Group, Inc	1/14/2025	False	True	Copy Machine Copies	\$35.77	True	1/22/2025
24615	zer01	Zero Waste USA	1/14/2025	False	True	Dog Park Waste Bags	\$201.51	True	1/22/2025
24616	BLU01	Anthem Blue Cross	1/22/2025	False	True	Medical Coverage February 2024	\$34,638.77	True	1/30/2025
24617	AT&T Mc	AT&T Mobility (First Net)	1/22/2025	False	True	Monthly Field Cell Phone Fee	\$1,333.38	True	1/30/2025
24618	BRO04	Browsers 25hr Towing	1/22/2025	False	True	Fire --Towing 2008 Chevrolet 2500	\$1,750.00	True	1/30/2025
24619	CWEA	CWEA	1/22/2025	False	True	CWEA Membership - D Johnson	\$239.00	False	
24620	Du-A01	Du-All Safety, LLC	1/22/2025	False	True	December Training -Blood Born Pathogens, Hearing C	\$1,650.00	True	1/30/2025
24621	Fas02	Fastenal	1/22/2025	False	True	Shop & Electrical Supplies	\$1,409.91	False	
24622	Hum02	Humana Insurance Company	1/22/2025	False	True	Monthly Dental Coverage	\$3,050.22	False	
24623	OCT01	OCT Water Quality Academy	1/22/2025	False	True	OCT Training at TUD 12/17-12/19/24	\$965.00	False	
24624	ROS05	Roseville Chevrolet	1/22/2025	False	True	2024 2500 4XX4 Reg Cab	\$81,140.68	True	1/30/2025
24625	SON01	Sonora Rentals	1/22/2025	False	True	Equipment Rental for Irrigation Line at Park	\$250.00	False	
24626	StateCA	State Water Res. Control Board	1/22/2025	False	True	Grade 2 exam - A. Davis	\$210.00	False	
24627	UMP01	UMPQUA Bank Comm Card Ops	1/22/2025	False	True	Monthly Credit Card Purchases	\$12,231.11	True	1/22/2025
24628	UB*0342	Anathamurthy, Harish	1/29/2025	False	True	Refund Check 017136-001, 12000 McGraw Court-Fire Sprinkler	\$14.52	False	
24629	ups9	UPS	1/22/2025	False	True	Shipping Charges	\$43.98	False	
24630	WHI03	White Brenner, LLP	1/22/2025	False	True	Legal Fees	\$8,781.95	True	1/30/2025
24631	WIZ01	WiZiX Technology Group, Inc	1/22/2025	False	True	Ink for Admin Office Printer	\$198.43	True	1/30/2025
24632	ATT02	AT&T	1/29/2025	False	True	Monthly Cal-Net Phone Service	\$697.66	False	
24633	UB*0342	Dalli, Joseph & Sandra	1/29/2025	False	True	Refund Check 005742-000, 19540 CHAMBERLAIN 1/5	\$208.02	False	

Check	Vendor	Vendor Name	Check D	Void	Commit	Description	Amount	Reconcil	Clear Da
24634	DIS01	Dish Network	1/29/2025	False	True	Satellite TV for FD	\$89.61	False	
24635	ESRI01	Environmental Systems Research Institute Inc.	1/29/2025	False	True	ArcGIS Annual subscription & Service Credits	\$3,720.00	False	
24636	GRA04	Grainger	1/29/2025	False	True	Heater Blanket for Polymer Drum at WWTP	\$872.51	False	
24637	UB*0342	Hernandez, Salvador & Sylvia	1/29/2025	False	True	Refund Check 013567-001, 19425 FERRETTI 6/6	\$81.92	False	
24638	Hun02	Hunt & Sons, Inc.	1/29/2025	False	True	Fuel & Oil	\$4,092.68	False	
24639	McC03	McCrometer Inc.	1/29/2025	False	True	12" Ultra Mag Meter	\$6,285.37	False	
24640	Met03	Metro Presort	1/29/2025	False	True	Monthly UB Statement Processing	\$2,413.93	False	
24641	MOT03	Mother Lode Answering Service	1/29/2025	False	True	Monthly Answering Service	\$763.46	False	
24642	UB*0342	Nakagawa, Chad & Christine	1/29/2025	False	True	Refund Check 017461-000, 19652 BUTLER WAY 8/210	\$126.36	False	
24643	Nji01	Njirich & Son's, Inc.	1/29/2025	True	True	Drought Resilience Project Waterline Relocate- VOID	\$825,687.12	False	
24644	PGE01	PG&E	1/29/2025	False	True	Monthly Electric Credit	\$16.29	False	
24645	PIN03	Pine Mt. Lake Association	1/29/2025	False	True	AWS Yearly Space Rental	\$5,000.00	False	
24646	SDR01	SDRMA	1/29/2025	False	True	Insurance - Bobcat & 2024 Chevy 1500	\$1,959.12	False	
24647	Sma01	SmartCover Systems, Inc.	1/29/2025	False	True	Annual Subscription	\$7,304.00	False	
24648	Tuo14	Tuolumne County Recorder	1/29/2025	False	True	Lien Satisfaction 090-400-003-00	\$20.00	False	
24649	UNI05	Univar Solutions	1/29/2025	False	True	Caustic Drum	\$1,944.23	False	
24650	ups9	UPS	1/29/2025	False	True	Shipping Charges - SCBA Cylinder	\$43.32	False	
24651	USA03	Usa Blue Book	1/29/2025	False	True	Water Hydrant Wrench, Wastewater Lab Equip	\$1,166.42	False	
24652	Wes07	Westamerica Bank	1/29/2025	False	True	Vehicle Loan Repayment - #2	\$248,564.30	False	
24653	Nji01	Njirich & Son's, Inc.	1/29/2025	False	True	6" & 10" Waterline Main Relocation	\$58,609.62	False	
24654	Nji01	Njirich & Son's, Inc.	1/29/2025	False	True	Drought Resilience Project - Progress Pmnt #1	\$767,077.50	False	
115955	OE3	Operating Engineers Local #3	1/2/2025	False	True	PR Batch 00001.01.2025 Oper Engin Union Dues	\$382.20	False	
115956	OE3	Operating Engineers Local #3	1/14/2025	False	True	PR Batch 00002.01.2025 Oper Engin Union Dues	\$393.24	False	
115957	OE3	Operating Engineers Local #3	1/29/2025	False	True	PR Batch 00003.01.2025 Oper Engin Union Dues	\$387.72	False	
902846	CAL09	CalPers 457 Plan Administrator	1/10/2025	False	True	PR Batch 00002.01.2025 CalPers Def Comp	\$1,897.64	False	
902847	EDD01	EDD - Electronic	1/10/2025	False	True	PR Batch 00002.01.2025 SDI - Employee	\$5,308.61	False	
902848	FedEFTP:	Federal EFTPS	1/10/2025	False	True	PR Batch 00002.01.2025 Medicare Employer Portion PR	\$20,745.98	False	
902849	Orion	Orion Portfolio Solutions	1/10/2025	False	True	Batch 00002.01.2025 Orion 457	\$2,406.78	False	
902850	PER01	Pers - Electronic	1/10/2025	False	True	PR Batch 00002.01.2025 PEPRA Employee	\$13,131.22	False	
902851	CAL09	CalPers 457 Plan Administrator	1/28/2025	False	True	PR Batch 00003.01.2025 CalPERS 457 ROTH	\$1,897.64	False	
902852	EDD01	EDD - Electronic	1/28/2025	False	True	PR Batch 00003.01.2025 State Unemp Ins	\$4,460.48	False	
902853	FedEFTP:	Federal EFTPS	1/28/2025	False	True	PR Batch 00003.01.2025 Federal Income Tax	\$20,541.90	False	
902854	Orion	Orion Portfolio Solutions	1/28/2025	False	True	PR Batch 00003.01.2025 Orion 457	\$2,406.78	False	
902855	PER01	Pers - Electronic	1/28/2025	False	True	PR Batch 00003.01.2025 PERS Employee Deduct	\$13,038.30	False	
						Payroll Direct Deposit	\$161,838.22		
						Total January Accounts Payable	\$1,834,837.48		



BOARD MEETING AGENDA SUBMITTAL

TO: GCS D Board of Directors

FROM: Peter Kampa, General Manager

DATE: February 11, 2025

SUBJECT: Agenda Item 4C: Notice of Filing of the Mary Laveroni Park Improvements (REBID) Project Notice of Completion with the County of Tuolumne

RECOMMENDED ACTION:

Staff recommends the following action:

Your Motion to Approve the Consent Calendar Recognizes the Filing of the Notice of Completion for the Mary Laveroni Park Improvements Project (REBID) Project.

BACKGROUND:

This Groveland Asset Rehabilitation and Beautification Project made improvements to the Groveland Community Services District (GCS D) Mary Laveroni Park including waste reduction and beautification by removing large amounts of trash from the GCS D's newly purchased 37-acre property, replacing the current small, dilapidated restroom, and installing adequate trash and recycling receptacles. Beautification measures including trash/recycling receptacles, benches and numerous ground and hanging flower containers were installed on Main Street by the Chamber of Commerce and community volunteers.

The user experience has been enhanced by constructing a covered transit shelter and a shaded picnic area, seat wall, multiple benches and boulder edging. Pedestrian facilities were improved by the construction of accessible walking paths connecting amenities in the park as well as information and wayfinding signage and a large kiosk. Existing dirt access roads and trails were restored to link the park to the historic Hetch Hetchy Railroad grade and new 37-acre property, initiating new recreation opportunities on a one-mile scenic loop.

The installation of the Project's scope of work by Njirich Construction has been completed per the plans and technical specifications prepared for the project, with modifications made through change orders. AM Consulting Engineers, Inc. attended a final walkthrough of the project site to verify that the project had been adequately completed. Based on the findings during the final walkthrough, the Mary Laveroni Park Improvements Project (REBID)

were accepted and deemed complete by the General Manager, as authorized by Resolution 15-2024.

FINANCIAL IMPACT

There is no Fiscal Impact associated with filing the Notice of Completion.

ATTACHMENTS:

1. Notice of Completion
2. Resolution 15-2024

Recorded in Official Records
County of Tuolumne County

RECORDING REQUESTED BY:
AND FOR THE BENEFIT OF,

Groveland Community Services District
No Fee-Gov/t. Code Sections
6103 and 27383

WHEN RECORDED, MAIL TO:

Groveland Community Services District
18966 Ferretti Rd,
Groveland, CA 95321

Kaenan Whitman
County Recorder
DOC # 2025-000607

01/21/2025
10:27 AM

Titles: 1 Pages: 1

Fees: \$0.00
Taxes: \$0.00
CA SB2 Fee: \$0.00
Total: \$0.00

ccelaya

SPACE ABOVE THIS LINE FOR RECORDER'S USE

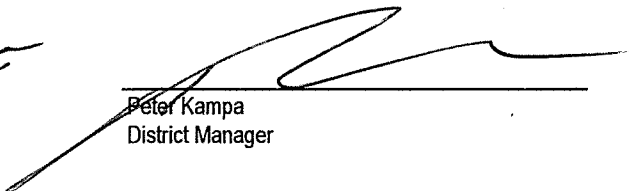
NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion.

Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
2. The full name of the owner is: **Groveland Community Services District**
3. The full address of the owner is: **18966 Ferretti Rd, Groveland, CA 95321**
4. The nature of the interest or estate of the owner is: **In Fee**
5. A work of improvement on the property hereinafter described was completed on: **November 29, 2024**. The work done was: **Mary Laveroni Park Improvements Project (REBID)**.
6. The name of the contractor, if any, for such work of improvement was: **Njirich & Sons, Inc, 19970 Kelly Drive, Sonora, CA 95370**.
7. The properties on which said work of improvements were completed are in the County of Tuolumne, State of California, and are described as follows: **Various improvements to Mary Laveroni Park. This includes, but is not limited to, the replacement of the existing bathroom, as well as the addition of two shade structures, sidewalks, signage and planting.**
8. The street addresses of said properties are: **18950 CA-120, Groveland, CA 95321,**

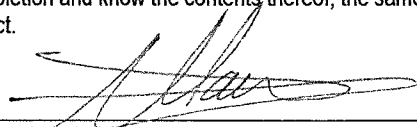
Dated: January 15, 2025


Peter Kampa
District Manager

VERIFICATION

I, the undersigned, say: I am the Engineer for the Groveland Community Services District, the declarant of the foregoing notice of completion;

I have read said notice of completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.



(PERSONAL SIGNATURE OF THE INDIVIDUAL WHO IS SWEARING THAT THE CONTENTS OF THE NOTICE OF COMPLETION ARE TRUE.)

Executed on January 15, 2025, at Fresno, CA
(DATE) (LOCATION)

Resolution No. 15-2024

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND
COMMUNITY SERVICES DISTRICT AUTHORIZING THE AWARD OF THE
MARY LAVERONI PARK IMPROVEMENTS REBID PROJECT TO NJIRICH &
SONS, INC. AND TO AUTHORIZE THE GENERAL MANAGER TO SIGN AN
AGREEMENT ON BEHALF OF THE DISTRICT**

WHEREAS, the Groveland Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the District has the authority to construct, operate and maintain the Mary Laveroni Park; and

WHEREAS, the District needs to complete repairs and improvements to the Mary Laveroni Park existing facilities; and

WHEREAS, the proposed improvements will be paid for in part by a Clean California Grant; and

WHEREAS, the proposed improvements will be paid for in part by Groveland CSD funding that was included in the adopted fiscal year 2023/2024 final budget; and

WHEREAS, AM Consulting Engineers prepared plans and specifications for the Mary Laveroni Park Improvements Rebid Project; and

WHEREAS, the Project was advertised on May 11, 2024 in the Union Democrat; and

WHEREAS, a mandatory pre-bid meeting was held on May 15, 2024 where five (5) contractors attended; and

WHEREAS, the bids received were publicly opened and read on May 29, 2024; and

WHEREAS, the District has the authority to reject any and all bids, or to award the contract to the lowest responsive bidder; and

WHEREAS, Njirich & Sons, Inc. bid dated May 29, 2024 is included herein for reference and we are to be included in the contract documents as detailed in the project specifications.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY approve as follows:

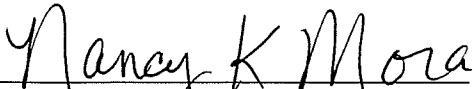
1. The General Manager is authorized to issue Notice of Award to the lowest bidder Njirich & Sons, Inc.
2. The General Manager is authorized to execute the construction contract to the lowest bidder Njirich & Sons, Inc. in the amount of \$630,000.00 after the Contractor's Performance and Payment Bonds are received.
3. The General Manager is authorized to negotiate Construction Change Orders (CCO) in an amount not to exceed a 15% increase in the original bid and contract amount.
4. The General Manager is authorized to negotiate deductive (cost) change order that result in a comparable work product.
5. The General Manager is authorized to negotiate a construction start date and issue the Notice to Proceed to the Contractor in accordance with the Project Plans and Specifications.
6. The General Manager is authorized to approve and process Contractor payments within the cost limitations stated herein, in accordance with the Project Plans and Specifications.
7. The General Manager is authorized to file the Project Notice of Completion in accordance with the Plans and Specifications.

PASSED AND ADOPTED by the Board of Directors of the Groveland Community Services District on June 11, 2024, by the following vote:

AYES: Directors Mora, Kwiatkowski, Edwards, and Swan

ABSENT: Director Armstrong

APPROVE:


Nancy Mora, Board President

ATTEST:


Rachel Pearlman, Board Secretary

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, 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 Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on June 11, 2024.

DATED: 6/11/2024



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: February 11, 2025

SUBJECT: Agenda Item 4D: Notice of the Filing of the Hardrock Groundwater Test Well Project Notice of Completion with the County of Tuolumne

RECOMMENDED ACTION:

Staff recommends the following action:

Your Motion to Approve the Consent Calendar Recognizes the Filing of the Notice of Completion for the Hardrock Groundwater Test Well Project.

BACKGROUND:

The Groveland Community Service District (Groveland CSD, GCSB) provides potable water services to the surrounding community. The Groveland CSD's primary water source is the Hetch Hetchy Reservoir located in Yosemite National Park on the Tuolumne River. Hetch Hetchy is also the principal water source for the City and County of San Francisco and a number of other utilities in the San Francisco Bay Area served by the City and County of San Francisco. Water flows from Hetch Hetchy through the Mountain Tunnel, a tunnel just south of Groveland into Priest Regulating Reservoir. GCSB obtains water from the Mountain Tunnel prior to and upstream of Priest Regulating Reservoir at two locations. These locations are the Big Creek Shaft/Water treatment Plant (WTP) (the most upstream) and the Second Garrotte Shaft/WTP.

In addition to the primary water source, GCSB also has a secondary or Alternative Water Supply (AWS) source. The AWS water source is Pine Mountain Lake. The District installed in 2003 a trailer mounted water treatment plant in PML to be able to provide water to the Community during outages of the Mountain Tunnel. The AWS WTP was intended to be a portable WTP.

During severe drought conditions, the Second Garrote WTP and the AWS WTP would not have enough capacity to supply water to the entire service area during maximum day demand. For this reason, the Groveland CSD is proposing a new groundwater well that will supply water to the Big Oak Flat and Tank 5 service areas during severe drought conditions. The introduction of this groundwater well will reduce the demand that has to be supplied from Second Garrote and the AWS systems and will increase fire resiliency. For this reason, two hard rock groundwater test wells were drilled and tested to determine the available groundwater capacity. The Tank 5 site produced 120 gpm and the AWS WTP site produced 30 gpm. A supplemental project will be completed in the coming months to install the well pump, piping and controls needed to be able to utilize the available groundwater at the Tank 5 site.

The installation of the Project's scope of work has been completed per the plans and technical specifications prepared for the project, with modifications made through change orders. AM Consulting Engineers, Inc. attended a final walkthrough of the project site to verify that the project had been adequately completed.

Based on the findings during the final walkthrough, the Hardrock Groundwater Test Well Project can be accepted and deemed complete. Resolution 47-2023, attached, authorized the General Manager to file the Notice of Completion.

FINANCIAL IMPACT

There is no Fiscal Impact associated with filing the Notice of Completion.

ATTACHMENTS:

1. Notice of Completion
2. Tank 5 Well Completion Report
3. AWS WTP Completion Report
4. Resolution 47-2023

State of California
Well Completion Report
 Form DWR 188 Submitted 5/13/2024
 WCR2024-004085

Owner's Well Number AWS Site Well Date Work Began 02/20/2024 Date Work Ended 03/02/2024
 Local Permit Agency Community Resources Agency - Environmental Health
 Secondary Permit Agency _____ Permit Number EH-23-74 Permit Date 01/22/2024

Well Owner (must remain confidential pursuant to Water Code 13752)	Planned Use and Activity
Name <u>GROVELAND COMMUNITY SERVICES DISTRICT,</u>	Activity <u>New Well</u>
Mailing Address <u>18966 Ferretti Rd</u>	Planned Use <u>Water Supply Public</u>
City <u>Groveland</u> State <u>CA</u> Zip <u>95321</u>	

Well Location	
Address _____	APN <u>066030029</u>
City _____ Zip _____ County <u>Tuolumne</u>	Township <u>01 S</u>
Latitude <u>37</u> <u>50</u> <u>56.909</u> <u>N</u> Longitude <u>-120</u> <u>13</u> <u>33.4686</u> <u>W</u>	Range <u>16 E</u>
Deg. Min. Sec. Deg. Min. Sec.	Section <u>16</u>
Dec. Lat. <u>37.8491414</u> Dec. Long. <u>-120.2259635</u>	Baseline Meridian <u>Mount Diablo</u>
Vertical Datum _____ Horizontal Datum <u>WGS84</u>	Ground Surface Elevation _____
Location Accuracy _____ Location Determination Method _____	Elevation Accuracy _____
	Elevation Determination Method _____

Borehole Information	
Orientation <u>Vertical</u> Specify _____	
Drilling Method <u>Downhole Hammer</u> Drilling Fluid <u>Air</u>	
Total Depth of Boring <u>900</u> Feet	
Total Depth of Completed Well <u>900</u> Feet	

Water Level and Yield of Completed Well	
Depth to first water <u>390</u> (Feet below surface)	
Depth to Static _____	
Water Level _____ (Feet) Date Measured <u>02/21/2024</u>	
Estimated Yield* <u>30</u> (GPM) Test Type <u>Air Lift</u>	
Test Length <u>2</u> (Hours) Total Drawdown _____ (feet)	
*May not be representative of a well's long term yield.	

Geologic Log - Free Form		
Depth from Surface	Feet to Feet	Description
0	20	Red Clay
20	30	Rocky Clay
30	900	Fractured Granite

Casings										
Casing #	Depth from Surface Feet to Feet		Casing Type	Material	Casings Specifications	Wall Thickness (inches)	Outside Diameter (inches)	Screen Type	Slot Size if any (inches)	Description
1	0	50	Conductor or Fill Pipe	Low Carbon Steel	Grade: ASTM A53	0.25	12.75			Surface Conductor
1	50	900	No Casing Installed	Other	N/A					Open Borehole

Annular Material					
Depth from Surface Feet to Feet		Fill	Fill Type Details	Filter Pack Size	Description
0	50	Cement	10.3 Sack Mix		ANNULAR CEMENT SEAL
50	900	Other Fill	See description.		Open Borehole

Other Observations:

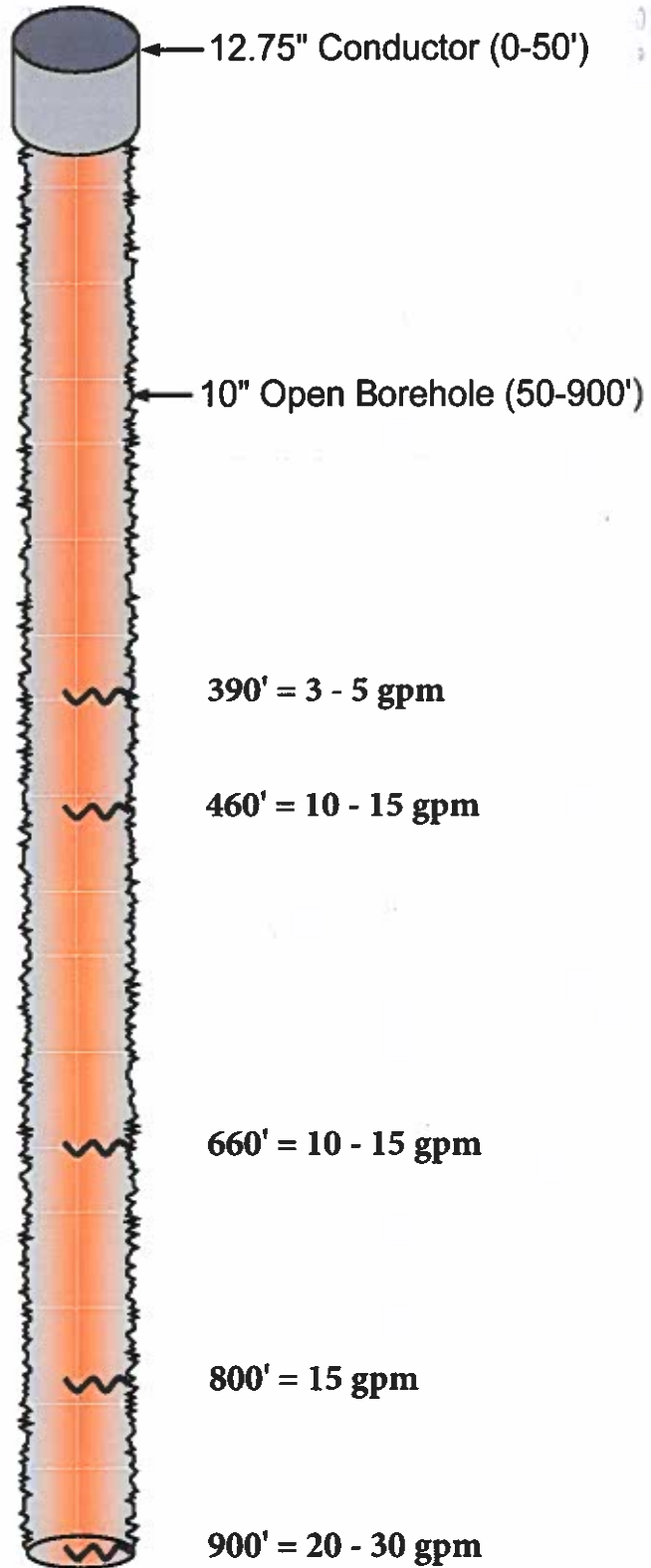
Borehole Specifications		
Depth from Surface Feet to Feet		Borehole Diameter (inches)
0	50	17
50	900	10

Certification Statement			
I, the undersigned, certify that this report is complete and accurate to the best of my knowledge and belief			
Name	WELL INDUSTRIES INC		
	Person, Firm or Corporation		
3282 HIGHWAY 32	CHICO	CA	95973
Address	City	State	Zip
Signed	<i>electronic signature received</i>	05/13/2024	812678
	C-57 Licensed Water Well Contractor	Date Signed	C-57 License Number

DWR Use Only			
CSG #	State Well Number	Site Code	Local Well Number
		N	W
Latitude Deg/Min/Sec		Longitude Deg/Min/Sec	
TRS:			
APN:			

WELL SCHEMATIC AWS SITE WELL

Groveland Community Services District



State of California
Well Completion Report
 Form DWR 188 Submitted 5/13/2024
 WCR2024-004087

Owner's Well Number Tank Site Well Date Work Began 03/10/2024 Date Work Ended 03/24/2024
 Local Permit Agency Community Resources Agency - Environmental Health
 Secondary Permit Agency _____ Permit Number EH-23-73 Permit Date 01/22/2024

Well Owner (must remain confidential pursuant to Water Code 13752)	Planned Use and Activity
Name <u>GROVELAND COMMUNITY SERVICES DISTRICT,</u>	Activity <u>New Well</u>
Mailing Address <u>18966 Ferretti Rd</u>	Planned Use <u>Water Supply Public</u>
City <u>Groveland</u> State <u>CA</u> Zip <u>95321</u>	

Well Location	
Address <u>18790 Vernal DR</u>	APN <u>066650006</u>
City <u>Groveland</u> Zip <u>95321</u> County <u>Tuolumne</u>	Township <u>01 S</u>
Latitude <u>37 49 36.3126 N</u> Longitude <u>-120 13 50.3014 W</u>	Range <u>16 E</u>
Deg. Min. Sec. Deg. Min. Sec.	Section <u>28</u>
Dec. Lat. <u>37.8267535</u> Dec. Long. <u>-120.2306393</u>	Baseline Meridian <u>Mount Diablo</u>
Vertical Datum _____ Horizontal Datum <u>WGS84</u>	Ground Surface Elevation _____
Location Accuracy _____ Location Determination Method _____	Elevation Accuracy _____
	Elevation Determination Method _____

Borehole Information	
Orientation <u>Vertical</u> Specify _____	
Drilling Method <u>Downhole Hammer</u> Drilling Fluid <u>Foam</u>	
Total Depth of Boring <u>740</u> Feet	
Total Depth of Completed Well <u>740</u> Feet	

Water Level and Yield of Completed Well	
Depth to first water <u>200</u> (Feet below surface)	
Depth to Static _____	
Water Level _____ (Feet) Date Measured <u>03/12/2024</u>	
Estimated Yield* <u>120</u> (GPM) Test Type <u>Air Lift</u>	
Test Length <u>2</u> (Hours) Total Drawdown _____ (feet)	
*May not be representative of a well's long term yield.	

Geologic Log - Free Form		
Depth from Surface	Feet to Feet	Description
0	18	Clay
18	20	Granite
20	62	Rocky Clay
62	740	Fractured Granite

Casings										
Casing #	Depth from Surface Feet to Feet		Casing Type	Material	Casings Specifications	Wall Thickness (inches)	Outside Diameter (inches)	Screen Type	Slot Size if any (inches)	Description
1	0	80	Conductor or Fill Pipe	Low Carbon Steel	Grade: ASTM A53	0.25	12.75			Surface Conductor
1	80	740	No Casing Installed	Low Carbon Steel	Grade: ASTM A53					Open Borehole

Annular Material					
Depth from Surface Feet to Feet		Fill	Fill Type Details	Filter Pack Size	Description
0	80	Cement	10.3 Sack Mix		ANNULAR CEMENT SEAL
0	740	Other Fill	See description.		Open Borehole

Other Observations:

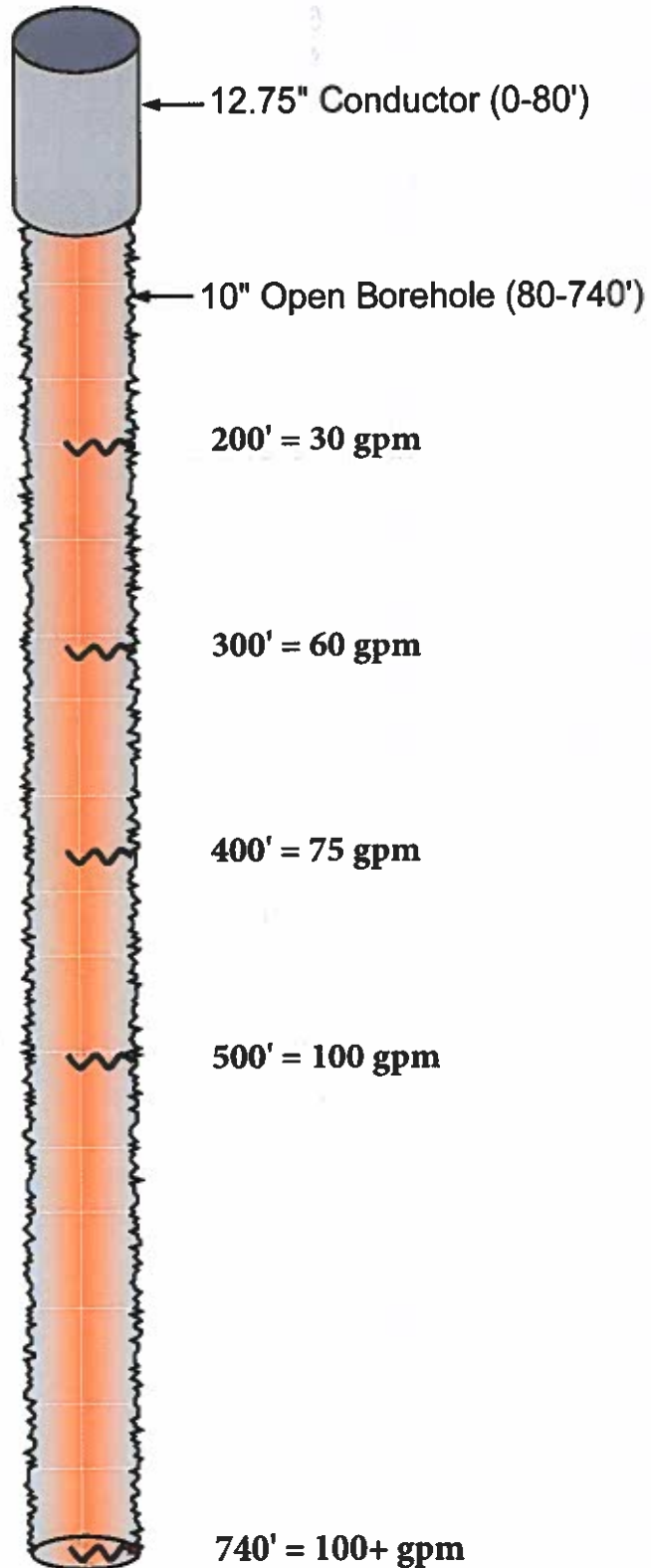
Borehole Specifications		
Depth from Surface Feet to Feet		Borehole Diameter (inches)
0	80	17
80	740	10

Certification Statement			
I, the undersigned, certify that this report is complete and accurate to the best of my knowledge and belief			
Name	WELL INDUSTRIES INC		
	Person, Firm or Corporation		
3282 HIGHWAY 32	CHICO	CA	95973
Address	City	State	Zip
Signed	<i>electronic signature received</i>	05/13/2024	812678
	C-57 Licensed Water Well Contractor	Date Signed	C-57 License Number

DWR Use Only			
CSG #	State Well Number	Site Code	Local Well Number
		N	W
Latitude Deg/Min/Sec		Longitude Deg/Min/Sec	
TRS:			
APN:			

WELL SCHEMATIC TANK SITE WELL

Groveland Community Services District



**RECORDING REQUESTED BY:
AND FOR THE BENEFIT OF,**

Groveland Community Services District
No Fee-Gov/t. Code Sections
6103 and 27383

WHEN RECORDED, MAIL TO:

Groveland Community Services District
18966 Ferretti Rd,
Groveland, CA 95321

**Recorded in Official Records
County of Tuolumne County**

**Kaenan Whitman
County Recorder**

DOC # 2025-001180

02/07/2025
09:37 AM

Titles: 1 Pages: 1

Fees: \$0.00

Taxes: CA SB2 Fee: \$0.00

cvillalobos

Total: \$0.00

SPACE ABOVE THIS LINE FOR RECORDER'S USE

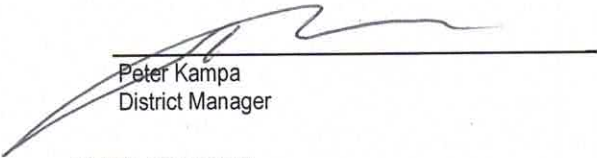
NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion.

Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
2. The full name of the owner is: **Groveland Community Services District**
3. The full address of the owner is: **18966 Ferretti Rd, Groveland, CA 95321**
4. The nature of the interest or estate of the owner is: **In Fee**
5. A work of improvement on the property hereinafter described was completed on: **February 4, 2025**. The work done was: **Hardrock Groundwater Well Improvements Project**.
6. The name of the contractor, if any, for such work of improvement was: **Well Industries, Inc, 3282 CA-32, Chico, CA 95973**.
7. The properties on which said work of improvements were completed are in the County of Tuolumne, State of California, and are described as follows: **Construction of two hardrock groundwater test wells**.
8. The street addresses of said properties are: **18790 Vernal Dr., Groveland, CA 95321 and 19000 Ferretti Rd, Groveland, CA 95321,**

Dated: 2-5-2025



Peter Kampa
District Manager

VERIFICATION

I, the undersigned, say: I am the Engineer for the Groveland Community Services District, the declarant of the foregoing notice of completion;

I have read said notice of completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.



(PERSONAL SIGNATURE OF THE INDIVIDUAL WHO IS SWEARING THAT THE CONTENTS OF THE NOTICE OF COMPLETION ARE TRUE.)

Executed on February 4, 2025, at Fresno, CA

(DATE) (LOCATION)

RESOLUTION 47-2023

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT ADOPTION OF A RESOLUTION APPROVING AN AGREEMENT WITH WELL INDUSTRIES, INC., THE LOWEST BIDDER FOR THE HARDROCK GROUNDWATER TEST WELL PROJECT

WHEREAS, the Groveland Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the District has the authority to construct, operate and maintain the municipal water infrastructure; and

WHEREAS, the District needs to complete improvements to the water infrastructure; and

WHEREAS, the proposed improvements shall be funded in full by a State of California (Department of Water Resources) Urban And Multibenefit Drought Relief Grant; and

WHEREAS, AM Consulting Engineers prepared plans and specifications for the Hardrock Groundwater Test Well Project; and

WHEREAS, the Project was advertised on September 9, 2023 in the Union Democrat; and

WHEREAS, a mandatory pre-bid meeting was held on September 20, 2023 where four (4) contractors attended; and

WHEREAS, the bids received were publicly opened and read on October 4, 2023; and

WHEREAS, the District has the authority to reject any and all bids, and waive any minor irregularities in any bid:

WHEREAS, the District has the right to award the contract to the lowest responsive bidder; and

WHEREAS, Well Industries, Inc. bid dated October 4, 2023 is included herein for reference and we are to be included in the contract documents as detailed in the project specifications.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY approve as follows:

1. The General Manager is authorized to issue Notice of Award to the lowest bidder Well Industries, Inc.
2. The General Manager is authorized to execute the construction contract to the lowest bidder Well Industries, Inc. in the amount of \$200,200.00 after the Contractor's Performance and Payment Bonds are received.
3. The General Manager is authorized to negotiate Construction Change Orders (CCO) in an amount not to exceed a 15% increase in the original bid and contract amount.
4. The General Manager is authorized to negotiate deductive (cost) change order that result in a comparable work product.
5. The General Manager is authorized to negotiate a construction start date and issue the Notice to Proceed to the Contractor in accordance with the Project Plans and Specifications.
6. The General Manager is authorized to approve and process Contractor payments within the cost limitations stated herein, in accordance with the Project Plans and Specifications.
7. The General Manager is authorized to file the Project Notice of Completion in accordance with the Plans and Specifications.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on October 10, 2023, by the following vote:

AYES: Directors Kwiatkowski, Armstrong, and Edwards

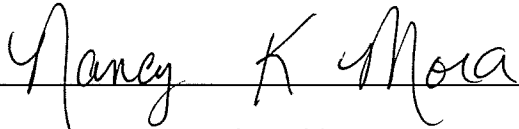
NOES:

ABSTAIN:

ABSENT: Directors Mora, and Swan


Resolution 47-2023

APPROVE:



Nancy Mora, Board President

ATTEST:



Rachel Pearlman, Board Secretary

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, 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 Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on October 10, 2023.

DATED: 10-10-2023

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: February 11, 2025

SUBJECT: Agenda Item 6A: Board Discussion and Support for the District to Assist the Project Managers of the Tuolumne County FireSafe Council in Implementation of the Defensible Space for Seniors and Disabled in Tuolumne County project

RECOMMENDED ACTION:

Staff recommends the following action:

I move to authorize the General Manager and Staff to assist the Tuolumne County FireSafe Council in Implementation of the Defensible Space for Seniors and Disabled in Tuolumne County project.

BACKGROUND:

The Tuolumne County Fire Safe Council (TCFC) has been awarded funding from the CAL FIRE Climate Investment Grant to create defensible space around the homes of low-income seniors and disabled residents in Tuolumne County. The Grant amount is \$879,000 which will be spread over 5 years, 2024-2029. The TFSC plans to start this program in the Groveland area. There is a direct nexus between the GCSB goal of maximizing the fire safety of the communities and the defensible space to be developed under this program.

The Defensible Space for Seniors and Disabled in Tuolumne County project will provide defensible space for low-income seniors age 65 and older and disabled individuals who are economically and/or physically unable to do this work or hire a contractor to do the work.

Reducing vegetation fuels can lessen a fires intensity and speed and will allow for quicker control of wildfires. Wildfires burn at a lower severity where fuel loads have been reduced. This program is intended to help individuals create defensible space (maximum 100 feet or to property lines) around the primary residence. It may not be used for clearing acreage or vacant parcels. Participation in this program is voluntary and at no cost to the applicant.

The TCSC has approached GCSD for assistance, cooperation and partnership in the implementation of this program in the Groveland/Big Oak Flat area. GCSD's role is envisioned to involve the following:

- Assist in program outreach, conducting community meetings and identification of collaborating entities and eligible recipients of the work
- Provide property information from our GIS program
- Social media campaigns and information
- Host or link information on the GCSD website such as informational flyers, forms and press releases

In this partnership, GCSD assumes no overall responsibility to conduct the work above, but will endeavor to assist to the best that it can with available staff and social media consultant. GCSD assumes no responsibility, expense or liability for the work being done in the field, securing rights-of-entry, handling complaints, conducting inspections or administering any of the day-to-day work or program finances.

FISCAL IMPACT:

There is no anticipated expense or other fiscal impact associated with this partnership, however there will be a few hours weekly spent by existing GCSD management and administrative staff, and within the existing social media consulting agreement.



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: February 11, 2025

SUBJECT: Agenda Item 6B: Board Review and Discussion Pertaining to the District's Response to the Tuolumne County Planning Commission Regarding the Tiny House Village Project

RECOMMENDED ACTION:

Staff recommends the following action:

Staff recommends that the Board review the attached legal counsel letter and consider options for further engagement with the County to address the ongoing concerns regarding unmitigated impacts to GCSB fire services from developments outside District boundaries.

BACKGROUND:

In December 2022, the District received a stakeholder notification from the County Community Development Department regarding a proposed recreational resort project on Sprague Rd., located just outside of the District's boundaries. The project includes twelve prefabricated guest cabins available for overnight rental, along with a yoga dome and other amenities accessible exclusively to guests. The facility is proposed to operate year-round.

The District responded to the stakeholder notification by informing the County and project applicant that annexation into GCSB would be required to receive services from the District. Subsequently, the project applicant submitted a water service application, prompting the District to initiate discussions with the City and County of San Francisco to explore the process for amending our water supply agreement to include the project, as it lies outside the current water service boundaries.

DEVELOPMENTS & CHALLENGES

Over the following months, the District faced significant challenges in securing a meeting with the City to discuss the necessary amendments to the water service agreement. Additionally, a preliminary cost estimate for extending the water system to the project site indicated potential construction expenses in the millions of dollars.

Due to the extended timeframe required to modify the water supply agreement and the prohibitive infrastructure costs, the project applicant opted to apply to the State for an

independent water supply permit. Simultaneously, the County Community Development Department proceeded with the completion of environmental documentation for the project.

On February 15, 2024, the District submitted comments on the Mitigated Negative Declaration (MND) prepared for the project. Subsequently, on January 22, 2025, the District received the final draft MND along with the County Planning Department's staff recommendation for approval of the project by the County Planning Commission at its scheduled January 29, 2025, meeting.

DISTRICT RESPONSE & FIRE SERVICE IMPACTS

Included with this agenda item is a letter prepared at the Direction of the General Manager by the District's legal counsel, requesting that the Planning Commission either deny the project or postpone a decision pending further discussions between the County, District, and project applicant regarding the project's impacts on GCSD fire services and appropriate mitigation measures.

As outlined in the District's 2020 Fire Services Master Plan update, responding to 911 calls outside GCSD boundaries—particularly in the County Fire response area, where no fire station is present—accounts for 35% of the time GCSD fire personnel are away from the station. The Master Plan also identified that GCSD fire operates at minimum staffing levels to handle calls within its boundaries and recommended that the District negotiate an agreement with the County to mitigate the impact of responding to emergency calls beyond its jurisdiction.

Despite the District's proposal for a long term agreement, the County has yet to act on it. As you will recall, the County executed a short-term agreement based on grant funding, and this agreement has since expired. Compounding this issue, the County continues to approve development projects without requiring mitigation for their impact on GCSD services, while simultaneously asserting that GCSD is obligated to respond outside its boundaries under the countywide mutual aid agreement.

PURPOSE OF AGENDA ITEM

The purpose of this agenda item is to inform the Board of the project and the District's response, which aligns closely with recent responses to the Long Gulch residential subdivision project. Please note that the January 29, 2025, Planning Commission meeting was cancelled on the day of the meeting and has not yet been rescheduled.

ATTACHMENTS:

- Tiny House Village Project letter to the Tuolumne County Planning Commission

January 29, 2024

VIA EMAIL ONLY

Tuolumne County Planning Commission
Board of Supervisors Chambers
County Administration Center
2 S. Green Street
Sonora, CA 95370

**Re.: Tiny House Village Project
Comments from the Groveland Community Services District**

To the Tuolumne County Planning Commission:

This office serves as General Counsel to the Groveland Community Services District (“GCSD”), who provides water, sewer, fire, and park & recreation services to the Groveland-Big Oak Flat service area.

This letter expresses GCSD’s strong concerns regarding the Tiny House Village project (“Project”) and Tuolumne County’s (“County”) ongoing approval of development projects in the southeastern area of the County. From a legal and planning perspective, the Project is being processed for approval illegally. As currently proposed, the Project is inconsistent with the County’s General Plan, requires an Environmental Impact Report (“EIR”), fails to mitigate the impacts of the Project on neighboring residents and agencies such as GCSD, and relies on false or deficient assumptions related to the delivery of fire services. Illegality of the Project aside – as proposed this Project will place the property and lives of those nearby in danger.

This Project is just the latest in this southeastern area of the County to be presented for approval without significant dialogue or input from GCSD. The County has allowed development projects that are inside and outside the Sphere of Influence (“SOI”) of GCSD to continue to move forward without mitigation or requiring annexation into GCSD. Homes and businesses are developing where GCSD will almost always be the first to respond despite these projects being located outside of GCSD’s service area. Such uncoordinated development can only occur because County development projects are not subject to LAFCO approval.

Despite the clear impacts to GCSD and its taxpayers, the County is still obligated to process these projects lawfully and to mitigate impacts on GCSD and others. This includes the County's obligation to mitigate the impact to GCSD of being the overwhelming-likely first agency to respond to any emergency-related call through the agencies' existing mutual aid agreement.

GCSD is requesting that the Planning Commission deny or reprocess the Project in consultation with GCSD. The comments submitted by GCSD to the County on the mitigated negative declaration for the Project are also enclosed with this letter.

The Tiny House Village Project

This Project involves the following:

1. Site Development Permit for a recreational development consisting of twelve (12) guest cabins, swimming pool, yoga dome, and associated infrastructure on 14.1-acre parcel.
2. Approval of a Mitigated Negative Declaration ("MND") for the Project.

The Project in Relation to GCSD Boundaries and Facilities

We encourage you to refer to the attachments enclosed with this letter, depicting GCSD's boundaries and the public facilities in the area.

The Project is located just outside of GCSD boundaries and its SOI.

GCSD's fire station (Fire Station No. 78) is located approximately 5.9 miles from the Project and has an 8-minute travel time to the site. The Tuolumne County Fire Department's nearest fire station is located approximately 27.2 miles from the Project and has a 40-minute travel time to the site.

In the interests of responsible service provision, we hope the Planning Commission will revisit this Project at a later date, after further review and coordination with GCSD.

GCSD Comments

- 1. Fire protection will fall on GCSD resources, and the Project fails to include mitigation to offset the impact.**

Contrary to statements in the Project report and the MND, fire protection to the Project site will be provided by GCSD without adequate water supply. Nearby residents will be in danger, and GCSD will be made less responsive to incidents in its own service area.

GCSD's fire station is only 8 minutes away and will be the first to respond to emergency and fire incidents at the site. Although the County currently provides a Fire Engine at GCSD's station, there is no long-term funding established for this arrangement. With the failure of Measure Z for the sales tax increase and Tuolumne County's budget challenges, GCSD has little confidence that this Fire Engine will remain at GCSD's station. Without long-term funding or a new fire station in this region, GCSD cannot meet its adopted response times (Resolution No. 27-2020), and its fire resources will continue to be overtaxed at the expense of its own residents.

Further, water supply at the site will be deficient if a fire occurs. The Project is proposed with a private groundwater well with fourteen (14) connections, supported by a 50,000-gallon water tank. Although the Hydrogeologic Analysis found that there will be sufficient water supplies for the Project to operate (MND, at p. 105-107), the MND fails to describe in any meaningful way the available water sources to combat a fire event.

To illustrate water availability at the site in response to a fire, a Fire Engine would exhaust its water supply within one (1) minute. Pumping water from the swimming pool would drain the pool in under twelve (12) minutes. It is highly likely that GCSD would need to call a water tender to the site, but it would take at least thirty (30) minutes for a water tender to arrive, and the water tender would be drained in five (5) minutes. All this leaves GCSD with local water sources that last a maximum of twenty (20) minutes. Also, given that these particular units will be mobile home units, there will be no sprinklers in the units to put out an in-unit fire. There may be enough water to operate the Project, but fighting and containing a fire requires a longer water supply than a 20-minute duration. Without further analysis showing the available water supplies in a fire event, the fire danger and risk to nearby residents remains significant.

Additionally, the analysis of predicted emergency calls is inadequate and unclear. Based on the "Fire Impact Analysis" referenced in the MND, County staff estimates that one (1) annual call is predicted for fire or emergency medical service to the Project site. (MND, at p. 77.) This estimate requires more explanation and is not supported by GCSD's many documented responses to other project sites in the area. Responses are not limited to fire incidents – nearly 90% of GCSD responses are for other emergency and medical events.

GCSD resources will absorb the impact of the Project, but there are no mitigation conditions imposed on the Project. No revenue-sharing agreements are in place, and GCSD sees none of the fire impact fee revenue collected by the County. It appears that the County plans to offload the service responsibilities of this Project onto GCSD, while taking all fire-related revenue to provide fire services in other parts of the County. Not only is this illegal, but it unnecessarily places the property and lives of residents in this area at risk. Further, there is no ongoing funding mechanism for providing fire services to the Project site. Please let it be known that GCSD's concerns over development in this area continue to be dismissed as financial impacts accrue.

2. The Project is inconsistent with the Tuolumne County General Plan, and the Planning Commission cannot make the findings to approve the Project.

Because of the risks to public safety and inconsistencies with the General Plan, the County cannot make the findings required for the Project.

As the Planning Commission well knows, the General Plan is the constitution to which future development must conform, and land use decisions must be made in harmony with the General Plan. (*DeVita v. County of Napa* (1995) 9 Cal.4th 763, at 773, 783.) Further, under the County's zoning ordinance, the Planning Commission must find that the Project will not be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use. (See Tuolumne County Code, 17.100.030).

Even a cursory review of the General Plan's public safety element would show that this Project was not formulated in harmony with General Plan policies. Below are just a few of the policies that should have involved further consultation with GCSD and mitigation for fire impacts:

- A. Recognize that the County has a unique role to collaborate with special districts/stakeholders within the County to promote the delivery of efficient and cost-effective public services. (OAV3)
- B. Appropriate measures should be formulated and implemented to reduce the safety concerns and fire hazards which could result from approval of the application. Recommendations should specify the source of funding for implementation and maintenance of identified fire protection measures. (Program 9.A.a)
- C. Determine the impact proposed development will have on the provision of fire protection services and maintain the established level of service. (Policy 9.G.3)

As it pertains to the findings for the Site Development Permit, the proposed use will indeed cause harm to the health and safety of persons and property in the area. Groveland residents will also be harmed, as responses to the Project site will further draw GCSD resources outside its boundaries, leaving fewer resources available to respond to incidents within GCSD boundaries.

Despite staff's attempts to find in favor of the Project, a more honest effort points toward denial. Public safety policies in the General Plan have been ignored, impacts will be felt by nearby residents and property, and there is no mitigation to the fire agency most responsive to the site. This Project and the conditions of approval must be revisited.

3. An EIR is required, as there are clearly significant impacts caused by the Project that require further analysis and mitigation.

At the “heart of CEQA” is the requirement that public agencies prepare an EIR for any project that “may have a significant effect on the environment.” (*Friends of College of San Mateo Gardens v. San Mateo County Community College Dist.* (2016) 1 Cal.5th 937, 944.) If it can be fairly argued that a project may have a significant effect on the environment, an EIR must be prepared. (*Id.* At 957.) The fair argument standard sets forth a low threshold for requiring an EIR, reflecting a preference for resolving doubts in favor of environmental review. (*Georgetown Preservation Society v. County of El Dorado* (2018) 30 Cal.App.5th 358, 370.)

An MND is insufficient for this Project, given evidence in the record concerning impacts to fire resources and other environmental impacts.

Many comments were submitted on the MND and in advance of the Planning Commission meeting. GCSO explained in detail its concerns for fire safety and water supply. The Central Sierra Environmental Resource Center cited various concerns, including (a) well failure, (b) potential septic system failure, (c) fire hazard and inadequate water supply, and (d) traffic and emergency evacuation along the Highway 120 corridor. Comments from nearby residents expressed similar concerns over fire impacts, strain on GCSO resources, and congestion along evacuation routes.

While County staff provided responses to why none of the comments amount to “substantial evidence,” this is not the standard under CEQA. A decision not to require an EIR “can be upheld only when there is no credible evidence to the contrary.” (*Georgetown Preservation Society v. County of El Dorado* (2018) 30 Cal.App.5th 358, 370.) The record contains credible contentions of significant environmental impact. For projects such as these with well-documented concerns over significant impacts, an EIR is required to scope potential impacts, fully analyze identified impacts, and provide a formal comment and response period.

Additionally, contrary to the conclusions of the Project report and MND, it indeed could be the case that a new fire station will be required as a result of the Project (especially when evaluated in light of cumulative development in the surrounding area). Staff’s analysis may have concluded that a new fire station is not necessary, but it has been presented with substantial evidence to the contrary.

The MND and staff responses to comments are not an acceptable substitute for an EIR when it is legally required. The County must follow the required process under CEQA and allow for conflicting analysis to be fully vetted through an EIR.

Conclusion

We appreciate the Planning Commission's attention to our comments. GCSD believes the Project as proposed is illegal and unnecessarily places the property and lives of nearby and future residents at risk. The Planning Commission cannot make the legally required findings for this Project without sending it back to staff for further review and analysis.

We hope the Planning Commission will revisit this Project under an EIR and with alterations incorporated that allow the required findings to be made.

Kind regards,

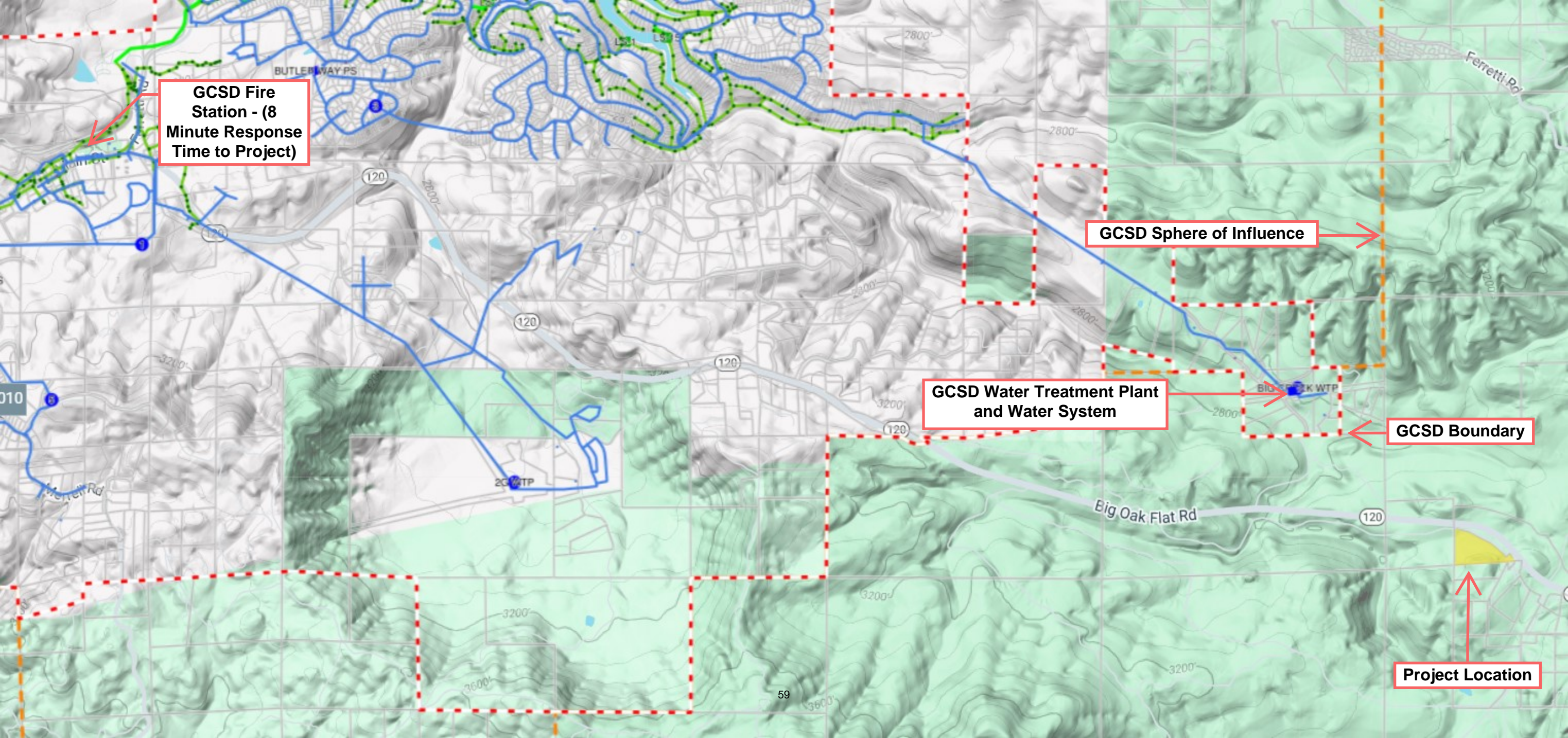
White Brenner LLP



Josh G. Varinsky
JGV/bnh

Enclosures:

1. Project location and nearest GCSD and County fire stations
2. County project approvals in southeastern area of County near GCSD
3. GCSD Comment Letter on the MND



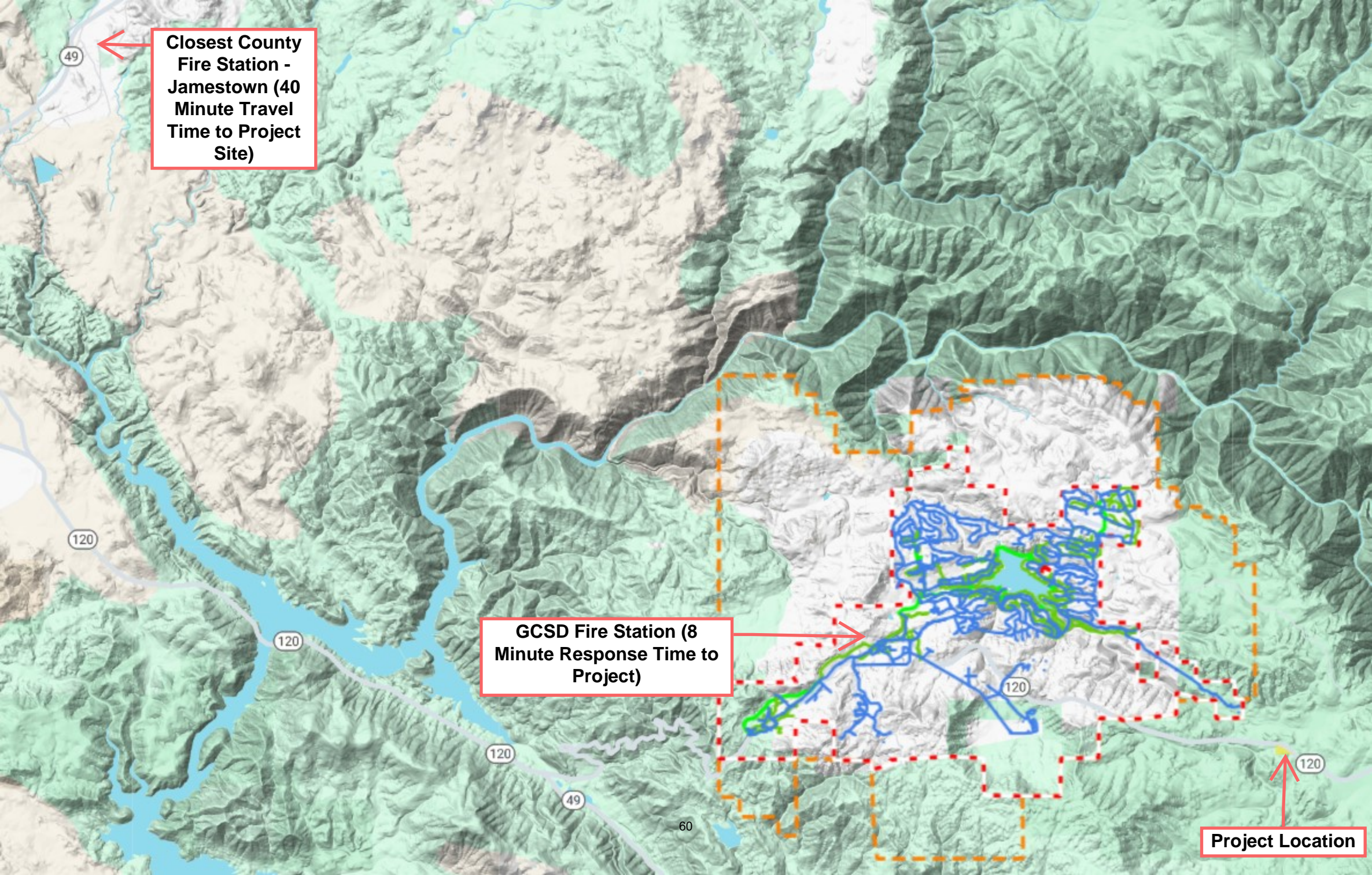
GCSD Fire Station - (8 Minute Response Time to Project)

GCSD Sphere of Influence

GCSD Water Treatment Plant and Water System

GCSD Boundary

Project Location



**Closest County
Fire Station -
Jamestown (40
Minute Travel
Time to Project
Site)**

**GCSD Fire Station (8
Minute Response
Time to
Project)**

Project Location

49

120

120

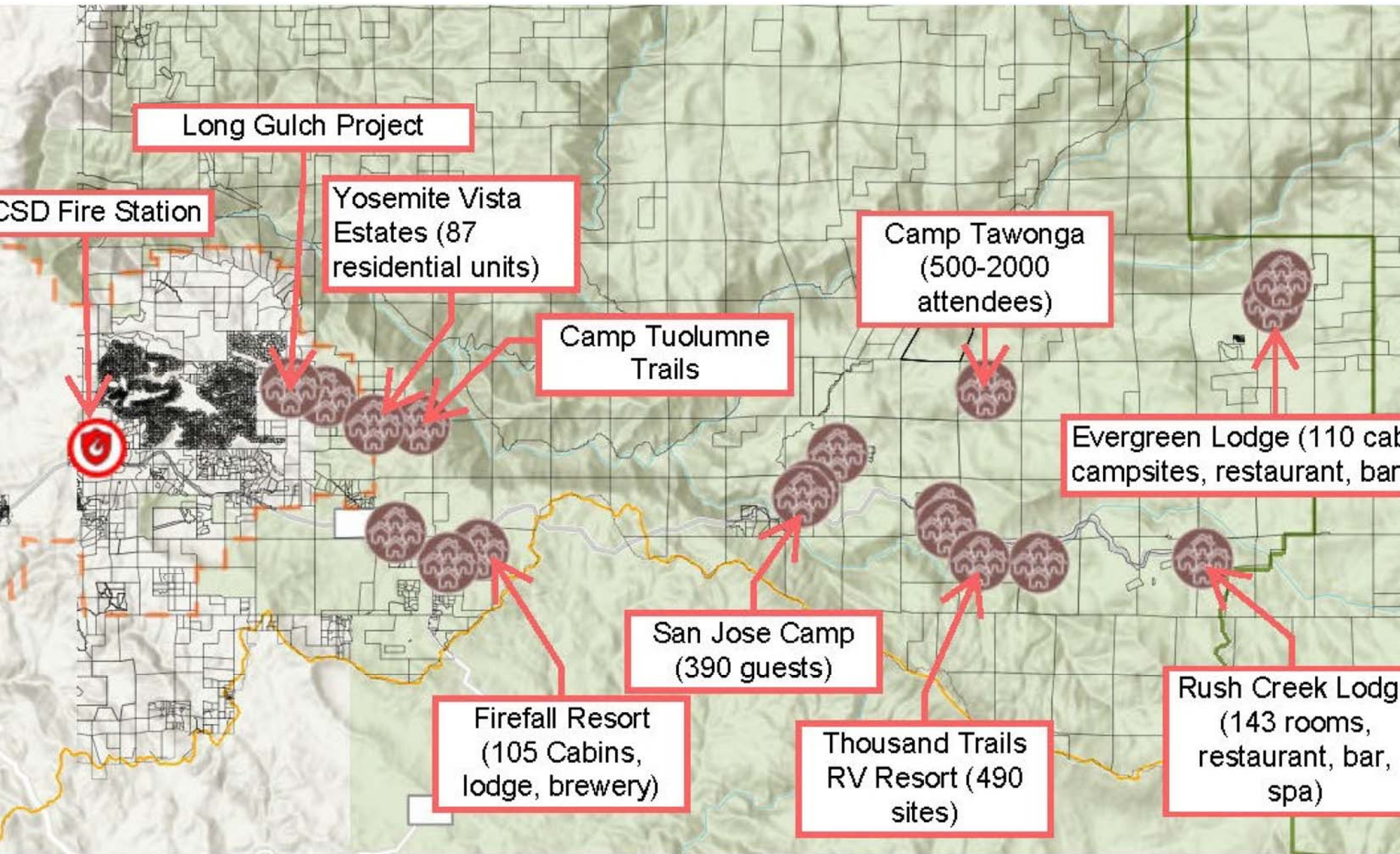
120

49

60

120

120



February 15, 2024

Clark Sintek
Community Development Department
Tuolumne County Community Development Department
2 South Green Street,
Sonora, CA 95370

RE: Mitigated Negative Declaration, Tiny House Village, Site Development Permit SDP22-006

Dear Mr. Sintek,

The Groveland Community Services District has reviewed the Mitigated Negative Declaration for the above referenced project in detail and has provided its comments surrounding the project and document below.

HAZARDS AND HAZARDOUS MATERIALS Section:

Q: Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?

District Response:

The document failed to evaluate and document the ability of the Groveland Community Services District Fire Department (GCSD or District) to meet its adopted emergency response standards for emergency calls occurring within the District boundaries when an emergency call occurs at the project location. If the District Fire Department were to respond to an emergency call at the project site, the ability to implement its own emergency response plan standard would be impaired and creates a hazard to life and property.

There is no fire station, other than GCSD Station 78, within 45 minutes travel time of the project location, with a guaranteed fire engine, staffed full time, year round and able to respond to emergency calls at the project site. The Tuolumne County Fire engine currently collocated at the GCSD Station 78 is only contracted to be in that location until August 2024. The preparer of the environmental documents never contacted the District to discuss the availability of the Groveland Fire Department or its ability to respond to the project site.

Q: Expose people or structures, either directly or indirectly, to a significant risk of loss, injury, or death involving wildland fires?

District Response:

The document failed to evaluate and document the ability of the Groveland Community Services District Fire Department (GCSD or District) to meet its adopted emergency response standards for wildland fire calls occurring within the District boundaries when an emergency call occurs at the project location. If the District Fire Department were to respond to an emergency call at the project site located outside the District boundaries, the ability of the District would

be impeded to respond to an evolving wildfire scenario within the District boundaries, indirectly exposing people to a significant risk of loss, injury or death while the fire burns unchecked until the single District engine and crew can respond back from the project location to the incident scene.

The County Policy 9.A.1 **was not followed:** *Actively involve fire protection agencies within Tuolumne County in land use planning decisions.*

The District, who is listed as a fire department that would respond to emergency calls on the project site, was never consulted to discuss the availability of the Groveland Fire Department or its ability to respond to the project site.

The County Policy 9.E.3 **was not followed:** *Require new development to be consistent with State and County regulations and policies regarding fire protection.*

The District, who is listed as a fire department that would respond to emergency calls on the project site, was never consulted to discuss the need for emergency responses to the project site and their potential impact on the emergency call response times of the Groveland Fire Department or its ability to even respond to the project site.

The document states that the estimated water needs for the site would be up to 140 gallons per day with the pool requiring up to 30,000 gallons per year to operate. Is the 140 gallons per day a per-cabin water usage estimate or overall daily demand for all cabins, which is not possible?

There is currently no water tender located within the project location or Groveland fire station. It will take at least ½ hour for a water tender to arrive, and in a fire situation, the water tender will be drained within 5 minutes. In addition, the water tender will take 20-30 minutes to refill using fire hydrants located within the District boundaries at least five minutes away. The onsite swimming pool would be pumped dry in less than 12 minutes.

Although the groundwater well is reported to produce an adequate supply of water using a two hour pump test, there is no analysis to show the ability of the well to continue to pump the required amount of water beyond the two hours, when it will run continuously, around the clock at that rate throughout the summer.

PUBLIC SERVICES Section:

Q: Would the Project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times, or other performance objectives for any of these public services?

The document states *“Fire and emergency response is provided to this site by the County of Tuolumne, with support from regional partners including Groveland Community Services District (GCSD)”*.

District Response:

The County of Tuolumne does not operate a fire station in the Groveland area, nor does it currently fund the CAL FIRE Amador Plan in Groveland, which provided a non-fire season staffed engine to respond to 911 calls. The County currently funds the cost to collocate a staffed fire engine at the Groveland CSD Fire Station 78, under an agreement through August 2024. Without a county fire station in the area and lacking a perpetual agreement for the staffed county fire engine to remain in Groveland, there is no assurance that the project will be provided fire protection services by the County. Without a County staffed engine within 45 minutes of the project site, they cannot provide effective mutual aid, and the District is left as the only responding fire department unless a staffed CAL FIRE engine is located in its Merrell Road Station. The GCSD fire department will respond to the project site under the Mutual Aid Agreement, so long as a staffed County fire engine is located permanently in Groveland. The project must annex to the boundaries of GCSD for the District fire department to respond to emergency calls on the project site as the first-in, or only engine.

As stated above, the analysis did not contact or review the impact on services provided by GCSD, or its ability to meet its adopted emergency response time standards should it respond to that “one” estimated call at the project site. While on that “one” call to the project site and with no County engine, a simultaneous call for a cardiac arrest in Big Oak Flat would render the District department unable to meet its service commitments and obligations to its taxpayers, unfairly risking the lives and property of our citizens, and those who pay for this service.

The project is located one-half mile outside the GCSD boundaries. The project site is not served by the Groveland CSD. The Tuolumne County LAFCo and the California Government Code have responsibility to determine the appropriate service provider when a project requiring services is located outside the boundaries of the local service provider.

The Project analysis states: *“The project is not required to receive fire protection services from GCSD since they are not located within their district.”*

This statement is not consistent with LAFCo law and the District is not required to provide services to the site BECAUSE the project is located outside its boundaries.

The project evaluation goes on to state: *“Fire protection will be provided to the site as it currently receives services under either agreement, and annexation is not required for the site to receive fire protection response.”*

This statement is only correct if a County funded engine and crew is permanently located in Groveland; in a new staffed County fire station or collocated with GCSD permanently (with station improvements). Otherwise, this is a false and inaccurate statement.

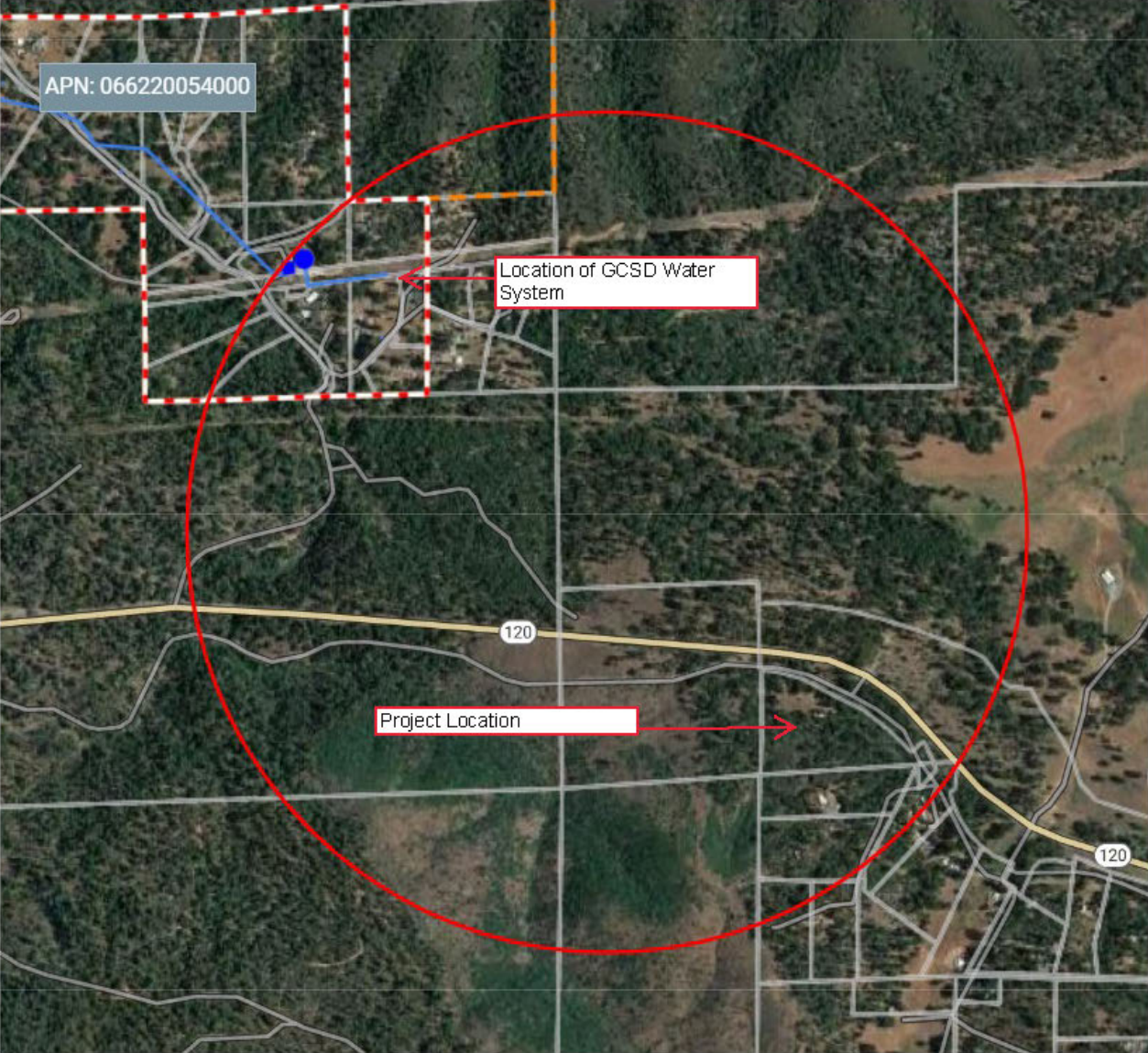
Just as the Terra Vi and Under Canvas resort projects, approval of this project must be conditioned on the payment of its fair share of the cost of providing emergency response services. As the services exist today, without a permanent staffed County Fire engine in Groveland, the project will result in potentially significant impacts to the fire and emergency response services in Groveland. The placement of a permanent staffed County Fire Engine in Groveland will mitigate those impacts to a less than significant level.

Again, directly reaching out to and consulting with GCSD would be the cooperative and efficient way to ensure that service impacts could be agreed upon, for land development projects to which GCSD is expected to provide service.

Sincerely,

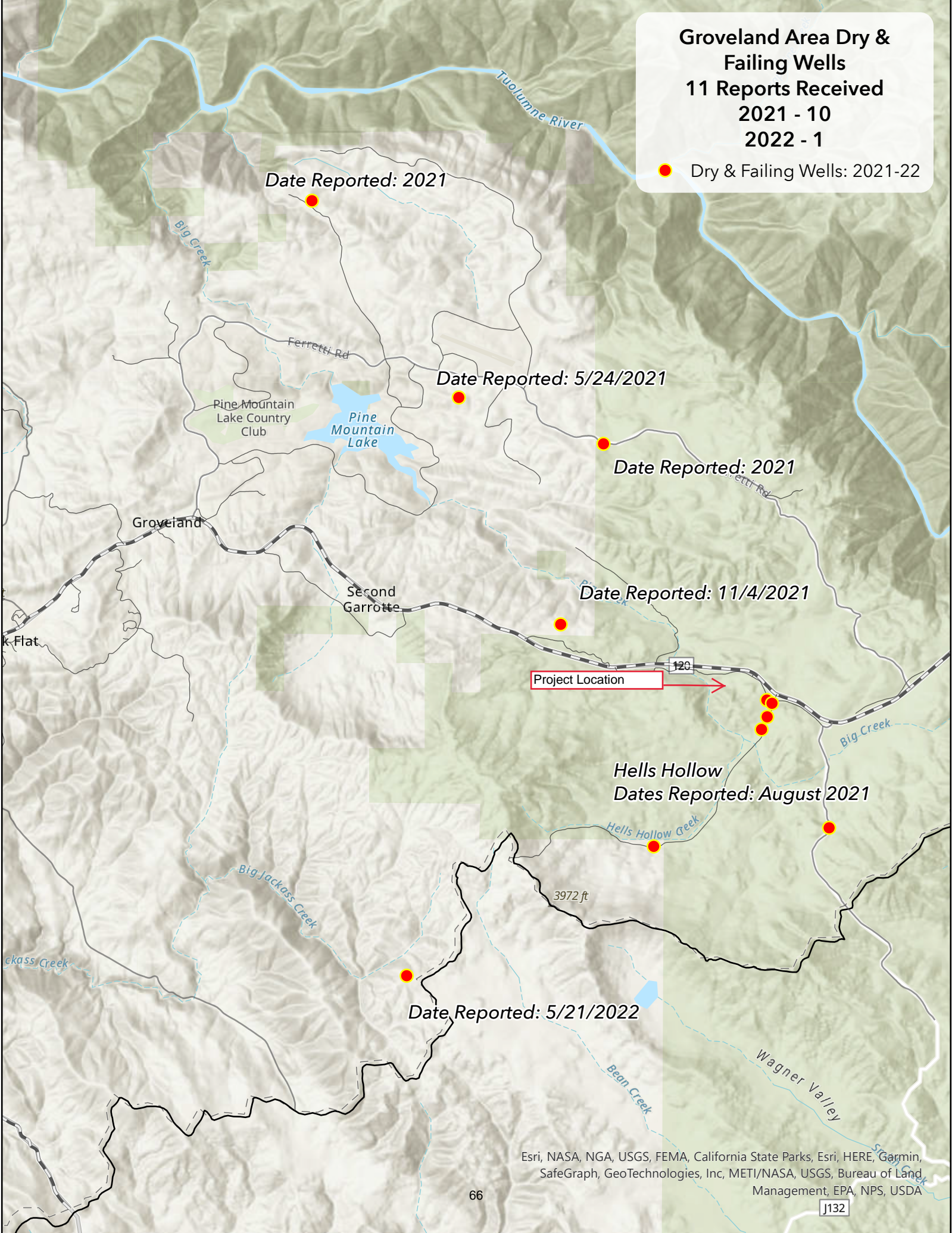


Peter Kampa
General Manager
Groveland Community Services District



Groveland Area Dry & Failing Wells
11 Reports Received
2021 - 10
2022 - 1

● Dry & Failing Wells: 2021-22





BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: February 11, 2025

SUBJECT: Agenda Item 6C: Adoption of a Resolution Approving a Revised and Updated District Organizational Chart to Reflect the Addition of an Executive Assistant Position

RECOMMENDED ACTION:

Staff recommends the following action:

I move to adopt Resolution 06-2025 approving a revised and updated District Organizational Chart to reflect the addition of an Executive Assistant position.

BACKGROUND:

The District has historically operated with a single General Manager, supported by an Administrative Services Manager and an Operations Manager. As depicted in the attached 2021 Organizational Chart, the Administrative Services Manager oversees a Finance Officer, three Administrative Services Technicians, an Information Systems Manager, and a Properties/Assets Manager—both of whom are shared between administration and operations. The Operations Manager supervises a Chief Plant Operator and an Operations Supervisor, who in turn oversee an Operations Lead, two Maintenance Mechanics, three Water/Wastewater Operators and five Distribution/Collection System Operators. Three additional operations and maintenance staff were added in October 2024; however those positions currently remain unfunded but are planned to be filled in FY 2025/26.

Over the past several years, one of the Administrative Services Technicians was assigned the role of District Secretary out of necessity and as a means of career advancement. This individual has competently taken on highly complex responsibilities, including service planning, relationship-building with external entities and constituents, project administration, contract management, as well as serving as the interim Administrative Services Manager. Additionally, they provide direct daily support to the General Manager. Due to the nature of the responsibilities assumed over the past four years, this individual has operated largely under the direction of the General Manager while continuing to report to the Administrative Services Manager. Their contributions have been critical to the District's planning efforts, project execution, and overall advancement. Moving forward, it is anticipated that the Board of Directors will continue to expect this level of performance from the General Manager, necessitating sustained support from a qualified Executive Assistant, who reports directly to the General Manager as shown in the attached proposed organizational chart.

The Board has historically determined staffing levels based on the recommendations of the General Manager. In alignment with these recommendations, we propose the following amendments to the organizational chart, as reflected in the attached revisions:

- **Establish an Executive Assistant/Board Secretary position** at Salary Range 28, reporting directly to the General Manager. This role will include responsibilities for general administrative support across the organization including the Administrative Services Manager and administrative staff, as well as assisting with public relations events, utility billing, customer service and office coverage, as needed, based on time availability and staffing levels.
- **Reduce the number of Administrative Services Technicians by one.** This is expected to be a temporary staffing reduction, with the potential for future augmentation through the addition of an entry-level clerical position.

ATTACHMENTS:

1. Current District Organizational Chart and Proposed Revisions
2. Resolution 06-2025

RESOLUTION 06-2025

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING A REVISED AND UPDATED DISTRICT ORGANIZATIONAL CHART TO REFLECT THE ADDITION OF AN EXECUTIVE ASSISTANT POSITION

WHEREAS, the Groveland Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the District has historically operated with a single General Manager, supported by an Administrative Services Manager and an Operations Manager; and

WHEREAS, over the past several years, one of the Administrative Services Technicians was assigned the role of District Secretary out of necessity and as a means of career advancement. This individual has competently taken on highly complex responsibilities, including service planning, relationship-building with external entities and constituents, project administration, contract management, as well as serving as the interim Administrative Services Manager; and

WHEREAS, their contributions have been critical to the District's planning efforts, project execution, and overall advancement; and

WHEREAS, it is anticipated that the Board of Directors will continue to expect this level of performance from the General Manager, necessitating sustained support from a qualified Executive Assistant, who reports directly to the General Manager as shown in the attached organizational chart proposed.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY:

- **Establish an Executive Assistant/Board Secretary position** at Salary Range 28, reporting directly to the General Manager. This role will include responsibilities for general administrative support across the organization including the Administrative Services Manager and administrative staff, as well as assisting with public relations events, utility billing, customer service and office coverage, as needed, based on time availability and staffing levels.
- **Reduce the number of Administrative Services Technicians by one.** This is expected to be a temporary staffing reduction, with the potential for future augmentation through the addition of an entry-level clerical position.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY *adopt Resolution 06-2025 approving a revised and updated District Organizational Chart to reflect the addition of an Executive Assistant position.*

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on February 11, 2025, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

APPROVE:

Nancy Mora, Board President

ATTEST:

Rachel Pearlman, Board Secretary

CERTIFICATE OF SECRETARY

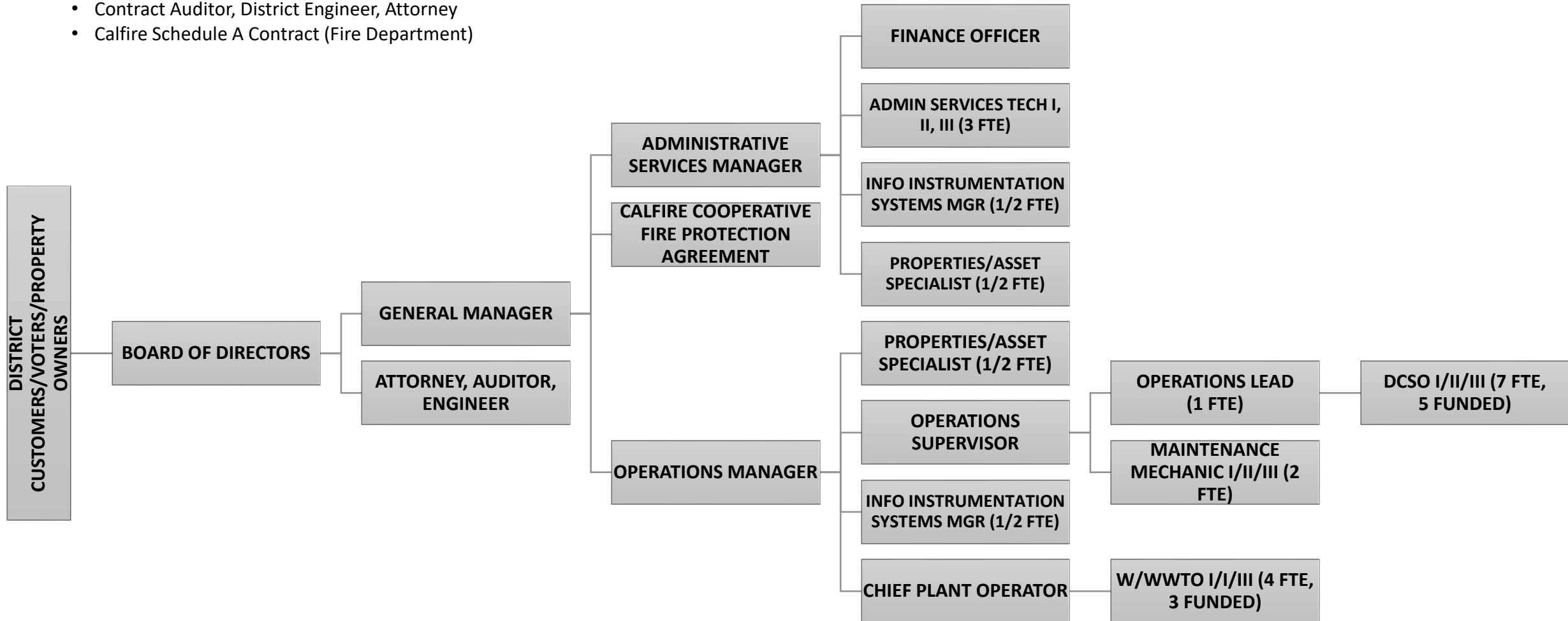
I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on February 11, 2025.

DATED: _____

GCSO Organizational Chart- Approved 2024/25

APPROVED HEADCOUNT 2024/25:

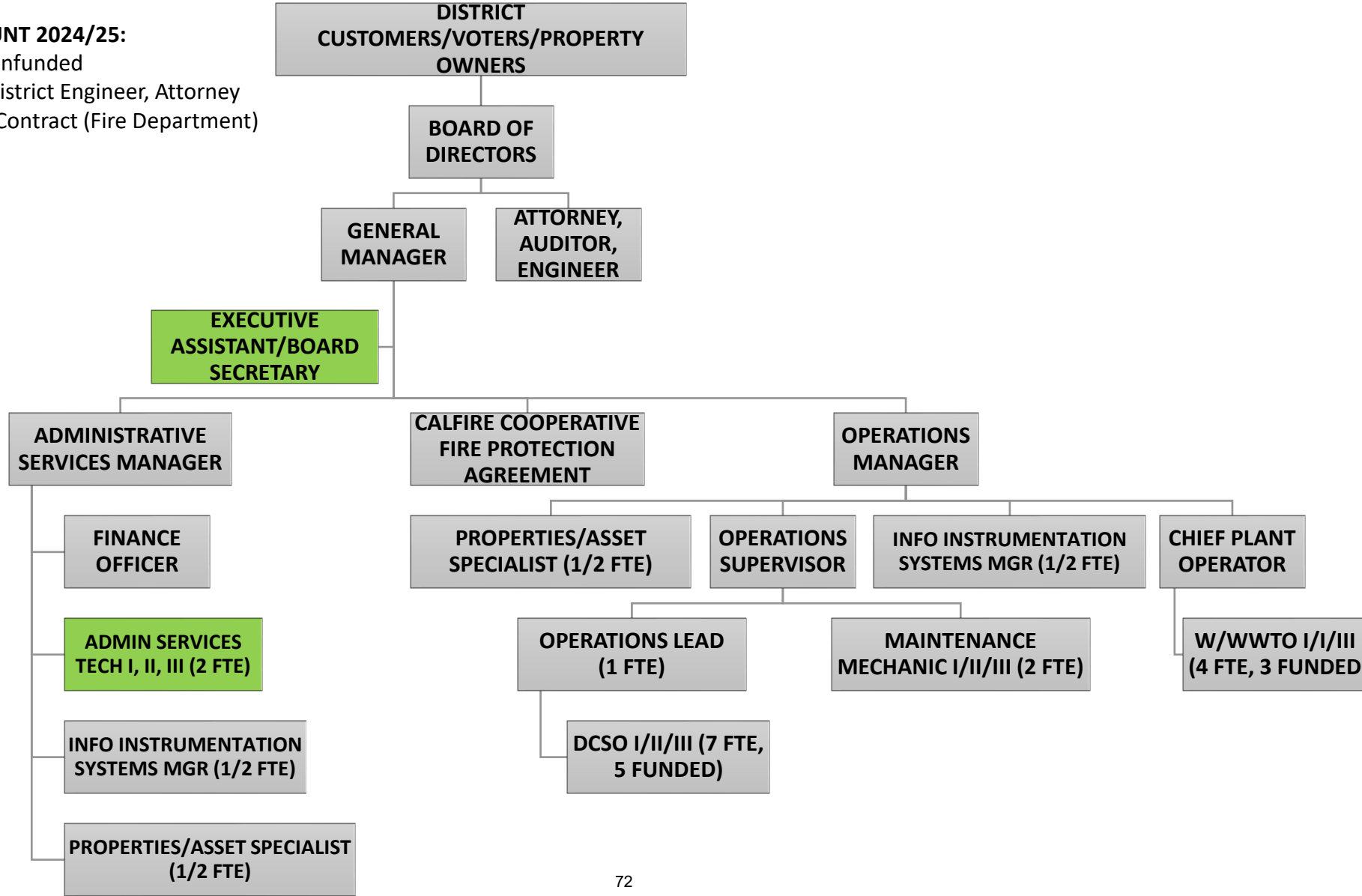
- 21 FTE Funded, 3 Unfunded
- Contract Auditor, District Engineer, Attorney
- Calfire Schedule A Contract (Fire Department)



GCSD Organizational Chart- Proposed Update 2/11/2025

APPROVED HEADCOUNT 2024/25:

- 21 FTE Funded, 3 Unfunded
- Contract Auditor, District Engineer, Attorney
- Calfire Schedule A Contract (Fire Department)



TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: February 11, 2025

SUBJECT: Agenda Item 6D: Adoption of a Resolution Amending the District's Salary Schedule as Recommended in the Total Compensation Analysis Report Prepared by Bryce Consulting Inc., With Salary Adjustments Effective for the Pay Period Beginning March 7, 2025

RECOMMENDED ACTION:

Staff recommends the following action:

I move to adopt Resolution 07-2025 Amending the District's Salary Schedule as Recommended in the Total Compensation Analysis Report Prepared by Bryce Consulting Inc., With Salary Adjustments Effective for the Pay Period Beginning March 7, 2025.

BACKGROUND:

For over a decade prior to 2018, the district experienced a significantly higher than normal employee turnover rates, resulting in negative service impacts, lower efficiency and deferred maintenance of critical equipment. The high turnover rate was determined to be attributable to compensation that did not keep up with the employment market, significantly higher workloads and overtime requirements due to reduced and inexperienced staffing, as well as frustrating levels of equipment failure due to lack of investment. Over the past seven years, the district has addressed each of the identified deficiencies that were resulting in high employee turnover rates.

To ensure the district's ability to attract and retain competent employees in all positions, management has recommended, and the board has approved the regular completion of total compensation evaluations, comparing the district's salary and benefits to those provided by comparator agencies. The completion of a compensation analysis and adjustment of compensation is also required, if necessary, by the memorandum of understanding with Operating Engineers #3.

On November 12, 2024, the Board of Directors accepted the Employee Compensation and Benefits Study that was prepared by Bryce Consulting Inc. The Board directed staff to develop a plan for implementation of the revised salaries recommended in the plan. Staff has identified the appropriate salary ranges for each of the District positions requiring adjustment, using the Total Compensation Study Median values. The Compensation Study Salary Adjustments sheet, attached, shows the current salary range and step, from the attached salary range chart, for each employee and position that will

see a change. Depending upon the amount of adjustment required to the range, employees were moved to the step in the range that provided a 5% increase, which was the case for the Operations and Administrative Services Manager. The newly proposed Executive Assistant position is set at step 1 of the new range 28. For all other positions requiring adjustment, the change was small enough that the current employee will remain at their current step of the new range.

FINANCIAL IMPACT:

If approved, the recommended salary changes will result in an increase of payroll expense in the amount of \$88,317.48 for the next full fiscal year, a 2.71% increase in payroll. The salary adjustments will result in a payroll increase of \$27,174.61 for the remainder of the 2024/25 FY Budget; a 0.83% increase for this fiscal year. These adjustments, if approved, will be contingent on and included in the Mid-Year Budget Adjustment that will be considered by the Board at February's Quarterly Workshop.

ATTACHMENTS:

1. Proposed Compensation Salary Adjustments
2. Resolution 07-2025

Compensation Study Recommended Salary Adjustments Current vs Recommended

	Position	Range	Employee's Current Step	2024/25 Base Salary
Current	Administrative Services Manager	43	Step 5	\$ 162,240.00
Recommended	Bring to Market Range	48	Step 4	\$ 174,824.00
Difference				\$ 12,584.00
Current	Admin Svcs Tech III	13	Step 5	\$ 77,355.20
Recommended	Executive Assistant-Board Secretary - NEW	28	Step 1	\$ 92,164.80
Difference				\$ 14,809.60
Current	Operations and Maintenance Manager	38	Step 5	\$ 143,395.20
Recommended	Bring to Market Range	45	Step 3	\$ 154,606.40
Difference				\$ 11,211.20
Current	Information/Instrumentation Systems Manager	35	Step 5	\$ 133,161.60
Recommended	Bring to Market Range	36	Step 5	\$ 136,552.00
Difference				\$ 3,390.40
Current	Chief Plant Operator	27	Step 5	\$ 109,296.00
Recommended	Bring to Market Range	28	Step 5	\$ 112,028.80
Difference				\$ 2,732.80
Current	Water/Wastewater Operator I	9	Step 5	\$ 70,075.20
Recommended	Bring to Market Range	11	Step 5	\$ 73,632.00
Difference				\$ 3,556.80
Current	Operations and Maintenance Supervisor	27	Step 5	\$ 109,304.00
Recommended	Bring to Market Range	28	Step 5	\$ 112,028.80
Difference				\$ 2,724.80
Current	Collection and Distribution System Operator I	5	Step 5	\$ 63,481.60
Recommended	Bring to Market Range	7	Step 5	\$ 66,705.60
Difference				\$ 3,224.00
Current	Maintenance Mechanic I	11	Step 1	\$ 60,569.60
Recommended	Bring to Market Range	14	Step 1	\$ 65,228.80
Difference				\$ 4,659.20
Compensation Study Recommended Salary Adjustments - Unfilled				
Current	Maintenance Mechanic II	17	Step 1	\$ 85,382.00
Recommended	Bring to Market Range	18	Step 1	\$ 87,516.00
Difference				\$ 2,134.00
Current	Maintenance Mechanic III	21	Step 5	\$ 94,245.00
Recommended	Bring to Market Range	22	Step 5	\$ 96,602.00
Difference				\$ 2,357.00
				Grand Total
				Yearly Change Including
				Salaries, Taxes & Benefits \$ 88,317.48
				Remainder of FY25 \$ 27,174.61
				Total Annual Salary & Benefit Budget \$ 3,251,075.00
				Yearly Change % 2.717%
				Remainder of FY25 Change % 0.836%

RESOLUTION 07-2025

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AMENDING THE DISTRICT'S SALARY SCHEDULE AS RECOMMENDED IN THE TOTAL COMPENSATION ANALYSIS REPORT PREPARED BY BRYCE CONSULTING INC., WITH SALARY ADJUSTMENTS EFFECTIVE FOR THE PAY PERIOD BEGINNING MARCH 7, 2025

WHEREAS, the Groveland Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, to ensure the district's ability to attract and retain competent employees in all positions, management has recommended, and the board has approved the regular completion of total compensation evaluations, comparing the district's salary and benefits to those provided by comparator agencies; and

WHEREAS, on August 8, 2024 the District entered into contract with Bryce Consulting Inc. to prepare a thorough compensation evaluation; and

WHEREAS, Bryce Consulting Inc. developed a slate of similar comparator public agencies against which the District salaries and benefits were compared; and

WHEREAS, on November 12, 2024, the Board of Directors accepted the Employee Compensation and Benefits Study that was prepared by Bryce Consulting Inc., and;

WHEREAS, the Board directed staff to develop an implementation plan for revised salaries and;

WHEREAS, staff has established salary ranges for District positions at the Total Compensation Study Median as shown in the salary chart included herein as Attachment A.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY *adopt Resolution 07-2025 amending the District's Salary Schedule as recommended in the Total Compensation Analysis Report Prepared by Bryce Consulting Inc., with salary adjustments effective for the pay period beginning March 7, 2025.*

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on February 11, 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVE:

Nancy Mora, Board President

ATTEST:

Rachel Pearlman, Board Secretary

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, 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 Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on February 11, 2025.

DATED: _____